

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
February 24, 2020 – 7:00 P.M.**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, February 24, 2020 at 7:00 p.m.** at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the second floor Council Chambers.

AGENDA

1. CALL TO ORDER - Council President Patricia Thome
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Council Members Sherry Bublitz Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome and Rod Galbraith

Excused - Mayor Mike O'Keefe
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES – February 10, 2020 Common Council Meeting*
7. 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.
8. NEW BUSINESS
 - A. Consider Ordinance No. 2020-02 regarding composition and appointment to City Plan Commission Sec 2-4-5(a)(b) (Plan Commission 02/03/20); and action thereon*
 - B. Consider referral of annexation petition of 3.768-acre parcel of land at 6620 West Susan Lane in the Town of Cedarburg to the Plan Commission; and action thereon*
 - C. Consider acceptance of sanitary sewer easement for the Farmstead property at W62 N238 Washington Avenue; and action thereon*
 - D. Consider request to hire a replacement police officer; and action thereon*
 - E. Consider request to promote a patrol sergeant to the rank patrol lieutenant; and action thereon*

- F. Consider Ordinance No. 2020-03 increasing the allocated funds in the General Fund and Capital Improvement Fund for the 2020 budget; and action thereon*
- G. Consider Ordinance No. 2020-04 appropriating funds for the 2019 Swimming Pool operations; and action thereon*
- H. Consider Ordinance No. 2020-05 appropriating allocated funds in General Fund for Engineering Professional Services for the 2020 budget; and action thereon*
- I. Consider Resolution No. 2020-04 transferring funds from the Park Equipment Impact Fees Transfer to Other Funds to the Capital Improvement Fund for the 2019 Willowbrooke Park Project; and action thereon*
- J. Consider Resolution No. 2020-05 transferring funds from Public Works to Culture & Recreation; and action thereon*
- K. Consider Mayor O’Keefe’s appointment of Timothy Schelwat to the Board of Appeals as an alternate; and action thereon***
- L. Consider request of Cedarburg Cultural Center Inc., to amend the premise description of the Class “B” Beer and “Class B” Liquor license at W62 N546 Washington Avenue to sell and serve alcohol at the Kuhefuss House Museum (owned and operated by Cedarburg Cultural Center Inc.) at W63 N627 Washington Avenue; and action thereon*
- M. Consider request of Cedarburg Cultural Center to close a portion of Mill Street for re: Craft & Relic event; and action thereon*
- N. Consider request of Benjamin Grade of Ernie’s Wine Bar to amend the premise description of its Class “B” Beer and “Class B” Liquor license at N49 W5471 Portland Road to serve beer and liquor in an enclosed tent in the parking lot, including a DJ, for an event to be held on August 8, 2020 to end at 10:00 p.m.; and action thereon*
- O. Consider application of The Shinery Neenah LLC, W63 N678 Washington Avenue, for a “Class A: Intoxicating liquor (off-premise consumption only) license; and action thereon***
- P. Consider License/Permit Applications; and action thereon
1. Consider approval of new Operator License applications for the period ending June 30, 2020 for Brenda S. Jones and Pamela D. Jonasson; and action thereon***
 2. Authorize granting of temporary Class “B” licenses to Cedarburg Fireman’s Park, inc. for Maxwell Street Days, Firemen’s Park, W55 N796 Washington Avenue, for May 24, July 12, September 6, and October 4, 2020 from 6:00 a.m. – 10:00 p.m.***
 3. Authorize granting of temporary Class “B”/”Class B” license to Cedarburg Fireman’s Park, Inc. for the Ozaukee County Fair, Firemen’s Park, W65 N796

Washington Avenue, for July 31, 2020 through August 4, 2020, 10:00 a.m. to 12:00 a.m.***

- Q. Consider payment of bills dated 02/07/20 through 02/14/20, transfers for the period 02/04/20 through 02/20/20 and payroll for the period 01/26/20 through 02/08/20; and action thereon*

10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report*

11. COMMUNICATIONS

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

12. 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, item 12B), and pursuant to State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (more specifically, item 12C):

- A. Approval of February 10, 2020 closed session minutes
- B. Discussion of Highway 60 Business Park
- C. Consider holding tank replacement at City-owned property 1838 Pioneer Road

13. RECONVENE TO OPEN SESSION

14. NEW BUSINESS

- A. Consider the holding tank replacement at city-owned property 1838 Pioneer Road; and action thereon*

15. ADJOURNMENT

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

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

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

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

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

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

2/20/20 adk

**CITY OF CEDARBURG
COMMON COUNCIL
February 10, 2020**

**CC20200210-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 10, 2020, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor O’Keefe called the meeting to order at 7:00 p.m.

Roll Call: Present - Mayor Michael O’Keefe, Council Members Jack Arnett, Kristin Burkart, Rick Verhaalen, Patricia Thome, Rod Galbraith

 Excused - Council Members Sherry Bubnitz, Garan Chivinski

 Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Light & Water General Manager Dale Lythjohan, Fire Chief Jeff Vahsholtz, Assistant Fire Chief Bill Hintz, Fire Engineer Ed Bubnitz, Fire Captain Craig Boerner, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

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

APPROVAL OF MINUTES

Motion made by Council Member Thome, seconded by Council Member Burkart, to approve the minutes of the January 27, 2020 meeting. Motion carried without a negative vote with Council Members Bubnitz and Chivinski excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

PRESENTATIONS

CEDARBURG FIRE DEPARTMENT, INC. PRESENTATION OF NEW FIRE TRUCK AND DONATION TO THE CITY

Fire Chief Vahsholtz explained that he was representing Firemen’s Park Inc., the fundraising entity of the Fire Department, in tonight’s presentation. Fire Chief Vahsholtz explained the long history of the corporation and how their fundraising efforts have paid for the firehouse, the addition to the firehouse, and all equipment to-date. They are a very proud and hard-working group of people that have worked hard to raise funds through Firemen’s Park. The equipment is chosen by an open format Truck Committee where anyone in the Department has input, following a truck replacement plan. The Committee met for nine months to discuss the purchase of the newest piece of equipment valued slightly over \$500,000. The tender truck is meant to haul water, but it is also a multi-functional piece of equipment that has an aerial ladder and can be connected to fire hydrants. The tender truck was

purchased through Pierce Manufacturing in Wisconsin. He explained that the truck was already used for an advanced fire in the Town of Cedarburg involving ten tender trucks hauling from cisterns.

Fire Chief Vahsholtz said that it was his pleasure to represent Firemen's Park Inc. and turn the piece of equipment over to the City. The next planned purchase is a \$1.5 million ladder truck.

Mayor O'Keefe and the Common Council thanked the Corporation on behalf of the City and the citizens of Cedarburg for their hard work and their generous donation to the City.

NEW BUSINESS

CONSIDER APPROVING A ONE-YEAR EXTENSION FOR THE PLANNED UNIT DEVELOPMENT ZONING ISSUED FOR CEDARBURG TRAILS CONDOMINIUMS AND CONSIDERATION OF AMENDED DEVELOPER AGREEMENT; AND ACTION THEREON

City Attorney Herbrand explained that the PUD zoning for Greg James' Cedar Trail Condominium development proposed for the 5.52-acre site directly south of W68 N158 Evergreen Blvd was approved by unanimous vote on April 29, 2019. If a building permit is not issued within one year of receiving the PUD zoning, the PUD district zoning for the property shall automatically discontinue and be replaced with the zoning designation that existed prior to the rezoning. Since receiving approval, Mr. James has completed the detailed construction plans and the Development Agreement was created and approved by the Common Council. City Attorney Herbrand drafted the necessary document to transfer a portion of the adjacent City owned outlot to Mr. James. As a condition of approval, the public sewer and water facilities and the roadway are required to be installed and certified complete prior to construction commencement of the condominium structures. Mr. James advises construction of these public improvements and roadway will begin as soon as weather permits, and that building construction will follow immediately thereafter. The amended Development Agreement also requires approval.

Motion made by Council Member Thome, seconded by Council Member Arnett, to approve a one-year extension for the Planned Unit Development Zoning issued for Cedarburg Trails Condominiums and the amended Developer Agreement. Motion carried without a negative vote with Council Members Bublitz and Chivinski excused.

CONSIDER ASSISTANCE OF CEDARBURG POLICE DEPARTMENT OFFICERS AND ASSETS TO MILWAUKEE POLICE DEPARTMENT TO ASSIST WITH DEMOCRATIC NATIONAL CONVENTION; AND ACTION THEREON

City Administrator Hilvo explained, on Chief Frank's behalf, that the Milwaukee Police Department has sent out a wide area request for assistance for law enforcement agencies to provide law enforcement officers to assist their agency during the Democratic National Convention. Milwaukee has indicated that for any officers sent, all wages, benefits and mileage will be reimbursed as well as insurance protection. If the Common Council approves to send resources, only officers who are off-duty will be sent and protection staffing the City of Cedarburg will not be reduced. The documents related to this request have been reviewed by City Attorney Herbrand and he does not have any concerns.

As the Common Council discussed the opportunity, there was concern regarding the DNCs history of not paying their bills. However, fellow officers typically do not want to leave their fellow law-enforcement without help in any case.

Motion made by Council Member Arnett, seconded by Council Member Burkart, to approve assistance of the Cedarburg Police Department officers and assets to the Milwaukee Police Department to assist with the Democratic National Convention. Motion carried without a negative vote with Council Members Bublitz and Chivinski excused.

CONSIDER ALCOHOL AND CONTROLLED SUBSTANCE POLICY (AD-22); AND ACTION THEREON

City Administrator Hilvo explained that the City received a notification in December 2019 from CVMIC about a new Federal mandate for CDL drivers. It requires all CDL drivers to be listed in the Federal clearinghouse database. This is in addition to the State of Wisconsin driver's license reporting database that the City monitors for all employees. The new policy requires that all employees who have a CDL need to be registered with the clearinghouse. Prior to the City requesting them to register on the site, the City is required to develop an alcohol-controlled substance policy and also update the personnel manual to reflect the changes.

City Administrator Hilvo explained that the Personnel Committee met to consider Policy AD-22 to comply with a Federally mandated program of an alcohol and controlled substance policy for CDL drivers. The Policy was unanimously approved by the Personnel Committee.

Motion made by Council Member Thome, seconded by Council Member Arnett, to approve Alcohol and Controlled Substance Policy (AD-22). Motion carried without a negative vote with Council Members Bublitz and Chivinski excused.

CONSIDER REVISION TO SECTION 2-4-a OF THE PERSONNEL MANUAL RE: DRUG/ALCOHOL TESTING (CDL); AND ACTION THEREON

City Administrator Hilvo explained that the Personnel Committee considered and approved the revision to Section 2-4-a of the Personnel Manual to update the Drug/Alcohol Testing (CDL) to reflect the added policy (AD-22).

Motion made by Council Member Thome, seconded by Council Member Arnett, to approve the revision to Section 2-4-a of the Personnel Manual Re: Drug/Alcohol Testing (CDL). Motion carried without a negative vote with Council Members Bublitz and Chivinski excused.

CONSIDER REQUEST OF LIME CANTINA, TO AMEND THE PREMISE DESCRIPTION OF THE CLASS "B" BEER AND "CLASS B" LIQUOR LICENSE AT W62 N550 WASHINGTON AVENUE TO SELL AND SERVE ALCOHOL OUTSIDE DURING STRAWBERRY FESTIVAL AND WINE & HARVEST FESTIVAL; AND ACTION THEREON

City Administrator Hilvo explained that the owners of Lime Cantina are seeking permission to alter their liquor license premise description to be able to sell and serve alcohol on the street in front of the business during Strawberry Festival and Wine & Harvest Festival.

Motion made by Council Member Arnett, seconded by Council Member Galbraith, to approve the request of Lime Cantina, to amend the premise description of the Class “B” Beer and “Class B” Liquor license at W62 N550 Washington Avenue to sell and serve alcohol outside their business during Strawberry Festival and Wine & Harvest Festival. Motion carried without a negative vote with Council Members Bublitiz, and Chivinski excused.

CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Galbraith, seconded by Council Member Thome, to approve new operator license applications for period ending June 30, 2020 for Michele I. Tietz and Ethan E. Taylor. Motion carried without a negative vote with Council Members Bublitiz and Chivinski excused.

CONSIDER PAYMENT OF BILLS DATED 1/24/20 THROUGH 01/31/20, TRANSFERS FOR THE PERIOD 01/23/20 THROUGH 02/04/20; AND PAYROLL FOR THE PERIOD 01/12/20 THROUGH 1/25/20; AND ACTION THEREON

Motion made by Council Member Burkart, seconded by Council Member Thome, to approve payment of bills dated 1/24/20 through 1/31/20, transfers for the period 1/23/20 through 2/4/20; and payroll for the period 1/12/20 through 1/25/20. Motion carried without a negative vote with Council Member Bublitiz excused.

ADMINISTRATOR’S REPORT

City Administrator Hilvo learned that Cedarburg Overhead Door donated new doors at the Emergency Management garage and installed them at no charge to the City (\$14,000 value). City Administrator Hilvo will call them to thank them for their generous donation.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome encouraged the Common Council Members to attend the Cedarburg Emergency Management and Auxiliary Police Annual Awards and Recognition Banquet on March 7, 2020.

MAYOR’S REPORT- None

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member Arnett, seconded by Council Member Thome, to adjourn to closed session at 7:33 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, Highway 60

Business Park; and pursuant to State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically, holding tank replacement at city-owned property, and insurance claim and rental claim. Approval of January 27, 2020 closed session minutes. Motion carried on a roll call vote with Council Members Arnett, Burkart, Verhaalen, Thome and Galbraith voting aye and Council Member Bublitz and Chivinski excused.

RECONVENE TO OPEN SESSION

Motion made by Council Member Arnett, seconded by Council Member Thome, to reconvene to open session at 8:15 p.m. Motion carried unanimously on a roll call vote with Council Members Arnett, Burkart, Verhaalen, Thome, and Galbraith voting aye and Council Member Bublitz and Chivinski excused.

NEW BUSINESS – CONTINUED

CONSIDER THE HOLDING TANK REPLACEMENT AT CITY-OWNED PROPERTY 1838 PIONEER ROAD; AND ACTION THEREON

Motion made by Council Member Burkart, seconded by Council Member Galbraith, to postpone this item to the next Common Council meeting. Motion carried without a negative vote with Council Members Bublitz and Chivinski excused.

CONSIDER \$26,331.42 CLAIM FROM ACUITY INSURANCE REGARDING AN INCIDENT ON NOVEMBER 25, 2019; AND ACTION THEREON

Motion made by Council Member Thome, seconded by Council Member Burkart, to approve the \$26,331.42 claim from Acuity Insurance regarding an incident on November 25, 2019. Motion carried without a negative vote with Council Members Bublitz and Chivinski excused.

CONSIDER \$2,920.52 CLAIM FROM ROBERT PORSCHE REGARDING AN INCIDENT ON NOVEMBER 25, 2019; AND ACTION THEREON

Motion made by Council Member Thome, seconded by Council Member Burkart, to approve the \$2,920.52 claim from Robert Porsche regarding an incident on November 25, 2019. Motion carried without a negative vote with Council Members Bublitz and Chivinski excused.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 8:17 p.m. Motion carried without a negative vote with Council Members Burkart and Chivinski excused.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

CITY OF CEDARBURG

MEETING DATE February 24, 2019

ITEM NO: 8.A.

TITLE Consider Ordinance 2020-02 regarding composition and appointment to the City Plan Commission Sec 2-4-5(a)(b) (Plan Commission 02/03020): and action thereon

ISSUE SUMMARY:

Council Members are being asked to approve Ordinance 2020-02 which will change the composition of the Plan Commission to provide some flexibility in where Commissioners reside. Currently, all members of this Commission must be citizens of the City of Cedarburg, however, since one of the existing members recently relocated from the City into the Town of Cedarburg, the composition of this Commission no longer is code compliant. Accordingly, the intent of this change is to allow for one Member to reside outside the City if he/she is affiliated with a business in the City. Staff notes that the non-citizen member continues to be committed to Cedarburg through his profession as an architect with the local Kubala/Washatko Architectural firm

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: At their February 3, 2020 meeting, the Plan Commission reviewed this request and recommended approval by unanimous vote.

BUDGETARY IMPACT: N/A

ATTACHMENTS:

- Ord. No. 2020-02
- Plan Commission Minutes from the February 3, 2020 meeting.

INITIATED/REQUESTED BY: Planning Department/City Clerk's Office

FOR MORE INFORMATION CONTACT: Jonathan P. Censky, City Planner, 262-375-7610

ORDINANCE NO. 2020-02

An Ordinance Changing the Composition of the Plan Commission to Allow One Non-Citizen as a Voting Member

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

SECTION 1. Section 2-4-5 of the Municipal Code of the City of Cedarburg is hereby amended as follows:

SEC. 2-4-5 CITY PLAN COMMISSION. (Ord. 2012-07)

- (a) **Composition.** The Plan Commission shall consist of seven (7) voting members as follows: The Mayor, one (1) Council Member, and five (5) ~~citizens~~ community members. Four (4) community members must be residents of the City of Cedarburg. One (1) member may be a non-resident of the City of Cedarburg, but must be affiliated with a business located within the City.
- (b) **Appointment.**
 - (1) Election/Appointment of Council Members. At its annual meeting in April of each year the Common Council shall, by a two-thirds (2/3) vote of its members, elect one (1) of its members as a member of the City Plan Commission for a period of one (1) year from and after the first day of May next ensuing.
 - (2) Appointment and Terms of ~~Citizen~~ Community Members. The five (5) ~~citizen~~ community members shall be appointed by the Mayor and confirmed by the Common Council to hold office for a period ending respectively one (1), two (2) and three (3) years thereafter from the succeeding first of May. Annually during April, members shall be appointed for a term of three (3) years.

Michael O'Keefe, Mayor

Countersigned:

Amy Kletzien, Deputy City Clerk

Approved as to form:

Michael Herbrand, City Attorney

Planner Censky will update the Conditional Use documentation to reflect the proper business hours of Monday through Friday 4:00 p.m. to 10:00 p.m., Saturday 12:00 p.m. to 10:00 p.m., and Sunday 12:00 p.m. to 5:00 p.m.

ACTION:

A motion was made by Vice Chairperson Burgoyne to approve the Conditional Use permit with updated business hours, for operation of a micro-brewery at W51N729 Keup Road, in the B-2 Community Business District. This motion was seconded by Commissioner Kinzel and carried without a negative vote, with Mayor O'Keefe excused.

REVIEW PROPOSED ORDINANCE REGARDING COMPOSITION AND APPOINTMENT TO CITY PLAN COMMISSION SEC 2-4-5(a)(b) AND RECOMMEND TO COMMON COUNCIL

Commissioner Voltz recused himself from the discussion.

Commissioners are being asked to consider recommending approval of an Ordinance that will serve to change the composition of the Plan Commission. This change would provide some flexibility in where Commissioners reside since currently, all members of the Commission must be citizens of the City of Cedarburg. Commissioner Voltz recently sold his home in the City and moved into the Town of Cedarburg; as such, the composition of the Plan Commission is no longer Code compliant. Therefore, the intent of this change is to allow one Plan Commission Member to reside outside of the City if he/she is affiliated with a business located within the City.

Per City staff, Commissioner Voltz was appointed to the Commission three years ago and has since proven to be a huge asset in helping assess site and architecture plans, meeting with applicants at a moment's notice and providing general guidance regarding City development. Since he continues to be committed to Cedarburg through his profession as an architect with the local Kubala/Washatko Architectural firm, staff believes his continued contribution to the Plan Commission serves only to benefit the City. Accordingly, staff recommends approval.

Action:

A motion was made by Commissioner Strautmanis to approve the Ordinance with recommendation to the Common Council. This motion was seconded by Commissioner Cain and carried without a negative vote, with Mayor O'Keefe excused and Commissioner Voltz recused.

Commissioner Voltz resumed his duties as Plan Commissioner.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were offered by Commissioners.

CITY OF CEDARBURG

MEETING DATE: February 24, 2020

ITEM NO: 8.B.

TITLE: Consider referral of annexation petition of a 3.768 square foot parcel of land located along the north side of Susan Lane approximately 6620W in the Town of Cedarburg to the Plan Commission; and action thereon

ISSUE SUMMARY: Property owners Matthew and Minal Hahm have submitted a petition for direct annexation of the above referenced Susan Lane property from the Town of Cedarburg into the City. According to Chapter 66 of Wisconsin State Statutes, the petition must be accepted by the Common Council and referred to the Plan Commission. Accordingly, this petition is before you simply to have it referred to the Plan Commission for their review and recommendation.

STAFF RECOMMENDATION: Refer to Plan Commission

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: n/a

ATTACHMENTS:

- Annexation Petition and Map

INITIATED/REQUESTED BY: Matthew and Minal Hahm. Owner

FOR MORE INFORMATION CONTACT: Jonathan P. Censky, City Planner, 262-375-7610

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

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

PARCEL 1, CERTIFIED SURVEY MAP 341 BEING A OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, TOWNSHIP 10 NORTH, RANGE 21 EAST, RECORDED IN THE OFFICE OF REGISTER OF DEEDS FOR OZAUKEE COUNTY ON JANUARY 15, 1970 IN VOLUME 2 OF CERTIFIED SURVEY MAPS PAGES 3 AND 4, AS DOCUMENT 232642, IN THE TOWN OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN, WHICH IS BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE SOUTHEAST 1/4 OF SAID SECTION ; THENCE S02°06'23"E ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SAID SECTION, 1006.08 FEET; THENCE S87° 20'04"W 1479.44 FEET TO THE SOUTHEAST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP 341 BEING RECORDED IN THE OZAUKEE COUNTY COURTHOUSE IN VOLUME 2, PAGES 3-4 AS DOCUMENT NUMBER 232642 AND BEING THE POINT OF BEGINNING; THENCE S87°20'04"W ALONG THE NORTH RIGHT OF WAY LINE OF SUSAN LANE AND BEING THE SOUTH LINE OF SAID CERTIFIED SURVEY MAP 341 481.07 FEET; THENCE N02°15'59"W 341.02 FEET; THENCE N87°19'19"E 481.39 FEET TO THE NORTHEAST CORNER OF LOT 1 OF SAID CERTIFIED SURVEY MAP 341; THENCE S02°12'46"E ALONG THE EAST LINE OF SAID CERTIFIED SURVEY MAP 341 341.12 FEET TO THE POINT OF BEGINNING.

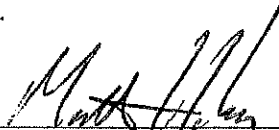
PARCEL CONTAINS 3.768 ACRES (164,128 SQUARE FEET).

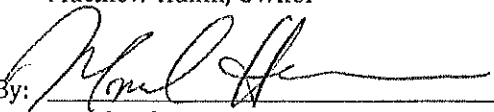
And as shown on the attached scale map, marked Exhibit "ANNEXATION MAP", and incorporated herein by reference.

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

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

ESTATE OF MATTHEW HAHM & MINAL HAHM
Owner

By: 
Matthew Hahm, Owner

By: 
Minal Hahm, Owner

Annexation Review

Hahm 3.768-Acre Site

City of Cedarburg

February XX, 2020

Matt Hahm is requesting an Annexation Review for the 3.768-acre parcel identified in the attached exhibits. The exhibits include an Annexation Map for the parcel as well as the Concept Plan previously approved by the City of Cedarburg. The Concept Plan is included for your reference.

The appropriate forms and maps have been submitted to the State's DOA (Department of Administration) along with the appropriate fees. In addition, a courtesy copy has been provided to the Town of Cedarburg.

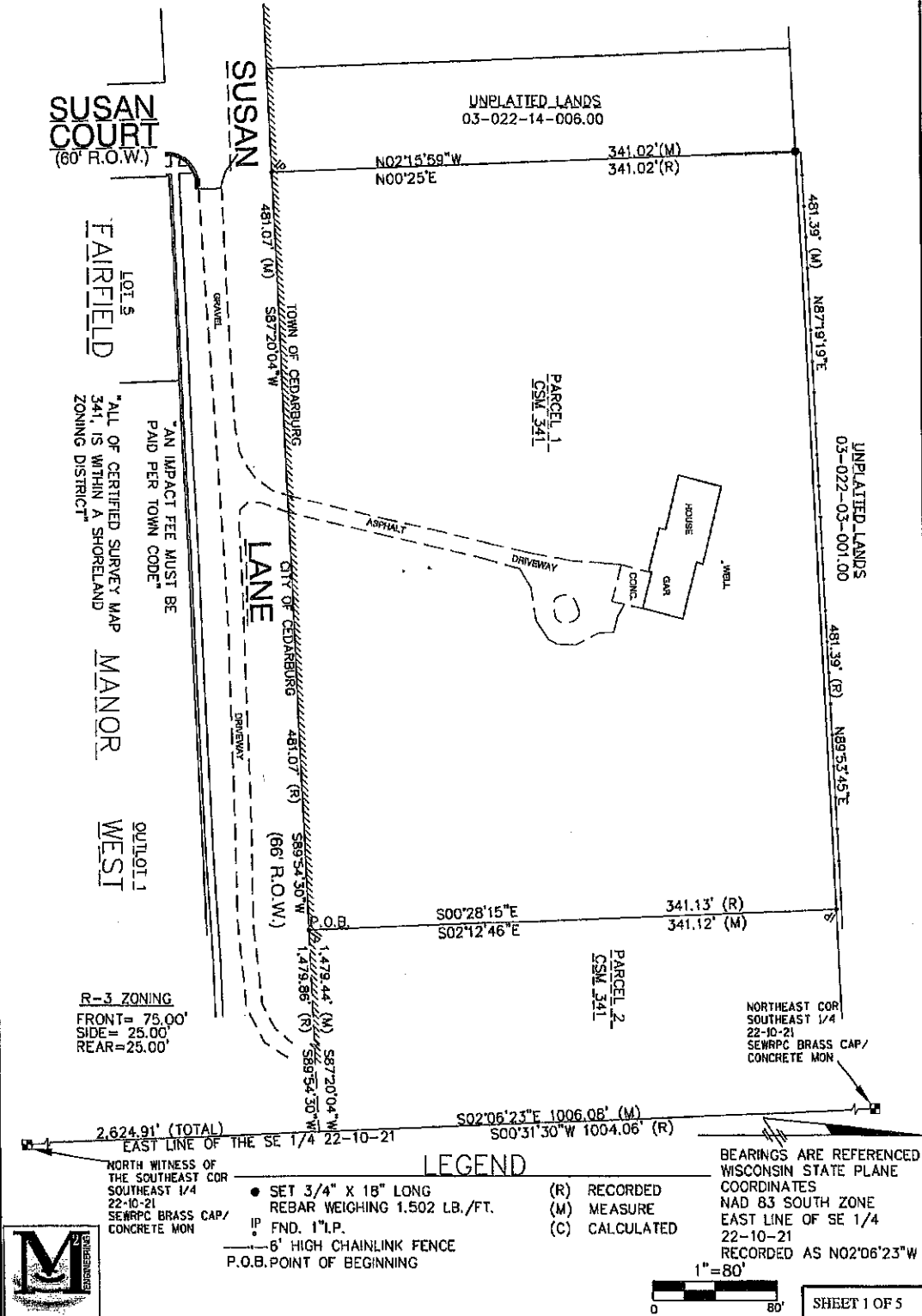
ANNEXATION MAP

LEGAL DESCRIPTION:

PARCEL 1, CERTIFIED SURVEY MAP 341 BEING A OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, TOWNSHIP 10 NORTH, RANGE 21 EAST, RECORDED IN THE OFFICE OF REGISTER OF DEEDS FOR OZAUKEE COUNTY ON JANUARY 16, 1970 IN VOLUME 2 OF CERTIFIED SURVEY MAPS PAGES 3 AND 4, AS DOCUMENT 232842, IN THE TOWN OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN WHICH IS BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE SOUTHEAST 1/4 OF SAID SECTION; THENCE S02°08'23"E ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SAID SECTION, 1006.08 FEET; THENCE S87°20'04"W 1479.44 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP 341 BEING RECORDED IN THE OZAUKEE COUNTY COURTHOUSE IN VOLUME 2, PAGES 3-4 AS DOCUMENT NUMBER 232642 AND BEING THE POINT OF BEGINNING; THENCE S87°20'04"W ALONG THE NORTH RIGHT OF WAY LINE OF SAID LANE AND BEING THE SOUTH LINE OF SAID CERTIFIED SURVEY MAP 341 481.07 FEET; THENCE N02°16'59"W 341.02 FEET; THENCE N87°19'19"E 481.39 FEET TO THE NORTHEAST CORNER OF LOT 1 OF SAID CERTIFIED SURVEY MAP 341; THENCE S02°12'46"E ALONG THE EAST LINE OF SAID CERTIFIED SURVEY MAP 341 341.12 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 3.768 ACRES (164,128 SQUARE FEET).



Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner Information

Name: **MATT HAHM (THE HAHM GROUP, LLC)**

Address: **W62N215 WASHINGTON AVE**

CEDARBURG, WI 53012

Email: **HAHMS@MSQUAREDENGINEERING.COM**

Office use only:

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

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

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

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

5. Area (in acres) of the territory to be annexed: **3.768**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **03-022-14-002.00**

Petitioners phone:

262-385-6031

Town clerk's phone:

262-377-4509

City/Village clerk's phone:

262-275-7606

Contact Information if different than petitioner:

Representative's Name and Address:

Phone: **262-385-6031**

E-mail:

HAHMS@MSQUAREDENGINEERING.COM

Surveyor or Engineering Firm's Name & Address:
M SQUARED ENGINEERING, LLC

W62N215 WASHINGTON AVE

CEDARBURG, WI 53012

Phone: **262-376-4246**

E-mail:

MATT@MSQUAREDENGINEERING.COM

Required Items to be provided with submission (to be completed by petitioner):

1. ☒ Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
2. ☒ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
3. ☐ Signed Petition or Notice of Intent to Circulate is included
4. Indicate Statutory annexation method used:
 - ☒ Unanimous per s. 66.0217 (2), or,
 - OR
 - ☐ Direct by one-half approval per s. 66.0217 (3)
5. ☒ Check or money order covering review fee [see next page for fee calculation]

(2012)

Annexation Review Fee Schedule

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

Required Fees

There is an initial filing fee and a variable review fee

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

\$200 – 2 acres or less

\$350 – 2.01 acres or more

\$600 Review Fee (required with all annexation submittals except those that consist ONLY of road right-of-way)

\$200 – 2 acres or less

\$600 – 2.01 to 10 acres

\$800 – 10.01 to 50 acres

\$1,000 – 50.01 to 100 acres

\$1,400 – 100.01 to 200 acres

\$2,000 – 200.01 to 500 acres

\$4,000 – Over 500 acres

\$950 TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

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

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

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

Shaded Area for Office Use Only

Date fee received: _____

Payee: _____

Check Number: _____

Check Date: _____

Amount: _____

ANNEXATION SUBMITTAL GUIDE

s. 66.0217 (5) THE PETITION

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

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

s. 66.0217 (1) (c) THE DESCRIPTION

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

s. 66.0217 (1) (g) THE MAP

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

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

s. 66.0217 FILING

- ☐ The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.
- ☐ If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by s. 66.0217 (4).
- ☐ If the lands being annexed are within a County of 50,000 or greater population, the petition must also be filed with the Department of Administration for review

[Note that no municipality within a County of 50,000 or greater population may enact an annexation ordinance prior to receiving a review determination from the Department of Administration.]

CITY OF CEDARBURG

MEETING DATE: February 24, 2020

ITEM NO: 8.C.

TITLE: Consider acceptance of sanitary sewer easement for the Farmstead property at W62 N238 Washington Avenue; and action thereon.

ISSUE SUMMARY: Over the years the City has had maintenance issues with the sewer line serving the Farmstead Restaurant. The existing public sewer main runs in an easement from the Farmstead Restaurant to the sewer in Washington Avenue. The slope of the pipe is very flat, it is clay pipe, and there are localized sags in the pipe. Despite routine cleaning, several backups have occurred.

To resolve the problem, Water Recycling Center staff have proposed to re-route the sewer line to Cardinal Avenue. Cardinal Avenue is much closer to the building, and there is ample slope available

The Farmstead owner has agreed to grant the necessary easement to the City at no cost, and we propose to install the sewer line as part of the 2020 Street and Utility project.

STAFF RECOMMENDATION: Staff recommends acceptance of the sanitary sewer easement to serve the Farmstead Restaurant.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission discussed the relocated sewer as part of the 2020 Street and Utility Project.

BUDGETARY IMPACT: No cost for the easement

ATTACHMENTS: Copy of signed easement document

INITIATED/REQUESTED BY: Tom Wiza/Eric Hackert

FOR MORE INFORMATION CONTACT: Tom Wiza-Director of Engineering and Public Works
262-375-7610

GRANT OF SANITARY SEWER EASEMENT

Tax Key # 13-051-03-03.014

THIS INDENTURE, made as of the 19th day of February, 2020.

WITNESSETH:

1. That the undersigned "Owner" is the owner of certain real property (the "Property") located in the City of Cedarburg, Ozaukee County, Wisconsin (the "City") legally described as: part of Lot 1 of Certified Survey Map #1647, Volume 12, Page 162 and part of Lot 1 Certified Survey Map #1095, Volume 5, Page 228; commencing at the northeast corner of said Lot 1 of Certified Survey Map #1647; thence S 00°10'00" W, 55 feet; thence N 89°50'00" W, 170 feet; thence N 00°10'00" E, 6.96 feet; thence N 89°47'03" W, 147 feet; thence N 00°10'00" E, 47.12 feet; thence S 89°58'37" E, 317 feet to the point of beginning.

2. That the City requires, and the Owner is willing to grant, a sanitary sewer easement over, under and through that portion of the Property described or depicted on the attached Exhibit A (the "Easement Area") for the purpose of installing, operating, maintaining, or replacing a sanitary sewer main and associated piping under the terms and conditions stated herein;

NOW, THEREFORE, in consideration of the sum of one Dollar (\$1.00), of the above recitals, and of the terms and conditions stated below, the Owner agrees as follows:

1. The Owner hereby grants and conveys to the City or its assigns an easement over, under and through the Easement Area for the purposes stated above.

2. The City shall have the right to enter portions of the Property as necessary to operate, maintain, or replace its facilities within said Easement Area.

3. The Owner shall not install any structure or improvements within the Easement Area, other than the paved driveway and parking lot, which would interfere with the operation or maintenance of the City's improvements, or otherwise impede the City's access thereto.

4. The Owner retains the right to enter the Easement Area at any time and for any purpose except as limited hereby, and shall have the right to exercise any rights with respect to the Easement Area which are not inconsistent with the terms of this Agreement.


5. The City shall have the right to remove or trim trees and vegetation within the easement limits, but only as necessary to maintain its facilities. Following any work in or relating to the Easement Area, the City agrees to restore all disturbed areas in kind.

6. The easement granted herein is intended to be an easement running with the land for the benefit of the City and shall be binding upon the successors and assigns of the

parties hereto.

EXECUTED as of the day and year first above written:

OWNER(S):

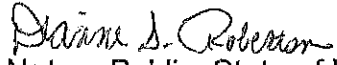

(signature)

(signature)

CATHERINE A. HEEBNER
(print name)

(print name)

Personally came before me this 19th day of February, 2020, the above-named Catherine A. Heebner, Owner(s), to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.


Notary Public, State of Wisconsin
My Commission Expires 7/25/2021

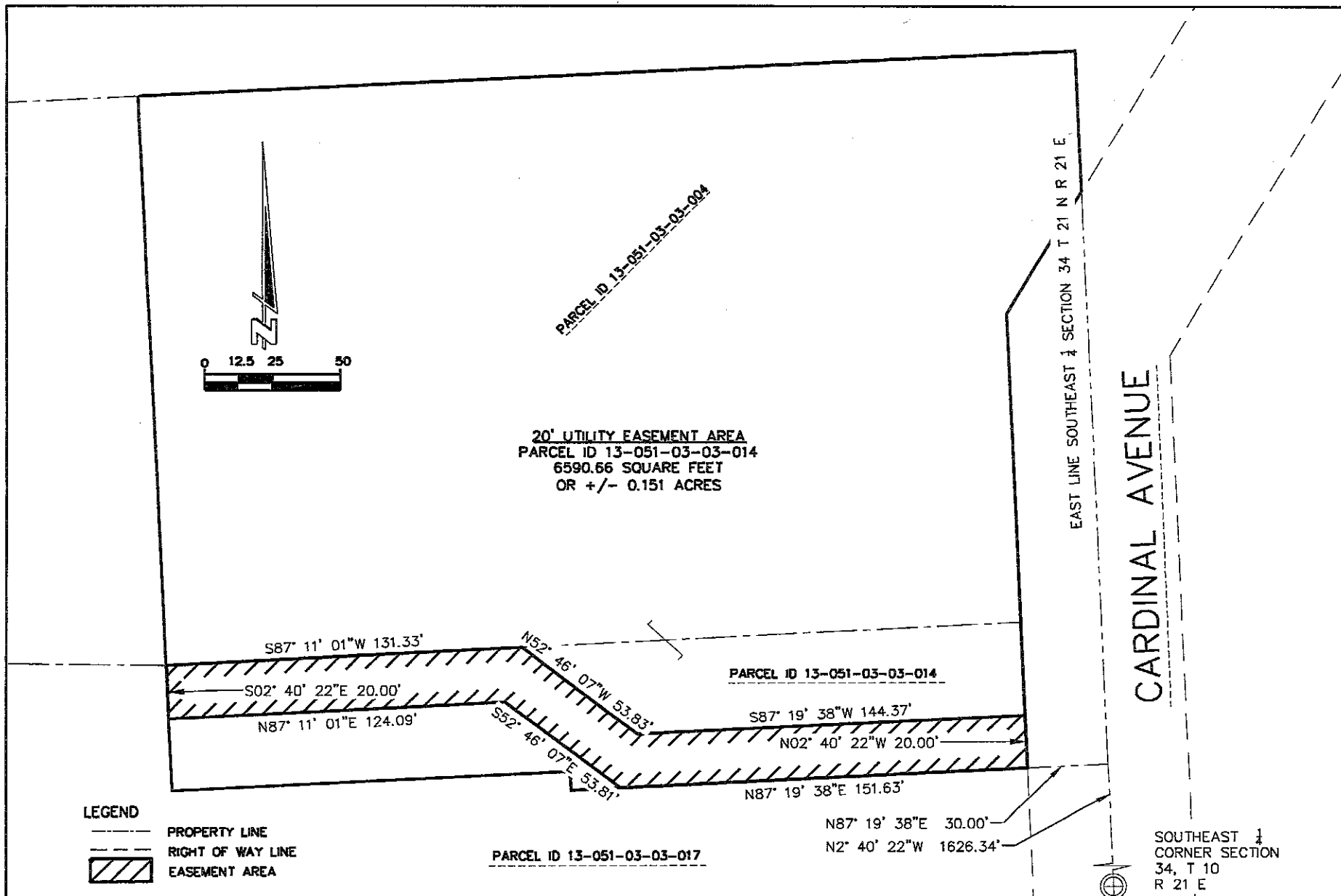
ACCEPTED on behalf of the City of Cedarburg this _____ day of February, 2020:

Michael O'Keefe, Mayor

Amy Kletzien, Acting City Clerk

Personally came before me this ____ day of February, 2020 the above-named Michael O'Keefe, Mayor, and Amy Kletzien, Acting City Clerk, of the City of Cedarburg, to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission:



DRAWN BY MJR	PROJECT TITLE UTILITY EASEMENT	<p>651 N 497 Washington Avenue Cedarburg, Wisconsin 53012 262-204-2360 800-472-7372 FAX 262-375-2688 www.cedarcorp.com</p> <p>engineers • architects • planners • environmental specialists land surveyors • landscape architects • interior designers</p>	MICAT PROPERTIES 2512 W SUNNYDALE LANE MEQUON, WI 53092	CHECKED BY MJR
DATE FEB 2020	PARCEL ID 13-051-03-03-014			JOB NO. 002
REFERENCE FILE	CITY OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN			SHEET
DRAWING FILE	EXHIBIT "A"			2

CITY OF CEDARBURG

MEETING DATE: February 24, 2020

ITEM NO: 8.D.

TITLE: Consider request to hire a replacement police officer; and action thereon

ISSUE SUMMARY: Officer Meyer has recently resigned his employment with the Cedarburg Police Department. I am requesting to hire one officer to replace his position on our roster.

STAFF RECOMMENDATION: Authorize the hiring of one officer to fill the vacancy.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: Positive impact as the new officer will take four years to reach the top pay level.

ATTACHMENTS: None

INITIATED/REQUESTED BY: Police Chief Thomas J. Frank

FOR MORE INFORMATION CONTACT: Chief Thomas J. Frank (375-7620)

CITY OF CEDARBURG

MEETING DATE: February 24, 2020

ITEM NO: 8.E.

TITLE: Consider request to promote a patrol sergeant to the rank of patrol lieutenant; and action thereon

ISSUE SUMMARY: I am requesting to promote one of my current patrol sergeants to the rank of lieutenant. We currently have four patrol sergeants who supervise patrol and one lieutenant who oversees investigations, technology, community programs and works as a detective. This additional patrol lieutenant would continue to work the same supervision of patrol assignment but would take on additional administrative assignments.

STAFF RECOMMENDATION: Authorize the promotion of one patrol sergeant to the rank of patrol lieutenant.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: No impact as the lieutenant would no longer earn overtime pay, would have more flexibility with scheduling hours and would not earn holiday pay per the officers contract.

ATTACHMENTS: None

INITIATED/REQUESTED BY: Police Chief Thomas J. Frank

FOR MORE INFORMATION CONTACT: Chief Thomas J. Frank (375-7620)

CITY OF CEDARBURG

MEETING DATE: February 24, 2020

ITEM NO: 8. F, G & H

TITLE: Consider Ordinance No. 2020-03 increasing the allocated funds in the General Fund and Capital Improvement Fund for the 2020 budget; and action thereon

Consider Ordinance No. 2020-04 appropriating funds for the 2019 Swimming Pool operations; and action thereon

Consider Ordinance No. 2020-05 appropriating allocated funds in General Fund for Engineering Professional Services for the 2020 budget and action thereon

ISSUE SUMMARY: The first ordinance is for the encumbrances from 2019. These are projects/purchases that were budgeted in 2019 and not completed. The purchases/projects will be completed in 2020.

The second ordinance is for the appropriation of General Fund fund balance to the transfer to Swimming Pool Fund account and appropriating revenue funds in the Transfer from General Fund in the Swimming Pool Fund to balance the 2019 budget.

The third ordinance is for the appropriation of General Fund fund balance to the Engineering Professional Services account to fund the monopole engineering services. SEH is the contractor for the construction of the monopole and for the oversight of the cell companies move onto the monopole. AT&T and Verizon equipment moves took up a majority of the originally funding of \$28,000. The \$28,000 was for almost two years of work done by SEH. The additional \$15,000 funding will allow SEH to complete the last three carrier's project reviews and inspections.

STAFF RECOMMENDATION: Adopt ordinances. Recommend not to exceed \$15,000 for SEH.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Balanced budget and use of General Fund fund balance for the Swimming Pool Fund budget overage. Additional use of fund balance for engineering services for the monopole.

ATTACHMENTS: Ordinance 2020-03, Ordinance 2020-04, and Ordinance 2020-05 and email from Dale Romsos from SEH

INITIATED/REQUESTED BY: Christy Mertes, Finance Director/Treasurer and Mikko Hilvo, Interim City Administrator

FOR MORE INFORMATION CONTACT: Christy Mertes (376-3907) or Mikko Hilvo (375-7917)

City of Cedarburg - Christy Mertes

Subject: FW: Cedarburg | Western Ave Monopole |US Cellular - Cedarburg tower co-location

From: Dale Romsos <dromsos@sehinc.com>

Sent: Tuesday, February 18, 2020 2:57 PM

To: City of Cedarburg - Christy Mertes <cmertes@ci.cedarburg.wi.us>

Cc: Michael Herbrand <michael.herbrand@housemanlaw.com>

Subject: Cedarburg | Western Ave Monopole |US Cellular - Cedarburg tower co-location

Christy and Michael,

I went through our original agreement for the project and found a project task was set up during the construction phase to allow the City to use SEH for lease/document assistance and to communicate with the Carriers to set up moving over. The City then used it for SEH to review and inspection services for each carrier so it did become a catch all but mainly project CD &SA review. The task was originally funded at \$28,000 and has reached that limit in expenses. There is almost two years of job descriptions within the task. All five carriers are identified as doing some type of work towards the project. AT&T and Verizon represent the major costs towards the task with AT&T being almost twice as much cost against. I would like to propose a budget modification of \$15,000 to be able to complete the last three carrier's project review and inspections. I think we have streamlined many of the details and protocol so we shouldn't need as much time as previously used.

Respectfully Submitted,

Dale Romsos | Project Manager

SEH | 1701 West Knapp Street, Suite B | Rice Lake, WI 54868-1350

651.414.5186 direct | 612.325.9995 cell |

www.sehinc.com

SEH--Building a Better World for All of Us

ORDINANCE NO. 2020-03

An Ordinance Increasing Allocated Funds in the General Fund

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

SECTION 1. According to Wisconsin Statutes no appropriations may remain over expended at year-end within the annual budget and funds encumbered from 2019 need to be allocated into the 2020 budget;

SECTION 2. The authorized expenditures within the adopted 2020 Annual Budget need to be increased;

<u>APPROPRIATION</u>	<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
Increase – Garage	100-533210-380	Equipment	\$2,000
Increase – Elections	100-514200-310	Supplies	\$1,500
Increase – Snow & Ice Control	100-533450-340	Maintenance Supplies	\$2,500
Increase – Garage	100-533210-326	Fuel System Maintenance	\$1,500
Increase – Street Improvements	100-533311-240	Repair & Maintenance	\$4,000
Increase – Street Improvements	100-533311-350	Operating Supplies	\$2,000
Increase – Assessor’s Office	100-515400-219	Revaluation	\$3,500
Increase – Public Works	400-533210-996	Equipment	\$229,665

SECTION 3. These monies are hereby designated for use for the above mentioned purpose.

SECTION 4. This ordinance shall take effect and be in force from and after its passage and publication.

Passed and adopted this 24th day of February 2020.

Countersigned:

Michael O’Keefe, Mayor

Amy Kletzien, Deputy City Clerk

Approved as to form:

Michael Herbrand, City Attorney

ORDINANCE NO. 2020-04

An Ordinance Appropriating Funds for Swimming Pool Operations:

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

SECTION 1. In the 2019 budget, there is hereby appropriated from the fund balance of the City of Cedarburg General Fund the following monies related to the operation of the Special Revenue Fund - Swimming Pool:

Increase Operating Transfers Out –	
Transfer to Swimming Pool – 100-592000-710	\$24,359
Increase Swimming Pool Fund –	
Transfer from General Fund – 240-491100	\$24,359

SECTION 2. These monies are hereby designated to be used for the above-mentioned swimming pool operating budget.

SECTION 3. This ordinance shall take effect and be in force from and after its passage and publication.

Passed and adopted this 24th day of February 2020

Michael O’Keefe, Mayor

Attest:

Amy Kletzien, Deputy City Clerk

Approved as to form:

Michael Herbrand, City Attorney

ORDINANCE NO. 2020-05

An Ordinance Appropriating Funds in General Fund for Engineering Professional Services

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

SECTION 1. There is hereby appropriated from the fund balance of the City of Cedarburg General Fund the following monies related to the engineering oversight of the monopoly by SEH:

Increase Engineering Professional Services	100-533110-210	\$15,000
--	----------------	----------

SECTION 2. These monies are hereby designated to be used for the above-mentioned service agreement.

SECTION 3. This ordinance shall take effect and be in force from and after its passage and publication.

Passed and adopted this 24th day of February 2020

Attest:

Michael O'Keefe, Mayor

Amy Kletzien, Deputy City Clerk

Approved as to form:

Michael Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: February 24, 2020

ITEM NO: 8. I & J

TITLE: Consider Resolution No. 2020-04 Transferring funds from the Park Equipment Impact Fees Transfer to Other Funds to the Capital Improvement Fund for the 2019 Willowbrooke Park Project; and action thereon

Consider Resolution No. 2020-05 Transferring funds from Public Works to Culture & Recreation; and action thereon

ISSUE SUMMARY: The first resolution is to allocate funds from 2019 Park Equipment Fund into the Capital Improvement Fund budget. The Willowbrooke Park project was over budget for 2019. The budget was \$80,000, with \$97,986 expended. Donations to offset some of the overage came in at \$11,930, leaving a funding shortage of \$6,056.

The second Resolution is to balance the 2019 budget. No department is to be over budget at year end. The resolution transfers funds from Storm Sewer Salaries to Parks, Recreation & Forestry Salaries and increases the budget for the Senior Center trip revenues and expenditures for 2019.

STAFF RECOMMENDATION: Approve Resolution No. 2020-04 and Resolution No. 2020-05

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Use of fund balance from Parks Equipment Replacement Fund and balanced budget for General Fund

ATTACHMENTS: Resolution 2020-04 and Resolution 2020-05

INITIATED/REQUESTED BY: Christy Mertes and Mikko Hilvo

FOR MORE INFORMATION CONTACT: Finance Director/Treasurer Christy Mertes, 376-3907 or Interim City Administrator Mikko Hilvo

RESOLUTION NO. 2020-04

A Resolution Transferring Funds from the Park Equipment Impact Fees to the Capital Improvement Fund for the 2019 Willowbrooke Park Project

WHEREAS, expenditures within the adopted 2019 Annual Budget need to be reallocated; and

WHEREAS, according to Wisconsin Statutes no appropriations may remain over expended at year-end within the annual budget;

NOW, THEREFORE, BE IT RESOLVED that the following appropriation transfer be authorized within the 2019 City of Cedarburg budget:

<u>APPROPRIATION</u>	<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
Parks Impact Fee Fund	Transfer from: 250-592000-706	Transfer to Capital Improvements	\$ 6,056
	Transfer and Increase to:		
Transfer from Parks/Playgrounds	400-491250	Willowbrooke Park funding	\$ 6,056
Donations	400-485550	Donations for Park	\$11,930
Park Improvements	400-5555510-899	Willowbrooke Park Project	\$17,986

Passed and adopted this 24th day of February 2020

Attest:

Michael O’Keefe, Mayor

Amy Kletzien, Deputy City Clerk

Approved as to form:

Michael Herbrand, City Attorney

RESOLUTION NO. 2020-05

A Resolution Transferring Funds from Public Works to Culture & Recreation

WHEREAS, certain authorized expenditures within the adopted 2019 Annual Budget need to be reallocated; and

WHEREAS, according to Wisconsin Statutes no appropriations may remain over expended at year-end within the annual budget;

NOW, THEREFORE, BE IT RESOLVED that the following appropriation transfer be authorized within the 2018 City of Cedarburg budget:

<u>APPROPRIATION</u>	<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
	Transfer from:		
Public Works	100-533440-111	Storm Sewer - Salaries	\$19,000
	Increase:		
Public Charges for Services	100-467435	Senior Center Fees	\$13,000
	Transfer to:		
Culture & Recreation	100-555510-111	Parks, Recreation & Forestry – Salaries	\$19,000
	100-555140-390	Senior Center – Other Expense	\$13,000

Passed and adopted this 24th day of February 2020

Attest:

Michael O’Keefe, Mayor

Amy Kletzien, Deputy City Clerk

Approved as to form:

Michael Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: February 24, 2020

ITEM NO: 8. M.

TITLE: Consider request of Cedarburg Cultural Center to close a portion of Mill Street for re: Craft & Relic event; and action thereon

ISSUE SUMMARY: Stephanie Hayes of the Cedarburg Cultural Center is requesting the City's help in bringing a "Mobile Marketplace" to the City. It is a Mobile Boutique Market featuring anyone selling out of their truck, van, trailer, Winnebago...anything with a set of wheels under it.

Their request includes the following:

- Authorization to allow parking on the Cultural Center side of Mill Street (north side) for the duration of the event on Saturday, August 8. The vendors would be open and selling toward the sidewalk, so pedestrians won't be in the street. This is a no parking street and will need permission from the Police Department.
- Permission to park two mobile units on Washington Avenue; one north of Mill Street and one south of Mill Street within the parking lanes.
- Additionally, they would like to have 1-2 mobile units on the west side of Portland Street near their parking lot.

More information is available at: <https://www.recraftandrelic.com/mobile-boutique-market.html>

STAFF RECOMMENDATION: N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: N/A

ATTACHMENTS: Letter from the Cultural Center and a map.

INITIATED/REQUESTED BY: Stephanie Hayes, Cedarburg Cultural Center (262) 375-3676, Ext. 107

FOR MORE INFORMATION CONTACT: Amy Kletzien, Deputy City Clerk (375-7605)

Hello Council Members,

The non-profit Cedarburg Cultural Center is asking for your help in bringing a “Mobile Marketplace” to the City of Cedarburg. Organized by the same managers that run the popular re:Craft and Relic shows in Franklin, WI, they are anxious to hold their second event in Cedarburg following the huge success of their 2019 Mobile Marketplace in Milwaukee’s Third Ward.

Several staff members of the Cedarburg Cultural Center have attended the re:Craft and Relic shows and have experienced first-hand the high quality and ingenuity of their vendors. The organizers have openly shared their excitement at coming to Cedarburg, too. We hope that you will agree!

What is a “Mobile Marketplace”?

“It’s a Mobile Boutique Market featuring anyone selling out of their truck, van, trailer, Winnebago...anything with a set of wheels under it!”

Who should benefit from this one-day, 6 hour event that will only be the second such event in the Midwest?

Every shop, restaurant and bar in and around Cedarburg who open their doors on Saturday, August 8 from 10 am - 4 pm should benefit from the wide marketing efforts of the re:Craft and Relic organizers. Plus, the non-profit Cedarburg Cultural Center will benefit from potential artwork sales in their inside galleries and a rental fee from the group for using the parking lot.

How can you help us? We are asking for:

1. Authorization to allow parking on the Cultural Center side of Mill Street (north side) for the duration of the event on Saturday, August 8. The vendors would be open and selling toward the sidewalk so pedestrians won’t be in the street. We realize that we will need the permission of the City of Cedarburg Police Department as well, since this is typically a no parking street.
2. We are also asking for permission to park 2 mobile units on Washington Avenue; 1 north of Mill Street and 1 south of Mill street within the parking lanes. This will allow for greater visibility for the event in our parking lot.
3. Ideally, we would like to have 1-2 mobile units on the west side of Portland Street near our parking lot. It is the space typically used for hayride stops during festivals. This allows greater visibility to the east of the Cultural Center.

Thank you for your consideration,

Stephanie Hayes
Cedarburg Cultural Center
262-375-3676 ext. 107
stephanie@artmusichistory.org



Washington Ave

Mill Street

CITY OF CEDARBURG

MEETING DATE: February 24, 2020

ITEM NO: 8.N.

TITLE: Consider request of Benjamin Grade of Ernie's Wine Bar to amend the premise description of its Class "B" beer and "Class B" liquor license at N49 W5471 Portland Road to serve beer and liquor in an enclosed tent in the parking lot, including a DJ, for an event to be held on August 8, 2020 to end at 10:00 p.m.; and action thereon

ISSUE SUMMARY: Benjamin Grade of Ernie's Wine Bar is seeking permission to amend its premise description to serve beer and liquor in an enclosed tent in the parking lot on August 8, 2020. This would be for a one-time event only to end at 10:00 a.m. to celebrate a family wedding.

STAFF RECOMMENDATION: N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: N/A

ATTACHMENTS: N/A

INITIATED/REQUESTED BY: Benjamin Grade

FOR MORE INFORMATION CONTACT: Amy Kletzien, Deputy City Clerk (375-7605)

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			Check Amt	Invoice	Comment
111300 PWSB Checking					
Paid Chk#	034136	2/7/2020	BADGERETTE POM PON-NEW BERLIN		
G 220-212000	ACCOUNTS PAYABLE		\$445.00	CK REQ	POMS COMPETITION
total	BADGERETTE POM PON-NEW BERLIN		\$445.00		
Paid Chk#	034137	2/7/2020	BAKER & TAYLOR AV VIDMASS		
G 260-212000	ACCOUNTS PAYABLE		\$261.84	H43266300	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE		\$114.85	H43388270	LIBR-PUBLICATIONS
Total	BAKER & TAYLOR AV VIDMASS		\$376.69		
Paid Chk#	034138	2/7/2020	BAKER & TAYLOR BOOKS		
G 260-212000	ACCOUNTS PAYABLE		\$442.76	2035069833	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE		\$311.61	2035069834	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE		\$75.00	2035069834	LIBR-FRIENDS DONATION
Total	BAKER & TAYLOR BOOKS		\$829.37		
Paid Chk#	034139	2/7/2020	BASSETT MECHANICAL		
G 240-212000	ACCOUNTS PAYABLE		\$348.00	657486C	POOL-CONTRACTED SERVICES
Total	BASSETT MECHANICAL		\$348.00		
Paid Chk#	034140	2/7/2020	BEYER S HARDWARE STORE		
G 100-212000	ACCOUNTS PAYABLE		\$23.29	153459	PARKS-REPAIR
G 100-212000	ACCOUNTS PAYABLE		\$17.99	153953	PARKS-REPAIR
G 100-212000	ACCOUNTS PAYABLE		\$12.28	154285	DPW-OPERATING
G 100-212000	ACCOUNTS PAYABLE		\$3.98	154321	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE		\$20.12	154330	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE		\$26.95	154360	DPW-MAINTENANCE PARTS
G 200-212000	ACCOUNTS PAYABLE		\$13.98	154374	CEMETERY-OPERATING
G 601-212000	ACCOUNTS PAYABLE		\$16.66	154473	CWRC-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$5.84	154483	COMPLEX-REPAIR & MAINTENANCE
G 260-212000	ACCOUNTS PAYABLE		\$15.55	154547	LIBR-OPERATING
G 100-212000	ACCOUNTS PAYABLE		\$3.59	154601	EM-REPAIR & MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$15.29	154624	EM-OPERATING
G 200-212000	ACCOUNTS PAYABLE		\$21.54	154639	CEMETERY-OPERATING
G 100-212000	ACCOUNTS PAYABLE		\$6.16	154644	DPW-MAINTENANCE PARTS
G 260-212000	ACCOUNTS PAYABLE		\$12.58	154649	LIBR-OPERATING
Total	BEYER S HARDWARE STORE		\$215.80		
Paid Chk#	034141	2/7/2020	BLUM, ERIN		
G 100-212000	ACCOUNTS PAYABLE		\$245.00	CK REQ	SRCTR-TEACHER FEE-WATERCOLOR CLASS
Total	BLUM, ERIN		\$245.00		
Paid Chk#	034142	2/7/2020	BUSINESS CARD		
G 100-212000	ACCOUNTS PAYABLE		\$3.06	0340854288	ENG-WIRELESS
G 100-212000	ACCOUNTS PAYABLE		\$16.10	0340854288	DPW-WIRELESS
G 100-212000	ACCOUNTS PAYABLE		\$46.60	0340854288	BI-WIRELESS
G 100-212000	ACCOUNTS PAYABLE		\$26.10	0340854288	EM-WIRELESS
G 100-212000	ACCOUNTS PAYABLE		\$16.10	0340854288	EM-WIRELESS

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G 100-212000	ACCOUNTS PAYABLE	\$16.10	0340854288	PARKS-WIRELESS
G 601-212000	ACCOUNTS PAYABLE	\$16.10	0340854288	CWRC-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0340854288	PARKS-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0340854288	PARKS-WIRELESS
G 601-212000	ACCOUNTS PAYABLE	\$41.60	0340854288	CWRC-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0340854288	PARKS-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0340854288	DPW-WIRELESS
G 601-212000	ACCOUNTS PAYABLE	\$16.10	0340854288	CWRC-WIRELESS
G 601-212000	ACCOUNTS PAYABLE	\$20.50	0340854288	CWRC-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$26.10	0340854288	EM-WIRELESS
G 601-212000	ACCOUNTS PAYABLE	\$41.60	0340854288	CWRC-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$41.65	0340854288	PARKS-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$3.86	0340854288	SRCTR-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$0.50	0340854288	EM-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$5.90	0340854288	ENG-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$13.58	0340854288	CH-WIRELESS
G 100-212000	ACCOUNTS PAYABLE	\$41.60	0340854288	DPW-WIRELESS
G 601-212000	ACCOUNTS PAYABLE	\$1.86	0340854288	CWRC-WIRELESS
G 601-212000	ACCOUNTS PAYABLE	\$227.37	1764	CWRC-LIFT STATION MAINTENANCE
G 601-212000	ACCOUNTS PAYABLE	\$380.99	1764	CWRC-MAINTENANCE
G 601-212000	ACCOUNTS PAYABLE	\$210.13	1764	CWRC-WI HAZAARD TIER II
G 601-212000	ACCOUNTS PAYABLE	\$0.94	1764	CWRC-CLOUD STORAGE
G 601-212000	ACCOUNTS PAYABLE	\$1,011.98	1764	CWRC-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$150.00	3318	PD-POSTAGE
G 100-212000	ACCOUNTS PAYABLE	\$59.07	3318	PD-POSTAGE
G 220-212000	ACCOUNTS PAYABLE	\$29.00	3413	LATE PAYMENT FEE
G 220-212000	ACCOUNTS PAYABLE	\$9.35	3413	FINANCE CHARGE
G 220-212000	ACCOUNTS PAYABLE	\$15.00	3413	REC-CC PROCESSING FEES
G 220-212000	ACCOUNTS PAYABLE	\$60.00	3413	REC-TRAVEL & TRAINING-MIDWEST FOOD EXPO REGISTRATION
G 100-212000	ACCOUNTS PAYABLE	\$62.62	3413	PARKS-OFFICE SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$922.09	3413	REC-SAFETY EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE	\$124.95	3413	PARKS-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$70.91	3413	PARKS-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$359.94	5957	EM-EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE	\$697.39	5957	EM-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$62.94	6193	DPW-TRAINING
G 260-212000	ACCOUNTS PAYABLE	\$97.88	7141	LIBR-TECHNOLOGY
G 260-212000	ACCOUNTS PAYABLE	\$1,164.59	7141	LIBR-DONATION EXPENDITURES
G 260-212000	ACCOUNTS PAYABLE	\$62.09	7141	LIBR-OPERATING
G 260-212000	ACCOUNTS PAYABLE	\$42.00	7141	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$146.74	7141	LIBR-COMPUTER/COPIER SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$25.00	7141	LIBR-BONUSES
G 260-212000	ACCOUNTS PAYABLE	\$1,467.10	7141	LIBR-PUBLICATIONS
G 100-212000	ACCOUNTS PAYABLE	\$1,693.32	8215	PD-EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE	\$1,354.14	8215	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$24.88	9729	PARKS-REPAIR & MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE	\$420.55	9729	PARKS-REPAIR & MAINTENANCE

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		Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE	\$190.00	9962	PD-TRAVEL & TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$40.58	9962	PD-TRAVEL & TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$393.63	9962	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$200.00	9962	PD-RETIREMENT GIFT
G 100-212000	ACCOUNTS PAYABLE	(\$0.50)	9967	PD-TRAVEL & TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$20.00	9967	PD-NOTARY-BJE
G 100-212000	ACCOUNTS PAYABLE	\$18.99	9967	PD-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$244.54	9967	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$17.99	9967	PD-POSTAGE
G 100-212000	ACCOUNTS PAYABLE	\$43.47	9967	PD-K-9 EXPENSE
G 100-212000	ACCOUNTS PAYABLE	(\$61.07)	9967	PD-TRAVEL & TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$650.50	9967	PD-TRAVEL & TRAINING
Total BUSINESS CARD		\$13,170.50		
<hr/>				
Paid Chk#	034143	2/7/2020	CEDAR CORPORATION	
G 400-212000	ACCOUNTS PAYABLE	\$370.10	102408	2020 STREET & UTILITY ENG
G 400-212000	ACCOUNTS PAYABLE	\$2,451.91	102408	2020 STREET & UTILITY ENG
G 601-212000	ACCOUNTS PAYABLE	\$1,156.56	102408	2020 STREET & UTILITY ENG
G 400-212000	ACCOUNTS PAYABLE	\$647.68	102408	2020 STREET & UTILITY ENG
Total CEDAR CORPORATION		\$4,626.25		
<hr/>				
Paid Chk#	034144	2/7/2020	CENSKY, JON	
G 100-212000	ACCOUNTS PAYABLE	\$6,629.24	20-0001	PLAN-JANUARY 2020
Total CENSKY, JON		\$6,629.24		
<hr/>				
Paid Chk#	034145	2/7/2020	CHAMBER OF COMMERCE-CAP IMPR	
G 210-212000	ACCOUNTS PAYABLE	\$5,659.48	CK REQ	ROOM TAX-CAPITAL EXPENDITURES 4TH QTR 2019
Total CHAMBER OF COMMERCE-CAP IMPR		\$5,659.48		
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Paid Chk#	034146	2/7/2020	CHAMBER OF COMMERCE-GEN VISITO	
G 210-212000	ACCOUNTS PAYABLE	\$16,978.45	CK REQ	ROOM TAX-GENERAL VISITOR OPERATIONS 4TH QTR 2019
Total CHAMBER OF COMMERCE-GEN VISITO		\$16,978.45		
<hr/>				
Paid Chk#	034147	2/7/2020	CHEMINDUSTRIAL SYSTEMS INC	
G 100-212000	ACCOUNTS PAYABLE	\$254.52	5559	DPW-MAINTENANCE PARTS
Total CHEMINDUSTRIAL SYSTEMS INC		\$254.52		
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Paid Chk#	034148	2/7/2020	CINTAS CORPORATION	
G 100-212000	ACCOUNTS PAYABLE	\$144.65	4041671503	DPW-OPERATING
Total CINTAS CORPORATION		\$144.65		
<hr/>				
Paid Chk#	034149	2/7/2020	COMPLETE OFFICE OF WISCONSIN	
G 100-212000	ACCOUNTS PAYABLE	\$46.09	570907	CLERK-COPIER SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$9.68	570907	ENG-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$14.52	570907	ASSESSOR-OFFICE SUPPLIES
Total COMPLETE OFFICE OF WISCONSIN		\$70.29		
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Paid Chk#	034150	2/7/2020	DEMCO	

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			Check Amt	Invoice	Comment
G 260-212000	ACCOUNTS PAYABLE		\$261.55	6760843	LIBR-OFFICE SUPPLIES
	Total DEMCO		\$261.55		
Paid Chk# 034151	2/7/2020	EMR, LLC			
G 100-212000	ACCOUNTS PAYABLE		\$79.24	102448	DPW-MAINTENANCE PARTS
	Total EMR, LLC		\$79.24		
Paid Chk# 034152	2/7/2020	FUREY, JACOB M			
G 100-212000	ACCOUNTS PAYABLE		\$20.96	404876	OVERPAYMENT OF 2019 TAXES
	Total FUREY, JACOB M		\$20.96		
Paid Chk# 034153	2/7/2020	GFOA			
G 100-212000	ACCOUNTS PAYABLE		\$345.00	CK REQ	TREAS-DISTINGUISHED BUDGET AWARD APPLICATION 2019
	Total GFOA		\$345.00		
Paid Chk# 034154	2/7/2020	GRAEF			
G 400-212000	ACCOUNTS PAYABLE		\$1,306.50	0107718	ENVIRONMENTAL FUND
G 400-212000	ACCOUNTS PAYABLE		\$4,400.00	0107727	ENVIRONMENTAL FUND
	Total GRAEF		\$5,706.50		
Paid Chk# 034155	2/7/2020	HEITZKEY, ADAM			
G 100-212000	ACCOUNTS PAYABLE		\$2,551.25	406070	OVERPAYMENT OF TAXES 2019
	Total HEITZKEY, ADAM		\$2,551.25		
Paid Chk# 034156	1/12/2018	HEYER, JOHN			
G 100-261400	OVERPAYMENT OF TAXES		(\$103.10)	2017	2017 TAX REFUND CHECK NEVER CASHED - REISSUED
G 100-212000	ACCOUNTS PAYABLE		\$103.10	312630	REISSUE 2017 TAX OVER PAYMENT CHECK
	Total HEYER, JOHN		\$0.00		
Paid Chk# 034157	2/7/2020	HOME DEPOT CREDIT SERVICES			
G 601-212000	ACCOUNTS PAYABLE		\$40.80	3692	CWRC-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$109.00	3692	SRCTR-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$161.33	3692	COMPLEX-OPERATING
G 100-212000	ACCOUNTS PAYABLE		\$71.48	3692	EM-OPERATING
	Total HOME DEPOT CREDIT SERVICES		\$382.61		
Paid Chk# 034158	2/7/2020	IBS OF SOUTHEASTERN WISCONSIN			
G 100-212000	ACCOUNTS PAYABLE		\$104.98	246153	TOWN OF CEDARBURG-SHARED EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE		\$160.97	246153	DPW-MAINTENANCE PARTS
	Total IBS OF SOUTHEASTERN WISCONSIN		\$265.95		
Paid Chk# 034159	2/7/2020	JOE JACOBS			
G 100-212000	ACCOUNTS PAYABLE		\$210.00	20-003	BI-JANUARY 2020
	Total JOE JACOBS		\$210.00		
Paid Chk# 034160	2/7/2020	LAROSA LANDSCAPE COMPANY			
G 260-212000	ACCOUNTS PAYABLE		\$420.20	0005811-IN	LIBR-MAINTENANCE

CITY OF CEDARBURG

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			Check Amt	Invoice	Comment
Total	LAROSA LANDSCAPE COMPANY		\$420.20		
Paid Chk#	034161	2/7/2020	MID-AMERICAN RESEARCH CHEMICAL		
G	100-212000	ACCOUNTS PAYABLE	\$468.00	0686763-IN	COMPLEX-OPERATING
Total	MID-AMERICAN RESEARCH CHEMICAL		\$468.00		
Paid Chk#	034162	2/7/2020	MILW CO CLERK OF CRTS RM104		
G	100-212000	ACCOUNTS PAYABLE	\$827.50	CK REQ	BOND SHOWN TAYLOR CASE 2015FA6743
Total	MILW CO CLERK OF CRTS RM104		\$827.50		
Paid Chk#	034163	2/7/2020	MINITEX		
G	260-212000	ACCOUNTS PAYABLE	\$399.00	99932	LIBR-OFFICE SUPPLIES
Total	MINITEX		\$399.00		
Paid Chk#	034164	2/7/2020	MONARCH LIBRARY SYSTEM		
G	260-212000	ACCOUNTS PAYABLE	\$405.00	414943	LIBR-PUBLICATIONS
Total	MONARCH LIBRARY SYSTEM		\$405.00		
Paid Chk#	034165	2/7/2020	MORTON SALT INC		
G	100-212000	ACCOUNTS PAYABLE	\$9,920.67	5402018018	DPW-SALT
G	100-212000	ACCOUNTS PAYABLE	\$16,784.55	5402019117	DPW-SALT
Total	MORTON SALT INC		\$26,705.22		
Paid Chk#	034166	2/7/2020	NAPA AUTO PARTS		
G	100-212000	ACCOUNTS PAYABLE	\$22.44	5269-053852	DPW-MAINTENANCE PARTS
G	100-212000	ACCOUNTS PAYABLE	\$6.01	5269-053855	DPW-MAINTENANCE PARTS
G	100-212000	ACCOUNTS PAYABLE	\$142.08	5269-054067	DPW-MAINTENANCE PARTS
G	100-212000	ACCOUNTS PAYABLE	\$69.69	5269-054068	DPW-MAINTENANCE PARTS
Total	NAPA AUTO PARTS		\$240.22		
Paid Chk#	034167	2/7/2020	OFFICE DEPOT		
G	100-212000	ACCOUNTS PAYABLE	\$25.99	433715333001	ENG-OFFICE SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$26.29	433715333001	DPW-OFFICE SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$60.30	433715333001	DPW-OFFICE SUPPLIES
Total	OFFICE DEPOT		\$112.58		
Paid Chk#	034168	2/7/2020	ONTECH SYSTEMS, INC		
G	100-212000	ACCOUNTS PAYABLE	\$1,121.50	46047	QUARTERLY VISIT
G	100-212000	ACCOUNTS PAYABLE	\$3,891.00	46047	SYSTEM MONITORING-6 MONTHS
Total	ONTECH SYSTEMS, INC		\$5,012.50		
Paid Chk#	034169	2/7/2020	RITTERTECH		
G	100-212000	ACCOUNTS PAYABLE	\$330.53	Y29348-001	DPW-MAINTENANCE PARTS
Total	RITTERTECH		\$330.53		
Paid Chk#	034170	2/7/2020	STAAB CONSTRUCTION CORPORATION		
G	601-212000	ACCOUNTS PAYABLE	\$86,811.01	2017-04	HIGHLAND LIFT STATION
Total	STAAB CONSTRUCTION CORPORATION		\$86,811.01		

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			Check Amt	Invoice	Comment
Paid Chk#	034171	2/7/2020	UNIFIRST CORPORATION		
G 601-212000	ACCOUNTS PAYABLE		\$76.85	096 1113087	CWRC-SAFETY
	Total UNIFIRST CORPORATION		\$76.85		
Paid Chk#	034172	2/7/2020	WCMA		
G 100-212000	ACCOUNTS PAYABLE		\$150.00	CK REQ	ADMIN-MEMBERSHIP
	Total WCMA		\$150.00		
Paid Chk#	034173	2/7/2020	WHITE RICE ADVERTISING & PR,		
G 240-212000	ACCOUNTS PAYABLE		\$350.00	8284	POOL-BRANDING
G 220-212000	ACCOUNTS PAYABLE		\$200.00	8284	PARKS-SUPPLIES
	Total WHITE RICE ADVERTISING & PR,		\$550.00		
Paid Chk#	034174	2/7/2020	WISCONSIN COACH LINES		
G 100-212000	ACCOUNTS PAYABLE		\$775.00	CK REQ	SRCTR-WISCONSIN DELLS - GOLDEN DRAGON ACROBATS
	Total WISCONSIN COACH LINES		\$775.00		
Paid Chk#	034175	2/14/2020	AERZEN USA CORPORATION		
G 601-212000	ACCOUNTS PAYABLE		\$332.07	SEPI-20-00038	CWRC-MAINTENANCE SUPPLIES
	Total AERZEN USA CORPORATION		\$332.07		
Paid Chk#	034176	2/14/2020	ALBAN, LAUREN		
G 100-212000	ACCOUNTS PAYABLE		\$25.00	CK REQ	APPLIANCE PICKUP REFUND - GONE PRIOR TO PICKUP
	Total ALBAN, LAUREN		\$25.00		
Paid Chk#	034177	2/14/2020	BADGER STATE WASTE, LLC		
G 601-212000	ACCOUNTS PAYABLE		\$20,944.00	2592	CWRC-SLUDGE HAULING- JANUARY 2020
	Total BADGER STATE WASTE, LLC		\$20,944.00		
Paid Chk#	034178	2/14/2020	BAKER & TAYLOR AUDIOBOOK PRE		
G 260-212000	ACCOUNTS PAYABLE		\$22.49	2035037646	LIBR-PUBLICATIONS
	Total BAKER & TAYLOR AUDIOBOOK PRE		\$22.49		
Paid Chk#	034179	2/14/2020	BAKER & TAYLOR AV VIDMASS		
G 260-212000	ACCOUNTS PAYABLE		\$152.10	H43605910	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE		\$613.26	H43607340	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE		\$43.72	H43694290	LIBR-PUBLICATIONS
	Total BAKER & TAYLOR AV VIDMASS		\$809.08		
Paid Chk#	034180	2/14/2020	BAKER & TAYLOR BOOKS		
G 260-212000	ACCOUNTS PAYABLE		\$17.00	2035061042	LIBR-FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE		\$206.92	2035083910	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE		\$20.00	2035083910	LIBR-FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE		\$279.53	2035083910	LIBR-PUBLICATIONS
	Total BAKER & TAYLOR BOOKS		\$523.45		
Paid Chk#	034181	2/14/2020	BEAR GRAPHICS, INC.		

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G 100-212000	ACCOUNTS PAYABLE		\$546.03	0840512	ELECTIONS-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$572.03	0840514	ELECTIONS-OFFICE SUPPLIES
Total BEAR GRAPHICS, INC.			\$1,118.06		
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Paid Chk# 034182	2/14/2020	CARDMEMBER SERVICE			
G 220-212000	ACCOUNTS PAYABLE		\$697.89	6166	REC-SUPPLIES
Total CARDMEMBER SERVICE			\$697.89		
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Paid Chk# 034183	2/14/2020	CEDARBURG LIGHT & WATER			
G 100-212000	ACCOUNTS PAYABLE		\$262.81	7632	STREET LIGHTS 3RD & 4TH QTR 2019
G 100-212000	ACCOUNTS PAYABLE		\$1,363.93	7633	TRAFFIC SIGNAL REPAIR
G 601-212000	ACCOUNTS PAYABLE		\$24,830.80	7640	CWRC-HIGHLAND LIFT STATION
G 601-212000	ACCOUNTS PAYABLE		\$12,362.16	7662	CWRC-SEWERAGE - FEBRUARY 2020
G 100-212000	ACCOUNTS PAYABLE		\$223.05	CK REQ	2017 DELINQUENT UTILITIES TAX ROLL - N38W5593-95 BURR LN (A. WISTH)
Total CEDARBURG LIGHT & WATER			\$39,042.75		
<hr/>					
Paid Chk# 034184	2/14/2020	CITY OF CEDARBURG			
G 100-212000	ACCOUNTS PAYABLE		\$30.00	CK REQ	PD-PETTY CASH
G 100-212000	ACCOUNTS PAYABLE		\$9.18	CK REQ	SRCTR-PHOTOS SCRAP BOOK
G 100-212000	ACCOUNTS PAYABLE		\$8.25	CK REQ	CLERKS-POSTAGE
Total CITY OF CEDARBURG			\$47.43		
<hr/>					
Paid Chk# 034185	2/14/2020	COMPLETE OFFICE OF WISCONSIN			
G 100-212000	ACCOUNTS PAYABLE		\$52.91	575955	CLERKS-COMPUTER/COPIER SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$339.90	579701	CLERKS-COMPUTER/COPIER SUPPLIES
Total COMPLETE OFFICE OF WISCONSIN			\$392.81		
<hr/>					
Paid Chk# 034186	2/14/2020	CORELOGIC COMML REAL ESTATE SV			
G 100-212000	ACCOUNTS PAYABLE		\$2,551.25	CK REQ	OVERPAYMENT OF 2019 TAXES-ADAM & KELLIE HEITZKEY
Total CORELOGIC COMML REAL ESTATE SV			\$2,551.25		
<hr/>					
Paid Chk# 034187	2/14/2020	EHLERS			
G 350-212000	ACCOUNTS PAYABLE		\$125,000.00	54310	BOND - PRINCIPAL
G 350-212000	ACCOUNTS PAYABLE		\$61,885.00	54310	BOND PAYMENT
G 350-212000	ACCOUNTS PAYABLE		\$400.00	54492	PAYING AGENT FEE
Total EHLERS			\$187,285.00		
<hr/>					
Paid Chk# 034188	2/14/2020	EMR, LLC			
G 100-212000	ACCOUNTS PAYABLE		\$642.00	102345	DPW-MAINTENANCE SUPPLIES
Total EMR, LLC			\$642.00		
<hr/>					
Paid Chk# 034189	2/14/2020	ESSELMANN, KIM			
G 100-212000	ACCOUNTS PAYABLE		\$25.00	CK REQ	5 YEAR SERVICE AWARD
Total ESSELMANN, KIM			\$25.00		
<hr/>					
Paid Chk# 034190	2/14/2020	FIRST ADVANTAGE			
G 601-212000	ACCOUNTS PAYABLE		\$39.95	2507572001	CWRC-DRUG TESTING

CITY OF CEDARBURG

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JANUARY 2020 to FEBRUARY 2020

			Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE		\$130.54	2507572001	L&W-DRUG TESTING
	Total FIRST ADVANTAGE		\$170.49		
Paid Chk# 034191	2/14/2020	FRIGID FLUID CO			
G 200-212000	ACCOUNTS PAYABLE		\$250.28	250493	CEMETERY-OPERATING
	Total FRIGID FLUID CO		\$250.28		
Paid Chk# 034192	2/14/2020	HOUSEMAN & FEIND, LLP			
G 100-212000	ACCOUNTS PAYABLE		\$4,569.50	46343	CH-LEGAL
G 400-212000	ACCOUNTS PAYABLE		\$999.00	46343	PROCHNOW
G 351-212000	ACCOUNTS PAYABLE		\$100.00	46343	CONSULTANT
G 601-212000	ACCOUNTS PAYABLE		\$738.00	46343	CWRC
G 100-212000	ACCOUNTS PAYABLE		\$789.95	46343	CH-LEGAL
G 352-212000	ACCOUNTS PAYABLE		\$60.00	46343	CONSULTANT TID 3
	Total HOUSEMAN & FEIND, LLP		\$7,256.45		
Paid Chk# 034193	2/14/2020	HVA PRODUCTS INC			
G 260-212000	ACCOUNTS PAYABLE		\$1,075.00	51810	LIBR-MAINTENANCE
	Total HVA PRODUCTS INC		\$1,075.00		
Paid Chk# 034194	2/14/2020	JANI-KING OF MILWAUKEE/ROYAL F			
G 260-212000	ACCOUNTS PAYABLE		\$914.94	MIL02200354	LIBR-MAINTENANCE
	Total JANI-KING OF MILWAUKEE/ROYAL F		\$914.94		
Paid Chk# 034195	2/14/2020	JOE JACOBS			
G 100-212000	ACCOUNTS PAYABLE		\$165.00	20-004	BI-2/4-2/7-2020
	Total JOE JACOBS		\$165.00		
Paid Chk# 034196	2/14/2020	KASS, SANDIE			
G 220-212000	ACCOUNTS PAYABLE		\$18.75	CK REQ	REC-REIMBURSEMENT TOTAL BODY FITNESS MUSIC
	Total KASS, SANDIE		\$18.75		
Paid Chk# 034197	2/14/2020	MCCOY CONTRACTORS			
G 100-212000	ACCOUNTS PAYABLE		\$50.00	CK REQ	CANCELLED BUILDING PERMIT
	Total MCCOY CONTRACTORS		\$50.00		
Paid Chk# 034198	2/14/2020	MID-AMERICAN RESEARCH CHEMICAL			
G 601-212000	ACCOUNTS PAYABLE		\$172.09	0686456-IN	CWRC-JANITORIAL SUPPLIES
	Total MID-AMERICAN RESEARCH CHEMICAL		\$172.09		
Paid Chk# 034199	2/14/2020	MILWAUKEE JOURNAL SENTINEL			
G 260-212000	ACCOUNTS PAYABLE		\$619.44	MJ0019140	LIBR-SUBSCRIPTION 4/1/20-3/31/21
	Total MILWAUKEE JOURNAL SENTINEL		\$619.44		
Paid Chk# 034200	2/14/2020	MOEGENBURG WINDOW CLEAN-CHUCK			
G 100-212000	ACCOUNTS PAYABLE		\$110.00	2	COMPLEX-MAINTENNACE
	Total MOEGENBURG WINDOW CLEAN-CHUCK		\$110.00		
Paid Chk# 034201	2/14/2020	OLIVER FIONTAR LLC			

CITY OF CEDARBURG

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JANUARY 2020 to FEBRUARY 2020

			Check Amt	Invoice	Comment
G 350-212000	ACCOUNTS PAYABLE		\$21,142.50	571	TIF #4 - DRAW #29
G 350-212000	ACCOUNTS PAYABLE		\$9,972.77	571	TIF #4 - DRAW #29
	Total OLIVER FIONTAR LLC		\$31,115.27		
Paid Chk# 034202	2/14/2020	ONTECH SYSTEMS, INC			
G 601-212000	ACCOUNTS PAYABLE		\$549.28	46048	CWRC-COMPUTER
	Total ONTECH SYSTEMS, INC		\$549.28		
Paid Chk# 034203	2/14/2020	OWEN S OFFICE SUPPLIES			
G 601-212000	ACCOUNTS PAYABLE		\$140.23	29347	CWRC-OPERATING
	Total OWEN S OFFICE SUPPLIES		\$140.23		
Paid Chk# 034204	2/14/2020	OZAUKEE DISPOSAL CORPORATION			
G 601-212000	ACCOUNTS PAYABLE		\$1,525.00	IN56824	CWRC-DUMPSTER PICKUP JANUARY 2020
	Total OZAUKEE DISPOSAL CORPORATION		\$1,525.00		
Paid Chk# 034205	2/14/2020	PACE ANALYTICAL SERVICES, INC.			
G 601-212000	ACCOUNTS PAYABLE		\$35.00	2040079532	CWRC-LAB SUPPLIES
	Total PACE ANALYTICAL SERVICES, INC.		\$35.00		
Paid Chk# 034206	2/14/2020	PETTY CASH-LIBRARY			
G 260-212000	ACCOUNTS PAYABLE		\$11.16	CK REQ	PETTY CASH
G 260-212000	ACCOUNTS PAYABLE		\$2.50	CK REQ	PETTY CASH
G 260-212000	ACCOUNTS PAYABLE		\$28.79	CK REQ	PETTY CASH
G 260-212000	ACCOUNTS PAYABLE		\$12.19	CK REQ	PETTY CASH
G 260-212000	ACCOUNTS PAYABLE		\$8.99	CK REQ	PETTY CASH
	Total PETTY CASH-LIBRARY		\$63.63		
Paid Chk# 034207	2/14/2020	PITNEY BOWES GLOBAL FINANCIAL			
G 100-212000	ACCOUNTS PAYABLE		\$112.51	3310563743	CLERKS-POSTAGE METER
	Total PITNEY BOWES GLOBAL FINANCIAL		\$112.51		
Paid Chk# 034208	2/14/2020	REVOY, JOHN & REA LYNN			
G 100-212000	ACCOUNTS PAYABLE		\$1,386.64	CK REQ	OVERPAYMENT OF TAXES 2019
	Total REVOY, JOHN & REA LYNN		\$1,386.64		
Paid Chk# 034209	2/14/2020	RUEKERT & MIELKE			
G 100-212000	ACCOUNTS PAYABLE		\$213.70	130852	ENG-PROFESSIONAL SERVICES
	Total RUEKERT & MIELKE		\$213.70		
Paid Chk# 034210	2/14/2020	SABEL MECHANICAL, LLC			
G 601-212000	ACCOUNTS PAYABLE		\$12,364.92	19322	CWRC-TREATMENT PLAN EQUIP
	Total SABEL MECHANICAL, LLC		\$12,364.92		
Paid Chk# 034211	2/14/2020	SCADATEC			
G 601-212000	ACCOUNTS PAYABLE		\$2,655.00	S-10064	CWRC-ALARM DIALER
	Total SCADATEC		\$2,655.00		
Paid Chk# 034212	2/14/2020	SHARP ELECTRONICS CORPORATION			

CITY OF CEDARBURG

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JANUARY 2020 to FEBRUARY 2020

			Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE		\$216.44	SH364995	TECH-COPIERS
G 100-212000	ACCOUNTS PAYABLE		\$454.73	SH367437	TECH-COPIERS
total SHARP ELECTRONICS CORPORATION			\$671.17		
<hr/>					
Paid Chk# 034213	2/14/2020	SOLAR RECREATION			
G 220-212000	ACCOUNTS PAYABLE		\$336.00	220	REC-SOLAR REC EXPENSES
Total SOLAR RECREATION			\$336.00		
<hr/>					
Paid Chk# 034214	2/14/2020	STAPLES ADVANTAGE			
G 100-212000	ACCOUNTS PAYABLE		\$411.59	8057337486	ENG-EQUIP OUTLAY
Total STAPLES ADVANTAGE			\$411.59		
<hr/>					
Paid Chk# 034215	2/14/2020	STROEBEL, S DUANE			
G 100-212000	ACCOUNTS PAYABLE		\$308.00	CK REQ	REFUND - DUPLICATE PAYMENT OF INV. #13542
Total STROEBEL, S DUANE			\$308.00		
<hr/>					
Paid Chk# 034216	2/14/2020	SUBURBAN MOTORS OF GRAFTON			
G 100-212000	ACCOUNTS PAYABLE		\$50.00	CK REQ	OVERPAYMENT OF TAXES 2019
Total SUBURBAN MOTORS OF GRAFTON			\$50.00		
<hr/>					
Paid Chk# 034217	2/14/2020	TIME WARNER CABLE-PO BOX 4639			
G 100-212000	ACCOUNTS PAYABLE		\$17.70	3301	DPW-DIGITAL ADAPTERS
G 100-212000	ACCOUNTS PAYABLE		\$26.53	6001	PD-DIGITAL ADAPTERS
Total TIME WARNER CABLE-PO BOX 4639			\$44.23		
<hr/>					
Paid Chk# 034218	2/14/2020	UNEMPLOYMENT INSURANCE			
G 700-212000	ACCOUNTS PAYABLE		\$110.38	993179	UNEMPLOYMENT COMPENSATION-JANUARY 2020
Total UNEMPLOYMENT INSURANCE			\$110.38		
<hr/>					
Paid Chk# 034219	2/14/2020	UNIFIRST CORPORATION			
G 601-212000	ACCOUNTS PAYABLE		\$78.35	096 1114162	CWRC-SAFETY
Total UNIFIRST CORPORATION			\$78.35		
<hr/>					
Paid Chk# 034220	2/14/2020	VANTAGE FINANCIAL			
G 400-212000	ACCOUNTS PAYABLE		\$3,608.00	49622	GRAPPLE SAW TRUCK
Total VANTAGE FINANCIAL			\$3,608.00		
<hr/>					
Paid Chk# 034221	2/14/2020	VISU-SEWER, INC.			
G 601-212000	ACCOUNTS PAYABLE		\$2,356.25	31007	CWRC-LIFT STATIONS
Total VISU-SEWER, INC.			\$2,356.25		
<hr/>					
Paid Chk# 034222	2/14/2020	WASTE MANAGEMENT OF WISCONSIN			
G 100-212000	ACCOUNTS PAYABLE		\$36,230.04	645766222758	COMPLEX RUBBISH & RECYCLING
G 100-212000	ACCOUNTS PAYABLE		\$17,512.11	645766222758	COMPLEX RUBBISH & RECYCLING
total WASTE MANAGEMENT OF WISCONSIN			\$53,742.15		
<hr/>					
Paid Chk# 034223	2/14/2020	WONDERWARE MIDWEST			
G 601-212000	ACCOUNTS PAYABLE		\$3,790.00	21742	CWRC-CUSTOMER FIRST SUPPORT
Total WONDERWARE MIDWEST			\$3,790.00		

CITY OF CEDARBURG

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JANUARY 2020 to FEBRUARY 2020

			Check Amt	Invoice	Comment
Paid Chk#	034224	2/14/2020	XYLEM WATER SOLUTIONS		
G 601-212000	ACCOUNTS PAYABLE		\$10,274.84	3556B04851	CWRC-DISINFECTION
	Total XYLEM WATER SOLUTIONS		\$10,274.84		
Paid Chk#	034225	2/14/2020	ZIINO, KARISSA		
G 220-212000	ACCOUNTS PAYABLE		\$45.00	CK REQ	REC-REFUND MIGHTY MITES SOCCER
	Total ZIINO, KARISSA		\$45.00		
	111300 PWSB Checking		\$574,347.77		

Fund Summary

111300 PWSB Checking

100 GENERAL FUND	\$122,481.76
200 CEMETERY FUND	\$285.80
210 ROOM TAX FUND	\$22,637.93
220 RECREATION PROGRAMS FUND	\$2,778.08
240 SWIMMING POOL FUND	\$698.00
260 LIBRARY FUND	\$9,753.37
350 TIF DISTRICT FUND #4	\$218,400.27
351 TIF DISTRICT FUND #5	\$100.00
352 TIF DISTRICT FUND #3	\$60.00
400 CAPITAL IMPROVEMENTS FUND	\$13,783.19
601 WATER RECYCLING CENTER	\$183,258.99
700 RISK MANAGEMENT FUND	\$110.38
	<hr/>
	\$574,347.77

CITY OF CEDARBURG
TRANSFER LIST
'2/4/2020-2/20/2020

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
2/6/2020	\$549.01	Superior Vision-February premiums
2/6/2020	\$1,402.11	Aflac-January premiums
2/6/2020	\$2,886.23	Minnesota Life-March premiums
2/11/2020	\$1,235.93	Light & Water-January charges
2/11/2020	\$1,606.92	Light & Water-January charges
2/12/2020	\$197,000.00	PWSB Payroll
2/13/2020	\$6,681.54	Health Savings Accounts-contributions for 1/26/2020-2/8/2020
2/13/2020	\$1,882.95	ICMA-contributions for 1/26/2020-2/8/2020
2/13/2020	\$3,976.92	North Shore Bank-contributions for 1/26/2020-2/8/2020
2/13/2020	\$440.00	Police Union-contributions for 1/26/2020-2/8/2020
2/13/2020	\$1,330.58	State of Wisconsin-child support
2/13/2020	\$2,000,000.00	PWSB Money Market
2/18/2020	\$540.85	Light & Water-January charges
2/18/2020	\$3,838.34	Ozaukee County Treasurer-online tax payment
2/19/2019	\$12,225.83	State of Wisconsin-January sales tax
2/20/2020	\$2,650,212.74	Cedarburg School District-tax settlement
	<u>\$4,885,809.95</u>	

PWSB PAYROLL CHECKING ACCOUNT

2/14/2020	\$141,932.04	Payroll for 1/26/2020-2/8/2020
2/14/2020	\$1,195.10	Payroll taxes for 1/26/2020-2/8/2020
	<u>\$143,127.14</u>	

PWSB TAX COLLECTION

2/4/2020	\$255,500.00	PWSB Money Market
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BMO HARRIS TAX COLLECTION

2/4/2020	\$286,000.00	BMO Harris Money Market
2/4/2020	\$75,000.00	BMO Harris Money Market
	<u>\$361,000.00</u>	

BMO HARRIS MONEY MARKET

2/20/2020	\$5,181.50	Mequon-Thiensville School District-tax settlement
2/20/2020	\$501,568.63	Ozaukee County-tax settlement
2/20/2020	\$348,728.18	MATC-tax settlement
	<u>\$855,478.31</u>	

COMMERCE STATE BANK CHECKING

2/7/2020	\$70,000.00	Commerce State Bank Money Market
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CORNERSTONE TAX COLLECTION

2/4/2020	\$23,000.00	Cornerstone State Bank Money Market
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City of Cedarburg

City Administrator's Report

February 20, 2020

Department News

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

Engineering & Public Works — Director Wiza is working on the annual Stormwater report and projects associated with a possible business park.

Bid opening for the 2020 Street & Utility project will be on Tuesday, March 3.

Assistant Engineer Wieser is finalizing the 2020 Sidewalk program. This years project will involve mud-jacking and saw-cutting only.

Library— The Friends of the Library held a successful book sale at the Library during Winter Festival. Director Pierschalla will be attending the Public Library Association Conference in Nashville next week.

Parks, Recreation & Forestry— The Community Center Gym floor will be refinished in late August.

The Department is hiring summer staff for the Community Pool and park programs, working on the Summer Activity Guide, and tubing at Sunburst on Friday, February 21.

Treasurer— The Department is preparing for their audit the first week in March. Finance Director/Treasurer Mertes received the Cedarburg Chamber of Commerce Women Who Lead— Legacy Award on Tuesday, February 18.

Senior Center— Director Suppinger made a presentation to the First Immanuel Men's Club to be volunteer van drivers. Director Suppinger and Supervisor/Office Manager Pitre have been approved for a Behavioral Health and Aging Certificate online program through Boston University to be concluded by June 30, 2020.

Police—The Department has seven candidates who will be going to Chicago for further testing for patrol officer. Patrol Officer Bradley Meyer will be leaving the Cedarburg Police Department and Chief Frank is requesting to fill the position at the February 24 Council meeting. Movement within the Department includes: Nathan Butzler being promoted to Detective, Juvenile Officer, and Patrol Officer David Dudash being assigned as an Investigator to help the detectives. Ryan Fitting is assigned as Acting Detective Lieutenant, pending Police & Fire Commission approval.

Light & Water—The Utility has five open positions to fill.

Clerk—The Spring Primary Election was held on Tuesday, February 18.

Mayor—There has been some forward movement towards the Hwy. 60 Business Park. Mayor O'Keefe assisted with the Clerk interviews last week. Next week he will be going to Washington, DC to advocate for public power.

Administrator— An offer has been extended for a new City Clerk. Thursday, I will be attending training at CVMIC.

Respectfully submitted,

Mikko Hilvo
City Administrator

CITY OF CEDARBURG

MEETING DATE: February 24, 2020

ITEM NO: 14.A.

TITLE: Consider holding tank replacement at City-owned property 1838 Pioneer Road; and action thereon.

ISSUE SUMMARY: The existing septic tank at the Zarling farm 1838 Pioneer Road has failed and needs to be replaced. The City owns the property but Zarling has contract rights to occupy the land for several more years. The County will not allow repair of the existing tank, and thus the best short-term solution is to install a holding tank. Several quotes have been obtained for installing a new holding tank.

STAFF RECOMMENDATION: Staff recommends retaining Ray Wollner Excavating, Inc. to install a 2,000-gallon holding tank at the City owned Zarling farm parcel.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: \$11,666.00 for a 2,000-gallon tank.
\$15,153.00 in the event the County requires a 4,000-gallon tank.

ATTACHMENTS: Quotes from Wollner Excavating, Inc. and Donald Klug, Inc.

INITIATED/REQUESTED BY: Tom Wiza

FOR MORE INFORMATION CONTACT: Tom Wiza
Director of Engineering and Public Works 262-375-7610

Proposal

From: Ray Wollner Excavating, Inc.
8100 Forest View Rd.
Kewaskum, Wisconsin 53040

Proposal Submitted To		Work To Be performed At	
Name	City of Cedarburg	Project	Holding tank
Street	W63N645 Washington Ave.	Street	1838 Pioneer Rd (Hy C)
City	PO Box 49, Cedarburg	City	Cedarburg
State	WI 53012	State	WI 53012
Attention	Mike Baier	Email	mbaier@ci.cedarburg
Phone Number	262-375-7609	Fax Number	262-387-2051
Cell Number		Date	1/20/2020

Provide and install a 2,000 gallon holding tank: \$9,591.00

Install new holding tank in location of existing tank.
Remove and dispose of existing tank and excess spoils.
Install tank alarm and wire into power panel. *** Electrical permit not included.
Spread salvaged top soil over disturbed area.

Provide and install a 4,000 gallon holding tank: \$13,078.00

Install new holding tank in location of existing tank.
Remove and dispose of existing tank and excess spoils.
Install tank alarm and wire into power panel. *** Electrical permit not included.
Spread salvaged top soil over disturbed area.

Option- rake, seed and mulch disturbed green space areas: \$1,260.00

Add to above if owner wants this additional work completed.

Ozaukee County permit and review: \$815.00

***City of Cedarburg will need to record a service agreement at Ozaukee county and must also enter into a contract with a septic tank pumper.

This proposal does not include removal of any fill or top soil from site, unless specified above.

Any unseen, adverse soil conditions shall be corrected and invoiced on time and material basis in addition to this proposal and will become an extra charge over and above the estimate.

*Ray Wollner Excavating Inc makes no guarantees on compaction of any structural fill and recommends an engineer be hired to supervise and/or test all structural filling.

* All payments to be made within 15 days of submittal

* Non-payment will result in 1.5% interest per month thereafter

Any alteration or deviation requested from above specification involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.

Respectfully submitted

Ray Wollner Excavating, Inc.

Per _____

Note -- This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date Accepted _____

Signature _____



4419 Country Aire Dr. Cedarburg, WI 53012

EXCAVATING - SEPTIC SYSTEMS - SOIL TESTING - SYSTEM DESIGN - SYSTEM MAINTENANCE



262-675-6959

262-377-3838

www.kluginc.com

Submitted to: City of Cedarburg
W63 N645 Washington Ave.
Cedarburg, WI 53012

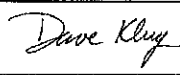
JOB PROPOSAL

Copy 1 of 2

1/3/2020

Job Description: Install a replacement concrete holding tank.

Job Location: 1838 Pioneer Road, Town of Grafton

SPECIFICATIONS: We will supply and install the following:	
Design of the holding tank plans for State and Ozaukee County approval.	
Connect to the existing sewer pipe just in front of the existing tank.	
Install new sch 40 p.v.c. pipe to the new tank, bed and covered in washed stone.	
Supply and set a 4,000 gallon concrete holding tank directly east of the house.	
Bed and backfill the tank with gravel. One manhole riser to be 12" above finish grade, chained and locked.	
Supply and install a direct burial wire for the alarm from the house to the tank.	
Mount high water alarm in the basement, and high water alarm switch in the tank.	
Install a sewage suction line from the tank to within 20' of the driveway.	
Backfill with remaining excavated material. All other excess fill to be trucked from site.	
Cover all disturbed and filled areas with topsoil saved from the site.	
Interior electrician to supply outlet for high water alarm, (\$250.00) if needed.	
	Price
	\$16,259.00
State and Ozaukee County Sanitary permit fees.	
	\$975.00
Owner is responsible for the following:	
Pumping of the existing tank, any interior plumbing inspections, any interior plumbing repairs, filing an	
holding agreement with the Town of Grafton, and a pumping agreement with a waste hauler, removal/reinstallation	
of fencing and posts to access the east side of the house, and disposal of cut trees.	
Contract terms:	
Donald O. Klug Inc. will be allowed to trim/cut whatever trees necessary to complete this job.	
This contract assumes that the existing sewer pipe is in good, usable condition and will pass inspection.	
Site access from the driveway and farm field/pasture.	
This contract to be carried out in the 2020 construction season as weather and ground conditions permit.	
This contract assumes that there are no interfering underground utilities.	
A \$4,000.00 payment will be required when you accept this contract. A \$9,000.00 payment is required	
when the job is started. The remainder to be paid upon completion.	
Price: We propose to furnish all materials and perform all labor for a price as follows:	
Price shall be	Seventeen thousand, two hundred, thirty four dollars. \$17,234.00
Terms: Payment in full within ten (10) days of completion of work. All accounts by the 15th of the month then are subject	
to interest of One and one-half (1 1/2%) per month on the unpaid portion of the balance.	
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation	
from above specifications involving extra costs will be executed only upon verbal orders, and will become an extra charge over an above the estimate. All	
workers are fully covered by Workman's Compensation Insurance.	
<div style="text-align: right;"> Authorized Signature MPRS # 221236</div>	
Acceptance of Proposal	
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as	
specified. Payment will be made as outlined above. This	
proposal may be withdrawn if not accepted within 30 days.	
Date of acceptance:	Signature
Lien Notice	
As required by the Wisconsin Construction Law, builder hereby notifies that persons or companies furnishing	
labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not	
paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with	
owner or those who give notice within sixty (60) days after they first furnish labor or materials for the	
construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the	
construction and should file a copy of each notice received to his mortgage lender, if any. Builder agrees to	
cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.	

Thank you for giving us the opportunity to serve your construction needs.

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