

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
MONDAY April 11, 2022 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, April 11, 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, Patricia Thome, and 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 – February 14, 2022 Joint Community Development Authority & Common Council Meeting Minutes and March 28, 2022 Common Council Meeting Minutes*
8. NEW BUSINESS
 - A. Discussion and possible action on Proclamation recognizing Education and Sharing Day*
 - B. Discussion and possible action on Arbor Day Proclamation*
 - C. Discussion and possible action on Ordinance No. 2022-10 Annexing 41.03 acres at 6660 Susan Lane in the Town of Cedarburg to the City of Cedarburg*
 - D. Discussion and possible action on Resolution No. 2022-11 authorizing staff to apply for a Department of Natural Resources Runoff Management Grant*

- E. Discussion and possible action on approval for a Certified Survey Map for a minor adjustment to Outlot 9 of The Glen at Cedar Creek subdivision*
- F. Discussion and possible action on Award of Contract for the Cedarburg Lead Service Replacement Program*
- G. Discussion and possible action on appointment of Anna Marie Armbruster to Economic Development Board
- H. Discussion and possible action on appointment of Kayla Stofflett to Diversity Committee
- I. Discussion and possible action on appointment of Connie Kincaide as Diversity Committee alternate
- 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 Mark A. Nagy
 - 2. Authorize granting of temporary Class "B" licenses to Cedarburg Fireman's Park, Inc. for Maxwell Street Days, Firemen's Park, W65 N796 Washington Avenue, for May 29, July 10, September 4, and October 2, 2022 from 6:00 a.m. to 10:00 p.m.
- K. Discussion and possible action on payment of bills dated 3/25/2022 through 4/01/2022, transfers for the period 3/26/2022 through 4/08/2022 and payroll for period 3/20/2022 through 4/02/2022*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator's Report
- B. Building Inspection 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.



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, WISCONSIN
PROCLAMATION RECOGNIZING
EDUCATION AND SHARING DAY**

WHEREAS: *A quality education is one of the significant foundations for the continuing success of our community, state and country. In the City of Cedarburg, we place a high value on education and sharing. We believe that, by providing opportunities for an excellent education, giving each child what they need to develop to their full academic and social potential, we can create hope for a better, kinder and more united and prosperous future.*

WHEREAS: *In 1978, the United States Congress established April 12 as Education and Sharing Day, U.S.A. April 12 was chosen to honor Rabbi Menachem Mendel Schneerson, a Jewish Rabbi born on that day. Rabbi Schneerson advocated for the education of children with a focus on building character by emphasizing the cultivation of those shared values that have been the bedrock of society from the dawn of civilization. Although the particular day was chosen in honor of a specific Jewish Rabbi, the purpose of the day is relevant to people of all faiths and backgrounds.*

WHEREAS: *Every President since then has issued an annual proclamation on April 12 urging Americans to focus on education and the betterment of society. Either the governor or legislature of all 50 states has subsequently proclaimed April 12 as Education Day or Education and Sharing Day. We join other communities that have declared April 12 as Education and Sharing Day.*

ACCORDINGLY, *I, Michael O’Keefe, Mayor of the City of Cedarburg, on behalf of all citizens of the City of Cedarburg, proclaim Tuesday, April 12, 2022, as Education and Sharing Day in the City of Cedarburg and call upon government officials, educators, volunteers, and citizens to advocate for an equitable and value-based education for all.*

Dated this 12th day of April, 2022.

Michael O’Keefe, Mayor

Attest:

Tracie Sette, City Clerk



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, _____, Mayor of the City of _____, do hereby proclaim _____ as

Arbor Day

In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this _____ day of _____
Mayor _____

CITY OF CEDARBURG

MEETING DATE: April 11, 2022

ITEM NO: 8.C.

TITLE: Discussion and possible action on Ordinance No. 2022-10 annexing the 41.03-acre Stone Lake Development located at 6660 Susan Lane from the Town of Cedarburg to the City of Cedarburg

ISSUE SUMMARY: Council members will recall having provided positive feedback to the applicant last September and November for his side-by-side residential project and that feedback was echoed by the Plan Commission, as well. The applicant then used the feedback as the basis for pursuing annexation. You will further recall that to gain your support for the project, the applicant removed two buildings at the north end of the wooded area and shifted the road away from the northwest corner to better protect those woods. The project now consists of 35 side-by-side ranch style buildings (70 units), down from their original proposal of 37 buildings (74 units). It is now proposed at a density of 1.75 units per gross acre, 2.0 units per net acre, exclusive of the quarry.

The request before you at this meeting is simply to approve annexing the property into the city. **Section 13-1-40(f)**, city zoning code, requires that newly annexed areas be placed in the Rs-1 Single-Family Zoning District until an ordinance is created for permanent zoning. Ultimately, the applicant will return to pursue rezoning the property to the Rd-1 Two-Family District with the Planned Unit Development PUD overlay District.

Staff Comments:

Staff recommends approval of the applicant's annexation petition.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The applicant was before the Plan Commission for consultation on May 3, 2021, September 8, 2021, November 1, 2021, and before this Council on September 27, 2021, and November 8, 2021, (see attached minutes). The applicant's annexation petition was before the Plan Commission on March 7, 2022, where they recommended approval by unanimous vote.

ATTACHMENTS:

- Minutes from the May 3, 2021, September 8, 2021, November 1, 2021, and March 7, 2022, Plan Commission meeting.
- Minutes from the September 27, 2021, and November 8, 2021, Common Council meeting.
- Annexation petition and map
- Department of Administration letter

INITIATED/REQUESTED BY: Craig Caliendo, President Kingsway Homes

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

Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102
wimunicipalboundaryreview@wi.gov
<https://doa.wi.gov/municipalboundaryreview>

Petitioner Information

Name: **Stone Lake Development, Inc**

Phone: **(262) 402-6220**

Email: **ccaliendo@kingswayhomes.com**

Contact Information if different than petitioner:

Representative's Name: **Craig Caliendo, President**

Phone: **(262) 402-6220**

E-mail: **ccaliendo@kingswayhomes.com**

1. Town where property is located: **Cedarburg**

2. Petitioned City or Village: **Cedarburg**

3. County where property is located: **Ozaukee**

4. Population of the territory to be annexed: **0**

5. Area (in acres) of the territory to be annexed: **41.03**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):

03-022-14-003.00 03-022-14-006.00 ~~03-022-14-001.00~~ 03-022-03-001.00

Include these required items with this form:

1. ☒ Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
2. ☒ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
3. ☐ Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
4. ☒ Check or money order covering review fee [see next page for fee calculation]

(2021)

Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

Required Fees

There is an initial filing fee and a variable review fee

\$350 Initial Filing Fee (required with the first submittal of all petitions)

\$200 – 2 acres or less

\$350 – 2.01 acres or more

\$800 Review Fee (required with all annexation submittals except those that consist ONLY of road right-of-way)

\$200 – 2 acres or less

\$600 – 2.01 to 10 acres

\$800 – 10.01 to 50 acres

\$1,000 – 50.01 to 100 acres

\$1,400 – 100.01 to 200 acres

\$2,000 – 200.01 to 500 acres

\$4,000 – Over 500 acres

\$1150 TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

Include check or money order, payable to: **Department of Administration**

DON'T attach the check with staples, tape, ...

**THE DEPARTMENT WILL NOT PROCESS
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED
BY THE REQUIRED FEE.**

**THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE**

Shaded Area for Office Use Only

Date fee & form received: _____

Payer: _____ Check Number: _____

Check Date: _____

Amount: _____

ANNEXATION SUBMITTAL GUIDE

s. 66.0217 (5) THE PETITION

- ☒ State the purpose of the petition:
 - Direct annexation by unanimous approval; OR
 - Direct annexation by one-half approval; OR
 - Annexation by referendum.
- ☒ Petition must be signed by:
 - All owners and electors, if by unanimous approval.
 - See 66.0217 (3) (a), if by one-half approval.
 - See 66.0217 (3) (b), if by referendum.
- ☒ State the population of the land to be annexed.

[It is beneficial to include Parcel ID or Tax numbers, the parcel area, and identify the annexee (Town) and annexor (Village or City) in the petition.]

s. 66.0217 (1) (c) THE DESCRIPTION

- ☒ The annexation petition must include a legal description of the land to be annexed. The land must be described by reference to the government lot, private claim, quarter-section, section, town and range in which the land lies. The land must be further described by metes and bounds commencing from a monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the land lies; OR
- ☒ If the land is wholly and entirely within a lot or lots, or all of a block or blocks of a recorded subdivision plat or certified survey map, it must be described by reference to the lot (s) and/or block (s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map.
- ☒ The land may NOT be described only by:
 - Aliquot part;
 - Reference to any other document (plat of survey, deed, etc.);
 - Exception or Inclusion;
 - Parcel ID or tax number.

s. 66.0217 (1) (g) THE MAP

- ☒ The map shall be an *accurate reflection* of the legal description of the parcel being annexed. As such, it must show:
 - A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.
 - Bearings and distances along all parcel boundaries as described.
 - All adjoiners as referenced in the description.
- ☒ The map must include a **graphic scale**.
- ☒ The map must show and identify the existing municipal boundary, in relation to the parcel being annexed.

[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]

s. 66.0217 FILING

- ☐ The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.
- ☐ If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by s. 66.0217 (4).

PETITION FOR DIRECT ANNEXATION
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE OWNERS DO NOT RESIDE IN TERRITORY

We, the undersigned, constituting all of the owners not residing in the territory to be annexed and all of the owners of the real property in the territory described below currently located in the Town of Cedarburg, Ozaukee County, Wisconsin, lying contiguous to the City of Cedarburg, Ozaukee County, Wisconsin, petition the City of Cedarburg to annex to the City of Cedarburg the territory described as follows:

A portion of property located in the Southwest 1/4 of the Northeast 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 22, Township 10 North, Range 21 East, Ozaukee County, Wisconsin, and being more particularly described as follows:

COMMENCING at the East 1/4 Corner of Section 22, said Township and Range; thence S.87°12'56"W., 1330.23 feet along the South line of the Northeast 1/4 of said Section 22 to the POINT OF BEGINNING, being the Southeast Corner of the Southwest 1/4 of the Northeast 1/4 of Section 22 and the Northwest Corner of Lot 1, Certified Survey Map No. 3797; thence S.02°07'38"E., 509.11 feet to Southwest Corner of said Lot 1; thence S.02°11'37"E., 152.42 feet to the Southeast Corner of the North 1/2 of the Northwest 1/4 of the Southeast 1/4 of Section 22 and the Northeast Corner of Lot 2, Certified Survey Map No. 341; thence S.87°04'54"W., 150.33 feet to the Northeast Corner of Lot 5, Hidden Grove Subdivision; thence S.87°19'19"W., 481.39 feet to the Northwest Corner of Lot 3, Hidden Grove Subdivision; thence S.02°15'59"E., 341.01 feet to the Southwest Corner of Lot 1, Hidden Grove Subdivision; thence S.87°17'44"W., along the North Right of Way line of Susan Lane, 210.98 feet; thence N.02°47'59"W., 340.80 feet; thence S.87°14'27"W., 473.76 feet to a point, from which the Southwest corner of the North 1/2 of the Northwest 1/4 of the Southeast 1/4 said Section 22 bears S.87°14'27"W., 10.00 feet; thence N.02°11'35"W., parallel to the West line of the said Southeast 1/4, 660.57 feet to a point, from which the Center 1/4 Corner of Section 22 bears S.87°50'49"W., 10.00 feet; thence N.02°06'48"W., parallel to the West line of the said Northeast 1/4, 638.31 feet to a point, from which the Southwest corner of Lot 3, Certified Survey Map No. 4117, bears N.47°26'59"W., 14.06 feet; thence N.87°12'50"E., parallel to the south line of said Lot 3, 1319.46 feet to a point, from which the Southeast Corner of said Lot 3 bears N.02°10'57"W., 10.00 feet; thence S.02°10'57"E., 638.22 feet to the POINT OF BEGINNING, and containing 41.03 acres (1,787,330 square feet), more or less.

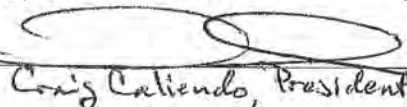
And as shown on the attached scale map, marked Exhibit "ANNEXATION MAP", and incorporated herein by reference.

The current population of such territory is zero (0).

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

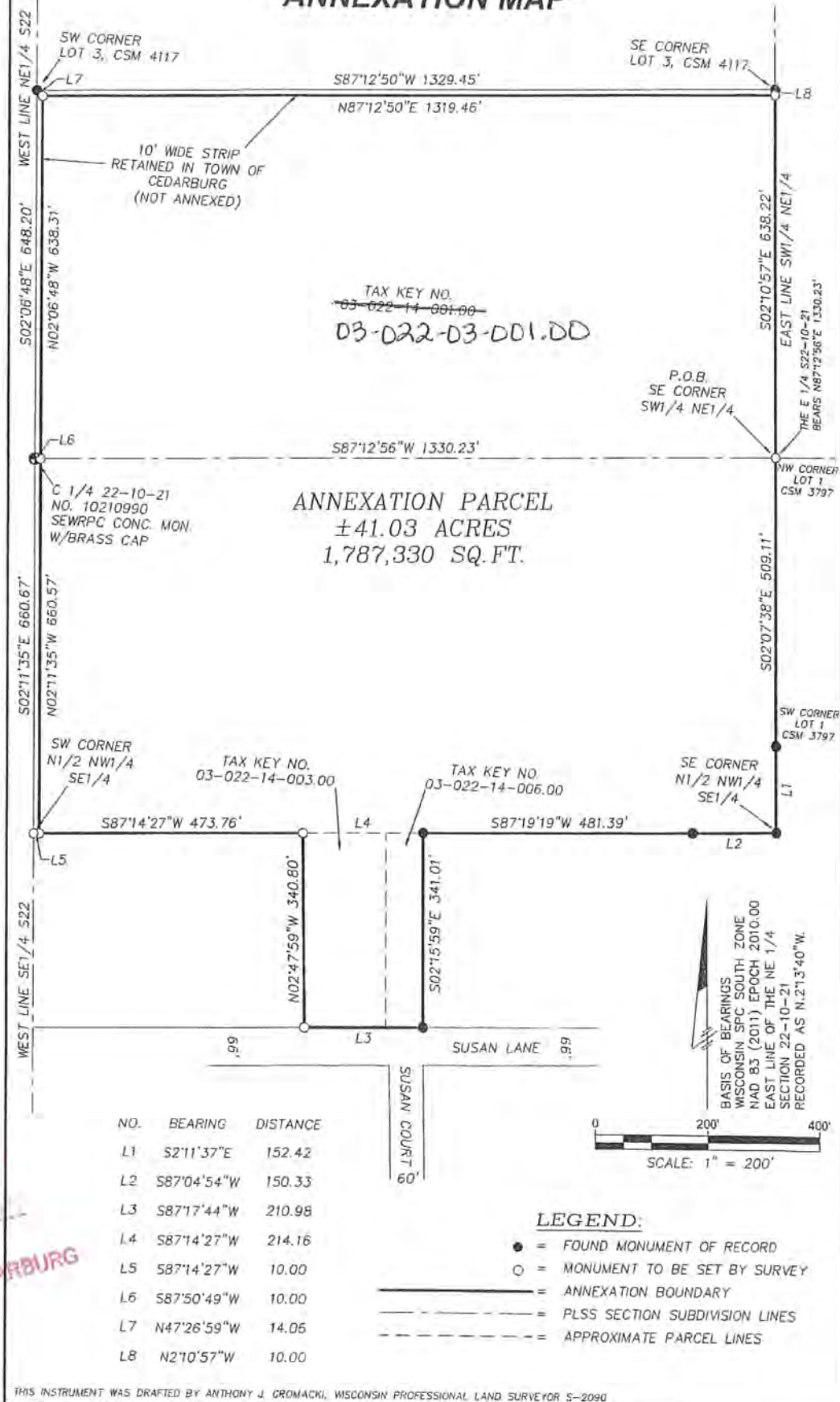
STONE LAKE DEVELOPMENT, INC.

By:

 2/1/2022
Craig Caliendo, President

By: _____

EXHIBIT "ANNEXATION MAP"



RECEIVED
CITY OF CEDARBURG



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: wimunicipalboundaryreview@wi.gov

Web: <http://doa.wi.gov/municipalboundaryreview>

March 29, 2022

PETITION FILE NO. 14491

TRACIE SETTE, CLERK
CITY OF CEDARBURG
P.O. BOX 49
CEDARBURG, WI 53012-0049

JACK JOHNSTON, CLERK
TOWN OF CEDARBURG
1293 WASHINGTON AVE
CEDARBURG, WI 53012-9304

Subject: STONE LAKE DEVELOPMENT INC ANNEXATION

The proposed annexation submitted to our office on March 09, 2022, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city..." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the **CITY OF CEDARBURG**, which is able to provide needed municipal services.

Note: The scale map of the territory to be annexed included with the petition and ordinance must clearly show and identify the existing City of Cedarburg municipal boundary (ref: s. 66.0217 (1) (g), Wis. Stats.).

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14491 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2565>

Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

PROVIDE CONCEPT REVIEW/CONSULTATION FOR PROPOSED TWO-FAMILY SUBDIVISION LOCATED AT 6660 SUSAN LANE IN THE TOWN OF CEDARBURG – WYNDALE INVESTMENTS LLC/KINGS WAY HOMES

Planner Censky explained that the Petitioner has an offer to purchase the former Tillman quarry property, and intends to request an annex to the City for access to our municipal sewer and water service. However, before proceeding with the annexation request, Petitioner Craig Caliendo, President of Kings Way Homes, would like to get feedback from the Plan Commission on whether his proposed development on this parcel would get their support.

The submission indicates a site plan with 37 side-by-side ranch style buildings (total 74 units), located along a private road. This road enters the property from Susan Lane, heads north and then meanders around the existing lake (former Tillman quarry) and ends up back as a boulevard with access to Susan Lane. The proposed density of the project is 1.85 units per gross acre, 2.5 units per net acre, exclusive of the quarry.

Planner Censky explained that the *City of Cedarburg Smart Growth Comprehensive Land Use Plan – 2025* classifies the property as medium density residential to the south of the quarry and industrial and manufacturing to the north of the quarry. A review of the plans by City Staff raised the following concerns:

1. In a letter dated January 19, 2021 addressed to the City from the Southeastern Wisconsin Regional Planning Commission (SEWRPC), Executive Director Kevin Muhs states “a portion of the subject property is identified as a Critical Species Habitat known as the Cedarburg Woods-West Site.” Director Muhs continues, “following a review of the site preliminary vegetation inventory, it was found that the site provides essential habitat for two species listed as Special Concern by the Wisconsin Department of Natural Resources. In the Commission’s Amendment to the *Natural Areas and Critical Species Habitat Protection and Management Plan for the Southeastern Wisconsin Region* (Planning Report No. 42), it is recommended that the subject Critical Species Habitat site is preserved to the extent practicable without protective ownership.” In summary, Director Muhs concludes that the SEWRPC’s recommendation is that if further development is pursued on this property, “disturbance to the subject forest is kept to a minimum.”
2. *The City of Cedarburg Smart Growth Comprehensive Land Use Plan – 2025, Chapter 1, Goals, Objectives and Policies*, states “all natural areas and critical species habitat sites as identified in the Regional Natural Areas and Critical Species Habitat Protection and Management Plan should be preserved.”
3. Fire Chief Vahsholtz reviewed the proposed plans and wanted to address the quarry at the center of the development. He states that the Cedarburg and other area rescue teams are only certified to search up to a depth of 80 feet; however, he observed that the quarry is over 100 feet deep in areas. If any rescue efforts

are needed, it is likely the resources for rescue would not be readily available. He urges caution around the quarry and suggests that recreational use be altogether prohibited and restricted with fencing or signage.

4. The Developer has proposed the internal road be designated as private. City Staff has discouraged the use of private roads in developments due to the high number of owners voicing their displeasure that their private roads are not maintained and controlled by the City, mostly in relation to snow removal, parking and street repairs.
5. Since the plans show one road to enter and exit this property, City Staff recommends that an access road be introduced on the east side of the parcel in order to be incorporated into future development of the adjacent property, ultimately connecting both parcels through to Sheboygan Road.

In regard to concerns number 1 and 2 above, Planner Censky challenged the plans as they have been proposed, pointing out that the road slices directly through this stand of woods with buildings on both sides, essentially destroying this critical habitat. City Staff recommends the road be relocated and the Cedarburg Woods-West Site be preserved in its entirety with the proposed buildings removed.

In order to address concern number 4, Vice Chairperson Burgoyne asked if Planner Censky could provide a summary statement for Commissioners regarding the pros, cons and costs of public versus private roads in developments.

Several neighboring residents attended this meeting and provided the following input for consideration:

Amy Ehrlich, N102W6742 Susan Lane, stated that although the Commissioners sound excited about this plan, she is not. This parcel is located just north of her property, which offers her a view of the woods. She believes the green space to be beneficial and imagines this space would also be seen as a benefit for future condo owners. Ms. Ehrlich emphasized that she does not want to see houses everywhere.

Marty Auchter, W63N1053 Holly Lane, resides on the property located at the southeast corner of the parcel. Although he would prefer the development contain single-family homes, he did admit that the two-family home designs look nice. Mr. Auchter expressed concern that if the road is designated as private, it would prohibit others from driving through the area. With his house situated east of the parcel, he would not want to see an access road come through on that side, stating that he would rather see it routed through the Baehmann parcel on the west or the Highway 60 Business Park on the north.

Rob Vanden Noven, W68N1068 Kensington Avenue, situated on the west side of the quarry, established that his priority is protecting the woods in the area. He pointed out that since it was identified as woodlands in the SEWRPC report as well as the Land Use Plan, he believes this natural resource is important. He feels that any harm that may come to the woods would be a great disservice to the neighborhood and implored the Commissioners to respect these environmental designations.

Matt Petrarca, W63N1041 Holly Lane, located on the southeast side of the quarry inquired if there will be a stop sign installed at Susan Lane.

Planner Censky reiterated that this agenda item tonight is strictly to provide feedback to the Petitioner explaining that road controls are addressed by the Police Chief and City Engineer, farther along into the process. He pointed out that at this time, the Petitioner has not completed a request to annex the parcel into the City.

While Commissioner Strautmanis supported the project, he stressed that any disturbance to the environmental corridor is a dealbreaker without question. Mayor O'Keefe voiced his preference for this development to be woven with the surrounding homes, becoming part of a larger neighborhood. He would also like the woods to be available as a neighborhood resource. Commissioner Voltz concurred with the importance of preservation of the forested area, and wants to ensure any negative impact of roadways and paths be minimized.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were made.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Commissioner Kinzel, seconded by Council Member Thome, to adjourn the meeting at 8:40 p.m. The motion carried without a negative vote.

Victoria Guthrie
Administrative Secretary

Erica Marty, Petitioner and VP of Operations at Halen Homes, was in attendance and explained that the designs took into consideration the overall feel of Cedarburg by pulling in different materials such as shake siding, vertical trim and exterior stone masonry. Council Member Thome stated that the materials are what she envisioned, and feels these are a good fit; however, there appears to be too much conformity in the buildings represented in the renderings submitted by the Petitioner. Several Commission members agreed with this statement, with Commissioner Strautmanis pointing out that the designs should include four-sided architecture, since the façade materials should be integral to the whole building. Commissioner Cain observed that the view of the subdivision from Washington Avenue will showcase the rear elevations of the buildings, which consist of walls largely featuring plain siding, with no differentiation between the structures. Commissioner Kinzel advised that there are not many townhomes in Cedarburg and he would like to avoid them looking too monolithic in their appearance. Council Member Thome reminded the Petitioner that this subdivision will serve as a showpiece on a property that is much beloved to Cedarburg.

Commissioners would like to see the following suggestions taken into consideration on future designs:

- Varying architectural elements and materials (such as planes, gables, chimneys, mullions, etc.) to differentiate building designs.
- Alter the design and size of dormers by incorporating gable and shed elements.
- Create front porches as welcoming, functional outdoor spaces.
- De-emphasize garages by stepping them back in order to prevent them from being the first element to greet pedestrians.
- Wrap design elements from the front elevation around the building to promote the feel of quality and customization.

Planner Censky will summarize Commissioner comments and provide them to the Petitioner, who will present revised designs during a future Plan Commission meeting.

REQUEST CONSULTATION FOR REVISED DEVELOPMENT PLAN FOR THE FORMER QUARRY SITE LOCATED AT 6660 SUSAN LANE, TOWN OF CEDARBURG – WYNDALE INVESTMENTS LLC

Planner Censky summarized this request by stating that the Petitioner, who made their original proposal for a two-family subdivision on this parcel in May of 2021, has incorporated recommendations from Commissioners by scaling back the design in order to reduce the impact of the existing woods and endangered plant species as identified by the Southeastern Wisconsin Regional Plan Commission (SEWRPC) in their Report No. 42, *“A Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin.”* The Petitioner hired Stantec Consulting Services, Inc, an architectural, engineering and design firm to conduct an updated study of the woods and locate the endangered plants on the parcel.

This revised plan shows a shift in the location of the road to an area east of the woods, following the existing drive that served the quarrying operation. Buildings shown located

within the wooded area have been removed and relocated to the edge of the woods. Also, the width of the private road was reduced. City Staff has reviewed these plans and made the following comments:

- Fire hydrants shall be placed according to City Ordinances.
- Road construction shall be adequate to support the weight of Fire Department apparatus.
- Roadway turning radius shall be adequate to allow for easy access for fire apparatus.
- Fencing should be considered around the pond.
- Each side of the entrance boulevard shall be 24-feet face-to-curb.
- Included in the private covenants shall be an alert to all future owners in this development that the quarry exceeds the depth for which our emergency dive team is rated.

If Commissioners offer support for the proposed project, the Petitioner will need to submit an annexation request and proceed through the approval process. After establishing approvals, the Petitioner will then need to submit a Land Use Plan amendment request in order to establish the appropriate classification for the project, and the site will need to be rezoned accordingly. Once this has been established, the Petitioner may proceed through the subdivision approval process.

Petitioner Craig Caliendo, President of Kings Way Homes, was in attendance and stated that developing this parcel has proven to be challenging since the water feature takes up so much space. He explained that this revised proposal shows the road moved closer to the water to ensure the homes are kept away from the wooded areas.

Planner Censky questioned Commissioners on what part(s) of the plan they would consider acceptable. Commissioners provided the following comments:

- Following the recommendations of SEWRPC in keeping the disturbance to the forest at a minimum, it is best to remove buildings from the northwest and southwest quadrants of the parcel.
- Redesign the roadway by pulling it back from the northwest quadrant to prevent encroachment of the woods.
- Extend roadway from the boulevard entrance to the south of the quarry to a point in the east property line in anticipation of plans to extend a public street to Sheboygan Road.
- Consider an emergency path or access through the woods instead of the paved roadway.

Planner Censky will summarize the comments from Commissioners and provide them to the Petitioner for consideration. The residents of several neighboring properties were in attendance and provided the following feedback.

Rob Vanden Noven, W68N1068 Kensington Avenue, owns a parcel that is adjacent to the quarry site. As the City Engineer and Director of Public Works for the City of Port

Washington, he deals with a lot of these issues in their community and has supported the preservation of many environmentally sensitive sites, most notably the 131 acres of the Cedar Gorge development on the bluffs along the lake. His office is next to the Great Lakes Bird and Bat Observatory and he has talked to them about his concerns, since there are a lot of bats, owls, hummingbirds, and other migratory birds in the quarry woods. He believes this woods is an asset to the neighborhood.

Mr. Vanden Noven provided Commissioners with a copy of his letter that was included in the meeting packet, along with more copies of the SEWRPC letter, a letter from Ozaukee County Parks and Planning that was emailed to Commissioners earlier, and three maps from the City of Cedarburg's Smart Growth Comprehensive Plan. He pointed out that this woods is the only environmental site in the City that is located on two maps: one being the woodlands, and one being wildlife habitats. He stated that this area is the only critical species identified in the City of Cedarburg and one of only seven areas identified in Ozaukee County. He referenced the finger of woods to the north of the parcel which connects to the Baehmann parcel, which is being preserved.

Mr. Vanden Noven stated that he believes that during the May 3, 2021 Plan Commission meeting, Commissioners recommended to preserve the woods in its entirety. During that meeting, the Developer agreed to get an opinion from SEWRPC. This letter from SEWRPC, included in the meeting packet, concludes that it requires full preservation of the site, not partial. He believes that SEWRPC has a wealth of knowledge on their staff and feels their letter speaks for itself.

Mike Mullen, W68N1056 Kensington Avenue, lives on property that is also adjacent to the quarry parcel. Mr. Mullen is an environmental educator at the Riveredge School in Saukville. He observed that the evaluation of the property identifies critical species; however, it does not refer to migratory animals, raptors, deer, turkeys, and so forth, that are seen in the woods. It does not mention the rest of the landscape, such as the 150-year-old maple trees, mature beech trees, and a rare stand of trees that forms a closed canopy with a clear understory. To cut the corners off and isolate the wooded areas would have the same effect as taking it all out. Migratory animals that flock from that property to the Baehmann parcel, to Cedar Creek, and to the north is a system that is all connected. Building the houses where they are shown on the proposed site plan would be disruptive to the woods, and result in the loss of sensitive species that thrive in that covered canopy. The property should be considered as a whole. Mr. Mullen expressed his approval that Commissioners are discussing ways to maintain the connection of the woods between the properties. He believes that buildings 1, 2, 3, 4, and 5 in particular would prove disruptive of the woods.

Leo Ehrlich, N102W6742 Susan Lane, lives next to the pond and park, and would like to reiterate that the woods remain connected and intact. Looking at the map makes the woods appear larger than it is, and a road cannot be added without the removal of trees. The wooded area is not deep, and you can see cars driving on the old road through the trees. If the woods is shaved down it would not allow the space to retain its natural state.

Eric Kittel, W68N1046 Kensington Avenue, lives adjacent to the corner property. He considers himself pro-development, but also pro-preservation where appropriate. Stating that he feels that the comments tonight from other residents resonate with him, Mr. Kittel believes that keeping the woods connected is the path forward. He moved here seven years ago and knew that Susan Lane would be connected at one point, acknowledging that this is necessary and appropriate. However, some things you cannot change and expect to get them back, such as 150 years of untouched forest.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were made.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Commissioner Kinzel, seconded by Commissioner Cain, to adjourn the meeting at 8:55 p.m. The motion carried without a negative vote with Vice Chairperson Burgoyne excused.

Victoria Guthrie
Administrative Assistant

**CITY OF CEDARBURG
PLAN COMMISSION
UNAPPROVED MINUTES EXCERPT
NOVEMBER 1, 2021**

**REQUEST CONCEPT REVIEW FOR REVISED DEVELOPMENT PLAN FOR
PROPOSED TWO-FAMILY SUBDIVISION LOCATED AT 6660 SUSAN LANE,
TOWN OF CEDARBURG – QUARRY SITE/WYNDALE INVESTMENTS LLC**

Planner Censky reminded Commissioners that Petitioner Craig Caliendo of Kings Way Homes submitted proposals during both the May 3, 2021 and September 8, 2021 Plan Commission meetings for feedback on a development located in the former quarry site. Based on this feedback, which was to remove buildings shown in the wooded areas of the parcel, the Petitioner approached the Common Council to ensure that his project was economically feasible before pursuing annexation into the City. During their September 27, 2021 meeting, the Common Council had a reaction similar to that of the Plan Commission, recommending the removal of two buildings in the northwest corner and shifting the road away from that area to protect the woods as much as possible.

Petitioner Caliendo took those suggestions into consideration and submitted a revised development plan. With the removal of the two buildings in the northwest corner, this project will now consist of 35 side-by-side ranch style buildings (70 units), at a density of 1.75 units per gross acre and 2.0 units per net acre, exclusive of the quarry.

Planner Censky provided the following City Staff Comments:

- Identified wetlands will need to be dealt with when proceeding through the approval process.
- Fire hydrants shall be placed according to City Ordinances.
- Road construction shall be adequate to support the weight of fire department apparatus.
- Roadway turning radius shall be adequate to allow for easy access for fire apparatus.
- Fencing should be considered around the pond.
- Introduction of a road connection along the east side of the circle for a future road.
- Each side of the entrance boulevard shall be 24' face to curb.
- Roadway width for private roads is to be 28' curb face to curb face.
- Consider moving the entrance road to the east to line up with the existing drive.
- Static groundwater level should be monitored to determine the ultimate water level of the quarry.
- Include in the private covenants an alert to future owners within this project that the depth of the quarry exceeds what our emergency dive team is rated for rescue.

**CITY OF CEDARBURG
PLAN COMMISSION
UNAPPROVED MINUTES EXCERPT
NOVEMBER 1, 2021**

Planner Censky noted that the Petitioner will again seek support from the Common Council on this revised plan prior to submitting an annexation petition. Procedurally, following annexation, the Petitioner will need to pursue a Land Use Plan amendment to establish classification for the project and the site will need to be rezoned accordingly. Currently, the Land Use Plan classifies this property as Medium Density Residential south of the quarry and Industrial and Manufacturing to the north. Once the Land Use Classification is established, the Petitioner will then need to proceed with the subdivision approval process.

Council Member Thome voiced her appreciation to the Petitioner for his efforts to preserve as much of the woods as possible and expressed her support for the project.

Commissioner Strautmanis would like to see Susan Lane and Susan Court lined up closer than shown on the drawing. He finds the revised plan an improvement as far as preserving the woods; however, he would like to see more of the woods on the southwest corner of the parcel protected.

Commissioner Voltz agreed, stating that although a couple of the structures are encroaching further into the woods than he would like, he is supportive of the project. Vice Chairperson Burgoyne also expressed his support.

Commissioner Cain stated her appreciation of the improved design, although, ideally, she would like to see buildings 1, 2, and 3 removed from the wooded area. Commissioner Strautmanis said that he would give his unequivocal support if those three structures were not there. He suggested that the Development Agreement include some sort of precaution or fencing requirement in order to protect the woods that is left. Planner Censky indicated that this can be done through zoning by adding an Upland Conservancy District Non-Shoreland overlay in this area, as well as adding protection via the homeowners association. Petitioner Caliendo pointed out that these are condos, so they will not include large yards that might encroach on the woods. Commissioner Voltz would be in favor of seeing the project move forward as well, but wants to make sure this area is safeguarded from construction work and traffic.

Rob Vanden Noven, W68N1068 Kensington Avenue, was in attendance to provide handouts showing his modification of the development plan, which eliminates the traffic circle near the entrance, thereby moving the road farther away from the woods. He suggested that the developer also consider dedication of property to a land trust for preservation. Planner Censky agreed to forward these handouts to the developer of the project.

RECOMMENDATION FOR ANNEXATION OF THREE PARCELS TOTALING 41.03-ACRES LOCATED AT 6660 SUSAN LANE, TOWN OF CEDARBURG – STONE LAKE DEVELOPMENT INC.

Over the course of 2021, Petitioner Caliendo appeared before the Plan Commission and Common Council with his concept plan to build a residential development on the former Tillman quarry property. Due to protected plant species located on that land, he worked with Commissioners to modify his design in order to minimize any impact on the wooded area of the parcel.

Petitioner Caliendo is now before the Plan Commission in order to complete the next step of the development, which is requesting annexation of the land from the Town of Cedarburg into the City of Cedarburg. Using the recommendation of the Commission at this meeting, the Common Council will hold a public hearing during one of their future meetings and issue their annexation decision at that time.

To summarize the project, Petitioner Caliendo is proposing a total of 35 side-by-side ranch style buildings, totaling 70 dwelling units, at a density of 1.75 units per gross acre, and 2.0 units per net acre, exclusive of the quarry. Petitioner Caliendo addressed the evolution of his plans, adding that his firm may be able to move one of the buildings from the northwest area of the parcel to the east side. He stated that the City Engineering department recommends a 25-foot setback for the roads, and pointed out that, although most of the proposed development meets this criteria, his hope is that the City might consider some flexibility by allowing a 20-foot setback on the private road in order to accommodate this building move. Since Petitioner Caliendo is only seeking recommendation for annexation at this time, more detailed site plans will be discussed with Commissioners in the future.

Action:

A motion was made by Commissioner Strautmanis, seconded by Council Member Thome, to recommend approval for annexation of the three requested parcels to the City of Cedarburg. Motion passed without a negative vote with Vice Chairperson Kinzel excused.

REQUEST APPROVAL OF CERTIFICATE OF APPROPRIATENESS FOR PROPOSED REPLACEMENT OF UPPER FLOOR WINDOWS AND WOODEN RAIL SYSTEM ON THE BUILDINGS LOCATED AT W61N480-486 WASHINGTON AVENUE – RHIANNON WILSON

This site consists of two buildings that were originally constructed as residences, and have since been converted to commercial use and connected by an addition. Since this addition was added after the buildings were there, and, due to the many changes to them over the years, they are listed in the National Register of Historic Places as *non-contributing* buildings in the Washington Avenue Historic District. However, Commissioners are reminded that, due to this location, any changes made to these buildings need to be sensitive to the historic nature of the District.

**CITY OF CEDARBURG
COMMON COUNCIL
SEPTEMBER 27, 2021**

**CC20210927-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, September 27, 2021, 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, Barbara Lythjohan, Robert Simpson, Kristin Burkart, Rick Verhaalen, Patricia Thome

Excused – Council Member Sherry Bublit

Also Present - City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, City Planner Jon Censky, Police Chief Tom Frank, Police Lieutenant Michael McNeerney, news media and interested citizens.

STATEMENT OF PUBLIC NOTICE

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

COMMENTS AND SUGGESTIONS FROM CITIZENS

A citizen residing on Sunnyside Lane, near Edgewater Drive expressed concerns about increased traffic in the area due to the closing of Washington Avenue. She requested the installation of a temporary stop sign at the intersection of Portland Road and Edgewater Drive for the remainder of construction.

APPROVAL OF MINUTES

A motion was made by Council Member Thome, seconded by Council Member Burkart to approve the September 13, 2021 Common Council minutes. Motion carried without a negative vote with Council Member Bublit excused.

NEW BUSINESS

DISCUSSION ONLY TO PROVIDE FEEDBACK ON DEVELOPMENT PLAN FOR NEW SUBDIVISION LOCATED AT 6660 SUSAN LANE

The owner of Kingsway Homes, Craig Caliendo, addressed the Council with a proposed development plan for a parcel of land located at 6660 Susan Lane, in the Town of Cedarburg. The proposal includes

a housing project with 36 side-by-side ranch style buildings (total 72 units), located along a **private** road. This private road would mean services provided by the City would be limited due to current zoning as a Planned Unit Development (PUD). The site plan includes a wooded area which contains a critical plant species of concern identified by Southeastern Wisconsin Regional Planning Commission (SEWRPC). Mr. Caliendo feels the wooded area is an asset to the parcel. Currently, the Town of Cedarburg does not have an ordinance protecting these woods.

The Cedarburg Plan Commission generally supports the project but would like to see a few changes such as less encroachment on the wooded area and a redesign of the roadway. A second access road is required for emergency vehicles.

The developer invited feedback from the Council to address a possible future annexation of this property from the Town of Cedarburg to the City of Cedarburg.

Council Member Burkart would like to see the two (2) buildings nearest the wooded area be removed from the project.

Council Member Arnett favors the project but would also like to reduce the number of buildings in the wooded area. He also wishes for clear transparency for potential buyers so they understand that a private road equates to a reduction in City services.

Council Member Verhaalen expressed interest in reducing or waiving park impact fees.

Council Member Lythjohan also expressed the need to maintain the wooded area and is glad the current developer is interested in saving all or most of the woods.

Mayor O'Keefe requested comments from the public.

Four (4) members from the public, all residing close to the proposed new development, were in favor of saving the wooded area.

DISCUSSION AND POSSIBLE ACTION ON RESTRUCTURE OF CEDARBURG POLICE DEPARTMENT ADMINISTRATION

Lieutenant McNerney explained to the Council the requested change in structure that would allow for an Administrative Captain to oversee the investigative and clerical divisions of the Cedarburg Police Department, and an Operations Captain to oversee the patrol division. This change would have no impact on the budget. It would be accomplished in two (2) phases; the first phase would take place November 2021 and the second phase would be implemented in January 2022. Police Chief Frank is in full support of the new structure.

A motion was made by Council Member Burkart to approve the restructure of Cedarburg Police Department Administration, seconded by Council Member Arnett. Motion carried without a negative vote with Council Member Bublitiz excused.

NEW BUSINESS

DISCUSSION ONLY TO PROVIDE FEEDBACK ON THE REVISED DEVELOPMENT PLAN FOR NEW SUBDIVISION LOCATED AT 6660 SUSAN LANE

City Planner Censky recalled that the Common Council provided feedback to the applicant at the September 27 Council meeting regarding this side-by-side residential project to help him decide whether to pursue annexation. While the Council generally supported the concept plan regarding housing style, density and the looped road pattern with a future connection to the east and the main entrance boulevard from Susan Lane, the Council asked that the two buildings at the north end of the woods be removed and that the road be shifted away from the northwest corner to better protect the woods in that area. Having made those changes, the applicant wants to make sure they meet with the Council's satisfaction before pursuing annexation. With the removal of the two structures, the project will now consist of 35 side-by-side ranch style buildings (70 units) down from the original proposal of 37 buildings (74 units). The project is now proposed at a density of 1.75 units per gross acre, 2.0 units per net acre, exclusive of the quarry.

Planner Censky outlined additional comments that were offered by staff:

- The identified wetlands will need to be dealt with as we proceed through the approval process.
- Fire hydrants shall be placed according to City Ordinances.
- The road construction shall be adequate to support the weight of fire department apparatus.
- The roadway turning radius shall be adequate to allow for easy access for fire apparatus.
- Fencing should be considered around the pond.
- Introduce a road connection along the east side of the circle for a future road.
- Each side of the entrance boulevard shall be 24' face to curb
- Roadway width for private roads is to be 28' curb face to curb face
- Consider moving entrance road to the east to line up with the existing drive.
- The static groundwater level should be monitored to determine the ultimate water level of the quarry.
- A note shall be included in the private covenants to alert all future owners within this project that the depth of the quarry exceeds that which our emergency dive time is rated for.

City Planner Censky stated that if the Common Council agrees with these revised plans, the applicant will submit his annexation petition and, in accordance with the Zoning Code, the site will temporarily be placed in the Rs-1 Single-Family Zoning District until permanent zoning is established. Following that, the next step in the process will have the applicant pursuing Use Plan amendment to establish the appropriate classification for the project and rezoning to the permanent zoning specific to the project.

Acting Mayor Thome stated that she appreciated that Kingsway Homes worked with the City to get to this point and the development will be a great addition to the community.

In answer to Council Member Verhaalen's question, Craig Caliendo stated that they will start preparing the site in early spring with the first building started at the end of summer or early fall.

In answer to Council Member Thome's question, Craig Caliendo stated that temporary fencing around the construction areas will protect the woods from any damage.

Access and entry points were discussed by the Developer and Common Council. Council Member Bublitz stated that before the City continues to develop this area of the City, the City needs to work with the County and address the speed limit on the north end of Sheboygan Road.

Council Member Simpson agreed that the speed needs to be addressed in this area for pedestrian safety.

It was the consensus of the Common Council to approve the revised development plan for the new subdivision located at 6660 Susan lane, and they thanked the developer for working with the City.

DISCUSSION AND POSSIBLE ACTION ON PROPOSED 2022 CITY BUDGET

City Administrator Hilvo explained that the proposed tax rate is \$8.04 which is a \$0.17 increase from 2021, with Public Safety and Public Works remaining as the priorities for 2022.

Council Member Verhaalen explained that he is against borrowing \$150,000 and a \$0.17 increase. The City needs to hold the line; it is not a valid excuse that others are not holding the line.

Council Member Arnett explained that most of the increases are for the people. The fund balance range is good. The debt is at its peak now and the City is working on lowering it. Given the current environment and the cost of inflation he supports the budget.

Council Member Bublitz approved of the budget and is looking forward to joining the State Insurance Plan. She opined that as much as possible was removed from the budget. Council Member Bublitz expressed appreciation for the work done through the Finance Committee. She thanked City Administrator Hilvo and Finance Director/Treasurer Mertes, along with Department Heads and Staff for their hard work on the budget.

Council Member Arnett asked if it would be possible to borrow from the Water Recycling Fund for the air conditioning at City Hall and pay ourselves back? City Attorney Herbrand stated that he will research this option.

Chris Seward, W71 N396 Cedar Pointe Avenue, urged the Common Council to continue funding tree replacements, as his neighborhood has been decimated from lost ash trees due to Emerald Ash Borer disease.

Motion made by Council Member Bublitz, seconded by Council Member Arnett, to approve the proposed 2022 City Budget. Motion carried with Council Members Bublitz, Arnett Simpson, Thome and Lythjohan voting aye, Council Member Verhaalen voting nay, and Council Member Burkart excused.

CITY OF CEDARBURG

MEETING DATE: April 11, 2022

ITEM NO: 8.D.

TITLE: Discussion and possible action on approval of Resolution No. 2022-11 authorizing a representative for filing State of Wisconsin Department of Natural Resources applications.

ISSUE SUMMARY: As part of the application process to receive Urban Non-Point Source and Stormwater Management Construction Grant; the DNR requires passage of the resolution to appoint the authorized representative for filing applications. AECOM is assisting staff with the grant application. The grant would be used to modify the Willowbrooke Pond to provide more efficient water quality treatment.

STAFF RECOMMENDATION: Passage of the resolution would be appreciated.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: N/A

ATTACHMENTS: Resolution 2022-11

INITIATED/REQUESTED BY: Mike Wieser

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

CITY OF CEDARBURG
RESOLUTION NO. 2022-11

GOVERNMENTAL RESPONSIBILITY RESOLUTION
FOR RUNOFF MANAGEMENT GRANTS

WHEREAS, the City of Cedarburg is interested in acquiring a Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control urban stormwater runoff pollution sources (as described in the application and pursuant to ss.281.65 or 281.66, Wis Stats., and chs. NR 151, 153 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project; and

NOW, THEREFORE, BE IT RESOLVED, that the Cedarburg City Common Council does hereby approve and authorize Michael Wieser, Director of Engineering and Public Works, to act on behalf of the City of Cedarburg to submit and sign an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available; sign a grant agreement between the local government (applicant) and the Department of Natural Resources; sign and submit reimbursement claims along with necessary supporting documentation; sign and submit interim and final reports and other documentation as required by the grant agreement; sign and submit an Environmental Hazards Assessment Form, if required; and take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the City of Cedarburg shall comply with all state and federal laws, regulations, and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

PASSED and ADOPTED on this 11th day of April, 2022.

Michael J. O'Keefe, Mayor

I hereby certify that the foregoing resolution was duly adopted by the City of Cedarburg Common Council at a legal meeting on this 11th day of April, 2022.

Authorized Signature: _____ Title: _____

CITY OF CEDARBURG

MEETING DATE: April 11, 2022

ITEM NO: 8.E.

TITLE: Discussion and possible action on Certified Survey Map approval for a minor adjustment to Outlot 9 in the Glen at Cedar Creek subdivision, and action thereon.

ISSUE SUMMARY The applicant is requesting approval of his certified survey map which will serve to adjust the limits of outlot 9 in the Glen at Cedar Creek subdivision by removing the narrow strip of the outlot located between Lots 51 and 52. The purpose of the narrow portion of the outlot was for the private use by homeowners within this subdivision for pedestrian access, however, a pathway was never installed to field verify its location and discourage trespassing onto adjacent properties. Since there is another access point to outlot 9, this narrow access is unnecessary. Accordingly, with the recording of this CSM, the ownership of that narrow strip of land will be transferred to the adjacent lots on an equal basis.

Staff Comments:

Staff recommends approval of the CSM as proposed

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The applicant received Plan Commission recommendation on April 4, 2022, by unanimous vote.

ATTACHMENTS:

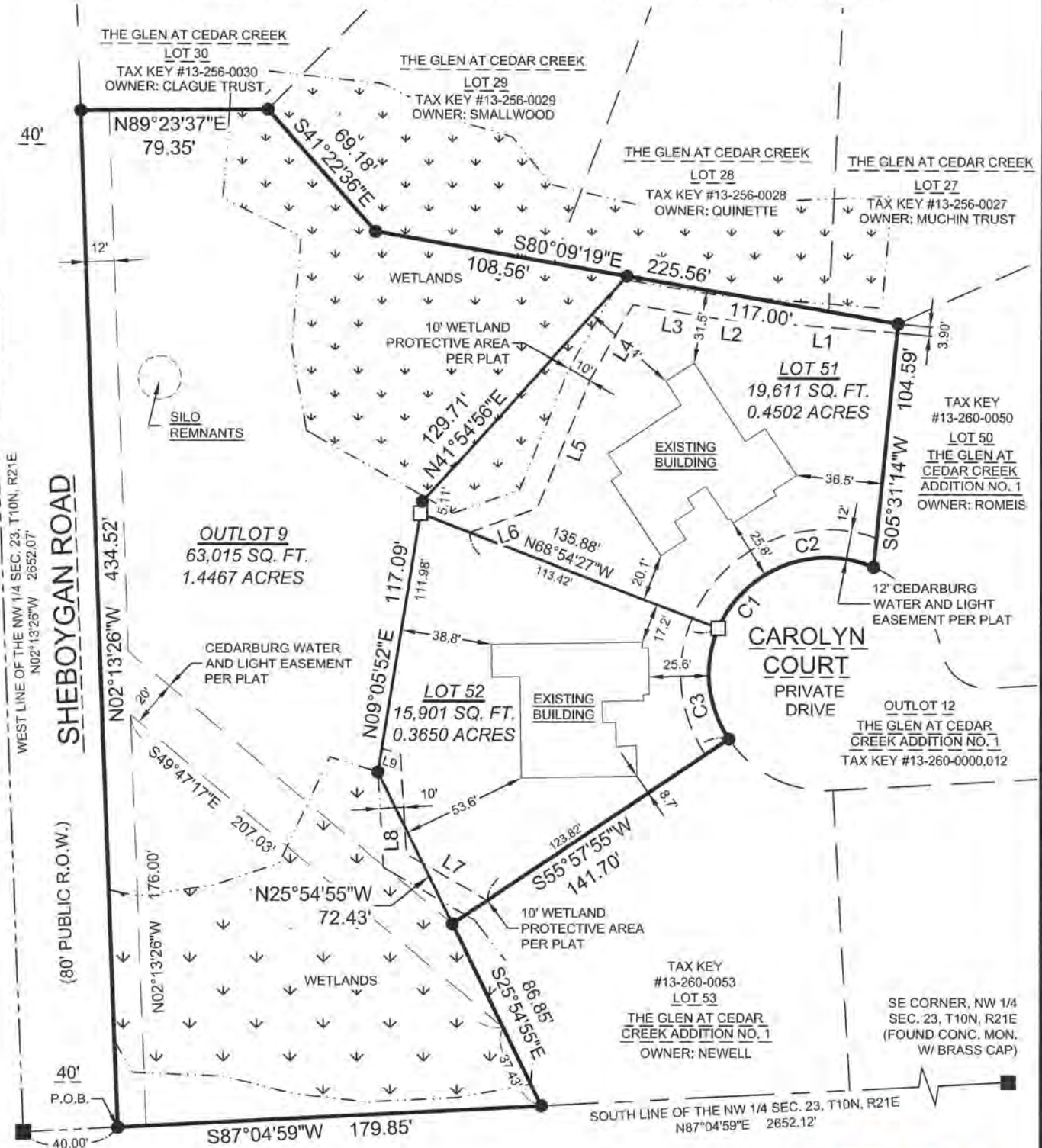
- Minutes from the April 4, 2022, Plan Commission meeting.
- Certified Survey map
- Subdivision Plat Map

INITIATED/REQUESTED BY: John Wahlen, Glen at Cedar Creek

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

CERTIFIED SURVEY MAP NO.

Being all of Outlot 9 in The Glen at Cedar Creek and all of Lot 51 and Lot 52 in The Glen at Cedar Creek Addition No. 1 in the Southwest 1/4 of the Northwest 1/4 of Section 23, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin



FOUND SW CORNER, NW 1/4 SEC. 23, T10N, R21E
(BERNTSEN MON. W/ ALUMINUM CAP)
N: 485,978.13; E: 2,536,307.55
(WISCONSIN STATE PLANE CO-
ORDINATE SYSTEM, SOUTH ZONE)

LEGEND:

- - Denotes Found 3/4" Iron Rod
 □ - Denotes Set 3/4" X 18" Iron Rebar, 1.5 LBS./FT.

Prepared By:

PINNACLE ENGINEERING GROUP

20725 WATERTOWN ROAD | SUITE 100

BROOKFIELD, WI 53186

OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

FEBRUARY 15, 2022

PEG JOB#472.20

SHEET 1 OF 7

CERTIFIED SURVEY MAP NO. _____

Being all of Outlot 9 in The Glen at Cedar Creek and all of Lot 51 and Lot 52 in The Glen at Cedar Creek Addition No. 1 in the Southwest 1/4 of the Northwest 1/4 of Section 23, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN)
WAUKESHA COUNTY) SS

I, John P. Konopacki, Professional Land Surveyor, do hereby certify:

That I have surveyed, mapped and divided all of Outlot 9 in The Glen at Cedar Creek, as recorded in the Register of Deeds office for Ozaukee County as Document No. 1037063, and all of Lot 51 and Lot 52 in The Glen at Cedar Creek Addition No. 1, as recorded in the Register of Deeds office for Ozaukee County as Document No. 169758, being a part of the Southwest 1/4 of the Northwest 1/4 of Section 23, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin, described as follows:

Commencing at the southwest corner of the Northwest 1/4 of said Section 23;
Thence North 87°04'59" East along the south line of said Northwest 1/4, 40.00 feet to the east right of way line of Sheboygan Road and the Point of Beginning;

Thence North 02°13'26" West along said east right of way line, 434.52 feet to the south line of Lot 30, The Glen at Cedar Creek;
Thence North 89°23'37" East along said south line, 79.35 feet;
Thence South 41°22'36" East along the south line of Lot 29, The Glen at Cedar Creek, 69.18 feet;
Thence South 80°09'19" East along said south line and then continuing along the south line of Lots 28 and Lot 27, 225.56 feet to the west line of Lot 50, The Glen at Cedar Creek Addition No. 1;
Thence South 05°31'14" West along said Lot 50, 104.59 feet to a point on a curve;
Thence southwesterly 128.67 feet along the arc of said curve to the left, whose radius is 50.00 feet and whose chord bears South 39°41'10" West, 95.99 feet;
Thence South 55°57'55" West along the northerly line of Lot 53, The Glen at Cedar Creek Addition No. 1, 141.70 feet;
Thence South 25°54'55" East along said Lot 53, 86.85 feet to the aforesaid south line of the Northwest 1/4;
Thence South 87°04'59" W along said south line, 179.85 feet to the Point of Beginning.

Containing 98,527 square feet (2.2619 acres) of land Gross, more or less.

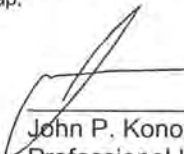
That I have made such survey, land division and map by the direction of GLEN AT CEDAR CREEK LLC, WALTER L. PORTER AND SUSANMARIE HENTZEN PORTER, and PAUL J. AND SHELLY A. STEFFEN REVOCABLE TRUST, owner of said land.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the requirements of Chapter 236 of the Wisconsin State Statutes and the City of Cedarburg Land Division Ordinance surveying, mapping and dividing the land within the certified survey map.

Date: FEBRUARY 15, 2022




John P. Konopacki
Professional Land Surveyor S-2461

Prepared For:
Glen at Cedar Creek LLC
N63 W23849 Main Street
Sussex, WI 53089

Prepared By:

 PINNACLE ENGINEERING GROUP

20725 WATERTOWN ROAD | SUITE 100
BROOKFIELD, WI 53186
OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

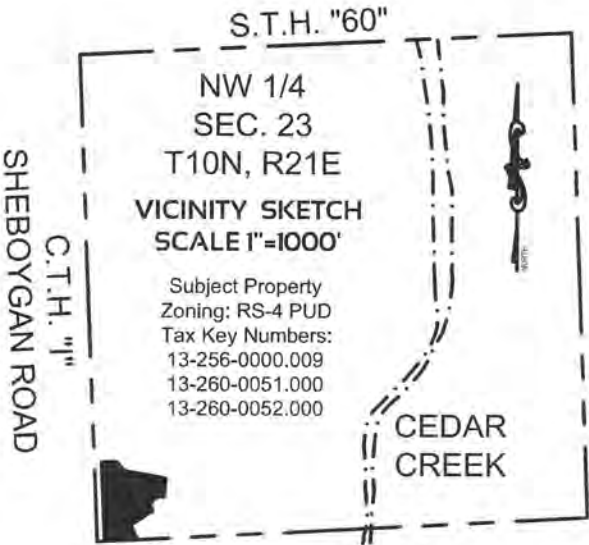
PEG JOB#472.20
SHEET 2 OF 7

CERTIFIED SURVEY MAP NO. _____

Being all of Outlot 9 in The Glen at Cedar Creek and all of Lot 51 and Lot 52 in The Glen at Cedar Creek Addition No. 1 in the Southwest 1/4 of the Northwest 1/4 of Section 23, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin

CURVE TABLE							
CURVE NO.	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH	TANGENT IN	TANGENT OUT
C1	128.67'	50.00'	147°26'29"	S39°41'10"W	95.99'	N66°35'36"W	S34°02'05"E
C2	78.91'	50.00'	090°25'18"	S68°11'45"W	70.97'	N66°35'36"W	S22°59'06"W
C3	49.76'	50.00'	057°01'11"	S05°31'29"E	47.73'	S22°59'06"W	S34°02'05"E

LINE TABLE		
LINE NO.	BEARING	DISTANCE
L1	N85°39'13"W	63.33'
L2	N85°39'13"W	13.64'
L3	N80°47'47"W	36.02'
L4	S29°37'13"W	37.10'
L5	S21°56'27"W	59.16'
L6	S70°20'31"W	30.42'
L7	N59°53'47"W	39.80'
L8	N03°18'03"W	42.73'
L9	N72°41'43"W	8.37'



- NOTES:**
- All measurements have been made to the nearest one-hundredth of a foot.
 - All angular measurements have been made to the nearest one second.
 - Bearings referenced to the Wisconsin State Plane Coordinate System, South Zone (N.A.D. 1927). The west line of the Northwest 1/4 of Section 23, Township 10 North, Range 21 East bears N02°13'26"W.



FEBRUARY 15, 2022



Prepared By:
PINNACLE ENGINEERING GROUP
20725 WATERTOWN ROAD | SUITE 100
BROOKFIELD, WI 53186
OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

PEG JOB#472.20
SHEET 3 OF 7

CERTIFIED SURVEY MAP NO. _____

Being all of Outlot 9 in The Glen at Cedar Creek and all of Lot 51 and Lot 52 in The Glen at Cedar Creek Addition No. 1 in the Southwest 1/4 of the Northwest 1/4 of Section 23, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin

OWNER'S CERTIFICATE

GLEN AT CEDAR CREEK LLC, a Limited Liability Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this certified survey map to be surveyed, divided and mapped as represented on this certified survey map,

AND

WALTER L. PORTER AND SUSANMARIE HENTZEN PORTER, as owners, hereby certify that we caused the land described on this map to be surveyed, divided and mapped as represented on this map in accordance with the requirements of the City of Cedarburg,

AND

PAUL J. AND SHELLY A. STEFFEN REVOCABLE TRUST, a trust duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said trust caused the land described on this certified survey map to be surveyed, divided and mapped as represented on this certified survey map.

GLEN AT CEDAR CREEK LLC, WALTER L. PORTER AND SUSANMARIE HENTZEN PORTER, and PAUL J. AND SHELLY A. STEFFEN REVOCABLE TRUST, as owners, do further certify that this certified survey map is required by Chapter 236 of the Wisconsin State Statutes to be submitted to the following for approval or objection:

- 1. City of Cedarburg

IN WITNESS WHEREOF, the said GLEN AT CEDAR CREEK LLC has caused these presents to be signed by (name - print) _____, at (city) _____, _____ County, Wisconsin, on this _____ day of _____, 2022.

In the presence of: GLEN AT CEDAR CREEK LLC

Name (signature) - Title

Date
WALTER L. PORTER

Date
SUSANMARIE HENTZEN PORTER

IN WITNESS WHEREOF, the said PAUL J. AND SHELLY A. STEFFEN REVOCABLE TRUST has caused these presents to be signed by (name - print) _____, trustee, at (city) _____, _____ County, Wisconsin, on this _____ day of _____, 2022.

In the presence of: PAUL J. AND SHELLY A. STEFFEN REVOCABLE TRUST

Trustee



CERTIFIED SURVEY MAP NO. _____

Being all of Outlot 9 in The Glen at Cedar Creek and all of Lot 51 and Lot 52 in The Glen at Cedar Creek Addition No. 1 in the Southwest 1/4 of the Northwest 1/4 of Section 23, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2022, (name) _____ (title) _____, of the above named **GLEN AT CEDAR CREEK LLC**, to me known to be the person who executed the foregoing instrument, and to me known to be such _____ (title) of said limited liability company, and acknowledged that they executed the foregoing instrument as such officer as the deed of said limited liability, by its authority.

Notary Public
Name: _____
State of Wisconsin
My Commission Expires: _____

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2022, **WALTER L. PORTER** and **SUSANMARIE HENTZEN PORTER**, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public
Name: _____
State of Wisconsin
My Commission Expires: _____

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2022, _____ (trustee) of the **PAUL J. AND SHELLY A. STEFFEN REVOCABLE TRUST**, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public
Name: _____
State of Wisconsin
My Commission Expires: _____



FEBRUARY 15, 2022

Prepared By:
PINNACLE ENGINEERING GROUP
20725 WATERTOWN ROAD | SUITE 100
BROOKFIELD, WI 53186
OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

PEG JOB#472.20
SHEET 5 OF 7

CERTIFIED SURVEY MAP NO. _____

Being all of Outlot 9 in The Glen at Cedar Creek and all of Lot 51 and Lot 52 in The Glen at Cedar Creek Addition No. 1 in the Southwest 1/4 of the Northwest 1/4 of Section 23, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin

CONSENT OF CORPORATE MORTGAGEE - GLEN AT CEDAR CREEK LLC

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing and mapping of the land described in the forgoing affidavit of John P. Konopacki, surveyor, and does hereby consent to the above certification of owners.

IN WITNESS WHEREOF, the said _____, has caused these presents to be signed by _____, its President, and its corporate seal to be hereunto affixed this _____ day of _____, 2022.

Date President

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2022, _____, to me known to be the person who executed the foregoing instrument and to me known to be such officer of said corporation and acknowledged the same.

Notary Public
Name: _____
State of Wisconsin
My Commission Expires: _____

CONSENT OF CORPORATE MORTGAGEE - WALTER L. PORTER and SUSANMARIE HENTZEN PORTER

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing and mapping of the land described in the forgoing affidavit of John P. Konopacki, surveyor, and does hereby consent to the above certification of owners.

IN WITNESS WHEREOF, the said _____, has caused these presents to be signed by _____, its President, and its corporate seal to be hereunto affixed this _____ day of _____, 2022.

Date President

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2022, _____, to me known to be the person who executed the foregoing instrument and to me known to be such officer of said corporation and acknowledged the same.

Notary Public
Name: _____
State of Wisconsin
My Commission Expires: _____



FEBRUARY 15, 2022

CERTIFIED SURVEY MAP NO. _____

Being all of Outlot 9 in The Glen at Cedar Creek and all of Lot 51 and Lot 52 in The Glen at Cedar Creek Addition No. 1 in the Southwest 1/4 of the Northwest 1/4 of Section 23, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin

CONSENT OF CORPORATE MORTGAGEE - PAUL J. AND SHELLY A. STEFFEN REVOCABLE TRUST

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing and mapping of the land described in the foregoing affidavit of John P. Konopacki, surveyor, and does hereby consent to the above certification of owners.

IN WITNESS WHEREOF, the said _____, has caused these presents to be signed by _____, its President, and its corporate seal to be hereunto affixed this _____ day of _____, 2022.

Date President

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2022, _____, to me known to be the person who executed the foregoing instrument and to me known to be such officer of said corporation and acknowledged the same.

Notary Public
Name: _____
State of Wisconsin
My Commission Expires: _____

PLAN COMMISSION APPROVAL

Approved by the Plan Commission of the City of Cedarburg on this _____ day of _____, 2022.

Date Chairman

Date Secretary or Clerk

COMMON COUNCIL APPROVAL

Approved by the Common Council of the City of Cedarburg, Wisconsin, on this _____ day of _____, 2022.

Date Mike O'Keefe, Mayor

Date Tracie Sette, City Clerk



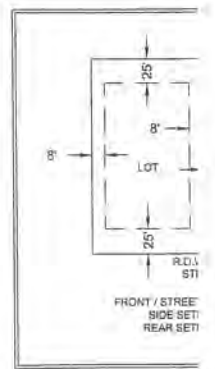
FEBRUARY 15, 2022



NW 1/4
SEC. 2
T10N, R2

C.T.H. "H"
SHEBOYGAN ROAD

RS-4 SINGLE FAMILY
TYPICAL BUILDING
(NOT TC)



• E₁
Lot 50 & Lot 51 -
Lot 64 - Fran

Prep
PINNACLE ENC
15850 BLUEMOUNT
BROOKFIELD
OFFICE 6



GRAPHICA



Bearings referenced
Coordinate System, S
west line of the Northw
10 North, Range 2.

There are no objection
Secs. 236.15, 236.16, .
Wis. Stats. as provided

Certified _____

Department of \mathcal{A}

This instrument drafted by John P. Konopacki, PLS-Registration No. S-2461

PINNACLE ENGINEERING GROUP

LEGEND:

- - Denotes Found 3/4" Ion Rebar.
- - Denotes Found 1-1/4" Ion Rebar
- - Denotes Set 1-1/4" X 18" Ion Rebar, 4.30 LBS/FT
- - All other Lot and Quilt corners monumented by 3/4" x 18" Ion Rebar with a minimum weight of 15 LBS/FT.
- SF - Denotes lot areas to the nearest square foot.

Prepared for:
The Glen at Cedar Creek LLC
P.O. Box 72
Pewaukee, WI 53072
262-691-2396

Plan Commission Minutes (excerpt)
April 4, 2022

**RECOMMEND APPROVAL OF CERTIFIED SURVEY MAP (CSM) FOR A
MINOR ADJUSTMENT TO OUTLOT 9 OF THE GLEN AT CEDAR CREEK
SUBDIVISION – CORNERSTONE DEVELOPMENT/JOHN WAHLEN**

Planner Censky explained that approval of this CSM will serve to eliminate the temporary access easement portion of Outlot 9 that runs as a narrow strip between Lots 51 and 52, splitting the ownership of that portion between those two property owners. Commissioner Wiza, who was the Director of Engineering for the City when the subdivision was under construction, explained that the primary intention for this easement was to provide access for construction traffic to and from the new sanitary sewer lift station, which was built prior to the installation of the roadway within the subdivision. Since this construction has been completed, this access is no longer necessary.

Richard Patek, N116W5575 Lucas Court, attended the meeting as a representative for the HOA, and informed Commissioners that there has been some confusion regarding this easement. He stated that the developer promised the owners of Lots 51 and 52 that it would never be used for public access, and that it would eventually be converted to their lots. He believes this CSM will solve this problem between the HOA and the developer, as the HOA has no intention of allowing this area to serve as public access to and from the subdivision.

Action:

A motion was made by Council Member Thome, seconded by Commissioner Wiza to recommend approval of the adjustment to Outlot 9 in the proposed CSM. Motion carried without a negative vote with Mayor O’Keefe excused.

CITY OF CEDARBURG

MEETING DATE: April 11, 2022

ITEM NO: 8.F.

TITLE: Discussion and possible action on award of contract for the Cedarburg Lead Service Replacement Program

ISSUE SUMMARY: The City was awarded \$600,000 in Safe Drinking Water Loan Program Funds through the DNR. Cedarburg Light and Water along with RA Smith advertised and received bids for the Cedarburg Lead Service Replacement Program. This contract entails the replacement of 118 lead water services from the right-of-way to the house and focuses on the northeast quadrant of the City (Bridge, Highwood, Riveredge, Jefferson and Mequon).

Six bids were received with low bid being submitted by MRJ, Inc. Cedarburg Light and Water verified that MRJ has done this work in the past and can successfully complete a project of this size.

MRJ's bid of \$505,862.50 was below the engineer's estimate and is within budget. Cedarburg Light & Water would like authorization to add an additional 20 lead service replacements (location to be determined) to fully utilize the \$600,000 awarded by the DNR.

STAFF RECOMMENDATION: Staff recommends award of the Cedarburg Lead Service Replacement Program Contract to MRJ, Inc based on their low unit price bid of \$505,862.50 and to authorize adding additional lead service replacements up to \$600,000.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: None anticipated

ATTACHMENTS: Bid tabulation

INITIATED/REQUESTED BY: Mike Wieser

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

Cedarburg Lead Service Replacement Program (#8151193)
Owner: City of Cedarburg
raSmith Project Number: 2210848
Bid Opening: 03/29/2022 10:00 AM CDT

				MRJ Inc		Korff Plumbing LLC		Van Rite Plumbing Inc.		Mid City Corporation		Wood Sewer & Excavating		MJ Construction, Inc.	
Line Item	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid															
1	Mobilization	LS	1	\$6,500.00	\$6,500.00	\$12,000.00	\$12,000.00	\$2,500.00	\$2,500.00	\$50,000.00	\$50,000.00	\$26,500.00	\$26,500.00	\$100.00	\$100.00
2	1" Private Water Service, Open Cut	LF	675	\$54.50	\$36,787.50	\$15.00	\$10,125.00	\$195.00	\$131,625.00	\$15.00	\$10,125.00	\$30.00	\$20,250.00	\$117.00	\$78,975.00
3	1" Private Water Service, Trenchless	LF	2150	\$10.00	\$21,500.00	\$84.00	\$180,600.00	\$118.00	\$253,700.00	\$10.00	\$21,500.00	\$15.00	\$32,250.00	\$119.00	\$255,850.00
4	Curb Stop Valve	EA	60	\$175.00	\$10,500.00	\$500.00	\$30,000.00	\$155.00	\$9,300.00	\$135.00	\$8,100.00	\$200.00	\$12,000.00	\$172.00	\$10,320.00
5	Curb Stop Box	EA	60	\$70.00	\$4,200.00	\$150.00	\$9,000.00	\$65.00	\$3,900.00	\$85.00	\$5,100.00	\$100.00	\$6,000.00	\$65.00	\$3,900.00
6	Reconnect Interior Plumbing	EA	118	\$2,250.00	\$265,500.00	\$2,000.00	\$236,000.00	\$950.00	\$112,100.00	\$4,350.00	\$513,300.00	\$4,000.00	\$472,000.00	\$1,500.00	\$177,000.00
7	Additional Interior Plumbing	LF	300	\$5.00	\$1,500.00	\$15.00	\$4,500.00	\$25.00	\$7,500.00	\$5.00	\$1,500.00	\$13.50	\$4,050.00	\$30.00	\$9,000.00
8	Finished Basement Restoration	EA	10	\$1,500.00	\$15,000.00	\$100.00	\$1,000.00	\$500.00	\$5,000.00	\$250.00	\$2,500.00	\$1,000.00	\$10,000.00	\$2,300.00	\$23,000.00
9	Bedrock Excavation	LF	400	\$35.00	\$14,000.00	\$5.00	\$2,000.00	\$20.00	\$8,000.00	\$0.01	\$4.00	\$20.00	\$8,000.00	\$11.50	\$4,600.00
10	Insulation	LF	500	\$2.00	\$1,000.00	\$3.00	\$1,500.00	\$10.00	\$5,000.00	\$10.00	\$5,000.00	\$5.55	\$2,775.00	\$12.00	\$6,000.00
11	Remove and Replace Curb and Gutter	LF	100	\$58.00	\$5,800.00	\$35.00	\$3,500.00	\$65.00	\$6,500.00	\$0.01	\$1.00	\$61.50	\$6,150.00	\$11.50	\$1,150.00
12	Remove and Replace Sidewalk	SF	4000	\$13.00	\$52,000.00	\$8.95	\$35,800.00	\$10.00	\$40,000.00	\$0.01	\$40.00	\$10.00	\$40,000.00	\$10.00	\$40,000.00
13	Remove and Replace Asphalt Driveway	SY	80	\$155.50	\$12,440.00	\$20.00	\$1,600.00	\$95.00	\$7,600.00	\$0.01	\$0.80	\$100.00	\$8,000.00	\$11.50	\$920.00
14	Remove and Replace Concrete Driveway	SF	1420	\$13.00	\$18,460.00	\$2.00	\$2,840.00	\$9.00	\$12,780.00	\$0.01	\$14.20	\$11.00	\$15,620.00	\$11.50	\$16,330.00
15	Lawn and Landscaping Restoration	SY	1300	\$12.00	\$15,600.00	\$9.45	\$12,285.00	\$5.00	\$6,500.00	\$0.01	\$13.00	\$10.50	\$13,650.00	\$11.00	\$14,300.00
16	Spot Relay Sanitary Lateral, up to 5 feet	EA	15	\$250.00	\$3,750.00	\$275.00	\$4,125.00	\$250.00	\$3,750.00	\$1,000.00	\$15,000.00	\$750.00	\$11,250.00	\$2,500.00	\$37,500.00
17	Spot Replay Sanitary Lateral, up to 20 feet	EA	10	\$295.00	\$2,950.00	\$475.00	\$4,750.00	\$500.00	\$5,000.00	\$3,500.00	\$35,000.00	\$1,250.00	\$12,500.00	\$4,000.00	\$40,000.00
18	Traffic Control	LS	1	\$5,150.00	\$5,150.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$10,000.00	\$10,000.00	\$3,400.00	\$3,400.00	\$100.00	\$100.00
19	Utility Potholing	EA	15	\$225.00	\$3,375.00	\$100.00	\$1,500.00	\$350.00	\$5,250.00	\$1,000.00	\$15,000.00	\$500.00	\$7,500.00	\$425.00	\$6,375.00
20	Pre and Post Sanitary Lateral Televising	EA	100	\$98.50	\$9,850.00	\$300.00	\$30,000.00	\$150.00	\$15,000.00	\$200.00	\$20,000.00	\$320.00	\$32,000.00	\$425.00	\$42,500.00
	Base Bid Total:				\$505,862.50		\$584,625.00		\$642,505.00		\$712,198.00		\$743,895.00		\$767,920.00



April 6, 2022

Mr. Tim Martin
Water Utility Superintendent
Cedarburg Light & Water Utility
N30W5926 Lincoln Blvd
Cedarburg, WI 53012

Re: Letter of Recommendation
Cedarburg Lead Service Replacement Program

Dear Mr. Martin:

In accordance with your Official Notice to Bidders, bids for the above referenced project were received until 10:00 a.m. on March 29, 2022.

A total of six (6) bids were received for this project. The low bid was submitted by MRJ Inc., of New Franken, WI in the amount of \$505,862.50.00. The other bids ranged from \$584,625.00 to \$767,920.00. The engineer's estimate for construction was \$826,090.00.

MRJ Inc., provided a responsive low bid and have demonstrated they are competent, qualified and able to complete the work per the contract documents and have shown they have successfully completed similar work. We therefore recommend awarding the contract to MRJ Inc., in the amount of \$505,862.50.

Please feel free to call me if you have any questions or comments regarding the above.

Sincerely,
raSmith



Troy T. Hartjes, P.E.
Senior Project Manager

Enclosure

J:\1203005\Doc\EL 021522 2022 Roadway Program letter of recommendation.docx

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
03/25/2022	PWBDD	40301#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522110	1,010.29
				TELEPHONE/COMMUNICATIONS	500225	522410	123.43
				CHECK PWBDD 40301 TOTAL FOR FUND 100:			1,133.72
03/25/2022	PWBDD	40302*#	AURORA HEALTH CARE	PROFESSIONAL SERVICES	500210	533210	48.00
03/25/2022	PWBDD	40303	BEST BUY BUSINESS ADVANTAGE	OPERATING SUPPLIES	500350	533210	279.98
03/25/2022	PWBDD	40304*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	2.70
				REPAIR AND MAINTENANCE	500240	518100	19.12
				OPERATING SUPPLIES	500350	533210	67.45
				REPAIR AND MAINTENANCE	500240	555510	21.12
				REPAIR AND MAINTENANCE	500240	555510	5.39
				CHECK PWBDD 40304 TOTAL FOR FUND 100:			115.78
03/25/2022	PWBDD	40305	CEDARBURG FIRE DEPARTMENT	OPERATING EXPENSES	500235	522230	54,375.00
03/25/2022	PWBDD	40306	CEDARBURG LIGHT & WATER	TIM O'BRIEN HOMES-N110W7193 AUGUSTA	256201	000000	2,049.98
				TIM O'BRIEN HOMES-N111W7186 AUGUSTA	256201	000000	2,049.98
				TIM O'BRIEN HOMES-N111W7096 AUGUSTA LN	256201	000000	2,049.98
				CONDO DEV-N13W6584 CEDARBURG TRL, BLD 8	256201	000000	2,049.98
				CONDO DEV-N13W6578 CEDARBURG TRL, BLD 8	256201	000000	2,049.98
				CHECK PWBDD 40306 TOTAL FOR FUND 100:			10,249.90
03/25/2022	PWBDD	40309*#	CHARTER COMMUNICATIONS	ACCTS REC - FIRE DEPARTMENT	136100	000000	212.27
				TELEPHONE/COMMUNICATIONS	500225	513100	7.59
				TELEPHONE/COMMUNICATIONS	500225	513200	7.59
				TELEPHONE/COMMUNICATIONS	500225	514100	37.95
				INTERNET	500220	514700	1,082.52
				TELEPHONE/COMMUNICATIONS	500225	515400	15.18
				TELEPHONE/COMMUNICATIONS	500225	515600	22.77
				TELEPHONE/COMMUNICATIONS	500225	518100	64.75
				TELEPHONE/COMMUNICATIONS	500225	522230	15.18
				TELEPHONE/COMMUNICATIONS	500225	522310	15.18
				INTERNET	500220	522410	127.97

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Fund: 100 GENERAL FUND							
				TELEPHONE/COMMUNICATIONS	500225	522410	22.77
				TELEPHONE/COMMUNICATIONS	500225	533110	22.77
				TELEPHONE/COMMUNICATIONS	500225	533210	30.36
				OPERATING SUPPLIES	500350	533210	119.98
				TELEPHONE/COMMUNICATIONS	500225	555140	15.18
				INTERNET	500220	555510	119.98
				INTERNET	500220	555510	107.98
				INTERNET	500220	555510	122.97
				TELEPHONE/COMMUNICATIONS	500225	566310	30.36
				CHECK PWBDD 40309 TOTAL FOR FUND 100:			2,201.30
03/25/2022	PWBDD	40311	CNA SURETY	PROF PUBLICATIONS AND DUES	500320	522110	30.00
03/25/2022	PWBDD	40313	CONVERGENT SOLUTIONS, INC.	TELEPHONE/COMMUNICATIONS	500225	522110	350.00
03/25/2022	PWBDD	40315	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	158.76
03/25/2022	PWBDD	40317*#	HOUSEMAN & FEIND, LLP	EXTRAORDINARY SERVICES	500211	516100	3,164.25
				ATTORNEY/CONSULTANT	500212	522110	1,477.00
				CHECK PWBDD 40317 TOTAL FOR FUND 100:			4,641.25
03/25/2022	PWBDD	40318	KATHY HUEBL	AWARDS, SUPPLIES	500343	519200	200.00
03/25/2022	PWBDD	40321	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	155.77
				MAINTENANCE PARTS	500353	533210	90.83
				CHECK PWBDD 40321 TOTAL FOR FUND 100:			246.60
03/25/2022	PWBDD	40324	NORTH WOODS	MAINTENANCE PARTS	500353	533210	105.42
03/25/2022	PWBDD	40325	OFFICE DEPOT	COPY PAPER-YELLOW	500312	514100	34.95
03/25/2022	PWBDD	40326	ONTECH SYSTEMS, INC	EQUIPMENT/CAPITAL OUTLAY	500380	514700	690.00
				EQUIPMENT/CAPITAL OUTLAY	500380	514700	428.78
				CHECK PWBDD 40326 TOTAL FOR FUND 100:			1,118.78
03/25/2022	PWBDD	40327	OWEN'S OFFICE SUPPLIES	OFFICE SUPPLIES	500310	522310	270.00
03/25/2022	PWBDD	40328	OZAUKEE COUNTY HIGHWAY DEPT	SNOW AND ICE MATERIALS	500450	533450	635.64

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Fund: 100 GENERAL FUND							
03/25/2022	PWBDD	40329	RECOGNITION SPECIALISTS, INC.	OFFICE SUPPLIES	500310	515600	15.00
03/25/2022	PWBDD	40330	RIVER RUN COMPUTERS, INC.	REPAIR AND MAINTENANCE	500240	522100	75.00
03/25/2022	PWBDD	40331	RNOW INC	MAINTENANCE PARTS	500353	533210	1,123.10
03/25/2022	PWBDD	40332	SHARP ELECTRONICS CORPORATION	EQUIPMENT OUTLAY	500385	514700	912.03
03/25/2022	PWBDD	40334	SUNSET LAW ENFORCEMENT	SUPPLIES AND EXPENSES	500347	522120	4,706.30
03/25/2022	PWBDD	40336	TRUCK COUNTRY-MILWAUKEE NORTH	MAINTENANCE PARTS	500353	533210	246.79
03/25/2022	PWBDD	40337	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	53.27
03/25/2022	PWBDD	40341*#	WE ENERGIES	NATURAL GAS-0713912926-00011	500224	518100	1,080.47
				NATURAL GAS-0713912926-00001	500224	518100	1,045.12
				NATURAL GAS-0713912926-00006	500224	518100	1,257.19
				NATURAL GAS-0711276804-00002	500224	522100	1,427.17
				NATURAL GAS-0711276804-00001	500224	522100	9.24
				NATURAL GAS-0713912926-00003	500224	522230	1,315.39
				NATURAL GAS-0713912926-00008	500224	522230	976.02
				NATURAL GAS-0713912926-00004	500224	522410	155.85
				NATURAL GAS-0713912926-00009	500224	533210	1,384.95
				NATURAL GAS-0707973696-00001	500224	555510	166.03
				NATURAL GAS-0719886467-00001	500224	555510	246.90
				CHECK PWBDD 40341 TOTAL FOR FUND 100:			9,064.33
03/25/2022	PWBDD	40342	WISCONSIN DEPT OF JUSTICE	TELEPHONE/COMMUNICATIONS	500225	522110	98.00
03/25/2022	PWBDD	40343#	WM CORPORATE SERVICES, INC	MAINT/CONTRACTED SERVICES	500290	533710	40,468.40
				MAINT/CONTRACTED SERVICES	500290	533730	18,398.52
				CHECK PWBDD 40343 TOTAL FOR FUND 100:			58,866.92
04/01/2022	PWBDD	40344	DIGITAL EDGE OF GRAFTON	OFFICE SUPPLIES	500310	514200	49.00
04/01/2022	PWBDD	40346*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	518100	95.29
				TELEPHONE/COMMUNICATIONS	500225	522230	90.89
				TELEPHONE/COMMUNICATIONS	500225	533210	87.82

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Fund: 100 GENERAL FUND							
CHECK PWBDD 40346 TOTAL FOR FUND 100:							274.00
04/01/2022	PWBDD	40347	AT&T	TELEPHONE/COMMUNICATIONS	500225	522110	100.09
04/01/2022	PWBDD	40348	RENNERTS	STREET SWEEPING	500295	533440	15.36
04/01/2022	PWBDD	40351	TRUCK COUNTRY-MILWAUKEE NORTH	MAINTENANCE PARTS	500353	533210	95.18
04/01/2022	PWBDD	40352	UNIFIRST CORPORATION	MAINTENANCE PARTS	500353	533210	52.47
04/01/2022	PWBDD	40356	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES	500210	533110	639.45
04/01/2022	PWBDD	40357	RNOW INC	MAINTENANCE PARTS	500353	533210	285.24
04/01/2022	PWBDD	40358	ENGINEERED SECURITY SOLUTIONS	PUBLIC WORKS FEES	463101	000000	756.00
04/01/2022	PWBDD	40359	ENGINEERED SECURITY SOLUTIONS	PUBLIC WORKS FEES	463101	000000	765.95
04/01/2022	PWBDD	40360	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	522110	1,276.00
04/01/2022	PWBDD	40361	SOUTHSIDE TIRECO., FRANKLIN	MAINTENANCE PARTS		** VOIDED **	
04/01/2022	PWBDD	40362	BOND TRUST SERVICES CORP	PROFESSIONAL SERVICES	500210	515600	400.00
04/01/2022	PWBDD	40363	BOND TRUST SERVICES CORP	PROFESSIONAL SERVICES	500210	515600	400.00
04/01/2022	PWBDD	40364	BOND TRUST SERVICES CORP	PROFESSIONAL SERVICES	500210	515600	400.00
04/01/2022	PWBDD	40366	STEINIG TAL KENNEL, LLC	K-9 UNIT EXPENSE	500352	522120	950.00
04/01/2022	PWBDD	40367	RAINBOW TREE CARE	MAINT/CONTRACTED SERVICES	500290	555510	433.09
04/01/2022	PWBDD	40368	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	285.80
04/01/2022	PWBDD	40369	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	344.00
04/01/2022	PWBDD	40370	TAKAKO WILLDEN	PROFESSIONAL SERVICES - CHAIR YOGA	500210	555140	100.00
04/01/2022	PWBDD	40371	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	522110	33.52
04/01/2022	PWBDD	40372	CARLIN HORTICULTURAL SUPPLIES	REPAIR AND MAINTENANCE	500240	555510	3,610.98
04/01/2022	PWBDD	40374	LES THOMPSON	PROFESSIONAL SERVICES - MARHC WATERCLR	500210	555140	176.00
04/01/2022	PWBDD	40376	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	503.80

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Fund: 100 GENERAL FUND							
04/01/2022	PWBDD	40377	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	54.96
04/01/2022	PWBDD	40380	WISCONSIN DEPARTMENT OF JUSTICE	TRAVEL & TRAINING	500330	522120	220.00
04/01/2022	PWBDD	40382	JAMES ESTEN	PROFESSIONAL SERVICES - MINDFUL MOVE	500210	555140	54.00
04/01/2022	PWBDD	40384	ADVANCED TECHNOLOGY SYSTEMS	REPAIR AND MAINTENANCE	500240	522110	362.50
04/01/2022	PWBDD	40385	ZILLMER TREE MANAGEMENT, LLC	TREES AND SUPPLIES	500341	555510	2,100.00
				LEGACY TREE & BENCH PROGRAM	500384	555510	700.00
				CHECK PWBDD 40385 TOTAL FOR FUND 100:			2,800.00
04/01/2022	PWBDD	40386	EDELHOFF LAWNMOWER SERVICE	MAINTENANCE PARTS	500353	533210	32.90
04/01/2022	PWBDD	40388	NASSCO, INC.	MAINTENANCE SUPPLIES	500340	522100	203.46
04/01/2022	PWBDD	40391	BEST HEATING & AIR CONDITION	REPAIR AND MAINTENANCE	500240	522230	846.84
04/01/2022	PWBDD	40394	BEYER'S HARDWARE	SUPPLIES AND EXPENSES	500347	522120	7.25
04/01/2022	PWBDD	40395	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	5.35
04/01/2022	PWBDD	40396	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	555510	7.72
04/01/2022	PWBDD	40397	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	555510	6.74
04/01/2022	PWBDD	40398	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	555510	13.99
04/01/2022	PWBDD	40400	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	555510	2.96
04/01/2022	PWBDD	40401	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	533210	9.88
04/01/2022	PWBDD	40402*#	U.S. CELLULAR	BAIER CELL 0282	500225	522310	42.86
				BUDD CELL 5488	500225	522310	42.42
				WIESER CELL 1782	500225	533110	38.86
				URBANEK CELL 5335	500225	533110	42.86
				DPW IPAD 1293	500225	533210	25.36
				HINTZ CELL 9168	500225	533210	42.86
				BUBLITZ HOT SPOT 0913	500225	533210	39.86
				BUBLITZ TABLET 1195	500225	533210	25.36
				SENIOR VAN CELL 9139	500225	555145	0.40

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Fund: 100 GENERAL FUND							
				WESTPHAL CELL 3140	500225	555510	42.50
				WESTPHAL TABLET 8568	500225	555510	11.09
				LEGAULT TABLET 9599	500225	555510	11.00
				KETTNER TABLET 9629	500225	555510	11.00
				PETERSON TABLET 5195	500225	555510	11.00
				CHECK PWBDD 40402 TOTAL FOR FUND 100:			387.43
04/01/2022	PWBDD	40404	STREICHER'S POLICE EQUIPMENT	UNIFORMS	500346	522110	80.19
04/01/2022	PWBDD	40406	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	37.12
04/01/2022	PWBDD	40407	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	17.58
04/01/2022	PWBDD	40408	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	20.12
04/01/2022	PWBDD	40409	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	66.65
04/01/2022	PWBDD	40411	FIVE CORNERS DODGE	OPERATING SUPPLIES	500350	522410	347.99
04/01/2022	PWBDD	40412	FIVE CORNERS DODGE	MAINTENANCE PARTS	500353	533210	165.90
04/01/2022	PWBDD	40413	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	36.60
04/01/2022	PWBDD	40414	LEAGUE OF WI MUNICIPALITIES	TRAVEL & TRAINING	500330	514100	25.00
04/01/2022	PWBDD	40415	RYAN BRAH	PUBLIC WORKS FEES	463101	000000	25.00
				Total for fund 100 GENERAL FUND			169,139.88
Fund: 220 RECREATION PROGRAMS FUND							
03/25/2022	PWBDD	40307	CEDARBURG SCHOOL DISTRICT	SCHOOL DISTRICT FEES	500228	555390	3,480.00
				SCHOOL DISTRICT FEES	500228	555390	1,400.00
				SCHOOL DISTRICT FEES	500228	555390	680.00
				SCHOOL DISTRICT FEES	500228	555390	1,020.00
				CHECK PWBDD 40307 TOTAL FOR FUND 220:			6,580.00
03/25/2022	PWBDD	40308	CEDARBURG SCHOOL DISTRICT	SCHOOL DISTRICT FEES	500228	555390	800.00
03/25/2022	PWBDD	40309*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555390	30.36
03/25/2022	PWBDD	40314	DIGITAL EDGE OF GRAFTON	RECREATION BROCHURE EXPENSES	500309	555390	194.00

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Fund: 220 RECREATION PROGRAMS FUND							
03/25/2022	PWBDD	40316	FUNTACTICS SOCCER CAMP	MAINT/CONTRACTED SERVICES	500290	555390	2,004.97
03/25/2022	PWBDD	40319	KELLY KAUDERS	SUMMER/WINTER REC FEES	467310	000000	490.00
04/01/2022	PWBDD	40355	COMPUTER EXPLORERS	MAINT/CONTRACTED SERVICES	500290	555390	760.00
04/01/2022	PWBDD	40378	WISCONSIN SCHOLASTIC CHESS FOUND	MAINT/CONTRACTED SERVICES	500290	555390	693.00
Total for fund 220 RECREATION PROGRAMS FUND							11,552.33
Fund: 221 FUEL SYSTEM - WASH BAY							
04/01/2022	PWBDD	40345	WISCONSIN STEAM CLEANER	REPAIR AND MAINTENANCE	500240	533210	779.83
Total for fund 221 FUEL SYSTEM - WASH BAY							779.83
Fund: 240 SWIMMING POOL FUND							
03/25/2022	PWBDD	40309*#	CHARTER COMMUNICATIONS	INTERNET	500220	555320	139.98
				TELEPHONE/COMMUNICATIONS	500225	555320	37.95
CHECK PWBDD 40309 TOTAL FOR FUND 240:							177.93
03/25/2022	PWBDD	40341*#	WE ENERGIES	NATURAL GAS-0716746085-00001	500224	555320	9.24
				NATURAL GAS-0719900042-00001	500224	555320	23.80
CHECK PWBDD 40341 TOTAL FOR FUND 240:							33.04
Total for fund 240 SWIMMING POOL FUND							210.97
Fund: 260 LIBRARY FUND							
03/25/2022	PWBDD	40302*#	AURORA HEALTH CARE	EMPLOYMENT EXPENSES	500395	555110	96.00
03/25/2022	PWBDD	40309*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555110	182.96
03/25/2022	PWBDD	40322	NASSCO, INC.	OFFICE SUPPLIES	500310	555110	268.64
03/25/2022	PWBDD	40340	VISUAL IMAGE PHOTOGRAPHY, INC.	MARKETING	500223	555110	109.50
03/25/2022	PWBDD	40341*#	WE ENERGIES	NATURAL GAS-0714144119-00001	500224	555110	1,208.67
04/01/2022	PWBDD	40346*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	555110	130.46
04/01/2022	PWBDD	40365	SPRINGSHARE LLC	LIBRARY TECHNOLOGY	500382	555110	1,102.00

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Fund: 260 LIBRARY FUND							
04/01/2022	PWBDD	40373	iREAD	DONATION EXPENDITURES	500322	555110	24.75
04/01/2022	PWBDD	40381	HVA PRODUCTS, INC	MAINT/CONTRACTED SERVICES	500290	555110	1,187.50
Total for fund 260 LIBRARY FUND							4,310.48
Fund: 350 TIF DISTRICT FUND #4							
04/01/2022	PWBDD	40375	RNR WATER LLC	PROFESSIONAL SERVICES	500210	566710	156.25
Total for fund 350 TIF DISTRICT FUND #4							156.25
Fund: 353 TIF DISTRICT #6							
03/25/2022	PWBDD	40312	CONCORD GROUP	PROFESSIONAL SERVICES	500210	566710	935.00
Total for fund 353 TIF DISTRICT #6							935.00
Fund: 400 CAPITAL IMPROVEMENTS FUND							
03/25/2022	PWBDD	40317*#	HOUSEMAN & FEIND, LLP	PROCHNOW	500841	533750	287.00
03/25/2022	PWBDD	40338	VANTAGE FINANCIAL	DEBT SERVICE - PRINCIPAL	500610	555510	3,291.51
				DEBT SERVICE - INTEREST	500620	555510	316.49
CHECK PWBDD 40338 TOTAL FOR FUND 400:							3,608.00
04/01/2022	PWBDD	40350	GRAEF	DAM STUDIES	500874	533750	2,550.00
04/01/2022	PWBDD	40383	ADVANCED TECHNOLOGY SYSTEMS	KEY FOB ENTRY SYSTEM	500807	522110	9,729.68
04/01/2022	PWBDD	40387	GENERAL COMMUNICATIONS, INC.	VEHICLE REPLACEMENTS	500811	522120	725.00
Total for fund 400 CAPITAL IMPROVEMENTS FUND							16,899.68
Fund: 601 WATER RECYCLING CENTER							
03/25/2022	PWBDD	40302*#	AURORA HEALTH CARE	PROFESSIONAL SERVICES	500210	573850	27.00
03/25/2022	PWBDD	40304*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	7.64
03/25/2022	PWBDD	40309*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	573825	139.98
				TELEPHONE/COMMUNICATIONS	500225	573825	61.58
CHECK PWBDD 40309 TOTAL FOR FUND 601:							201.56
03/25/2022	PWBDD	40310	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	92.86
03/25/2022	PWBDD	40320	MULCAHY SHAW WATER, INC.	LAB SUPPLIES	500370	573825	94.30

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Fund: 601 WATER RECYCLING CENTER							
03/25/2022	PWBDD	40323	NORTH CENTRAL LABORATORIES	LAB SUPPLIES	500370	573825	196.33
03/25/2022	PWBDD	40333	SOUTHSIDE TIRECO., FRANKLIN	REPAIR AND MAINTENANCE	500240	573845	1,456.00
03/25/2022	PWBDD	40335#	SYMBIONT	ADVANCED TREATMENT EQUIPMENT	185335	000000	392.18
				2022 GIS SUPPORT & TECHNICAL SERVICES	500210	573850	2,331.25
				ENGINEERING	500215	573850	2,420.00
				CHECK PWBDD 40335 TOTAL FOR FUND 601:			5,143.43
03/25/2022	PWBDD	40339	VISU-SEWER INC.	12" CIPP LINING OF STAGECOACH INN	184313	000000	21,975.00
				PROPOSAL DATED 10/30/2021	184313	000000	47,263.00
				CHECK PWBDD 40339 TOTAL FOR FUND 601:			69,238.00
03/25/2022	PWBDD	40341*#	WE ENERGIES	ELECTRIC 1838 PIONEER 0711836389-00004	500222	573825	16.68
				NATURAL GAS-0712590709-00001	500224	573825	684.13
				NATURAL GAS-0713182701-00001	500224	573825	173.85
				MAINTENANCE SUPPLIES-0713912926-00012	500340	573840	18.00
				MAINTENANCE SUPPLIES-0713912926-00005	500340	573840	54.19
				MAINTENANCE SUPPLIES-0713912926-00007	500340	573840	11.35
				MAINTENANCE SUPPLIES-0713912926-00010	500340	573840	11.17
				MAINTENANCE SUPPLIES-0711836389-00001	500340	573840	18.00
				MAINTENANCE SUPPLIES-0713912926-00002	500340	573840	11.35
				CHECK PWBDD 40341 TOTAL FOR FUND 601:			998.72
04/01/2022	PWBDD	40346*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	573825	122.21
04/01/2022	PWBDD	40349	RUEKERT-MIELKE, INC.	DESIGN SERVICES DORCHESTER LIFT STATION	185324	000000	658.18
04/01/2022	PWBDD	40353	UNIFIRST CORPORATION	SAFETY EQUIPMENT	500372	573825	78.35
04/01/2022	PWBDD	40354	UNIFIRST CORPORATION	SAFETY EQUIPMENT	500372	573825	88.13
04/01/2022	PWBDD	40379	TROJAN TECHNOLOGIES	REPLACEMENT UV SYSTEM	185336	000000	179,798.40
04/01/2022	PWBDD	40389	OZAUKEE DISPOSAL CORPORATION	REFUSE COLLECTION	500297	573830	1,525.00
04/01/2022	PWBDD	40390	HAWKINS , INC.	COAGULANTS	500371	573825	1,279.89

04/07/2022 10:10 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 03/25/2022 - 04/01/2022
Banks: PWBDD

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
04/01/2022	PWBDD	40392	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	70.17
04/01/2022	PWBDD	40393	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	27.41
04/01/2022	PWBDD	40399	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	4.57
04/01/2022	PWBDD	40402*#	U.S. CELLULAR	WRC TABLET 5112	500225	573825	25.86
				URBANER TABLET 2188	500225	573825	11.00
				HACKERT TABLET 4519	500225	573825	11.00
				HACKERT CELL 8239	500225	573825	38.86
				WRC DUTY PHONE 3142	500225	573825	38.50
				CHECK PWBDD 40402 TOTAL FOR FUND 601:			125.22
04/01/2022	PWBDD	40403	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	179.46
04/01/2022	PWBDD	40405	CEDARBURG LIGHT & WATER	L&W BILLING	500216	573850	10,930.20
04/01/2022	PWBDD	40410	NAPA AUTO PARTS	REPAIR AND MAINTENANCE	500240	573845	94.46
				Total for fund 601 WATER RECYCLING CENTER			272,437.49
			TOTAL - ALL FUNDS				476,421.91

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

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

CITY OF CEDARBURG
TRANSFER LIST
3/26/22-4/8/22

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
3/26/2022	\$2,167.72	ADP-Invoices for February/March
3/28/2022	\$40,402.73	Light & Water charges for February
3/31/2022	\$79,547.20	WRS-February remittance
4/1/2022	\$600.00	Wisconsin Dept of Revenue-annual TIF fees
4/1/2022	\$104,325.47	WPS-April premiums
4/1/2022	\$6,727.72	Delta Dental-April premiums
4/5/2022	\$546.82	Superior Vision-April premiums
4/5/2022	\$948.36	Aflac-March premiums
4/5/2022	\$2,773.91	Minnesota Life-May premiums, March deductions
4/7/2022	\$217,000.00	Transfer from checking to payroll
4/7/2022	\$5,900.00	Health Savings Accounts-contributions for 3/20/22-4/2/22
4/7/2022	\$1,305.13	ICMA-contributions for 3/20/22-4/2/22
4/7/2022	\$4,329.70	North Shore Bank-contributions for 3/20/22-4/2/22
4/7/2022	\$495.00	Police Union-contributions for 3/20/22-4/2/22
4/7/2022	\$346.15	State of Wisconsin-child support for 3/20/22-4/2/22
4/7/2022	\$502.40	Wis Deferred Comp-contributions for 3/20/22-4/2/22
	<u>\$467,918.31</u>	

PWSB PAYROLL CHECKING ACCOUNT

4/8/2022	\$157,049.20	Payroll for 3/20/22-4/2/22
4/8/2022	\$60,407.06	Payroll taxes for 3/20/22-4/2/22
	<u>\$217,456.26</u>	

PWSB MONEY MARKET ACCOUNT

4/7/2022	\$300,000.00	PWSB Checking
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City of Cedarburg

City Administrator's Report

April 7, 2022

Department News

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

Engineering & Public Works— The 2022 Street & Utility project is underway on Jefferson Avenue north of Bridge Road. A second crew will begin work on Highland Drive on April 11. The sidewalk program will begin next week.

The Public Works crew is transitioning away from tree work to street work and will be doing pot-hole patching, crack sealing and sign evaluations. The first brush pick up of the season took place this week. The first City-wide street sweeping is complete. Daniel Dowty began employment with the City as a Public Works/Forestry crewperson. Seasonal interviews took place and positions have been filled for the summer.

Clerk—Voter turn-out for the April 5 Spring Primary Election was 47%.

Parks, Recreation & Forestry— Registrations for summer activities began on Monday. The Egg Hunt was well attended with over 500 participants. The parks will be opening for the season. New lights will be installed at Behling Field next week.

Treasurer—This is payroll week.

Water Recycling Center— Austin Bublitz began employment this week at the Center. The Cedar Creek Farmers group met on Tuesday to discuss a plan for summer. The UV system is 90% installed and will start on April 11.

Library— This is National Library Week and Tuesday is National Library Workers Day. Dine Out, Do Good will be held at New Fortune restaurant on April 6 with 20% of all pre-tax totals going to the Friends of the Cedarburg Library. The Jack Henke Show will be taking a hiatus.

Light & Water—The Utility's Annual Audit is complete and went well. There will be a half-percent decrease in the electric rates. The lead service bids were opened last week and came in under budget. The project will start in June and will be paid through a DNR grant but will require a \$500 inspection fee from the homeowner.

Senior Center— A new chairlift is being installed at the Senior Center.

Respectfully submitted,

Mikko Hilvo

2022 PERMIT SUMMARY BY MONTH

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Single Family	2	6	6										14
Duplex	2	2	4										8
Assessory Building			1										1
Addition/Alteration	12	13	20										45
Commercial Additions/Alterati	2	2	2										6
Pools		1											1
Heat/Vent	25	22	20										67
Signs	1	3											4
Plumbing	27	38	33										98
Electrical	43	35	40										118
Occupancy	2	5	7										14
TOTAL VALUE TO CITY	1,718,400	2,834,155	4,417,851										8,970,406
INSPECTIONS													
JOE JACOBS	1	3											4
MICHAEL BAIER	106	198	174										478