

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
February 8, 2021 – 7:00 P.M.**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, February 8, 2021 at 7:00 p.m.** The meeting will be held online utilizing the zoom app. Information on how to access the meeting is attached to the meeting packet or can be requested by emailing: mhilvo@ci.cedarburg.wi.us.

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 Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome, Barbara Lythjohan
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item.
7. APPROVAL OF MINUTES – January 25, 2020 Common Council minutes*
8. NEW BUSINESS
 - A. Consider Ordinance No. 2021-02 governing swimming in Cedar Creek and quarries; and action thereon*
 - B. Consider Resolution No. 2021-04 designating Light & Water checking and savings accounts for ensuing year; and action thereon*
 - C. Consider sponsorship program for Park Signs; and action thereon*
 - D. Consider authorizing staff to notify Board of Commissioners the City will pay off the State Trust Fund loan balance of \$247,953.77 on March 15, 2021 (Finance Committee recommendation January 19, 2021); and action thereon*

- E. Consider payment of bills dated 01/16/2021 through 01/29/2021, transfers for the period 01/15/2021 through 01/31/2021 and payroll for period 01/10/2021 through 01/23/2021; and action thereon*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report*

10. COMMUNICATIONS

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

11. ADJOURN TO CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statute 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. Specifically, to be discussed is item A.

- A. Discussion of offer to purchase 1.01-acre city owned out lot, Tax Key No. 13-034-14-024.00 C715
- B. Approval of January 25, 2020 Common Council closed session minutes

12. RECONVENE TO OPEN SESSION

- A. Consider offer to purchase 1.01-acre city owned outlot-tax key No. 13-034-14-024.00 C715; and action thereon

13. ADJOURNMENT

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

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

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

for the purposes of recording their comments.

Information available through the Clerk's Office.

City of Cedarburg is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

2/3/21 tas

To request reasonable accommodation, contact the Clerk's Office, (262) 375-7606, email: cityhall@ci.cedarburg.wi.us.



CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19

The City of Cedarburg will begin utilizing [zoom](#), an online meeting tool, to conduct City meetings. This includes all public meetings. We are cancelling all non-essential meetings and limiting agenda items but there are items that do require decisions to be made so that projects throughout the City can continue or get completed in a timely manner. We will continue to adhere to open meeting laws as set forth by the State of Wisconsin.



Most recently the Wisconsin Department of Justice issued an advisory on March 16, 2020, addressing this issue and stating that: "Governmental bodies typically can meet their open meetings obligations, while practicing social distancing to help protect public health, by conducting meetings via telephone conference calls if the public is provided with an effective way to monitor such calls (such as public distribution, at least 24 hours in advance, of dial-in information for a conference call)." The advisory emphasizes that "When an open meeting is held by teleconference or video conference, the public must have a means of monitoring the meeting. DOJ concludes that, under the present circumstances, a governmental body will typically be able to meet this obligation by providing the public with information (in accordance with notice requirements) for joining the meeting remotely, even if there is no central location at which the public can convene for the meeting.

CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC

To download [zoom](#) on your mobile device, click on one of the following:



Here are the procedures for public to be able to view a meeting live through [zoom](#).

1. Contact the City Administrator, Mikko Hilvo, 2 hours in advance of the meeting you wish to attend via [zoom](#) by emailing him at mhilvo@ci.cedarburg.wi.us.
2. In your email Subject line please put down the meeting that you wish to attend (example: Common Council Meeting on 3-30-20 at 7:00pm).
3. Provide your Name, Address, Email, Phone Number to him via email with a request to join the meeting.
4. You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
5. All public participants will have their microphone muted.
6. If, during public comment, anyone wishes to talk they should request to do so through the chat feature or by using the "hand" to wave at the meeting organizer. The administrator of the meeting will unmute you at the appropriate time and ask you to make your comments.

If you are unable to utilize a computer, iPad, or tablet to view the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, we can email one to you.

Contact Info: Mikko Hilvo, City Administrator, mhilvo@ci.cedarburg.wi.us, (262) 375-7917.



CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 – FOR STAFF & BOARD MEMBERS

The City of Cedarburg will be utilizing the [zoom](#) app to hold public meetings starting March 23, 2020 until April 30, 2020. All meetings will adhere to Wisconsin Open Meetings Law. The [zoom](#) app provides an option for the public to join the meeting via computer, iPad, tablet, or phone. Meetings will also be recorded and made available through our Clerks office for viewing at a later time.

Here are the procedures for staff and board members to utilize [zoom](#).

1. The City Administrator, Mikko Hilvo, will email a meeting invite to each staff and board member 24 hours prior to the meeting.
2. If another staff member, council member, or presenter needs access to the meeting and the ability to discuss an item they should request to get a meeting invite by emailing mhilvo@ci.cedarburg.wi.us at minimum 6 hours prior to the meeting.
3. In your email Subject line please put down the meeting that you wish to attend. (Example: Common Council Meeting on 3-30-20 at 7:00pm)
4. Provide your Name, Address, Email, Phone Number and reason for attending the meeting to the administrator.
5. All agendas and documents that need to be shared during the meeting will be sent to members ahead of time and also provided electronically to the meeting organizer (City Administrator).
6. All meetings will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
7. All staff and/or board members will have their microphones on unless they mute it themselves. All public participants will have their microphone muted except during public comments or if they use the chat feature asking the administrator for permission to speak.
8. All Votes will be done through roll call.

If you are unable to utilize a computer, iPad, or tablet to participate in the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, it can be emailed to you.

Contact Info: Mikko Hilvo, City Administrator, mhilvo@ci.cedarburg.wi.us, (262) 375-7917.

**CITY OF CEDARBURG
COMMON COUNCIL
January 25, 2021**

**CC20210125-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held online on Monday, January 25, 2021, utilizing the Zoom app.

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

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

Also Present - City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, Engineering & Public Works Director Mike Wieser, Water Recycling Superintendent Eric Hackert, news media and interested citizens.

STATEMENT OF PUBLIC NOTICE

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

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

APPROVAL OF MINUTES

A motion was made by Council Member Thome, seconded by Council Member Bublitz, to approve the January 11, 2021 Common Council minutes. Motion carried without a negative vote.

NEW BUSINESS

CONSIDER ORDINANCE 2021-01 PROVIDING FOR THE ALLOWANCE OF COMMERCIAL QUADRICYCLES IN THE CITY OF CEDARBURG AND CORRESPONDING ROUTE; AND ACTION THEREON.

Jordan Cole from North 48 requested permission to operate a pedal tavern in Cedarburg beginning spring 2021. The operation consists of a quadrivehicle rented from Pedal Tavern MKE, which in turn, North 48 would rent out to their customers. The customers may bring alcohol on the vehicle and would only be able to consume while sitting in the vehicle. No beverages will be sold and no smoking will be allowed on the vehicle. Administrator Hilvo explained the vehicle would be allowed to make two (2) stops. The vehicle typically travels approximately five (5) miles per hour. The Council discussed the logistics of allowing music to be played on the vehicle. Music may be discussed at a future meeting as it relates to the amplified music ordinance. The Council also discussed the number of licenses to be allowed.

The topic of hours of operation was discussed with Council Member Burkart stating she would be in favor of limiting the hours to match the City of Oconomowoc ordinance:

Thursday	5:00 p.m. – 9:00 p.m.
Friday	5:00 p.m. – 9:00 p.m.
Saturday	11:00 a.m. – 9:00 p.m.
Sunday	11:00 a.m. – 5:00 p.m.

She also cautioned the Council to maintain the vision of Cedarburg with what the Council deems appropriate when contemplating the passage of this new ordinance.

The issue of traffic safety was also discussed. Lieutenant Kell of the Cedarburg Police Department stated their main concerns lie with patrons entering and leaving the pedal tavern.

Jordan Cole stated the cancelation policy allows for canceling due to inclement weather.

Mayor O’Keefe is happy to see business owners coming up with creative ideas to maintain Cedarburg’s vibrancy and glad to see people interested and concerned. The Mayor invited public comments:

Nadia Hufstetler-W65 N665 St. John Avenue:

Ms. Hufstetler is very much in favor of supporting local businesses and is grateful the route has been changed. Music on the vehicle is a concern and she is also concerned with the route potentially changing in the future.

Jan Chart-W64 N645 Hanover Avenue:

Ms. Chart asked why Hanover Avenue is not considered a residential street. She also inquired about what will happen when emergency vehicles need to get through downtown. She was relieved to learn the pedal tavern will not operate during festivals.

Gabrielle Nicole-owns apartments on Hanover Street:

Ms. Nicole asked what will happen when the vehicle goes past the funeral home during funeral services.

Megan Schultz-N66 W6432 Cleveland Street:

Ms. Schultz informed the Council she moved here from Milwaukee where everyone hated pedal taverns.

John Hill/Kristin Nelson-W65 N673 St. John Avenue:

Ms. Nelson is thankful the route has been changed and asked the Council what will happen if traffic becomes a nightmare.

Ruth Cook-W64 N649 Hanover Avenue:

Ms. Cook expressed concerns with traffic and music on the vehicle.

Jeremy Braun-N66 W6454 Cleveland Street:

Ms. Braun hopes the vehicle will help support local business but is concerned with loud music allowed on the vehicle.

Concerns were raised by residents over the ability to be notified of future city endeavors. The Council suggested to residents to utilize the 'notify me' button on the City website. This gives residents the ability to stay informed.

Council Member Arnett motioned to approve Ordinance 2021-01 creating chapter 7 of Title 10 of the Cedarburg Code of Ordinances relating to commercial quadricycles with the condition that the language be changed to limit the vehicle licenses to one (1) license, adopt the times that are in the Oconomowoc ordinance: Thursday 5 pm - 9 pm, Friday 5 pm - 9 pm, Saturday 11 am - 9 pm, Sunday 11 am – 5 pm, and with the provision the quadricycle (as of now) does not have amplified sound or music. Motion was seconded by Council Member Thome and carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Simpson, Thome and Lythjohan voting aye.

CONSIDER RESOLUTION 2021-02 AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION; AND ACTION THEREON.

The City of Cedarburg is preparing to apply for a Community Development Block Grant from the Department of Administration (DOA). The grant would provide funding for ADA upgrades to city buildings including City Hall, the Community Gym, Girl Scout House, Cedar Creek Park Bathroom, Willowbrooke Park Bathroom, Centennial Park Bathroom, Pool facility, Zeunert Park Bathroom, Police Department main entry, lobby and bathroom doors, and the Senior Center.

A motion was made by Council Member Thome to approve Resolution 2021-02 authorizing submission of a community development block grant application and was seconded by Council Member Lythjohan. Motion carried without a negative vote.

CONSIDER ORDINANCE 2021-05 AMENDING SECTION 8-3 OF THE MUNICIPAL CODE TO REFLECT NEW CONTRACT WITH WASTE MANAGEMENT; AND ACTION THEREON

The new base level of service for refuse collection through Waste Management now allows for one (1) ninety-six (96) gallon refuse cart provided by Waste Management. This new base level of service allows one (1) cart per tax key parcel instead of one (1) per building. The updated ordinance reflects these changes.

A motion was made by Council Member Bublitz to adopt Ordinance No. 2021-05 to update Section 8-3 of Municipal Code as reflected in notes (to allow option of 64-gallon cart) and was seconded by Council Member Thome. Motion carried without a negative vote.

CONSIDER CONTRACT PROPOSAL FROM SYMBIONT ENGINEERS FOR FINAL COMPLIANCE ALTERNATIVES PLAN AND PERMIT RENEWAL APPLICATION SUPPORT FOR THE CEDARBURG WATER RECYCLING CENTER; AND ACTION THEREON.

The Water Recycling Center is continuing the process for its Wisconsin Pollution Discharge Elimination System (WPDES) Permit Compliance Schedule and will be continuing the collaboration with Symbiont Engineers to evaluate four alternatives for compliance strategies and working with the

Center to submit a 5-year permit renewal to the Wisconsin DNR. Symbiont provided a phosphorus update to the Public Works and Sewerage Commission at their January 14, 2021 meeting stating that phosphorus levels at the plant are remarkably low. The Public Works and Sewerage Commission voted unanimously to recommend approval of this proposal to the Council. Four alternatives would help bring the plant into compliance. One alternative is making improvements to the water recycling plant. Two (2) alternatives involve investments in the water shed to reduce phosphorus levels. The fourth (4th) option is applying for a variance.

An error was discovered on the contract referencing the Village of Grafton. This must be changed to the City of Cedarburg before any signatures are gathered.

A motion was made by Council Member Bublitz to accept the proposal from Symbiont Engineering and to continue working with the Water Recycling Center staff on setting the (4) compliance alternatives for the WPDES compliance schedule as well as guidance for the renewal process not to exceed \$34,900 and was seconded by Council Member Lythjohan. Motion carried without a negative vote.

CONSIDER CLASS “B” FERMENTED MALT BEVERAGE AND “CLASS B” INTOXICATING LIQUOR LICENSE APPLICATION OF THE CHEESE WEDGE LLC., 4179 LILY RD, WEST BEND, WI 53095, JESSICA YOUSO, AGENT, PREMISES TO BE LICENSED; N56 W6339 CENTER ST, KNOWN AS THE WEDGE 53012 “UNCORKED”; AND ACTION THEREON.

A motion was made by Council Member Bublitz to approve the Class “B” Fermented Malt Beverage and “Class B” Intoxicating Liquor License application of the Cheese Wedge LLC, seconded by Council Member Burkart. Motion carried without a negative vote.

CONSIDER LICENSE/PERMIT APPLICATIONS; AND ACTION THEREON.

A motion was made by Council Member Lythjohan to approve the new Operator License applications for the period ending June 30, 2021 for Jake Hebda and Macy Mayer and was seconded by Council Member Verhaalen. Motion carried without a negative vote.

CONSIDER PAYMENT OF BILLS DATED 01/01/2021 THROUGH 01/15/2021, TRANSFERS FOR THE PERIOD 01/07/2021 THROUGH 01/15/2021 AND PAYROLL DATED 01/15/2021 FOR PERIOD 12/27/2020 THROUGH 01/09/2021; AND ACTION THEREON

A motion was made by Council Member Burkart to pay the bills dated 01/01/2021 through 01/15/2021, transfers for the period 01/07/2021 through 01/15/2021 and payroll dated 1/15/21 for period 12/27/2020 through 01/09/2021 and seconded by Council Member Thome. Motion carried without a negative vote.

ADMINISTRATOR’S REPORT

Administrator Hilvo explained the City received thirty-two (32) requests for smaller size garbage bins and three (3) requests for reimbursements from residents who paid for the smaller size bin.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Bublitz explained a constituent in her district (District one) dislikes the 45 mile per hour speed limit on Highway I and is working with the County to lower it.

MAYOR'S REPORT - None

ADJOURNMENT - CLOSED SESSION

A motion was made by Council Member Arnett, seconded by Council Member Thome, at 8:42 p.m. to adjourn to closed session pursuant to State Statute 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. Specifically discussed was the proposed amendment to the TID No. 3 developer's agreement. And pursuant to State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Specifically discussed was the Prochnow Landfill and approval of the January 11, 2021 closed session minutes. Motion carried unanimously on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Simpson, Thome and Lythjohan voting aye.

RECONVENE TO OPEN SESSION

Open Session reconvened at 9:12 p.m.

**CONSIDER PROPOSED AMENDMENT TO THE TID NO. 3 DEVELOPER'S AGREEMENT;
AND ACTION THEREON**

A motion was made by Council Member Thome to approve the amendment to TID No #3 Developer's agreement which brings the full completion of the project to January 1, 2023, seconded by Council Member Lythjohan. Motion carried with Council Members Bublitz, Arnett, Burkart, Simpson, Thome and Lythjohan voting aye and Council Member Verhaalen opposed.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to adjourn the meeting at 9:15 p.m. Motion carried without a negative vote.

Tracie Sette
City Clerk

CITY OF CEDARBURG

MEETING DATE: February 8, 2020

ITEM NO: 8.A.

TITLE: Discussion on ordinance prohibiting swimming in cedar creek and quarries.

ISSUE SUMMARY: At the December 14, 2020 Common Council meeting it was determined that our current ordinance Sec. 12-1-7 Swimming Prohibited in Cedar Creek or Quarries be revised to remove language prohibiting swimming in the Creek but add language prohibiting swimming near the dams. The ordinance has been revised by our City Clerk and reviewed by our City Attorney.

Current Ordinance

SEC. 12-1-7 SWIMMING PROHIBITED IN CEDAR CREEK OR QUARRIES. (Ord. 99-38) No person shall bathe or swim in Cedar Creek or any tributary streams thereof or any quarry within or adjacent to any public park in said City.

Revised Ordinance Attached.

STAFF RECOMMENDATION: Approve the revised ordinance

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Council approved staff to revise the current ordinance on December 14, 2020.

BUDGETARY IMPACT: None

ATTACHMENTS: Revised Ordinance

INITIATED/REQUESTED BY: City Administrator Hilvo

FOR MORE INFORMATION CONTACT: City Administrator Hilvo and Clerk Sette.

ORDINANCE NO. 2021-02

**An Ordinance Repealing and Recreating Sec. 12-1-7 of the Municipal Code
Swimming Prohibited in Quarries or near Dams**

The Common Council of the City of Cedarburg, Wisconsin, hereby ordains as follows:

SECTION 1. Section 12-1-7 of the Municipal Code of the City of Cedarburg is hereby repealed and recreated as follows:

SEC. 12-1-7 SWIMMING PROHIBITED IN QUARRIES AND NEAR DAMS ON CEDAR CREEK

No person shall bathe or swim in any quarry within or adjacent to any public park in the City. No person shall enter upon the structure known as the Cedar Creek Dam, or be upon the Cedar Creek within twenty (20) feet of any Cedar Creek Dams, regardless of whether the entry is by foot, swimming, watercraft, snowmobile or any other means. Excepted from this prohibition is any person officially authorized to perform inspection, maintenance, or repair. Further excepted from this prohibition is any emergency responder in the course of their official duties.

SECTION 2. This ordinance shall take effect upon its passage and publication as provided by law.

Passed and adopted this 8th day of February 2021.

Michael O'Keefe, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: February 8, 2021

ITEM NO: 8.B.

TITLE: Consider Resolution No. 2021-04 designating Light & Water checking and savings accounts for ensuing year; and action thereon

ISSUE SUMMARY: The Light & Water Commission appointed David Pagel as the new secretary to replace Jim Coutts. The secretary is one of three (3) authorized representatives to sign for withdrawal of funds, thus approval is required to create a new signature block for 2021.

Blaine Hilgendorf, President
David Pagel, Secretary
Tracie Sette, City Clerk

STAFF RECOMMENDATION: Approve Resolution No. 2021-04

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: n/a

ATTACHMENTS: Resolution No. 2021-04

INITIATED/REQUESTED BY: Cedarburg Light & Water Commission

FOR MORE INFORMATION CONTACT: Tracie Sette, City Clerk

RESOLUTION NO. 2021-04

A Resolution designating Depositories and Authorizing Signatures - Cedarburg Light & Water Commission Checking and Savings Accounts

RESOLVED, by the Common Council of the City of Cedarburg, that the following banking institutions and possible successors:

BMO-Harris Bank
Commerce State Bank
Port Washington State Bank
Chase Bank
Cornerstone Community Bank
Wells Fargo
First Bank (DBA Partnership Community Bank)
American Depository Management Company
State of Wisconsin Investment Pool

qualified as depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated until further action as public depositories for all monies coming into the hands of the City Administrator/Treasurer, Cedarburg Light & Water Commission, City of Cedarburg, State of Wisconsin, and all other city officers included in the provisions of Chapter 34 of the Wisconsin Statutes.

RESOLVED FURTHER, that Harris Bank, NA, – Cedarburg, Wisconsin, Port Washington State Bank – Cedarburg, Wisconsin and Commerce State Bank – Cedarburg, Wisconsin, be designated as the working banks for the years 2021-2022 and that the Common Council and the City Administrator/Treasurer, upon recommendation of the Cedarburg Light & Water Commission, be authorized and directed to distribute said funds.

RESOLVED FURTHER, that the City Administrator/Treasurer or other authorized representatives, including employees of the Cedarburg Light & Water Commission, be hereby instructed to deposit Cedarburg Light & Water Commission funds only in such institutions as may be approved by the State of Wisconsin Investment Board and are eligible to receive public funds.

RESOLVED FURTHER, that withdrawal or disbursement from any of the above named depositories shall be by order of check, written wire transfer, telephone wire transfer, or other money transfer techniques, and, in the case of savings accounts, by savings withdrawal form, as provided in Section 66.0607 of the Wisconsin Statutes. Written and telephone wire transfers shall be in accordance with the named depositories guidelines and shall only be made by authorized personnel appointed by the Cedarburg light & Water Commission. All checks and passbook savings withdrawal forms, effective January 18, 2021, shall be signed by all of the following persons:

Blaine Hilgendorf, President

David Pagel, Secretary

Tracie Sette, City Clerk

RESOLVED FURTHER, that for all check orders and passbook savings withdrawal forms, in lieu of their personal signatures, the following facsimile signatures as shown, which have been adopted by them, may be affixed to such document and will become effective as of January 18, 2021:

Blaine Hilgendorf, President

David Pagel, Secretary

Tracie Sette, City Clerk

RESOLVED FURTHER, that any one of the above-named depositories shall be fully warranted and protected in making payment on any check order bearing such facsimiles notwithstanding that the same may have been placed thereon with the authority of the designated person or persons.

Passed and adopted by the Common Council of the City of Cedarburg this 8th day of February, 2021.

Michael O'Keefe, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: February 8, 2021

ITEM NO: 8.C.

TITLE: Consider Sponsorship Program for Park Signs; and action thereon

ISSUE SUMMARY: Currently there are nineteen (19) park signs that need to be updated to include the new brand. The sponsorship program will allow us to do so without using funds from our general or capital fund accounts.

STAFF RECOMMENDATION: Staff recommends approval of the sponsorship program.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Park Board recommended approval of the program at their January 6, 2021 meeting.
Plan Commission recommended approval at their February 1, 2021 meeting.

BUDGETARY IMPACT: Positive. Total cost of signs: \$11,400 paid through sponsorships.

ATTACHMENTS: Sponsorship Flyer, Park Board Minutes

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

PARK20210106-1
UNAPPROVED

The meeting was called to order by Chairperson Glenn Herold at 6:30 p.m.

Excused - James Schara, Paul Rushing

STATEMENT OF PUBLIC NOTICE

APPROVAL OF MINUTES

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

Consider Sponsorship Program for Park Signs; and Action Thereon

Motion was made by Brian Clement, seconded by Dave Polacek, to approve "Sponsor a Cedarburg Park Sign" with the sign as shown in the example. Motion was carried without a negative vote with James Schara and Paul Rushing excused.

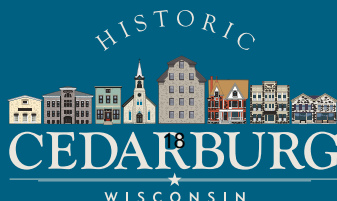
Director Friess reported on the ice rink, park rentals, and job postings for seasonal summer staff.

Sponsor A Cedarburg Park Sign



- 19 available sponsorship slots
- Each sponsorship is a 2 year term
- All sponsorships cost \$600 with the exception of Cedar Creek Park which costs \$1,000

For further information contact the
Cedarburg Parks and Recreation Department at (262) 375-7611



CITY OF CEDARBURG

MEETING DATE: February 8, 2021

ITEM NO: 8.D.

TITLE: Authorize staff to notify the Board of Commissioners that the City will pay off the State Trust Fund loan balance of \$247,953.77 on March 15, 2021 (Finance Committee recommendation January 19, 2021); action thereon

ISSUE SUMMARY: After review of the outstanding debt and current interest rates, the Finance Committee recommended the City to pay off the 2018 borrowing from the State Trust Fund Loan program. The budgeted payment for 2021 was \$36,073 (principal and interest). The remaining balance is \$220,558.31 and would be paid from the General Fund fund balance.

The City is required to give the Board of Commissioners of Public Lands a 30-day notice of prepayment. There are no penalties and the fund balance is still estimated over the balance required by our policy.

If approved a budget amendment will be necessary at the next Common Council meeting.

STAFF RECOMMENDATION: Payoff loan

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Finance Committee, January 19, 2021 recommended to payoff loan.

BUDGETARY IMPACT: Reduction in fund balance of \$220,558.31, savings of interest in the amount of \$31,958. Interest rate of 3.5%.

ATTACHMENTS: State Trust Fund Loan statement, STFL fact sheet, calculation of fund balance after use

INITIATED/REQUESTED BY: Finance Committee

FOR MORE INFORMATION CONTACT: Christy Mertes, Finance Director/Treasurer 262-376-3907



Managing Wisconsin's trust assets for public education.

Annual Trust Fund Loan Payment

Invoice No: 0000018631

Customer No: 1284886

CITY OF CEDARBURG
MS. CHRISTY L MERTES
TREASURER
P O BOX 49
CEDARBURG, WI 53012-0049

Pay Invoice To:

Board of Commissioners of Public Lands
Trust Fund Loan Program
PO Box 78569
Milwaukee, WI 53293-0569

Loan #	Principal Amount	Interest Amount	Amount Due	Balance Remaining *
02018105.01 Construct monopole cell tower	27,395.46	8,678.38	36,073.84	220,558.31
Subtotal:	27,395.46	8,678.38	36,073.84	220,558.31

Total Amount Due March 15, 2021

\$36,073.84

* This is the balance remaining after the March 15th payment.

A copy of the invoice is being sent via US Mail and to the following email address(es):

Tracie Sette	tsette@ci.cedarburg.wi.us	Secondary Contact
Christy Mertes	cmertes@ci.cedarburg.wi.us	Main Contact

101 E. Wilson Street
2nd Floor
PO Box 8943
Madison, WI 53708-8943

608 266-1370 INFORMATION
608 266-0034 LOANS
608 267-2787 FAX
bcpl.wisconsin.gov

Jonathan Barry, *Executive Secretary*

Fact Sheet - General Obligation Loans

Eligible Borrowers:	Wisconsin towns, villages, cities, counties, school districts, technical college districts, public inland lake protection and rehabilitation districts, town sanitary districts, metropolitan sewerage districts, metropolitan sewerage systems, joint sewerage systems, consortiums, cooperative educational service agencies (CESAs), federated public library systems, and drainage districts.		
Loan Process:	Simple and transparent, with funds available 30-45 days from initial application.		
Loan Security:	Loans become a general obligation of the borrower and require the borrower to levy a tax sufficient to make principal and interest payments when due.		
Loan Purpose:	Loans of 10 years or less may be made to facilitate the performance of any power or duty of the borrowing municipality, including operations and maintenance. Loans greater than 10 years are restricted to the financing or refinancing of public purpose projects including “the acquisition, leasing, planning, design, construction, development, extension, enlargement, renovation, rebuilding, repair or improvement of land, waters, property, highways, buildings, equipment, or facilities”, or any purpose otherwise allowed by law.		
Economic Development Lending:	BCPL is a major source of funding for economic development projects throughout the State of Wisconsin including pass-through loans for private development, funding development incentives, TID infrastructure loans, land acquisition and development for business parks, and others. BCPL can provide critical flexibility in the repayment schedule if income projections are delayed.		
Payments:	Annual payments are due March 15 each year. Loans funded between September 1 and March 14 do not have a payment scheduled for the following March 15. BCPL can provide custom amortization schedules for projects that may take time to generate expected revenues, or that need coordination with other debt payment schedules.		
Prepayment:	Prepayments are allowed without penalty after January 1 and prior to September 1 each year, with 30 days prior written notice. This flexibility is extremely valuable, as future budget demands can be difficult to forecast. Many finance directors get stuck with higher rate bonds and are forced to wait years prior to refunding opportunities. This is never a problem if you borrow from BCPL.		
Terms:	2 to 20 year fixed rate loans.		
Current Rates:	Loan Term		
	2 years		2.50%
	3-5 years		2.50%
	6-10 years		3.00%
	11-20 years		4.00%
Rate Lock:	Market-based interest rates are locked at the time of application for a period of 60 days at no cost to Borrower. This rate also remains locked following final board approval and throughout the 4-month draw period, which helps provide financial stability during the entire loan process.		
Fees:	No application fees, origination fees or prepayment fees. No fees period!		
Best Part:	Net interest earned by BCPL is distributed to communities statewide for the funding of public school library materials. Check out the BCPL website to see the annual contribution made to your school district. This annual payment effectively reduces local tax levies by providing schools another source of funding. How many bankers or bond dealers can say that?		

Fund Balance Use for Monopole Estimate

Estimated fund balance 2020/2021	3,822,682
Assigned/committed	483,500
Assigned/committed	120,000
Est. unassigned fund balance	<u>3,219,182</u>

Proposed use for monopole debt	220,558
Est. unassigned fund balance	<u>2,998,624</u>

Policy minimum 2 months of exp	1,615,097
Policy current 3 months of exp max	2,422,646
Proposed policy 4 months of exp max	3,230,194

CITY OF CEDARBURG
TRANSFER LIST
1/15/2021-1/31/2021

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
1/15/2021	\$1,968.28	ADP-December invoices
1/20/2021	\$9,000.00	PWSB Payroll
1/20/2021	\$11,644.57	State of Wisconsin-December sales tax
1/20/2021	\$1,000,000.00	PWSB Money Market
1/26/2021	\$1,500.00	Pitney Bowes-postage
1/27/2021	\$850,000.00	PWSB Money Market
1/27/2021	\$210,000.00	PWSB Payroll
1/27/2021	\$1,617.71	PR#2 ICMA
1/27/2021	\$4,203.23	PR#2 North Shore Bank
1/27/2021	\$6,086.48	PR#2 Health Savings Accounts
1/27/2021	\$467.50	PR#2 Police Union
1/27/2021	\$346.15	PR#2 State of Wisconsin-child support
1/27/2021	\$250.00	PR#2 Wis Deferred Comp
1/31/2021	<u>\$120,567.38</u>	WRS-December remittance
	\$2,217,651.30	

PWSB PAYROLL CHECKING ACCOUNT

1/22/2021	\$7,993.82	Payroll for 4th Quarter EMS
1/22/2021	\$1,733.79	Payroll taxes for 4th Quarter EMS
1/29/2021	\$146,915.00	Payroll for 1/10/21-1/23/21
1/29/2021	<u>\$62,551.25</u>	Payroll taxes for 1/10/21-1/23/21
	\$219,193.86	

BMO HARRIS TAX COLLECTION

1/21/2021	\$114,000.00	BMO Harris Money Market
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BMO HARRIS INVESTMENT ACCOUNT

1/15/2021	\$970,837.80	MATC-tax settlement
1/15/2021	<u>\$14,961.61</u>	Mequon-Thiensville School District-tax settlement
	\$985,799.41	

COMMERCE STATE BANK CHECKING

1/21/2021	\$65,000.00	Commerce State Bank Money Market
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CORNERSTONE BANK TAX COLLECTION

1/21/2021	\$100,000.00	Cornerstone Bank Money Market
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Batch: 012221AP,01-27-21 AP,01-29-21 AP,012921AP,012921USC,02-14-20 AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
111300 PWSB Checking					
36962	01/22/21	ASSOCIATED BAG CO.			
E 100-522130-310		OFFICE SUPPLIES	\$176.50	E583826	PD-SUPPLIES
		Total	\$176.50		
36963	01/22/21	AURORA EAP			
E 100-519200-161		EAP/125 ADMIN	\$472.50	22861	ER-QUARTERLY 2021
G 100-156200		DUE FROM LIGHT & WA	\$105.00	22861	ER-QUARTERLY 2021
		Total	\$577.50		
36964	01/22/21	BEST HEATING & AIR			
E 100-522230-240		REPAIR AND MAINTENA	\$1,227.48	18731	FD-REPAIR & MAINTENANCE
		Total	\$1,227.48		
36965	01/22/21	BEYER'S HARDWARE			
E 100-518100-240		REPAIR AND MAINTENA	\$2.69	162002	COMPLEX-REPAIR & MAINTENANCE
E 100-533210-350		OPERATING SUPPLIES	\$29.99	162020	DPW-OPERATING
E 100-518100-240		REPAIR AND MAINTENA	\$9.99	162034	COMPLEX-REPAIR & MAINTENANCE
E 100-522410-350		OPERATING SUPPLIES	\$12.45	162040	EM-OPERATING
E 100-555145-351		GAS AND OIL EXPENSE	\$20.94	162053	SRCTR-OIL CHANGE VAN
E 100-518100-240		REPAIR AND MAINTENA	\$17.99	162108	COMPLEX-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$81.98	162190	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	(\$3.00)	162199	DPW-MAINTENANCE PARTS
E 100-533210-350		OPERATING SUPPLIES	\$33.26	162234	DPW-OPERATING
E 100-533210-350		OPERATING SUPPLIES	\$31.99	162236	DPW-OPERATING
E 100-533210-350		OPERATING SUPPLIES	\$31.98	162286	DPW-OPERATING
		Total	\$270.26		
36966	01/22/21	ERIN CALLAHAN BLUM			
E 100-555140-210		PROFESSIONAL SERVIC	\$345.00	12021	SRCTR-PROF SERVICES-WATERCOLOR CLASS
		Total	\$345.00		
36967	01/22/21	BOEHLKE BOTTLED GAS CORP.			
G 221-161500		FUEL INVENTORY	\$822.06	120665	DPW-FUEL INVENTORY
		Total	\$822.06		
36968	01/22/21	CEDARBURG LIGHT & WATER			
E 601-573850-216		L&W BILLING	\$12,572.13	7993	CWRC-SEWERAGE JANUARY 2021
G 100-256201		DUE TO L&W IMPACT F	\$2,049.98	CK REQ	WTR-IMPACT FEE-CORNERSTON DEVE W59N1173 JAMES CIRCLE LOT #4
G 100-256201		DUE TO L&W IMPACT F	\$2,049.98	CK REQ	WTR IMPACT FEE-CORNERSTONE DEV-N111W5893 CAROLYN COURT LOT #54
		Total	\$16,672.09		
36969	01/22/21	CORNERSTONE			
E 100-522100-240		REPAIR AND MAINTENA	\$960.00	18985	PD-REPAIR & MAINTENANCE
		Total	\$960.00		
36970	01/22/21	DIESEL LAPTOPS, LLC			
E 100-533210-353		MAINTENANCE PARTS	\$1,790.00	52271	DPW-ANNUAL SUPPORT 2021
		Total	\$1,790.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
36971	01/22/21	DIGITAL EDGE OF GRAFTON			
E 100-515600-310		OFFICE SUPPLIES	\$252.00	18080	TREAS-OFFICE SUPPLIES
		Total	\$252.00		
36972	01/22/21	EMC INSURANCE COMPANIES			
E 700-519400-510		PROPERTY INSURANCE	\$33,234.00	D-15120531	PROPERTY INSURANCE 2021
		Total	\$33,234.00		
36973	01/22/21	MARY ENDERS-MURASKI			
E 100-533710-297		REFUSE COLLECTION	\$25.00	CK REQ	REFUND-WM CART FEE
		Total	\$25.00		
36974	01/22/21	FIVE CORNERS DODGE			
E 100-522120-240		REPAIR AND MAINTENA	\$633.20	73380	PD-REPAIR & MAINTENANCE-CAR #2
E 100-522120-240		REPAIR AND MAINTENA	\$77.36	73482	PD-REPAIR & MAINTENANCE-2016 EXPLORER
		Total	\$710.56		
36975	01/22/21	FRANKLIN DANCE			
E 220-555390-394		POMS EXPENSES	\$270.00	CK REQ	POMS COMPETITION
		Total	\$270.00		
36976	01/22/21	FRANKLIN DANCE TEAM			
E 220-555390-394		POMS EXPENSES	\$560.00	CK REQ	POMS COMPETITION
		Total	\$560.00		
36977	01/22/21	GALL PLUMBING, INC			
E 100-522100-240		REPAIR AND MAINTENA	\$705.00	17401	PD-REPAIR & MAINTENANCE
		Total	\$705.00		
36978	01/22/21	KEIL ENTERPRISES			
E 100-522120-330		TRAVEL & TRAINING	\$249.00	CK REQ	PD-TRAVEL & TRAINING-PETERS
		Total	\$249.00		
36979	01/22/21	MONARCH LIBRARY SYSTEM			
E 260-555110-319		PUBLICATIONS AND SU	\$405.00	415340	LIB-PUBLICATIONS
		Total	\$405.00		
36980	01/22/21	NAPA AUTO PARTS			
E 100-533210-353		MAINTENANCE PARTS	\$30.33	5269-108490	DPW-MAINTENANCE PARTS
		Total	\$30.33		
36981	01/22/21	OFFICE DEPOT			
E 100-522110-310		OFFICE SUPPLIES	\$500.84	14825774200	PD-OFFICE SUPPLIES
E 100-522110-310		OFFICE SUPPLIES	\$164.25	14878069200	PD-OFFICE SUPPLIES
E 100-522110-310		OFFICE SUPPLIES	\$13.19	14878171700	PD-OFFICE SUPPLIES
		Total	\$678.28		
36982	01/22/21	OZAUKEE COUNTY CHIEFS ASSOC.			
E 100-522110-320		PROF PUBLICATIONS A	\$25.00	21-100	PD-MEMBERSHIP DUES 2021
		Total	\$25.00		
36983	01/22/21	OZAUKEE COUNTY CLERK OF			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
R 100-451101		COURT PENALTIES & C	\$650.00	CK REQ	PD-BOND JULIAN M. WOODRUFF CPD CASE 21-882
		Total	\$650.00		
36984	01/22/21	PROSPAN MANUFACTURING CO., INC			
E 100-533440-240		REPAIR AND MAINTENA	\$2,374.00	2021-01069	DPW-STORM REPAIR & MAINTENANCE
		Total	\$2,374.00		
36985	01/22/21	RESPONDER SERVICES LLC			
E 100-522120-380		EQUIPMENT/CAPITAL O	\$232.65	21105	PD-AED ELECTRODES
		Total	\$232.65		
36986	01/22/21	SHERWIN WILLIAMS CO.			
E 100-518100-240		REPAIR AND MAINTENA	\$50.19	2157-3	COMPLEX-MAINTENANCE
		Total	\$50.19		
36987	01/22/21	STARNET TECHNOLOGIES			
E 601-573835-360		COLLECTION SYSTEM M	\$660.00	0091615-IN	CWRC-Q1 2021 NCC DATA CHARGES
		Total	\$660.00		
36988	01/22/21	STREICHER'S POLICE EQUIPMENT			
E 100-522110-346		UNIFORMS	\$221.94	11477207	PD-UNIFORMS
		Total	\$221.94		
36989	01/22/21	THE UNIFORM SHOPPE			
E 100-522120-346		UNIFORMS	\$94.95	306338	PD-UNIFORMS-DEVELICE
		Total	\$94.95		
36990	01/22/21	TIME WARNER CABLE			
E 100-522110-225		TELEPHONE/COMMUNI	\$424.59	010921	PD-TELEPHONE
E 100-555510-220		Internet	\$111.97	010921	PARKS-INTERNET CEDAR CREEK
E 100-555510-220		Internet	\$96.98	010921	PARKS-INTERNET GYM
		Total	\$633.54		
36991	01/22/21	UNIFIRST CORPORATION			
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1164320	CWRC-SAFETY
E 100-533210-350		OPERATING SUPPLIES	\$49.51	096 1164322	DPW-OPERATING
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1165375	CWRC-SAFETY
E 601-573830-342		JANITORIAL SUPPLIES	\$73.50	096 1165382	CWRC-JANITORIAL
		Total	\$279.71		
36992	01/22/21	WISCONSIN DEPT OF JUSTICE-TIME			
E 100-522110-225		TELEPHONE/COMMUNI	\$422.25	455TIME-970	PD-TIME ACCESS 1/1/21-3/31/21
		Total	\$422.25		
36993	01/22/21	WORLD BOOK, INC.			
E 260-555110-319		PUBLICATIONS AND SU	\$999.00	0001617999	LIBR-PUBLICATIONS
		Total	\$999.00		
36995	01/26/21	BEYER'S HARDWARE			
G 100-212000		ACCOUNTS PAYABLE	\$2.65	161776	PD-MAINTENANCE
G 100-212000		ACCOUNTS PAYABLE	\$46.78	161929	DPW-OPERATING
G 100-212000		ACCOUNTS PAYABLE	\$3.85	161962	PD-MAINTENANCE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$53.28		
36996	01/26/21	CEDARBURG LIGHT & WATER			
G 100-212000		ACCOUNTS PAYABLE	\$376.25	7989	ENG-STREET LIGHTING ELECTRIC
G 601-212000		ACCOUNTS PAYABLE	\$54.40	7992	CWRC-HYDRANT METERS-OCT & NOV 2020
Total			\$430.65		
36997	01/26/21	CEDARBURG VETERINARY CLINIC			
G 100-212000		ACCOUNTS PAYABLE	\$59.96	389548	PD-K9 EXPENSE
Total			\$59.96		
36998	01/26/21	CINTAS CORP			
G 100-212000		ACCOUNTS PAYABLE	\$59.41	5046925418	DPW-OPERATING
Total			\$59.41		
36999	01/26/21	EMBROIDME			
G 100-212000		ACCOUNTS PAYABLE	\$199.23	202101-19	PD-UNIFORMS
Total			\$199.23		
37000	01/26/21	GUETZKE & ASSOCIATES, INC.			
G 100-212000		ACCOUNTS PAYABLE	\$140.00	1403800-IN	DPW-PROFESSIONAL
Total			\$140.00		
37001	01/26/21	HOUSEMAN & FEIND, LLP			
G 700-212000		ACCOUNTS PAYABLE	\$160.00	73006	INSURANCE CLAIMS
G 100-212000		ACCOUNTS PAYABLE	\$2,600.00	73006	CH-LEGAL
G 353-212000		ACCOUNTS PAYABLE	\$650.00	73006	HWY 60
G 100-212000		ACCOUNTS PAYABLE	\$2,440.00	73074	PD-LEGAL-DECEMBER 2020
Total			\$5,850.00		
37002	01/26/21	LETTERS & SIGNS			
G 400-212000		ACCOUNTS PAYABLE	\$430.00	4592	DPW-EQUIPMENT REPLACEMENT #79
Total			\$430.00		
37003	01/26/21	OZAUKEE ACE HARDWARE			
G 100-212000		ACCOUNTS PAYABLE	\$21.58	165234	DPW-REPAIR & MAINTENANCE
Total			\$21.58		
37004	01/26/21	RNOW INC			
G 601-212000		ACCOUNTS PAYABLE	\$1,025.15	2021-59379	CWRC-COLLECTION SYSTEM MAINT
Total			\$1,025.15		
37005	01/26/21	KURT SCHOESSOW			
G 400-212000		ACCOUNTS PAYABLE	\$2,223.34	530	DPW-EQUIPMENT REPLACEMENT #79
Total			\$2,223.34		
37006	01/26/21	SHORT ELLIOTT HENDRICKSON INC			
G 100-212000		ACCOUNTS PAYABLE	\$180.57	399045	MONOPOLE PROFESSIONAL SERVICES
Total			\$180.57		
37007	01/26/21	STREICHER'S POLICE EQUIPMENT			
G 100-212000		ACCOUNTS PAYABLE	\$539.81	11469544	EM-OPERATING

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$539.81		
37008	01/26/21	THE UNIFORM SHOPPE			
G 100-212000		ACCOUNTS PAYABLE	\$342.75	305994	PD-UNIFORMS-WELLMAN
G 100-212000		ACCOUNTS PAYABLE	\$187.35	305997	PD-UNIFORMS-RACINE
Total			\$530.10		
37009	01/26/21	WI CRISIS NEGOTIATORS ASSOCIAT			
G 100-212000		ACCOUNTS PAYABLE	\$200.00	CK REQ	PD-TRAVEL & TRAINING
Total			\$200.00		
37010	01/26/21	WINTER EQUIPMENT COMPANY			
G 100-212000		ACCOUNTS PAYABLE	\$1,248.07	IV45454	DPW-EQUIPMENT/CAPITAL
Total			\$1,248.07		
37011	01/26/21	ZIPs AW DIRECT			
G 400-212000		ACCOUNTS PAYABLE	\$441.20	820000	DPW-EQUIPMENT REPLACEMENT #79
Total			\$441.20		
37012	01/29/21	AT&T LONG DISTANCE			
E 260-555110-225		TELEPHONE/COMMUNI	\$18.40	836841746	LIBR-LONG DISTANCE
E 100-522110-225		TELEPHONE/COMMUNI	\$2.39	836841746	PD-LONG DISTANCE
Total			\$20.79		
37013	01/29/21	AT&T MOBILITY			
E 100-522110-225		TELEPHONE/COMMUNI	\$1,926.65	01192021	PD-WIRELESS
Total			\$1,926.65		
37014	01/29/21	AT&T			
E 100-533210-225		TELEPHONE/COMMUNI	\$56.19	26237576030	DPW-TELEPHONE
E 260-555110-225		TELEPHONE/COMMUNI	\$340.21	26237576030	LIBR-TELEPHONE
E 601-573825-225		TELEPHONE/COMMUNI	\$104.36	26237576030	CWRC-TELEPHONE
E 100-518100-225		TELEPHONE/COMMUNI	\$94.76	26237576030	CH-TELEPHONE
E 100-522230-225		TELEPHONE/COMMUNI	\$104.18	26237576030	FD-TELEPHONE
E 100-522110-225		TELEPHONE/COMMUNI	\$88.15	26237576240	PD-TELEPHONE
Total			\$787.85		
37015	01/29/21	BAKER & TAYLOR AUDIOBOOK PRE			
E 260-555110-319		PUBLICATIONS AND SU	\$250.00	NS20120214	LIBR-PUBLICATIONS-2/1/21-1/31/22
Total			\$250.00		
37016	01/29/21	BAKER & TAYLOR BOOKS			
G 260-212000		ACCOUNTS PAYABLE	\$144.31	2035650684	LIBR-PUBLICATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$83.57	2035694286	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$50.00	2035694286	LIBR-PUBLICATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$85.07	2035704590	LIBR-PUBLICATIONS
Total			\$362.95		
37017	01/29/21	BRIAN BARSCH			
G 100-212000		ACCOUNTS PAYABLE	\$2,074.51	CK REQ	OVERPAYMENT OF TAXES
Total			\$2,074.51		

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Batch: 012221AP,01-27-21 AP,01-29-21 AP,012921AP,012921USC,02-14-20 AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
37018	01/29/21	BONAFIDE SECURITY SOLUTIONS			
E 100-522230-240		REPAIR AND MAINTENA	\$314.50	INV-0251	FD-REPAIR & MAINTENANCE
		Total	\$314.50		
37019	01/29/21	GREGORY BUTLER			
G 100-261400		OVERPAYMENT OF TAX	\$2,351.55	CK REQ	OVERPAYMENT OF TAXES
		Total	\$2,351.55		
37020	01/29/21	CAMERA CORNER			
E 100-514700-210		PROFESSIONAL SERVIC	\$87.50	0042551-IN	TECH-VOICEMAIL FIX
		Total	\$87.50		
37021	01/29/21	CDW GOVERNMENT, INC.			
E 100-533110-310		OFFICE SUPPLIES	\$71.84	6465008	ENG-EXTERNAL HARD DRIVE
		Total	\$71.84		
37022	01/29/21	CEDARBURG LIGHT & WATER			
E 601-573850-390		OTHER EXPENSES	\$292.50	8000	CWRC-WRWA MEMBERSHIP RENEWAL
		Total	\$292.50		
37023	01/29/21	CINTAS CORPORATION			
E 260-555110-310		OFFICE SUPPLIES	\$66.57	4074381499	LIBR-OFFICE SUPPLIES
		Total	\$66.57		
37024	01/29/21	COMPLETE OFFICE OF WISCONSIN			
E 100-514200-310		OFFICE SUPPLIES	\$264.40	855218	ELECTIONS-OFFICE SUPPLIES
E 100-515600-310		OFFICE SUPPLIES	\$19.94	858717	TREAS-OFFICE SUPPLIES
E 601-573850-310		OFFICE SUPPLIES	\$7.94	858717	CWRC-OFFICE SUPPLIES
		Total	\$292.28		
37025	01/29/21	CSM IN TRUST FOR USAA			
E 700-519400-524		INSURANCE CLAIMS - 2	\$754.87	CK REQ	FILE #29019424-2 - ANITA BAKER CLAIM
		Total	\$754.87		
37026	01/29/21	DON HAHN			
E 100-519200-343		AWARDS, SUPPLIES	\$125.00	CK REQ	35 YR SERVICE AWARD
		Total	\$125.00		
37027	01/29/21	FIVE CORNERS DODGE			
E 100-522120-240		REPAIR AND MAINTENA	\$77.36	73509	PD-MAINTENANCE & REPAIR - 2108 EXPLORER ZEBRA
		Total	\$77.36		
37028	01/29/21	GROTA APPRAISALS, LLC			
E 100-515400-210		PROFESSIONAL SERVIC	\$6,262.50	1458	ASSESSOR-PROFESSIONAL SERVICES
E 100-515400-210		PROFESSIONAL SERVIC	\$6,262.50	1485	ASSESSOR-PROFESSIONAL SERVICES
		Total	\$12,525.00		
37029	01/29/21	DON HAHN			
E 100-519200-343		AWARDS, SUPPLIES	\$125.00	CK REQ	35 YEAR SERVICE AWARD
		Total	\$125.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
37030	01/29/21	HI-LINE			
E 100-533210-353		MAINTENANCE PARTS	\$142.12	10832025	DPW-MAINTENANCE PARTS
		Total	\$142.12		
37031	01/29/21	JACKSON LEWIS P.C.			
G 100-212000		ACCOUNTS PAYABLE	\$864.00	7548461	PD-APRIL 2020 LEGAL
		Total	\$864.00		
37032	01/29/21	MATTHEW JACOBS			
G 100-212000		ACCOUNTS PAYABLE	\$2,369.79	CK REQ	OVERPAYMENT OF TAXES
		Total	\$2,369.79		
37033	01/29/21	JAMES IMAGING SYSTEMS, INC.			
E 260-555110-312		COMPUTER/COPIER SU	\$469.61	28613088	LIBR-SUPPLIES
		Total	\$469.61		
37034	01/29/21	JANI-KING OF MILWAUKEE			
E 100-533210-350		OPERATING SUPPLIES	\$382.87	MIL02210402	DPW-MAINTENANCE-FEBRUARY 2021
		Total	\$382.87		
37035	01/29/21	JOHNSON CONTROLS SECURITY SOLU			
E 100-518100-240		REPAIR AND MAINTENA	\$325.98	35354029	COMPLEX-REPAIR & MAINTENANCE - 2/1/21-4/30/21
		Total	\$325.98		
37036	01/29/21	JOSEPH JACOBS			
E 100-522310-210		PROFESSIONAL SERVIC	\$150.00	21-002	BI-ELECTRICAL 1/20/21
		Total	\$150.00		
37037	01/29/21	LAROSA LANDSCAPE COMPANY			
E 260-555110-290		MAINT/CONTRACTED S	\$280.00	0008342-IN	LIBR-MAINTENANCE
		Total	\$280.00		
37038	01/29/21	LERETA, LLC			
G 100-212000		ACCOUNTS PAYABLE	\$5,772.45	CK REQ	OVERPAYMENT OF TAXES-131261408000-ZITZER, MARK
		Total	\$5,772.45		
37039	01/29/21	MID-AMERICAN RESEARCH CHEMICAL			
E 100-518100-350		OPERATING SUPPLIES	\$560.00	0721712-IN	COMPLEX-OPERATING-COVID EXPENSE
E 601-573830-340		MAINTENANCE SUPPLIE	\$449.00	0721990-IN	CWRC-MAINTENANCE SUPPLIES
		Total	\$1,009.00		
37040	01/29/21	MID-STATE EQUIPMENT			
E 100-533450-340		MAINTENANCE SUPPLIE	\$1,177.09	H66447	DPW-MAINTENANCE
		Total	\$1,177.09		
37041	01/29/21	MSDSONLINE, INC			
E 100-514700-380		EQUIPMENT/CAPITAL O	\$2,150.00	231929	TECH-MSDS SOFTWARE
		Total	\$2,150.00		
37042	01/29/21	MULCAHY SHAW WATER, INC.			
E 601-573835-360		COLLECTION SYSTEM M	\$1,444.47	323041	CWRC-REPAIR & MAINTENANCE

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Batch: 012221AP,01-27-21 AP,01-29-21 AP,012921AP,012921USC,02-14-20 AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,444.47		
37043	01/29/21	MUSEEC S.A.S			
E 260-555110-319		PUBLICATIONS AND SU	\$750.00	F2020INS278	LIBR-PUBLICATIONS-MEDICI.TV SUBSCRIPTION 2021
Total			\$750.00		
37044	01/29/21	NASSCO, INC.			
E 260-555110-310		OFFICE SUPPLIES	\$22.54	S2702087.00	LIBR-OFFICE SUPPLIES
E 260-555110-350		OPERATING SUPPLIES	\$291.57	S2713976.00	LIBR-OPERATING SUPPLIES
Total			\$314.11		
37045	01/29/21	NEWMAN CHEVROLET			
E 100-522120-240		REPAIR AND MAINTENA	\$680.19	27730	PD-REPAIR & MAINTENANCE-2013 IMPALA GRAY
Total			\$680.19		
37046	01/29/21	NORTH CENTRAL LABORATORIES			
E 601-573825-370		LAB SUPPLIES	\$606.47	448861	CWRC-LAB SUPPLIES
Total			\$606.47		
37047	01/29/21	OFFICE DEPOT			
E 100-522310-310		OFFICE SUPPLIES	\$18.25	14921825300	BI-OFFICE SUPPLIES
E 100-566310-310		OFFICE SUPPLIES	\$4.50	14921825300	PLAN-OFFICE SUPPLIES
E 100-533110-310		OFFICE SUPPLIES	\$5.84	14921825300	ENG-OFFICE SUPPLIES
E 100-515600-310		OFFICE SUPPLIES	\$69.38	14921825300	TREAS-OFFICE SUPPLIES
E 260-555110-310		OFFICE SUPPLIES	\$107.31	14921825300	BI-OFFICE SUPPLIES
Total			\$205.28		
37048	01/29/21	OLIVER FIONTAR LLC			
E 350-566710-227		DEVELOPERS INCENTIV	\$3,566.78	627	TID #4 - DRAW #50
E 350-566710-227		DEVELOPERS INCENTIV	\$27,905.00	627	TID #4 - DRAW #50
Total			\$31,471.78		
37049	01/29/21	OLSENS PIGGLY WIGGLY			
E 260-555110-322		DONATION EXPENDITU	\$7.26	39731	LIBR-DONATIONS
Total			\$7.26		
37050	01/29/21	OSI ENVIRONMENTAL, INC.			
G 100-212000		ACCOUNTS PAYABLE	\$75.00	1053107	DPW-RECYCLING EXPENSE
Total			\$75.00		
37051	01/29/21	PACE ANALYTICAL SERVICES, LLC			
E 601-573825-370		LAB SUPPLIES	\$358.00	2140095904	CWRC-LAB SUPPLIES
Total			\$358.00		
37052	01/29/21	QUILL CORP.			
E 100-515600-310		OFFICE SUPPLIES	\$60.99	13960773	TREAS-OFFICE SUPPLIES
E 100-514200-310		OFFICE SUPPLIES	\$57.89	13965037	ELECTIONS-OFFICE SUPPLIES
Total			\$118.88		
37053	01/29/21	R A SMITH NATIONAL			
G 601-212000		ACCOUNTS PAYABLE	\$61.65	156182	2021 STREET & UTILITY PROJECT
G 400-212000		ACCOUNTS PAYABLE	\$1,048.05	156182	2021 STREET & UTILITY PROJECT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 400-212000		ACCOUNTS PAYABLE	\$2,182.80	156182	2021 STREET & UTILITY PROJECT
		Total	\$3,292.50		
37054	01/29/21	RICOH USA, INC			
E 100-522110-240		REPAIR AND MAINTENA	\$991.08	9028747084	PD-COPIERS
		Total	\$991.08		
37055	01/29/21	SAN-A-CARE, INC.			
G 100-212000		ACCOUNTS PAYABLE	\$262.92	520774	PARKS-REPAIR & MAINTENANCE
		Total	\$262.92		
37056	01/29/21	JOHN SCHLUMP			
G 100-261400		OVERPAYMENT OF TAX	\$2,353.22	CK REQ	OVERPAYMENT OF TAXES
G 100-261400		OVERPAYMENT OF TAX	\$53.55	CK REQ	OVERPAYMENT OF TAXES
		Total	\$2,406.77		
37057	01/29/21	SENTIMENTAL PRODUCTIONS			
E 260-555110-319		PUBLICATIONS AND SU	\$160.00	39513	LIBR-PUBLICATIONS
		Total	\$160.00		
37058	01/29/21	SYMBIONT			
G 601-212000		ACCOUNTS PAYABLE	\$680.00	51872	CWRC-PHOSPHORUS PLAN
G 601-212000		ACCOUNTS PAYABLE	\$9,252.05	51873	CWRC-LAND-FUTURE SITE
G 601-212000		ACCOUNTS PAYABLE	\$769.25	51875	CWRC-STORAGE TANK
G 601-212000		ACCOUNTS PAYABLE	\$12,468.25	51876	CWRC-COAGULANT SYSTEM
		Total	\$23,169.55		
37059	01/29/21	TIME WARNER CABLE			
E 601-573825-225		TELEPHONE/COMMUNI	\$134.98	010621	CWRC-INTERNET
E 100-522410-220		Internet	\$134.98	011421	EM-INTERNET
E 100-514700-220		Internet	\$1,086.08	011621	CH-INTERNET
E 100-533210-350		OPERATING SUPPLIES	\$117.48	012021	DPW-FIRE LINES
E 100-555510-220		Internet	\$117.48	012021	PARKS-INTERNET
E 240-555320-210		PROFESSIONAL SERVIC	\$134.98	012021	POOL-INTERNET
		Total	\$1,725.98		
37060	01/29/21	U.S. CELLULAR			
E 601-573825-225		TELEPHONE/COMMUNI	\$25.50	416501084	CWRC-TABLET
E 100-522310-225		TELEPHONE/COMMUNI	\$38.50	416501084	BI-TELECOM
E 100-533210-225		TELEPHONE/COMMUNI	\$25.00	416501084	DPW-TABLET
E 601-573825-225		TELEPHONE/COMMUNI	\$13.50	416501084	CWRC-TELECOM
E 601-573825-225		TELEPHONE/COMMUNI	\$38.50	416501084	CWRC-TELECOM
E 100-555510-225		TELEPHONE/COMMUNI	\$10.50	416501084	PARKS-TABLET
E 100-555510-225		TELEPHONE/COMMUNI	\$10.50	416501084	PARKS-TABLET
E 100-533210-225		TELEPHONE/COMMUNI	\$39.50	416501084	DPW-TABLET-HOTSPOT
E 601-573825-225		TELEPHONE/COMMUNI	\$10.50	416501084	CWRC-TABLET
E 100-555510-225		TELEPHONE/COMMUNI	\$10.50	416501084	PARKS-TABLET
E 100-555510-225		TELEPHONE/COMMUNI	\$10.50	416501084	PARKS-TABLET
E 100-533210-225		TELEPHONE/COMMUNI	\$25.00	416501084	DPW-IPAD
E 100-533110-225		TELEPHONE/COMMUNI	\$1.02	416501084	ENG-TELECOM
E 100-533210-225		TELEPHONE/COMMUNI	\$42.50	416501084	DPW-TELECOM

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-533110-225		TELEPHONE/COMMUNI	\$26.46	416501084	CH-TELECOM
E 100-533110-225		TELEPHONE/COMMUNI	\$38.50	416501084	ENG-TELECOM
E 100-555145-225		TELEPHONE/COMMUNI	\$1.34	416501084	SC-TELECOM
E 100-555510-225		TELEPHONE/COMMUNI	\$42.50	416501084	PARKS-TELECOM
E 601-573825-225		TELEPHONE/COMMUNI	\$38.50	416501084	CWRC-DUTY PHONE
		Total	\$448.82		
37061	01/29/21	UBS FINANCIAL SERVICES			
E 100-522230-152		RETIREMENT	\$414.90	CK REQ	FD-LOSA PAYMENT
		Total	\$414.90		
37062	01/29/21	UNIFIRST CORPORATION			
G 100-212000		ACCOUNTS PAYABLE	\$49.51	096 1163257	DPW-OPERATING
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1166434	CWRC-SAFETY EQUIPMENT
E 100-518100-240		REPAIR AND MAINTENA	\$114.83	096 1166442	COMPLEX-REPAIR & MAINTENANCE
E 100-522100-240		REPAIR AND MAINTENA	\$61.38	096 1166443	PD-REPAIR & MAINTENANCE
		Total	\$304.07		
37063	01/29/21	ERICK WHELPLEY			
G 100-212000		ACCOUNTS PAYABLE	\$600.09	CK REQ	OVERPAYMENT OF TAXES
		Total	\$600.09		
37064	01/29/21	WISCONSIN HUMANE SOCIETY			
G 100-212000		ACCOUNTS PAYABLE	\$60.00	1921	PD-STRAY FEES-DECEMBER 2020
		Total	\$60.00		
37065	01/29/21	JEFFREY M. ZIMPEL			
G 100-261400		OVERPAYMENT OF TAX	\$415.65	CK REQ	OVERPAYMENT OF TAXES
		Total	\$415.65		
		111300 PWSB Checking	\$188,119.04		
212000 Accounts Payable					
		BRIAN BARSCH			
G 100-261400		OVERPAYMENT OF TAX	\$2,074.51	CK REQ	OVERPAYMENT OF TAXES
		Total	\$2,074.51		
		ERICK WHELPLEY			
G 100-261400		OVERPAYMENT OF TAX	\$600.09	CK REQ	OVERPAYMENT OF TAXES
		Total	\$600.09		
		LERETA, LLC			
G 100-261400		OVERPAYMENT OF TAX	\$5,772.45	CK REQ	OVERPAYMENT OF TAXES-131261408000-ZITZER, MARK
		Total	\$5,772.45		
		MATTHEW JACOBS			
G 100-261400		OVERPAYMENT OF TAX	\$2,369.79	CK REQ	OVERPAYMENT OF TAXES
		Total	\$2,369.79		
		WI CRISIS NEGOTIATORS ASSOCIAT			
E 100-522110-330		TRAVEL & TRAINING	\$200.00	CK REQ	PD-TRAVEL & TRAINING

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Total			\$200.00		
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212000	Accounts Payable	\$11,016.84			
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Fund Summary**111300 PWSB Checking**

100 GENERAL FUND	\$67,829.89
220 RECREATION PROGRAMS FUND	\$830.00
221 FUEL SYSTEM - WASH BAY	\$822.06
240 SWIMMING POOL FUND	\$134.98
260 LIBRARY FUND	\$4,530.42
350 TIF DISTRICT FUND #4	\$31,471.78
353 TIF DISTRICT #6	\$650.00
400 CAPITAL IMPROVEMENTS FUND	\$6,325.39
601 WATER RECYCLING CENTER	\$41,375.65
700 RISK MANAGEMENT FUND	\$34,148.87
	\$188,119.04

212000 Accounts Payable

100 GENERAL FUND	\$11,016.84
	\$11,016.84



City of Cedarburg

City Administrator's Report

February 4, 2021

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 — Letters were sent to residents on Washington Avenue notifying them of the asphalt pavement repair program that is planned on Washington Avenue for September/October. A 50% design meeting was held for the 2021 Street & Utility Project and bids are due March 2. Preliminary plans are underway for the Interurban trail crossing on Pioneer Road. A preconstruction meeting was held with Wondra in respect to the Hwy. 60 Business park. Their equipment will be mobilized on-site this week and the sanitary sewer work will begin next week.

There was one interview scheduled on Monday, which was the final interview of the second round of interviews for the Assistant Engineer position. An offer should be extended to a candidate this week.

The Public Works crew is working on snow removal and repairing equipment.

Parks, Recreation & Forestry— Pool pass renewal letters were mailed last week. The Youth Basketball program is working out well in the Community Gym. Summer job openings have been posted on the website for pool staff and supervised playground staff. The Summer Activity Guide will be available mid-March.

Police— Applications will be accepted this month for an entry level patrol officer position in the Department. Fourteen applications have been received to-date.

Fire Department—The Fire Consolidation Study will be released at the end of this month, which will aid in the decision-making process for Fire Department services in the future.

Treasurer— Property tax collection ended on January 31; however, walk-ins may still pay their taxes this week. The Department is preparing for the annual audit the first week in March. Finance Director/Treasurer Mertes has two appointments this week for new accounting software demonstrations

Human Resources— In answer to some inquiries, the Christmas holiday scheduled days off will be Friday, December 24 and Monday, December 27, 2021 and New Years is Friday, December 31 and Monday, January 2, 2022.

Water Recycling Center— The Department is working on snow removal at the Center. One person from the Department will oversee the sewer work at the Hwy. 60 Business Park next week.

Library— The Library Board approved a revised organizational chart that will go in effect after a retirement this fall. The holiday closing dates were also approved for Thursday, December 23— Sunday, December 26 for Christmas and Thursday, December 30— Sunday, January 2, 2022 for New Years. The Library was closed Sunday, January 31 because of the snow storm. The quarantine time for returned material is being reduced from three days to two days.

Clerk — The Department is preparing for the Feb 16, Spring Primary Election. In-person absentee voting will take place at City Hall between February 2 and February 12.

City Administrator— Department Heads will begin working on their 2021 Capital Improvement Budget.

Respectfully submitted,

Mikko Hilvo