

**CITY OF CEDARBURG
A MEETING OF THE COMMON COUNCIL
MONDAY JULY 31, 2023 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, July 31, 2023 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., on the second floor, Council Chambers. The meeting may be accessed by clicking the following link:

<https://us02web.zoom.us/j/87419615890>

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 Patricia Thome, Jim Fitzpatrick, Kevin Curley, Robert Simpson, Kristin Burkart, Mark Mueller, Melissa Bitter
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. NEW BUSINESS
 - A. Discussion and possible action on Mueller Communications proposal to the Cedarburg Fire Department to provide services for a potential operating referendum*
 - B. Discussion and possible action on Building Inspector vehicle lease*
 - C. Discussion and possible action on approval of Catalis Tax & CAMA Inc. contract renewal for City Assessment Services*
 - D. Discussion and possible action on Salary Range Policy*
 - E. Discussion and possible action on Vacation Time Policy*
 - F. Discussion and possible action on Holiday Policy*
 - G. Discussion and possible action on 2024 City Planner Position*

- H. Discussion and possible action on request for an Outdoor Alcohol Beverage License from The Cheese Wedge LLC located at N56 W6339 Center Street*
- I. Discussion and possible action on length of term for resident members of the new Joint Fire/EMS Services Committee*
- J. Annual review and certification of the Code of Ethics*
- K. Discussion and possible action on Mayoral appointment of Jeridon Clark to the Library Board
- L. Discussion and possible action on approval of one-time event on August 19, 2023, held at Faith Lutheran Church with amplified music from 6:00 p.m. – 8:30 p.m. at a reduced permitting fee of \$50.00*

8. CONSENT AGENDA

- A. Discussion and possible action on approval of July 10, 2023 Council Meeting Minutes*
- B. Discussion and possible action on License/Permit applications***
 - 1. Consider approval of new and renewal 2023-2024 operator licenses

Andrea E. Acosta	Jamie S. Maier	Tami L. Schuette
Jaime M. DuVergey	Bethanie A. Roeglin	
Tyler C. Crass	Carie R. Jommen	Terrance Ronsman
Paige E. Forler	Mark C. Kowalkowski	Mark J. Schubert
LeRoy C. Haeuser	Neal C. Maciejewski	Brian A. Vorpapel
Lori Haeuser	Richard J. Roden	Jeffrey A. Wandschneider
Mark J. Hilgendorf	Robert J. Roden	
- C. Discussion and possible action on payment of bills dated 07/01/2023 through 07/21/2023, transfers from 07/01/2023 through 07/28/2023, and payroll for period 07/09/23 through 07/21/23*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator’s Report*

10. COMMUNICATIONS

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

11. 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@cityofcedarburg.wi.gov

7/27/23 tas

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.A.

TITLE: Discussion and possible action on Mueller Communications Proposal to the Cedarburg Fire Department to provide services for a potential operating referendum.

ISSUE SUMMARY: The recently approved 10-year Fire/EMS shared services between the Town and City of Cedarburg runs 2024-2033. The agreement included, among other items, a staffing plan that would be implemented following approval of a referendum by voters to fund the expanded department. Town and City elected officials agreed to investigate hiring a firm with experience in such referenda to best inform the public, gather input from each household in the form of a survey, help answer logistical questions, and guide the process in a professional and efficient manner.

The newly formed Town/City Fire/EMS Committee (3-3 membership with the Town and City) held their inaugural meeting July 24th at City Hall. Among other business, the Committee reviewed and recommended the Town and City approve the attached scope of work with Mueller Communications regarding the referendum. Mueller's proposal was obtained following a search for firms that yielded them uniquely positioned to assist with the process.

The proposal outlines the Mueller staff that would be dedicated to the project, their three-phase approach including: 1) options assessment that likely would provide the public with background on the "why" for the referendum and 3+ years of conversations with other local departments, 2) survey efforts, and 3) public education ahead of any potential referendum. In total, the proposal scope is \$48,922, with the City share of \$31,614. It is proposed to use ARPA funds for this expense.

STAFF RECOMMENDATION: Staff recommends hiring Mueller Communications in the amount not to exceed \$31,614. Staff also recommends using ARPA Funds to pay for these services.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The joint Fire/EMS committee recommended to hire Mueller Communications at their July 24, 2023 meeting.

BUDGETARY IMPACT: \$31,614 use of ARPA Funds. Available funds to be allocated as of 7/21/23: \$50,623.95. Total amount available after allocation: \$19,009.95.

ATTACHMENTS: Mueller Communications Quote, Current ARPA Fund Allocations

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

MUELLER COMMUNICATIONS

CEDARBURG FIRE DEPARTMENT

Potential Operating Referendum

JULY 2023

ALLOW US TO

INTRODUCE OURSELVES

At Mueller Communications, we are a full-service team of seasoned, well-connected marketing, communications and creative experts.

We leverage decades of experience in communications and marketing to help organizations, leaders and influencers amplify their great work. With integrity at the heart of all we do, our team of strategic communicators and problem solvers **strives to do the right thing for our clients and our communities.**

Across industries and geographies, our comprehensive communications and marketing services consistently deliver measurable results to support the individuals and organizations who are making a difference.



STRATEGY

AT THE CENTER OF ALL WE DO

Everyone has a story to tell and challenges to overcome. Whether you have good news to promote or a challenging situation to manage, we have the right team to be your strategic partners.

At Mueller Communications, there is no “one size fits all.” We tailor our approach to each individual client, circumstance and initiative, leveraging decades of experience in public relations, marketing, website development and creative design.

At Mueller Communications, we take a 360° approach to communications to ensure the **right message** is delivered to the **right audience** at the **right time**.





LORI RICHARDS
CEO



JAMES MADLOM
CEO



CARL MUELLER
FOUNDER & CHAIRMAN



ELIZABETH HUMNITZSCH
VICE PRESIDENT



ANDY LEDUC
VICE PRESIDENT OF DIGITALS
TALENT & OPERATIONS



MARY JESSEN
CLIENT DIRECTOR



CASS BERGEMANN
CLIENT DIRECTOR



PHILL TREWYN
CLIENT DIRECTOR



CHRISTIE WOLFE
CONTENT DIRECTOR



KRISTA RUEHMER
SENIOR MANAGER



JEN MORTON
SENIOR MANAGER



MIA TRIPI
SENIOR MANAGER



LAURA KELLER
CREATIVE SENIOR MANAGER



ANGELA OHLINGER
WEBSITE & SEO MANAGER



KEVIN KOCCHI
DIGITAL CAMPAIGN MANAGER



ERIN NACHTIGALL
SENIOR DIGITAL CAMPAIGN ANALYST



ANNA STORY
SENIOR ASSOCIATE



ANNA WILLKOMM
SENIOR ASSOCIATE



LAUREN GEORGE
DIGITAL ASSOCIATE



TEA TETTING
ASSOCIATE



AKASH PUNNOOSE
DIGITAL CAMPAIGN ANALYST



MARK CURRAN
ASSOCIATE



ERIKA QUINONEZ
ASSOCIATE



MADDIE KREBS
ASSOCIATE



LUCAS JOHNSON
ASSOCIATE



MAYA FIDZIUKIEWICZ
ASSOCIATE



HALLIE HATCH
MANAGER OF PEOPLE &
PROFESSIONAL DEVELOPMENT



VERONICA POPE
MUELLER CONCIERGE



AMELIA VENEGAS
OFFICE ADMINISTRATOR



GINNY CZARNECKI
EXECUTIVE ASSISTANT



KIRSTEN MUELLER
ADMINISTRATIVE SERVICES ASSISTANT

MEET TEAM MUELLER

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Our deep bench of big picture thinkers, detail-oriented doers and creative problem solvers are **the best in the business.**



MEET

YOUR MUELLER TEAM



Our teams are **custom-built to serve each client**, ensuring the right mix of skills, personalities and background knowledge to get the job done. We strive to be an extension of your team, fitting in seamlessly to support your communication strategies and brainstorming out-of-the-box ways to achieve your goals.

What makes us unique is our deep bench strength. **Someone will always be available to you to answer a question or respond to a request, 24/7, 365 days a year.**

Plus - from a budget perspective - by including team members with different levels of experience, we always aim to have the most-qualified, least-costly staff member execute each task needed for a successful campaign.



OUR PROCESS



3 PHASE

PROCESS

PHASE I: OPTIONS ASSESSMENT

PHASE II: COMMUNITY SURVEY

PHASE III: PUBLIC EDUCATION INITIATIVE

APPROACH

Our preferred approach to communication around referenda includes a three-step process that takes place over the course of 9-12 months and **provides opportunities for broad public engagement, education and dialogue.**

We work with each community to customize an approach to fit their needs.



PHASE I

OPTIONS ASSESSMENT

Timeline: 7-10 weeks

In this first phase, our team will work with you to **review data, develop charts and define both the challenge facing the Cedarburg Fire Department and its options to fund a solution.** The goal is to ensure your community members have complete, digestible information in order to evaluate and present a comprehensive set of solutions to key audiences.

Phase I culminates with the development and presentation of a comprehensive Options Assessment report that can be posted on your Department and each municipalities' website and used to educate residents about fire and EMS-related challenges and the options available to address them, including a potential referendum to increase property taxes.

This report will include narrative, visual and graphical representations of the key findings of our data analysis.



PHASE II

COMMUNITY SURVEY

Timeline: 8-10 weeks

In Phase II, Mueller Communications would partner with a **third-party vendor to develop a survey designed to educate and to seek community feedback and engagement.** The survey would be sent to all households in the City and Town, and would:

- Include a cover letter explaining the budget need, including background on the gap and the need for a funding solution;
- Encourage respondents to participate online by using a unique survey access code provided that ensures no one can take the survey more than once;
- Enable those without internet access to complete the survey on paper and return it by mail;
- Question whether the survey respondent is supportive of various potential solutions;
- Question whether the respondent understands the situation and the proposed recommendation;
- Question why the respondent may or may not support the option(s); and
- Determine what additional materials or information would support the respondent understanding or supporting the plan.

In addition to collecting feedback, the survey process also serves as a key educational opportunity. Final results, including a comprehensive analysis, will guide your municipalities' course of action and can shed light on community preference for various funding options.



PHASE III

PUBLIC EDUCATION

Timeline: 12-16 weeks

If the City and Town of Cedarburg opt to move forward with a referendum, Mueller will create and execute a public information and education campaign that clearly articulates for voters the need for additional resources and the impact to the community if the referendum passes or if it fails.

Outreach Plan & Strategy: Based on the information outlined in the options assessment and the solution being pursued by the City and Town, we will develop and refine a communications strategy that may include the following key elements.

Communications Materials: We will work with you to develop clear and concise materials that will effectively communicate key information about the referendum:

- Key messages for use in ensuring consistent communication across all outreach methods;
- A fact sheet / infographic that explains the situation and the necessity for the referendum; and
- FAQs to help disseminate facts and dispel any misconceptions about the need for the referendum, what the funding would be used for, and the process taken thus far.

THE GOAL:

An informed and engaged electorate.

Municipalities and departments cannot advocate for a specific outcome in an election – or a referendum. Rather, they can educate and encourage community members to make an informed decision.



PHASE III

PUBLIC EDUCATION

Timeline: 12-16 weeks

OUTREACH APPROACHES

We will take key information from communications materials and leverage it to develop and distribute information to the community.

Examples of the outreach we might recommend include:

- **Direct Mail:** We will develop and distribute three direct mail pieces to all residences in your community. Each mailer would provide key information about the referendum, as well as links for more information.
- **Posters / Displays:** We will develop informational graphics, posters, and / or cover photos that can be printed and displayed in municipal buildings and shared across social media channels.
- **Presentation Deck:** We will develop a presentation that can be used by officials to explain the referendum at community meetings (in person or online).
- **Information Sessions:** We will work with municipality officials to develop a series of information sessions to provide an opportunity to share the need for the referendum and allow residents to ask questions. The sessions would be promoted in advance and recorded to be made available for later viewing.
- **Community Presentations:** We will work with you to identify opportunities to speak to local community organizations about the referendum (e.g. local Rotaries, Chambers of Commerce).



PHASE III

PUBLIC EDUCATION

Timeline: 12-16 weeks

ONLINE PRESENCE

- **Website:** We will develop content for a landing page that would serve as the hub for information on the referendum, including the survey results, mailers, an online FAQ and an opportunity for residents to submit questions and have the answers posted each week.
- **Social Media - Organic:** We will work with you to develop content that can be regularly posted on social media channels to inform the electorate about the need for the referendum. We will also provide a response guide that identifies likely questions and suggested answers that officials can use in responding to online engagement.
- **Social Media - Paid:** We will develop engaging content to leverage as advertisements on Facebook, pushing content out to those in the geographical boundaries of the City and Town and ensuring that even residents who do not follow the Department or their municipalities sees information about the referendum.
- **Email / eNewsletter:** We will develop content that can be used as part of regular email or eNewsletter distributions, as appropriate.

EARNED MEDIA

We will work with you and your teams to develop and distribute news releases and media pitches designed to secure coverage in the local media about the referendum.



We will work closely with you to understand the needs of your community and develop a detailed timeline to meet your needs. We have included the following high-level sample timeline targeting a April 2024 referendum vote:

PHASE I, OPTIONS ASSESSMENT | July - September 2023:

- Mueller Communications meets with the Cedarburg team to begin developing the outreach plan and approach
- Cedarburg Fire Department provides all existing materials / data to Mueller Communications
- Mueller Communications develops, refines and finalizes options assessment
- Mueller drafts, designs and finalizes collateral materials for options assessment rollout including key messages, FAQs, fact sheet, talking points, news release and website language
- Options assessment presented to City, shared with members of the public and local media
- Mueller and Cedarburg teams meet with survey vendor to begin developing a community survey

PHASE II, SURVEY | October - December 2023:

- Survey copy and design developed and finalized
- Addresses for all households in the City provided to survey vendor
- Communications materials to promote survey developed and finalized including news release, website copy, social media copy and graphics
- Survey distributed, responses collected and analyzed
- Survey results presented to the City, members of the public and the media

TIMELINE



IF THE CITY AND TOWN OF CEDARBURG OPT TO MOVE FORWARD WITH AN APRIL 2024 REFERENDUM, MUELLER COMMUNICATIONS WILL PROPOSE A PUBLIC EDUCATION CAMPAIGN BUDGET AND TIMELINE. THAT EFFORT MAY INCLUDE:

PHASE III, PUBLIC EDUCATION | January - April 2024:

- Refine content on landing page, FAQs and fact sheet
- Content for three direct mail pieces developed and finalized and distributed by mail
- Ongoing media outreach, as appropriate
- Information session(s) scheduled and facilitated, presentation and talking points prepared for spokespeople
- Ongoing web and social media updates
- Presentations to community groups scheduled and facilitated
- Social media explainer videos recorded, edited and distributed via social media

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TIMELINE



BUDGET ESTIMATE

PHASE I & II

Professional Fees, Mueller Communications:

Will be based on actual fees, not to exceed this amount based on current understanding of the scope of work.

\$26,625

Administrative and Technical Fee:

Mueller Communications charges an administrative service & technology fee of seven and a half percent (7.5%) of the monthly professional fees to cover internal expenses incurred on client's behalf. Included in this fee is access to our full suite of media database and monitoring services, basic administrative support, in-county travel, routine printing, telecom and technology services.

\$1,997

Survey Fees & Expenses, Third-Party:

Professional fees for third-party service provider, estimate to print and mail a four-page, full-color community survey to all households in the City and Town of Cedarburg (approx. 7,264)

\$20,300

- Professional fees (Survey vendor): \$13,400
- Printing/Mailing Estimate*: \$5,700
- Paper Survey Data Entry: \$1,200

**Surveys that are mailed in require manual entry. The survey company charges \$1.80 / survey. The estimate is based on 9% of households completing their survey in hard copy.*

Phase III Fees & Expenses will be budgeted for separately, if the City and Town determine a referendum is necessary.

Budget:

\$48,922

We will work with you to refine our scope of work and budget to best meet the needs of your community. This proposed budget is based on the scope of work outlined above, inclusive of estimates for a community survey mailed to each household.

*Note: Printing estimates and third-party vendor costs are based on projections as of July 2023 and may be subject to change. If the City or Town has in-house printing capabilities and / or a preferred print vendor, we are happy to adjust accordingly.



CASE STUDIES

RELEVANT EXPERIENCE



CASE STUDY

PLEASANT PRAIRIE

The Village of Pleasant Prairie is home to 21,250 residents and 494 businesses. As the Village continued to grow, public safety staffing models remained outdated and call complexity increased, Pleasant Prairie identified a need for alternative funding sources to continue to service the community.

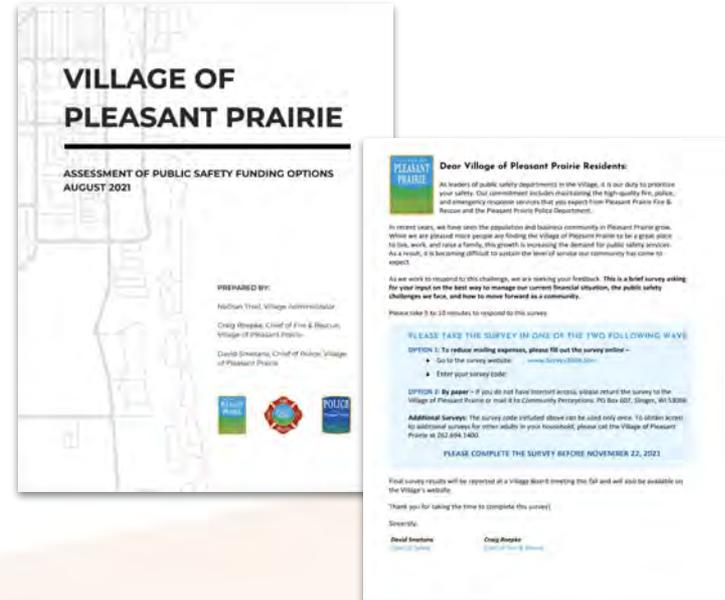
Once the need for additional public safety funding was identified, the Village of Pleasant Prairie engaged Mueller Communications as a strategic partner to develop a comprehensive options assessment and facilitate the creation, distribution and reporting of a community survey - with the understanding that comprehensive research, alternatives and community input lends itself to the success of a potential referendum.

Mueller Communication's Three-Phased Approach:

- Options Assessment
- Community Survey
- Public Education Campaign

In the summer of 2021, Mueller Communications was engaged by the Village of Pleasant Prairie to develop an Options Assessment to identify the potential solutions to the public safety funding challenges. Based on the findings of that assessment, Mueller worked with Community Perceptions to conduct a community survey to gather input on the community's preferred options.

Following the community survey, the Village Board voted to place a public safety referendum on the on Spring 2022 ballot. On April 5, 2022, the Village of Pleasant Prairie ultimately voted to approve the increase in the property tax levy, allowing the Village to add 12 firefighters/paramedics and four police officers.



CASE STUDY

CITY OF FOND DU LAC

Stagnant funding and increasing demand for public safety services **threatened the City of Fond du Lac's ability to provide local fire and paramedic services and to adequately staff its police department** to meet all responsive and preventative responsibilities.

Fond du Lac worked with Mueller Communications between December 2020 and April 2021 to **educate the community on the need for a public safety referendum** on April 6, 2021.

Mueller created and executed a campaign that included the development of educational materials, including key messages, fact sheets and infographics, and informational posters, and updates to the City of Fond du Lac website that clearly conveyed the situation. With materials developed, the team prepared three direct mail pieces, drafted posts to share across Fond du Lac social media channels, and created informational presentations for the City Administrator, Police Chief and Fire Chief to share with community groups and city council members.

Electors in the City of Fond du Lac ultimately voted two-to-one to approve the increase in the property tax levy, allowing Fond du Lac to add six new police officers, six new firefighters/paramedics and the equipment needs for each new staff member.

CITY OF FOND DU LAC 2021 PUBLIC SAFETY REFERENDUM

VOTE TUESDAY, APRIL 6, 2021

The City of Fond du Lac has identified a need to add additional public safety personnel to the Police Department and Fire/Rescue.

Residents will be asked whether to help to support an increase in the City's annual tax levy, beginning in 2022, to fund the need for six additional firefighter/paramedics, six additional police officers, and the equipment they will require.

WHY DO WE NEED A REFERENDUM NOW?

Current public safety funding is insufficient to meet the growing service demands and needs of the community. Fond du Lac must act now if it is to maintain its first-class fire, paramedic and police services.

The challenge is that while the need and program costs continue to rise, current funding sources are stagnant or decreasing.

Because of state-imposed levy limits, Fond du Lac must ask approval from taxpayers through a referendum to increase the tax levy to fund these services.

IF A MAJORITY VOTE "YES"
If the referendum is approved by a majority of Lac will be able to add critically necessary additional resources.

+6 FIREFIGHTER/PARAMEDICS **+6 POLICE OFFICERS**

ASSESSED PROPERTY VALUE	ESTIMATED INCREASE PER \$100,000
\$100,000	\$4.31
\$125,000	\$5.39

CRITICAL NEED FOR PUBLIC SAFETY RESOURCES

The City of Fond du Lac has identified a need to add additional public safety personnel to the Police Department and Fire/Rescue.

CURRENT PUBLIC SAFETY FUNDING IS INSUFFICIENT TO MEET THE GROWING SERVICE DEMANDS AND NEEDS OF THE COMMUNITY, and Fond du Lac must act now if it is to maintain its first-class fire, paramedic and police services.

The challenge is that while the need continues to **RISE**, current funding and staffing levels are stagnant or decreasing.

CALLS FOR SERVICE +49%

POLICE STAFFING +3%

CALLS FOR SERVICE +44%

FIRE STAFFING +0%



CASE STUDY

VILLAGE OF GERMANTOWN

The Villages of Germantown and Richfield commissioned studies from hydrogeologists that provided insight on the potential impacts and benefits of extending services from Germantown Water and Sewer Utilities to new paying customers in Richfield.

The Village of Germantown worked with Mueller Communications between August 2022 and November 2022 to **educate the community on the need for a referendum question to approve an Intergovernmental Agreement (IGA)** on November 8, 2022 that would determine whether the Village should provide water and sanitary sewer service for a fee to customers in a portion of the Village of Richfield.

Mueller created and executed a campaign that included the development of educational materials, including key messages, fact sheets and infographics, and updates to the Village of Germantown website that clearly conveyed the situation. With materials developed, the team prepared two direct mail pieces, drafted posts to share across Germantown social media channels, and created an informational presentation to share with community groups and city council members.

Electors in the Village of Germantown voted to approve the IGA, allowing Germantown to provide water and sanitary sewer service for a fee and on an ongoing basis to customers in the Northeast Corridor of the Village of Richfield, ultimately expanding Germantown's water and sewer services customer base and enhancing economic growth in the area.



CASE STUDY

SOUTH MILWAUKEE

A continuing decline in outside funding for paramedic services created a **significant, growing gap in the City of South Milwaukee's municipal budget that threatened its ability to provide local paramedic services and to adequately staff its police department** to meet all responsive and preventative responsibilities.

South Milwaukee worked with Mueller Communications to develop an Options Assessment to identify the potential solutions to the public safety funding challenges. Based on the findings of that assessment, Mueller worked with Community Perceptions to conduct a community survey to gather input on the community's preferred options. The Common Council voted to place a public safety referendum question on the Fall 2017 ballot and engaged engaged Mueller Communications to assist with **a public information campaign in advance of a referendum vote.**

Between July and November, Mueller created and executed a campaign that included the development of educational materials, including key messages, fact sheets and infographics, and informational posters, and a website landing page that clearly conveyed the situation. With materials developed, the team prepared two direct mail pieces, drafted posts to share across South Milwaukee social media channels, and created presentations for the Mayor and City Administrator to share with community groups.

**SOUTH MILWAUKEE
2017 Public Safety Referendum**

**WHAT IS ON THE BALLOT
TUESDAY, NOVEMBER 7, 2017?**

The South Milwaukee Common Council has unanimously approved an operating funds referendum question asking taxpayers to increase the tax levy by 0.25% to maintain current paramedic services and hire two additional police officers. The special election will be held on Tuesday, November 7 if approved by voters. Homeowners would pay an additional \$52 per year for every \$300,000 of their home's value starting in 2018 and beyond.

WHAT IS THE REFERENDUM QUESTION?

The formal resolution requesting permission to exceed the state revenue limit will appear as follows on the November 7 ballot:

LEVEY 3206 (AM) THE INCREASE IN THE LEVY OF THE CITY OF SOUTH MILWAUKEE FOR THE YEAR TO BE IMPOSED FOR THE NEXT FISCAL YEAR 2018 IS LIMITED TO .25% WHICH RESULTS IN A LEVY OF \$13,746.142. SHALL THE CITY OF SOUTH MILWAUKEE BE ALLOWED TO EXCEED THIS LIMIT AND INCREASE THE LEVY FOR THE NEXT FISCAL YEAR 2018, BY A TOTAL OF 0.25% WHICH RESULTS IN A LEVY OF \$13,883.606?

WHY ARE WE PROPOSING THIS REFERENDUM NOW?

As South Milwaukee seeks to maintain its strong public safety services it faces a growing budget gap – as the demand for these services continues to rise, funding from current sources is either stagnant or decreasing.

The City must take action if it is to preserve locally provided paramedic services into the future. The City has also identified a need for additional police officers to deliver on the department's mission and address growing public safety needs.

We are responding directly to community input. The City of South Milwaukee evaluated several funding options to maintain the first-class fire and police services residents have come to expect. As part of the decision-making process, the City solicited feedback via a community-wide survey. More than 1350 residents responded, with the majority supporting an operational referendum.

VOTE NOVEMBER 7

For additional background information, including the community survey results, visit the city website: www.smwi.org



CASE STUDY

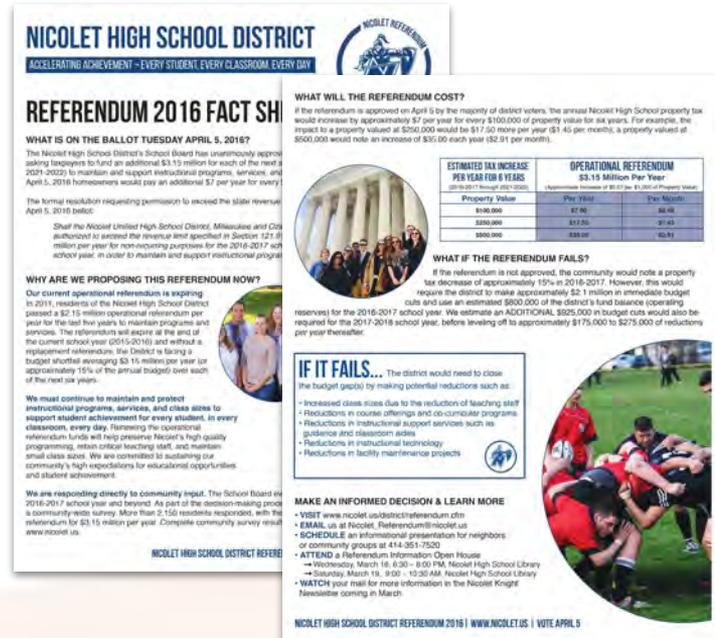
NICOLET UNION SCHOOL

Nicolet Union School District first hired Mueller Communications in 2014 to develop and execute a public education plan in anticipation of an April 2016 operational referendum to fund an additional \$3.15 million for each of the next six school years to maintain and support instructional programs, services, and class sizes at Nicolet High School.

Mueller leveraged media outreach, external community publications, internal communications to students, families, and teachers, as well as a proactive government affairs strategy to highlight the achievements of students, teachers and alumni, and demonstrate the value in providing additional funding for Nicolet High School and the district. The **referendum passed with 67 percent of the vote** during a year that saw one of the state's highest turnouts for a spring election.

Since then, the District engaged Mueller Communications to be its ongoing communications partner, overseeing strategy and support for a variety of communication needs, including: messaging and branding, thought leadership, proactive and reactive media, fundraising, social media, facilities planning, newsletters and more.

As Nicolet's ongoing communication partner, Mueller **once again supported Nicolet's April 2021 operational referendum efforts** and continues to strategize for a potential facility referendum in the near future.



NICOLET HIGH SCHOOL DISTRICT
ACCELERATING ACHIEVEMENT - EVERY STUDENT, EVERY CLASSROOM, EVERY DAY

REFERENDUM 2016 FACT SHEET

WHAT IS ON THE BALLOT TUESDAY APRIL 5, 2016?
The Nicolet High School District's School Board has unanimously approved asking taxpayers to fund an additional \$3.15 million for each of the next 6 school years (2017-2022) to maintain and support instructional programs, services, and April 5, 2016 homeowners would pay an additional \$1 per year for every \$100,000 in assessed value.

The formal resolution requesting permission to amend the state revenue April 5, 2016 ballot:

Shall the Nicolet Unified High School District, Milwaukee and CO authorized to amend the revenue and support instructional programs, services, and April 5, 2016 homeowners would pay an additional \$1 per year for every \$100,000 in assessed value.

WHAT WILL THE REFERENDUM COST?
If the referendum is approved on April 5 by the majority of district voters, the annual Nicolet High School property tax would increase by approximately \$1 per year for every \$100,000 of property value for six years. For example, the impact to a property valued at \$250,000 would be \$17.50 more per year (\$1.45 per month); a property valued at \$500,000 would see an increase of \$35.00 each year (\$2.91 per month).

ESTIMATED TAX INCREASE PER YEAR FOR 6 YEARS	OPERATIONAL REFERENDUM \$3.15 Million Per Year	
Property Value	Per Year	Per Month
\$100,000	\$7.90	\$6.58
\$250,000	\$19.75	\$1.64
\$500,000	\$39.50	\$3.29

WHAT IF THE REFERENDUM FAILS?
If the referendum is not approved, the community would note a property tax decrease of approximately 15% in 2016-2017. However, this would require the district to make approximately \$5.1 million in immediate budget cuts and use an estimated \$600,000 of the district's fund balance (operating reserves) for the 2016-2017 school year. We estimate an ADOPTORUM \$925,000 in budget cuts would also be required for the 2017-2018 school year, before leveling off to approximately \$175,000 to \$275,000 of reductions per year thereafter.

IF IT FAILS... The district would need to close the budget gap(s) by making potential reductions such as:
• Increased class sizes due to the reduction of teaching staff
• Reductions in course offerings and co-curricular programs
• Reductions in instructional support services such as: guidance and classroom aides
• Reductions in instructional technology
• Reductions in facility maintenance projects

MAKE AN INFORMED DECISION & LEARN MORE
• VISIT www.nicolet.us/districtreferendum.htm
• EMAIL us at Referendum@nicolet.us
• SCHEDULE an informational presentation for neighbors or community groups at 414.351.7520
• ATTEND a Referendum Information Open House
→ Wednesday, March 18, 9:00 - 8:00 PM, Nicolet High School Library
→ Saturday, March 19, 9:00 - 10:30 AM, Nicolet High School Library
• WATCH your mail for more information in the Nicolet Knight Newsletter coming in March

NICOLET HIGH SCHOOL DISTRICT REFERENDUM 2016 | WWW.NICOLET.US | VOTE APRIL 5



CASE STUDY

NICOLET UNION SCHOOL

Passing a referendum, especially during a global pandemic, is no easy task. Fortunately, Mueller Communications has built a deep understanding of the Nicolet community through the last five years of partnership, enabling us to prepare and execute a communication plan that was seamlessly integrated into Nicolet's comprehensive communication strategy.

In addition to many of the tactics pursued in previous referendum efforts for the District, Mueller helped prepare an online, interactive Frequently Asked Questions page and submission form in which members of the community received responses to their questions quickly, efficiently, and safely thanks to the virtual format.

To engage the community in a safe way during the pandemic, Mueller also helped plan virtual referendum information sessions to encourage community members to connect directly with Superintendent Dr. Kabara to ask questions.

Mueller also managed a highly successful digital display and social media ad campaign that utilized geotargeting and site retargeting to share information about the referendum and remind community members to vote.

The **referendum once again passed with 67 percent of the vote**. Mueller Communications continues to be Nicolet's trusted communications partner and looks forward to working with the District for years to come.



CASE STUDY

FOX-POINT BAYSIDE

In 2015, residents of the **Fox Point-Bayside School District** approved a **\$950,000 operational referendum** allowing the District to maintain instructional programs, class sizes and effective operations that the community has come to expect.

In advance of the referendum expiration at the end of the 2018–2019 school year, the School Board and District Administration desired to reassess the needs of the district and pursue a replacement referendum to continue to supplement the district budget for the years ahead.

The Fox Point-Bayside School District engaged Mueller Communications in May 2018 to assist in the preparations and, ultimately, the pursuit of the recurring operational referendum. Mueller's work centered around three objectives:

- Promote awareness of the Fox Point-Bayside School District's achievements and the important role that quality schools play in creating strong families, strong communities and strong property values
- Develop and strengthen relationships with local elected officials and community leaders
- Educate voters about the need and purpose for the referendum



CASE STUDY

FOX-POINT BAYSIDE

Mueller Communications developed a strategy and assisted with all aspects of preparations, including a district-wide survey with School Perceptions, in advance of the launch of the public information campaign.

Strategies included development of communications materials - including direct mail, fact sheets, FAQs, social media content, key messages, informational posters, letters from key stakeholders and more - to educate voters about the need for the referendum.

Mueller also developed a website landing page, hosted and promoted community information sessions, organized presentations to key community groups, coordinated media relations efforts and used small engagement focus groups to gauge how effective the communications had been thus far.

The referendum passed with 63 percent of the vote.

Additionally, Mueller Communications continues to be Fox Point-Bayside's trusted partner for communications needs outside of referenda, assisting with communications, newsletters, media relations, events, crisis situations and more as needed.

Mueller Communications has begun working with Fox Point-Bayside in anticipation of a facilities referendum in the spring of 2022.

FOX POINT-BAYSIDE SCHOOL DISTRICT
ELEVATING EVERYONE TO EXCELLENCE
Replacement Referendum 2018 Fact Sheet

REFERENDUM FOX POINT BAYSIDE
NOVEMBER 6, 2018

WHY DO WE NEED A REPLACEMENT REFERENDUM?
OUR CURRENT OPERATIONAL REFERENDUM IS EXPIRING.

WHY DOES THE DISTRICT NEED
The Missouri Department of Public Safety Fox Point-Bayside School District will see an increase in the amount of state funding for the next four years.

WHAT STEPS HAS THE DISTRICT TAKEN TO CONTROL SPENDING?
Continuing with a budget high school and a budget low school district.

WHAT DOES IT MEAN IF A MAJORITY VOTE "YES"?
If the referendum is approved, the District will see an increase in state funding for additional programs, staff and other facilities expenses. The annual amount will be increased on average by 2% per year for every \$100,000 of property value.

REPLACEMENT REFERENDUM \$1.1 MILLION PER YEAR	PER YEAR	PER MONTH
\$100,000 of property value	\$17.00	\$1.50
\$200,000 of property value	\$34.00	\$3.00
\$400,000 of property value	\$68.00	\$5.50

WHAT DOES IT MEAN IF A MAJORITY VOTE "NO"?
If the referendum fails, the District would need to raise the budget deficit by making 21.7% across-the-board reductions in personnel and operations expenses.

- **Reduction of staff positions** - administrators, teachers and support staff
- **Increased class size due to teaching staff reductions** - from approximately 21 students per class to 23 students
- **Reductions in "specialty" courses** - the art, world languages, physical education, counseling and career readiness will go as well as the enrichment and vocational programs offered
- **Reductions in individual support services and enrichment opportunities for students**
- **Inability to continue advancements in instructional technology and facility maintenance**

MAKE AN INFORMED DECISION & LEARN MORE
Visit www.foxpointbayside.org
Email info@referendum2018.com
888-464-6646

ATTEND A Referendum Information Open House

Saturday, September 15 10:00 - 12:00 pm	Wednesday, October 17 6:00 - 8:00 pm
Monday, September 18 6:00 - 8:00 pm	Thursday, October 18 6:00 - 8:00 pm
Tuesday, September 19 6:00 - 8:00 pm	Friday, October 19 6:00 - 8:00 pm



CASE STUDY

TOWN OF YORKVILLE

With economic development projects changing the landscape in Racine County, the Town of Yorkville recognized its unique position and opportunity to attract additional development.

In anticipation of this possibility, **the Town sought to protect resident interests by incorporating and updating the Town's comprehensive plan. This measure required a referendum.**

To educate the community about these processes and the benefits Yorkville may see if they proceed, the Town hired Mueller Communications to **provide communications counsel and produce informational materials.** These efforts included drafting and designing materials, including a fact sheet outlining the incorporation process, the referendum, and its impact on municipal governance, creating a presentation and facilitating a public information meeting, and coordinating media interviews regarding the incorporation process.

Voters in Yorkville favored incorporating the Town by a wide margin, with 95% of the population voting in favor (1,060 voting “yes” and only 54 voting “no.”)



CITY OF FOND DU LAC

Joe Moore

City Manager

920.322.3407

jmoore@fdl.wi.gov

NICOLET UNION SCHOOL DISTRICT

Dr. Greg Kabara

Superintendent

414.351.7525

greg.kabara@nicolet.us

LEAGUE OF WIS. MUNICIPALITIES

Jerry Deschane

Executive Director

608.267.2380

jdeschane@lwm-info.org

CITY OF FORT ATKINSON

Rebecca LeMire

City Administrator

920.563.7760

RLeMire@fortatkinsonwi.net

OUR REFERENCES



Current Reporting Period: 4/1/2023-3/31/2024

(updated 7/13/23)

PROJECT	DESCRIPTION	APPROVED ALLOCATION	EXPENDITURES 3/3/21-3/31/22	EXPENDITURES 4/1/22-3/31/23	EXPENDITURES 4/1/23-3/31/24	TOTAL SPENT	amount left to spend	
BUSINESS ASSISTANCE	SMALL BUSINESS HELP	\$ 22,264.00	\$ 21,638.34	\$ -		\$ 21,638.34	\$ 625.66	
	BUSINESS GRANTS FOR IMPROVEMENTS	\$ 60,000.00	\$ -	\$ 14,857.15		\$ 14,857.15	\$ 45,142.85	
NON-PROFITS	CEDARBURG CHAMBER OF COMMERCE	\$ 60,000.00	\$ -	\$ 60,000.00		\$ 60,000.00	\$ -	
CITY DEPARTMENT	PARKS AND RECREATION - BALL DIAMOND REPAIRS	\$ 10,000.00	\$ -	\$ 2,851.59	\$ 3,614.90	\$ 6,466.49	\$ 3,533.51	
	CITY OF CEDARBURG - PARK UPGRADE	\$ 100,000.00	\$ -	\$ 100,000.00		\$ 100,000.00	\$ -	
	LIBRARY - CHROMEBOOKS	\$ 4,416.79	\$ -	\$ 4,416.79		\$ 4,416.79	\$ -	
	LIBRARY - INTERNET WORKSTATIONS	\$ 6,980.00	\$ -	\$ 6,980.00		\$ 6,980.00	\$ -	
	LIBRARY - ELECTRONIC BOOK DROP	\$ 60,000.00	\$ -	\$ 60,000.00		\$ 60,000.00	\$ -	
	PARKS AND RECREATION - INTERURBAN TRAIL	\$ 95,000.00	\$ -	\$ 74,128.00	\$ 1,464.90	\$ 75,592.90	\$ 19,407.10	
	LIBRARY - SELF-CHECKOUT MACHINES	\$ 18,941.09	\$ -	\$ 18,941.09		\$ 18,941.09	\$ -	
	FIRE DEPARTMENT - NEW RADIO	\$ 1,604.95	\$ 1,604.95	\$ -		\$ 1,604.95	\$ -	
	FIRE DEPARTMENT - HAZARD PAY	\$ 42,058.86	\$ 42,058.86	\$ -		\$ 42,058.86	\$ -	
	FIRE DEPARTMENT - LOCKER ROOM	\$ 27,457.78	\$ 27,457.78	\$ -		\$ 27,457.78	\$ -	
	POLICE DEPARTMENT - PATROL VEHICLES	\$ 49,934.04	\$ 49,934.04	\$ -		\$ 49,934.04	\$ -	
	LEAD PIPE REPAIRS	\$ 118,049.30	\$ -	\$ 111,361.98		\$ 111,361.98	\$ 6,687.32	
	CLERKS/ELECTIONS - BADGER BOOKS	\$ 25,000.00	\$ -	\$ 25,000.00		\$ 25,000.00	\$ -	
	ENGINEERING - PLOTTER	\$ 9,000.00	\$ -	\$ 8,655.00		\$ 8,655.00	\$ 345.00	
	CITY HALL - AC UNIT	\$ 160,000.00	\$ -	\$ 160,000.00		\$ 160,000.00	\$ -	
	DPW - SWEEPER/SCRUBBER	\$ 88,005.00	\$ -	\$ 88,005.00		\$ 88,005.00	\$ -	
	EHLERS - SERVICES	\$ 2,000.00	\$ 625.00	\$ 126.25		\$ 751.25	\$ 1,248.75	
	POLICE DEPARTMENT - RIOT GEAR	\$ 9,850.00	\$ -	\$ 9,850.00		\$ 9,850.00	\$ -	
	COUNCIL CHAMBER - AUDIO	\$ 1,018.08	\$ -	\$ 1,018.08		\$ 1,018.08	\$ -	
	CPD Overtime-Memorial Day & 4th of July Parades	\$ 10,385.96	\$ -	\$ 10,385.96		\$ 10,385.96	\$ -	
	PD FESTIVAL WAGES	\$ 10,000.00	\$ -	\$ 10,000.00		\$ 10,000.00	\$ -	
	DPW Overtime-Memorial Day Parade	\$ 3,629.44	\$ -	\$ 3,629.44		\$ 3,629.44	\$ -	
	Inspection Software	\$ 8,250.00	\$ -	\$ 3,625.00	\$ 1,441.00	\$ 5,066.00	\$ 3,184.00	
	EMS Oversight Agreement	\$ 140,000.00	\$ -	\$ -	\$ 73,000.00	\$ 73,000.00	\$ 67,000.00	
	Engineered Security - DPW gate	\$ 20,000.00	\$ -	\$ -	\$ 10,869.63	\$ 10,869.63	\$ 9,130.37	
	TOTAL		\$ 1,163,845.29	\$ 143,318.97	\$ 773,831.33	\$ 90,390.43	\$ 1,007,540.73	\$ 156,304.56

TOTAL AVAILABLE	\$ 1,214,469.24
TOTAL ALLOCATED	\$ 1,163,845.29
Funds not allocated	\$ 50,623.95

	12/31/2021	YTD 2022	YTD 2023	TOTAL
231-522230-500124	42,592.07	-	-	42,592.07
231-522230-500151	3,048.85	-	-	3,048.85
231-522230-500807	5,525.78	23,536.95	-	29,062.73
231-522120-500811	49,934.04	-	-	49,934.04
231-566721-500331	625.00	699,590.63	88,949.43	789,165.06
	101,725.74	723,127.58	88,949.43	913,802.75

CITY OF CEDARBURG

ARPA EXPENDITURES

3/3/2021-3/31/2022

PROJECT	DESCRIPTION	APPROVED ALLOCATION	EXPENDITURES 3/3/21-3/31/22	
BUSINESS ASSISTANCE	SMALL BUSINESS HELP	\$ 40,000.00	\$ 21,638.34	
	BUSINESS GRANTS FOR IMPROVEMENTS	\$ 60,000.00	\$ -	
NON-PROFITS	CEDARBURG CHAMBER OF COMMERCE	\$ 60,000.00	\$ -	
CITY DEPARTMENT	PARKS AND RECREATION - BALL DIAMOND REPAIRS	\$ 10,000.00	\$ -	
	CITY OF CEDARBURG - PARK UPGRADE	\$ 100,000.00	\$ -	
	LIBRARY - CHROMEBOOKS	\$ 4,540.00	\$ -	
	LIBRARY - INTERNET WORKSTATIONS	\$ 6,980.00	\$ -	
	LIBRARY - ELECTRONIC BOOK DROP	\$ 60,000.00	\$ -	
	PARKS AND RECREATION - INTERURBAN TRAIL	\$ 95,000.00	\$ -	
	LIBRARY - SELF-CHECKOUT MACHINES	\$ 20,000.00	\$ -	
	FIRE DEPARTMENT - NEW RADIO	\$ 2,500.00	\$ 1,604.95	
	FIRE DEPARTMENT - HAZARD PAY	\$ 39,700.00	\$ 42,058.86	45,640.92
	FIRE DEPARTMENT - LOCKER ROOM	\$ 25,000.00	\$ 27,457.78	5,525.78
	POLICE DEPARTMENT - PATROL VEHICLES	\$ 50,000.00	\$ 49,934.00	49,934.04
	LIGHT & WATER - CAMERA SYSTEM	\$ 250,000.00	\$ -	
	CLERKS/ELECTIONS - BADGER BOOKS	\$ 25,000.00	\$ -	
	ENGINEERING - PLOTTER	\$ 9,000.00	\$ -	
	CITY HALL - AC UNIT	\$ 160,000.00	\$ -	
	DPW - SWEEPER/SCRUBBER	\$ 88,000.00	\$ -	
	EHLERS - SERVICES	\$ 2,000.00	\$ 625.00	625.00
	POLICE DEPARTMENT - RIOT GEAR	\$ 10,000.00	\$ -	
COUNCIL CHAMBER - AUDIO	\$ 5,000.00	\$ -		
TOTAL		\$ 1,122,720.00	\$ 143,318.93	101,725.74

2021

45,640.92

5,525.78

49,934.04

625.00

101,725.74

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.B.

TITLE: Discussion and possible action on Building Inspector Vehicle Lease

ISSUE SUMMARY: Discussions on leasing City vehicles has been ongoing for the past two years. With levy limit concerns, several communities within Ozaukee and Washington Counties have moved to leasing their municipal fleets. As of this year our Police Department began the first year of their leasing program through Southgate Financial with four new vehicles being delivered in the next couple of weeks. Recently, a vehicle that suites the needs of the Building Inspector, has become available through Southgate Financial. The 2020 Jeep Cherokee would replace a 1999 Jeep that is the oldest in our City Hall fleet. The lease is for \$551.54/month for 48 months. Annual payments would be \$6,619. The payments for the remainder of 2023 would be \$2,760. With the savings that we have from the police department vehicles being delayed from January of this year, to this month, we can cover this cost in the 2023 capital improvement fund and then budget for the full annual lease payments in 2024.

STAFF RECOMMENDATION: Staff recommends leasing the 2020 Jeep Cherokee for the Building Inspector through Southgate Leasing.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
None

BUDGETARY IMPACT: \$2,760 for 2023 in the Capital Improvement Fund. \$6,619 annually for 2024, 2025, and 2026. Final payment of \$3,864 done in 2027.

ATTACHMENTS: 2020 Jeep Cherokee Quote, Jeep Lease Payments

INITIATED/REQUESTED BY: Jeff Thoma, Building Inspector
Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator



Customer

City of Cedarburg
W63N645 Washington Ave.
Cedarburg, WI 53012

Quote No: Q302014
Date: 7/17/2023
Prepared By: Bryan Bastar

Description

2020 JEEP CHEROKEE LIMITED
2020 JEEP CHEROKEE LIMITED AWD
Southgate 48-Month Lease Program
VIN Number: 1C4PJMDX6LD608340
Asset Location: CEDARBURG, WI

Capitalized Cost

Description

\$21,000.00 **Purchase Price** Southgate Purchase Price
\$0.00 **Upfit / Accessories**
\$0.00 **Incentives / Discounts**
\$0.00 **Other**
\$420.00 **SLS Acquisition Fee** Markup
\$0.00 **Down Payment**
\$0.00 **Equity / Shortfall**

Total \$21,420.00

Monthly Rental

\$551.54 Depreciation / Interest / Lessor Fee
\$0.00 Fleet Management Fee
\$0.00 Monthly Tax: 0.000%

Total \$551.54

\$446.25 Monthly Depreciation: 2.083%
\$0.00 Residual Value

Lease Term

48 Months
7,500 Estimated Annual Mileage
30,000 Estimated Total Miles

TITLE, LICENSE, REGISTRATION AND FEES ARE SEPARATE

Acceptance:

LESSEE City of Cedarburg

Lessee hereby authorizes this order and agrees to lease the asset per the terms set forth in the Master Lease Agreement.

By: _____ Print Name: _____ Title: _____ Date: _____

- 1. Monthly lease charge based upon current finance rates and will be adjusted to reflect the interest rate at the time of delivery.
- 2. All tax and license fees to be billed to lessee as they occur.

Vehicle	Monthly Payment	Yearly Payment	2023 (5 mths remain)	2024	2025	2026	2027	2028	2029
2020 Jeep Cherokee Limited AWD	\$551.54	\$6,619.00	\$2,760.00	\$6,619.00	\$6,619.00	\$6,619.00	\$3,864.00		
		Total Per Year	\$2,760.00	\$6,619.00	\$6,619.00	\$6,619.00	\$3,864.00	\$0.00	\$0.00

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.C.

TITLE: Discussion and possible action on approval of Catalis Tax & CAMA Inc. Contract renewal for City Assessment Services

ISSUE SUMMARY: As of January 1, 2021 the City contracted with Grota Appraisals for Assessor services. We have been pleased with their services during the past three years which included doing a City wide revaluation in 2022. Their current contract ends on December 31, 2023. The new contract is for three more years with an annual amount of \$85,800. This is an increase of \$2,300 from last contract amount. Grota Appraisals merged with Catalis Tax & CAMA Inc. in 2022. The City continues to work with the same staff as with the previous Grota Appraisals.

STAFF RECOMMENDATION: Staff recommends renewal of a 3-year contract with Catalis Tax & CAMA Inc.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: none

BUDGETARY IMPACT:
\$85,800 annually

ATTACHMENTS: Renewal contract from Catalis Tax & CAMA Inc.

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

CONTRACT FOR
MAINTENANCE OF ASSESSMENT RECORDS
2024-2026

PROPOSED AGREEMENT: by and between Catalis Tax & CAMA, Inc, hereinafter called the "Assessor", and the City of Cedarburg, Ozaukee County, Wisconsin, hereinafter called the "City".

The Assessor and the City for the compensation stated herein, agree as follows:

ARTICLE I

SCOPE OF WORK: the Assessor, having familiarized himself with the local conditions affecting the cost of the work to be done, and the Standard Specifications for the Annual Maintenance of Real and Personal Property Records in the State of Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, hereby agrees to perform everything required to be performed and to complete in a professional manner everything required to be completed to comply with State Statutes regarding the assessment of Real and Personal Property on behalf of the City and in accordance with the General Agreements as stated in Article Three of this contract.

ARTICLE II

COMPENSATION: The City shall pay to the Assessor for the performance of the contract the following compensation of \$257,400 (Two Hundred Fifty - Seven Thousand Four Hundred Dollars), such amount to paid as follows:

2024 \$85,800 (Annual Assessment Services)

City billed monthly for work performed less 10% held until January 2025

2025 \$85,800 (Annual Assessment Services)

City billed monthly for work performed less 10% held until January 2026

2026 \$85,800 (Annual Assessment Services)

City billed monthly for work performed less 10% held until January 2027

ARTICLE III

GENERAL AGREEMENTS:

- 1) The contract would begin October 1, 2023 and end December 31, 2026.
- 2) All normal duties and functions of the Assessor as described and set forth in Volume I of the Wisconsin State Assessors Manual, including required meetings, will be performed in a timely manner, and in accordance with the Chapter 70 Laws of the State and all other laws of the state.
- 3) The above fee includes any and all normal assessment duties during its duration, including no additional charges for quantity of permits or new plats, Board of Review and further appeals to circuit court.
- 4) All services requested over and above the normal yearly assessment functions will be charged extra at a mutually agreed upon rate
- 5) The City will provide computer equipment, workspace, storage and security of records.
- 6) The Assessor will carry a Commercial General Liability Policy, including Valuable Papers Coverage Extension. The Assessor shall provide a Certificate of Insurance to the City naming it as an additional insured. The Assessor further agrees to indemnify the City for any and all suits, claims or actions associated with alleged intentional acts or omissions on the Assessors, such intentional acts or omissions taking place between October 1, 2023 and December 31, 2026.
- 7) The Assessor is to be considered an Independent Contractor hired to fill an Appointed Statutory Position, and is not subject to withholding tax, insurance programs or benefits. As Such, the Assessor is not an Authority.
- 8) Every year at the Board of Review meeting or as needed the Assessor will inform the City on matters concerning but not limited to:
 - a) Compliance with State Statutes on assessment practices.
 - b) Property assessments in relation to current sales of property.
- 9) Work closely with City Clerk, Finance Director and Building Inspector on matters of concern.
- 10) The City will comply with the open records law. The Assessor will advise the City in writing of all open record requests it receives within 3 days of receipt.
- 12) The city may terminate this contract for any reason with notice given by November 15th of any calendar year.

SUBMITTED TO THE CITY OF CEDARBURG THIS 18th DAY OF
July, 2023



Les Ahrens
Director of Valuation Services
Catalis Tax & CAMA, INC

Steven Ashbacher

Steven Ashbacher
Executive Vice President
Catalis Tax & CAMA, INC

ACCEPTANCE BY CITY:

The above proposal, terms and general agreements are hereby accepted, this

_____ day of _____, 2023

BY GOVERNING BODY OF THE CITY OF CEDARBURG

Mayor

City Administrator

Finance Director

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.D.

TITLE: Discussion and possible action on Salary Range Policy

ISSUE SUMMARY: The last time the salary policy was updated was in 2020 with data collected in 2019. With large increases in cost of living in recent years some of the current salary ranges are below the average within the surrounding communities. Information from neighboring and other Wisconsin communities' compensation studies and current staff wages were used to revise the policy. In addition to some increases to the wage scales this policy also allows for a range step increase if staff receive or hold a higher degree and/or certification specific to their position. This revised policy will help guide the City Staff wages for the next 3-5 years.

STAFF RECOMMENDATION: Staff recommends approving the new salary range policy.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Personnel Committee recommended approving the salary range policy at their July 26th, 2023 meeting.

BUDGETARY IMPACT: None

ATTACHMENTS: Salary range chart

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

**CITY OF CEDARBURG
EMPLOYEE COMPENSATION PLAN**

PAY RANGES

Pay Grades	Minimum	Midpoint	Maximum	Job Position
1	\$38,000	\$48,000	\$58,000	Library Associates Custodians Engineering Secretary Public Works/BI Secretary Police Secretary/Record Clerk Circulation Supervisor Accountant Receivables/Accounts Payables Police Department Administrative Assistant Senior Center Supervisor (PT)
2	\$48,000	\$58,000	\$68,000	Recreation Supervisor Librarians Police Dispatcher Facilities Maintenance
3	\$52,000	\$62,000	\$72,000	Water Recycling Operator DPW/Parks/Forestry Crew Facilities Maintenance Supervisor
4	\$58,500	\$68,500	\$75,500	WRC Advanced Operator DPW/Parks/Forestry with Advanced Education/Certifications FF/AEMT
5	\$62,000	\$72,000	\$82,000	Assistant Engineer Deputy Clerk Recreation Superintendent Assistant Library Director WRC Lead Operator DPW Foreman Mechanic FF/Paramedic City Forester

6	\$75,000	\$85,000	\$95,000	WRC Superintendent PW/Parks/Forestry Superintendent LT FF/PM Deputy Finance Director
7	\$80,000	\$90,000	\$100,000	City Clerk Parks/Recreation/Forestry Director Building Inspector/Facilities Manager Director of Planning and Development Library Director Fire Inspector/AEMT
8	\$84,000	\$94,000	\$104,000	Police Sergeants/Detectives Deputy Finance Director (Master's or CPA)
9	\$92,000	\$102,000	\$112,000	Police Captain Deputy Fire Chief Finance Director
10	\$105,000	\$115,000	\$125,000	Police Chief Fire Chief Engineer/Director of Public Works Finance Director (Master's or CPA)
11	Established per contract			Administrator

*Assessor contracted.

services are

Part-time, temporary, & seasonal staff

Position	Minimum	Maximum
Assistant Senior Center Director	\$20.00/hr	\$28.00/hr
Crossing Guards	\$15.00/hr	\$20.00/hr
Parks/Public Works Seasonal	\$15.00/hr	\$25.00/hr
Clerical Personnel	\$12.00/hr	\$15.00/hr
Recreation Personnel	\$8.00/hr	\$35.00/hr
Recreation Officials	\$20.00/game	\$35.00/game
Exercise and Fitness Instructors	\$24.00/class	\$40.00/class
Election Officials	\$8.00/hr	\$15.00/hr
Library Pages	\$9.00/hr	\$15.00/hr
Library Aides	\$13.00/hr	\$20.00/hr
Library Custodian	\$18.00/hr	\$23.00/hr

DPW/PARKS/FORESTRY Advanced Education and Certifications

- 1) Accepted Degrees and Certifications
 - a. Associate's or higher degree in job related field
 - b. Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) Certification
 - c. Certified Playground Safety Inspector (CPSI Certification)
 - d. Arborist Certification
 - e. Public Works Specialist Certification

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
JULY 26, 2023**

**PER20230726-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Wednesday, July 26, 2023 at City Hall, W63 N645 Washington Avenue, in the second floor Council Chambers and online utilizing the Zoom app. The meeting was called to order at 5:30 p.m. by Council President Kristin Burkart.

Roll Call: Present - Council Members Kristin Burkart (Chair), Robert Simpson, Melissa Bitter

Also Present - City Administrator Mikko Hilvo, City Clerk Tracie Sette

STATEMENT OF PUBLIC NOTICE

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 had requested copies, and by posting in accordance with the Wisconsin Open Meetings law.

APPROVAL OF MINUTES

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve the minutes of the September 12, 2022 Personnel Committee meeting. Motion carried without a negative vote.

NEW BUSINESS

DISCUSSION ON SALARY RANGE POLICY AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL

Administrator Hilvo explained the proposed salary policy has been increased to better compare with salary ranges of the surrounding communities. It includes a mechanism to provide higher pay to those with advanced certifications and/or education. The policy will be reviewed every three (3) to five (5) years depending upon inflation rates. The part-time, temporary, and seasonal staff rates will not be changing. Should this be approved by the Council, it will take affect January 1, 2024.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve the new Salary Range Policy and recommend approval to the Common Council. Motion carried without a negative vote.

DISCUSSION ON VACATION TIME POLICY AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL

Administrator Hilvo explained the new Vacation Time Policy proposal will help the City remain competitive in the marketplace with regard to hiring and retaining employees. The increased rate of earned vacation time in the proposal more closely compares to the benefits of surrounding communities.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve the Vacation Time Policy and recommend approval to the Common Council. Motion carried without a negative vote.

DISCUSSION ON HOLIDAY POLICY AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL

Administrator Hilvo explained the new Holiday Policy proposal will help the City remain competitive in the marketplace with regard to hiring and retaining employees. The proposal includes adding one additional holiday allowing for employees to have off on MLK Day. This new policy is in line with the benefits of surrounding communities.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve the Holiday Policy and recommend approval to the Common Council. Motion carried without a negative vote.

DISCUSSION ON 2024 CITY PLANNER POSITION AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL

Administrator Hilvo explained the City Planner is planning to retire in June 2024. He began his career with the City in 2002 and has a great deal of knowledge and experience in his position. He currently is a part time employee, however, it would benefit the City to hire a full time Planner in his place as it will be challenging to find a replacement with his current level of expertise. The proposal is to create a Director of Planning and Development position which would replace the current Planner's responsibilities along with aiding the Administrator with Economic Development tasks. Administrator Hilvo requested this position be filled beginning in May 2024 so as to overlap for one month with the current Planner.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to hire a full-time City Planner, by May 2024, with overlap for one month with our current City Planner and recommend approval to the Common Council. Motion carried without a negative vote.

DISCUSS NEXT MEETING DATE

No additional meetings were scheduled.

ADJOURNMENT

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to adjourn the meeting at 5:56 p.m. Motion carried without a negative vote.

Tracie Sette
City Clerk

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.E & 7.F.

TITLE: Discussion and possible action on Vacation Time Policy
Discussion and possible action on Holiday Policy

ISSUE SUMMARY: With the intention of retaining and hiring qualified staff it is important to focus on the benefits that staff receive. This has become a common theme among employers since it has become difficult to attract and retain qualified employees. Based on various surveys that have been done with Wisconsin communities many employers are starting to offer more generous benefits which includes receiving more time off and having those benefits begin day one of someone starting a new job. The recommended vacation policy is similar to other communities with the exception of providing thirty days of vacation after twenty years of employment. The purpose for this is to retain highly qualified staff that are experienced with our community's needs. The holiday policy provides one additional day off on MLK day. Based on surveys on holiday pay this day is observed by other communities currently and others are considering it as well.

STAFF RECOMMENDATION: Staff recommends approving the new vacation and holiday policy.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Personnel Committee recommended approving the vacation and holiday pay policy at their July 26th, 2023 meeting.

BUDGETARY IMPACT: None

ATTACHMENTS: Vacation and Holiday chart

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

Current Policy on Vacation Time

Vacation time shall be accrued annually on the anniversary date of employment according to the following schedule. The year in which the vacation can be taken is the twelve (12) month period beginning with the employee's anniversary date.

<u>Years of Continuous Employment</u>	<u>Annual Vacation Time Accrued</u>
1 year	10 working days
5 years	15 working days
12 years	20 working days
20 years	25 working days

Recommended Vacation Time Policy

Vacation time shall be accrued annually on the anniversary date of employment according to the following schedule. The year in which the vacation can be taken is the twelve (12) month period beginning with the employee's anniversary date.

<u>Years of Continuous Employment</u>	<u>Annual Vacation Time Accrued</u>
0 – 3 years	10 working days
3 years	15 working days
10 years	20 working days
15 years	25 working days
20 years	30 working days

Employee Benefits: Holidays

Current: The following days shall be paid holidays for full time employees:

New Year's Eve Day	Thanksgiving Day
New Year's Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	Two Floating Holidays

Revised: The following days shall be paid holidays for full time employees:

New Year's Eve Day	Thanksgiving Day
New Year's Day	Day after Thanksgiving
MLK Day	
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	Two Floating Holidays

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.G.

TITLE: Discussion and possible action on 2024 City Planner Position

ISSUE SUMMARY: Our current planner has intentions of retiring in June of 2024. He worked as a full-time employee for the City from 2002 to 2010. With the economy in the downswing the position was eliminated for a brief period of time from late 2010 to early 2011. With growth starting up again in 2011 a decision was made to hire a contracted employee to help with planning and development. The City hired the same full-time employee but on a contracted part-time basis starting back up in the middle of 2011. He has held the position since then for the last 12 years. With his longevity growing up in Cedarburg and his 20+ years of service to the City, he has been extremely valuable to the City as we have grown throughout the years. With ongoing growth, the need to revise a downtown master plan, parks and open space plan, smart growth comprehensive land use plan, and zoning code the City would be best served with a full-time Director of Planning and Development. This position would also assist the City Administrator with economic development. With the need for this position to gain knowledge on the current projects and the history of the City there is a need to have overlap between our current planner retiring and the new planner starting. The goal would be to have this position start in May which would provide a month of overlap.

STAFF RECOMMENDATION: Staff recommends hiring a full-time Director of Planning and Development in May of 2024.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Personnel Committee recommended approving hiring of a full-time Director of Planning and Development at their July 26th, 2023 meeting.

BUDGETARY IMPACT: None

ATTACHMENTS: Position description, job posting

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

CITY OF CEDARBURG POSITION DESCRIPTION

Class Title: Director of Planning and Development

Department: Planning and Development

Division: Planning & Zoning

Date: 7/14/2023

Union: n/a

Location: City Hall

GENERAL PURPOSE

Under the direction of the City Administrator, assists in implementing, enforcing, interpreting and administering land use plans, development programs, municipal policies, Zoning Code and applicable state and federal laws that affect planning and zoning in the city; facilitates computerization of building, zoning and land use functions; and assists City Administrator in economic development and risk management programs of City.

SUPERVISION RECEIVED

Directly accountable to City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews and advises land owners on contemplated land splits using a certified survey map or a subdivision plat, proposed zoning changes or requests for conditional use approval, and monitor the preparation of conditions and restrictions when applicable. Develops related reports for the Plan Commission and Common Council.

Researches and develops special projects such as updates of City's Comprehensive Land Use Plan and Park and Open Space Plan. Interpret City codes and policies for developers, real estate salespersons and the general public.

Facilitates amendments to the Comprehensive Land Use Plan, Zoning Code and Subdivision Code.

Updates computer database file on each property in the City.

Reviews site and building plans for those developments requiring review.

Handles citizens' inquiries regarding planning and zoning ordinances, and general municipal information.

Assists with historic preservation programs and related design standards. Staff Liaison to Landmarks Commission and attends their meetings.

Provides technical and professional advice; makes presentations to boards, commissions, civic groups and the general public, when necessary. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, recycling or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Evaluates land use proposals for conformity to established plans and ordinances and applicable state and federal laws; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.

Drafts legal notices and arranges notification of specific public affected by proposed zoning or development action.

Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Assists in the preparation of grant application components relating to geography, maps, plats, site plans, etc.

Assists City Administrator in various economic development, industrial development and marketing efforts and programs of the City; and in developing and implementing risk management programs of City.

Confers with the Director of Engineering & Public Works presenting or resolving difficult problems or questions and discussing plans and actions to be taken.

Attends professional seminars and meetings in order to improve working knowledge and skills.

Responsible for notification to other city departments of any violations of city ordinances or regulations not in the primary area of responsibility of this position that may become obvious.

Prepares and reviews draft development agreements and pre-annexation agreements.

Reads incoming correspondence; plans and formulates response or subsequent action. Composes correspondence dealing with subject matter that involves considerable discretion, judgment or negotiation.

Gathers data, compiles and evaluates information and carries out special duties; studies and writes reports as needed and as directed by the City Administrator.

Performs related work tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles, methods, materials and equipment common to municipal land use planning and community development. Knowledge of concepts, principles and practices of city planning, construction and design; knowledge of engineering calculation, surveying and drawing; knowledge of GIS and CADD systems and personal computers; knowledge of real estate development and economic development, knowledge of policies and procedures established for the department.

Ability to plan, organize, manage and administer projects requiring coordination with others. Ability to work effectively with contractors, developers, other agencies and the public. Skill in review and analysis of design, plans or actual site structures to determine compliance with acceptable standards. The ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort; the ability to establish and maintain effective interpersonal relationships with employees, other divisions and the public; ability to communicate effectively, verbally and in writing; ability to ensure compliance with and follow standard safety practices and procedures common to the department.

Skill in the operations of the equipment common to the work unit. Skill in the application of the knowledge of design, land use planning and community development to acceptable standards. Ability to research and obtain pertinent information through various resources including tax records, abstracts, State Statutes and affidavits. Ability to read and understand codes, ordinances and complicated blueprints and drawings. Ability to work independently with only occasional review of work performance or records. Ability to use personal computer equipment to access, retrieve, or input information using CADD, civil engineering programs, Windows, word processing and spreadsheet software or other software common to the work unit or as assigned.

EDUCATION AND EXPERIENCE

The position requires a Bachelor's degree in Urban or Land-Use Planning, GIS Systems or Public Administration with a minimum of five years of related experience. American Institute of Certified Planners certification preferred as well as experience with administrative responsibilities. Planning/Zoning experience is highly desirable along with knowledge of real estate and related economic analysis. Must be a motivated team player with strong management skills, able to communicate effectively with the public and coworkers. Must be able to work independently, demonstrate the ability to make sound management decisions, and possess supervisory abilities. Must have knowledge of computer spreadsheets, graphic materials capabilities, and information systems. Must also become knowledgeable on related case law and/or administrative law.

LICENSE AND CERTIFICATIONS

Possession of a valid Wisconsin Division of Motor Vehicle operator's license required.

TOOLS AND EQUIPMENT USED

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal computer, including spreadsheet, word processing and computer aided drafting design software; standard drafting tools, telephone; engineering calculator; mobile radio, copy machine and FAX machine.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The employee must be physically able to perform the essential functions of this position.

This description was given to employee on _____.

Received: _____

Employee

DRAFT JOB POSTING for 2024

Director of Planning and Development – Cedarburg, WI

The Director of Planning and Development is an official department head who:

- Provides direction to citizens, contractors, realtors, and developers relative to all aspects of community development.
- Administers, interprets, and enforces building, zoning and land-related ordinances and other City policies. (Zoning Administrator)
- Reviews development plans/requests.
- Conducts research and reports on land use matters.
- Facilitates computerization of building, zoning, and land use functions.
- Coordinates of activities for plan commission, landmarks commission, Community Development Authority, design review board, joint review board and other planning committees within the City.
- Drafts sub-dividers agreements.
- Drafts developers agreements.
- Writes grants as needed.
- Administers, guides, manages, and writes comprehensive plans, neighborhood plans, and other plans as needed.
- Works with the Administrator on TIF Districts.

This position works under the direction of the City Administrator.

The position requires a bachelor's degree in Urban or Land-Use Planning, GIS Systems or Public Administration with a minimum of five years of related experience. American Institute of Certified Planners certification preferred as well as experience with administrative responsibilities. Planning/Zoning experience is highly desirable along with knowledge of real estate and related economic analysis. Must be a motivated team player with strong management skills, able to communicate effectively with the public and coworkers. Must be able to work independently, demonstrate the ability to make sound management decisions, and possess supervisory abilities. Must have knowledge of computer spreadsheets, graphic materials capabilities, and information systems. Must also become knowledgeable on related case law and/or administrative law.

Starting Salary: \$80,000 - \$90,000 DOQ

Planning and Development Department

The Department of Planning and Development oversees much of the City's development review process including building and site plans, rezoning's, planned developments,

conditional uses, amendments to the zoning code, land divisions and subdivision plats, special exceptions, and sign approvals. The office is also responsible for developing and updating the City's Comprehensive Plan and the preparation of other plans as needed. The Department staffs the Common Council, Plan Commission, Landmarks Commission, Design Review Board, Community Development Authority, and the Joint Review Board.

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.H.

TITLE: Discussion and possible action on request for an Outdoor Alcohol Beverage License from The Cheese Wedge LLC located at N56 W6339 Center Street

ISSUE SUMMARY: The applicant is requesting approval of an Outdoor Alcoholic Beverage License to be able to serve wine on the patio located off the northeast corner of their building at the above referenced address. Council members are reminded that, Outdoor Alcohol Beverage Licenses are allowed under **Section 7-2-17** of the Licensing and Regulations chapter of the Code of Ordinances which states: **In making their determination on whether or not to approval an Outdoor Beverage License, the Common Council shall, on a case-by-case basis, take into consideration the size of the outdoor seating area and the location with respect to adjacent residential uses. Each applicant for an Outdoor Alcohol Beverage License shall accurately describe the outdoor seating area and shall indicate the nature of fencing or other measures intended to provide control over the operation of the outdoor seating area. The Plan Commission shall review all proposed Outdoor Alcohol Beverage Licenses to determine if they are harmful, offensive, or otherwise adverse to the surrounding neighborhood and shall recommend that the license be granted as requested, modified, or denied. If the premises is within the Historic District, the Plan Commission shall take into consideration the recommendation of the Landmarks Commission. No amplified sound or music is permitted outside the enclosed (building) premises. Amplified sound or music is not permitted in the outdoor seating area subject to Section (c) herein. There shall be a licensed operator within the outdoor seating area at all times while in operation.**

Staff notes that while servers will have direct access to this patio from the door located on the east side of the building, customers will access the patio from the Center Street sidewalk. The patio is enclosed by a six-foot-high white fence coupled with an interior three-foot high black decorative fence which will serve to separate customers from the pedestrian traffic on the Center Street sidewalk. Ingress/egress to this area will be controlled by the applicant.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: These plans were reviewed by the Landmarks Commission on July 11, 2023, who recommended approval as proposed by unanimous vote subject to:

- Amplified sound or music is prohibited unless the applicant secures a proper permit.
- There shall be a licensed operator in the outdoor seating area at all times while in operation.
- A licensed server will need to carry the alcohol beverages from the main inside operation, across the public sidewalk, and to the patio.

BUDGETARY IMPACT: n/a

ATTACHMENTS:

- Plan Commission minutes from the July 11, 2023, meeting.
- Building and Site Plan.

INITIATED/REQUESTED BY: Jessica Youso, owner.

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



OUTDOOR ALCOHOL BEVERAGE LICENSE APPLICATION

City of Cedarburg
W63N645 Washington Avenue
PO Box 49
Cedarburg WI 53012
262-375-7600

Under the provisions of Chapter 125, Wis. Stats, the applicant must be in possession of a current Class "B" license.
Name of the individual, partnership or corporation with current Class "B" license:

The Cheese Wedge LLC

Premises Address: W560 N 6339 Center St Cedarburg WI 53012 Phone: 262-525-8469

Agent (if corporation): Jessica Youso Email: contact@thecheesewedge.com
jy@oldfash.com

Describe in detail the outdoor area intended for service of alcoholic beverages; also, include a copy of the site plan indicating the exact placement of the outdoor area in relation to the site as a whole. **Please note, this site plan must be included with this application in order to be considered for approval.**

Fenced in area

In the space provided, please indicate the nature of fencing and other measures proposed to ensure proper control over this outdoor serving area.

Please see attached.

Total square footage of following areas: Outdoor Service 6105 sq ft Licensed Premise _____

Please check to indicate that you have read and understood the following statements:

- No amplified sound or music is permitted outside of the building unless a separate Temporary Amplified Music and Sound Permit has been filed and approved by the Common Council.
- Outdoor serving area must be completely enclosed with a fence or other measures.
- A licensed operator must be in attendance at all times during operation.
- This form is considered to be an application for a license; the license will not be valid until all required approvals have been given.

Signature: [Signature] Date: 06/06/2023

Print Name/Title:

Please return this completed application with site plan and \$50 fee to the City Clerk's office

Note, once approval is given this license will be valid from July 1 thru June 30 of the following year and become part of the premise description after the first year unless specified otherwise during the approval process.

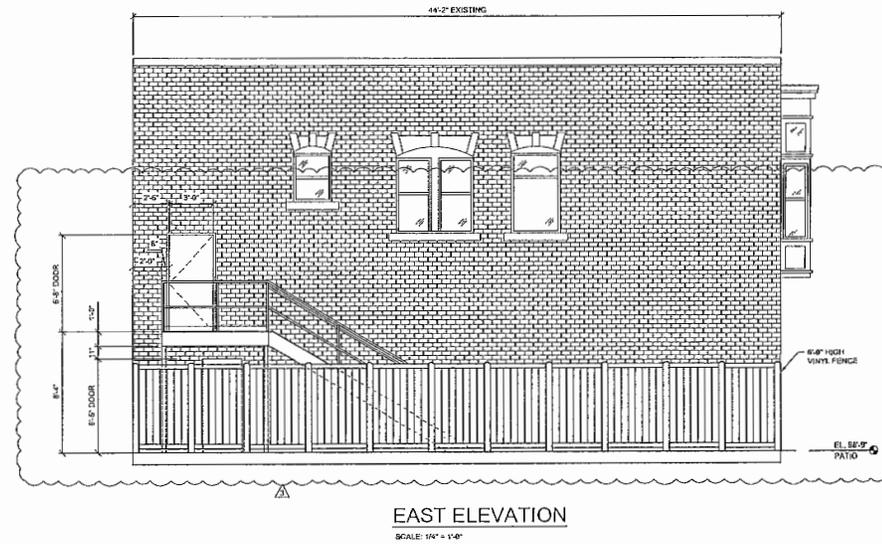
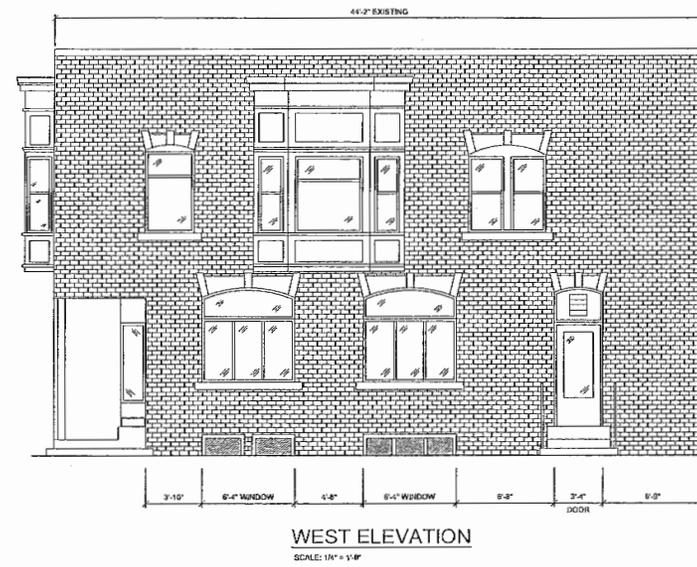
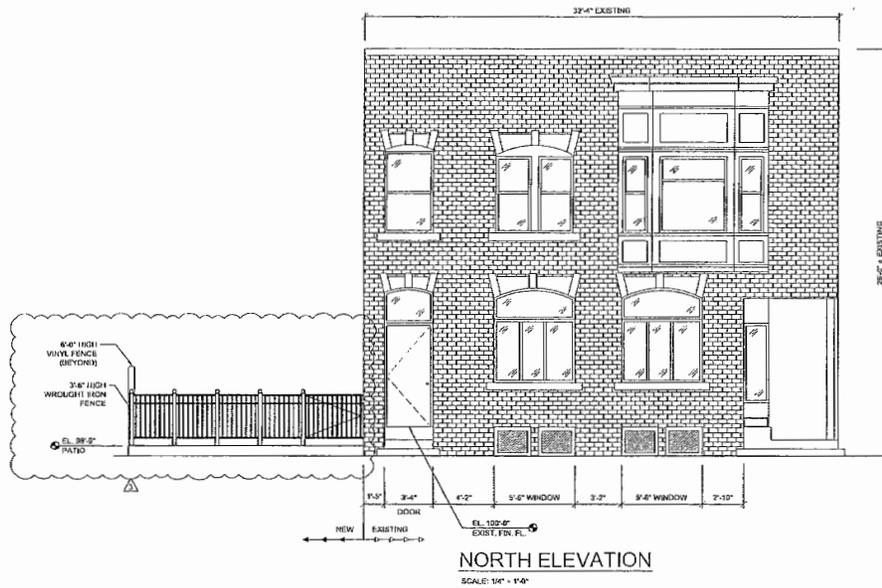
FOR OFFICE USE ONLY (please forward a copy to the Planning department along with site plan)

Application Fee: \$50 Date Paid: 6/6/23 *ck # 2078 Rec'd*

	Date of Review	Granted	License Modified	Denied	Comments
Police Dept	<u>MDM/adk 6/8/23</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landmarks Commission (if HPD)	<u>N/A</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan Commission	<u>7-11-23</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Common Council	<u>7-31-23</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date of Notice to Property Owners within 150 feet of establishment: 7/13/2023

License No: _____ Date License Issued: _____ Tax Key No: _____



Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITY: 1071 Blue Bell St, Fox City, WI 54130
MADISON: 2015 University Ave, Madison, WI 53706
MILWAUKEE: 1000 Wisconsin Ave, Milwaukee, WI 53212

PHOENIX: 771 Oak Drive, Phoenix, AZ 85006
PHOENIX: 2100 N. Central Ave., Phoenix, AZ 85004
PHOENIX: 1100 N. Central Ave., Phoenix, AZ 85004

TEL: 920.236.2334
TEL: 608.786.3644
TEL: 414.962.8100
TEL: 602.998.2141
TEL: 602.998.2141
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PROPOSED BUILDING RENOVATION FOR:
OLD FASHIONED FOODS
CEDARBURG
N56W6339 CENTER STREET
CEDARBURG, WI 53012

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REVISIONS:	
1	02-13-22 REVISED
2	05-02-22 REVISED
3	02-09-22 REVISED
PROJECT MANAGER:	D. UTTECH
DESIGNER:	GDG
DRAWN BY:	D. TIPPETT
EXPEDITOR:	C. HOYER
SUPERVISOR:	W. WILDMENBERG
PRELIMINARY NO.:	
CONTRACT NO.:	17814
DATE:	02-15-22
SHEET:	A2.0

"ISSUED FOR CONSTRUCTION"

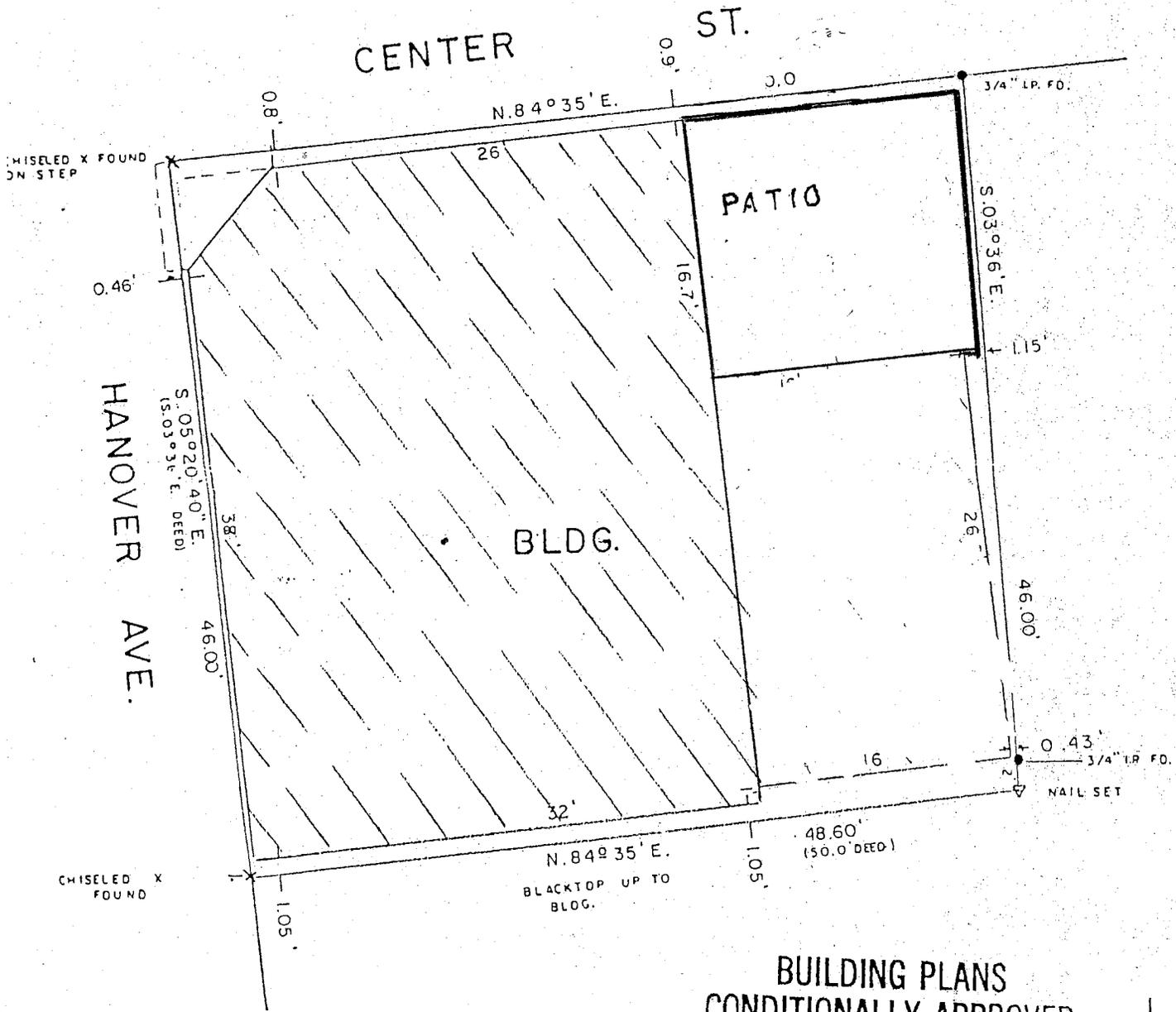
D & H LAND SURVEYS

SHEBOYGAN, WISCONSIN

PLAT OF SURVEY

FOR CHRIS MORTON

Being a resurvey of the North 46 feet of the west 50 feet of lot 1 of Boerner's Plat, to the City of Cedarburg, Ozaukee County, Wisconsin. located in section 27.



BUILDING PLANS
CONDITIONALLY APPROVED
CITY OF CEDARBURG

CERT. NO. *404*

A regular meeting of the Plan Commission of the City of Cedarburg was held on Tuesday, July 11, 2023, at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers and online via the zoom app. The meeting was called to order at 7:00 p.m. by Mayor Michael J. O’Keefe.

Roll Call Present - Mayor Michael J. O’Keefe, Council Member Patricia Thome, Adam Voltz, Jack Arnett, Tom Wiza, Sig Strautmanis

Excused- Vice Chairperson Kip Kinzel

Also Present - City Planner Jon Censky, City Administrator Mikko Hilvo, Administrative Secretary Diana Salapata

STATEMENT OF PUBLIC NOTICE

Administrative Secretary Salapata confirmed that the agenda for the meeting had been posted and distributed in compliance with the Wisconsin Open Meetings Law.

APPROVAL OF MINUTES

Commissioner Voltz requested that mention of the brief discussion regarding a grading plan be added to the minutes for the infill home on Riveredge Drive, since it was a discussion that needed to be had between the builder and the City Engineer. A motion was made by Council Member Thome, seconded by Commissioner Wiza, to approve the minutes of the June 5, 2023, meeting as amended. Motion carried without a negative vote with Commissioner Kinzel excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Mayor O’Keefe offered the opportunity for the public to speak on any issue unrelated to the agenda items. He advised that the Plan Commissioners would not be able to respond to any comments since it was not noticed on the agenda. No comments from the audience were offered.

REQUEST FOR RECOMMENDATION OF APPROVAL FOR ALCOHOL BEVERAGE LICENSE FOR CHEESE WEDGE, LLC, LOCATED AT N56 W6339 CENTER STREET, AND ACTION THEREON.

Planner Censky stated that The Cheese Wedge, LLC was requesting an Outdoor Alcohol Beverage License for their patio area to serve alcohol associated with their wine and cheese operation. He explained that it would be in the northeast corner of the building and that there was an access point through a door for the servers, as well as ADA accessibility.

Action: A motion was made by Commissioner Arnett, seconded by Council Member Thome, to recommend approval for an Outdoor Alcohol Beverage License for The Cheese Wedge LLC, at N56 W6339 Center Street. Motion carried without a negative vote with Commissioner Kinzel excused.

REQUEST FOR A PICKLEBALL COURT RELOCATION AND SIGN PLAN APPROVAL FOR THE FOX RUN DEVELOPMENT, AND ACTION THEREON.

Planner Censky explained that the petitioner was requesting approval for a minor site change and for the development's identification sign.

The petitioner requested to move the proposed location of the pickleball court from the single-family portion of the project to an area at the northeast corner of the south apartment building. Planner Censky stated that it would have no additional lighting, as it was intended to be for daylight hours only.

Planner Censky detailed the proposed identification sign. It would be for the entire development and is to be located off the northeast corner of the northern apartment building. It would be set back 10' from the Western Road right-of-way, 15' back from Hanover Avenue, and it would be placed perpendicular to Western Road. The measurements of the sign were proposed to be 8' by 3.5' for a total of 28 square feet in size, and it would stand 7' tall. The sign would have background lighting that would illuminate the words and the fox emblem.

Commissioner Wiza asked if it was possible to only have the Fox Run and fox emblem illuminated and to not illuminate the contact information on the sign. Mr. Bach was amenable to the suggestion and agreed to adjust the lighting at the request of the Commission.

Action: A motion was made by Commissioner Wiza, seconded by Commissioner Arnett, to approve the relocation of the pickleball court to the open area adjacent to the southern apartment building and to approve the identification sign, with only the Fox Run and fox emblem portion illuminated, for Fox Run Development. Motion carried without a negative vote with Commissioner Kinzel excused.

REQUEST RECOMMENDATION OF APPROVAL FOR A ZONING TEXT AMENDMENT TO ADD HOTELS AND RESTAURANTS TO THE LIST OF PERMITTED USES IN THE M-2 DISTRICT, AND ACTION THEREON.

Planner Censky reported that Consolidated Construction Company, Inc was interested in developing a hotel and restaurant on the LaRosa site at N144 W5800 Pioneer Road. Before they could move forward, they were requesting a Zoning-Text Amendment to add hotels and restaurants to the list of uses permitted in the M-2 General Manufacturing District. Originally, the idea evolved from discussions from the Economic Development Board along with a feasibility study conducted at the direction of the Common Council in 2016 that determined the city could support an upper-midscale 50-60-room hotel. Since

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.I.

TITLE: Discussion and possible action on length of term for resident members of the new Joint Fire/EMS Services Committee

ISSUE SUMMARY: A new Joint Fire/EMS Services Committee was created at the July 10, 2023 Common Council meeting. The membership consists of (2) Town Board members plus (1) town resident and (2) City Council members plus (1) city resident. The elected officials shall serve during their term of office or until removal or resignation. The unelected (resident) terms shall hold office for such term as designated by the Mayor and confirmed by the Common Council.

STAFF RECOMMENDATION: n/a

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: n/a

ATTACHMENTS: n/a

INITIATED/REQUESTED BY: Tracie Sette, City Clerk

FOR MORE INFORMATION CONTACT: Tracie Sette, (262) 375-7606

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.J.

TITLE: Annual Review and Certification of Code of Ethics

ISSUE SUMMARY: The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office is not to be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is established a code of ethics for all City of Cedarburg officials and employees. This code of ethics establishes guidelines for ethical standards of conduct for all such officials and employees. Each public official and employee shall review provisions of this code each year and certify to the City Clerk that such annual review has been undertaken.

STAFF RECOMMENDATION: Review Code of Ethics

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: Ethics Memo

INITIATED/REQUESTED BY: Clerk's office

FOR MORE INFORMATION CONTACT: Clerk Tracie Sette (262) 375-7606



July 31, 2023

I, Tracie Sette, City Clerk for the City of Cedarburg, do hereby certify that the City's Code of Ethics has been distributed and reviewed by all boards, commissions, and committees pursuant to the requirements of Sec. 2-5-10 of the Municipal Code, with the exception of the ad hoc Mayor's Community Enhancement Award Committee (on call).

The Ethics Code will be placed on the next agenda of the outstanding committee for their review and certification. Copies have also been distributed to all department heads for employee review.

A handwritten signature in cursive script that reads "Tracie Sette". The signature is written in black ink and is positioned above a horizontal line.

Tracie Sette, City Clerk

CITY OF CEDARBURG

MEETING DATE: July 31, 2023

ITEM NO: 7.L.

TITLE: Discussion and possible action on approval of a one-time event on August 19, 2023, to be held at Faith Lutheran Church with amplified music from 6:00 p.m. – 8:30 p.m. at a reduced permitting fee of \$50.00

ISSUE SUMMARY: Faith Lutheran Church is holding a family event on August 19, 2023 at their location: N35W6621 Wilson St., Cedarburg. It is a one-time event with no alcohol to be served or consumed. The event is called Prairie Palooza and they would like to have a band play from 6:00 p.m. – 8:30 p.m. Since it is a one-time event, they are requesting a reduced fee of \$50.00.

STAFF RECOMMENDATION: n/a

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: n/a

ATTACHMENTS: letter from Faith Lutheran Church

INITIATED/REQUESTED BY: Tracie Sette, City Clerk

FOR MORE INFORMATION CONTACT: Tracie Sette (262) 375-7606

July 7, 2023

To: Common Council of the City of Cedarburg

From: Faith Lutheran Church, Cedarburg

Re: Amplified music event

On Saturday, August 19, 2023 Faith Lutheran Church is holding a one-time event on our property from 5:00 p.m. to approximately 8:30 p.m. The event is called Prairie Palooza and is intended for families.

We are requesting a permit for amplified music/sound in an outdoor area as we will have a band play at the event between 6:00 p.m. – 8:30 p.m.

There will be no alcohol sold or consumed at this event.

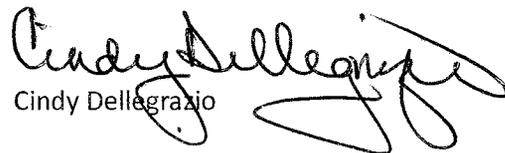
This is a one-time event for the year. We appreciate the reduced fee of \$50.00.

For any questions, please contact Rev. John Norquist at 262-377-0960 or Cindy Dellegrazio at 262-224-5001.

Thank you for your consideration.



Rev. John Norquist



Cindy Dellegrazio

**CITY OF CEDARBURG
COMMON COUNCIL
July 10, 2023**

**CC20230710-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, July 10, 2023 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. A moment of silence was observed, and the Pledge of Allegiance was recited.

Roll Call: Present - Mayor Michael O’Keefe, Council Members Melissa Bitter (via zoom), Jim Fitzpatrick, Kristin Burkart, Kevin Curley, Robert Simpson, Patricia Thome, Mark Mueller

Also Present - City Administrator Mikko Hilvo, Deputy City Clerk Amy Kletzien, Police Chief Michael McNerney, 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

Connie Kincaide spoke as a member of the Diversity Committee to update the Common Council on the recent Community Conversations that took place on June 26, 2023. The conversation focused on the LBGTQ Community, and it generated good feedback from the 48 attendees. She stated that the minutes of last Diversity Committee meeting have been submitted to City Administrator Hilvo and she encouraged the Common Council Members to contact her with any questions.

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON TRANSIENT ENTERTAINMENT LICENSE TO RAINBOW VALLEY RIDES, INC. FOR THE OZAUKEE COUNTY FAIR ON AUGUST 2 – 6, 2023 DURING THE FOLLOWING TIMES: AUGUST 2: 4:00 P.M. – 10:00 P.M.; AUGUST 3 – 5: NOON – 10:00 P.M.; AUGUST 6: NOON – 5:00 P.M.; AND THE REQUEST TO WAIVE THE REQUIREMENT FOR A CLEAN UP BOND AS REQUESTED BY THE AGRICULTURAL SOCIETY

City Administrator Hilvo explained that Rainbow Valley Rides has applied for a Transient Entertainment license for the Ozaukee County Fair. A request has also been received from the Ozaukee County Agricultural Society to waive the requirement of a clean-up bond. According to Sec. 7-7-1(d)(3) of the Municipal Code, the Council has the option to waive this requirement, which has historically been approved.

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve the transient entertainment license to Rainbow Valley Rides, Inc. for the Ozaukee County Fair on August

2 – 6, 2023 during the following times: August 2: 4:00 p.m. – 10:00 p.m.; August 3 – 5: noon – 10:00 p.m.; August 6: noon – 5:00 p.m. contingent upon review and approval of employees as submitted to the Police Chief; and the request to waive the requirement for a cleanup bond as requested by the Agricultural Society. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2023-09 ESTABLISHING A NEW FIRE/EMS SHARED SERVICES JOINT COMMITTEE WITH THE TOWN OF CEDARBURG

City Administrator Hilvo explained that the City and Town of Cedarburg recently approved a 10-year shared service agreement for Fire/EMS service provision beginning January 1, 2024. One of the components of the agreement is to establish a Fire & EMS Committee that advises on budgetary issues. The City and Town would have equal representation with two elected officials, and one resident member on the Committee. Approval of Ordinance No. 2023-09 would add language to the City Code of Ordinances establishing that Committee, allowing the Mayor to present his appointees to be confirmed by the Common Council.

Motion made by Council Member Thome, seconded by Council Member Simpson, to approve Ordinance No. 2023-09 establishing a new Joint FIRE and Emergency Medical Services Committee with the Town of Cedarburg. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2023-13 DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING FOR LEAD SERVICE LINES REPLACEMENT WITHIN THE CITY

City Administrator Hilvo explained that the Light & Water Utility is endeavoring to continue with its efforts to remove lead service lines from the water system. Funding mechanisms have changed since beginning this effort and in the latest iteration the funds must be requested by the City as a low interest loan through the State’s Safe Drinking Water Loan Program. As part of the loan application, the City is required to pass a resolution declaring that it will pay for the project using funds on hand with later reimbursement by the State. This reimbursement would occur in 60 days or less.

Motion made by Council Member Thome, seconded by Council Member Mueller, to approve Resolution No. 2023-13 declaring official intent to reimburse expenditures from proceeds of borrowing for lead service lines replacement within the City. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON CLOSING PORTLAND ROAD FROM MILL STREET TO HILBERT AVENUE FOR NATIONAL NIGHT OUT EVENT HELD AT CEDAR CREEK PARK AND BEHLING FIELD BETWEEN 5:00 P.M. – 9:00 P.M. ON AUGUST 1, 2023

Police Chief McNerney explained that the Cedarburg Police Department is hosting National Night Out at Cedar Creek Park and Behling Field. National Night Out is a National event that brings the community and first responders together to build better relationships. Every Ozaukee County agency along with some State and Federal agencies will have equipment on display along with their personnel. Also, the National Guard from West Bend will be landing a Blackhawk helicopter on Behling Field for a static display. He continued to explain that because of the number of people that will be attending the event, it would be safer to close Portland Road between Mill Street and Hilbert Avenue. The event attendees will be crossing Portland Road to go between Cedar Creek Park and Behling Field for the

static displays. He recommended closing the road to allow for only pedestrian traffic from 3:00 p.m. to 10:00 p.m. on August 1, 2023. For homeowners who reside within the closure, the Department will have staff positioned at the barricades to allow them access to their residences.

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve closing Portland Road from Mill Street to Hilbert Avenue for the National Night Out event held at Cedar Creek Park and Behling Field between 5:00 p.m. – 9:00 p.m. on August 1, 2023. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON REQUEST TO HIRE A REPLACEMENT POLICE OFFICER

Police Chief McNerney stated with Sergeant Emmerich's upcoming retirement on July 20, 2023, the Department will have a vacancy in the Patrol Division that will cause them to be below the Department's authorized strength of 22 sworn personnel. He recommended hiring the one remaining candidate from the last hiring process, Vlad Melnikov on July 19, 2023 to replace Sergeant Emmrich. Mr. Melnikov has gone through the Police Academy and will be ready to start the four-month Field Training program if the Department is given permission to hire him.

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve the request to hire a replacement police officer. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON MAYORAL APPOINTMENTS TO JOINT CITY AND TOWN FIRE AND EMS COMMITTEE

Mayor O'Keefe presented Council Members Thome and Simpson, and citizen Scott Gonwa as his appointments to the Joint Fire & Emergency Medical Services Committee with the Town of Cedarburg.

Motion made by Council Member Thome, seconded by Council Member Simpson, to approve Mayor O'Keefe's appointments to the Joint Fire and Emergency Medical Services Committee. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF AMPLIFIED MUSIC/SOUND IN OUTDOOR ALCOHOL BEVERAGE SEATING AREA PERMIT FOR PERIOD ENDING 12/31/2023 FOR UNION HOUSE CEDARUBRG, W62N559 WASHINGTON AVENUE

City Administrator Hilvo explained that Union House Cedarburg has applied for an Amplified Music/Sound in Outdoor Alcohol Beverage Seating Area permit for the period ending December 31, 2023.

Council Member Thome reminded the applicant that there is a wall of apartments adjacent to the outdoor seating area and to be respectful of them by enjoying music within their area as best as possible. She stated that there is a lot of music downtown and it can be heard for quite a distance by area residents.

Discussion ensued as to the number of permits that have been issued to-date and the affects on the neighboring residents.

Council Member Curley asked that the Common Council review the Amplified Music/Sound permit along with the decibel level at a future Common Council meeting.

Attorney Woodward advised that any change to the Ordinance would need to be made after December 31, 2023 when the current permits that have been issued will expire.

Council Member Thome explained that there have been many conversations on this topic, and it has been approved as is, through the decision-making process of the Common Council.

City Administrator Hilvo suggested that any future concerns be forwarded to him for discussion and resolution.

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve the Amplified Music/Sound in Outdoor Alcohol Beverage Seating Area permit for the period ending December 31, 2023 for Union House Cedarburg, W62N559 Washington Avenue. Motion carried without a negative vote.

CONSENT AGENDA

Motion made by Council Member Thome, seconded by Council Member Mueller, to approve the following consent agenda items:

- Approval of June 26, 2023 Council meeting minutes
- Approval of new and renewal 2023-2024 operator licenses for:

Rebecca E. Boppre
Ryan J. Fischer
Elizabeth A. Gust
Holly J. Hupfer

Harleigh R. Manske
Megan S. Mendizabal Phillips
Lynn A. Neumann
Kari R. Pearsall

Robert H. Bornstein
Debra L. Goelz
Dustin J. Halyburton
Catherine Frohman
Roy G. Maumee
Kari S. Midtbo Schwartz
Jeannette M. Schupp

Jamie L. Meyer
Christine L. Pope
Kyle J. Smith
Julie B. Gottfried
Linda K. Martens
Antonija Mitt

- Payment of bills dated 6/17/23 through 6/30/23, transfers from 6/21/23 through 6/30/23, and payroll for period 6/11/23 through 6/24/23.

Motion carried without a negative vote.

CITY ADMINISTRATOR’S REPORT

City Administrator Hilvo explained that he met with Developer Bob Bach and they walked the Fox Run Development site. Mr. Bach extended an invitation to the Common Council Members to contact him if they want to see the site also. They discussed concerns about the construction noise that takes place between 7:00 a.m. – 7:00 p.m. Monday through Sunday. It was decided that Mr. Bach will meet

with the crew to plan ahead and limit the noise on Sundays. Sounds barriers were discussed but they are very cost prohibitive. City Staff will be monitoring the noise on this site.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Burkart encouraged the Council Members to attend the American Legion Chicken Roast on July 30. It is a big fundraiser for them and is open to the public.

Council Member Fitzpatrick requested that the City explore the option of creating four pickleball courts where the one tennis court is located in Adlai Horn Park. This item will be discussed at the next Parks, Recreation & Forestry Board meeting.

MAYOR REPORT

Mayor O’Keefe requested that there be a discussion at a future Common Council meeting in regard to panhandling in Cedarburg.

ADJOURNMENT

Motion made by Council Member Mueller, seconded by Council Member Burkart, to adjourn the meeting at 7:34 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

Banks: PWBDD

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
07/07/2023	PWBDD	44149	ASCENSION WI EMP SOLUTIONS	PROFESSIONAL SERVICES	500210	522130	442.00
07/07/2023	PWBDD	44150	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522410	116.00
07/07/2023	PWBDD	44153*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	522100	10.34
				OPERATING SUPPLIES	500350	533311	26.99
				REPAIR AND MAINTENANCE	500240	555510	30.21
				REPAIR AND MAINTENANCE	500240	555510	75.57
				REPAIR AND MAINTENANCE	500240	555510	36.89
				CHECK PWBDD 44153 TOTAL FOR FUND 100:			180.00
07/07/2023	PWBDD	44154#	BLAIN'S FARM & FLEET	OPERATING SUPPLIES	500350	533210	776.45
				REPAIR AND MAINTENANCE	500240	533440	366.95
				CHECK PWBDD 44154 TOTAL FOR FUND 100:			1,143.40
07/07/2023	PWBDD	44158	CEDARBURG LIGHT & WATER	DUE TO L&W IMPACT FEES	256201	000000	4,107.84
				DUE TO L&W IMPACT FEES	256201	000000	2,053.92
				CHECK PWBDD 44158 TOTAL FOR FUND 100:			6,161.76
07/07/2023	PWBDD	44159	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	584.00
07/07/2023	PWBDD	44161	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	74.41
07/07/2023	PWBDD	44164	DIANE REDMAN	PROFESSIONAL SERVICES	500210	555140	104.00
07/07/2023	PWBDD	44167	ELIZABETH ROLLAND	PROFESSIONAL SERVICES - TAI CHI JUNE	500210	555140	310.40
				PROFESSIONAL SERVICES - 1 CHAIR YOGA	500210	555140	35.00
				CHECK PWBDD 44167 TOTAL FOR FUND 100:			345.40
07/07/2023	PWBDD	44170	ERIC VON SCHLEDORN FORD	GAS AND OIL EXPENSE	500351	522120	69.44
07/07/2023	PWBDD	44173	FORESTRY SUPPLIERS	REPAIR AND MAINTENANCE	500240	555510	78.20
07/07/2023	PWBDD	44177	GOLLNICK & SONS TREE SERVICE	MAINT/CONTRACTED SERVICES	500290	555510	1,500.00
07/07/2023	PWBDD	44178	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	555510	36.87
07/07/2023	PWBDD	44179	HI-LINE, INC	MAINTENANCE PARTS	500353	533210	241.70

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
07/07/2023	PWBDD	44180	INTERSTATE BATTERIES	MAINTENANCE PARTS	500353	533210	104.80
07/07/2023	PWBDD	44182	JONATHAN CENSKY	PROFESSIONAL SERVICES	500210	566310	6,537.52
07/07/2023	PWBDD	44183	KRUEGER LUMBER CO, INC	REPAIR AND MAINTENANCE	500240	555510	960.00
07/07/2023	PWBDD	44184	LANNON STONE PRODUCTS, INC.	MAINTENANCE PARTS	500353	533210	237.77
07/07/2023	PWBDD	44185	LAROSA LANDSCAPE COMPANY	INVOICE CLEARING ACCOUNT	131060	000000	1,499.88
07/07/2023	PWBDD	44186	LES THOMPSON	PROFESSIONAL SERVICES - JUNE WTRCLR	500210	555140	204.00
07/07/2023	PWBDD	44187	LIESENER SOILS INC.	REPAIR AND MAINTENANCE	500240	533440	1,224.00
07/07/2023	PWBDD	44188*#	MACQUEEN EQUIPMENT	MAINTENANCE PARTS	500353	533210	110.88
07/07/2023	PWBDD	44193*#	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	74.94
				MAINTENANCE PARTS	500353	533210	27.29
				CHECK PWBDD 44193 TOTAL FOR FUND 100:			<u>102.23</u>
07/07/2023	PWBDD	44194	NASSCO, INC.	MAINTENANCE SUPPLIES	500340	522100	118.99
07/07/2023	PWBDD	44198#	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	4,498.65
				FUEL INVENTORY	161500	000000	6,539.40
				GAS AND OIL EXPENSE	500351	533210	244.00
				CHECK PWBDD 44198 TOTAL FOR FUND 100:			<u>11,282.05</u>
07/07/2023	PWBDD	44200	RAINBOW TREE CARE	PROFESSIONAL SERVICES	500210	555510	1,767.53
07/07/2023	PWBDD	44202	REDISHRED ACQUISITION INC	PROFESSIONAL SERVICES	500210	515600	55.00
07/07/2023	PWBDD	44206	SHERWIN WILLIAMS CO.	REPAIR AND MAINTENANCE	500240	555510	18.50
07/07/2023	PWBDD	44207	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	331.10
07/07/2023	PWBDD	44208	STUMP GRINDING 4 LESS, LLC	MAINT/CONTRACTED SERVICES	500290	555510	11,053.88
07/07/2023	PWBDD	44209	TAKAKO WILLDEN	PROFESSIONAL SERVICES - CHAIR YOGA	500210	555140	105.00
07/07/2023	PWBDD	44210	TAPCO	OPERATING SUPPLIES	500350	533311	93.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
07/07/2023	PWBDD	44211	TOP PACK DEFENSE LLC	EQUIPMENT/CAPITAL OUTLAY	500380	522120	134.33
07/07/2023	PWBDD	44213*#	U.S. CELLULAR	BUDD CELL 5488	500225	522310	(2.70)
				THOMA CELL 0282	500225	522310	247.03
				WIESER CELL 1782	500225	533110	(2.45)
				URBANEK CELL 5335	500225	533110	(2.70)
				DPW IPAD 1293	500225	533210	25.00
				HINTZ CELL 9168	500225	533210	197.36
				BUBLITZ TABLET 1195	500225	533210	25.38
				BUBLITZ HOT SPOT 0913	500225	533210	39.50
				WESTPHAL TABLET 8568	500225	555510	10.50
				WESTPHAL CELL 3140	500225	555510	155.71
				MASSE TABLET 5195	500225	555510	10.50
				LEGAULT TABLET 9599	500225	555510	10.50
				KETTNER TABLET 9629	500225	555510	10.50
				WESTPHAL PHONE PURCHASE	500380	555510	64.22
				CHECK PWBDD 44213 TOTAL FOR FUND 100:			<u>788.35</u>
07/07/2023	PWBDD	44214*#	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	52.47
07/07/2023	PWBDD	44215	WISCONSIN BIOMEDICAL SERVICES INC	EQUIPMENT/CAPITAL OUTLAY	500380	522120	816.00
07/07/2023	PWBDD	44217	WM CORPORATE SERVICES, INC	STREET SWEEPING	500295	533440	1,308.22
				STREET SWEEPING	500295	533440	689.20
				CHECK PWBDD 44217 TOTAL FOR FUND 100:			<u>1,997.42</u>
07/07/2023	PWBDD	44219	ZUERN BUILDING PRODUCTS	OPERATING SUPPLIES	500350	533210	8.72
07/14/2023	PWBDD	44225	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	500210	515600	3,500.00
07/14/2023	PWBDD	44226*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	533210	114.76
				MAINTENANCE PARTS	500353	533210	11.38
				REPAIR AND MAINTENANCE	500240	555510	29.76
				REPAIR AND MAINTENANCE	500240	555510	425.60
				REPAIR AND MAINTENANCE	500240	555510	8.86

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				CHECK PWBDD 44226 TOTAL FOR FUND 100:			590.36
07/14/2023	PWBDD	44227	BLAIN'S FARM & FLEET	OPERATING SUPPLIES	500350	533210	157.93
				MAINTENANCE PARTS	500353	533210	157.93
				CHECK PWBDD 44227 TOTAL FOR FUND 100:			<u>315.86</u>
07/14/2023	PWBDD	44229	CHARTER COMMUNICATIONS	OPERATING SUPPLIES	500350	533210	12.05
07/14/2023	PWBDD	44232	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	77.40
07/14/2023	PWBDD	44233	CROWLEY CONSTRUCTION CORP.	STREET PAINTNG	500240	533311	24,874.08
07/14/2023	PWBDD	44234	CULLIGAN OF WEST BEND	MAINTENANCE SUPPLIES	500340	522100	81.30
07/14/2023	PWBDD	44235*#	ELAN FINANCIAL SERVICES	PROF PUBLICATIONS AND DUES, BAYMON INN	500320	514100	221.48
				OFFICE SUPPLIES, STAMPS	500310	522110	77.96
				OFFICE SUPPLIES	500310	522110	34.47
				PROF PUBLICATIONS AND DUES ADOBE	500320	522110	253.07
				TRAVEL & TRAINING	500330	522110	695.37
				EQUIPMENT/CAPITAL OUTLAY	500380	522110	208.68
				TRAVEL & TRAINING , QUALITY INN	500330	522120	316.61
				UNIFORMS	500346	522120	131.70
				EQUIPMENT/CAPITAL OUTLAY, COSTCO	500380	522120	168.79
				OFFICE SUPPLIES , BEYERS	500310	522130	84.44
				I PAD COVER	500310	522310	49.56
				MAINTENANCE SUPPLIES, SC SUPPLY	500340	522410	2,543.71
				OPERATING SUPPLIES	500350	533210	278.49
				OPERATING SUPPLIES	500350	533210	1,244.08
				MAINTENANCE PARTS	500353	533210	453.27
				REPAIR AND MAINTENANCE	500240	533311	768.57
				REPAIR AND MAINTENANCE, AMAZON	500240	555510	502.80
				REPAIR AND MAINTENANCE	500240	555510	516.77
				CHECK PWBDD 44235 TOTAL FOR FUND 100:			<u>8,549.82</u>
07/14/2023	PWBDD	44238	EQUIPMENT RENTALS INC	REPAIR AND MAINTENANCE	500240	533440	441.45
07/14/2023	PWBDD	44239	EXTREME SKI & BIKE	REPAIR AND MAINTENANCE	500240	522120	50.98
07/14/2023	PWBDD	44240	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	25.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
07/14/2023	PWBDD	44241	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	36.34
07/14/2023	PWBDD	44242	FORESTRY SUPPLIERS	REPAIR AND MAINTENANCE	500240	555510	107.12
07/14/2023	PWBDD	44243	FOX VALLEY TECHNICAL COLLEGE	TRAVEL & TRAINING	500330	522110	295.00
07/14/2023	PWBDD	44246	GFL ENVIRONMENTAL	REPAIR AND MAINTENANCE	500240	533311	313.47
07/14/2023	PWBDD	44247	HEATHER GOTT	OCCUPANCY PERMITS	443508	000000	160.00
07/14/2023	PWBDD	44248#	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES	500340	522100	219.80
				REPAIR AND MAINTENANCE	500240	533311	118.99
				REPAIR AND MAINTENANCE	500240	555510	127.30
				CHECK PWBDD 44248 TOTAL FOR FUND 100:			<u>466.09</u>
07/14/2023	PWBDD	44252	MID-STATE EQUIPMENT	MAINTENANCE PARTS	500353	533210	30.01
07/14/2023	PWBDD	44253	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	125.30
07/14/2023	PWBDD	44254	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	31.13
				MAINTENANCE PARTS	500353	533210	34.54
				MAINTENANCE PARTS	500353	533210	158.54
				MAINTENANCE PARTS	500353	533210	(49.78)
				CHECK PWBDD 44254 TOTAL FOR FUND 100:			<u>174.43</u>
07/14/2023	PWBDD	44255	NEENAH FOUNDRY CO.	REPAIR AND MAINTENANCE	500240	533440	11,575.00
07/14/2023	PWBDD	44256	NORTHERN TOOL & EQUIPMENT	MAINTENANCE PARTS	500353	533210	333.96
07/14/2023	PWBDD	44257	ODP BUSINESS SOLUTIONS	MAINTENANCE SUPPLIES	500340	522100	55.98
07/14/2023	PWBDD	44258*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522410	10.80
				OPERATING SUPPLIES	500350	522410	35.80
				OPERATING SUPPLIES	500350	533210	78.37
				CHECK PWBDD 44258 TOTAL FOR FUND 100:			<u>124.97</u>
07/14/2023	PWBDD	44259*#	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	828.50
				PROFESSIONAL SERVICES	500210	514700	671.92

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Fund: 100 GENERAL FUND							
				EQUIPMENT/CAPITAL OUTLAY	500380	514700	1,499.00
				EQUIPMENT/CAPITAL OUTLAY	500380	514700	1,361.73
				CHECK PWBDD 44259 TOTAL FOR FUND 100:			<u>4,361.15</u>
07/14/2023	PWBDD	44261	RELIABLE PLUS CARWASH SERVICES,	FUEL SYSTEM MAINTENANCE	500326	533210	828.10
07/14/2023	PWBDD	44262	RIVER RUN COMPUTERS, INC.	TELEPHONE/COMMUNICATIONS	500225	522110	75.00
07/14/2023	PWBDD	44266	SETTLERS INN	OTHER EXPENSES	500390	522110	399.75
07/14/2023	PWBDD	44268	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	138.14
07/14/2023	PWBDD	44269	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	2,422.30
07/14/2023	PWBDD	44272	UNIFIRST CORPORATION	MAINTENANCE PARTS	500353	533210	52.47
07/14/2023	PWBDD	44275	ZARNOTH BRUSH WORKS INC	REPAIR AND MAINTENANCE	500240	533440	222.80
07/21/2023	PWBDD	44276#	ADVOCATE AURORA HEALTH, INC	DUE FROM LIGHT & WATER	156200	000000	110.25
				EAP/125 ADMIN	500161	519200	477.75
				CHECK PWBDD 44276 TOTAL FOR FUND 100:			<u>588.00</u>
07/21/2023	PWBDD	44281	ASSESSMENT TECHNOLOGIES, LLC	PROFESSIONAL SERVICES	500210	515400	6,262.50
				PROFESSIONAL SERVICES	500210	515400	11,700.00
				CHECK PWBDD 44281 TOTAL FOR FUND 100:			<u>17,962.50</u>
07/21/2023	PWBDD	44284*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	3.01
				OPERATING SUPPLIES	500350	533210	11.69
				CHECK PWBDD 44284 TOTAL FOR FUND 100:			<u>14.70</u>
07/21/2023	PWBDD	44285	BOBCAT PLUS, INC.	MAINTENANCE PARTS	500353	533210	229.32
07/21/2023	PWBDD	44286	BRAUN TK ELEVATOR	REPAIR AND MAINTENANCE	500240	518100	256.26
07/21/2023	PWBDD	44290*#	CEDARBURG LIGHT & WATER	DUE TO L&W IMPACT FEES	256201	000000	2,053.92
				DUE TO L&W IMPACT FEES	256201	000000	2,053.92
				CHECK PWBDD 44290 TOTAL FOR FUND 100:			<u>4,107.84</u>

Banks: PWBDD

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
07/21/2023	PWBDD	44291	CEDARBURG VETERINARY CLINIC	K-9 UNIT EXPENSE	500352	522120	25.40
07/21/2023	PWBDD	44292*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	513100	8.00
				TELEPHONE/COMMUNICATIONS	500225	513200	8.00
				TELEPHONE/COMMUNICATIONS	500225	514100	39.25
				INTERNET	500220	514700	1,088.34
				TELEPHONE/COMMUNICATIONS	500225	515400	15.14
				TELEPHONE/COMMUNICATIONS	500225	515600	22.71
				TELEPHONE/COMMUNICATIONS	500225	518100	49.99
				TELEPHONE/COMMUNICATIONS	500225	518100	65.00
				TELEPHONE/COMMUNICATIONS	500225	522110	423.84
				TELEPHONE/COMMUNICATIONS	500225	522310	15.14
				INTERNET	500220	522410	149.98
				TELEPHONE/COMMUNICATIONS	500225	522410	22.71
				TELEPHONE/COMMUNICATIONS	500225	533110	22.90
				TELEPHONE/COMMUNICATIONS	500225	533210	30.50
				INTERNET	500350	533210	163.98
				TELEPHONE/COMMUNICATIONS	500225	555140	15.14
				INTERNET	500220	555510	163.98
				INTERNET	500220	555510	107.98
				INTERNET	500220	555510	122.97
				TELEPHONE/COMMUNICATIONS	500225	566310	15.14
				CHECK PWBDD 44292 TOTAL FOR FUND 100:			<u>2,550.69</u>
07/21/2023	PWBDD	44295#	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	514100	130.15
				OFFICE SUPPLIES	500310	515600	18.91
				OFFICE SUPPLIES	500310	533110	27.94
				CHECK PWBDD 44295 TOTAL FOR FUND 100:			<u>177.00</u>
07/21/2023	PWBDD	44297	DIGITAL EDGE OF GRAFTON	REPAIR AND MAINTENANCE	500240	555510	690.00
07/21/2023	PWBDD	44300	EGELHOFF LAWMOWER SERVICE	REPAIR AND MAINTENANCE	500240	555510	23.91
				REPAIR AND MAINTENANCE	500240	555510	359.99
				REPAIR AND MAINTENANCE	500240	555510	207.97
				CHECK PWBDD 44300 TOTAL FOR FUND 100:			<u>591.87</u>

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Fund: 100 GENERAL FUND							
07/21/2023	PWBDD	44303	EQUIPMENT RENTALS INC	EQUIPMENT/CAPITAL OUTLAY	500380	555510	96.80
07/21/2023	PWBDD	44304	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	116.29
07/21/2023	PWBDD	44306	FP SOLUTIONS LLC	REPAIR AND MAINTENANCE	500240	518100	540.00
07/21/2023	PWBDD	44308	GUTHRIE & FREY	REPAIR AND MAINTENANCE	500240	518100	75.00
07/21/2023	PWBDD	44309	HARTMANN SAND & GRAVEL CO	REPAIR AND MAINTENANCE	500240	533440	48.14
07/21/2023	PWBDD	44310*#	HOUSEMAN & FEIND, LLP	EXTRAORDINARY SERVICES	500211	516100	1,530.00
				ATTORNEY/CONSULTANT	500212	522110	574.00
				CHECK PWBDD 44310 TOTAL FOR FUND 100:			<u>2,104.00</u>
07/21/2023	PWBDD	44312*#	JANI-KING OF MILWAUKEE	OPERATING SUPPLIES	500350	533210	406.31
07/21/2023	PWBDD	44314	JILLIAN MEYER	K-9 UNIT EXPENSE	500352	522120	135.00
07/21/2023	PWBDD	44315	JOHN M ELLSWORTH CO INC	MAINTENANCE PARTS	500353	533210	235.50
07/21/2023	PWBDD	44316	JOHNSON CONTROLS SECURITY SOLU	REPAIR AND MAINTENANCE	500240	518100	404.96
07/21/2023	PWBDD	44320	LANNON MILLWORK	REPAIR AND MAINTENANCE			** VOIDED **
07/21/2023	PWBDD	44321	LANNON STONE PRODUCTS, INC.	REPAIR AND MAINTENANCE	500240	533440	1,738.66
07/21/2023	PWBDD	44322	LAROSA LANDSCAPE COMPANY	REPAIR AND MAINTENANCE	500240	522100	658.75
07/21/2023	PWBDD	44323	LEE RECREATION, LLC	REPAIR AND MAINTENANCE	500240	555510	4,510.00
07/21/2023	PWBDD	44324	LOCHEN EQUIPMENT	MAINTENANCE PARTS	500353	533210	9.95
07/21/2023	PWBDD	44325	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	76.65
07/21/2023	PWBDD	44329*#	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	38.14
				MAINTENANCE PARTS	500353	533210	16.00
				MAINTENANCE PARTS	500353	533210	18.22
				CHECK PWBDD 44329 TOTAL FOR FUND 100:			<u>72.36</u>
07/21/2023	PWBDD	44331*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	533210	54.11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
07/21/2023	PWBDD	44332#	ONTECH SYSTEMS, INC	EQUIPMENT/CAPITAL OUTLAY	500380	514700	750.00
				ATTORNEY/CONSULTANT	500212	522110	280.00
				CHECK PWBDD 44332 TOTAL FOR FUND 100:			<u>1,030.00</u>
07/21/2023	PWBDD	44335	ROTARY CLUB OF CEDARBURG	PROF PUBLICATIONS AND DUES	500320	522110	270.00
07/21/2023	PWBDD	44337	SHARP ELECTRONICS CORPORATION	EQUIPMENT OUTLAY	500385	514700	345.24
07/21/2023	PWBDD	44338	SHERWIN INDUSTRIES, INC.	REPAIR AND MAINTENANCE	500240	533311	118.80
07/21/2023	PWBDD	44339#	SHERWIN WILLIAMS CO.	OPERATING SUPPLIES	500350	533210	(80.94)
				REPAIR AND MAINTENANCE	500240	533311	117.48
				REPAIR AND MAINTENANCE	500240	533311	202.52
				CHECK PWBDD 44339 TOTAL FOR FUND 100:			<u>239.06</u>
07/21/2023	PWBDD	44340	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	36.17
07/21/2023	PWBDD	44341	SUPER SALES USA, INC	OTHER EXPENSES	500390	522120	139.98
07/21/2023	PWBDD	44342	TAPCO, INC	REPAIR AND MAINTENANCE	500240	533311	2,154.00
07/21/2023	PWBDD	44343	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	1,223.85
07/21/2023	PWBDD	44346	TRANS UNION LLC	TELEPHONE/COMMUNICATIONS	500225	522110	60.00
07/21/2023	PWBDD	44347	TRANSUNION RISK AND ALTERNATIVE	TELEPHONE/COMMUNICATIONS	500225	522110	75.00
07/21/2023	PWBDD	44348	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	52.47
07/21/2023	PWBDD	44350*#	WE ENERGIES	NATURAL GAS-0713912926-00001	500224	518100	53.95
				NATURAL GAS-0713912926-00011	500224	518100	26.35
				NATURAL GAS-0713912926-00006	500224	518100	31.93
				NATURAL GAS-0711276804-00002	500224	522100	250.77
				NATURAL GAS-0711276804-00001	500224	522100	12.91
				NATURAL GAS-0713912926-00004	500224	522410	10.89
				NATURAL GAS-0713912926-00009	500224	533210	39.41
				NATURAL GAS 0719886467-00001	500224	555510	12.58
				NATURAL GAS-0707973696-00001	500224	555510	10.23

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Fund: 100 GENERAL FUND							
				CHECK PWBDD 44350 TOTAL FOR FUND 100:			449.02
07/21/2023	PWBDD	44351	WISCONSIN DEPT OF JUSTICE	TELEPHONE/COMMUNICATIONS	500225	522110	525.00
				Total for fund 100 GENERAL FUND			156,691.43
Fund: 200 CEMETERY FUND							
07/07/2023	PWBDD	44171	FASTENAL COMPANY	OPERATING SUPPLIES	500350	544210	116.25
07/21/2023	PWBDD	44290*#	CEDARBURG LIGHT & WATER	ELECTRIC	500222	544210	63.45
				WATER SERVICE	500226	544210	36.85
				CHECK PWBDD 44290 TOTAL FOR FUND 200:			100.30
				Total for fund 200 CEMETERY FUND			216.55
Fund: 220 RECREATION PROGRAMS FUND							
07/07/2023	PWBDD	44148	ALISON MANTEL	MISCELLANEOUS REVENUE	486000	000000	250.00
07/07/2023	PWBDD	44152	BECKY IMIG	POMS EXPENSES	500394	555390	90.00
07/07/2023	PWBDD	44156	BSN SPORTS LLC	SUPPLIES AND EXPENSES	500347	555390	821.80
07/07/2023	PWBDD	44174	FUNTACTICS SOCCER CAMP	MAINT/CONTRACTED SERVICES	500290	555390	4,644.42
07/07/2023	PWBDD	44189	MASTER PRINTWEAR	SUPPLIES AND EXPENSES	500347	555390	786.40
07/07/2023	PWBDD	44190	MONICA CARLIN	MISCELLANEOUS REVENUE	486000	000000	250.00
07/07/2023	PWBDD	44196	OZAUKEE SKATELAND	SUPPLIES AND EXPENSES	500347	555390	710.00
07/07/2023	PWBDD	44204	RIVOLI THEATRE	SUPPLIES AND EXPENSES	500347	555390	250.00
07/07/2023	PWBDD	44205	SAMANTHA BURROWS	MISCELLANEOUS REVENUE	486000	000000	250.00
07/14/2023	PWBDD	44221	ALLISON HANNAM	SUMMER/WINTER REC FEES	467310	000000	700.00
				SUMMER/WINTER REC FEES	467310	000000	700.00
				CHECK PWBDD 44221 TOTAL FOR FUND 220:			1,400.00
07/14/2023	PWBDD	44235*#	ELAN FINANCIAL SERVICES	SUPPLIES AND EXPENSES, MKE ZOO AMAZON	500347	555390	3,119.91
				SUPPLIES & EXPENSES, AMAZON	500347	555390	138.12
				POMS EXPENSES	500394	555390	871.85
				CHECK PWBDD 44235 TOTAL FOR FUND 220:			4,129.88

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Fund: 220 RECREATION PROGRAMS FUND							
07/14/2023	PWBDD	44244	FUNTACTICS SOCCER CAMP	MAINT/CONTRACTED SERVICES	500290	555390	1,518.75
07/14/2023	PWBDD	44260	RAVI DASARI	SUMMER SOCCER	467329	000000	65.00
07/14/2023	PWBDD	44265	RYAN REILLY	SUMMER/WINTER REC FEES	467310	000000	65.00
07/14/2023	PWBDD	44273	VALERIE SHORTSLEF	SUMMER/WINTER REC FEES	467310	000000	65.00
07/21/2023	PWBDD	44279	AMANDA MARTIN	SUMMER SOCCER	467329	000000	65.00
07/21/2023	PWBDD	44287	CAROLYN CULEA	SUMMER SOCCER	467329	000000	130.00
07/21/2023	PWBDD	44292*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555390	30.50
07/21/2023	PWBDD	44296	DAN EERNISSE	MISCELLANEOUS REVENUE	486000	000000	115.00
07/21/2023	PWBDD	44317	JOHNSON SCHOOL BUS, INC.	TRANSPORTATION	500336	555390	1,248.48
Total for fund 220 RECREATION PROGRAMS FUND							16,885.23
Fund: 232 DONATIONS							
07/07/2023	PWBDD	44165*#	DIGITAL EDGE OF GRAFTON	NATIONAL NIGHT OUT	500358	522120	408.00
07/07/2023	PWBDD	44176	GERRY PALLO	NATIONAL NIGHT OUT	500358	522120	150.00
Total for fund 232 DONATIONS							558.00
Fund: 240 SWIMMING POOL FUND							
07/07/2023	PWBDD	44153*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	555320	56.67
07/07/2023	PWBDD	44195	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	555321	35.38
				OPERATING SUPPLIES	500350	555321	20.02
				OPERATING SUPPLIES	500350	555321	104.93
				OPERATING SUPPLIES	500350	555321	20.25
CHECK PWBDD 44195 TOTAL FOR FUND 240:							180.58
07/14/2023	PWBDD	44222	BADGER POPCORN & CONCESSION	OPERATING SUPPLIES	500350	555321	855.03
				OPERATING SUPPLIES	500350	555321	1,795.09
CHECK PWBDD 44222 TOTAL FOR FUND 240:							2,650.12
07/14/2023	PWBDD	44228	CEDAR CREST	OPERATING SUPPLIES	500350	555321	1,089.12

Banks: PBDD

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 240 SWIMMING POOL FUND							
07/14/2023	PWBDD	44235*#	ELAN FINANCIAL SERVICES	MAINT/CONTRACTED SERVICES , RED CROSS	500290	555320	504.00
				MAINTENANCE SUPPLIES	500340	555320	141.67
				UNIFORMS LIFE GUARD STORE	500346	555320	912.18
				OPERATING SUPPLIES	500350	555321	172.46
				CHECK PWBDD 44235 TOTAL FOR FUND 240:			<u>1,730.31</u>
07/14/2023	PWBDD	44249	HORIZON COMMERCIAL POOL SUPPLY	OPERATING SUPPLIES	500350	555320	1,620.94
07/14/2023	PWBDD	44258*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	555321	19.30
07/21/2023	PWBDD	44284*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	555320	21.84
07/21/2023	PWBDD	44289	CEDAR CREST ICE CREAM	OPERATING SUPPLIES	500350	555321	802.92
07/21/2023	PWBDD	44292*#	CHARTER COMMUNICATIONS	INTERNET	500220	555320	227.97
				TELEPHONE/COMMUNICATIONS	500225	555320	41.45
				CHECK PWBDD 44292 TOTAL FOR FUND 240:			<u>269.42</u>
07/21/2023	PWBDD	44350*#	WE ENERGIES	NATURAL GAS-0719900042-00001	500224	555320	5,235.74
				NATURAL GAS-0716746085-00001	500224	555320	90.83
				CHECK PWBDD 44350 TOTAL FOR FUND 240:			<u>5,326.57</u>
				Total for fund 240 SWIMMING POOL FUND			13,767.79
Fund: 260 LIBRARY FUND							
07/07/2023	PWBDD	44146	ADELMAN MAINTENANCE CORP	MAINT/CONTRACTED SERVICES	500290	555110	4,035.00
07/07/2023	PWBDD	44151	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	93.31
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	63.05
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	207.00
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	393.15
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	445.61
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	468.32
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	475.52
				DONATION EXPENDITURES	500322	555110	10.00

Banks: PWBDD

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
				DONATION EXPENDITURES	500322	555110	32.48
				DONATION EXPENDITURES	500322	555110	15.68
				CHECK PWBDD 44151 TOTAL FOR FUND 260:			<u>2,204.12</u>
07/07/2023	PWBDD	44160*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	555110	130.98
07/07/2023	PWBDD	44162	CONSTANCE KINCAIDE	DONATION EXPENDITURES	500322	555110	29.56
07/07/2023	PWBDD	44163	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	83.05
07/07/2023	PWBDD	44166	E.L.S. LANDSCAPING & LAWN	MAINT/CONTRACTED SERVICES	500290	555110	292.50
07/07/2023	PWBDD	44181	JAMES IMAGING SYSTEMS, INC.	MAINT/CONTRACTED SERVICES	500290	555110	640.87
07/07/2023	PWBDD	44191	MR. STEVE PRODUCTIONS	DONATION EXPENDITURES	500322	555110	350.00
07/14/2023	PWBDD	44224	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	471.09
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	126.27
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	447.76
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	469.87
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	415.12
				DONATION EXPENDITURES	500322	555110	20.00
				CHECK PWBDD 44224 TOTAL FOR FUND 260:			<u>1,950.11</u>
07/14/2023	PWBDD	44235*#	ELAN FINANCIAL SERVICES	MARKETING, FACEBOOK	500223	555110	37.18
				TELEPHONE/COMMUNICATIONS, CYBERLINK	500225	555110	408.12
				OFFICE SUPPLIES, INNOVATIBLE LABELS	500310	555110	339.69
				COMPUTER/COPIER SUPPLIES , APPLE	500312	555110	9.99
				POSTAGE	500315	555110	81.53
				DONATION EXPENDITURES	500322	555110	8.41
				TECHNOLOGY, ADOBE	500382	555110	546.11
				CHECK PWBDD 44235 TOTAL FOR FUND 260:			<u>1,431.03</u>
07/14/2023	PWBDD	44258*#	OLSEN'S PIGGLY WIGGLY	BONUSES	500124	555110	18.85
07/21/2023	PWBDD	44280	AMAZON CAPITOL SERVICES	PROGRAM SUPPLIES	500308	555110	35.18

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Fund: 260 LIBRARY FUND							
				PROGRAM SUPPLIES	500308	555110	73.95
				OFFICE SUPPLIES	500310	555110	129.99
				OFFICE SUPPLIES	500310	555110	69.95
				OFFICE SUPPLIES	500310	555110	55.17
				OFFICE SUPPLIES	500310	555110	36.67
				OFFICE SUPPLIES	500310	555110	(10.01)
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	45.42
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	186.95
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	497.50
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	133.09
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	53.36
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	11.15
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	27.48
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	48.71
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	47.88
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	106.20
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	(8.38)
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	(9.88)
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	(69.06)
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	(9.42)
				DONATION EXPENDITURES	500322	555110	29.98
				DONATION EXPENDITURES	500322	555110	64.07
				DONATION EXPENDITURES	500322	555110	229.93
				DONATION EXPENDITURES	500322	555110	21.96
				DONATION EXPENDITURES	500322	555110	49.47
				DONATION EXPENDITURES	500322	555110	149.01
				DONATION EXPENDITURES	500322	555110	32.86
				DONATION EXPENDITURES	500322	555110	221.28
				DONATION EXPENDITURES	500322	555110	18.38
				DONATION EXPENDITURES	500322	555110	31.46
				DONATION EXPENDITURES	500322	555110	113.76
				OPERATING SUPPLIES	500350	555110	23.91
				OPERATING SUPPLIES	500350	555110	181.50
				OPERATING SUPPLIES	500350	555110	82.78
				OPERATING SUPPLIES	500350	555110	450.39
				TECHNOLOGY	500382	555110	59.46
CHECK PWBDD 44280 TOTAL FOR FUND 260:							3,212.10

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
07/21/2023	PWBDD	44283	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	278.06
07/21/2023	PWBDD	44292*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555110	202.98
07/21/2023	PWBDD	44302	ENVISIONWARE INC	MAINT/CONTRACTED SERVICES	500290	555110	5,978.00
07/21/2023	PWBDD	44311	JAMES IMAGING SYSTEMS, INC.	MAINT/CONTRACTED SERVICES	500290	555110	1,036.63
07/21/2023	PWBDD	44312*#	JANI-KING OF MILWAUKEE	MAINT/CONTRACTED SERVICES	500290	555110	488.58
07/21/2023	PWBDD	44313	JEFF MCMULLEN	DONATION EXPENDITURES	500322	555110	385.00
07/21/2023	PWBDD	44318	KANOPY, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	306.00
07/21/2023	PWBDD	44326	MIDWEST TAPE, LLC	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	641.35
07/21/2023	PWBDD	44328	MONARCH LIBRARY SYSTEM	SHARED SYSTEM SERVICES	500381	555110	3,038.50
07/21/2023	PWBDD	44331*#	OLSEN'S PIGGLY WIGGLY	DONATION EXPENDITURES	500322	555110	44.21
07/21/2023	PWBDD	44333	ORKIN COMMERCIAL SERVICES	MAINT/CONTRACTED SERVICES	500290	555110	92.99
07/21/2023	PWBDD	44350*#	WE ENERGIES	NATURAL GAS-0714144119-00001	500224	555110	177.07
Total for fund 260 LIBRARY FUND							27,047.54
Fund: 270 FIRE DEPT & EMS							
07/07/2023	PWBDD	44147	AIRGAS USA LLC	SUPPLIES AND EXPENSES	500347	522500	179.96
07/07/2023	PWBDD	44168	EMERGENCY MEDICAL PRODUCTS	SUPPLIES AND EXPENSES	500347	522500	201.36
				SUPPLIES AND EXPENSES	500347	522500	172.76
				EMS - FAP GRANT EXPENSES	500397	522500	662.95
CHECK PWBDD 44168 TOTAL FOR FUND 270:							1,037.07
07/07/2023	PWBDD	44169	EMS SOLUTIONS	EMS - FAP GRANT EXPENSES	500397	522500	764.00
07/07/2023	PWBDD	44172	FIRE SAFETY USA INC	EMS - FAP GRANT EXPENSES	500397	522500	2,009.95
07/07/2023	PWBDD	44175	GENERAL COMMUNICATIONS INC	OPERATING SUPPLIES	500350	522500	160.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
07/07/2023	PWBDD	44188*#	MACQUEEN EQUIPMENT	EQUIPMENT/CAPITAL OUTLAY	500380	522500	421.44
07/07/2023	PWBDD	44193*#	NAPA AUTO PARTS	REPAIR AND MAINTENANCE	500240	522500	29.98
				REPAIR AND MAINTENANCE	500240	522500	16.82
				CHECK PWBDD 44193 TOTAL FOR FUND 270:			<u>46.80</u>
07/07/2023	PWBDD	44203	RELIANT FIRE APPARATUS, INC.	REPAIR AND MAINTENANCE	500240	522500	54.94
07/07/2023	PWBDD	44212	TSR SOLUTIONS, INC.	OPERATING EXPENSES	500235	522500	736.00
07/07/2023	PWBDD	44214*#	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	522500	102.05
07/07/2023	PWBDD	44216	WITMER PUBLIC SAFETY GROUP	EMS - FAP GRANT EXPENSES	500397	522500	306.62
07/07/2023	PWBDD	44218	ZOLL MEDICAL CORPORATION	EMS - FLEX GRANT EXPENSES	500396	522500	34,904.52
07/14/2023	PWBDD	44220	ALBIERO PLUMBING- HVAC	OPERATING SUPPLIES	500350	522500	2,782.00
07/14/2023	PWBDD	44226*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	522500	28.78
				REPAIR AND MAINTENANCE	500240	522500	0.76
				CHECK PWBDD 44226 TOTAL FOR FUND 270:			<u>29.54</u>
07/14/2023	PWBDD	44231	COACHING SYSTEMS LLC	TRAVEL & TRAINING	500330	522500	300.00
07/14/2023	PWBDD	44236	EMERGENCY MEDICAL PRODUCTS	EMS - FLEX GRANT EXPENSES	500396	522500	8,589.49
07/14/2023	PWBDD	44237	ENGINEERED SECURITY SOLUTIONS	OPERATING SUPPLIES	500350	522500	688.95
07/14/2023	PWBDD	44245	GALLS, LLC	UNIFORMS	500346	522500	58.66
				UNIFORMS	500346	522500	58.79
				UNIFORMS	500346	522500	72.36
				OPERATING SUPPLIES	500350	522500	74.66
				CHECK PWBDD 44245 TOTAL FOR FUND 270:			<u>264.47</u>
07/14/2023	PWBDD	44250	LEGACY HOSPICE CARES, LLC	REFUNDS - EMS BILLING	500392	522500	392.59
07/14/2023	PWBDD	44251	MACQUEEN EQUIPMENT	EQUIPMENT/CAPITAL OUTLAY	500380	522500	216.26
				EQUIPMENT/CAPITAL OUTLAY	500380	522500	359.94

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
				CHECK PWBDD 44251 TOTAL FOR FUND 270:			576.20
07/14/2023	PWBDD	44267	SOUTHERN OZAUKEE FIRE & EMG	PROFESSIONAL SERVICES	500210	522500	11,400.00
07/14/2023	PWBDD	44271	TIMOTHY R SMITH	REFUNDS - EMS BILLING	500392	522500	564.84
07/14/2023	PWBDD	44274	WAUKESHA COUNTY TECHNICAL COLLEGE	TRAVEL & TRAINING	500330	522500	115.00
07/21/2023	PWBDD	44278	AIRGAS USA LLC	SUPPLIES AND EXPENSES	500347	522500	399.96
				SUPPLIES AND EXPENSES	500347	522500	179.96
				CHECK PWBDD 44278 TOTAL FOR FUND 270:			579.92
07/21/2023	PWBDD	44292*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522500	15.23
				TELEPHONE/COMMUNICATIONS	500225	522500	226.54
				OPERATING SUPPLIES	500350	522500	341.87
				CHECK PWBDD 44292 TOTAL FOR FUND 270:			583.64
07/21/2023	PWBDD	44293	CHRIS HOERZ	OPERATING SUPPLIES	500350	522500	42.01
07/21/2023	PWBDD	44301	EMERGENCY MEDICAL PRODUCTS	SUPPLIES AND EXPENSES	500347	522500	182.36
				EMS - FAP GRANT EXPENSES	500397	522500	133.12
				CHECK PWBDD 44301 TOTAL FOR FUND 270:			315.48
07/21/2023	PWBDD	44305	FIRE SAFETY USA INC	EQUIPMENT/CAPITAL OUTLAY	500380	522500	150.00
07/21/2023	PWBDD	44307	GALLS, LLC	UNIFORMS	500346	522500	58.79
				OPERATING SUPPLIES	500350	522500	202.28
				OPERATING SUPPLIES	500350	522500	202.76
				CHECK PWBDD 44307 TOTAL FOR FUND 270:			463.83
07/21/2023	PWBDD	44319	KNOX COMPANY	EMS - FLEX GRANT EXPENSES	500396	522500	1,320.00
07/21/2023	PWBDD	44329*#	NAPA AUTO PARTS	REPAIR AND MAINTENANCE	500240	522500	28.25
				REPAIR AND MAINTENANCE	500240	522500	87.85
				REPAIR AND MAINTENANCE	500240	522500	(28.25)
				CHECK PWBDD 44329 TOTAL FOR FUND 270:			87.85

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
07/21/2023	PWBDD	44330	NEWMAN CHEVROLET	REPAIR AND MAINTENANCE	500240	522500	99.40
07/21/2023	PWBDD	44331*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	90.73
				OPERATING SUPPLIES	500350	522500	19.05
				OPERATING SUPPLIES	500350	522500	51.53
				OPERATING SUPPLIES	500350	522500	57.12
				OPERATING SUPPLIES	500350	522500	28.14
				OPERATING SUPPLIES	500350	522500	55.77
				OPERATING SUPPLIES	500350	522500	44.04
				OPERATING SUPPLIES	500350	522500	303.71
				OPERATING SUPPLIES	500350	522500	203.96
				CHECK PWBDD 44331 TOTAL FOR FUND 270:			<u>854.05</u>
07/21/2023	PWBDD	44334	RICOH USA, INC.	OPERATING SUPPLIES	500350	522500	42.68
07/21/2023	PWBDD	44345	TOMASO'S	OPERATING SUPPLIES	500350	522500	131.50
07/21/2023	PWBDD	44350*#	WE ENERGIES	NATURAL GAS 0713912926-00008	500224	522500	26.35
				NATURAL GAS 0713912926-00003	500224	522500	53.08
				CHECK PWBDD 44350 TOTAL FOR FUND 270:			<u>79.43</u>
				Total for fund 270 FIRE DEPT & EMS			71,176.22
Fund: 350 TIF DISTRICT FUND #4							
07/14/2023	PWBDD	44264	RNR WATER LLC	PROFESSIONAL SERVICES	500210	566710	218.75
07/21/2023	PWBDD	44282	AXLEY BRYNELSON, LLP	ATTORNEY/CONSULTANT	500212	566710	1,872.00
07/21/2023	PWBDD	44310*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	1,575.00
				Total for fund 350 TIF DISTRICT FUND #4			3,665.75
Fund: 353 TIF DISTRICT #6							
07/21/2023	PWBDD	44310*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	1,302.00
				Total for fund 353 TIF DISTRICT #6			1,302.00
Fund: 354 TIF DISTRICT #7							
07/07/2023	PWBDD	44155	BMCI CONSTRUCTION INC	TIF - SANITARY SEWER	500451	566710	37,338.80
				TIF - ROAD AND GUTTER	500453	566710	1,260.84

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 354 TIF DISTRICT #7							
				TIF - WATER SYSTEM	500459	566710	87,508.66
				TIF - STORMWATER MGMT SYS	500460	566710	178,329.25
				CHECK PWBDD 44155 TOTAL FOR FUND 354:			<u>304,437.55</u>
07/07/2023	PWBDD	44199	R.A. SMITH NATIONAL	PROFESSIONAL SERVICES	500210	566710	11,929.75
				Total for fund 354 TIF DISTRICT #7			316,367.30
Fund: 400 CAPITAL IMPROVEMENTS FUND							
07/07/2023	PWBDD	44201	RAMBOLL US CONSULTING, INC	PROCHNOW	500841	533750	3,535.61
07/14/2023	PWBDD	44259*#	ONTECH SYSTEMS, INC	STATION IMPROVEMENTS	500807	522110	1,044.00
07/14/2023	PWBDD	44270	THOUGHTFUL CRAFTSMEN	STATION IMPROVEMENTS	500807	522230	4,288.33
07/21/2023	PWBDD	44288*#	CEDAR CORPORATION	DUE FROM LIGHT & WATER	156200	000000	108.17
				STREET IMPROVEMENTS	500854	533311	213.52
				STORMWATER IMPROVEMENTS	500475	533440	68.83
				CHECK PWBDD 44288 TOTAL FOR FUND 400:			<u>390.52</u>
07/21/2023	PWBDD	44310*#	HOUSEMAN & FEIND, LLP	PROCHNOW	500841	533750	210.00
07/21/2023	PWBDD	44344	THOUGHTFUL CRAFTSMEN, INC	STATION IMPROVEMENTS	500807	522230	5,138.33
07/21/2023	PWBDD	44349	VANTAGE FINANCIAL,LLC	DEBT SERVICE - PRINCIPAL	500610	581500	3,499.26
				DEBT SERVICE - INTEREST	500620	581500	108.74
				CHECK PWBDD 44349 TOTAL FOR FUND 400:			<u>3,608.00</u>
				Total for fund 400 CAPITAL IMPROVEMENTS FUND			18,214.79
Fund: 601 WATER RECYCLING CENTER							
07/07/2023	PWBDD	44153*#	BEYER'S HARDWARE	JANITORIAL SUPPLIES	500342	573830	13.49
07/07/2023	PWBDD	44160*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	120.03
				SAFETY EQUIPMENT	500372	573825	36.88
				CHECK PWBDD 44160 TOTAL FOR FUND 601:			<u>156.91</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
07/07/2023	PWBDD	44165*#	DIGITAL EDGE OF GRAFTON	COMPUTER/COPIER SUPPLIES	500312	573825	733.00
07/07/2023	PWBDD	44192	MULCAHY SHAW WATER, INC.	LAB SUPPLIES	500370	573825	1,208.32
				LAB SUPPLIES	500370	573825	200.00
				CHECK PWBDD 44192 TOTAL FOR FUND 601:			<u>1,408.32</u>
07/07/2023	PWBDD	44197	PACE ANALYTICAL SERVICES, LLC	LAB SUPPLIES	500370	573825	56.70
07/07/2023	PWBDD	44213*#	U.S. CELLULAR	WRC TABLET 5112	500225	573825	25.43
				URBANEK TABLET 2188	500225	573825	10.50
				HACKERT TABLET 4519	500225	573825	10.50
				CHECK PWBDD 44213 TOTAL FOR FUND 601:			<u>46.43</u>
07/14/2023	PWBDD	44223	BADGER STATE WASTE, LLC	SLUDGE HAULING	500294	573825	24,924.00
07/14/2023	PWBDD	44230	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	133.99
07/14/2023	PWBDD	44235*#	ELAN FINANCIAL SERVICES	LAB SUPPLIES	500370	573825	49.95
				SAFETY EQUIPMENT	500372	573825	254.47
				AMAZON	500340	573830	540.60
				COLLECTION SYSTEM MAINT, COSTCO	500360	573835	95.89
				CHECK PWBDD 44235 TOTAL FOR FUND 601:			<u>940.91</u>
07/14/2023	PWBDD	44263	RNOW INC	COLLECTION SYSTEM MAINT	500360	573835	774.52
07/21/2023	PWBDD	44277#	AERZEN USA CORPORATION	SHIPPING TO AND FROM VENDOR	500340	573830	650.00
				REBUILDING OF DIGESTER BLOWER	500990	573855	16,815.98
				CHECK PWBDD 44277 TOTAL FOR FUND 601:			<u>17,465.98</u>
07/21/2023	PWBDD	44288*#	CEDAR CORPORATION	COLLECTION MAINS AND ACCESS.	184313	000000	77.73
07/21/2023	PWBDD	44292*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	573825	149.98
				TELEPHONE/COMMUNICATIONS	500225	573825	62.00
				CHECK PWBDD 44292 TOTAL FOR FUND 601:			<u>211.98</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
07/21/2023	PWBDD	44294	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	105.35
07/21/2023	PWBDD	44298	DONOHUE & ASSOCIATES, INC	ENGINEERING SERVICES FOR FACILITY PLAN	185379	000000	4,195.80
07/21/2023	PWBDD	44299	DUKE'S ROOT CONTROL, INC.	COLLECTION SYSTEM MAINT	500360	573835	4,574.91
07/21/2023	PWBDD	44327	MILWAUKEE RUBBER PRODUCTS	COLLECTION SYSTEM MAINT	500360	573835	459.51
07/21/2023	PWBDD	44336	RUEKERT-MIELKE, INC.	COMPUTER/COPIER SUPPLIES	500312	573825	1,176.49
07/21/2023	PWBDD	44350*#	WE ENERGIES	ELECTRIC 1838 PIONEER 0711836389-00004	500222	573825	16.44
				NATURAL GAS-0712590709-00001	500224	573825	8.91
				NATURAL GAS-0713182701-00001	500224	573825	10.56
				MAINTENANCE SUPPLIES-0711836389-00001	500340	573840	12.79
				MAINTENANCE SUPPLIES-0713912926-00002	500340	573840	10.96
				MAINTENANCE SUPPLIES-0713912926-00012	500340	573840	16.94
				MAINTENANCE SUPPLIES-0713912926-00005	500340	573840	16.32
				MAINTENANCE SUPPLIES-0713912926-00007	500340	573840	11.62
				MAINTENANCE SUPPLIES-0713912926-00010	500340	573840	9.91
				CHECK PWBDD 44350 TOTAL FOR FUND 601:			<u>114.45</u>
				Total for fund 601 WATER RECYCLING CENTER			57,570.47
Fund: 700 RISK MANAGEMENT FUND							
07/07/2023	PWBDD	44157	CADE LAW GROUP LLC IOLTA TRUST	INSURANCE CLAIMS 2022, 2023	500547	519400	14,840.00
				Total for fund 700 RISK MANAGEMENT FUND			14,840.00
			TOTAL - ALL FUNDS				<u>698,303.07</u>

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

CITY OF CEDARBURG
TRANSFER LIST
7/1/23-7/28/23

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
7/3/2023	\$2,242.28	Delta Dental-July dental & vision premiums
7/7/2023	\$2,427.34	Minnesota Life-July life insurance premiums
7/10/2023	\$1,280.00	Retiree health ins surcharges
7/11/2023	\$100.00	Associated Bank-June FSA fees
7/13/2023	\$303,000.00	PWSB Payroll
7/13/2023	\$1,249.01	ICMA-contributions for 6/25/23-7/8/23
7/13/2023	\$5,032.67	North Shore Bank-contributions for 6/25/23-7/8/23
7/13/2023	\$346.15	State of Wisconsin-child support for 6/25/23-7/8/23
7/13/2023	\$1,271.25	Wis Deferred Comp-contributions for 6/25/23-7/8/23
7/13/2023	\$522.50	Police Association-dues for 6/25/23-7/8/23
7/14/2023	\$2,648.99	ADP-payroll processing invoices
7/15/2023	\$1,422.54	Aflac-June premiums
7/19/2023	\$154,659.04	ETF-August health insurance premiums
7/21/2023	\$2,470.22	Minnesota Life-August life insurance premiums
7/26/2023	\$53,773.68	Light & Water-June/July charges
7/27/2023	\$323,000.00	PWSB Payroll
7/27/2023	\$1,254.73	ICMA-contributions for 7/9/23-7/22/23
7/27/2023	\$4,745.00	North Shore Bank-contributions for 7/9/23-7/22/23
7/27/2023	\$522.50	Police Association-dues for 7/9/23-7/22/23
7/27/2023	\$346.15	State of Wisconsin-child support for 7/9/23-7/22/23
7/27/2023	\$1,274.20	Wis Deferred Comp-contributions for 7/9/23-7/22/23
	<u>\$863,588.25</u>	

PWSB PAYROLL CHECKING ACCOUNT

7/14/2023	\$219,721.78	Payroll for 6/25/23-7/8/23
7/14/2023	\$83,816.68	Payroll taxes for 6/25/23-7/8/23
7/28/2023	\$229,041.82	Payroll for 7/9/23-7/22/23
7/28/2023	\$93,103.42	Payroll taxes for 7/9/23-7/22/23
	<u>\$322,145.24</u>	

PWSB TAX COLLECTION

7/7/2023	\$300,000.00	PWSB Checking
7/27/2023	\$323,000.00	PWSB Checking
	<u>\$623,000.00</u>	



City of Cedarburg

City Administrator's Report

July 27, 2023

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 work on Sommerset Avenue, Wirth Street, Garfield Street, and the alley between Franklin Avenue and Evergreen Boulevard will be paved by the second week in August. The Advertisement for Bids for the 2023 Asphalt Pavement Repair Project, to repair approximately 2,150 square yards of deteriorated asphalt pavement sections on the northbound lane of Washington Avenue between Evergreen Boulevard and Pine Street, has been published. The water tower on Western Road will come down in early August and take approximately two days.

Treasurer—Finance Director/Treasurer Livingston is working on a salary and benefits spreadsheet for the Budget. WRS is expected to increase from 6.8% to 6.9% and health insurance is expected to increase 8%.

Senior Center— Director Anderson is working on scheduling a flu shot clinic in September.

Fire— Chief Vahsholtz is working on the Fire/EMS scheduling for the Ozaukee County Fair. Traditionally, area Departments fill-in where necessary; however, this is becoming a challenge.

Library— The Summer Reading program ends July 31.

Water Recycling—The preliminary report on the Facility Plan should be completed in the next couple of weeks.

Police—Sergeant Emmrich retired on July 20. Patrol Officer Vladislav Melnikov began on July 19. The Department will be receiving new Durango vehicles. The Department is preparing for National Night Out and the Ozaukee County Fair.

Administrator— There was a Personnel Committee meeting on July 26 to discuss updates to the employee compensation plan. Engineering Administrative Secretary Diana Salapata is leaving and her last day will be August 4.

Respectfully submitted,

Mikko Hilvo