

**CITY OF CEDARBURG  
MEETING OF COMMON COUNCIL  
MONDAY FEBRUARY 28, 2022 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, February 28, 2022 at 7:00 p.m.** The meeting will be held online utilizing the zoom app and in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., in the second floor Council Chambers. Information on how to access the meeting is attached to the meeting packet or can be accessed by clicking the following link: [Common Council Meeting | City of Cedarburg](#)

**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, Rick Verhaalen, Robert Simpson, Barbara Lythjohan, Kristen Burkart and Patricia Thome
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 – February 14, 2022 Common Council Minutes\*
8. PRESENTATIONS
  - A. Innovations in Urban Forestry Award presentation to Cedarburg Green
9. PUBLIC HEARINGS
  - A. A public hearing on Proposed Impact Fees resulting from the Public Facilities Needs Assessment Report
  - B. A public hearing to consider amending the Comprehensive Land Use Plan for property located at N49 W6337 Western Road, to retain the Medium Density Residential Classification (3.6 to 5.2 units/acre) on the south 4.5 acres of property and to replace the High-Medium Density Residential Classification (5.2 to 10.8 units/acre) on the north 8.15 acres with the High-Density Residential Classification (25 units/acre)

- C. A public hearing to consider rezoning the property located at N49 W6337 Western Road from M-2 General Manufacturing District to Rs-6/PUD Single-Family and Two-Family Residential District/Planned Unit Development Overlay District for the south 4.5 acres and to Rm-2/PUD Residential Multiple-Family Residential District/Planned Unit Development Overlay District for the north 8.15 acres of the site

10. NEW BUSINESS

- A. Discussion and possible action on Resolution No 2022-05 Amending the City of Cedarburg Comprehensive Land Use Plan–2025 for the property located at N49W6337 Western Road\*
- B. Discussion and possible action on Ordinance No 2022-05 to rezone a 12.65-acre parcel of land located at N49W6337 Western Road\*
- C. Discussion and possible action on Ordinance No 2022-01 updating Impact Fees\*
- D. Discussion and possible action on Ordinance No 2022-02 updating Designated Fees in Lieu of Park Land\*
- E. Discussion and possible action on Ordinance No 2022-03 updating and adjusting the amount of the Sanitary Sewer Connection Fee imposed on new developments\*
- F. Discussion and possible action on Resolution No 2022-08 Authorizing Submission of an Idle Site Redevelopment Program Grant through the Wisconsin Economic Development Corporation (WEDC)\*
- G. Discussion and possible action on purchase of Mobile Field Force Equipment for the Cedarburg Police Department\*
- H. Discussion and possible action on License/Permit applications\*\*\*
  - 1. Consider approval of new Operator License applications for the period ending June 30, 2022 for: Alicia M. Bennett, Gregory J. Fechter, Terrance A. King, Jared A. Mikkelsen, James C. Rahming, Tyler E. Slowiak, and Brittany M. Walters
- I. Discussion and possible action on payment of bills dated 2/05/2022 through 2/18/2022, transfers for the period 1/29/2022 through 2/25/2022 and payroll for period 2/06/2022 through 2/19/2022\*

11. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator's Report\*

12. COMMUNICATIONS

- A. Comments and suggestions from citizens\*\*
- B. Comments and announcements by Council Members

## C. Mayor's Report

### 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.

To request reasonable accommodation, contact the Clerk's Office,  
(262) 375-7606, email: [cityhall@ci.cedarburg.wi.us](mailto: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](mailto: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](mailto: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](mailto: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](mailto:mhilvo@ci.cedarburg.wi.us), (262) 375-7917.

**CITY OF CEDARBURG  
COMMON COUNCIL  
February 14, 2022**

**CC20220214-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 14, 2022 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers and online utilizing the Zoom app.

Mayor O’Keefe called the meeting to order at 7:16 p.m.

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

Excused - Council Member Robert Simpson

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Mike Wieser, Library Director Linda Pierschalla, Public Works Superintendent Joel Bublit, Water Recycling Center Superintendent Dennis Grulkowski, Public Works Crewperson Jason Scheer, Chamber of Commerce Director Maggie Dobson, interested citizens and news media

**STATEMENT OF PUBLIC NOTICE**

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

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**APPROVAL OF MINUTES**

Motion made by Council Member Lythjohan, seconded by Council Member Bublit, to approve the January 31, 2022 Common Council minutes. Motion carried without a negative vote with Council Member Simpson excused.

**PRESENTATION BY KATIE KUBIAK ON CREATING AN ACCESSIBLE CEDARBURG**

Katie Kubiak of Cedarburg presented “Creating an Accessible Cedarburg” to the Common Council.

### Introduction

In her evaluation of 73 buildings in downtown Cedarburg, she found that only 21 buildings (28.77%) were completely accessible to those with mobility impairments. The accommodation of staff was overwhelmingly positive and attempted to troubleshoot and took an interest in accessibility and improving it going forward.

### Proposition

Katie explained the Landmarks Preservation (Chapter 186) and the Americans with Disabilities Act (ADA) and stated that State and local governments are required to ensure complete accessibility to those with disabilities: Services, Programs, and Activities. Businesses and non-profit organizations must remove architectural barriers when it is “readily achievable.” Priorities should include an accessible approach & entrance, access to goods and services, and access to public toilet restrooms. She suggested that the City formulate a plan to make it more accessible by devising individualized plans, establishing a timeline, and raising funds through community support, and keep disabled people in the conversation.

### Significance

Making buildings accessible is important because 15% of the world’s population has some sort of disability (World Bank) and this includes children, teenagers, and young adults whose accessibility relates to their ability to exist in society. Accessibility = Equality and Accessibility is a basic human right. Continued inaccessibility occurs simply because people are unaware.

### Conclusion

Katie concluded by explaining how inaccessibility perpetuates ableism:

- Prevents inclusion, hassle-free errands, and imperative social outing for disabled teenagers and children.
- Denotes (even inadvertently) that disabled people are unworthy

Effects of inaccessibility include...

- Dependence on others
- Diminished self-esteem
- Isolation

Katie challenged the Council to see this situation through the lens of the disabled population and to consider how they can make places they frequent more accessible and seek out opportunities to make a change.

The Common Council accepted Katie Kubiak’s challenge and thanked her for her presentation. It was suggested that she make her presentation to the Landmarks Commission.

## **NEW BUSINESS**

### **DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2022-07 HONORING ERIC HACKERT, SUPERINTENDENT OF WATER RECYCLING CENTER**

This item is postponed to the March 14 meeting when Eric Hackert is available to attend the meeting.

**DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF DOUG EDMUNDS AND MARILYN MULLEN AS ELECTION INSPECTORS**

Motion made by Council Member Arnett, seconded by Council Member Burkart, to approve the appointment of Doug Edmunds and Marilyn Mullen as election inspectors. Motion carried without a negative vote with Council Member Simpson excused.

**DISCUSSION AND POSSIBLE ACTION ON CONTRACT PROPOSAL FROM GRAEF TO COMPLETE A DAM INSPECTION FOR WOOLEN MILLS DAM**

Director of Engineering and Public Works Wieser explained that the Wisconsin DNR has informed the City that a dam inspection is needed for the Woolen Mills Dam. Staff requested and received a proposal from Graef for an estimated \$3,300 to complete the inspection.

He further explained that Graef is currently finalizing the dam break failure analysis for the Woolen Mills Dam, which was required by the DNR in late 2020. The results of the failure analysis will dictate to what extent an increase in capacity might be required and thus the extent of dam repairs and/or modifications. Due to this slow-moving process the DNR will be granting the City another extension of the dam grant.

Motion made by Council Member Bublitz, seconded by Council Member Lythjohan, to approve the contract proposal from Graef to complete a dam inspection for Woolen Mills dam in an amount not to exceed \$3,300. Motion carried without a negative vote with Council Member Simpson excused.

**DISCUSSION AND POSSIBLE ACTION ON AWARD OF CONTRACT FOR HILTOP DRIVE ROADWAY CONNECTION CONTRACT**

Director Wieser explained that staff advertised and received bids for the Hilltop Drive roadway connection work. This contract entails the roadway connection of Forward Way to Hilltop Drive as required in the amended MOU with the DOT and pulverizing and relaying of the asphalt on Hilltop Drive from the current dead end to Sycamore Drive as was agreed upon in the Intergovernmental Agreement with the Town. The contract also entails pulverizing and relaying of the asphalt on Hilltop Drive from Sycamore Drive to STH 60 for which the Town will reimburse the City. A total of five bids were received, with the low bid submitted by All-Ways Contractors, Inc. for \$463,381.85.

In answer to Council Member Burkart's question, Director Wieser explained that the project is over budget because the estimate was done two – three years ago, before the Hilltop Drive connection was considered as part of the project.

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to award the Hilltop Drive Roadway connection contract to All-Ways Contractors, Inc. in the amount of \$463,381.85 contingent upon an accepted MOU with the Town of Cedarburg. Motion carried without a negative vote with Council Member Simpson excused.

**DISCUSSION AND POSSIBLE ACTION ON THE USE OF ARPA FUNDS**

City Administrator Hilvo explained that with the direction from the Common Council to help our local businesses and provide support to our residents, staff has developed a plan for the use of ARPA funds to best maximize their use and provide long term value to the City. Many of the projects being presented are Capital improvement projects that will have the most impact to all residents.

Chamber funding for a full-time staff member: \$60,000 (Tourism and Small Business Assistance)

City Administrator Hilvo stated the best way to have the biggest impact on our local businesses is by providing our local Chamber the funding they need to have proper staffing levels to increase tourism and provide support to City of Cedarburg businesses. By adding an additional full-time staff member to the Chamber, they will be able to manage the new Visit Cedarburg website, increase the use of our new brand, and manage the CedaLight program. In addition, this provides the Chamber Executive the opportunity to focus on other business assistance and economic development.

In answer to Council Member Verhaalen's question, Director Dobson stated that the Chamber of Commerce has 348 members (80% are located within the Cedarburg zip code and 20% consists of Ozaukee County non-profits, realtors, and banks).

Council Member Burkart stated that this has been discussed at the Economic Development Board level and she learned that this is not to benefit the Chamber members as much as the Tourism, Promotion and Development Committee.

Director Dobson explained that the Chamber of Commerce houses the Tourism, Promotion, and Development (TP&D) entity and it is a Chamber driven process that they manage. It is a joint effort, and it has worked well. Their goal is all encompassing to protect and preserve Cedarburg.

Council Member Thome stated that Cedarburg is destination driven and requires promotion. This funding will benefit the City as a whole.

In answer to Council Member Arnett's question, Director Dobson explained that this is a one time request. Their budget has been significantly impacted by the loss of events and programs that are used as fundraising, due to COVID. Council Member Arnett encouraged Director Dobson to approach the Town of Cedarburg for a contribution also.

Council Member Bublitz stated that the community is on the cusp of wanting to be mobile again and it makes sense to spend this money on the City.

Council Member Thome opined that this funding will broaden the City's efforts to support all businesses.

Council Member Verhaalen stated that he was in favor of spending ARPA funds on items that lessen the burden of the taxpayers.

City Administrator Hilvo explained that ARPA funds is Federal money that was given to the City to be a conduit in helping the local economy.

Motion made by Council Member Burkart, seconded by Council Member Bublitz, to approve Chamber of Commerce funding for a full-time staff member (\$60,000/Tourism & Small Business Assistance). Motion carried with Council Members Bublitz, Arnett, Burkart, Thome and Lythjohan voting aye, Council Member Verhaalen opposed, and Council Member Simpson excused.

TP&D Cedalight Program: \$10,000 (Tourism and Small Business Assistance)

A decision on the TP&D Cedalight program for \$10,000 was tabled to a later date. Council Member Burkart suggested that the program name be changed to CedarBright or something similar.

Library Chromebooks: \$4,540 (Revenue Replacement) – Replace Public Internet Workstations: \$6,980 (Revenue Replacement)

Director Pierschalla requested \$4,540 to provide rugged touchscreen Chromebooks for use in Library drop in activities in their MakerLab, Youth TinkerLab, and Teen TinkerLab. Also, to have them available for large group TEM programs for all ages and make them available for checkout as part of their Library of Things collection.

In answer to Council Member Bublitz's question, Director Pierschalla explained that the current Chromebooks are not being checked out because they are in poor condition; however, the hotspots are always checked out. Council Member Bublitz stated that even though we are an affluent community, the true reality is that people use these computers and there is a need for them.

Director Pierschalla requested \$6,980 to replace public internet workstations because they currently have old public internet workstations, which are of a design that no longer meets their needs for flexibility and the ability to provide unique and diverse collaboration spaces for the public and staff. They need ten new more powerful machines in a form factor that meets their new expectations and fulfills their plans and goals for the future. This will also help Workforce Development aid individuals in finding jobs and ultimately help the business community.

Motion made by Council Member Arnett, seconded by Council Member Lythjohan, to approve Library Chromebooks (\$4,540/Revenue Replacement) and replacement of public internet workstations (\$6,980/Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

Engineering – Plotter: \$9,000 (Revenue Replacement)

Director Wieser explained that the funds will be used to replace their existing plotter with a new plotter/scanner. The old plotter is no longer functional and would require \$1,800 to fix. The new plotter will allow them to replace two machines with one. The new plotter would also have scanning and copying capabilities, which would give them the capability to scan old plan sets and have them available digitally.

Motion made by Council Member Arnett, seconded by Council Member Thome, to approve a plotter for Engineering (\$9,000/Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

City Hall AC Unit: \$160,000 (Revenue Replacement)

City Administrator Hilvo explained that the AC unit for the City Hall building has been approved by the Common Council for replacement this year. By utilizing ARPA funds for this Capital project, the City would avoid having to borrow for the replacement.

Motion made by Council Member Bublitz, seconded by Council Member Burkart, to approve City Hall AC Unit (\$160,000/Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

Public Works – Sweeper/Cleaner Unit: \$88,000 (Revenue Replacement)

Public Works Superintendent Bublitz explained that the sweeper/scrubber is needed to try to prevent the shop from rusting inside-out and for other large areas in the City, such as park shelters and park paths, which require regular scrubbing to maintain clean and healthy facilities. It can be used at the Cedarburg Fire Department, Police Department, Community Pool, and the Water Recycling Center as well. It will reduce particles inhaled by the crew and visitors to the facilities, clean animal waste from park paths, help reduce the man hours currently required to clean the public works garage and reduce the amount of water used for such cleaning.

The benefits and concerns of the purchase were discussed. City Administrator Hilvo explained that research was done before this presentation and this piece of equipment is critical in helping with their workload.

Motion made by Council Member Verhaalen, seconded by Council Member Lythjohan, to approve sweeper/cleaner unit for Public Works (\$88,000/Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

Council Chambers Audio: \$5,000 (Revenue Replacement)

City Administrator Hilvo stated new audio equipment (microphones) are needed for the current zoom meetings, as the current equipment makes it difficult for participants to hear.

Motion made by Council Member Burkart, seconded by Council Member Bublitz, to approve Council Chambers audio upgrade not to exceed \$5,000 (Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

**DISCUSSION AND POSSIBLE ACTION ON LICENSE/PERMIT APPLICATIONS**

Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to approve a new operator License application for the period ending June 30, 2022 for Kathleen T. Griffin. Motion carried without a negative vote with Council Member Simpson excused.



Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to approve the appointment of Laura M. Struebing as agent for Speedway at W63 N121 Washington Avenue. Motion carried without a negative vote with Council Member Simpson excused.

Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to approve the appointment of Allison Kramer as agent for Walgreen Co./Walgreens #13620 at W62 N190 Washington Avenue. Motion carried without a negative vote with Council Member Simpson excused.

**CONSIDER PAYMENT OF BILLS DATED 01/28/2022 THROUGH 02/04/2022, TRANSFERS FOR THE PERIOD 01/28/2022 THROUGH 02/11/2022 AND PAYROLL FOR PERIOD 01/23/2022 THROUGH 02/05/2022; AND ACTION THEREON**

Motion made by Council Member Verhaalen, seconded by Council Member Lythjohan, to approve payment of bills dated 01/28/2022 through 02/04/2022, transfers for the period 01/28/2022 through 02/11/2022 and payroll for period 01/23/2022 through 02/05/2022. Motion carried without a negative vote with Council Member Simpson excused.

**CITY ADMINISTRATOR'S REPORT**

City Administrator Hilvo stated that the City hired a Deputy Treasurer to begin employment on February 28.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Burkart reminded the Council that tomorrow is the 2022 Spring Primary election and she encouraged them to vote.

Council Member Arnett requested that the City consider a consent Common Council agenda on items that are presented at each meeting.

**MAYOR REPORT** - None

**ADJOURNMENT**

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 9:04 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC  
Deputy City Clerk

# Public Facilities Needs Assessment and Impact Fee Update

## Introduction

### **Purpose of Impact Fees**

Impact fees are cash contributions, contributions of land or interests in land, or any other items of value that are imposed on a developer by a municipality for the purposes of providing new, expanded or improved public facilities to accommodate the land development. In this case the City is not creating new impact fees but rather updating the existing fees based on the most current population and land use growth estimates, and the most current capital project and cost information.

### **Summary of Existing Impact Fees and Scope of Services**

The City of Cedarburg has existing impact fees for water, law enforcement, library, sewer reserve capacity, and park facilities. In addition, the City has a separate sewer connection fee, and a separate park fee-in-lieu of land dedication. The existing development fees were for the most part implemented in the late 1990's or early 2000's. The last update to all fees was completed in 2012 by Baker Tilly Virchow, Krause, LLP.

In 2021, the City retained Ehlers to provide advisory services for the purposes of updating all the development fees except the water impact fee. The City retained Ruekert-Mielke Engineers to update the water impact fee. The purpose of this study is to update the law enforcement, library, and park facilities impact fees to be consistent with revised growth and land use development projections as well as to update the impact fee calculations based on actual costs for completed projects and updated cost estimates for projects yet to be completed. The sewer impact fee is recommended to be converted to, and combined with, the existing sewer connection fee. The sewer connection fee and park fee-in-lieu of land dedication are updated in separate portions of this study.

## Legislative Authority

A municipality may enact an ordinance under Wis. Stat. § 66.0617 that imposes impact fees on developers to pay for the capital costs that are necessary to accommodate land development. Wis. Stat. § 66.0617 was enacted in 1993 by Wisconsin Act 305. A 1997 change in the law prohibited counties from assessing impact fees to recover costs related to transportation projects. The statute was also amended in 2006 by Wisconsin Acts 203 and 477, and finally in 2008 by Wisconsin Act 44. The more recent acts made several changes to the impact fee statute, most notably the time period for which municipalities have to spend impact fees and the facilities for which impact fees can be imposed.

Prior to enacting or amending an existing ordinance that imposes an impact fee, a municipality shall hold a public hearing on the proposed ordinance or amendment. A municipality shall prepare a needs assessment for the public facilities for which it is anticipated that impact fees may be imposed. The public facilities needs assessment or revised public facilities needs assessment shall be available for

public inspection and copying in the office of the municipal clerk at least 20 days prior to the public hearing.

Public facilities means highways, as defined in Wis. Stat. § 340.01(22), and other transportation facilities, traffic control devices, facilities for collecting and treating sewage, facilities for pumping, storing, and distributing water, parks, playgrounds, and land for athletic fields, solid waste and recycling facilities, fire protection facilities, law enforcement facilities, emergency medical facilities, and libraries. Public facilities do not include facilities owned by a school district.

### **Public Facilities Needs Assessment**

Wisconsin Statute §66.0617 requires a public facilities needs assessment to include the following:

- (1) An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that an impact fee may be imposed.
- (2) An identification of the new public facilities, or improvements or expansions of existing public facilities, that will be required because of land development for which it is anticipated that impact fees be imposed. This identification shall be based on explicitly identified service areas and service standards.
- (3) A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities, including an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the municipality.

This needs assessment complies with these requirements, as an update to the needs assessments that have previously been conducted for the impact fees that are currently in effect. This is not a new public facilities needs assessment, however, only an update to previously conducted studies to be consistent with revised growth and land use development projections and updated costs estimates for the facilities previously identified.

### **Standards for Impact Fees**

Impact fees must meet seven standards, outlined in Wis. Stat. § 66.0617(6), prior to imposition:

- (1) Shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.
- (2) May not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.
- (3) Shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded, or improved public facilities.
- (4) Shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications or any other items of value.
- (5) Shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
- (6) May not include amounts necessary to address existing deficiencies in public facilities.
- (7) Shall be payable by the developer or the property owner to the municipality in full upon the issuance of a building permit by the municipality.

This update is being conducted to ensure that the impact fees that are currently in effect continue to comply with these standards.

#### **Time Period for Expending Impact Fees and Managing Impact Fee Revenues**

Wis. Stat. § 66.0617 states the following time periods for which impact fee revenues must be used or refunded to the current property owner with interest. Generally, impact fees must be spent within eight years from the time of collection. Impact fees for sewer lift stations or for the treatment of sewerage facilities may be extended to 10-years from the time of collection.

Impact fees must be placed in a separate segregated account. The municipality should have a separate account for each impact fee. The impact fees and any interest accrued on the impact fees must be used for the facilities for which the impact fees were imposed.

## **Updated Population and Land Use Statistics**

### **Population and Land Use Projections Update**

This impact fee update assumes a planning horizon through the year 2040. Table 1 shows the historical and projected population statistics for the City of Cedarburg. This study update relied on historical population figures from the US Census and the State Department of Administration, and projections from City Staff through the year 2040. Table 2 shows the historical, current and projected number of households through the year 2040.

Table 3 shows the current and projected land growth by acre between 2020 and 2040. The current and projected figures were developed by the City's Planning Department. The amount of future square footage projected by commercial and industrial land development is shown on the bottom of this table and is based upon an assumed floor coverage ratio and future growth acreage projections.

**City of Cedarburg Impact Fee Study Update**  
**Table 1 - Historical and Projected Population Statistics**

	Population	Projection
1980 <sup>1</sup>	9,005	
1990 <sup>1</sup>	10,086	
2000 <sup>1</sup>	11,102	
2010 <sup>1</sup>	11,412	
2020 <sup>1</sup>	12,121	
2030 <sup>2</sup>		12,847
2040 <sup>2</sup>		13,331

Notes;

1. Census and WI Department of Administration Final Estimates.
2. 2030 and 2040 Population projections taken from projected growth rate percentages as developed by the City of Cedarburg.

**City of Cedarburg Impact Fee Study Update**  
**Table 2 - Historical and Projected Housing Statistics**

Year	Households	Projection
2010 <sup>1</sup>	4,691	
2020 <sup>1</sup>	5,009	
2030 <sup>2</sup>		5,490
2040 <sup>2</sup>		5,594

Notes;

1. WI Department of Administration Figures.
2. 2030 and 2040 Population projections taken from projected growth rate percentages as developed by the the City of Cedarburg.

## City of Cedarburg Impact Fee Study Update

**Table 3 - Existing and Projected Commerical and Industrial Land Use**

Total Acreage - Non-Residential Land Use Growth

Land Use Type (Acres)	2020 Acres <sup>1</sup>	2040 Acres <sup>1</sup>	Increase
Commercial	93	110	17
Industrial	190	290	100

Square Footage Non-Residential Land Use Growth

Land Use Type (Acres)	Current <sup>2</sup>	2040 Projected <sup>2</sup>	Increase
Commercial	698,811	826,551	127,740
Industrial	1,427,679	2,179,089	751,410

Notes:

1. Source: City of Cedarburg.
2. Commercial square footage assumes a floor coverage ratio of 23% per acre with an allocation made for roads and rights of ways.

## Law Enforcement Public Facilities Needs Assessment

The City initially began collecting impact fees for law enforcement facilities in 2001 for the current police station that was constructed in 2000. Of the total \$4,230,000 construction cost the initial study determined that \$685,831 was eligible to be recovered via impact fees. The City updated the impact fee calculation in 2012.

The City has recently recovered the full \$685,831 in law enforcement impact fees. This study will update the impact fee calculation for additional space at the current station for a training room, locker room expansion and a garage facility addition.

Table 4a shows the current staff by position within the police department along with a calculation of the number of staff per 1,000 of population. This projected staff level is then applied to the projected 2040 population to project out the total future staff. The current and future vehicle count are shown on Table 4b. The current and projected future staff and vehicle information is used in the following tables to help calculate the current deficiencies in office and apparatus space to help define the impact fee share of future planned law enforcement facilities.

The inventory of existing law enforcement facility space along with the projection of the future expansion to the police station is shown on Table 5. The City's Police Station is approximately 22,000 square feet, of which approximately 17,500 square feet is considered office space and approximately 4,500 square feet is apparatus bay space for law enforcement vehicles. The expansion space will add approximately 9,200 square feet, primarily in the garage area, to a new total of just over 31,000 square feet of space.

#### **City of Cedarburg Impact Fee Study Update**

**Table 4a - Existing and Future Law Enforcement Staffing (Full Time Equivalents)**

	2020	2040
Sworn Officers	21	26.5
Civilian Staff	6.5	6.5
Volunteers	30	30
Total	57.5	63.0
Current Population	12,121	13,331
Staff per 1,000 Residents	4.74	4.74

Notes:

1. 2020 staffing figures come from the City of Cedarburg Police Chief.

#### **City of Cedarburg Impact Fee Study Update**

**Table 4b - Law Enforcement Vehicles**

Vehicles	2020	2040
Patrol Vehicles	10	14
ATV	1	1
Total Vehicles	11	15

Notes:

1. Source: City of Cedarburg Police Chief.



**City of Cedarburg Impact Fee Study Update**  
**Table 5 - Existing and Future Law Enforcement Space**

Facility	Existing Space Square Feet <sup>1</sup>	Future Space Square Feet <sup>2</sup>
<b>Main Station</b>		
Garage Space	4,500	4,500
Administrative Space	17,437	17,437
<b>Main Station Addition</b>		
Training Room		2,400
Locker Room Expansion		800
Garage Addition		6,000
Total	21,937	31,137

Notes:

1. Existing square footage taken from 2001 C. Cedarburg Impact Fee Study.
2. Future facility square footage provided by the City of Cedarburg Police Department.

Table 6 below shows the deficiency/growth analysis for the three planned facility additions. In this table the current facility space plus the planned addition space is totaled and then equated to the number of square feet per employee or vehicle as the definition of the City's desired service level standard. This standard is then applied to the City's current law enforcement station space to determine whether any deficiencies in the amount of existing space exist. As shown in the table the City has some existing deficiencies in the current garage and administrative spaces. The calculated deficiency and growth (impact fee eligible) percentages are applied to the total planned costs for the future space areas as shown on Table 7. The total estimated cost for the facility expansion is \$2,300,000. Of that total, \$1,149,569 is allocated to meeting existing deficiencies while \$1,150,431 is allocated to new growth and recoverable through a law enforcement impact fee.

**City of Cedarburg Impact Fee Study Update**

**Table 6 - Police Station Service Level Standards**

Building Area	Existing Space (SF)	Future Space (SF)	2040 Facilities Space (SF)	2040 Estimated Staff Level	2040 Standard SF per Employee	Required 2020 Facilities Area	Surplus/ (Deficiency)	Deficiency %	Growth %
Administrative Space	17,437	3,200	20,637	63	328	18,835	(1,398)	43.70%	56.30%
Garage Space	4,500	6,000	10,500	15	700	7,700	(3,200)	53.33%	46.67%
Total Space	21,937	9,200	31,137			26,535	(4,598)	49.98%	50.02%

**City of Cedarburg Impact Fee Study Update**

**Table 7 - Police Station Projected Project Costs**

Project	Estimated Cost <sup>1</sup>	Deficiency Share	Growth Share	Deficiency Share	Growth Share
Training Room	600,000	43.70%	50.02%	262,177	337,823
Locker Room Expansion	200,000	43.70%	56.30%	87,392	112,608
Garage Addition	1,500,000	53.33%	46.67%	800,000	700,000
Total Costs	2,300,000	49.98%	50.02%	1,149,569	1,150,431

**Notes:**

1. Cost figures were provided by the City of Cedarburg Police Department, based on rough cost estimates of \$250/square foot.

Table 8 is the allocation of the impact fee eligible project costs from Table 7 to residential and non-residential land use growth within the City. Table 9 is the calculation of the law enforcement impact fees per capita for residential land use growth and per square foot for commercial and industrial growth.

**City of Cedarburg Impact Fee Study Update**  
**Table 8 - Allocation of Police Impact Fee**

Land Use Category	Incremental Development 2020-2040	Average Value/ Unit	Total Value of Forecast Improvements	Percentage of Total Value	Allocated Share of Future Growth Costs
Residential Dwelling Units	585	\$350,000	\$204,919,466	63.91%	\$735,243
Industrial (SF)	751,410	\$120	\$90,169,200	28.12%	\$323,523
Commercial (SF)	127,740	\$200	\$25,547,940	7.97%	\$91,665
			\$320,636,606		\$1,150,431

**City of Cedarburg Impact Fee Study Update**  
**Table 9 - Calculation of Impact Fee**

	Impact Fee Cost	Incremental Non-Residential Development	Incremental Residential Development	Recommended Fee	Units
Residential	\$735,243		1,210	\$608 per Capita	
Industrial	\$323,523	751,410		\$0.43 per square foot	
Commercial	\$91,665	127,740		\$0.72 per square foot	
	\$1,150,431				

## Library Public Facilities Needs Assessment

The library impact fee was last updated in 2012 in anticipation of the City constructing its current library facility. At the time of the last impact fee update the City was operating out of its old library facility and was nearing the point of constructing the new library. The 2012 study relied upon square footage and cost estimates based upon the City's architectural plans. This study will update the fee calculation with the actual square footage figures and costs from the project.

Table 10 lists the square footage of the library facility at the time of the last study update, which was prior to the new facility being completed, and the square footage of the existing library facility.

**City of Cedarburg Impact Fee Study Update**  
**Table 10 - Existing and Proposed Library Space**

	Existing Space (sq. ft) <sup>1</sup>	Future Space (sq. ft) <sup>2</sup>	Sq. Footage Change
<b>Total Space</b>	<b>9,791</b>	<b>25,500</b>	<b>15,709</b>

Notes:

1. Source: City of Cedarburg. Existing space is as of the previous impact fee study originally completed in 2001 and updated in 2012. The future space of the library facility is the total square footage of the current library.

Table 11 shows the development of the deficiency/growth standards and analysis as well as the calculation of the updated library impact fee. The deficiency/growth analysis includes a calculation of the amount of space in the library that is allocated to meeting the future residential population growth within the City. A total amount of space per capita was calculated by dividing the total space of the library facility by the 2040 population, which is then multiplied by the amount of population growth from the last study update through 2040 to arrive at 3,671 of the 25,500 square feet as allocated to new growth and recoverable through the library impact fee. The 3,671 square feet represents 23-percent of the total amount of library space.

The total construction cost of the library less the amount of funding that was provided by the Cedarburg Library Foundation is shown in the bottom of the table. Of the total \$5,139,267 financed by the City, 23-percent or \$1,200,902 is recoverable through impact fees. The updated impact fee per capita is listed at the bottom of the table.

## City of Cedarburg Impact Fee Study Update

**Table 11 - Library Deficiency/Growth Standards and Impact Fee Calculation**

### Development of Deficiency/Growth Standards

Population Increase (2010-2040)	1,919
Square Feet of Library Space/Capita	1.913
Total Growth Related Library Space	3,671
Percent Growth Allocation	23.37%
Percent Deficiency Allocation	76.63%

### Impact Fee Calculation

Total Library Facility Cost <sup>1</sup>	\$6,557,413
Less: Library Foundation Support <sup>1</sup>	(\$1,418,116)
Total City-Funded Project Cost	\$5,139,297
Growth Share of City-Funded Building Cost	\$1,200,902
Deficiency Share of City-Funded Building Cost	\$3,938,395
2010-2040 Population Growth Est	1,919
Impact Fee Per Capita	\$625.80

#### Notes:

1. Source: City of Cedarburg.

## Parks Public Facilities Needs Assessment

The City initially imposed a park facilities impact fee in 2001 and last updated the fee in 2012. The 2012 study update calculated an impact fee based on the cost to improve a prototypical 12-acre neighborhood park. This study will update the impact fee for the same 12-acre prototypical neighborhood park based on updated cost information from the City's latest Comprehensive Outdoor Recreation Plan and current development projections.

Table 12 shows the existing park acreage as it existed in 2012 when the last impact fee study was completed and as of 2020. The table is further broken down to show active and passive recreation areas. Table 13 shows a current inventory of park facilities within the City.

### City of Cedarburg Impact Fee Study Update

**Table 12 - Inventory of Existing Park Acreage**

Park Name	Park Type	2012 Acreage	2012 Active Use Acreage	2020 Acreage	2020 Active Use Acreage	2020 Passive Use Acreage
Adlai Horn Park	Neighborhood	0	0	5.00	4.00	1.00
Beckman Park	Mini	1.50	0.80	1.50	0.80	0.70
Beechwood Park	Neighborhood	5.00	0.00	5.00	0.00	5.00
Boy Scout Park	Mini	1.00	1.00	1.00	1.00	0.00
Cedar Creek Park Complex	Community	25.00	25.00	25.00	25.00	0.00
Cedar Hedge Park and Trail	Neighborhood	11.00	0.00	11.00	0.00	11.00
Cedar Pointe Conservancy	Conservancy	13.00	0.00	13.00	0.00	13.00
Cedar Pointe Park	Neighborhood	5.00	5.00	5.00	5.00	0.00
Centennial Park	Community	23.00	23.00	23.00	23.00	0.00
City Entrance	Special	0.80	0.80	0.80	0.80	0.00
City Hall Lawn	Special	0.10	0.10	0.10	0.10	0.00
Doctors Park	Mini	0.10	0.10	0.10	0.10	0.00
E. Stephan Fischer Park	Mini	0.50	0.50	0.50	0.50	0.00
Founders Park	Special	3.00	0.00	3.00	0.00	3.00
Georgetown Walking Path Park	Special	3.00	0.00	3.00	0.00	3.00
Georgetown Park	Neighborhood	2.00	2.00	2.00	2.00	0.00
Harrison Park	Conservancy	1.00	0.00	1.00	0.00	1.00
Highland Bridge Park	Mini	0.80	0.00	0.80	0.00	0.80
Hillcrest Park	Mini	0.50	0.50	0.50	0.50	0.00
Hoffman Glen Park	Conservancy	2.75	1.00	2.75	1.00	1.75
Legion Park	Mini	0.50	0.50	0.50	0.50	0.00
Pioneer Park	Special	2.00	2.00	2.00	2.00	0.00
Priarie View Park	Community	0.00	0.00	5.00	3.00	2.00
Rappold Park	Mini	0.10	0.10	0.10	0.10	0.00
Topview Trails	Neighborhood	0.00	0.00	1.00	0.50	0.50
Wegmann Park	Neighborhood	1.50	1.50	1.50	1.50	0.00
Westlawn Park	Mini	0.50	0.50	0.50	0.50	0.00
Westlawn Woods Park	Neighborhood	3.00	0.00	3.00	0.00	3.00
Willowbrooke Park	Neighborhood	9.00	9.00	9.00	9.00	0.00
Woodland Park	Neighborhood	5.00	2.00	5.00	2.00	3.00
Wurthman Park	Mini	0.50	0.50	0.50	0.50	0.00
Zeunert Park	Community	20.50	20.50	20.50	20.50	0.00
Total		141.65	96.40	152.65	103.90	48.75

#### Notes:

1. Source: City of Cedarburg Comprehensive Outdoor Recreation Plan, completed August, 2017.

**City of Cedarburg Impact Fee Study Update**  
**Table 13 - Inventory of Existing Park Facilities**

Facility	Park Facility Total
Baseball Diamond	4
Baseball/Softball Diamond	1
Basketball Court	4
Boat Launch	0
Horeshoe Pits	0
Fireplace Grills	5
Picnic Tables	107
Soccer Fields	2
Softball Diamond	1
Tennis Courts	4
Volleyball Courts	3
Sledding Hills	3
Ice Skating Rink	1
Swimming	1
Open Play Area	10
Restrooms	5
Shelter	3
Play Equipment	11
Trail System	11
Parking Lot	4
Football	1

Notes:

1. Source: City of Cedarburg Comprehensive Outdoor Recreation Plan, completed August, 2017.

Table 14 shows the updated calculation of the park facilities impact fee. The updated cost to improve a 12-acre neighborhood park is \$815,000, which equates to approximately \$68,000 per acre. The cost per acre is divided by the number of residents per acre of neighborhood parkland to equal the updated park impact fee per capita. The park impact fee only applies to residential development. Non-residential development within the City is not charged this impact fee.



**City of Cedarburg Impact Fee Study Update**  
**Table 14 - Park Impact Fee Calculation Update**

Updated Development Cost to Improve 12 Acre Park <sup>1</sup>	\$815,000
Improvement Cost Per Acre (\$800,000/12 acres)	\$67,917
Residents/Acre of Active Parkland	116.66
Total Impact Fee/Capita	\$582

**Notes:**

1. Updated cost for a 12 acre Neighborhood Park taken from the City of Cedarburg Comprehensive Outdoor Recreation Plan, August 14, 2017. Page 63.

## Sewer Reserve Capacity Public Facilities Needs Assessment

The 2012 Impact Fee study stated that the Wastewater Treatment Facility as constructed in 1988, was designed with excess capacity, which was quantified at \$947,707. The 2012 study update indicated that the fee amount was appropriate given the actual cost of the facility and the amount of excess capacity allocated, and that the only update to the impact fee should be to modify the fee based on the current number of persons per household as part of the 2010 US Census. The Study also recommended that the City convert the impact fee to a connection fee to allow for maximum flexibility for the timing and use of the fee revenues. The City did not convert the reserve capacity impact fee to a connection fee in 2012, but is desiring to as part of this impact fee study update. Therefore this study is recommending the reserve capacity sewer impact fee to discontinue, and to incorporate the assets that were being recovered through this fee into the sewer connection fee.

## Conclusion and Impact on Affordable Housing

The schedule of the proposed impact fees, and a comparison of existing and proposed impact fees are shown on Table 15. The impact fees for law enforcement, library, park facilities and sanitary sewer biosolids facilities have been updated in accordance with State Statute 66.0617, and this document meets the standards listed in the Statute.

State Statute 66.0617 requires that the City include an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the municipality. Impact fees are ultimately borne by the homeowner, and impact fees can have a direct effect on the cost of new development. The impacts however can vary based upon market conditions and the housing situations

of each municipality or region. Table 16 shows the effect that the current and proposed impact fees have on housing affordability for a \$350,000 home in the City.

#### City of Cedarburg Impact Fee Study Update

#### Table 15 - Total Impact Fee Listing

##### Summary of People per Residential Dwelling Unit

Dwelling Unit Type	People/Unit
Multi-Family	1.55
Single Family	2.34

##### Recommended Impact Fee Schedule

Impact Fee	Impact Fee Per Square Foot of Development			
	Single-Family	Multi-Family	Industrial	Commercial
Library Impact Fee	\$1,464.36	\$972.60	NA	NA
Park Improvement Impact Fee	\$1,362.29	\$904.80	NA	NA
Law Enforcement	\$1,421.87	\$944.38	\$0.43	\$0.72

##### Comparison of Existing and Proposed Impact Fees per Single-Family Home

Impact Fee	Current Impact Fee <sup>1</sup>	Proposed Impact Fee	Difference
Law Enforcement	\$1,042.90	\$1,421.87	\$378.97
Library	\$911.63	\$1,464.36	\$552.73
Sewer Reserve Capacity	\$702.49	\$0.00	(\$702.49)
Park Facilities	\$1,245.00	\$1,362.29	\$117.29
Total	\$3,902.02	\$4,248.53	\$346.51

##### Notes:

1. Source: City of Cedarburg Current Development Fees, January, 2021.

**City of Cedarburg Impact Fee Study Update**  
**Table 16 - Fee Impact on Affordable Housing**

"Affordable House" \$350,000

**Amount Financed**<sup>1</sup>

No Impact Fee	\$315,000
Existing Impact Fees	\$318,902
Proposed Impact Fees	\$319,249

**Monthly Mortgage Payments**<sup>2</sup>

		<u>Additional Monthly Cost</u>
No Impact Fee	\$1,964	\$0
Existing Impact Fees	\$1,981	\$17
Proposed Impact Fees	\$1,982	\$18

Notes:

1. The amount financed represents total cost of home less a 10% down payment.
2. Monthly mortgage payments include escrowing property tax payment and homeowners insurance.

## Implementation and Continued Review

To implement the proposed impact fees the City will need to:

1. Amend the existing impact fee ordinance to include the proposed impact fees.
2. Have the impact fee study on file in the office of the Clerk and available 20 days prior to the public hearing to allow the public time to review the document.
3. Prepare a Class 1 hearing notice and publish it in the City newspaper.
4. Conduct a public hearing on the proposed impact fees.
5. After the conclusion of the public hearing the City Council may adopt the proposed updated impact fees.

It is also recommended that the City continue to review its impact fees on a 5-year cycle, or as new information becomes available that would affect the fee calculations.

# Sewer Connection Fee Analysis Update

## Introduction

The sewer connection charge is a one-time charge for new connections to the sanitary sewer system. The City has had a sewer connection fee in place for a number of years. In addition, as it was stated in the impact fee study above, the City desires to discontinue the Sewer Reserve Capacity Impact Fee and recover the assets associated with that fee in this sewer connection fee. Having one fee for sewer facilities simplifies the fee process for both City staff and for developers. The sewer connection fee is updated based on the premise that the purpose for the charge is to recover the proportionate share of capital costs for excess capacity in the sanitary sewer collection system reserved for new development.

## Sewer Connection Fee Methodology and Update

The sewer connection charge recovers capital costs associated with the sewer treatment plant and collection system. The sewer connection charge is calculated on a “buy in basis”, whereby new development is buying into the value of excess capacity in the sewer system. To update the connection charge, the original cost of sewer collection system assets funded by the City were brought into today’s dollars and divided by the total capacity of the sewer system, in terms of the total number of Residential Equivalent Connections (RECs) able to be served, to arrive at a connection charge per REC.

The first table in the study update shows the list of existing sewer system assets financed by the utility. As discussed above, the connection charge is calculated by examining the value of the City’s existing sewer system assets and bringing them into today’s dollars. To accomplish this, the list of existing assets was prepared by the City and shows the existing asset, average year purchased, and original asset cost. The asset list was reviewed to remove any collection system assets contributed by private development. Only collection system assets funded via the sewer utility were included in the list shown on the table. The original cost of all sewer collection system assets were brought into 2021 dollars using the Engineering News Record Construction Cost Index for the Chicago region. As is shown on the table the original cost of sewer system assets net of assets contributed by development is approximately \$28.7 million, which equates to approximately \$40.4 million in today’s dollars.

**City of Cedarburg Development Fee Study Update - Sewer Connection Fee Update**  
**List of Existing Sewer Collection System Assets and Current Costs**

Asset Description <sup>(1)</sup>	Avg. Year Acquired <sup>(1)</sup>	Avg. Original Cost <sup>(1)</sup>	Acquired Year- CCI <sup>(2)</sup>	Current Year- CCI <sup>(2)</sup>	Factor	Current Cost
Structures and improvements	2005	4,703,986	15,866.86	17,808.65	1.12	5,279,661
Collection mains/accessories	2012	7,031,368	13,547.07	17,808.65	1.31	9,243,267
Lift Stations	2011	9,804,616	13,179.60	17,808.65	1.35	13,248,276
Remote Receiving Site	2013	248,497	13,592.96	17,808.65	1.31	325,565
Preliminary and Secondary Treat Equip	2003	3,580,125	8,348.45	17,808.65	2.13	7,637,009
Advanced and Sludge Treatment Equip	2011	288,965	13,179.60	17,808.65	1.35	390,458
Chlorination equipment	2013	150,874	13,592.96	17,808.65	1.31	197,666
Plant site piping	2008	657,313	11,857.66	17,808.65	1.50	987,198
Flow meter and monitor equipment	2015	127,955	14,781.95	17,808.65	1.20	154,155
Outfall sewer pipes	1991	17,620	5,384.16	17,808.65	3.31	58,278
Other treatment and disposal equip	2006	68,194	10,522.78	17,808.65	1.69	115,412
Electrical - new	2008	594,040	11,857.66	17,808.65	1.50	892,171
Standby power generator	2011	192,242	13,179.60	17,808.65	1.35	259,763
Computer system	2017	745,768	15,414.90	17,808.65	1.16	861,577
Radio System	2011	6,957	13,179.60	17,808.65	1.35	9,400
Site work/paving	2005	264,104	10,125.85	17,808.65	1.76	464,488
Other general plant equipment	2011	215,061	13,179.60	17,808.65	1.35	290,596
Total		28,697,685				40,414,939

Notes:

1. Information taken from the City's Sewer System Depreciation schedule as of December 7, 2021. Collection mains were reduced from original price to account for assets that were contributed to the sewer utility.
2. Information provided by the Engineering News Record Construction Cost Index - Chicago Region.

The following table is the calculation of the sewer connection charge per REC. To calculate the updated connection charge the value of the collection system in today's dollars was divided by the total amount of equivalent RECs of capacity in the sewer system. The total capacity of the sewer system was determined dividing the average day capacity of the sanitary sewer treatment plant by the amount of billable flow including inflow and infiltration of the average REC. The table shows that the sewer collection system has a total capacity of 15,745 RECs. The value of the sewer system divided by the number of RECs of total capacity yields a connection charge of \$2,567 per REC.

## City of Cedarburg Development Fee Study Update - Sewer Connection Fee Update

### Sewer Connection Fee Update Calculation

Current Treatment Facility Avg. Day Design Capacity (MGD) <sup>1</sup>	2.75
2020 Total Residential Customers <sup>2</sup>	4,016
2020 Total Residential Billable Volume (Gal) <sup>2</sup>	153,622,400
Total usage per residential customer (Gal) (Residential Equiv Connection (REC)	38,250
I/I percentage	60%
Total Usage per residential customer incl. I/I (REC)	63,750
Total System RECS	15,745
Total System Value	\$40,414,939
<b>Sewer Connection Fee per REC</b>	<b>\$2,567</b>

#### Notes:

1. Source: City of Cedarburg Wastewater Treatment Facility Statistics, taken from City of Cedarburg website, Water Recycling Center Facility Statistic webpage.
2. Source: City of Cedarburg Sewer Rate Model for 2022, provided by the City of Cedarburg.

## Park Fee-In-Lieu of Land Dedication Update

### Introduction

The City has maintained a park fee-in-lieu of land dedication for several years. The City of Cedarburg subdivision ordinance, Chapter 14-Article H, requires that residential developers dedicate one acre of good, developable land for each thirty dwelling units plated, or make a payment in lieu of land dedication for each dwelling unit if the City elects not to accept the parkland dedication.

The 2012 update to the fee is based on information at the time from the City assessor indicating the value of land at \$32,670 per acre. This study updates the fee based on the current value per acre taken from the City's current Park and Open Space Plan update, and the number of residents per acre of active parkland based on current population and active parkland inventory.

### Park Fee-In-Lieu of Land Dedication Update

The park fee-in-lieu of land dedication update is calculated by taking the updated cost per acre of active parkland within the City divided by the current number of residents per acre of active parkland within the City to arrive at an updated fee per capita. Per the City's latest Park and Open Space Plan the current

value per acre of active parkland, assuming the City were to purchase the land is \$40,000 per acre. The City has 111.67 persons per active acre of existing parkland in the City. The updated park fee per capita is \$358.20, which when multiplied out to single and multi-family dwelling units yields an updated fee of \$838.10 for a single-family home and \$556.70 for a multi-family dwelling unit. The updated fee computation is shown in the table below.

**City of Cedarburg Development Fee Study Update**  
**Park Fee In Lieu of Land Dedication Calculation Update**

Average Value of Land/Acre <sup>1</sup>	\$40,000
Residents/Acre of Active Parkland (12,121 residents/103.80 Active Acres)	116.66
Land Cost Per Capita	\$342.88

Dwelling Unit Type	People/Unit	Updated Park
		Fee-in-Lieu of Land Dedication
Multi-Family	1.55	\$532.89
Single Family	2.34	\$802.33

1. Cost per acre of land taken from the City of Cedarburg Park and Open Space Plan, August 14, 2017. pg. 63.

## Summary of Total Development Fees

Below is a table showing a summary of the existing and proposed total development fees (impact fees, sewer reserve capacity connection fee and park fee-in-lieu of land dedication) for a single-family home in the City.



**City of Cedarburg Development Fee Study Update**  
**Comparison of Existing and Proposed Development Fees per Single-Family Home**

Development Fee	Current Development Fee <sup>1</sup>	Proposed Development Fee	Difference
Law Enforcement	\$1,042.90	\$1,421.87	\$378.97
Library	\$911.63	\$1,464.36	\$552.73
Sewer Reserve Capacity	\$702.49	\$0.00	(\$702.49)
Park Facilities	\$1,245.00	\$1,362.29	\$117.29
Park Fee In Lieu of Land Dedication	\$923.91	\$802.33	(\$121.58)
Sewer Connection Fee	\$1,508.61	\$2,566.84	\$1,058.23
Total	\$6,334.54	\$7,617.70	\$1,283.16

Notes:

1. Source: City of Cedarburg Current Development Fees, Effective January 1, 2021.



# Development Fee Study Update

February 28, 2022



# Impact & Other Development Fee Study Update

- 2012 Impact Fee Study Update
  - ✓ Law Enforcement
  - ✓ Library
  - ✓ Parks
  - ✓ Sewer Reserve Capacity
- Other Development Fees Updated:
  - ✓ Park Fee-in-Lieu of Land Dedication
  - ✓ Sewer Connection Fee



# Impact Fee Study Update

- Purpose of Study Update:
  - ✓ Update with most current population and land use statistics and projections (through 2040)
  - ✓ Update for new planned projects along with updated project cost estimates



# What are Impact Fees?

- Statute 66.0617: One time fee imposed on new development designed to recover the proportionate share of new, improved or expanded capital costs needed to serve new growth.
  - Water facilities
  - Sewer facilities
  - Storm facilities
  - Parks, playgrounds, land for athletic fields
  - Highways & transportation facilities
  - Traffic control devices
  - Solid waste & recycling facilities
  - Fire protection facilities
  - Law enforcement facilities
  - EMS facilities
  - Libraries



# Timeline for Spending Impact Fees

- Timeline for spending:
  - ✓ 2017 Act 243 modified timeline for spending & refunding
  - ✓ 8-Years from time of collection for all facilities except sewer
  - ✓ 10-Years from time of collection for sanitary sewer facilities & lift stations
    - Can be extended by 3-years due to hardship
      - (need resolution specifying situation)



# Impact Fee Process

1. Conduct public facilities needs assessment
2. Complete inventory of existing facilities
3. Identify new, improved or expanded costs by type
4. Analyze deficiency/growth to determine impact fee share of facility costs
5. Calculate fee impacts on affordable housing
6. Place study on file for 30-day period (Clerk's office)
7. Prepare impact fee ordinance
8. Hold public hearing (after 30-day period)



# Law Enforcement Impact Fee Update

- Initially began collecting in 2001 for current station constructed in 2000
- City has recovered the growth share of current station
- Study update calculates a revised impact fee for additional space at current station
  - ✓ Training Room, locker room expansion, garage expansion
- Analysis shows approximately 50% of additional facilities allocated to future growth
- \$1,422 recommended fee for single-family development
- \$944 recommended fee for multi-family development
- \$0.72/square foot for commercial development
- \$0.43/square foot for industrial development





# Library Impact Fee Update

- Fee last updated in 2012 in anticipation of new facility construction
- Fee updated with actual cost of library facility and updated deficiency/growth calculation
- Study determined 23.37% of library facility allocated to future growth
- \$1,464 recommended fee for single-family development
- \$973 recommended fee for multi-family development



# Park Impact Fee Update

- Study last updated in 2012 for the cost to develop a 12-acre neighborhood park
- Study updated based on most current costs for the development of a 12-acre neighborhood park based on most current Comprehensive Outdoor Recreation Plan (CORP)
- \$1,362 Recommended fee for single-family development
- \$905 Recommended fee for multi-family development



# Sewer Impact and Connection Fee

- Study recommends combining reserve capacity Impact fee and connection fee into one sewer connection fee
- Sewer connection charge is based on a “buy-in” methodology whereby new development is buying into the value of excess capacity in the sewer system
- \$2,567 Recommended Sewer Capacity Charge/REC



# Park Fee-In-Lieu of Land Dedication

- The study updates the average cost per acre of potential parkland
- \$802 recommended fee for single-family development
- \$533 recommended fee for multi-family development



# Summary of Existing and Proposed Fees for a Single-Family Home

	Current Development Fee <sup>1</sup>	Proposed Development Fee	Difference
Development Fee			
Law Enforcement	\$1,042.90	\$1,421.87	\$378.97
Library	\$911.63	\$1,464.36	\$552.73
Sewer Reserve Capacity	\$702.49	\$0.00	(\$702.49)
Park Facilities	\$1,245.00	\$1,362.29	\$117.29
Park Fee In Lieu of Land Dedication	\$923.91	\$802.33	(\$121.58)
Sewer Connection Fee	\$1,508.61	\$2,566.84	\$1,058.23
Total	\$6,334.54	\$7,617.70	\$1,283.16

## Notes:

1. Source: City of Cedarburg Current Development Fees, Effective January 1, 2021.



## Ehlers Contacts

Todd Taves

Senior Municipal Advisor/Principal

[ttaves@ehlers-inc.com](mailto:ttaves@ehlers-inc.com)

262-796-6173

Jon Cameron

Senior Municipal Advisor

[jcameron@ehlers-inc.com](mailto:jcameron@ehlers-inc.com)

262-796-6179

**MEETING DATE:** February 28, 2022

**ITEM NO:** 9.B., 9.C., 10.A. & 10.B

**TITLE:**

**Public Hearing No. 1:**

Consider amending the Comprehensive Land Use Plan for property located at N49 W6337 Western Road, to retain the Medium Density Residential Classification (3.6 to 5.2 units/acre) on the south 4.5 acres, and to replace the High-Medium Density Residential Classification (5.2 to 10.8 units/acre) on the north 8.15 acres with the High-Density Residential Classification (25 units/acre).

**Public Hearing No. 2:**

Consider rezoning property located at N49 W6337 Western Road from M-2 General Manufacturing District to Rs-6/PUD Single-Family and Two-Family Residential District/Planned Unit Development Overlay District for the south 4.5 acres and to Rm-2/PUD Residential Multiple-Family Residential District/Planned Unit Development Overlay District for the north 8.15 acres of the site.

**ISSUE SUMMARY:**

Public Hearing No.1

As Council Members know, before any land use change can take place, state law requires the Land Use Plan, and the zoning be consistent with each other. With this project, both documents must be changed. Accordingly, the first public hearing is to amend the comprehensive land use plan as indicated above. This site is currently classified on the Land Use Map as Medium-High Density Urban Residential (5.2 to 10.8 units/acre). That Classification will be retained for the south 4.5 acres of the site but will be replaced with the High-Density Residential Classification at 25 units/acre for the north 8'15 acres. Staff notes though, that the overall project density is proposed at 18.2 units/acre

Council members are also aware that this site was targeted for redevelopment when we drafted the *City of Cedarburg Smart Growth Comprehensive Land Use Plan*, wherein it is identified as Smart Growth Area No. 2. Specifically, the recommendation of that Plan states: ***This site is currently classified as Industrial/Manufacturing development and supports an old industrial building that is only partially used. Redevelopment of this site should include the extension of Hillcrest Avenue and/or Hanover Avenue(south) north to Western Road to provide an alternate route to/from the downtown area. This site is classified Medium-Density (3.7 to 5.2 units/acre) and Medium-High Density (5.2 to 10.8 units/acre. These densities will provide a good customer base within walking distance to the downtown shops.*** The Plan Commission believes that the proposed traffic pattern and the increase in densities over that shown in the existing Land Use Plan are critical to maintaining and promoting a healthy and vibrant downtown commercial district.

Public Hearing No 2:

This hearing is for the rezoning of the site into the two base zoning districts and one overlay district as indicated on the agenda. Specifically, the 12.65-acre site will be divided into residential zoning components; the 4.5-acre pocket/front porch neighborhood element at the south end which is proposed to be rezoned from the M-2 General Manufacturing District to the Rs-6 Single Family/Two Family District and the 8.15-acre north part of the site, shown as the townhome/apartment building element, which is proposed to be zoned from the M-2 District to the Rm-2 Multiple Family Residential District. The PUD (Planned Unit Development Overlay District) will be applied over the entire project area to tie it together as one unified development. Commission members are reminded that the PUD Overlay District provides authority to the Plan Commission and Common Council to modify the base zoning district requirements, on a case-by-case basis, as justified to unify the project as one planned development.

The pocket neighborhood, located at the south end of the project, will consist of 26 single-family homes ranging in size from 1,928-square feet to 1,962-square feet. Four of these homes are proposed with common garage walls. These homes are designed with front porches that face a central common green space area with walking

paths, a shared garden and a neighborhood gathering area. All garages back up to neighboring back yard garages and are accessed from a private shared driveway. To the north of the single-family element, on the west half of the project and along the Western Road frontage, the plan proposes a series of townhomes with individual front entrances and rear yard garages. Twenty-six of the townhome units will be 3-story and have 3-bedroom and eighteen will be 2-story, 2-bedroom units. Along the east side of the site, the plan proposes 2 apartment buildings, a two-story apartment building at the north end which will include 50 units and a 3-stories with 110 unit at the south end. The south building is proposed adjacent to an existing 3-story apartment building located immediately east thereof. The plans propose a shared drive to the underground parking garage located between these buildings and will be accessed from Hanover Avenue.

This project will result in a public road extending south from Western Road at Hanover Avenue, through this project to Jackson Street at its connection with Hanover Avenue. Along this roadway, the plans show public sidewalks, street trees and public on-street parking that will be available for those residing in the project as well the general public.

#### **Nonconformity to Base District Requirements:**

With the use of the PUD zoning, the Common Council is approving certain departures from the requirements of the underlying districts that will be specific to, and govern, this project going forward. Those departures are listed in the following table.

#### **Rm-2 Multiple-Family Residential District, Sec. 13-1-52**

<b>Code Sec</b>	<b>City Code Requirement</b>	<b>Petitioner Requested Departure</b>
(d)(4)	<i>Multiple-family dwellings exceeding eight (8) dwelling units per structure, shall be permitted as a conditional use with a maximum of thirty-six (36) dwelling units per structure.</i>	Apartment buildings are proposed at <b>50 units</b> and <b>110 units</b> .
(e)(1)	<i>Lot area requirement. Min Total Area Per Dwelling Unit: One Bed Dwelling 2,700sf/unit Two Bed Dwelling 3,300sf/unit Total requirement as proposed: 14.5 acres (71 one bed, 133 two and three bed)</i>	Lot area proposes 204 units on <b>8.15 acres</b> .
(a)	<i>Densities not to exceed 16.1 dwelling units per net acres.</i>	Density proposed at <b>25 dwelling units per net acre</b> .
(f)(1)	<i>No principal building or parts of a principal building shall exceed thirty-five (35) feet in height.</i>	Proposed building heights: Building D <b>48.5 feet</b> Building E (south half) <b>48.5 feet</b>
(g)(1) (g)(3)	<i>Minimum building setback of twenty-five (25) feet from the right-of-way of all streets. Rear yard of not less than twenty-five (25) feet.</i>	Proposed building setback and rear yard: Building A <b>5 feet and 12 feet</b> Building B <b>10 feet</b> Building D <b>ranging from 7 feet to 15 feet</b> Building E <b>ranging from 10 feet to 2 feet</b>
(g)(2)	<i>Minimum side yard on each side of all principal buildings not less than twenty (20) feet in width.</i>	Proposed side yard: Building A <b>15 feet</b> Building D <b>12 feet</b>
(f)(3)	<i>Sum total of floor area of the principal building and all accessory buildings shall not exceed seventy-five percent (75%) of the lot area.</i>	Floor area ratio is <b>85.5%</b>

#### **Rs-6 Single-Family/Two-Family Residential District, Sec. 13-1-47**

<b>Code Sec</b>	<b>City Code Requirement</b>	<b>Petitioner Requested Departure</b>
(g)(1)	<i>Minimum building setback of twenty-five (25) feet from the right-of-way of all streets.</i>	Proposed building setback and rear yard: Building C1 <b>10 feet</b>
(g)(3)	<i>Rear yard of not less than twenty-five (25) feet.</i>	Building C2 <b>10 feet</b>



**Traffic Study:**

The applicant has had a traffic study completed to analyze the impacts on the adjacent public roadway due to this project. That study concluded that *“The redevelopment of the Wilo Machine Company site into residential housing, as proposed, is not expected to significantly impact traffic operations at the study intersections. Delays and queues increases are minimal and therefore no intersection modifications are recommended for this project”*.

**STAFF RECOMMENDATION:**

If Council members feel comfortable with the project, the Land Use Plan amendment and rezoning should be approved. Staff notes that this plan does reflect the general direction of the current land use plan and the direction received from the Community Development Authority when discussing future redevelopment sites in the city.

While the applicant has submitted conceptual plans to establish the architectural theme for this project, his next step is to submit his detailed, architectural, landscaping, exterior lighting, and landscaping plans for Plan Commission review and approval. Furthermore, the applicant will need to submit his condominium documents and to work with our City Engineer and City Attorney to generate the Development Agreement for Plan Commission review and Council approval, later.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

At their January 4, 2022, Meeting, the Plan Commission recommended Land Use Plan amendment and rezoning approval by unanimous vote.

**BUDGETARY IMPACT:****Impact Fees:** (Due at building permit acquisition) **(2021 rate)**

- |                                                      |                              |
|------------------------------------------------------|------------------------------|
| • Single-family units – 26 units @ \$8,384.52/unit = | \$ 217,997.52                |
| • Multi-family units – 204 units @ \$5,744.80/unit = | <u>\$1,171,939.20</u>        |
| <b>Total</b>                                         | <b><u>\$1,389,936.72</u></b> |

**ATTACHMENTS:**

- Resolution No. 2022-05 Amending the Land use Plan
- Ordinance No. 2022-05 Rezoning the property
- Plan Commission minutes from the January 4, 2022, meeting.
- P2 Development Plans.
- TADI Traffic Study.

**INITIATED/REQUESTED BY:** Robert Bach, P-2 Development Company, LLC

**FOR MORE INFORMATION CONTACT:** Jonathan Censky, City Planner, 262-375-7614





UNIT MIX & COUNT		
A:	TOWNHOMES 2 STORY / 2 BED	18 UNITS
B:	TOWNHOMES 3 STORY / 3 BED	26 UNITS
C1:	FRONT PORCH NEIGHBORHOOD 2 STORY / 3 BED	14 UNITS
C2:	FRONT PORCH NEIGHBORHOOD 2 STORY / 3 BED	12 UNITS
D:	APARTMENT BUILDING 3 STORY	110 UNITS
E:	APARTMENT BUILDING 2 STORY	50 UNITS
TOTAL		230 UNITS



P2 DEVELOPMENT &  
PROPERTY MANAGEMENT  
524 Technology Way  
Saukville, WI 53080-1677  
www.p2development.com  
(262) 377-7259

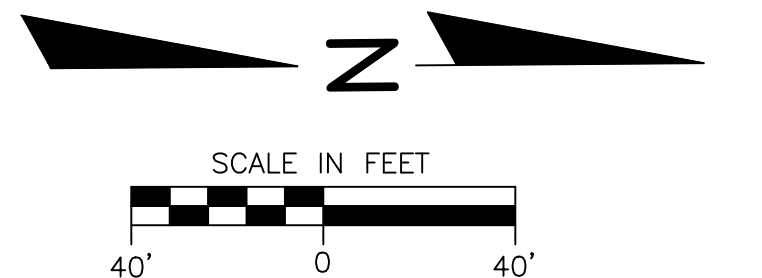
RECEIVED  
FEB 17 2022  
CITY OF CEDARBURG

FOX RUN DEVELOPMENT  
CONCEPT PLAN  
DATED: FEBRUARY 17, 2022

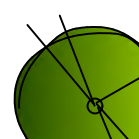
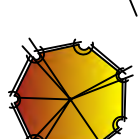
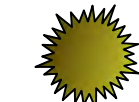
C-100

QUAM ENGINEERING, LLC  
Residential and Commercial Site Design Consultants  
122 Wisconsin Street, West Bend, Wisconsin 53095  
Phone (262) 346-7800; www.quamengineering.com



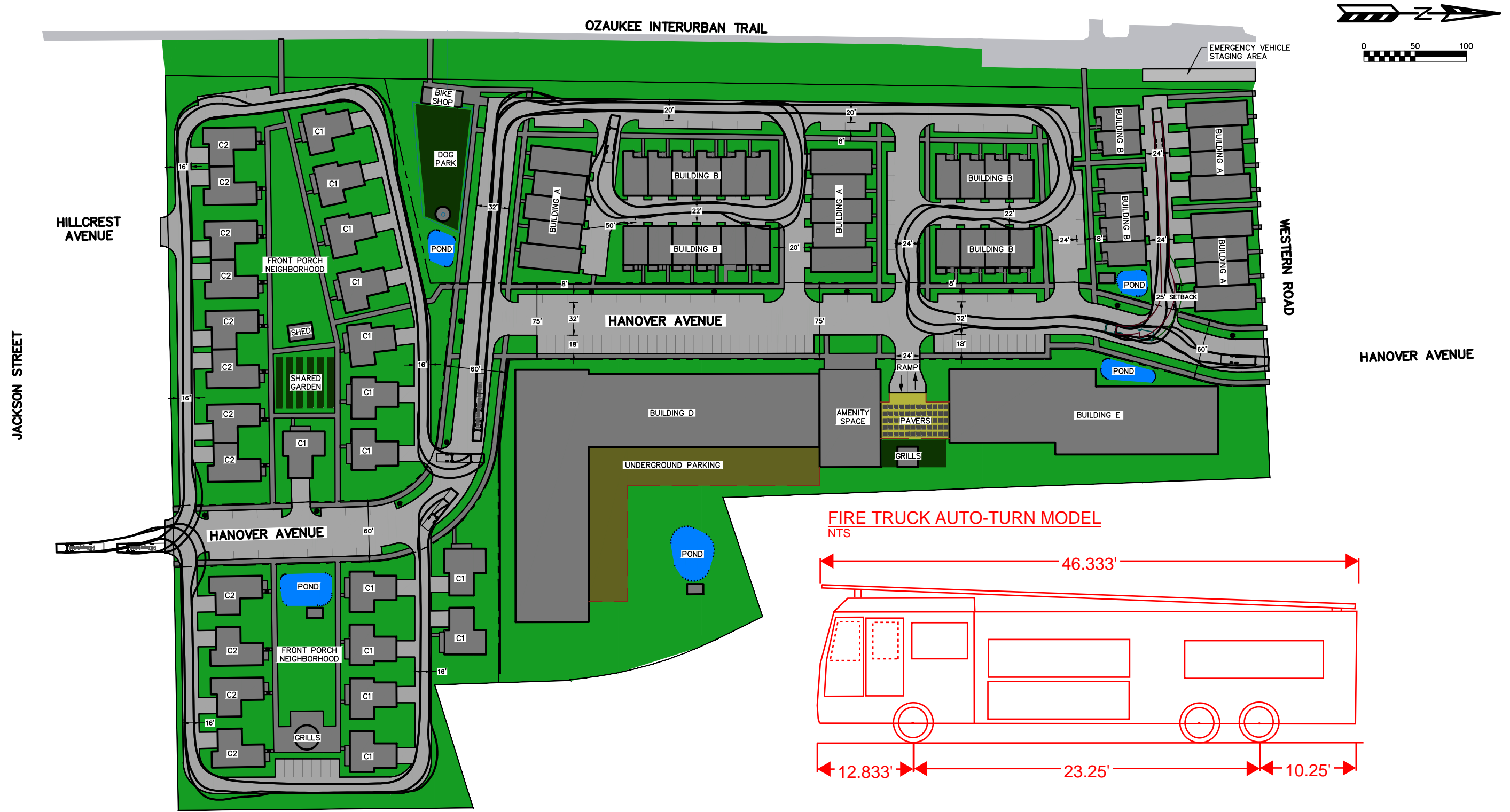


LEGEND

-  LARGE DECIDUOUS TREE  
2 1/2" PLANTING SIZE
-  ORNAMENTAL DECIDUOUS TREE  
2" PLANTING SIZE
-  LARGE CONIFER  
6'-8" PLANTING SIZE

REVISIONS:		OWNERSHIP OF DOCUMENTS	
NOTE	DATE	TDI ASSOCIATES, INC. All Rights Reserved PHONE 262-409-2530	
		 TDI ASSOCIATES, INC. ARCHITECTURE & PLANNING	
		CITY OF CEDARBURG, WI	
		FOX RUN DEVELOPMENT	
		SITE CONCEPT LANDSCAPE PLAN	
SCALE: 1" = 40'-0"		JOB NO: 21-188,000	DATE: 12-16-21
DESIGNED BY: ROB		DRAWN BY: ROB	CHECKED BY: ROB
APPROVED BY:		DATE: SHEET L-1.0	





E-ONE EMERGENCY ONE OCALA FL  
OVERALL LENGTH = 46.333 FEET  
OVERALL WIDTH = 8.333 FEET  
OVERALL BODY HEIGHT = 11.833 FEET  
MAX WHEEL ANGLE = 45°

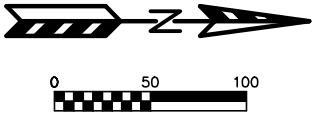
**FOX RUN DEVELOPMENT**  
EMERGENCY VEHICLE ACCESS PLAN  
DATED: DECEMBER 16, 2021

C-100



JACKSON STREET

HILLCREST AVENUE



CALCULATION SUMMARY							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
CALC POINTS	Illuminance	Fc	1.40	3.4	0.0	N.A.	N.A.

LUMINAIRE SCHEDULE								
Symbol	Qty	Label	Description	Arrangement	Total Lamp Lumens	Lum. Lumens	Lum. Watts	LLF
53-4116	12	AA	PRV-PA2B-740-U-T4W	SINGLE	N.A.	19431	151	0.900

**FOX RUN DEVELOPMENT**  
 EMERGENCY VEHICLE ACCESS PLAN  
 DATED: DECEMBER 16, 2021

**C-100**

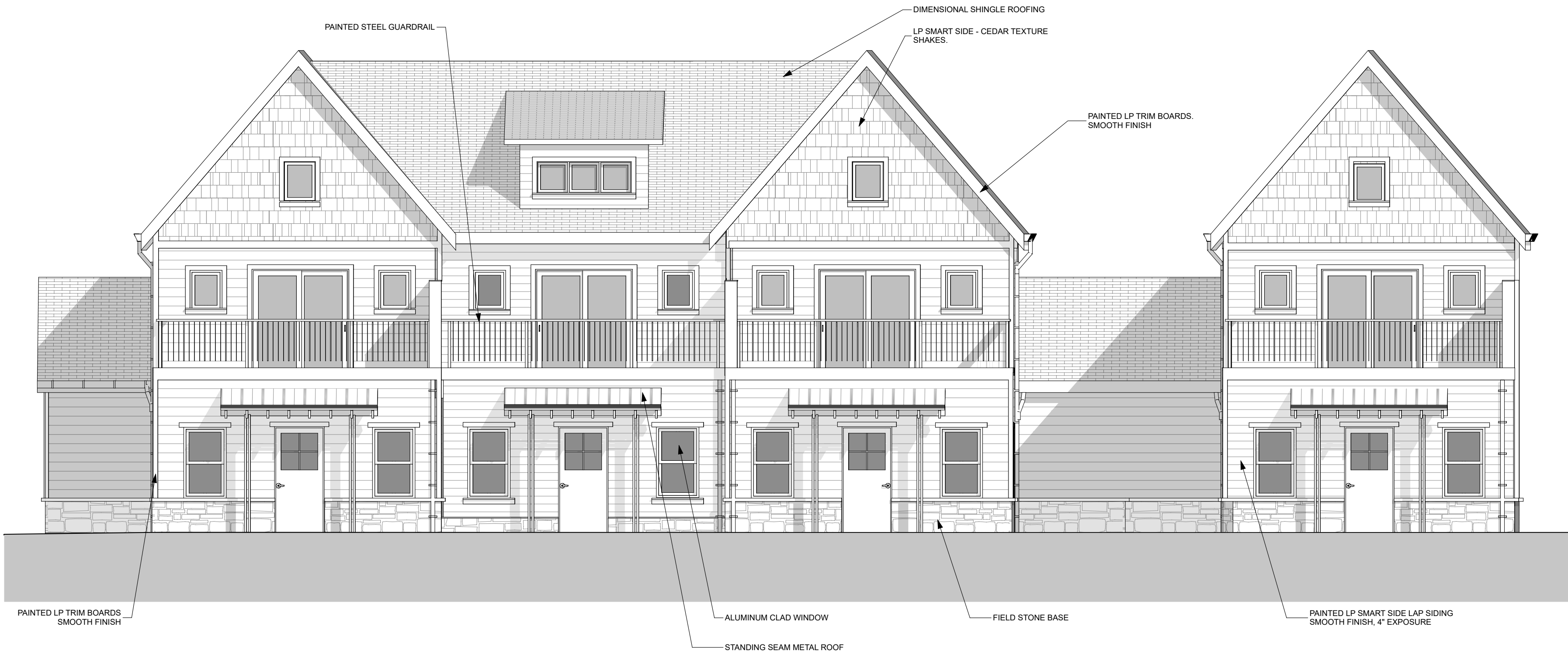
**QUAM ENGINEERING, LLC**  
 Residential and Commercial Site Design Consultants

122 Wisconsin Street; West Bend, Wisconsin 53095  
 Phone (262) 346-7800; [www.quamengineering.com](http://www.quamengineering.com)

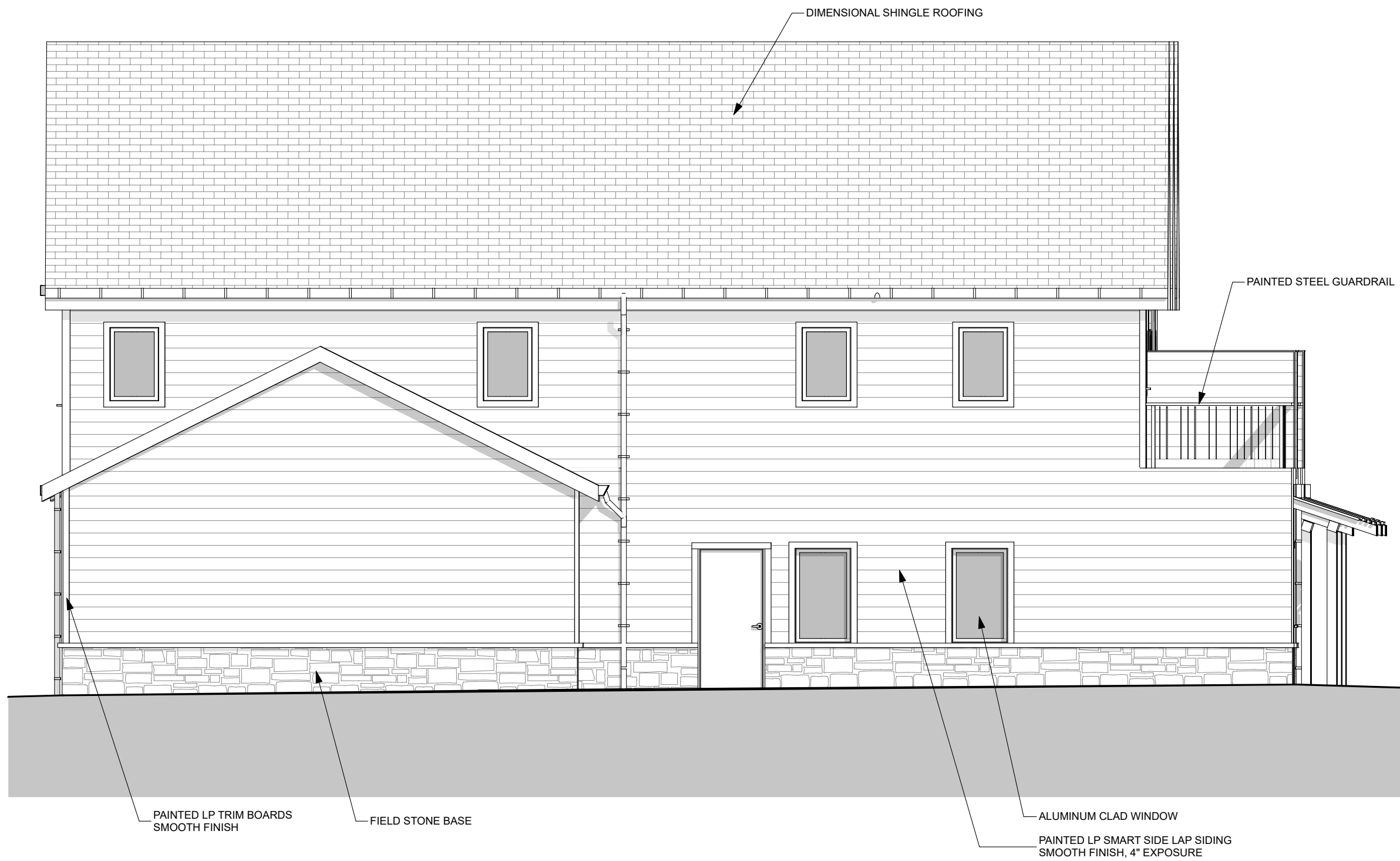




1  
A201 STREET PERSPECTIVE



2  
A201 FRONT ELEVATION  
SCALE: 3/16" = 1'-0"

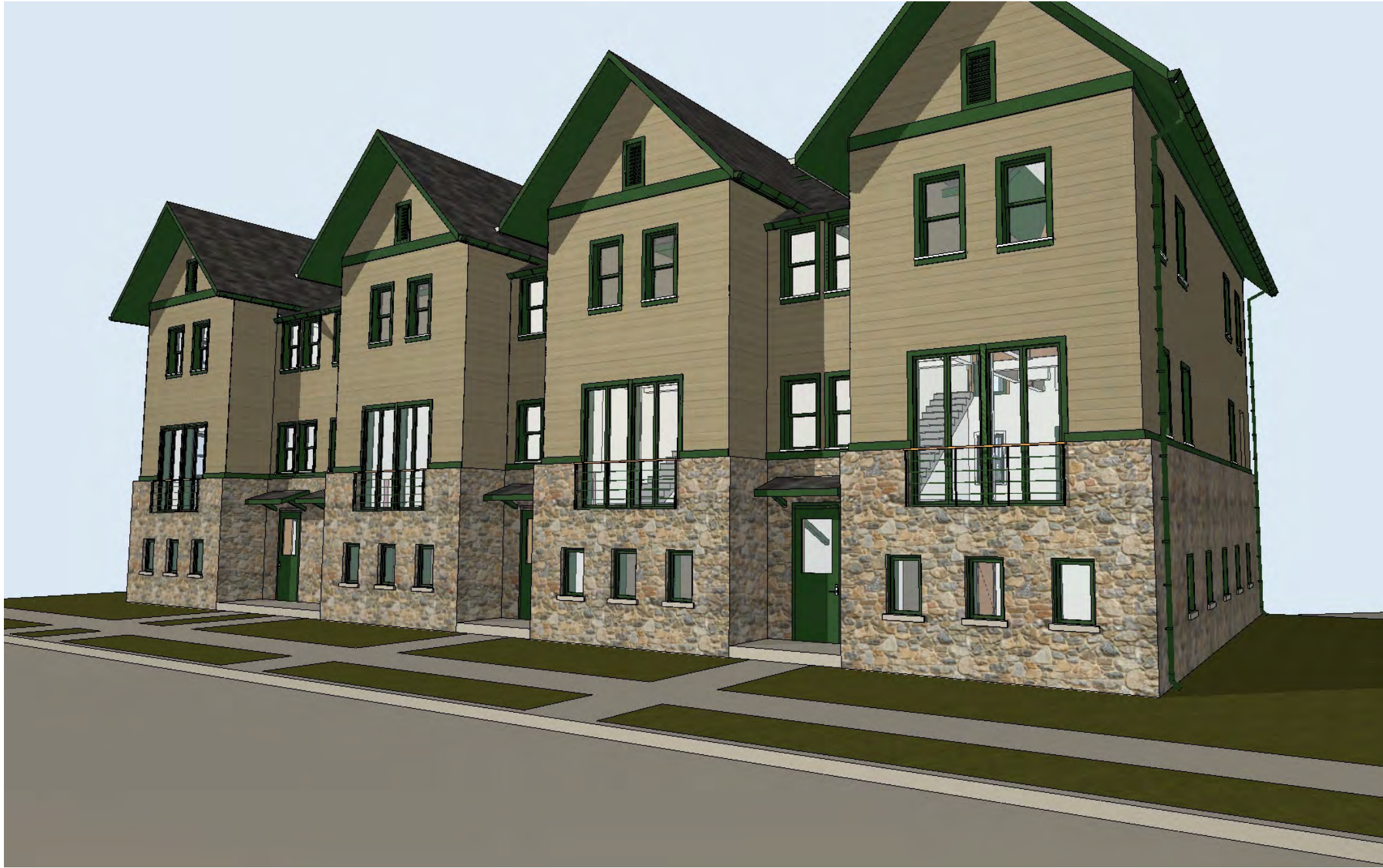


3  
A201 SIDE ELEVATION  
SCALE: 3/16" = 1'-0"



4  
A201 REAR ELEVATION  
SCALE: 3/16" = 1'-0"

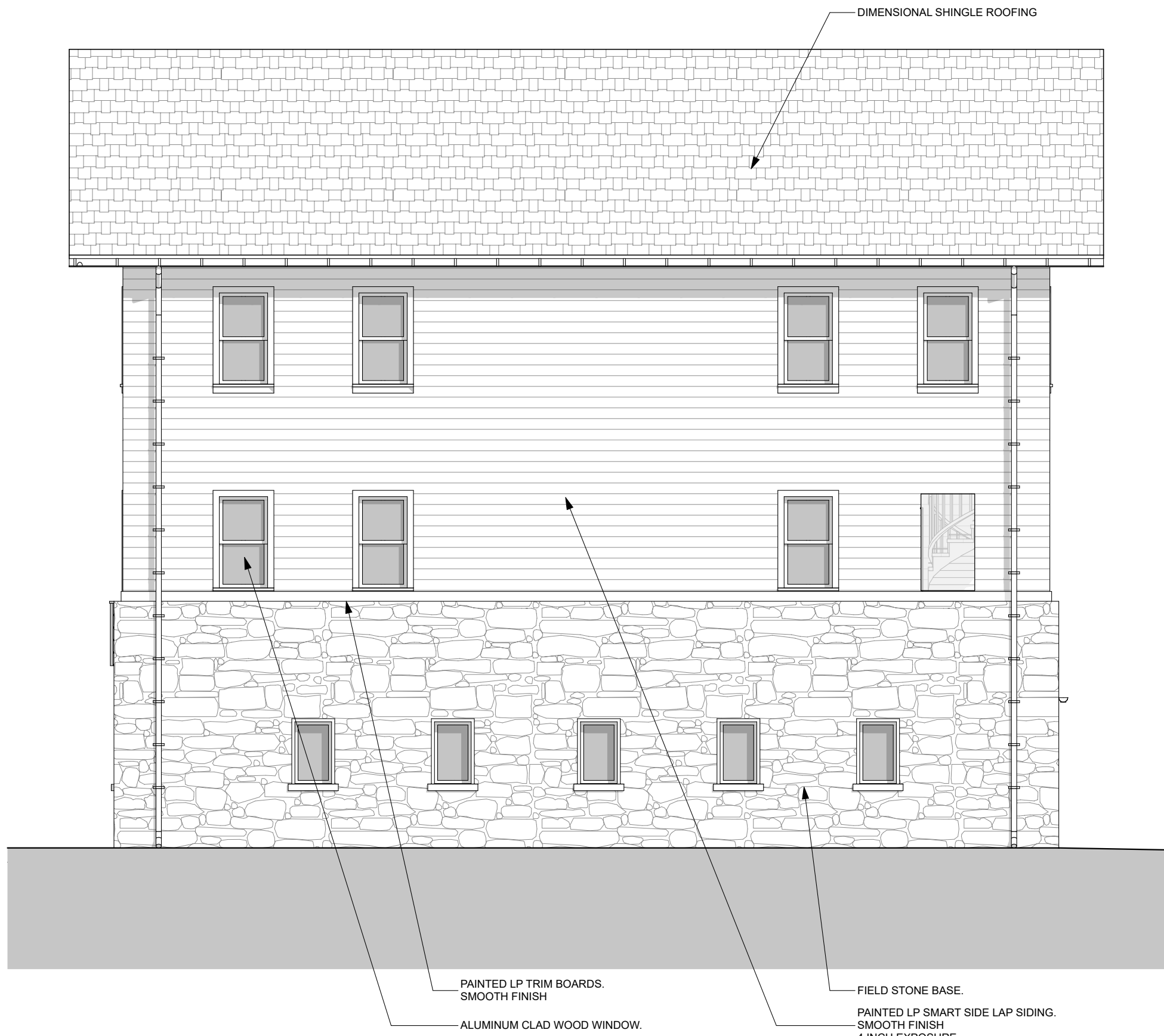




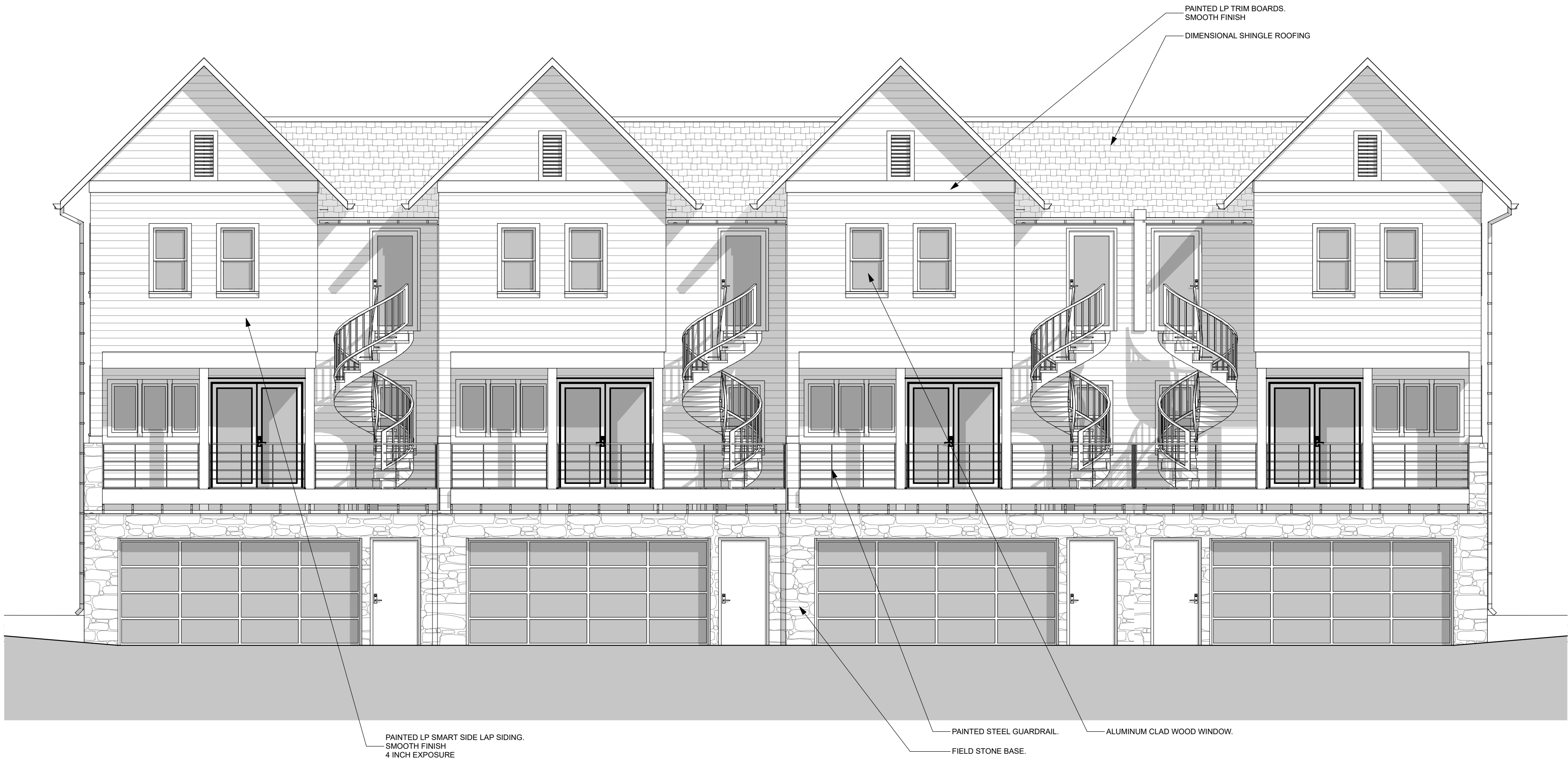
1  
A202  
STREET PERSPECTIVE  
SCALE: 1/108.49



2  
A202  
FRONT ELEVATION  
SCALE: 3/16" = 1'-0"



3  
A202  
SIDE ELEVATION  
SCALE: 3/16" = 1'-0"

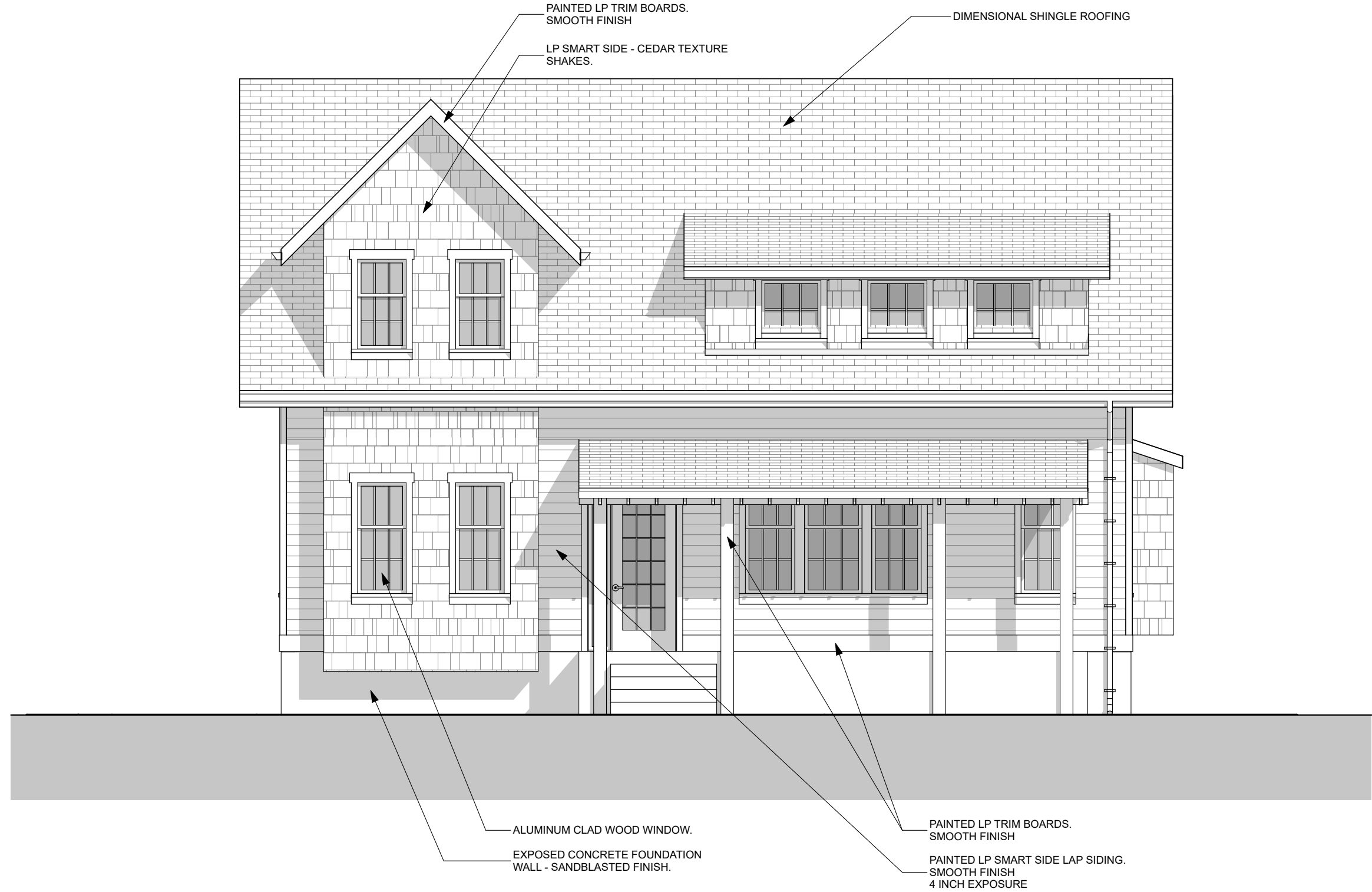


4  
A202  
REAR ELEVATION  
SCALE: 3/16" = 1'-0"

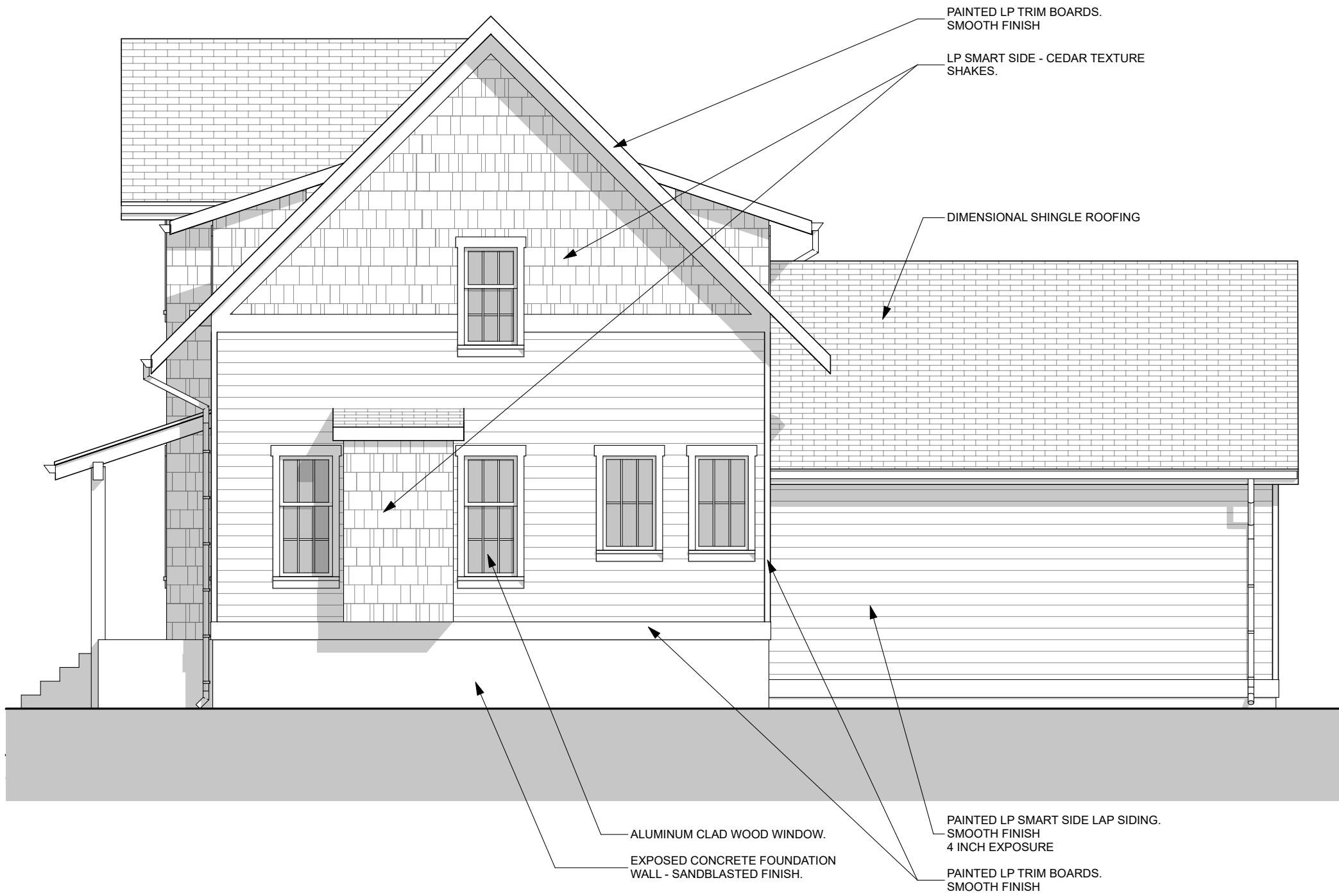




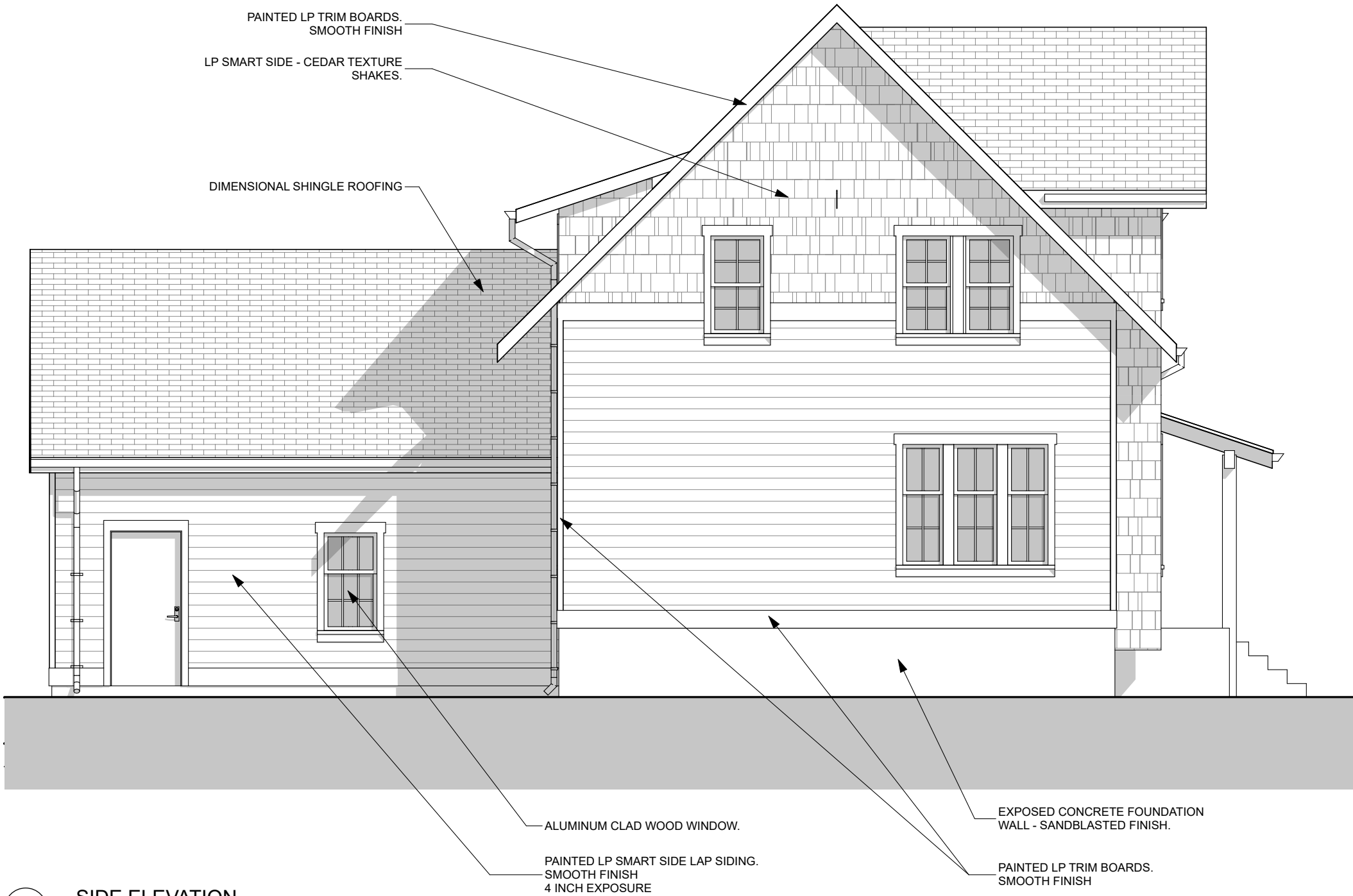
1  
A203  
POCKET HOME PERSPECTIVE  
NOT TO SCALE



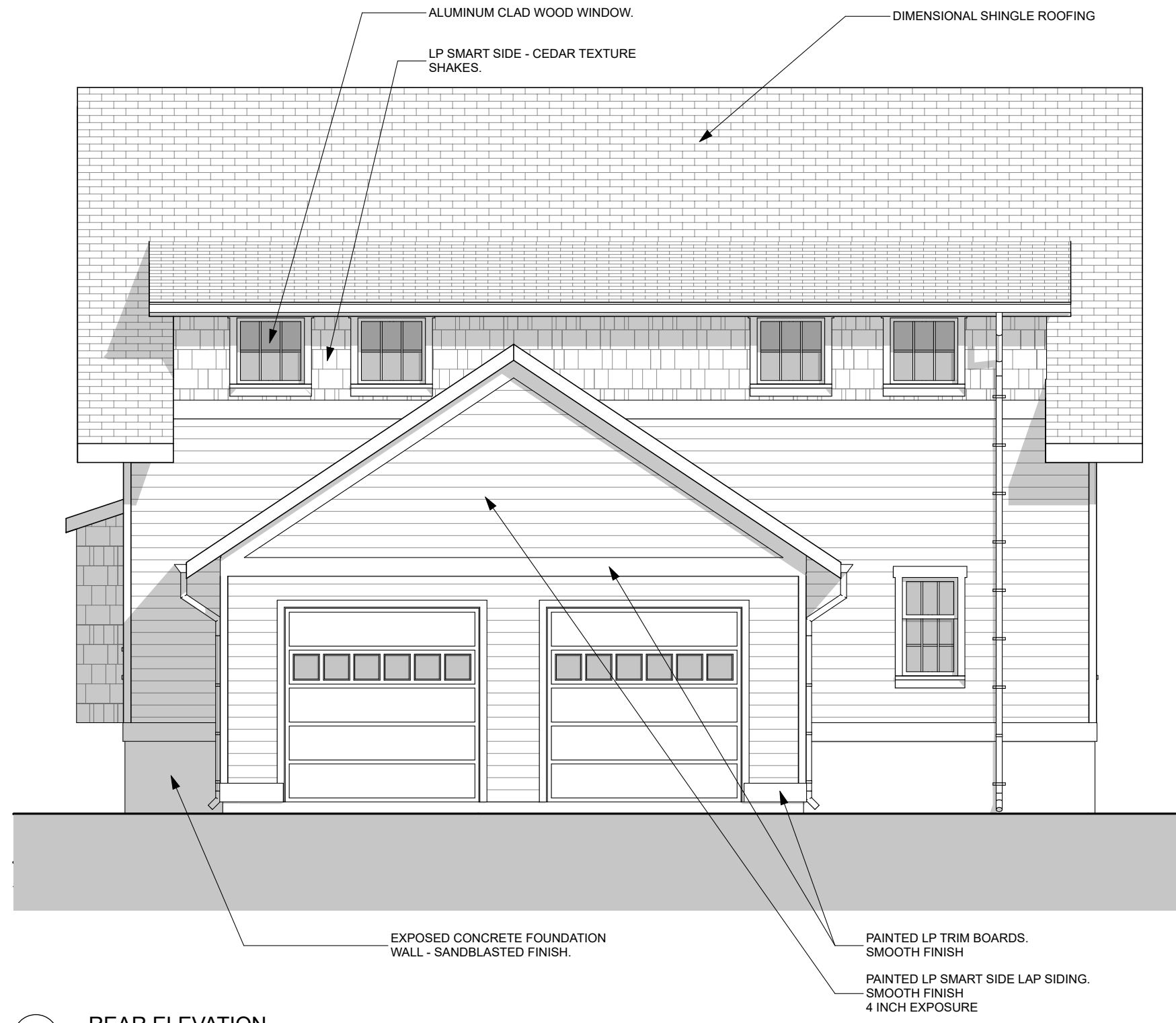
2  
A203  
FRONT ELEVATION  
SCALE: 3/16" = 1'-0"



3  
A203  
SIDE ELEVATION  
SCALE: 3/16" = 1'-0"



4  
A203  
SIDE ELEVATION  
SCALE: 3/16" = 1'-0"

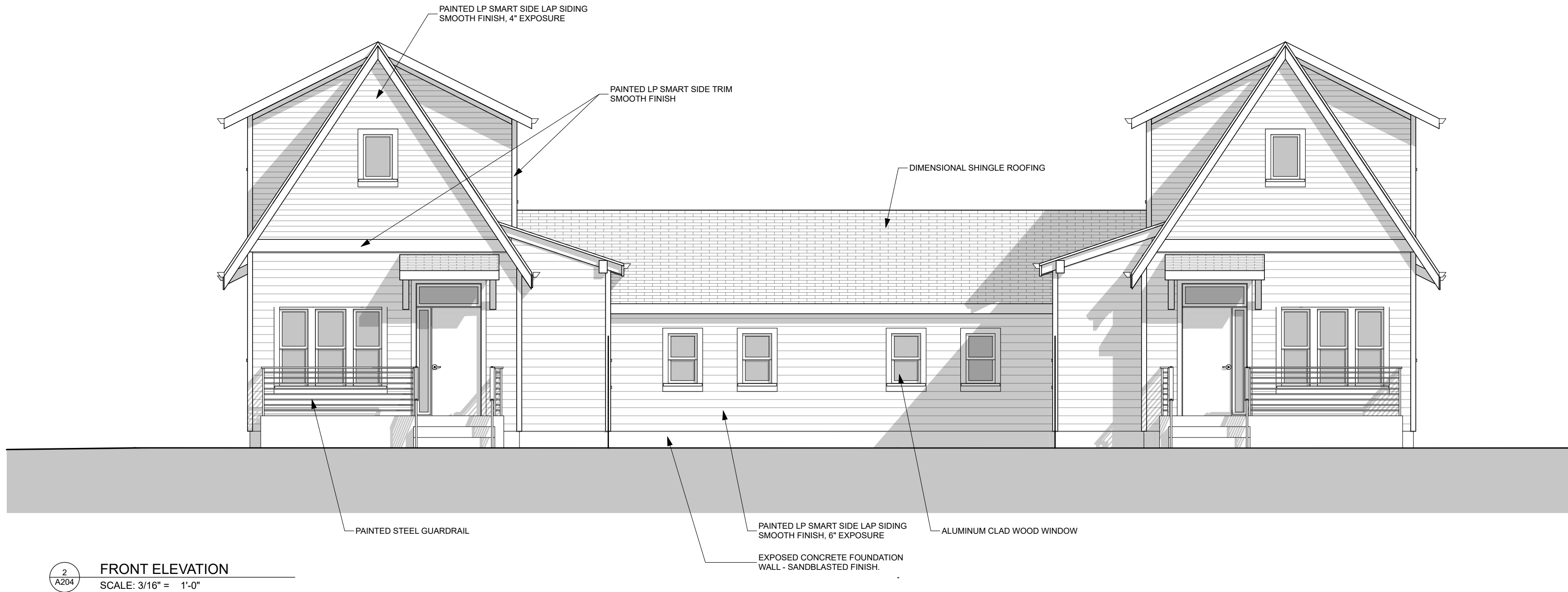


5  
A203  
REAR ELEVATION  
SCALE: 3/16" = 1'-0"

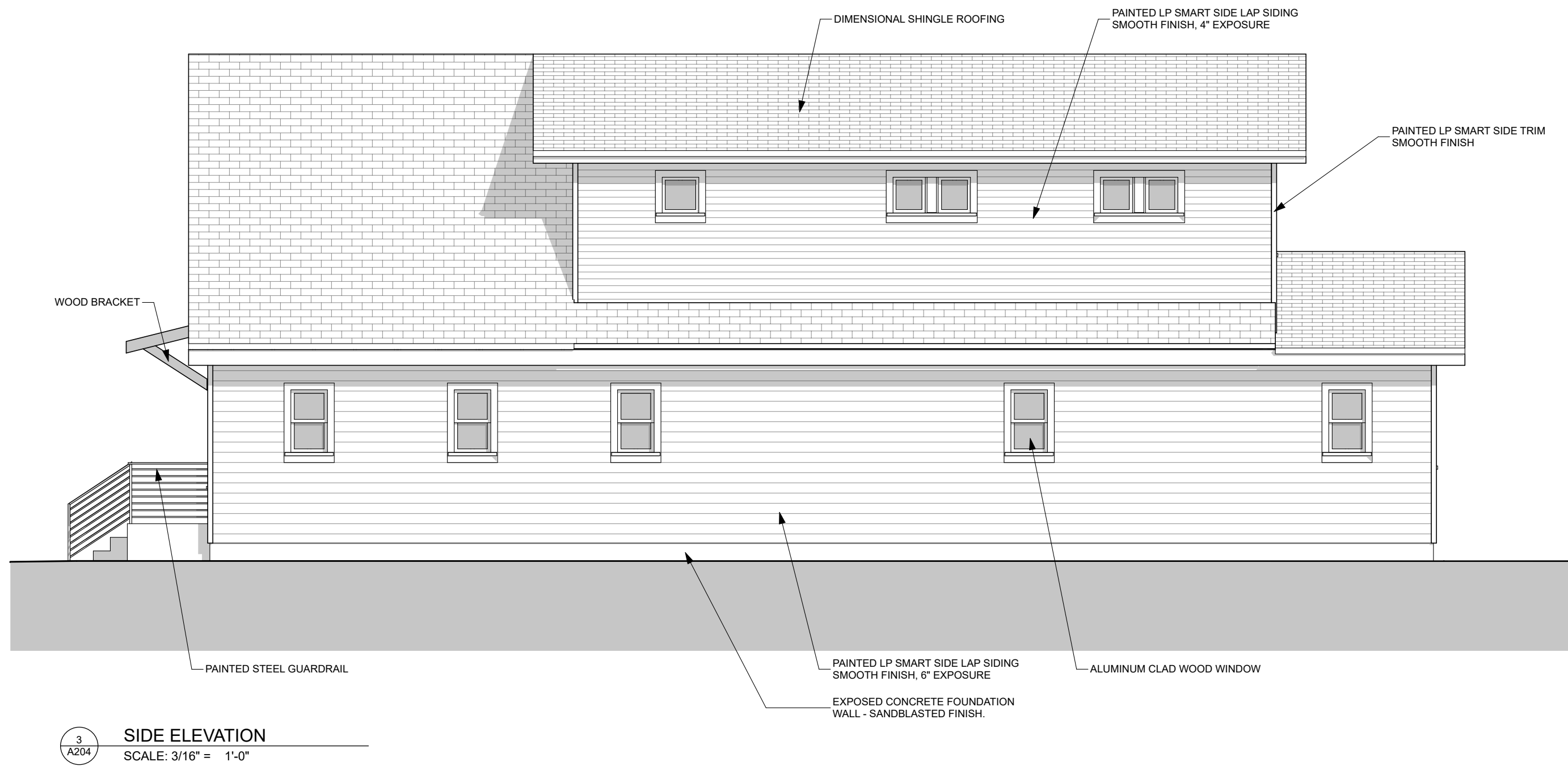




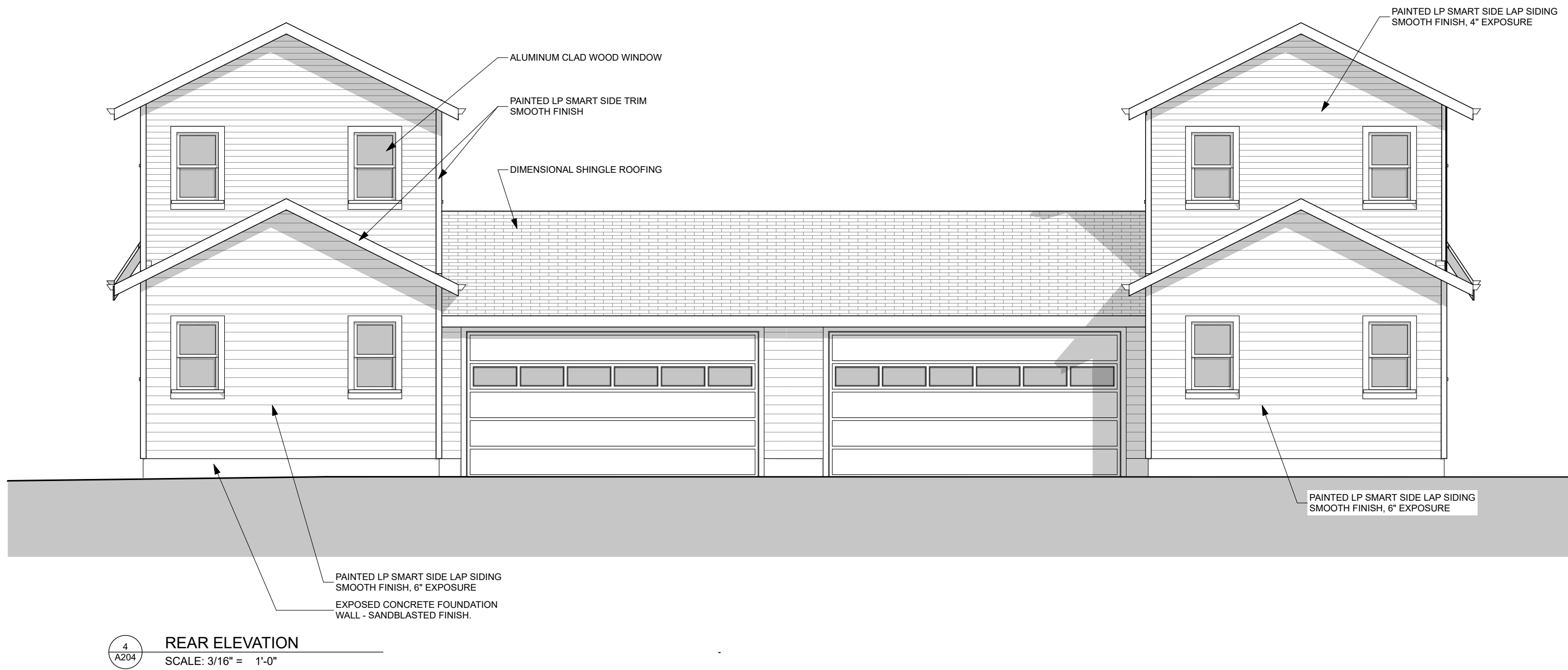
1  
A204  
STREET PERSPECTIVE



2  
A204  
FRONT ELEVATION  
SCALE: 3/16\"/>



3  
A204  
SIDE ELEVATION  
SCALE: 3/16\"/>



4  
A204  
REAR ELEVATION  
SCALE: 3/16\"/>





EXTERIOR MATERIAL SCHEDULE		
MATERIAL (MASONRY) / MANUFACTURER	SIZE	COLOR
BRICK / BORAL BRICKS	MODULAR	MANHATTAN
LANNON STONE / DUTCH QUALITY STONE	VARIES	PRESTIGE WEATHER LEDGE
STONE SILL / HERITAGE CAST STONE	8"	SNOWCAP
BRICK BAND / BORAL BRICKS	MODULAR (SOLDIER)	MANHATTAN

MATERIAL (NON-MASONRY) / MANUFACTURER	SIZE	COLOR
FIBER CEMENT SIDING 1 / JAMES HARDIE	8" LAP	TBD
FIBER CEMENT SIDING 2 / JAMES HARDIE	8" LAP	TBD
FIBER CEMENT SIDING 3 / JAMES HARDIE	8" LAP	TBD
FIBER CEMENT SHAKE / JAMES HARDIE	VARIES	TBD
FIBER CEMENT TRIM BOARD / JAMES HARDIE	6" JAMBS / HEAD / CORNERS 8" SILL	TBD

MATERIAL (NON-MASONRY) / MANUFACTURER	SIZE	COLOR
ALUMINUM STOREFRONT / KAWNEER	2"(w) x 4"(d) FRONT GLAZED	DARK BRONZE ANODIZED
LOW-E GLASS / PPG	(2) LAYERS OF .25" GLASS W/ LOW-E COATING	CLEAR
ANDERSON, SERIES 100 SINGLE HUNG WINDOWS W/ TRANSOM ABOVE	3'-0" (W)x5'-0"(H) - WINDOW 3'-0"(W)x1'-4" (H) - TRANSOM	TERRATONE TERRATONE
ANDERSON, SERIES 100 SLIDER PATIO DOOR W/ TRANSOM ABOVE	8'-0"(W)x6'-11"(H) - DOOR 8'-0"(W)x1'-4"(H) - TRANSOM	TERRATONE TERRATONE
ASPHALT DIMENSIONAL SHINGLES / CERTANTEED		LANDMARK SERIES 'CHARCOAL BLACK'

WINDOW / DOOR		
SINGLE ENTRY DOORS (FULL LITE)   NO MUTTONS   TRANS. MUTTONS		
PATIO DOOR   DOUBLE LITE UNIT NO MUTTON   TRANS MUTTONS		
PATIO DOOR   TRIPLE LITE UNIT NO MUTTONS   TRANS MUTTONS		

SINGLE WINDOW UNIT   NO MUTTONS   TRANSOM MUTTONS		
DOUBLE WINDOW UNIT   NO MUTTONS   TRANSOM MUTTONS		
TRIPLE WINDOW UNIT   NO MUTTONS   TRANSOM MUTTONS		

**NOTE:**  
REFER TO BUILDING ELEVATIONS FOR MUTTON PATTERNS

ELEVATION KEYNOTES	
KEY	KEYNOTE DESCRIPTION
EL01	PREFINISHED FIBERGLASS COLUMN WRAP. PAINT TO MATCH TRIM COLOR.
EL02	PREFINISHED ALUMINUM GUARDRAIL.
EL03	PREFINISHED GABLE LOUVER - PAINTED TO MATCH TRIM COLOR.
EL04	SOLDIER BRICK COURSE. TYP.
EL05	PRECAST SILL - PITCH FOR POSITIVE DRAINAGE. TYP.
EL06	WINDOW TRIM - 6" HEAD TRIM OVER 4" JAMB & SILL TRIM. PAINTED TO MATCH TRIM COLOR. REFER TO ELEVATIONS AND EXTERIOR MATERIAL SCHEDULE.
EL07	SOFFIT TRIM - 4" 1x TRIM BOARD OVER 10" TRIM BOARD. PAINTED TO MATCH TRIM COLOR. REFER TO EXTERIOR MATERIAL SCHEDULE.
EL08	APPLY 1x TRIM FRIEZE BOARD TO FACE OF WALL AT ALL GABLE SOFFITS. TYP.
EL09	PROVIDE CONTINUOUS RIDGE VENTING.
EL10	PROVIDE PREFINISHED CONTINUOUS SOFFIT VENTING (6" FROM EXTERIOR EDGE) ON UNDERSIDE OF SOFFIT.
EL11	PROVIDE VERTICAL CONTROL JOINT AS REQUIRED.
EL12	STONE SILL. TYP.
EL13	METAL COPING TO MATCH STOREFRONT SYSTEM. REFER TO EXTERIOR MATERIAL SCHEDULE.
EL14	WRAP EPDM MEMBRANE OVER TOP OF VERTICAL WALL AT MECHANICAL BATHTUB AREA. REFER TO A109 FOR SECTIONAL DETAIL.
EL15	PROVIDE FIRE & ICE SHIELD OVER ROOF SUBSTRATE 4'-0" ABOVE FASCIA SYSTEM.
EL16	VERTICAL CONTROL JOINT. TYP.
EL17	PROVIDE TREATED 1/2" PLYWOOD FACING OVER PORCH STRUCTURE. PROVIDE 3/4" TRIM ON TOP AND BOTTOM. REFER TO EXTERIOR MATERIAL SCHEDULE FOR TRIM PAINT COLOR INFORMATION. REFER TO STRUCTURAL FOR PORCH STRUCTURE INFORMATION.
EL18	



N16 W23217 STONE RIDGE DRIVE, SUITE 300  
WAUKESHA, WI 53188 | www.jaknetter.com  
office 262 513 9800 | fax 262 513 9815

PROJECT INFORMATION:



P2 FOX RUN  
CEDARBURG

HANOVER AVENUE  
CEDARBURG, WI 53012

DRAWING ISSUANCE:

PLAN COMMISSION

REVISONS		
#	DATE	DESCRIPTION

27 DEC 2021

PROJECT NUMBER	PROJECT MANAGER
21052-00	JK

ENLARGED BUILDING  
ELEVATIONS

A210

© JAKnetter Architects





Render View 1

## FOX RUN DEVELOPMENT

CEDARBURG, WI

59 of 116



21052-00

A220

29 NOV 2021





1 Render View 4  
12' x 14'

## FOX RUN DEVELOPMENT

CEDARBURG, WI

60 of 116



## TIA TECHNICAL MEMORANDUM

**Date:** December 7, 2021

**Prepared for:** Robert Bach  
P2 Development & Property Management

**Prepared by:** Tammi Czewski, P.E., PTOE  
Traffic Analysis & Design, Inc.

**Subject:** Wilo Redevelopment – Cedarburg, WI  
Traffic Impact Analysis

---

### INTRODUCTION

A 220-unit residential development is proposed to be constructed on the 12.76-acre Wilo Machine Company plant site in the Village of Cedarburg, Ozaukee County, Wisconsin. About half of the manufacturing building area has been razed in recent years, but approximately 75,000 square feet remains in operation on the south side of the site. Primary access for this building is at Hanover Avenue near Jackson Street. When redeveloped, access is expected at both Hillcrest Avenue and Hanover Avenue near Jackson Street, and at Western Road, across from Hanover Avenue. A map showing the development site and proposed access locations is on Exhibit 1. The proposed development site plan is shown on Exhibit 2.

This traffic impact analysis (TIA) technical memorandum was prepared to document the peak hour traffic impacts expected at study intersections along Western Road and Jackson Street with existing traffic volumes and with full buildout of the proposed residential development.

### STUDY AREA

#### Study Intersections

The study intersections are also identified on Exhibit 1 and include the following:

- Western Road & Wauwatosa Road (Roundabout)
- Western Road & Hanover Avenue
- Western Road & Washington Avenue
- Jackson Street & Washington Avenue
- Jackson Street & Hanover Avenue

The Western Road/Wauwatosa Road intersection operates with roundabout control and the Western Road/Washington Avenue intersection operates with traffic signal control. All other study intersections operate with stop sign control on the minor street approaches. The existing geometrics, traffic control, posted speed limits, and distances between study intersections are shown on Exhibit 3.

### **Study Area Roadways**

*Western Road (CTH T)* is classified as a Minor Arterial and runs east/west from STH 175 north of Richfield (where it is signed as “Western Avenue”) to Washington Avenue in Cedarburg. Western Road has a two-lane cross-section, a 25-mph speed limit, and sidewalks along both sides of the road. Western Avenue, on the west side of Wauwatosa Road, has a two-lane cross-section, a 45-mph posted speed limit, and no sidewalks. The Wisconsin Department of Transportation (WisDOT) Annual Average Daily Traffic (AADT) on Western Road was 4,100 vehicles per day (vpd) in 2019 just east of Wauwatosa Road. Near Hanover Avenue, Western Road had a 2016 WisDOT AADT of 5,400 vpd.

*Washington Avenue* is classified as a Principal Arterial and runs north/south through the Village of Cedarburg. Washington Avenue carries traffic to CTH NN and STH 60 to the north. To the south, Washington Avenue becomes Cedarburg Road which passes through Thiensville and Mequon before becoming STH 57 and continuing south toward Milwaukee. In the study area, Washington Avenue has a two-lane undivided cross-section with on-street parking allowed in marked areas, a 25-mph speed limit, and sidewalks along both sides of the road.

*Wauwatosa Road (STH 181)* is classified as a Principal Arterial and runs north/south somewhat parallel to Washington Avenue through Cedarburg, Thiensville, Mequon, and into Milwaukee. Directly north and south of Western Road, Wauwatosa Road has sidewalks and a three-lane cross-section (one through lane in each direction and a two-way center left-turn lane) that tapers back to a two-lane cross-section outside of the development areas. Wauwatosa Road has a 35-mph speed limit north of Western Road and a 45-mph speed limit and 2019 WisDOT AADT of 8,800 vpd south of Western Road.

*Jackson Street* is classified as a local roadway and runs east/west for a relatively short distance on the south side of the Wilo redevelopment site. Jackson Street has a two-lane undivided cross-section, a 25-mph speed limit, and sidewalks along both sides of the roadway. On-street parking is allowed on Jackson Street.

*Hanover Avenue* is classified as a local roadway and runs north/south for a relatively short distance north of Western Road and also south of Jackson Street. Both sections of Hanover Avenue have a two-lane undivided cross-section, a 25-mph speed limit, and sidewalks along both sides of the roadway. On-street parking is allowed on Hanover Avenue.

## **EXISTING & FUTURE TRAFFIC VOLUMES**

### **Existing Traffic Volumes**

TADI collected weekday turning movement counts at the study intersections in mid-November 2021. Based on these counts, the peak hours in the study area were determined to occur from 7:00-8:00 a.m. (AM peak hour) and from 3:30-4:30 p.m. (PM peak hour). The existing turning movement volumes were compiled for these peak hours, balanced between intersections, and are

shown on Exhibit 4. The turning movement traffic count data for each intersection is in Appendix A.

### Wilo Redevelopment Site Traffic Volumes

The 220 residential units proposed for the Wilo redevelopment site are a mix of multi-family buildings (204 townhomes and apartment units) and a single-family pocket neighborhood (16 units). The trips for these residential units were generated based on fitted curve equations (FCE) from the Institute of Transportation Engineer's (ITE) *Trip Generation Manual, 10<sup>th</sup> Edition*. As shown in Table 1, full buildout of the residential development is expected to generate 1,690 total site trips on a typical weekday, 110 total site trips in the AM peak hour, and 125 total site trips in the PM peak hour.

The existing site trips using the Wilo Machine Company's parking lot driveway to Hanover Avenue were subtracted from the trip generation below, resulting in 1,390 net new weekday trips for the residential development, 100 net new weekday AM peak hour tips, and 95 net new weekday PM peak hour trips.

**Table 1. Wilo Redevelopment Trip Generation**

Land Use	ITE Code	Proposed Size	Weekday Daily	AM Peak			PM Peak		
				In	Out	Total	In	Out	Total
Multi-Family Housing (Low-Rise)	220	204 Units	1,500 FCE	20 (23%)	75 (77%)	95 FCE	70 (63%)	40 (37%)	110 FCE
Single-Family Detached Housing	210	16 Units	190 FCE	5 (25%)	10 (75%)	15 FCE	10 (63%)	5 (37%)	15 FCE
<b>Total Site Trips</b>			<b>1,690</b>	<b>25</b>	<b>85</b>	<b>110</b>	<b>80</b>	<b>45</b>	<b>125</b>
Existing Wilo Site Trips			-300	-5	-5	-10	-5	-25	-30
<b>Net New Site Trips</b>			<b>1,390</b>	<b>20</b>	<b>80</b>	<b>100</b>	<b>75</b>	<b>20</b>	<b>95</b>

Based on Google Earth measurements, the Wilo Machine Company previously operated in approximately 158,000-square feet of building space on the development site. A manufacturing facility of that size generates about 660 trips per weekday, with 100 trips in the weekday AM peak hour and 105 trips in the weekday PM peak hour. Comparing those trips to the proposed residential development on that site, the residential development is expected to generate about 1,030 more weekday daily trips than previously generated by the manufacturing facility, but with only 10 more trips during the weekday AM peak hour and only 20 more trips during the weekday PM peak hour. The trip generation comparison of the Wilo Machine Company (with 158,000 square feet of building space) and the proposed 220 residential units on the same site are in Table 2.

**Table 2. Comparison Trip Generation**

Land Use	ITE Code	Proposed Size	Weekday Daily	AM Peak			PM Peak		
				In	Out	Total	In	Out	Total
Wilo Machine Manufacturing	140	158,000 SF	660 FCE	75 (77%)	25 (23%)	100 (0.62)	35 (31%)	70 (69%)	105 (0.67)
Proposed Redevelopment Mixed Residential		220 Units	1,690	25	85	110	80	45	125
<b>Difference</b>			<b>1,030</b>	<b>(50)</b>	<b>60</b>	<b>10</b>	<b>45</b>	<b>(25)</b>	<b>20</b>



The net new site trips for the proposed residential development were distributed to the study intersections based on existing daily and peak hour traffic patterns. The trip distributions are shown below and on Exhibit 5.

- 10% to/from the west on Western Road
- 20% to/from the north on Wauwatosa Road
- 15% to/from the south on Wauwatosa Road
- 25% to/from the north on Washington Avenue
- 25% to/from the south on Washington Avenue
- 5% to/from the southeast on Hamilton Road

### Build Traffic Volumes

The traffic assignment for the residential development net new trips is on Exhibit 5. The Year 2022 Build traffic, which adds the residential development net new trips to the existing traffic volumes are on Exhibit 6.

### PEAK HOUR TRAFFIC OPERATIONS & QUEUES

#### LOS Definition/Description

Intersection operation is defined by "level of service." Level of Service (LOS) is a quantitative measure that refers to the overall quality of flow at an intersection ranging from very good, represented by LOS 'A', to very poor, represented by LOS 'F'. For the purposes of this study, LOS D or better was used to define acceptable peak hour operating conditions. The LOS descriptions for signalized and unsignalized intersections are in Table 3.

**Table 3. LOS Descriptions**

LOS	Signalized Intersections Control Delay/Vehicle (sec/veh)	Unsignalized Intersections Avg. Control Delay (sec/veh)	Relative Delay
A	≤10	≤10	Short Delays
	Free-flow traffic operations at average travel speeds. Vehicles completely unimpeded in ability to maneuver. Minimal delay at signalized intersections		
B	> 10 - 20	> 10 - 15	
	Reasonably unimpeded traffic operations at average travel speeds. Vehicle maneuverability slightly restricted. Low traffic delays.		
C	> 20 - 35	> 15 - 25	
	Stable traffic operations. Lane changes becoming more restricted. Travel speeds reduced to half of average free flow travel speeds. Longer		
D	> 35 - 55	> 25 - 35	Moderate Delays
	Small increases in traffic flow can cause increased delays. Delays likely attributable to increased traffic, reduced signal progression, and adverse		
E	> 55 - 80	> 35 - 50	
	Significant delays. Travel speeds reduced to one-third of average free flow travel speed.		
F	> 80	> 50	Long Delays
	Extremely low speeds. Intersection congestion. Long delays. Extensive traffic queues at intersections.		

Source: Highway Capacity Manual, Transportation Research Board, Washington, D.C., 2010



## Peak Hour Traffic Operations

The study intersections were analyzed using the Synchro 11 traffic analysis model (outputs based on the *Highway Capacity Manual, 6th Edition*) and the peak hour turning movement volumes estimated for each intersection. The Existing traffic LOS, delays, and queues for each lane are in Table 4. The corresponding Synchro analysis files are in Appendix B.

**Table 4. Existing Traffic Peak Hour Operations**

Intersection	Peak Hour	Metric	Level of Service (LOS) per Movement by Approach												LOS & Delay
			Eastbound			Westbound			Northbound			Southbound			
			↶	→	↷	↶	←	↷	↶	↑	↷	↷	↓	↶	
Node 100: Western Road & Wauwatosa Road <i>Roundabout Control</i>		Lanes→	1			1			1			1			
	AM	LOS	A			A			A			A			A 7.0
		Delay	7.9			5.7			6.1			7.6			
		Queue	35'			20'			30'			55'			
	PM	LOS	A			A			A			A			A 6.6
		Delay	5.2			6.2			7.2			6.6			
		Queue	15'			20'			50'			35'			
Node 200: Western Road & Hanover Avenue <i>Stop Sign Control (SB)</i>		Lanes→	1			1			1			1			
	AM	LOS	A			-			-			B			A 1.6
		Delay	7.8			-			-			11.7			
		Queue	0'			-			-			10'			
	PM	LOS	A			-			-			B			A 3.4
		Delay	7.8			-			-			12.8			
		Queue	5'			-			-			20'			
Node 300: Western Road & Washington Avenue <i>Traffic Signal Control</i>		Lanes→	1			1			1			1			
	AM	LOS	B			-			A			A			A 7.5
		Delay	10.6			-			5.0			9.7			
		Queue	40'			-			25'			135'			
	PM	LOS	B			-			A			B			A 7.8
		Delay	11.0			-			5.3			10.0			
		Queue	70'			-			20'			140'			
Node 400: Jackson Street & Washington Avenue <i>Stop Sign Control (EB/WB)</i>		Lanes→	1			1			1			1			
	AM	LOS	B			B			A			A			A 0.6
		Delay	11.9			13.6			8.1			7.7			
		Queue	5'			5'			0'			0'			
	PM	LOS	C			C			A			A			A 1.4
		Delay	20.3			19.3			8.2			8.5			
		Queue	15'			5'			0'			0'			
Node 500: Jackson Street & Hanover Avenue <i>Stop Sign Control (NB/SB)</i>		Lanes→	1			1			1			1			
	AM	LOS	A			A			A			A			A 2.3
		Delay	7.3			7.3			9.0			9.0			
		Queue	0'			0'			0'			0'			
	PM	LOS	A			A			A			A			A 2.6
		Delay	7.3			7.4			9.8			9.1			
		Queue	0'			0'			5'			5'			

(-) indicates a movement that is prohibited or does not exist; (\*) indicates a freeflow movement.

Delay is reported in seconds. Queue is the maximum of the 50th & 95th percentile queue, measured in feet.

The Build traffic LOS, delays, and queues for each lane are in Table 5. The corresponding Synchro analysis files are in Appendix C. As shown, all turning movements at the study intersections operate at LOS C or better during the weekday AM and PM peak hours with both

the Existing and Build traffic volumes. With the additional traffic from the proposed residential development, minimal additional delay and vehicle queues are expected at each intersection.

**Table 5. Build Traffic Peak Hour Operations**

Intersection	Peak Hour	Metric	Level of Service (LOS) per Movement by Approach												LOS & Delay
			Eastbound			Westbound			Northbound			Southbound			
			↗	→	↘	↙	←	↖	↖	↑	↗	↘	↓	↙	
Node 100: Western Road & Wauwatosa Road <i>Roundabout Control</i>	Lanes→		1			1			1			1			A 7.2  A 6.8
	AM	LOS	A			A			A			A			
		Delay	8.1			6.2			6.2			8			
		Queue	35'			30'			35'			55'			
	PM	LOS	A			A			A			A			
		Delay	5.4			6.4			7.5			6.8			
		Queue	15'			25'			55'			35'			
Node 200: Western Road & Hanover Avenue <i>Stop Sign Control (SB)</i>	Lanes→											1			A 3.4  A 4.2
	AM	LOS	A			A			B			B			
		Delay	7.8			7.7			12.6			13.3			
		Queue	0'			'			15'			10'			
	PM	LOS	A			A			B			C			
		Delay	7.8			7.8			13			15.2			
		Queue	5'			5'			5'			30'			
Node 300: Western Road & Washington Avenue <i>Traffic Signal Control</i>	Lanes→		1		1				1	1	-	-	1	1	A 7.8  A 7.9
	AM	LOS	B	-	B	-			A	A	-	-	B	A	
		Delay	10.7	-	11.2	-			5.2	4.1	-	-	10	7.2	
		Queue	45'	-	65'	-			25'	55'	-	-	135'	25'	
	PM	LOS	B	-	B	-			A	A	-	-	B	A	
		Delay	11.4	-	11.3	-			5.4	5.3	-	-	10.3	7.4	
		Queue	75'	-	60'	-			25'	115'	-	-	145'	30'	
Node 400: Jackson Street & Washington Avenue <i>Stop Sign Control (EB/WB)</i>	Lanes→		1			1			1			1			A 0.8  A 1.4
	AM	LOS	B			B			A			A			
		Delay	12.5			14			8.1			7.7			
		Queue	5'			5'			0'			0'			
	PM	LOS	C			C			A			A			
		Delay	21.4			20.2			8.3			8.6			
		Queue	20'			5'			5'			0'			
Node 500: Jackson Street & Hanover Avenue <i>Stop Sign Control (NB/SB)</i>	Lanes→		1			1			1			1			A 3.2  A 2.4
	AM	LOS	A			A			A			A			
		Delay	7.3			7.3			9.0			9.1			
		Queue	0'			0'			0'			5'			
	PM	LOS	A			A			A			A			
		Delay	7.4			7.4			9.9			9.1			
		Queue	0'			0'			5'			5'			

(-) indicates a movement that is prohibited or does not exist; (\*) indicates a freeflow movement.  
Delay is reported in seconds. Queue is the maximum of the 50th & 95th percentile queue, measured in feet.

## TRAFFIC GAP ANALYSIS

Based on the traffic analysis, all vehicular traffic with both Existing and Build traffic volumes are expected to be able to turn at the site driveway to Western Road and at the Jackson Street/Washington Avenue intersection with low delays and traffic queues. The turning operations were field verified through a gap analysis of traffic on both Western Road and Washington Avenue.

During the weekday AM and PM peak hours, the length of gaps, in time, between vehicles traveling along both Western Avenue (at Hanover Avenue) and Washington Avenue (at Jackson Street) were counted. Critical gap and follow-up times for vehicle turning movements were calculated based on the Highway Capacity Manual (HCM) equations 17-1 and 17-2. These equations include adjustment factors for heavy vehicles, grade, divided roadways, and intersection geometry. The gap analysis worksheet calculations and compiled gap counts are located in Appendix A.

Equivalent gaps (or capacity of gaps) are calculated by adding the number of gaps available for only one vehicle to turn, gaps long enough for two vehicles to turn, and gaps long enough for three vehicles to turn (without counting the same gaps twice). The equivalent gaps represent the number of additional turning movements that could be made above and beyond the existing turning movements already occurring. Table 6 summarizes the findings of the gap study for the Jackson Street/Washington Avenue intersection and Table 7 summarizes the findings of the gap study for the Western Road/Hanover Avenue intersection. The tables show the equivalent gaps calculated from the field counts, the net new site trips assigned to the turning movements at the intersection, and the excess gaps available for additional turning movements above those numbers.

As shown, there are anywhere from 128-357 excess gaps for additional turning movements beyond the existing and site trip traffic assigned to the Western Road/Hanover Avenue and Jackson Street/Washington Avenue intersections. These excess gaps confirm the analysis output showing very low delays and queues at these intersections with the Build traffic volumes.

**Table 6. Traffic Gap Study: Jackson Street & Washington Avenue Intersection**

Intersection Direction	Peak Hour	Equivalent Gaps	Net New Site Trips	Excess Gaps
<b>Washington Avenue &amp; Jackson Street</b>				
EB Right Turn from Jackson Street	AM	191	5	186
	PM	246	0	246
WB Right Turn from Jackson Street	AM	212	0	212
	PM	230	0	230
EB Left Turn from Jackson Street	AM	133	5	128
	PM	147	0	147
EB & WB Through from Jackson Street	AM	134	0	134
	PM	148	0	148
NB Left Turn from Washington Avenue	AM	268	0	268
	PM	355	5	350
SB Left Turn from Washington Avenue	AM	275	0	275
	PM	357	0	357

**Table 7. Traffic Gap Study: Western Road & Hanover Avenue Intersection**

Intersection Direction	Peak Hour	Equivalent Gaps	Net New Site Trips	Excess Gaps
<b>Western Road &amp; Hanover Avenue</b>				
NB Right Turn from Site Driveway	AM	195	35	160
	PM	266	10	256
NB Left Turn from Site Driveway	AM	170	35	135
	PM	217	10	207
NB Through from Hanover Avenue & SB Through from Site Driveway	AM	174	0	174
	PM	219	0	219
WB Left Turn from Western Road	AM	250	10	240
	PM	361	35	326

## CONCLUSIONS

The redevelopment of the Wilo Machine Company site into residential housing is not expected to significantly impact traffic operations at the study intersections. Delays and queues increases are minimal and therefore no intersection modifications are recommended for this development.

## Appendices

- Appendix A - Traffic Counts
- Appendix B – Existing Traffic Synchro Analysis
- Appendix C – Build Traffic Synchro Analysis
- Appendix D – Traffic Gap Studies

## **Plan Commission Minutes excerpt – January 4, 2022**

### **REQUEST LAND USE AMENDMENT AND REZONING OF PARCEL LOCATED AT N49W6337 WESTERN ROAD – FOX RUN/P2 DEVELOPMENT COMPANY**

During the December 6, 2021 meeting, Plan Commissioners reviewed the concept plans provided by the Petitioner, and indicated their support for the mixed residential project, providing suggestions for minor changes to the site layout. The Petitioner has since submitted his Rezoning and Land Use Plan amendment petition along with his updated site plan for this project, and is seeking approval recommendation from Commissioners to the Common Council.

#### **Project Plan**

The plans include three different forms of residential uses, as described below:

##### **1. Single-family pocket-style neighborhood homes**

- Twenty-six homes total
- Four of these buildings will have common garage walls
- Range in size from 1,928-square feet to 1,962-square feet
- Feature front porches that face a central common green space area
- Garages back up to neighboring back yard garages
- Driveway access is shared by homes
- Located at the south side of the parcel

##### **2. Row/Townhome style**

- Twenty-six 3-story, 3-bedroom units
- Eighteen 2-story, 2-bedroom units
- Located at the west and northwest side of the parcel, with Western Road frontage

##### **3. Apartment buildings**

- One 3-story building with 110 units
- One 2-story building with 50 units
- Underground parking for residents, with shared access ramp
- Located on the east and northeast side of the parcel

This project will result in the public road extension of Hanover Avenue from Western Road heading south through to Jackson Street at its connection with Hanover Avenue. Along this roadway, public street parking will be provided.

#### **Traffic Study**

The Petitioner has completed a traffic study to analyze the impact of the development on

## **Plan Commission Minutes excerpt – January 4, 2022**

adjacent public roadways. This study concluded that *“The redevelopment of the Wilo Machine Company site into residential housing, as proposed, is not expected to significantly impact traffic operations at the study intersections. Delays and queue increases are minimal and therefore no intersection modifications are recommended for this project.”*

### **Land Use Plan Amendment**

As previously discussed, this site was targeted for redevelopment when drafting the City of Cedarburg Smart Growth Comprehensive Land Use Plan, where it was identified as Smart Growth Area No. 2. Specifically, the recommendation of the Land Use Plan states: *“This site is currently classified as Industrial/Manufacturing development and supports an old industrial building that is only partially used. Redevelopment of this site should include the extension of Hillcrest Avenue and/or Hanover Avenue (south) north to Western Road to provide an alternate route to/from the downtown area. This site is classified on the Land Use Map as Medium-High density Urban residential development (5.2 to 10.8 units/acre). These densities will provide a good customer base within easy walking distance to downtown shops.”*

Since there are proposed departures from the densities permitted in the Medium Density Residential Classification, this project will require an amendment to the plan to reflect the mix of residential uses proposed; specifically, while the south portion of the site will remain at the Medium Density Residential classification at 3.6 to 5.2 units/acre, the remainder of the site would need to be reclassified to the High Density Residential Classification at 25 units/acre. City Staff notes that the overall project density proposed is at 18.2 units/acre.

### **Project Zoning**

This 12.65-acre parcel will require two base Zoning Districts and one Overlay District. These proposed Districts are:

- Rs-6 Single-Family/Two-Family District: 4.5-acre pocket neighborhood element.
- Rm-2 Multiple-Family Residential District: 8.15-acre townhome and apartment building elements.
- Planned Unit Development (PUD) Overlay District, applied over the entire project to tie it together as one unified development.

Commission members are reminded that the PUD Overlay District provides authority to the Plan Commission and Common Council to modify the base Zoning District requirements on a case-by-case basis to unify the project as one planned development. The above Zoning Districts will replace the existing M-2 General Manufacturing District.

### **Nonconformity to Base District Requirements**

In accordance with the PUD Ordinance, the Plan Commission via review and the Common Council via approval, must acknowledge any departure from the standards of the base underlying Zoning District. Review by City Staff indicates the following departures from the standards.

## Plan Commission Minutes excerpt – January 4, 2022

### Rm-2 Multiple-Family Residential District, Sec. 13-1-52

Code Sec	City Code Requirement	Petitioner Requested Departure
(d)(4)	Multiple-family dwellings exceeding eight (8) dwelling units per structure, with a maximum of thirty-six (36) dwelling units per structure.	Apartment buildings are proposed at <b>50 units</b> and <b>110 units</b> .
(e)(1)	<p>Lot area requirement.</p> <p>Min Total Area Per Dwelling Unit:</p> <p>One Bed Dwelling 2,700sf/unit</p> <p>Two Bed Dwelling 3,300sf/unit</p> <p>Total requirement as proposed: 14.5 acres</p> <p>(71 one bed, 133 two and three bed)</p>	Lot area proposes 204 units on <b>8.15 acres</b> .
(a)	Densities not to exceed 16.1 dwelling units per net acres.	Density proposed at <b>25 dwelling units per net acre</b> .
(f)(1)	No principal building or parts of a principal building shall exceed thirty-five (35) feet in height.	<p>Proposed building heights:</p> <p>Building D <b>48.5 feet</b></p> <p>Building E (south half) <b>48.5 feet</b></p>
(g)(1)	Minimum building setback of twenty-five (25) feet from the right-of-way of all streets.	Proposed building setback and rear yard:
(g)(3)	Rear yard of not less than twenty-five (25) feet.	<p>Building A <b>5 feet and 12 feet</b></p> <p>Building B <b>10 feet</b></p> <p>Building D <b>ranging from 7 feet to 15 feet</b></p> <p>Building E <b>ranging from 10 feet to 2 feet</b></p>
(g)(2)	Minimum side yard on each side of all principal buildings not less than twenty (20) feet in width.	Proposed side yard:
(f)(3)	Sum total of floor area of the principal building and all accessory buildings shall not exceed seventy-five percent (75%) of the lot area.	<p>Building A <b>15 feet</b></p> <p>Building D <b>12 feet</b></p> <p>Floor area ratio is <b>85.5%</b></p>

### Rs-6 Single-Family/Two-Family Residential District, Sec. 13-1-47

Code Sec	City Code Requirement	Petitioner Requested Departure
(g)(1)	Minimum building setback of twenty-five (25) feet from the right-of-way of all streets.	Proposed building setback and rear yard:
(g)(3)	Rear yard of not less than twenty-five (25) feet.	<p>Building C1 <b>10 feet</b></p> <p>Building C2 <b>10 feet</b></p>

Impact Fees due when building permit is issued (2021 rate):

- Single-family units – 26 units @ \$8,384.52/unit = \$ 217,997.52
- Multi-family units – 204 units @ \$5,744.80/unit = \$1,171,939.20
- Total **\$1,389,936.72**

## **Plan Commission Minutes excerpt – January 4, 2022**

Planner Censky concluded that if Commissioners feel comfortable with the departures listed above, approval should be recommended to the Common Council for an upcoming public hearing.

### **Action:**

#### **Land Use Map Amendment**

A motion was made by Commissioner Strautmanis to recommend approval of the Land Use Plan amending the Medium Density Residential classification (3.6 to 5.2 units/acre) to the south portion of the site only, and High Density Residential classification (25 units/acre) for the remainder of the site, with a total project density of 18 units/acre. This motion was seconded by Commissioner Kinzel, and carried without a negative vote with Mayor O’Keefe excused.

#### **Rezone**

A motion was made by Commissioner Strautmanis to recommend approval to Rezone the parcel from M-2 General Manufacturing District to Rs-6 Single-Family/Two-Family Residential, and Rm-2 Multiple-Family Residential along with a PUD overlay, subject to the conditions that Hanover Avenue is constructed to City standards including parking (this includes no perpendicular parking), and architectural design changes are made to Buildings D and E to closely reflect the character shown on Buildings A, B and C, and subject to modifications listed above in the base Zoning Districts. This motion was seconded by Commissioner Kinzel, and carried without a negative vote with Mayor O’Keefe excused.



## RESOLUTION NO. 2022-05

### **A Resolution Amending the City of Cedarburg Comprehensive Land Use Plan – 2025 For the property located at N49W6337 Western 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 Medium Density Residential (3.6 to 5.2 units/acre) as indicated on the Land Use Map and High Medium Density Residential (5.2 to 10.8 units/acre) as indicated in the text for the subject property; and

WHEREAS, the proposed mix single-family and multi-family housing project would require amending the Medium Density Residential (3.6 to 5.2 units/acre) and the High Medium Density Residential (5.2 to 10.8 units/acre) use classification to High Medium Residential use classification (5.2 to 10.8 units/acre) for the southern 4.5 acres of the site and High Density Residential use classification (25 units/acre) for the northern 8.15 acres of the site; and

WHEREAS, the Plan Commission reviewed the requested amendment on January 4, 2022, and the Common Council held a public hearing on February 28, 2022, 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 28<sup>th</sup> day of February 2022, hereby amends *The City of Cedarburg Smart Growth Comprehensive Land Use plan – 2025*, as follows: the property located at N49W6337 Western Road is hereby classified as High Medium Residential use classification (5.2 to 10.8 units/acre) for the southern 4.5 acres of the site and High Density Residential use classification (25 units/acre) for the northern 8.15 acres of the site

Passed and adopted this 28th day of February 2022.

---

Michael O'Keefe, Mayor

Attest:

---

Tracie Sette, City Clerk

Approved as to form:

---

Michael P. Herbrand, City Attorney

## **ORDINANCE NO. 2022-05**

### **An Ordinance to Rezone the 12.65 Acre Parcel Located at N49W6337 Western 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 zoned as M-2 General Manufacturing is hereby rezoned to RS-6 and Rm-2 along with a PUD Overlay as follows:

#### **LEGAL DESCRIPTION "A" LANDS TO BE REZONED TO "RS-6"**

PART OF LOT 13 AND PART OF LOT 15 IN BLOCK 19 OF ASSESSOR'S PLAT, CITY OF CEDARBURG, BEING PART OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, OF SECTION 34, TOWNSHIP 10 NORTH, RANGE 21 EAST, VILLAGE OF CEDARBURG, COUNTY OF OZAUKEE, STATE OF WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE NORTHEAST 1/4 OF SAID SECTION 34;  
THENCE NORTH 87°25'01" EAST, 1336.71 FEET, ALONG THE NORTH LINE OF SAID NORTHEAST 1/4;  
THENCE SOUTH 00°46'02" WEST, 33.06 FEET, TO THE NORTHWEST CORNER OF BLOCK 19 OF SAID ASSESSOR'S PLAT;  
THENCE CONTINUE SOUTH 00°46'02" WEST, 846.14 FEET, ALONG THE EAST LINE OF THE WISCONSIN ELECTRIC POWER COMPANY RIGHT OF WAY TO THE POINT OF BEGINNING OF THIS DESCRIPTION;  
THENCE NORTH 77°24'13" EAST, 195.29 FEET;  
THENCE NORTH 00°46'02" EAST, 25.69 FEET;  
THENCE SOUTH 83°48'19" EAST, 158.10 FEET;  
THENCE NORTH 07°03'55" EAST, 60.01 FEET;  
THENCE NORTH 89°56'59" EAST, 235.22 FEET, TO THE WEST LINE OF PARCEL 1 OF CERTIFIED SURVEY MAP 519;  
THENCE SOUTH 00°30'31" EAST, 62.05 FEET, ALONG SAID WEST LINE, TO THE SOUTHWEST CORNER OF SAID PARCEL 1;  
THENCE NORTH 72°46'53" EAST, 125.83 FEET, ALONG THE SOUTH LINE OF SAID PARCEL 1 TO THE WEST LINE OF BLOCK 1 OF WILLIAM BUCH'S ADDITION TO THE CITY OF CEDARBURG;  
THENCE SOUTH 00°27'15" EAST, 287.31 FEET, ALONG THE WEST LINE OF SAID BLOCK 1 TO THE NORTH LINE OF ARNOLD BUCH'S ADDITION TO CEDARBURG;  
THENCE SOUTH 88°59'21" WEST, 716.71 FEET, ALONG SAID NORTH LINE TO SAID EAST LINE OF THE WISCONSIN ELECTRIC POWER COMPANY RIGHT OF WAY;  
THENCE NORTH 00°46'02" EAST, 213.80 FEET, ALONG SAID EAST LINE TO THE POINT OF BEGINNING.

#### **LEGAL DESCRIPTION "B" LANDS TO BE REZONED TO "Rm-2":**

LOT 1, LOT 2, LOT 3, LOT 4, LOT 5, LOT 6, PART OF LOT 11, PART OF LOT 13, AND PART OF LOT 15, IN BLOCK 19 OF ASSESSOR'S PLAT, CITY OF CEDARBURG, BEING PART OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, ALL BEING PART OF SECTION 34, TOWNSHIP 10 NORTH, RANGE 21 EAST, VILLAGE OF CEDARBURG, COUNTY OF OZAUKEE, STATE OF WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE NORTHEAST 1/4 OF SAID SECTION 34;  
THENCE NORTH 87°25'01" EAST, 1336.71 FEET, ALONG THE NORTH LINE OF SAID NORTHEAST 1/4;

THENCE SOUTH 00°46'02" WEST, 33.06 FEET, TO THE NORTHWEST CORNER OF BLOCK 19 OF SAID ASSESSOR'S PLAT AND THE POINT OF BEGINNING OF THIS DESCRIPTION;  
 THENCE CONTINUE SOUTH 00°46'02" WEST, 846.14 FEET, ALONG THE EAST LINE OF THE WISCONSIN ELECTRIC POWER COMPANY RIGHT OF WAY;  
 THENCE NORTH 77°24'13" EAST, 195.29 FEET;  
 THENCE NORTH 00°46'02" EAST, 25.69 FEET;  
 THENCE SOUTH 83°48'19" EAST, 158.10 FEET;  
 THENCE NORTH 07°03'55" EAST, 60.01 FEET;  
 THENCE NORTH 89°56'59" EAST, 235.22 FEET, TO THE WEST LINE OF PARCEL 1 OF CERTIFIED SURVEY MAP 519;  
 THENCE NORTH 00°30'31" WEST, 70.22 FEET, ALONG SAID WEST LINE, TO THE SOUTHWEST CORNER OF LOT 4 OF CERTIFIED SURVEY MAP 1246;  
 THENCE SOUTH 72°19'43" WEST, 27.17 FEET, TO THE WEST LINE OF HANOVER STREET AS DEDICATED IN CERTIFIED SURVEY MAP 1246;  
 THENCE NORTH 17°31'18" WEST, 93.46 FEET, ALONG SAID WEST LINE OF HANOVER STREET;  
 THENCE NORTH 02°06'54" WEST, 107.72 FEET, ALONG SAID WEST LINE OF HANOVER STREET TO THE SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP 1332;  
 THENCE SOUTH 72°11'33" WEST, 129.60 FEET, ALONG THE SOUTH LINE OF SAID LOT 1;  
 THENCE NORTH 02°01'39" WEST, 533.40 FEET, ALONG THE WEST LINE OF SAID LOT 1 TO THE NORTHEAST CORNER OF SAID BLOCK 19 AND THE SOUTH LINE WESTERN AVENUE;  
 THENCE SOUTH 87°25'01" WEST, 378.88 FEET, ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING.

**LEGAL DESCRIPTION "C" LANDS TO BE REZONED TO "PUD":**

LOT 1, LOT 2, LOT 3, LOT 4, LOT 5, LOT 6, PART OF LOT 11, PART OF LOT 13, AND LOT 15, IN BLOCK 19 OF ASSESSOR'S PLAT, CITY OF CEDARBURG, BEING PART OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, ALL BEING PART OF SECTION 34, TOWNSHIP 10 NORTH, RANGE 21 EAST, VILLAGE OF CEDARBURG, COUNTY OF OZAUKEE, STATE OF WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE NORTHEAST 1/4 OF SAID SECTION 34;  
 THENCE NORTH 87°25'01" EAST, 1336.71 FEET, ALONG THE NORTH LINE OF SAID NORTHEAST 1/4;  
 THENCE SOUTH 00°46'02" WEST, 33.06 FEET, TO THE NORTHWEST CORNER OF BLOCK 19 OF SAID ASSESSOR'S PLAT AND THE POINT OF BEGINNING OF THIS DESCRIPTION;  
 THENCE CONTINUE SOUTH 00°46'02" WEST, 1059.94 FEET, ALONG THE EAST LINE OF THE WISCONSIN ELECTRIC POWER COMPANY RIGHT OF WAY;  
 THENCE NORTH 88°59'21" EAST, 716.71 FEET, ALONG THE NORTH LINE OF ARNOLD BUCH'S ADDITION TO CEDARBURG;  
 THENCE NORTH 00°27'15" WEST, 287.31 FEET, ALONG THE WEST LINE OF BLOCK 1 OF WILLIAM BUCH'S ADDITION TO THE CITY OF CEDARBURG;  
 THENCE SOUTH 72°46'53" WEST, 125.83 FEET, ALONG THE SOUTH LINE OF PARCEL 1 OF CERTIFIED SURVEY MAP 519 TO THE SOUTHWEST CORNER OF SAID PARCEL 1;  
 THENCE NORTH 00°30'31" WEST, 132.27 FEET, ALONG THE WEST LINE OF SAID PARCEL 1, TO THE SOUTHWEST CORNER OF LOT 4 OF CERTIFIED SURVEY MAP 1246;  
 THENCE SOUTH 72°19'43" WEST, 27.17 FEET, TO THE WEST LINE OF HANOVER STREET AS DEDICATED IN CERTIFIED SURVEY MAP 1246;  
 THENCE NORTH 17°31'18" WEST, 93.46 FEET, ALONG SAID WEST LINE OF HANOVER STREET;  
 THENCE NORTH 02°06'54" WEST, 107.72 FEET, ALONG SAID WEST LINE OF HANOVER STREET TO THE SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP 1332;  
 THENCE SOUTH 72°11'33" WEST, 129.60 FEET, ALONG THE SOUTH LINE OF SAID LOT 1;  
 THENCE NORTH 02°01'39" WEST, 533.40 FEET, ALONG THE WEST LINE OF SAID LOT 1 TO THE NORTHEAST CORNER OF SAID BLOCK 19 AND THE SOUTH LINE WESTERN AVENUE;  
 THENCE SOUTH 87°25'01" WEST, 378.88 FEET, ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING.

Said Parcel contains 551,034 Square Feet (or 12.65 Acres) of land, more or less.

Tax Key No. 13-050-19-01.001

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

Passed and adopted this 28<sup>th</sup> day of February 2022.

---

Michael O'Keefe, Mayor

Attest:

---

Tracie Sette, City Clerk

Approved as to form:

---

Michael P. Herbrand, City Attorney

## CITY OF CEDARBURG

**MEETING DATE:** February 28, 2022

**ITEM NO:** 10.C., 10.D., 10.E.

**TITLE:** Discussion and possible action to approve Ordinance No. 2022-01 updating Impact Fees, Ordinance No. 2022-02 updating designated Fees in Lieu of Park Land, and Ordinance No. 2022-03 updating and adjusting the amount of the sanitary sewer connection fee imposed on new developments

**ISSUE SUMMARY:** As a result of the Public Facilities Needs Assessment Report, Ehlers is recommending an increase to impact fees. The highlighted sections on the three (3) ordinances are the changes that are recommended.

**STAFF RECOMMENDATION:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**BUDGETARY IMPACT:** Increase

**ATTACHMENTS:**

Ordinance No. 2022-01, Ordinance No. 2022-02, Ordinance No. 2022-03

**INITIATED/REQUESTED BY:** Public Facilities Needs Assessment

**FOR MORE INFORMATION CONTACT:** Mikko Hilvo, City Administrator

## ORDINANCE NO. 2022-01

### An Ordinance Updating Impact Fees

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

SECTION 1. Section 3-6-3 of the Municipal Code of the City of Cedarburg is hereby amended as follows:

#### SECTION 3-6-3 LIBRARY FACILITY

Any developer creating or constructing additional residential units within the City shall pay a fee to the City to provide for the capital costs necessary to accommodate the Library expansion needs of land development except as provided in subsection (8) below.

- (a) The amount of the fee shall be ~~\$911.63~~ \$1,464.36 per single-family residential dwelling unit to be constructed or created by the proposed development.
- (b) The amount of the fee shall be ~~\$605.49~~ \$972.60 per residential unit for a multi-family residential dwelling unit to be constructed or created by the proposed development. Multi-family includes Community Based Residential Treatment facilities.
- (c) The fee shall be imposed as a condition of the issuance of the building permit.
- (d) Such fees collected by the City shall be placed in a special fund which shall be separate from the General Fund of the City, and the special fund and all interest earned thereon shall be used exclusively for the capital costs of the library facilities within the City.
- (e) Such fees collected ~~after December 10, 2008~~ shall be expended by the City for the aforesaid purpose within ~~fifteen (15)~~ eight (8) years of the date of payment, or such fee amount paid shall be refunded to the then owner(s) of the property upon which such fee was collected.

SECTION 2. Section 3-6-4 of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

#### SECTION 3-6-4 POLICE DEPARTMENT FACILITY

Any developer creating or constructing additional residential dwelling units or any commercial, industrial or institutional land development within the City shall pay a fee to the City to provide for the capital costs necessary to accommodate the Police Department Facility expansion needs of land development except as provided in subsection (8) below.

- (a) The amount of the fee shall be ~~\$1042.90~~ \$1,421.87 per single-family residential dwelling unit, and ~~\$692.68~~ \$944.38 per multifamily residential dwelling unit and CBRF at ~~\$2.64~~ per \$1,000 valuation for commercial, industrial or institutional development. And \$0.72 per square foot for commercial development and \$0.43 per square foot for industrial and institutional development.
- (b) The fee shall be imposed as a condition of issuance of the building permit.
- (c) Such fees collected by the City shall be placed in a special fund which shall be separate from the General Fund of the City, and the special fund and all interest earned thereon shall be used exclusively for the capital costs of the police facilities within the City.

- (d) Such fees shall be expended by the City for the aforesaid purpose within ~~fifteen (15)~~ **eight (8)** years of the date of payment, or such fee amount paid shall be refunded to the then owner(s) of the property upon which such fee was collected.

SECTION 3. Section 3-6-5 of the Code of Ordinances of the City of Cedarburg is hereby adopted as follows:

### SEC 3-6-5 WATER SUPPLY FACILITIES

Any developer creating or constructing additional residential dwelling units or commercial, industrial, or institutional land development within the City or any owner of property in the City that has a change in use that results in the use of additional water capacity shall pay a fee to the City to provide for the capital costs necessary to accommodate water supply expansion needs of land development except as provided in subsection (8) below.

- (a) The water supply facilities impact fee shall be \$2049.98 per single-family residential dwelling unit and \$1537.50 per residential unit of a multi-family residential dwelling unit.
- (b) For all residential users of the water system, the following table shall be used to determine the number of residential equivalent connections (REC) per dwelling unit or building.

<b>Residential Users</b>	<b>REC</b>
Single-family home	1.00
Multiple-family	0.75/unit

<b>Standard Industrial Classification Code</b>	<b><u>Description</u></b>	<b>Gallons per Employee Hour</b>
0742	Veterinary services for animal specialties	20.0
0752	Animal specialty services	16.0
0782	Lawn and garden services	10.0
1446	Industrial sand	5.0
1521	General contractors – Residential	2.3
1541	General contractors – Industrial buildings and warehouses	2.3
1611	General contractors-Public Works	2.3
1711	Plumbing, heating and air conditioning	2.3
1731	Electrical work	2.3
1761	Roofing and sheet metal work	2.3
1799	Special trade contractors (not elsewhere classified)	2.3
2013	Sausage and other prepared meats	110.0
2065	Candy and other confectionery products	50.0
2087	Flavoring extracts and syrups (not elsewhere classified)	75.0
2394	Canvas and related products	2.3
2431	Millwork	5.0
2434	Wood kitchen cabinets	5.0

2522	Metal office furniture	2.3
2721	Periodicals: Publishing and printing	10.0
2731	Books: Publishing and printing	10.0
2751	Commercial printing, letterpress and screen	10.0
2752	Commercial printing, lithographic	10.0
2789	Book binding and related work	10.0
2795	Lithographic plate making and related services	25.0
2819	Industrial inorganic chemicals (not elsewhere classified)	10.0
2834	Pharmaceutical preparation	10.0
2841	Soap and other detergents	15.0
2893	Manufacturing of printing ink	30.0
2899	Chemicals and chemical preparations (not elsewhere classified)	10.0
3079	Miscellaneous plastic products	85.0
3111	Leather tanning and finishing	345.0
3272	Concrete products, except block and brick	25.0
3442	Metal doors, sash, frames, molding and trim	2.3
3444	Sheet metal work	40.0
3451	Screw machine products	10.0
3462	Iron and steel forging	5.0
3469	Metal stampings (not elsewhere classified)	5.0
3471	Electroplating, plating, polishing, anodizing, etc.	50.0
3479	Coating, engraving and allied services (not elsewhere classified)	100.0
3495	Wire springs	2.3
3498	Fabricated pipe and fittings	2.3
3499	Fabricated metal products (not elsewhere classified)	25.0
3531	Construction machinery and equipment	5.0
3544	Spec. dies and tools, die sets, jigs and fixtures, molds	10.0
3562	Ball and roller bearings	5.0
3565	Industrial patterns	5.0
3569	General industrial machinery & equipment (not elsewhere classified)	4.0
3576	Scales and balances, except laboratory	2.3
3599	Machinery, except electrical (not elsewhere classified)	10.0
3613	Switchgear and switchboard apparatus	5.0
3632	Household refrigerators and home and farm freezers	2.3
3694	Electrical equipment for internal combustion engines	2.3
2714	Motor vehicle parts and accessories	75.0
3999	Manufacturing industries (not elsewhere classified)	2.3
4141	Local passenger transportation charter service	2.3
4151	School busses	2.3
4212	Local trucking without storage	10.0
4213	Trucking, except local	2.3
4225	General warehousing and storage	2.3
4311	U.S. Postal Service	2.3
4722	Travel agency	2.3
4811	Telephone communication	2.3
4832	Radio broadcasting	2.3
5042	Toys and hobby goods and supplies	2.3
5063	Electrical apparatus and equipment	2.3
5054	Electrical appliances	2.3
5072	Hardware – Wholesale distribution	2.3
5082	Construction and mining machinery and equipment	2.3
5084	Industrial machinery and equipment	2.3
5142	Frozen foods	10.0



5149	Wholesale groceries and related products (not elsewhere classified)	10.0
5199	Wholesale nondurable goods (not elsewhere classified)	10.0
5211	Lumber and other building materials	2.3
5231	Paint, glass, wallpaper	2.3
5251	Hardware – Retail sales	2.3
5261	Retail nurseries, lawn and garden supply stores	10.0
5271	Mobile home dealers	2.3
5311	Department stores	2.3
5331	Variety stores	2.3
5411	Grocery stores with meat and produce departments	16.0
5412	Grocery stores without meat and produce departments	6.0
5441	Candy, nut and confectionery stores	10.0
5462	Retail bakeries – Baking and selling	10.0
5499	Miscellaneous food stores	2.3
5511	Motor vehicle dealers	5.0
5531	Auto and home supply stores	2.3
5541	Gasoline service stations	15.0
5551	Boat dealers	5.0
5611	Clothing stores	2.3
5651	Shoe stores	2.3
5681	Furriers and fur shops	5.0
5711	Furniture, floor coverings, appliances	2.3
5812	Eating places (restaurants)	20.0
5813	Drinking places (taverns)	45.0
5912	Drugstores and proprietary stores	2.3
5921	Liquor stores	2.3
5931	Used merchandise stores	2.3
5941	Sporting goods stores and bicycle shops	2.3
5942-9	Miscellaneous stores	2.3
5992	Florists	10.0
5999	All other retail stores	2.3
6022-9	Banks	2.3
6122-63	Savings and loans	2.3
6311	Insurance companies	2.3
6411	Insurance agents	2.3
6512	Operators of nonresidential buildings	2.3
6515	Operators of residential mobile home sites	2.3
6531	Real estate agents and managers	2.3
6553	Cemetery sub-dividers and developers	2.3
6722	Management investment offices	2.3
7011	Hotels, motels, tourist courts	0.5 REC p/unit
7211	Power laundries, family and commercial	105.0
7212	Cleaning and laundry pickup stations	2.3
7215	Fac. Coin-op laundries and dry cleaning	910.0
7221	Photographic studios	2.3
7231	Beauty shops	16.0
7241	Barber shops	10.0
7261	Funeral service and crematories	15.0
7299	Miscellaneous services (not elsewhere classified)	2.3
7311	Advertising agencies, employment services	2.3
7332	Blueprinting and photocopying services	2.3
7351	Employment agencies	2.3
7391	Research and development laboratories	10.0

7395	Photofinishing labs	10.0
7512	Passenger car rental and leasing, w/o drivers	10.0
7531	Top and body repair shop	5.0
7534	Tire re-treading and repair shops	20.0
7538	General automotive repair shops	5.0
7542	Car washes	115.0
7622	Radio and television repair	2.3
7699	Repair shops and related services (not elsewhere classified)	20.0
7832	Motion picture theaters, not drive-ins	20.0
7911	Dance halls, studios and schools	20.0
7922	Theatrical producers	20.0
7933	Bowling alleys	50.0
7992	Public golf courses	45.0
7997	Membership sports and recreation clubs	75.0
7999	Roller rinks, gymnasiums, museums	20.0
8011	Offices of physicians	10.0
8021	Offices of dentists	10.0
8031	Offices of osteopaths	10.0
8041	Offices of chiropractors	10.0
8051	Skilled nursing care facilities	20.0
8091	Health and allied services (not elsewhere classified)	10.0
8111	Attorneys	2.3
8211	Elementary and secondary schools	20.0
8221	Colleges, universities and professional schools	25.0
8231	Libraries and information centers	20.0
8249	Vocational schools (not elsewhere classified)	20.0
8421	Arboreta, botanical and zoological gardens	45.0
8621	Professional membership organizations	2.3
8641	Civic, social and fraternal associations	15.0
8661	Religious organizations (hours occupied only)	20.0
8699	Membership organizations (not elsewhere classified)	2.3
38911	Engineering, architectural and surveying services	2.3
8931	Accountants	2.3
9199	General government (not elsewhere classified)	2.3
9221	Police protection	2.3
9224	Fire protection	2.3
9451	Administration of veteran's affairs	2.3
9999	All offices (not elsewhere classified)	2.3

SIC Code Source: Office of Management and Budget, Executive Office of the President

- (d) The fee shall be imposed as a condition of the issuance of the building permit.
- (e) Such fees collected by the Water Utility shall be placed in a special fund which shall be separate from the general fund of the Water Utility, and the special fund and all interest earned thereon shall be used exclusively for the capital costs of water supply facilities.
- (f) ~~Such fees collected after March 13, 2013 shall be expended by the Water Utility for the aforesaid purpose within twenty (20) years of the date of payment, or such fee amount paid shall be refunded to the then owner(s) of the property upon which such fee. Such fees collected before March 13, 2013 must be spent by March 13, 2016.~~ Such fees shall be expended by the Water Utility for the aforesaid purpose within eight (8) years of the date of payment, or such fee amount paid shall be refunded to the then owner(s) of the property upon which such fee was collected

SECTION 4. Section 3-6-6 of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

### **SECTION 3-6-6 PARK FACILITIES**

Any developer creating or constructing additional residential units within the City shall pay a fee to the city to provide for the capital costs necessary to accommodate the Park facility expansion needs of land development except as provided in subsection (8) below.

- (a) The amount of the fee shall be ~~\$1245.00~~ \$1,362.29 per single-family residential dwelling unit to be constructed or created by the proposed development.
- (b) The amount of the fee shall be ~~\$826.90~~ \$904.80 per residential unit for a multi-family residential dwelling unit to be constructed or created by the proposed development. Multi-family includes Community Based Residential Treatment facilities.
- (c) The fee shall be imposed as a condition of the issuance of the building permit.
- (d) Such fees collected by the City shall be placed in a special fund which shall be separate from the General Fund of the City, and the special fund and all interest earned thereon shall be used exclusively for the capital costs of the park facilities within the City.
- (e) Such fees shall be expended by the City for the aforesaid purpose within ~~fifteen (15)~~ eight (8) years of the date of payment, or such fee amount paid shall be refunded to the then owner(s) of the property upon which such fee was collected

SECTION 5. Section 3-6-7 of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

### **~~SEC. 3-6-7 WASTEWATER TREATMENT PLANT RESERVE CAPACITY IMPACT FEE~~**

~~Any developer creating or constructing additional residential dwelling units, or any commercial, industrial or institutional land development within the City shall pay a fee to the City to provide for the capital costs necessary to accommodate the reserve capacity at the Wastewater Treatment Plant and for the capital costs necessary for expansion of the proposed biosolids management facility except as provided in subsection (8) below.~~

- ~~(a) The amount of the fee shall be \$702.49 per single family residential dwelling unit to be constructed or created by the proposed development.~~
- ~~(b) The amount of the fee shall be \$466.60 per multi family residential dwelling unit to be constructed or created by the proposed development.~~
- ~~(c) The amount of the fee shall be \$702.49 per the number of residential equivalent flow of each industrial, commercial and institutional unit to be constructed or created by the proposed development.~~
- ~~(d) The fee shall be imposed as a condition of the issuance of the building permit.~~
- ~~(e) Such fees collected by the City shall be placed in a special fund which shall be separate~~

~~from the general fund of the City, and the special fund and all interest earned thereon shall be used exclusively for the capital costs of the reserve capacity and expansion of the Wastewater Treatment Plant.~~

- (f) ~~Such fees shall be expended by the City for the aforesaid purpose within ten (10) years of the date of payment, or such fee amount paid shall be refunded to the then owner(s) of the property upon which such fee was collected.~~

SECTION 6. This ordinance shall take effect on March 3, 2022, upon publication as provided by law.

Passed and adopted this 28<sup>th</sup> day of February 2022.

\_\_\_\_\_  
Michael O'Keefe, Mayor

Countersigned:

\_\_\_\_\_  
Tracie Sette, City Clerk

Approved as to form:

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

## ORDINANCE NO. 2022-02

### An Ordinance Designating Fees In Lieu of Park Land

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

SECTION 1. Section 14-1-84 of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

#### **SEC. 14-1-84 FEES IN LIEU OF LAND.**

If the proposed subdivision does not encompass a proposed public park, parkway or other open space lands, or if the Plan Commission requires the reservation of land as set forth in this Section, a fee for the acquisition of public sites to serve the future inhabitants of the proposed subdivision or certified survey map shall be paid to the City Clerk at the time of first application for approval of a final plat of said subdivision, or certified survey map, or part thereof, in the amount of ~~\$923.91~~ **\$802.33** for each proposed single-family dwelling unit within the plat and ~~\$613.66~~ **\$532.89** for each proposed multi-family dwelling unit. For Community Based Residential Facilities (CBRFs) the fee for acquisition of public sites shall be ~~\$613.66~~ **\$532.89** per unit. Public site fees collected by the City Treasurer under the provisions of this Article shall be placed in non-lapsing special funds for City parks and shall be separate from the General Fund of the City, and said special fund shall be used exclusively for the acquisition and development of park, recreation and other open space areas.

SECTION 2. Section 14-1-100(g) entitled **ADMINISTRATIVE AND OTHER FEES** of the Code of Ordinances is hereby amended as follows:

- (g) **Public Site Fee.** If the subdivision does not contain lands to be dedicated as required in this Chapter, the Common Council shall require a fee for the acquisition and development of public sites to serve the future inhabitants of the proposed subdivision. Said fee shall be paid to the City Clerk at the time of first application for approval of a final plat of said subdivision in the amount of ~~\$923.91~~ **\$802.33** for each single-family dwelling unit within the plat and ~~\$613.66~~ **\$532.89** for each multi-family dwelling unit. For Community Based Residential Facilities (CBRFs) the fee for acquisition and development of public sites shall be ~~\$613.66~~ **\$532.89** per unit. Public site fees shall be placed in a separate Service District Fund by the City Clerk to be used only for the acquisition and development of park sites which will serve the proposed subdivision. Said fund shall be established on the basis of the service area of existing or proposed park facilities.

SECTION 3. This ordinance shall take effect on March 3, 2022 upon publication as provided by law.

Passed and adopted this 28<sup>th</sup> day of February, 2022.

---

Michael O'Keefe, Mayor

Attest:

---

Tracie Sette, City Clerk

Approved as to form:

---

Michael P. Herbrand, City Attorney

## ORDINANCE NO. 2022-03

### **An Ordinance Updating and Adjusting the Amount of the Sanitary Sewer Connection Fee Imposed on New Development**

SECTION 1. Section 9-2-6(c) of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

#### **SEC. 9-2-6 SEWER SERVICE CHARGES.**

(c) **Sewer Connection Fee**

A connection charge is imposed to fund collection system oversizing associated with new development and all newly annexed lots. This includes all lots created by land division, subdivision or condominium plats. The charge is not applicable to individual existing single vacant lots which are within the City. It does apply to newly annexed individual lots.

- (1) The Sewer Connection Fee will now be \$2,567.00 per Residential Equivalent Connection (REC).

~~\$1508.61 per single family dwelling~~

~~\$1001.97 per unit for multi-family~~

~~\$1508.61 per residential equivalent for commercial, industrial and institutional~~

- (2) The connection fee imposed under this section shall be adjusted annually each December, with any adjustment to be effective on January 1 of the following year. The annual adjustment will be based on the Construction Cost Index (CCI) published in the Engineering News Record. Said percentage shall be calculated on the ENR 20 city average. Periodic adjustments to reflect actual and planned development density corrections may be necessary.

SECTION 2. This ordinance shall take effect March 3, 2022 upon publication as provided by law.

Passed and adopted this 28<sup>th</sup> day of February, 2022.

\_\_\_\_\_  
Michael O'Keefe, Mayor

Attest:

\_\_\_\_\_  
Tracie Sette, City Clerk

Approved as to form:

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

## CITY OF CEDARBURG

**MEETING DATE:** February 28, 2022

**ITEM NO:** 10.F.

**TITLE:** Discussion and possible action on Resolution No 2022-08 Authorizing Submission of an Idle Site Redevelopment Program Grant through the Wisconsin Economic Development Corporation (WEDC)

**ISSUE SUMMARY:** Grants up to \$250,000 are available for Wisconsin municipalities for redevelopment of idle industrial and commercial sites. Smart Growth Area #2 on Western Ave has been identified as a future redevelopment area and as such would potentially qualify for this grant. The initial grant application submission deadline is March 15. If we receive funds through the grant they would go towards offsetting future costs of the redevelopment. The terms for any use of the funds would be negotiated with a developer. As part of the application process the WEDC requires a resolution from a municipality to apply for the grant.

**STAFF RECOMMENDATION:** Staff recommends that we apply for the grant.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** None

**BUDGETARY IMPACT:** Potential decreased costs to the City for future redevelopment of an idle site near our historic district.

**ATTACHMENTS:** Resolution, Idle Sites Redevelopment Grant Information

**INITIATED/REQUESTED BY:** Mikko Hilvo, City Administrator

**FOR MORE INFORMATION CONTACT:** Mikko Hilvo, City Administrator





# IDLE SITES REDEVELOPMENT GRANT

## BRINGING NEW LIFE TO IDLE SITES IN WISCONSIN®

Redeveloped idle industrial and commercial sites can again become generators for economic development and an improved quality of life for the cities and communities where they are located. The Wisconsin Economic Development Corporation's (WEDC's) **Idle Sites Redevelopment Program** helps communities pursue this opportunity.

### HOW IT WORKS

The Idle Sites Redevelopment Program offers grants to Wisconsin communities to implement redevelopment plans for large commercial, institutional or industrial sites that have been idle, abandoned or underutilized for a period of at least five years.

Preference will be given to sites that are located in high-density urban areas or in central business districts. An approved redevelopment plan demonstrating strong potential for significant measurable economic benefits, such as increased generation of property taxes and the creation of full-time permanent jobs, will increase the competitiveness of a proposed project.

### ELIGIBILITY REQUIREMENTS

Grants may be made to cities, villages, towns, counties, tribal entities or governmental entities for idle industrial sites exceeding five acres in size, for idle institutional parcels exceeding five acres in size, or for idle commercial sites exceeding 10 acres in size, where redevelopment is impeded due to existing site conditions.

### LEARN MORE

For more information about becoming eligible for the Idle Sites Redevelopment Grant Program, contact a Wisconsin Economic Development Corporation (WEDC) regional economic development director or call 855-INWIBIZ toll free.

You can find the list of regional directors and territories covered at [wedc.org/regional](http://wedc.org/regional).

## ELIGIBLE ACTIVITIES

Grant funds may typically be used for the following activities:

- Building rehabilitation or demolition
- Environmental remediation
- Infrastructure improvements

Eligible applications will be able to provide the following with their application:

- If a private developer is participating in the project, an officially approved development agreement that describes the project and its goals, anticipated outcomes, project timeline, and actions, obligations and investments to be made by each party; or
- If the project does not have a private developer, an officially approved resolution that describes the project and its goals, anticipated outcomes, project timeline, and actions, obligations and investments necessary to achieve redevelopment.

CITY OF CEDARBURG  
RESOLUTION NO. 2022-08

A Resolution Authorizing Submission of an Idle Sites Redevelopment Program Grant

**WHEREAS**, State monies are available under the Idle Site Redevelopment Program, administered by the Wisconsin Economic Development Corporation (WEDC), for the purpose of redevelopment of real property sites that have been idle, abandoned or underutilized; and

**WHEREAS**, the City of Cedarburg Smart Growth Area #2, parcel number 130501901001 (12.76 acres), located at N49 W6337 Western Ave (“Site”) has been determined as a redevelopment site that requires demolition of vacant industrial buildings and extensive environmental remediation; and

**WHEREAS**, it is the desire of the City of Cedarburg, to file an application for an Idle Site Redevelopment Program Grant with the Wisconsin Economic Development Corporation for the redevelopment of the Site set forth herein; and

**WHEREAS**, it is necessary for the Cedarburg City Common Council to approve the preparation and filing of an application for the City to receive funds from this program and to designate a representative for filing said applications; and

**WHEREAS**, the Cedarburg City Common Council has reviewed the need for and benefits of the proposed project(s) and has determined that the redevelopment of this Site will have measurable economic benefits to the City of Cedarburg;

**NOW, THEREFORE, BE IT RESOLVED**, that the Cedarburg City Common Council does hereby approve and authorize the preparation and filing of an application under the Idle Site Redevelopment Program for the above-described project(s); and that the Mayor is hereby authorized to sign all necessary application documents on behalf of the City; and that authority is hereby granted to the City of Cedarburg City Administrator to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

PASSED and ADOPTED on this 28<sup>th</sup> day of February, 2022.

---

Michael J. O’Keefe, Mayor

Attest:

---

Tracie Sette, City Clerk

Approved as to form:

---

Michael P. Herbrand, City Attorney

## CITY OF CEDARBURG

**MEETING DATE:** February 28, 2022

**ITEM NO:** 10.G.

**TITLE:** Discussion and possible action on purchase of Mobile Field Force Equipment for the Cedarburg Police Department

**ISSUE SUMMARY:** Based on the unrest that occurred nationwide during 2020, Ozaukee County is starting a Mobile Field Force to respond to unrest and protests that have the potential to become violent. Each department in the county is participating and part of that participation is to provide our officers with the proper equipment. In 2020, we experienced our own protests in the city that were thankfully peaceful. We did send our officers, under our mutual aid agreement, to assist SE Wisconsin municipalities that experienced violent protests. This equipment will aid in our officer's safety if they need to respond to civil unrest in the city or for mutual aid in another jurisdiction.

**STAFF RECOMMENDATION:** We are recommending the purchase of 10 sets of the following protective gear: shin guards, arm guards, shield, and gas mask to be able to outfit half of our department.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** None

**BUDGETARY IMPACT:** We are proposing to use ARPA Funds to pay for the equipment. Cost of equipment will not exceed \$10,000.

**ATTACHMENTS:** Equipment information sheets

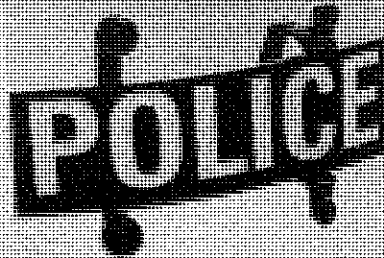
**INITIATED/REQUESTED BY:** Chief Michael McNerney

**FOR MORE INFORMATION CONTACT:** Chief Michael McNerney, [mmcnerney@ci.cedarburg.wi.us](mailto:mmcnerney@ci.cedarburg.wi.us), (262) 375-7620.

Equipment / Tactical Riot Gear / Riot Shields / Riot Shields 35" x 20"

## Riot Shield 35" x 20"

Model: 14000000, 14000000





Damascus FX 1 Forearm/Elbow Protector

## **Details**

Created by Damascus Gear™, leaders in full body protective gear for law enforcement, military, etc. the FlexForce™ FA30 forearm and elbow protector design provides substantial protection from blunt force trauma without sacrificing the fit or comfort. The modular connection between the forearm and elbow portions of the pad allows for flexibility of movement while using batons or weapons.

Two piece hard Electrum XK8™ outer shell provides flex needed by your forearm and elbow.

Shock absorbing Protium™ foam covered with 420 denier Cordura nylon

Polyester mesh lines the inside which offers comfort and breathability

Adjustable straps fasten with durable nylon elastic and Velcro®

**Two Sizes: Men's MD/LG and XLG/XXLG**



Damascus Hard-Shell Riot Skin Gaurds

## **Details**

Created by Damascus Gear™, leaders in full body protective gear for law enforcement, military, and beyond. The Damascus® DSG100 are considered essential equipment for tactical or disturbance control situations. The Imperial™ hard-shell shin guards feature built-in knee pads with Trion™ non-slip grip technology. The highly impact resistant units are made to deflect flying debris of all kinds. They are reinforced for comfort internally with shock absorbing padding and are held securely with multiple adjustable straps. Sold in pairs.

Hard-shell knee caps with Trion™ Non-slip grip technology

Hard-shell polyethylene shin plates with dull Black finish to avoid reflection

Heavy-duty reinforced foam padded nylon inner leg support

High tenacity, air textured DuPont Ultra Cordura® nylon outer materials

Multiple adjustable elastic straps and Velcro® closures for secure fit for various leg girths

95 of 116

FOOTWEAR

SHOOTING

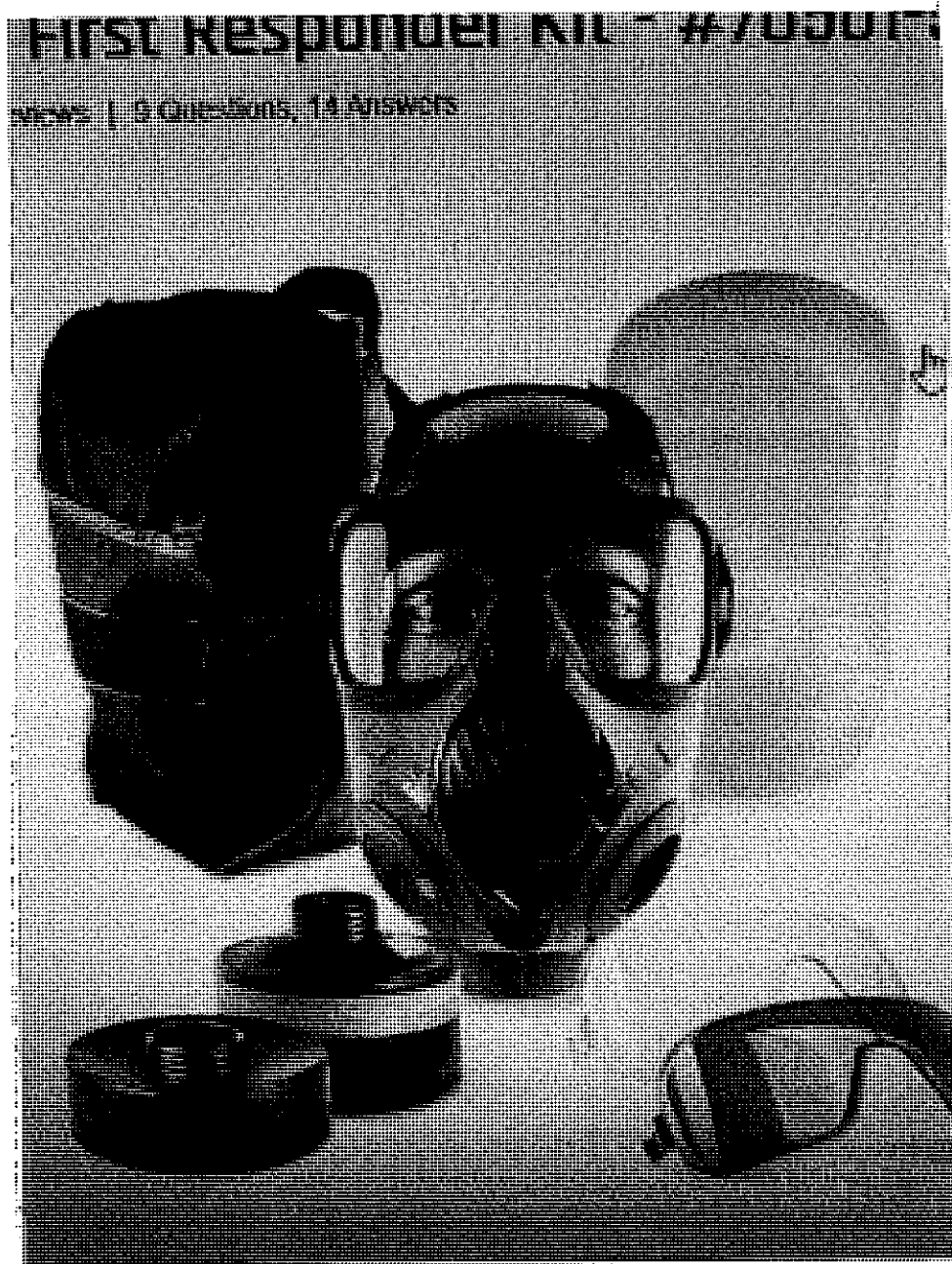
POLICE GEAR

FOOT

Police Gear / Shot Gear / Transport Shot Control Gear Bag









City of Cedarburg  
City Administrator's Office  
W63N645 Washington Ave  
Cedarburg, WI 53012

## MEMORANDUM

**DATE:** February 24, 2022

**TO:** City of Cedarburg City Administrator and City Council

**FROM:** Michael McNerney Chief of Police

**RE:** ARPA Funds Project Proposal #1 from Cedarburg Police Department – Mobile Field Force Equipment

---

### **A. Project Introduction:**

**Mobile Field Force Equipment-** During 2020 the nation experienced civil unrest the likes of which has not been seen since the 1960's and Ozaukee County experienced its own protests which thankfully were for the most part, peaceful. However, these situations have the potential of turning violent rather quickly which puts the public and our officers at risk. During the peak of these protests we had to send our officers down to neighboring communities under Mutual Aid and some of those protests that we were responding to, were violent. Currently, our officers do not have the proper gear for this type of mission. Late last year, the county started to train together and created a Mobile Field Force Team and this year the team put out a list of equipment that is needed for each member. We will only be outfitting ten of our officers so we are requesting 10 sets of shin protectors, shields, elbow pads, and gas masks. We have batons, helmets, and face shields which were purchased 5 years ago.

### **B. Description of Need for the Project:**

Our officers need the protective equipment to fulfill our responsibilities to this team and to keep our officers and citizens safe.

### **C. Goals and Beneficiaries of the Project:**

The citizens and officers will both benefit from this project because it will allow our officers to work with the Mobile Field Force Team if we have any unrest in the city or county.

### **D. Project Budget:**

We have locked in quotes and will not go over the budget. The price for the equipment is \$10,000.

**E. Year(s) Funds Desired (2021, 2022, 2023, 2024):**  
2022

**F. Year(s) Funds will be expended for Project (2021, 2022, 2023, 2024, 2025, 2026):**  
2022

**G. Possible Alternate Sources of Funding:**  
We would still propose it but it wouldn't be until next year.

**H. General Fund Expenditure Replacement:**  
It does not require a General Fund Expenditure.

**I. Ongoing Operational Expenses:**  
We will eventually have to replace the air filters for the masks but we should be able to do this out of our equipment budget.

**J. Expenditure Tracking:**  
The funds will be tracked through invoices that we receive from the vendors.

**K. Regional Cooperation:**  
This is for a regional team but it is not a shared cost but by each agency providing personnel and equipment it allows us to respond anywhere in the county with sufficient numbers.

**L. Prioritization:**  
This is the only project for 2022 that we are requesting ARPA funds for.

Banks: PWBDD

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/11/2022	PWBDD	39959#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	518100	83.52
				OPERATING SUPPLIES	500350	518100	23.80
				REPAIR AND MAINTENANCE	500240	522120	17.96
				SUPPLIES AND EXPENSES	500347	522120	15.29
				MAINTENANCE PARTS	500353	533210	4.28
				MAINTENANCE PARTS	500353	533210	13.49
				MAINTENANCE PARTS	500353	533210	38.69
				MAINTENANCE PARTS	500353	533210	12.59
				MAINTENANCE PARTS	500353	533210	39.12
				REPAIR AND MAINTENANCE	500240	533730	545.30
				REPAIR AND MAINTENANCE	500240	555510	49.48
				REPAIR AND MAINTENANCE	500240	555510	44.99
				REPAIR AND MAINTENANCE	500240	555510	40.47
				REPAIR AND MAINTENANCE	500240	555510	6.56
				REPAIR AND MAINTENANCE	500240	555510	5.73
				REPAIR AND MAINTENANCE	500240	555510	3.65
				CHECK PWBDD 39959 TOTAL FOR FUND 100:			944.92
02/11/2022	PWBDD	39961*#	CARDMEMBER SERVICE	ICMA ONLINE	500320	513200	983.26
				LITTLE CAESAR	500343	519200	84.89
				POSTAGE	500225	522110	167.99
				ASSN OF CHEIFS POLICE	500320	522110	190.00
				CENTER FOR AMER/INTL LAW	500330	522110	900.00
				DULITH	500346	522110	272.63
				COMPUTER MONITOR	500380	522110	149.98
				MCDONALDS/ WALGREENS	500390	522110	110.00
				MATC	500330	522120	12.50
				ARMORY SUPPLIES	500347	522120	81.37
				AMAZON, WHITE BOARD, SIRCHIE	500310	522130	311.16
				OPERATING SUPPLIES	500350	522410	107.39
				SOUTHWEST AIRLINES	500330	533210	470.78
				TRUEWERK	500350	533210	(141.70)
				AMAZON, COSTCO	500350	533210	1,794.90
				MAINTENANCE PARTS	500353	533210	537.64
				SMALL LIFT	500380	533450	3,799.99
				POSTAGE	500310	555140	11.60

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 2/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				STILT HOUSE	500330	555140	41.86
				FOREST SAFETY PRODUCTS	500240	555510	341.00
				ISA RECERTIFICATION	500320	555510	120.00
				HILTON	500330	555510	936.27
				WAA CONFERENCE	500330	555510	416.27
				LANDSCAPE CONFERENCE	500330	555510	54.67
				FLEET FARM	500341	555510	1,139.52
				CHECK PWBDD 39961 TOTAL FOR FUND 100:			12,893.97
02/11/2022	PWBDD	39962	CEDARBURG FIRE DEPARTMENT	OPERATING SUPPLIES	500350	533311	1,303.00
02/11/2022	PWBDD	39963	CEDARBURG FRIENDS OF PARKS & REC	E-BIKE DONATION FR FRIENDS OF CDRBRG	500380	522120	2,500.00
02/11/2022	PWBDD	39964	CEDARBURG LIGHT & WATER	L&W-JEAN GORSKI 2019 DELINQ UTILITIES	256200	000000	223.05
02/11/2022	PWBDD	39967	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	434.00
02/11/2022	PWBDD	39968	CHUCK MOEGENBURG	REPAIR AND MAINTENANCE	500240	518100	110.00
02/11/2022	PWBDD	39969	COMPLETE OFFICE OF WISCONSIN	PLANNER-BINDER INDEX TABS	500310	566310	14.20
02/11/2022	PWBDD	39970#	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	228.46
				ELECTIONS LEGAL NOTICES	500321	514200	47.04
				CHECK PWBDD 39970 TOTAL FOR FUND 100:			275.50
02/11/2022	PWBDD	39971	DIGITAL EDGE OF GRAFTON	OFFICE SUPPLIES	500310	514100	88.00
02/11/2022	PWBDD	39972	EGELHOFF LAWNMOWER SERVICE	REPAIR AND MAINTENANCE	500240	555510	88.22
				REPAIR AND MAINTENANCE	500240	555510	47.50
				REPAIR AND MAINTENANCE	500240	555510	25.00
				REPAIR AND MAINTENANCE	500240	555510	655.99
				REPAIR AND MAINTENANCE	500240	555510	91.78
				CHECK PWBDD 39972 TOTAL FOR FUND 100:			908.49
02/11/2022	PWBDD	39973#	FASTENAL COMPANY	REPAIR AND MAINTENANCE	500240	522230	472.85
				MAINTENANCE PARTS	500353	533210	233.41
				CHECK PWBDD 39973 TOTAL FOR FUND 100:			706.26

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 3/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/11/2022	PWBDD	39974	FORESTRY SUPPLIERS	REPAIR AND MAINTENANCE	500240	555510	156.76
02/11/2022	PWBDD	39975	GEORGE HORVATH	OVERPAYMENT OF TAXES	261400	000000	278.59
02/11/2022	PWBDD	39978	HI-LINE INC.	MAINTENANCE PARTS	500353	533210	353.70
02/11/2022	PWBDD	39979#	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES	500350	518100	131.69
				OPERATING SUPPLIES	500350	533210	681.04
				CHECK PWBDD 39979 TOTAL FOR FUND 100:			812.73
02/11/2022	PWBDD	39981	INTERSTATE BATTERIES	MAINTENANCE PARTS	500353	533210	603.80
02/11/2022	PWBDD	39982	ISAAC JANSEN	OVERPAYMENT OF 2021 TAXES	261400	000000	8,588.44
02/11/2022	PWBDD	39984	JFTCO, INC	MAINTENANCE PARTS	500353	533210	1,459.22
				MAINTENANCE PARTS	500353	533210	105.01
				MAINTENANCE PARTS	500353	533210	66.93
				MAINTENANCE PARTS	500353	533210	626.04
				MAINTENANCE PARTS	500353	533210	(45.60)
				CHECK PWBDD 39984 TOTAL FOR FUND 100:			2,211.60
02/11/2022	PWBDD	39985	JOHN M REVOY	OVERPAYMENT OF TAXES	261400	000000	1,312.09
02/11/2022	PWBDD	39987	M SQUARED ENGINEERING	DEVELOPERS AGREE-FAIRWAY VIL	239254	000000	3,599.77
02/11/2022	PWBDD	39988*#	MID-AMERICAN RESEARCH CHEMICAL	MAINTENANCE PARTS	500353	533210	423.77
02/11/2022	PWBDD	39989	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	1,050.59
				MAINTENANCE PARTS	500353	533210	305.61
				CHECK PWBDD 39989 TOTAL FOR FUND 100:			1,356.20
02/11/2022	PWBDD	39990	MSDS ONLINE INC	EQUIPMENT/CAPITAL OUTLAY	500380	514700	2,150.00
02/11/2022	PWBDD	39992	NANCY J SCHWIND	OVERPAYMENT OF TAXES	261400	000000	228.85
02/11/2022	PWBDD	39993*#	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	25.56
				MAINTENANCE PARTS	500353	533210	132.36
				MAINTENANCE PARTS	500353	533210	20.63

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 4/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				MAINTENANCE PARTS	500353	533210	16.94
				CHECK PWBDD 39993 TOTAL FOR FUND 100:			<u>195.49</u>
02/11/2022	PWBDD	39995*#	OFFICE DEPOT	OFFICE SUPPLIES	500310	522110	124.52
				OFFICE SUPPLIES	500310	522110	73.64
				OFFICE SUPPLIES	500310	522110	55.92
				OFFICE SUPPLIES	500310	522110	111.84
				CHECK PWBDD 39995 TOTAL FOR FUND 100:			<u>365.92</u>
02/11/2022	PWBDD	39996	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	278.78
02/11/2022	PWBDD	39997	OSI ENVIRONMENTAL, INC.	PUBLIC WORKS FEES	463101	000000	75.00
02/11/2022	PWBDD	40000	REINDERS, INC.	REPAIR AND MAINTENANCE	500240	555510	639.98
02/11/2022	PWBDD	40002	SAFE RESTRAINTS, INC.	OTHER EXPENSES	500390	522120	607.12
02/11/2022	PWBDD	40004	SHERILL, INC	REPAIR AND MAINTENANCE	500240	555510	569.93
02/11/2022	PWBDD	40005	SHERWIN INDUSTRIES, INC.	REPAIR AND MAINTENANCE	500240	533440	278.68
02/11/2022	PWBDD	40006#	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	26.26
				OPERATING SUPPLIES	500350	533210	8.75
				CHECK PWBDD 40006 TOTAL FOR FUND 100:			<u>35.01</u>
02/11/2022	PWBDD	40008#	STREICHER'S POLICE EQUIPMENT	UNIFORMS	500346	522110	74.99
				UNIFORMS	500346	522110	45.00
				UNIFORMS	500346	522120	20.18
				UNIFORMS	500346	522120	62.00
				UNIFORMS	500346	522120	23.98
				CHECK PWBDD 40008 TOTAL FOR FUND 100:			<u>226.15</u>
02/11/2022	PWBDD	40009	SYNCHRONY BANK	OPERATING SUPPLIES	500350	533210	129.99
02/11/2022	PWBDD	40010#	THE UNIFORM SHOPPE	UNIFORMS	500346	522110	31.95
				UNIFORMS	500346	522120	63.95
				UNIFORMS	500346	522120	31.90

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 5/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND				CHECK PWBDD 40010 TOTAL FOR FUND 100:			127.80
02/11/2022	PWBDD	40011#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	128.89
				REPAIR AND MAINTENANCE	500240	518100	128.89
				MAINTENANCE SUPPLIES	500340	522100	78.63
				OPERATING SUPPLIES	500350	533210	56.39
				CHECK PWBDD 40011 TOTAL FOR FUND 100:			392.80
02/11/2022	PWBDD	40012	WAUKESHA COUNTY TECHNICAL COLLEGE	TRAVEL & TRAINING	500330	522120	32.70
02/11/2022	PWBDD	40013	WINTER EQUIPMENT COMPANY	MAINTENANCE SUPPLIES	500340	533450	3,319.68
02/11/2022	PWBDD	40014	ZARNOTH BRUSH WORKS INC	MAINTENANCE SUPPLIES	500340	533450	1,227.20
02/11/2022	PWBDD	40015	ERIC HACKERT	AWARDS, SUPPLIES	500343	519200	200.00
02/18/2022	PWBDD	40016	ADAM J BUTLEIN	OVERPAYMENT OF TAXES	261400	000000	563.61
02/18/2022	PWBDD	40018	ANTHONY NASHID	OVERPAYMENT OF TAXES	261400	000000	567.48
02/18/2022	PWBDD	40019	AURORA HEALTH CARE	OTHER EXPENSES	500390	522110	25.00
02/18/2022	PWBDD	40020	BADGER TRUCK CENTER, INC.	MAINTENANCE PARTS	500353	533210	97.87
02/18/2022	PWBDD	40023	BEAR GRAPHICS, INC.	OFFICE SUPPLIES	500310	514200	77.63
				OFFICE SUPPLIES	500310	514200	860.40
				CHECK PWBDD 40023 TOTAL FOR FUND 100:			938.03
02/18/2022	PWBDD	40024	BEST BUY BUSINESS ADVANTAGE	OPERATING SUPPLIES	500350	533210	279.98
02/18/2022	PWBDD	40025*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	9.69
				REPAIR AND MAINTENANCE	500240	518100	48.23
				SUPPLIES AND EXPENSES	500347	522120	7.36
				CHECK PWBDD 40025 TOTAL FOR FUND 100:			65.28
02/18/2022	PWBDD	40026	BROOKS TRACTOR	MAINTENANCE PARTS	500353	533210	349.83
02/18/2022	PWBDD	40027*#	CEDARBURG LIGHT & WATER	W70N1164 PINEHURST RD, LOT #31 FAIRWAY	256201	000000	2,049.98
				W72N1142 AUGUSTA LN, LOT #53 FAIRWAY	256201	000000	2,049.98



02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 6/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				W72N1144 AUGUSTA LN, LOT #54 FAIRWAY	256201	000000	2,049.98
				W72N1146 AUGUSTA LN, LOT #55 FAIRWAY	256201	000000	2,049.98
				W72N1148 AUGUSTA LN, LOT #56 FAIRWAY	256201	000000	2,049.98
				W48N8518 SANDPIPER LN, LOT #12	256201	000000	2,049.98
				CHECK PWBDD 40027 TOTAL FOR FUND 100:			12,299.88
02/18/2022	PWBDD	40029	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	425.03
02/18/2022	PWBDD	40030*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	533210	187.99
02/18/2022	PWBDD	40031	CODY WILLIAMS	INV CLR ACCT-REFUND OF CVR OVERPAYMENT	131060	000000	4.00
02/18/2022	PWBDD	40032	DARWIN G PETERS	OVERPAYMENT OF TAXES	261400	000000	272.57
02/18/2022	PWBDD	40033	DIGITAL EDGE OF GRAFTON	OPERATING SUPPLIES	500350	533210	160.00
02/18/2022	PWBDD	40034	EGELHOFF LAWNMOWER SERVICE	MAINTENANCE PARTS	500353	533210	73.00
				MAINTENANCE PARTS	500353	533210	88.80
				CHECK PWBDD 40034 TOTAL FOR FUND 100:			161.80
02/18/2022	PWBDD	40035	ESRI, INC.	OTHER EXPENSES	500390	555510	1,400.00
02/18/2022	PWBDD	40036#	FASTENAL COMPANY	REPAIR AND MAINTENANCE	500240	518100	57.15
				MAINTENANCE PARTS	500353	533210	66.20
				CHECK PWBDD 40036 TOTAL FOR FUND 100:			123.35
02/18/2022	PWBDD	40037	FBI-LEEDA	PROF PUBLICATIONS AND DUES	500320	522110	50.00
02/18/2022	PWBDD	40039*#	FIRST ADVANTAGE OCC HEALTH SVC	DUE FROM LIGHT & WATER	156200	000000	39.95
				PROFESSIONAL SERVICES	500210	533210	50.64
				CHECK PWBDD 40039 TOTAL FOR FUND 100:			90.59
02/18/2022	PWBDD	40040	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	155.52
				REPAIR AND MAINTENANCE	500240	522120	547.83
				REPAIR AND MAINTENANCE	500240	522120	22.14
				REPAIR AND MAINTENANCE	500240	522120	638.53

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 7/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				REPAIR AND MAINTENANCE	500240	522120	50.87
				REPAIR AND MAINTENANCE	500240	522120	193.50
				REPAIR AND MAINTENANCE	500240	522120	144.00
				REPAIR AND MAINTENANCE	500240	522120	211.81
				K-9 UNIT EXPENSE	500352	522120	89.13
				K-9 UNIT EXPENSE	500352	522120	42.48
				CHECK PWBDD 40040 TOTAL FOR FUND 100:			2,095.81
02/18/2022	PWBDD	40041	GENERAL COMMUNICATIONS INC	REPAIR AND MAINTENANCE	500240	522110	150.00
02/18/2022	PWBDD	40043	GOLLNICK & SONS TREE SERVICE	MAINT/CONTRACTED SERVICES	500290	555510	1,350.00
02/18/2022	PWBDD	40044	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	533210	50.92
02/18/2022	PWBDD	40045*#	GRAINGER	REPAIR AND MAINTENANCE	500240	518100	27.38
				REPAIR AND MAINTENANCE	500240	518100	24.66
				REPAIR AND MAINTENANCE	500240	518100	11.74
				OPERATING SUPPLIES	500350	518100	25.68
				CHECK PWBDD 40045 TOTAL FOR FUND 100:			89.46
02/18/2022	PWBDD	40047	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	129.95
02/18/2022	PWBDD	40048*#	JANI-KING OF MILWAUKEE	PROFESSIONAL SERVICES	500210	518100	2,808.00
				PROFESSIONAL SERVICES	500210	522100	1,872.00
				CHECK PWBDD 40048 TOTAL FOR FUND 100:			4,680.00
02/18/2022	PWBDD	40051	L&H TREE SERVICE	MAINT/CONTRACTED SERVICES	500290	555510	950.00
02/18/2022	PWBDD	40052	LAKESIDE INTERNATIONAL LLC	MAINTENANCE PARTS	500353	533210	151.01
02/18/2022	PWBDD	40053	LEE R CHARTIER	OVERPAYMENT OF TAXES	261400	000000	524.75
02/18/2022	PWBDD	40055	MARK BOETTCHER	OVERPAYMENT OF TAXES	261400	000000	269.40
02/18/2022	PWBDD	40056	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	37.14
02/18/2022	PWBDD	40057	MEGAN CONDON	OVERPAYMENT OF TAXES	261400	000000	346.97
02/18/2022	PWBDD	40058	MICHAEL S TARABOI	OVERPAYMENT OF TAXES	261400	000000	615.45

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 8/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/18/2022	PWBDD	40059	MICHAEL T LALONDE	OVERPAYMENT OF TAXES	261400	000000	415.73
02/18/2022	PWBDD	40061	MORTON SALT INC	ROAD SALT	500450	533450	35,140.74
02/18/2022	PWBDD	40062	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	94.44
02/18/2022	PWBDD	40064*#	NAPA AUTO PARTS	REPAIR AND MAINTENANCE	500240	522110	116.57
				MAINTENANCE PARTS	500353	533210	16.29
				MAINTENANCE PARTS	500353	533210	34.28
				MAINTENANCE PARTS	500353	533210	302.88
				MAINTENANCE PARTS	500353	533210	4.75
				MAINTENANCE PARTS	500353	533210	40.25
				MAINTENANCE PARTS	500353	533210	14.36
				MAINTENANCE PARTS	500353	533210	14.36
				MAINTENANCE PARTS	500353	533210	197.81
				MAINTENANCE PARTS	500353	533210	221.64
				MAINTENANCE PARTS	500353	533210	14.74
				MAINTENANCE PARTS	500353	533210	(10.00)
				MAINTENANCE PARTS	500353	533210	(14.36)
				CHECK PWBDD 40064 TOTAL FOR FUND 100:			953.57
02/18/2022	PWBDD	40065	NASSCO, INC.	OPERATING SUPPLIES	500350	518100	243.24
02/18/2022	PWBDD	40067	NICHOLAS GURNIEWICZ	OVERPAYMENT OF TAXES	261400	000000	291.10
02/18/2022	PWBDD	40068	NORTHERN TOOL & EQUIPMENT	MAINTENANCE PARTS	500353	533210	636.99
				MAINTENANCE PARTS	500353	533210	288.88
				MAINTENANCE PARTS	500353	533210	73.67
				CHECK PWBDD 40068 TOTAL FOR FUND 100:			999.54
02/18/2022	PWBDD	40069	OFFICE COPYING EQUIPMENT LTD	EQUIPMENT OUTLAY	500385	514700	9.47
				EQUIPMENT OUTLAY	500385	514700	9.47
				CHECK PWBDD 40069 TOTAL FOR FUND 100:			18.94
02/18/2022	PWBDD	40072	OZAUKEE COUNTY SHERIFF'S	TRAVEL & TRAINING	500330	522120	95.00
02/18/2022	PWBDD	40074*#	QUALITY STATE OIL CO., INC.	107 of 116 GAS AND OIL EXPENSE	500351	533210	229.00

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 9/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/18/2022	PWBDD	40075	R.A. SMITH NATIONAL	DEVELOPERS AGREEMENT HIDDEN GROVE	239251	000000	262.00
02/18/2022	PWBDD	40076	RIVER RUN COMPUTERS, INC.	REPAIR AND MAINTENANCE	500240	522110	1,311.00
				EQUIPMENT/CAPITAL OUTLAY	500380	522110	3,094.96
				CHECK PWBDD 40076 TOTAL FOR FUND 100:			4,405.96
02/18/2022	PWBDD	40077	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE PARTS	500353	533210	276.60
02/18/2022	PWBDD	40078	SAFE RESTRAINTS, INC.	OTHER EXPENSES	500390	522120	1,000.00
02/18/2022	PWBDD	40079	SAN-A-CARE, INC.	OPERATING SUPPLIES	500350	533210	411.73
02/18/2022	PWBDD	40081	SHARP ELECTRONICS CORPORATION	EQUIPMENT OUTLAY	500385	514700	1,111.45
				EQUIPMENT OUTLAY	500385	514700	977.89
				EQUIPMENT OUTLAY	500385	514700	608.58
				EQUIPMENT OUTLAY	500385	514700	718.48
				EQUIPMENT OUTLAY	500385	514700	688.01
				CHECK PWBDD 40081 TOTAL FOR FUND 100:			4,104.41
02/18/2022	PWBDD	40082#	STAPLES	ACCRUED VOUCHERS PAY-CLERKS OFF SPLYS	212500	000000	185.60
				OFFICE SUPPLIES	500310	515600	(0.62)
				CHECK PWBDD 40082 TOTAL FOR FUND 100:			184.98
02/18/2022	PWBDD	40084#	STREICHER'S POLICE EQUIPMENT	UNIFORMS	500346	522110	29.18
				UNIFORMS	500346	522110	33.57
				UNIFORMS	500346	522120	181.47
				UNIFORMS	500346	522120	138.28
				SUPPLIES AND EXPENSES	500347	522120	112.98
				CHECK PWBDD 40084 TOTAL FOR FUND 100:			495.48
02/18/2022	PWBDD	40085	TEREX GLOBAL GMBH	MAINTENANCE PARTS	500353	533210	390.88
02/18/2022	PWBDD	40086	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	79.95
				UNIFORMS	500346	522120	1,275.00
				CHECK PWBDD 40086 TOTAL FOR FUND 100:			1,354.95

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 10/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/18/2022	PWBDD	40087	TRANS UNION LLC	TELEPHONE/COMMUNICATIONS	500225	522110	60.00
02/18/2022	PWBDD	40088	TRINNY L SCHUMANN	OVERPAYMENT OF TAXES	261400	000000	236.95
02/18/2022	PWBDD	40089	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	49.66
02/18/2022	PWBDD	40091	WISCONSIN DEPT OF JUSTICE	OTHER EXPENSES	500390	522110	49.00
02/18/2022	PWBDD	40092#	WM CORPORATE SERVICES, INC	MAINT/CONTRACTED SERVICES	500290	533710	40,468.40
				MAINT/CONTRACTED SERVICES	500290	533730	18,398.52
CHECK PWBDD 40092 TOTAL FOR FUND 100:							58,866.92
02/18/2022	PWBDD	40094	ZIPS AW DIRECT	MAINTENANCE PARTS	500353	533210	155.97
Total for fund 100 GENERAL FUND							191,469.86
Fund: 210 ROOM TAX FUND							
02/11/2022	PWBDD	39965	CHAMBER OF COMMERCE	ACCRUED VOUCHERS PAYABLE	212500	000000	7,439.20
02/11/2022	PWBDD	39966	CHAMBER OF COMMERCE	ACCR VCHR PY-4TH QTR RM TX-GNL VISITORS	212500	000000	22,317.59
Total for fund 210 ROOM TAX FUND							29,756.79
Fund: 220 RECREATION PROGRAMS FUND							
02/11/2022	PWBDD	39961*#	CARDMEMBER SERVICE	KALAHARI	500330	555390	117.00
				EASTER EGG HUNT	500347	555390	675.00
				POMS EXPENSES	500394	555390	162.44
CHECK PWBDD 39961 TOTAL FOR FUND 220:							954.44
02/18/2022	PWBDD	40054	LISA SHAMAKOIV	POMS REVENUE	467332	000000	90.00
Total for fund 220 RECREATION PROGRAMS FUND							1,044.44
Fund: 221 FUEL SYSTEM - WASH BAY							
02/18/2022	PWBDD	40074*#	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	5,223.76
				FUEL INVENTORY	161500	000000	6,434.00
CHECK PWBDD 40074 TOTAL FOR FUND 221:							11,657.76
Total for fund 221 FUEL SYSTEM - WASH BAY							11,657.76
Fund: 231 AMERICAN RESCUE PLAN ACT							
02/11/2022	PWBDD	39976	GUETZKE & ASSOCIATES, INC.	STATION IMPROVEMENTS	500807	522230	2,032.00
02/18/2022	PWBDD	40017	ALBIERO PLUMBING- HVAC	REMODEL KITCHEN INTO BATHROOM/LOCKER RM	500807	522230	19,900.00

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 11/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 231 AMERICAN RESCUE PLAN ACT							
02/18/2022	PWBDD	40042	GENERAL COMMUNICATIONS, INC.	STATION IMPROVEMENTS	500807	522230	1,604.95
Total for fund 231 AMERICAN RESCUE PLAN ACT							23,536.95
Fund: 240 SWIMMING POOL FUND							
02/18/2022	PWBDD	40022	BASSETT MECHANICAL	MAINTENANCE SUPPLIES	500340	555320	348.00
Total for fund 240 SWIMMING POOL FUND							348.00
Fund: 260 LIBRARY FUND							
02/11/2022	PWBDD	39955	A TO Z REFRIGERATION & HVAC, I	REPAIR AND MAINTENANCE	500240	555110	1,213.95
02/11/2022	PWBDD	39957	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	416.26
					500319	555110	70.03
					500319	555110	431.97
					500319	555110	469.86
					500319	555110	260.30
					500319	555110	160.52
					500322	555110	16.00
					500322	555110	168.00
CHECK PWBDD 39957 TOTAL FOR FUND 260:							1,992.94
02/11/2022	PWBDD	39961*#	CARDMEMBER SERVICE	FACEBOOK/MARKETING	500223	555110	13.75
					500225	555110	49.99
					500290	555110	351.90
					500310	555110	394.94
					500319	555110	27.05
					500322	555110	441.75
					500380	555110	2,650.65
					500382	555110	12.98
CHECK PWBDD 39961 TOTAL FOR FUND 260:							3,943.01
02/11/2022	PWBDD	39980	HVA PRODUCTS, INC	MAINT/CONTRACTED SERVICES	500290	555110	1,130.00
02/11/2022	PWBDD	39983	JAMES IMAGING SYSTEMS, INC.	COMPUTER/COPIER SUPPLIES	500312	555110	305.35
02/11/2022	PWBDD	39986	KAPCO	OFFICE SUPPLIES	500310	555110	297.86
02/11/2022	PWBDD	39991	MUSEEC S.A.S	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	1,060.00
02/11/2022	PWBDD	39994	NASSCO, INC.	OPERATING SUPPLIES	500350	555110	32.82

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 12/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
02/11/2022	PWBDD	39995*#	OFFICE DEPOT	OFFICE SUPPLIES	500310	555110	56.01
02/11/2022	PWBDD	39998	OWEN'S OFFICE SUPPLIES	OFFICE SUPPLIES	500310	555110	16.99
				EMPLOYMENT EXPENSES	500395	555110	33.44
				CHECK PWBDD 39998 TOTAL FOR FUND 260:			50.43
02/11/2022	PWBDD	40003	SCHOLASTIC INC, EDUCATION	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	18.74
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	14.95
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	18.74
				CHECK PWBDD 40003 TOTAL FOR FUND 260:			52.43
02/18/2022	PWBDD	40021	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	161.50
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	158.77
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	469.02
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	386.11
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	461.85
				DONATION EXPENDITURES	500322	555110	62.08
				CHECK PWBDD 40021 TOTAL FOR FUND 260:			1,699.33
02/18/2022	PWBDD	40028	CEDARBURG PUBLIC LIBRARY	POSTAGE	500315	555110	53.67
				DONATION EXPENDITURES	500322	555110	52.24
				CHECK PWBDD 40028 TOTAL FOR FUND 260:			105.91
02/18/2022	PWBDD	40030*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	555110	66.87
02/18/2022	PWBDD	40048*#	JANI-KING OF MILWAUKEE	MAINT/CONTRACTED SERVICES	500290	555110	390.53
02/18/2022	PWBDD	40049	KANOPY, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	416.00
02/18/2022	PWBDD	40060	MINITEX	OFFICE SUPPLIES	500310	555110	808.00
02/18/2022	PWBDD	40066	NEWSBANK	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	3,067.00

02/23/2022 10:49 AM

User: mrusso

DB: Cedarburg

## CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG

CHECK DATE FROM 02/05/2022 - 02/18/2022

Banks: PWBDD

Page 13/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
02/18/2022	PWBDD	40070	OFFICE DEPOT	OFFICE SUPPLIES	500310	555110	88.94
				OFFICE SUPPLIES	500310	555110	135.14
				OFFICE SUPPLIES	500310	555110	59.98
				CHECK PWBDD 40070 TOTAL FOR FUND 260:			284.06
02/18/2022	PWBDD	40080	SCHAEFER POWER SYSTEMS	REPAIR AND MAINTENANCE	500240	555110	225.00
02/18/2022	PWBDD	40090	VIP MARKETING, INC.	MARKETING	500223	555110	109.50
				Total for fund 260 LIBRARY FUND			17,307.00
Fund: 350 TIF DISTRICT FUND #4							
02/18/2022	PWBDD	40071	OLIVER FIONTAR LLC	DEVELOPERS INCENTIVE	500227	566710	41,350.00
				DEVELOPERS INCENTIVE	500227	566710	1,736.12
				CHECK PWBDD 40071 TOTAL FOR FUND 350:			43,086.12
				Total for fund 350 TIF DISTRICT FUND #4			43,086.12
Fund: 353 TIF DISTRICT #6							
02/18/2022	PWBDD	40027*#	CEDARBURG LIGHT & WATER	TIF - STREET LIGHTING/ELECTRIC	500456	566710	188,549.80
02/18/2022	PWBDD	40093	WONDRA CONSTRUCTION INC	TIF - GRADING	500452	566710	37,179.59
				TIF - ROAD AND GUTTER	500453	566710	120,041.72
				TIF - STORMWATER MGMT SYS	500460	566710	2,557.28
				CHECK PWBDD 40093 TOTAL FOR FUND 353:			159,778.59
				Total for fund 353 TIF DISTRICT #6			348,328.39
Fund: 400 CAPITAL IMPROVEMENTS FUND							
02/11/2022	PWBDD	39977#	HAHM DEVELOPMENTS LLC	STREET IMPROVEMENTS	500854	533311	79,421.87
				STORMWATER IMPROVEMENTS	500475	533440	28,585.33
				CHECK PWBDD 39977 TOTAL FOR FUND 400:			108,007.20
02/11/2022	PWBDD	39999	RAMBOLL US CONSULTING INC.	PROCHNOW	500841	533750	2,298.00
02/18/2022	PWBDD	40050*#	KAPUR & ASSOCIATES	DUE FROM LIGHT & WATER	156200	000000	1,804.41
				STREET IMPROVEMENTS	500854	533311	4,704.75
				STORMWATER IMPROVEMENTS	500475	533440	940.95
				CHECK PWBDD 40050 TOTAL FOR FUND 400:			7,450.11



02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 14/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 400 CAPITAL IMPROVEMENTS FUND				Total for fund 400 CAPITAL IMPROVEMENTS FUND			117,755.31
Fund: 601 WATER RECYCLING CENTER							
02/11/2022	PWBDD	39956	BADGER STATE WASTE, LLC	SLUDGE HAULING	500294	573825	28,140.00
02/11/2022	PWBDD	39958	BEST HEATING & AIR CONDITION	MAINTENANCE SUPPLIES	500340	573830	298.89
02/11/2022	PWBDD	39961*#	CARDMEMBER SERVICE	COMPUTER/COPIER SUPPLIES	500312	573825	525.66
				SAFETY EQUIPMENT	500372	573825	119.94
				MAINTENANCE SUPPLIES	500340	573830	359.12
				COSTCO	500342	573830	101.94
				AMAZON	500360	573835	1.56
				STATE OF WI FEES	500323	573850	210.13
				KALAHARI RESORT	500330	573850	584.00
				CHECK PWBDD 39961 TOTAL FOR FUND 601:			1,902.35
02/11/2022	PWBDD	39988*#	MID-AMERICAN RESEARCH CHEMICAL	JANITORIAL SUPPLIES	500342	573830	220.18
02/11/2022	PWBDD	39993*#	NAPA AUTO PARTS	MAINTENANCE SUPPLIES	500340	573830	6.98
02/11/2022	PWBDD	40001	RUEKERT-MIELKE, INC.	LIFT STATIONS	185324	000000	4,607.26
				ADVANCED TREATMENT EQUIPMENT	185335	000000	1,596.48
				CHECK PWBDD 40001 TOTAL FOR FUND 601:			6,203.74
02/11/2022	PWBDD	40007#	STATE CHEMICAL SOLUTIONS	COAGULANTS	500371	573825	375.91
				JANITORIAL SUPPLIES	500342	573830	981.59
				JANITORIAL SUPPLIES	500342	573830	213.06
				CHECK PWBDD 40007 TOTAL FOR FUND 601:			1,570.56
02/18/2022	PWBDD	40025*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	11.69
				MAINTENANCE SUPPLIES	500340	573830	18.89
				CHECK PWBDD 40025 TOTAL FOR FUND 601:			30.58
02/18/2022	PWBDD	40030*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	94.76
				SAFETY EQUIPMENT	500372	573825	92.86

02/23/2022 10:49 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 02/05/2022 - 02/18/2022  
Banks: PWBDD

Page 15/15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER				SAFETY EQUIPMENT	500372	573825	92.86
				CHECK PWBDD 40030 TOTAL FOR FUND 601:			<u>280.48</u>
02/18/2022	PWBDD	40038	FELDMANN SALES & SERVICE	2022 POLARIS RANGER 570	500340	573830	10,914.00
02/18/2022	PWBDD	40039*#	FIRST ADVANTAGE OCC HEALTH SVC	PROFESSIONAL SERVICES	500210	573850	39.95
02/18/2022	PWBDD	40045*#	GRAINGER	MAINTENANCE SUPPLIES	500340	573830	692.36
02/18/2022	PWBDD	40046	HAWKINS , INC.	COAGULANTS	500371	573825	1,534.88
02/18/2022	PWBDD	40050*#	KAPUR & ASSOCIATES	COLLECTION MAINS AND ACCESS.	184313	000000	3,619.89
02/18/2022	PWBDD	40063	MULCAHY SHAW WATER, INC.	PORTABLE FLOW METER	500340	573840	8,286.83
02/18/2022	PWBDD	40064*#	NAPA AUTO PARTS	MAINTENANCE SUPPLIES	500340	573830	46.26
				REPAIR AND MAINTENANCE	500240	573845	26.29
				CHECK PWBDD 40064 TOTAL FOR FUND 601:			<u>72.55</u>
02/18/2022	PWBDD	40073	PACE ANALYTICAL SERVICES, LLC	LAB SUPPLIES	500370	573825	378.00
02/18/2022	PWBDD	40083	STARNET TECHNOLOGIES	TELEPHONE/COMMUNICATIONS	500225	573825	660.00
				Total for fund 601 WATER RECYCLING CENTER			64,852.22
Fund: 700 RISK MANAGEMENT FUND				INSURANCE CLAIMS - 2021	500525	519400	192.50
02/11/2022	PWBDD	39960	BOEHLKE TRANSPORT CORP.				
				Total for fund 700 RISK MANAGEMENT FUND			192.50
TOTAL - ALL FUNDS							849,335.34

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

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

**CITY OF CEDARBURG**  
**TRANSFER LIST**  
1/29/22-2/25/22

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
<b>PWSB CHECKING ACCOUNT</b>		
1/31/2022	\$43,696.71	Light & Water charges for January
1/31/2022	\$122,758.56	WRS-December remittance
2/1/2022	\$98,527.79	WPS-February premiums
2/1/2022	\$6,552.43	Delta Dental-February premiums
2/9/2022	\$216,000.00	Transfer from checking to payroll
2/14/2022	\$6,050.00	Health Savings Accounts-contributions for 1/23/22-2/5/22
2/14/2022	\$1,645.87	ICMA-contributions for 1/23/22-2/5/22
2/14/2022	\$4,490.48	North Shore Bank-contributions for 1/23/22-2/5/22
2/14/2022	\$495.00	Police Union-contributions for 1/23/22-2/5/22
2/14/2022	\$346.15	State of Wisconsin-child support for 1/23/22-2/5/22
2/14/2022	\$250.00	Wis Deferred Comp-contributions for 1/23/22-2/5/22
2/15/2022	\$1,905.35	ADP-January invoices
2/16/2022	\$2,751.98	Minnesota Life-March premiums, Jan deductions
2/16/2022	\$948.36	AFLAC-January premiums
2/16/2021	\$536.63	Superior Vision-February premiums
2/23/2022	\$210,000.00	PWSB Payroll
2/24/2022	\$6,050.00	Health Savings Accounts-contributions for 2/6/22-2/19/22
2/24/2022	\$1,688.38	ICMA-contributions for 2/6/22-2/19/22
2/24/2022	\$4,521.01	North Shore Bank-contributions for 2/6/22-2/19/22
2/24/2022	\$495.00	Police Union-contributions for 2/6/22-2/19/22
2/24/2022	\$346.15	State of Wisconsin-child support for 2/6/22-2/19/22
2/24/2022	\$250.00	Wis Deferred Comp-contributions for 2/6/22-2/19/22
	<u>\$730,305.85</u>	

**PWSB PAYROLL CHECKING ACCOUNT**

2/11/2022	\$154,052.87	Payroll for 1/23/22-2/5/22
2/11/2022	\$61,452.29	Payroll taxes for 1/23/22-2/5/22
2/25/2022	\$156,106.49	Payroll for 2/6/22-2/19/22
2/25/2022	\$63,042.95	Payroll taxes for 2/6/22-2/19/22
	<u>\$434,654.60</u>	

**PWSB MONEY MARKET ACCOUNT**

2/22/2022	\$3,889,086.76	Wire transfer to Cedarburg School District
2/22/2022	\$786,722.52	Transfer to Ozaukee County
	<u>\$4,675,809.28</u>	

**BMO HARRIS MONEY MARKET**

2/18/2022	\$529,745.31	Wire transfer to MATC
2/18/2022	\$8,927.64	Transfer to M-T School District
	<u>\$538,672.95</u>	



City of Cedarburg

## City Administrator's Report

February 21, 2022

### Department News

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

**Engineering & Public Works**— The 2022 Street Utility Project design is in the final stages with Kapur. Bid opening for this project will be March 8th. Sidewalk project bids are due March 1st.

**Clerk**—The February Primary Election resulted in a 31% turnout. This rate is more than any February Primary within the last seven (7) years. The Clerk's office is now preparing for the April 5th Spring election.

**Parks, Recreation & Forestry**—Danny, Chandler and Maggie are attending a conference this week so the office is staffed with temporary help.

**Water Recycle Center**— A position remains open within the Water Recycle Center. Interviews begin in early March.

**Library**— The month of January 2022 had 7,780 visitors to the Library. Director Pierschalla is working with Midland Health for a COVID immunization clinic to be held at the Library on March 18th. The Used Book Sale this past weekend was phenomenal. Ozaukee County libraries are working on a proposal to request ARPA funds from Ozaukee County.

**Senior Center**— The new employee filling the Senior Center Supervisor position will be starting on March 3rd.

**Police Department**— The Police Department is currently working on a grant to secure funding for mobile barricades to be used at upcoming festivals.

**Treasurer/Finance Department**—The new Deputy Treasurer has been hired and begins on Monday, February 28.

**Public Works**— Due to the mild winter, the department is focusing on tree removal and pruning. The ice rinks are open and have been utilized a lot. The interview process will begin soon for the new Public Works/Forestry position. Winterfest was a success this past weekend. Jason and Kevin are in charge this week while Joel is out.

Respectfully submitted,

Mikko Hilvo