

**CITY OF CEDARBURG**  
**MEETING OF COMMON COUNCIL**  
**April 13, 2020 – 7:00 P.M.**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, April 13, 2020 at 7:00 p.m.** This meeting will be held online utilizing the zoom app. Information on how to access the meeting is attached to the meeting packet or can be requested by emailing [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us).

**AGENDA**

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome and Rod Galbraith
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS\*\* Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals or a future Council agenda item.
7. APPROVAL OF MINUTES – March 30, 2020 Common Council Minutes\*
8. NEW BUSINESS
  - A. Consider request from Cedarburg Baseball to install a permanent outfield fence at Adlai Horn Park; and action thereon\*
  - B. Consider Resolution No. 2020-06 designating and authorizing signatures for the City of Cedarburg checking and savings accounts for the ensuing year; and action thereon\*
  - C. Consider Resolution No. 2020-07 authorizing Finance Director/Treasurer to sign DNR Recycling Grant; and action thereon\*
  - D. Consider License/Permit Applications; and action thereon
    1. Authorize granting of temporary Class "B"/"Class B" license to Cedarburg Firemen's Park, Inc. for the Ozaukee County Fair, Firemen's Park, W65 N796 Washington Avenue, for July 29, 2020 through August 2, 2020, 10:00 a.m. to 12:00 a.m.\*\*\*

- E. Consider payment of bills dated 3/27/20 through 4/2/20, transfers for the period 3/28/20 through 4/10/20 and payroll for first quarter 2020 for EMS and payroll period 3/22/20 through 4/4/20; and action thereon\*

## 9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report\*

## 10. COMMUNICATIONS

- A. Comments and suggestions from citizens
- B. Comments and announcements by Council Members
- C. Mayor Report
  - 1. Proclamation – Municipal Treasurers Week – April 14-20, 2020\*
  - 2. Proclamation – Municipal Clerk's Week – May 3-10, 2020\*
  - 3. Proclamation – National Library Week – April 19-25, 2020\*

## 11. ADJOURNMENT

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

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

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

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

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

04/9/20 adk

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



## **CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19**

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



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

## **CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC**

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



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

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

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

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



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

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

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

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

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

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

**CITY OF CEDARBURG  
COMMON COUNCIL  
March 30, 2020**

**CC20200330-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held online on Monday, March 30, 2020, utilizing the Zoom app.

Mayor O’Keefe called the meeting to order at 7:03 p.m.

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

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Tom Wiza, Light & Water General Manager Dale Lythjohan, 7<sup>th</sup> Aldermanic District Candidate Barbara Lythjohan, 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 Bublit, to approve the minutes of the March 9, 2020 meeting. Motion carried unanimously on a roll call vote.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** – None

**NEW BUSINESS**

**CONSIDER BIDS RECEIVED FOR THE 2020 STREET AND UTILITY CONSTRUCTION CONTRACT; AND ACTION THEREON**

Director Wiza explained that staff advertised and received bids for the 2020 Street and Utility construction contract. A total of seven bids were received, with the low bid submitted by Soper Grading & Excavating.

Soper Grading & Excavating is a relatively new firm headquartered out of Oshkosh; however, where they have worked they appear to have a good record. In addition, their Vice President has worked on several Cedarburg projects in the past, while employed with other contractors, and the City had a good working relationship. Their bid of \$1,433,700 is within budget and will be split up between streets, storm sewer, sanitary sewer, and water main budgets.

Motion made by Council Member Arnett, seconded by Council Member Thome, to award the 2020 Street and Utility Construction contract to Soper Grading and Excavating in an amount not to exceed \$1,433,740. Motion carried unanimously on a roll call vote.

**CONSIDER BIDS RECEIVED FOR THE ANNUAL SIDEWALK SAWING PROGRAM; AND ACTION THEREON**

Director Wiza explained that staff received bids for the 2020 Sidewalk Sawing program. Three bids were received, with the low bid coming from Hardrock Concrete Cutters, Inc. of Wheeling, Illinois in the amount of \$8,568. The second bidder was Safe Stop LLC at \$12,349.94. Hard Rock Concrete Cutters have worked in Cedarburg previously, and they did a good job.

Director Wiza further explained that \$30,000 was budgeted for sidewalk sawing and mud-jacking. Since the intent was to expend half the budget on sawing and half on mud-jacking, staff is requesting authorization to extend the quantity of sidewalk sawing up to \$15,000 at the unit prices bid.

Motion made by Council Member Galbraith, seconded by Council Member Bublitz, to award the 2020 Sidewalk Sawing program to Hard Rock Concrete Cutters, Inc. for an amount not-to-exceed \$15,000 at the unit prices bid. Motion carried unanimously on a roll call vote.

**REVIEW THE 2019 ANNUAL STORM WATER COMPLIANCE REPORT; AND ACTION THEREON**

Director Wiza explained that as part of the Municipal Storm Water Permit, the DNR requires the City prepare and submit a lengthy annual compliance report. They also require certification that the report has been presented to the governing body.

The report is submitted electronically, and a copy was included in the Council packet. There are also numerous sub-reports and files which are attached to the annual report that are available for review in the Engineering Department.

Director Wiza provided the 2019 Annual Storm Water Report summary:

**Permit Conditions Imposed on City:**

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

**Annual Accomplishments:**

- Cleaned over 1600 catch basin sumps as well as 6 hydrodynamic separators (84 tons sediment).
- Issued 48 erosion control permits and 2 storm water management permits.



- Provided a full display rack of storm water related information brochures at City Hall.
- Published storm water articles in the Spring and Fall Cedar Post issues.
- Maintained and updated a storm water webpage.
- Assisted AECOM with illicit discharge investigations.
- Swept downtown streets weekly and residential streets monthly (54 tons sediment).
- Collected and composted an estimated 1,000 tons of leaves, brush, and yard waste.
- Collected and recycled (or burned) used motor oil.
- Installed 14 new catch basins with 2-foot sumps which incorporate the “Dump No Waste Drains to Stream” logo on the cast iron curb head.
- Updated storm sewer mapping on GIS.
- Participated in the Sweetwater “Respect Our Waters” program for metropolitan Milwaukee.
- Participated in the Mid-Moraine Water Quality Collective.

Motion made by Council Member Thome, seconded by Council Member Galbraith, to accept the 2019 Annual Storm Water Compliance Report. Motion carried unanimously on a roll call vote.

**CONSIDER APPLICATION OF THE SHINERY NEENAH LLC, P.O. BOX 128, LARSEN WI 54947, TROY D. REISSMAN, AGENT, PREMISES TO BE LICENSED: W63 N767 WASHINGTON AVENUE, KNOWN AS THE SHINERY MOONSHINE COMPANY FOR A CLASS “B” FERMENTED MALT BEVERAGE AND “CLASS B” INTOXICATING LIQUOR (ON OR OFF-PREMISE CONSUMPTION) LICENSE; AND ACTION THEREON**

City Administrator Hilvo explained that Troy Reissman of The Shinery is again applying for a Class “B” fermented malt beverage and “Class B” intoxicating liquor license to be able to offer more samples in his store. This is the last regular license available in the City at this time. He added that Sunshine Winery declined the opportunity to reapply at this time because they felt that there was no apparent change of circumstances that should justify reconsideration by the Common Council of its prior decision, as stated in their email.

City Attorney Herbrand stated the Council has broad discretion when deciding to issue licenses and is not required to issue the maximum.

Troy Reissman explained that this license is needed to expand his business and is almost a necessity at this time, due to three of his stores being closed because they are located in malls during the pandemic. He has been in business in Cedarburg for four years and this license would help him during this pandemic. After speaking with a couple of Council Members he decided to apply again for the license.

Council Member Verhaalen stated that the Common Council has the power, to grant, or not grant, a liquor license. This Council has previously declined the Shinery's and Sunshine Winery's request for a “Class B” liquor license based on what the Council perceived as the possibility for a better use of the sole remaining “Class B” liquor license, a restaurant. He referred to an article by Michael Munger, and his April 24, 2019 article in the American Institute for Economic Research, titled “Capitalism in Three Principles.” In this article he lists the first principal of capitalism as the division of labor. Generally stating that if we all produce the same thing, nothing has value to anyone else. The uniqueness of sellable goods will contribute to economic success. Both The Shinery and Sunshine Winery have made their case before this Council for the uniqueness of their businesses. He believes this uniqueness

will contribute to the success of not just the Shinery's business, but of other businesses offering varying goods and services. In addition, he did not believe it is the Common Council's role to put a finger on the scale to favor one type of business over another, especially when that "other" business, or restaurant currently doesn't exist. If the Common Council were deciding to grant the license to one business versus another, that license would be contributing to sales and the local economy no matter who it is issued to. He asked if the Common Council is deciding to issue the license; thereby, assisting in sales; or not issuing the license, resulting in zero economic impact? He stated that Mr. Reissman's business may or may not succeed with this license, but it has a far better chance of success with it. It is up to businesses to determine their success or failure and he doesn't believe it is the role of government to deny the tools to be successful, especially when the tools are sitting on the shelf, not being used.

Council Member Arnett stated that Council Member Verhaalen is arguing against a State mandate that has handcuffed the City. This will only allow the Shinery to serve five samples vs. two samples with the issue equating to three more samples. The Council has expressed concern in the past over fully utilizing these licenses.

Troy Reissman explained that the additional samples would help him promote a whiskey line and wine along with using his frozen drink machine. The \$10,000 price for the reserve license would not be much for a large a restaurant.

Council Member Arnett explained that he is sympathetic to the downtown businesses. He added that Mr. Reissman could partner with a non-profit organization for Festivals that would create a great opportunity for a group. This license issue should be resolved at the State level.

Troy Reissman argued that his business will not survive without this license. This would provide an opportunity for a business to stay, as they are the number one draw to the City.

Council Member Arnett clarified that the number one deficiency in the City is restaurants and people want more, as determined in the branding report.

In answer to several Council Member's questions, Troy Reissman explained that with the license he could expand the number of days and hours that he operates, serving cocktails is not in his business plan and he will remain as a store and not a bar. This license will also allow him to offer private parties up to 20 people. He also has a new Airbnb upstairs from the store.

Council Member Thome explained that she is an advocate for full utilization of the "Class B" liquor license. She will continue to have City Attorney Herbrand review the Code for ways to accomplish this.

Council Member Bublitz explained that she was concerned about utilization when she voted last time; however, the current pandemic has changed everything, and the City needs to help the businesses in Cedarburg. She would be in favor of issuing this license to The Shinery.

Megan and Tim Schelwat of Sunshine Winery spoke on behalf of their new business and how a "Class B" license would benefit them also. They had a very successful opening and sold 500 bottles in their first week of business, before temporarily closing due to the pandemic.



Mayor O’Keefe stated that The Shinery and Sunshine Winery have mutually unique business concepts.

Council Member Arnett asked if Sunshine Winery would apply if the decision were delayed tonight.

Megan Schelwat explained that they have a huge following and would use the license to the full extent by utilizing their bar and being open seven days per week. They wanted to show the Common Council real numbers, but the pandemic caused them to temporarily close just after opening.

Troy Reissman congratulated Sunshine Winery on a successful opening; however, he has been in the City four years and this would be a tool for success for his business.

Mayor O’Keefe spoke with Senator Stroebel to discuss loosening the reins on liquor licensing to help small businesses in a tourist town, such as Cedarburg. In the past, he has advocated for holding onto the license for a restaurant and has spoke with restaurants who would be willing to pay \$10,000 for a reserve “Class B” license. He agreed with Council Member Verhaalen that this would be an opportunity to help a business and would advocate for issuance of the license to The Shinery.

Council Member Burkart explained that she was involved in the change to the Code for minimum hours of operation for liquor license holders with the intent to add vibrancy to the City. This is an opportunity to help a business and will vote for its issuance to The Shinery.

Council Member Galbraith said he would support issuing the license to The Shinery after hearing all the points tonight.

Motion made by Council Member Galbraith, seconded by Council Member Burkart, to approve the issuance of a Class “B fermented malt beverage and “Class B” intoxicating liquor license to The Shinery, W63 N767 Washington Avenue.

Council Member Thome suggested that the Common Council delay their decision for one more meeting, which would allow Sunshine Winery the opportunity to apply also.

Council Member Galbraith said a delay would not change his decision that the license should be awarded to the Shinery.

Council Member Arnett was in favor of giving Sunshine Winery an opportunity to apply to utilize their bar.

Council Member Verhaalen stated that Troy Reissman has experience and understands the need for a “Class B” liquor license. He felt Sunshine Winery would be successful without this license.

Council Member Thome stated that she felt strongly about the license being fully utilized and will continue to advocate for review of the Code. At this moment in time, she does not want to see a business close when this license would help.

Mayor O’Keefe explained that seven years ago, a local church was denied a columbarium due to a State law. In this case, a group of people banded together to get the State to change this law.

Businesses are hurting right now, and it would be a prime time to advocate for raising the limit on liquor licensing.

Troy Reissman said if the State lifts the regulation of liquor sampling, he will surrender the “Class B” liquor license back to the City.

Council Member Arnett stated that if this license is given to The Shinery, it will affect the leasing of the former Vintage Café location.

Council Member Chivinski stated the State is responsible for any change. His opinion has not changed, and he would not support awarding the “Class B” liquor license to The Shinery.

Motion carried on a roll call vote with Council Members Bublitz, Burkart, Verhaalen, Thome and Galbraith voting aye and Council Members Arnett and Chivinski voting nay.

#### **CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON**

Motion made by Council Member Verhaalen, seconded by Council Member Galbraith, to approve new Operator License applications for the period ending June 30, 2020 for Wilson Phoa and Mark S. Adgate. Motion carried unanimously on a roll call vote.

#### **CONSIDER PAYMENT OF BILLS DATED 03/06/20 THROUGH 03/20/20, TRANSFERS FOR THE PERIOD 03/05/20 THROUGH 03/27/20; AND PAYROLL FOR THE PERIOD 02/23/20 THROUGH 03/07/20 AND 03/08/20 THROUGH 03/21/20; AND ACTION THEREON**

In answer to Council Member Bublitz’s question, City Administrator Hilvo explained that the \$7,553 payment for the Police Station improvement was a budgeted item for an upgrade to the dispatch equipment.

In answer to Council Member Verhaalen’s question, Director Wiza explained that the \$4,700 payment for signs is part of a rolling replacement that is overseen by Superintendent Bublitz. A portion of this amount may be reimbursed, and he will follow up with an answer.

Motion made by Council Member Burkart, seconded by Council Member Thome, to approve payment of bills dated 3/06/20 through 3/20/20, transfers for the period 3/05/20 through 3/27/20; and payroll for the period 2/23/20 through 3/07/20 and 3/08/20 through 3/21/20. Motion carried unanimously on a roll call vote.

#### **ADMINISTRATOR’S REPORT**

City Administrator Hilvo reported that City employees are responding appropriately to COVID-19 to stay safe and stop the spread.

- Public Works – Alternating work shifts with half-staff performing the following work: garbage pickup, making plexi-glass shields for election, brush pick, and weather permitting – parks will be aerated.
- Water Recycling Center – Alternating work shifts with half-staff.
- Library – Employees are working from home and at the Library at safe distances.

- Police Department – Critical services only.
- Treasurer – Employees are rotating shifts at work and working from home.
- Assessor – Working from home and City Hall when needed.
- Senior Center – Limited van operation and online learning from home.
- Clerk – Election work: in-person voting, absentee voting, preparing for Election day in gym, need for volunteer poll workers, setting up precautionary measures and planning for safe distancing.
- Building Inspection – Inspections on new construction only.
- Administrator – The County approved a blood drive at the Community Gym on April 16; FMLA guidelines will be distributed to employees this week (effective 4/1/20).

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Galbraith stated this would be his last meeting as Council Member for the 7<sup>th</sup> District. He thanked his constituents and stated that it was an honor to serve. Council Member Galbraith said it was a learning experience and he enjoyed working with fellow Council Members. Finally, he thanked City employees and Department Heads for their service to the City.

The Council Members expressed appreciation and support for the election process during the COVID-19 pandemic.

Council Member Arnett asked that college students help with the election. Training will be held on Monday, April 6 from 2 p.m. – 3 p.m.

**MAYOR'S REPORT**

Mayor O'Keefe commended City Administrator Hilvo and City employees for doing a great job during this difficult time.

Mayor O'Keefe thanked Council Member Galbraith for his work on the Common Council. He appreciated his conscientious work on the budget and appreciated his commonsense approach.

Mayor O'Keefe encouraged people to help on Election Day.

**ADJOURNMENT – CLOSED SESSION**

Motion made by Council Member Thome, seconded by Council Member Bublitz, to adjourn to closed session at 8:36 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, discussion of Highway 60 Business Park. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome and Galbraith voting aye.

**RECONVENE TO OPEN SESSION**

Motion made by Council Member Thome, seconded by Council Member Arnett, to reconvene to open session at 9:16 p.m. Motion carried unanimously on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome, and Galbraith voting aye.

**NEW BUSINESS – CONTINUED**

**CONSIDER CONCORD GROUP PROPOSAL FOR BUSINESS PARK PROFESSIONAL SERVICES; AND ACTION THEREON**

Director Wiza explained that the Concord Group assisted the City in developing the Hwy 60 Business Park engineering request for proposals and they were able to kick start the design process. The Concord Group typically serves the role of “owners’ representative” on large construction projects, and staff believes they could play an important role in keeping the business park project on track. They have provided a professional services proposal for consideration. Director Wiza said the City would benefit from the expertise of an owner’s representative on this large and complex project.

Motion made by Council Member Arnett, seconded by Council Member Burkart, to accept the Concord Group proposal for Business Park professional services. An amendment was made by Council Member Arnett, seconded by Council Member Burkart, to add: in an amount not to exceed \$49,600. Motion carried unanimously on a roll call vote.

**ADJOURNMENT**

Motion made by Council Member Arnett, seconded by Council Member Galbraith, to adjourn the meeting at 9:24 p.m. Motion carried unanimously on a roll call vote.

Amy D. Kletzien, MMC/WCPC  
Deputy City Clerk

## CITY OF CEDARBURG

**MEETING DATE:** April 13, 2020

**ITEM NO:** 8A.

**TITLE:** Consider request from Cedarburg Baseball to install a permanent outfield fence at Adlai Horn Park; and action thereon

**ISSUE SUMMARY:** Cedarburg Baseball has requested to build a permanent outfield fence at Adlai Horn Park. Before the Mercury Marine project, there was a permanent fence at this field. Cedarburg Baseball have stated that they have had issues with the previous temporary fence. They have said that the fence consistently gets knocked down by wind and it is more difficult to cut grass around because it continually must be taken down and put back up. They also stated that goose droppings are becoming a safety issue for players and park users because the temporary fence has not kept them out of the outfield playing area. The requested permanent fence would have gates that would allow for an enclosure during games and the gates would be open at all other times. Cedarburg Baseball also explained that a 6-foot permanent fence would be safer for the children in the league and for pedestrians on the walking paths around the perimeter of the field.

At the June 12, 2017 meeting, the Common Council approved motion for the Adlai Horn Park plan only included a temporary removeable fence.

### **BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Parks, Recreation Forestry Board unanimously approved the building of a 6-foot fence with a 2 and a quarter center with black protective caps on the fence posts at the March 4<sup>th</sup> meeting.

### **BUDGETARY IMPACT:**

None. Cedarburg Baseball is paying for the fence and the installation entirely.

### **ATTACHMENTS:**

- Common Council Minutes about Adlai Horn Park from 6/12/17
- Parks, Recreation and Forestry Board Minutes about Adlai Horn Fence from 3/4/20
- 3 Pictures submitted from Cedarburg Baseball (showing temporary fence condition from last year, aerial view showing proposed permanent fence location and aerial view of Adlai Horn)

**INITIATED/REQUESTED BY:** Cedarburg Baseball

**FOR MORE INFORMATION CONTACT:** Danny Friess, Director of Parks, Recreation and Forestry

Motion made by Council Member Arnett, seconded by Council Member Czarnecki, to accept the 2016 Compliance Maintenance Annual Report (CMAR) for the Wastewater Treatment Plant and approve Resolution No. 2017-13 accepting the report. Motion carried without a negative vote.

**PRESENTATION OF ADLAI HORN PARK RESTORATION PLAN; AND ACTION THEREON**

Director Hilvo explained that after Mercury Marine has completed the creek cleanup they are required to restore Adlai Horn Park to its original condition. Several public meetings were held to discuss the future of the park with input from residents, neighbors of the park, and Cedarburg Select Baseball. He presented a drawing of the final result for the park as approved by the Parks, Recreation & Forestry Board. The plan includes the following:

- One additional parking space
- Restored island
- Kayak and canoe launch
- Picnic areas
- Regulation tennis courts
- New and improved baseball field
- Existing bleachers reinstalled
- New one story concessions, restroom and storage building
- Refurbish subgrade throughout the park and plant grass
- Council ring/outdoor classroom
- Unobstructed view to gazebo shelter from parking area
- Bio-stabilization & habitat creation along entire creek bank and island
- 8' wide asphalt-paved walking/vehicular service path
- Variety of hardwood trees (minimum 3" caliper)
- 20' diameter gazebo or structure
- Wood fishing platforms
- Regulation size pitching practice & warmup alleys
- Baseball infield, outfield and fireworks launch area
- Landscape screening
- Park benches on concrete slabs at creek bank
- Removable outfield fence

In answer to Council Member Czarnecki's question, Director Hilvo stated that the baseball field will remain the same size.

Director Hilvo stated that pickleball has grown in popularity and one option to consider would be to eliminate the tennis courts at Adlai Horn Park and put in four pickleball courts at Zeunert Park with lighting.

In answer to Council Member Thome's questions, Director Hilvo stated that he will apply for grants once the park plan is approved. In regard to lighting at Zeunert Park bothering neighbors, he stated that it would be near the Public Works facility with more space and lighting has improved as far as effects on the neighbors.

In answer to Council Member Arnett's questions, Director Hilvo stated that the pickleball courts can only support the quick start tennis program for early youth. It would be advantageous for the tennis courts to be in one area so the instructors do not have to travel between them.



Council Member Verhaalen stated that this plan was not preferred by the Select Baseball Program; however, they will work with this plan. No changes can be made to the elevation of the park. Ideally the group wanted more open space to warm up and they felt that the tennis courts posed some safety issues.

In answer to Council Member O'Keefe's question, Director Hilvo stated that there are safety concerns with the tennis courts; however, netting could be put in place.

In answer to Council Member Thome's question, Council Member Verhaalen stated that if the tennis courts were removed the area would only be used as a warm-up area and no organized practice field would be added.

In answer to Council Member Arnett's question regarding a new plan that came forward, Director Hilvo stated that it was too late to consider the plan at this stage.

Director Hilvo stated that the park plan discussions started in June 2015 and restoration needs to begin in November.

Mayor Kinzel agreed that the Council needs to make a decision on this plan.

Council Member Czarnecki stated that Adlai Horn Park is a highly used park in the City and he likes to see families using it.

Discussion ensued in regard to retaining or eliminating the tennis courts in Adlai Horn Park.

Council Member O'Keefe asked if adding one parking space was adequate. Director Hilvo stated that some people say it is adequate.

Council Member Verhaalen stated that he likes the green space between the road and the parking lot. He would like to see the lot extended to the east to create a circular flow.

Mary Jo Wirth, N61 W5987 Columbia Road, stated she was privileged to speak on behalf of her grandparents who gifted the park property to the City in 1977. She explained the pronunciation of Adlai (Adlee) who was named after Adlai Stevenson who ran for President. She read Resolution No. 77-22 stating that Adlai S. Horn and Lenore Horn dedicated to the City of Cedarburg approximately three acres of land between Columbia Road and Cedar Creek for park purposes.

Paul Hayes, N63 W5795 Columbia Road, stated that he has been active in keeping the neighbors informed and telling them in an objective way what has been happening at Adlai Horn Park. He stated that the land for the park was donated for park purposes meant the park to be a multi-use park. Mr. Hayes reviewed the history of what has been proposed in planning the future of Adlai Horn Park this past year, beginning June 30, 2016. He stated that the people of Columbia Road may not agree on everything, however, they are overwhelming in agreement that Adlai Horn Park should be a multi-use open space park with one youth baseball diamond, tennis courts, fishing opportunities, trees, wildlife, picnic tables and the modest parking lot. That is the essence of the plan that is before the Common Council for consideration. It was approved by the Parks, Recreation & Forestry Board after intense negotiations among Board Member Paul Rushing, Mary Kay Bourboulas, Simon Fast, and himself with Director Hilvo and Council Member Thome attending as observers. It was preceded by three contentious public hearings where the Parks, Recreation & Forestry Board heard from Columbia Road neighbors, as well as Cedarburg Select Baseball. The plan essentially restores the park to its condition before Mercury Marine's PCB cleanup began last fall. It is the plan that has the strong support of most Columbia

Road neighbors and their supporters from other parts of the City. It is the plan that they would like the Common Council to approve tonight. He urged the Common Council to not delay this action any further. He is not in favor of lighting in the park which is so close to neighboring homes. He stated that the lawn can be used for practice. He stated that it has been very dispiriting to hear the debate going on in front of the Columbia Road neighbors without a word about the effects on them. He closed by reading a portion of the City of Cedarburg Ethics Code relating to Conflict of Interest Sec. 2-5-5(c)(3)(d) No local public official or employee may use his or her office or position in any way that produces or assists in producing a substantial benefit, either directly or indirectly, for the official or employee, any members of his or her immediate family, or an organization with which the official or employee is associated.

Brad Bartkus, 741 Cresthill Court, stated that he lived on Hillcrest Avenue up until one year ago. His home is farther away but is connected by a common bond which is the river. He was happy to hear that it was going to be cleaned up and was perplexed that children were allowed to play next to a body of water filled with PCBs. He was also perplexed to only hear about America's pastime and not the rest of the use of the river. He would like to see more use of the actual river for fishing opportunities. He approves of the baseball diamond but he would like to hear about other uses beside baseball.

Mary Kay Bourboulas, N67 W5389 Cedar Ct., stated that she has not heard anything in the discussions regarding the fact that Mercury Marine built the City one baseball diamond in anticipation of the creek cleanup several years ago. This baseball diamond is located on the High School grounds. She stated that there has not been a concerted effort between the School Board and the City of Cedarburg to work together to fully utilize all of the facilities that we have. It is her understanding that the high school baseball diamond has been restricted in usage and/or fees have been charged. She said that the City is using Mercury Marine funds to rebuild a City park for the benefit of City of Cedarburg residents, not for a private organization. This has been a problem for her all along with the plans that the Parks, Recreation & Forestry Department has pushed through. In regard to moving the tennis courts, other than the two courts at Zeunert Park, courts located on School Board property have a limited time available for public use. She asked the Council to look at the total baseball facilities and tennis courts within the City that can be used by city residents. She supports baseball for the youth and appreciates that there is a little baseball diamond nearby. The baseball field has grown over the years and its usage has increased, causing traffic issues on Columbia Road. She also supports soccer, hockey, football, and lacrosse; however the City of Cedarburg is being asked to subsidize baseball. No City organized baseball league has a need for the ball field that they are being asked to build with City of Cedarburg funds. It is being built solely for the use of a private single sex select organization. In this era of tight and over stretched budgets, she finds it incredible that the City is even considering this option. What is not being discussed is, what this private organization is going to pay to rent this park in prime summer months. The City charges other organizations to use facilities. She questioned why the City does not charge this organization the market rate. If it were strictly City of Cedarburg children, it may be a different issue but it is not only Cedarburg taxpaying children using the ballfield. It is not the best use of the funds available to the City to rebuild Adlai Horn Park. The land belongs to the City of Cedarburg citizens. If the City is going to rent out the park to use the gazebo and other features, then they should talk about what the rent is going to be for baseball. It should be fair for all citizens. In regard to safety, the baseball organization has indicated that it is not safe to have the tennis courts in this park. This is a multi-use park and if they discover that safety is an issue then the safety and liability needs to be on the shoulders of the organization that is renting the facility from the City. It does not need to be on the shoulders of the City of Cedarburg if something goes wrong.

Brian Weidner, N61 W5935 Columbia Road, asked what happened with the lighting (including the sanders and transformers) in Adlai Horn Park before it was removed. He was told by Cedarburg Light & Water that the lights were junk. He questioned why the City was asking Mercury Marine to pay for junk. If lights are erected

in Adlai Horn Park they will attract insects. Mayor Kinzel told Mr. Weidner that lights were not being considered. He continued by saying that a practice field did not exist in Adlai Horn park prior to 1983. He stated that Cedarburg Select Baseball stripped all the grass and laid their own surface and a batting cage appeared without any approval or permits. The tennis courts are used in Adlai Horn park by senior citizens and students. He is encouraged that the creek will be utilized. He asked the Common Council to make a decision.

Simon Fast, N62 W5948 Columbia Road, stated that he sent an email to the Common Council Members on Friday that details research that he has done regarding the tennis courts in Adlai Horn Park. He stated that if the tennis courts are removed the vacant space will only be used for baseball and the residents will not be able to use it for any other purpose. He noted that Council Member Verhaalen is a coach for Cedarburg Select Baseball and he is proposing the removal of the tennis courts to open the space. He referenced the Ethics Code that was read by Paul Hayes.

Mayor Kinzel stated that he was not concerned about any of the Council Members not following the rules and Mr. Fast's innuendos were inappropriate.

Simon Fast stated that he was against removing the tennis courts from Adlai Horn Park and moving them to Zeunert Park because there have been false facts presented. It is not true that pickleball courts can be used for tennis camps through the Recreation Department. They can only be used when there is a temporary net placed sideways and can only be used by small tots. Once they hit three or four years of age, they are using the full court. He spoke with Athletic Director Dave Pentek at the School District about their actual use and when the residents can reasonably expect to use the courts. He presented a summary showing that it ends up to be 1 hour and 20 minutes per weekday and an unknown amount of time on the weekends that the School District tennis courts are available. The District always has first priority. Some of numbers get higher toward the end of June; however, it never exceeds 6 hours and 40 minutes of public use per day. He stated that it is not true that the City has 18 tennis courts available for public use. During school hours the district courts cannot be used, period. The City has four courts for 11,000 residents, which is in line with area communities. Mr. Fast stated that Adlai Horn Park is a multi-use park and should include tennis courts. All City parks should be multi-use and park diversity benefits the residents the most. The Council should consider what benefits will the residents have not just an individual group or what makes financial sense. Removing the tennis courts from Adlai Horn Park would leave two tennis courts for 11,000 residents. Mr. Fast agreed that pickleball is an up and coming sport; however, they should not be built at the expense of Adlai Horn Park just because someone is paying for them. It should be a standalone item with its own funding and plan. He does not believe that Mercury Marine will pay dollar for dollar for new lighting at Zeunert Park. He stated that tennis and pickle ball are not compatible on the same surface and he described the differences. In closing, it has been two years that this park has been discussed. The plan that is being presented tonight is an acceptable compromise made by many parties in this whole process. It should remain largely intact and it should not become a victim to other people trying to reinvent the wheel because they think that they have something better for the park. He urged the Common Council to keep Adlai Horn Park as multi-use and to keep the tennis courts. This would be the fairest to everyone involved.

Corey Kaminsky, N62 W5972 Columbia Road, thanked Director Hilvo and the Parks, Recreation & Forestry Board for hearing the residents and considering the current plan. She has lived on Columbia Road since 2004 and has two boys. Her family is involved in baseball and Adlai Horn has enhanced their lives greatly. She appreciates a space to warm up before a game. Ninety percent of the time the park is used for all around enjoyment. She is looking forward to the restoration of the park and thanked the people involved for protecting this gem and keeping it a multi-use park. Baseball is good for four or five months but is also great to walk the paths, play tennis and use the open spaces.

In answer to Council Member Verhaalen's question, City Attorney Herbrand said the he was asked for an advisory opinion on whether Council Member Verhaalen's involvement was evidence of trying to act in an unethical manner. It was his opinion that this was not a conflict for Council Member Verhaalen because under the ethics code there are two main methods of conflicts (financial or personal interest). In his opinion the personal interest has to arise to a unique or special interest that is unique from other people in the community. Just because someone coaches or his children play in the baseball program that does not arise to a conflict. He compared it to holding a library card, if his family frequents the library, should they not be precluded from participating or supporting programs at the library as a Council Member.

Council Member Verhaalen confirmed with Director Hilvo that the current practice field in Adlai Horn Park did go before the Parks, Recreation & Forestry Board for approval at least five years ago. He stated that he appreciates the nature of the park; however, half of Adali Horn Park was deeded to the City by the Gruhl Realty Company as a memorial to Frederick D. Gruhl and their stipulation was similar for park and recreation activities in the park.

Council Member Dieffenbach stated that he was deeply disappointed in the plan, process, and the comments expressed this evening. The City is missing a tremendous opportunity to work towards intergovernmental cooperation. Kasten Field at the Town of Cedarburg is one of the finest fields in the area. The High School courts are unused during the summer months. He counted approximately ten different baseball fields. He is not against baseball; however, this is an opportunity to look at some other plans and come back to fruition talking about non-baseball options. He thought the Parks, Recreation & Forestry Board should look at this and cover all bases. Cedarburg is greater than just the City. The Town is talking about building eight or ten new baseball fields. Grafton is discussing a new baseball complex and the City needs to look at the big picture to see what can be done. Many people have put a lot of time and effort into the proposed plan but there are plans out there that present a different perspective. He stated that the Parks, Recreation & Forestry Board should review it again and cover all of the options. Inter-governmental cooperation is so important.

In answer to Council Member Verhaalen's question, Council Member Dieffenbach stated that there are non-baseball plans for Adlai Horn Park that should be looked at. He did not agree with using the same footprint as before.

Council Member Verhaalen stated that if the City loses the baseball field at Adlai Horn Park, the City will never get another field in the City.

Mayor Kinzel stated that alternate plans eliminate all uses except for a walking path.

Council Member Thome stated that she has no issues with a baseball field in Adlai Horn Park and she thought the bulk of the residents feel the same way. She recognizes that at some point in time there may be a greater opportunity for Cedarburg Select to become a part of a larger complex; however, in the meantime they need a place to go. She stated that there always will be and should be baseball in this park such as recreation programs. Council Member Thome said that she does not want baseball to be the only use for her neighborhood park. She is an advocate of the tennis courts because her family and friends will use the courts in that location. In the long run she thought it was better spending the money to provide programs and services to the people who live in a particular spot. Her concerns over the practice fields are the expanded use.

Council Member O'Keefe stated that it is important to keep the park's multi-use. When subdivisions are added, the City requires them to allow some acreage for a park and it is not for any single purpose. He stated that the proposed plan was excellent, even though it is similar to what has always been there. It is a beautiful park



and will always be utilized, if not by Cedarburg Select then some other baseball entity. He is in favor of the tennis courts and has seen them being used. It is a majestic area with the creek and the island, along with fishing opportunities being added. The park has a unique location and he was in favor of the proposed plan.

In answer to Council Member Verhaalen's question, Mayor Kinzel explained that the proposed park is being approved in concept this evening and there may be some small changes or tweaking to the plan.

Director Hilvo stated that if the plan is approved tonight, he will have discussions with Mercury Marine in regards to their funding and the City costs. Architectural drawings will need to be done and the process may take another four or six months to have the plan completed.

Mayor Kinzel stated this is the first step to using the creek more and adding fishing opportunities.

Director Hilvo will work with the DNR to restore the area for fishing.

Motion made by Council Member Verhaalen, seconded by Council Member Czarnecki, to approve the Adlai Horn Park restoration plan in concept as presented with the exception of moving the tennis courts to Zeunert Park. Motion failed on a roll call vote with Council Members Czarnecki and Verhaalen voting in favor and Council Members Arnett, Dieffenbach, Regenfuss, Thome and O'Keefe opposed.

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to approve the Adlai Horn Park restoration plan in concept as presented with some minor changes as needed. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Verhaalen, Regenfuss, Thome and O'Keefe in favor and Council Member Dieffenbach opposed.

**ACCEPT AND REFER TO PLAN COMMISSION THE REZONING PETITION FROM S. DUANE STROBEL, JR. TO REZONE THE 18.70 ACRE PARCEL LOCATED ON THE EAST SIDE OF SHEBOYGAN ROAD APPROXIMATELY 506' SOUTH OF HIGHWAY 60 FROM RS-1 TEMPORARY SINGLE FAMILY DISTRICT TO RM-2 (PUD) RESIDENTIAL MULTIPLE FAMILY AND PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT; AND ACTION THEREON**

City Attorney Herbrand stated that this action is similar to the St. Francis Borgia site, where the Council accepts the petition and refers it to the Plan Commission for their review and recommendation and then it will return to the Council for final rezoning.

In answer to Council Member Czarnecki's question, City Administrator/Treasurer Mertes explained that the Council is not approving the density of the plan tonight.

Motion made by Council Member Arnett, seconded by Council Member Thome, to accept and refer to the Plan Commission the rezoning petition from S. Duane Strobel, Jr. to rezone the 18.70 acre parcel located on the east side of Sheboygan Road approximately 506' south of Highway 60 from RS-1 temporary Single Family District to RM-2 (PUD) Residential Multiple Family and Planned Unit Development Overlay District. Motion carried without a negative vote.

the scoreboard. Director Friess explained that the scoreboard that the Department's ordering only comes in one style.

Motion made by Brian Clement, seconded by Council Member Rick Verhaalen, to keep the current signage on the new scoreboard at Behling Field. Motion carried without a negative vote with Glenn Herold excused.

**Consider Request from Cedarburg Baseball to Install a Permanent Outfield Fence at Adlai Horn Park; and Action Thereon**

Director Friess explained that the Cedarburg Parks, Recreation and Forestry Department was approached by Cedarburg Baseball to install a permanent outfield fence at Adlai Horn Park. He introduced Darrin Englebert and Joel Bublitz with Cedarburg Baseball. Darrin Englebert explained that currently at Adlai Horn Park there is a temporary fence that has been in place since August 2019. The current fence gets knocked down by the wind and it is more difficult to cut the grass around because it must be taken down and put back up. He is requesting permission to put a permanent fence up. Previously there was a permanent fence there, but it was removed due to construction and never replaced. The new fence would be fully funded by Cedarburg Baseball. Underneath the fence there could be a gravel warning track. Joel Bublitz explains that they could either have a 4-foot fence or a 6-foot fence, but the fence quote is for a 6-foot fence the entire way around. It is safer to go to a 6-foot fence because some of the children in the leagues are 11-12 years old and a 4-foot fence is right at their hips. Darrin Englebert explained that is also safer for the pedestrians that are using the walkways around the perimeter to have a 6-foot fence.

Council Member Rick Verhaalen inquired if the fence would be black. Joel Bublitz confirmed it would be a black fence with a warning track underneath.

Paul Rushing inquired if there would be a protective cap made of piping along the fence. Joel Bublitz confirmed that there would be and explained that it does not need to be yellow. They can make the piping a different color, so it is less noticeable.

The issue of keeping open space in the park was brought up; however, Director Friess explained that there is open space on the other side of the pickleball courts and that a fence could be utilized for various other programs that require an enclosure.

Terry Wagner stated he would like it to be a 6-foot fence and would want the protective cap to be black or green.

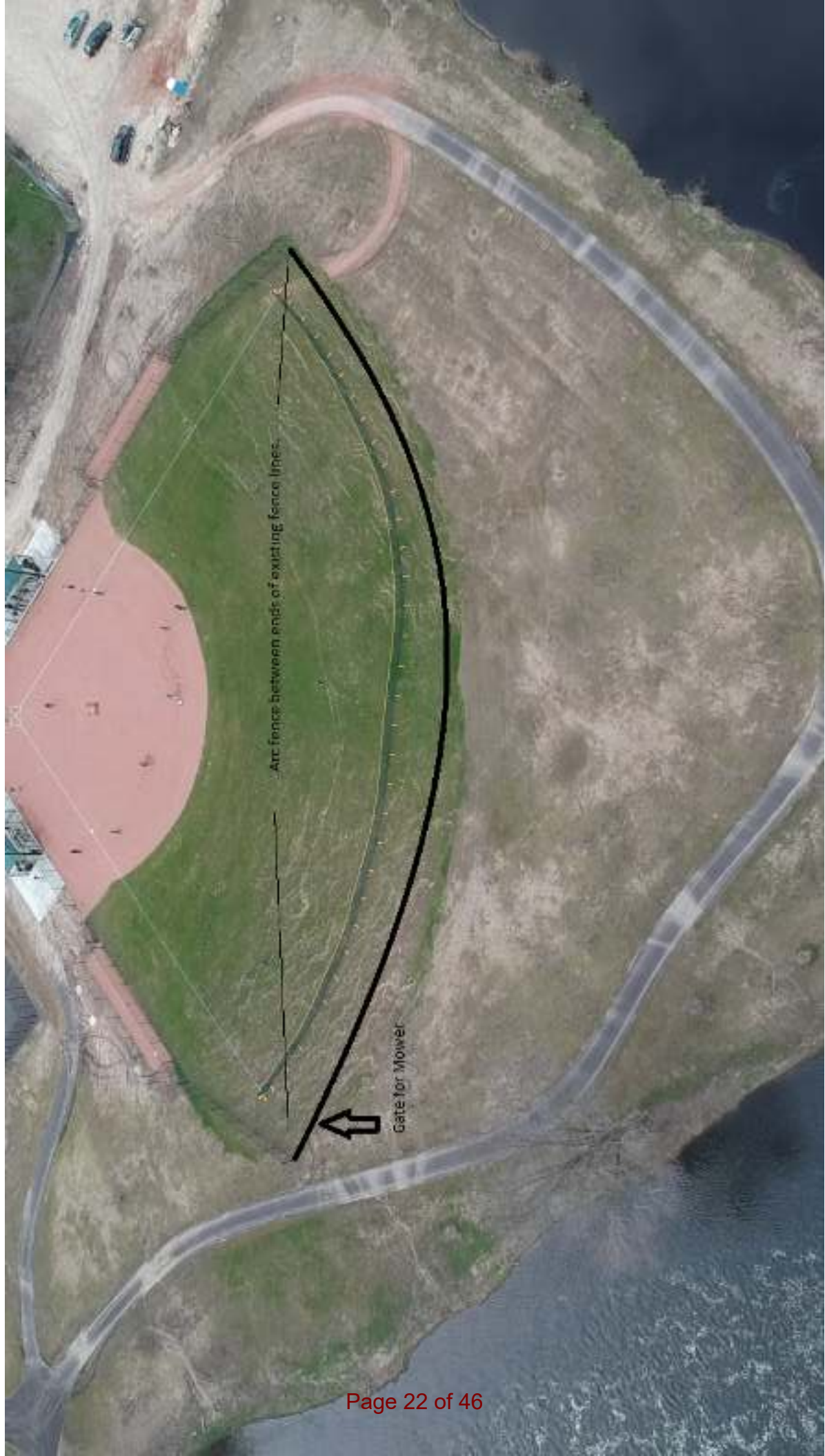
Motion was made by Terry Wagner, seconded by Council Member Rick Verhaalen, to approve a 6-foot fence minimum with a 2 and a quarter center with a protective cap with an amendment by Paul Rushing to have a black protective cap on the fence. Motion carried as amended without a negative vote with Glenn Herold excused.

**Review 2019 Forestry Report; and Action Thereon**

City Forester Westphal explained how he puts together a report every year and asked if anyone has any questions on the report.











## CITY OF CEDARBURG

**MEETING DATE:** April 13, 2020

**ITEM NO:** 8.B.

**TITLE:** Consider Resolution No. 2020-06 designating and authorizing signatures for the City of Cedarburg checking and savings accounts for the ensuing year; and action thereon

**ISSUE SUMMARY:** Annually this resolution is adopted to review the institutions used for banking and to update the signatures on the account as the Mayor and Council Members change after an election. This year the change is also necessary due to our new City Clerk. No banking changes have been made.

**STAFF RECOMMENDATION:** Approve resolution

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** N/A

**BUDGETARY IMPACT:**

**ATTACHMENTS:** Resolution 2020-06

**INITIATED/REQUESTED BY:**

Christy Mertes, Finance Director/Treasurer

**FOR MORE INFORMATION CONTACT:**

Christy Mertes, Administrator/Treasurer 376-3907

## **RESOLUTION NO. 2020-06**

### **A Resolution designating Depositories and Authorizing Signatures for the City of Cedarburg Checking and Savings Accounts**

RESOLVED, by the Common Council of the City of Cedarburg, that the following banking institutions or their successors:

Associated Bank, Grafton Wisconsin  
U.S. Bank, Cedarburg & Milwaukee, Wisconsin  
BMO Harris Bank, Milwaukee & Cedarburg, Wisconsin  
Local Government Investment Pool, State of Wisconsin  
Cornerstone Community Bank, Grafton, Wisconsin  
Port Washington State Bank, Cedarburg, Wisconsin  
Commerce State Bank, Cedarburg & West Bend, Wisconsin

qualified as depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated until further action as public depositories for all monies coming into the hands of the City Administrator/Treasurer of the City of Cedarburg, State of Wisconsin, and all other city officers included in the provisions of Chapter 34 of the Wisconsin Statutes.

RESOLVED FURTHER, that Port Washington State Bank, Cedarburg, Wisconsin, be designated as the working bank for May 1, 2019 through April 30, 2020 and that the Common Council and the City Administrator/Treasurer be authorized and directed to distribute the city funds.

RESOLVED FURTHER, that the City Administrator/Treasurer be hereby instructed to deposit city funds only in such institutions as may be approved by the State of Wisconsin Investment Board and are eligible to receive public funds.

RESOLVED FURTHER, that the depositories shall furnish collateral for city funds on deposit pursuant to Investment Policy FC-4.

RESOLVED FURTHER, that withdrawal or disbursement from any of the above named depositories shall be by order check, written wire transfer, telephone wire transfer, or other money transfer techniques, and, in the case of savings accounts, by savings withdrawal form, as provided in Section 66.0607 of the Wisconsin Statutes. Written and telephone wire transfers shall be in accordance with the named depositories guidelines and shall only be made by authorized personnel. In accordance therewith all order check and savings withdrawal forms, effective immediately, shall be signed by any three of the following persons:

Tracie Sette, City Clerk  
Christine L. Mertes, City Administrator/Treasurer  
Michael J. O'Keefe, Mayor or  
Patricia Thome, Acting Mayor

RESOLVED FURTHER, that in lieu of their personal signatures, the following signatures, which have been adopted by them as below shown:

Michael J. O’Keefe, Mayor

Tracie Sette, City Clerk

Christine L. Mertes, City Administrator/Treasurer

may be affixed on such order checks and savings withdrawal forms that any one of the above named depositories shall be fully warranted and protected in making payment on any other check bearing such facsimiles notwithstanding that the same may have been placed thereon without the authority of the designated person or persons.

Passed and adopted by the Common Council of the City of Cedarburg this 13<sup>th</sup> day of April 2019.

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Michael J. O’Keefe, Mayor

Attest:

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Tracie Sette, City Clerk

Approved as to form:

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Michael P. Herbrand, City Attorney



## CITY OF CEDARBURG

**MEETING DATE:** April 13, 2020

**ITEM NO:** 8C.

**TITLE:** Consider Resolution No. 2020-07 authorizing Finance Director/Treasurer to sign DNR Recycling Grant; and action thereon

**ISSUE SUMMARY:** The Treasurer's Office files the annual DNR recycling grant for the City based on the budgeted expenditures for the recycling program and files the annual report based on actual expenditures. The DNR requires an authorized signer be designated for these reports.

**STAFF RECOMMENDATION:** Approve resolution

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** N/A

**BUDGETARY IMPACT:** The amount is budgeted annually, and this action does not affect the budget.

**ATTACHMENTS:** Resolution 2020-07

**INITIATED/REQUESTED BY:**

Christy Mertes, Finance Director/Treasurer

**FOR MORE INFORMATION CONTACT:**

Christy Mertes, Administrator/Treasurer 376-3907

**RESOLUTION NO. 2020-07**

**A Resolution authorizing Finance Director/Treasurer to act on behalf of the City of Cedarburg to submit a Recycling Program application to the Department of Natural Resources**

WHEREAS, the City of Cedarburg hereby requests financial assistance under s. 287.23 and s. 287.24, Wis. Stats., Chapters NR 542, 544, Wis. Admin. Code, for the purpose of planning, constructing or operating a recycling program with one or more components specified in s. 287.11(2)(a) to (h), Wis. Stats.,

THEREFORE, BE IT RESOLVED that the City of Cedarburg hereby authorizes the Finance Director/Treasurer, an official or employee of the responsible unit, to act on its behalf to:

Submit an application to the Department of Natural Resources for financial assistance under s. 287.23 and s. 287.24, Wis. Stats., Chapters NR 542, 544, Wis. Admin. Code; Sign necessary documents; and Submit a final report

Passed and adopted this 13<sup>th</sup> day of April 2020.

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

Countersigned:

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

Approved as to form:

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

## CITY OF CEDARBURG

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**\*Check Detail Register©**

MARCH 2020 to APRIL 2020

			Check Amt	Invoice	Comment
111300 PWSB Checking					
Paid Chk# 034506 3/27/2020 AIRGAS USA LLC					
E 100-533210-353	MAINTENANCE PARTS	\$30.74	9968830937	PW Maintenance parts	
Total AIRGAS USA LLC		\$30.74			
Paid Chk# 034507 3/27/2020 ASC PUMPING EQUIPMENT					
E 240-555320-340	MAINTENANCE SUPPLIES	\$1,610.00	IN00171609	Pool repair & maint	
Total ASC PUMPING EQUIPMENT		\$1,610.00			
Paid Chk# 034508 3/27/2020 ASSOCIATED BENEFIT & RISK CON.					
E 100-515600-210	PROFESSIONAL SERVICES	\$1,916.67	27485	February consulting	
Total ASSOCIATED BENEFIT & RISK CON.		\$1,916.67			
Paid Chk# 034509 3/27/2020 AT&T LONG DISTANCE					
E 260-555110-225	TELEPHONE/COMMUNICATIO	\$44.75	836841746 03	3/13 bill	
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$0.46	836841746 03	3/13 bill	
G 100-156200	DUE FROM LIGHT & WATER	\$0.57	836841746 03	3/13 bill	
Total AT&T LONG DISTANCE		\$45.78			
Paid Chk# 034510 3/27/2020 AT&T MOBILITY					
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$1,000.48	287289051101	PD cell phones	
E 100-522410-225	TELEPHONE/COMMUNICATIO	\$130.02	287293794226	EM 3/11 bill mobile phones	
Total AT&T MOBILITY		\$1,130.50			
Paid Chk# 034511 3/27/2020 AT&TPO BOX 5080					
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$53.41	262375760303	3/16 bill	
E 260-555110-225	TELEPHONE/COMMUNICATIO	\$361.93	262375760303	3/16 bill	
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$133.28	262375760303	3/16 bill	
E 100-518100-225	TELEPHONE/COMMUNICATIO	\$94.52	262375760303	3/16 bill	
E 100-522230-225	TELEPHONE/COMMUNICATIO	\$81.91	262375760303	3/16 bill	
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$88.16	262375764240	PD phone	
Total AT&TPO BOX 5080		\$813.21			
Paid Chk# 034512 3/27/2020 BAKER & TAYLOR AV VIDMASS					
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$124.87	H44563980	Library publications	
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$100.52	H44614610	Library publications	
Total BAKER & TAYLOR AV VIDMASS		\$225.39			
Paid Chk# 034513 3/27/2020 BAKER & TAYLOR BOOKS					
E 260-555110-319	PUBLICATIONS AND SUBSCRI	(\$25.00)	0003203102	Lib publications	
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$375.32	2035148755	Lib publications	
E 260-555110-322	DONATION EXPENDITURES	\$16.00	2035155292	Lib publications	
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$160.35	2035155292	Lib publications	
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$474.63	2035163966	Lib publications	
E 260-555110-322	DONATION EXPENDITURES	\$16.00	2035163967	Lib publications	
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$34.35	2035163967	Lib publications	
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$176.33	2035170390	Lib publications	
Total BAKER & TAYLOR BOOKS		\$1,227.98			

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Paid Chk#	034514	3/27/2020	<b>BAKER TILLY VIRCHOW KRAUSE LLP</b>		
E 100-515900-210	PROFESSIONAL SERVICES		\$12,100.00	BT1569600	2019 audit
E 601-573850-218	SEWER AUDIT		\$5,500.00	BT1569600	2019 audit
<b>total BAKER TILLY VIRCHOW KRAUSE LLP</b>			<b>\$17,600.00</b>		
Paid Chk#	034515	3/27/2020	<b>BARTLETT MANUFACTURING CO. LLC</b>		
E 100-555510-240	REPAIR AND MAINTENANCE		\$14.15	66422	Parks R&M
<b>total BARTLETT MANUFACTURING CO. LLC</b>			<b>\$14.15</b>		
Paid Chk#	034516	3/27/2020	<b>BEYER S HARDWARE STORE</b>		
E 100-533210-353	MAINTENANCE PARTS		\$16.18	154894	PW parts
E 100-555510-240	REPAIR AND MAINTENANCE		\$35.99	155424	Parks R&M
E 100-533210-353	MAINTENANCE PARTS		\$20.87	155433	PW parts
E 100-533210-350	OPERATING SUPPLIES		\$10.68	155573	PW parts
E 100-518100-350	OPERATING SUPPLIES		\$87.14	155574	Complex parts
E 100-533311-363	SIGNS		\$24.99	155637	PW signs
E 100-518100-350	OPERATING SUPPLIES		\$39.20	155661	Complex parts
<b>Total BEYER S HARDWARE STORE</b>			<b>\$235.05</b>		
Paid Chk#	034517	3/27/2020	<b>BOEHLKE BOTTLED GAS CORP.</b>		
E 400-533210-880	EQUIP REPLACEMENT		\$6,900.00	10412	PW vehicle propane kit
G 221-161500	FUEL INVENTORY		\$542.93	U0201495	PW fuel inventory
<b>Total BOEHLKE BOTTLED GAS CORP.</b>			<b>\$7,442.93</b>		
Paid Chk#	034518	3/27/2020	<b>BRUGGINKS, INC</b>		
E 100-555510-290	MAINT/CONTRACTED SERVIC		\$2,175.00	1-523798	Parks rental mulching head
<b>Total BRUGGINKS, INC</b>			<b>\$2,175.00</b>		
Paid Chk#	034519	3/27/2020	<b>CINTAS CORP</b>		
E 100-533210-350	OPERATING SUPPLIES		\$119.60	4044736278	PW uniforms
E 100-533210-350	OPERATING SUPPLIES		\$165.47	5016510640	PW supplies
<b>Total CINTAS CORP</b>			<b>\$285.07</b>		
Paid Chk#	034520	3/27/2020	<b>COMPLETE OFFICE OF WISCONSIN</b>		
E 100-522110-310	OFFICE SUPPLIES		\$10.99	616121	PD supplies
<b>Total COMPLETE OFFICE OF WISCONSIN</b>			<b>\$10.99</b>		
Paid Chk#	034521	3/27/2020	<b>CREAM CITY AWNING</b>		
E 240-555320-340	MAINTENANCE SUPPLIES		\$250.00	10917	Pool repairs
<b>Total CREAM CITY AWNING</b>			<b>\$250.00</b>		
Paid Chk#	034522	3/27/2020	<b>DEVELOPMENTAL DISABILITIES</b>		
E 100-555510-240	REPAIR AND MAINTENANCE		\$59.25	19200285	Parks r&m
<b>Total DEVELOPMENTAL DISABILITIES</b>			<b>\$59.25</b>		
Paid Chk#	034523	3/27/2020	<b>DORNER COMPANY PO BOX 189</b>		
G 601-185324	LIFT STATIONS		\$12,432.00	151748-IN	WRC lift station
<b>Total DORNER COMPANY PO BOX 189</b>			<b>\$12,432.00</b>		

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Paid Chk#	034524	3/27/2020	<b>DSI RECYCLING SYSTEMS INC.</b>	
E 100-533210-353	MAINTENANCE PARTS	\$71.50	55785	PW maint parts
<b>Total DSI RECYCLING SYSTEMS INC.</b>		\$71.50		
Paid Chk#	034525	3/27/2020	<b>EGELHOFF LAWMOWER SERVICE</b>	
E 100-533210-353	MAINTENANCE PARTS	\$32.90	266129	PW maintenance parts - cemetery IMC 12-1
E 100-533210-353	MAINTENANCE PARTS	\$37.55	266462	PW maintenance parts
<b>Total EGELHOFF LAWMOWER SERVICE</b>		\$70.45		
Paid Chk#	034526	3/27/2020	<b>EMERGENCY MEDICAL PRODUCTS</b>	
E 100-522120-380	EQUIPMENT/CAPITAL OUTLA	\$569.99	2143957	PD - epinephrine injector
<b>Total EMERGENCY MEDICAL PRODUCTS</b>		\$569.99		
Paid Chk#	034527	3/27/2020	<b>FASTENAL COMPANY</b>	
E 100-533210-353	MAINTENANCE PARTS	\$220.74	WISAU115899	PW maintenance parts
E 100-533210-353	MAINTENANCE PARTS	\$51.62	WISAU116023	PW maintenance parts
E 100-533210-353	MAINTENANCE PARTS	\$125.68	WISAU116095	PW maintenance parts
E 100-533210-353	MAINTENANCE PARTS	\$24.83	WISAU116165	PW maintenance parts
<b>Total FASTENAL COMPANY</b>		\$422.87		
Paid Chk#	034528	3/27/2020	<b>FIVE CORNERS DODGE</b>	
E 100-522120-240	REPAIR AND MAINTENANCE	\$490.70	64405	PD car #8
<b>Total FIVE CORNERS DODGE</b>		\$490.70		
Paid Chk#	034529	3/27/2020	<b>GALL GEAR</b>	
E 220-555390-394	POMS EXPENSES	\$220.00	2260	Rec Programs - Poms exp
<b>Total GALL GEAR</b>		\$220.00		
Paid Chk#	034530	3/27/2020	<b>GENERAL COMMUNICATIONS, INC.</b>	
E 100-522120-240	REPAIR AND MAINTENANCE	\$409.75	280850	PD equip repairs
<b>Total GENERAL COMMUNICATIONS, INC.</b>		\$409.75		
Paid Chk#	034531	3/27/2020	<b>HACH COMPANY</b>	
E 601-573825-370	LAB SUPPLIES	\$438.44	11884140	WRC supplies
<b>Total HACH COMPANY</b>		\$438.44		
Paid Chk#	034532	3/27/2020	<b>JIM S EXCAVATING</b>	
E 601-573835-360	MANHOLE ADJUSTMENT	\$350.00	1329	WRC Franklin & Bridge broken sewer main
<b>Total JIM S EXCAVATING</b>		\$350.00		
Paid Chk#	034533	3/27/2020	<b>JOHNSON CONTROLS371967</b>	
E 260-555110-240	REPAIR AND MAINTENANCE	\$1,313.55	34027056	Lib service call
<b>Total JOHNSON CONTROLS371967</b>		\$1,313.55		
Paid Chk#	034534	3/27/2020	<b>JX ENTERPRISES INC.</b>	
E 100-533210-353	MAINTENANCE PARTS	\$78.70	12101974P	PW parts
E 100-533210-353	MAINTENANCE PARTS	\$1,290.59	12102007P	PW parts
E 100-533210-353	MAINTENANCE PARTS	\$1,278.64	12102276P	PW parts
E 100-533210-353	MAINTENANCE PARTS	\$123.99	12102551P	PW parts

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E 100-533210-353	MAINTENANCE PARTS		(\$1,290.59)	12102611P	PW parts
	<b>Total JX ENTERPRISES INC.</b>		<b>\$1,481.33</b>		
Paid Chk# 034535	3/27/2020	<b>KAESTNER</b>			
E 100-533210-353	MAINTENANCE PARTS		\$27.98	337403	PW maint parts
	<b>Total KAESTNER</b>		<b>\$27.98</b>		
Paid Chk# 034536	3/27/2020	<b>LIGHT &amp; WATER</b>			
G 100-256201	DUE TO L&W IMPACT FEES		\$1,973.29	5784 James	impact fee N114 W5784 James Circle
	<b>Total LIGHT &amp; WATER</b>		<b>\$1,973.29</b>		
Paid Chk# 034537	3/27/2020	<b>M SQUARED ENGINEERING LLC</b>			
E 400-533311-854	STREET IMPROVEMENTS		\$450.00	20071	2020 street projects
G 601-187023	STREET & UTILITY IMPROVEM		\$450.00	20071	2020 street projects
	<b>Total M SQUARED ENGINEERING LLC</b>		<b>\$900.00</b>		
Paid Chk# 034538	3/27/2020	<b>MATHESON TRI-GAS</b>			
E 100-533210-353	MAINTENANCE PARTS		\$29.07	51597147	PW maint parts
	<b>Total MATHESON TRI-GAS</b>		<b>\$29.07</b>		
Paid Chk# 034539	3/27/2020	<b>MENARD S</b>			
E 100-555510-240	REPAIR AND MAINTENANCE		\$136.52	1061	Parks R&M
E 100-555510-240	REPAIR AND MAINTENANCE		\$32.57	1133	Parks R&M
E 100-555510-240	REPAIR AND MAINTENANCE		\$56.39	1134	Parks R&M
E 100-555510-240	REPAIR AND MAINTENANCE		\$84.92	335	Parks R&M
E 100-555510-240	REPAIR AND MAINTENANCE		\$83.83	390	Parks R&M
	<b>Total MENARD S</b>		<b>\$394.23</b>		
Paid Chk# 034540	3/27/2020	<b>MID-AMERICAN RESEARCH CHEMICAL</b>			
E 100-518100-350	OPERATING SUPPLIES		\$276.00	0691557-IN	complex supplies
	<b>Total MID-AMERICAN RESEARCH CHEMICAL</b>		<b>\$276.00</b>		
Paid Chk# 034541	3/27/2020	<b>MILLER-BRADFORD AND RISBERG</b>			
E 100-533311-240	REPAIR AND MAINTENANCE		\$400.00	R01616	PW street R&M
	<b>Total MILLER-BRADFORD AND RISBERG</b>		<b>\$400.00</b>		
Paid Chk# 034542	3/27/2020	<b>MONARCH LIBRARY SYSTEM</b>			
E 260-555110-381	SHARED SYSTEM SERVICES		\$21,620.48	414911	Lib shared services
E 260-555110-381	SHARED SYSTEM SERVICES		\$755.00	414990	Lib shared services
E 260-555110-319	PUBLICATIONS AND SUBSCRI		\$482.00	414997	Lib shared services
	<b>Total MONARCH LIBRARY SYSTEM</b>		<b>\$22,857.48</b>		
Paid Chk# 034543	3/27/2020	<b>NAPA AUTO PARTS</b>			
E 100-533210-353	MAINTENANCE PARTS		\$20.93	5269-059463	PW maint parts
E 100-533210-353	MAINTENANCE PARTS		\$105.70	5269-059491	PW maint parts
E 100-533210-353	MAINTENANCE PARTS		\$43.00	5269-059493	PW maint parts
E 100-533210-353	MAINTENANCE PARTS		\$39.83	5269-059591	PW maint parts
E 100-533210-353	MAINTENANCE PARTS		\$99.88	5269-059671	PW maint parts
E 100-533210-353	MAINTENANCE PARTS		\$80.69	5269-059805	PW maint parts



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<b>Total NAPA AUTO PARTS</b>			<b>\$389.83</b>		
Paid Chk#	034544	3/27/2020	<b>NATIONAL ELEVATOR INSPECTION</b>		
E	100-518100-240	REPAIR AND MAINTENANCE	\$80.00	0383175	CH inspections
E	100-518100-240	REPAIR AND MAINTENANCE	\$128.00	0383204	CH inspections
<b>Total NATIONAL ELEVATOR INSPECTION</b>			<b>\$208.00</b>		
Paid Chk#	034545	3/27/2020	<b>NORTH WOODS</b>		
E	100-555510-240	REPAIR AND MAINTENANCE	\$754.04	256361	Parks R&M
<b>Total NORTH WOODS</b>			<b>\$754.04</b>		
Paid Chk#	034546	3/27/2020	<b>OFFICE DEPOT</b>		
E	260-555110-310	OFFICE SUPPLIES	(\$14.39)	446941917001	Lib supplies
E	260-555110-310	OFFICE SUPPLIES	\$275.68	455979822001	Lib supplies
E	260-555110-310	OFFICE SUPPLIES	\$78.08	455997306001	Lib supplies
E	100-522110-310	OFFICE SUPPLIES	\$64.05	457458035001	PD supplies
E	100-522110-310	OFFICE SUPPLIES	\$18.49	457458801001	PD supplies
<b>Total OFFICE DEPOT</b>			<b>\$421.91</b>		
Paid Chk#	034547	3/27/2020	<b>OLIVER FIONTAR LLC</b>		
E	350-566710-227	DEVELOPERS INCENTIVE	\$10,557.88	579	TID #4 contracted services
E	350-566710-227	DEVELOPERS INCENTIVE	\$17,857.50	580	TID #4 labor
<b>Total OLIVER FIONTAR LLC</b>			<b>\$28,415.38</b>		
Paid Chk#	034548	3/27/2020	<b>ONTECH SYSTEMS, INC</b>		
E	601-573825-312	COMPUTER/COPIER SUPPLIE	\$179.00	47060	WRC Windows upgrade
<b>Total ONTECH SYSTEMS, INC</b>			<b>\$179.00</b>		
Paid Chk#	034549	3/27/2020	<b>ORIENTAL TRADING COMPANY</b>		
E	260-555110-322	DONATION EXPENDITURES	\$272.89	701868426-01	Library donations exp
<b>Total ORIENTAL TRADING COMPANY</b>			<b>\$272.89</b>		
Paid Chk#	034550	3/27/2020	<b>OSI ENVIRONMENTAL, INC.</b>		
E	100-533730-344	RECYCLING EXPENSES	\$35.00	1049306	Recycling
<b>Total OSI ENVIRONMENTAL, INC.</b>			<b>\$35.00</b>		
Paid Chk#	034551	3/27/2020	<b>OWEN S OFFICE SUPPLIES</b>		
E	100-522310-310	OFFICE SUPPLIES	\$272.50	29664	BI supplies
<b>Total OWEN S OFFICE SUPPLIES</b>			<b>\$272.50</b>		
Paid Chk#	034552	3/27/2020	<b>OZAUKEE COUNTY HIGHWAY DEPT</b>		
E	100-533450-450	SNOW AND ICE MATERIALS	\$1,087.42	BIL0027508	Snow & Ice
<b>Total OZAUKEE COUNTY HIGHWAY DEPT</b>			<b>\$1,087.42</b>		
Paid Chk#	034553	3/27/2020	<b>PIONEER MANUFACTURING CO.</b>		
E	100-555510-243	FIELD MAINTENANCE SUPPLI	\$727.50	INV751665	Parks field maint
<b>Total PIONEER MANUFACTURING CO.</b>			<b>\$727.50</b>		
Paid Chk#	034554	3/27/2020	<b>POMP S SERVICES INC.</b>		

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E 100-533210-353	MAINTENANCE PARTS		\$311.36	430093025	PW maint parts
	<b>Total POMP S SERVICES INC.</b>		<b>\$311.36</b>		
Paid Chk# 034555	3/27/2020	<b>QUALITY STATE OIL CO.,INC.</b>			
G 221-161500	FUEL INVENTORY		\$3,007.39	1778632	DPW fuel inventory
G 221-161500	FUEL INVENTORY		\$4,652.00	1778633	DPW fuel inventory
E 100-533210-351	GAS AND OIL EXPENSE		\$97.41	3967967	DPW oil
	<b>Total QUALITY STATE OIL CO.,INC.</b>		<b>\$7,756.80</b>		
Paid Chk# 034556	3/27/2020	<b>RHODE ISLAND NOVELTY</b>			
E 260-555110-322	DONATION EXPENDITURES		\$102.60	IN4146632	lib donations
	<b>Total RHODE ISLAND NOVELTY</b>		<b>\$102.60</b>		
Paid Chk# 034557	3/27/2020	<b>RIVER RUN COMPUTERS</b>			
E 100-522110-240	REPAIR AND MAINTENANCE		\$263.38	98439	PD PD 1 yr renewal Veritas support
	<b>Total RIVER RUN COMPUTERS</b>		<b>\$263.38</b>		
Paid Chk# 034558	3/27/2020	<b>RUDIG TROPHIES</b>			
E 220-555390-347	SUPPLIES AND EXPENSES		\$1,308.30	69314	rec programs suppleis
	<b>Total RUDIG TROPHIES</b>		<b>\$1,308.30</b>		
Paid Chk# 034559	3/27/2020	<b>RUEKERT &amp; MIELKE</b>			
G 601-185344	COMPUTER SYSTEM		\$6,696.67	131187	WRC 1/18-2/14 SCADA
	<b>Total RUEKERT &amp; MIELKE</b>		<b>\$6,696.67</b>		
Paid Chk# 034560	3/27/2020	<b>SMILEMAKERS</b>			
E 260-555110-322	DONATION EXPENDITURES		\$79.94	8804632	Lib donations
	<b>Total SMILEMAKERS</b>		<b>\$79.94</b>		
Paid Chk# 034561	3/27/2020	<b>SNAP-ON INDUSTRIAL</b>			
G 100-156200	DUE FROM LIGHT & WATER		\$209.87	43093264	L&W purchase
	<b>Total SNAP-ON INDUSTRIAL</b>		<b>\$209.87</b>		
Paid Chk# 034562	3/27/2020	<b>STATE OF WI-DSPS-93086</b>			
E 100-555140-210	PROFESSIONAL SERVICES		\$50.00	516408	Sr Center elevator permit
	<b>Total STATE OF WI-DSPS-93086</b>		<b>\$50.00</b>		
Paid Chk# 034563	3/27/2020	<b>TAPCO</b>			
E 100-533311-363	SIGNS		(\$686.00)	CM015989	streets signs
E 100-533311-363	SIGNS		\$598.00	1663415	streets signs
E 100-533311-363	SIGNS		\$216.00	1663424	streets signs
	<b>Total TAPCO</b>		<b>\$128.00</b>		
Paid Chk# 034564	3/27/2020	<b>TIME WARNER CABLE-PO BOX 4639</b>			
E 100-514700-220	Internet		\$2,053.00	702696601031	Ch internet
E 100-522410-220	Internet		\$137.00	707260101031	EM internet
E 240-555320-220	Internet		\$134.98	709737801031	Pool internet
	<b>Total TIME WARNER CABLE-PO BOX 4639</b>		<b>\$2,324.98</b>		

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Paid Chk#	034565	3/27/2020	<b>TMS INTERNATIONAL LLC</b>	
E 100-533311-240	REPAIR AND MAINTENANCE	\$103.96	10207439	street R&M
<b>Total TMS INTERNATIONAL LLC</b>		\$103.96		
Paid Chk#	034566	3/27/2020	<b>U. S. CELLULAR-DEPT 0205</b>	
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$14.31	362182394	cell phone service through 4/9
E 100-522310-225	TELEPHONE/COMMUNICATIO	\$44.81	362182394	cell phone service through 4/9
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$15.79	362182394	cell phone service through 4/9
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$4.81	362182394	cell phone service through 4/9
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$44.73	362182394	cell phone service through 4/9
E 100-555510-225	TELEPHONE/COMMUNICATIO	\$14.31	362182394	cell phone service through 4/9
E 100-555510-225	TELEPHONE/COMMUNICATIO	\$14.31	362182394	cell phone service through 4/9
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$14.31	362182394	cell phone service through 4/9
E 100-555510-225	TELEPHONE/COMMUNICATIO	\$14.31	362182394	cell phone service through 4/9
E 100-555510-225	TELEPHONE/COMMUNICATIO	\$14.31	362182394	cell phone service through 4/9
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$14.31	362182394	cell phone service through 4/9
E 100-533110-225	TELEPHONE/COMMUNICATIO	\$5.49	362182394	cell phone service through 4/9
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$44.81	362182394	cell phone service through 4/9
E 100-518100-225	TELEPHONE/COMMUNICATIO	\$17.97	362182394	cell phone service through 4/9
E 100-533110-225	TELEPHONE/COMMUNICATIO	\$44.81	362182394	cell phone service through 4/9
E 100-555145-225	TELEPHONE/COMMUNICATIO	\$5.93	362182394	cell phone service through 4/9
E 100-555510-225	TELEPHONE/COMMUNICATIO	\$44.81	362182394	cell phone service through 4/9
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$44.81	362182394	cell phone service through 4/9
<b>Total U. S. CELLULAR-DEPT 0205</b>		\$418.94		
Paid Chk#	034567	3/27/2020	<b>UNIFIRST CORPORATION</b>	
E 100-533210-350	OPERATING SUPPLIES	\$538.89	096 1118486	DPW uniforms
E 100-533210-350	OPERATING SUPPLIES	\$452.03	096 1119550	DPW uniforms
E 601-573825-372	SAFETY EQUIPMENT	\$78.35	096 1120586	WRC uniforms
E 100-518100-240	REPAIR AND MAINTENANCE	\$104.19	096 1120595	Complex mops
E 100-522100-340	MAINTENANCE SUPPLIES	\$55.50	096 1120596	PD mats
<b>Total UNIFIRST CORPORATION</b>		\$1,228.96		
Paid Chk#	034568	3/27/2020	<b>VILLAGE OF GRAFTON</b>	
E 100-555140-390	OTHER EXPENSES	\$1,639.44	62542	Senior Center tours Fireside 3/4/20
E 220-555390-347	SUPPLIES AND EXPENSES	\$151.56	62545	Rec programs Sunburst trip 2/21
<b>Total VILLAGE OF GRAFTON</b>		\$1,791.00		
Paid Chk#	034569	3/27/2020	<b>WASTE MANAGEMENT OF WISCONSIN</b>	
E 100-533730-344	RECYCLING EXPENSES	\$120.00	6481311-2275-	Recycling
<b>Total WASTE MANAGEMENT OF WISCONSIN</b>		\$120.00		
Paid Chk#	034570	3/27/2020	<b>WE ENERGIES-ESSENTIAL SERVICES</b>	
E 100-533410-530	MAINTENANCE	\$450.00	1000047276	rent Groth Tract
<b>Total WE ENERGIES-ESSENTIAL SERVICES</b>		\$450.00		
Paid Chk#	034571	3/27/2020	<b>WEDGE RADIATOR &amp; AC, INC.</b>	
E 100-533210-353	MAINTENANCE PARTS	\$1,552.28	180838	PW maint parts

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			Check Amt	Invoice	Comment
<b>Total</b>	<b>WEDIGE RADIATOR &amp; AC, INC.</b>		<b>\$1,552.28</b>		
Paid Chk#	034572	3/29/2020	<b>ALTSCHAFL, STEPHANIE</b>		
R 220-486000	MISCELLANEOUS REVENUE		\$110.00		program refund
<b>Total</b>	<b>ALTSCHAFL, STEPHANIE</b>		<b>\$110.00</b>		
Paid Chk#	034573	3/29/2020	<b>CAMPBELL, PAT</b>		
R 220-467335	TOTAL BODY FITNESS		\$18.00		total body fitness refund
<b>Total</b>	<b>CAMPBELL, PAT</b>		<b>\$18.00</b>		
Paid Chk#	034574	3/29/2020	<b>DASSOW, DEB</b>		
R 220-467201	GYM RENTALS		\$200.00		refund for gym rental cancellation
<b>Total</b>	<b>DASSOW, DEB</b>		<b>\$200.00</b>		
Paid Chk#	034575	3/29/2020	<b>DAWKINS, PAIGE</b>		
R 220-486000	MISCELLANEOUS REVENUE		\$46.00		yoga refund
<b>Total</b>	<b>DAWKINS, PAIGE</b>		<b>\$46.00</b>		
Paid Chk#	034576	3/29/2020	<b>FAMILIANT, NINA</b>		
R 220-486000	MISCELLANEOUS REVENUE		\$80.00		refund for tap class cancellation
<b>Total</b>	<b>FAMILIANT, NINA</b>		<b>\$80.00</b>		
Paid Chk#	034577	3/29/2020	<b>FLASCH, LINDSAY</b>		
R 220-486000	MISCELLANEOUS REVENUE		\$55.00		program refund
<b>Total</b>	<b>FLASCH, LINDSAY</b>		<b>\$55.00</b>		
Paid Chk#	034578	3/29/2020	<b>GILBERTSON, TRACY ELIZABETH</b>		
R 100-467200	PARK RENTAL FEES		\$80.00		park rental refund
<b>Total</b>	<b>GILBERTSON, TRACY ELIZABETH</b>		<b>\$80.00</b>		
Paid Chk#	034579	3/29/2020	<b>KEEN, SARA</b>		
R 220-486000	MISCELLANEOUS REVENUE		\$110.00		program refund
<b>Total</b>	<b>KEEN, SARA</b>		<b>\$110.00</b>		
Paid Chk#	034580	3/29/2020	<b>KINCAIDE, CONNIE</b>		
R 220-486000	MISCELLANEOUS REVENUE		\$165.00		program refund
<b>Total</b>	<b>KINCAIDE, CONNIE</b>		<b>\$165.00</b>		
Paid Chk#	034581	3/29/2020	<b>KORB, CHRISTINE</b>		
R 220-486000	MISCELLANEOUS REVENUE		\$46.00		yoga refund
<b>Total</b>	<b>KORB, CHRISTINE</b>		<b>\$46.00</b>		
Paid Chk#	034582	3/29/2020	<b>WEATHERHOGG, PAT</b>		
R 220-467324	AQUATICS FITNESS		\$25.00		water fitness refund
<b>Total</b>	<b>WEATHERHOGG, PAT</b>		<b>\$25.00</b>		
Paid Chk#	034583	3/29/2020	<b>WHEATLEY, DEBRA</b>		
R 220-486000	MISCELLANEOUS REVENUE		\$46.00		yoga refund
<b>Total</b>	<b>WHEATLEY, DEBRA</b>		<b>\$46.00</b>		

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			Check Amt	Invoice	Comment
Paid Chk#	034584	4/2/2020	<b>ADP, LLC.</b>		
E 100-515600-210	PROFESSIONAL SERVICES		\$1,047.72	554131106	P/R processing charges
E 100-515600-210	PROFESSIONAL SERVICES		\$453.60	554131537	P/R processing charges
E 100-515600-210	PROFESSIONAL SERVICES		\$589.76	5541370710	P/R processing charges
	<b>Total ADP, LLC.</b>		\$2,091.08		
Paid Chk#	034585	4/2/2020	<b>ASSOCIATED BENEFIT &amp; RISK CON.</b>		
E 100-515600-210	PROFESSIONAL SERVICES		\$1,533.67	27476	March consulting services
G 100-156200	DUE FROM LIGHT & WATER		\$383.00	27476	March consulting services
	<b>Total ASSOCIATED BENEFIT &amp; RISK CON.</b>		\$1,916.67		
Paid Chk#	034586	4/2/2020	<b>AURORA HEALTH CARE</b>		
E 260-555110-211	EXTRAORDINARY SERVICES		\$48.00	1502066	Library employment drug screening
	<b>Total AURORA HEALTH CARE</b>		\$48.00		
Paid Chk#	034587	4/2/2020	<b>AXON ENTERPRISE INC</b>		
E 100-522110-240	REPAIR AND MAINTENANCE		\$7,881.01	SI-1649451	PD camera assembly
	<b>Total AXON ENTERPRISE INC</b>		\$7,881.01		
Paid Chk#	034588	4/2/2020	<b>BANYON DATA SYSTEMS, INC.</b>		
E 100-514700-210	PROFESSIONAL SERVICES		\$1,409.00	00160094	annual fund accounting support, POS and vault BU
	<b>Total BANYON DATA SYSTEMS, INC.</b>		\$1,409.00		
Paid Chk#	034589	4/2/2020	<b>BEYER S HARDWARE STORE</b>		
E 100-522120-347	SUPPLIES AND EXPENSES		\$0.67	155428	PD supplies
E 100-533210-353	MAINTENANCE PARTS		\$3.80	155636	PW supplies
E 601-573830-340	MAINTENANCE SUPPLIES		\$8.99	155776	WRC supplies
E 100-533210-353	MAINTENANCE PARTS		\$9.88	155844	PW supplies
E 100-518100-240	REPAIR AND MAINTENANCE		\$9.39	155863	complex maint
E 200-544210-245	HOUSE MAINTENANCE		\$35.94	155864	Cemetery house maint
	<b>Total BEYER S HARDWARE STORE</b>		\$68.67		
Paid Chk#	034590	4/2/2020	<b>BOEHLKE BOTTLED GAS CORP.</b>		
G 221-161500	FUEL INVENTORY		\$528.60	U0019675	fuel inventory
	<b>Total BOEHLKE BOTTLED GAS CORP.</b>		\$528.60		
Paid Chk#	034591	4/2/2020	<b>CAMERA CORNER CONNECTING POINT</b>		
E 100-514700-210	PROFESSIONAL SERVICES		\$4,080.00	0030246-IN	phone upgrade CH
	<b>Total CAMERA CORNER CONNECTING POINT</b>		\$4,080.00		
Paid Chk#	034592	4/2/2020	<b>CEDARBURG FIRE DEPARTMENT</b>		
E 100-522230-235	OPERATING EXPENSES		\$54,375.00	FD	2nd quarter operating expenses
	<b>Total CEDARBURG FIRE DEPARTMENT</b>		\$54,375.00		
Paid Chk#	034593	4/2/2020	<b>CEDARBURG LIGHT &amp; WATER</b>		
G 100-256201	DUE TO L&W IMPACT FEES		\$2,007.82	033120	water impact fee N81W5132 Sandhill Trails
	<b>Total CEDARBURG LIGHT &amp; WATER</b>		\$2,007.82		
Paid Chk#	034594	4/2/2020	<b>CENSKY, JON</b>		



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			Check Amt	Invoice	Comment
E 100-566310-210	PROFESSIONAL SERVICES		\$6,095.54	20-0003	Planner services March
	<b>Total CENSKY, JON</b>		<b>\$6,095.54</b>		
Paid Chk# 034595	4/2/2020	<b>CINTAS CORP</b>			
E 100-533210-350	OPERATING SUPPLIES		\$119.60	4046010512	PW uniforms
	<b>Total CINTAS CORP</b>		<b>\$119.60</b>		
Paid Chk# 034596	4/2/2020	<b>CITIES &amp; VILLAGES MUTUAL</b>			
E 700-519400-546	INSURANCE CLAIMS - 2019		\$17,500.00	SIR-ALPD0712	Claim #ALPD071233 SIR Porsche auto claim 2019
	<b>Total CITIES &amp; VILLAGES MUTUAL</b>		<b>\$17,500.00</b>		
Paid Chk# 034597	4/2/2020	<b>COMPLETE OFFICE OF WISCONSIN</b>			
E 100-514200-310	OFFICE SUPPLIES		\$216.50	623413	Clerks election supplies
	<b>Total COMPLETE OFFICE OF WISCONSIN</b>		<b>\$216.50</b>		
Paid Chk# 034598	4/2/2020	<b>DIGITAL EDGE OF GRAFTON</b>			
E 220-555390-309	RECREATION BROCHURE EX		\$2,316.00	16903	summer activity guide Rec
	<b>Total DIGITAL EDGE OF GRAFTON</b>		<b>\$2,316.00</b>		
Paid Chk# 034599	4/2/2020	<b>DSI RECYCLING SYSTEMS INC.</b>			
E 100-533210-353	MAINTENANCE PARTS		\$156.00	55880	PW maint parts
	<b>Total DSI RECYCLING SYSTEMS INC.</b>		<b>\$156.00</b>		
Paid Chk# 034600	4/2/2020	<b>FASTENAL COMPANY</b>			
E 100-518100-350	OPERATING SUPPLIES		\$72.47	WISAU116420	complex maint
E 100-533210-353	MAINTENANCE PARTS		\$21.20	WISAU116451	PW maint parts
E 100-518100-350	OPERATING SUPPLIES		\$222.18	WISAU116481	complex maint
	<b>Total FASTENAL COMPANY</b>		<b>\$315.85</b>		
Paid Chk# 034601	4/2/2020	<b>GOLDFISH UNIFORMS</b>			
E 100-522410-346	UNIFORMS		\$162.77	233397-1	EM uniforms
	<b>Total GOLDFISH UNIFORMS</b>		<b>\$162.77</b>		
Paid Chk# 034602	4/2/2020	<b>HI-LINE</b>			
E 100-533210-353	MAINTENANCE PARTS		\$326.78	10766329	DPW maint
	<b>Total HI-LINE</b>		<b>\$326.78</b>		
Paid Chk# 034603	4/2/2020	<b>HOME DEPOT CREDIT SERVICES</b>			
E 100-533210-353	MAINTENANCE PARTS		\$23.98	3692	PW & WRC maint
E 601-573830-340	MAINTENANCE SUPPLIES		\$42.35	3692	PW & WRC maint
	<b>Total HOME DEPOT CREDIT SERVICES</b>		<b>\$66.33</b>		
Paid Chk# 034604	4/2/2020	<b>JANI-KING OF MILWAUKEE/ROYAL F</b>			
E 100-533210-350	OPERATING SUPPLIES		\$382.87	MIL04200432	DPW cleaning April
E 260-555110-290	MAINT/CONTRACTED SERVIC		\$933.24	MIL04200467	Library April cleaning
	<b>Total JANI-KING OF MILWAUKEE/ROYAL F</b>		<b>\$1,316.11</b>		
Paid Chk# 034605	4/2/2020	<b>JOE JACOBS</b>			
E 100-522310-210	PROFESSIONAL SERVICES		\$510.00	20-008	buidling inspections for March

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			Check Amt	Invoice	Comment
Total JOE JACOBS			\$510.00		
Paid Chk#	034606	4/2/2020	LANGE ENTERPRISES		
E 100-533311-363	SIGNS		\$299.31	72062	PW signs
Total LANGE ENTERPRISES			\$299.31		
Paid Chk#	034607	4/2/2020	LANNON STONE PRODUCTS, INC.		
E 601-573835-360	MANHOLE ADJUSTMENT		\$105.60	12545780	WRC manhole
Total LANNON STONE PRODUCTS, INC.			\$105.60		
Paid Chk#	034608	4/2/2020	MID MORaine MUNICIPAL COURT		
R 100-451101	COURT PENALTIES & COSTS		\$423.00	033120	Bond for Jams Rahming Mequon case BB795021-3, CPD case 20-4713
Total MID MORaine MUNICIPAL COURT			\$423.00		
Paid Chk#	034609	4/2/2020	MILWAUKEE RUBBER PRODUCTS		
E 601-573835-360	MANHOLE ADJUSTMENT		\$222.98	0091284-IN	WRC supplies
Total MILWAUKEE RUBBER PRODUCTS			\$222.98		
Paid Chk#	034610	4/2/2020	NEWS GRAPHIC		
E 100-533210-350	OPERATING SUPPLIES		\$117.00	2058700	PW 1 year subscription
Total NEWS GRAPHIC			\$117.00		
Paid Chk#	034611	4/2/2020	ONTECH SYSTEMS, INC		
E 100-514700-380	EQUIPMENT/CAPITAL OUTLA		\$750.00	47240	Cathy Timm's workstation replacement
E 100-514700-380	EQUIPMENT/CAPITAL OUTLA		\$699.00	47269	Mikko's laptop
E 100-514700-210	PROFESSIONAL SERVICES		\$1,245.74	47333	IT support
Total ONTECH SYSTEMS, INC			\$2,694.74		
Paid Chk#	034612	4/2/2020	OZAUKEE COUNTY HIGHWAY DEPT		
E 100-533450-450	SNOW AND ICE MATERIALS		\$1,254.72	BILL0027637	snow & Ice materials
Total OZAUKEE COUNTY HIGHWAY DEPT			\$1,254.72		
Paid Chk#	034613	4/2/2020	PROFESSIONAL SUPPLY		
E 100-555510-240	REPAIR AND MAINTENANCE		\$721.80	991664	Parks repair & maint
E 100-533311-240	REPAIR AND MAINTENANCE		\$2,208.71	991664	PW street maintenance
Total PROFESSIONAL SUPPLY			\$2,930.51		
Paid Chk#	034614	4/2/2020	R&B SUPPLY CO.INC.		
E 100-533210-353	MAINTENANCE PARTS		\$373.80	74541	PW MAINT PARTS
Total R&B SUPPLY CO.INC.			\$373.80		
Paid Chk#	034615	4/2/2020	RNR WATER LLC		
E 350-566710-210	PROFESSIONAL SERVICES		\$968.75	001	TID #4 REVIEW DISBURSEMENTS
Total RNR WATER LLC			\$968.75		
Paid Chk#	034616	4/2/2020	SAN-A-CARE, INC.		
E 100-533210-350	OPERATING SUPPLIES		\$508.47	513528	PW SUPPLIES
Total SAN-A-CARE, INC.			\$508.47		

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			Check Amt	Invoice	Comment
Paid Chk#	034617	4/2/2020	<b>SHEFFIELD, MARY</b>		
E 100-566310-210	PROFESSIONAL SERVICES		\$2,343.50	033120	March ED
	<b>Total SHEFFIELD, MARY</b>		\$2,343.50		
Paid Chk#	034618	4/2/2020	<b>SNAP-ON INDUSTRIAL</b>		
E 100-533210-353	MAINTENANCE PARTS		\$106.97	ARV/43288100	PW MAINT PARTS
E 100-533210-353	MAINTENANCE PARTS		\$268.13	arv/43294796	PW MAINT PARTS
	<b>Total SNAP-ON INDUSTRIAL</b>		\$375.10		
Paid Chk#	034619	4/2/2020	<b>STATE OF WI-DSPS-93086</b>		
E 100-518100-240	REPAIR AND MAINTENANCE		\$100.00	516613	CH & Library elevator permits
E 260-555110-240	REPAIR AND MAINTENANCE		\$50.00	516613	CH & Library elevator permits
	<b>Total STATE OF WI-DSPS-93086</b>		\$150.00		
Paid Chk#	034620	4/2/2020	<b>TIME WARNER CABLE-PO BOX 4639</b>		
E 100-533210-350	OPERATING SUPPLIES		\$117.48	707258501032	Garage alarms and internet
E 100-555510-220	Internet		\$117.48	707258501032	Garage alarms and internet
	<b>Total TIME WARNER CABLE-PO BOX 4639</b>		\$234.96		
Paid Chk#	034621	4/2/2020	<b>UNIFIRST CORPORATION</b>		
E 100-533210-350	OPERATING SUPPLIES		\$42.26	096 1120588	PW uniforms
E 601-573825-372	SAFETY EQUIPMENT		\$78.35	096 1121657	WRC uniforms
E 100-533210-350	OPERATING SUPPLIES		\$42.26	096 1121659	PW uniforms
	<b>Total UNIFIRST CORPORATION</b>		\$162.87		
Paid Chk#	034622	4/2/2020	<b>WISCONSIN STEAM CLEANER</b>		
E 601-573830-340	MAINTENANCE SUPPLIES		\$297.02	53392	WRC parts
	<b>Total WISCONSIN STEAM CLEANER</b>		\$297.02		
	<b>111300 PWSB Checking</b>		\$255,812.51		

**Fund Summary****111300 PWSB Checking**

100 GENERAL FUND	\$130,926.56
200 CEMETERY FUND	\$35.94
220 RECREATION PROGRAMS FUND	\$4,896.86
221 FUEL SYSTEM - WASH BAY	\$8,730.92
240 SWIMMING POOL FUND	\$1,994.98
260 LIBRARY FUND	\$27,857.12
350 TIF DISTRICT FUND #4	\$29,384.13
400 CAPITAL IMPROVEMENTS FUND	\$7,350.00
601 WATER RECYCLING CENTER	\$27,136.00
700 RISK MANAGEMENT FUND	\$17,500.00
	<b>\$255,812.51</b>

**CITY OF CEDARBURG**  
**TRANSFER LIST**  
'3/28/2020-4/10/2020

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
<b>PWSB CHECKING ACCOUNT</b>		
3/28/2020	\$1,500.00	Pitney Bowes-postage
3/31/2020	\$75,813.75	WRS-February retirement contributions
4/3/2020	\$9,300.00	PWSB Payroll
4/6/2020	\$2,990.53	Light & Water-March charges
4/8/2020	\$186,000.00	PWSB Payroll
4/8/2020	\$7,181.54	Health Savings Accounts-contributions for 3/22/2020-4/4/2020
4/8/2020	\$1,739.09	ICMA-contributions for 3/22/2020-4/4/2020
4/8/2020	\$4,336.40	North Shore Bank-contributions for 3/22/2020-4/4/2020
4/8/2020	\$412.50	Police Union-contributions for 3/22/2020-4/4/2020
4/8/2020	\$1,115.97	State of Wisconsin-child support
	<u>\$213,076.03</u>	

**PWSB PAYROLL CHECKING ACCOUNT**

4/6/2020	\$9,051.40	Payroll for EMS for 1st quarter 2020
4/6/2020	\$2,424.75	Payroll taxes for EMS for 1st quarter 2020
4/10/2020	\$129,543.47	Payroll for 3/22/2020-4/4/2020
4/10/2020	\$55,117.19	Payroll taxes for 3/22/2020-4/4/2020
	<u>\$11,476.15</u>	



**City of Cedarburg**

# City Administrator's Report

April 9, 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** — The preconstruction meeting for the 2020 Street and Utility project was held via Zoom. Construction will begin on April 13 in Willowbrooke on Glenwood Drive. The Gas Company will be working on gas mains throughout the project.

Bids for the Sidewalk Program came in low. As a result, Assistant Engineer Wieser is identifying additional locations to add to the project.

The Highland Lift Station is wrapping up with finishing touches; as a result the Highland Road bridge will be closed this week through the end of April.

The Cedarburg Trails Condominiums is an active construction site during the installation of sewer and water.

Director Wiza attended a Department of Transportation project information meeting regarding Hwy 181 via zoom. Hwy 181 will be resurfaced between Pioneer Road and Five Corners in 2023.

Work is continuing on the development of the Hwy. 60 Business Park. The Concord Group and RA Smith are working hard with the City. A meeting is scheduled with the DNR and an application has been filed with the Corp of Engineers regarding a wetland issue.

The Public Works Department is operating with a split crew working five days on and five days off. They are working on trash collection, brush pick up and assisting with the election. Eighteen plexiglass shields were made to protect poll workers on Election Day.

**Parks, Recreation & Forestry**— The Department is providing virtual recreation activities including a Bunny Hop contest.

The Youth Soccer program has been delayed for three weeks and will begin on May 28. The Home Alone classes have been rescheduled (two 2-hour classes) for mid-May.

The Department is considering a change to the Summer Playground registration process, from in-person registration to on-line registration beginning April 15.

Interviews are taking place for the Arborist Crewperson position. The start of summer staff is being evaluated.

The new Behling Field scoreboard will be delivered this week. The epoxy floors in the park buildings were done this week.

**Treasurer**— Finance Director/Treasurer Mertes reported that the Department is running well, with staff taking turns in the office. The telephone message was recorded with department numbers for citizens to call a department direct.

**Fire Department**—The Department is running status-quo and taking all safety measures and monitoring the COVID-19 Pandemic.

**Police**— The Department has been fielding inquiries and monitoring business hours. An officer had contact with a person with COVID-19; however, he was fully protected and he continues to work.



**Clerk** — The Department worked very hard on the election process and preparing for Election Day with the help of many City Staff and volunteers. The deadline for returned absentee ballots has been extended to 4 p.m. on April 13.

**Assessor**—Assessor Timm is working on finalizing personal property taxes. Open Book is scheduled for the end of May and the Board of Review will meet in May. Homes sales are continuing

**Library**— A virtual Library is available for residents and has had a lot of activity. Library card registration is available online for new users.

Library staff is working between the Library and home, involving online continuing education. Programs are available on Facebook and the Library website and virtual storytimes are available on YouTube.

Jack Henke interviewed Chamber Director Dobson on the current status of local businesses on the Library radio station last week.

Assistant Director Nimmer made masks and shields on the 3D printer and made them available at the election.

**Water Recycling Center**— The Department is working with split teams. Sewer work is planned for Pioneer Road the week of April 13. One lane of McKinley Blvd will be closed to through traffic.

**Building Inspection**— Building Inspector Baier has been doing inspections on a flexible schedule. Secretary Esselman has been working in the office full-time.

**Light & Water**— The Department will be moving away from working with a full platoon at one time, after schedules and work requirements are evaluated.

The Department is interviewing five candidates for the open office position and two candidates for the line-man position.

Collections will be watched closely during this unprecedented time. By State mandate, the Utility cannot disconnect anyone's service for non-payment through June.

Director Lythjohan continues to work with the City team to secure an anchor tenant in the Hwy. 60 Business Park.

**Mayor**—The March 30 Common Council meeting was held virtually and the process worked well.

**City Administrator**—The Strategic Plan has been distributed to Department Heads for review as part of the budget process.

Respectfully submitted,

Mikko Hilvo  
City Administrator

# *Proclamation*

*Municipal Treasurers Appreciation Week*

*April 19 - 25, 2020*

*Whereas, the office of the municipal treasurer is a time honored and vital part of local government that impacts the day to day life of citizens throughout the state; and*

*Whereas, the municipal treasurers provide the necessary financial information to governing bodies and agencies at the local, county, and state levels; and*

*Whereas, the municipal treasurers administer the procedures and keep the financial records that allow governing bodies to carry out its public function efficiently and confidently; and*

*Whereas, all municipal treasurers are the official custodians responsible for proper management and investment of public funds; and*

*WHEREAS, the 1853 municipal treasurers and the 72 county treasurers work together to collect all property taxes for their own municipalities and counties as well as their local schools, technical colleges, and the State; and*

*Whereas, municipal treasurers continually strive to improve the administration of the responsibilities of the office of the municipal treasurer through participation in education programs, seminars, workshops, and conferences across Wisconsin; and*

*Whereas, Governor Tony Evers signed a proclamation on February 5, 2020 declaring April 19 - 25, 2020 as Municipal Treasurers Appreciation Week in Wisconsin.*

*Now, Therefore, I, Mike O'Keefe, Mayor of Cedarburg, do hereby recognize the week of April 19 through April 25, 2020, as Municipal Treasurers Week, and further extend appreciation to our Municipal Treasurer Christy Mertes, Deputy Treasurer Kelly Livingston, and Treasurer's Office employees Kathy Huebl and Sandra Welch, and to all Municipal Treasurers for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 13<sup>th</sup> day of April, 2020*

*Signed: \_\_\_\_\_*

*Mike O'Keefe, Mayor*

*Attest: \_\_\_\_\_*

*Tracie Sette, City Clerk*

## **PROCLAMATION**

### **PROFESSIONAL MUNICIPAL CLERK'S WEEK**

WHEREAS, the Office of the Professional Municipal Clerk, a time honored and vital part of local government, exists throughout the world, and

WHEREAS, the Office of the Professional Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, The Professional Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

WHEREAS, it is most appropriate that we recognize the accomplishments of the office of the Professional Municipal Clerk.

NOW, THEREFORE, I, Michael J. O'Keefe, Mayor of the City of Cedarburg, do recognize the week of May 3 through May 9, 2020, as Professional Municipal Clerk's Week, and further extend appreciation to our Professional Municipal Clerk Tracie Sette, Deputy Clerk Amy Kletzien, and Administrative Assistant Sandra Welch, and to all Professional Municipal Clerks and Deputy Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 13<sup>th</sup> day of April 2020.

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Michael J. O'Keefe, Mayor

Attest:

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Mikko Hilvo, City Administrator

# **Proclamation**

## **National Library Week 2020**

**WHEREAS**, today's libraries are less about what they have on the shelves and more about what they can do with and for their communities, whether it's through virtual services or in-person visits;

**WHEREAS**, libraries have long served as trusted and treasured institutions for people of all ages, interests and backgrounds;

**WHEREAS**, libraries of all types are at the heart of their cities, towns, schools and campuses;

**WHEREAS**, libraries offer members of the community opportunities to explore new passions through technology, programs and services;

**WHEREAS**, libraries and librarians help patrons find tools and resources to help improve the quality of their life;

**WHEREAS**, libraries, which promote the free exchange of information and ideas for all, are cornerstones of democracy;

**WHEREAS**, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve;

**WHEREAS**, libraries and librarians work to create an equitable society by providing free access to accurate information to all people;

**WHEREAS**, in times of crisis, libraries play a critical role in continuing to support their communities when they need it the most;

**WHEREAS**, libraries are a resource for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status, by offering services and educational programming that transform lives and strengthen communities;

**WHEREAS**, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

**NOW, THEREFORE**, be it resolved that I, Michael J. O'Keefe, Mayor of the City of Cedarburg, proclaim National Library Week, April 19-25, 2020. During this time, I encourage all residents to visit their library's website to access resources and services remotely. Because of you, Libraries Transform.

Dated this 13<sup>th</sup> day of April 2020

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Michael J. O'Keefe, Mayor

Attest:

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Tracie Sette, City Clerk