

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

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, March 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, Kristen Burkart and Patricia Thome

Excused – Barbara Lythjohan
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item.
7. APPROVAL OF MINUTES – March 14, 2022 Common Council Minutes*
8. NEW BUSINESS
 - A. Discussion and possible action on Ordinance No. 2022-08 amending section 10-1-27 of the Code of Ordinances to authorize the prohibition of parking on both sides of the two driveways to N27 W5707 Lincoln Blvd and W56 N225 McKinley*
 - B. Discussion and possible action on review of the 2021 Annual Storm Water Compliance Report*
 - C. Discussion and possible action on award of contract to R.A. Smith for TID #6 construction related services associated with the Hilltop Drive Roadway Connection*
 - D. Discussion and possible action on approval of professional services contract amendment with Graef for Dam Failure Analysis on Woolen Mill Dam*

- E. Discussion and possible action on award of professional services contract with Cedar Corporation for Pleasant Valley Landfill Groundwater Monitoring*
- F. Discussion and possible action on Pedal Tavern Ordinance No 2022-09*
- G. Discussion and possible action to approve Portland Road closure from motorized traffic for Cedarburg Grafton Rotary Club Ride on May 21, 2022 between Hilbert Road and Columbia Road, including a barricade at Portland Road and Mill Street, from 8:30 a.m. – 11:00 a.m.*
- H. Discussion and possible action on request from Cedarburg Police Department to begin the transfer of dispatch services to the Ozaukee County Sheriff's Office*
- I. Discussion and possible action on request to upgrade the Cedarburg Police Department internal camera system*
- J. Discussion and possible action on License/Permit applications***
 - 1. Consider approval of new Operator License application for the period ending June 30, 2022 for Scott J. O'Connor
- K. Discussion and possible action on payment of bills dated 3/05/2022 through 3/18/2022, transfers for the period 2/26/2022 through 3/25/2022 and payroll for period 2/20/2022 through 3/19/2022*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator's Report

10. COMMUNICATIONS

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

11. ADJOURNMENT

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

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

** Citizen comments should be primarily one-way, from citizen to the Council. Each citizen who wishes to speak shall be accorded one opportunity at the beginning of the meeting and one opportunity at the end of the meeting. Comments should be kept brief. If the comment expressed concerns a matter of public policy,

response from the Council will be limited to seeking information or acknowledging that the citizen has been understood. It is out of order for anyone to debate with a citizen addressing the Council or for the Council to take action on a matter of public policy. The Council may direct that the concern be placed on a future agenda. Citizens will be asked to state their name and address for the record and to speak from the lectern for the purposes of recording their comments.

Information available through the Clerk's Office.

City of Cedarburg is an affirmative action and equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

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

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CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19

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



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

CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC

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



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

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

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

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



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

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

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

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

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

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

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

**CC20220314-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, March 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 7:00 p.m.

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

Excused - Council Member Sherry Bublitz

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Mike Wieser, Police Chief Michael McNerney, City Planner Jon Censky, Fire Inspector Blake Karnitz, 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 Thome, seconded by Council Member Burkart, to approve the February 28, 2022 Common Council minutes. Motion carried without a negative vote with Council Member Bublitz excused.

UNFINISHED BUSINESS

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

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adopt Resolution No. 2022-07 honoring Eric Hackert, retired Superintendent of the Water Recycling Center. Motion carried without a negative vote with Council Member Bublitz excused.

PUBLIC HEARINGS

A PUBLIC HEARING ON PROPOSED ORDINANCE NO. 2022-07 AMENDING THE STANDARDS FOR TEMPORARY USES AS IT RELATES TO TEMPORARY STRUCTURES AND TENTS

Mayor O’Keefe opened the public hearing at 7:07 p.m.

City Planner Censky reminded the Common Council that at the October 11, 2021 meeting, they directed the Plan Commission to draft rules to accommodate temporary tents in the City subject to the Building Inspector and Plan Commission approval and Landmarks Commission approval if located in the Historic District with the understanding that they should be allowed annually between October 1 and May 30. In response, the Plan Commission undertook to draft a comprehensive set of rules which were discussed at their December 6, 2021 meeting and then further discussed on January 4 where they solicited input from downtown business owners and also took into consideration recommendations from the Landmarks Commission, Fire Department and City Attorney Mike Herbrand. At their February meeting, the Commission refined those rules and ultimately agreed on proposed Ordinance No. 2022-07. In summary this ordinance stipulates, among other things the following:

- The use of a tent exceeding fourteen consecutive days in duration shall be allowed one (1) time per calendar year from October 1 through April 30 subject to Plan Commission approval and Landmarks Commission approval if the site is in the Historic District.
- Tents are to be located in the side or rear yards only, and generally out of view of the public
- The Code specifically references State Building and Fire Safety Code requirements

Planner Censky answered questions from Council Members and the following remarks were made:

- In answer to Council Member Lythjohan’s question, the final motion did not stipulate any time limit other than October 1 through April 30.
- Council Member Arnett noted that the ending date is April 30, rather than the May 30 date that the Council asked the Plan Commission to consider. Overall, it is a good ordinance that addresses safety, and the Plan Commission tried to make it a workable ordinance for everyone.
- In answer to Council Member Verhaalen’s questions, the ordinance is applicable City-wide; however, the Landmarks Commission will be responsible for review in the Historic District. In relation to a tent located generally out of the view of the public, the placement will be decided by the Plan Commission and Landmarks Commission according to side or rear yards only.
- Council Member Thome read a statement containing the following points:
 - Plan Commission spent at least 12 hours on this topic with very thorough discussions.
 - The City heavily regulates buildings in the downtown district.
 - Understands benefit to bars and restaurants who want to expand their dining space.

- With this ordinance, the City is ignoring decades of efforts into preserving the Historic District by allowing white tents in the historic downtown for basically six months of the year.
- She hoped that Council Member Arnett does not ask for 7 months. It should not happen that the Common Council overrides the Plan Commission after they have done all of the research on this item.
- She has stated her concerns over the last 12 hours of meetings and voted to bring the ordinance as presented. She knows when she has lost; however, it is not a loss to take away tents totally from businesses but to try to help them expand some accessible time. The concept of having large white tents downtown, since the City has worked for decades to preserve the historic district seems to clash.
- Council Member Burkart read a statement containing the following points:
 - She attended all the meetings and thanked the Plan Commission for their work.
 - It was a tedious process, and she will ultimately vote against this ordinance.
 - Reminded Council that the tents were approved temporarily as an accommodation to allow for social distancing.
 - Businesses have business plans prior to 2020 that did not include the square footage of a tent.
 - Last year an accommodation was made to put cones in front of businesses for curbside pickup and it was taken away in October because of concerns over parking and the look of it. COVID numbers were down, and it was merely just a convenience. Striking to her, was that the convenience was for families and residents to use that curbside pickup.
 - Businesses are greatly able to increase their usable square footage and some cases even double. Now there is no concern about the lack of parking or that nearly every business can put up a tent.
 - She talked to many people with varying opinions on tents.
 - It is the Council's responsibility to increase the tax base and to do what is in the best interest of the residents. Why is the City willing to allow a temporary structure for six months when they could be encouraged to build a permanent structure that would increase their assessed value? Businesses are being allowed to greatly increase their square footage for the low price of free.
 - The accessory ordinance that was passed a couple of years ago is so tight and stringent on many landowners in Cedarburg as to what they can do with their own property. That ordinance was passed to allow the control of size and character of what landowners wanted to put in their own yards.
 - She questioned why the City is so hard on residents but allow large white tents downtown.
 - Everyone has heard that the Cedarburg downtown is a gem; we protect it all cost; it is the downtown that everyone seeks to have a similar downtown. We don't want tattoo parlors, CBD stores, purple awnings, colorful murals; however, we are allowing large white tents for six months.
 - The Council should choose between protecting the downtown and the historic district; or it is just simply our main street. The City is at a presifist, and it is either the beautiful downtown historic district that we protect, or we just focus on economic development.

- Urged the Common Council to realize that they cannot go back on this. 37 additional businesses downtown could ask for a tent. Future business plans could be based on having a tent.
- Council Member Lythjohan agreed that originally the tents were allowed to help business owners during COVID, and that time has passed.
- Mayor O’Keefe questioned the ingress and egress requirement through the businesses and how that might hamper someone’s ability to get to a tent. It was determined that accommodations can be made accordingly.
- Fire Inspector Karnitz stated that business owners with tents have been notified that they need to follow certain safety rules after April 30, 2022. The Code limits where propane and natural gas equipment can be in proximity to tents.
- Council Member Arnett opined that tents are not a distraction to the downtown and are a positive addition to downtown.
- In answer to Council Member Arnett’s question, City Clerk Sette stated that she sent an email to businesses with tents advising them of tonight’s public hearing.
- Discussion ensued regarding the possibility of an additional 37 businesses asking for tents on their property.
- Council Member Verhaalen stated that tents are costly and that is a deterrent. Safety guidelines will need to be followed. He was in favor of Ordinance No. 2022-07.
- Council Member Simpson spoke in favor of allowing tents and stated that he would vote to approve Ordinance No. 2022-07.

Public comment followed.

Michelle Tietz of Lime Cantina explained that they chose to open a business downtown because they cared about preserving what they love about Cedarburg and had no intention of taking away from the historic nature. The tent was added during COVID to help business and give patrons another choice in dining. It worked and they learned a lot in the process. They had over 27,000 customers use the tent up to December 31, 2021. They added music on weekends and people enjoyed themselves during a very difficult time, which has carried over to present day. They had team dinners for sports teams, family parties, and private events and people are requesting this to continue. Having the tent allowed them to continue and retain their employees along with being able to donate to Mel’s Charities, provide hospital meals and give to the schools. Allowing music has made them attractive to music tours. A tent was not part of their business plan, but it worked. In the future, they may add a permanent structure. More than half of their customers choose to sit outside in the tent.

Council Member Burkart explained that her comments were directed to the Common Council and that she was thankful for their business and what they have done for the City.

Council Member Arnett added that business plans are not followed to the letter, and they change. He stated that tents are not detrimental to the downtown. He added that the Stagecoach Inn is adding a permanent structure and others may follow.

Greg Zimmerschied, Cedar Ct., asked when a temporary structure becomes permanent. He is in favor of businesses adding value and adding to the tax base. He asked if tents could be allowed

for two years and then require a permanent structure or be done with the tent. He commended Settler's Inn for the significant improvements made to their building, saying that it is a fairness issue to those businesses who make an investment. He does not want to see tents become permanent structures.

Motion made by Council Member Burkart, seconded by Council Member Thome, to close the public hearing at 7:53 p.m. Motion carried on a roll call vote with Council Members Arnett, Burkart, Verhaalen, Simpson, Thome, and Lythjohan voting aye and Council Member Bublitz excused.

Council Member Arnett asked if the ingress and egress requirement would disallow Rebellion Brewery from having a tent. Council Member Thome stated that this requirement stands, and the ordinance is applicable to most businesses. Anomalies can be addressed by the Plan Commission. The ingress and egress through the business is part of the Outdoor Alcohol licensing requirements. Fire Inspector Karnitz stated that he understands; however, it is inconsistent with the Fire Code.

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2022-07 AMENDING SECTION 13-1-22(f) OF THE ZONING CODE REGARDING TEMPORARY STRUCTURES AND TENTS

Motion made by Council Member Arnett, seconded by Council Member Verhaalen, to adopt Ordinance No. 2022-07 amending Section 13-1-22(f) of the Zoning Code regarding temporary structures and tents with Council Members Arnett, Verhaalen, Simpson, Thome, and Lythjohan voting aye, Council Member Burkart opposed, and Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON DISCONTINUANCE OF THE ALARM PANEL AT THE POLICE DEPARTMENT DISPATCH CENTER

Police Chief McNerney explained that the Police Station currently has an alarm panel in dispatch that is monitored by the dispatchers. The Department pays \$750 quarterly to the Bold Group for this service and there are currently 24 users that pay \$240 per year for the service. The alarm panel is behind by six updates at a cost of \$1,200. The system also needs a new server which will be a minimum of \$3,000. When the service was originally started, businesses had very few options for their alarm system monitoring; however, today there are many companies who offer 24-hour monitoring that they could go to for this service. Recently, two Dispatchers have put in their notices to leave the Department which creates a staffing shortage especially for third shift. Based on the Department's dispatching needs they will be switching the third shift dispatch over to the Ozaukee County Sheriff's Department beginning May 1. This change would not allow them to monitor the alarm system on third shift. Police Chief McNerney recommended that the Department discontinue offering the alarm system and ask the affected businesses to go to a private company for that service beginning May 1, 2022.

Mayor O'Keefe stated that most burglaries happen at night, and he would be in favor of businesses using a private firm.

Motion made by Council Member Burkart, seconded by Council Member Verhaalen, to discontinue the alarm panel at the Police Department Dispatch Center as of May 1, 2022. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON AWARD OF CONTRACT FOR THE 2022 SIDEWALK REPLACEMENT PROGRAM

Director of Engineering and Public Works Wieser explained that staff advertised and received bids for the 2022 Sidewalk Replacement Program. This contract entails the replacement of sidewalk slabs that have been deemed defective according to the City's Sidewalk Replacement Policy. The program focuses on the north end of the Willowbrooke Subdivision, part of the Maple Manor Subdivision and spreads to other areas throughout the City due to resident requests. Two bids were received with the low bid submitted by BMCI Construction, Inc. BMCI has successfully completed many projects for the City in the past, with their most recent work done on the City's 2021 Street & Utility Project. BCMI's bid of \$51,470 was below the estimate and is within budget.

Motion made by Council Member Verhaalen, seconded by Council Member Thome, to award the contract for the 2022 Sidewalk Replacement Program to BMCI Construction, Inc. in an amount not to exceed \$51,470. Motion carried without a negative vote with Council Member Bublitz excused.

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

Director of Engineering and Public Works Wieser explained that at the February 14 meeting, the contract for the Hilltop Drive Roadway Connection contract was awarded to All-Ways Contractors, Inc. in the amount of \$463,381.85 contingent upon an accepted MOU with the Town of Cedarburg. City and Town staff completed an Intergovernmental Agreement to efficiently complete the reconstruction of Hilltop Drive within the Town and lays out construction cost sharing and maintenance responsibilities of each party. The City will be responsible for the construction costs on Hilltop Drive from the City limits to and including the intersection with Sycamore Drive. The Town will be responsible for the construction costs on Hilltop Drive from the north end of the intersection with Sycamore Drive to STH 60. The agreement will terminate when the work is completed, and the City has been reimbursed by the Town for their portion. The Town Board approved this Intergovernmental Agreement at their March 2 meeting.

Motion made by Council Member Burkart, seconded by Council Member Verhaalen, to approve an intergovernmental agreement between the City of Cedarburg and the Town of Cedarburg regarding the reconstruction, maintenance, and repairs of Hilltop Drive. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON BIDS RECEIVED FOR THE 2022 STREET AND UTILITY CONSTRUCTION CONTRACT

Director of Engineering and Public Works Wieser explained that staff advertised and received bids for the 2022 Street and Utility construction contract. A total of five bids were received, with the low bid submitted by Dorner Inc. Dorner has successfully completed projects in Cedarburg in the past. Their most recent work in Cedarburg was on the 2019 Street & Utility project. Director Wieser recommends award of this project to Dorner Inc. based on their low bid of \$2,475,075, which was above his estimate but just within the budgeted amount. The bids were very competitive with the next bid coming within \$10,000 and the top three bids within \$80,000.

Motion made by Council Member Arnett, seconded by Council Member Burkart, to award the contract to Dorner Inc. for the 2022 Street and Utility Construction contract in an amount not to exceed \$2,475,075. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2022-06 AMENDING WATER IMPACT FEES

City Clerk Sette explained that at the February 28, 2022 Common Council meeting, another round of Impact Fees was approved, however, the water portion of that approval inadvertently reverted to a previous Ordinance (established before 9/13/2021). Approval of Ordinance No. 2022-06 will correct the error and bring the Water Impact Fees back to what was approved on September 14, 2021.

Motion made by Council Member Thome, seconded by Council Member Arnett, to adopt Ordinance No. 2022-06 amending Water Impact fees. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION ONLY ON PEDAL TAVERN ORDINANCE NO. 2021-01

City Clerk Sette explained that a renewal application for the Pedal Tavern license has been submitted to the City and this is an opportunity to review the first year of operation. The current ordinance does not contain the language specific to the Common Council approving the annual license, as it does in the Horse & Carriage License (*The City Clerk shall place the application on the Common Council agenda. If the Common Council determines that the issuance of a license is in the best interests of the City and is not likely to result in safety hazards or undue congestion, the Common Council may authorize the issuance of the license*).

Attorney Herbrand stated that this is an opportunity for the Common Council to look at the terms of the current ordinance.

Council Member Thome raised the question on whether the Council would be reviewing the Pedal Tavern license after seeing advertisements on Facebook, as she understood during the approval process last year, that the Council would review before reissuance.

Police Chief McNerney stated that he was not aware of any police reports regarding the Pedal Tavern in 2021 and that traffic generally runs slow during the hours of operation.

Council Member Arnett asked to remove, and it is not likely to result in safety hazards or undue congestion in the revision.

Council Member Thome has heard a few complaints about wild behavior and asked that the license be considered by the Common Council each year, like the Horse & Carriage license. Council Member Burkart supported the suggested change by Council Member Arnett.

Council Member Verhaalen has received quite a few complaints regarding traffic flow, and he leans toward not renewing the license.

Council Member Arnett opined that the Pedal Tavern adds more to downtown Cedarburg than it takes away.

Greg Zimmerschied, Cedar Court, stated he was not in favor of continuing the Pedal Tavern. Cedarburg is a unique place for families and the music and ruckus behavior impedes on some people's enjoyment of the downtown.

Jordan Cole, owner of North 48/Pedal Tavern, explained that the noise from the Pedal Tavern is under the allowable decibel level. The Pedal Tavern brings additional business to Cedarburg. They had 3,400 riders last year and he is aware of only one bad experience. He opined that it is no different than the Harley Davidson riders going through downtown during one of their events.

Council Member Burkart has heard more good things about the Pedal Tavern than she has complaints. She was in favor of changing the ordinance to an annual renewal by the Common Council.

DISCUSSION AND POSSIBLE ACTION ON A RESERVE LIQUOR LICENSE FOR AN ESTABLISHMENT ON THE CORNER OF MILL STREET AND WASHINGTON AVENUE

City Administrator Hilvo explained that a new building/restaurant on the corner of Mill Street and Washington Avenue is expected to be finished by Fall and the owner wants to secure one of the remaining Reserve Liquor licenses for his tenant to insure that one is available for the restaurant when it opens.

City Attorney Herbrand stated that this is a unique request and offered a few options to the Common Council.

It was agreed upon by the Council to allow the proposed tenant of the restaurant to apply for the license once a lease is signed, and to release the license to the tenant once the business opens, providing they meet all the requirements necessary to hold such license.

Motion made by Council Member Arnett, seconded by Council Member Burkart, to hold a Reserve Liquor License for a future business on Mill Street and Washington Avenue and agree to not issue the last available liquor license for a period of six months. Motion carried without a negative vote with Council Members Bublitz and Simpson excused.

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 2022-09 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF CEDARBURG, VILLAGE OF THIENSVILLE, CITY OF MEQUON, AND TOWN OF CEDARBURG ESTABLISHING A JOINT FIRE & EMS WORKING GROUP

City Administrator Hilvo explained that over the last few years, several municipalities within Ozaukee County have engaged in a series of informational meetings regarding potential opportunities to share in the provision of Fire and Emergency Medical Services (EMS). Collectively, these discussions were borne out of a desire to proactively address critical and ongoing staffing shortages that many departments are facing as paid-on-call (POC) or all volunteer (Cedarburg) entities, as well as the significant level of ongoing capital investment (e.g., stations, fire trucks, ambulances, rescue equipment) that is required to maintain separate fire departments.

Through early discussions between the City and Town of Cedarburg on shared Fire & EMS services an ad hoc Joint Fire/EMS Committee was formed to evaluate all options for the Cedarburg Fire Department. The group has put together an option that would keep the Cedarburg Fire Department operating on its own with increased future funding for personnel and moving towards a paramedic program and is one of three options. The other options are to continue exploring a full-county consolidation or some type of partial consolidation. One option for partial consolidation is a Southern Ozaukee joint department with the City of Mequon and the Village of Thiensville. Through several meetings with the current Joint Mequon/Thiensville working group it was brought up that having Cedarburg join future discussions would be beneficial to all communities. An MOU has been drafted that includes all four communities. Both Mequon and Thiensville elected officials have approved the MOU. The Town of Cedarburg will be discussing the MOU at their March 17 meeting, as well.

City Administrator Hilvo further explained that the MOU does not commit the City to consolidating its Fire & EMS Departments at this time. It also provides flexibility for all communities to continue participating in other consolidation talks that continue to occur on a larger county-wide scale, or on a more regionalized basis (i.e., Northern and Southern Ozaukee Departments, etc.). Pending adoption of the resolution approving the MOU between the Cities, Village and Town, it is anticipated that the larger Joint Working Group will commence its work in March and provide an update to each governing board in the coming months.

Motion made by Council Member Verhaalen, seconded by Council Member Thome, to adopt Resolution No. 2022-09 approving a Memorandum of Understanding (MOU) between the City of Cedarburg, Village of Thiensville, City of Mequon, and Town of Cedarburg establishing a Joint Fire & EMS Working Group. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON LICENSE/PERMIT APPLICATIONS

Motion made by Council Member Burkart, seconded by Council Member Thome, to approve a Reserve Liquor License for Art of Joy, LLC, W63N644 Washington Avenue, Cedarburg, WI, Stephanie Hayes, Agent, premises to be licensed: W63N644 Washington Avenue, known as Art

of Joy. Motion carried without a negative vote with Council Members Bublitz and Simpson excused.

Motion made by Council Member Arnett, seconded by Council Member Burkart, to approve an Amplified Music/Sound in an Outdoor Alcohol Beverage Seating Area Permit for the period ending December 31, 2022 for North 48 Inc., W62N599 Washington Avenue. Motion carried without a negative vote with Council Members Bublitz and Simpson excused.

Motion made by Council Member Arnett, seconded by Council Member Burkart, to approve a Pedal Tavern License for North 48 Inc., W62N599 Washington Avenue. Motion carried with Council Members Thome, Arnett, Burkart, and Lythjohan voting aye, Council Member Verhaalen opposed, and Council Members Bublitz and 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 Members Bublitz and Simpson excused.

CITY ADMINISTRATOR'S REPORT

There were no additions to the City Administrator's Report that was included in the packet.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome encouraged the Council Members to attend the upcoming Emergency Management Recognition dinner.

MAYOR REPORT - None

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 9:19 p.m. Motion carried without a negative vote with Council Members Bublitz and Simpson excused.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

CITY OF CEDARBURG

MEETING DATE: March 28, 2022

ITEM NO: 8.A.

TITLE: Discussion and possible action on Ordinance No. 2022-08 amending section 10-1-27 of the Code of Ordinances to authorize the prohibition of parking on both sides of the two driveways to N27 W5707 Lincoln Blvd and W56 N225 McKinley (Public Works and Sewerage Comm. 12/9/21)

ISSUE SUMMARY: Fire Chief Vasholtz has requested parking be removed one each side of both driveways to N27 W5707 Lincoln Boulevard (Cedarburg Health Services) and on each side of both driveways to W56 N225 McKinley Boulevard (McKinley Place Assisted Living). The ambulance frequents both these locations and when cars are parked tight to the driveway it is difficult for the ambulance to enter and exit. Guest and employees park on the street and are typically parked around these driveways.

Staff worked with the Fire Department and observed the ambulance entering and exiting the driveways in questions and it was decided 20 feet on each side of the driveways would give ample room to safely make the turns.

STAFF RECOMMENDATION: Adopt Ordinance No. 2022-08.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission at its meeting on December 9, 2021 recommended the parking prohibition.

BUDGETARY IMPACT: Cost for painting of yellow curb and parking brackets.

ATTACHMENTS:

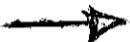
- Minutes of 12/9/21 Public Works and Sewerage Commission Meeting
- Copy of proposed ordinance

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser-Director of Engineering and Public Works
262-375-7610

expense. The sidewalk is not damaged and will not be on the City's replacement program and if replaced, will be done at the owner's expense.

Motion made by Commissioner Oakes, seconded by Council Member Kristin Burkart, to allow the variance for the homeowner to go with option two due to safety concerns of ice damning, high school and grade school foot traffic and heavy vehicle traffic during school hours, with no financial payment from the City. The motion carried unanimously with Commissioner Schumacher and Commissioner Dries excused.

 **CONSIDER REQUEST TO PROHIBIT ON-STREET PARKING WITHIN 20 FEET ON EACH SIDE OF THE TWO DRIVEWAYS TO N27W5707 LINCOLN BOULEVARD AND WITHIN 20 FEET OF EACH SIDE OF THE TWO DRIVEWAYS TO W56N225 MCKINLEY BOULEVARD; AND ACTION THEREON**

Director Wieser stated Fire Chief Vahsholtz has requested that parking be removed on each side of both driveways to N27W5707 Lincoln Boulevard (Cedarburg Health Services) and on each side of both driveways to W56N225 McKinley Boulevard (McKinley Place Assisted Living). The ambulance frequents both these locations and when cars are parked tight to the driveway, it is difficult get the ambulance in and out. Guests and employees park on the street and are typically parked around these driveways.

Director Wieser stated that he worked with the Fire Department and observed the ambulance entering and exiting the driveways in question. It was decided 20 feet on each side of the driveways would give ample room to safely make the turns.

Staff does not object to the parking prohibition as there is plenty of parking in the area and it could prevent an accident.

Motion made by Council Member Burkart, seconded by Commissioner Oakes, to limit on-street parking to 20 feet on each side of the driveways at N27W5707 Lincoln Boulevard and W56N225 McKinley Boulevard as recommended by staff. The motion carried unanimously with Commissioner Schumacher and Commissioner Dries excused.

REVIEW SYMBIONT PROPOSAL FOR ADAPTIVE MANAGEMENT PLAN ADMINISTRATION; AND ACTION THEREON

Lead Operator Grulkowski stated that Symbiont submitted a proposal for the administration of the Adaptive Management Plan. Their estimated fee came to \$89,470 for 2022 and a not to exceed total fee of \$453,900 for the first five years of the plan.

Symbiont Representative Jon Butt was present to answer any questions.

Superintendent Hackert stated that this is a budgeted item.

Motion made by Commissioner Oakes, seconded by Commissioner Graham, to recommend approval of the Symbiont proposal, not to exceed \$89,470 for 2022 and a not

ORDINANCE NO. 2022-08

An Ordinance Prohibiting Parking on Lincoln Boulevard and McKinley Boulevard on both sides of the two (2) driveways to N27 W5707 Lincoln Blvd and W56 N225 McKinley Blvd.

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

SECTION 1. Section 10-1-27 (Parking Prohibited Zones) of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

- (a) **Parking Prohibited Zones.** No person shall park or leave standing any vehicle upon any of the following highways, streets, or parts thereof, except temporarily for the purpose of and while actually engaged in receiving or discharging passengers. Either the operator of owner of any vehicle may be held responsible for the violation of this section.

(89) On the south side of Lincoln Boulevard twenty (20) feet east and twenty (20) feet west of both driveways to N27 W5707 Lincoln Boulevard.

(90) On the west side of McKinley Boulevard twenty (20) feet north and twenty (20) feet south of both driveways to W56 N225 McKinley Boulevard.

SECTION 2. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

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

Passed and adopted this 28th day of March 2022.

Michael O'Keefe, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: March 28, 2022

ITEM NO: 8.B.

TITLE: Discussion and possible action on review of the 2021 Annual Storm Water Compliance Report

ISSUE SUMMARY: As part of our municipal storm water permit, the DNR requires we prepare and submit a lengthy annual compliance report. They also require certification that the report has been presented to the governing body.

The report is submitted electronically, and a copy is included in your Council packet. There are also numerous sub-reports and files which are attached to the annual report, but you will not be able to access these files due to size limitations. If anyone is interested in viewing these attachments, please contact me.

STAFF RECOMMENDATION: A motion to accept the report would be appreciated.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Compliance with DNR storm water requirements will be costly and time consuming.

ATTACHMENTS: Copy of Annual Storm Water Compliance Report
Summary of 2021 storm water accomplishments

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser – Director of Engineering and Public Works
262-375-7610

2021 ANNUAL STORM WATER REPORT SUMMARY

PERMIT CONDITIONS IMPOSED ON CITY:

Implement a storm water public education and outreach program.
Inform the public of activities required under the permit.
Maintain a program to detect and remove illicit discharges.
Enforce erosion and sediment control for construction sites.
Monitor post construction water quality controls.
Sustain a water pollution prevention program.
Achieve compliance with suspended solids and phosphorus reduction goals.
Maintain and update City storm sewer mapping.

ANNUAL ACCOMPLISHMENTS:

Cleaned 1,779 catch basin sumps as well as 6 hydrodynamic separators. (50 tons sediment)
Issued 34 erosion control permits and 2 storm water management permit.
Provided a full display rack of storm water related information brochures at City Hall.
Maintained and updated a storm water webpage.
Assisted AECOM with illicit discharge investigations.
Swept downtown streets weekly and residential streets biweekly. (58 tons sediment)
Collected and composted leaves, brush, and yard waste.
Collected and recycled (or burned) used motor oil.
Installed 15 new catch basins with 2-foot sumps which incorporate the "Dump No Waste Drains To Stream" logo on the cast iron curb head.
Updated storm sewer mapping on GIS.
Participated in the Sweetwater "Respect Our Waters" program for metropolitan Milwaukee.

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2021 Annual Report

County: Ozaukee

Municipality: Cedarburg City

Permit Number: S049972

Facility Number: 25526

Reporting Year: 2021

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Cedarburg City

Facility ID # or (FIN): 25526

Updated Information: ☐ Check to update mailing address information

Mailing Address: P O Box 49

Mailing Address 2:

City: Cedarburg

State: Wisconsin

Zip Code: 53012-0049 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Mike

Last Name: Wieser

☐ Select to **update** current contact information

Title: Director of Engineering

Mailing Address: W63 N645 Washington Avenue

Mailing Address 2:

City: Cedarburg

State: WI

Zip Code: 53012 xxxxx or xxxxx-xxxx

Phone Number: 262-375-7610 Ext: xxx-xxx-xxxx

Email: mwieser@ci.cedarburg.wi.us

Additional Contacts Information (Optional)

☒ I&E Program

**Individual with responsibility for:
(Check all that apply)**

- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name: Jacob

Last Name: Fincher

Title: Executive Director

Mailing Address: 600 E. Greenfield Avenue

Mailing Address 2:

City: Milwaukee

State: WI

Zip Code: 53204 xxxxx or xxxxx-xxxx

Phone Number: 262-716-2211 Ext: xxx-xxx-xxxx

Email: fincher@swwtwater.org

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach Southeastern Wisconsin Watersheds Trust, Inc

☒ Public Involvement and Participation Southeastern Wisconsin Watersheds Trust, Inc

☒ Illicit Discharge Detection and Elimination Ashley Leisgang, AECOM

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Delivery Mechanism that best describes how the topics were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	4/1/2021		
Project/Event Name	Respect Our Waters Website		
Delivery Mechanism	Website * Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input checked="" type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: General Watershed & Stormwater Edu...	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	5/12/2021		
Project/Event Name	Watershed Wednesday Social Media Campaign		
Delivery Mechanism	Social media post * Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: General Watershed & Stormwater Edu...	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	12/1/2021		
Project/Event Name	Direct Mailer		
Delivery Mechanism	Distribution of print media *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Ice & Snow Control	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	4/26/2021		
Project/Event Name	Respect Our Waters Tabling Activities		
Delivery Mechanism	Informational booth* *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	12/7/2021		
Project/Event Name	Clean Rivers, Clean Lake Conference		
Delivery Mechanism	Targeted group training* *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents	11-50	<input checked="" type="radio"/> Yes <input type="radio"/> No

<input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input checked="" type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Other		
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b. Brief explanation on Public Education and Outreach reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attachment for more information about activities performed in partnership with Sweet Water.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	3/28/2022		
Project/Event Name	Present MS4 Annual Report to Common Council		
Delivery Mechanism	Presentation of Storm Water Information		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer

activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	4/1/2021	<input type="checkbox"/> NA (Individual Permittee).	
Project/Event Name	Adopt Your Drain Program		
Delivery Mechanism	Other hands-on event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attachment for more information about the Adopt Your Drain Program.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? 40 ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 4 ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? 0 ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive? 0 ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges? 0 ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? 0 ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

g.

How many of the following enforcement mechanisms did the municipality ☐ Unsure use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.

<input checked="" type="checkbox"/> Verbal Warning	0
<input type="checkbox"/> Written Warning (including email)	
<input type="checkbox"/> Notice of Violation	
<input type="checkbox"/> Civil Penalty/ Citation	

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

AECOM performed Cedarburg's 2021 dry weather screening and prepared the Illicit Discharge Report (See Attached)

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 4 ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 2 ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 57 ☐ Unsure
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

<input type="checkbox"/> No Authority	
<input checked="" type="checkbox"/> Verbal Warning	40
<input checked="" type="checkbox"/> Written Warning (including email)	0
<input checked="" type="checkbox"/> Notice of Violation	0
<input type="checkbox"/> Civil Penalty/ Citation	
<input checked="" type="checkbox"/> Stop Work Order	0
<input type="checkbox"/> Forfeiture of Deposit	30 of 81

☐ Other - Describe below

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Erosion control inspections associated with building construction are handled by the Building Inspector, City street projects are handled by the Engineering Department, New subdivisions are handled by the developer or inspection firm.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities* have received local approval ? ☐ Unsure
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.
- b. Does the permittee have procedures for inspecting and maintaining private storm water facilities? ☐ Yes ☒ No ☐ Unsure
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☒ Unsure
Inspections completed by private landowners should be included in the reported number.
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- | | |
|---|--------------------------------|
| <input type="checkbox"/> No Authority | |
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input type="checkbox"/> Civil Penalty/ Citation | <input type="text"/> |
| <input type="checkbox"/> Forfeiture of Deposit | <input type="text"/> |
| <input checked="" type="checkbox"/> Complete Maintenance | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Bill Responsible Party | <input type="text" value="0"/> |
| <input type="checkbox"/> Other - Describe below | <input type="text"/> |

- e. Brief explanation on Post-Construction Storm Water Management reporting. *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Some private storm water ponds are inspected after heavy rainfall events.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities ? ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year ? ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

See attached inspection reports for municipally owned storm water facilities.

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Facility inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

City owned hydrodynamic separators are vacuumed out annually. Other storm water management facilities are inspected after rainfall events. Catch basin sumps are cleaned annually.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City Public Works Yard is inspected quarterly per the SWPPP. See attached SWPPP and inspection reports.

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed? ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency Downtown Area - weekly, Other areas - bi-weekly
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
☒ Yes- Explain frequency All catch basin sumps are cleaned annually
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
☐ Pile on terrace ☒ Pile in street ☐ Bags on terrace ☐ Unsure
☐ Other - Describe _____
- x. What is the frequency of collection?

continuous loops are made around City
after mid-September

y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure

z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

The City keeps track of man hours and equipment hours for leaf collection.

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? ☐ Unsure

ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="203"/>	<input type="text" value="320"/>	<input type="text" value="288"/>	<input type="text" value="58"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2250"/>	<input type="text" value="2250"/>	<input type="text" value="2500"/>	<input type="text" value="0"/>
<u>Other</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="250"/>	<input type="text" value="250"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date	Training Name	# Attendance
<input type="text" value="2/10/2022"/>	<input type="text" value="Winter Salt Wise"/>	<input type="text" value="6"/>
<input type="text" value="3/9/2022"/>	<input type="text" value="Hold the road Salt Webinar"/>	<input type="text" value="2"/>

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Staff keeps track of salt, brine, beet heet usage on a per storm basis. Various staff attended webinars on salt reduction strategies.

Internal (Staff) Education & Communication

af. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? ☒ Yes ☐ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

Internal Education of public works crew on Snow and Ice Control

When:

How many attended: 13

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Staff presents the Annual Storm Water Report to mayor and common council

Municipal Officials

City Staff are occasionally briefed on storm water issues at employee meetings

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Public Works managers are informed of latest storm water regulations and best practices

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Staff keeps information on training attended.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☒ Outfalls

☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Storm Sewer System Map is updated annually in house to reflect any changes.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	----------------------------	-----------------

Element: Public Education and Outreach

1000	1000	1000	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Public Involvement and Participation

1025	1025	1025	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Illicit Discharge Detection and Elimination

5746	6000	6000	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Construction Site Pollutant Control

8709	9000	9000	<u>Permit fee and/or deposit/escrow</u>
------	------	------	---

Element: Post-Construction Storm Water Management

382432	383000	383000	<u>General revenue fund</u>
--------	--------	--------	-----------------------------

Element: Pollution Prevention

26025	30000	30000	<u>General revenue fund</u>
-------	-------	-------	-----------------------------

Other (describe)

Storm System Map

1500	1500	1500	<u>General revenue fund</u>
------	------	------	-----------------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Storm Water Quality Management Plan Update was completed in 2019 (See attached)

Do not close your work until you SAVE.

--	--	--	--	--	--	--

Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[StormSystemMap36x48_NAD83.pdf](#)

Attach - Other Supporting Documents

AR MuniSWPPP

 File Attachment

[SWPPP_FinalwithSignatures.pdf](#)

AR LeafYardMgmt

 File Attachment

[LeafCollection.pdf](#)

AR LeafYardMgmt

 File Attachment

[BrushPickup.pdf](#)

AR SWQM

 File Attachment

[Cedarburg_SWMP_Final_Report_compressed3.pdf](#)

AR WintRdMain

 File Attachment

[SnowandIceControlPolicy.pdf](#)

AR MuniFacInsp

 File Attachment

[AFSCIReport_QuarterlyReports.pdf](#)

AR MuniFacInsp


 File Attachment

[CityBMPInspections.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)


Attach - Permit Compliance Documents

EO Program

 File Attachment

[CedarburgCity2021IEReport.pdf](#)

IDDE Program

 File Attachment

[Cedarburg IDDE 2021 Optimized.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Cedarburg City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

CITY OF CEDARBURG

MEETING DATE: March 28, 2022

ITEM NO: 8.C.

TITLE: Discussion and possible action on award of contract to R.A. Smith for TID #6 construction related services associated with the Hilltop Drive Roadway Connection

ISSUE SUMMARY: R.A. Smith has completed engineering design for the Hilltop Drive Roadway connection. The construction on the Hilltop Drive Roadway connection is scheduled to take place shortly. The construction related services associated with this contract include shop drawing review, construction staking, construction administration and construction inspection.

R.A. Smith has provided a proposal to perform the construction related services for \$27,500 based on their hourly rates and an estimated amount of the hours required.

STAFF RECOMMENDATION: Staff recommends approving the engineering construction related services contract with R.A. Smith for an estimated total of \$27,500.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Approximately \$27,500 from TIF #6 borrowing.

ATTACHMENTS: Copy of R.A. Smith Proposal.

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser – Director of Engineering and Public Works
262-375-7610

March 24, 2022

Mr. Mike Wieser, P.E.
Director of Engineering and Public Works
City of Cedarburg
W63 N645 Washington Avenue
Cedarburg, WI 53012

**Re: STH 60 Business Park-Hilltop Road Connection
Proposal for Construction Engineering Services**

Dear Mr. Wieser:

Thank you for the opportunity to continue to work with you on this project. The contents of this proposal letter spell out the Description of Services to be provided, the Services Not Included, the proposed Completion Schedule, the Professional Fees, and the Assumptions and Conditions under which this proposal is being made.

- I. PROJECT NAME/SITE ADDRESS: STH 60 Business Park-Forward Way to Hilltop Road Connection
- II. DESCRIPTION OF SERVICES TO BE PERFORMED:

As part of the continued improvements of the business park, the City will be extending Forward Way from the current cul-de-sac terminus to Hilltop Drive in the Town of Cedarburg. As part of this roadway connection, Hilltop Road will also be pulverized and relayed from the Hilltop Road connection, north to STH 60. The overall roadway project includes the approximate following quantities: 300' of new urban roadway extension and 400' of rural roadway extension, plus the 1,200' of pulverized and repaved roadway. The improvements will also include some new storm sewer along with a small sanitary sewer and water main stub to the south for future extensions.

The following construction services will be included with the roadway extension and reconstruction project:

Provide construction management during the course of construction consisting of periodic site visits to determine, in general, if the work is proceeding in accordance with the contract documents. We will prepare contracts and administer the pre-construction meeting prior to commencing work. Review the contractor's applications for payment and submit to the City with recommendations for payment. Provide a final walk-through and punch list and final pay application.

Review and provide comments and recommendations of shop drawings.

We will provide a full time inspector and monitor the construction of the storm sewer, sanitary sewer stub, watermain stub and the new roadway extension and pulverization of the existing roadway.

Our survey crew will stake out the roadway, curb and gutter, storm sewer and utility stubs.

III. COMPLETION SCHEDULE:

The project was bid and awarded and construction could begin in the early summer. Once the notice to proceed is given, we anticipate approximately 4-5 weeks of full-time construction with the final restoration to be completed shortly after.

IV. PROFESSIONAL FEES:

The above-described construction inspection services will be provided on an hourly and expense basis. Fees will be invoiced monthly as the project proceeds. The primary representative on site during the installation of the improvements will be a Resident Inspector supplied at a rate of \$92 per hour and a Construction Manager will be involved periodically with the project at a rate of \$170 per hour. Based upon the contractor working at a typical pace and a construction schedule of 5 weeks, assuming 45 hours per week, the hourly, the estimated fees, including some time for construction management are \$24,000. We will notify the City before exceeding these costs if the contractor's production rate is less than anticipated.

Our survey services, described above, are offered at an estimated amount of \$3,500.

Total costs are estimated at \$27,500. Usual and customary expenses such as mileage, postage, delivery, and applicable taxes are included in the above rates and will not be invoiced separately.

V. ASSUMPTIONS AND CONDITIONS:

Our estimated fees are based on the following set of assumptions and conditions. Deviations from these may result in additional fees:

- A. The terms and conditions set forth herein are valid for 30 days from the date of this proposal and are conditioned upon our completion of all services within 3 months of this date.
- B. The Completion Schedule and estimated fees are dictated by the contractor's production rate on the work being installed. Work performed outside of the Completion Schedule is outside of the estimated fees but services will continue to be performed at the hourly rate provided.

If there are any questions on our proposal, or the scope of work as presented, please contact us. Upon authorization, and if requested, we will provide the necessary contract documents for final signatures.

Sincerely,

R.A. Smith, Inc.



Troy Hartjes, P.E.
Senior Project Manager

Deliver excellence, vision, and responsive service to our clients.

16745 W. Bluemound Rd., Suite 200 • Brookfield, WI 53005 • (262) 781-1000 • Fax (262) 781-8466
Appleton, WI • Orange, CA • Pittsburgh, PA • rasmithnational.com

CITY OF CEDARBURG

MEETING DATE: March 28, 2022

ITEM NO: 8.D.

TITLE: Discussion and possible action on approval of professional services contract amendment with Graef for Dam Failure Analysis on Woolen Mill Dam

ISSUE SUMMARY: Graef has been working on the Dam Failure Analysis of the Woolen Mills Dam since late 2020. There has been some indecision and disagreements within the DNR regarding the modeling methodology. There has been a resolution on the modeling which has allowed Graef to move forward with the failure analysis. However, this back and forth has led to some cost overruns. Graef is requesting a contract amendment in the amount of \$3,800 to complete the dam failure analysis and address and DNR comments until the dam failure analysis is accepted and a dam capacity is established.

STAFF RECOMMENDATION: Staff recommends approving the professional services contract amendment with Graef for an estimated total of \$3,800.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Estimated fee of \$3,800.

ATTACHMENTS: Copy of Graef contract amendment

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser – Director of Engineering & Public Works
262-375-7610



March 16, 2022

Mike Wieser, P.E.
Director of Engineering and Public Works
City of Cedarburg
W63 N645 Washington Avenue
Cedarburg, WI 53012-0049

Subject: Proposal for Dam Failure Analysis, Woolen Mill Dam, Cedarburg, Wisconsin

Mike:

We are very pleased to provide you with this proposal to amend our professional services. When accepted, this proposal will amend our Agreement dated November 20, 2020.

This proposal is for the Dam Failure Analysis for the Woolen Mill Dam (Project). This proposal is subject to GRAEF's Standard Terms and Conditions, which were attached to our original proposal.

It is our understanding that the nature of the Project is to complete a Dam Failure Analysis for the Woolen Mill Dam in order to provide the information needed by the Wisconsin Department of Natural Resources (WDNR) to determine the Dam Hazard Rating and capacity requirements for the dam.

For this Project, GRAEF proposed to provide the following additional Basic Services:

- Reconfigure and model failure modes per WDNR discussions – initially proposed for right bank at end of millrace, then evaluated for center of the spillway and finally for failure of the joint at the stairway between the main spillway and the right abutment.
- Evaluate multiple split geometric and flow scenarios upstream and downstream of the dam in order to develop a working HEC-RAS model – the HEC-RAS model recommended for use by the WDNR is fragmentary and required significant adjustments for stability of unsteady flow analysis.
- Conduct multiple follow up meetings and working sessions with the WDNR regarding the failure mode and model issues.

GRAEF will endeavor to perform the proposed additional Basic Services in accordance with the following schedule:

- Submit the failure analysis to the WDNR by March 18.
- Follow up with the WDNR on a continuous basis to address comments until the Dam Failure Analysis is accepted and a dam capacity is established.

It is our understanding that the City of Cedarburg will provide the following services, items and/or information:

- Availability for conference calls, as needed.



collaborāte / formulāte / innovāte

You agree to compensate GRAEF for all additional Basic Services noted above on an hourly rate and direct expense basis to an estimated additional maximum fee of \$3,800.

At your written request, GRAEF will provide the following scope as Additional Services:

- Complete a stability analysis for the existing dam.
- Prepare for and attend public meetings.

For all Additional Services, City of Cedarburg agrees to compensate GRAEF as determined when the scope of services would be authorized.

To accept this proposal, please sign and date both of the enclosed copies and return one to us. Upon receipt of an executed copy, GRAEF will commence work on the Project. GRAEF-USA Inc. looks forward to providing the above-mentioned services to City of Cedarburg.

Sincerely,

Graef-USA Inc.

(for)

Ryan Van Camp, P.E., CFM, CPESC
Hydraulic Engineer

Accepted by: City of Cedarburg

(Signature)

(Printed)

Brian Schneider, P.E.
Project Manager

(Title)

Date:

BWS:bws

X:\ML\2019\20190096-01\Project Management\Contracts\Dam Failure Analysis C.O. Proposal 3-16-22.docx

Attachments: Standard Terms and Conditions

cc: File

CITY OF CEDARBURG

MEETING DATE: March 28, 2022

ITEM NO: 8.E.

TITLE: Discussion and possible action on award of professional services contract with Cedar Corporation for Pleasant Valley Landfill Groundwater Monitoring

ISSUE SUMMARY: Cedar Corporation has been performing the DNR mandated groundwater monitoring for Pleasant Valley Landfill since 2018. Their current contract has expired, and Cedar Corporation would like to continue performing the groundwater monitoring for a lump sum annual fee of \$7,000 for 2022, 2023 and 2024. The City funds 2/3^{rds} of this cost while the Town pays 1/3rd.

STAFF RECOMMENDATION: Staff recommends approving the professional services contract with Cedar Corporation for a lump sum annual fee of \$7,000 for 2022, 2023 and 2024.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: \$7,000 per year with 1/3rd paid by the Town.

ATTACHMENTS: Copy of Cedar Corporation contract.

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser – Director of Engineering & Public Works
262-375-7610

Project No. _____
Date: _____

**Confirmation of Client Request for Services
between Cedar Corporation (ENGINEER)
and City of Cedarburg (CLIENT)**

Authorization to Perform Groundwater Monitoring for Pleasant Valley Landfill

ENGINEER is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ENGINEER.

Project: Pleasant Valley Landfill Groundwater Monitoring

Scope of Work: ENGINEER will complete Pleasant Valley Landfill Groundwater Monitoring. We have attached our *Proposed Services and Cost* as Attachment "A".

Method of Compensation: Work will be completed as a lump sum annual fee of \$7,000.00 for 2022, 2023 and 2024 as outlined in our *Proposed Services and Cost* as Attachment "A".

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

Timetable: Work will be completed annually in the spring and fall of 2022, 2023 and 2024.

THIS AGREEMENT is hereby approved and executed this ____ day of _____, 2022.

CITY OF CEDARBURG

CEDAR CORPORATION

By: _____

By: _____

Name: _____

Name: Ronald Dalton, P.E.

Title: _____

Title: Director / Office Manager

By: _____

By: _____

Name: _____

Name: Mitch E. Evenson, CHMM

Title: _____

Title: Project Manager

STANDARD CONDITIONS

PART I - DESCRIPTION OF SERVICES

- 1.1 CEDAR CORPORATION** agrees to provide professional services for the PROJECT as more completely described in this Agreement.
- 1.2 CEDAR CORPORATION** agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by OWNER. If a special time schedule must be met for a PROJECT, it shall be specifically set forth in this Agreement.

PART II - CLIENT'S RESPONSIBILITIES

Client, at its expense, shall do the following in a timely manner so as not to delay the services,

2.1 INFORMATION/REPORTS

Furnish Cedar Corporation with all reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to the Project. Unless otherwise specified in Part I, Cedar Corporation may rely upon Client-furnished information without independent verification in performing the Service.

2.2 REPRESENTATIVE

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the services.

2.3 GIVE NOTICE

Give prompt written notice to Cedar Corporation whenever Client observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect performance of services under this Agreement.

PART III - BILLING, AND PAYMENT

- 3.1** Cedar Corporation will periodically bill the client with net payment due in 30 days. Unless Client provides Cedar Corporation with a written objection to the bill within 15 days of receipt, Client shall be deemed to accept the bill as submitted.

- 3.2** Where Client disputes some portion of the charges contained in Cedar Corporation's bill for services, he shall make payment of that portion of the bill which is undisputed. In no case may Client elect to withhold payment to Cedar Corporation of the entire amount due.

- 3.3** If Client fails to make any payment due Cedar Corporation for services and expenses after receipt of Cedar Corporation's bill therefore, the amounts due Cedar Corporation shall bear interest from invoice date at the rate set forth in this agreement, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of Cedar Corporation. In addition Cedar Corporation may, after giving ten (10) days written notice to Client, suspend services under this agreement until paid in full all amounts due under this agreement. In the event Client does not pay, or does not pay timely, Cedar Corporation shall be entitled to collect from Client all amounts due plus expenses, including but not limited to attorney fees, incurred by Cedar Corporation in connection with collection efforts, in addition, the reasonable value of Cedar Corporation's time spent in connection with collection efforts, computed at Cedar Corporation's prevailing fee schedule.

PART IV - STANDARD TERMS AND CONDITIONS

- 4.1 STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. Professional services are not subject to, and Cedar Corporation cannot provide any warranty or guarantee, either express or implied. Any such warranties or guarantees contained in any purchase orders, Client action, requisitions or notices to proceed issued by Client are specifically objected to by Cedar Corporation.

- 4.2 CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement and in any addenda to the Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Client. For some projects involving conceptual or process development services, scope may not be fully definable during

initial phases. As the project progresses, facts discovered may indicate that scope must be redefined.

- 4.3 SAFETY.** Cedar Corporation has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Cedar Corporation specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Cedar Corporation employees.

- 4.4 DELAYS.** If events beyond the control of Client or Cedar Corporation, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of god or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement or in any Addenda to this Agreement, then such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, Cedar Corporation shall be entitled to an equitable adjustment in compensation.

- 4.5 TERMINATION.** Either party may terminate this Agreement at the end of the term hereof, or any extension thereof, upon 30 days written notice to the other party as provided at PART I above.

Also, this Agreement may be terminated by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten calendar day's written notice of intent to terminate and an opportunity for correcting the default and for consultation with the terminating party before termination. If Cedar Corporation terminates as a result of Client default or the Client terminates for cause, Cedar Corporation shall be paid for services performed to the termination date including reimbursable expenses due. Upon receipt of the terminating action, Cedar Corporation shall promptly discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to Client all appropriate documents prepared under the Agreement whether completed or in process.

- 4.6 OPINIONS OF PROBABLE CONSTRUCTION COST.** Any opinion of probable construction costs prepared by Cedar Corporation is supplied for the general guidance of the Client only. Since Cedar Corporation has no control over competitive bidding or market conditions, Cedar Corporation cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.

- 4.7 RELATIONSHIP WITH CONTRACTORS.** Cedar Corporation shall serve as Client's professional representative for the services, and may make recommendations to Client concerning action relating to Client's contractors. However, Cedar Corporation specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.

- 4.8 CONSTRUCTION REVIEW.** For projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the municipal project permits errors or omissions to be identified and corrected at comparatively low cost. Client agrees to hold Cedar Corporation harmless from any claims resulting from performance of municipal services by persons other than Cedar Corporation.

- 4.9 INSURANCE.** Cedar Corporation will maintain insurance coverage for Professional Liability, Comprehensive General, Automobile, Workers Compensation, and Employer's Liability in amounts in accordance with applicable legal requirements as well as Cedar Corporation's business requirements. Certificates evidencing such coverage will be provided to Client upon request.

- 4.10 ALLOCATION OF RISKS.** To the fullest extent permitted by law, Cedar Corporation shall indemnify and hold harmless, Client, Client's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all

court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Cedar Corporation or Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants in the performance and furnishing of Cedar Corporation's services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Cedar Corporation, Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Client or Client's officers, directors, partners, employees, and Client's consultants with respect to this Agreement or the Project.

To the fullest extent permitted by law, Cedar Corporation's total liability to Client and anyone claiming by, through, or under Client for any cost, loss, or damages caused in part by the negligence of Cedar Corporation and in part by the negligence of Client or any other negligent entity or individual, shall not exceed the percentage share that Cedar Corporation's negligence bears to the total negligence of Client, Cedar Corporation, and all other negligent entities and individuals.

- 4.11 HAZARDOUS MATERIAL.** Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Cedar Corporation and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the Project scope of work. Cedar Corporation agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials are encountered. Client acknowledges and agrees that it retains title to all hazardous

material existing on the site and shall report to the appropriate federal, state or local public agencies, as required, any conditions at the site may present a potential danger to the public health, safety or the environment. Client shall execute any manifests or forms in connection with transporting or storage and disposal of hazardous materials resulting from the site or work on the site or shall authorize Cedar Corporation to execute such documents as Client's agent. Client waives any claim against Cedar Corporation and agrees to defend, indemnify, and save Cedar Corporation harmless from any claim or liability for injury or loss arising from Cedar Corporation's discovery of unanticipated hazardous materials or suspected hazardous materials.

- 4.12 ACCESS.** Client shall provide Cedar Corporation safe access to any premises necessary for Cedar Corporation to provide the services.

- 4.13 REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the project by Client for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by Cedar Corporation for the specific purpose intended, shall be at the Client's risk. Further, all title blocks and the engineer's seal, if applicable, shall be removed if and when Client provides deliverables in electronic media to another entity. Client agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in "hard copy" and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. Client shall be afforded a period of thirty (30) days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is discovered within such thirty (30) day period it shall be corrected at no additional cost to Client. Following the expiration of this thirty (30) day

period, Client shall bear all responsibility for the care, custody and control of the electronic media. In addition, Client represents that it shall retain the necessary mechanisms to read the electronic media, which Client acknowledges to be of only limited duration. Client agrees to defend, indemnify, and hold harmless Cedar Corporation from all claims, damages, and expenses (including reasonable litigation costs), arising out of such reuse or alteration by Client or others acting through Client. Cedar Corporation agrees that all plans, engineering designs, electronic and computer data and imagery relating to Client's projects are the property of the Client and shall be presented to Client at no additional cost upon written request.

- 4.14 AMENDMENT.** This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

- 4.15 ASSIGNMENT.** Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

- 4.16 DISPUTE RESOLUTION.** Parties shall attempt to settle disputes arising under this agreement by discussion between the parties senior representatives of management. If any dispute cannot be resolved in this manner within a reasonable length of time, parties agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs, including attorneys' fees from the other party.

- 4.17 NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any

other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

- 4.18 NO THIRD-PARTY BENEFICIARY.** Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's municipal project contractors.

- 4.19 SEVERABILITY.** The various terms, provisions and covenants contained in this Agreement or any addenda shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

- 4.20 AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

- 4.21 OTHER.** Cedar Corporation reserves the right to enter into agreements with other design professionals for portions of the work included under this Agreement. Where this subagreement would represent a major portion of the design work, Cedar Corporation shall receive approval of Client for this subagreement.

ATTACHMENT A

Proposed Services and Cost

- Provide semi-annual sampling of twelve monitoring wells located around the perimeter of the former landfill. Sampling and testing shall be in accordance with the Wisconsin DNR approved groundwater monitoring plan for the landfill.
- Analyze groundwater samples collected for alkalinity, specific conductance, dissolved chloride, pH, and nitrate plus nitrite as nitrogen in spring and fall.
- Record groundwater elevations from twelve monitoring wells in spring and fall.
- Sample and analyze four residential water supply wells for three basic water quality parameters annually in fall.
- Sample and analyze four landfill monitoring wells and four residential water supply wells for volatile organic compounds annually in fall.
- Collect and analyze duplicate samples and/or trip blanks for quality control and assurance.
- Prepare the semi-annual monitoring data in electronic format and exceedance reports for submittal to Wisconsin DNR.
- Prepare reports for the City and Town of Cedarburg summarizing the groundwater sampling results (letter style reports).

Annual Spring Testing and Reporting Cost	\$2,200
<u>Annual Fall Testing and Reporting Cost</u>	<u>\$4,800</u>
Total Annual Cost	\$7,000
 Total Cost 2022, 2023, and 2024	 \$21,000

CITY OF CEDARBURG

MEETING DATE: March 28, 2022

ITEM NO: 8.F.

TITLE: Discussion and possible action on Pedal Tavern Ordinance No 2022-09

ISSUE SUMMARY: The Council discussed adding additional language to the Pedal Tavern Ordinance allowing the Council to approve the renewal license each year. The following language was chosen at the March 14 meeting:

The City Clerk shall place the application on the Common Council agenda. If the Common Council determines that the issuance of a license is in the best interest of the City, the Common Council may authorize the issuance of the license.

STAFF RECOMMENDATION: approval of Ordinance No. 2022-09

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: n/a

ATTACHMENTS: Ordinance No. 2022-09

INITIATED/REQUESTED BY: Tracie Sette

FOR MORE INFORMATION CONTACT: Tracie Sette

ORDINANCE NO. 2022-09

**AN ORDINANCE TO REPEAL AND RECREATE SECTION 10-7-3(I)
OF CITY OF CEDARBURG CODE OF ORDINANCES
RELATING TO VEHICLE LICENSING OF COMMERCIAL QUADRICYCLES**

The Common Council of the City of Cedarburg do ordain as follows:

SECTION 1. Section 10-7-3(i) of the City Code of the City of Cedarburg is hereby repealed and recreated to be as follows:

SEC. 10-7-3 VEHICLE LICENSING. No person or business shall operate a commercial quadricycle in the City unless the commercial quadricycle is licensed by the City pursuant to this section.

- (i) Renewal application shall be made on an annual basis. The City Clerk shall place the application on the Common Council agenda. If the Common Council determines that the issuance of a license is in the best interest of the City, the Common Council may authorize the issuance of the license.

SECTION 2. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 28th day of March 2022.

Michael O'Keefe, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney



APPLICATION FOR PARADE/WALK/RUN PERMIT

Telephone: (262) 375-7606
FAX: (262) 375-7906

W63 N645 Washington Avenue
P.O. Box 49
Cedarburg, WI 53012

TO: City Clerk

In accordance with Section 7-11 of the Code of Ordinances of the City of Cedarburg, the undersigned makes application to hold a parade/run/walk on the streets of the City of Cedarburg.

Name of Organization: Cedarburg-Grafton Rotary Club

Address PO Box 194 Cedarburg, WI 53012 920-901-1233
Street City State Phone No.

Type of Event: Parade X Bike Ride Walk Run _____ Date of Event May 21, 2022 Setup Time 6:00 AM

Starting Time: 7:00 AM Approx. Termination Time: 3:00 PM + cleanup

Parade Route (runs/walks must follow clockwise direction):

The event starts and finishes at Cedar Creek Park. Please refer to the attached map. Requests include:

1) Postings: Post Portland Road parking lane adjacent to the park with "No Parking" or "Handicap Parking" from 4:00 AM - 3:00 PM on event day.

2) Traffic Control: We could use some help 2a) the 65 & 45-milers will be leaving the park (soft start; 7 am with roughly 125 riders & 8 am with 150 riders respectfully) riding west out of town using Mill St > Hanover > Western Ave. 2b) the 25 & 10-milers will be using Portland Rd > Columbia > Jefferson > Oz Co Interurban Trail, to head out of town to Grafton and beyond. 2c) Joining at the Interurban Trail crossing, all returning riders will be riding south on Washington Ave > Columbia > Portland Rd > Cedar Creek Park.

3) Portland Road Closure: To address the safety of all with regard to 2b, Grafton's Police Chief, Jeff Caponera, advises to close Portland Rd from motorized traffic between Columbia & Hilbert from 8:30 am - 11:00 am with a barcade on Portland & Mill and Road Closed To Through Traffic sign at Mill & Washington. Based on last year's numbers we're expecting about 400 riders leaving in manageable waves between 9 & 10:45 am.

Approximate Number of Units in Parade or participants in Walk/Run: 500 - 750 bicyclists

Person in Charge: Cindy Petted

Address: 656 Hillside Ln, Cedarburg, WI 53012

Phone No.: 920-901-1233

1/12/2022

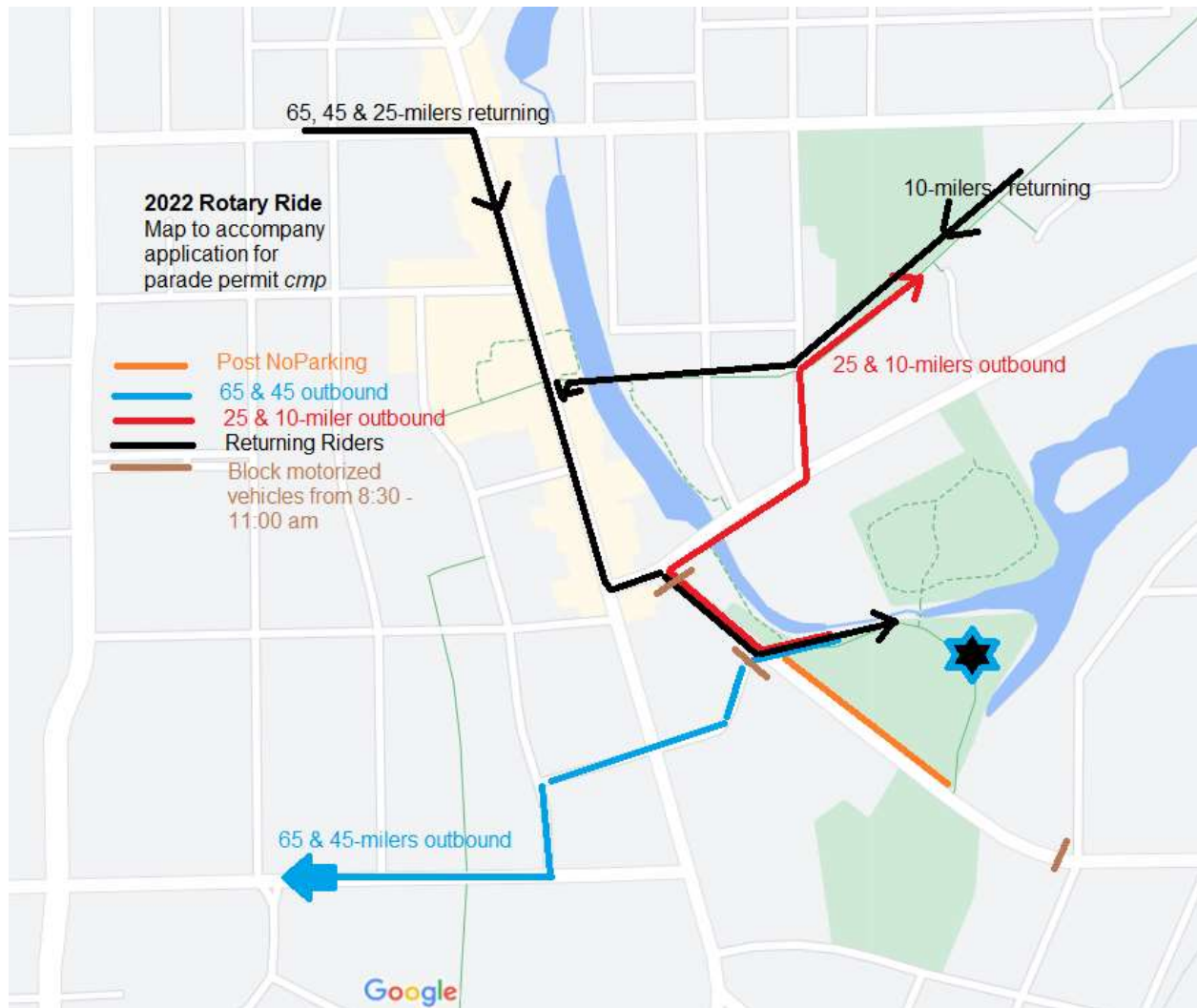
Date of Application

Cynthia M. Petted

Signature

Rotary Ride ride director

Title



CITY OF CEDARBURG

MEETING DATE: March 28, 2022

ITEM NO: 8.H.

TITLE: Discussion and possible action on request from Cedarburg Police Department to begin the transfer of dispatch services to Ozaukee County Sheriff's Office

ISSUE SUMMARY: The Cedarburg Police Department currently has two (2) vacancies in the dispatch center. The department is authorized to have a total of six (6) dispatchers. Currently, there are two (2) pending retirements in 2023. The request is to slowly transition the Cedarburg Police Department Dispatch Service over to the Ozaukee Sheriff's Office.

STAFF RECOMMENDATION: We would like to turn over third shift on May 1st and continue to dispatch on dayshift and second shift for the remainder of 2022. When the two retirements occur next year, we will transition the second shift and dayshift to the county. We would like to use those funds that we are saving to hire two additional officers. One in December of 2022 and the second in late 2023 after the retirements. Attached is a more in-depth plan.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT: It will save money in the police budget while adding more patrol staff.

ATTACHMENTS: Detailed plan

INITIATED/REQUESTED BY: Chief Michael McNerney

FOR MORE INFORMATION CONTACT: Chief Michael McNerney

Cedarburg Police Department

Intra-Departmental Memo

DATE: March 28, 2022

TO: The Mayor and Cedarburg Common Council

FROM: Chief Mike McNerney

SUBJECT: Centralized Dispatch

Cedarburg Dispatch Plan

Proposal- the City of Cedarburg Police Department (CPD) is proposing to eliminate the Cedarburg Police Department Dispatch Center over the next two (2) years and gradually transition those services to the Ozaukee County Sheriff's Office.

Current condition of the Cedarburg Dispatch- The Cedarburg Police Department Dispatch Center is authorized to employ six (6) full-time dispatchers. Currently, two (2) dispatchers left the CPD and are no longer employed with another two (2) planning to retire late next year (2023). This creates a staffing shortage spanning six (6) months this year (2022) and again into next year (2023). The Mequon Police Department Dispatch Center recently experienced the same staffing shortages. Due to the lack of finding qualified replacements, they switched the third shift dispatch over to the Ozaukee County's Sheriff's Office. The future of the Cedarburg Fire Department remains unknown but if there is any type of merger, the Cedarburg Dispatch Center would no longer be needed for dispatching fire services which could ultimately lead to downsizing. There are also upcoming repairs and upgrades needed for the Dispatch Center which would include all new computers.

Plan- The Cedarburg Police Department is requesting permission to phase out the dispatch center over the next two years. We will not replace the two current vacancies and we will place our third shift dispatchers onto second shift and our one swing shift dispatcher onto dayshift. This results in two dispatchers on day shift and two on second shift with alternating off days so there is enough coverage for both shifts. The Ozaukee County Sheriff's Office will handle the CPD third shift dispatching. When the two upcoming retirements occur, we will place the last two dispatchers onto dayshift where they will work the lobby traffic seven (7) days a week and will be supplemented with part-time staff. They will continue to register vehicles, dispatch dayshift officers, type our reports, and any other clerical needs that come up.

Benefits of centralized dispatch and additional patrol staff- The department has benefitted from having a local dispatch center for a long time, but a better use of those funds would be to

add two (2) additional patrol officers which has been the Department's number one mission. The Department has not added an additional officer in over 25 years. At the same time the City has added 11 subdivisions and Festival attendance has grown from several thousand attendees to 100,000 attendees. In addition, the City continues to host the Ozaukee County Fair and the two day Country in the Burg concert along with Summer Sounds during the summer months which draws thousands of attendees every Friday.

These festivals and events draw people to the City throughout the year which has increased the amount of tourism and traffic on a daily basis. CPD would like to add one additional officer in late 2022 and a second in late 2023 to early 2024. This allows the Department to continue to keep the crime rate low yet have more officers on the street without increasing the Police Department budget.

The best way for CPD to hire more patrol staff while maintaining our budget is to switch over dispatching services to the Ozaukee County Sheriff Office's Dispatch center. This makes sense because this is a replication of current services. There will not be any loss of service to the citizens or officers by making this switch. There may be growing pains during the transition but with a gradual change such as the one proposed, the issues should be minimal. The officers may have to do a little more work on the MDT's in their squad cars but overall it should be a smooth transition. Port Washington, Grafton, Saukville, Thiensville, Fredonia, and the County deputies all operate dispatch services through the Ozaukee County Sheriff's Office and reported they are happy with the services.

This is a big change but it is one that will not affect the quality of service that is provided to the citizens of Cedarburg.

Disadvantages- There will be some disadvantages to switching to central dispatch:

- CPD will not be able to be open 24 hours a day
- Officers may have to do a little more work
- There will be a loss of control of the dispatch personnel and protocols.

TIMELINE:

- May 1st, 2022 would be the switch of third shift dispatch to the Ozaukee Sheriff's Office
- Late 2023 or early 2024 the two remaining dispatchers would move to dayshift and turn over the entire radio service to the Ozaukee County Sheriff's Dispatch.

Budgetary Impact-

Dispatcher pay with benefits- \$96,292.28

1st year savings with two dispatcher vacancies-\$192,584.56

Dispatch overtime for 2021 at full staffing- \$15,845.63

Training-\$1,000

Repairs- Savings realized on any future expenditures on the repair of equipment.

Top officer pay with benefits which takes 5 years to achieve- \$132,884.78

With two additional officers and dispatch turned over to the Sheriff's Office, our savings per year with the two remaining dispatchers will be significant. This amount could increase through attrition of the remaining two dispatchers with the lower pay scale for their replacements along with some part time employees- \$136,245.20

CITY OF CEDARBURG

MEETING DATE: March 28, 2022

ITEM NO: 8.I.

TITLE: Discussion and possible action on request to upgrade the Cedarburg Police Department internal camera system

ISSUE SUMMARY: The Cedarburg Police Department current camera system is 23 years old and is a mix of analog cameras that have been replaced over the years along with the hardware due to system failures. More than half of our building is currently without camera coverage and the outside cameras do not cover the entire exterior of the building.

STAFF RECOMMENDATION: We would like to use some of the wages that we are saving by the two dispatcher vacancies to purchase a new camera system. We will be adding more cameras that will cover the entire interior and exterior of our building and these will be HD digital cameras. The software will also work with our Key Fob entry system that we are installing this year. This system will allow the Sheriff's Office to monitor our cameras for when they take over our dispatch center on third shift and possibly the entire dispatch center in the future. Another benefit to this new and expanded system is that when officers are interacting with the public inside the building, it will be covered by all of the internal cameras as compared to what we currently have.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT: There will be no budgetary impact if wages are utilized from the two dispatcher vacancies.

ATTACHMENTS: Camera coverage layout will be emailed separately.

INITIATED/REQUESTED BY: Chief Michael McNerney

FOR MORE INFORMATION CONTACT: Chief Michael McNerney

03/23/2022 10:04 AM

User: mrusso

DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG

CHECK DATE FROM 03/05/2022 - 03/18/2022

Banks: PWBDD

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
03/11/2022	PWBDD	40194*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	5.84
				MAINTENANCE PARTS	500353	533210	18.95
				MAINTENANCE PARTS	500353	533210	9.89
				CHECK PWBDD 40194 TOTAL FOR FUND 100:			34.68
03/11/2022	PWBDD	40195	BOBCAT OF JANESVILLE	MAINTENANCE PARTS	500353	533210	164.04
				MAINTENANCE PARTS	500353	533210	82.52
				CHECK PWBDD 40195 TOTAL FOR FUND 100:			246.56
03/11/2022	PWBDD	40197*#	CARDMEMBER SERVICE	WI CITY MANAGEMENT	500320	513200	340.94
				WCMA	500330	513200	185.00
				AMAZON	500380	514700	313.49
				LITTLE CAESARS	500210	519200	82.50
				AMAZON	500340	522100	51.19
				EMD, NOTARY	500320	522110	150.00
				KALAHARI	500330	522110	175.25
				TRAINING LUNCHES	500330	522110	624.23
				POLICE CONCEPTS	500330	522120	276.00
				ICE CLEATS	500346	522120	209.75
				STAMPS	500347	522120	174.58
				K-9 UNIT EXPENSE	500352	522120	140.00
				TITAN FITNESS	500380	522120	738.29
				DECT. INV	500210	522130	15.83
				AMAZON	500310	522130	76.68
				STATE OF WISCONSIN	500310	522310	360.15
				GOV CONFERENCE	500330	522410	495.00
				CHOC, FACTORY	500330	533210	24.23
				SAFETY SHOES & GLOVES/AMAZON	500350	533210	946.27
				BATTERIES/ AMAZON	500353	533210	301.79
				PIG WIGGLY	500390	555140	79.13
				ARBESESSION	500240	555510	329.08
				ISA MEMBERSHIP	500320	555510	275.00
				FLEET FARM	500341	555510	729.75
				ARBORTEC	500380	555510	798.00
				CHECK PWBDD 40197 TOTAL FOR FUND 100:			7,892.13

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DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 03/05/2022 - 03/18/2022
Banks: PWBDD

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
03/11/2022	PWBDD	40199	CEDARBURG LIGHT & WATER	DUE TO L&W IMP FEE-W72N1113 AUGUSTA LN	256201	000000	2,049.98
				HALEN HOMES-W72N1139 AUGUSTA LN LOT #67	256201	000000	2,049.98
				HALEN HOMES-W72N1137 AUGUSTA LN LOT #68	256201	000000	2,049.98
				CHECK PWBDD 40199 TOTAL FOR FUND 100:			6,149.94
03/11/2022	PWBDD	40200	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	434.00
03/11/2022	PWBDD	40201#	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES-TREAS OFF	500310	515600	81.77
				MAINTENANCE SUPPLIES	500340	522100	98.97
				CHECK PWBDD 40201 TOTAL FOR FUND 100:			180.74
03/11/2022	PWBDD	40202#	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	163.92
				ELECTIONS LEGAL NOTICES	500321	514200	26.48
				PROFESSIONAL SERVICES	500210	515600	362.71
				PRINTING-NEWSLETTERS, ETC	500313	555140	195.00
				CHECK PWBDD 40202 TOTAL FOR FUND 100:			748.11
03/11/2022	PWBDD	40203	CULLIGAN OF WEST BEND	REPAIR AND MAINTENANCE	500240	518100	76.50
				REPAIR AND MAINTENANCE	500240	518100	(8.76)
				CHECK PWBDD 40203 TOTAL FOR FUND 100:			67.74
03/11/2022	PWBDD	40204	DIGITAL EDGE OF GRAFTON	OFFICE SUPPLIES	500310	514200	70.00
03/11/2022	PWBDD	40205#	EGELHOFF LAWMOWER SERVICE	MAINTENANCE PARTS	500353	533210	44.39
				REPAIR AND MAINTENANCE	500240	555510	63.60
				CHECK PWBDD 40205 TOTAL FOR FUND 100:			107.99
03/11/2022	PWBDD	40209	GENERAL COMMUNICATIONS, INC.	TELEPHONE/COMMUNICATIONS	500225	522110	14,160.00
03/11/2022	PWBDD	40210	GRAINGER	REPAIR AND MAINTENANCE	500240	555510	162.19
03/11/2022	PWBDD	40211	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	181.00
03/11/2022	PWBDD	40212	JAMES ESTEN	PROFESSIONAL SERVICES	500210	555140	28.00

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User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 03/05/2022 - 03/18/2022
Banks: PWBDD

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
03/11/2022	PWBDD	40214	JM BRENNAN, INC.	REPAIR AND MAINTENANCE	500240	518100	260.00
				REPAIR AND MAINTENANCE	500240	518100	260.00
				REPAIR AND MAINTENANCE	500240	518100	260.00
				CHECK PWBDD 40214 TOTAL FOR FUND 100:			780.00
03/11/2022	PWBDD	40216	MID-STATE EQUIPMENT	MAINTENANCE SUPPLIES	500340	533450	2,469.75
03/11/2022	PWBDD	40218	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	196.84
03/11/2022	PWBDD	40219	NASSCO, INC.	MAINTENANCE SUPPLIES	500340	522100	148.50
03/11/2022	PWBDD	40221#	ONTECH SYSTEMS, INC	EQUIPMENT/CAPITAL OUTLAY	500380	514700	1,295.00
				EQUIPMENT/CAPITAL OUTLAY	500380	518100	180.00
				CHECK PWBDD 40221 TOTAL FOR FUND 100:			1,475.00
03/11/2022	PWBDD	40222	OZAUKEE COUNTY TREASURER	OVERPAYMENT OF TAXES	261400	000000	1,539.62
03/11/2022	PWBDD	40223	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE	500315	514100	379.89
03/11/2022	PWBDD	40225	RANDY A TEWS	OVERPAYMENT OF TAXES			** VOIDED **
				OVERPAYMENT OF TAXES			** VOIDED **
03/11/2022	PWBDD	40226	REFRIGERANT DEPOT LLC	PUBLIC WORKS FEES	463101	000000	100.00
03/11/2022	PWBDD	40227	RESPONDER SERVICES LLC	UNIFORMS	500346	522120	233.38
03/11/2022	PWBDD	40228	SETTLERS INN	OFFICE SUPPLIES	500310	514200	1,069.45
03/11/2022	PWBDD	40229	SNAP-ON INDUSTRIAL	MAINTENANCE PARTS	500353	533210	14.60
03/11/2022	PWBDD	40231#	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	26.26
				OPERATING SUPPLIES	500350	533210	8.75
				CHECK PWBDD 40231 TOTAL FOR FUND 100:			35.01
03/11/2022	PWBDD	40232	STREICHER'S POLICE EQUIPMENT	UNIFORMS	500346	522110	17.18
03/11/2022	PWBDD	40233	SYNCHRONY BANK	REPAIR AND MAINTENANCE	500240	555510	456.95
03/11/2022	PWBDD	40234	TRANSUNION RISK AND ALTERNATIVE	OPERATING EXPENSES	500235	522130	75.00

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Fund: 100 GENERAL FUND							
				OPERATING EXPENSES	500235	522130	120.00
				OPERATING EXPENSES	500235	522130	75.00
				OPERATING EXPENSES	500235	522130	76.20
				CHECK PWBDD 40234 TOTAL FOR FUND 100:			346.20
03/11/2022	PWBDD	40235	ULINE	OFFICE SUPPLIES	500310	514200	321.37
03/11/2022	PWBDD	40236	UNIFIRST CORPORATION	MAINTENANCE SUPPLIES	500340	522100	78.63
03/11/2022	PWBDD	40237	VILLAGE OF BUTLER	COURT PENALTIES & COSTS	451101	000000	400.00
03/11/2022	PWBDD	40238	WAUKESHA COUNTY TECHNICAL COLLEGE	TRAVEL & TRAINING	500330	522120	1,565.00
03/18/2022	PWBDD	40239	AIRGAS USA LLC	MAINTENANCE PARTS	500353	533210	31.24
03/18/2022	PWBDD	40240	ASSESSMENT TECHNOLOGIES, LLC	PROFESSIONAL SERVICES	500210	515400	11,700.00
				PROFESSIONAL SERVICES	500210	515400	6,262.50
				PROFESSIONAL SERVICES	500210	515400	6,262.50
				PROFESSIONAL SERVICES	500210	515400	11,700.00
				PROFESSIONAL SERVICES	500210	515400	8,350.00
				PROFESSIONAL SERVICES	500210	515400	6,262.50
				PROFESSIONAL SERVICES	500210	515400	11,700.00
				CHECK PWBDD 40240 TOTAL FOR FUND 100:			62,237.50
03/18/2022	PWBDD	40241	ASSESSMENT TECHNOLOGIES, LLC	COMPUTER/COPIER SUPPLIES	500312	515400	2,041.34
03/18/2022	PWBDD	40244*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	522100	14.83
03/18/2022	PWBDD	40245	BILL SCHNITZER PLUMBING LLC	REPAIR AND MAINTENANCE	500240	555510	250.00
03/18/2022	PWBDD	40247	BROOKS TRACTOR	MAINTENANCE PARTS	500353	533210	145.22
				MAINTENANCE PARTS	500353	533210	15.03
				CHECK PWBDD 40247 TOTAL FOR FUND 100:			160.25
03/18/2022	PWBDD	40248	CEDARBURG LIGHT & WATER	DUE TO LIGHT AND WATER	256200	000000	216.23
03/18/2022	PWBDD	40250	CEDARBURG VETERINARY CLINIC	K-9 UNIT EXPENSE	500352	522120	77.20
03/18/2022	PWBDD	40251	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	425.03

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Fund: 100 GENERAL FUND							
03/18/2022	PWBDD	40252	CHUCK MOEGENBURG	REPAIR AND MAINTENANCE	500240	518100	110.00
03/18/2022	PWBDD	40253*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	533210	172.88
03/18/2022	PWBDD	40254	COLUMBIA ST MARY'S INC	SUPPLIES AND EXPENSES	500347	522110	222.00
03/18/2022	PWBDD	40255	COMPLETE OFFICE OF WISCONSIN	COMPUTER/COP SPLY-S-COPY PAPER	500312	514100	369.00
03/18/2022	PWBDD	40257	DIGITAL EDGE OF GRAFTON	OFFICE SUPPLIES	500310	522110	116.00
03/18/2022	PWBDD	40258*#	EHLERS	PROFESSIONAL SERVICES	500210	515600	300.00
03/18/2022	PWBDD	40259	FACILITY GATEWAY CORPORATION	REPAIR AND MAINTENANCE	500240	522110	550.00
03/18/2022	PWBDD	40260	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	62.93
03/18/2022	PWBDD	40261	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	343.39
03/18/2022	PWBDD	40262	GALLS LLC	EQUIPMENT/CAPITAL OUTLAY	500380	522120	509.92
03/18/2022	PWBDD	40263	GFL ENVIRONMENTAL	REPAIR AND MAINTENANCE	500240	555510	227.96
03/18/2022	PWBDD	40264	GRAINGER	OPERATING SUPPLIES	500350	518100	49.32
03/18/2022	PWBDD	40266	INTERSTATE POWER SYSTEMS INC	MAINTENANCE PARTS	500353	533210	2,288.36
03/18/2022	PWBDD	40268*#	JANI-KING OF MILWAUKEE	PROFESSIONAL SERVICES	500210	518100	2,808.00
				PROFESSIONAL SERVICES	500210	522100	1,872.00
				OPERATING SUPPLIES	500350	533210	398.34
				CHECK PWBDD 40268 TOTAL FOR FUND 100:			5,078.34
03/18/2022	PWBDD	40269	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	420.00
03/18/2022	PWBDD	40272	MACQUEEN EQUIPMENT	MAINTENANCE PARTS	500353	533210	78.26
				MAINTENANCE PARTS	500353	533210	132.79
				CHECK PWBDD 40272 TOTAL FOR FUND 100:			211.05
03/18/2022	PWBDD	40274	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	34.17
03/18/2022	PWBDD	40275	MILLER-BRADFORD AND RISBERG	MAINTENANCE PARTS	500353	533210	1,905.18

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Fund: 100 GENERAL FUND							
03/18/2022	PWBDD	40276	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	201.78
				MAINTENANCE PARTS	500353	533210	32.49
				MAINTENANCE PARTS	500353	533210	68.44
				MAINTENANCE PARTS	500353	533210	30.85
				MAINTENANCE PARTS	500353	533210	35.90
				MAINTENANCE PARTS	500353	533210	100.52
				CHECK PWBDD 40276 TOTAL FOR FUND 100:			469.98
03/18/2022	PWBDD	40277	NASSCO, INC.	MAINTENANCE SUPPLIES	500340	522100	66.62
03/18/2022	PWBDD	40278#	OFFICE DEPOT	OFFICE SUPPLIES-DYMO LABELS	500310	514200	279.00
				ELECTIONS-DISPLAY BOARDS	500310	514200	14.40
				OFFICE SUPPLIES	500310	522110	52.58
				ENG-AA BATT, SHARPIES, PENS	500310	533110	32.75
				OFFICE SUPPLIES	500310	533110	42.07
				PLAN-INDEXES, FLAG TAPES	500310	566310	8.97
				CHECK PWBDD 40278 TOTAL FOR FUND 100:			429.77
03/18/2022	PWBDD	40281	OZAUKEE COUNTY CLERK OF COURTS	CASE #2021-TR2014-MANUEL CHAVEZ=RAMIREZ	131060	000000	158.00
03/18/2022	PWBDD	40282	QUALITY ELECTRIC SERVICE, INC.	REPAIR AND MAINTENANCE	500240	518100	473.00
03/18/2022	PWBDD	40283	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	5,369.13
				FUEL INVENTORY	161500	000000	6,462.52
				CHECK PWBDD 40283 TOTAL FOR FUND 100:			11,831.65
03/18/2022	PWBDD	40285	RANDY A TEWS	OVERPAYMENT OF TAXES	261400	000000	228.93
03/18/2022	PWBDD	40287	REGISTRATION FEE TRUST	SUPPLIES AND EXPENSES	500347	522120	877.50
03/18/2022	PWBDD	40290	SCANMAN AMERICA LLC	OFFICE SUPPLIES	500310	514100	284.00
03/18/2022	PWBDD	40291#	STREICHER'S POLICE EQUIPMENT	UNIFORMS	500346	522110	114.35
				UNIFORMS	500346	522110	76.18
				UNIFORMS	500346	522110	23.96
				UNIFORMS	500346	522110	49.99

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Fund: 100 GENERAL FUND				SUPPLIES AND EXPENSES	500347	522120	35.99
				CHECK PWBDD 40291 TOTAL FOR FUND 100:			<u>300.47</u>
03/18/2022	PWBDD	40292	THE UNIFORM SHOPPE	UNIFORMS	500346	522110	131.95
03/18/2022	PWBDD	40293	TRANS UNION LLC	TELEPHONE/COMMUNICATIONS	500225	522110	60.00
03/18/2022	PWBDD	40294	TRUCK COUNTRY-MILWAUKEE NORTH	MAINTENANCE PARTS	500353	533210	460.00
03/18/2022	PWBDD	40295	TYLER TECHNOLOGIES	EQUIPMENT/CAPITAL OUTLAY	500380	514700	5,695.52
03/18/2022	PWBDD	40296	U.S. BANK	OFFICE SUPPLIES	500310	514100	118.63
03/18/2022	PWBDD	40300	ZARNOTH BRUSH WORKS INC	MAINTENANCE SUPPLIES	500340	533450	665.60
				Total for fund 100 GENERAL FUND			142,766.19

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 220 RECREATION PROGRAMS FUND							
03/11/2022	PWBDD	40197*#	CARDMEMBER SERVICE	KALAHARI	500330	555390	234.00
				GOOGLE ADS	500347	555390	(26.12)
				GO DADDY	500347	555390	123.97
				HILTON GARDEN HOTEL	500394	555390	400.19
				CHECK PWBDD 40197 TOTAL FOR FUND 220:			732.04
03/11/2022	PWBDD	40198	CASSIE CARLSON	SUMMER/WINTER REC FEES	467310	000000	40.00
03/11/2022	PWBDD	40206	ERIKA DOHERTY	SAFETY TRAINING	467318	000000	75.00
03/11/2022	PWBDD	40213	JAMIE HEMSING	SOLAR RECREATION	467327	000000	80.00
03/11/2022	PWBDD	40230	SOLAR RECREATION	SOLAR RECREATION	500356	555390	847.00
03/18/2022	PWBDD	40244*#	BEYER'S HARDWARE	SUPPLIES AND EXPENSES	500347	555390	34.19
03/18/2022	PWBDD	40246	BRENT AHRENS	MISCELLANEOUS REVENUE	486000	000000	50.00
03/18/2022	PWBDD	40267	JANET SWARTZ	SAFETY TRAINING	467318	000000	75.00
03/18/2022	PWBDD	40273	MASTER PRINTWEAR	POMS EXPENSES	500394	555390	204.00
03/18/2022	PWBDD	40286	RAVI DASARI	MISCELLANEOUS REVENUE	486000	000000	50.00
				Total for fund 220 RECREATION PROGRAMS FUND			2,187.23

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 240 SWIMMING POOL FUND							
03/18/2022	PWBDD	40298	WPRA	TRAVEL & TRAINING	500330	555320	45.00
				TRAVEL & TRAINING	500330	555320	45.00
				CHECK PWBDD 40298 TOTAL FOR FUND 240:			90.00
				Total for fund 240 SWIMMING POOL FUND			90.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
03/11/2022	PWBDD	40194*#	BEYER'S HARDWARE	OFFICE SUPPLIES	500310	555110	9.68
03/11/2022	PWBDD	40197*#	CARDMEMBER SERVICE	OFFICE SUPPLIES/AMAZON	500310	555110	272.63
				AMAZON	500350	555110	480.34
				CHECK PWBDD 40197 TOTAL FOR FUND 260:			752.97
03/11/2022	PWBDD	40208	FINDAWAY	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	49.49
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	125.98
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	746.87
				CHECK PWBDD 40208 TOTAL FOR FUND 260:			922.34
03/18/2022	PWBDD	40243	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	17.57
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	32.27
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	25.13
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	68.37
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	78.99
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	157.52
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	58.20
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	369.53
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	232.75
				DONATION EXPENDITURES	500322	555110	33.00
				DONATION EXPENDITURES	500322	555110	281.00
				DONATION EXPENDITURES	500322	555110	71.00
				CHECK PWBDD 40243 TOTAL FOR FUND 260:			1,425.33
03/18/2022	PWBDD	40256	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	182.19
03/18/2022	PWBDD	40265	HOOPLA	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	240.31
03/18/2022	PWBDD	40268*#	JANI-KING OF MILWAUKEE	MAINT/CONTRACTED SERVICES	500290	555110	488.58
03/18/2022	PWBDD	40270	KANOPY, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	426.00
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	388.00
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	270.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	388.00
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	393.00
				CHECK PWBDD 40270 TOTAL FOR FUND 260:			<u>1,865.00</u>
03/18/2022	PWBDD	40271	LAWNSCAPERS, INC	MAINT/CONTRACTED SERVICES	500290	555110	1,077.50
03/18/2022	PWBDD	40280	ORKIN COMMERCIAL SERVICES	MAINT/CONTRACTED SERVICES	500290	555110	78.00
				Total for fund 260 LIBRARY FUND			7,041.90

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 300 DEBT SERVICE FUND							
03/18/2022	PWBDD	40258*#	EHLERS	FUND BALANCE RES -FUTURE DEBT	342300	000000	22,500.00
				Total for fund 300 DEBT SERVICE FUND			22,500.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 350 TIF DISTRICT FUND #4							
03/18/2022	PWBDD	40279	OLIVER FIONTAR LLC	DEVELOPERS INCENTIVE	500227	566710	50,667.50
				DEVELOPERS INCENTIVE	500227	566710	15,183.83
				CHECK PWBDD 40279 TOTAL FOR FUND 350:			65,851.33
				Total for fund 350 TIF DISTRICT FUND #4			65,851.33

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 353 TIF DISTRICT #6							
03/11/2022	PWBDD	40224	R.A. SMITH NATIONAL	PROFESSIONAL SERVICES	500210	566710	6,792.38
				PROFESSIONAL SERVICES	500210	566710	769.00
				PROFESSIONAL SERVICES	500210	566710	14,858.30
				CHECK PWBDD 40224 TOTAL FOR FUND 353:			22,419.68
				Total for fund 353 TIF DISTRICT #6			22,419.68

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 400 CAPITAL IMPROVEMENTS FUND							
03/11/2022	PWBDD	40215*#	KAPUR & ASSOCIATES	DUE FROM LIGHT & WATER	156200	000000	1,970.46
				STREET IMPROVEMENTS	500854	533311	4,682.61
				STORMWATER IMPROVEMENTS	500475	533440	940.95
				CHECK PWBDD 40215 TOTAL FOR FUND 400:			7,594.02
03/18/2022	PWBDD	40284	RAMBOLL US CONSULTING INC.	PROCHNOW	500841	533750	5,619.37
				Total for fund 400 CAPITAL IMPROVEMENTS FUND			13,213.39

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
03/11/2022	PWBDD	40194*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	15.27
03/11/2022	PWBDD	40196	BOGIE ENTERPRISES, INC.	COLLECTION SYSTEM MAINT	500360	573835	3,560.00
				COLLECTION SYSTEM MAINT	500360	573835	1,600.00
				CHECK PWBDD 40196 TOTAL FOR FUND 601:			5,160.00
03/11/2022	PWBDD	40197*#	CARDMEMBER SERVICE	AMAZON	500372	573825	86.14
				AMAZON	500340	573830	81.18
				COSTCO	500342	573830	71.46
				WEA CENTRAL STATES	500330	573850	80.00
				CHECK PWBDD 40197 TOTAL FOR FUND 601:			318.78
03/11/2022	PWBDD	40215*#	KAPUR & ASSOCIATES	COLLECTION MAINS AND ACCESS.	184313	000000	3,475.98
03/11/2022	PWBDD	40217#	MULCAHY SHAW WATER, INC.	LAB SUPPLIES	500370	573825	190.90
				MAINTENANCE SUPPLIES	500340	573830	150.65
				CHECK PWBDD 40217 TOTAL FOR FUND 601:			341.55
03/11/2022	PWBDD	40220	NORTH SHORE BANK	SICK PAY OUT	500135	573805	36,170.31
03/18/2022	PWBDD	40242	BADGER STATE WASTE, LLC	SLUDGE HAULING	500294	573825	24,427.50
03/18/2022	PWBDD	40244*#	BEYER'S HARDWARE	LAB SUPPLIES	500370	573825	18.50
				MAINTENANCE SUPPLIES	500340	573830	21.59
				JANITORIAL SUPPLIES	500342	573830	77.35
				CHECK PWBDD 40244 TOTAL FOR FUND 601:			117.44
03/18/2022	PWBDD	40249	CEDARBURG OVERHEAD DOOR CO.	OVERHEAD DOORS AND TRANSMITTERS	500383	573835	7,481.00
03/18/2022	PWBDD	40253*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	16.84
				SAFETY EQUIPMENT	500372	573825	92.86
				SAFETY EQUIPMENT	500372	573825	92.86
				CHECK PWBDD 40253 TOTAL FOR FUND 601:			202.56

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
03/18/2022	PWBDD	40288#	RUEKERT-MIELKE, INC.	DESIGN SERVICES DORCHESTER LIFT STATION	185324	000000	7,898.16
				ENGINEERING	500215	573850	2,177.88
				CHECK PWBDD 40288 TOTAL FOR FUND 601:			10,076.04
03/18/2022	PWBDD	40289	SCADATEC	ENGINEERING	500215	573850	300.00
03/18/2022	PWBDD	40297	USA BLUEBOOK	LAB SUPPLIES	500370	573825	253.55
03/18/2022	PWBDD	40299	XYLEM WATER SOLUTIONS	IMPELLER & RING INSERT	185324	000000	5,125.00
				Total for fund 601 WATER RECYCLING CENTER			93,464.98

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 700 RISK MANAGEMENT FUND							
03/11/2022	PWBDD	40207	F-S TRUCK & TRAILER REPAIR	9/28/21 CLAIM REPAIR-DPW TRUCK #78	500525	519400	5,217.68
				Total for fund 700 RISK MANAGEMENT FUND			5,217.68
TOTAL - ALL FUNDS							374,752.38

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

CITY OF CEDARBURG
TRANSFER LIST
2/26/2022-3/25/2022

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
2/28/2022	\$43,697.86	Light & Water charges for January
2/28/2022	\$80,753.44	WRS-January remittance
3/1/2022	\$102,300.41	WPS-March premiums
3/1/2022	\$7,214.81	Delta Dental-March premiums
3/4/2022	\$1,500.00	Pitney Bowes-postage
3/4/2022	\$750,000.00	Transfer from checking to money market
3/10/2022	\$218,000.00	Transfer from checking to payroll
3/11/2022	\$6,050.00	Health Savings Accounts-contributions for 2/20/22-3/5/22
3/11/2022	\$1,605.13	ICMA-contributions for 2/20/22-3/5/22
3/11/2022	\$4,345.51	North Shore Bank-contributions for 2/20/22-3/5/22
3/11/2022	\$495.00	Police Union-contributions for 2/20/22-3/5/22
3/11/2022	\$346.15	State of Wisconsin-child support for 2/20/22-3/5/22
3/11/2022	\$300.00	Wis Deferred Comp-contributions for 2/20/22-3/5/22
3/14/2022	\$948.36	Aflac-February premiums
3/17/2022	\$561.01	Superior Vision-March premiums
3/17/2022	\$2,751.98	Minnesota Life-April premiums, February deductions
3/24/2022	\$222,000.00	PWSB Payroll
3/24/2022	\$6,533.08	Health Savings Accounts-contributions for 3/6/22-3/19/22
3/24/2022	\$1,640.13	ICMA-contributions for 3/6/22-3/19/22
3/24/2022	\$4,357.70	North Shore Bank-contributions for 3/6/22-3/19/22
3/24/2022	\$495.00	Police Union-contributions for 3/6/22-3/19/22
3/24/2022	\$346.15	State of Wisconsin-child support for 3/6/22-3/19/22
3/24/2022	\$513.67	Wis Deferred Comp-contributions for 3/6/22-3/19/22
	<u>\$1,456,755.39</u>	

PWSB PAYROLL CHECKING ACCOUNT

3/11/2022	\$157,104.86	Payroll for 2/20/22-3/5/22
3/22/2022	\$61,424.09	Payroll taxes for 2/20/22-3/5/22
2/25/2022	\$157,770.72	Payroll for 3/6/22-3/19/22
2/25/2022	\$64,134.38	Payroll taxes for 3/6/22-3/19/22
	<u>\$440,434.05</u>	

PWSB MONEY MARKET ACCOUNT

2/25/2022	\$1,980,172.50	Wire transfer to Ehlers Bond Trust Services
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