

**CITY OF CEDARBURG
COMMON COUNCIL
FEBRUARY 27, 2023**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 27, 2023, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers, and online utilizing the Zoom app.

Acting Mayor Patricia Thome called the meeting to order at 7:00 p.m. A moment of silence was observed, and the Pledge of Allegiance was recited.

Roll Call: Present - Council Members Jack Arnett, Kristin Burkart, Patricia Thome, Robert Simpson (7:08 p.m.), Melissa Bitter, Rick Verhaalen, Mark Mueller

Excused - Mayor Michael O’Keefe

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

STATEMENT OF PUBLIC NOTICE

At Acting 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.

Council Member Thome stated that as Acting Mayor, she would retain her right to vote as Council Member of the 6th Aldermanic District.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

DISCUSSION AND POSSIBLE ACTION ON CLAIM OF EXCESSIVE ASSESSMENT FROM PROPERTY OWNERS LOCATED AT W60 N667 JEFFERSON AVENUE

City Attorney Herbrand summarized Mr. Spexarth’s claim of excessive assessment. The Board of Review heard testimony from Mr. Spexarth and Grotta Appraisals at the annual Board of Review meeting held June 29, 2022. Ultimately, the Board of Review upheld the appraised value. The owner purchased the home in 2021. The home is currently assessed for approximately \$29,000 less than the 2021 purchase price. The homeowner suggested the appraised value should be an additional \$16,000 lower. Staff is recommending denial of the claim. Attorney Herbrand explained if the Council upholds the City’s assessment, Mr. Spexarth’s next course of action would be to appeal to Circuit Court.

Mr. Spexarth addressed the Council with his concerns that he was singled out due to the recent home purchase. He would like more information about how City assessments are calculated.

Administrator Hilvo explained that Grota Appraisals developed a software package to aid in calculating home values.

The Council suggested Mr. Spexarth meet with Grota Appraisals to gain answers to his questions.

A motion was made by Council Member Arnett, seconded by Council Member Simpson, to postpone any action on this item until the March 13, 2023 Council meeting. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON PURCHASING BUILDING INSPECTION SOFTWARE WITH ARPA FUNDS

The Building Inspection Department has been researching the possibility of switching to a cloud-based building inspection platform to streamline inspections. With the increase in the number of building inspections the City is currently experiencing, this will:

- Allow permits to be submitted online and help decrease the number of residents and contractors required to stop at City Hall to apply for permits.
- Decrease the large volume of calls that come into the Department daily for scheduling of inspections.
- Allow inspectors in the field to have access to all documents related to the issued permit and/or the resident's folder.
- Allow homeowners/contractors to see the results of their inspection in real time.
- Allow data entry for permit to be issued only once. Currently, data related to permits is entered multiple times.

City staff researched several platforms and decided *CivicGov* will be most effective for the City. It is the same company that is utilized for the City website, MuniCode ordinance software, and citizen request (seeclckfix) services. The program will allow for building inspection management, Code enforcement management, and online payment processing for inspections.

A motion was made by Council Member Verhaalen, seconded by Council Member Mueller, to approve the use of ARPA funds to purchase Building Inspection Software not to exceed \$8,250. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON AWARD OF ENGINEERING DESIGN CONTRACT WITH RA SMITH FOR THE UPGRADE OF KENZIE LIFT STATION

RA Smith completed preliminary plans for the upgrade of Kenzie Lift Station as part of the Hwy 60 Business Park design contract. This contract will take the design from the preliminary stage and provide the final bid documents, including plans, specifications, and cost estimates. In addition, this contract includes bidding assistance and shop drawing reviews.

A motion was made by Council Member Burkart, seconded by Council Member Verhaalen, to award the engineering design contract to RA Smith for the upgrade of the Kenzie Lift Station, not to exceed \$17,000. Motion carried without a negative vote.

CONSENT AGENDA:

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

- February 13, 2023 Common Council meeting minutes
- New 2022-2023 Operator Licenses for period ending June 30, 2023 for Luke Biedermann, Gabriel C. Capelle, and Michael R. Talentowski
- Payment of bills dated 02/10/2023 through 02/17/2023, transfers for the period 02/10/2023 through 02/24/2023, and payroll for period 02/05/2023 through 02/18/2023

ADMINISTRATOR'S REPORT

In addition to the City Administrator's report included in the Council packet, the City Administrator will be attending the Wisconsin City Manager's Association (WCMA) conference this week in Fond du Lac, Wisconsin.

BUILDING INSPECTION REPORT

The Building Inspection Report was included in the Council packet.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Arnett explained the Finance Committee researched a new method of investing in short term bonds and will be bringing this item to a future Council meeting. He also mentioned the Parks, Recreation, & Forestry Board approved of planting cherry blossom trees in the City this spring.

MAYOR'S REPORT

Acting Mayor Thome encouraged the Council to attend an Emergency Management Services event taking place on March 25 as well as the Cedarburg Fire Department awards taking place on April 15.

ADJOURN TO CLOSED SESSION

A motion was made by Council Member Burkart, seconded by Council Member Arnett, to adjourn to closed session at 7:37 p.m. pursuant to State Statute 19.85 (1)(e) to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. More specifically discussed was a possible Dish Cell Tower Agreement, the concept of a shared services agreement for Fire/EMS services with the Town of Cedarburg, and approval of closed session minutes from the February 13, 2023 Council meeting. Motion carried on a roll call vote with Council Members Bitter, Arnett, Verhaalen, Simpson, Thome, Mueller, and Burkart voting aye.

RECONVENE TO OPEN SESSION

Open Session reconvened at 8:45 p.m.

DISCUSSION AND POSSIBLE ACTION ON DISH CELL TOWER LEASE AGREEMENT

A motion was made by Council Member Arnett, seconded by Council Member Simpson, to approve the Dish cell tower lease agreement, subject to final review and approval by City staff and outside engineers. Motion carried without a negative vote.

ADJOURNMENT

A motion was made by Council Member Arnett, seconded by Council Member Verhaalen, to adjourn the meeting at 8:48 p.m. Motion carried without a negative vote.

Tracie Sette
City Clerk