

**CITY OF CEDARBURG  
A MEETING OF THE COMMON COUNCIL  
MONDAY, FEBRUARY 26, 2024 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, February 26, 2024 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., on the second floor, Council Chambers. The meeting may be accessed by clicking the following link:

<https://us02web.zoom.us/j/86059885244>

**REVISED AGENDA  
Item 11.A. & 11.D.**

1. CALL TO ORDER - Acting Mayor Kristin Burkart
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL:      Present - Common Council – Council Members Patricia Thome, Jim Fitzpatrick, Kevin Curley, Kristin Burkart, Mark Mueller, Robert Simpson, Melissa Bitter  
  
                                 Excused -      Mayor Michael O’Keefe
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. NEW BUSINESS
  - A. Environmental Update on Fox Run Development
  - B. Discussion and possible action on revised public works policies PW-2 Special Assessment Methods, PW-3 Engineering Services for Public Works Construction Projects, PW-5 Sump Pump and Downspout Discharge, PW-6 Yard Waste, PW-7 Defective Sidewalk Replacement, PW-9 Mailbox Replacement\*
  - C. Discussion and possible action on Ordinance No. 2024-03 amending section 10-1-34(a)(5) of the Code of Ordinances to create loading zone parking restrictions on the east side of Hanover Avenue from a point 407 feet south of the south curb line of Western Road for 50 feet\*
  - D. Discussion and possible action on award of contract for the South Washington Avenue Design Alternatives project\*

- E. Discussion and possible action on Private Lead Service Line Replacement Loan Agreement\*
- F. Discussion and possible action on City Planner position\*
- G. Discussion and possible action on appointment of Jen Gerber as Successor Agent for the Cedarburg Art Museum & Society located at W67N857 Washington Avenue\*
- H. Discussion and possible action on appointment of Timothy Larson to Public Works & Sewerage Commission\*

8. CONSENT AGENDA

- A. Discussion and possible action on approval of January 29, 2024 and February 12, 2024 Council Meeting Minutes\*
- B. Discussion and possible action on License/Permit applications\*\*\*
  - 1. Consider approval of new 2023-2024 operator licenses for Benjamin Schaezner and Emily Gengler\*\*\*
- C. Discussion and possible action on payment of bills dated 02/03/2024 through 02/16/2024, transfer list dated 02/07/2024 through 02/23/2024, and payroll from 02/04/2023 through 02/17/2024\*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator's Report\*
- B. City Clerk – Election Report

10. COMMUNICATIONS

- A. Comments and announcements by Council Members
- B. Mayor's Report

11. ADJOURN TO CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to discuss item 11.B. and 11.C. It is further anticipated the Common Council will remain in closed session pursuant to State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Specifically to discuss item 11.D.

- A. Approval of Closed Session minutes from January 29, 2024 Common Council meeting

- B. Discussion on a potential purchase of property on Hanover Avenue
- C. Discussion on a potential purchase of property on Pioneer Road
- D. Discussion on occupancy for Fox Run Development

12. RECONVENE TO OPEN SESSION

13. ADJOURNMENT

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

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

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

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

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

To request reasonable accommodation, contact the Clerk's Office,  
(262) 375-7606, email: [cityhall@cityofcedarburg.wi.gov](mailto:cityhall@cityofcedarburg.wi.gov)

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## CITY OF CEDARBURG

**MEETING DATE:** February 26, 2024

**ITEM NO: 7.B.**

**TITLE:** Discussion and possible action on revised public works policies PW-2 Special Assessment Methods, PW-3 Engineering Services for Public Works Construction Projects, PW-5 Sump Pump and Downspout Discharge, PW-6 Yard Waste, PW-7 Defective Sidewalk Replacement, PW-9 Mailbox Replacement

**ISSUE SUMMARY:** Staff was asked to review existing policies and update them as needed. Staff is proposing to make changes to the following policies:

1. Special Assessment Methods for Public Works Construction Projects (PW-2) – staff is proposing to update this policy to meet current procedures for obtaining the credit amount to developers for installing sanitary sewers larger than 8 inches in diameter.
2. Engineering Services for Public Works Construction Projects (PW-3) – staff is proposing to update this policy to meet current procedures for engineering design on privately funded development projects.
3. Sump Pump and Downspout Discharge Policy (PW-5) – staff is proposing to update this policy to allow curb cuts with Public Works and Sewerage Commission approval and if structures are within 10 feet of the ROW or property lines that the downspout should be pointed in the direction that maximizes the distance to said ROW or property line.
4. Yard Waste Disposal Policy (PW-6) – staff is proposing to update this policy to reflect the new yard waste drop off site, add three strike progressive penalties for violators dropping off unaccepted materials, adding that residents must have their leaves out to the curb by December 1<sup>st</sup> to assure City pickup, and adding stipulations for the placement of brush to make pickup easier.
5. Defective Sidewalk Repair/Replacement (PW-7) - staff is proposing to update this policy to clarify that damage to sidewalk caused by trees on City terraces must be within 10 feet of said tree to be repaired/replaced at City expense.
6. Mailbox Replacement Policy (PW-9) – staff is proposing to update this policy to add that mailboxes found to extend past the face of curb will not be eligible for City replacement.

**STAFF RECOMMENDATION:** Staff recommends approval of updated policies.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** The Public Works and Sewerage Commission recommended approval of the updated policies.

**BUDGETARY IMPACT:** NA

**ATTACHMENTS:** Proposed policies PW-2, PW-3, PW-5, PW-6, PW-7, and PW-9.

**INITIATED/REQUESTED BY:** Mike Wieser

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

**CITY OF CEDARBURG  
POLICY/PROCEDURE MANUAL**

**SUBJECT: SPECIAL ASSESSMENT METHODS FOR PUBLIC WORKS  
CONSTRUCTION PROJECTS**

PW-2

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**GENERAL:** In order to assure fair and equitable cost recovery for public works infrastructure improvements, and to provide these necessary public service facilities within the constraints of fiscal and planned growth policies, the following policy is set forth to provide a methodology for levying special assessments and establishing deferred assessments and charges contingent upon annexation.

Effective immediately, as an attachment to the City of Cedarburg Municipal Code, Title 3, Chapter 2, Special Assessments, and in conformance with Sec. 66.07 of the Wisconsin Statutes, all capital improvements projects shall follow guidelines as established by this policy. It is the responsibility of the Director of Engineering and Public Works, or his designee, to evaluate each project subject to special assessment and report his findings to the Common Council for further action.

For the purposes of this policy, “infrastructure” shall be defined as any public improvement including but not limited to sanitary sewer, lift stations, storm sewer, water main, service laterals, storm water quality treatment ponds and structures, roadway pavement, curb and gutter, sidewalks, street lighting, driveway approaches, and incidental items.

**PROCEDURE: 1. ASSESSMENTS FOR NEW CITY INITIATED IMPROVEMENTS.**

Special assessments shall be applied to benefiting properties on a front foot basis, except where doing so would create inequities in the distribution of costs. In such cases the Director of Engineering and Public Works may propose to allocate costs on a per lot basis, lot area basis, or drainage area basis. Assessed costs for a project shall include the full bid price, engineering, inspection, and administrative and legal fees. The full cost including engineering, administrative, construction inspection and legal fees shall be determined by multiplying the bid construction price by 115%.

Improvement costs directly allocated to property owners for facilities located along straight property lines shall be assessed based on unit costs applied to the front footage of the benefited property. In the case of corner lots, or lots fronted by improvements on more than one side, where no previous assessment for such improvement has been levied, and where the lot cannot be further divided based on the zoning, the assessment shall be calculated based on the average length of the two sides. Those improvements not directly attributable to an individual property, such as utilities in a street intersection, curb radii, and corner lot credits, shall be averaged into the unit costs over the project limits which are assessed to all affected properties in the front footage calculation.

For lots on cul-de-sacs or curved streets, an average frontage assessment, based on the average frontage of straight fronting lots within the development, shall be levied. In the case of storm water facilities not directly assessable on a front footage basis, costs may be distributed over the entire area of the assessable storm water district, based on the area of the property.

## 2. REPLACEMENT OF EXISTING PUBLIC INFRASTRUCTURE.

With the exception of public sidewalks and driveway approaches within the public right-of-way, the costs associated with existing facilities to be replaced, rehabilitated or upgraded shall be distributed over the entire City using a method to be approved by the Common Council on a case-by-case basis.

The removal and replacement of public sidewalk and driveway approaches shall be assessed to abutting property owners in accordance with the procedures set forth in Sec. 66.0907, Wis. Statutes and City of Cedarburg “Defective Sidewalk Replacement Policy” PW-7. Sections of public sidewalk or driveway approach which require replacement as a result of damage caused by trees on City parkways shall not be assessed to abutting property owners and shall be replaced at City expense. Installation or replacement of curb access ramps and associated sidewalk shall not be assessed to abutting property owners and shall be installed or replaced at City expense. Where an existing road is to be widened, all costs associated with the widening of pavement between gutters as well as any right-of-way acquisition costs necessary for the widening project shall be considered as a replacement of existing facilities.

## 3. PAYMENT OPTIONS FOR SPECIAL ASSESSMENTS.

Special assessments shall be due within 30 days of the billing date. Assessments may be paid in full; or where the amount of the assessment exceeds \$500, it may be financed in 5 annual, minimum installments to the City Treasurer of 10%, 10%, 10%, 10%, and 60%. The unpaid balance shall be placed on the next tax roll after the due date for collection, and shall bear interest at the State Trust Fund 3 to 5 year borrowing rate plus 1%. The rate of interest shall be determined and set at the time of the initial billing, and shall apply the whole term of the loan. Installments or assessments not paid when due shall bear additional interest on the amount due at the rate of 18% per annum. The City Treasurer shall maintain a record of all outstanding special assessments, deferred assessments, and charges contingent upon annexation, which specifies the amount of assessment due, initiation date, and the applicable interest rate or inflationary adjustment applied.

## 4. DEFERRED ASSESSMENTS.

Deferred assessments may be applied where new infrastructure is installed under City contract past unplatted undeveloped lands located within the City limits, and for which no immediate development is planned. Such deferred assessments shall be computed on the same basis as other special assessments, but payment shall be deferred until such time that the land is divided, developed, or sold. The amount

of the deferred assessment shall be adjusted for inflation using the ENR Construction Cost Index (20 city average) for a period not to exceed 10 years.

Deferred assessments may also be granted, at the sole discretion of the Common Council, to property owners who demonstrate financial hardship to a degree that pending assessments would likely result in a forced sale of the property. The Common Council may choose to defer all or a portion of the assessment in the form of a lien against the property, due upon change of ownership.

#### 5. CHARGES CONTINGENT UPON ANNEXATION.

Where the City finds it necessary or desirable to construct public improvements adjacent to or through Town property, and where it is determined that the improvements provide a present or future benefit to the property, the Common Council may allocate costs to the property to be recovered at the time of annexation. The charges contingent upon annexation shall be computed following the guidelines established for computing special assessments, and a record of these charges, and the date they were imposed, shall be maintained by the City Treasurer. Charges contingent upon annexation shall be adjusted for inflation using the ENR Construction Cost Index (20 city average) for a period not to exceed 10 years.

#### 6. IMPROVEMENTS ABUTTING CITY OWNED PROPERTY

City owned property within a special assessment district shall be included on the assessment role, and the benefits accruing to the City property shall be itemized and quantified on schedule “C” of the special assessment report. The City owned property shall be listed as “exempt”, but the costs associated with the parcel shall not be spread across the other benefiting properties within the assessment district. The cost attributable to the City property shall be paid by the City. This provision shall not apply to public street right-of-way or intersection openings.

#### 7. STORM WATER ASSESSMENT DISTRICTS.

Because of the unique characteristic of storm water drainage not adhering to municipal or property boundaries or other man-made demarcations, and due to other spatial and temporal characteristics of storm water management, special assessments for new storm water facilities may be levied within a storm water district in which the improvement takes place.

Storm water facilities constructed for new developments which are designed to store and treat storm water runoff from lands outside of the development, may be assessed against the drainage district served. In those cases where the district boundary would include unincorporated areas, which would be subject to assessment on a deferred charge basis until annexation occurs, the deferred charge shall be included in the district-wide assessment.



#### 8. IMPROVEMENTS ASSOCIATED WITH PRIVATE DEVELOPMENT.

All public improvements shall conform with the requirements of Title 14, Land Division and Subdivision Regulations of the City of Cedarburg Municipal Code. All costs for improvements directly serving the development, as determined by the Director of Engineering and Public Works, shall be entirely borne by the developer. These costs shall include, but are not limited to, the specific capital improvements, all engineering services related directly as well as indirectly to the project, from the initial pre-application stage through design and construction inspection, including applicable administrative charges. All engineering and administrative fees and services shall conform to the City of Cedarburg Policy/Procedure for Engineering Services for Public Works Construction Projects.

When flow related facilities such as sanitary sewers, storm sewers, water main and pump stations, located within the development are oversized or require special design beyond what is needed to serve the development, such oversizing will be addressed in the developers agreement. Credits for water main larger than 8 inch diameter will be as determined by Cedarburg Light and Water Utility. Credits for sanitary sewers larger than 8 inch diameter will be as determined by the Director of Engineering and Public Works

All impact fees, park dedication fees, sewer connection fees, etc., that are described in the City of Cedarburg Code of Ordinances shall be due at the time the final plat is approved or prior to issuance of any building permits.

#### 9. APPEALS

Deviations from this assessment policy may be pursued upon written request to the Public Works Commission for unusual circumstances or for cases where this policy may not be applicable. The Public Works Commission shall recommend to the Common Council its findings for final action. The petitioner has the right to appeal the Board's recommendation to the Council in conformance with City Policy.

Adopted: 2/29/1988  
Revised: 6/12/1989  
Revised: 9/25/1989  
Revised: 3/26/1990  
Revised: 3/11/1991  
Revised: 8/11/2003  
Revised: 4/11/2005  
Revised: 1/30/2006  
Revised: 6/9/2014  
Revised: 09/19/2023



**CITY OF CEDARBURG  
POLICY/PROCEDURE MANUAL**

SUBJECT: ENGINEERING SERVICES FOR PUBLIC WORKS CONSTRUCTION PROJECTS

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PW-3

**GENERAL:** In order to assure project compliance with City and State standards for sewer, water, street, sidewalk, curb and gutter and other public works projects, and to place control of all engineering functions with the city, a policy is to be enacted which describes the functions and responsibilities of personnel involved in these projects.

Effective immediately, procedures regarding sanitary sewer and storm sewer public works projects will be followed, as stated herein, concerning methods for implementing design and construction phase engineering services. It will be the responsibility of the Director of Engineering and Development to carry out these procedures within the framework of this policy and be subject to the review of the City Administrator.

Proposed deviation from this policy will be reviewed by the Board of Public Works and/or the Sewage Commission on a case-by-case basis, subject to their approval or rejection.

**PROCEDURE:** A. Design Engineering Services

1. Privately Funded Developments. All public works projects constructed in conjunction with developments that are financed by a private developer are subject to the design standards and practices set forth by the city. All design work associated with the roadway and utility facilities will be carried out by a suitable design engineering firm hired by a private developer. The city has the right to mandate that the Developer hire a different engineer should the original firm not be qualified.

Upon completion of design engineering work, a set of plans and specifications will be sent to the Director of Engineering and Public Works for review and comment. Proposed changes to these documents shall be implemented into the plans unless the Developer or their Engineer successfully appeals to the Director of Engineering and Public Works. A storm water review to assure adherence to the City's Stormwater Management Regulations shall be completed by a suitable engineering firm hired by the city. All costs associated with the stormwater review shall be paid by the developer.

2. City Funded Projects. All public works projects constructed for the city with city funds are subject to the design standards and practices set forth by the city. Any request for proposals shall be sent to at least 3 qualified engineering firms. The Common Council shall have the final decision on which engineering firm the project is awarded to. Upon completion of design engineering work, a set of plans will be sent to the Director of Engineering and Public works for review and comment. Proposed changes shall be implemented into the final plans.

## B. Construction Related Engineering Services

1. All public works projects, whether privately financed or constructed by the city, will require complete construction phase engineering services as set forth by the city. These services will include, but not be limited to project administration, full time inspection, utility coordination and providing complete and accurate "as built" drawings of all work. Full time inspection is defined to be that inspection of work required when any trenching, pipe and bedding placement, alignment, testing, backfilling or any other task determined by the Director of Engineering and Development to be significant, is being performed.

The resident inspector will have complete authority over the project and will preside over all project meetings as directed by the Director of Engineering and Development.

All construction related engineering services associated with these facilities will be carried out directly by city engineering staff or by a suitable engineering firm hired by the City.

## C. Coordination

1. Design Engineering. All design engineering work shall be carried out with complete study of and reference to other existing and planned utilities. Particular attention shall be paid to coordination with the Cedarburg Light & Water Utility to accommodate existing and proposed water mains, structures, etc.

Upon completion of the utility work plans and specifications, copies shall be sent to the Cedarburg Light and Water Utility Manager for review and comment.

2. Construction Related Engineering. In cases where concurrent construction with Light & Water Utility construction occurs, coordination efforts with the Light & Water Utility shall be made. Where practical, the resident inspector shall work with the Light & Water Utility inspector to provide reciprocal assistance and avoid redundancy of efforts. Where conflicts arise, both the Light & Water Utility Manager and the Director of Engineering and Development shall be informed immediately.

## D. Payment for Services

1. For those projects financed by a private developer, all engineering related costs including but not limited to design, stormwater review and construction inspection, whether performed by an engineering firm or by city engineering staff, will be billed directly to the developer by the city and shall include an administrative charge in an amount equal to ~~five (5)~~ ten (10) percent of the total engineering costs to cover coordination and other costs incurred by the city with respect to the project. Individual payments by the developer to the engineering firm will not be allowed.

All engineering related documents, plans, specifications, etc., will become the property of the city. Request for copies of the documents by the developer for the developer's use must be

made directly to the Director of Engineering and Development. The city reserves the right to withhold any and all documents if the city deems that such action is in the city's best interest.

Approved: 12/29/86

Adopted: 12/29/86

Revised: 2/29/88

Revised: 1/14/91

Revised: 9/19/2023

**CITY OF CEDARBURG  
POLICY/PROCEDURE MANUAL**

**SUBJECT: SUMP PUMP AND DOWNSPOUT DISCHARGE POLICY**

**PW-5**

**General:** The following policy is established to augment current city policies and standard engineering practices regarding the discharge of storm water and/or groundwater via sump pump discharge lines, downspouts, or any other method of clear water transfer. The intention of this policy is to eliminate various problems associated with the transfer of clear water to public property, and to provide alternative procedures to those property owners with clear water problems.

It will be the responsibility of the Director of Engineering and Public Works to carry out these procedures within the framework of this policy. Any proposed deviation from this policy will be reviewed by the Board of Public Works on a case-by-case basis.

**PROCEDURE: A. Sump Pumps**

1. Where sump collection lines or storm sewer lines are available, the property owner may connect the sump discharge lines to the sump collector line or storm sewer line.
2. Where sump collector lines or storm sewer lines are not available, the sump discharge line shall discharge onto the surface of the ground utilizing the grading of the property to provide proper drainage. The sump discharge lines shall not discharge onto public property or abutting properties. The point of discharge of the sump discharge line shall be no closer than 10 feet from public rights-of-way and abutting properties.
3. Curb cuts and discharge to the street curb and gutter will only be allowed with approval from the Public Works and Sewerage Commission.

**B. Downspouts**

1. Downspouts or any part of a roof drainage system shall discharge to the ground of said property.
2. Rain water from the roof of any structure shall not be permitted to be discharged directly into sump collector lines of the storm sewer system. Cross connections of sump discharge lines and downspouts will not be allowed if the rain water from the roof of any structure would be discharged into sump collector lines or the storm sewer system. The downspouts shall not discharge on to public

property and abutting properties. The point of discharge of the downspouts shall be no closer than 10 feet from public rights-of-way and abutting properties. Should the structure be closer than 10 feet from the public right-of-way and or abutting property, the down spout shall be pointed in the direction that provides the maximum distance from the point of discharge to said public right-of-way or abutting property.

3. No curb cuts and discharge to the street curb and gutter will be allowed.

4. There may be some cases where a site plan will require roof water discharge to the storm sewer system. In such cases, the City Engineer shall review roof rain water quantity as part of the City Engineer's site plan review. The City Engineer may approve or reject such cases of rain water discharge based upon his review.

C. Construction of Storm Sewer Facilities

1. When specific water discharge problems warrant, requests for the construction of storm sewer facilities may be brought to the Board of Public Works. Storm sewer facilities may include conventional storm sewer, sump collector lines, drain tiles, ditching, or any other method used to convey storm water and/or ground water.

2. The Board may direct the Director of Engineering and Public Works to provide recommendations to the Board regarding the request. The Board may accept or reject the recommendations of the Director on a case-by-case basis.

3. When the requests warrant the construction of storm sewer facilities, the work shall be coordinated by the Director of Engineering and Public Works. As with any public works project, the engineering design, project administration, construction, inspection, and assessment of costs shall be in accordance with the State Statutes and City ordinances which regulate public works projects.

Approved: 7-15-91 Board of Public Works

Adopted: 9-9-91

Revised: 9-19-2023

**CITY OF CEDARBURG  
POLICY/PROCEDURE MANUAL**

SUBJECT: YARD WASTE DISPOSAL POLICY

PW-6

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**General:** In concurrence with the State mandated elimination of yard waste from the solid waste refuse stream, the following policy is established to identify the procedures to be followed for the proper disposal of yard waste generated by City residents. Yard waste is defined as leaves, grass clippings, garden debris, and brush. Waste construction lumber and tree limbs generated by a commercial tree removal service shall be disposed of by the contractor and is not eligible for disposal under this policy.

**Procedure:** City residents are encouraged to home-compost in a responsible manner and in accordance with Department of Natural Resources guidelines. Should residents elect not to compost their materials at home, they may bring the yard waste material to the City of Cedarburg drop-off facility during posted hours for composting. The City of Cedarburg yard waste drop-off site is located at the Public Works Garage, W59 N306 Johnson Avenue. The facility shall be open six days a week from 7:00 a.m. to 7:00 p.m. It will be closed on Tuesdays for weekly clean up and waste removal. Winter access may be limited by snow events.

To access the Cedarburg drop-off facility, residents will need to obtain an access card. The access cards can be obtained in-person at City Hall or by mail for a one-time fee of \$30. Proof of city residency is required. There is a \$30 replacement fee for lost cards. Cards are nontransferable to others outside of the household and it shall be considered a violation if caught doing so.

The City of Cedarburg Yard Waste Drop-off site will accept yard waste, grass clippings, brush, clean dry cardboard, waste oil, anti-freeze, and lead acid batteries. The site will also accept bagged garlic mustard, teasel, purple loosestrife, wild parsnips and other invasive vegetation, which must be kept separate from regular yard waste. Free wood chips are available on a first come first serve basis.

One way traffic only at the Yard Waste Drop-off site: Enter at the north gate and exit at the south gate. The site is continuously monitored by security cameras. Should a city resident drop off disallowed items at the Yard Waste Drop-off site, three strike progressive penalties will be enforced as follows:

- First Violation – Warning
- Second Violation – Suspension of card for the remainder of the year
- Third Violation – Permanent revocation of access to the Yard Waste Drop-off site

Should the resident fail to remove disallowed item(s), they will be subject to disposal costs for those items.

Yard waste can be delivered to the facility in any manner. However, no bags, boxes or other receptacles shall be left at the facility. In addition, the following procedures will apply:

A. Leaves.

During the fall of the year, leaves may be raked into the gutter line of the street abutting the owner's property. Public Works' crews will periodically collect leaves, with the frequency of collection based on weather, personnel availability, volume of leaves and equipment availability. Dumping of leaves on or next to any City grounds is prohibited. Residents must have their leaves raked into the gutter line by December 1<sup>st</sup> to be assured of City pick up.

B. Grass Clippings.

Residents are encouraged to allow grass clippings to compost on their lawns, utilize a home composting system, or privately contract for disposal of grass clippings. Grass clippings will be accepted at the City facility. Dumping of grass clippings at the curb line or on any City grounds is prohibited.

C. Garden Debris.

Miscellaneous garden debris may be transported by City residents to the Yard Waste Drop-off site during posted hours and deposited in the designated area.

D. Brush

During the months of April through October Public Works' crews will provide regular monthly curbside pickup service for small quantities of brush placed at the curb line of the property. For the purpose of this policy, "small quantities of brush" shall be defined as not-to-exceed ten cubic yards of loose volume. The brush and branches must be neatly stacked parallel to the curb with the butt ends facing the same direction. Brush must be placed so that it does not block the sidewalk or extend into the street and placed 5 feet away from any fixed objects (trees, pedestals, mailboxes, etc.)

Small quantities of twigs and sticks, weighing less than 50 pounds, may be placed in open containers (no plastic bags) in the parkway for pickup. These materials must be in separate containers and not co-mingled with garbage or recyclables.

All brush must be out at 7:00 AM on the first Monday of the month (Tuesday if Holiday). City crews will not return for brush placed after that time. Individuals desiring brush pickup service after the first full week of October through March shall contract with a private vendor for the service.

Residents with large quantities of brush (in excess of ten cubic yards loose volume) shall contract with a private vendor for disposal, or they may contact



the Public Works Department to obtain a price quote.

In addition to the monthly curb side brush pickup service provided by the City, residents may drop off their brush at the Public Works yard during posted hours.

The City will stockpile quantities of wood chips resulting from chipping and make these available at no charge to City residents. Residents may pick up wood chips at the Public Works' facility during posted hours. The City provides no assistance in loading. No commercial equipment to assist in loading is allowed on site, and residents will be limited to a maximum of two cubic yards of wood chips per month.

Approved: 3/29/93  
Adopted: 3/29/93  
Revised: 7/26/93  
Revised: 3/13/95  
Revised: 7/31/95  
Revised: 10/25/96  
Revised: 1/25/10  
Revised: 9/19/23  
Revised: 12/06/2023

**CITY OF CEDARBURG  
POLICY/PROCEDURE MANUAL**

SUBJECT: DEFECTIVE SIDEWALK REPAIR/REPLACEMENT POLICY

PW-7

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General: The objective of this policy is to establish a sidewalk repair/replacement program. The goal of the program is to establish uniform guidelines for inspection and repair/replacement of defective sidewalk that could cause a pedestrian injury.

Procedure: 1. Inspection: The Director of Engineering and Public Works shall establish a yearly regular inspection program of existing sidewalk. The yearly inspection program will include approximately twenty percent of the City. Sidewalk shall be inspected for defects as established in this policy. The Public Works Commission shall establish a yearly defective sidewalk repair/replacement program based on the inspection of the Director of Engineering and Public Works or designee.

2. Repair/Replacement: The yearly repair/replacement program as established by the Public Works Commission shall be carried out by the Director of Engineering and Public Works or designee. An official notice shall be published and affected property owners shall be notified by letter, including construction cost for repair/replacement if completed under contract by a City hired contractor.

3. The items below are guidelines that assist the Director of Engineering and Public Works or designee to identify a sidewalk that may need repair or replacement:

- a. Differential Settlement or heaving at walk joints of more than one (1) inch at any point along joint.
- b. Settled sidewalk of more than two (2) inches.
- c. Negative pitched sidewalk (drains toward house), if in the judgment of the Director of Engineering and Public Works, it is deemed to create a safety hazard.
- d. Spalled surface (scaling, pitting, or pocketing) or excessive racking that is deemed to create a safety hazard in the judgment of the Director of Engineering and Public Works.
- e. A slab that slopes more than one (1) inch per foot in any direction.
- f. Other situations which, in the opinion of the Director of Engineering and Public Works, create a potential public safety hazard.

4. Repair/Replacement of Defective Sidewalk: Affected property owners shall be notified by letter informing them of their defective sidewalk. Property owners will have the following options regarding the repair or replacement required. All repairs or replacements must comply with City requirements and standards identified in the letter:

- a. Repair/replace the defect themselves to comply with the City standards identified in the letter within 30 days after notification.
- b. Hire their own contractor to repair/replace the defect within 30 days after notification.
- c. Have the City repair/replace the defect, with the cost assessed per City Policy PW-2, Special Assessment Methods for Public Works Construction Projects.

5. Cost of Repair/Replacement: The repair/replacement of public sidewalk shall be assessed to abutting property owners in accordance with the procedures set forth in Sec. 66.0907, Wis. Stats. Sections of public sidewalk, which require repair/replacement as a result of damage caused by trees on City parkways shall not be assessed to abutting property owners and shall be repaired/replaced at City expense. Damage to sidewalks caused by trees on City parkways must be within 10 feet of the center of said tree to be repaired/replaced at City expense. Installation or repair/replacement of curb access ramps and associated sidewalk shall not be assessed to abutting property owners and shall be installed or repaired/replaced at City expense.

A. City Repair/Replace Costs

- Sidewalk defect caused by City parkway tree
- Installation of ADA sidewalk ramps

B. Property Owner Repair/Replace Costs (illustrative only)

- Sidewalk settlement at utility trenches
- Deteriorated sidewalk surface
- Sidewalk defect caused by trees outside the public R/W

Approved: 8/29/94  
Adopted: 8/29/94  
Revised: 4/11/2005  
Revised: 11/29/2010  
Revised: 09/19/2023  
Revised: 11/30/2023

**CITY OF CEDARBURG  
POLICY/PROCEDURE MANUAL**

SUBJECT: MAILBOX REPLACEMENT POLICY

PW-9

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General: The following policy establishes guidelines for replacement of mailboxes damaged by snowplowing operations.

Procedure:

- 1) Upon notification by the property owner, the City will conduct an investigation of the alleged damage, with the investigation conducted by the Public Works Superintendent. If the Superintendent concludes that the circumstances warrant the City's replacement, the Department will repair or replace the mailbox with a standard post and box unit. The post shall consist of either treated or cedar posts, dependent on what was found in the investigation.
- 2) Mailbox location shall generally adhere to United States Postal Service requirements. See Attached. Mailboxes that are found to extend past the face of the curb will not be eligible for City replacement.
- 3) The City shall not replace decorative mailboxes in kind. Should the investigation determine that a decorative mailbox was damaged by City equipment, the property owner shall receive a check to cover replacement in kind, not to exceed \$100.00.
- 4) As a service to our residents, the Department of Public Works may install a temporary mailbox where the existing mailbox is deemed unusable, regardless of fault. The temporary mailbox may remain until the permanent mailbox has been installed for a duration not to exceed three (3) months.
- 5) Should the property owner dispute the findings of the Department of Public Works, they may request the matter be placed on the agenda for the next available meeting of the Public Works Commission for discussion and action.

Approved: 1/12/04  
Adopted: 1/12/04

## CITY OF CEDARBURG

**MEETING DATE:** February 26, 2024

**ITEM NO:** 7.C.

**TITLE:** Discussion and possible action on Ordinance No. 2024-03 amending section 10-1-34(a)(5) of the Code of Ordinances to create loading zone parking restrictions on the east side of Hanover Avenue from a point 407 feet south of the south curb line of Western Road for 50 feet

**ISSUE SUMMARY:** P2 Property Management has requested that a loading zone be created at the front entrance of the Fox Run apartment building on the east side of Hanover Avenue south of Western Road.

**STAFF RECOMMENDATION:** Adopt Ordinance No. 2024-03.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** The Public Works and Sewerage Commission at its meeting on February 8, 2024 recommended the loading zone parking restriction.

**BUDGETARY IMPACT:** Cost of additional signage.

**ATTACHMENTS:**

- Loading zone location exhibit
- Copy of proposed ordinance
- PW&S Commission minutes 11/9/2023

**INITIATED/REQUESTED BY:** Mike Wieser

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



## SITE MAP









**PUBLIC WORKS AND SEWERAGE COMMISSION**  
**November 9, 2023**

**PWSEW20231109-1**  
**UNAPPROVED**

A regular meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Thursday, November 9, 2023. This meeting was held at the Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers. The meeting was called to order at 7:00 p.m. by Mayor O’Keefe.

Roll Call:	Present-	Mayor Michael O’Keefe, Rick Verhaalen, A.J. Hester, Bill Oakes, Terry Wagner, Council Member Robert Simpson (arrival 7:28 p.m.)
	Excused-	Charlie Schumacher, Bob Dries
	Also Present-	Director of Engineering Michael Wieser, Cedarburg Water Recycling Center Superintendent Dennis Grulkowski, Public Works Superintendent Joel Bublitz, Administrative Assistant Theresa Hanaman

**STATEMENT OF PUBLIC NOTICE**

At Mayor O’Keefe’s request, the Administrative Assistant Theresa Hanaman verified that notice of this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

**APPROVAL OF MINUTES**

Motion made by Bill Oakes, seconded by Council Member Hester, to approve the minutes of September 14, 2023. The motion carried unanimously with Commissioner Schumacher and Commissioner Dries excused.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

No comments or suggestions were offered at this time.

**CONSIDER TRAFFIC CONTROL SIGNAGE FOR FOX RUN DEVELOPMENT ON WESTERN ROAD, AND ACTION THEREON**

Director Wieser stated approximately half of the Hanover Avenue extension as part of the Fox Run Development, has been paved and the rest will be paved by the end of the construction season. The City will need to erect the street signs and traffic control signage. A stop sign is proposed on Hanover Avenue at Western Road and on all side streets that enter onto Hanover Avenue. A stop sign with an added “Except Right Turn” sign is proposed for westbound traffic at the Hanover Avenue and Grattan Drive T-

intersection. The Developer will be billed for the cost of all street name and traffic control signage outside of the Hanover Avenue right-of-way and the City is responsible for all signage within the Hanover right-of-way.

With the number of homes and size of Fox Run, Commissioner Oakes questioned if there would be any speed bumps proposed due to the building's proximity to one another and possibly using the road as a thoroughfare. Director Wieser explained that the 36' face of curb to face of curb makes the road wider allowing for more room and less of a hazard for parking and traffic.

Commissioner Hester made the motion to approve the traffic control signage for the Fox Run Development. Seconded by Commissioner Verhaalen. The motion was carried unanimously with Commissioner Schumacher and Commissioner Dries excused.

**CONSIDER REQUEST TO RESTRICT PARKING ON THE NORTH SIDE OF HAMILTON ROAD FOR 100 FEET SOUTHEAST OF THE EAST RIGHT-OF-WAY LINE OF WASHINGTON AVENUE FROM 6:00AM TO 9:00 AM ON WEEKDAYS; AND ACTION THEREON**

The Commission approved prohibiting parking on the north side of Hamilton Road 100 feet southeast of the east right-of-way of Washington Avenue at the May meeting. When taken to the Common Council it was suggested that this parking restriction be only during church services (6 am to 9 am). Staff has met with a representative from St Francis Borgia Church, and they agree with this parking restriction during church services. Church services are Tuesday through Friday at 7:00 a.m. and Monday through Saturday at 8:00 a.m.

Director Wieser suggests restricting parking from 06:00 a.m. to 9:00 a.m. daily, instead of only on weekdays.

Commissioner Oakes confirmed there would be no change to the handicap parking.

Commissioner Oakes made the motion to approve restricted parking from 6:00 a.m. to 9:00 am. daily on Hamilton Road. Seconded by Commissioner Hester. The motion was carried unanimously with Commissioner Schumacher and Commissioner Dries excused.

**DISCUSSION ON THE RECOMMENDED ALTERNATIVE FOR THE WATER RECYCLING CENTER FACILITY PLAN; AND ACTION THEREON**

Director of Engineering Wieser explained Donahue & Associates was hired to perform the WRC Facility Plan, which will assist in decision making on the WRC. The areas of need identified in the WRC Facility Plan are Permit Compliance, Peak Flow Management, Facility Condition, Treatment Capacity, and Biosolids Management. The two alternatives to address these needs are upgrading and expanding the existing WRC plant or construction of a new facility on Pioneer Road.

**ORDINANCE NO. 2024-03**

**An Ordinance Creating Loading Zone Parking Restrictions on the  
East side of Hanover Avenue, South of Western Road in front of  
The Fox Run Apartments' main entrance**

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

**SECTION 1.** Section 10-1-34(a)(5) of the Code of Ordinances of the City of Cedarburg is hereby created as follows:

**SEC. 10-1-34(a) LOADING ZONE PARKING RESTRICTIONS**

(5) On the east side of Hanover Avenue from a point four hundred seven (407) feet south of the south curb line of Western Road extending south for fifty (50) feet.

**SECTION 2.** Severability. If any provision of this ordinance is invalid or unconstitutional, such invalidity of unconstitutionality shall not affect the other provisions of this ordinance.

**SECTION 3.** Effective Date: This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 29<sup>th</sup> day of February, 2024.

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

Attest:

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

Approved as to form:

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

## CITY OF CEDARBURG

**MEETING DATE:** February 26, 2024

**ITEM NO:** 7.D.

**TITLE:** Discussion and possible action on award of contract for the South Washington Avenue Design Alternatives project

**ISSUE SUMMARY:** Staff requested proposals from a total of five engineering consulting firms for the South Washington Design Alternatives project. A detailed Request for Proposal (RFP) was sent to each firm, and the scope of work has been well defined. Two firms submitted responsive proposals, and the lowest overall fee for service was submitted by Kapur. A summary of the proposal fees is included.

**STAFF RECOMMENDATION:** Staff recommends award of the South Washington Desing Alternatives Project based on their price of \$12,000.

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

**BUDGETARY IMPACT:** \$15,000 was budgeted for this work in the 2024 budget

**ATTACHMENTS:** Summary spreadsheet of engineering proposal fees.

**INITIATED/REQUESTED BY:** Mike Wieser

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

South Washington Avenue Design Alternatives - Engineering Consultants

Proposals Submitted February 15, 2024

	Kapur	raSmith
Lump Sum Total	\$ 12,000.00	\$ 14,700.00

## CITY OF CEDARBURG

**MEETING DATE:** February 26, 2024

**ITEM NO:** 7.E.

**TITLE:** Discussion and possible action on Private Lead Service Line Replacement Loan Agreement

**ISSUE SUMMARY:** As a recap: For 2024 Federal and State [funding opportunities and processes for Lead Water Service Lateral replacements](#) have changed and if utilized, will require the re-development and implementation of a replacement program. Due to these changes and the requirements of the regulating authorities the City and Water Utility will each need to have their own programs for the replacement of private (City) and public-side (Utility) lead laterals. To date, the Utility has filed the appropriate documentation to qualify the City and Utility for Low interest loans (0.25%) from the [Safe Drinking Water Loan Program \(SDWLP\)](#). Unfortunately, the City and Utility do not qualify for principal forgiveness as this portion of the funding is allocated based on financial need.

The Utility has consulted with Boardman Clark and Baker Tilly to understand these new requirements and designed a sustainable program that could persist without changes for the duration necessary to replace all lead in the public water system over the next 10-14 years.

The Private Lead Service Line Replacement Loan Agreement is included in your packet for review.

**STAFF RECOMMENDATION:**

Approve the Private Lead Service Line Replacement Loan Agreement

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**BUDGETARY IMPACT:** N/A

**ATTACHMENTS:** Private Lead Service Line Replacement Loan Agreement

**INITIATED/REQUESTED BY:** Ben Collins, General Manager, Cedarburg Light & Water

**FOR MORE INFORMATION CONTACT:** Ben Collins (262) 375-7650

## **PRIVATE LEAD SERVICE LINE REPLACEMENT LOAN AGREEMENT**

This PRIVATE LEAD SERVICE LINE REPLACEMENT LOAN AGREEMENT ("Agreement") by and between the City of Cedarburg ("City") and \_\_\_\_\_, ("Property Owner"), is made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_.

### **RECITALS**

- A. On January 29, 2024 the City approved Ordinance No. 2024-01 Requiring Lead Service Line Replacements, which Ordinance set forth the intent and purpose of the City to establish a comprehensive program for the removal and replacement of lead service lines in use and attached to the City water system; and
- B. On January 29, 2024 the City approved Ordinance No. 2024-02 Providing for Private Lead Service Line Replacement Financing, which Ordinance was created to facilitate loans to property owners within the City to replace private lead service lines ("LSL") by treating principal and interest repayments, fees and other charges for these loans as special charges eligible for inclusion on the property owner's tax bill; and
- C. Ordinance 2024-02, referenced above, requires a prospective borrower for a private LSL replacement loan to comply with the loan application process established by the City and execute a written loan agreement which, at a minimum, included those requirements expressly set forth within the Ordinance; and
- D. Property Owner owns real property located at \_\_\_\_\_ *[Insert Address]* in the City of Cedarburg (the "Property") with Tax Parcel Number \_\_\_\_\_.
- E. A private lead service line is located on the Property and must be replaced by the Property Owner pursuant to City Ordinance No. 2024-01.
- F. City has adopted a Private Lead Service Line Replacement Financial Assistance Program pursuant to Ordinance No. 2024-02, codified in Section 9-1-33 of City's Municipal Code of Ordinances (the "Program").
- G. Pursuant to the terms of the Program, City has approved Property Owner's application for a loan to replace the private lead service line at the Property.
- H. City agrees to make a loan to Property Owner in the amount and pursuant to the terms and conditions set forth herein for the replacement of the private lead service line at the Property.
- I. Pursuant to the authority granted under Ordinance Nos. 2024-01 and 2024-02 and Wis. Stat. § 66.0627(8)(ag), City is authorized to collect loan repayments for private lead service line replacements as municipal special charges placed on Property Owner's property tax bill for the Property.



## **AGREEMENT**

In consideration of the making of this Loan, Property Owner and City agree as follows:

1. **Loan Amount.** City agrees to make a loan to Property Owner in the amount of \$\_\_\_\_\_ (“Loan”) for the replacement of the private lead service line at the Property.
2. **Interest.** The Loan will accrue interest at \_\_\_\_ percent (\_\_\_%) per year.
3. **Term and Annual Payment.** The Loan shall be fully amortized over the \_\_\_\_ year term of the Loan with Property Owner paying equal annual installments of \$ \_\_\_\_\_ per year (the “Annual Payment”).
4. **Special Charge.** The Loan shall be treated as a municipal special charge and the Annual Payment shall be placed on Property Owner’s property tax bill for the Property as a special charge (the “Special Charge”) pursuant to Section 66.0627(8)(ag) of the Wisconsin Statutes. The Loan shall be a lien against the Property that runs with the land and shall be binding upon any successor in interest to the Property.
5. **Collection of Special Charges.** The Annual Payment shall be collected from Property Owner by City as provided in Wisconsin Statute Chapter 74.
6. **Prepayment.** Property Owner may prepay the Loan at any time and without penalty. **Any prepayment toward the Loan amount must be made directly to the City at W63N645 Washington Avenue, Cedarburg, Wisconsin and not included in Property Owner’s tax payment. Any prepayment should be clearly indicated by the Property Owner at the time of payment.** Any prepayments shall be applied to the principal due in the inverse order of maturity and shall not delay the due dates or change the amount of the remaining payments until the unpaid balance of principal and interest is paid in full.
7. **Accounting and Annual Notice.** City shall keep an accounting of the Special Charges collected on the Property and shall, upon reasonable request of Property Owner, provide a copy of the accounting. The City shall provide the Property Owner with an annual notice that includes 1) the loan term, 2) the current year for which the property owner is paying the special charge and the amount owed for that year, and 3) the current loan balance.
8. **Default by Property Owner.** Property Owner’s failure to pay the Annual Payment in full on or before January 31, shall be deemed to be a default in payment. Property Owner’s failure to timely pay the Annual Payment may result in property tax foreclosure through the procedures outlined in Chapters 74 and 75 of the Wisconsin Statutes. Such remedy shall be cumulative and nonexclusive and shall be in addition

to any other remedies the parties may have. No waiver by any party of any breach of any terms contained in this Agreement, whether by conduct or otherwise shall be deemed to be or construed as a further or continuing waiver of any such breach or a waiver of any other term contained in this Agreement.

9. Notice to Successor Owners and Release. Property Owner consents, acknowledges and understands that City may, at its sole discretion, disclose or publish the existence of the Loan and any unpaid balance of the Loan related to the Property via the City Website, a special assessment letter or by such other means as deemed reasonably appropriate by City. Property Owner acknowledges and understands that this Agreement is subject to the Wisconsin Open Records law set forth in section 19.35, Wis. Stats. Property Owner hereby releases and holds City harmless from all costs, damages, and liability of any kind incurred or alleged to be incurred by Property Owner as a result of or in any way related to said publication or disclosure of the unpaid balance to prospective purchasers.
10. Severability. If any one or more of the provisions of this Agreement shall be found to be invalid, illegal or unenforceable in any respect of to any extent, such finding shall not affect the validity, legality or enforceability of the remaining provisions of this Agreement.
11. Entire Agreement and Amendment. This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof, and all prior agreements, correspondence, discussions and understandings of the parties are merged herein and made a part of hereof, it being the intention of the parties hereto that this Agreement (including the exhibits attached hereto and the agreements executed and delivered simultaneously herewith) shall serve as the complete and exclusive statement of the terms of the agreements between the parties. No amendment, waiver or modification hereto or hereunder shall be valid unless in writing signed by an authorized signatory of the party or parties to be affected thereby.
12. Governing Law. This Agreement shall be governed by and construed and enforced in accordance with the internal laws of the State of Wisconsin regardless of its conflict of laws principals.
13. Counterparts; Facsimile Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Facsimile signatures shall be deemed original signatures for purposes of this Agreement.
14. Further Assurances. The parties hereto shall execute and deliver, or cause to be executed and deliver, all such other powers, instruments and documents, and will take all such other action, as may be reasonably necessary in order to carry out the provisions and purposes of this Agreement.

15. Section Headings. The section headings used herein are for the convenience of reference only and shall not affect in any way the meaning or interpretation of any of the provisions of this Agreement.
16. Inurement and Transfer of Property. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors, assigns, beneficiaries, heirs and personal representatives, as applicable, including, but not limited to, successor owners of the Property, provided that any assignment of this Agreement or the rights hereunder by any party hereto without the written consent of the other parties shall be void. In the event of a sale, transfer, or conveyance of any kind of the Property, any unpaid balance shall be due and payable in full but shall remain as a Special Charge lien against the Property and binding upon any successor owner of the Property until fully paid.
17. Waiver. Failure on the part of any party to complain of any act or failure to act of another party or to declare another party in default or in breach, irrespective of how long such failure continues, shall not constitute a waiver by that party of its rights under this Agreement or otherwise.
18. Recitals. The Recitals incorporated into the Agreement as if set forth herein in full.
19. Authority. Property Owner warrants and represents that this Agreement is being executed by the undersigned, who are duly authorized to enter into this Agreement and act for and bind the Property.

Executed as of the date set forth above.

**SIGNATURES ON NEXT PAGE**

**THIS AGREEMENT MUST BE EXECUTED BY ALL PERSONS ON TITLE OF PROPERTY**

**PROPERTY OWNER:**

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

STATE OF WISCONSIN     )  
  ) ss.  
COUNTY OF OZAUKEE     )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2024, the above-named  
\_\_\_\_\_ the persons who executed the foregoing  
instrument and acknowledged the same.

\_\_\_\_\_

Notary Public, State of Wisconsin.  
My commission is permanent/expires:\_\_\_\_\_

**CITY OF CEDARBURG:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF WISCONSIN     )  
  ) ss.  
COUNTY OF OZAUKEE     )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2024, the above-named  
\_\_\_\_\_ the persons who executed the foregoing  
instrument and acknowledged the same.

\_\_\_\_\_

Notary Public, State of Wisconsin.  
My commission is permanent/expires:\_\_\_\_\_

## CITY OF CEDARBURG

**MEETING DATE:** February 26, 2024

**ITEM NO:** 7.F.

**TITLE:** Discussion and possible action on the City Planner Position.

**ISSUE SUMMARY:** The personnel committee requested to review the City Planner/Economic Development Director position that was approved at the 1/29/24 council meeting. After further discussion at the committee level it was recommended that the position title remain as City Planner but it would still have secondary duties related to economic development and grant writing. Economic Development will remain as a responsibility of the Administrator.

**STAFF RECOMMENDATION:** None

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

**BUDGETARY IMPACT:** No change on current budget

**ATTACHMENTS:** Revised Job Description

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

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

## **City Planner**

The City Planner is responsible for planning, directing, managing, and overseeing the activities of the City's Planning Department. In addition to ensuring compliance with all state and federal regulations, the mission of the Planning Department is to maintain and improve the quality of life of residents, visitors, property owners, and businesses of the City of Cedarburg through effective planning and land use policies, programs, and services with emphasis on historic preservation.

The Planner provides leadership for developing and carrying out the strategic vision and direction for the City and is responsible for establishing relationships with and among our economic development partners and building public/private partnerships, trust, and credibility throughout the business and development community. The Planner will work under the direction of the City Administrator, with broad decision-making authority and considerable latitude for independent judgment and initiative. They will also be responsible for finding, applying for, and administering various grants for the City.

The position's main responsibility is for Planning/Zoning Administration with economic development and grant writing as secondary responsibilities.

Planning/Zoning Includes: Current planning (i.e. the day-to-day activities, dealing with the public, answering phone calls etc.) – 60%, Long range Planning (Research associated with drafting and amending the Comprehensive land use plan) – 10%, and Zoning Code administration (Interpreting the code, explaining the code to residents and developers) – 30%.

The City Planner must demonstrate their ability and be prepared to:

- Administer, interpret, and lead the development of the City's Comprehensive Master Plan, land use and zoning regulations, housing and neighborhood revitalization initiatives, and historical preservation projects.
- Confer with developers, other City, County, and State agencies, and the community to coordinate planning, zoning, and development matters and serve as liaison to the community to interpret the objectives of the City's planning activities and to answer citizens' inquiries, requests, and complaints.
- Perform technical review work in preparation and implementation of the City's planning and community development plans; process and monitor annexation and zoning requests including researching and analyzing applications for compliance and conformity with the City's land use plan, Comprehensive Plan, development policies, and other applicable rules and regulations.
- Provide information, technical assistance, and professional guidance to developers, architects, engineers, the general public, Planning Commission, Landmarks Commission, Economic Development Board and other Boards and Commissions, the Administrator, the Mayor, and the City Council.
- Review and approve site plans, subdivision plans, and other developments, and provide information that will assist developers, contractors, and the general public to understand planning and zoning related issues and processes.

- Analyze and prepare policy documentation and code interpretation recommendations to the Administrator, City Council, and Planning Commission regarding re-zonings, and special exception permits and Comprehensive Plan compatibility to ensure appropriate land development.
- Actively monitor and evaluate the efficiency and effectiveness of the department's service delivery processes and procedures to ensure that the Planning and Economic Development Department is sensitive and responsive to the needs of a wide variety of stakeholders and interest groups.
- Provide technical reports and recommendations to City Council, other City departments, Planning Commission, Landmarks Commission, Economic Development Board, private developers, and individuals to ensure proper land use and application of sound urban planning principles to developments within the municipality.
- Work closely with the Administrator, Public Works, Parks, and other departments in analyzing and creating plans for long- and short-term infrastructure development, including parks, trails, streets, water and sewer, storm drainage, parking, and other public facilities.
- Serve as a technical advisor to the Mayor, City Council, City Administrator, Plan Commission, Landmarks Commission, Economic Development Board, and Tourism/Promotion/Development Board.
- Foster an environment of communication and feedback between the city, the businesses and residents.
- Work on applying for various grants for the city and assisting new businesses with WEDC and/or other potential grants.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of principles, methods, materials and equipment common to municipal land use planning and community development. Knowledge of concepts, principles and practices of city planning, construction and design; knowledge of engineering calculation, surveying and drawing; knowledge of GIS and personal computers; knowledge of real estate development and economic development, knowledge of policies and procedures established for the department.
- Ability to plan, organize, manage and administer projects requiring coordination with others. Ability to work effectively with contractors, developers, other agencies and the public. Skill in review and analysis of design, plans or actual site structures to determine compliance with acceptable standards. The ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort; the ability to establish and maintain effective interpersonal relationships with employees, other divisions and the public; ability to communicate effectively, verbally and in writing; ability to ensure compliance with and follow standard safety practices and procedures common to the department.



- Skill in the operations of the equipment common to the work unit. Skill in the application of the knowledge of design, land use planning and community development to acceptable standards. Ability to research and obtain pertinent information through various resources including tax records, abstracts, State Statutes and affidavits. Ability to read and understand codes, ordinances and complicated blueprints and drawings. Ability to work independently with only occasional review of work performance or records.

## **EDUCATION AND EXPERIENCE**

- The position requires a Bachelor's degree in Urban or Regional Planning, or related field.
- Preferred minimum of five years of related experience in Planning.
- Preferred experience in grant writing.
- Must be a motivated team player with strong management skills, able to communicate effectively with the public and coworkers. Must be able to work independently, demonstrate the ability to make sound management decisions, and possess supervisory abilities.



**BOARD, COMMISSION OR COMMITTEE APPOINTEE**

Date of Application: February 23, 2024

Name Timothy Larson

Address W77N370 Prairie View Rd Cedarburg, WI 53012

Telephone (home): \_\_\_\_\_ Telephone (cell): 414-813-0788

City resident since 2002 E-Mail Address: timl.larson@gmail.com

Occupation Electrical Engineer Present Employer RTM Engineering Consultants

Does your employer allow you to receive telephone calls during working hours? Yes X No \_\_\_\_\_  
If yes: Telephone: 414-813-0788 Fax: \_\_\_\_\_

Name(s) of boards, commissions or committees on which you are interested in serving:  
Cedarburg Public Works and Sewerage Commission

List of community or other activities in which you have participated:

Head coach for the Cedarburg tennis club for 8 years - CTC is a  
coed tennis team for 6,7 and 8th graders from the Cedarburg area.

Experience/education/interests apropos to appointment (including prior municipal committee experience):

Electrical Engineer, business owner, MSOE Adjunct Professor,  
Cedarburg Light and Water Commissioner

What nights are you available for meetings? Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs X

(If you require additional space to answer any of the above, please feel free to use the back of this form.)

**Note:** Please attach a resume if available.

Upon confirmation, the oath of office will be mailed to the appointee and should be  
38 of 59 returned notarized. Notary service is available in the Clerk's Office of City Hall.

**CITY OF CEDARBURG  
COMMON COUNCIL  
JANUARY 29, 2024**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, January 29, 2024, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers, and online utilizing the Zoom app.

Mayor Michael O’Keefe called the meeting to order at 7:03 p.m. A moment of silence was observed, and the Pledge of Allegiance was recited.

Roll Call:            Present -            Mayor Michael O’Keefe, Council Members Jim Fitzpatrick, Kristin Burkart, Patricia Thome, Robert Simpson (arrived 7:21 p.m.), Kevin Curley, Mark Mueller, Melissa Bitter

Also Present -            City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, Engineering and Public Works Director Michael Wieser, Water Recycling Center Superintendent Dennis Grulkowski, City Forester Kevin Westphal, Light & Water General Manager Ben Collins, interested citizens and news media.

**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**

Andrew Whaley, W62N628 Washington Avenue – expressed concerns with open intoxicants in the downtown area during Festive Fridays.

Gordon Goggin, Stilt House – expressed concerns with the open firepit at the Topsy Elf and open intoxicants allowed to leave various premises during Festive Fridays.

**NEW BUSINESS**

**DISCUSSION AND POSSIBLE ACTION ON A BIKE RACE WITHIN THE DOWNTOWN BUSINESS DISTRICT TO BE HELD ON JUNE 18, 2024**

A presentation was made to the Council by Todd Bugnacki and William Koch regarding a potential bike race to be held in the City of Cedarburg on June 18, 2024. A discussion ensued about number of volunteers needed, City fees, minimizing the effect on local businesses that day, access to local resident

homes/apartment buildings, potential strain on City resources, and the timing of the event as it relates to Strawberry Festival.

Mr. Bugnacki explained there were two (2) listening sessions that took place at the Library. Overall, there were approximately 20 participants who expressed positive vibes about the race.

A motion was made by Council Member Burkart, seconded by Council Member Curley, to deny the bike race in the downtown Business District for June 18, 2024. Motion failed with Council Members Burkart, Curley, and Thome voting in favor of the denial, and Council Members Bitter, Fitzpatrick, Simpson, and Mueller voting against.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Mueller, to approve the bike race in the downtown Business District to be held on June 18, 2024, subject to City costs paid for by organizers/sponsors. Motion carried on a roll call vote with Council Members Bitter, Fitzpatrick, Simpson, and Mueller voting in favor, and Council Members Burkart, Curley, and Thome voting against.

#### **DISCUSSION AND POSSIBLE ACTION ON PARKS & FORESTRY POLICIES PR-2 STREET TREE PLANTING AND PR-6 TREE PROTECTION DURING CONSTRUCTION**

The Street Tree Planting Policy (PR-2) was originally adopted in 1997. It provides detailed guidelines for the City of Cedarburg Street tree planting program. These guidelines are designed for the initial planting, replacement planting, and future development of residential and industrial areas within the City. Updates to this Policy include changes to planting in new subdivisions, introduction of species diversity goals, and specifications for tree spacing from utilities and hardscape.

The Protection of Public Trees During Construction Policy (PR-6) was originally adopted in 2006. It was initially created to create guidelines for pruning of public trees before, during and after construction projects within the public right-of-way and other public areas. Over the last 17 years several problems have presented themselves regarding construction and repair of underground utilities near public trees, resulting in the loss or destruction of trees and loss of tree canopy. Quite often, Forestry staff are called to inspect a tree after it has already been damaged or destroyed by construction activities. This policy update is intended to require public and private utility engineers/designers to account for public trees on all submitted Site Plans prior to permit approval which would allow Forestry staff to help prevent tree damage and loss.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve Policy PR-2 Street Tree Planting and Policy PR-6 Tree Protection During Construction. Motion carried without a negative vote.

#### **DISCUSSION AND POSSIBLE ACTION ON REPLACEMENT OF CITY CODE SECTION 9-1-32 WITH ORDINANCE NO. 2024-01 LEAD SERVICE LINE REPLACEMENT**

Federal and State [funding opportunities and processes for Lead Water Service Lateral replacements](#) have changed for 2024, and if utilized will require the re-development and implementation of a replacement program. Due to these changes and the requirements of the regulating authorities, the City and Water

Utility will each need to have their own programs for the replacement of private (City) and public-side (Utility) lead laterals. To date, the Utility has filed the appropriate documentation to qualify the City and Utility for Low interest loans (0.25%) from the [Safe Drinking Water Loan Program \(SDWLP\)](#). Unfortunately, the City and Utility do not qualify for principal forgiveness as this portion of the funding is allocated based on financial need.

The Utility has consulted with Boardman Clark and Baker Tilly to understand these new requirements and designed a sustainable program that could persist without changes for the duration necessary to replace all lead in the public water system over the next 10-14 years.

**DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF ORDINANCE NO. 2024-02  
PRIVATE LEAD SERVICE LINE REPLACEMENT FINANCING**

A motion was made by Council Member Thome, seconded by Council Member Burkart, to approve the replacement of City Code Section 9-1-32 with Ordinance No. 2024-01 Lead Service Line Replacement and to approve Ordinance No. 2024-02 Private Lead Service Line Replacement Financing. Motion carried without a negative vote.

**DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2024-03 “RESOLUTION  
AUTHORIZING A REFERENDUM FOR THE CITY OF CEDARBURG TO ALLOW THE  
CITY TO EXCEED THE STATE IMPOSED LEVY LIMIT FOR HIRING AND RETAINING  
ADDITIONAL FIRE DEPARTMENT PERSONNEL BEGINNING WITH THE 2024 LEVY,  
COLLECTED IN 2025, AND ON AN ONGOING BASIS**

Resolution 2024-1 was approved at the January 8, 2024 Council Meeting. Prior to that meeting, the DOR approved the referendum language as was presented to the Common Council. Since then, the DOR changed their response and requested the City remove the language in the question that pertains to the City and Town agreement. Per their request, the City made the change, which was approved by the DOR, and sent it to the County to be placed on the ballot. The Council should officially approve the revised referendum question and resolution.

A motion was made by Council Member Thome, seconded by Council Member Curley, to approve Resolution No. 2024-03 authorizing a referendum for the City of Cedarburg to allow the City to exceed the state imposed levy limit for hiring and retaining additional Fire Department personnel beginning with the 2024 levy collected in 2025, and on an ongoing basis. Motion carried without a negative vote.

**DISCUSSION AND POSSIBLE ACTION ON CHANGE TO CITY PLANNER POSITION  
TITLE/JOB RESPONSIBILITIES**

The current City Planner is retiring in June of 2024. During the budget process, the Common Council approved hiring a full-time City Planner to replace him. After reviewing the job responsibilities and determining the future needs of the City, staff recommends that economic development be added to the job responsibilities of the new Planner. The recommendation is to change the job title from City Planner to City Planner/Economic Development Director. This position would be 60% planning/zoning, 40% economic development, and 10% grant writing. This could change as the future needs and growth in the City changes. In addition to the current job responsibilities, the new Planner would attend Economic

Development Board meetings and Tourism, Promotion, and Development Committee meetings along with the City Administrator. In addition, they would work closely together along with the Chamber of Commerce regarding the City's economic development. This position would also be involved in finding, writing, and administering potential grants for the City.

A discussion ensued regarding Planner responsibilities and the ability of the future Planner to be objective with Economic Development issues. Council Member Burkart expressed concerns about the new job title and would like to bring the topic to the Personnel Committee for further discussion.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Mueller, to approve the revised job description for the City Planner position. Motion carried 6-1 with Council Member Burkart voting against.

**DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF RESERVE LIQUOR LICENSE FOR PJ PIPERS LLC, W61N514 WASHINGTON AVENUE, CEDARBURG, WI, JUDITH FERGADAKIS, AGENT, PREMISES TO BE LICENSED: W61N514 WASHINGTON AVENUE, KNOWN AS PJ PIPER PANCAKE HOUSE**

A motion was made by Council Member Burkart, seconded by Council Member Thome, to approve the Reserve Liquor License for PJ Pipers Pancake House, W61N514 Washington Avenue, Cedarburg, with Agent Judith Fergadakis. Motion carried without a negative vote.

**DISCUSSION AND POSSIBLE ACTION FOR ISSUANCE OF A FESTIVAL CELEBRATION PERMIT TO FESTIVALS OF CEDARBURG, INC. FOR WINTER FESTIVAL TO BE HELD ON SATURDAY, FEBRUARY 17, 2024 FROM 10:00 A.M. TO 9:30 P.M. AND ON SUNDAY, FEBRUARY 18, 2024 FROM 8:30 A.M. TO 6:00 P.M.**

A motion was made by Council Member Burkart, seconded by Council Member Curley, to approve the issuance of a Festival Celebration Permit to Festivals of Cedarburg for Winter Festival to be held Saturday, February 17, 2024 from 10:00 a.m. to 9:30 p.m. and on Sunday, February 18, 2024 from 8:30 a.m. to 6:00 p.m. Motion carried without a negative vote.

**DISCUSSION ON POSSIBLE CHANGE TO CITY CODE SEC. 7-2-24 ISSUANCE OR DENIAL OF OPERATOR'S LICENSE**

Wisconsin State Statutes allow Operator's Licenses to be issued by a designated municipal official (i.e. City Clerk). City staff is proposing to change City Code Section 7-2-24 to allow the City Clerk to issue Operator's Licenses upon approval of the Police Chief. Operator License denials, revocations, and non-renewals would continue to fall under Common Council approval. A discussion ensued and the Council was favorable on a change to the current ordinance at a future meeting.

**CONSENT AGENDA:**

A motion was made by Council Member Burkart, seconded by Council Member Curley, to approve the following consent agenda items. Motion carried without a negative vote.

- January 8, 2024 Common Council meeting minutes
- New 2023-2024 Operator Licenses for period ending June 30, 2024 for Martin Fenton II, Richard T. Konkol, and Richard A. Kastenmeier
- Payment of bills dated 12/30/2023 through 01/19/2024

**ADMINISTRATOR'S REPORT** - None

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Curley commented that the MLK Celebration was a successful event and well attended.

**MAYOR'S REPORT** - None

**ADJOURN TO CLOSED SESSION**

A motion was made by Council Member Mueller, seconded by Council Member Simpson, to adjourn to closed session at 9:51 p.m. pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. More specifically discussed was a possible Amendment to the Developers Agreement for the Amcast site. Motion carried on a roll call vote with Council Members Bitter, Fitzpatrick, Burkart, Curley, Simpson, Thome, and Mueller voting aye.

**RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 11:08 p.m.

**DISCUSSION AND POSSIBLE ACTION ON AMENDMENT TO THE DEVELOPER'S AGREEMENT FOR THE AMCAST SITE**

No action was taken by the Council.

**ADJOURNMENT**

A motion was made by Council Member Burkart, seconded by Council Member Thome, to adjourn the meeting at 11:09 p.m. Motion carried without a negative vote.

Tracie Sette  
City Clerk



**CITY OF CEDARBURG  
COMMON COUNCIL  
February 12, 2024**

**CC20240212-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 12, 2024 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 7:17 p.m. A moment of silence was observed, and the Pledge of Allegiance was recited.

Roll Call: Present - Mayor Michael O’Keefe, Council Members Jim Fitzpatrick, Kristin Burkart, Kevin Curley, Robert Simpson, Patricia Thome

Excused - Council Member Melissa Bitter

Absent - Council Member Mark Mueller

Also Present - City Administrator Mikko Hilvo, Deputy City Clerk Jessica Campolo, City Attorney Michael Herbrand, Police Chief Michael McNerney, Fire Chief Jeff Vahsholtz, Water Recycling Center Superintendent Dennis Grulkowski, City Clerk Tracie Sette, interested citizens and news media

**STATEMENT OF PUBLIC NOTICE**

At Mayor O’Keefe’s request, Deputy City Clerk Campolo 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.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**NEW BUSINESS**

**OATH OF OFFICE/SWEARING IN OF NITRO, NEWEST MEMBER OF THE CEDARBURG POLICE DEPARTMENT K-9 UNIT**

Police Chief McNerney introduced K9 Nitro, a blue Belgian Malinois, to the Common Council. Nitro’s handler is Officer Jonathan Schemenauer. Deputy City Clerk Campolo administered Nitro’s Oath of Office and swore him in.

**DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF FEE SCHEDULE INCLUDING NEW EMS FEES**

Fire Chief Vahsholtz explained that the 2024 fee rates are the same as the 2023 rates, however, a Lift Assist fee has been added to the 2024 schedule. Occasionally the Fire Department responds to calls where people fall and need help getting up. The first two lift assists in a calendar year will be free of charge; fees will begin on the third and subsequent assists.



Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve the Fee Schedule, including new EMS fees. Motion carried without a negative vote with Council Member Bitter excused and Council Member Mueller absent.

**DISCUSSION AND POSSIBLE ACTION OF POLICY UPDATES FOR WATER RECYCLING CENTER POLICIES SC-1 ACCEPTANCE OF CONTAMINATED GROUNDWATER, SC-2 SEWER MAXIMUM CHARGE, AND SC-3 SEWAGE CREDIT METERS**

Water Recycling Center Superintendent Dennis Grulkowski shared updates made to the Water Recycling Center policies relating to SC-1 Acceptance of Contaminated Groundwater, SC-2 Sewer Maximum Charge, and SC-3 Sewage Credit Meters.

Motion made by Council Member Fitzpatrick, seconded by Council Member Thome, to approve policy updates for Water Recycling Center policies SC-1 Acceptance of Contaminated Groundwater, SC-2 Sewer Maximum Charge, and SC-3 Sewage Credit Meters. Motion carried without a negative vote with Council Member Bitter excused and Council Member Mueller absent.

**DISCUSSION AND POSSIBLE ACTION ON ISSUANCE OF 2024 QUADRICYCLE LICENSE FOR NORTH 48, CONTINGENT UPON APPROVAL OF VEHICLE SAFETY INSPECTION**

City Administrator Hilvo explained that North 48's pedal tavern license is reviewed on a yearly basis. He is not aware of any issues with the pedal tavern. Council Member Thome shared there are no traffic issues with the pedal tavern, but drivers should be reminded to practice appropriate language and behavior.

Motion made by Council Member Burkart, seconded by Council Member Fitzpatrick, to approve issuance of the 2024 Quadricycle License for North 48, contingent upon approval of vehicle safety inspection. Motion carried without a negative vote with Council Member Bitter excused and Council Member Mueller absent.

**DISCUSSION AND POSSIBLE ACTION ON AN AMENDMENT TO THE LISTING CONTRACT FOR HWY 60 BUSINESS PARK BROKER SERVICES PROVIDED BY NEWMARK**

City Administrator Hilvo explained that Newmark provides commercial broker services for the business park. There have been no issues working with Newmark. The amendment extends the contract for another year.

Motion made by Council Member Burkart, seconded by Council Member Fitzpatrick, to approve the amendment to the listing contract for Hwy 60 business park broker services provided by Newmark. Motion carried without a negative vote with Council Member Bitter excused and Council Member Mueller absent.

**DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF RESERVE LIQUOR LICENSE FOR LA CANTINA HERMANOS LLC, 816 MCFARLANE ROAD, PORTAGE, WI, ALONSO ARANDA CANCHOLA, AGENT, PREMISES TO BE LICENSED: W63N170 WASHINGTON AVENUE, KNOWN AS LA CANTINA MEXICAN RESTAURANT**

City Clerk Sette shared that La Cantina Mexican Restaurant has applied to purchase the last available reserve liquor license in the City. La Cantina will be located in the old Dairy Queen building.

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve the reserve liquor license for La Cantina Hermanos LLC, 816 McFarlane Road, Portage, WI, Alonso Aranda Canchola, Agent, premises to be licensed: W63N170 Washington Avenue, known as La Cantina Mexican Restaurant. Motion carried without a negative vote with Council Member Bitter excused and Council Member Mueller absent.

### **CONSENT AGENDA**

Motion made by Council Member Thome, seconded by Council Member Curley, to approve the following consent agenda items:

- Approval of issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Strawberry Festival to be held on Saturday June 22, 2024 from 10:00 a.m. to 9:00 p.m. and Sunday, June 23, 2024 from 10:00 a.m. to 5:00 p.m.
- Approval of issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Wine & Harvest Festival to be held on Saturday, September 21, 2024 from 10:00 a.m. to 9:00 p.m. and Sunday, September 22, 2024 from 10:00 a.m. to 5:00 p.m.
- Approval of issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Oktoberfest to be held on Saturday, October 5, 2024 from 10:00 a.m. to 9:00 p.m. and Sunday, October 6, 2024 from 10:00 a.m. to 5:00 p.m.
- Approval of operator license for Kenneth J. Jonas, Thomas J. Bryde, Kelly P. Moore, and Michael Scholtus
- Payment of bills dated 1/20/2024 through 2/02/2024, transfers from 01/01/2024 through 2/03/2024, and payroll for period 12/24/2023 through 02/03/2024.

Motion carried without a negative vote with Council Member Bitter excused and Council Member Mueller absent.

**CITY ADMINISTRATOR'S REPORT** – No additions to report.

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

Council Member Thome shared that she attended the Emergency Management Gathering and that it was a very nice event. She encouraged Council Members to attend the Fire Department event on April 13, 2024.

**MAYOR REPORT** – None

### **ADJOURNMENT**

Motion made by Council Member Burkart, seconded by Council Member Simpson, to adjourn the meeting at 7:55 p.m. Motion carried without a negative vote with Council Member Bitter excused and Council Member Mueller absent.

Jessica Campolo  
Deputy City Clerk

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/09/2024	PWBDD	46091	ABLE DISTRIBUTING	REPAIR AND MAINTENANCE	500240	555510	279.88
02/09/2024	PWBDD	46098*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	533450	23.38
				REPAIR AND MAINTENANCE	500240	555510	6.93
				REPAIR AND MAINTENANCE	500240	555510	23.36
				REPAIR AND MAINTENANCE	500240	555510	12.57
				CHECK PWBDD 46098 TOTAL FOR FUND 100:			66.24
02/09/2024	PWBDD	46099	BOBCAT PLUS, INC.	MAINTENANCE PARTS	500353	533210	196.70
02/09/2024	PWBDD	46100	CALLAHAN BLUM, ERIN	PROFESSIONAL SERVICES - JAN WTRCLR	500210	555140	453.60
02/09/2024	PWBDD	46102*#	CEDARBURG LIGHT & WATER	DUE TO L&W IMPACT FEES	256201	000000	2,107.32
				DUE TO L&W IMPACT FEES	256201	000000	2,107.32
				DUE TO L&W IMPACT FEES	256201	000000	2,107.32
				ELECTRIC	500222	533420	195.89
				PROFESSIONAL SERVICES	500210	533450	802.74
				CHECK PWBDD 46102 TOTAL FOR FUND 100:			7,320.59
02/09/2024	PWBDD	46103	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	584.00
02/09/2024	PWBDD	46104	CHRIS MORTON	REPAIR AND MAINTENANCE	500240	533311	100.00
02/09/2024	PWBDD	46105*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	533210	293.07
02/09/2024	PWBDD	46106	COMPASS MINERALS AMERICA, INC	SNOW AND ICE MATERIALS	500450	533450	6,137.98
02/09/2024	PWBDD	46107#	COMPLETE OFFICE OF WISCONSIN	COMPUTER/COPIER SUPPLIES	500312	514100	465.29
				OFFICE SUPPLIES	500310	522110	793.17
				CHECK PWBDD 46107 TOTAL FOR FUND 100:			1,258.46
02/09/2024	PWBDD	46108#	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	16.51
				ELECTIONS LEGAL NOTICES	500321	514200	64.45
				CHECK PWBDD 46108 TOTAL FOR FUND 100:			80.96
02/09/2024	PWBDD	46111	DETECTACHEM, INC	OFFICE SUPPLIES	500310	522130	118.23

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02/09/2024	PWBDD	46112	DIANE REDMAN	PROFESSIONAL SERVICES	500210	555140	58.20
02/09/2024	PWBDD	46113	DIGITAL EDGE OF GRAFTON	OFFICE SUPPLIES	500310	515600	369.00
02/09/2024	PWBDD	46114	ELIZABETH ROLLAND	PROFESSIONAL SERVICES	500210	555140	174.60
02/09/2024	PWBDD	46116	FORWARD TS	EQUIPMENT OUTLAY	500385	514700	12.56
02/09/2024	PWBDD	46118*#	GALLS, LLC	UNIFORMS	500346	522110	206.47
02/09/2024	PWBDD	46120*#	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	518100	10.53
				REPAIR AND MAINTENANCE	500240	555510	39.91
				CHECK PWBDD 46120 TOTAL FOR FUND 100:			50.44
02/09/2024	PWBDD	46122	HI-LINE, INC	MAINTENANCE PARTS	500353	533210	146.54
02/09/2024	PWBDD	46123	HOME DEPOT CREDIT SERVICES	MAINT/CONTRACTED SERVICES	500290	555510	739.09
02/09/2024	PWBDD	46124	INFOSEND, INC.	OPERATING SUPPLIES	500350	533110	50.89
02/09/2024	PWBDD	46126	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	180.00
02/09/2024	PWBDD	46128	MARY KAY FORRER	OVERPAYMENT OF TAXES	261400	000000	1,689.10
02/09/2024	PWBDD	46129	MILLER-BRADFORD AND RISBERG	MAINTENANCE PARTS	500353	533210	375.53
02/09/2024	PWBDD	46134	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	108.72
02/09/2024	PWBDD	46136	NORTHWOODS LASER & EMBROIDERY	AWARDS, SUPPLIES	500343	522410	136.10
02/09/2024	PWBDD	46137	ODP BUSINESS SOLUTIONS,LLC	OFFICE SUPPLIES	500310	515600	125.98
				OFFICE SUPPLIES	500310	515600	29.98
				CHECK PWBDD 46137 TOTAL FOR FUND 100:			155.96
02/09/2024	PWBDD	46138*#	OLSEN'S PIGGLY WIGGLY	AWARDS, SUPPLIES	500343	519200	59.95
				OPERATING SUPPLIES	500350	533210	117.23
				CHECK PWBDD 46138 TOTAL FOR FUND 100:			177.18

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/09/2024	PWBDD	46139#	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	245.00
				PROFESSIONAL SERVICES	500210	514700	2,076.50
				PROFESSIONAL SERVICES	500210	514700	1,138.76
				EQUIPMENT/SOFTWARE	500380	514700	928.00
				EQUIPMENT/SOFTWARE	500380	514700	35.00
				EQUIPMENT/SOFTWARE	500380	514700	1,491.74
				ATTORNEY/CONSULTANT	500212	522110	210.00
				CHECK PWBDD 46139 TOTAL FOR FUND 100:			6,125.00
02/09/2024	PWBDD	46143#	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	6,942.74
				GAS AND OIL EXPENSE	500351	533210	458.00
				CHECK PWBDD 46143 TOTAL FOR FUND 100:			7,400.74
02/09/2024	PWBDD	46144	R & K EXCAVATING, INC.	PLUMBING PERMITS	443502	000000	33.00
02/09/2024	PWBDD	46150	SHERWIN WILLIAMS CO.	REPAIR AND MAINTENANCE	500240	555510	273.52
02/09/2024	PWBDD	46152	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	345.21
				OPERATING SUPPLIES	500350	533210	138.14
				CHECK PWBDD 46152 TOTAL FOR FUND 100:			483.35
02/09/2024	PWBDD	46153	THOMAS PECUS	REPAIR AND MAINTENANCE	500240	533311	100.00
02/09/2024	PWBDD	46154	TITAN BRANDS	EQUIPMENT OUTLAY	500380	522120	1,579.96
02/09/2024	PWBDD	46155#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	182.82
				MAINTENANCE SUPPLIES	500340	522100	89.66
				OPERATING SUPPLIES	500350	533210	65.65
				CHECK PWBDD 46155 TOTAL FOR FUND 100:			338.13
02/09/2024	PWBDD	46156	WISCONSIN LAW ENFORCEMENT	PROF PUBLICATIONS AND DUES	500320	522110	25.00
02/16/2024	PWBDD	46157	A LYNEIS ELECTRIC LLC	REPAIR AND MAINTENANCE	500240	518100	202.62
02/16/2024	PWBDD	46158	ABLE DISTRIBUTING	REPAIR AND MAINTENANCE	500240	555510	127.16
02/16/2024	PWBDD	46161*#	BEYER'S HARDWARE	SUPPLIES AND EXPENSES	500347	522120	0.12

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Fund: 100 GENERAL FUND							
				MAINTENANCE PARTS	500353	533210	44.85
				CHECK PWBDD 46161 TOTAL FOR FUND 100:			44.97
02/16/2024	PWBDD	46163	CATALIS TAX & CAMA, INC	PROFESSIONAL SERVICES	500210	515400	7,150.00
02/16/2024	PWBDD	46165	CHUCK MOEGENBURG	REPAIR AND MAINTENANCE	500240	518100	120.00
02/16/2024	PWBDD	46167#	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	58.19
				OFFICE SUPPLIES	500310	515600	100.36
				MAINTENANCE SUPPLIES	500340	522100	131.22
				OFFICE SUPPLIES	500310	522110	19.98
				CHECK PWBDD 46167 TOTAL FOR FUND 100:			309.75
02/16/2024	PWBDD	46169	CORELOGIC-CENTRALIZED REFUNDS	OVERPAYMENT OF TAXES	261400	000000	6,136.14
02/16/2024	PWBDD	46170	DISCOVERY COACH	OTHER EXPENSES - FIRESIDE BUS 3.7.24	500390	555140	1,100.00
02/16/2024	PWBDD	46172*#	ELAN FINANCIAL SERVICES	WCMA CONF	500320	513200	321.89
				NIU OUTREACH	500330	513200	245.00
				OFFICE SUPPLIES	500310	514100	41.19
				ICMA CAMERAS	500380	514700	912.00
				OPERATING SUPPLIES AMAZON	500350	518100	210.99
				AWARDS, SUPPLIES	500343	519200	67.16
				STAMPS	500310	522110	19.99
				NAT TACT ASSN	500330	522120	779.00
				PALMETTO ARMORY	500347	522120	22.13
				GAS AND OIL EXPENSE	500351	522120	858.62
				K-9 UNIT EXPENSE	500352	522120	350.48
				K-9 UNIT EXPENSE TOLLS	500352	522120	270.00
				OFFICE SUPPLIES OFFICE MAX	500310	522410	391.59
				GOV CONFERENCE	500330	522410	825.00
				AMAZON	500350	533210	580.62
				MAINTENANCE PARTS	500353	533210	104.50
				COSTCO	500340	533450	355.40
				KEYPAD, AMAZON	500240	533730	339.33
				PIG/WALMART	500390	555140	627.89
				BLADES	500240	555510	306.84

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				ISA	500320	555510	180.00
				NRPA	500330	555510	115.00
				TRAVEL & TRAINING	500330	555510	65.87
				CHECK PWBDD 46172 TOTAL FOR FUND 100:			7,990.49
02/16/2024	PWBDD	46176	FIRESIDE THEATRE	OTHER EXPENSES - FIRESIDE MATILDA	500390	555140	3,132.90
02/16/2024	PWBDD	46177	FIVE CORNERS DODGE	GAS AND OIL EXPENSE	500351	522120	74.07
02/16/2024	PWBDD	46178	FORWARD TS	EQUIPMENT OUTLAY	500385	514700	15.36
02/16/2024	PWBDD	46179	GALLS, LLC	UNIFORMS	500346	522120	116.00
02/16/2024	PWBDD	46180	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	555510	19.98
02/16/2024	PWBDD	46181	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	747.50
02/16/2024	PWBDD	46182	JX TRUCK CENTER	MAINTENANCE PARTS	500353	533210	32.15
02/16/2024	PWBDD	46184*#	LETTERS & SIGNS	SIGNS	500363	533311	228.00
02/16/2024	PWBDD	46185	MELISSA GURNIEWICZ	REPAIR AND MAINTENANCE	500240	533311	100.00
02/16/2024	PWBDD	46187	MID-STATE EQUIPMENT	MAINTENANCE PARTS	500353	533210	794.24
02/16/2024	PWBDD	46189*#	NAPA AUTO PARTS	GAS AND OIL EXPENSE	500351	522310	53.98
				MAINTENANCE PARTS	500353	533210	10.00
				CHECK PWBDD 46189 TOTAL FOR FUND 100:			63.98
02/16/2024	PWBDD	46190	NASSCO, INC.	REPAIR AND MAINTENANCE	500240	555510	290.81
02/16/2024	PWBDD	46191	ODP BUSINESS SOLUTIONS,LLC	OFFICE SUPPLIES	500310	515600	23.31
02/16/2024	PWBDD	46193	ONTECH SYSTEMS, INC	REPAIR AND MAINTENANCE	500240	522110	961.00
02/16/2024	PWBDD	46194	OZAUKEE COUNTY TREASURER	OVERPAYMENT OF TAXES	261400	000000	1,823.85
02/16/2024	PWBDD	46196	QUALITY STATE OIL CO.,INC.	GAS AND OIL EXPENSE	500351	533210	100.64
02/16/2024	PWBDD	46199	REDISHRED ACQUISITION INC	PROFESSIONAL SERVICES	500210	515600	57.20
02/16/2024	PWBDD	46202	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	41.21



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Fund: 100 GENERAL FUND							
02/16/2024	PWBDD	46203	SUPERIOR CHEMICAL LLC	OPERATING SUPPLIES	500350	533210	1,190.80
02/16/2024	PWBDD	46204	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	15.70
02/16/2024	PWBDD	46205*#	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	65.65
Total for fund 100 GENERAL FUND							70,954.27
Fund: 210 ROOM TAX FUND							
02/09/2024	PWBDD	46101	CEDARBURG CHAMBER OF COMMERCE	ACCRUED VOUCHERS PAYABLE	212500	000000	23,594.82
02/16/2024	PWBDD	46164	CEDARBURG CHAMBER OF COMMERCE	ACCRUED VOUCHERS PAYABLE	212500	000000	7,864.94
Total for fund 210 ROOM TAX FUND							31,459.76
Fund: 220 RECREATION PROGRAMS FUND							
02/16/2024	PWBDD	46172*#	ELAN FINANCIAL SERVICES	SUPPLIES AND EXPENSES	500347	555390	735.00
				TARGET/AMAZON	500347	555390	236.99
				WACPC	500394	555390	642.47
CHECK PWBDD 46172 TOTAL FOR FUND 220:							1,614.46
02/16/2024	PWBDD	46186	MICHAEL FANTAZZI	SUMMER SOCCER	467329	000000	45.00
02/16/2024	PWBDD	46198	RACHAEL TRAWICKI	POMS REVENUE	467332	000000	160.00
Total for fund 220 RECREATION PROGRAMS FUND							1,819.46
Fund: 231 AMERICAN RESCUE PLAN ACT							
02/09/2024	PWBDD	46132	MUELLER COMMUNICATIONS, LLC	GRANT EXPENDITURES	500331	566721	10,256.62
Total for fund 231 AMERICAN RESCUE PLAN ACT							10,256.62
Fund: 260 LIBRARY FUND							
02/09/2024	PWBDD	46090	A TO Z REFRIGERATION & HVAC, I	MAINT/CONTRACTED SERVICES	500290	555110	785.00
02/09/2024	PWBDD	46093	AMAZON CAPITOL SERVICES	PROGRAM SUPPLIES	500308	555110	36.97
				OFFICE SUPPLIES	500310	555110	32.84
				OFFICE SUPPLIES	500310	555110	9.24
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	47.25
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	12.99
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	39.75
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	45.73
				DONATION EXPENDITURES	500322	555110	37.95

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Fund: 260 LIBRARY FUND							
				DONATION EXPENDITURES	500322	555110	114.56
				OPERATING SUPPLIES	500350	555110	89.00
				CHECK PWBDD 46093 TOTAL FOR FUND 260:			466.28
02/09/2024	PWBDD	46095	AURORA HEALTH CARE	EMPLOYMENT EXPENSES	500395	555110	100.00
02/09/2024	PWBDD	46096	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	43.07
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	35.43
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	150.92
				CHECK PWBDD 46096 TOTAL FOR FUND 260:			229.42
02/09/2024	PWBDD	46105*#	CINTAS CORPORATION	MAINT/CONTRACTED SERVICES	500290	555110	207.49
02/09/2024	PWBDD	46110	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	22.64
02/09/2024	PWBDD	46125	JAMES IMAGING SYSTEMS, INC.	MAINT/CONTRACTED SERVICES	500290	555110	376.18
02/09/2024	PWBDD	46130	MONARCH LIBRARY SYSTEM	SHARED SYSTEM SERVICES	500381	555110	24.94
02/09/2024	PWBDD	46135	NASSCO, INC.	OPERATING SUPPLIES	500350	555110	103.95
02/09/2024	PWBDD	46140	PLAYAWAY PRODUCTS LLC	DONATION EXPENDITURES	500322	555110	76.49
				DONATION EXPENDITURES	500322	555110	409.44
				CHECK PWBDD 46140 TOTAL FOR FUND 260:			485.93
02/09/2024	PWBDD	46145	RACINE PUBLIC LIBRARY	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	47.00
02/16/2024	PWBDD	46159	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	363.87
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	474.32
				CHECK PWBDD 46159 TOTAL FOR FUND 260:			838.19
02/16/2024	PWBDD	46172*#	ELAN FINANCIAL SERVICES	CYBERLINK	500225	555110	1,158.80
				PROGRAM SUPPLIES NINTENDO	500308	555110	63.29
				OFFICE SUPPLIES	500310	555110	118.83
				POSTAGE	500315	555110	66.00
				DONATION EXPENDITURES PIG	500322	555110	29.97

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Fund: 260 LIBRARY FUND							
				WI LIBRARY	500330	555110	500.79
				CHECK PWBDD 46172 TOTAL FOR FUND 260:			<u>1,937.68</u>
02/16/2024	PWBDD	46175	FILM IDEAS, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	239.82
02/16/2024	PWBDD	46183	LAWNSCAPERS, INC	MAINT/CONTRACTED SERVICES	500290	555110	2,832.50
				Total for fund 260 LIBRARY FUND			8,697.02
Fund: 270 FIRE DEPT & EMS							
02/09/2024	PWBDD	46092	AIRGAS USA LLC	SUPPLIES AND EXPENSES	500347	522500	153.14
02/09/2024	PWBDD	46094	AUDREY F DEMING	REFUNDS - EMS BILLING	500392	522500	214.36
02/09/2024	PWBDD	46097	BEST HEATING & AIR CONDITION	OPERATING SUPPLIES	500350	522500	375.00
02/09/2024	PWBDD	46098*#	BEYER'S HARDWARE	SUPPLIES AND EXPENSES	500347	522500	34.17
				OPERATING SUPPLIES	500350	522500	16.18
				OPERATING SUPPLIES	500350	522500	8.98
				EQUIPMENT OUTLAY	500380	522500	31.47
				CHECK PWBDD 46098 TOTAL FOR FUND 270:			<u>90.80</u>
02/09/2024	PWBDD	46109	CONWAY SHIELD	EQUIPMENT OUTLAY	500380	522500	1,980.00
02/09/2024	PWBDD	46117	FOSTER COACH SALES, INC	REPAIR AND MAINTENANCE	500240	522500	102.72
02/09/2024	PWBDD	46118*#	GALLS, LLC	UNIFORMS	500346	522500	156.53
				UNIFORMS	500346	522500	153.59
				UNIFORMS	500346	522500	86.28
				CHECK PWBDD 46118 TOTAL FOR FUND 270:			<u>396.40</u>
02/09/2024	PWBDD	46120*#	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	522500	20.69
				OPERATING SUPPLIES	500350	522500	71.99
				CHECK PWBDD 46120 TOTAL FOR FUND 270:			<u>92.68</u>
02/09/2024	PWBDD	46121	GRUBE'S THIENSVILLE STANDARD, INC	TRAVEL & TRAINING	500330	522500	124.20
02/09/2024	PWBDD	46127	JOIN THE FIRE SERVICE LLC	MAINT/CONTRACTED SERVICES	500290	522500	429.00
02/09/2024	PWBDD	46131	MRSA-UV, LLC	SUPPLIES AND EXPENSES	500347	522500	126.86

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Fund: 270 FIRE DEPT & EMS							
02/09/2024	PWBDD	46141	POMP'S SERVICES INC.	REPAIR AND MAINTENANCE	500240	522500	659.38
02/09/2024	PWBDD	46147	RELIANT FIRE APPARATUS, INC.	REPAIR AND MAINTENANCE	500240	522500	830.74
02/09/2024	PWBDD	46148	RENNERT'S FIRE EQUIPMENT	REPAIR AND MAINTENANCE	500240	522500	321.00
				REPAIR AND MAINTENANCE	500240	522500	322.00
				CHECK PWBDD 46148 TOTAL FOR FUND 270:			643.00
02/09/2024	PWBDD	46149	RIVOLI THEATRE	OPERATING SUPPLIES	500350	522500	200.00
				OPERATING SUPPLIES	500350	522500	100.00
				CHECK PWBDD 46149 TOTAL FOR FUND 270:			300.00
02/16/2024	PWBDD	46160	BATZNER PEST CONTROL	OPERATING SUPPLIES	500350	522500	64.90
02/16/2024	PWBDD	46168	CONWAY SHIELD	EQUIPMENT OUTLAY	500380	522500	147.00
02/16/2024	PWBDD	46172*#	ELAN FINANCIAL SERVICES	OFFICE SUPPLIES	500310	522500	39.01
				27	500310	522500	275.37
				WSFIA, NFPA	500320	522500	340.13
				COACHING SYSTEM	500330	522500	1,282.08
				MESSINA	500350	522500	23.50
				OPERATING SUPPLIES	500350	522500	117.68
				ASCENSION HEALTH	500390	522500	55.00
				CHECK PWBDD 46172 TOTAL FOR FUND 270:			2,132.77
02/16/2024	PWBDD	46173	EMERGENCY SERVICES MARKETING C	TELEPHONE/COMMUNICATIONS	500225	522500	660.00
02/16/2024	PWBDD	46174	EMR, LLC	REPAIR AND MAINTENANCE	500240	522500	508.50
02/16/2024	PWBDD	46184*#	LETTERS & SIGNS	REPAIR AND MAINTENANCE	500240	522500	340.00
02/16/2024	PWBDD	46189*#	NAPA AUTO PARTS	REPAIR AND MAINTENANCE	500240	522500	5.38
02/16/2024	PWBDD	46192	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	94.66
				OPERATING SUPPLIES	500350	522500	40.25

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Fund: 270 FIRE DEPT & EMS							
				OPERATING SUPPLIES	500350	522500	63.65
				CHECK PWBDD 46192 TOTAL FOR FUND 270:			<u>198.56</u>
02/16/2024	PWBDD	46200	RELIANT FIRE APPARATUS, INC.	REPAIR AND MAINTENANCE	500240	522500	651.43
02/16/2024	PWBDD	46201	RENNERT'S FIRE EQUIPMENT	REPAIR AND MAINTENANCE	500240	522500	884.98
02/16/2024	PWBDD	46205*#	UNIFIRST CORPORATION	MAINT/CONTRACTED SERVICES	500290	522500	116.93
02/16/2024	PWBDD	46206	ZOLL MEDICAL CORPORATION	SUPPLIES AND EXPENSES	500347	522500	604.00
				Total for fund 270 FIRE DEPT & EMS			12,832.73
Fund: 354 TIF DISTRICT #7							
02/16/2024	PWBDD	46197	R.A. SMITH NATIONAL	PROFESSIONAL SERVICES	500210	566710	11,426.58
				Total for fund 354 TIF DISTRICT #7			11,426.58
Fund: 400 CAPITAL IMPROVEMENTS FUND							
02/09/2024	PWBDD	46102*#	CEDARBURG LIGHT & WATER	PROCHNOW	500841	533750	221.00
02/09/2024	PWBDD	46142	PRECISION CUT WINDOW TINT, LLC	VEHICLE REPLACEMENTS	500811	522120	420.00
02/09/2024	PWBDD	46146	RAMBOLL AMERICAS ENGINEERING	PROCHNOW	500841	533750	11,513.52
02/16/2024	PWBDD	46162	C K C GRAPHICS AND SIGNS	VEHICLE REPLACEMENTS	500811	522120	990.00
				Total for fund 400 CAPITAL IMPROVEMENTS FUND			13,144.52
Fund: 601 WATER RECYCLING CENTER							
02/09/2024	PWBDD	46098*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	387.17
				MAINTENANCE SUPPLIES	500340	573830	2.39
				CHECK PWBDD 46098 TOTAL FOR FUND 601:			<u>389.56</u>
02/09/2024	PWBDD	46102*#	CEDARBURG LIGHT & WATER	L&W BILLING	500216	573850	11,960.12
				L&W BILLING	500216	573850	11,710.55
				CHECK PWBDD 46102 TOTAL FOR FUND 601:			<u>23,670.67</u>
02/09/2024	PWBDD	46105*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	118.81
02/09/2024	PWBDD	46115	ENVIRONMENTAL CONSULTING & TES	STATE OF WI FEES	500323	573850	2,000.00

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Fund: 601 WATER RECYCLING CENTER							
02/09/2024	PWBDD	46119	GENERAL COMMUNICATIONS INC	MAINTENANCE SUPPLIES	500340	573830	171.95
02/09/2024	PWBDD	46133	MULCAHY SHAW WATER, INC.	LAB SUPPLIES	500370	573825	570.00
02/09/2024	PWBDD	46138*#	OLSEN'S PIGGLY WIGGLY	LAB SUPPLIES	500370	573825	20.90
02/09/2024	PWBDD	46151	STARNET TECHNOLOGIES	TELEPHONE/COMMUNICATIONS	500225	573825	600.00
02/16/2024	PWBDD	46161*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	43.50
02/16/2024	PWBDD	46166	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	131.48
02/16/2024	PWBDD	46171	DONOHUE & ASSOCIATES, INC	ENGINEERING SERVICES FOR FACILITY PLAN	185379	000000	599.40
02/16/2024	PWBDD	46172*#	ELAN FINANCIAL SERVICES	LAB SUPPLIES	500370	573825	1,155.00
				SAFETY EQUIPMENT	500372	573825	48.36
				AMAZON	500340	573830	158.75
				COLLECTION SYSTEM MAINT	500360	573835	9.68
				STATE OF WI FEES	500323	573850	210.13
				WWOA	500330	573850	613.40
				CHECK PWBDD 46172 TOTAL FOR FUND 601:			2,195.32
02/16/2024	PWBDD	46188	MULCAHY SHAW WATER, INC.	LAB SUPPLIES	500370	573825	927.35
02/16/2024	PWBDD	46195	PACE ANALYTICAL SERVICES, LLC	LAB SUPPLIES	500370	573825	610.90
				Total for fund 601 WATER RECYCLING CENTER			32,049.84
			TOTAL - ALL FUNDS				192,640.80

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

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

**CITY OF CEDARBURG**  
**TRANSFER LIST**  
2/7/24-2/23/24

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
<b>PWSB CHECKING ACCOUNT</b>		
2/12/2024	\$2,143.97	ADP-invoices
2/15/2024	\$400,000.00	PWSB Tax Collection
2/22/2024	\$188,000.00	PWSB Payroll
2/22/2024	\$888.84	ICMA-contributions for 2/4/24-2/17/24
2/22/2024	\$4,270.00	North Shore Bank-contributions for 2/4/24-2/17/24
2/22/2024	\$622.11	State of Wisconsin-child support for 2/4/24-2/17/24
2/22/2024	\$1,231.60	Wis Deferred Comp-contributions for 2/4/24-2/17/24
2/22/2024	\$522.50	Police Association-dues for 2/4/24-2/17/24
	<u>\$597,679.02</u>	
<b>PWSB PAYROLL CHECKING ACCOUNT</b>		
2/23/2024	\$178,399.57	Payroll for 2/4/24-2/17/24
2/23/2024	\$74,943.78	Payroll taxes for 2/4/24-2/17/24
	<u>\$253,343.35</u>	
<b>PWSB TAX COLLECTION ACCOUNT</b>		
2/15/2024	\$993,728.62	Ozaukee County-tax settlement
2/15/2024	\$4,965,068.04	Cedarburg School District-tax settlement
2/15/2024	\$9,966.27	M-T School District-tax settlement
2/15/2024	\$640,339.45	MATC-tax settlement
	<u>\$6,609,102.38</u>	





City of Cedarburg

# City Administrator's Report

February 19, 2024

## 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.*

**Water Recycling**– The Lining Program for the collection system is going on now.

**Dept. of Public Works**– Crews cleaned up from Winter Festival. Tree trimming and removal is going on now, DPW has a rental lift until the end of this month.

**Library**– Last week's Friends of the Library book sale was a success, raising \$2,500.

**Treasurer**– This is payroll week. Staff is wrapping up year-end work and preparing for the audit next month.

**Clerk**– There was an election on Tuesday for Districts 2 and 3.

**Senior Center**– The Senior Center continues to see increased participation in programs and use of their facilities.

**Parks & Recreation**– The Summer Activity Guide will be released in mid-March. Hiring for seasonal staff has begun. Playground Camp registration will be March 19-21.

**Engineering**– The street utility public notice was published this week. Projects will be bid out on March 5th. Staff is working on the annual Stormwater Permit report.

**Fire Dept.**– The Fire Department continues to work with Mueller Communications on the referendum. There is a media push coming out this week. There are two open public forum meetings scheduled for March. As a recruitment event, the Rivoli has been rented to show a movie about being a volunteer firefighter. A presentation was made to the Cedarburg Junior Women's Club about the Fire Department. The Agriculture Society would like to change the flow pattern for Ozaukee County Fair at their expense. The main gate will be for pedestrian use only.

**Building Inspection**– There have been 120 permits so far this year. The code enforcement module of the permit software is up and running.

**Police Dept.**– There were no issues reported at Winter Festival.

**Administrator**– Karyn Poehlmann started as Administrative Assistant. The EPA and DNR were here Tuesday to discuss Amcast, along with Drake Consulting.

Respectfully submitted,

Mikko Hilvo