

**CITY OF CEDARBURG
COMMON COUNCIL
NOVEMBER 25, 2024**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, November 25, 2024, 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 recited.

Roll Call: Present - Mayor Patricia Thome, Council Members Kevin Curley, Mark Mueller, Robert Simpson, Kristian Lindo, Kristin Burkart, and Melissa Bitter

Excused - Council Member James Fitzpatrick

Also Present - City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, Engineering and Public Works Director Michael Wieser, Fire Chief Jeffrey Vahsholtz, Finance Director/Treasurer Kelly Livingston, and interested citizens and news media.

STATEMENT OF PUBLIC NOTICE

At Mayor Thome'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.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

PUBLIC HEARINGS

A motion was made by Council Member Curley, seconded by Council member Bitter, to open the Public Hearing at 7:02 p.m. to discuss the 2025 City Budget. Motion carried without a negative vote with Council Member Fitzpatrick excused.

Administrator Hilvo explained there were no changes made to the budget since the previous Common Council meeting held on November 11, 2024.

There were no comments or questions from the public.

A motion was made by Council Member Curley, seconded by Council Member Mueller, to close the Public Hearing at 7:14 p.m. Motion carried by roll call vote with Council Members Burkart, Curley, Simpson, Lindo, Mueller and Bitter voting aye; and Council Member Fitzpatrick excused.

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON CONTRACT PROPOSAL FROM RAMBOLL TO COMPLETE A STABILITY ANALYSIS FOR WOOLEN MILL DAMS

A stability analysis must be completed and approved by the WDNR prior to the design of the Woolen Mills Dam repairs. The stability analysis will assess the current condition of the dam and assure that any potential deterioration of the current structure is addressed by the dam repair design. Ramboll submitted a proposal to complete the stability analysis for a fee of \$62,950 and has received a verbal verification from WDNR that the dam failure analysis is final, and the Woolen Mills Dam will have a high hazard rating due to downstream inundation. After the stability analysis is completed, it is anticipated that the design of the dam repairs can be started.

A motion was made by Council Member Bitter, seconded by Council Member Simpson, to approve the Ramboll Contract proposal subject to final review of terms and conditions by City staff and City Attorney Herbrand, in the amount not to exceed \$62,950. Motion carried without a negative vote with Council Member Fitzpatrick excused.

DISCUSSION AND POSSIBLE ACTION ON CONTRACT PROPOSAL FROM AECOM TO COMPLETE AN OPERATIONAL AND MAINTENANCE PLAN FOR CITY OWNED STORM WATER FACILITIES

In April of 2023, the WDNR performed an audit to evaluate City's compliance with the Municipal Separate Storm Sewer System (MS4). After the audit, the WDNR required the city to create an O&M plan for city owned Best Management Practices (BMP's). BMP's are stormwater facilities such as underground storage devices, wet detention basins, stormceptors, and roadside swales.

AECOM has historically assisted the City with the MS4 permit and other stormwater expertise. Staff received a proposal from AECOM to complete an O&M plan for city owned BMP's for a fee of \$9,055.

A motion was made by Council Member Mueller, seconded by Council Member Bitter, to approve the contract with AECOM to complete an Operational and Maintenance Plan for the City owned storm water facilities in an amount not to exceed \$9,055. Motion carried without a negative vote with Council Member Fitzpatrick excused.

DISCUSSION AND POSSIBLE ACTION ON A REQUEST TO INCREASE 2025 SEWER RATES FOR 2025

The Water Recycling Center requires substantial renovations to ensure continued quality service to Cedarburg residents. While the decision to renovate the existing plant or construct a new facility has not been finalized, engineering work is projected to begin in 2026.

Initially, staff proposed a larger sewer rate increase for 2025 to accommodate anticipated costs. However, new financial projections provided by Ehlers through their work on the financial management plan have allowed for a more moderate adjustment.

The proposed revised rate adjustments for 2025 are as follows:

- Sewer Usage Rate: Increase from \$10.00 to \$11.20 per 1,000 gallons.
- Monthly Fixed Charge: Increase from \$15.00 to \$16.80 per connection.

These changes represent a 12% increase and are expected to generate sufficient revenue to meet funding needs while minimizing the financial burden on users.

A motion was made by Council Member Mueller, seconded by Council Member Simpson, to approve the increase in 2025 Sewer Rates of 12% as recommended by the Finance Committee. Motion carried without a negative vote with Council Member Fitzpatrick excused.

DISCUSSION AND POSSIBLE ACTION ON A REVISED PARAMEDIC OVERSIGHT AGREEMENT WITH SOUTHERN OZAUKEE FIRE DEPARTMENT (SOFD)

The City of Cedarburg Fire Department (CFD) has revised its paramedic oversight agreement with the Southern Ozaukee Fire Department (SOFD). This adjustment simplifies the payment structure and ensures continuity of paramedic services while the CFD works toward establishing its own paramedic program, expected within a year.

A motion was made by Council Member Curley, seconded by Council Member Simpson, to approve the revised Paramedic Oversight Agreement with SOFD to pay a flat fee of \$75,000 annually for Paramedic Oversight assistance. Motion carried without a negative vote with Council Member Fitzpatrick excused.

DISCUSSION AND POSSIBLE ACTION REGARDING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CEDARBURG AND THE TOWN OF CEDARBURG FOR A SHARED DIGITAL PHONE SYSTEM

In 2018, the City of Cedarburg and the Town of Cedarburg entered a Memorandum of Understanding (MOU) to facilitate the Town's transition from an analog to a digital phone system by joining the City's Shoretel phone system. Following approval of the initial MOU, City and Town staff collaborated with the phone vendor and IT to complete the integration. The initial five-year agreement has now expired, necessitating an updated MOU for the continuation of this intergovernmental partnership. The new agreement proposes extending the shared phone system arrangement for another five-year term.

A motion was made by Council Member Bitter, seconded by Council Member Mueller, to approve the MOU between the City and Town of Cedarburg for a Shared Digital Phone System. Motion carried without a negative vote with Council Member Fitzpatrick excused.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2024-17 APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF CEDARBURG FOR THE YEAR 2025

A motion was made by Council Member Curley, seconded by Council Member Simpson, to approve Ordinance No. 2024-17 appropriating the necessary funds for the operation of the government and administration of the City of Cedarburg for the year 2025. Motion carried without a negative vote with Council Member Fitzpatrick excused.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2024-18 APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE SPECIAL REVENUE FUNDS AND ADOPTING THE INDICATED BUDGETS

A motion was made by Council Member Curley, seconded by Council Member Simpson, to approve Ordinance No. 2024-18 appropriating the necessary funds for the operation of the Special Revenue Funds and adopting the indicated budgets. Motion carried without a negative vote with Council Member Fitzpatrick excused.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2024-19 ESTABLISHING THE USER FEE SCHEDULE AND APPROPRIATING THE NECESSARY FUNDS FOR THE SEWERAGE FUND FOR THE OPERATION OF THE WATER RECYCLING CENTER OF THE CITY OF CEDARBURG

A motion was made by Council Member Mueller, seconded by Council Member Curley, to approve Ordinance No. 2024-19 establishing the User Fee Schedule and appropriating the necessary funds for the Sewerage Fund for the operation of the Water Recycling Center of the City of Cedarburg. Motion carried without a negative vote with Council Member Fitzpatrick excused.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2024-20 APPROPRIATING THE NECESSARY FUNDS FOR THE 2025 CAPITAL IMPROVEMENT BUDGET

A motion was made by Council Member Mueller, seconded by Council Member Simpson, to approve Ordinance No. 2024-20 appropriating the necessary funds for the 2025 Capital Improvement Budget. Motion carried without a negative vote with Council Member Fitzpatrick excused.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2024-21 LEVYING PROPERTY TAXES FOR THE GENERAL, DEBT SERVICE, SPECIAL REVENUE AND CAPITAL IMPROVEMENT FUNDS OF THE CITY OF CEDARBURG FOR THE YEAR 2025

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve Ordinance No. 2024-21 Levying property taxes for the General, Debt Service, Special Revenue and Capital Improvement Funds of the City of Cedarburg for the year 2025. Motion carried without a negative vote with Council Member Fitzpatrick excused.

CONSENT AGENDA

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

- Approval of minutes from October 28, 2024 and November 11, 2024 Council meetings.
- Payment of bills dated 11/02/2024 through 11/15/2024, transfer list dated 11/06/2024 through 11/18/2024 and payroll from 10/27/2024 through 11/09/2024

ADMINISTRATOR'S REPORT

City Administrator Hilvo reminded the Council of a Public Input Session on December 4th for the Park and Open Space plan. Residents are encouraged to attend or send comments to the Park and Recreation Department. Also, December 17th is a Plan Commission meeting which will include a Public Hearing.

He also wished to thank Finance Director/Treasurer Kelly Livingston and her department for doing a great job with the budget.

CLERK'S REPORT

Clerk Sette provided an update on the November Election which included the following statistics:

- 58% of residents cast an early vote
- Approximately 1,000 people registered to vote between August 13th and November 4th of 2024.
- Completed the Audit of Ward 4 with no issues to report

She also commented on the need for more polling locations in the City which she will address in the near future.

COMMENTS AND SUGGESTIONS BY COUNCIL MEMBERS

Council Member Simpson wished to recognize Michael Smith, Waste Management employee for the City of Cedarburg, and his amazing voice at the recent Buck's game.

MAYOR'S REPORT

Mayor Thome wanted to remind the Council of a Public Hearing coming up at the Plan Commission meeting on December 17th at the Cultural Center to gather public input regarding the twelve (12) Smartgrowth areas.

There will also be an information session with the EPA Army Core of Engineers on December 2, 2024 for the residents affected by the Amcast area.

ADJOURNMENT

A motion was made by Council Member Mueller, seconded by Council Member Curley, to adjourn the meeting at 8:03 p.m. Motion carried without a negative vote with Council Member Fitzpatrick excused.

Tracie Sette
City Clerk