

**CITY OF CEDARBURG  
MEETING OF COMMON COUNCIL  
AUGUST 13, 2018 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, August 13, 2018 at 7:00 p.m.** at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the second floor Council Chambers.

**AGENDA**

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Dan von Bargen, Jack Arnett, Kristin Burkart Rick Verhaalen, Garan Chivinski, Patricia Thome, and Rod Galbraith
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES\* - July 30, 2018
7. 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.
8. PUBLIC HEARINGS
  - \* A. Consider Resolution No. 2018-21 to amend the Comprehensive Land Use Plan – 2025 for Lot 3 of CSM 3769 on the east side of Evergreen Blvd. approximately 224 north of Pioneer Road from the high-medium Density Residential classification to the Office classification; and action thereon; (Plan Comm. 07-02-18)
  - \* B. Consider Ordinance No. 2018-11 to rezone the above property from RD-1 Two Family Residential District to B-4 Office and Service District; and action thereon (Plan Comm. 07-02-18)
  - \* C. Consider Resolution No. 2018-22 to amend the Comprehensive Land Use Plan – 2025 for the parcel located at N56 W6093 Portland Road from the Governmental and Institutional classification to the Commercial classification; and action thereon (Plan Comm. 07-02-18)
  - \* D. Consider Ordinance No. 2018-12 to rezone the above property from I-1 Institutional and Public Service District to the B-3 Central Business District; and action thereon (Plan Comm. 07-02-18)

9. NEW BUSINESS

- A. Consider Mayor O’Keefe’s reappointment of Eric Arvold to the Community Development Authority (term expires 09/06/22); and action thereon
- \* B. Consider contract extension for groundwater monitoring at the former City/Town landfill site on Pleasant Valley Road; and action thereon
- \* C. Consider payment of bills dated 08/08/18, transfers for the period 07/25/18 through 08/08/18; and payroll for the period 07/15/18 through 07/28/18; and action thereon
- \*\*\* D. Consider License Applications; and action thereon
  - 1. Consider approval of new Operator License applications for the period July 1, 2018 through June 30, 2019 for: Audrey L. Krick and Megan N. Shodeen
  - 2. Consider approval of renewal Operator License applications for the period July 1, 2018 through June 30, 2019 for: Elizabeth A. Albers, David J. Burnside, James P. Dennis, B.J. Homayouni, Christopher M. Homayouni, and Douglas E. Yip

10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- \* A. Administrator’s Report
- \* B. Building Inspector’s Report – July 2018
- \* C. Fire Inspector’s Report – July 2018

11. COMMUNICATIONS

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

12. ADJOURNMENT – CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to:

- State Statutes 19.85 (1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Council with respect to litigation in which it is or is likely to become involved, more specifically, to:
  - Discuss Ozaukee County Case Number 2017CV000334 Anita Clark et al vs. City of Cedarburg et al.
- Approval of July 30, 2018 closed session minutes.

13. RECONVENE TO OPEN SESSION

14. ADJOURNMENT

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

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

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

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

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO  
ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES.  
PLEASE CONTACT THE CITY CLERK'S OFFICE AT (262) 375-7606  
E-MAIL: [cityhall@ci.cedarburg.wi.us](mailto:cityhall@ci.cedarburg.wi.us)

08/09/18 ckm

**CITY OF CEDARBURG  
COMMON COUNCIL  
JULY 30, 2018**

**CC20180730-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, July 30, 2018, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor O'Keefe called the meeting to order at 7:00 p.m.

ROLL CALL: Present - Common Council: Mayor Mike O'Keefe, Council Members Dan von Bargen, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome, Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, Director of Public Works and Engineering Tom Wiza, City Clerk Constance McHugh, Director of Parks, Recreation and Forestry Mikko Hilvo, Planner Jon Censky, Assistant City Attorney Johnathan Woodward, Attorney Joseph Wirth of Piper, Schmidt and Wirth, Architect Don Stauss, Greg Zimmerschied; interested citizens and news media

**STATEMENT OF PUBLIC NOTICE**

At Mayor O'Keefe's request, City Clerk McHugh verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who requested copies, and by posting in accordance with the Wisconsin Open Meetings law. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

**APPROVAL OF MINUTES**

Motion made by Council Member Thome, seconded by Council Member Galbraith, to approve the minutes of the July 9, 2018 meeting. Motion carried unanimously.

**PUBLIC HEARING: CONSIDER ORDINANCE NO. 2018-10 REZONING A .182 ACRE PARCEL AND A .337 ACRE PARCEL LOCATED ALONG THE NORTH SIDE OF MILL STREET BETWEEN WASHINGTON AVENUE AND HANOVER AVENUE FROM B-3/HPD CENTRAL BUSINESS DISTRICT/HISTORIC PRESERVATION DISTRICT TO B-3/HPD/PUD CENTRAL BUSINESS DISTRICT/HISTORIC PRESERVATION DISTRICT/PLANNED UNIT DEVELOPMENT DISTRICT**

Mayor O'Keefe opened the public hearing on this matter at 7:02 p.m.

Planner Censky said the reason the applicant, Greg Zimmerschied, needs the Planned Unit Development Overlay District (PUD) is the flexibility it provides in administering the basic use zoning district regulations and the need for the Council to consider certain code modifications to make these plans work. More specifically, due to the shape and limited depth of this property, the applicant finds it necessary to request adjustments to the parking stall size, parking offset/setback and vision triangle. The PUD District was amended a few years ago to provide this flexibility by releasing the handcuffs of the base district regulations to allow the Council to work with developers for unified development that better reflects the character of Cedarburg.

These plans are in support of TID No. 3 approved back in 2014, which included a cash grant Developer's Agreement requiring the developer to create a total real estate increment with an equalized value of \$950,000 to be realized no later than January 1, 2020. The plans serve as the first step in the approval process for the applicant to honor his commitment. This project will consist of three buildings; one facing Washington Avenue, another facing Hanover Avenue, and the third facing Mill Street, for a total commercial space of 6,900 square feet.

The applicant proposes to support this project with 25 onsite parking stalls and 34 street stalls that are located within 250 feet of the entrance to these buildings. According to Section 13-1-82(h)(1) and (g) of the Zoning Code, one parking space is required per one hundred fifty (150) square feet of gross floor area plus one per employee. This results in a parking requirement of 59 stalls for the project. Section 13-1-83 (b)(3) states that available nearby on-street parking may be counted toward visitor parking needs. This may only be allowed when on-street parking is permitted in a specific location, and then only when such on-street parking spaces are within two hundred fifty (250) feet of the entrance they are intended to serve. Accordingly, by using the existing street stalls available to these proposed buildings coupled with the number of proposed onsite stalls, this project is technically Code-compliant in regards to parking. While the Plan Commission had a lengthy discussion about parking, they believed that the peak demand for parking for the various uses in the area differs from one to the other and therefore they felt that there is sufficient street parking in the area to support the existing businesses in addition to the needs of this project.

Due to the size and depth of the existing parcel the applicant is unable to design a layout that conforms to the basic district regulations. Accordingly, as part of the PUD request, the applicant is seeking approval to adjust the following standards of the underlying B-3 basic use District:

1. Code Requirement – Sec. 13-1-80 Traffic Visibility States: No obstructions, such as structures, parking, or vegetation shall be permitted in any district between the heights of two and one-half feet and ten feet above the plane through the mean curb grade within the triangular space formed by any two existing or proposed intersecting street or alley right-of-way lines and a line joining points on such lines located a minimum of fifteen feet from their intersection. In the case of arterial streets intersecting with other arterial streets or railways, the corner cutoff distance establishing the triangular vision clearance space shall be increased to fifty feet.

Nonconformity – The southwest corner of the Hanover Avenue building encroaches on this clearance triangle by 3 feet and the southeast corner of the Washington Avenue building encroaches on the triangle by 6 feet. Two sets of tables and chairs also encroach at this location.

2. Code Requirement – Sec. 13-1-82(f) (3) Parking Requirements (Landscaping) states: A perimeter greenbelt of at least five (5) feet in width shall be installed along the street frontage and along all interior lot lines.

Nonconformity – Parking is proposed up to the Mill Street right-of-way line and ranges between 3.2 feet and .6 feet along the north property line.

3. Code Requirement – Sec.13-1-82 (c) Parking Stall Size states: Each parking space shall not be less than one hundred and eighty square feet, exclusive of the space required for ingress and egress.

Nonconformity – The five parking stalls on either side of the dumpsters and directly behind the Mill Street building measure 150 square feet.

Because the building facing Washington Avenue is located in the Historic Preservation District (HPD) the applicant was before the Landmarks Commission for a recommendation on the issuance of the *Certificate of Appropriateness* for this building only. At the June 14, 2018 meeting, the Commission did recommend issuance of a conditional Certificate of Appropriateness for the building footprint, location and mass but asked that the architectural/design be changed so that it looks less like a replica of an old building in the downtown district. They advised that the Secretary of the Interior Standards indicated that new buildings in a historic district shall be differentiated from the old.

For these plans to be approved as shown, the Council will need to approve the adjustments to the standards of the underlying B-3 District as outlined above. Also, 34 of the 59 parking stalls required for this development will be offsite. Staff has listed the following comments for consideration:

- The Fire Department needs assurance that the parking lot turning radius is adequate for their equipment.
- Fire protection needs will be determined as the project progresses.
- Parking is a concern with high traffic generating uses such as restaurants.
- Impact fees will be applied.
- The basements must be designed for high groundwater and potential petroleum contamination.

At the July 2, 2018 meeting, the Plan Commission recommended approval of this project by unanimous vote. In addition, on June 14, the Landmarks Commission recommended Certification of Appropriateness for the Washington Avenue building with the condition that the Architectural plans are to be modified to make it look less like a replica of an old building.

Council Member Thome asked if the five parking spaces on site that are designated as compact need to be marked. Architect Don Stauss said these spaces will be marked as compact.

Council Member Burkart said it is difficult to cross the intersections near this site. This proposal includes buildings that encroach on the vision triangles. Planner Censky said this was discussed at the Plan Commission as this tends to occur in historic downtown districts. Mr. Zimmerschied said it may be possible to place right turn only signs in the parking lot.

Council Member Arnett said he likes the project. As part of the branding process the Branding Committee heard the need for more restaurants in Cedarburg. Restaurant uses are proposed for this site.

Council Member Chivinski said there are four parking spaces on Mill Street towards Hanover Avenue. He asked if this is proposed to accommodate the Code. Mr. Stauss said some parking spaces were removed to soften the edge. He said the Plan Commission was receptive to providing latitude in terms of parking. Mr. Zimmerschied said he and Architect Stauss will continue to work with the Plan Commission, if necessary, to make this a great project for Cedarburg.

Irma Hammer of Chicago, representing the estate of Tony Fisher, said that she is very disappointed that no one contacted the neighbors about this project. She said this project impacts the Lily Pad and others and as a courtesy the project should have been discussed with them.

Planner Censky said all adjacent neighbors were notified of the Plan Commission meeting regarding this proposal. Property owners within 300' were mailed a notice of this Public Hearing. This is done to encourage people to come to City Hall to view the plans.

Mr. Zimmerschied said that he has been in contact with Denise Boerner of the Lily Pad. He said it may be possible to work out some arrangement for parking and access to the backyard of the Lily Pad.

Mary Ann, Rusch, W62 N541 Washington Avenue, asked if the on-site parking will be available from Hanover Avenue. Mr. Zimmerschied said access to the parking will be from Mill Street only.

Motion made by Council Member Thome, seconded by Council Member von Barga, to close the public hearing at 7:22 p.m. Motion carried unanimously.

Mayor O'Keefe said this is a very exciting project. He continually hears that Cedarburg needs more dining options. This project will provide that.

Motion made by Council Member Galbraith, seconded by Council Member Thome, to adopt Ordinance No. 2018-10 to rezone a .182 acre parcel and a .337 acre parcel located along the north side of Mill Street between Washington Avenue and Hanover Avenue from B-3/HPD Central Business District/Historic preservation District to B-3/HPD/PUD Central Business District/Historic Preservation District/Planned Unit Development District. Motion carried unanimously.

**CONSIDER REFERRAL OF PROPOSED ANNEXATION OF AN APPROXIMATELY ONE ACRE PARCEL OF LAND AT 7404 WESTERN AVENUE IN THE TOWN OF CEDARBURG TO THE PLAN COMMISSION**

Motion made by Council Member Burkart, seconded by Council Member von Barga, to refer the proposed annexation of the property at 7404 Western Avenue in the Town of Cedarburg to the Plan Commission. Motion carried unanimously.

**CONSIDER RESOLUTION NO. 2018-20 REQUESTING A SPEED LIMIT REDUCTION ON SHEBOYGAN ROAD SOUTH OF HWY 60**

Director Wiza said the speed limit on the County portion of Sheboygan Road south of Highway 60 is 55 miles per hour. As new development has occurred along that stretch of Sheboygan Road a number of residents have requested that the speed limit be lowered. The present speed limit on Sheboygan Road from the Fairfield Manor subdivision south is 25 miles per hour. The 30 mile per hour drop is excessive and creates enforcement issues.

Motion made by Council Member von Barga, seconded by Council Member Galbraith, to adopt Resolution 2018-20 requesting that Ozaukee County reduce the speed limit on Sheboygan Road south of Highway 60 to 35 miles per hour. Motion carried unanimously.

**UPDATE ON THE CITY'S EMERALD ASH BORER (EAB) PROGRAM**

Director Hilvo said since 2008 the City has been treating a majority of its ash tree population. In 2008 funding in the amount of \$75,000 was included in the budget. The current amount budgeted is

\$65,000. It is the Department's recommendation to continue with treatment and removal to save as many ash trees as possible. If treatment is discontinued, there will need to be more removals.

Currently 67 ash trees are marked for removal. Thirty four of these have not been treated and 33 were treated with soil injection only. In 2018, 33 ash trees will be removed, compared to 30 in 2017 and 20 in 2016. The City is losing trees that were treated with soil injection only due to a lack of funding. Director Hilvo said Cedarburg is at the peak of infestation now. Within a year or two the insect population will crash. After the invasion wave has passed, the number of insects in the area will drop significantly due to a lack of food. After the invasion wave the City will be able to back off treatment and treat less frequently, while monitoring for re-infestation.

Director Hilvo introduced Wayne White, Master Arborist and owner of Emerald Tree Care. Mr. White said he began treating diseased ash trees in 2002. He said the treatments are accepted as actually working. When the emerald ash borer showed up in 2008 in Newburg it had been there at least since 2004 and probably was already in Cedarburg but it could not be proven. There was a great deal of skepticism regarding treatments and due to a cutback in funding in 2012 trees were not treated as aggressively as they should have been. At this time the insect was exploding here. Some areas were hit harder than others. Mr. White said it is far more costly to remove trees than to treat them. It is prudent to not wait to treat trees until it is too late.

Mr. White praised City Forester Kevin Westphal, who he said is an amazing individual who cares about all the trees in the City. He complimented him on his diverse planting schedule. Mr. White said he is glad to be part of the City's emerald ash borer treatment program.

Director Wiza asked Mr. White if he is moving towards trunk injections rather than soil injections. Mr. White said he prefers soil injection treatments because nutrients are added to keep the trees healthy. However, trunk injections are generally done every two years; therefore, can be more economical.

Council Member Galbraith asked where the City is in terms of treatment and the condition of the ash trees. Mr. White responded by saying the City is in better shape than most cities. He said treatment of ash trees is not a forever thing. It is likely trees will not need to be treated after a few more years.

Mayor O'Keefe and the Council thanked Mr. White for his helpful information.

### **PAYMENT OF BILLS**

Motion made by Council Member Arnett, seconded by Council Member Chivinski, to approve the payment of the bills dated July 19, 2018, transfers for the period 06/28/18 through 07/24/18, and payroll for the period 06/17/18 through 07/14/18. Motion carried unanimously.

### **LICENSE APPLICATIONS**

Motion made by Council Member Galbraith, seconded by Council Member Thome, to authorize the issuance of a new Operators licenses for the period ending June 30, 2019 to:

Mark A. Adrian  
Tamara J. Behling  
Kathleen S. Benson  
Mark S. Brock  
Lys M. Buck  
Brady S. Curtis

Michael E. Hester  
Howard E. Hockstad  
Ryan S. Kais  
David Kosy  
Daryl M. Kranich  
Dawn M. Priddy

Edward J. Simpson  
Becky A. Steliga  
Michael T. Thorison  
Jennifer L. Wilhelm

Motion carried unanimously.

Motion made by Council Member Galbraith, seconded by Council Member Thome, to authorize issuance of renewal operators licenses for the period ending June 30, 2019 to:

Catherine Davis  
Ron R. Ernst  
Julie B. Gottfried  
Lori A. Haeuser  
LeRoy C. Haeuser  
Nicholas S. Heebsh  
Gerald J. Henning  
Mark Hilgendorf

Andrew J. Kirk  
Paige M. Kleinhans  
Keri L. Klemann  
Christine A. Krause  
Adam J. Leiphart  
Neal C. Maciejewski  
Kari S. Midtbo Schwartz  
Judith A. Murphy

Robert Nash  
Andrea J. Patnode  
Cynthia M. Petted  
Robert J. Roden  
Richard J. Roden  
Jeannette M. Schupp  
Warren Seifert  
Joseph P. Willbrandt

Motion carried unanimously.

### **CITY ADMINISTRATOR'S REPORT**

City Administrator/Treasurer Mertes said there were no internal candidates for the positions in the Clerk's and Treasurer's offices. The deadline for applications is August 7.

City Administrator/Treasurer Mertes said because the Go365 program recently discussed at the Personnel Committee has an employer contribution she will be bringing it to the Council as part of the 2019 budget.

### **COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Chivinski thanked Department Heads who hosted him and provided him with tours. He will continue to meet with other Department Heads. He also said the Library Board encourages new Council Members to tour the Library.

Council Member Thome said the Cedarburg Foundation Gala is September 22.

### **MAYOR'S REPORT**

Mayor O'Keefe issued a proclamation proclaiming July 23, 2018 as Mr. Miller Day honoring special needs bus driver Dwight Miller.

### **ADJOURNMENT – CLOSED SESSION**

Motion made by Council Member Burkart, seconded by Council Member Chivinski, to adjourn to closed session at 8:21 p.m. pursuant to State Statutes 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Council with respect to litigation in which it is or is likely to become involved, more specifically, to discuss Ozaukee County Case Number 2017CV000334 Anita Clark et al vs. City of Cedarburg et al, and State Statutes 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider an amendment to an option to purchase a City-owned property at N144 W5888 Pioneer Road and to consider the possible purchase of a parcel of land that is a portion of N69 W5269 Columbia Road for construction of a sanitary sewer pump station. Approval of July 9, 2018 closed session minutes. Motion carried on a roll call vote with Council Members von Bargaen, Arnett, Burkart, Verhaalen, Chivinski, Thome and Galbraith voting aye.

**RECONVENE TO OPEN SESSION**

Motion made by Council Member Thome, seconded by Council Member Galbraith, to reconvene to open session at 9:04 p.m. Motion carried on a roll call vote with Council Members von Bargaen, Arnett, Burkart, Verhaalen, Chivinski, Thome and Galbraith voting aye.

**CONSIDER PURCHASE OF A PARCEL OF LAND THAT IS A PORTION OF N69 W5269 COLUMBIA ROAD FOR CONSTRUCTION OF A SANITARY SEWER PUMP STATION**

Motion made by Council Member von Bargaen, seconded by Council Member Burkart, to purchase a parcel of land that is a portion of N69 W5269 Columbia Road from BMO Harris Bank in the amount of \$100,000 for construction of a sanitary sewer pump station. Motion carried unanimously.

**CONSIDER AMENDMENT TO AN OPTION TO PURCHASE A CITY-OWNED PROPERTY AT N144 W5888 PIONEER ROAD**

Motion made by Council Member Thome, seconded by Council Member Galbraith, to approve an amendment to the option to purchase the property known as N144 W5888 Pioneer Road. Motion carried unanimously.

**ADJOURNMENT**

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 9:06 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC  
City Clerk

## CITY OF CEDARBURG

**MEETING DATE:** June 11, 2018

**ITEM NO:** 8. A. & 8. B.

**TITLE:**

- A. Consider Resolution No. 2018-21 to amend the Comprehensive Land Use Plan – 2025 for Lot 3 of CSM 3769 on the east side of Evergreen Blvd. approximately 224 north of Pioneer Road from the high-medium Density Residential classification to the Office classification; and action thereon; (Plan Comm. 07-02-18)
- B. Consider Ordinance No. 2018-11 to rezone the above property from RD-1 Two Family Residential District to B-4 Office and Service District; and action thereon (Plan Comm. 07-02-18)

**ISSUE SUMMARY:**

At your June 11, 2018 meeting, Council Members will recall voting to approve changing the land use designation and the zoning district for the two parcels located directly south of this property at the northeast corner of Pioneer Road and Evergreen Boulevard for a future orthodontics clinic. Since that meeting, Dr. Mantel has decided to purchase this parcel as well and incorporate it into her future plans for her clinic. Accordingly, the Land Use Plan amendment and rezoning process for this third site is the same as that which was just completed for the first two sites. As a reminder, Dr. Mantel's plan is to secure the proper zoning now and then follow-up with detailed development plans later this year. Dr. Mantel proposes combining all three lots together into one and then to construct a 4,000 square foot clinic with supporting onsite parking similar to the Today's Dentistry across the street at W68 N101 Evergreen Boulevard.

***Property History:***

Our records indicate that Mr. Stroebel's three parcels were annexed into the City as one 39,360 square foot parcel in January 2009. That parcel was subsequently classified on the Land Use Plan as High-Medium Density Residential and zoned Rd-1 Two-Family District. Later in 2009, the parcel was divided into the three separate lots with plans to construct a two-family structure on each lot. However, due to the downturn in the economy at the time, no building permit was ever pursued and consequently these lots have remained without activity ever since.

***Proposed Land Use Classification and Zoning:***

The proposed Land Use Plan amendment is to change the classification for this site from the High-Medium Density Residential (5.2 to 10.8 units per acre) classification to the Office classification. The second step in this process is then to rezone the site from Rd-1 Two-Family District to the B-4 Office and Service District.

***Staff Recommendation:***

Since this project is consistent with the existing office development across the street, staff opines that the use is compatible with the use pattern established for this area. Accordingly, staff recommends approval.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

At their July 2, 2018 meeting, the Plan Commission recommended approval by unanimous vote.

**BUDGETARY IMPACT:** N/A

**ATTACHMENTS:**

- Resolution No. 2018-21
- Ordinance No. 2018-11
- Plan Commission Minutes from the July 2, 2018 Meeting.
- Summary of Proposal
- Survey

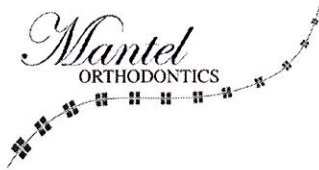
**INITIATED/REQUESTED BY:** Duey Stroebel, Owner

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

RECEIVED

JUN 18 2018

CITY OF CEDARBURG



Mantel Orthodontics  
Alison Mantel, DDS, MS  
W61 N529 Washington Ave.  
Cedarburg WI, 53012  
P: 262-421-8111  
F: 262-421-8001  
drmantel@mantelortho.com

6/18/2018

Proposed Clinic for Mantel Orthodontics

To Whom It May Concern,

Below is a proposed outline for the new Mantel Orthodontics clinic space.

*I have added "Lot 3" to the initial plan, as my initial architectural layout indicated I may be short of parking spaces. The plan remains the same, however, I will be putting in a large parking lot.*

**Goal:** To create a facility that improves the quality of care our patients can receive. To expand the scope of patients we are able to care for, by adding spaces to make them more comfortable. To ensure that the staff at Mantel Orthodontics has a comfortable work environment.

**Proposed outline:** Approximately 4,000 square feet dedicated to Mantel Orthodontics. With added space, I will be adding private treatment rooms for patients with special needs and our growing adult population. Additional consultation rooms for more private discussions will be added. More seating for our waiting room (currently standing room only during the after-school hours) will be paramount. I will be added several pieces of technology (scanners, 3D printers and a 3D xray machine) that currently take too much space to fit into my rental building. Pending costs, a basement would be desirable.

**Exterior esthetics:** My goal for the building is to make it harmonious with the esthetics of adjacent buildings (Today's Dentistry) as well as to use materials that will not look dated in time. I envision some combination of stone and siding. Entrance to the building will be from the parking lot that will be located on the northern of the two lots. The patient "bay" area will be facing East. Private offices will be facing Pioneer. It is my hope to maintain all of the beautiful, large trees on the lot and add landscaping where patients may be looking out. Large windows are important to me, as sun light is a premium in our state.

**Proposed timing of the project:** Planning to commence planning in the fall of 2018 with building starting no sooner than 2019.

Sincerely,

A handwritten signature in dark ink, appearing to read "Alison Mantel". The script is cursive and fluid.

Alison Mantel

RECEIVED

JUN 18 2018

CITY OF CEDARBURG

RECEIVED  
JUN 18 2018  
CITY OF CEDARBURG

## SHEET INDEX

C1.0 SITE PLAN  
A1.0 FLOOR PLAN  
A2.0 ELEVATIONS  
T2.0 SPECIFICATIONS



CONCEPTUAL SITE PLAN



THE LOT DIMENSIONS AND BEARINGS SHOWN ON THIS PLAN ARE INTERPRETED VALUES. FOLLOW UP INVESTIGATION WITH STATE AND LOCAL AUTHORITIES AND/OR WITH CERTIFIED SURVEY MAP DATA WHEN AVAILABLE IS REQUIRED.

PROPOSED FOR:

# MANTEL ORTHODONTICS

CEDARBURG,

WISCONSIN



**Keller**  
PLANNERS / ARCHITECTS / BUILDERS

DESIGN  
1015 Main St.  
P.O. Box 400  
Cedarburg, WI 53105  
PHONE (262) 746-0700  
FAX (262) 746-0004

DESIGN  
1015 Main St.  
P.O. Box 400  
Cedarburg, WI 53105  
PHONE (262) 746-0700  
FAX (262) 746-0004

www.kellerbuilds.com

PROPOSED FOR:

**MANTEL ORTHODONTICS**

WISCONSIN

CEDARBURG,

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REVISIONS

PROJECT MANAGER:

M. QUEOFF

DESIGNER:

S. KLESSIG

DRAWN BY:

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

CONTRACT NO:

DATE:

SHEET:

**C1.0**

PRELIMINARY - NOT FOR CONSTRUCTION

**CITY OF CEDARBURG  
RESOLUTION NO. 2018-21**

**A Resolution Amending the City of Cedarburg  
Comprehensive Land Use Plan - 2025  
for Lot 3 of CSM 3769 on the East Side of Evergreen Boulevard  
Approximately 224 Feet North of Pioneer Road**

WHEREAS, the City of Cedarburg, pursuant to the provisions of Section 62.23 of the Wisconsin Statutes, has created a City Plan Commission; and

WHEREAS, the City Plan Commission has prepared a plan for the physical development of the City of Cedarburg and environs, said plan known as *The City of Cedarburg Smart Growth Comprehensive Plan -2025* and

WHEREAS, the City Plan Commission on the 7<sup>th</sup> day of January 2008 recommended the aforementioned Comprehensive Plan and on the 25<sup>th</sup> day of February 2008 the Common Council adopted the plan; and

WHEREAS, the adopted Land Use Plan recommends High-Medium Density Residential Use as shown on the Land Use Map; and

WHEREAS, a proposed orthodontist office on this property would require amending the High-Medium Density Residential classification to the Office classification; and

WHEREAS, the Plan Commission reviewed the requested amendment on July 2, 2018, and the Common Council held a public hearing on August 13, 2018 to consider amending the Plan and found such change to be appropriate and compatible with the existing and future nearby uses.

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section 66.1001(4)(b) of the Wisconsin Statutes, the City of Cedarburg Common Council on the 13<sup>th</sup> day of August, 2018 hereby amends *The City of Cedarburg Smart Growth Comprehensive Land Use Plan - 2025*, as follows: Lot 3 of CSM 3769 on the east side of Evergreen Boulevard approximately 224 north of the Pioneer Road is hereby classified as Office Use in the Comprehensive Land Use Plan – 2025.

Passed and adopted this 13<sup>th</sup> day of August 2018.

\_\_\_\_\_  
Michael J. O’Keefe, Mayor

Attest:

\_\_\_\_\_  
Constance K. McHugh, City Clerk

Approved as to form:

\_\_\_\_\_  
Michael P. Herbrand, City Attorney

**ORDINANCE NO. 2018-11**

**An Ordinance Rezoning Lot 3 of CSM 3769 on the East Side of  
Evergreen Boulevard Approximately 224 Feet North of Pioneer Road**

The proposed ordinance having been submitted to the City Plan Commission for recommendation and notice having been given pursuant to Wis. Statute, the Common Council of the City of Cedarburg, Wisconsin, does hereby ordain as follows:

The following described real estate situated in the City of Cedarburg, Wisconsin, presently being in an RD-1 Two-Family Residential District is hereby rezoned to B-4 Office and Service District:

Part of the SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER SECTION 34, T. 10 N., R. 21 E., CITY OF CEDARBURG, OZAUCKEE COUNTY, WISCONSIN and described as: COMMENCING AT THE SOUTH QUARTER CORNER SAID SECTION 34; THENCE N 02°32'40" W., 40.00 FEET; THENCE N 87°09'11" E., 40.00 FEET; THENCE N 02°32'40" W., 328.00 FEET to the point of beginning; THENCE N 87°09'11" E., 120.00 FEET; THENCE S 02°32'40" E., 104.00 FEET; THENCE S 87°09'11" W. 120.00 FEET; THENCE 02° 32' 40" W., 104.00 FEET TO THE POINT OF BEGINNING

Tax Key No. 13-034-15-019.00

Said parcels contain .28 acres, more or less.

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

Passed and adopted this 13<sup>th</sup> day of August 2018.

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Michael J. O'Keefe, Mayor

Countersigned:

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Constance K. McHugh, City Clerk

Approved as to form:

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Michael P. Herbrand, City Attorney

CITY OF CEDARBURG  
PLAN COMMISSION

PLN20180702-1  
UNAPPROVED MINUTES

July 2, 2018

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, July 2, 2018 at Cedarburg City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. The meeting was called to order at 7:00 p.m. by Mayor O'Keefe.

Roll Call: Present - Mayor Michael J. O'Keefe, Council Member Patricia Thome, Mark Burgoyne, Greg Zimmerschied, Heather Cain

Excused - Adam Voltz, Sig Strautmanis

Also Present - City Planner Jon Censky, Administrative Secretary Darla Drumel

**STATEMENT OF PUBLIC NOTICE**

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

**APPROVAL OF MINUTES**

Council Member Thome moved to approve the minutes of both June 4, 2018 and June 20, 2018. The motion was seconded by Vice Chairperson Burgoyne.

Commissioner Cain requested that the changes listed below be made to Page PLN20180620-4 of the June 20, 2018 minutes:

1. Under **New Motion**: specify that Exhibit A is the City's proposed Exhibit A.
2. Under **New Motion**: the last sentence should read "Use of umbrellas are prohibited on the south side the Brandywine restaurant."
3. Under **Continued Discussion**: the sentence should be reworded to read: "Commissioner Cain requested that the license agreement include an indemnification provision that is not limited to the insurance coverages in the insurance obligation section of the Agreement."

The amendments were acceptable to both Council Member Thome and Vice Chairperson Burgoyne. The motion as amended carried without a negative vote, with Commissioners Voltz and Strautmanis 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 they were not noticed on the agenda. No comments from the audience were offered.

**CONSIDER APPROVAL OF PLANS FOR A NEW HOME AT W51 N740 KEUP ROAD – BOB AND SUE THIERFELDER**

Planner Censky reported that Sue and Bob Thierfelder recently purchased an 0.405-acre lot with plans to design and construct their new home. Before construction begins they will be removing a number of trees to prepare the site for development. Since this lot is located in a predominately built-up area where it is bounded on two or more sides by existing homes, it is classified as an infill lot. According to Section 13-1-122 of the Zoning Code, architectural plans for infill lots shall be submitted to the Plan Commission and this Commission shall determine that the structure is compatible with the surrounding area and either approve, approve conditionally or reject the plans.

Planner Censky advised that staff's review of the plans indicates full compliance with the dimensional requirements of the Rs-3 Zoning District. The sanitary sewer and water laterals are installed to the property line and to extend those laterals to the home bedrock removal will likely be required. In addition, some impact fees were paid by the previous owner when the land was divided, but new impact fees of \$3,746.06 are due at the time of building permit issuance. Staff recommends approval with the condition that the impact fees are paid, and that Mr. and Mrs. Thierfelder secure a building permit prior to commencement of construction.

**Action:**

A motion was made by Commissioner Zimmerschied, seconded by Commissioner Cain, to approve the architectural plans as presented as compatible with and would complement the neighborhood. The motion carried without a negative vote with Commissioners Voltz and Strautmanis excused.

**CONSIDER RECOMMENDATION OF LAND USE PLAN MODIFICATION AND REZONING OF LOT 3 OF CSM 3769 ON THE EAST SIDE OF EVERGREEN BOULEVARD APPROXIMATELY 224 FEET NORTH OF PIONEER ROAD TO ALLOW FOR CONSTRUCTION OF AN ORTHODONTIST OFFICE – ALISON MANTEL, DDS, MS**

Planner Censky reminded Commissioners that at the April 11, 2018 Plan Commission meeting, they voted to recommend changing the Land Use designation and the Zoning District for the two parcels located at the northeast corner of Pioneer Road and Evergreen Boulevard for a future orthodontics clinic for Alison Mantel, DDS. Since that meeting, Dr. Mantel has decided to purchase the third parcel and incorporate it into the plans for her clinic. The Land Use Plan amendment and rezoning process for this third site is the same as that which was just completed for the first two sites. Dr. Mantel proposes combining all three lots together into one and then to construct a 4,000 square foot clinic with supporting onsite parking similar to the Today's Dentistry across the street at W68 N101 Evergreen Boulevard.

Planner Censky noted that City records indicate that Mr. Stroebel's three parcels were annexed into the City as one 39,360 square foot parcel in January 2009. That parcel

was subsequently classified on the Land Use Plan as High-Medium Density Residential and zoned Rd-1 Two-Family Residential District. Later in 2009, the parcel was divided into the three separate lots with plans to construct a two-family structure on each lot. However, due to the downturn in the economy at the time, no building permit was ever pursued and consequently these lots have remained without activity.

The proposed Land Use Plan amendment is to change the classification for this site from the High-Medium Density Residential (5.2 to 10.8 units per acre) classification to the Office classification. The second step in this process is then to rezone the site from Rd-1 Two-Family District to the B-4 Office and Service District.

Planner Censky noted that since this project is consistent with the existing office development across the street, the use is compatible with the use pattern established for this area.

**Action:**

Commissioner Zimmerschied moved to recommend the Land Use Plan amendment for Lot 3 of CSM 3769 from High-Medium Density Residential to the Office classification and to recommend rezoning the lot from RD-1 Two-Family Residential District to B-4 Office and Service District. The motion was seconded by Commissioner Cain and carried without a negative vote, with Commissioners Voltz and Strautmanis excused.

**CONSIDER RECOMMENDATIONS TO AMEND THE LAND USE PLAN AND CHANGE THE ZONING FROM 1-1 INSTITUTIONAL AND PUBLIC SERVICE DISTRICT TO THE B-3 CENTRAL BUSINESS DISTRICT THE PROPERTY N56 W6093 PORTLAND ROAD AT THE SOUTHWEST CORNER OF MILL STREET AND PORTLAND ROAD – CORNERSTONE BUILDINGS LLC/GREG ZIMMERSCHIED**

Commissioner Zimmerschied recused himself from the Plan Commission.

Planner Censky advised that property owner Greg Zimmerschied is requesting the rezoning to the B-3 Commercial District in order to make the building more marketable for leasing purposes. Under the I-1 Institutional zoning, he is limited to nonprofit or quasi-public uses, such as a church, library, school or government office etc. This site borders the B-3 District across Mill Street to the north and behind the property, and is located across from Cedar Creek Park. Mr. Zimmerschied argues the uses listed in the B-3 District are more appropriate for the site than the uses in the Institutional District.

Planner Censky reminded Commissioners that before any decision on this project can be made, the 2025 Land Use Plan and zoning must be amended so both the Land Use Plan and Zoning Map are consistent with each other and they reflect the use being proposed. The first step is to amend the Land Use Plan from the Governmental and Institutional classification to the Commercial classification. The second step in this process, if the Land Use Plan amendment is approved, is to rezone the site from I-1 Institutional and Public Service District to the B-3 Central Business District.

Planner Censky noted that while this site borders the B-3 Central Business District to the north, west and southwest, it also borders the Rs-6 Single-Family Residential District directly to the southeast and the P-1 Park District to the northeast. The closest neighbor is a single-family home next door. While that neighbor has indicated no objection to this proposed zoning change, it is noted that any of the uses listed in the B-3 District may be established on the property, now or in the future.

If Commissioners recommend approval, a public hearing will be schedule for the August 13, 2018 Common Council meeting for the final decision on the request.

Council Member Thome would prefer that the Church is preserved but understood the difficulty of finding institutional tenants.

Mayor O'Keefe reminded Commissioners that any of the uses in the Central Business District could be established at the site.

Planner Censky noted that the site and building will restrict the type of use.

Greg Zimmerschied, the property owner, advised that he has been unable to find a church interested in renting the building. He pointed out that a nearby resident would like to see a sandwich or coffee shop at the site and that the building not remain vacant. Although the building was constructed in 1904, it is not in the Historic District. There have been modifications to the original structure and the building is vinyl-sided.

Commissioner Cain recognized the challenges in finding an institutional tenant and felt that this zoning change would prevent the building from sitting vacant. She pointed out that Mr. Zimmerschied owns several buildings in the City and has an excellent reputation for maintaining and improving his properties.

**Action:**

A motion was made by Commissioner Cain, seconded by Council Member Thome, to recommend both the Land Use Plan amendment from the Governmental and Institutional classification to the Commercial classification and to rezone the property from the I-1 Institutional and Service District to the B-3 Central Business District. The motion carried without a negative vote, with Commissioners Voltz and Strautmanis excused.

**CONSIDER RECOMMENDATION TO REZONE PROPERTY AT W62 N535 WASHINGTON AVENUE AND THE VACANT LOT AT THE NORTHEAST CORNER OF HANOVER AVENUE AND MILL STREET FROM THE B-3/HPD TO B-3/HPD/PUD -CEDARBURG LAND AND CATTLE LLC/GREG ZIMMERSCHIED**

Commissioner Zimmerschied recused himself from the Plan Commission.

Planner Censky noted that the plans are in support of TID No. 3 that was approved back in 2014, which included a cash grant Developer's Agreement requiring the developer to create a total real estate increment with an equalized value of \$950,000.00

to be realized no later than January 1, 2020. The plans serve as the first step in the approval process to honor the value-added commitment required by TID No. 3. This concept consists of three buildings; one facing Washington Avenue, another facing Hanover Avenue, and the third facing Mill Street, for a total commercial space of 6,900 square feet.

Based on the discussion from last month, property owner Greg Zimmerschied reduced the number of onsite parking stalls by six and the project will now be supported by 25 on-site stalls and 34 street stalls located within 250 feet of the entrance to these buildings. According to **Section 13-1-82(h)(1) and (g) one parking space is required per one hundred fifty (150) square feet of gross floor area plus one per employee.** This results in a parking requirement of 59 stalls for the project. **Section 13-1-83 (b)(3) states that available nearby on-street parking may be counted toward visitor parking needs. This may only be allowed when on-street parking is permitted in a specific location, and then only when such on-street parking spaces are within two hundred fifty (250) feet of the entrance they are intended to serve.** Using the street stalls available to these proposed buildings is Code-compliant as regards to parking.

Planner Censky advised that because of the limited depth of this property, these plans will need certain Code-modifications pertaining to parking offset, setback and vision triangle encroachment. Mr. Zimmerschied is therefore pursuing the PUD (Planned Unit Development) Overlay Zoning District. Commissioners are reminded that the PUD District was recently amended to provide flexibility in administering the regulation of the underlying district to provide for better unified development.

***Nonconformity to Standards:***

Due to the size and depth of the existing parcel Mr. Zimmerschied is unable to design a layout that conforms to the basic B-3 District regulations. Accordingly, as part of the PUD request, he is seeking a Plan Commission recommendation to adjust the following standards of the underlying B-3 basic use District:

1. **Code Requirement – Sec. 13-1-80 Traffic Visibility** States: **No obstructions, such as structures, parking, or vegetation shall be permitted in any district between the heights of two and one-half feet and ten feet above the plane through the mean curb grade within the triangular space formed by any two existing or proposed intersecting street or alley right-of-way lines and a line joining points on such lines located a minimum of fifteen feet from their intersection. In the case of arterial streets intersecting with other arterial streets or railways, the corner cutoff distance establishing the triangular vision clearance space shall be increased to fifty feet.**  
**Nonconformity** – The southwest corner of the Hanover building encroaches on this clearance space by three feet and the southeast corner of the Washington Avenue building encroaches by six feet and two sets of tables and chairs encroach.
2. **Code Requirement – Sec. 13-1-82(f) (3) Parking Requirements (Landscaping)** States: **A perimeter greenbelt of at least five (5) feet in width shall be installed along the street frontage and along all interior lot lines.**

**Nonconformity** – Parking is proposed up to the Mill Street right-of-way line and ranges between 3.2 feet and .6 feet along the north property line.

3. **Code Requirement – Sec.13-1-82 (c) Parking Stall Size** States: **Each parking space shall not be less than one hundred and eighty square feet, exclusive of the space required for ingress and egress.**

**Nonconformity** – The five parking stalls on either side of the dumpsters and directly behind the Mill Street building measure 150 square feet.

***Landmarks Commission Recommendation:***

The building facing Washington Avenue is located in the Historic Preservation District (HPD) and requires a recommendation from the Landmarks Commission on the issuance of the *Certificate of Appropriateness* for this building only. At their June 14, 2018 meeting, the Landmarks Commission did recommend issuance a conditional Certificate of Appropriateness for the building footprint, location and mass but asked that the architectural/design be changed so that it looks less like a replica of an old building in the downtown district. They advised that the Secretary of the Interior Standards indicate that new buildings in an historic district shall be differentiated from the old. Therefore, the Landmarks Commission asked that the architectural plans be revised and come back for approval. Since the Plan Commission approves the Certificate of Appropriateness, Commissioners were encouraged to review these Washington Avenue plans and offer comments on design.

Mr. Zimmerschied assured Commissioners that the Landmarks Commission request would not drastically affect the design of the Washington Avenue building. Also, its construction is not on such a tight timeline so there will be no problem working out a design that is best long-term for the City of Cedarburg.

Mayor O'Keefe opined that with the design and colors, that the proposed Washington Avenue building is not seeking to replicate an historic building and would blend well within the Historic District.

In response to concern about the proposed corrugated roof on the Mill Street building, Architect Don Stauss responded that the metal roof was appropriate for the building and would develop a patina that would eliminate the shine. The board and batten would be painted white with silver windows on both the Hanover Avenue and Mill Street buildings.

**Action:**

Council Member Thome stated that she was comfortable with the site proposal as presented and moved to recommend the Planned Unit Development rezoning to the Common Council subject to the following conditions:

1. The Fire Department needs assurance that the parking lot turning radius is adequate for their equipment.
2. Fire protection needs will be determined as the project progresses.
3. Parking is a concern with high traffic generating uses such as restaurants.
4. Impact fees will be applied.

5. The basements must be designed for high groundwater and potential petroleum contamination.

Mayor O'Keefe seconded the motion.

**Continued Discussion:**

Mr. Zimmerschied noted that the incremental increase in value on the property is expected to be about \$1 million.

The Commissioners discussed the basic architectural design of each of the three buildings and whether the Washington Avenue building and proposed site plan would create a problem with traffic visibility on Mill Street at both the Hanover Avenue and Washington Avenue corners. Commissioner Cain had fewer concerns with the vision triangle reduction when she learned that parking is prohibited along Washington Avenue at this site. Mr. Zimmerschied advised he would be amendable to prohibiting left turns from the east drive to avoid conflicts with Washington Avenue.

Commissioners reviewed each item that would not conform with the base zoning.

**Final Action:**

The motion carried without a negative vote, with Commissioners Voltz and Strautmanis excused.

**REVIEW PROPOSED POCKET NEIGHBORHOOD DEVELOPMENT ORDINANCE**

Planner Censky reminded Commissioners that at the June 4, 2018 meeting Commissioners received a presentation on Pocket Neighborhood-type development from Kit Keller, Paul Rushing and Tom Kubala and there was little discussion on the draft ordinance. The draft ordinance needs careful review and comment for direction to help guide staff in putting this draft into ordinance form. He asked Commissioners to review the list of uses and the proposed density at 7 to 12 units per acre as this ordinance will be used for infill sites. He added that the unspecific portions of the proposed code would need to be eliminated. Planner Censky noted that the drawing in support of the height determination would permit buildings in Pocket Neighborhoods to exceed the 35-foot maximum allowed elsewhere in the City and the drawing will need to be adjusted to 25 feet.

Commissioner thoughts and comments will then be incorporated in the final draft that will be brought back for final review and recommendation. Following Plan Commission recommendation a Public Hearing will be scheduled before the Common Council.

Comments from Commissioners included:

1. Some uses, such as chicken coups, are already controlled by City Code and such items should be woven into the current ordinance.

2. Discuss why carriage homes would be permitted if all parking is to be separated from the residences.
3. The Pocket Neighborhood Ordinance should not supersede the City's Code.
4. Assurances should be built into the Ordinance to prevent substandard high-density development.
5. Provide for ideal public access, such as connections with bike paths.
6. Clarify whether the common area would have public access or be solely accessed by the Pocket Neighborhood residents.
7. Honestly identify the demographic that would be purchasing these homes.

Ms. Keller urged Commissioners to check out links she provided regarding pocket neighborhood ordinances.

A member of the audience urged the City to adopt a Pocket Neighborhood Ordinance because these communities allow neighbors to look out for one another, provide a safe area for children to play, and are highly desired.

Commissioners expressed doubts that the homes in a Pocket Neighborhood would be affordable in Cedarburg. However, such a development would make use of the City's existing infrastructure.

Mr. Rushing stated that the first one in the area would have to be a stellar example and push limits on variety of housing, sizes and costs.

Commissioners concurred that they were in support of Pocket Neighborhood development, but that the ordinance would need to be well thought out to provide tight control of the developments. The ordinance would not be used as a deterrent. The market will determine whether Pocket Neighborhoods would be built.

#### **COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

Commissioner Zimmerschied questioned what the City Code allows people to do in their front yards. He is aware of storing or parking cars in front yards on a property on Western Road and would like to find out if the Code allows that use and if it should be updated.

Commissioner Burgoyne believes enforcement is the problem and that City Ordinances are solid.

#### **MAYOR'S ANNOUNCEMENTS**

Mayor O'Keefe did not offer any announcements.

#### **ADJOURNMENT**

A motion was made by Council Member Thome, seconded by Commissioner Zimmerschied, to adjourn the meeting at 10:12 p.m. The motion carried without a negative vote.

PLAN COMMISSION  
July 2, 2018

PLN20180702-9  
UNAPPROVED MINUTES

Darla Drumel,  
Administrative Secretary

## CITY OF CEDARBURG

**MEETING DATE:** August 13, 2018

**ITEM NO:** 8. C. & 8. D.

**TITLE:**

- C. Consider Resolution No. 2018-22 to amend the Comprehensive Land Use Plan – 2025 for the parcel located at N56 W6093 Portland Road from the Governmental and Institutional classification to the Commercial classification; and action thereon (Plan Comm. 07-02-18)
- D. Consider Ordinance No. 2018-12 to rezone the above property from I-1 Institutional and Public Service District to the B-3 Central Business District; and action thereon (Plan Comm. 07-02-18)

**ISSUE SUMMARY:** The petitioner is requesting rezoning of this parcel to make the former Baptist Church building more marketable for leasing purposes. Specifically, under the I-1 Institutional zoning, the petitioner is limited to nonprofit or quasi-public uses, such as a church, library, school or government office etc. whereas the uses permitted in the B-3 Central Business District are commercial in nature. (See attached B-3 Regulations.) Since this site borders the B-3 District across Mill Street to the north, behind the property and is located across from Cedar Creek Park, the applicant feels the uses listed in the B-3 District are compatible with the area and more appropriate for the site than the limited uses permitted in the Institutional District.

***Proposed Land Use Classification and Zoning:***

As Council Members know, before any decision on this project can be made, the 2025 Land Use Plan and zoning must be amended so both documents are consistent with each other and they reflect the use being proposed. Accordingly, the first step is to amend the Land Use Plan from the Governmental and Institutional classification to the Commercial classification. The second step in this process, if the Land Use Plan amendment is approved, is to rezone the site from I-1 Institutional and Public Service District to the B-3 Central Business District.

***Staff Comments:***

Council Members will note that while this site borders the B-3 Central Business District to the north, west and southwest, it also borders the Rs-6 Single-Family Residential District directly to the southeast and the P-1 Park District to the northeast. The closest neighbor to this site is a single-family home next door. While that neighbor has indicated no objection to this proposed zoning change, staff notes that any of the uses listed in that district may be established on the property, now or in the future.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

At their July 2, 2018 meeting, the Plan Commission recommended Land Use Plan Amendment from the Governmental and Institutional classification to the Commercial classification and rezoning from I-1 Institutional and Public Service District to the B-3 Central Business District by unanimous voted

**BUDGETARY IMPACT:** N/A

**ATTACHMENTS:**

- Resolution No. 2018-22

- Ordinance No. 2018-12
- Copy of the I-1 Institutional and Public Service District and the B-3 Central Business District

**INITIATED/REQUESTED BY:** Cornerstone Builders, LLC – Greg Zimmerschied Owner

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

**SEC. 13-1-63 I-1 INSTITUTIONAL AND PUBLIC SERVICE DISTRICT.**

- (a) **Purpose.** The I-1 Institutional and Public Service District is intended to eliminate the ambiguity of maintaining, in unrelated use districts, areas which are under public or public-related ownership and where the use for public purpose is anticipated to be permanent.
- (b) **Permitted Use.** (Also see Section 13-1-225.)
  - (1) Public or private schools, colleges, and universities.
  - (2) Child day care facilities licensed under Sec. 48.48, Wis. Stats.
  - (3) Churches.
  - (4) Hospitals, sanatoriums, nursing homes, and clinics.
  - (5) Libraries, museums, and art galleries.
  - (6) Lodges.
  - (7) Public administrative offices, and public service buildings, including fire and police stations.
  - (8) Public utility offices.
  - (9) Water storage tanks and towers.
  - (10) Waste water treatment facilities (publicly owned).
- (c) **Permitted Accessory Uses.**
  - (1) Garages for storage of vehicles used in conjunction with the operation of a permitted use.
  - (2) Ground-mounted and building-mounted earth station dish antennas.
  - (3) Off-street parking and loading areas.
  - (4) Residential quarters for caretakers or clergy. Permitted accessory dwellings shall comply with the building area requirements of the Rs-5 Single-Family Residential District.
  - (5) Service buildings and facilities normally accessory to the permitted uses.
- (d) **Conditional Uses.** (Also see Section 13-1-226.)
  - (1) Cemeteries.
  - (2) Crematory service.
  - (3) Gift stores.
  - (4) Florists (not including greenhouses).
  - (5) Utilities, provided all principal structures and uses are not less than fifty (50) feet from any residential district lot line.
  - (6) Funeral homes, provided all principal structures and uses are not less than twenty-five (25) feet from any lot line.
  - (7) Transmitting towers, receiving towers, relay, and microwave towers without broadcast facilities or studios.
  - (8) Municipal earth and sanitary landfill operations.
  - (9) Performing Arts Theaters. (Ord. 96-41)
  - (10) Detached accessory structures in any yard. (Ord. 2001-07)
  - (11) Senior Housing. (Ord. 2006-22)
  - (12) Community Based Residential Facilities (CBRF) which have a capacity for nine (9) or more persons. (Ord. 2006-22)
  - (13) Assisted living. (Ord. 2006-22)

- (14) Solar panels on publicly owned sites, exempt from the yard and distance requirements. (Ord. 2008-13)
  - (15) Columbaria. Any religious association may establish an indoor columbarium or an outdoor columbarium as an accessory structure subject to Wis. Stat. § 157.123 and the conditional use requirements set for by this ordinance:
    - a. Indoor Columbaria. A religious association may establish an indoor columbarium subject to the requirements of Wis. Stat. § 157.123, the City of Cedarburg Building Code and the following requirements:
      1. A plan of perpetual care and maintenance of any proposed columbarium pursuant to Wis. Stat. § 157.123(2)(b).
    - b. Outdoor Columbaria. A religious association may establish an outdoor columbarium subject to the requirements of Wis. Stat. § 157.123 and the following requirements set forth below:
      1. A religious association must submit for review and approval to the Cedarburg Plan Commission:
        - a. A plan of perpetual care and maintenance of any proposed columbarium pursuant to Wis. Stat. § 157.123(2)(b); and
        - b. A site plan.
      2. All Outdoor Columbaria must comply with the following physical requirements:
        - a. Location: A columbarium must be located outside a building owned and occupied by a religious association as defined by Wis. Stat. § 157.123(2)(a). Outdoor Columbaria are not subject to Section 13-1-101(g) of the Zoning Code requiring Accessory Structures be located in the rear yard.
        - b. Size: Columbaria structures are not subject to the Area requirements in Section 13-1-63(g)(2) requiring the sum total floor area of the principal area of the building, columbaria, and all other accessory buildings not exceed forty (40%) of the lot.
        - c. Setback: Columbaria structures shall meet the setback and yard requirements of the I-1 Institutional and Public Service Districts.
        - d. Appearance: Columbaria shall be consistent in material and design to the primary structure.
        - e. Signage: Signage shall be limited to inscriptions on the face of a columbarium niche and commemorative plaque on the columbarium structure. Commemorative plaques may be no larger than fifteen (15) inches by fifteen (15) inches.
        - f. Left Objects: Left objects, such as flowers and mementos, are permitted, but must be monitored by the religious association and removed within seven (7) days of placement. (Ord. 2016-09)
- (e) **Lot Area and Width.** (Also see Article E.)
- (1) Lots shall be a minimum of eight thousand four hundred (8,400) square feet in area.
  - (2) Lots shall not be less than seventy-five (75) feet in width.

- (f) **Setback and Yards.** (Also see Section 13-1-27 and Article E.)
  - (1) A minimum street yard (setback) of twenty-five (25) feet from an existing or planned public street right-of-way shall be required. The required street yard setback may be reduced by action of the Common Council following review and recommendation by the Plan Commission in order to facilitate redevelopment of a designated state or federal contaminated site. (Ord. 2008-12)
  - (2) There shall be a minimum side yard of not less than six (6) feet on a side.
  - (3) There shall be a rear yard of not less than twenty-five (25) feet. The required rear yard setback may be reduced by action of the Common Council following review and recommendation by the Plan Commission in order to facilitate redevelopment of a designated state or federal contaminated site. (Ord. 2008-12)
- (g) **Building Height and Area.** (Also see Article E.)
  - (1) No building or parts of a building shall exceed thirty-five (35) feet in height. No accessory building shall exceed twenty (20) feet in height.
  - (2) The sum total of the floor area of the principal building and all accessory buildings shall not exceed forty percent (40%) of the lot area. The required floor area may be increased up to fifty percent (50%) of the lot area by action of the Common Council following review and recommendation by the Plan Commission in order to facilitate redevelopment of a designated state or federal contaminated site. (Ord. 2008-12)
- (h) **Traffic, Loading, Parking, and Access.** (See Article D.)
- (i) **Nonconforming Uses, Structures, and Lots.** (See Article G.)
- (j) **Performance Standards.** (See Article H.)
- (k) **Signs.** (See Title 15, Chapter 5 of the Code of Ordinances.)
- (l) **Site Plan Review.** (See Article F.)
- (m) **Architectural Review.** (See Article F.)

**SEC. 13-1-55 B-3 CENTRAL BUSINESS DISTRICT.** (Ord. 2013-23) (Ord. 2014-04)

- (a) **Purpose and Intent.** The B-3 Central Business District is intended to provide for the preservation of Cedarburg's historic downtown and the orderly appropriate regulations to ensure the compatibility of the diverse uses typical of the downtown area without inhibiting the potential for maximum development of commercial, cultural, entertainment, and other urban activities which contribute to its role as the heart of the City. This area contains a mix of retail sales shops, office, restaurants, cultural, entertainment, and residential uses.
- (b) **General Requirements.**
  - (1) Overall development shall be compatible with the City's community character, urban design, historic preservation principles and shall facilitate the objectives as expressed in the adopted Cedarburg Smart Growth Comprehensive Land Use Plan – 2015, and components thereof.
  - (2) A major portion of the B-3 District is also regulated by the City's Historic Preservation District (HPD). This is an "overlay" district created to protect historic buildings and sites that are listed on the National Register of Historic Places. The design, remodeling, reconstruction, painting, and site improvements within the HPD area require approval and a Certificate of Appropriateness by both the City's Landmarks Commission and Plan Commission.
  - (3) Buildings shall be designed to correspond in height, width, proportion, relationship to street, roof forms, composition, window and door patterns, materials and colors compatible with existing buildings in the downtown area.
  - (4) All buildings in the HPD portion of the B-3 District existing prior to October 28, 2013 are considered to be conforming structures relative to dimensional requirements to maintain the integrity of the Historic District. If such buildings are ever damaged or destroyed, they may be reconstructed exactly in their pre-damaged or pre-destroyed location and dimensional configuration.
  - (5) Single-family and two-family homes existing prior to October 28, 2013 are non-conforming uses and may be continued pursuant to Section 13-1-140 titled Non-conforming Uses.
- (c) **Permitted Uses.** (Also see Section 13-1-225.)
  - (1) Antique and collectors stores.
  - (2) Art stores, studios, galleries.
  - (3) Auto parts stores.
  - (4) Bagel shops, bakeries.
  - (5) Banks, credit unions, savings and loan associations, and other financial institutions (not including drive-in or drive-thru facilities).
  - (6) Barber shops and beauty shops.
  - (7) Bicycle sales, repair and rental.
  - (8) Bookstores.
  - (9) Boutiques.
  - (10) Business, professional, medical, and utility offices.
  - (11) Camera, photographic supply stores, and photographic studios.
  - (12) Catering Services.
  - (13) Clinics (dental, medical, chiropractic).

- (14) Clothing stores.
- (15) Cocktail lounges, bars, and taverns.
- (16) Coffee shops and espresso bars.
- (17) Computer sales and services.
- (18) Cultural Centers.
- (19) Delicatessen.
- (20) Department stores.
- (21) Electronics and appliance stores, and repair shops.
- (22) Farmers markets, including farm products, food, crafts, and food vendors.
- (23) Fish markets.
- (24) Florists, yard and garden supplies, and service.
- (25) Furniture sales.
- (26) Furriers and fur apparel.
- (27) Gift stores.
- (28) Grocery stores.
- (29) Hardware stores.
- (30) Health clubs, athletic clubs, and gymnasiums.
- (31) Hobby and craft stores.
- (32) Ice cream parlors/soda fountain stores.
- (33) Insurance offices.
- (34) Interior decorators.
- (35) Jewelry stores.
- (36) Liquor stores.
- (37) Lodges and clubs.
- (38) Meat markets.
- (39) Museums.
- (40) Music stores.
- (41) Newspaper and magazine stores.
- (42) Office supplies and business machine stores
- (43) Optical stores.
- (44) Paint, glass, and wallpaper stores.
- (45) Pet stores and pet grooming (with all operations indoors).
- (46) Pharmacy (not including drive-thru service).
- (47) Plumbing and heating supplies.
- (48) Publishing houses.
- (49) Real estate offices.
- (50) Restaurants (without drive-thru facilities).
- (51) Self-service laundries and dry cleaning establishments.
- (52) Shoe and leather goods stores.
- (53) Spas and fitness facilities.
- (54) Specialty food and beverage product sales.
- (55) Specialty retail shops for housewares, stationary, home décor, lighting products, and athletic and sporting goods.
- (56) Tailor shops.
- (57) Theaters.

- (58) Tobacco shops.
  - (59) Used merchandise resale shops (excluding pawn shops).
  - (60) Variety stores.
  - (61) Residential use of single-family and two-family structures that existed prior to the adoption of this Ordinance. (Ord. 2017-02)
- (d) **Permitted Accessory Uses.**
- (1) Residential quarters provided that such quarters are in the principal building, not on a ground-level floor, and the entrances and exits to such quarters are directed to the interior of the building. There shall be a minimum floor area of four-hundred and twenty (420) square feet for an efficiency or one (1) bedroom apartment and five-hundred and fifty (550) square feet for a two (2) bedroom apartment.
  - (2) Accessory buildings and uses customarily incidental to the above uses, including garages used in conjunction with the operation of the uses of the premise and dumpster storage facilities.
  - (3) Off-street parking and loading areas.
  - (4) Essential services as defined herein.
  - (5) Ground-mounted and building-mounted satellite dish antennas less than three (3) feet in diameter.
  - (6) Outdoor dining and non-alcohol beverage service. (NOTE: Outdoor alcohol beverage services require a premises license approved by the Common Council).
- (e) **Conditional Uses.** (Also see Section 13-1-226.)
- (1) Automobile service stations.
  - (2) Banks, savings and loan associations, credit unions, and other financial institutions with drive-in or drive-through facilities.
  - (3) Bed and breakfast establishments providing adequate off-street parking.
  - (4) Building supply stores.
  - (5) Bus depots, provided all principal structures and uses are not less than one-hundred (100) feet from any residential district lot line.
  - (6) Coffee roasting.
  - (7) Day care facilities.
  - (8) Feed mills, and feed and seed sales.
  - (9) Funeral homes, provided all principal structures and uses are not less than twelve (12) feet from any lot line.
  - (10) Gun shops, subject to Police Department and Plan Commission review and approval.
  - (11) Hotels, subject to adequate off-street parking.
  - (12) Indoor and outdoor recreational and entertainment facilities.
  - (13) Microbreweries, soft drink production, and wineries.
  - (14) Night clubs and dance halls.
  - (15) Parking structures.
  - (16) Pharmacies with drive-thru facilities.
  - (17) Printing and reproduction services [not exceeding three thousand (3,000) square feet of gross floor area].
  - (18) Renewable energy systems (i.e. wind, solar, geothermal).
  - (19) Telecommunications installations.
  - (20) Tourist Rooming Houses (Ord. 2014-05)

- (21) Vehicle detailing.
- (22) Wool carding.
- (23) Micro-Distilleries. (Ord. 2014-17)
- (f) **Dimensional Requirements.** See Table 13-1-55.
- (g) **Traffic, Loading, Parking, and Access.** (See Article D.)
- (h) **Nonconforming Uses, Structures, and Lots.** (See Article G.)
- (i) **Performance Standards.** (See Article H.)
- (j) **Signs.** (See Title 15, Chapter 5 of the Code of Ordinances.)
- (k) **Site Plan Review.** (See Article F.)
- (l) **Architectural Review.** (See Article F.)

**CITY OF CEDARBURG  
RESOLUTION NO. 2018-22**

**A Resolution Amending the City of Cedarburg  
Comprehensive Land Use Plan - 2025  
for the Property at N56 W6093 Portland Road**

WHEREAS, the City of Cedarburg, pursuant to the provisions of Section 62.23 of the Wisconsin Statutes, has created a City Plan Commission; and

WHEREAS, the City Plan Commission has prepared a plan for the physical development of the City of Cedarburg and environs, said plan known as *The City of Cedarburg Smart Growth Comprehensive Plan -2025* and

WHEREAS, the City Plan Commission on the 7<sup>th</sup> day of January 2008 recommended the aforementioned Comprehensive Plan and on the 25<sup>th</sup> day of February 2008 the Common Council adopted the plan; and

WHEREAS, the adopted Land Use Plan recommends Governmental and Institutional Use as shown on the Land Use Map; and

WHEREAS, a proposed commercial and retail use building on this property would require amending the Governmental and Institutional classification to the Commercial classification; and

WHEREAS, the Plan Commission reviewed the requested amendment on July 2, 2018, and the Common Council held a public hearing on August 13, 2018 to consider amending the Plan and found such change to be appropriate and compatible with the existing and future nearby uses.

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section 66.1001(4)(b) of the Wisconsin Statutes, the City of Cedarburg Common Council on the 13<sup>th</sup> day of August, 2018 hereby amends *The City of Cedarburg Smart Growth Comprehensive Land Use Plan - 2025*, as follows: the property at N56 W6093 Portland Road is hereby classified as Commercial Use in the Comprehensive Land Use Plan – 2025.

Passed and adopted this 13<sup>th</sup> day of August 2018.

\_\_\_\_\_  
Michael J. O’Keefe, Mayor

Attest:

\_\_\_\_\_  
Constance K. McHugh, City Clerk

Approved as to form:

\_\_\_\_\_  
Michael P. Herbrand, City Attorney

**ORDINANCE NO. 2018-12**

**An Ordinance Rezoning a .0106 Acre Parcel Located  
At N56 W6093 Portland Road**

The proposed ordinance having been submitted to the City Plan Commission for recommendation and notice having been given pursuant to Wis. Statute, the Common Council of the City of Cedarburg, Wisconsin, does hereby ordain as follows:

The following described real estate situated in the City of Cedarburg, Wisconsin, presently being in an I-1 Institutional and Public Service District is hereby rezoned to B-3 Central Business District:

Lot Twenty-three (23) in Block Thirteen (13) of the Assessor's Plat of the City of Cedarburg lying in the South East One-quarter (1/4) of Section Twenty-seven (27), Township Ten (10) North, Range Twenty-one (21) East in the City of Cedarburg, Ozaukee County, Wisconsin except that part thereof described as follows, to-wit: Commencing at an iron pipe which is the Northern most and Western most point of said Lot 23, thence s. 51° 26' 30" East, along the Northeast line of said Lot, 30 feet to a point; thence South 38° 57' 30" West on a line parallel to the South East line of said Lot to a point in the Southwest line of said Lot 23, thence Northwest along said Southwest lot line to an iron pipe at the place of beginning. Also excepting therefrom Deed of Dedication, dated July 29, 1970 and recorded August 17, 1970 in Volume 269 of Records, Page 491, as Document No. 235711.

Tax Key No. 13-050-13-23-000

Said parcels contain 0.106 acres, more or less.

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

Passed and adopted this 13<sup>th</sup> day of August 2018.

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Michael J. O'Keefe, Mayor

Countersigned:

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Constance K. McHugh, City Clerk

Approved as to form:

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Michael P. Herbrand, City Attorney

**CITY OF CEDARBURG**

MEETING DATE: August 13, 2018

ITEM NO: 9. B.

**TITLE:** Consider contract extension for groundwater monitoring at the former City/Town landfill site on Pleasant Valley Road; and action thereon

**ISSUE SUMMARY:** Stantec has been completing the DNR required semi-annual groundwater monitoring and reporting at the Pleasant Valley landfill for many years now. Stantec has again agreed to hold their price for 2019 and 2020 at the same amount as the previous three contracts. The cost is \$10,050/year with the City paying 66-2/3% and the Town of Cedarburg paying 33-1/3%.

**STAFF RECOMMENDATION:** Staff recommends approval of the engineering services contract extension with Stantec.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** N/A.

**BUDGETARY IMPACT:** City share \$6,700/year.

**ATTACHMENTS:** Copy of Stantec proposal

**INITIATED/REQUESTED BY:** Tom Wiza

**FOR MORE INFORMATION CONTACT:** Tom Wiza – Director of Engineering and Public Works  
(262)375-7610

Change Order #      Change Order No. 3      Date      1 August 2018

"STANTEC"      STANTEC CONSULTING SERVICES INC.

STANTEC Project #      193704856

12075 Corporate Parkway, Ste 200  
Mequon, WI

Ph: (262) 241-4466 Fx: (262) 241-4901

email: chris.hatfield@stantec.com

CLIENT

CITY OF CEDARBURG

Client Project #

W63 N645 Washington Avenue  
Cedarburg, WI

Ph: (262) 375-7600 Fx:

email: twiza@ci.cedarburg.wi.us

Project Name and Location:    Pleasant Valley Landfill, Cedarburg, WI

In accordance with the original Professional Services Agreement dated October 3, 2012 and Change Orders thereto, the Agreement changes as detailed below are hereby authorized.

Stantec proposes to perform the following groundwater monitoring activities for the Pleasant Valley Landfill during 2019 and 2020 which is consistent with the Wisconsin Department of Natural Resources (WDNR) approved groundwater monitoring plan for the Landfill:

- Sampling and analyzing groundwater collected from twelve monitoring wells for alkalinity, specific conductance, dissolved chloride, pH, and nitrate plus nitrite as nitrogen semi-annually (March and September).
- Recording groundwater elevations from twelve monitoring wells semi-annually (March and September).
- Sampling and analyzing four residential water-supply wells for three basic water-quality parameters annually (September).
- Sampling and analyzing four landfill monitoring wells and four residential water-supply wells for volatile organic compounds (VOCs) annually (September).
- Collecting and analyzing duplicate samples and/or trip blanks for quality control and assurance as needed.
- Preparing the semi-annual monitoring data in electronic format and exceedance reports for submittal to the WDNR.
- Preparing reports for the City and Town of Cedarburg summarizing the groundwater sampling results.

The cost to perform this sampling during March and September each year will be \$4,450 and \$5,600, respectively, for a total annual cost of \$10,050. The total cost of this 2-year contract extension is \$20,100. The costs for the semi-annual sampling varies by event since there are more wells and parameters to be sampled and analyzed during September than March. The annual cost remains unchanged from the previous contracts. The provided costs include sufficient labor, equipment, supplies, and laboratory analysis to complete the described work.

	Total fees this Change Order			\$	20,100.00	
	Original agreement amount			\$	20,100.00	
	Change Order Number	1		\$	20,100.00	
	Change Order Number	2		\$	20,100.00	
	Change Order Number			\$	-	
	Change Order Number			\$	-	
	Total Agreement			\$	80,400.00	

Effect on Schedule: as discussed above.

Payments shall be made in accordance with the original agreement terms. All other items and conditions of the original Agreement shall remain in full force and effect.

STANTEC CONSULTING SERVICES INC.

CITY OF CEDARBURG

Stuart J. Gross - Associate

Print Name and Title

Print Name and Title

Signature

Signature

Date Signed:

08/03/2018

Date Signed:

**CITY OF CEDARBURG**  
**TRANSFER LIST**  
7/25/18-8/8/18

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
<b>PWSB CHECKING ACCOUNT</b>		
7/31/2018	\$73,337.53	WRS-June remittance
8/2/2018	\$228,000.00	PWSB Payroll
8/3/2018	\$3,149.68	ICMA-contributions for 7/15/18-7/28/18
8/3/2018	\$4,471.90	North Shore Bank-contributions for 7/15/18-7/28/18
8/3/2018	\$495.00	Police Union Association-contributions for 7/15/18-7/28/18
8/3/2018	\$5,875.18	Health Savings Accounts-contributions for 7/15/18-7/28/18
8/3/2018	\$82,897.76	WCA-August health insurance premiums
8/3/2018	\$5,343.26	MetLife-August dental insurance premiums
8/3/2018	\$557.01	Superior Vision-August dental insurance premiums
8/6/2018	\$2,795.49	Light & Water-July charges
8/8/2018	\$911.88	Aflac-July premiums
8/8/2018	\$3,024.65	Minnesota Life-September premiums
	<u>\$410,859.34</u>	
<b>PWSB PAYROLL CHECKING ACCOUNT</b>		
8/3/2018	\$164,627.65	Payroll for 7/15/18-7/28/19
8/3/2018	\$63,428.86	Payroll taxes 7/15/18-7/28/19
	<u>\$228,056.51</u>	
<b>PWSB MONEY MARKET ACCOUNT</b>		
7/27/2018	\$535,000.00	PWSB Checking
8/3/2018	\$300,000.00	PWSB Checking
8/6/2018	\$1,894.58	Ozaukee County-tax payments
	<u>\$836,894.58</u>	

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**111300 PWSB Checking**

Paid Chk# 029326 8/3/2018 AMERICAN RED CROSS-HEALTH/SAFE

G 220-212000	ACCOUNTS PAYABLE	\$165.00	22122499	REC-BABYSITTERS TRAINING
Total AMERICAN RED CROSS-HEALTH/SAFE		\$165.00		

Paid Chk# 029327 8/3/2018 AMISH CRAFTSMEN GUILD II

G 400-212000	ACCOUNTS PAYABLE	\$6,553.59		PICNIC TABLE PARKS-PO# PKS861-4 OCTAGON PICNIC TABLES
Total AMISH CRAFTSMEN GUILD II		\$6,553.59		

Paid Chk# 029328 8/3/2018 AT&amp;T LONG DISTANCE

G 260-212000	ACCOUNTS PAYABLE	\$36.87	836841746	LIBR-LONG DISTANCE
G 100-212000	ACCOUNTS PAYABLE	\$6.05	836841746	PD-LONG DISTANCE
G 100-212000	ACCOUNTS PAYABLE	\$84.91	836841746	L&W-LONG DISTANCE
Total AT&T LONG DISTANCE		\$127.83		

Paid Chk# 029329 8/3/2018 AXLEY BRYNELSON, LLP

G 350-212000	ACCOUNTS PAYABLE	\$795.00	736357	TID#4-AMCAST JUNE LEGAL SERVICES
Total AXLEY BRYNELSON, LLP		\$795.00		

Paid Chk# 029330 8/3/2018 BADGER POPCORN &amp; CONCESSION

G 240-212000	ACCOUNTS PAYABLE	\$1,008.88	423942	POOL-CKN TENDERLOIN/PIZZAS
Total BADGER POPCORN & CONCESSION		\$1,008.88		

Paid Chk# 029331 8/3/2018 BAYCOM INC

G 100-212000	ACCOUNTS PAYABLE	\$772.50	SRVCE000001	PD-12/18/17 SERVICE-ANI ALI PROBLEM
Total BAYCOM INC		\$772.50		

Paid Chk# 029332 8/3/2018 BEYER S HARDWARE STORE

G 240-212000	ACCOUNTS PAYABLE	\$19.32	141286	POOL-BORAX/ANT KILLER
G 200-212000	ACCOUNTS PAYABLE	\$28.39	141322	CEM-GLOVES/SPOT SPRINKLER
G 100-212000	ACCOUNTS PAYABLE	\$60.67	141352	PD-FLUO REPL BULBS
G 200-212000	ACCOUNTS PAYABLE	\$43.34	141427	CEM-SLIM LOCK BOX/MILORGANITE/KEY
G 100-212000	ACCOUNTS PAYABLE	\$4.24	141439	COMPLEX-A/C FOAM
G 601-212000	ACCOUNTS PAYABLE	\$47.92	141446	CWRC-SOLAR SALT
Total BEYER S HARDWARE STORE		\$203.88		

Paid Chk# 029333 8/3/2018 BUSINESS CARD

G 100-212000	ACCOUNTS PAYABLE	\$5.00	0883	PD-REGISTER@FAA
G 100-212000	ACCOUNTS PAYABLE	\$93.85	0883	PD-WWW.OYOUR6DESIGNS
G 100-212000	ACCOUNTS PAYABLE	\$303.42	0883	PD-TARGET ONLINE
G 100-212000	ACCOUNTS PAYABLE	\$29.52	0883	PD-AMAZON MKTPOLACE
G 100-212000	ACCOUNTS PAYABLE	\$25.98	0883	PD-AMAZON MKTPLACE
G 100-212000	ACCOUNTS PAYABLE	\$153.76	0883	PD-AMAZON MKTPLACE
G 100-212000	ACCOUNTS PAYABLE	\$157.88	0883	PD-AMAZON MKTPLACE
G 100-212000	ACCOUNTS PAYABLE	\$28.35	0883	PD-AMAZON MKTPLACE
G 100-212000	ACCOUNTS PAYABLE	\$100.00	1690	PARKS-WI ARBORIST ASSN
G 601-212000	ACCOUNTS PAYABLE	\$103.00	1764	CWRC-WWOA REGISTRATIONS
G 601-212000	ACCOUNTS PAYABLE	\$5.84	1764	CWRC-AMAZON WEB SVCS-TRANSCODER

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G 601-212000 ACCOUNTS PAYABLE	\$134.97	1764	CWRC-AMAZON.COM-LIGHTS/CHARGER
G 220-212000 ACCOUNTS PAYABLE	\$718.50	1873	REC-SHALOM WILDLIFE ZOO
G 240-212000 ACCOUNTS PAYABLE	\$54.55	1873	POOL-AMAZON.COM-APPAREL
G 240-212000 ACCOUNTS PAYABLE	\$61.56	1873	POOL CONC.-WEBSTARAUNTSTORE-CUPS
G 220-212000 ACCOUNTS PAYABLE	\$41.85	1873	REC-AMAZON.COM
G 240-212000 ACCOUNTS PAYABLE	\$300.95	1873	POOL-SWIMOUTLET-DUMBELLS
G 100-212000 ACCOUNTS PAYABLE	\$565.00	1873	PARKS-NRPA CONGRESS
G 220-212000 ACCOUNTS PAYABLE	\$317.90	1873	REC-ROCKIN JUMP/AMAZON.COM
G 220-212000 ACCOUNTS PAYABLE	\$15.00	1873	REC-PLUGNPAY
G 220-212000 ACCOUNTS PAYABLE	\$99.52	1873	REC-TEXTEDLY/TARGET
G 220-212000 ACCOUNTS PAYABLE	\$37.00	1873	REC-SURVEYMONKEY
G 220-212000 ACCOUNTS PAYABLE	\$26.56	1873	REC-POSTNET
G 100-212000 ACCOUNTS PAYABLE	\$60.00	1873	PARKS-NPRA
G 100-212000 ACCOUNTS PAYABLE	\$82.16	3367	ENG-FULL SOURCE LLC-SPRAY PAINT
G 100-212000 ACCOUNTS PAYABLE	\$82.00	3367	ENG-DSPS RENEWAL-WIESER
G 100-212000 ACCOUNTS PAYABLE	\$1.64	3367	ENG-DSPS RENEWAL-WIESER
G 100-212000 ACCOUNTS PAYABLE	\$334.26	3367	B.I.-E PAY DOC SALES-PERMIT SEALS
G 100-212000 ACCOUNTS PAYABLE	\$28.51	5957	EM-PIGGLY WIGGLY-MEETING SPLYS
G 100-212000 ACCOUNTS PAYABLE	\$19.80	5957	EM-ARNORTHAMER-GARDEN HOSE ADAPTER
G 100-212000 ACCOUNTS PAYABLE	\$7.98	5957	EM-TRI-PAR-ICE FOR 7/4 PARADE
G 100-212000 ACCOUNTS PAYABLE	\$18.41	5957	EM-PIGGLY WIGGLY-MTG DINNER SUPPLIES
G 100-212000 ACCOUNTS PAYABLE	\$874.00	6193	DPW-HOISTS DIRECT-MANHOLE LIFTER
G 100-212000 ACCOUNTS PAYABLE	\$59.99	6193	DPW-EBAY-CARBUR. & ENGINE
G 100-212000 ACCOUNTS PAYABLE	\$222.98	6193	DPW-AMAZON.COM-CAR DUSTER KIT/CAMERA
G 100-212000 ACCOUNTS PAYABLE	\$142.67	6193	DPW-AMAZON.COM-WINCH CABLE
G 100-212000 ACCOUNTS PAYABLE	\$601.80	6193	DPW-FARMERS IMPLEMENT-BRG/KNIFE
G 700-212000 ACCOUNTS PAYABLE	\$115.64	6193	ISF-SR VAN-AMAZON.COM TAILLIGHT
G 100-212000 ACCOUNTS PAYABLE	\$407.24	6206	PD-K9-RUDY DREXELERS-6/25-28/18 TRAINING
G 100-212000 ACCOUNTS PAYABLE	\$170.00	6206	PD--DAVIS INSTRUMENTS
G 100-212000 ACCOUNTS PAYABLE	(\$12.58)	6206	PD-REFUND-BAYMONT-INDIANA
G 100-212000 ACCOUNTS PAYABLE	\$114.94	6206	PD-AMAZON.COM-STREAMLIGHT
G 100-212000 ACCOUNTS PAYABLE	\$12.99	6206	PD-AMAZON MKTPLACE-CIG. LIGHTER ADAPTER
G 100-212000 ACCOUNTS PAYABLE	\$80.96	6206	PD-TOXOPTIX
G 100-212000 ACCOUNTS PAYABLE	\$27.96	6206	PD-AMAZON.COM-LITH. BATTERIES
G 100-212000 ACCOUNTS PAYABLE	\$165.99	6206	PD-STAMPS.COM
G 100-212000 ACCOUNTS PAYABLE	\$406.83	6206	PD-AMAZON MKTPLACE-MED. SUPPLIES
G 260-212000 ACCOUNTS PAYABLE	\$270.44	7141	LIBR-FRIENDS-DSS ACHIEVE.
G 260-212000 ACCOUNTS PAYABLE	\$50.09	7141	LIBR-AMAZON.COM
G 260-212000 ACCOUNTS PAYABLE	\$89.87	7141	LIBR-AMAZON.COM
G 260-212000 ACCOUNTS PAYABLE	\$58.07	7141	LIBR-POST OFFICE
G 260-212000 ACCOUNTS PAYABLE	\$263.63	7141	LIBR-AMAZON.COM
G 260-212000 ACCOUNTS PAYABLE	\$32.21	7141	LIBR-FRIENDS-MICHAELS
G 260-212000 ACCOUNTS PAYABLE	\$167.77	7141	LIBR-AMAZON.COM
G 260-212000 ACCOUNTS PAYABLE	\$11.00	7141	LIBR-FRIENDS-POSTNET
G 260-212000 ACCOUNTS PAYABLE	\$112.83	7141	LIBR-DONATION-AMAZON.COM-RADIO
G 260-212000 ACCOUNTS PAYABLE	\$1,080.70	7141	LIBR-CROWN PLAZA HOTEL-NOLA
G 260-212000 ACCOUNTS PAYABLE	\$50.00	7141	LIBR-AMERICAN AIRLINES
G 260-212000 ACCOUNTS PAYABLE	\$31.94	7141	LIBR-FRIENDS-AMAZON.COM

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AUGUST 2018

	Check Amt	Invoice	Comment
G 100-212000 ACCOUNTS PAYABLE	\$9.98	9962	PD-UPS-MAILING
G 100-212000 ACCOUNTS PAYABLE	\$104.54	9962	PD-APPLE ONLINE STORE
G 100-212000 ACCOUNTS PAYABLE	\$50.00	9962	PD-SAFE KIDS WORLDWIDE
G 100-212000 ACCOUNTS PAYABLE	\$235.83	9967	PD-RADISSON HOTEL GB/CONF. & MEALS
G 100-212000 ACCOUNTS PAYABLE	\$492.00	9967	PD-STONE HARBOR STURGEON BAY/DOJ CONF/NTOA
<b>Total BUSINESS CARD</b>	<b>\$10,517.03</b>		
<b>Paid Chk# 029334 8/3/2018 CARDMEMBER SERVICE-COSTCO</b>			
G 220-212000 ACCOUNTS PAYABLE	\$500.00	0669	REC-BETTY BRINN CHLDNS MUSEUM
G 601-212000 ACCOUNTS PAYABLE	\$120.90	2062	CWRC-TOWELS/WATER
G 100-212000 ACCOUNTS PAYABLE	\$112.41	7880	DPW-GLAD BAGS/BBQ SCE/UTENSILS
<b>Total CARDMEMBER SERVICE-COSTCO</b>	<b>\$733.31</b>		
<b>Paid Chk# 029335 8/3/2018 CCP INDUSTRIES INC</b>			
G 601-212000 ACCOUNTS PAYABLE	\$464.23	IN02133651	CWRC-NITRILE EXAM GLOVES
<b>Total CCP INDUSTRIES INC</b>	<b>\$464.23</b>		
<b>Paid Chk# 029336 8/3/2018 CEDARBURG CULTURAL CENTER</b>			
G 260-212000 ACCOUNTS PAYABLE	\$107.70	225 R	LIBR-12 CEDARBURG BOOKS
<b>Total CEDARBURG CULTURAL CENTER</b>	<b>\$107.70</b>		
<b>Paid Chk# 029337 8/3/2018 CENSKY, JON</b>			
G 100-212000 ACCOUNTS PAYABLE	\$5,629.50	18-0007	PLAN-JULY 2018 SERVICES
<b>Total CENSKY, JON</b>	<b>\$5,629.50</b>		
<b>Paid Chk# 029338 8/3/2018 CLEAN HARBORS ES INDUST SVCS</b>			
G 601-212000 ACCOUNTS PAYABLE	\$58,694.92	1002395167	CWRC-MAY 2018 SLUDGE HAULING
<b>Total CLEAN HARBORS ES INDUST SVCS</b>	<b>\$58,694.92</b>		
<b>Paid Chk# 029339 8/3/2018 COMMUNITY PRINTING INC.</b>			
G 100-212000 ACCOUNTS PAYABLE	\$152.00	3074I	PD-SEE/SAY
<b>Total COMMUNITY PRINTING INC.</b>	<b>\$152.00</b>		
<b>Paid Chk# 029340 8/3/2018 CURRAN, CHAD</b>			
G 220-212000 ACCOUNTS PAYABLE	\$25.00	REFUND	FLAG FOOTBALL REFUND
<b>Total CURRAN, CHAD</b>	<b>\$25.00</b>		
<b>Paid Chk# 029341 8/3/2018 ENVIRONMENTAL PRODUCTS &amp; SYS</b>			
G 601-212000 ACCOUNTS PAYABLE	\$116.40	181131	CWRC-PLEATED PANEL FILTERS
<b>Total ENVIRONMENTAL PRODUCTS &amp; SYS</b>	<b>\$116.40</b>		
<b>Paid Chk# 029342 8/3/2018 FORE BETTER GOLF</b>			
G 220-212000 ACCOUNTS PAYABLE	\$1,568.40	18-1074	REC-JR GOLF CLINIC AT THE BOG
<b>Total FORE BETTER GOLF</b>	<b>\$1,568.40</b>		
<b>Paid Chk# 029343 8/3/2018 GENERAL COMMUNICATIONS, INC.</b>			
G 400-212000 ACCOUNTS PAYABLE	\$3,500.00	257909	PD-VEH#5-REMOVE/INSTALL EQUIPMENT
<b>Total GENERAL COMMUNICATIONS, INC.</b>	<b>\$3,500.00</b>		

## CITY OF CEDARBURG

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AUGUST 2018

			Check Amt	Invoice	Comment
Paid Chk#	029344	8/3/2018	GORDIE BOUCHER FORD OF THIENS		
G	100-212000	ACCOUNTS PAYABLE	\$1,602.77	30415	PD-VEH#2-SERVICE TO DRIVER SEAT
Total	GORDIE BOUCHER FORD OF THIENS		\$1,602.77		
Paid Chk#	029345	8/3/2018	GRAINGER		
G	100-212000	ACCOUNTS PAYABLE	\$617.94	9840921077	FD-EXHAUST FANS 18 INCH
Total	GRAINGER		\$617.94		
Paid Chk#	029346	8/3/2018	HEIN ELECTRIC SUPPLY CO		
G	240-212000	ACCOUNTS PAYABLE	\$89.85	499823-00	POOL-GE POLE THQB BREAKERS
Total	HEIN ELECTRIC SUPPLY CO		\$89.85		
Paid Chk#	029347	8/3/2018	HOME DEPOT CREDIT SERVICES		
G	100-212000	ACCOUNTS PAYABLE	\$438.56	13859	PARKS-CARRIAGE BOLTS/HEX NUTS
G	100-212000	ACCOUNTS PAYABLE	\$430.56	13931	STREETS-CANVAS DROP CLOTH/CAUTION TAPE/SCISSORS
G	601-212000	ACCOUNTS PAYABLE	\$197.20	585341	CWRC-FUEL STABILIZER/EPOXY
G	100-212000	ACCOUNTS PAYABLE	\$74.98	7024590	PARKS-WALL MOUNT HOSE REEL
G	601-212000	ACCOUNTS PAYABLE	\$62.88	8015561	CWRC-6 VOLT BATTERY SPRINGS
Total	HOME DEPOT CREDIT SERVICES		\$1,204.18		
Paid Chk#	029348	8/3/2018	IBS OF SOUTHEASTERN WISCONSIN		
G	100-212000	ACCOUNTS PAYABLE	\$127.95	100674580	PD-MTP-48/H6
Total	IBS OF SOUTHEASTERN WISCONSIN		\$127.95		
Paid Chk#	029349	8/3/2018	JANI-KING OF MILWAUKEE/ROYAL F		
G	260-212000	ACCOUNTS PAYABLE	\$425.00	MIL08180388	LIBR-AUGUST 2018 JANITORIAL SERVICES
G	100-212000	ACCOUNTS PAYABLE	\$368.00	MIL08180546	DPW-AUGUST 2018 JANITORIAL SERVICES
Total	JANI-KING OF MILWAUKEE/ROYAL F		\$793.00		
Paid Chk#	029350	8/3/2018	JOHNSON CONTROLS FIRE PROT		
G	100-212000	ACCOUNTS PAYABLE	\$4,598.00	85027666	COMPLEX-REPL DRY PIPE VALVE
G	100-212000	ACCOUNTS PAYABLE	\$2,940.00	85027684	COMPLEX-REPL COMPRESSOR
Total	JOHNSON CONTROLS FIRE PROT		\$7,538.00		
Paid Chk#	029351	8/3/2018	LAFORCE INC.		
G	100-212000	ACCOUNTS PAYABLE	\$5,260.35	1071581	PARKS-PO #PKS832-SECURITY LOCK BEST DEADLOCK
Total	LAFORCE INC.		\$5,260.35		
Paid Chk#	029352	8/3/2018	LAKESHORE VETERINARY SPECIALIS		
G	700-212000	ACCOUNTS PAYABLE	\$2,661.05	64879	ISF-PD K9-7/5/18 ULTRASOUND-ABDOMINAL/TESTING
otal	LAKESHORE VETERINARY SPECIALIS		\$2,661.05		
Paid Chk#	029353	8/3/2018	LENNY S POOL SERVICE		
G	240-212000	ACCOUNTS PAYABLE	\$351.09	151520	POOL-CHEMICALS
G	240-212000	ACCOUNTS PAYABLE	\$1,578.03	151631	POOL-CHEMICALS
Total	LENNY S POOL SERVICE		\$1,929.12		

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			Check Amt	Invoice	Comment
Paid Chk#	029354	8/3/2018			LIESENER SOILS INC.
G 601-212000	ACCOUNTS PAYABLE		\$43.50	0162645-IN	CWRC-3 YDS LAWN & GARDEN
	<b>Total LIESENER SOILS INC.</b>		\$43.50		
Paid Chk#	029355	8/3/2018			LIGHT AND WATER
G 100-212000	ACCOUNTS PAYABLE		\$1,500.00	CELLTOWER	TMOBILE CELLTOWER MTNCE FEE 2018/2019
G 100-212000	ACCOUNTS PAYABLE		\$1,917.68	WTR IMPACT	IMPACT FEE-W51N740 KEUP RD-B THIERFELDER
	<b>Total LIGHT AND WATER</b>		\$3,417.68		
Paid Chk#	029356	8/3/2018			LINCOLN CONTRACTORS SUPPLY
G 100-212000	ACCOUNTS PAYABLE		\$23.18	L76675	STORM RPR-INSIDE CORNER TROWELS
G 100-212000	ACCOUNTS PAYABLE		\$16.59	L76697	DPW-INSIDE STEP TOOL
G 601-212000	ACCOUNTS PAYABLE		\$897.50	L76710	CWRC-PO#DPW862-CORE DRILL RIG
G 100-212000	ACCOUNTS PAYABLE		\$1,084.49	L76710	DPW-PO#DPW862-CORE DRILL RIG
	<b>Total LINCOLN CONTRACTORS SUPPLY</b>		\$2,021.76		
Paid Chk#	029357	8/3/2018			MASTER PRINTWEAR
G 240-212000	ACCOUNTS PAYABLE		\$318.50	3126	POOL-YOUTH T-SHIRTS
	<b>Total MASTER PRINTWEAR</b>		\$318.50		
Paid Chk#	029358	8/3/2018			MID-AMERICAN RESEARCH CHEMICAL
G 601-212000	ACCOUNTS PAYABLE		\$241.28	0642161-IN	CWRC-FINISHING TOUCH DETAILER/WASP SPRAY
	<b>Total MID-AMERICAN RESEARCH CHEMICAL</b>		\$241.28		
Paid Chk#	029359	8/3/2018			NASSCO, INC.
G 100-212000	ACCOUNTS PAYABLE		\$300.03	S2357997.001	COMPLEX-BATH TISSUE/CAN LINERS/MFOLD TOWELS
	<b>Total NASSCO, INC.</b>		\$300.03		
Paid Chk#	029360	8/3/2018			NELSON TACTICAL
G 100-212000	ACCOUNTS PAYABLE		\$531.50	4115	PD-ARMOR EXPRESS BALISTIC PANELS
	<b>Total NELSON TACTICAL</b>		\$531.50		
Paid Chk#	029361	8/3/2018			OFFICE DEPOT
G 100-212000	ACCOUNTS PAYABLE		\$31.49	165546303001	PD-STEPSTOOL
G 100-212000	ACCOUNTS PAYABLE		\$82.21	167485044001	EM-HP 932/933 INK CARTRIDGES
	<b>Total OFFICE DEPOT</b>		\$113.70		
Paid Chk#	029362	8/3/2018			OLSEN S PIGGLY WIGGLY
G 240-212000	ACCOUNTS PAYABLE		\$15.01	35411	POOL CONC.-HOT DOG BUNS
	<b>Total OLSEN S PIGGLY WIGGLY</b>		\$15.01		
Paid Chk#	029363	8/3/2018			ONTECH SYSTEMS, INC
G 100-212000	ACCOUNTS PAYABLE		\$385.09	36121	IT-ONSITE MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$493.50	36266	IT-MANAGED SERVICES
	<b>Total ONTECH SYSTEMS, INC</b>		\$878.59		
Paid Chk#	029364	8/3/2018			OUT & OUT CATERING

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## AUGUST 2018

		Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE	\$92.23	E06320	SR CTR-7/23/18 CHORUS END OF SUMMER LUNCHEON
	<b>Total OUT &amp; OUT CATERING</b>	<b>\$92.23</b>		
Paid Chk# 029365	8/3/2018	<b>OZAUKEE ACE HARDWARE</b>		
G 100-212000	ACCOUNTS PAYABLE	\$17.08	155964	COMPLEX-HD CABLE TIES/PUMP TIRE
	<b>Total OZAUKEE ACE HARDWARE</b>	<b>\$17.08</b>		
Paid Chk# 029366	8/3/2018	<b>PACE ANALYTICAL SERVICES, INC.</b>		
G 601-212000	ACCOUNTS PAYABLE	\$107.00	1840054448	CWRC-365.4 PHOSPHORUS
	<b>Total PACE ANALYTICAL SERVICES, INC.</b>	<b>\$107.00</b>		
Paid Chk# 029367	8/3/2018	<b>PORT WASHINGTON SENIOR CENTER</b>		
G 100-212000	ACCOUNTS PAYABLE	\$1,481.89	(100)	SR TOUR-FIRESIDE-CHURCH BASEMENT LADIES
G 100-212000	ACCOUNTS PAYABLE	\$1,689.37	(100)	SR TOUR-MUSEUM TOURS
	<b>otal PORT WASHINGTON SENIOR CENTER</b>	<b>\$3,171.26</b>		
Paid Chk# 029368	8/3/2018	<b>PORT-A-JOHN</b>		
G 200-212000	ACCOUNTS PAYABLE	\$85.00	1288860-IN	CEM-RESTROOM-ZUR RUHE CEMETERY
G 100-212000	ACCOUNTS PAYABLE	\$85.00	1288861-IN	PARKS-RESTROOM-PRAIRIE VIEW PARK
G 100-212000	ACCOUNTS PAYABLE	\$85.00	1288862-IN	PARKS-RESTROOM-ZEUNERT PARK
	<b>Total PORT-A-JOHN</b>	<b>\$255.00</b>		
Paid Chk# 029369	8/3/2018	<b>RICOH USA, INC</b>		
G 100-212000	ACCOUNTS PAYABLE	\$991.08	9026490163	PD-8/1/2018-10/31/2018 SUPPORT
	<b>Total RICOH USA, INC</b>	<b>\$991.08</b>		
Paid Chk# 029370	8/3/2018	<b>RIVER RUN COMPUTERS</b>		
G 100-212000	ACCOUNTS PAYABLE	\$576.00	80184	PD-7/25/2018 SERVICE
	<b>Total RIVER RUN COMPUTERS</b>	<b>\$576.00</b>		
Paid Chk# 029371	8/3/2018	<b>ROWLEY, JACOB</b>		
G 100-212000	ACCOUNTS PAYABLE	\$525.00	PD FENCE	PD-PAINTING FENCE AT PD STATION
	<b>Total ROWLEY, JACOB</b>	<b>\$525.00</b>		
Paid Chk# 029372	8/3/2018	<b>SCHOLZ, DUSTIN</b>		
G 240-212000	ACCOUNTS PAYABLE	\$50.00	REFUND	POOL-SESSION 4 PARENT/CHILD LESSON REFUND
	<b>Total SCHOLZ, DUSTIN</b>	<b>\$50.00</b>		
Paid Chk# 029373	8/3/2018	<b>SHERWIN-WILLIAMS</b>		
G 100-212000	ACCOUNTS PAYABLE	\$227.25	5901-1	PD-CAPE COD GRAY PAINT FOR FENCE
	<b>Total SHERWIN-WILLIAMS</b>	<b>\$227.25</b>		
Paid Chk# 029374	8/3/2018	<b>TIME WARNER CABLE-PO BOX 4639</b>		
G 100-212000	ACCOUNTS PAYABLE	\$16.56	10404-303552	PD-DIGITAL TV ADAPTERS
G 100-212000	ACCOUNTS PAYABLE	\$5.52	10404-304433	DPW-TV DIGITAL ADAPTER
G 100-212000	ACCOUNTS PAYABLE	\$7.37	708014601072	ADMIN-PRI
G 100-212000	ACCOUNTS PAYABLE	\$22.12	708014601072	EM-PRI
G 601-212000	ACCOUNTS PAYABLE	\$58.99	708014601072	CWRC-PRI

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	Check Amt	Invoice	Comment
G 100-212000 ACCOUNTS PAYABLE	\$14.75	708014601072	SR CTR-PRI
G 220-212000 ACCOUNTS PAYABLE	\$29.50	708014601072	REC-PRI
G 100-212000 ACCOUNTS PAYABLE	\$29.50	708014601072	DPW-PRI
G 100-212000 ACCOUNTS PAYABLE	\$14.75	708014601072	PLAN-PRI
G 100-212000 ACCOUNTS PAYABLE	\$22.12	708014601072	ENG-PRI
G 100-212000 ACCOUNTS PAYABLE	\$14.75	708014601072	B.I.-PRI
G 100-212000 ACCOUNTS PAYABLE	\$14.75	708014601072	ASSESSOR-PRI
G 100-212000 ACCOUNTS PAYABLE	\$36.87	708014601072	CLERK-PRI
G 100-212000 ACCOUNTS PAYABLE	\$7.37	708014601072	MAYOR-PRI
G 100-212000 ACCOUNTS PAYABLE	\$66.38	708014601072	CH-PRI
G 240-212000 ACCOUNTS PAYABLE	\$36.87	708014601072	POOL-PRI
G 100-212000 ACCOUNTS PAYABLE	\$14.75	708014601072	FD-PRI
G 100-212000 ACCOUNTS PAYABLE	\$22.12	708014601072	TREAS-PRI
<b>Total TIME WARNER CABLE-PO BOX 4639</b>	<b>\$435.04</b>		
<b>Paid Chk# 029375 8/3/2018 UNIFIRST CORPORATION</b>			
G 601-212000 ACCOUNTS PAYABLE	\$48.35	096 1026357	CWRC-UNIFORMS
<b>Total UNIFIRST CORPORATION</b>	<b>\$48.35</b>		
<b>Paid Chk# 029376 8/3/2018 USA BLUEBOOK</b>			
G 601-212000 ACCOUNTS PAYABLE	\$930.95	627335	CWRC-PHOSPHORUS TNT/AMMONIA TESTS
<b>Total USA BLUEBOOK</b>	<b>\$930.95</b>		
<b>Paid Chk# 029377 8/3/2018 WCPPA-BUTLER PD</b>			
G 100-212000 ACCOUNTS PAYABLE	\$195.00	CONFERENC	PD-2018 WCPPA CONFERENCE-N. BUTZLER
G 100-212000 ACCOUNTS PAYABLE	\$200.00	REGISTRATIO	PD-3 REGISTR-WCPPA MEDIA TRAINING 9/14/2018
<b>Total WCPPA-BUTLER PD</b>	<b>\$395.00</b>		
<b>111300 PWSB Checking</b>	<b>\$128,662.17</b>		

**Fund Summary****111300 PWSB Checking**

100 GENERAL FUND	\$42,387.37
200 CEMETERY FUND	\$156.73
220 RECREATION PROGRAMS FUND	\$3,544.23
240 SWIMMING POOL FUND	\$3,884.61
260 LIBRARY FUND	\$2,788.12
350 TIF DISTRICT FUND #4	\$795.00
400 CAPITAL IMPROVEMENTS FUND	\$10,053.59
601 WATER RECYCLING CENTER	\$62,275.83
700 RISK MANAGEMENT FUND	\$2,776.69
	<b>\$128,662.17</b>



City of Cedarburg

# City Administrator's Report

August 9, 2018

## 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 August Public Works and Sewerage Commission meeting has been changed to Thursday, August 16.

The 2018 Street and Utility Project is on schedule. The concrete work was finished on Tuesday and fine grading began on Wednesday on Harrison Avenue and Poplar Avenue.

The concrete driveway replacement started on Wednesday at the Fire Department.

**Parks, Recreation & Forestry**— The Adlai Horn Park re-development project is going well.

The Department made \$2,425 by offering parking at the pool for the County Fair visitors.

The fall soccer program will start in one week, flag football will start in two weeks, and the Fall Activity Guide will be available on September 1.

All Parks and Forestry Crews are working on tree removals along with some grass cutting. The seasonal crew is heading back to college this week and next.

**Clerk**—The Clerk's Office is working on absentee voting and preparing for the August 14 Partisan Primary Election. Twenty applications were received for the part-time Administrative Assistant position.

**Light & Water**—Asplundh Tree Expert Company is doing their annual line clearance trimming in the Community for the next 8 weeks.

**Administrator**— On Tuesday, I met with Ansay Insurance to discuss property insurance and Paycom to discuss payroll services.

Employee meetings were held separately for Men's and Women's health on Wednesday.

The Municipal Treasurer's Association of Wisconsin held a District meeting at City Hall on Thursday. Approximately 75 employees and their families are attending a Chinooks game this evening.

Thirteen applications were received for the part-time Accountant II/Accounts Payable position.

Respectfully submitted,

Christy Mertes  
City Administrator

## 2018 PERMIT SUMMARY BY MONTH

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Coops				1									1
Single Family		2	5		4	2	4						17
Multi-family					1								1
Assessory Building				1	4	2	3						10
Addition/Alteration	7	11	22	12	12	15	11						90
Commerical New Constructio		1		1									2
Commercial Additions/Alterati	1	1		3	3	2	3						13
Pools				1									1
Razing					2								2
Heat/Vent	31	25	19	21	19	30	23						168
Signs	2	3	2	4	7	2	3						23
Plumbing	30	29	47	30	31	24	38						229
Electrical	41	30	36	26	35	34	31						233
Occupancy	5	4	5	4	9	7	8						42
TOTAL VALUE TO CITY	160,010	16,895,500	2,141,164	18,890,479	2,118,707	1,056,637	2,897,908						44,160,405
INSPECTIONS													
JOE JACOBS			2	2	3	5	1						13
MICHAEL BAIER	116	199	140	134	150	157	178						1074
ROGER KISON	4												4

Occupant Name	Address	Last Completed Date
Wash Ave - Northeast OB GYN	W61 N306.5 Washington Avenue	7/10/2018
Alyce - Cedar Edge Apartments	N28 W6240 Alyce Street	7/17/2018
Alyce - Cedar Edge Apartments	N28 W6246/W6258 Alyce Street	7/17/2018
St. John - Little Sprouts Dental	W65 N640 St. John Avenue	7/17/2018
Wash Ave - H.O. Keuper	W62 N281 Washington Avenue	7/17/2018
Wash Ave - Kettle Moraine Counseling	W62 N281 Washington Avenue	7/17/2018
Alyce - 4 Unit Condos	N28 W6348 Alyce Street	7/23/2018
Alyce - Cedar Edge Apartments	N28 W6284/W6296 Alyce Street	7/23/2018
Alyce - Cedar Edge Apartments	N28 W6360 Alyce Street	7/23/2018
Alyce - Evergreen Park Apartments #1	N28 W6800 Alyce Street	7/23/2018
Cardinal - Energenics (VACANT)	W59 N249 Cardinal Avenue	7/23/2018
Cardinal - VACANT	W60 N128 Cardinal Avenue	7/23/2018
Lincoln - Cedar Edge Apartments	N29 W6275/W6291 Lincoln Boulevard	7/23/2018
Lincoln - Cedar Edge Apartments	N29 W6323/W6361 Lincoln Boulevard	7/23/2018
Lincoln - Evergreen Park Apartments	N30 W6801 Lincoln Boulevard	7/23/2018
Bridge - 4 Unit Apartments	N69 W6833 Bridge Road	7/25/2018
Bridge - 4 Unit Apartments	N69 W6855 Bridge Road	7/25/2018
Bridge - Creekside Antiques	N69 W6333 Bridge Road	7/25/2018
Bridge - Dorothy Gallun & Assoc	N70 W5336 Bridge Road	7/25/2018
Bridge - The Olive Sprig	N70 W6364 Bridge Road	7/25/2018
Carriage - Carriage Trace Apartments	N18 W6340 Carriage Trace	7/25/2018
Carriage - Carriage Trace Apartments	N18 W6341 Carriage Trace	7/25/2018
Carriage - Carriage Trace Apartments	N18 W6390 Carriage Trace	7/25/2018
Carriage - Carriage Trace Apartments	N18 W6391 Carriage Trace	7/25/2018
Carriage - Carriage Trace Apartments	N18 W6415 Carriage Trace	7/25/2018
Bridge - A Little Pizzazz LLC	N70 W6340 Bridge Road	7/31/2018
Bridge - A Room to Explore	N70 W6340 Bridge Road	7/31/2018
Bridge - Alpine Gift Haus	N70 W6340 Bridge Road	7/31/2018
Bridge - Cedar Creek Antiques	N70 W6340 Bridge Road	7/31/2018
Bridge - Cedar Creek Pottery	N70 W6340 Bridge Road	7/31/2018
Bridge - Cedar Creek Settlement	N70 W6340 Bridge Road	7/31/2018
Bridge - Cedar Creek Trading Post	N70 W6340 Bridge Road	7/31/2018
Bridge - Cedar Creek Winery	N70 W6340 Bridge Road	7/31/2018
Bridge - Cream & Crepe Cafe	N70 W6340 Bridge Road	7/31/2018
Bridge - Deni Storm Photography	N70 W6340 Bridge Road	7/31/2018
Bridge - Dime A Dance	N70 W6340 Bridge Road	7/31/2018
Bridge - Fresh Twist LLC	N70 W6340 Bridge Road	7/31/2018
Bridge - Refabulous	N70 W6340 Bridge Road	7/31/2018
Bridge - Robin's European Cottage	N70 W6340 Bridge Road	7/31/2018
Bridge - Sandra Pape Art Studio	N70 W6340 Bridge Road	7/31/2018
Bridge - Studio 6	N70 W6340 Bridge Road	7/31/2018
Bridge - Volcano	N70 W6340 Bridge Road	7/31/2018
Fairfield - 4 unit Townhouses	W62 N221 Fairfield Street	7/31/2018
Fairfield - 4 unit Townhouses	W63 N202 Fairfield Street	7/31/2018
Fairfield - 4 unit Townhouses	W63 N210 Fairfield Street	7/31/2018
Fairfield - 4 unit Townhouses	W63 N218 Fairfield Street	7/31/2018

Fairfield - 4 unit Townhouses	W63 N230 Fairfield Street	7/31/2018
Fairfield - 4 unit Townhouses	W63 N231 Fairfield Street	7/31/2018
Fairfield - 4 unit Townhouses	W63 N238 Fairfield Street	7/31/2018
Fairfield - 4 unit Townhouses	W63 N241 Fairfield Street	7/31/2018
Fairfield - 4 unit Townhouses	W63 N246 Fairfield Street	7/31/2018
Fairfield - 4 unit Townhouses	W64 N201 Fairfield Street	7/31/2018
Fairfield - 4 unit Townhouses	W64 N211 Fairfield Street	7/31/2018
Wash Ave - 4H Exhibition Hall	W67 N866 Washington Avenue	7/31/2018
Wash Ave - 4H Pavilion	W67 N866 Washington Avenue	7/31/2018
Wash Ave - Columbia St. Mary's Center (Curling)	W67 N890 Washington Avenue	7/31/2018
Wash Ave - Firemens Park	W65 N796 Washington Avenue	7/31/2018
Wash Ave - Ozaukee County Fair	W67 N866 Washington Avenue	7/31/2018