



**CITY OF CEDARBURG
A MEETING OF THE DIVERSITY COMMITTEE
THURSDAY, JUNE 4, 2026 – 7:00 PM**

A meeting of the Diversity Committee, City of Cedarburg, Wisconsin, will be held on Thursday, June 4, 2026 at 7:00 PM. This meeting will be held in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the second floor, Council Chambers.

AMENDED

AGENDA

1. CALL TO ORDER
2. ROLL CALL
 - A. Council Member Amanda Didier, Rev. John Norquist, Hayden Knight, Dr. Joyce Caldwell, Elizabeth Sinclair, and Amit Kaul
3. STATEMENT OF PUBLIC NOTICE
4. COMMENTS AND SUGGESTIONS FROM CITIZENS
5. APPROVAL OF MINUTES
 - A. Discussion and possible action on approval of May 2026 Diversity Committee minutes.
6. UNFINISHED BUSINESS
 - A. Discussion and possible action on Cedarburg Community Conversations.
7. NEW BUSINESS
 - A. Discussion and possible action on 2027 MLK DAY event.
 - B. Discussion and possible action on meet and greet opportunities for the Diversity committee.
 - C. Discussion and possible action on committee attendance at community events.
 - D. Discussion and possible action on annual certification of the Ethics Code.
 - E. Discussion and possible action on the appointment of a Secretary to the Diversity Committee.
8. REPORTS
 - A. Committee Member Reports

9. ADJOURNMENT

City of Cedarburg is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Clerk's Office, (262) 375-7606, email: cityhall@cityofcedarburg.wi.gov.

MEMBERS – PLEASE NOTIFY CITY CLERK'S OFFICE IF UNABLE TO ATTEND THIS MEETING.



CITY OF CEDARBURG
Diversity Committee Minutes
May 7, 2026

1. CALL TO ORDER

Council Member Amanda Didier called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Council Member Amanda Didier, Amit Kaul, Hayden Knight, Dr. Joyce Caldwell, Elizabeth Sinclair, Connie Kincaide (7:05 pm)

Excused: Rev. John Norquist

Also present: City Administrator Mikko Hilvo

3. STATEMENT OF PUBLIC NOTICE

City Administrator Hilvo verified that notice of the meeting was provided to the public in accordance with the Wisconsin Open Meetings Laws.

4. COMMENTS AND SUGGESTIONS FROM CITIZENS

None

5. APPROVAL OF MINUTES

A. Discussion and possible action on approval of April 2026 Diversity Committee minutes

A motion was made by Amit Kaul, seconded by Elizabeth Sinclair to approve the April 2026 minutes. The motion carried without a negative vote, with Rev. Norquist excused.

6. UNFINISHED BUSINESS

A. Discussion and possible action on Cedarburg Community Conversations

Discussed as noticed, the next discussion occurs on May 18th, 2026 6:00-7:45 pm at the Cedarburg Public Library: Building Peace and Safety in Our Community. Topics for 2026-2027 will be decided upon at a future committee meeting.

7. NEW BUSINESS

A. Discussion and possible action on future funding opportunities for Diversity Committee events.



City Administrator Hilvo and Council Member Didier will continue discussing this item as additional funding information becomes available and is shared with committee members.

B. Identify future agenda items and confirm next meeting date (June 4, 2026 at 7:00pm).

The committee approved the meeting date of June 4.

- Discussion and possible action on the 2027 MLK Day event.
- Discussion and possible action on meet and greet opportunities for the Diversity Committee.
- Discussion and possible action on committee attendance at community events.

8. REPORTS

A. Committee Member Reports

Dr. Caldwell gave feedback on attendance at the first Diversity Committee Meet and Greet held at The Elbow Room Cedarburg.

Dr. Caldwell stated that the event: Pride Rocks will take place on Saturday, June 13th, and a Pride Witness event will be held on June 14th.

Elizabeth Sinclair attended the showing of the film The Boys and the Bees by Arielle Knight.

Hayden Knight attended the showing of his daughter's film, The Boys and the Bees.

Council Member Didier attended a presentation by Milwaukee Muslim Women's Coalition and stated that the Wisconsin Asian Summer Festival is being held on June 13th at the Ozaukee County Fairgrounds.

Connie Kincaide is continuing to work with disability advocacy groups and will inform the committee of events and service opportunities as needed.

9. ADJOURNMENT

Motion made by Dr. Caldwell and seconded by Hayden Knight, motion passed without a negative vote with Rev. Norquist excused.

Connie Kincaide
Secretary

CITY OF CEDARBURG

MEETING DATE: June 4, 2026

ITEM NO: D.

TITLE:

Discussion and possible action on annual certification of the Ethics Code.

ISSUE SUMMARY:

Members of boards, committees, and commissions shall certify to the City Clerk annually that they have reviewed the Ethics Code.

STAFF RECOMMENDATION:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT:

ATTACHMENTS:

1. CHAPTER 5 ETHICS CODE

INITIATED/REQUESTED BY:

FOR MORE INFORMATION CONTACT:

CHAPTER 5 ETHICS CODE

Sec. 2-5-1 Declaration of policy.

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office is not to be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is established in this chapter a code of ethics for all City of Cedarburg officials and employees whether elected or appointed, paid or unpaid, including members of council as well as boards, committees and commissions of the city (city agencies). The purpose of this ethics code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Cedarburg and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the city.

(Ord. No. 2004-08)

Sec. 2-5-2 Responsibility of public office.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

(Ord. No. 2004-08)

Sec. 2-5-3 Dedicated service.

- (a) Officials and employees should adhere to the rules of work, professionalism and performance established as the standard for their positions by the appropriate authority.
- (b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(Ord. No. 2004-08)

Sec. 2-5-4 Fair and equal treatment.

- (a) *Use of public property.* No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.
- (b) *Fundraising.* With the exception of fundraising for purposes of raising money for city departmental programming, equipment, or capital projects, which may occur subject to council approval and all provisions of this Code and the State Statutes, the following shall be prohibited:

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- (1) No official or employee shall request or permit the use of city resources, city time or city equipment for the purpose of fundraising.
 - (2) No official or employee shall use his or her position, authority or influence, whether possessed or anticipated, to represent themselves as a city official or employee for private or public fundraising.
- (b) *Obligations to citizens.* No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(Ord. No. 2004-08; Ord. No. 2015-13)

Sec. 2-5-5 Conflict of interest.

- (a) *Financial and personal interest prohibited.* No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this chapter or which would tend to impair independence of or action in the performance of official duties.
- (b) *Definitions.*
- (1) *Financial interest.* Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - (2) *Personal interest.* Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
 - (3) *Person.* Any individual or legal entity.
- (c) *Specific conflicts enumerated.*
- (1) *Incompatible employment.* No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law.
 - (2) *Disclosure of confidential information.* No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advance the financial or other private interests of the official or employee or others.
 - (3) *Gifts and favors.*
 - a. No public official or employee may use his or her public office to "obtain financial gain" or "anything of value" for the private benefit of himself or herself, for his or her immediate family, or for an organization with which he or she is associated.
 - b. No person may directly or indirectly offer or give "anything of value" to a local public official or employee if it could reasonably be expected to affect that official's vote, official action or judgment, or if it could be construed as a reward for any official action or inaction on the part of the local public official or employee. No local public official or employee may accept "anything of value" tendered under such circumstances. "Anything of value" is defined as "money or property, favor, service, payment, advance, forbearance, loan or promise of future employment". Legal campaign contributions are exempt from the definitions. An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or

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a member of the guest's immediate family, was a City official or employee. This includes any discount on the price of admission, parking, or use of a box at a stadium that is tax exempt from general property taxes. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

- c. No local public official or employee may take any official action that affects a matter in which the public official or employee, a member of his or her immediate family, or an organization with which the official or employee is associated has a substantial financial interest.
 - d. No local public official or employee may use his or her office or position in any way that produces or assists in producing a substantial benefit, either directly or indirectly, for the official or employee, any members of his or her immediate family, or an organization with which the official or employee is associated.
- (4) *Representing private interests before city agencies or courts.* No officer or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency. However, members of the common council may appear before city agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.
- (d) *Contracts with the city.* No city officer or employee who, in his capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his part shall enter into any contract with the city unless it is within the confines of section 946.13.
- (e) *Disclosure of interest in legislation.*
- (1) Any member of the common council who has a financial interest or personal interest in any proposed legislation before the common council shall disclose on the records of the common council or the ethics board created by this chapter the nature and extent of such interest.
 - (2) Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the common council or who serves on a board or committee, shall disclose the nature and extent of such interest.
 - (3) If there is a conflict of interest for any official or employee, he or she must refrain from participating in any way including discussion, deliberations or action on the item.

(Ord. No. 2004-08)

Sec. 2-5-6 Advisory opinion.

Any questions as to the interpretation of any provisions of this code of ethics chapter shall be referred to the personnel committee serving as the ethics board or the city attorney. The fact that a person seeks an advisory opinion and abides by the material facts as stated, is evidence of intent to comply with the ethics code.

(Ord. No. 2004-08)

Sec. 2-5-7 Jurisdiction and application.

- (a) The personnel committee shall have administrative jurisdiction over this code of ethics chapter and shall be deemed the ethics board pursuant to Wis. Stats. § 19.59(3)(d) for that purpose. An individual may request an

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advisory opinion on the propriety of any matter to which he or she is or may become a party. However, the personnel committee has complete discretion as to whether to issue such an opinion. All requests and advisory opinions to the ethics board must be in writing.

- (b) The personnel committee may make recommendations with respect to amendments to this code of ethics chapter.
- (c) Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this chapter, the personnel committee shall conduct an investigation of the facts of the complaint; if the investigation indicates there may be a reasonable basis for the complaint justifying further investigation, the committee shall conduct a public hearing in accordance with the common law requirements of due process, including notice, an opportunity to be heard, an opportunity to cross-examine witnesses and to present testimony and other evidence in support of the accused's position and an opportunity to be represented by counsel or other representatives at the expense of the accused. The committee shall make written findings of fact and issue a written decision concerning the propriety of the conduct of the subject official or employee and shall refer the matter to the common council for final disposition.
- (d) In the event a member of the personnel committee is allegedly involved in an ethics code violation, the mayor, subject to the confirmation of the common council, shall appoint another council member to temporarily replace the member of the committee who is under investigation.

(Ord. No. 2004-08)

Sec. 2-5-8 Sanctions.

A determination that an official's or employee's actions constitute improper conduct under the provisions of this chapter may constitute a cause of suspension, removal from office or employment or other action permitted by law.

(Ord. No. 2004-08)

Sec. 2-5-9 Distribution of ethics code.

- (a) The city clerk shall cause a copy of this code of ethics to be distributed to every public official and employee of the City of Cedarburg within 30 days after enactment of this chapter. Each public official and employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon his duties.
- (b) Each public official, the mayor, the chairman of each board, commission or committee and, through the city administrator, the head of each department shall, between May 1 and May 31 each year, review the provisions of this Code with his fellow council, board, commission, committee members or subordinates as the case may be and certify to the city clerk by June 15 that such annual review had been undertaken. A copy of this ethics code chapter shall be continuously posted on each department bulletin board wherever situated.

(Ord. No. 2004-08)

CITY OF CEDARBURG

MEETING DATE: June 4, 2026

ITEM NO: E.

TITLE:

Discussion and possible action on the appointment of a Secretary to the Diversity Committee.

ISSUE SUMMARY:

The secretary will take the minutes at the meetings and send them to the City Clerk for recordkeeping purposes. The City Clerk will provide a template for creating the minutes.

STAFF RECOMMENDATION:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT:

ATTACHMENTS:

None

INITIATED/REQUESTED BY:

FOR MORE INFORMATION CONTACT: