

**CITY OF CEDARBURG
COMMON COUNCIL
FEBRUARY 24, 2025**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 24, 2025, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers, and online utilizing the Zoom app.

Mayor Patricia Thome called the meeting to order at 7:00 p.m. A moment of silence was observed. The Pledge of Allegiance was led by Boy Scout Pack 3836.

Roll Call:	Present -	Acting Mayor Kristin Burkart, Council Members Kevin Curley, Mark Mueller, Kristian Lindo (Zoom), and Melissa Bitter
	Excused -	Mayor Patricia Thome, Council Members Robert Simpson and James Fitzpatrick
	Also Present -	City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, Director of Engineering and Public Works Michael Wieser, and interested citizens and news media.

STATEMENT OF PUBLIC NOTICE

At Acting Mayor Burkart's request, City Clerk Sette verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who requested copies, and by posting in accordance with the Wisconsin Open Meetings Law. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

Acting Mayor Burkart announced she will retain her right to vote in the third District.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2025-10 AMENDING SECTION 10-1-16(B) OF THE CODE OF ORDINANCES AUTHORIZING THE PLACEMENT OF YIELD SIGNS FOR NEW STREET INTERSECTIONS IN STONE LAKE SUBDIVISION

For the new low volume street intersections in the Stone Lake Subdivision, it was recommended by the Public Works Commission and City staff to install yield signs to establish traffic control in the new Stone Lake Subdivision.

A motion was made by Council Member Curley, seconded by Council Member Bitter to approve Ordinance No. 2025-10 amending section 10-1-16(b) of the Code of Ordinances authorizing the placement of yield signs for new street intersections in Stone Lake subdivision. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON AWARD OF CONTRACT FOR THE 2025 CEDARBURG LEAD SERVICE LINE REPLACEMENT PROJECT

The City was awarded \$1,400,000 in low interest loans from the Safe Drinking Water Loan Program Funds through the DNR. Cedarburg Light and Water along with RA Smith advertised and received bids for the Cedarburg Lead Service Replacement Program. This contract entails the replacement of 190 lead water services from the right-of-way to the house and focuses on Evergreen Boulevard (Bridge Road to Pine Street), Washington Avenue (Hamilton Road to Lincoln Boulevard), Jackson Street, Hilgen Avenue, Hillcrest Avenue, and Hanover Avenue.

Three (3) bids were received with a low bid of \$728,350.00 submitted by MRJ Inc. MRJ has successfully completed a lead service line replacement project in Cedarburg in the past.

A motion was made by Council Member Mueller, seconded by Council Member Curley, to approve the contract with MRJ Inc. for \$728,350 and to authorize additional lead service replacements not to exceed \$1,400,000. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON CREATION OF AN AI POLICY AND POLICY MANUAL

The City of Cedarburg recognizes the increasing role of Artificial Intelligence (AI) in local government operations. AI tools have the potential to enhance efficiency and support decision-making; however, they also present risks related to data security, confidentiality, and ethical considerations. To ensure responsible AI usage, the City is adopting a formal AI policy and creating a dedicated AI Policy Manual to guide implementation. Current use of AI is limited to generative AI but with a rapid growing interest in AI and the potential of future municipal uses it is important to have policies in place that will guide the city in its use while protecting our cyber infrastructure and our residents.

A motion was made by Council Member Mueller, seconded by Council Member Lindo, to approve the AI Policy as outlined, the AI Policy Manual, and to direct City staff to implement necessary training and oversight mechanisms. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON ENHANCING THE CITY WEBSITE AND MASS NOTIFICATION SYSTEM

The City of Cedarburg is considering enhancements to its website and mass notification system to improve resident engagement, asset management, navigation, and administrative features. These improvements aim to provide better access to city services, streamline information

dissemination, and ensure a user-friendly experience for residents and simplify ongoing website updates for administrative staff. Since partnering with CivicPlus as the City's website developer, the City has continued expanding its services with them. These include municipal code software, building inspection software, and resident service request software (SeeClickFix), with agenda/meeting management software to be added soon. By utilizing the same company, the City is streamlining services, enhancing the interoperability of the software, and saving on overall costs through the discounts provided by the company.

A motion was made by Council Member Mueller, seconded by Council Member Bitter, to postpone this topic to a future meeting with a demonstration by CivicPlus. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

UPDATE ON FEBRUARY 18, 2025 PRIMARY ELECTION AND DISCUSSION ON ADDING ADDITIONAL POLLING LOCATIONS BEFINNING APRIL 2026

Clerk Sette provided an update from the February Primary Election. There are currently a total of 9,701 registered voters in the City of Cedarburg. The total number of those participating in the February Election was 2,507 which represents 26%. Of those that participated, 625 voted an absentee ballot. She further explained the potential need for more polling locations in the City for large elections.

No action was taken by the Council.

CONSENT AGENDA

A motion was made by Council Member Mueller, seconded by Council Member Curley, to approve the following consent agenda items. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

- Approval of February 10, 2025 Common Council meeting minutes
- Payment of bills dated 02/05/2025 through 02/18/2025, transfer list dated 02/11/2025 through 02/21/2025 and payroll from 2/02/2025 through 02/15/2025

ADMINISTRATOR'S REPORT

Administrator Hilvo encourages residents to utilize See-Click-Fix. He also reminded the Council of the upcoming Business Forum on Tuesday morning, February 25, 2025.

COMMENTS AND SUGGESTIONS BY COUNCIL MEMBERS

Council Member Burkart suggested increasing the radius for residents to be notified of a public hearing. The current radius is 300 feet of the subject parcel. She also suggested educating the public about city issues/topics utilizing social media with potentially a new part time City employee to manage social media.

MAYOR'S REPORT -None

ADJOURNMENT

A motion was made by Council Member Mueller, seconded by Council Member Lindo, to adjourn the meeting at 7:58 p.m. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

Tracie Sette
City Clerk