

**CITY OF CEDARBURG
A MEETING OF THE COMMON COUNCIL
MONDAY SEPTEMBER 26, 2022 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, September 26, 2022 at 7:00 p.m.** The meeting will be held online utilizing the zoom app and in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., in the second floor Council Chambers. The meeting may be accessed by clicking the following link: [Common Council Meeting | City of Cedarburg](#)

AGENDA

1. CALL TO ORDER - Mayor Michael O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Michael O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Rick Verhaalen, Robert Simpson, Kristen Burkart, Patricia Thome, and Angus Forbes
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item.
7. PUBLIC HEARING
 - A. A Public Hearing will be held to discuss a zoning change to the City of Cedarburg Zoning Code regarding vision triangles (close public hearing)
8. NEW BUSINESS
 - A. Discussion and possible action on Ordinance No. 2022-15 amending Section 13-1-80(a) Traffic Visibility, of the Zoning Code regarding the vision triangle clearance space at corners within the B-3 Central Business District
 - B. Discussion and possible action on revised City Fees for 2023
 - C. Discussion and possible action on Resolution No. 2022-23 honoring Curt Witynski and Gail Sumi
 - D. Discussion and possible action on Mayoral appointments to various Boards, Commissions, and Committees

- E. Discussion and possible action on 2023 Strategic Plan
- F. Discussion on a possible ordinance relating to Panhandling
- G. Discussion and possible action on Release of Developer's Agreement for Commerce State Bank
- H. Discussion and possible action on Immanuel Cemetery Rental House
- I. Discussion and possible action on District 1 Alderperson vacancy

9. CONSENT AGENDA

- A. Discussion and possible action on approval of September 12, 2022, Council Meeting Minutes*
- B. Discussion and possible action on approval of new and renewal 2022-2023 operator licenses for the period ending June 30, 2023 for Blake D. Klug, Benjamin A. Kraft, and Katrina M. Wendtland
- C. Discussion and possible action on payment of bills dated 9/09/2022 through 9/16/2022, transfers for the period 9/09/2022 through 9/23/2022 and payroll for period 9/04/2022 through 9/17/2022*

10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator's Report*

11. COMMUNICATIONS

- A. Comments and suggestions from citizens**
- B. Comments and announcements by Council Members
- C. Mayor's Report

12. ADJOURN - CLOSED SESSION

It is anticipated the Common Council will adjourn to Closed Session pursuant to State Statute 19.85(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 to be discussed is item 12.B. and C.

- A. Approval of Closed Session minutes from September 12, 2022
- B. Discussion on Hwy 60 Business Park Lot 1 purchase offer

C. Discussion on Cell Tower Lease at Pleasant Valley Park

13. RECONVENE TO OPEN SESSION

A. Discussion and possible action on Hwy 60 Business Park Lot 1 purchase offer

B. Discussion and possible action on Cell Tower Lease at Pleasant Valley Park

14. ADJOURNMENT

Individual members of various boards, committees, or commissions may attend the above meeting. It is possible that such attendance may constitute a meeting of a City board, committee or commission pursuant to State ex. rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 NW 2d 408 (1993). This notice does not authorize attendance at either the above meeting or the Badke Meeting but is given solely to comply with the notice requirements of the open meeting law.

* *Information attached for Council; available through City Clerk's Office.*

** *Citizen comments should be primarily one-way, from citizen to the Council. Each citizen who wishes to speak shall be accorded one opportunity at the beginning of the meeting and one opportunity at the end of the meeting. Comments should be kept brief. If the comment expressed concerns a matter of public policy, response from the Council will be limited to seeking information or acknowledging that the citizen has been understood. It is out of order for anyone to debate with a citizen addressing the Council or for the Council to take action on a matter of public policy. The Council may direct that the concern be placed on a future agenda. Citizens will be asked to state their name and address for the record and to speak from the lectern for the purposes of recording their comments.*

*** *Information available through the Clerk's Office.*

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@ci.cedarburg.wi.us.

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CITY OF CEDARBURG

MEETING DATE: September 26, 2022

ITEM NO: 7.A. & 8.A

TITLE: Discussion and possible action on Ordinance 2022-15 amending Section 13-1-80(a) Traffic Visibility, of the Zoning Code regarding the vision triangle clearance space at corners within the B-3 Central Business District

ISSUE SUMMARY: The vision triangle is a requirement that prohibits obstructions, such as structures, parking, or vegetation, within a triangular shaped area located at the street corner on all corner lots at all intersecting street or alley rights-of-way located throughout the city. The intent of this open space requirement is to provide a clear line of sight for traffic proceeding through intersections.

At their August 1, 2022, Plan Commission meeting, Commissioners discussed whether the vision triangle requirement was necessary at controlled intersections in the downtown business district as these are where one must stop and make sure it is clear and safe before proceeding ahead. This discussion originated at the June 6, 2022, meeting when considering a request by Greg Zimmerschied to add a patio, that partially encroached into the vision triangle, to the former Baptist Church at Mill Street and Portland Avenue. Mr. Zimmerschied felt that since traffic in the downtown area generally moves slowly and since street parking was allowed up to the corner, he felt this open space requirement was unnecessary. The Plan Commission then asked staff to work with City Attorney Herbrand, along with Police and Fire Departments on a draft ordinance that would provide some flexibility when applying the vision triangle to intersections in the downtown area.

Accordingly, the draft ordinance before you will continue to require vision triangles in all zoning districts, but for the downtown B-3 Central District, where the requirement will be determined on a case-by-case basis by the Plan Commission. Commissioners will consider such things as the historic nature of the property and structures located thereon, the density and location of the buildings in the area, speed limit, and other related safety considerations.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: This Ordinance was reviewed by the Plan Commission on August 1, 2022, where they recommended approval by a unanimous vote

BUDGETARY IMPACT: n/a

ATTACHMENTS:

- Ordinance No. 2022-0
- June 6, 2022, and August 1, 2022, Plan Commission Minutes.

INITIATED/REQUESTED BY: Greg Zimmerschied

FOR MORE INFORMATION CONTACT: Jonathan P. Censky, City Planner, 262-375-7610

ORDINANCE NO. 2022-15

An Ordinance Amending Section 13-1-80(a) of the Zoning Ordinance of the City of Cedarburg, Wisconsin Regarding Vision Triangles.

WHEREAS, due to the high density, age, and historic nature of the downtown B-3 Central Business District, it is deemed desirable to consider vision triangle traffic restrictions on a case-by-case basis within that District;

NOW, THEREFORE, The Common Council of the City of Cedarburg, Wisconsin, does hereby ordain as follows:

SECTION 1. Section 13-1-80(a) of the Zoning Code of the City of Cedarburg is hereby amended as follows:

SEC 13-1-80 - TRAFFIC VISIBILITY

- (a) No obstructions, such as structures, parking, or vegetation, shall be permitted in any district, with the exception of the B-3 Central Business District, between the heights of two and one-half (2 ½) feet and ten (10) feet above the plane through the mean curb grades (see Illustration No. 3) within the triangular space formed by any two existing or proposed intersecting street or alley right-of-way lines and a line joining points on such lines located a minimum of fifteen (15) feet from the intersection. (See Illustration No. 4). For structures, parking or vegetation in the B-3 Central Business District, the vision triangle may be required by the Plan Commission, as reviewed and determined on a case-by-case basis. When making its determination of whether or not to require a vision triangle in the B-3 Central Business District, the Plan Commission shall consider the following: (i) age and historic nature of the property and structures located thereon; (ii) density of buildings on property and adjacent to the property on which the vision triangle is being considered; and (iii) traffic site lines, speed limits in area of proposed vision triangle, and related traffic safety considerations.

SECTION 2. Severability. If any provision of this ordinance is invalid or unconstitutional, such invalidity of unconstitutionality shall not affect the other provisions of this ordinance.

SECTION 3. This ordinance shall take effect upon its passage and publication as provided by law.

Passed and adopted this 26th day of September, 2022.

Michael J. O'Keefe, Mayor

Countersigned:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

2. Impact fees and the fee-in-lieu of parkland dedication will apply at building permit acquisition.
3. As with the first phase, the developer shall be required to install public sidewalks and street trees along the Washington Avenue frontage.
4. The subdivision includes the full complement of improvements as required in the City's Subdivision Ordinance and all infrastructure plans (sewer, water, storm sewer, road, sidewalk, grading, drainage, and erosion control), and shall be reviewed and approved by the City Engineer.

Commissioner Wiza would like to add another condition stating that the builders are responsible for obtaining groundwater evaluations when designing basements and shall disclose these results to lot owners.

Action:

A motion was made by Vice Chairperson Kinzel to recommend final plat approval subject to the conditions listed above, along with the suggested condition from Commissioner Wiza regarding groundwater evaluations. The motion was seconded by Council Member Thome and passed without a negative vote with Commissioner Strautmanis excused.

REVIEW AND POSSIBLE REVISION OF VISION TRIANGLE REQUIREMENTS IN THE B-3 DISTRICT

Planner Censky reminded Commissioners that during their review of changes proposed to Petitioner Greg Zimmerschied's property located at N56W6093 Portland Road in their April 4, 2022 meeting, a brief discussion took place regarding whether to keep the vision setback triangle requirement for controlled intersections in the B-3 District; specifically, regarding that particular site, the proposed deck would interfere with the vision triangle for the intersection of Mill Street and Portland Road.

Mr. Zimmerschied was in attendance at the meeting to impress on Commissioners how important it is for him to get their direction on this issue, as it not only effects the above property, but other properties that he owns in the District.

Planner Censky offered to work with the City Attorney, the Fire Department and the Police Department to come up with an update to the Code that maintains the vision triangle, but includes caveats that are up to the discretion of the Plan Commission during design review. He will present his proposal at the next meeting for review and approval.

DETERMINE JULY 2022 MEETING DATE DUE TO HOLIDAY

Commissioners agreed to schedule the July meeting for Tuesday, July 5, 2022 at 7:00 p.m. to be held in-person in the Council Chambers with the option to join online.

RECODIFICATION OF TITLE 13 ZONING CODE

Code review will continue during the next meeting, until review is complete.

storage. A north access drive from Doerr Way to the parking lot will be closed to traffic. Access to the parking lot from the south drive will be controlled by a sliding gate with a keypad entrance. The climate-controlled storage facility will be accessed from the parking lot to the building entrances on the north and east elevations. A 30' x 50' roof canopy will be installed over both building entrances.

Commissioner Wiza questioned Petitioner Kassander as to whether he has investigated the floor load capacity of the building, since it was designed for office use. The Petitioner stated that he has hired Keller Builders to perform an assessment.

Planner Censky stated that City Staff has no objection to this request subject to the following:

- Building shall be fully sprinklered and approved by Fire Department.
- Knox box shall be relocated as per discussion with Fire Department.
- Owner shall ensure clear access on north side of building.
- Parking lot shall be designed to support Fire Department apparatus.
- Petitioner shall secure building permit prior to construction commencement.
- Metering facilities shall be located outside for new electrical service.

Planner Censky advised that the Petitioner is also seeking input for fence location and canopy plan. Commissioners agreed that these plans can be reviewed and approved at Staff level, with input from Commissioner Voltz.

Action:

A motion was made by Mayor O'Keefe to approve the requested change subject to the above conditions, and provided that the Petitioner receive approval from Staff and Commissioner Voltz for the fence, canopy and landscaping plans. This motion was seconded by Council Member Thome and passed without a negative vote, with Commissioner Strautmanis excused.

REVIEW AND APPROVE ORDINANCE FOR VISION TRIANGLE IN B-3 DISTRICT

Planner Censky reminded Commissioners that during their meeting on June 6, 2022, he offered to work with City Attorney Mike Herbrand, with review by the Fire Department and Police Department, to come up with an update to the Code that maintains the vision triangle, but includes caveats that are up to the discretion of the Plan Commission during design review. He included the proposed update in the meeting packet for approval. Commissioners agreed on the wording of the proposed Ordinance, as long as the criteria of *parking or vegetation* from the first underlined sentence in Section 13-1-80(a) is removed.

Action:

A motion was made by Vice Chairperson Kinzel to recommend approval of the proposed Ordinance with the above change. This motion was seconded by Commissioner Wiza and passed without a negative vote, with Commissioner Strautmanis excused.

CITY OF CEDARBURG

MEETING DATE: September 26, 2022

ITEM NO: 8.B.

TITLE: Discussion and possible action on revised City Fees for 2023

ISSUE SUMMARY: With an increase in operational and supply costs, the City is recommending increasing fees in several departments. To determine the new fees, staff reviewed the fee schedules of surrounding municipalities along with reviewing Statewide norms.

STAFF RECOMMENDATION: Staff recommends the approval of the fees as listed in the attachments.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT: Positive. Increase in revenues.

ATTACHMENTS: Recommended Fees

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

2023 Proposed Fee Schedule

2023 Fees	2022	2023 Recommended	Reason
Winter Parking Fees (start 12/1/22)	\$11	\$20	Not increased for last 25 years
Operator License -New (Bartender's License)	\$45	\$50	Increased cost for background checks
Operator License – Renew (Bartender's License)	\$35	\$40	Increased cost for background checks
Special Assessment Letters			Increased staff and supplies cost
Standard Letter	\$35	\$45	
Rush Letter	\$55	\$65	
Completed Letter	\$20	\$30	
Cemetery Plots	\$600	\$750	Increased maintenance costs
Opening/Closing Grave	\$300	\$350	Increased staff costs
Monument Permit Fee	\$50	\$75	Increased maintenance costs
Transfer of Deed Fee	\$25	\$50	Increased staff costs
Parades/Walk/Run	\$0.00	\$25	To cover staff time for permits
Per 1000 gal WRC	\$8.55	\$10	To cover Adaptive Management and sludge Hauling. 17% or \$74.97 per customer



2023 ANNUAL BUILDING PERMIT FEE SCHEDULE

Approved 00/00/2022, effective 00/00/2023

<u>General Permits</u>	<u>Fee Amount</u>
1) Minimum Permit Fee for all Permits	\$60.00
2) Residential (1 & 2 Family & Attached Garage)	
a) New Construction & Addition	\$0.40/gross sq. ft.
b) Alterations, Remodeling, Repairs	\$0.35/per sq. ft.
3) Multi-Family Dwellings (3 or More Dwelling Units)	
a) New Construction & Addition	\$0.42/gross sq. ft.
b) Alterations, Remodeling, Repairs	\$0.39/per sq. ft.
4) Commercial (Office, Retail, Institutional, etc.)	
a) New Construction & Addition	\$0.39/gross sq. ft.
b) Alterations, Remodeling, Repairs	\$0.33/per sq. ft.
5) Manufacturing or Industrial (Office Areas to be included under (4)(a))	
a) New Construction & Addition	\$0.33/gross sq. ft.
b) Alterations, Remodeling, Repairs	\$0.30/per sq. ft.
6) Accessory Structures (Garages, Sheds, Decks, etc.)	
a) New Construction, Additions, Alterations	\$0.33/per sq. ft.
7) Permit to Early Start (Footing & Foundation Only)	
a) Residential	\$150.00
b) Commercial, Manufacturing, Industrial, Multi-Family	\$275.00
8) All other Structures & Projects (Buildings, Structures, Alterations and repairs where square footage cannot be calculated.)	\$13.00/\$1000.00 of value
9) Building Plan Examination	
a) Residential (1 & 2 Family)	\$275.00
1) Additions	\$125.00
2) Alterations	\$60.00
b) Multi-Family	\$330.00 + \$30.00 per unit
1) Additions	\$150.00
2) Alterations	\$60.00
c) Commercial, Manufacturing, Industrial	\$430.00
1) Additions	\$200.00
2) Alterations	\$100.00
d) Accessory Structures (Garages, Sheds, Decks, Pools, etc.)	\$40.00

Continued

10) Occupancy Permits	
a) Residential (1 & 2 Family)	\$60.00
b) Multi-Family (per Dwelling Unit)	\$60.00/unit + 100/Bldg.
c) Business, Commercial, Manufacturing, Industrial	\$160.00
11) Erosion Control Fees	
a) Residential Lots (1 & 2 Family)	\$190.00
b) Commercial, Manufacturing, Industrial, Multi-Family	\$225.00/Bldg. + \$6.00/1000 sq. ft. of disturbed area Maximum \$2450.00
12) Wrecking, Razing & Interior Demolition	
(Fee may be waived at the discretion of Building Inspector)	\$95.00 + \$0.13/per sq. ft. Maximum \$925.00
13) Moving Building over Public Ways	
	\$250.00
14) Miscellaneous Fees	
a) Address Numbers (Complete Set)	\$35.00
b) Wisconsin Permit Seal	\$75.00
c) Right-of-Way Permit (Driveway Approach/Culvert, Sidewalk, etc.)	\$60.00
d) Siding	\$60.00
e) Reroofing	
1) Residential (1 & 2 Family)	\$60.00
2) Commercial, Manufacturing, Industrial, Multi-Family	\$14.00/\$1000.00 valuation Maximum \$300.00/Bldg.
g) Sign Permit	\$60.00 includes review fee
h) Fire Projection Plan Review & Permit	\$60.00
15) Special Inspection Fees	
a) Special Inspection	
1) Residential (1 & 2 Family)	\$100.00
2) Commercial, Manufacturing, Industrial, Multi-Family	\$200.00/Bldg.
3) Accessory Structures (Garages, Sheds, Decks, etc.)	\$60.00
b) Special Inspection with written report	\$100.00 additional
c) Special Inspection after working hours	\$175.00 additional
16) Re-inspection (Building, Plumbing, Electrical, HVAC, Soil Erosion, Etc.)	
	\$75.00
17) HVAC, Plumbing & Electrical Permit Fees	
	<u>See Individual Permit Forms</u>

Continued

- 18) **DOUBLE FEES** will be assessed to any person, company or corporation who fails to obtain a permit before work has begun, except in emergency cases where the Building Inspection Office has been notified of the emergency and has determined it to be.

TRIPLE FEES for Subsequent Offenses.

- 19) **NOTE:** Gross square footage calculations are based on exterior dimensions, including garage each finished floor level. **Unfinished basements or portions thereof are not included.**

NOTE: In determining construction cost, all costs for building and labor shall be included except costs associated with the Plumbing, Electrical, HVAC and Landscape work.

NOTE: All fee categories shall be rounded to the nearest whole dollar amount.

Type of Permit	Our Current Prices	Proposed	Wisconsin Uniform Building Code	Town of Cedarburg	City of Mequon	Village of Grafton	Village of Saukville	City of Port Washington
Minimum permit fee for all permits	\$50.00	\$60.00	\$60.00	\$75.00	\$60.00	\$55.00	\$55.00	\$60.00
Residence - one and two family and attached garages	\$0.35/sq ft	\$0.40/gross sq ft	\$0.41/sq ft \$150.00 minimum	\$0.32/sq ft	\$0.35/sq ft	\$0.39/gross sq ft	\$0.39/gross sq ft	\$0.38/sq ft
Residences and Apartments - Three family and over, Row Housing, Multiple Family Dwellings, Institutional	\$0.35/sq ft	\$0.42/gross sq ft	\$0.43/sq ft	\$0.32/sq ft	\$0.35/sq ft	\$0.39/gross sq ft	\$0.39/gross sq ft	
Residences - Additions	\$0.35/sq ft \$50.00 minimum	\$0.35/sq ft	\$0.41/sq ft or fraction thereof	\$0.30/sq ft	\$0.35/sq ft	\$12.50/\$1,000 Valuation	\$12.50/\$1,000 Valuation	\$.36/sq ft
Local Business, Office Buildings or Additions thereto	\$0.35/sq ft \$75.00 minimum	\$0.33/sq ft	\$0.39/sq fo or fraction thereof	\$0.32/sq ft	\$0.33/sq ft	\$12.50/\$1,000 Valuation	\$12.50/\$1,000 Valuation	

Manufacturing or Industrial	\$0.35/sq ft \$75.00 minimum	\$0.39/gross sq ft	\$0.33 sq ft or fraction thereof	\$0.32/sq ft	\$0.28/sq ft		0.37/gross sq ft	
Permit to start construcion of footings and foundatins	\$75.00	\$150.00	\$305.00 Multi-Family, Industrial and Comerical \$230.00 One and Two Family		\$200.00 1 & 2 Family, \$265.00 Multi-Family, Industrial & Commercial	\$210.00 1 & 2 Family, \$280.00 Multi-Family, Industrial & Commercial	\$210.00 1 & 2 Fmaily, \$280.00 Multi-Family, Industrial & Commercial	\$205.00
Agriculture Buildings, Detached Garages and Accessory Buildings	\$11.50/\$1,000.00 valuation \$50.00 minimum	\$0.33/sq ft	\$0.33/ sq ft or fraction thereof	\$0.15/sq ft	\$0.28/sq ft	\$0.30/gross sq ft	\$0.30/gross sq ft	
All other buildings, Structures, Alerations and Repairs where square footage can not be calculated	\$11.50/\$1,000.00 valuation \$50.00 minimum	\$13.00/\$1,000 valuation	\$14.00/\$1,000.00 valuation	\$12.00/\$1,000.00 valuation \$60.00 minimum	\$11.00/ \$1,000.00 valuation			
Wrecking, Razing and Interior Demo fees	\$0 under 750 sq ft \$100 751-1200 sq ft \$300 1201-10,000 sq ft \$500 Over 10,00 sq ft	\$95.00 minimum plus \$0.13 sq ft with \$925.00 maximum	\$95.00 minimum plus \$0.13 sq ft with \$925.00 maximum fee per building	\$75.00	\$80.00	\$85.00 minimum plus \$0.12/sq ft	\$85.00 minimum plus \$0.12/sq ft	\$60.00 minimum plus \$.07/sq ft

Moving a building over public ways	\$100/principle \$50.00/accessory	\$250.00	\$250.00 plus \$0.13/ sq ft		\$215.00 plus \$0.10/sq ft	\$230.00 minimum plus \$0.12/sq ft	\$230.00 minimum plus \$0.12/sq ft	\$180.00 plus \$.07/sq ft
Re-inspection	\$50.00	\$75.00	\$60.00/inspection	\$50.00	\$60.00 per inspection after the 2nd inspection	\$75.00 per inspection	\$75.00 per inspection	\$60.00 per inspection
Special Inspections, After Hours		Res \$100.00, Comm \$200.00, Acc \$60.00, Spec insp. w/written report \$100.00 additional, Spec insp. after working hours \$175.00 additional	\$190.00			\$175.00 each	\$175.00 each	\$160.00
Plan Examination								
One and Two family residence	\$200.00	\$125.00	\$275.00	\$130.00	\$235.00	\$250.00	\$250.00	\$80.00
Apartment, Three Family Residence, Row Houseing, Multilpe Family Buildings	\$225.00	\$150.00	\$330.00 plus \$30.00/unit	\$130.00	\$285.00 plus \$25.00 per unit	\$300.00 plus \$27.00 per unit	\$300.00 plus \$27.00 per unit	
Commercial /Industrial new	Based on sq ft \$320.00 - \$530.00	\$200.00	\$330.00	Based on sq ft \$250.00 - \$18,000	\$285.00	\$300.00	\$300.00	

Commercial/industrial alterations and additions	\$225.00	\$100.00	\$330.00	Based on sq ft \$250.00 - \$18,000	\$285.00	\$300.00	\$300.00	
Additions to one and two family dwellings	\$60.00	\$125.00	\$95.00	\$35.00	\$285.00	\$85.00	\$85.00	\$80.00
Alterations to one and two family dwellings	\$60.00	\$60.00	\$60.00	\$35.00	\$80.00	\$55.00	\$55.00	\$60.00
Accessory Buildings greater than 120 sq. ft.		\$40.00	\$75.00	\$25.00	\$30.00 under 150 sq ft	\$65.00	\$65.00	
Decks, Swimming Pools	\$35.00	\$40.00	\$60.00	\$25.00	\$50.00	\$55.00	\$55.00	\$35.00
Heating plans, lighting and energy calculations to heating plans submitted separately			\$75.00		\$60.00	\$75.00 each	\$75.00 each	
Wisconsin Uniform Building Permit Seal	\$55.00	\$75.00	\$75.00	\$50.00	\$60.00	\$65.00	\$65.00	\$50.00
Occupancy Permits								

Residential and Multi-family	\$50.00/unit	\$60.00/unit + \$100/building	\$60.00/unit, addition, alteration or accessory building over 120 sq ft	\$50.00	\$55.00/unit	\$55.00/unit (and additions)	\$55.00/unit (and additions)	\$60.00/unit
Commercial New, Alterations, Additions	\$160.00	\$160.00	\$235.00	\$50.00	\$205.00	\$215.00/building (and additions)	\$215.00/building (and additions)	
Temporary Occupancy Permits			\$95.00	\$50.00	\$80.00	\$85.00	\$85.00	
Pools In Ground/Above Ground/Spas			\$14.00/\$1,000 valuation \$60.00 minimum and \$500 maximum/pool or spa		\$195.00	\$55.00	\$55.00	
Accessory Structures								
Decks; less than 100 sq ft	\$0.35/sq ft \$50.00 minimum	\$40.00	\$90.00	\$50.00	\$60.00	\$12.50/\$1,000 valuation	\$12.50/\$1,000 valuation	\$60.00
Decks; 100 sq ft or more	\$0.35/sq ft \$50.00 minimum	\$40.00	\$175.00	\$50.00	\$60.00	\$12.50/\$1,000 valuation	\$12.50/\$1,000 valuation	
Sheds and commercial tents 400 sq ft or more	\$0.35/sq ft \$50.00 minimum	\$40.00	\$60.00	\$0,25. sq ft 151 sq ft or greater	\$60.00	\$15.00	\$30.00	

Erosion Control								
One and Two family lots	\$160.00/lot	\$190.00	\$190.00/lot	\$140.00	\$183.00	\$175.00/lot	\$175.00/lot	\$230.00
Multi-Family Units	\$160.00/lot	\$225/bldg plus \$6/\$1,000 sq ft of disturbed lot area with a \$2,450 maximum	\$225/bldg plus \$6/\$1,000 sq ft of disturbed lot area with a \$2,450 maximum	\$140.00	\$600.00/lot/unit plus \$6.00/lot/unit	\$315.00/building plus \$5/1,000 sq ft of disturbed lot area with a \$2,000 max fee	\$315.00/building plus \$5/1,000 sq ft of disturbed lot area with a \$2,000 max fee	
Commercial Lots	\$200.00 plus \$50.00/acre of distrubed area	\$225/bldg plus \$6/\$1,000 sq ft of disturbed lot area with a \$2,450 maximum	\$225/bldg plus \$6/\$1,000 sq ft of disturbed lot area with a \$2,450 maximum	\$175.00	\$120.00/building plus \$6.00/1,000 sq ft of disturbed area	\$315.00/building plus \$5/1,000 sq ft of disturbed lot area with a \$2,000 max fee	\$315.00/building plus \$5/1,000 sq ft of disturbed lot area with a \$2,000 max fee	
Industrial Lots	\$200.00 plus \$50.00/acre of distrubed area	\$225/bldg plus \$6/\$1,000 sq ft of disturbed lot area with a \$2,450 maximum	\$225/bldg plus \$6/\$1,000 sq ft of disturbed lot area with a \$2,450 maximum	\$175.00	\$120.00/building plus \$6.00/1,000 sq ft of disturbed area	\$315.00 base fee plus: \$1,500 1-20 acres \$2,000 21-40 acres	\$315.00 base fee plus: \$1,500 1-20 acres \$2,000 21-40 acres	
Institutional Lots	\$200.00 plus \$50.00/acre of distrubed area	\$225/bldg plus \$6/\$1,000 sq ft of disturbed lot area with a \$2,450 maximum	\$225/bldg plus \$6/\$1,000 sq ft of disturbed lot area with a \$2,450 maximum	\$175.00		\$315.00/building plus \$5/1,000 sq ft of disturbed lot area with a \$2,000 max fee	\$315.00/building plus \$5/1,000 sq ft of disturbed lot area with a \$2,000 max fee	

Other			\$60.00 minimum	\$5.00 per 1,000 sq ft	\$30.00/lot	\$55.00	\$55.00	
Reroofing, Residing, Trim								
Residential	\$50.00 siding only	\$60.00 siding & \$60.00 reroofing	\$60.00	\$12.00/\$1,000.00 valuation with a \$60.00 minimum	\$60.00/building	\$12.50/\$1,000 valuation \$280.00 maximum	\$12.50/\$1,000 valuation \$280.00 maximum	\$55.00
Commercial	\$40.00 roofing & \$50.00 siding	\$14.00/\$1,00.00 valuation with a \$300.00 maximum/building	\$14.00/\$1,00.00 valuation with a \$305.00 maximum/building			\$12.50/\$1,000 valuation \$280.00 maximum	\$12.50/\$1,000 valuation \$280.00 maximum	
Failure to obtain permit before work commences	Double fees - 1st offense, Triple fees - subsequent offenses	Double fees - 1st offense, Triple fees - subsequent offenses	Double fees - 1st offense, Triple fees - subsequent offenses	Double Fees	Double fees except in emergencies (\$500.00) minimum fee	Double fees - 1st offense, Triple fees - subsequent offenses	Triple Fees	

RESOLUTION NO. 2022-23

WHEREAS, since 1987, Curt Witynski has been providing leadership, guidance, and advocacy to benefit the cities and villages of Wisconsin; and

WHEREAS, since 2011, Gail Sumi has given voice to, and enlightened and informed Wisconsin's local leaders through her direction and coordination of the League of Wisconsin Municipalities' multiple channels of communication, including editing and production of *The Municipality*; and

WHEREAS, Mr. Witynski and Ms. Sumi have been trusted leaders and advisors for local officials, both elected and appointed; and

WHEREAS, Curt Witynski and Gail Sumi have contributed in countless ways to the prosperity and success of local government in Wisconsin; and

WHEREAS, in addition to their tireless efforts on behalf of municipal government, Curt Witynski and Gail Sumi have been role models for thousands of local leaders; and

WHEREAS, Mr. Witynski and Ms. Sumi will be retiring from daily service to local government at the end of calendar year 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Cedarburg expresses its profound gratitude to Curt Witynski and Gail Sumi for their service; and

BE IT FINALLY RESOLVED that the Common Council of the City of Cedarburg congratulates them both on their careers of leadership and wishes them well in future endeavors.

Passed and adopted this 26th day of September 2022.

Michael O'Keefe, Mayor

Attest:

Tracie Sette, City Clerk

Appointments to Boards, Commissions, Committees

BOARD OF REVIEW:	Daniel Salzman	Timothy Voeller - alternate
DIVERSITY (DEI) COMMITTEE:	Phil Bail	
ECONOMIC DEVELOPMENT BOARD:	Mark Roller	Timothy Voeller
LIGHT & WATER COMMISSION:	Timothy Larson	David Pagel
PARKS, RECREATION & FORESTRY BOARD:	Becky Hughes	

CITY OF CEDARBURG

MEETING DATE: September 26, 2022

ITEM NO: 8.E.

TITLE: Discussion and possible action on 2023 Strategic Plan

ISSUE SUMMARY: Our strategic plan serves as a roadmap and is used to prioritize initiatives, resources, goals, and department operations and projects for future years. Through committee and staff meetings the strategic plan has been updated for council review.

STAFF RECOMMENDATION: Seeking council direction

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: Positive. A good strategic plan helps prioritize funding for various municipal services in a systematic and incremental manner.

ATTACHMENTS: Strategic Plan

INITIATED/REQUESTED BY: Mikko Hilvo, Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, Administrator

2023 - 2027 STRATEGIC PLAN

Mission Statement:

“The City of Cedarburg seeks to preserve its historic, “small town” atmosphere and quality of life while balancing the desires of our community by delivering high quality programs and services in a fiscally responsible manner.”

Vision Statement:

“To be a safe and welcoming city with a vibrant small-town atmosphere that values its historic character while actively embracing a bright future”

Guiding Principles:

- 1) Preserve the historic, “small town” character.
- 2) Promote a vibrant, safe, and active Downtown.
- 3) Provide a high level of government services.
- 4) Support responsible growth and economic development.
- 5) Promote Cedarburg as a tourist destination.
- 6) Provide a safe, healthy, and inclusive community.
- 7) Provide quality educational and recreational opportunities for all.
- 8) Preserve and provide community open spaces, natural areas, and accessible parks and trails.
- 9) Collaborate and develop partnerships with neighboring communities and local organizations to deliver quality programs, facilities, and services in a fiscally responsible manner.

Goals:**1) Enhance Efficiency and Effectiveness of our City Government**

Be responsive to citizen concerns and needs by involving citizens and providing sufficient staffing levels to meet service standards. Promote sound fiscal management that seeks to minimize debt, pre-fund significant expenditures, maximize non-tax revenues, and share expenses with other government entities when feasible. Improve efficiencies and productivity between city departments, residents, and businesses through technology.

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1. Purchase equipment to make City services more efficient	<ul style="list-style-type: none">• Update the 7-year vehicle/equipment capital plan in 2023 that provides a 10-year replacement schedule for all vehicles.	<ul style="list-style-type: none">• Update list in 2023	Superintendent of Public Works; Mechanic;
2. Purchase Software to make City services more efficient	<ul style="list-style-type: none">• Evaluate new building inspection software to streamline inspections.	<ul style="list-style-type: none">• 2024	Building Inspector
3. Develop better ways to communicate with staff and residents	<ul style="list-style-type: none">• Increase the number of Facebook & Instagram followers to 4000 by 2024.• Increase # of City app users to 1500 by 2024.• Continue to enhance use of zoom for public meetings.• Evaluate recording meetings for future viewing by residents.	<ul style="list-style-type: none">• 2023• 2023• Ongoing• Ongoing	Social Media Coordinator; Administrator
4. Attract and retain qualified paid and volunteer staff for all services and activities	<ul style="list-style-type: none">• Encourage hiring of positive, forward thinking, team-oriented staff.• Research new employee benefits.• Provide Competitive Wages	<ul style="list-style-type: none">• Ongoing• 2022-2023• Ongoing	Department Heads; Administrator
5. Improve paperless environment and record retention efforts	<ul style="list-style-type: none">• Complete department evaluations on the potential effectiveness of going paperless by 2025.• Research funding options for upgrading technology needed for implementing a paperless environment by 2025.• Update record retention policy and procedures in 2023.	<ul style="list-style-type: none">• 2023 - 2024• 2023 - 2024• 2023	Clerk; Finance Director; Administrator; All Department Heads
6. Create a positive work culture throughout the City	<ul style="list-style-type: none">• Complete a work culture survey• Create a culture statement & implement it throughout the City departments and committees.	<ul style="list-style-type: none">• 2023• 2023	Administrator

2) Support Economic Development

Provide opportunities for business growth, foster historic preservation in historical areas, and continue the vitality of the local economy.

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Continue to develop HWY 60 Business Park	<ul style="list-style-type: none"> • Work with a Commercial Broker to sell rest of the land by 2025 • Work with the CDA on future development of the business park beginning in 2022. 	<ul style="list-style-type: none"> • Broker hired in 2020 • CDA discussions 2022-2025 	Engineer; Administrator; CDA; Mayor
2) Update the Zoning Code	<ul style="list-style-type: none"> • Update the code in 2022-2023 with plan commission and common council approvals completed by the end of 2023. 	<ul style="list-style-type: none"> • 2022-2023 	Planner; Plan Commission
3) Continue to promote the vitality of the downtown historic business district	<ul style="list-style-type: none"> • Promote the vitality of the downtown. • Attract a variety of restaurants and businesses to the downtown historic business district • Encourage development of vacant properties within the district. 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing 	Administrator; ED Board
4) Continue to support our historic small-town character	<ul style="list-style-type: none"> • Provide policies and regulations that preserve our historic small-town character. 	<ul style="list-style-type: none"> • Ongoing 	Mayor; Common Council; Plan Commission; Landmarks
5) Develop a plan for Pioneer Rd and South Washington Ave business district	<ul style="list-style-type: none"> • Develop a plan for the south business district in 2023. • Attract a hotel, fast food restaurants, and other businesses to the Pioneer Rd./South. Washington Ave business district. • Evaluate traffic flow options on South Washington business district. 	<ul style="list-style-type: none"> • 2023 • 2023-2024 • 2023 	Administrator; ED Board; CDA
6) Promote Tourism	<ul style="list-style-type: none"> • Promote Cedarburg as a tourist destination. • Create a visit Cedarburg website. • Work with Festivals and other organizations to increase events that bring additional tourism to Cedarburg. • Provide support for TP&D through room taxes and other potential revenue sources 	<ul style="list-style-type: none"> • Ongoing • 2022 - 2023 • Ongoing • Ongoing 	Administrator, ED Board

3) Improve and Maintain our Infrastructure

Proactively maintain public facilities while planning and improving infrastructure compatible with growth.

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Ensure Dams Compliance/Exception with WI DNR NR333	<ul style="list-style-type: none"> • Complete DNR mandated repairs for Woolen Mills Dam in 2023. 	<ul style="list-style-type: none"> • In progress 	Engineer
2) Make improvements to our Water Recycling Center operations	<ul style="list-style-type: none"> • Continue following compliance with phosphorus regulations in 2022-2027. • Adopt and implement the Adaptive Management Plan to meet WPDES requirements in 2022 • Upgrade Evergreen Lift Station in 2024. • Upsize Kenzie Lift Station to meet new flow requirements in 2023. • Facility Study Plan for treatment plant. 	<ul style="list-style-type: none"> • In progress to be completed in 2022-2027 • In progress to be completed in 2022 • 2024 • 2023 • 2023 	Water Recycling Superintendent
3) Provide a sustainable streets and utility projects plan	<ul style="list-style-type: none"> • Annually update a 7-year capital plan with a focus on main arterial roads. • Biannually evaluate road conditions and provide a rating on them to the common council. • Work on solutions to prefund street and utility projects. • Partner with the Town of Cedarburg to develop a road improvement plan for shared or connected roads. 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing • 2022-2023 	Engineer; Assistant Engineer; Finance Director; Administrator
4) Assist homeowners in replacing lead pipes and failing sewer laterals	<ul style="list-style-type: none"> • Develop a public education plan on the importance of replacing privately owned lead pipes and leaking sewer laterals. • Develop and manage a grant and loan program to assist homeowners with paying for replacing privately owned lead pipes and failing sewer laterals 	<ul style="list-style-type: none"> • 2022-2023 • 2021-2026 	Water Utility Superintendent; WRC Superintendent; Administrator; Finance Director
5) Support our urban forest	<ul style="list-style-type: none"> • Continue to fund EAB treatments annually. • Continue to evaluate best practices to increase efficiencies in forestry operations. • Continue to support a 5-year plan and for tree removals, stump grinding, and tree planting that began in 2022. 	<ul style="list-style-type: none"> • Ongoing • Ongoing • 2022-2027 	Director, Parks, Rec & Forestry & City Forester
6) Support city wide beautification projects	<ul style="list-style-type: none"> • Maintain and enhance downtown flower baskets, downtown flower program, boulevard flower program, and parks flower program. • Evaluate downtown ADA sidewalk ramp pavers. 	<ul style="list-style-type: none"> • Ongoing • 2023 	Parks, Recreation, & Forestry Director; Public Works Director; Horticulturist; Engineer

4) Enhance our Quality of Life Services

Preserve and enhance quality of life by providing cultural, educational, leisure, and recreational activities for all generations to enjoy.

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Develop community partnerships to provide quality of life services for our residents.	<ul style="list-style-type: none"> Partner with the Chamber and Festivals on annual special events. Support Summer Sounds, Festivals and other local non-profits or businesses to enhance our entertainment options. Partner with local businesses for sponsorship of City programs. 	<ul style="list-style-type: none"> Ongoing 	Director of Parks, Recreation & Forestry; Administrator; Library Director; Librarians
2) Support Public Art	<ul style="list-style-type: none"> Add public art in our community and provide public art events that showcase our local arts groups and/or artists. 	<ul style="list-style-type: none"> Ongoing 	Public Art Commission; Library
3) Create additional outdoor recreational areas	<ul style="list-style-type: none"> Develop a plan for outdoor recreational areas on Pioneer Rd. property. Partner with the Town of Cedarburg to remediate and develop the Prochnow landfill site within the next five years to include recreational opportunities for all Cedarburg residents. 	<ul style="list-style-type: none"> 2022-2024 2023 – 2025 	Administrator; Mayor; Common Council; Parks Director
4) Research options for an indoor recreation center	<ul style="list-style-type: none"> Develop a plan for an indoor recreation center on Pioneer Rd. Research potential partnerships to build an indoor recreation center (public/private). 	<ul style="list-style-type: none"> Ongoing 	Director of Parks, Recreation & Forestry; Administrator
5) Enhance pool facility and amenities	<ul style="list-style-type: none"> Partner with Friends of Parks and Recreation to fundraise for additional pool amenities. 	<ul style="list-style-type: none"> Ongoing 	Director of Parks, Recreation, & Forestry; Recreation Superintendent
6) Update and improve our playgrounds	<ul style="list-style-type: none"> Research and develop a plan for new playground locations and funding options in 2023. Partner with the Baehmann Family to build a new playground at Baehmann park in 2023. 	<ul style="list-style-type: none"> 2022-2023 2023 	Director of Parks, Recreation, & Forestry
7) Acquire land for additional nature trails and enhance existing trails	<ul style="list-style-type: none"> Acquire easements from developers along Cedar Creek as development on Sheboygan Rd. continues Develop a plan to enhance existing nature trails 	<ul style="list-style-type: none"> Ongoing 2022-2023 	Parks, Recreation, & Forestry Director

5) Provide a Safe, Secure, and Healthy Community

Protect and enhance the quality of life for all who live, work, and visit our community. Respond effectively to the changing needs of the community. Promote mutual respect between the police, the fire department, and the public they serve. Conduct City operations in a manner that reduces risk exposure to citizens and employees in the most cost-effective manner possible.

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Continue to recruit citizens to maintain FD volunteer status and maintain low budget impact to the city	<ul style="list-style-type: none"> Allow employees to go on calls during the day from work. Promote hiring of staff that are certified as EMT's and are or can become members of CFD. Use social media platforms to let the public know that we are a volunteer department and are looking for new members. 	<ul style="list-style-type: none"> Ongoing 	Department Heads; Fire Chief
2) Review consolidation study with ad-hoc committee and make recommendations to the Common Council and Town Board	<ul style="list-style-type: none"> Meet with the City/Town Ad-Hoc Committee and make presentations to both City and Town governing bodies on any consolidation recommendations. Partner with surrounding communities on potential consolidation. 	<ul style="list-style-type: none"> 2022-2023 	Fire Chief; Administrator; Mayor
3) Evaluate option of building a new Fire Station next to/adjoining with current Police Dept on Wauwatosa Rd.	<ul style="list-style-type: none"> Hire a consultant to study location of a new Fire Station along with the building needs/updating of the PD. 	<ul style="list-style-type: none"> 2023-2024 	Fire Chief; Police Chief, Administrator, Mayor
4) Plan for possible referendum in Fall of 2023 to support adding full time staff to FD to improve response times and level of care.	<ul style="list-style-type: none"> To promote the need for adding more full time staff to provide the best possible care and response times and to move to the Paramedic level. 	<ul style="list-style-type: none"> 2023 	Fire Chief; Administrator; Mayor
5) Promote the education of department members for long-term and retention	<ul style="list-style-type: none"> Investigate ways to offer incentives to department members for higher education. 	<ul style="list-style-type: none"> 2022-2023 	Fire Chief, Administrator
6) Engage in diversity and non-bias policing efforts	<ul style="list-style-type: none"> Meet with community members to discuss diversity and non-bias policing. Attend annual antibias training. Enhance policies on diversity, equity, and inclusion. 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing 	Police Chief; Police Officers
7) Review Critical Policies for Police Department	<ul style="list-style-type: none"> Train staff in 2023 after CVMIC has completed their review in 2022. 	<ul style="list-style-type: none"> 2023 	CVMIC; Police Chief
8) Provide exceptional public education about safety	<ul style="list-style-type: none"> Offer public safety classes to the community at no cost to them. 	<ul style="list-style-type: none"> Ongoing 	Fire Chief; Police Chief
9) Enhance employee work environment	<ul style="list-style-type: none"> Update City Hall furniture to be more ergonomically correct within the next three years. Complete all updates by 2025. Provide proper safety equipment for all staff. Provide proper safety training for staff. Re-establish City Wellness Committee. 	<ul style="list-style-type: none"> 2022-2025 Ongoing Ongoing 2022-2023 	Administrator; Building Inspector; Safety Committee Members; CVMIC; Library Director

6) Plan for well managed growth and development

Proactively plan for managed growth and development in all areas of the City.

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Promote vibrant, walkable mixed-use areas	<ul style="list-style-type: none"> Enhance pedestrian and bicyclist amenities and connectivity to support a vibrant and walkable downtown district. Require developments to include pedestrian amenities within the development and provide connectivity to the downtown area where possible. 	<ul style="list-style-type: none"> Ongoing Ongoing 	Plan Commission; Planner; Mayor; Administrator
2) Develop desirable residential areas	<ul style="list-style-type: none"> Require developers to provide eclectic mixture of homes to respect and emulate the original development patterns of Cedarburg. Continue to work with Neumann development to create a desirable neighborhood on the current Baehmann property. Work with a developer on potential quarry development off Susan Ln. to ensure the preservation of natural areas as determined by the DNR. 	<ul style="list-style-type: none"> Ongoing 2022-2025 2022 - 2025 	Planner; Engineer; Plan Commission
3) Preserve historic structures and sites	<ul style="list-style-type: none"> Support the Cedarburg Landmark Preservation Society Inc. Preserve the Dams. Preserve buildings in the historic downtown district. Preserve any historic buildings within the City. 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing Ongoing 	Landmarks Commission; Plan Commission
4) Promote quality public spaces	<ul style="list-style-type: none"> Enhance City Hall Park area to promote it as a community gathering place. Enhance Fireman's Park to create a venue that will support current and future public events. 	<ul style="list-style-type: none"> 2022-2025 2022-2025 	Administrator; Parks, Recreation, & Forestry Director Administrator; Fire Chief; Fireman's Park Inc. Board
5) Plan for and develop smart growth areas	<ul style="list-style-type: none"> Develop plan for future of Smart Growth Area #1 & #2. Monitor Amcast cleanup and development Update the smart growth area list in 2023. 	<ul style="list-style-type: none"> 2022 – 2023 Ongoing 2023 	Planner; Administrator; Mayor, Economic Development Board, CDA
6) Work with the Town of Cedarburg on future growth of the City	<ul style="list-style-type: none"> Work with the Town of Cedarburg to plan for future development of the City and Town north of current City boundaries. Partner with the Town to create a plan for Prochnow remediation and development. 	<ul style="list-style-type: none"> 2023 – 2025 2023-2025 	Administrator; Attorney; Common Council
7) Plan for Smart Growth of the City	<ul style="list-style-type: none"> Evaluate the effects of new developments on City and School District Services Through the WRC facility study evaluate the effects of future growth on the need for a new WRC facility. 	<ul style="list-style-type: none"> Ongoing 2023 	Planner; Administrator; Mayor; Common Council WRC Superintendent

CITY OF CEDARBURG

MEETING DATE: September 26, 2022

ITEM NO: 8.G.

TITLE: Discussion and possible action on Release of Developer's Agreement for Commerce State Bank

ISSUE SUMMARY: Commerce State Bank is being sold to Summit Credit Union. Related to that sale, Commerce is asking the City to agree that it has met all its requirements in the Development Agreement with the City, signed in November of 2013, and to release the agreement which is recorded against the bank property.

City Attorney and staff have reviewed their request and do not have any concerns related to the release agreement.

STAFF RECOMMENDATION: Staff recommends approving the release agreement.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: n/a

ATTACHMENTS: Release document

INITIATED/REQUESTED BY:

FOR MORE INFORMATION CONTACT: Kelly Livingston, Treasurer

**RELEASE OF DEVELOPMENT
AGREEMENT**

Document Number

THIS RELEASE OF DEVELOPMENT AGREEMENT (this "Release"), is made this ____ day of September, 2022, by the City of Cedarburg, a Wisconsin municipal corporation ("City").

RECITALS

WHEREAS, Commerce State Bank ("Commerce"), and the City entered into that certain Development Agreement dated November 20, 2013, and recorded in the office of the Ozaukee County Register of Deeds on January 2, 2014, as Document No. 0997422 (the "Development Agreement") against certain lands located in the City of Cedarburg, County of Ozaukee, State of Wisconsin, as further described on Exhibit A attached hereto (the "Property");

WHEREAS, Commerce's obligations under the Development Agreement have been completed;

WHEREAS, the City wishes to release the Development Agreement against the Property.

RELEASE

NOW THEREFORE, (a) the foregoing Recitals are hereby incorporated herein as though fully set forth in the body of this Release, and (b) the City hereby releases the Development Agreement against the North Lot.

[Signature Page Follows]

Recording Area

Name and Return Address:
Kristin K. Langhoff, Esq.
Reinhart Boerner Van Deuren s.c.
1000 N. Water Street, Suite 1700
Milwaukee, WI 53202

Tax Identification Number (PIN)
See Exhibit A

IN WITNESS WHEREOF, this Release has been made, executed and delivered as of the date above written.

CITY OF CEDARBURG

By _____
Mike O'Keefe, Mayor

Countersigned:

By _____
Tracie Sette, City Clerk

STATE OF WISCONSIN)
) SS
WASHINGTON COUNTY)

Personally came before me this _____ day of September 2022, Mike O'Keefe, Mayor, and Tracie Sette, City Clerk, of the City of Cedarburg, a Wisconsin municipal corporation, to me known to be the persons who executed the foregoing instrument of such officers as the, by its authority.

* _____,
Notary Public, State of Wisconsin

My commission expires: _____

*Print Name of Notary Public

This Instrument was drafted by:
Kristin K. Langhoff, Esq.
Reinhart Boerner Van Deuren s.c.
1000 North Water Street, Suite 1700
Milwaukee,

WI

53202

CONSENT

The undersigned hereby consents to the foregoing Release of Development Agreement.

DATED: _____

COMMERCE STATE BANK

By: _____

Name: Joseph Fazio III

Title: Chief Executive Officer

STATE OF WISCONSIN)
 : SS)
COUNTY OF _____)

Personally came before me this ____ day of _____, 2022, the above-named Joseph Fazio III, Chief Executive Officer of Commerce State Bank, to me known to be the person who executed the foregoing instrument and acknowledged the same.

[Seal]

(_____)
Notary Public, State of Wisconsin
My commission _____

EXHIBIT A
PROPERTY

First parcel:

LOT 1 OF CERTIFIED SURVEY MAP NO. 3871, RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR OZAUKEE COUNTY, WISCONSIN, ON OCTOBER 21, 2013 AS DOCUMENT NO. 994670.

Now known as:

COMMERCE BANKING CENTER, A CONDOMINIUM DECLARED AND EXISTING UNDER AND BY VIRTUE OF THE CONDOMINIUM OWNERSHIP ACT OF THE STATE OF WISCONSIN AND RECORDED BY A DECLARATION AS SUCH CONDOMINIUM IN THE OFFICE OF THE REGISTER OF DEEDS FOR OZAUKEE COUNTY, WISCONSIN, ON NOVEMBER 5, 2013, AS DOCUMENT NO. 995265, AND ANY AMENDMENTS AND/OR CORRECTIONS THERETO AND BY A CONDOMINIUM PLAT AND ANY AMENDMENTS AND/OR CORRECTIONS THERETO. SAID CONDOMINIUM BEING LOCATED IN THE CITY OF CEDARBURG, COUNTY OF OZAUKEE, STATE OF WISCONSIN ON THE REAL ESTATE DESCRIBED IN SAID DECLARATION AND INCORPORATED HEREIN BY THIS REFERENCE THERETO.

TAX KEY NO'S.: 132510001000 and 132510002000

CITY OF CEDARBURG

MEETING DATE: September 26, 2022

ITEM NO: 8.H.

TITLE: Discussion and possible action on Immanuel Cemetery Rental House

ISSUE SUMMARY: After discussions with the family on the rental house it has been determined that they are vacating the house later this fall. The city has an option to fix the property, find a new tenant, and continue to lease the property or to not rent the property after they have vacated it and to eventually raze the building to clear additional area for new grave sites.

- 1) Fix the roof and continue to rent the property at \$1050/month. Could have additional costs with preparing the home for a new tenant.

Cost: \$22,000 +

Revenue: \$12,600 (dependent on finding a tenant)

- 2) Demolition of the house would be between \$25,000 - \$30,000. This would need to be done in Fall of 2023 or latest Spring of 2024.

STAFF RECOMMENDATION: Seeking council input.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: Depends on the direction the council chooses.

ATTACHMENTS: none

INITIATED/REQUESTED BY: Mikko Hilvo, Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, Administrator

**CITY OF CEDARBURG
COMMON COUNCIL
September 12, 2022**

**CC20220912-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, September 12, 2022 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers and online utilizing the Zoom app.

Mayor O’Keefe called the meeting to order at 7:00 p.m.

Roll Call: Present - Mayor Michael O’Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome, Angus Forbes

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor O’Keefe’s request, Deputy City Clerk Kletzien 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. Citizen’s present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON 2023 COUNTRY IN THE BURG TO BE HELD AUGUST 25-26, 2023

Alex Uhan provided an overview of this year’s event stating that 8,000 people (from 27 States) and six artists attended and participated in Country in the Burg. The decibel level never went over 90 and the Police Department stated that the event went as good or better than the year before. Alex Uhan asked the Common Council to approve another year of Country in the Burg to be held August 25-26, 2023.

The Common Council Members expressed their approval of the event, benefits to the City, and how well it is run.

Discussion ensued on the bass vibration that is felt in the area. Alex Uhan explained that it is difficult to control the bass for certain songs and he will continue to monitor it and have conversations with the artists.

Motion made by Council Member Arnett, seconded by Council Member Simpson, to approve the 2023 Country in the Burg to be held on August 25 and 26, 2023. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION TO ALLOW THE CITY ADMINISTRATOR TO SIGN THE OZAUKEE COUNTY EMS SUBRECIPIENT AGREEMENT FOR THE UTILIZATION OF ARPA FUNDS FOR FIRE/EMS SERVICES

City Administrator Hilvo stated that more time is needed for additional discussions with the County.

Motion made by Council Member Burkart, seconded by Council Member Thome, to postpone discussion and possible action to allow the City Administrator to sign the Ozaukee County EMS Subrecipient agreement for the utilization of ARPA funds for Fire/EMS Services. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON AWARD OF CONTRACT FOR THE CEDARBURG LEAD SERVICE REPLACEMENT PROGRAM PHASE 2

Director Wieser explained that the City was awarded \$600,000 in Safe Drinking Water Loan Program Funds through the DNR. The Phase I Lead Service Replacement Program replaced approximately 120 lead services and used approximately \$480,000 of the DNR funds. In order to utilize the entirety of the DNR funds, Cedarburg Light & Water along with R.A. Smith advertised and received bids for the Cedarburg Lead Service Replacement Program Phase 2. The contract entails the replacement of 48 lead water services from the right-of-way to the house on Washington Avenue, Franklin Avenue and on Madison Avenue.

Three bids were received with the low bid being submitted by Korf Plumbing LLC for \$261,968.65, which is below the Engineer's estimate. Cedarburg Light & Water verified that Korf Plumbing has done this work in the past and can successfully complete a project of this size. Cedarburg Light & Water will plan to use the remaining DNR funds along with up to \$150,000 of pre allocated ARPA funds.

Council Member Arnett suggested reducing the project to avoid using ARPA Funds and it was determined that the project was too far along to make any changes.

Motion made by Council Member Thome, seconded by Council Member Bublitz, to award the contract for the Cedarburg Lead Service Replacement Program Phase 2 to Korf Plumbing LLC in an amount not to exceed \$261,968.65. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CEDARBURG AND THE TOWN OF CEDARBURG REGARDING THE RECONSTRUCTION, MAINTENANCE, AND REPAIRS OF SHERMAN ROAD

Director Wieser explained that in order to take advantage of favorable pricing, the Town of Cedarburg moved the resurfacing of Sherman Road from Horns Corners Road to Wauwatosa Road to 2022. Sherman Road from just west of Stony Kettle Drive to Wauwatosa Road is a shared portion of roadway. Adding Sherman Road to 2022 will save an estimated 40% in paving costs versus completing the project in 2023, as was planned. City and Town staff completed an Intergovernmental Agreement for the pulverizing and relay of asphalt on Sherman Road which lays out construction cost sharing and maintenance responsibilities of each party. The City will be responsible for the

construction costs on Sherman Road along the frontage of City properties which is estimated to be \$80,000. The Town Board approved this Intergovernmental Agreement at their September 7 Town Board meeting.

Motion made by Council Member Bublitz, seconded by Council Member Simpson, to approve an Intergovernmental Agreement between the City of Cedarburg and the Town of Cedarburg regarding the reconstruction, maintenance, and repairs of Sherman Road. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON IMMANUEL CEMETERY RENTAL HOUSE

City Administrator Hilvo explained that the City has rented out the Immanuel Cemetery House to the same family since January 1, 2006 on a month to month basis. The monthly rent amount has remained the same at \$995/month. The City is responsible for maintenance of the house and property. Staff has discussed the future maintenance of the house and most recently Building Inspector Thoma did a walk through of the house to look at any issues that might need to be addressed. He found that the smoke detectors were missing, and the roof is leaking. He has installed new smoke detectors and received a quote for the roof repairs at approximately \$22,000. No additional repairs are needed at this time. The previous Building Inspector did inform the family early this year that the City might not continue to rent out the property since the future repair costs outweigh the rental fees received for the property. Through further discussions, the family understands the situation but would continue to rent as long as the City would agree to doing so.

The Common Council discussed to following options:

- Fix the roof (\$22,000) and continue to rent the property at \$995/month. Staff would recommend a slight increase to the rent to help offset the cost of the repairs and any other future repairs to the house. The revenue would be \$11,940 (additional if the rent is increased.)
- Do minor patching of the problem areas on the roof and continue to rent the property until June 1, 2023. This would allow the tenant ample time to find a new place to live. Minor repairs to the roof would be covered as part of the regular repair and maintenance costs for the house. An additional cost for demolition of house would be between \$25,000 - \$30,000. This would need to be done in the Fall of 2023 or at the latest Spring of 2024. The revenue would be 6 months of rent in 2023 at the current \$995/month rate: \$5970. This is a decrease of \$5970 from the 2022 budgeted amount.

Motion made by Council Member Bublitz, seconded by Council Member Thome, to investigate the possibility of repairing the roof vs. replacing it, negotiate a one year lease, and increase rent to \$1,050/month with the understanding that the rent may increase again next year.

Motion was amended by Council Member Bublitz, seconded by Council Member Thome, to add that the roof repair will be subject to a one year lease. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON MAYORAL APPOINTMENTS TO COMMUNITY DEVELOPMENT AUTHORITY

Motion made by Council Member Thome, seconded by Council Member Bublitz, to approve the Mayoral appointment of Eric Arvold to the Community Development Authority. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON A PROCLAMATION FOR PARTS BADGER – A 2022 OZAUKEE COUNTY BUSINESS OF THE YEAR WINNER

Motion made by Council Member Arnett, seconded by Council Member Simpson, to award a Proclamation to PartsBadger as the 2022 Ozaukee County Business of the year recipient. Motion carried without a negative vote.

CONSENT AGENDA

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to approve the following consent agenda items. Motion carried without a negative vote.

- August 29, 2022 Common Council meeting minutes and August 29, 2022 Joint Common Council/Plan Commission meeting minutes.
- New and renewal 2022-2023 Operator Licenses for Carolyn A. Noori and Jennifer Richter.
- Payment of bills dated 8/26/22 through 9/02/22, transfers for the period 8/27/22 through 9/09/22 and payroll for period 8/21/22 through 9/03/22.
-

CITY ADMINISTRATOR'S REPORT

City Administrator Hilvo will be attending a National Conference next week.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome attended the Annual Fire Department's Award Ceremony and expressed appreciation for the time and energy that is given by the volunteers.

Council Member Burkart commended the Parks, Recreation and Forestry Department for their efforts in making Conquer the Burg a success. She also thanked the American Legion for their contributions to the City.

Council Member Bublitz announced that she has purchased a new house outside of her current district and she will be vacating her position as 1st Aldermanic District Council Member at the end of October.

MAYOR REPORT – None

ADJOURN – CLOSED SESSION

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to adjourn to closed session at 8:03 p.m. pursuant to State Statutes 19.85(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 to be discussed is the Hwy. 60 Business Park Lot 1 purchase offer and the TID #4 Developer Agreement; and pursuant to State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to be discussed is the City Administrator evaluation and compensation. Approval of the July 25, 2022 and August 29, 2022 closed session minutes. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Simpson, Thome, and Forbes voting aye.

RECONVENE TO OPEN SESSION

Motion made by Council Member Bublitz, seconded by Council Member Simpson, to reconvene to open session at 9:47 p.m. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Simpson, Thome, and Forbes voting aye.

NEW BUSINESS – CONTINUED

DISCUSSION AND POSSIBLE ACTION ON HWY 60 BUSINESS PARK LOT 1 PURCHASE OFFER

No discussion took place.

DISCUSSION AND POSSIBLE ACTION ON CITY ADMINISTRATOR EVALUATION AND COMPENSATION

Motion made by Council Member Bublitz, seconded by Council Member Burkart, to approve the City Administrator evaluation and compensation as discussed in closed session. Motion carried without a negative vote.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Forbes, to adjourn the meeting at 9:59 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
09/09/2022	PWBDD	41670	BEAR GRAPHICS, INC.	OFFICE SUPPLIES	500310	514200	294.67
				OFFICE SUPPLIES	500310	514200	231.36
				CHECK PWBDD 41670 TOTAL FOR FUND 100:			526.03
09/09/2022	PWBDD	41671*#	BEYER'S HARDWARE	MAINTENANCE PARTS	500353	533210	105.25
				MAINTENANCE PARTS	500353	533210	54.42
				MAINTENANCE PARTS	500353	533210	93.53
				MAINTENANCE PARTS	500353	533210	32.16
				REPAIR AND MAINTENANCE	500240	533440	16.09
				REPAIR AND MAINTENANCE	500240	533440	66.58
				REPAIR AND MAINTENANCE	500240	533440	21.59
				CHECK PWBDD 41671 TOTAL FOR FUND 100:			389.62
09/09/2022	PWBDD	41673	CEDARBURG LIGHT & WATER	N114W7097 OAKMONT DR #46	256201	000000	1,945.00
				N116W6962 CABOT CT #29	256201	000000	1,945.00
				N110W7101 AUGUSTA LANE #8	256201	000000	1,945.00
				N110W7163 AUGUSTA LANE # 6	256201	000000	1,945.00
				CHECK PWBDD 41673 TOTAL FOR FUND 100:			7,780.00
09/09/2022	PWBDD	41676#	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	217.63
				ELECTIONS LEGAL NOTICES	500321	514200	27.48
				CHECK PWBDD 41676 TOTAL FOR FUND 100:			245.11
09/09/2022	PWBDD	41678	DISCOVERY COACH	DEPOSIT FOR 2 FIRESIDE TRIPS 2023	500390	555140	200.00
09/09/2022	PWBDD	41680	EGELHOFF LAWNMOWER SERVICE	MAINTENANCE PARTS	500353	533210	2.60
09/09/2022	PWBDD	41681	FIVE CORNERS DODGE	GAS AND OIL EXPENSE	500351	522120	47.66
09/09/2022	PWBDD	41682	FORESTRY SUPPLIERS	REPAIR AND MAINTENANCE	500240	555510	94.90
09/09/2022	PWBDD	41683	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES	500350	533210	551.27
09/09/2022	PWBDD	41687	JONATHAN CENSKY	PROFESSIONAL SERVICES	500210	566310	7,023.38
09/09/2022	PWBDD	41689	LANGE ENTERPRISES, INC.	PROFESSIONAL SERVICES	500210	522310	420.64

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Fund: 100 GENERAL FUND							
09/09/2022	PWBDD	41690	M SQUARED ENGINEERING	DEVELOPERS AGREE-FAIRWAY VIL	239254	000000	15,811.89
09/09/2022	PWBDD	41691	MID-STATE EQUIPMENT	REPAIR AND MAINTENANCE	500240	533440	1,231.72
09/09/2022	PWBDD	41692	MILLER-BRADFORD AND RISBERG	SWEEPER	500380	533210	5,850.00
09/09/2022	PWBDD	41693	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	258.23
				MAINTENANCE PARTS	500353	533210	1,149.75
				CHECK PWBDD 41693 TOTAL FOR FUND 100:			1,407.98
09/09/2022	PWBDD	41695	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	675.00
				PROFESSIONAL SERVICES	500210	514700	319.20
				PROFESSIONAL SERVICES	500210	514700	931.00
				PROFESSIONAL SERVICES	500210	514700	260.00
				CHECK PWBDD 41695 TOTAL FOR FUND 100:			2,185.20
09/09/2022	PWBDD	41696	OWEN'S OFFICE SUPPLIES	OFFICE SUPPLIES	500310	522310	207.00
09/09/2022	PWBDD	41697	PAULINE EDGAR	SENIOR CENTER FEES	467435	000000	24.00
09/09/2022	PWBDD	41698#	PAYNE & DOLAN, INC.	REPAIR AND MAINTENANCE	500240	533311	3,173.65
				REPAIR AND MAINTENANCE	500240	533440	1,216.31
				CHECK PWBDD 41698 TOTAL FOR FUND 100:			4,389.96
09/09/2022	PWBDD	41701	RIVER RUN COMPUTERS, INC.	TELEPHONE/COMMUNICATIONS	500225	522110	75.00
09/09/2022	PWBDD	41702	RUDIG TROPHIES	OFFICE SUPPLIES	500310	514100	130.88
09/09/2022	PWBDD	41703	SCHMITZ READY MIX, INC.	REPAIR AND MAINTENANCE	500240	533440	27.00
09/09/2022	PWBDD	41704	SHERWIN INDUSTRIES, INC.	REPAIR AND MAINTENANCE	500240	533311	235.00
09/09/2022	PWBDD	41705	SHERWIN WILLIAMS CO.	REPAIR AND MAINTENANCE	500240	533311	67.62
09/09/2022	PWBDD	41706	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES	500210	533110	73.00
09/09/2022	PWBDD	41707	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	32.85
09/09/2022	PWBDD	41708*#	U.S. CELLULAR	BUDD CELL 5488	500225	522310	42.00

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Fund: 100 GENERAL FUND							
				BAIER CELL 0282	500225	522310	42.50
				URBANEK CELL 5335	500225	533110	42.00
				WIESER CELL 1782	500225	533110	38.83
				BUBLITZ HOT SPOT 0913	500225	533210	39.40
				DPW IPAD 1293	500225	533210	25.60
				HINTZ CELL 9168	500225	533210	42.00
				BUBLITZ TABLET 1195	500225	533210	25.00
				WESTPHAL CELL 3140	500225	555510	42.00
				WESTPHAL TABLET 8568	500225	555510	10.86
				PETERSON TABLET 5195	500225	555510	10.86
				LEGAULT TABLET 9599	500225	555510	10.80
				KETTNER TABLET 9629	500225	555510	10.80
				CHECK PWBDD 41708 TOTAL FOR FUND 100:			382.65
09/09/2022	PWBDD	41709	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	52.47
09/09/2022	PWBDD	41710*#	WALDSCHMIDTS TOWN & COUNTRY	MAINTENANCE PARTS	500353	533210	290.78
09/16/2022	PWBDD	41713	ADVENT LUTHERAN CHURCH	PARK RENTAL FEES	467200	000000	70.00
09/16/2022	PWBDD	41715*#	BEYER'S HARDWARE	GAS AND OIL EXPENSE	500351	533210	14.84
				MAINTENANCE PARTS	500353	533210	37.78
				MAINTENANCE PARTS	500353	533210	15.68
				SIGNS	500363	533311	23.18
				REPAIR AND MAINTENANCE	500240	555510	22.49
				CHECK PWBDD 41715 TOTAL FOR FUND 100:			113.97
09/16/2022	PWBDD	41717	BRYAN PRICE	AWARDS, SUPPLIES	500343	519200	25.00
09/16/2022	PWBDD	41719	BS& A SOFTWARE	PROFESSIONAL SERVICES	500210	515600	6,850.00
09/16/2022	PWBDD	41720*#	CARDMEMBER SERVICE	GO DADDY WEB FEES	500320	514100	199.98
				ZOOM MEETING	500320	514100	63.26
				MENARDS OFFICE SUPPLIES	500310	514200	383.83
				TELEPHONE/COMMUNICATIONS	500225	522110	167.99
				OFFICE SUPPLIES	500310	522110	476.58
				PROF PUBLICATIONS AND DUES	500320	522110	55.00

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Fund: 100 GENERAL FUND							
				TRAVEL & TRAINING	500330	522120	576.00
				NAT. OFFICER CONFERENCE	500330	522120	1,098.00
				SUPPLIES AND EXPENSES	500347	522120	59.88
				AMAZON	500310	522310	79.00
				OPERATING SUPPLIES	500350	533210	506.08
				MAINTENANCE PARTS	500353	533210	478.81
				REPAIR AND MAINTENANCE	500240	533440	93.94
				LUNCHEON OUT & OUT	500390	555140	96.21
				TREESTUFF SUPPLIES	500240	555510	375.27
				CHECK PWBDD 41720 TOTAL FOR FUND 100:			4,709.83
09/16/2022	PWBDD	41721	CARR SERVICES LLC	PARK RENTAL FEES	467200	000000	190.00
09/16/2022	PWBDD	41722	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	427.18
09/16/2022	PWBDD	41724	CHUCK MOEGENBURG	REPAIR AND MAINTENANCE	500240	518100	120.00
09/16/2022	PWBDD	41726	COLUMBIA ST MARY'S INC	OTHER EXPENSES	500390	522110	444.00
09/16/2022	PWBDD	41727#	CONLEY MEDIA, LLC	PRINTING-NEWSLETTERS, ETC	500313	522110	331.70
				OTHER EXPENSES - NEWSGRAPHIC RENEW	500390	555140	120.00
				CHECK PWBDD 41727 TOTAL FOR FUND 100:			451.70
09/16/2022	PWBDD	41728	CORE & MAIN LP	REPAIR AND MAINTENANCE	500240	533440	1,580.54
09/16/2022	PWBDD	41729	CRETEX SPECIALTY PRODUCTS INC	REPAIR AND MAINTENANCE	500240	533440	912.70
09/16/2022	PWBDD	41732	EGELHOFF LAWNMOWER SERVICE	MAINTENANCE PARTS	500353	533210	23.80
09/16/2022	PWBDD	41734	EMERGENCY SERVICES MARKETING C	TELEPHONE/COMMUNICATIONS	500225	522410	305.00
09/16/2022	PWBDD	41735	FAAC INCORPORATED	EQUIPMENT/CAPITAL OUTLAY	500380	522120	6,685.00
09/16/2022	PWBDD	41736	GFL ENVIRONMENTAL	REPAIR AND MAINTENANCE	500240	533311	735.27
09/16/2022	PWBDD	41737*#	GRAINGER	OPERATING SUPPLIES	500350	518100	56.54
				OPERATING SUPPLIES	500350	518100	70.05
				OPERATING SUPPLIES	500350	518100	36.73
				CHECK PWBDD 41737 TOTAL FOR FUND 100:			163.32

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Fund: 100 GENERAL FUND							
09/16/2022	PWBDD	41740	JJ S PLUMBING REPAIR	REPAIR AND MAINTENANCE	500240	522100	265.27
09/16/2022	PWBDD	41743	LETTERS & SIGNS	SIGNS	500363	533311	2,765.00
09/16/2022	PWBDD	41744	LISA BALKOWSKI	PROFESSIONAL SERVICES	500210	514100	623.00
09/16/2022	PWBDD	41745	LOCHEN EQUIPMENT	MAINTENANCE PARTS	500353	533210	18.31
09/16/2022	PWBDD	41747	MID-AMERICAN RESEARCH CHEMICAL	REPAIR AND MAINTENANCE	500240	518100	1,990.00
09/16/2022	PWBDD	41748	MID-STATE EQUIPMENT	MAINTENANCE PARTS	500353	533210	568.47
				MAINTENANCE PARTS	500353	533210	30.00
				CHECK PWBDD 41748 TOTAL FOR FUND 100:			598.47
09/16/2022	PWBDD	41749#	NAPA AUTO PARTS	REPAIR AND MAINTENANCE	500240	522110	10.00
				MAINTENANCE PARTS	500353	533210	123.51
				MAINTENANCE PARTS	500353	533210	64.28
				MAINTENANCE PARTS	500353	533210	9.25
				MAINTENANCE PARTS	500353	533210	(149.54)
				CHECK PWBDD 41749 TOTAL FOR FUND 100:			57.50
09/16/2022	PWBDD	41751	NEWMAN CHEVROLET	MAINTENANCE PARTS	500353	533210	105.00
09/16/2022	PWBDD	41753	NORTHWAY FENCE INC.	REPAIR AND MAINTENANCE	500240	533730	620.00
09/16/2022	PWBDD	41754	OFFICE COPYING EQUIPMENT LTD	EQUIPMENT OUTLAY	500385	514700	9.23
				EQUIPMENT OUTLAY	500385	514700	13.22
				CHECK PWBDD 41754 TOTAL FOR FUND 100:			22.45
09/16/2022	PWBDD	41755*#	OLSEN'S PIGGLY WIGGLY	TRAVEL & TRAINING	500330	533210	38.92
09/16/2022	PWBDD	41757	OWEN'S OFFICE SUPPLIES	OFFICE SUPPLIES	500310	522310	62.50
09/16/2022	PWBDD	41760	PAULA SWITALSKI	PUBLIC WORKS FEES	463101	000000	25.00
09/16/2022	PWBDD	41761	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE	500315	514100	379.89
09/16/2022	PWBDD	41762	QUALITY STATE OIL CO., INC.	GAS AND OIL EXPENSE	500351	533210	4,171.21

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Fund: 100 GENERAL FUND							
				GAS AND OIL EXPENSE	500351	533210	173.53
				CHECK PWBDD 41762 TOTAL FOR FUND 100:			<u>4,344.74</u>
09/16/2022	PWBDD	41763	SPECTRUM	OPERATING SUPPLIES	500350	533210	10.95
09/16/2022	PWBDD	41765	STATE CHEMICAL SOLUTIONS	MAINTENANCE PARTS	500353	533210	134.12
09/16/2022	PWBDD	41766	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	133.95
09/16/2022	PWBDD	41767	TRANSUNION RISK AND ALTERNATIVE	TELEPHONE/COMMUNICATIONS	500225	522110	75.00
09/16/2022	PWBDD	41770	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	52.47
09/16/2022	PWBDD	41772	VILLAGE OF GRAFTON	OTHER EXPENSES	500390	555140	774.45
09/16/2022	PWBDD	41774	WISCONSIN HUMANE SOCIETY	ANIMAL POUND	500213	522110	270.00
09/16/2022	PWBDD	41775	WISCONSIN LIFTING SPEC.INC.	REPAIR AND MAINTENANCE	500240	533440	181.65
09/16/2022	PWBDD	41776#	ZUERN BUILDING PRODUCTS	SIGNS	500363	533311	30.00
				REPAIR AND MAINTENANCE	500240	533440	24.64
				REPAIR AND MAINTENANCE	500240	533440	37.54
				CHECK PWBDD 41776 TOTAL FOR FUND 100:			<u>92.18</u>
				Total for fund 100 GENERAL FUND			87,204.34
Fund: 200 CEMETERY FUND							
09/16/2022	PWBDD	41715*#	BEYER'S HARDWARE	GROUNDS MAINTENANCE	500230	544210	14.63
				GROUNDS MAINTENANCE	500230	544210	21.57
				CHECK PWBDD 41715 TOTAL FOR FUND 200:			<u>36.20</u>
09/16/2022	PWBDD	41730	CULLIGAN OF WEST BEND	HOUSE MAINTENANCE	500245	544210	81.10
09/16/2022	PWBDD	41737*#	GRAINGER	GROUNDS MAINTENANCE	500230	544210	31.59
09/16/2022	PWBDD	41750	NATE'S LANDSCAPE COMPANY	PROFESSIONAL SERVICES	500210	544210	770.40
				PROFESSIONAL SERVICES	500210	544210	770.40
				PROFESSIONAL SERVICES	500210	544210	1,540.80
				PROFESSIONAL SERVICES	500210	544210	<u>1,540.80</u>

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 200 CEMETERY FUND							
				CHECK PWBDD 41750 TOTAL FOR FUND 200:			4,622.40
				Total for fund 200 CEMETERY FUND			4,771.29
Fund: 220 RECREATION PROGRAMS FUND							
09/09/2022	PWBDD	41711	WATERTOWN UNIFIED SCHOOL DISTRICT	POMS EXPENSES	500394	555390	335.00
09/09/2022	PWBDD	41712	WISCONSIN PARK & RECREATION	WPRA TICKET EXP	500355	555390	3,403.50
09/16/2022	PWBDD	41718	BRYNN BISHOP	POMS REVENUE	467332	000000	14.00
09/16/2022	PWBDD	41720*#	CARDMEMBER SERVICE	FLAG FOOTBALL SUPPLIES	500347	555390	526.02
				ROCKIN JUMP FIELD TRIP	500347	555390	2,395.62
				GENERATOR/AMAZON	500347	555390	3,776.46
				POMS EXPENSES	500394	555390	465.87
				POMS EXPENSES	500394	555390	418.88
				CHECK PWBDD 41720 TOTAL FOR FUND 220:			7,582.85
09/16/2022	PWBDD	41723	CHRISTY UTTECH	SUMMER SOCCER	467329	000000	90.00
09/16/2022	PWBDD	41733	ELIZABETH WHITMORE	SUMMER/WINTER REC FEES	467310	000000	90.00
09/16/2022	PWBDD	41738	HARVEY SCHWISTER	SUMMER/WINTER REC FEES	467310	000000	45.00
09/16/2022	PWBDD	41742	LAURA KJELL	SUMMER/WINTER REC FEES	467310	000000	45.00
				SUMMER/WINTER REC FEES	467310	000000	45.00
				POMS REVENUE	467332	000000	14.00
				CHECK PWBDD 41742 TOTAL FOR FUND 220:			104.00
09/16/2022	PWBDD	41746	MELISSA CARPENTER	SUMMER/WINTER REC FEES	467310	000000	45.00
09/16/2022	PWBDD	41758	PAMELA SCHWISTER	SUMMER/WINTER REC FEES	467310	000000	45.00
09/16/2022	PWBDD	41759	PAULA GILSON-JONES	POMS REVENUE	467332	000000	14.00
09/16/2022	PWBDD	41773	WAUKESHA NORTH DANCE TEAM	POMS EXPENSES	500394	555390	25.00
				Total for fund 220 RECREATION PROGRAMS FUND			11,793.35
Fund: 221 FUEL SYSTEM - WASH BAY							
09/09/2022	PWBDD	41700	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	8,332.00
				FUEL INVENTORY	161500	000000	5,376.56

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CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 221 FUEL SYSTEM - WASH BAY				CHECK PWBDD 41700 TOTAL FOR FUND 221:			13,708.56
				Total for fund 221 FUEL SYSTEM - WASH BAY			13,708.56
Fund: 240 SWIMMING POOL FUND							
09/09/2022	PWBDD	41668	BADGER POPCORN & CONCESSION	OPERATING SUPPLIES	500350	555321	127.00
				OPERATING SUPPLIES	500350	555321	292.17
				CHECK PWBDD 41668 TOTAL FOR FUND 240:			419.17
09/16/2022	PWBDD	41739	HORIZON COMMERCIAL POOL SUPPLY	MAINTENANCE SUPPLIES	500340	555320	536.72
09/16/2022	PWBDD	41755*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	555321	62.88
				Total for fund 240 SWIMMING POOL FUND			1,018.77
Fund: 260 LIBRARY FUND							
09/09/2022	PWBDD	41669	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	348.93
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	361.82
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	444.02
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	335.66
				DONATION EXPENDITURES	500322	555110	93.06
				DONATION EXPENDITURES	500322	555110	114.00
				DONATION EXPENDITURES	500322	555110	140.00
				CHECK PWBDD 41669 TOTAL FOR FUND 260:			1,837.49
09/09/2022	PWBDD	41672	CEDARBURG CHAMBER OF COMMERCE	MARKETING	500223	555110	50.00
09/09/2022	PWBDD	41677	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	236.53
09/09/2022	PWBDD	41679	E.L.S. LANDSCAPING & LAWN	MAINT/CONTRACTED SERVICES	500290	555110	325.00
09/09/2022	PWBDD	41685	JAMES IMAGING SYSTEMS, INC.	MAINT/CONTRACTED SERVICES	500290	555110	414.48
09/09/2022	PWBDD	41686	JOHNSON CONTROLS SECURITY SOLU	MAINT/CONTRACTED SERVICES	500290	555110	1,367.60
09/09/2022	PWBDD	41688	JUNIOR LIBRARY GUILD	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	2,200.16
09/16/2022	PWBDD	41714	AURORA HEALTH CARE	EMPLOYMENT EXPENSES	500395	555110	48.00
09/16/2022	PWBDD	41720*#	CARDMEMBER SERVICE	TELEPHONE/COMMUNICATIONS	500225	555110	415.74
				OFFICE SUPPLIES	500310	555110	192.19

Banks: PWBDD

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
				POSTAGE	500315	555110	60.00
				TRAVEL & TRAINING	500330	555110	15.44
				LIBRARY TECHNOLOGY	500382	555110	59.00
				CHECK PWBDD 41720 TOTAL FOR FUND 260:			742.37
09/16/2022	PWBDD	41725*#	CINTAS CORPORATION	MAINT/CONTRACTED SERVICES	500290	555110	104.14
09/16/2022	PWBDD	41731	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	159.89
09/16/2022	PWBDD	41741	KANOPY, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	251.75
09/16/2022	PWBDD	41755*#	OLSEN'S PIGGLY WIGGLY	BONUSES	500124	555110	43.49
				BONUSES	500124	555110	18.76
				DONATION EXPENDITURES	500322	555110	27.71
				CHECK PWBDD 41755 TOTAL FOR FUND 260:			89.96
09/16/2022	PWBDD	41756	ORKIN COMMERCIAL SERVICES	MAINT/CONTRACTED SERVICES	500290	555110	85.00
				Total for fund 260 LIBRARY FUND			7,912.37
Fund: 353 TIF DISTRICT #6							
09/09/2022	PWBDD	41667	ALL-WAYS CONTRACTORS, INC	TIF - SANITARY SEWER	500451	566710	592.52
				TIF - GRADING	500452	566710	261,025.57
				TIF - WATER SYSTEM	500459	566710	443.53
				TIF - STORMWATER MGMT SYS	500460	566710	735.43
				CHECK PWBDD 41667 TOTAL FOR FUND 353:			262,797.05
				Total for fund 353 TIF DISTRICT #6			262,797.05
Fund: 400 CAPITAL IMPROVEMENTS FUND							
09/09/2022	PWBDD	41684	INTERSTATE SAWING & DEMOLITION	SIDEWALK REPLACEMENTS-CAPITAL	500899	533311	1,140.00
09/09/2022	PWBDD	41699	PRECISION CUT WINDOW TINT, LLC	VEHICLE REPLACEMENTS	500811	522120	250.00
09/16/2022	PWBDD	41716	BMC CONSTRUCTION INC	SIDEWALK REPLACEMENTS-CAPITAL	500899	533311	1,625.62
09/16/2022	PWBDD	41771	VANTAGE FINANCIAL	DEBT SERVICE - PRINCIPAL	500610	555510	3,378.99
				DEBT SERVICE - INTEREST	500620	555510	229.01
				CHECK PWBDD 41771 TOTAL FOR FUND 400:			3,608.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 400 CAPITAL IMPROVEMENTS FUND				Total for fund 400 CAPITAL IMPROVEMENTS FUND			6,623.62
Fund: 601 WATER RECYCLING CENTER							
09/09/2022	PWBDD	41671*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	5.92
09/09/2022	PWBDD	41674	CEDARBURG OVERHEAD DOOR CO.	MAINTENANCE SUPPLIES	500340	573830	304.00
09/09/2022	PWBDD	41675	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	87.63
				SAFETY EQUIPMENT	500372	573825	107.90
				CHECK PWBDD 41675 TOTAL FOR FUND 601:			195.53
09/09/2022	PWBDD	41708*#	U.S. CELLULAR	WRC DUTY PHONE 3142	500225	573825	42.00
				URBANEK TABLET 2188	500225	573825	10.88
				HACKERT TABLET 4519	500225	573825	10.86
				WRC TABLET 5112	500225	573825	25.86
				CHECK PWBDD 41708 TOTAL FOR FUND 601:			89.60
09/09/2022	PWBDD	41710*#	WALDSCHMIDTS TOWN & COUNTRY	MAINTENANCE SUPPLIES	500340	573830	1,064.38
09/16/2022	PWBDD	41720*#	CARDMEMBER SERVICE	LAB SUPPLIES	500370	573825	1,237.70
				SAFETY EQUIPMENT	500372	573825	345.59
				COLLECTION SYSTEM MAINT	500360	573835	40.61
				WRC ADAPTIVE MANAGEMENT	500383	573835	149.95
				PROFESSIONAL SERVICES	500210	573850	11.68
				OFFICE SUPPLIES	500310	573850	26.99
				TRAVEL & TRAINING	500330	573850	217.35
				CHECK PWBDD 41720 TOTAL FOR FUND 601:			2,029.87
09/16/2022	PWBDD	41725*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	112.11
09/16/2022	PWBDD	41752	NORTH WOODS	JANITORIAL SUPPLIES	500342	573830	78.45
09/16/2022	PWBDD	41764	STARNET TECHNOLOGIES	TELEPHONE/COMMUNICATIONS	500225	573825	549.00
09/16/2022	PWBDD	41768	TRUCK COUNTRY OF WISC	COLLECTION SYSTEM MAINT	500360	573835	131.81
				COLLECTION SYSTEM MAINT	500360	573835	(123.75)

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
CHECK PWBDD 41768 TOTAL FOR FUND 601:							8.06
Total for fund 601 WATER RECYCLING CENTER							4,436.92
Fund: 700 RISK MANAGEMENT FUND							
09/09/2022	PWBDD	41694	NORTHWAY FENCE INC.	INSURANCE CLAIMS-2022	500547	519400	10,555.00
09/16/2022	PWBDD	41769	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT COMPENSATION	500393	519400	584.00
Total for fund 700 RISK MANAGEMENT FUND							11,139.00
TOTAL - ALL FUNDS							411,405.27

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CITY OF CEDARBURG
TRANSFER LIST
9/10/22-9/23/22

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
9/12/2022	\$23,000.00	Baker Tilly-payment for audit
9/14/2022	\$596.34	Superior Vision-September vision ins premiums
9/15/2022	\$948.36	Aflac-August premiums
9/15/2022	\$1,500.00	Pitney Bowes-postage
9/15/2022	\$2,630.57	Minnesota Life-October premiums
9/21/2022	\$257,000.00	PWSB Payroll
9/22/2022	\$6,227.50	Health Savings Accounts-contributions for 9/4/22-9/17/22
9/22/2022	\$1,221.34	ICMA-contributions for 9/4/22-9/17/22
9/22/2022	\$4,522.70	North Shore Bank-contributions for 9/4/22-9/17/22
9/22/2022	\$495.00	Police Union-contributions for 9/4/22-9/17/22
9/22/2022	\$348.15	State of Wisconsin-child support for 9/4/22-9/17/22
9/22/2022	\$622.66	Wis Deferred Comp-contributions for 9/4/22-9/17/22
	<u>\$299,112.62</u>	
PWSB PAYROLL CHECKING ACCOUNT		
9/23/2022	\$162,846.36	Payroll for 9/4/22-9/17/22
9/23/2022	\$62,846.89	Payroll taxes for 9/4/22-9/17/22
	<u>\$225,693.25</u>	
PWSB MONEY MARKET ACCOUNT		
9/21/2022	\$600,000.00	PWSB Checking
CORNERSTONE ACCOUNTS		
9/15/2022	\$345,927.56	To close all accounts-deposited in PWSB MM
COMMERCE STATE BANK		
9/15/2022	\$558,477.15	To close all accounts-deposited to PWSB MM



City of Cedarburg

City Administrator's Report

September 22, 2022

Department News

The following information is provided to keep the Common Council and staff informed on some of the activities and events of the City. Points of clarification may be addressed during the City Administrator's Report portion of the agenda; however, if discussion of any of these items is necessary, placement on a future Council agenda should be directed.

Engineering & Public Works— The 2022 Street & Utility project is completed. A permit was issued and work will begin on an apartment building in the Fox Run Development. Paving and surfacing are underway for Phase 1 and 2 in the Fairway Village subdivision.

Building Inspector - The cleaning service for the Police Department and City Hall complex is being reviewed and changes are expected. The roof will be repaired on the home in Immanuel Cemetery. The City AED machines are being reviewed for updates or replacement.

Water Recycling Center— The Adaptive Management program began this week and the anoxic zone was removed from the ditch.

Clerk— Approximately 750 absentee ballots, for requests on file, will be mailed by today for the November election.

Treasurer— This is a payroll week.

Police— The Wine & Harvest Festival went well for the Department. Testing will take place this week for thirty-five candidates who are applying for two police officer positions.

Fire— The Fire Department responded to a few rescue calls in the Festival footprint for Wine & Harvest Festival. Five applicants will be interviewed this week for a full-time opening in the Department.

Light & Water— Dale Lythjohan introduced Ben Collins as the new General Manager for the Light & Water Utility as of Monday, September 19. Dale Lythjohan will serve as a Special Consultant to the Board through this year.

Respectfully submitted,

Mikko Hilvo