

**CITY OF CEDARBURG
SPECIAL MEETING OF COMMON COUNCIL
MONDAY MAY 23, 2022 – 7:00 P.M.**

A Special Meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, May 23, 2022 at 7:00 p.m.** The meeting will be held online utilizing the zoom app and in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., in the second floor Council Chambers. Information on how to access the meeting is attached to the meeting packet or can be accessed by clicking the following link: [Common Council Meeting | City of Cedarburg](#)

AGENDA

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Rick Verhaalen, Robert Simpson, Kristen Burkart, Patricia Thome, and Angus Forbes
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item.
7. NEW BUSINESS
 - A. Discussion and possible action on amendment to the Developer's Agreement for Phase 2 of the Fairway Village Subdivision*
 - B. Discussion and possible action on Resolution No 2022-16 approving the 2021 Compliance Maintenance Annual Report (CMAR) for Cedarburg Water Recycling*
 - C. Discussion and possible action on Mayoral appointments of Council Members Sherry Bublitz and Robert Simpson to the Personnel Committee
8. CONSENT AGENDA
 - A. Discussion and possible action on License/Permit applications***
 1. Consider approval of 2022-2023 alcohol and operator licenses (see attached list)*

B. Discussion and possible action on payment of bills dated 5/04/2022 through 5/13/2022, transfers for the period 5/07/2022 through 5/20/2022 and payroll for period 5/01/2022 through 5/14/2022*

C. Approval of May 9, 2022 Common Council Meeting Minutes

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

A. City Administrator's Report

B. City Clerk's Report on Liquor Licenses

10. COMMUNICATIONS

A. Comments and suggestions from citizens**

B. Comments and announcements by Council Members

C. Mayor's Report

11. ADJOURNMENT

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

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

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

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

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

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



CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19

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



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

CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC

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



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

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

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

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



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

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

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

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

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

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

CITY OF CEDARBURG

MEETING DATE: May 23, 2022

ITEM NO: 7.A.

TITLE: Discussion and possible action on amendment to the development agreement for Phase 2 of Fairway Village Subdivision on Washington Avenue

ISSUE SUMMARY: Neumann Developments is moving forward with Phase 2 of the Fairway Village Subdivision. Phase 2 consists of 7 townhome buildings (14 units) and 31 single family lots for a total of 113 units in the entire development. For the work on the second phase to begin the city needs to amend the original Developer's Agreement. The amendment addresses the following items:

- Requires the Developer to extend sanitary sewer along Washington Avenue to the north property line.
- Requires the Developer to pay for and install two fully improved intersections with Washington Avenue.
- Updates the Schedule of Values for Financial Guarantee.
- Updates the Completion Schedule.
- Updates the oversizing costs Light and Water will provide the Developer for installation of the water main.

The final plat for phase 2 will be coming at a future meeting.

STAFF RECOMMENDATION: Staff recommends approval.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: None.

ATTACHMENTS: Developer's Agreement Amendment

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser-(262)375-7610

THIS SECOND AMENDMENT TO DEVELOPMENT AGREEMENT (“Second Amendment”) is made as of the 23rd day of May, 2022, by and between the CITY OF CEDARBURG, a Wisconsin municipal corporation (the “City”) and Neumann Developments, Inc. (the “Developer”).

RECITALS

WHEREAS, the CITY and the DEVELOPER entered into a Development Agreement (AGREEMENT) on April 30, 2021, which set forth the approval conditions and the responsibilities and obligations with respect to matters related to the construction, use and operation of the property commonly known as the Fairway Village Subdivision; and

WHEREAS, on or about January 31, 2022, CITY and DEVELOPER entered into the First Amendment to the Developer Agreement for the property referred to herein; and

WHEREAS, Fairway Village Subdivision was to be developed in two phases, and the Developer wishes to commence Phase II of the Development, which necessitates the parties executing another amendment to the Development Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitations, which are acknowledged to be true and correct, the AMENDED mutual covenants, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the CITY and DEVELOPER agree to amend the Agreement as follows:

Article 1

Definitions

Sections 1.03, 1.04 and 1.05 of the Agreement shall be amended as follows:

1.03 “Final Plat” means the Subdivision Plat for Phase 1 presented to the Cedarburg Common Council on April 26, 2021 and the Subdivision Plat for Phase 2 presented to the Cedarburg Common Council on _____ and other pertinent authorities for final approval and recording with the Ozaukee County Register of Deeds Office. For purposes of this Agreement, the Final Plats for Phase 1 and Phase 2 are comprised of Lots numbered 1 through 113, inclusive, and Outlots numbered 1 through 5 inclusive, and also those roadway areas adjacent to the above-mentioned Lots. A true and complete copy of the Phase 1 and Phase 2 Final Plats are attached hereto as Exhibit “A” and is incorporated herein by reference.

1.04 “Improvement, Grading and Landscape Plans” means the improvement, grading and landscape plans prepared by Trio Engineering with last revision dated May 25, 2021 for Phase 1 and last revision dated _____ for Phase 2 submitted with the Final Plat as approved by the City, along with any approved amendments or supplements.

Article 4

Duties of the Developer

Sections 4.02(b) and (j) shall be deleted and recreated as follows:

4.02 Construction Duties of the Developer. The Developer shall construct the Subdivision Improvements in two phases and pay all costs associated with each phase, pursuant to the applicable Contract Documents, Improvement, Grading and Landscape Plans and the respective sections of the Subdivision Regulations, as follows:

- (b) Sanitary Sewerage Systems. The Developer agrees to finance and install all onsite sanitary sewerage facilities including all sewer mains and service laterals necessary to serve the Subdivision as depicted in the Improvement Plans including technical revisions as may be required by the City Engineer. The Developer shall extend sewer mains along Washington Avenue to the north property line of the development.
- (j) Intersection and Lane Improvements. The Developer agrees to pay for and install two fully improved intersections with Washington Avenue to include concrete curb and gutter, street lighting and sidewalk.

Section 4.04 shall be deleted and recreated as follows:

4.04 Impact and Connection Fees. Prior to issuance of a building permit for each individual Lot, the following impact and connection fees will be due from the party submitting for said building permit for each Lot:

Library Building Fee.....	\$ 1,464.36 per lot
Police Station Fee	\$ 1,421.87 per lot
Park Facilities Fee.....	\$ 1,362.29 per lot
Water Supply Facilities Fee	\$ 1,945.00 per lot
Sanitary Sewer Connection Fee	\$ 2,567.00 per lot

Developer shall disclose the amount of impact fees due to prospective buyers at the time of Lot sale.

Impact and connection fees are subject to an annual adjustment pursuant to §3-6-9 of the Code of Ordinances.

Section 4.08 shall be deleted and recreated as follows:

4.08 Schedule of Values for Financial Guarantee. The Developer shall provide an Amended Financial Guarantee, or a second Financial Guarantee for Phase 2, which shall be dated no later than thirty (30) days prior to the commencement of construction of the Improvements, in the amounts set forth in § 4.06 and the Schedule of Values attached hereto. The Financial Guarantee(s) shall be sufficient to cover the estimated costs to complete the Improvements for the respective Phases based on § 4.02 and the Schedule of Values for the Subdivision which include, but are not limited to, a second lift of asphalt and street signs.

[SCHEDULE OF VALUES FOR FINANCIAL GUARANTEE ON NEXT PAGE.]

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

SCHEDULE OF VALUES FOR FINANCIAL GUARANTEE

PHASE 1 Remaining Items	ESTIMATED COST
Drainage swales, ditch preparation, and erosion control	\$ 32,557
Storm Sewer	\$ 28,852
Curb & Gutter	\$ 3,600
Asphalt Binder Course	\$ 28,500
Concrete Sidewalks	\$ 181,583
Seeding & Mulching	\$ 33,720
Asphalt Surface Course & Tack Coat	\$ 147,421
Street Signs	\$ 4,500
Lot Piping	\$ 14,000
Legal Fees (City)	\$ 5,000
3 rd Party Inspection Fees	\$ 50,726
Sub Total of Phase 1 Construction and Related Costs	\$ 530,459
PHASE 2 Items	ESTIMATED COST
Drainage swales, ditch preparation, and construction of storm water pond, and Erosion Control, including: silt fence, tracking pad, hay bale ditch checks, temporary sediment traps, outlet pipe, and riprap.	\$ 35,003
Sanitary Sewer and Laterals	\$ 412,445
Water Main and Laterals	\$ 395,151
Storm Sewer and Laterals	\$ 287,404
Fine Grading of Street	\$ 9,583
Concrete Curb and Gutter	\$ 54,971
Road Base	\$ 60,475
Asphalt Pavement Binder Course	\$ 92,750
Concrete Sidewalk	\$ 92,228
Seeding and Mulching	\$ 15,709
Asphalt Pavement Surface Course	\$ 69,987
Street Lighting	\$ 20,000
Street Signs	\$ 2,500
Lot Piping (Owner's Surveyor)	\$ 7,500
Legal Fees (City)	\$ 5,000
Estimated 3 rd Party Inspection Fees (excluding City Administration fees)	\$ 55,000
Sub Total of Phase 2 Construction and Related Costs	\$ 1,615,706
Total of Phase 1 & 2 Construction and Related Costs	\$ 2,146,165
Add 20% additional Contingency Per § 14-1-51 of the Code:	\$ 429,233
THE SCHEDULE OF VALUES FOR EACH LINE ITEM IS BASED ON ESTIMATES. ACTUAL LINE ITEM COSTS MAY VARY. THE TOTAL FINANCIAL GUARANTEE IS AVAILABLE TO THE CITY FOR COMPLETION OF EACH LINE ITEM. THE CITY IS NOT ACTING IN A FIDUCIARY CAPACITY AS TO THE LETTER OF CREDIT.	
TOTAL LETTER OF CREDIT	\$ 2,575,398

Section 4.09 shall be amended as follows:

4.09 Completion Schedule. The Developer shall complete the Improvements for the Subdivision listed below as follows:

- (a) Phase 1 punch list items provided by the City Engineer by August 26, 2022.
- (b) Phase 1 final course of asphalt to be installed by November 18, 2022.
- (c) Phase 2 underground utilities including water main, sanitary sewer, storm sewer, and appurtenances completed on or before November 18, 2022.
- (d) Phase 2 roadway base, concrete curb and gutter, and binder asphalt on or before December 16, 2022.
- (c) Phase 2 natural gas, electrical, telephone, sidewalks, and cable television shall be completely installed prior to the earlier of the request for an initial (first) occupancy permit for homes or the installation of the final course of asphalt.
- (d) Phase 2 roadway final course of asphalt to be installed within fourteen (14) months of the installation of the binder asphalt course and within financial guarantee period.

Section 4.11(a) shall be created as follows:

4.11(a) City Payments. The City shall provide Developer with a payment in the amount of \$41,106.40 as a credit against the cost of installing the water main in Phase II. The City shall make this payment to Developer upon completion of the applicable work.

Article 7

Conditions and Waivers

Section 7.02 shall be amended to provide as follows:

7.02 Impact Fees. The Lot owner shall pay to the City all impact and connection fees prior to issuance of a building permit for the Lot in which the fees apply.

Article 8

Additional Terms

Section 8.11 shall be amended to provide as follows:

8.11 Integration of Terms. This Second Amendment, along with all unchanged terms in the original referenced Developer's Agreement and the First Amendment thereto, represents the entire agreement of the parties.

IN WITNESS WHEREOF, the parties have caused this Second Amendment to be executed by their respective authorized officers or agents as of the date first above written.

City: CITY OF CEDARBURG

By: _____
Michael J. O' Keefe/Mayor

Countersigned: _____
Tracie Sette/City Clerk

STATE OF WISCONSIN }
COUNTY OF OZAUKEE) ss

Personally came before me this day of _____, 2022, the above-named Michael J. O' Keefe, Mayor, and Tracie Sette, City Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Name: _____
Notary Public, State of Wisconsin

My Commission: _____

Developer: NEUMANN DEVELOPMENTS, INC.

By: _____
Steve DeCleene/President

STATE OF WISCONSIN }
COUNTY OF WAUKESHA } ss

Personally came before me this ____ day of _____, 2022, the above-named Steve DeCleene, to me known to be the person(s) who executed the foregoing instrument and acknowledged the same on behalf of Neumann Developments as its President, by its authority.

Name: _____
Notary Public, State of Wisconsin

My commission: _____

Drafted by:
Mike Wieser
City of Cedarburg

After recording, please return to:
Tracie Sette, City Clerk
City of Cedarburg
PO Box 49
Cedarburg WI 53012-0049

EXHIBIT “A”

Final Plat

CITY OF CEDARBURG

MEETING DATE: May 23, 2022

ITEM NO: 7.B.

TITLE: Discussion and possible action on Resolution No 2022-16 approving the 2021 Compliance Maintenance Annual Report (CMAR) for Cedarburg Water Recycling

ISSUE SUMMARY: The CMAR is a DNR summary report used to determine the effectiveness of the sewerage system to meet DNR permit limits and to indicate areas of the system that may need improvement. In 2021, no points were deducted from any categories in the report. No action for improvement in the system is needed.

STAFF RECOMMENDATION: Acceptance of the 2021 CMAR by adoption of Resolution No 2022-16

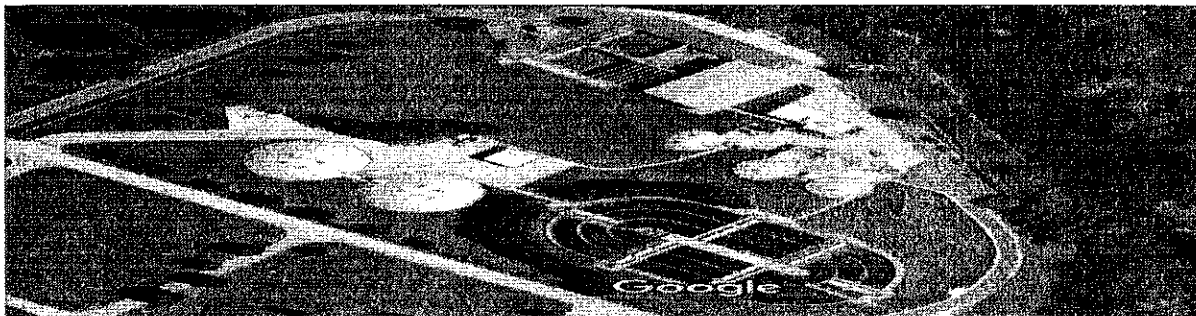
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission reviewed the CMAR summary and voted to move it to the City Council for action.

BUDGETARY IMPACT: None

ATTACHMENTS: Resolution No 2022-16, 2021 Compliance Maintenance Annual Report Summary (complete report is available in the City Clerk's office)

INITIATED/REQUESTED BY: Dennis Grulkowski, CWRC Superintendent

FOR MORE INFORMATION CONTACT: Dennis Grulkowski, 262-375-7900



2021
Compliance Maintenance Annual Report

Facility Name:

Cedarburg Water Recycling Center

Permit Number:

WI-0020222-10-0

Address:

Cedarburg Water Recycling Center

W54 N370 Park Lane

Cedarburg, WI 53012

County:

Ozaukee

Current Population Served:

12,121

Person Completing the Form:

Dennis Grulkowski

Title:

Superintendent

Date Completed:

May 6, 2022

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade =

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.6969	x	210	x	8.34	=	2,965
February	1.6761	x	210	x	8.34	=	2,931
March	2.6141	x	124	x	8.34	=	2,701
April	2.2947	x	153	x	8.34	=	2,920
May	2.0772	x	201	x	8.34	=	3,486
June	1.9005	x	189	x	8.34	=	3,001
July	1.8475	x	199	x	8.34	=	3,061
August	2.3689	x	174	x	8.34	=	3,441
September	1.7407	x	200	x	8.34	=	2,907
October	1.6014	x	224	x	8.34	=	2,997
November	1.5165	x	297	x	8.34	=	3,761
December	1.5578	x	232	x	8.34	=	3,019

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	5.788	x	90	=	5.2092
		x	100	=	5.788
Design BOD, lbs/day	4587	x	90	=	4128.3
		x	100	=	4587

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

☒ Yes

Enter last calibration date (MM/DD/YYYY)

2021-04-19

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☐ Yes

☒ Yes

☐ Yes

☒ No

☐ No

☒ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☐ Yes

gallons

☒ No

Holding Tanks

☒ Yes

5873100 gallons

☐ No

Grease Traps

☐ Yes

gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance was slightly improved with increase in BOD.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/5/2022

2021

☐ Yes

☒ No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	15	13.5	3	1	0	0
February	15	13.5	5	1	0	0
March	15	13.5	4	1	0	0
April	15	13.5	4	1	0	0
May	10	10	4	1	0	0
June	10	10	3	1	0	0
July	10	10	1	1	0	0
August	10	10	1	1	0	0
September	10	10	1	1	0	0
October	10	10	1	1	0	0
November	15	13.5	3	1	0	0
December	15	13.5	1	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- ☒ Yes
 ☐ No

Enter last calibration date (MM/DD/YYYY)

2021-04-19

☐ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

☐ Yes

☒ No

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/5/2022

2021

<p>If Yes, please explain:</p> <div></div>
<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div></div>
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	15	13.5	3	1	0	0
February	15	13.5	4	1	0	0
March	15	13.5	4	1	0	0
April	15	13.5	3	1	0	0
May	15	13.5	3	1	0	0
June	15	13.5	2	1	0	0
July	15	13.5	1	1	0	0
August	15	13.5	0	1	0	0
September	15	13.5	1	1	0	0
October	15	13.5	0	1	0	0
November	15	13.5	1	1	0	0
December	15	13.5	1	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/5/2022

2021

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	6.4		.006	0					
February	6.4		.035	0					
March	6.4		.006	0					
April	4		0	0					
May	3.3		.002	0					
June	3.3		.012	0					
July	3.3		.009	0					
August	3.3		.061	0					
September	3.3		.005	0					
October	5.7		.015	0					
November	6.4		.005	0					
December	6.4		0	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	.8	0.281	1	0
February	.8	0.242	1	0
March	.8	0.323	1	0
April	.8	0.195	1	0
May	.8	0.179	1	0
June	.8	0.149	1	0
July	.8	0.179	1	0
August	.8	0.181	1	0
September	.8	0.428	1	0
October	.8	0.224	1	0
November	.8	0.116	1	0
December	.8	0.094	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☐ Land applied under your permit
☐ Publicly Distributed Exceptional Quality Biosolids
☒ Hauled to another permitted facility
☐ Landfilled
☐ Incinerated
☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - AEROBIC LIQUID SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	<3.8			<4			<4			<4.6				0	0
Cadmium		39	85	.53			.55			.85			.61				0	0
Copper		1500	4300	819			803			817			886				0	0
Lead		300	840	21.4			15.4			16.7			18.4				0	0
Mercury		17	57	.5			1.5			2.1			.23				0	0
Molybdenum	60		75	6			6.8			8			8.2			0		0
Nickel	336		420	18.7			19.1			23.2			22.6			0		0
Selenium	80		100	<3.4			<3.6			5.3			5.5			0		0
Zinc		2800	7500	466			409			510			472				0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
☐ 1-2 (10 Points)
☐ > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- ☐ Yes
☐ No (10 points)
 ● N/A - Did not exceed limits or no HQ limit applies (0 points)
☐ N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
☐ 1 (10 Points)
☐ > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- ☐ Yes (20 Points)
 ● No (0 Points)

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken?
Has the source of the metals been identified?

N/A

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2021 - 03/31/2021
Density:	471,380
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2021 - 03/31/2021
Density:	460,157
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2021 - 03/31/2021
Density:	371,315
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2021 - 03/31/2021
Density:	721,940
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2021 - 03/31/2021
Density:	363,790
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2021 - 03/31/2021
Density:	312,675
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2021 - 03/31/2021
Density:	499,439
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2021 - 06/30/2021
Density:	186,237
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2021 - 06/30/2021
Density:	459,877
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2021 - 06/30/2021
Density:	363,129
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2021 - 06/30/2021
Density:	175,926
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2021 - 06/30/2021
Density:	324,833
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2021 - 06/30/2021
Density:	307,646
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2021 - 06/30/2021
Density:	311,355
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2021 - 09/30/2021
Density:	242,424
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2021 - 09/30/2021
Density:	22,523
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2021 - 09/30/2021
Density:	121,630
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2021 - 09/30/2021
Density:	76,103
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2021 - 09/30/2021
Density:	227,420
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2021 - 09/30/2021
Density:	33,784
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2021 - 09/30/2021
Density:	347,628
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2021 - 12/31/2021
Density:	94,340
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2021 - 12/31/2021
Density:	80,363
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2021 - 12/31/2021
Density:	73,840
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2021 - 12/31/2021
Density:	17,921
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2021 - 12/31/2021
Density:	17,921
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2021 - 12/31/2021
Density:	82,973
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2021 - 12/31/2021
Density:	14,620
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

☐ Yes (40 Points)

☒ No

If yes, what action was taken?

N/A

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Method Date:	03/31/2021
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	002
Method Date:	06/30/2021
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	002
Method Date:	12/31/2021
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

☐ Yes (40 Points)

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

<ul style="list-style-type: none"> • No <p>If yes, what action was taken?</p> <p>N/A</p>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"> • ≥ 180 days (0 Points) ○ 150 - 179 days (10 Points) ○ 120 - 149 days (20 Points) ○ 90 - 119 days (30 Points) ○ < 90 days (40 Points) ○ N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <p></p>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <p>N/A</p>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div> <p>Could use more help/staff for:</p> <div>N/A</div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes○ Paper file system○ Computer system● Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p> <div>The treatment plant continues to operate effectively, but continues to show signs of age.</div>	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- ☒ Yes (0 points)
- ☐ No (20 points)

Name:

DENNIS W GRULKOWSKI

Certification No:

34486

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- ☒ Yes (0 points)
- ☐ No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

OIT and Basic Certification: ○ Averaging 6 or more CECs per year. ○ Averaging less than 6 CECs per year. Advanced Certification: ● Averaging 8 or more CECs per year. ○ Averaging less than 8 CECs per year.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Financial Management

1. Provider of Financial Information

Name:

Kelly Livingston, City Treasurer

Telephone:

(262) 375-7602

(XXX) XXX-XXXX

E-Mail Address
(optional):

klivingston@ci.cedarburg.wi.us

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2021

0

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2021

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 2,699,735.69

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$

3.2.3 Adjusted January 1st Beginning Balance

\$

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☐ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	St. John Ave will have 1444 ft of sewer replaced and 2 manholes.	190000	2024
2	Highland Drive will have 2135 ft of forcemain and sewer replaced and upsized and 7 manholes will be replaced.	375000	2022
3	Sunnyside - Edgewater to Highland	500000	2023
4	Hilgen/Jackson - Washington to Spring	500000	2022
5	Sommerset Road Pioneer to Wirth	165000	2022
6	New Ultra-violet disinfection System.	250000	2022
7	New Chemical Tank and feed system.	500000	2021
8	Rebuild Dorchester Lift Station	300000.00	2022
9	Rebuild Evergreen Lift Station.	500000.00	2023

5. Financial Management General Comments

N/A

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 11

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	22,654	93
February	21,055	77
March	23,427	97
April	20,344	52
May	18,611	53
June	16,641	22
July	16,750	24
August	17,159	23
September	15,563	30
October	16,418	33
November	17,583	25
December	20,321	58
Total	226,526	587
Average	18,877	49

6.1.2 Comments:

N/A

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

None.

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Plan on rebuilding Dorchester lift station next year and installing more energy efficient pumps.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	100,412	52.60	1,909	91.92	1,092	1,186
February	91,110	46.93	1,941	82.07	1,110	704
March	95,193	81.04	1,175	83.73	1,137	1,024
April	91,950	68.84	1,336	87.60	1,050	622
May	104,480	64.39	1,623	108.07	967	424
June	102,741	57.02	1,802	90.03	1,141	59
July	104,735	57.27	1,829	94.89	1,104	13
August	107,310	73.44	1,461	106.67	1,006	10
September	100,968	52.22	1,934	87.21	1,158	7
October	96,864	49.64	1,951	92.91	1,043	17
November	92,129	45.50	2,025	112.83	817	214
December	99,934	48.29	2,069	93.59	1,068	599
Total	1,187,826	697.18		1,131.52		4,879
Average	98,986	58.10	1,755	94.29	1,058	407

7.1.2 Comments:

None.

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☒ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

7.2.2 Comments:

None.

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Replaced old chemical feed system with new pumps and phosphate analyzer.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☒ No

☐ Yes

If Yes, how is the biogas used (Check all that apply):

☐ Flared Off

☐ Building Heat

☐ Process Heat

☐ Generate Electricity

☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☐ No

☒ Yes

☒ Entire facility

Year:

2017

By Whom:

Focus on Energy.

Describe and Comment:

None.

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Clean 50% of the collection system. Clean all catch basins in the City. Visually inspect all 11 lift stations once a week, and exercise valves monthly. Clean lift station and plant wet wells twice a year. Continue our sewer replacement program. Repair small leaks in the system with CIPP.

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Cedarburg Sewer Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2021-11-29

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☒ Rehabilitated sewer and lift station installation, testing and inspection

☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 - ☒ A description of routine operation and maintenance activities (see question 2 below)
 - ☒ Capacity assessment program
 - ☒ Basement back assessment and correction
 - ☒ Regular O&M training
 - ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - ☒ Construction, Inspection, and Testing
 - ☐ Others:

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐
- Does your emergency response capability include:
- ☒ Responsible personnel communication procedures
 - ☒ Response order, timing and clean-up
 - ☒ Public notification protocols
 - ☒ Training
 - ☒ Emergency operation protocols and implementation procedures
- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐
 - ☒ Special Studies Last Year (check only those that apply):
- ☒ Infiltration/Inflow (I/I) Analysis
 - ☐ Sewer System Evaluation Survey (SSES)
 - ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
 - ☒ Lift Station Evaluation Report
 - ☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="52"/>	% of system/year
Root removal	<input type="text" value="13"/>	% of system/year
Flow monitoring	<input type="text" value="10"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="8"/>	% of system/year
Manhole inspections	<input type="text" value="50"/>	% of system/year
Lift station O&M	<input type="text" value="52"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="3"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="6"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Private sewer I/I
removal

0

% of private services

River or water
crossings

1

% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Gravity lines that run under the creek were lined and inspected.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

28.2	Total actual amount of precipitation last year in inches
36	Annual average precipitation (for your location)
58	Miles of sanitary sewer
11	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
23	Number of complaints
1.908	Average daily flow in MGD (if available)
5.191	Peak monthly flow in MGD (if available)
.005191	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.40	Complaints (number/sewer mile)
2.7	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

<ul style="list-style-type: none">● No <p>If Yes, please describe:</p> <div></div>
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:
<div>Continue to follow our collection system plan and addressing small leaks as we find them.</div>
5.4 What is being done to address infiltration/inflow in your collection system?
<div>Leaks that are found in collection system are lined with CIPP.</div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2022 2021

Grading Summary

WPDES No: 0020222

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial				
Collection	A	4	3	12
TOTALS			36	144
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

**CITY OF CEDARBURG
RESOLUTION NO. 2022-16**

2021 Compliance Maintenance Annual Report – Water Recycling Center

WHEREAS, the Wisconsin Department of Natural Resources requires that the City of Cedarburg submit an annual Compliance Maintenance Report for its Water Recycling Center; and

WHEREAS, the compliance maintenance program requires the adoption of a resolution by the governing body of the entity operating the wastewater treatment facility;

NOW, **THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Cedarburg authorizes the appropriate municipal officers to inform the Department of Natural resources that the following actions were taken by the City of Cedarburg Common Council:

1. Reviewed the Compliance Maintenance Annual Report which is attached to this resolution.
2. No further action is necessary.

Passed and adopted this 23rd day of May, 2022.

Michael J. O’Keefe, Mayor

Attest:

Tracie Sette, City Clerk

CONSIDER APPROVAL OF 2022-2023 ALCOHOL AND OPERATOR LICENSES FOR:

Class “A” fermented malt beverage and “Class A” cider only (off-premise consumption only):

Speedway LLC, 3200 Hackberry Rd., Irving, TX 75063, Laura M. Streubing, Agent, premises to be licensed: W63N121 Washington Avenue, known as **Speedway 4203**.

Class “B” fermented malt beverage and “Class B” intoxicating liquor (on or off-premise consumption):

Lime Cantina Inc., W62N550 Washington Avenue, Cedarburg, WI 53012, Bradley J. Devorkin, Agent, premises to be licensed: W62N550 Washington Avenue, known as **Lime Cantina**.

Art of Joy, LLC, W63N644 Washington Avenue, Cedarburg, WI, Stephanie Hayes, Agent, premises to be licensed: W63N644 Washington Avenue, known as **Art of Joy**.

New Operator License applications for the period ending June 30, 2023:

Donna H. Bornitz	Emma J. Jacque	Kelly B. Northridge
Abigail J. Didier	Bradley J. Larson	Rebecca J. Rice
Jeffrey D. Fischer	Dianna P. Lightner	Emily R. Schemenauer
Catherine Frohman	Cheyenne E. Lutz	Jeffrey A. Wandschneider

Renewal Operator License applications for period ending June 30, 2023

Carol A. Ameen	Elizabeth N. Hoffman	Jamie N. Nevins
Deborah Bath	Peter J. Jackson	Nick M. Nevins
Justin A. Bauer	Tracey M. Jackson	Debra M. Newell
Joey M. Baumle	Jaime L. Jacobson	Marybeth S. Nicolosi
Tamara J. Behling	Dennis F. Jaeger	Benjamin C. Nummerdor
Michael C. Besaw	Marylee Katzka	Annmarie J. Oswald
Adam J. Bougie	Randall H. Kison	Hadley W. Pape
Jody L. Brzezinski	Stacy J. Kowalkowski	Christine L. Pope
Daniel M. Burbach	Adam M. Kressmer	James C. Rahming
Karen T. Cannon	Audrey L. Krick	Erin A. Riley
Callen L. Cummings	Brian A. Kurlinski	Chad W. Schmidt
Brady S. Curtis	Edmund A. Kwaterski	Erin E. Schmidt
Christina N. Gabrielson	James D. Lake	Eric L. Siudak
Jeanette L. Gabrys	Kathleen A. Lanser	Michelle L. Taraboi
Kathleen Griffin	Mark E. Larson	David E. Taylor
Angela L. Habermann	Cynthia M. Larson	Ethan E. Taylor

Christine M. Habich
H. Michael Hagerman
Anthony Havel
Jake G. Hebda
Jill Hepburn

Linda K. Martens
Rosanne M. Mitchell
Gregory P. Myers
Sharon L. Nelson

Kerry K. Tharp
Robert R. Vanderloop
Stephen R. Wilson
James W. Zipter

CITY OF CEDARBURG
TRANSFER LIST
5/7/22-5/20/22

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
5/11/2022	\$12,820.27	Wisconsin Dept of Revenue-April sales tax
5/15/2022	\$948.36	Aflac-April remittance
5/15/2022	\$546.82	Superior Vision-May remittance
5/15/2022	\$2,768.70	Minnesota Life-June premiums
5/15/2022	\$1,933.86	ADP-April/May charges
5/19/2022	\$6,350.00	Health Savings Accounts-contributions for 5/1/22-5/14/22
5/19/2022	\$1,326.27	ICMA-contributions for 5/1/22-5/14/22
5/19/2022	\$4,432.70	North Shore Bank-contributions for 5/1/22-5/14/22
5/19/2022	\$495.00	Police Union-contributions for 5/1/22-5/14/22
5/19/2022	\$346.15	State of Wisconsin-child support for 5/1/22-5/14/22
5/19/2022	\$515.42	Wis Deferred Comp-contributions for 5/1/22-5/14/22
5/19/2022	<u>\$221,000.00</u>	PWSB Payroll
	<u><u>\$253,483.55</u></u>	

PWSB PAYROLL CHECKING ACCOUNT

5/20/2022	\$157,500.98	Payroll for 5/1/22-5/14/22
5/20/2022	<u>\$63,050.56</u>	Payroll taxes for 5/1/22-5/14/22
	<u><u>\$220,551.54</u></u>	

PWSB MONEY MARKET ACCOUNT

5/7/2022	\$200,000.00	PWSB Checking
----------	--------------	---------------

05/19/2022 09:52 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/04/2022 - 05/13/2022
Banks: PWBDD

Page 1/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/06/2022	PWBDD	40651	ABLE DISTRIBUTING	REPAIR AND MAINTENANCE	500240	555510	397.36
05/06/2022	PWBDD	40652	ADVANCED TECHNOLOGY SYSTEMS	REPAIR AND MAINTENANCE	500240	522110	9,131.03
05/06/2022	PWBDD	40655	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522410	123.38
05/06/2022	PWBDD	40656#	AURORA EAP	DUE FROM LIGHT & WATER	156200	000000	105.00
				EAP/125 ADMIN	500161	519200	467.25
				CHECK PWBDD 40656 TOTAL FOR FUND 100:			572.25
05/06/2022	PWBDD	40658#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	522410	37.78
				OPERATING SUPPLIES	500350	533210	64.32
				OPERATING SUPPLIES	500350	533210	7.34
				OPERATING SUPPLIES	500350	533210	42.09
				MAINTENANCE PARTS	500353	533210	11.68
				MAINTENANCE PARTS	500353	533210	1.42
				MAINTENANCE PARTS	500353	533210	35.07
				REPAIR AND MAINTENANCE	500240	555510	15.54
				REPAIR AND MAINTENANCE	500240	555510	8.98
				CHECK PWBDD 40658 TOTAL FOR FUND 100:			224.22
05/06/2022	PWBDD	40659	BRAUN TK ELEVATOR	REPAIR AND MAINTENANCE	500240	518100	247.59
05/06/2022	PWBDD	40661	CALLAHAN BLUM, ERIN	PROFESSIONAL SRV-WATERCOLOR	500210	555140	184.00
05/06/2022	PWBDD	40665	DEPARTMENT OF SAFETY &	PROFESSIONAL SERVICES	500210	522310	40.00
05/06/2022	PWBDD	40666	DIGITAL EDGE OF GRAFTON	OFFICE SUPPLIES	500310	515600	61.00
05/06/2022	PWBDD	40668	ELIZABETH ROLLAND	PROFESS SERV- TAIJI INTRUCT	500210	555140	15.00
05/06/2022	PWBDD	40670	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	121.30
05/06/2022	PWBDD	40671	GRAINGER	MAINTENANCE PARTS	500353	533210	190.33
05/06/2022	PWBDD	40672	HALEN HOMES	OTHER EXPENSES	500390	515600	4.95
05/06/2022	PWBDD	40673	HEAVY DUTY RADIATOR REPAIR	MAINTENANCE PARTS	500353	533210	2,295.36
05/06/2022	PWBDD	40674	JAMES ESTEN	PROFESS SERV - TAIJI INSTRUCTOR	500210	555140	45.00

05/19/2022 09:52 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/04/2022 - 05/13/2022
Banks: PWBDD

Page 2/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/06/2022	PWBDD	40676	JJ S PLUMBING REPAIR	REPAIR AND MAINTENANCE	500240	522110	441.75
05/06/2022	PWBDD	40677	JOHNSONS NURSERY, INC.	DEVELOPERS DEPOSIT-TREE PLNTG	239837	000000	1,350.00
05/06/2022	PWBDD	40678	JONATHAN CENSKY	PROFESSIONAL SERVICES	500210	566310	5,370.82
05/06/2022	PWBDD	40680	LANGE ENTERPRISES, INC.	OFFICE SUPPLIES	500310	522310	351.45
05/06/2022	PWBDD	40681	MATHESON TRI-GAS INC	OPERATING SUPPLIES	500350	533210	281.46
05/06/2022	PWBDD	40684	NORTH WOODS	REPAIR AND MAINTENANCE	500240	555510	1,217.37
05/06/2022	PWBDD	40687	OWEN'S OFFICE SUPPLIES	OFFICE SUPPLIES	500310	555510	150.00
05/06/2022	PWBDD	40691	REINDERS, INC.	REPAIR AND MAINTENANCE	500240	555510	550.00
05/06/2022	PWBDD	40692	RICOH USA, INC.	REPAIR AND MAINTENANCE	500240	522110	991.08
05/06/2022	PWBDD	40693	ROTARY CLUB OF CEDARBURG	TRAVEL & TRAINING	500330	522110	255.00
05/06/2022	PWBDD	40694	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES	500210	533110	944.94
05/06/2022	PWBDD	40695	SOUTHSIDE TIRECO., FRANKLIN	MAINTENANCE PARTS	500353	533210	895.00
				MAINTENANCE PARTS	500353	533210	208.00
				CHECK PWBDD 40695 TOTAL FOR FUND 100:			1,103.00
05/06/2022	PWBDD	40696	STREICHER'S POLICE EQUIPMENT	UNIFORMS	500346	522120	149.81
05/06/2022	PWBDD	40698	TAKAKO WILLDEN	PROFESS SERV - CHAIRYOGA	500210	555140	52.00
05/06/2022	PWBDD	40699*#	U.S. CELLULAR	BUDD CELL 5488	500225	522310	42.42
				BAIER CELL 0282	500225	522310	42.86
				WIESER CELL 1782	500225	533110	38.86
				URBANEK CELL 5335	500225	533110	42.86
				DPW IPAD 1293	500225	533210	25.36
				HINTZ CELL 9168	500225	533210	42.86
				BUBLITZ HOT SPOT 0913	500225	533210	39.86
				BUBLITZ TABLET 1195	500225	533210	25.36
				LEGAULT TABLET 9599	500225	555510	10.86
				KETNER TABLET 9629	500225	555510	10.86

05/19/2022 09:52 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/04/2022 - 05/13/2022
Banks: PWBDD

Page 3/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				WESTPHAL TABLET 8568	500225	555510	10.86
				PETERSON TABLET 5195	500225	555510	10.86
				WESTPHAL CELL 3140	500225	555510	42.43
				CHECK PWBDD 40699 TOTAL FOR FUND 100:			386.31
05/06/2022	PWBDD	40700#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	128.89
				REPAIR AND MAINTENANCE	500240	522100	78.63
				OPERATING SUPPLIES	500350	533210	52.47
				CHECK PWBDD 40700 TOTAL FOR FUND 100:			259.99
05/06/2022	PWBDD	40702#	WAYSIDE NURSERIES, INC.	DEVELOPERS DEPOSIT-TREE PLNTG	239837	000000	3,814.00
				TREES AND SUPPLIES	500341	555510	315.00
				TREES AND SUPPLIES	500341	555510	205.00
				CHECK PWBDD 40702 TOTAL FOR FUND 100:			4,334.00
05/13/2022	PWBDD	40703	ABLE DISTRIBUTING	OPERATING SUPPLIES	500350	518100	765.53
05/13/2022	PWBDD	40708*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	4.12
				REPAIR AND MAINTENANCE	500240	518100	7.64
				OPERATING SUPPLIES	500350	533210	73.99
				OPERATING SUPPLIES	500350	533210	109.76
				MAINTENANCE PARTS	500353	533210	104.37
				REPAIR AND MAINTENANCE	500240	555510	14.82
				REPAIR AND MAINTENANCE	500240	555510	21.46
				REPAIR AND MAINTENANCE	500240	555510	21.55
				REPAIR AND MAINTENANCE	500240	555510	16.87
				CHECK PWBDD 40708 TOTAL FOR FUND 100:			374.58
05/13/2022	PWBDD	40709	BRIAN EMMRICH	AWARDS, SUPPLIES	500343	519200	100.00
05/13/2022	PWBDD	40710	BRIAN EMMRICH	AWARDS, SUPPLIES	500343	519200	50.00
05/13/2022	PWBDD	40711	CANINE SEARCH SOLUTIONS, LLC	K-9 UNIT EXPENSE	500352	522120	400.00
05/13/2022	PWBDD	40712*#	CARDMEMBER SERVICE	FLEET FARM	239837	000000	335.39
				ZOOM	500320	514100	63.26

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				UW EDUCATION	500330	514100	90.00
				LOCAL GOVERNMENT	500330	515600	860.10
				POSTAGE	500225	522110	167.99
				MICROSOFT	500320	522110	210.98
				NEW EGG LAPTOP	500380	522110	1,056.04
				CULVERS	500390	522110	80.00
				EVENBRITE/TRAINING LUNCH	500330	522120	502.27
				AMAZON	500310	522130	497.30
				TRAVEL & TRAINING	500330	533210	1,430.10
				AMAZON/DULUTH	500350	533210	1,246.43
				TOMBALL DODGE	500353	533210	120.55
				REPAIR AND MAINTENANCE	500240	533311	131.97
				AMAZON	500310	555140	3.86
				STO-COTE PRODUCTS	500240	555510	3,488.65
				AMAZON	500240	555510	126.57
				FORESTERY SUPPLIES	500240	555510	95.53
				CHECK PWBDD 40712 TOTAL FOR FUND 100:			10,506.99
05/13/2022	PWBDD	40713	CEDARBURG LIGHT & WATER	HALEN HOMES W63N1149 AUGUSTA LN	256201	000000	1,945.00
				HALEN HOMES W72N1147 AUGUSTA LN LOT	256201	000000	1,945.00
				HARBOR HOMES N115W7235 OAKMONT DR L#39	256201	000000	1,945.00
				TIM O'BRIEN HMS W70N1124 PINEHURST	256201	000000	1,945.00
				TIM O'BRIEN HMS W72N1122 AUGUSTA LN	256201	000000	1,945.00
				CHECK PWBDD 40713 TOTAL FOR FUND 100:			9,725.00
05/13/2022	PWBDD	40715	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	434.00
05/13/2022	PWBDD	40716*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	533210	205.54
05/13/2022	PWBDD	40717	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	849.00
05/13/2022	PWBDD	40718	CORNERSTONE ONE, LLC	REPAIR AND MAINTENANCE	500240	522100	3,895.46
05/13/2022	PWBDD	40719*#	CULLIGAN OF WEST BEND	REPAIR AND MAINTENANCE	500240	518100	96.85
05/13/2022	PWBDD	40720	DULTMEIER SALES	MAINTENANCE SUPPLIES	500340	533450	424.51

05/19/2022 09:52 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/04/2022 - 05/13/2022
Banks: PWBDD

Page 5/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/13/2022	PWBDD	40722	EGELHOFF LAWNMOWER SERVICE	MAINTENANCE PARTS	500353	533210	35.30
				MAINTENANCE PARTS	500353	533210	75.90
				CHECK PWBDD 40722 TOTAL FOR FUND 100:			111.20
05/13/2022	PWBDD	40723	ERIC WEISENBERGER	AWARDS, SUPPLIES	500343	519200	50.00
05/13/2022	PWBDD	40724	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	87.60
05/13/2022	PWBDD	40725	FAULKES BROS. CONSTRUCTION, INC	REPAIR AND MAINTENANCE	500240	555510	287.00
05/13/2022	PWBDD	40727	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	2,147.77
05/13/2022	PWBDD	40728	FLYRITE LLC	SUPPLIES AND EXPENSES	500347	522110	99.00
05/13/2022	PWBDD	40729	GRAINGER	REPAIR AND MAINTENANCE	500240	518100	15.00
				REPAIR AND MAINTENANCE	500240	518100	148.30
				REPAIR AND MAINTENANCE	500240	518100	27.90
				CHECK PWBDD 40729 TOTAL FOR FUND 100:			191.20
05/13/2022	PWBDD	40730	GUETZKE & ASSOCIATES, INC.	PROFESSIONAL SERVICES	500210	533210	280.00
05/13/2022	PWBDD	40731*#	HOME DEPOT CREDIT SERVICES	REPAIR AND MAINTENANCE	500240	518100	123.88
				OPERATING SUPPLIES	500350	533210	675.26
				CHECK PWBDD 40731 TOTAL FOR FUND 100:			799.14
05/13/2022	PWBDD	40733	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	240.00
05/13/2022	PWBDD	40734	JOHNSON CONTROLS FIRE	PROFESSIONAL SERVICES	500210	533210	368.71
05/13/2022	PWBDD	40735	LETTERS & SIGNS	SIGNS	500363	533311	1,020.00
05/13/2022	PWBDD	40737	MILLER-BRADFORD AND RISBERG	MAINTENANCE PARTS	500353	533210	45.72
05/13/2022	PWBDD	40738	MTAW	PROF PUBLICATIONS AND DUES	500320	515600	60.00
05/13/2022	PWBDD	40739	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	16.97
				MAINTENANCE PARTS	500353	533210	151.83
				MAINTENANCE PARTS	500353	533210	0.75
				MAINTENANCE PARTS	500353	533210	81.56

05/19/2022 09:52 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/04/2022 - 05/13/2022
Banks: PWBDD

Page 6/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				MAINTENANCE PARTS	500353	533210	(123.37)
				CHECK PWBDD 40739 TOTAL FOR FUND 100:			<u>127.74</u>
05/13/2022	PWBDD	40740	OFFICE COPYING EQUIPMENT LTD	EQUIPMENT OUTLAY	500385	514700	9.23
				EQUIPMENT OUTLAY	500385	514700	9.47
				CHECK PWBDD 40740 TOTAL FOR FUND 100:			<u>18.70</u>
05/13/2022	PWBDD	40741	OLSEN'S PIGGLY WIGGLY	OTHER EXPENSES	500390	522110	27.67
05/13/2022	PWBDD	40742	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	1,485.80
05/13/2022	PWBDD	40746	PENFLEX ACTUARIAL SERVICES, LLC	RETIREMENT	500152	522230	1,410.00
05/13/2022	PWBDD	40747	PITNEY BOWES INC	POSTAGE	500315	514100	113.04
05/13/2022	PWBDD	40748#	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	1,519.80
				FUEL INVENTORY	161500	000000	6,458.94
				FUEL INVENTORY	161500	000000	7,214.59
				GAS AND OIL EXPENSE	500351	533210	84.89
				MAINTENANCE PARTS	500353	533210	(20.00)
				CHECK PWBDD 40748 TOTAL FOR FUND 100:			<u>15,258.22</u>
05/13/2022	PWBDD	40749	RIVER RUN COMPUTERS, INC.	REPAIR AND MAINTENANCE	500240	522110	75.00
05/13/2022	PWBDD	40750	ROLLAND KEGLEY	AWARDS, SUPPLIES	500343	519200	50.00
05/13/2022	PWBDD	40751	ROLLAND KEGLEY	AWARDS, SUPPLIES	500343	519200	50.00
05/13/2022	PWBDD	40753	SHERWIN INDUSTRIES, INC.	STREET PAINT AND ROADSAVER221	500240	533311	10,130.52
05/13/2022	PWBDD	40754#	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	32.85
				OPERATING SUPPLIES	500350	533210	10.95
				CHECK PWBDD 40754 TOTAL FOR FUND 100:			<u>43.80</u>
05/13/2022	PWBDD	40756	TRUCK COUNTRY OF WISC	MAINTENANCE PARTS	500353	533210	276.00
05/13/2022	PWBDD	40757	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	52.47
05/13/2022	PWBDD	40759	W.L.E.C.H.A	K-9 UNIT EXPENSE	500352	522120	200.00

05/19/2022 09:52 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/04/2022 - 05/13/2022
Banks: PWBDD

Page 7/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/13/2022	PWBDD	40760	WAUKESHA COUNTY TECHNICAL COLLEGE	TRAVEL & TRAINING	500330	522120	654.00
05/13/2022	PWBDD	40761	WISCONSIN LAW ENFORCEMENT	PROF PUBLICATIONS AND DUES	500320	522110	150.00
Total for fund 100 GENERAL FUND							95,579.51
Fund: 210 ROOM TAX FUND							
05/06/2022	PWBDD	40662	CHAMBER OF COMMERCE	CHAMBER TOURISM & DEVELOPMENT	500721	566700	3,980.35
05/06/2022	PWBDD	40663	CHAMBER OF COMMERCE	CHAMBER TOURISM & DEVELOPMENT	500721	566700	11,941.05
Total for fund 210 ROOM TAX FUND							15,921.40
Fund: 220 RECREATION PROGRAMS FUND							
05/06/2022	PWBDD	40682	MICHELE GAREY	SUMMER SOCCER	467329	000000	55.00
05/13/2022	PWBDD	40712*#	CARDMEMBER SERVICE	WEB RENEWAL	500347	555390	544.46
				RED CROSS	500372	555390	1,153.94
				POMS EXPENSES	500394	555390	985.62
CHECK PWBDD 40712 TOTAL FOR FUND 220:							2,684.02
05/13/2022	PWBDD	40732	JAMIE FERNANDES	POMS REVENUE	467332	000000	90.00
05/13/2022	PWBDD	40736	MASTER PRINTWEAR	SUPPLIES AND EXPENSES	500347	555390	1,423.50
Total for fund 220 RECREATION PROGRAMS FUND							4,252.52
Fund: 231 AMERICAN RESCUE PLAN ACT							
05/13/2022	PWBDD	40712*#	CARDMEMBER SERVICE	SOUND BAR BEST BUY	500331	566721	959.98
05/13/2022	PWBDD	40755	THE BURG 653 LLC	GRANT EXPENDITURES	500331	566721	5,000.00
Total for fund 231 AMERICAN RESCUE PLAN ACT							5,959.98
Fund: 240 SWIMMING POOL FUND							
05/06/2022	PWBDD	40688	OZAUKEE COUNTY	LICENSES & PERMITS	500324	555320	230.00
05/13/2022	PWBDD	40707	BASSETT MECHANICAL	MAINTENANCE SUPPLIES	500340	555320	378.00
05/13/2022	PWBDD	40708*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	555320	12.28
05/13/2022	PWBDD	40744	OZAUKEE COUNTY	LICENSES & PERMITS	500324	555321	250.00
Total for fund 240 SWIMMING POOL FUND							870.28
Fund: 260 LIBRARY FUND							

05/19/2022 09:52 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/04/2022 - 05/13/2022
Banks: PWBDD

Page 8/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
05/06/2022	PWBDD	40657	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	28.66
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	34.06
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	35.58
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	182.92
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	449.98
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	362.36
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	365.44
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	251.39
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	411.03
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	205.25
				DONATION EXPENDITURES	500322	555110	18.00
				DONATION EXPENDITURES	500322	555110	415.00
				DONATION EXPENDITURES	500322	555110	51.17
				DONATION EXPENDITURES	500322	555110	23.00
				DONATION EXPENDITURES	500322	555110	95.00
				DONATION EXPENDITURES	500322	555110	73.00
				DONATION EXPENDITURES	500322	555110	225.00
				DONATION EXPENDITURES	500322	555110	63.00
				DONATION EXPENDITURES	500322	555110	43.89
CHECK PWBDD 40657 TOTAL FOR FUND 260:							3,333.73
05/06/2022	PWBDD	40675	JAMES IMAGING SYSTEMS, INC.	MAINT/CONTRACTED SERVICES	500290	555110	354.86
05/06/2022	PWBDD	40679	LAKESHORE LIBRARY SYSTEM	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	47.00
05/06/2022	PWBDD	40683	MONARCH LIBRARY SYSTEM	SHARED SYSTEM SERVICES	500381	555110	16.88
05/06/2022	PWBDD	40686	OLSEN'S PIGGLY WIGGLY	DONATION EXPENDITURES	500322	555110	33.28
05/06/2022	PWBDD	40701	VISUAL IMAGE PHOTOGRAPHY, INC.	OFFICE SUPPLIES	500310	555110	13.00
05/13/2022	PWBDD	40706	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	44.13
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	92.70
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	306.72
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	223.56
				DONATION EXPENDITURES	500322	555110	73.36
				DONATION EXPENDITURES	500322	555110	254.51

05/19/2022 09:52 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/04/2022 - 05/13/2022
Banks: PWBDD

Page 9/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND				CHECK PWBDD 40706 TOTAL FOR FUND 260:			994.98
05/13/2022	PWBDD	40712*#	CARDMEMBER SERVICE	TELEPHONE/COMMUNICATIONS	500225	555110	399.14
				PROGRAM SUPPLIES	500308	555110	62.95
				OFFICE SUPPLIES	500310	555110	60.38
				COMPUTER/COPIER SUPPLIES	500312	555110	94.15
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	543.61
				DONATION EXPENDITURES	500322	555110	228.68
				WHITE BOARD	500322	555110	3,199.00
				OPERATING SUPPLIES	500350	555110	52.33
				EQUIPMENT/CAPITAL OUTLAY	500380	555110	877.78
				APPLE, TECHNOLOGY	500382	555110	81.97
				CHECK PWBDD 40712 TOTAL FOR FUND 260:			5,599.99
05/13/2022	PWBDD	40719*#	CULLIGAN OF WEST BEND	MAINT/CONTRACTED SERVICES	500290	555110	5.38
05/13/2022	PWBDD	40721	E-Z WINDOW CLEANING	MAINT/CONTRACTED SERVICES	500290	555110	1,182.00
05/13/2022	PWBDD	40743	OWEN'S OFFICE SUPPLIES	OFFICE SUPPLIES	500310	555110	19.95
				Total for fund 260 LIBRARY FUND			11,601.05
Fund: 350 TIF DISTRICT FUND #4							
05/06/2022	PWBDD	40685	OLIVER FIONTAR LLC	DEVELOPERS INCENTIVE	500227	566710	35,945.00
				DEVELOPERS INCENTIVE	500227	566710	5,804.34
				CHECK PWBDD 40685 TOTAL FOR FUND 350:			41,749.34
				Total for fund 350 TIF DISTRICT FUND #4			41,749.34
Fund: 353 TIF DISTRICT #6							
05/06/2022	PWBDD	40690	R.A. SMITH NATIONAL	PROFESSIONAL SERVICES	500210	566710	11,415.09
				PROFESSIONAL SERVICES	500210	566710	1,178.98
				CHECK PWBDD 40690 TOTAL FOR FUND 353:			12,594.07
				Total for fund 353 TIF DISTRICT #6			12,594.07
Fund: 400 CAPITAL IMPROVEMENTS FUND							
05/06/2022	PWBDD	40653	AECOM TECHNICAL SERVICES INC	NR216 COMPLIANCE	500472	533440	1,460.70
05/06/2022	PWBDD	40667*#	DORNER INC.	DUE FROM LIGHT & WATER	156200	000000	9,510.45

05/19/2022 09:52 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/04/2022 - 05/13/2022
Banks: PWBDD

Page 10/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 400 CAPITAL IMPROVEMENTS FUND							
				STREET IMPROVEMENTS	500854	533311	3,729.61
				STORMWATER IMPROVEMENTS	500475	533440	66,333.75
				CHECK PWBDD 40667 TOTAL FOR FUND 400:			79,573.81
05/13/2022	PWBDD	40758	VANTAGE FINANCIAL	DEBT SERVICE - PRINCIPAL	500610	555510	3,320.42
				DEBT SERVICE - INTEREST	500620	555510	287.58
				CHECK PWBDD 40758 TOTAL FOR FUND 400:			3,608.00
				Total for fund 400 CAPITAL IMPROVEMENTS FUND			84,642.51
Fund: 601 WATER RECYCLING CENTER							
05/04/2022	PWBDD	40650	WISCONSIN WASTEWATER OPERATORS	TRAVEL & TRAINING	500330	573850	30.00
05/06/2022	PWBDD	40654	ARNOLD'S ENVIROMENTAL SERVICES,	MAINTENANCE SUPPLIES	500340	573840	1,500.00
05/06/2022	PWBDD	40664	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	102.60
				SAFETY EQUIPMENT	500372	573825	102.60
				CHECK PWBDD 40664 TOTAL FOR FUND 601:			205.20
05/06/2022	PWBDD	40667*#	DORNER INC.	COLLECTION MAINS AND ACCESS.	184313	000000	395,856.45
05/06/2022	PWBDD	40689	OZAUKEE DISPOSAL CORPORATION	REFUSE COLLECTION	500297	573830	1,525.00
05/06/2022	PWBDD	40697#	SYMBIONT	DISINFECTION EQUIPMENT	185336	000000	342.00
				ENGINEERING	500215	573850	3,150.00
				CHECK PWBDD 40697 TOTAL FOR FUND 601:			3,492.00
05/06/2022	PWBDD	40699*#	U.S. CELLULAR	HACKERT CELL 8239	500225	573825	38.86
				WRC TABLET 5112	500225	573825	25.86
				WRC DUTY PHONE 3142	500225	573825	38.75
				URBANEK TABLET 2188	500225	573825	10.86
				HACKERT TABLET 4519	500225	573825	10.86
				CHECK PWBDD 40699 TOTAL FOR FUND 601:			125.19
05/13/2022	PWBDD	40704	AERZEN USA CORPORATION	MAINTENANCE SUPPLIES	500340	573830	175.16
05/13/2022	PWBDD	40705	BADGER STATE WASTE, LLC	SLURRY HAULING	500294	573825	25,770.00

05/19/2022 09:52 AM

User: mrusso

DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG

CHECK DATE FROM 05/04/2022 - 05/13/2022

Banks: PWBDD

Page 11/11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
05/13/2022	PWBDD	40712*#	CARDMEMBER SERVICE	LAB SUPPLIES	500370	573825	44.00
				AMAZON/COSTCO	500372	573825	311.46
				COLLECTION SYSTEM MAINT	500360	573835	1.62
				WRC PIONEER RD SITE PREPARATION	500383	573835	138.70
				AMAZON	500340	573840	1,474.25
				CHECK PWBDD 40712 TOTAL FOR FUND 601:			1,970.03
05/13/2022	PWBDD	40714	CEDARBURG OVERHEAD DOOR CO.	MAINTENANCE SUPPLIES	500340	573830	1,752.00
05/13/2022	PWBDD	40716*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	102.60
05/13/2022	PWBDD	40726	FELDMANN SALES & SERVICE	WRC PIONEER RD SITE PREPARATION	500383	573835	1,089.98
05/13/2022	PWBDD	40731*#	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES	500340	573830	124.00
				MAINTENANCE SUPPLIES	500340	573830	197.00
				MAINTENANCE SUPPLIES	500340	573830	236.94
				MAINTENANCE SUPPLIES	500340	573840	58.70
				CHECK PWBDD 40731 TOTAL FOR FUND 601:			616.64
05/13/2022	PWBDD	40745	PACE ANALYTICAL SERVICES, LLC	LAB SUPPLIES	500370	573825	441.00
05/13/2022	PWBDD	40752	RUEKERT-MIELKE, INC.	DESIGN SERVICES DORCHESTER LIFT STATION	185324	000000	5,923.62
				ADVANCED TREATMENT EQUIPMENT	185335	000000	908.10
				CHECK PWBDD 40752 TOTAL FOR FUND 601:			6,831.72
				Total for fund 601 WATER RECYCLING CENTER			441,482.97
Fund: 700 RISK MANAGEMENT FUND							
05/06/2022	PWBDD	40660	C&K SERVICES, INC. OF NEWBURG	INSURANCE CLAIMS-2022	500547	519400	880.00
05/06/2022	PWBDD	40669	ERIC VON SCHLEDORN FORD	INSURANCE CLAIMS-2022	500547	519400	1,469.91
				Total for fund 700 RISK MANAGEMENT FUND			2,349.91
			TOTAL - ALL FUNDS				717,003.54

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

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

**CITY OF CEDARBURG
COMMON COUNCIL
May 9, 2022**

**CC20220509-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, May 9, 2022 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers and online utilizing the Zoom app.

Mayor O’Keefe called the meeting to order at 7:00 p.m.

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

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Mike Wieser, City Planner Jon Censky, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

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

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

APPROVAL OF MINUTES

Motion made by Council Member Thome, seconded by Council Member Arnett, to approve the April 11, 2022 regular Common Council minutes and the April 19, 2022 special Common Council minutes. Motion carried without a negative vote.

PRESENTATION

CEDARBURG ART MUSEUM BOARD OF DIRECTORS PRESENTATION OF A CREATIVE PLACE: THE HISTORY OF WISCONSIN ART AND COPY TO BE PRESENTED TO MAYOR O’KEEFE

Board President Pat Helf of the Cedarburg Art Museum explained that the Museum was approached by Tom Lidtke, the former Director of the Museum of Wisconsin Art to assist in the publishing of a book that covered 13,000 years of the history of Wisconsin Art. The Cedarburg Art Museum decided to take on this groundbreaking project and it was brought to fruition by authors Tom Lidtke and Annemare Sawkins with scholarly and creative input from talent across the State. This is a first attempt in eighty-five years to compile a comprehensive history of art in Wisconsin. Ms. Helf further explained that over the past few months, the Museum had an exhibit dedicated to the book, which brought many visitors into the Museum and community and will continue to bring visibility to the Cedarburg Art Museum and the community in general.

Board President Pat Helf on behalf of the Cedarburg Art Museum Staff, Board of Directors, and all involved in the creation of this groundbreaking book, presented a copy of *A Creative Place: The History of Wisconsin Art* to Mayor O’Keefe.

PUBLIC HEARING

A PUBLIC HEARING ON A POSSIBLE AMENDMENT TO THE CITY ZONING CODE SECTION 13-1-54(a) TO ALLOW FOR TATTOO BUSINESSES AS A CONDITIONAL USE IN THE B-2 COMMUNITY BUSINESS DISTRICT

Mayor O’Keefe opened the public hearing at 7:05 p.m. on a possible amendment to the City Zoning Code Section 13-1-54(a) to allow for tattoo businesses as a Conditional Use in the B-2 Community Business District.

Planner Censky explained that at their March 7 meeting, the Plan Commission considered a request to add a *Tattoo and Body Piercing* use to the list of uses permitted in the B-1, Neighborhood Business District, B-2 Community Business District, and the B-3 Central Business District. Staff notes that this use is currently not listed as either a principal use or conditional use in any of the City’s business districts; therefore, unless it is listed, the use will not be allowed in the City. While the applicant requests this use be added to all three business districts, she targeted the former pizza restaurant at W63 N540 Hanover Avenue in the B-3 District as the site she was pursuing. After a lengthy discussion, the Plan Commission determined that this use was not appropriate in the B-3 and B-1 Districts but would be compatible with the uses in the B-2 Community Business District which is located along Washington Avenue from Evergreen Boulevard south to Pioneer Road, a small area along the east side of north Washington Avenue and north of Cambridge Avenue, and at the intersection of Bridge Street and Columbia Road. This District, per the City Zoning Code Section 13-1-54(a) is intended to provide for the orderly and attractive grouping at appropriate locations of retail stores, shops, offices, and service establishments serving the daily needs of the surrounding local community area. The size and location of such districts shall be based upon evidence of justifiable community need, of adequate customer potential, of satisfactory relationship to the traffic circulation system, and other related facilities and of potential contribution to the economic welfare of the community.

Council Member Thome suggested that the Plan Commission finish their review of the Code, which will come to the Common Council for approval when it is complete.

The Common Council discussed the pros and cons of the proposed amendment to the Zoning Code.

Planner Censky stated that he was not going to bring this item to the Common Council tonight because the applicant has not followed up on her initial inquiry.

Mayor O’Keefe opened the public hearing for public comment.

TP&D Member BJ Homayouni stated that the City is losing tourism because service businesses are occupying too many downtown buildings. A tattoo store would not help Cedarburg tourism.

Motion made by Council Member Burkart, seconded by Council Member Thome, to close the public hearing at 7:26 p.m.

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2022-12 AMENDING SECTION 13-1-54(a) OF THE CITY ZONING CODE TO PERMIT TATTOO BUSINESSES AS A CONDITIONAL USE IN THE B-2 COMMUNITY BUSINESS DISTRICT

Motion made by Council Member Thome, seconded by Council Member Verhaalen, to send this item back to Plan Commission to include in their review of the Zoning Code.

Planner Censky understood that general discussion was against allowing tattoo businesses as a Conditional Use in the B-2 Community Business District.

Motion carried with Council Members Bublitz, Burkart, Verhaalen, Simpson, Thome and Forbes voting aye and Council Member Arnett voting nay.

Motion made by Council Member Arnett, seconded by Council Member Forbes, to not allow tattoo businesses as a Conditional Use in the B-2 Community Business District. Motion failed with Council Members Arnett, Forbes and Simpson voting aye, and Council Members Burkart, Verhaalen, Thome, and Bublitz voting nay.

ANNUAL REVIEW AND POSSIBLE ACTION ON CERTIFICATION OF CODE OF ETHICS

The Common Council confirmed review and certification of the Code of Ethics.

DISCUSSION AND POSSIBLE ACTION ON FACADE GRANT APPROVALS

City Administrator Hilvo explained that the first round of façade grant applications were received by the City prior to April 1, 2022. The Grant Committee met to review the applications and evaluated whether they met the criteria as established by the grant program. A total of nine (9) applications were received out of which three (3) directly met the criteria and three (3) met the criteria with specific guidelines provided by the Grant Committee. The three (3) that the Committee recommends for receiving the grant are Leap of Faith for awning repair (\$700), The Burg for front facing window replacement (\$5,000), and Brandywine for painting the exterior of the building (\$5,000). The three (3) approved with additional requirements are Wyndrose Jewelry for siding repair (\$5,000), Gustav Building for façade color restoration (\$5,000), and Remax for masonry cleaning (\$3,250). Wyndrose Jewelry would be required to follow the Landmarks and Plan Commission directive of only replacing the siding that is in need of repair. They would be required to utilize the same material as used on the building currently. Gustav Building would be required to restore the building to the original color or masonry. This would be determined by the City Planner with final approval by the Landmarks and Plan Commission. Remax would receive funds for restoring/cleaning the masonry on their building and replacement of cedar shakes. This is a 50/50 matching grant. This would require utilization of \$23,950 of ARPA funds out of the total allocation of \$60,000 for the Façade Improvement Grant program.

Mayor O’Keefe stated that there may be another round of grants in the fall.

Council Member Thome suggested increasing the dedicated amount of \$60,000.

Council Member Bublitz suggested offering smaller grants that do not require a matching amount.

Motion made by Council Member Burkart, seconded by Council Member Verhaalen, to award the six façade grants as proposed by the Committee. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON CITY COSTS OF PARADES AND EVENTS

City Administrator Hilvo explained that with the ongoing safety concerns for various parades and events around Wisconsin the City is working on plans to minimize risks within the City of Cedarburg. Additional officers, staff, and equipment are necessary to do so. The increased costs will be assessed to the various groups requesting assistance but there are several events/parades that would increase costs to the City. The additional costs have not been budgeted for in the 2022 budget. Staff is seeking approval to utilize ARPA funds to cover the staff costs (\$11,271.68 for the Police Department and \$2,194 for Memorial Day Parade DPW staffing) for 2022.

Council Member Verhaalen confirmed that barricades are not in this presentation, as full deployment apparatus would cost between \$400,000 - \$500,000. He suggested that the City work with surrounding Municipalities on a cost sharing plan.

Motion made by Council Member Burkart, seconded by Council Member Bublitz, to use \$13,465.68 in ARPA funds for Police Department and Public Works staff costs in 2022. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION OF LAWN MAINTENANCE AT ZUR RUHE CEMETERY

City Administrator Hilvo explained that in late April the current lawn service for Zur Ruhe Cemetery informed the City that they will no longer be able to provide this service. We have since reached out to several lawn service companies and looked at the possibility of hiring part-time seasonal staff. Based on the small number of applications received for summer seasonal help for other areas of the City the best option for us is to continue to contract for the service. Our current budget is \$23,500 and the new lowest proposal is \$1,800 per cut. It typically requires up to 24 cuts per season, which totals \$43,200. The City could choose to do less cuts but this could result in an increase in complaints and a poorly maintained cemetery. Another option is to contract for this amount and utilize cemetery fund balance in 2022 and then budget for the increase for 2023. Immanuel Cemetery is still maintained by a seasonal staff member but increases in wages are required to maintain this position. The additional cost for 2023 for this position is minimal. Staff will be working on a long-term solution for future maintenance of cemeteries. This will include evaluating the addition to another full-time staff to public works with the primary function of the position being the maintenance of cemetery properties.

Discussion ensued on various methods of maintaining the grass in the cemetery and possible cost saving measures along with possible repercussions.

Motion made by Council Member Burkart, seconded by Council Member Simpson, to use \$19,700 of the Cemetery Fund Balance for a contract service in 2022. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON “NO MOW MAY”

City Administrator Hilvo stated that several requests have been made by residents and a Council Member to participate in “No Mow May.” Cities and Villages across Wisconsin are adopting “No Mow May” to protect the endangered honeybee and bumblebee population. May is when pollinators emerge from hibernation. By not mowing, bees find clover, dandelions, and other flowering plant to feed from. The City’s current ordinance Section 9-1-7 does not allow lawns, grasses, and noxious weeds to grow in excess of eight inches. By approving “No Mow May” the City would temporarily allow only residential areas to grow their lawns in excess of eight inches. The City’s public facilities, including parks, will continue to be maintained to normal standards.

Council Member Simpson suggested allowing residents until June 15 to cut their grass, as it will take several cuts and will be hard on their equipment with possible breakage. Council Member Forbes suggested the deadline stand on June 1st with staff taking various conditions into consideration when deciding to enforce the Code past this date.

Council Member Burkart asked that the City do additional advertising next week.

TP&D Member Cori Kaminsky brought attention to the City of Appleton’s efforts and how their program has grown. It is smart and forward thinking and is in favor of Cedarburg implementing “No Mow May.” She showed a lawn sign that promotes “No Mow May” and reads: *Pardon our weeds – we’re feeding the bees* to help explain the concept.

Council Member Burkart explained that there has been overwhelming support for this program all over the State. It is inspiring to see what can be accomplished through this program.

Cori Kaminsky added that “No Mow May” ensures that bees and other pollinators have plentiful food sources as they come out of hibernation. The evidence that “No Mow May” works to boost local pollinator population is striking.

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve a temporary stay on the noxious weed enforcement (Section 8-1-7) in observation of “No Mow May.” Motion carried without a negative vote.

Council Member Bublitz asked the City to consider formally adopting and promoting “No Mow May,” along with not cutting the parks in 2023.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2022-13 CORRECTING SCRIVENER’S ERROR WITH ANNEXATION MAP AND CORRESPONDING LEGAL DESCRIPTION

Planner Censky explained that after receiving approval last April of the annexation petition for the 41.03 acre Stone Lake Development, staff discovered an error on the accompanying map and corresponding legal description that would have resulted in the creation of an illegal Town island. A Town island is an unincorporated area surrounded by the annexing body. In this instance, the property located at 6590 Susan Lane located in the Town of Cedarburg would have been completely surrounded by the City of Cedarburg with the annexation of Stone Lake Development site as shown on the map they submitted. Accordingly, to correct that problem, the revised map shows a 10 foot wide strip of land extending from the northeast corner of the parcel at 6590 Susan Lane north 162.54' to a point where it joins lands in the Town of Cedarburg located to the north and east of the site.

Motion made by Council Member Verhaalen, seconded by Council Member Thome, to adopt Ordinance No. 2022-13 correcting a scrivener's error with the annexation map and corresponding legal description for the Stone Lake Development site. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2022-14 APPROVING A MEMORANDUM OF UNDERSTANDING REGARDING THE WESTERN AVE SITE DEVELOPERS' AGREEMENT RELATED TO THE WEDC IDLE SITES GRANT

City Administrator Hilvo explained that grants up to \$250,000 are available for Wisconsin Municipalities for redevelopment of idle industrial and commercial sites. Smart Growth Area #2 on Western Avenue has been identified as a future redevelopment area and as such qualifies for this grant. The City has applied for the grant as of April 1, 2022. As the WEDC evaluates the grant request we have been asked to provide a Memorandum of Understanding between the City and the Developer relating to the Developers Agreement to specifically outline the terms of the grant funding.

Council Member Verhaalen stated that he would like to see the City get a portion of the funds.

City Administrator Hilvo explained that the environmental portion offsets the development, and it will pay back the TID and help it close earlier.

Motion made by Council Member Arnett, seconded by Council Member Forbes, to adopt Resolution No. 2022-14 approving a Memorandum of Understanding regarding the Western Avenue site Developers' Agreement related to the WEDC Idle Sites grant. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON AMENDMENT TO THE SANDHILL TRAILS FINAL PLAT AND COVENANTS TO TRANSFER THE LANDSCAPE EASEMENT TO THE OWNERS OF LOTS 1 AND 43

Planner Censky explained that the Sandhill Trails Homeowners Association is requesting to relinquish the 25' landscape easement located across the Keup Road frontage of lots 1 and 43 of this subdivision and assign it to the affected property owners. The easement was added to the subdivision plat and the protective covenants by the Developer to protect the City's street trees located within the 25' easement on these private lots. Before submitting this request for your consideration, the HOA did obtain consent from the two property owners for this transfer.

Accordingly, the amendment to the final Plat and Protective Covenants which upon signature and recording will accomplish this request.

Motion made by Council Member Burkart, seconded by Council Member Thome, to approve the amendment to the Sandhill Trails Final Plat and Covenants to transfer the landscape easement to the owners of lots 1 and 43. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON OUTDOOR ALCOHOL BEVERAGE LICENSE APPLICATION FOR ART OF JOY, W63 N664 WASHINGTON AVENUE (LANDMARKS COMMISSION 4/28/22; PLAN COMMISSION 5/2/22)

Planner Censky explained that the applicant is requesting an Outdoor Alcohol Beverage License to serve alcohol beverages outside on their downtown business site at W63N664 Washington Avenue. While most of this site is already fenced in by a decorative wood fence, they propose to install a series of new wood planters with rope barriers between to enclose the open patio at the northwest corner of the site. These planters measure 24” tall x 60” long x 24” deep.

Coupled with the Outdoor Alcohol Beverage license, the applicant is requesting various ancillary changes to this outdoor use. These changes are being proposed because their occupancy permit for use of the building is being delayed due to a backlog in plan review at the State level. Accordingly, the applicant is hoping to commence with their outdoor operation while waiting for the necessary State approval to occupy the building. Specifically, the applicant is proposing the use of a temporary portable food/beverage trailer to be located on the gravel area directly north of their wood fence and to install temporary portable toilets in the rear yard adjacent to the outbuilding. The intent is to use these facilities until they receive State approval to occupy the building which they expect to be sometime mid to late summer and then move them off site.

Mary Creten gave a further overview of their business stating that it is a Social House & Mercantile serving as a day lounge and store. They have worked hard with Groth Architects on this plan for the outside space and indoor space which will encourage use by families and will include a Dutch door on the second floor for children when the building is finished. They are only planning to be open until 8:00 p.m.

Council Members were encouraged by their use of the space to protect people from the creek, the location and use of portable restrooms, and the temporary controlled entry and exit to the outside space.

Mayor O’Keefe stated that a few neighbors across the creek expressed concern at the Plan Commission level and the owner went above board to address these concerns.

Motion made by Council Member Arnett, seconded by Council Member Thome, to approve an Outdoor Alcohol Beverage License application for Art of Joy, W63 N664 Washington Avenue. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2022-11 AMENDING SECTION 5-4-5 OF CITY CODE; PERMITS FOR PRIVATE ALARM SYSTEMS

City Administrator Hilvo explained that the Cedarburg Police Department requests to remove the section of the City Code pertaining to the direct connect alarm panel monitoring system because the Police Department no longer monitors alarms for City buildings and private businesses. With Council approval, The Cedarburg Police Department has already eliminated the third shift dispatch and is no longer able to monitor this panel.

Motion made by Council Member Verhaalen, seconded by Council Member Burkart, to adopt Ordinance No. 2022-11 amending Section 5-4-5 of City Code; Permits for Private Alarm Systems. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON REQUEST FROM THE AMERICAN LEGION AUXILIARY TO CLOSE HILBERT AVENUE BETWEEN PORTLAND ROAD AND SPRING STREET FOR A CAR SHOW/VENDOR EVENT ON JUNE 18, 2022 FROM 7:00 A.M. TO 6:00 P.M.

City Administrator Hilvo explained that the American Legion Auxiliary held this same event last year and there were no issues.

Motion made by Council Member Verhaalen, seconded by Council Member Forbes, to approve the request from the American Legion Auxiliary to close Hilbert Avenue between Portland Road and Spring Street for a Car Show/Vendor Event on June 18, 2022 from 7:00 a.m. – 6:00 p.m. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON MAYOR O’KEEFE APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES, AND COMMISSIONS

Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to approve Mayor O’Keefe’s appointments to various boards, committees, and commissions as listed:

Council Member Appointments

Council Member Bublitz –	Diversity Committee, Personnel Committee
Council Member Arnett –	Finance Committee, Community Development Authority
Council Member Burkart –	Economic Development Board, Festivals Liaison
Council Member Verhaalen –	Parks, Recreation & Forestry Board, Public Works and Sewerage Commission, Mid-Moraine Legislative Committee
Council Member Simpson –	Public Art Commission, Personnel Committee, Library Board, Alternate to Mid-Moraine Legislative Committee
Council Member Thome –	Council President, Personnel Committee, Plan Commission, Light & Water Commission
Council Member Forbes –	Landmarks Commission, Ad Hoc Enhancement Award Committee

Citizen Appointments/Reappointments

Board of Appeals –	Thomas Mesalk (4/2025) Timothy Schelwat (4/2025)
Board of Review –	Doug Yip (4/2027)

Diversity Committee –	Blaine Gibson (4/2024) Connie Kincaide (4/2024) Dr. Joyce Caldwell (Alternate)
Finance Committee –	Al Lorge (4/2024) Robert Loomis (4/2024) Mary Kay Bourboulas (4/2024)
Landmarks Commission –	Chris Smith (4/2025) Tomi Fay Forbes (4/2025) James Pape (4/2025) Elizabeth Krimmel (4/2025)
Library Board –	Mike Maher (4/2025) Joycelyn Russo (4/2025)
Parks, Recreation & Forestry Board -	Glenn Herold (4/2024) Terry Wagner (4/2024)
Plan Commission –	Tom Wiza (4/2025) Kip Kinzel (4/2025)
Police & Fire Commission –	Terry Zimmerman (4/2027)
Public Art Commission –	Lisa Brobst (4/2024) Susan Hale (4/2024)
Public Works & Sewerage Commission -	Ryan Hammetter (4/2024) Andrew Hester (4/2024) Bill Oakes (4/2024) Charles Schumacher (4/2024)

Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON LICENSE/PERMIT APPLICATIONS

Motion made by Council Member Verhaalen, seconded by Council Member Burkart, to approve new Operator License applications for the period ending June 30, 2022 for Rosanne Mitchell and Courtney J. Youngwirth. Motion carried without a negative vote.

Motion made by Council Member Verhaalen, seconded by Council Member Forbes, to approve issuance of a 6-month Class “B” Beer license to Cedars III LLC, Michael Kowalkowski, Agent, for Cedars III – Concession Stand, N52 W5925 Portland Road from May 10, 2022 to October 31, 2022. Motion carried without a negative vote.

Motion made by Council Member Thome, seconded by Council Member Bublitz, to authorize issuance of a Festival Celebration permit to Festivals of Cedarburg, Inc. for Strawberry Festival

to be held on Saturday, June 25, 2022 from 10:00 a.m. – 8:30 p.m. and on Sunday, June 26, 2022 from 10:00 a.m. – 5:00 p.m. Motion carried without a negative vote.

Motion made by Council Member Arnett, seconded by Council Member Burkart, to approve Amplified Music/Sound in an Outdoor Alcohol Beverage Seating Area Permits for period ending September 5, 2022 for Cedarburg Cultural Center, W62 N546 Washington Avenue, Lime Cantina, W62 N550 Washington Avenue and Art of Joy, W63 N664 Washington Avenue. Motion carried without a negative vote.

CONSIDER APPROVAL OF 2022-2023 ALCOHOL, OPERATOR AND CIGARETTE LICENSES

Council Member Thome expressed concern for underutilized “Class B” liquor licenses, which are so critical to the business district. She called Le’s Pho recently to ask if they sold cocktails and she was told that they do not; however, they hold a “Class B” liquor license.

Discussion ensued on possible ways of measuring or determining if a “Class B” license was being used by the licensee and actions that can be taken. City Administrator Hilvo will have Clerk Sette do research and talk to other communities for their “Class B” Liquor License procedures and then talk to City Attorney Herbrand.

Motion made by Council Member Verhaalen, seconded by Council Member Arnett, to approve the following 2022-2023 alcohol, operator, and cigarette licenses for the following list as presented except for The Cheese Wedge, LLC, P.O. Box 698, Slinger, WI 53086, Jessica Youso, Agent, premises to be licensed: N56W6339 Center Street, known as The Wedge 53012 “Uncorked.” to be considered at the June 13 Council meeting.

“Class A” Intoxicating Liquor (Off-Premise Consumption Only):

Sunshine Winery LLC, W63N631 Washington Avenue, Cedarburg, WI 53012, Megan Schelwat, Agent, premises to be licensed: W63N631 Washington Avenue, known as Sunshine Winery.

Irish Boutique LLC Owned by Paul Barry, W59N894 Sheboygan Road, Cedarburg, WI 53012, Paul Barry, Agent, premises to be licensed: W63N680 Washington Avenue, known as The Irish Boutique of Cedarburg.

Class “A” Fermented Malt Beverage and “Class A” Intoxicating Liquor (Off-Premise Consumption Only):

Bonus Inc., dba Olsen’s Piggly Wiggly, W61N286 Washington Avenue, Cedarburg, WI 53012, Ryan L. Olson, Agent, premises to be licensed: W61N286 Washington Avenue, known as Olsen’s Piggly Wiggly #201.

Toto’s Inc., 4600 W. Brown Deer Road, Brown Deer, WI 53223, Jonathan P. Dunne, Agent, premises to be licensed: W63N157 Washington Avenue, known as Otto’s Wine and Spirits - Cedarburg.

Super Sales USA Inc., PO Box 493, Cedarburg, WI 53012, Douglas Gall, Agent, premises to be licensed: W62N174 Washington Avenue, known as **Citgo Super Sales.**

Wisconsin CVS Pharmacy, LLC, One CVS Drive, M/C 1160, Woonsocket, RI 02895, Dione Jeffrey, Agent, premises to be licensed: W63N152 Washington Avenue, known as **CVS Pharmacy #8775.**

Frannie's Market LLC, W61N486 Washington Avenue, Cedarburg, WI 53012, Sarah Prasser, Agent, premises to be licensed: W61N486 Washington Avenue, known as **Frannie's Market.**

Walgreen Co., P.O. Box 901, Deerfield, IL 60015, Allison Kramer, Agent, premises to be licensed: W62N190 Washington Avenue, known as **Walgreens #13620.**

Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor (On or Off-Premise Consumption):

Ernie's Wine Bar LLC, N49W5471 Portland Road, Cedarburg, WI 53012, Benjamin M. Grade, Agent, premises to be licensed: N49W5471 Portland Road, known as **Ernie's Wine Bar.**

RCB Group Inc., W63N699 Washington Avenue, Cedarburg, WI 53012, Richard C. Buser, Agent, premises to be licensed: W63N699 Washington Avenue, known as **Maxwell's.**

C. Wieslers Inc., W61N493 Washington Avenue, Cedarburg, WI 53012, Mike G. Jackson, Agent, premises to be licensed: W61N493 Washington Avenue, known as **C. Wieslers.**

North 48 Inc., W62N599 Washington Avenue, Cedarburg, WI 53012, Jordan Z. Cole, Agent, premises to be licensed: W62N599 Washington Avenue, known as **North 48.**

Thomas Restaurant, LLC, W63N688 Washington Avenue, Cedarburg, WI 53012, Nicole Thomas, Agent, premises to be licensed: W63N688 Washington Avenue, known as **Tomaso's.**

Cedars III LLC, W53N404 Park Lane, Cedarburg, WI 53012, Michael F. Kowalkowski, Agent, premises to be licensed: W53N404 Park Lane, known as **Cedars III.**

MacBeebs LLC, Owned by Catherine Heebner, 2512 W. Sunnyside Lane, Mequon, WI 53092, Catherine Heebner, Agent, premises to be licensed: W62N238 Washington Avenue, known as **The Farmstead.**

(To be considered at the June 13, 2022 Council meeting as indicated in motion)* The Cheese Wedge, LLC, P.O. Box 698, Slinger, WI 53086, Jessica Youso, Agent, premises to be licensed: N56W6339 Center Street, known as **The Wedge 53012 "Uncorked."

Anvil Pub & Grille LLC, N70W6340 Bridge Road, Cedarburg, WI 53012, Donna M. Taylor, Agent, premises to be licensed: N70W6340 Bridge Road, known as **Anvil Pub & Grille.**

Settlers Inn LLC, W63N657 Washington Avenue, Cedarburg, WI 53012, Joan D. Dorsey, Agent, premises to be licensed: W63N657 Washington Avenue, known as **Settlers Inn.**

Cedarburg Art Museum & Society, Inc., W63N675 Washington Avenue, Cedarburg, WI 53012, Samantha Landre, Agent, premises to be licensed: W63N675 Washington Avenue, known as **Cedarburg Art Museum**.

Phoa Brothers, Inc., W62N547 Washington Avenue, Cedarburg, WI 53012, Jimmy Phoa, Agent, premises to be licensed: W62N547 Washington Avenue, known as **New Fortune Asian Cuisine**.

GG & KR LLC, W62N630 Washington Avenue, Cedarburg, WI 53012, Gordon M. Goggin, Agent, premises to be licensed: W62N630 Washington Avenue, known as **The Stilt House**.

Le's Pho LLC, W63N146 Washington Avenue, Cedarburg, WI 53012, Ly Q. Le, Agent, premises to be licensed: W63N146 Washington Avenue, known as **Le's Pho**.

Stagecoach 520 LLC, 177 Green Bay Road, Thiensville, WI 53092, Anne M. Conley, Agent, premises to be licensed: W61N520 Washington Avenue, known as **Stagecoach Inn/Five 20 Social Stop**.

Union House Cedarburg LLC, W62N559 Washington Avenue, Christopher M. Homayouni, Agent, premises to be licensed: W62N559 Washington Avenue, known as **Union House Cedarburg**.

Bozeman's Bar LLC, N50W5586 Portland Road, Cedarburg, WI 53012, Erik Knuth, Agent, premises to be licensed: N50W5586 Portland Road, known as **Bozeman's Bar**.

Cedarburg Cultural Center Inc., W62N546 Washington Avenue, Cedarburg, WI 53012, Jean Snow-Lambo, Agent, premises to be licensed: W62 N546 Washington Avenue and W63N627 Washington Avenue, known as **Cedarburg Cultural Center and Kuhefuss House Museum**.

Brandywine LLC, W61N480 Washington Avenue, Cedarburg, WI 53012, Andrew Wilson, Agent, premises to be licensed: W61N480 Washington Avenue, known as **Brandywine**.

Peter Wollner Post #288 of the American Legion, W57N481 Hilbert Avenue, Cedarburg, WI 53012, James A. Lee, Agent, premises to be licensed: W57N481 Hilbert Avenue, known as **Peter Wollner Post #288 of the American Legion**.

The Shinery Neenah LLC, P.O. Box 128, Larsen, WI 54947, Troy Reissmann, Agent, premises to be licensed: W63N678 Washington Avenue, known as **The Shinery Moonshine Co.**

Class "B" Fermented Malt Beverage (On or Off-Premise Consumption) and "Class C" Wine (On-Premise Consumption):

Donna M. Taylor, 1441 Keup Road, Grafton, WI 53024, premises to be licensed: N70 W6340 Bridge Road, known as **Cream & Crepe Café**.

J.L. Joyce Enterprises Inc., W63N144 Washington Avenue, Cedarburg, WI 53012, James P. Joyce, Agent, premises to be licensed: W63N144 Washington Avenue, known as **Jim's Grille**.

P.J. Piper LLC, W61N514 Washington Avenue, Cedarburg, WI 53012, Judith Fergadakis, Agent, premises to be licensed: W61N514 Washington Avenue, known as **P.J. Piper Pancake House**.

Class “B” Fermented Malt Beverage (On or Off-Premise Consumption):

Famous Sals of Cedarburg Wisconsin Inc., W63N635 Washington Avenue, Cedarburg, WI 53012, Bekim Elmazi, Agent, premises to be licensed: W63N635 Washington Avenue, known as **Sals Pizza**.

JKLM Distilling Partners LLC, W62N590 Washington Avenue, Suite B, Cedarburg, WI 53012, Mary-Kay H. Bourbulas, Agent, premises to be licensed: W62N590 Washington Avenue, known as **Handen Distillery**.

“Class B” Winery License (On or Off-Premise Consumption):

Wollersheim Winery Inc., 7876 Hwy 188, PO Box 87, Prairie Du Sac, WI 53578, Steven F. Danner, Agent, premises to be licensed: N70W6340 Bridge Road, known as **Cedar Creek Winery**.

Chiselled Grape Winery Inc., W64N713 Washington Avenue, Cedarburg, WI 53012, Allen Naparalla, Agent, premises to be licensed: W64N713 Washington Avenue, known as **Chiselled Grape Winery**.

Cigarette Licenses

Bonus Inc. (Olsen’s Piggly Wiggly #201), W51N286 Washington Avenue, Cedarburg, WI 53012.

Speedway LLC (Speedway #4203), W63N121 Washington Avenue, Cedarburg, WI 53012.

Super Sales USA Inc. (Citgo), W62N174 Washington Avenue, Cedarburg, WI 53012.

Toto’s Inc. (Otto’s Wine and Spirits – Cedarburg), W63N157 Washington Avenue, Cedarburg, WI 53012.

Walgreen Co. (Walgreens #13620), W62N190 Washington Avenue, Cedarburg, WI 53012.

New Operator License

Alice J. Boerner

Renewal Operator Licenses

Hannah C. Aronson

Megan E. Gerner

Brandon J. McCarthy

Stephanie J.L. Baldwin
 Charles S. Baumle
 Roger E. Behling
 Lindsey J. Berndt
 Tim J. Biloff
 Rebecca R. Blau
 Brian E. Boettcher
 Zachary M. Bonno
 Mark A. Borden
 Michael A. Bourbonais
 Mary-Kay H. Bourboulas
 Lois M. Bray
 Dave Bretsch
 Kristin S. Burkart
 Daniel M. Christ
 Joel M. Christophersen
 William W. Conley
 Christine M. Curran
 Eva M. Danner
 Denisa E. Demczak
 Edward J. Dettloff
 Richard A. Dieffenbach
 Parker J. Dolphin
 Emily J. Domaille
 Tricia A. Dooley
 Thomas M. Dorsey
 Gerald C. Driscoll
 Cassandra R.A. Duesing
 Jonathan P. Dunne
 Cynthia M. Dzikowski
 Kimberly R. Eggleston
 Eric W. Engstrom
 Suzanne V. Ernst
 Kim M. Esselmann
 Judi K. Even
 Abigail M. Figueroa
 Arthur E. Filter
 Scott R. Galaszewski

Blaine E. Gibson
 Paul G. Goetz
 Jack P. Goggin
 Eric E. Grassel
 Veronica M. Hammes
 Michael G. Harrington
 Andrew W. Heidtke
 Pamela J. Helf
 Sarah L. Hepburn
 Leslie E. Heppe
 BJ. Homayouni
 Madissen Homayouni
 Payman Homayouni
 Madeline J. Hosni
 Ethan T. Huber
 Brian M. Jackson
 Christine M. Jackson
 Teri L. Jackson
 Anne E. Johnson
 Lane M. Kassner
 Katherine A. Kempf
 Mark A. Kennedy
 Charles A. Kison
 Kristen M. Klug
 Rebecca U. Knuth
 Bruce A. Krenzke
 Shirley K. Krenzke
 Angela M. Kroner
 Geoffrey S. Krueger
 Diane M. Lane
 James A. Lee
 Mark J. Leonardelli
 Heather K. Loving
 Todd R. Luft
 Karissa J. Mathias
 Roy G. Maumee
 Bradley J. Mayer
 Julia E. McAndrew

Samantha J. Michalski
 Chris J. Morton
 Brenda L. Mueller
 Jason D. Mutza
 George M. Myers
 Shelby L. Neelis
 Norine C. Nelson
 Constance J. Niebauer
 Richard H. Nielsen
 Hannah T. Noegel
 Polly H. Partain
 Bryan J. Price
 Terry D. Quillen
 Michael J. Reimer
 Elizabeth A. Reissmann
 Zach R. Ringel
 Mark D. Roberts
 Terrance E. Ronsman
 Timothy W. Schelwat
 Tyler T. Schemenauer
 Kristine M. Schneider
 Tori L. Schone
 Ryan A. Schoonover
 Susan E. Schrader
 Richard S. Siefert
 Scott W. Steffen
 Jenaiya Stolper
 Jeff Theisen
 Scott R. Thomas
 Michele I. Tietz
 David L. Vahsholtz
 Benjamin D. Voith
 Michelle L. Welch
 John A. Welk
 Ann L. Whitney
 Patrick J. Wise
 Captola R. Wolfe-Bacher
 Jeffrey A. Wrobbel
 John E. Zarling

Motion carried with Council Members Bublitz, Arnett, Verhaalen, Simpson, Thome and Forbes voting aye and Council Member Burkart recused. Motion carried without a negative vote.

CONSIDER PAYMENT OF BILLS DATED 04/08/2022 THROUGH 04/29/2022, TRANSFERS FOR THE PERIOD 04/09/2022 THROUGH 05/06/2022 AND PAYROLL FOR PERIOD 04/03/2022 THROUGH 04/30/2022; AND ACTION THEREON

Motion made by Council Member Verhaalen, seconded by Council Member Thome, to approve payment of bills dated 04/08/2022 through 04/29/2022, transfers for the period 04/09/2022

through 05/06/2022 and payroll for period 04/03/2022 through 04/30/2022. Motion carried without a negative vote.

CITY ADMINISTRATOR'S REPORT

City Administrator Hilvo explained that property assessment notices have been mailed to residents and have created a lot of questions. He encouraged the Council Members to explain to constituents that an increase or decrease in the assessment of an individual property does not predict whether the tax bill for that property will go up, down, or remain the same. The following brochure (<https://www.ci.cedarburg.wi.us/assessor/files/property-assessments-declining-market-brochure-wisconsin-department-revenue>) provides further information and can be used to educate taxpayers.

City Administrator Hilvo is working on filling the Building Inspector position, as Building Inspector Baier is retiring on June 1, 2022.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Arnett explained that the average increase in assessments was 39%. Property owners assessed above that percentage may have a tax increase. He encouraged residents to use the open book process.

Council Member Arnett requested that staff bring forward a proposal for a consent agenda for routine items for future Council meetings.

MAYOR REPORT – None

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member Arnett, seconded by Council Member Thome, to adjourn to closed session at 9:04 p.m. pursuant to State Statutes 19.85(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically discussed was the Administrator's contract – Deferred Compensation Agreement. Motion carried on a roll call vote with Council Members Verhaalen, Simpson, Thome, Forbes, Bublitz, Arnett, and Burkart voting aye.

RECONVENE TO OPEN SESSION

Motion made by Council Member Burkart, seconded by Council Member Arnett, to reconvene to open session at 9:23 p.m. Motion carried on a roll call vote with Council Members Verhaalen, Simpson, Thome, Forbes, Bublitz, Arnett, and Burkart voting aye.

NEW BUSINESS – CONTINUED

DISCUSSION AND POSSIBLE ACTION ON ADMINISTRATOR CONTRACT: DEFERRED COMPENSATION AGREEMENT

Motion made by Council Member Arnett, seconded by Council Member Simpson, to approve the Deferred Compensation Agreement for the City Administrator as presented but with the inclusion of the Finance Committee in Section 1 under the definition of “Committee.” Motion carried without a negative vote.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 9:25 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

(1) REVOCATION, SUSPENSION, NONISSUANCE OR NONRENEWAL OF LICENSE.

(a) Except as provided in this subsection, any municipality or the department may revoke, suspend or refuse to renew any license or permit under this chapter, as provided in this section.

(b)

1. In this paragraph, “violation” means a violation of s. [125.07 \(1\) \(a\)](#), or a local ordinance that strictly conforms to s. [125.07 \(1\) \(a\)](#).

2. No violation may be considered under this section or s. [125.04 \(5\) \(a\) 1.](#) unless the licensee or permittee has committed another violation within one year preceding the violation. If a licensee or permittee has committed 2 or more violations within one year, all violations committed within one year of a previous violation may be considered under this section or s. [125.04 \(5\) \(a\) 1.](#)

(c) Neither a municipality nor the department may consider an arrest or conviction for a violation punishable under s. [101.123 \(8\) \(d\)](#), [945.03 \(2m\)](#), [945.04 \(2m\)](#), or [945.05 \(1m\)](#) in any action to revoke, suspend, or refuse to renew a Class “B” or “Class B” license or permit.

(2) REVOCATION OR SUSPENSION OF LICENSES BY LOCAL AUTHORITIES.

(ag) *Complaint.* Any resident of a municipality issuing licenses under this chapter may file a sworn written complaint with the clerk of the municipality alleging one or more of the following about a person holding a license issued under this chapter by the municipality:

1. The person has violated this chapter or municipal regulations adopted under s. [125.10](#).

2. The person keeps or maintains a disorderly or riotous, indecent or improper house.

3. The person has sold or given away alcohol beverages to known habitual drunkards.

4. The person does not possess the qualifications required under this chapter to hold the license.

5. The person has been convicted of manufacturing, distributing or delivering a controlled substance or controlled substance analog under s. [961.41 \(1\)](#); of possessing, with intent to manufacture, distribute or deliver, a controlled substance or controlled substance analog under s. [961.41 \(1m\)](#); or of possessing, with intent to manufacture, distribute or deliver, or of manufacturing, distributing or delivering a controlled substance or controlled substance analog under a substantially similar federal law or a substantially similar law of another state.

5m. The person has been convicted of possessing any of the materials listed in s. [961.65](#) with intent to manufacture methamphetamine under that subsection or under a federal law or a law of another state that is substantially similar to s. [961.65](#).

6. The person knowingly allows another person, who is on the premises for which the license under this chapter is issued, to possess, with the intent to manufacture, distribute or deliver, or to manufacture, distribute or deliver a controlled substance or controlled substance analog.

6m. The person knowingly allows another person, who is on the premises for which the license under this chapter is issued, to possess any of the materials listed in s. [961.65](#) with the intent to manufacture methamphetamine.

7. The person received the benefit from an act prohibited under s. [125.33 \(11\)](#).