

**CITY OF CEDARBURG  
A MEETING OF THE COMMON COUNCIL  
MONDAY, NOVEMBER 27, 2023 – 7:30 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, November 27, 2023 at 7:30 p.m.** The meeting will be held online utilizing the zoom app and in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the second floor, Council Chambers. The meeting may be accessed by clicking the following link:

<https://us02web.zoom.us/j/84093862340>

**AGENDA**

1. CALL TO ORDER - Mayor Michael O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present - Common Council – Mayor O'Keefe, Council Members Patricia Thome, Jim Fitzpatrick, Kevin Curley, Kristin Burkart, Mark Mueller, Melissa Bitter, Robert Simpson
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 Ordinance No. 2023-24 amending section 10-1-15(b) of the Code of Ordinances to authorize the placement of a stop sign for northbound traffic on Hanover Avenue at the intersection with Western Road\*
  - B. Discussion and possible action on Ordinance No. 2023-26 amending section 10-1-15(f) of the Code of Ordinances to authorize the placement of a stop sign with an except right turn plaque for northbound traffic on Hanover Avenue at the intersection with Grattan Drive\*
  - C. Discussion and possible action on Ordinance No. 2023-25 amending section 10-1-29(q) of the Code of Ordinances to prohibit parking on the north side of Hamilton Road for 100 feet southeast of Washington Avenue between 6:00 a.m. and 9:00 a.m.\*
  - D. Discussion and possible action on Ordinance No. 2023-27 Appropriating the Necessary Funds for the Operation of the Government and Administration of the City of Cedarburg for the year 2024\*

- E. Discussion and possible action on Ordinance No. 2023-28 Appropriating the Necessary Funds for the Operation of the Special Revenue Funds and Adopting the Indicated Budgets\*
- F. Discussion and possible action on Ordinance No. 2023-29 Establishing the User Fee Schedule and Appropriating the Necessary Funds for the Sewerage Fund for the Operation of the Water Recycling Center of the City of Cedarburg\*
- G. Discussion and possible action on Ordinance No. 2023-30 Appropriating the Necessary Funds for the 2024 Capital Improvement Budget\*
- H. Discussion and possible action on Ordinance No. 2023-31 Levying Property Taxes for the General, Debt Service, Special Revenue and Capital Improvement Funds of the City of Cedarburg for the Year 2024\*
- I. Discussion and possible action on the recommended alternative for the Water Recycling Center Facility Plan\*
- J. Discussion and possible action on modification to Ramboll Contract for Prochnow\*
- K. Discussion and possible action on Mayoral appointments to the Economic Development Board
- L. Consider approval of a Class “B” fermented malt beverage (on or off-premise consumption) license for Blanca’s Commercial Kitchen LLC, W63N540 Hanover Avenue, Cedarburg, WI 53012, Andrea Acosta, Agent, premises to be licensed: W63N540 Hanover Avenue, known as Blanca’s Commercial Kitchen (District 3)\*

8. CONSENT AGENDA

- A. Discussion and possible action on approval of November 13, 2023 Council Meeting Minutes\*
- B. Discussion and possible action on License/Permit applications\*\*\*
  - 1. Consider approval of new 2023-2024 operator license for Ryan R. Groth
- C. Discussion and possible action on payment of bills dated 11/03/2023 through 11/17/2023, transfers from 11/04/2023 through 11/11/2023, and payroll for period 10/29/2023 through 11/11/2023\*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator’s Report\*

10. COMMUNICATIONS

- A. Comments and suggestions from citizens\*\*
- B. Comments and announcements by Council Members

C. Mayor's Report

11. ADJOURN TO CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to discuss item 11.B.

- A. Approval of Closed Session minutes from November 13, 2023 Common Council meeting
- B. Discussion and review of possible Second Amendment to Agreement for Purchase and Sale of Real Property (vacant land sale in Highway 60 Industrial Park to BB&C Warehouses, LLC, as successor-in-interest to Jackson Distribution and Warehouse LLC).

12. RECONVENE TO OPEN SESSION

- A. Discussion and possible action on Second Amendment to Agreement for Purchase and Sale of Real Property (vacant land sale in Highway 60 Industrial Park to BB&C Warehouses, LLC, as successor-in-interest to Jackson Distribution and Warehouse LLC).

13. ADJOURNMENT

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

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

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

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

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

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

## CITY OF CEDARBURG

**MEETING DATE:** November 27, 2023

**ITEM NO:** 7.A.

**TITLE:** Discussion and possible action on Ordinance No. 2023-24 amending section 10-1-15(b) of the Code of Ordinances to authorize the placement of a stop sign for northbound traffic on Hanover Avenue at the intersection with Western Road

**ISSUE SUMMARY:** The new intersection of Hanover Avenue at Western Road will require a stop sign for northbound traffic entering on to Western Road. Since Western Road is considered a secondary arterial, a full stop sign is recommended.

**STAFF RECOMMENDATION:** Adopt Ordinance No. 2023-24.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** The Public Works and Sewerage Commission at its meeting on November 9, 2023 recommended a stop sign for northbound Hanover Avenue at Western Road.

**BUDGETARY IMPACT:** Cost for sign and pole to be paid for by the City.

**ATTACHMENTS:**

- Minutes of 11/9/23 Public Works and Sewerage Commission Meeting
- Copy of proposed ordinance
- Fox Run Signage Exhibit

**INITIATED/REQUESTED BY:** Mike Wieser

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

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

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

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

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

**STATEMENT OF PUBLIC NOTICE**

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

**APPROVAL OF MINUTES**

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

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

No comments or suggestions were offered at this time.

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

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

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

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

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

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

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

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

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

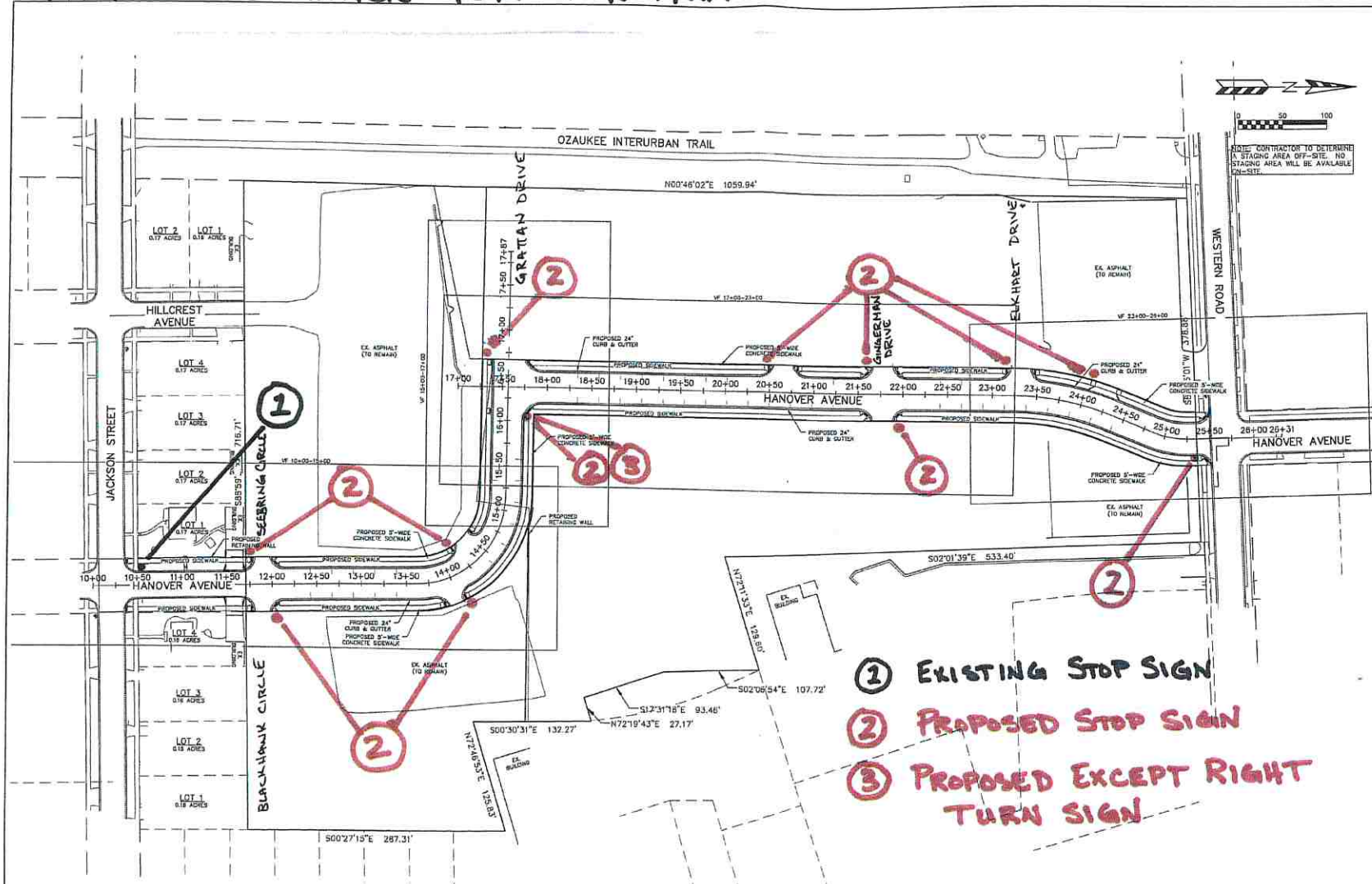
Commissioner Oakes made the motion to approve restricted parking from 6:00 a.m. to 9:00 am. daily on Hamilton Road. Seconded by Commissioner Hester. The motion was carried unanimously with Commissioner Schumacher and Commissioner Dries excused.

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

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



# PROPOSED SIGNAGE FOR FOX RUN



NO.	DATE	DESCRIPTION
1	10-20-20	ISSUED FOR PERMITTING

**PSE**  
 PARISH SUPPLY & ENGINEERING  
 125 WISCONSIN STREET, SUITE 100  
 CEDARBURG, WI 53512  
 (920) 251-1234  
 www.pse-engineering.com

PROJECT TITLE:  
 HANOVER AVENUE STREET  
 & UTILITY EXTENSION  
 CEDARBURG, WI 53012

PLAN TITLE:  
 PROPOSED  
 SITE PLAN

DRAWN BY:  
 M. SWARTWOUT  
 DESIGNED BY:  
 K. PARISH  
 CHECKED BY:  
 K. PARISH

PLAN DATE:  
 06/21/2023

PROJECT NO:  
 \PD-09-21\

SHEET NO:

**C1.03**

**ORDINANCE NO. 2023-24**

**An Ordinance Placing a Stop Sign at  
Hanover Avenue and Western Road**

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

SECTION 1. Section 10-1-15(b) of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

(b) Stop Signs Authorized

(184) Hanover Avenue at Western Road (north)

SECTION 2. Effective Date: This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 27<sup>th</sup> day of November, 2023.

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

Attest:

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

Approved as to form:

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



## CITY OF CEDARBURG

**MEETING DATE:** November 27, 2023

**ITEM NO:** 7.B.

**TITLE:** Discussion and possible action on Ordinance No. 2023-26 amending section 10-1-15(f) of the Code of Ordinances to authorize the placement of a stop sign with an except right turn plaque for northbound traffic on Hanover Avenue at the intersection with Grattan Drive

**ISSUE SUMMARY:** The new intersection of Hanover Avenue at Grattan Drive will require a stop sign with an except right turn plaque for northbound traffic continuing on Hanover Avenue. Since it is anticipated that a majority of the traffic will be continuing northbound on Hanover Avenue a stop sign with an except right turn plaque is recommended.

**STAFF RECOMMENDATION:** Adopt Ordinance No. 2023-26.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** The Public Works and Sewerage Commission at its meeting on November 9, 2023 recommended a stop sign with an except right turn plaque for northbound Hanover Avenue at Grattan Drive.

**BUDGETARY IMPACT:** Cost for sign and pole to be paid for by the City.

**ATTACHMENTS:**

- Minutes of 11/9/23 Public Works and Sewerage Commission Meeting
- Copy of proposed ordinance
- Fox Run Signage Exhibit

**INITIATED/REQUESTED BY:** Mike Wieser

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

**ORDINANCE NO. 2023-26**

**An Ordinance Placing a Stop Sign, except Right Turn, at  
Hanover Avenue and Grattan Drive**

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

SECTION 1. Section 10-1-15(f) of the Code of Ordinances of the City of Cedarburg is hereby created as follows:

(f) Stop Signs, Except Right Turn, Authorized

(1) Hanover Avenue at Grattan Drive (for northbound traffic)

SECTION 2. Effective Date: This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 27<sup>th</sup> day of November, 2023.

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Michael O’Keefe, Mayor

Attest:

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Tracie Sette, City Clerk

Approved as to form:

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Michael P. Herbrand, City Attorney

## CITY OF CEDARBURG

**MEETING DATE:** November 27, 2023

**ITEM NO:** 7.C.

**TITLE:** Discussion and possible action on Ordinance No. 2023-25 amending section 10-1-29(q) of the Code of Ordinances to prohibit parking on the north side of Hamilton Road for 100 feet southeast of Washington Avenue between 6:00 a.m. and 9:00 a.m.

**ISSUE SUMMARY:** Cars tend to park on both sides of Hamilton Road during morning services at St. Francis Borgia Church making it difficult for two-way traffic to pass through. The idea is to restrict parking on the north side of Hamilton Road for 100 feet southeast of Washington Avenue during church services to create a buffer. This buffer should ensure that no backups on Hamilton Road would reach Washington Avenue.

**STAFF RECOMMENDATION:** Adopt Ordinance No. 2023-25.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** The Public Works and Sewerage Commission at its meeting on November 9, 2023 recommended the parking prohibition.

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

**ATTACHMENTS:**

- Minutes of 5/11/23 and 11/9/2023 Public Works and Sewerage Commission Meeting
- Copy of proposed ordinance

**INITIATED/REQUESTED BY:** Mike Wieser

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

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

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

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

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

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

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

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

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

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

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

**CITY OF CEDARBURG  
PUBLIC WORKS AND SEWERAGE COMMISSION  
May 11, 2023**

**PW/SEW20230112-1  
UNAPPROVED**

A regular meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Thursday, May 11, 2023. This meeting was held at Cedarburg City Hall, W63N645 Washington Avenue, lower level, room 2. The meeting was called to order at 7:00 p.m. by Mayor O'Keefe.

Roll Call: Present – Mayor Michael O'Keefe, Bill Oakes, Andrew Hester, Rick Verhaalen, Charles Schumacher, Terry Wagner, Sandy Beck

Excused - Bob Dries, Council Member Robert Simpson

Also Present - Director of Engineering Michael Wieser, Cedarburg Water Recycling Center Superintendent Dennis Grulkowski, Father Patrick Burns

**STATEMENT OF PUBLIC NOTICE**

Secretary Robin Van Dinter confirmed that proper legal notice of the meeting had been given.

**APPROVAL OF MINUTES**

Motion made by Commissioner Oakes, seconded by Commissioner Schumacher, to approve the minutes of April 13, 2023. The motion was carried unanimously with Commissioner Dries and Council Member Simpson excused.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

No comments or suggestions were offered at this time.

**DISCUSS PARKING ON HAMILTON ROAD; AND ACTION THEREON**

Director Wieser presented the traffic analysis from the Amcast Development. Existing traffic volumes vs. full build out indicates left hand turns for southbound traffic off Washington Avenue increased 22% in the morning peak hour and 40% in the afternoon peak hour. Westbound Hamilton Road traffic right turns on to Washington Avenue increased 26% in the morning peak hour and 29% in the afternoon peak hour.

Director Wieser also reviewed Hamilton Road during mass several times in the last week

or more. An average of 12 cars were parked on Hamilton Road and it was split between the north and south side of the road. There were many vehicles in the parking lot which seems to be utilized more. On the northbound side of Hamilton Road vehicles were parked in the parking spots closest to Washington Avenue.

Discussion continued with the suggestion of creating a buffer for people coming off Washington Avenue on the north side of Hamilton Road by eliminating 100 feet of parking which would involve 2 or 3 spots.

There are still several parking spaces directly in front of the two apartment buildings that are on Washington Avenue just south of Spring Street.

Father Burns had requested that parishioners utilize the parking lot as much as possible. He also requested the parishioners to use the crosswalk. Parishioners' concerns were vehicles coming on to Hamilton Road too fast to use the crosswalk and that there would not be enough parking spaces in the parking lot.

Commissioner Wagner suggested putting in a pedestrian crosswalk sign to slow vehicles down and encourage pedestrians to use the crosswalk.

Motion made by Commissioner Hester to eliminate 100 feet of parking from the north side of Hamilton Road just off Washington Avenue, seconded by Commissioner Beck. The motion was carried unanimously with Commissioner Dries and Council Member Simpson excused.

**CONSIDER PROHIBITING LEFT TURNS FOR WESTBOUND TRAFFIC ON HAMILTON ROAD AT ITS INTERSECTION WITH WASHINGTON AVENUE; AND ACTION THEREON**

A brief discussion regarding turning left on to Washington Avenue from Hamilton Road ensued.

Father Burns' suggestion from the Associate Pastor is to make Hamilton Road a one-way street. Commissioner Verhaalen pointed out that Hamilton Road is a main artery in and out of the City so that would not be a good idea.

Motion made by Commissioner Verhaalen to eliminate the left hand turns from Hamilton Road to Washington Avenue, Seconded by Commissioner Oakes. The motion was carried unanimously with Commissioner Dries and Council Member Simpson excused.

**CONSIDER BIDS RECEIVED FOR THE KENZIE LIFT STATION MODIFICATIONS PROJECT; AND ACTION THEREON.**

Director Wieser presented the three bids for the Kenzie Lift Station modifications. J. Miller Electric came in the lowest at \$476,692. The City has worked with the electrician before. The project will be paid for in a 50/50 split between the Business Park and WRC budgets.

**ORDINANCE NO. 2023-25**

**An Ordinance Prohibiting Parking between 6:00 a.m. and 9:00 a.m. on the  
North Side of Hamilton Road east of Washington Avenue**

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

**SECTION 1.** Section 10-1-29(q) of the Code of Ordinances of the City of Cedarburg is hereby created as follows:

**SEC. 10-1-29 MISCELLANEOUS RESTRICTED PARKING HOURS ON CERTAIN  
STREETS.**

(q) No parking on the north side of Hamilton Road for 100 feet Southeast of the East Right-of-Way of Washington Avenue between the hours of 6:00 a.m. – 9:00 a.m.

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

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

Passed and adopted this 27<sup>th</sup> day of November, 2023.

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Michael O’Keefe, Mayor

Attest:

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Tracie Sette, City Clerk

Approved as to form:

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Michael P. Herbrand, City Attorney



## CITY OF CEDARBURG

**MEETING DATE:** November 27, 2023

**ITEM NO:** 7.D. – 7.H.

**TITLE:**

- Discussion and possible action on Ordinance No. 2023-27 Appropriating the Necessary Funds for the Operation of the Government and Administration of the City of Cedarburg for the year 2024\*
- Discussion and possible action on Ordinance No. 2023-28 Appropriating the Necessary Funds for the Operation of the Special Revenue Funds and Adopting the Indicated Budgets\*
- Discussion and possible action on Ordinance No. 2023-29 Establishing the User Fee Schedule and Appropriating the Necessary Funds for the Sewerage Fund for the Operation of the Water Recycling Center of the City of Cedarburg\*
- Discussion and possible action on Ordinance No. 2023-30 Appropriating the Necessary Funds for the 2024 Capital Improvement Budget\*
- Discussion and possible action on Ordinance No. 2023-31 Levying Property Taxes for the General, Debt Service, Special Revenue and Capital Improvement Funds of the City of Cedarburg for the Year 2024\*

**ISSUE SUMMARY:** Ordinances requiring adoption to set tax levy and sewer rates along with budget parameters for 2024.

**STAFF RECOMMENDATION:** n/a

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** n/a

**BUDGETARY IMPACT:** Adoption of 2024 budget

**ATTACHMENTS:** Ordinance Nos. 2023-27, 2023-28, 2023-29, 2023-30, 2023-31

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

**FOR MORE INFORMATION CONTACT:** Kelly Livingston or Mikko Hilvo

## ORDINANCE NO. 2023-27

### **An Ordinance Appropriating the Necessary Funds for the Operation of the Government and Administration of the City of Cedarburg for the Year 2024**

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

SECTION 1. There is hereby appropriated out of the receipts of the City of Cedarburg for the year 2024, including monies received from the General Property Tax Levy and other revenues, as monies may be designated to the various accounts and purposes for the operation of the City as set forth below:

#### EXPENDITURES

General Government	\$ 1,743,516
Public Safety	4,394,127
Engineering and Public Works	3,118,335
Parks and Recreation	1,125,835
Conservation and Development	119,213
Capital Improvement Transfer	<u>200,000</u>
Subtotal General Fund	\$ 10,701,026
Debt Service	1,670,318

TOTAL EXPENDITURES                      \$ 12,371,344

SECTION 2. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 27<sup>th</sup> day of November 2023.

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

Attest:

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

Approved as to form:

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

**ORDINANCE NO. 2023-28**

**An Ordinance Appropriating the Necessary Funds for  
the Operation of the Special Revenue Funds  
and Adopting the Indicated Budgets**

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

SECTION 1. There is hereby appropriated out of the receipts of the City of Cedarburg Special Revenue Funds for the year 2024, monies as may be designated to the various accounts and purposes in the budgets for each fund as set forth below:

**EXPENDITURES**

Cemetery	\$ 76,206
Room Tax	60,000
Recreation Programs (self-supporting)	345,137
Swimming Pool	383,797
Park Subdivider Fees	150,000
Library	1,150,287
Fire & EMS	<u>1,674,505</u>
<b>TOTAL</b>	<b><u>\$3,839,932</u></b>

SECTION 2. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 27<sup>th</sup> day of November, 2023.

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

Attest:

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

Approved as to form:

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

**ORDINANCE NO. 2023-29**

**An Ordinance Establishing the User Fee Schedule and  
Appropriating the Necessary Funds for  
the Sewerage Fund for the Operation of the  
Water Recycling Center of the City of Cedarburg**

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

SECTION 1. There is hereby appropriated out of the receipts of the City of Cedarburg Water Recycling Fund for the year 2024, monies as may be designated to the various funds and purposes in the budgets attached hereto.

Operating Expenditures	\$3,161,191
Debt Service	60,876
Capital Expenditures	<u>1,503,413</u>
Total	\$4,725,480

SECTION 2. The sewer user charges are established as set forth below:

Monthly connection fee:	\$15.00
Flow rate per 1,000 gallons:	\$10.00
Holding tank rate per 1,000:	\$ 9.25
Septic tank rate per 1,000 gallons:	\$51.00
Administrative fee per truckload:	\$10.00

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

Passed and adopted this 27<sup>th</sup> day of November 2023.

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

Attest:

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

Approved as to form:

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

**ORDINANCE NO. 2023-30**

**An Ordinance Appropriating the Necessary Funds for  
the 2024 Capital Improvement Budget**

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

SECTION 1. There is hereby appropriated out of the receipts of the City of Cedarburg Capital Improvement Fund for the year 2024, monies as may be designated to the various accounts and purposes in the budget as set forth below:

**EXPENDITURES**

General Government	\$ 6,620
Public Safety	167,513
Public Works	2,097,180
Parks and Recreation	357,800
Environmental	835,000
Library	28,500

**TOTAL EXPENDITURES** **\$ 3,492,613**

**TID EXPENDITURES**

#3	\$ 10,329
#4	250,880
#5	175,180
#6	544,661
#7	106,000

**TOTAL TID EXPENDITURES** **\$ 1,087,050**

**GRAND TOTAL** **\$ 4,579,663**

SECTION 2. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 27<sup>th</sup> day of November, 2023.

\_\_\_\_\_  
Michael O’Keefe, Mayor

Attest:

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

Approved as to form:

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

## ORDINANCE NO. 2023-31

### **An Ordinance Levying Property Taxes for the General, Debt Service, Special Revenue and Capital Improvement Funds of the City of Cedarburg for the Year 2024**

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

SECTION 1. There is hereby levied a tax of \$12,183,648 on all the taxable property, within the City of Cedarburg as returned by the Assessor in the year 2023, for the uses and purposes set forth in the 2024 budgets as set forth below, and the City Clerk is hereby authorized and directed to spend this tax on the current tax roll of the City of Cedarburg.

SECTION 2. The tax to be levied will fund the following purposes:

General Fund (Operating)	\$6,818,981
Capital Improvements	1,920,000
Special Revenue (Library)	794,550
TIF Districts	237,417
Debt Service	1,434,055
Special Revenue (Pool)	69,216
Special Revenue (Fire/EMS)	536,971

Subtotal Total	<u>\$11,811,190</u>
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Other Taxing Bodies TIF Portion:

Cedarburg Schools	\$280,364
Ozaukee County	56,005
M.A.T.C	36,089

<b><u>Total</u></b>	<b><u>\$12,183,648</u></b>
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SECTION 3. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 27<sup>th</sup> day of November, 2023.

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

Attest:

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

Approved as to form:

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

## CITY OF CEDARBURG

**MEETING DATE:** November 27, 2023

**ITEM NO:** 7.I.

**TITLE:** Discussion and possible action on the recommended alternative for the Water Recycling Center Facility Plan

**ISSUE SUMMARY:** Donahue and Associates were hired to perform the WRC Facility Plan, which will assist in decision making on the WRC. The areas of need identified in the Draft WRC facility plan are Permit Compliance, Peak Flow Management, Facility Condition, Treatment Capacity, and Biosolids Management. The two alternatives to address these needs are upgrading and expanding the existing WRC plant or construction of a new facility on Pioneer Road.

See the attached Facility Plan – DRAFT Chapter 5 which lists the improvements needed for each alternative to meet the City’s needs.

See the attached Appendix B which estimates the construction costs for each alternative. For upgrading and expanding the existing WRC the construction cost estimate is \$81,502,000. For the construction of a new facility on Pioneer Road the construction cost estimate is \$123,597,000

A recommended alternative will need to be chosen to lay out the recommended implementation plan, user rate impacts, and finish the facility plan. Nathan Cassity with Donahue will be in attendance to give a short presentation and answer any questions that may arise.

**STAFF RECOMMENDATION:** NA

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** Public Works and Sewerage Commission made a recommendation for construction of a new facility on Pioneer Road as the recommended alternative at their November 9<sup>th</sup> meeting.

**BUDGETARY IMPACT:** None

**ATTACHMENTS:** Facility Plan – DRAFT Chapter 5 and Appendix B.

**INITIATED/REQUESTED BY:** Mike Wieser and Dennis Grulkowski

**FOR MORE INFORMATION CONTACT:** Mike Wieser-Director of Engineering and Public Works  
262-375-7610  
Dennis Grulkowski – Water Recycling Center Superintendent  
262-375-7902





**City of Cedarburg**

W63N645 Washington Avenue  
Cedarburg, WI 53012

## **Facility Plan – DRAFT Chapter 5**

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**October 24, 2023**



Prepared by:

**Donohue & Associates, Inc.**

3311 Weeden Creek Road | Sheboygan, WI 53081  
donohue-associates.com

Donohue Project No.: 14226

## 5. ALTERNATIVES ANALYSIS

The following significant areas of need were identified in the previous report chapters:

- Permit compliance: The WRC is facing stringent phosphorus limits and chloride limits.
- Peak flow management: There have been five peak events in the past five years that reached the facility's rated capacity of 8 MGD. One of those events in May of 2020 reached a peak flow of 10.6 MGD. The peak flows reaching the WRC exceed the USEPA thresholds for excessive infiltration and excessive inflow.
- Facility condition: A significant number of structures, processes, and utilities at the WRC are past their useful life and in need of refurbishment or replacement. These items are listed in Table 3-8.
- Treatment capacity: The projected flows and loadings are above several unit process capacities including influent pumping, oxidation ditch aeration, and UV disinfection.
- Biosolids management: The current biosolids management system with relatively small holding tanks and reliance on a contractor for year-round hauling of biosolids has inherent risk and logistical complexity.

The City has identified two alternatives to address the above areas of need.

1. Replacements, upgrades, and expansion at the existing WRC site utilizing the existing outfall to Cedar Creek with biosolids management upgrades constructed on City-owned land north of Pioneer Road and east of the existing facility.
2. Construction of a new facility on City-owned land north of Pioneer Road and east of the existing facility. The new facility would have a new outfall directly to the Milwaukee River.

### 5.1 UPGRADES AND EXPANSION OF EXISTING WRC

The existing WRC is located off Park Lane in the City of Cedarburg on the west side of Cedar Creek. Figure 5-1 shows an aerial view of the site, which is space constrained between the cemetery and the creek. There is a significant amount of elevation difference going uphill from the creek to the oxidation ditch and clarifiers. New structures or tankage will require retaining walls and steps for access.



**Figure 5-1 Existing WRC Site**

### 5.1.1 IDENTIFIED UPGRADES

The upgrades shown in Table 5-1 were identified in the Chapter 3 treatment performance assessment, Chapter 3 facility condition assessment, and Chapter 4 capacity analysis. All upgrades would occur at the existing WRC site with the exception of the biosolids stabilization, handling, and storage improvements. There is insufficient footprint available at the existing site for these improvements. This alternative identifies construction of two forcemains between the existing WRC site and the City owned site off Pioneer Road. One forcemain would convey sludge to the new site for processing and the other forcemain would convey filtrate and drain water back to the existing WRC for treatment. Aerobic digestion, thickening, dewatering, and cake storage facilities would be constructed on a portion of the Pioneer Road site.

**Table 5-1 Identified Improvements for the Upgrade and Expansion of Existing WRC Alternative**

Structure	Recommended Improvement
Garfield Lift Station	<ul style="list-style-type: none"> <li>• A mechanical screen and backup bar rack is needed at this station to protect the pumps and reduce downstream maintenance activities.</li> <li>• The structure requires an expansion to install a mechanical screen and backup bar rack.</li> <li>• Lift station pumps and valves are 35 years old and in need of replacement.</li> <li>• Air handling equipment and controls are 35 years old and in need of replacement.</li> </ul>

Structure	Recommended Improvement
	<ul style="list-style-type: none"> <li>Electrical MCC equipment is 35 years old and requires replacement.</li> <li>Rehabilitate concrete on inside of wetwell.</li> </ul>
Existing WRC Site	<ul style="list-style-type: none"> <li>Septage receiving uses a manhole. There is no rock trap or pad containment. Construct dedicated septage receiving station.</li> <li>Sludge Loadout Station is 35 years old and requires refurbishment of concrete and replacement of piping and valves</li> <li>Abandoned tankage from 1970 facilities west of vehicle storage should be demolished for site restoration.</li> <li>All buried piping and valves are 35 to 50 years old and require refurbishment or replacement.</li> <li>Plant effluent system with pumping, piping, hydrants, and hose bibs should be considered for reuse of plant effluent for washdown water instead of City water.</li> <li>All buried electrical and controls wiring and conduits are 35 years old and require replacement.</li> <li>Paved surfaces and drives have deteriorated and require mill and overlay</li> <li>Portions of sidewalks have settled/deteriorated and require replacement</li> <li>Portions of retaining walls have shifted and require replacement</li> <li>Entrance gate should be replaced with updated, actuated gate for improved site security with remotes for pushbutton entry.</li> </ul>
Bar Screen Building	<ul style="list-style-type: none"> <li>Air handling equipment and controls are 35 years old and in need of replacement.</li> <li>Gates are all manual hand pulls, which are a safety concern. Replace with new gates that include manual gear actuators for one person operation.</li> <li>Grit mechanism and gear box is 35 years old and in need of replacement.</li> <li>Rehabilitate concrete on inside of channel and chamber.</li> <li>Electrical MCC equipment is 35 years old and requires replacement.</li> </ul>
Administration Building	<ul style="list-style-type: none"> <li>Construct an administration building with offices, meeting room, restrooms, and laboratory. Building is estimated as a single story 3,000 ft<sup>2</sup> building.</li> </ul>
Control Building	<ul style="list-style-type: none"> <li>Electrical switch gear and MCC equipment is 35 to 50 years old and requires replacement.</li> <li>Backup generator is 35 years old and requires replacement</li> <li>Air handling equipment and controls are 35 years old and in need of replacement.</li> <li>Interior spaces for offices, laboratory, meeting room, locker room, breakroom are a mix of 35 to 50 years old and are in need of remodeling. Offices, laboratory, and meeting room will move to new administration building. Grade level floor will be partially remodeled for SCADA room and locker rooms. Remainder of space will be utilized for additional electrical room and installing maintenance access hatches into the basement with lifting monorails and hoists for equipment removal and maintenance activities.</li> <li>SCADA system hardware and software should be updated for site and lift stations</li> <li>Floor drains are deteriorated and plugged requiring refurbishment.</li> <li>Sump pumps in building should be piped to influent wetwell to remove clear water from sludge storage tanks.</li> <li>Several wall leaks require crack injection and sealing between building and sludge holding tanks.</li> <li>Pump removal beams and hoists are needed for maintenance.</li> </ul>

Structure	Recommended Improvement
	<ul style="list-style-type: none"> <li>Influent pumps and valves are 35 years old and in need of replacement. Capacity of replacement pumps should be 4,200 gpm each to provide a firm capacity of 12 mgd. Replacement piping and valves should be sized for the increased capacity.</li> <li>Sludge loadout pumps, piping, and valves are 35 years old and in need of replacement</li> </ul>
Oxidation Ditch	<ul style="list-style-type: none"> <li>Aerator discs, shafts, gear boxes, and motors are 35 years old and in need of replacement. Capacity of the replacement aeration system should be sized to deliver the projected 2045 peak day oxygen delivery of 27,000 lbs O<sub>2</sub>/day.</li> <li>Walls and walkways require refurbishment with crack injection and concrete repairs.</li> <li>Gates are manual hand pulls, which are a safety concern. Replace with new gates that include manual gear actuators for one person operation.</li> <li>Mixed liquor and RAS piping and valves are 35 years old and in need of replacement.</li> <li>Level control gate is manually actuated. Replace with electrically actuated gate for automated level control.</li> </ul>
Clarifiers	<ul style="list-style-type: none"> <li>Mechanisms, scum removal, weirs, baffles, and bridges are 35 years old and in need of replacement.</li> <li>Crack injection and concrete repair is necessary.</li> <li>Ventilation equipment replacement is needed.</li> <li>Door replacement is needed.</li> <li>Washdown piping and valves are needed.</li> </ul>
RAS Building	<ul style="list-style-type: none"> <li>Air handling equipment and controls are 35 years old and in need of replacement.</li> <li>MCC equipment is 35 years old and in need of replacement.</li> <li>RAS pumps and valves are 35 years old and in need of replacement.</li> <li>Pump removal beams and hoists are needed for maintenance.</li> </ul>
New Tertiary Filter Building	<ul style="list-style-type: none"> <li>Construct a new tertiary filter building to meet more stringent future total phosphorus limits. Building will receive secondary effluent from the clarifiers and route flow through a series of channels and gates to a treatment train consisting of coagulant addition, rapid mix tank, coagulation tank, polymer addition, flocculation tank, and two cloth media disc filters. The building will include the following rooms: electrical, mechanical, coagulant storage and dosing, polymer storage and dosing, and process room with tankage for rapid mix, coagulation, flocculation, and filtration. Filtered effluent will be routed to the existing UV Disinfection building.</li> </ul>
UV Disinfection and Vehicle Storage	<ul style="list-style-type: none"> <li>The UV disinfection equipment does not have sufficient capacity for projected 2045 peak flow treatment. This equipment package should be replaced with a system sized to treat a peak hour flow of 12 mgd.</li> <li>Air handling equipment and controls are 25 years old and in need of replacement.</li> <li>A building addition is needed. Currently using 2 storage containers for additional storage. Also additional workshop space is needed and a welding booth.</li> <li>Overhead door access is limited. Access and overhead doors on west side would be possible if abandoned tankage was demolished and site restored.</li> <li>Larger water line is needed for filling vector truck.</li> </ul>

Structure	Recommended Improvement
Gravity Thickener	<ul style="list-style-type: none"> <li>• Mechanism, scum removal, weir, baffle, and bridge are 50 years old and in need of replacement.</li> <li>• Crack injection and concrete repair is necessary.</li> <li>• Ventilation equipment replacement is needed.</li> <li>• Door replacement is needed.</li> <li>• Washdown piping and valves are needed.</li> </ul>
Aerobic Sludge Holding Tanks	<ul style="list-style-type: none"> <li>• Aeration equipment and blowers are 35 years old and in need of replacement.</li> <li>• Tank 1 is 50 years old. Tank 2 is 35 years old. Crack injection and concrete repair is necessary.</li> <li>• Ventilation equipment replacement is needed.</li> </ul>
New Sludge Pumping Building	<ul style="list-style-type: none"> <li>• Current site does not have available footprint for biosolids stabilization, handling, storage, and loadout facilities. Construct a new sludge pumping building to pump sludge from the aerated holding tanks to a new forcemain conveying sludge to the City owned Pioneer Road site.</li> </ul>
Site Development at Pioneer Road Site	<ul style="list-style-type: none"> <li>• Current WRC site does not have available footprint for biosolids stabilization, handling, storage, and loadout facilities. Develop a portion of the City owned Pioneer Road site for these new processes. Site will require grading, electrical service, natural gas service, access roads, perimeter fence, entrance gate, sidewalks, and lighting.</li> </ul>
Aerobic Digesters at Pioneer Road Site	<ul style="list-style-type: none"> <li>• Current WRC site does not have available footprint for biosolids stabilization, handling, storage, and loadout facilities. Construct two circular aerobic digester tanks approximately 50 feet in diameter on a portion of the City owned Pioneer Road site for sludge stabilization. Sludge will be conveyed to the digesters by a forcemain from the existing WRC site. Circular tanks provide compatibility with converting to anaerobic digesters in the future. Tanks would include diffused aeration and dome covers.</li> </ul>
Thickening and Dewatering Building at Pioneer Road Site	<ul style="list-style-type: none"> <li>• Current WRC site does not have available footprint for biosolids stabilization, handling, storage, and loadout facilities. Construct a thickening and dewatering building approximately 3,600 ft<sup>2</sup> with basement, grade floor, and upper floor on a portion of the City owned Pioneer Road site. The building would house the aerobic digester blowers, a gravity belt thickener to thicken sludge prior to aerobic digestions, a belt filter press to dewater digested sludge into cake for storage and land application. Building will also house GBT and BFP feed pumps, GBT and BFP polymer feed systems, thickened sludge pumps, dewatered cake conveyor, and filtrate pumps to pump thickener and press filtrate along with any other process drain water through a forcemain back to the existing WRC for treatment.</li> <li>• The building would have an isolated electrical room to house the control panels, PLC panel, MCC sections, power panel, and lighting panel.</li> </ul>
Cake Storage Building at Pioneer Road Site	<ul style="list-style-type: none"> <li>• Current WRC site does not have available footprint for biosolids stabilization, handling, storage, and loadout facilities. Construct a digested sludge cake storage building sized to hold 180 days of biosolids for land application. Dewatered cake sludge would be compatible with potential future Class A drying.</li> </ul>

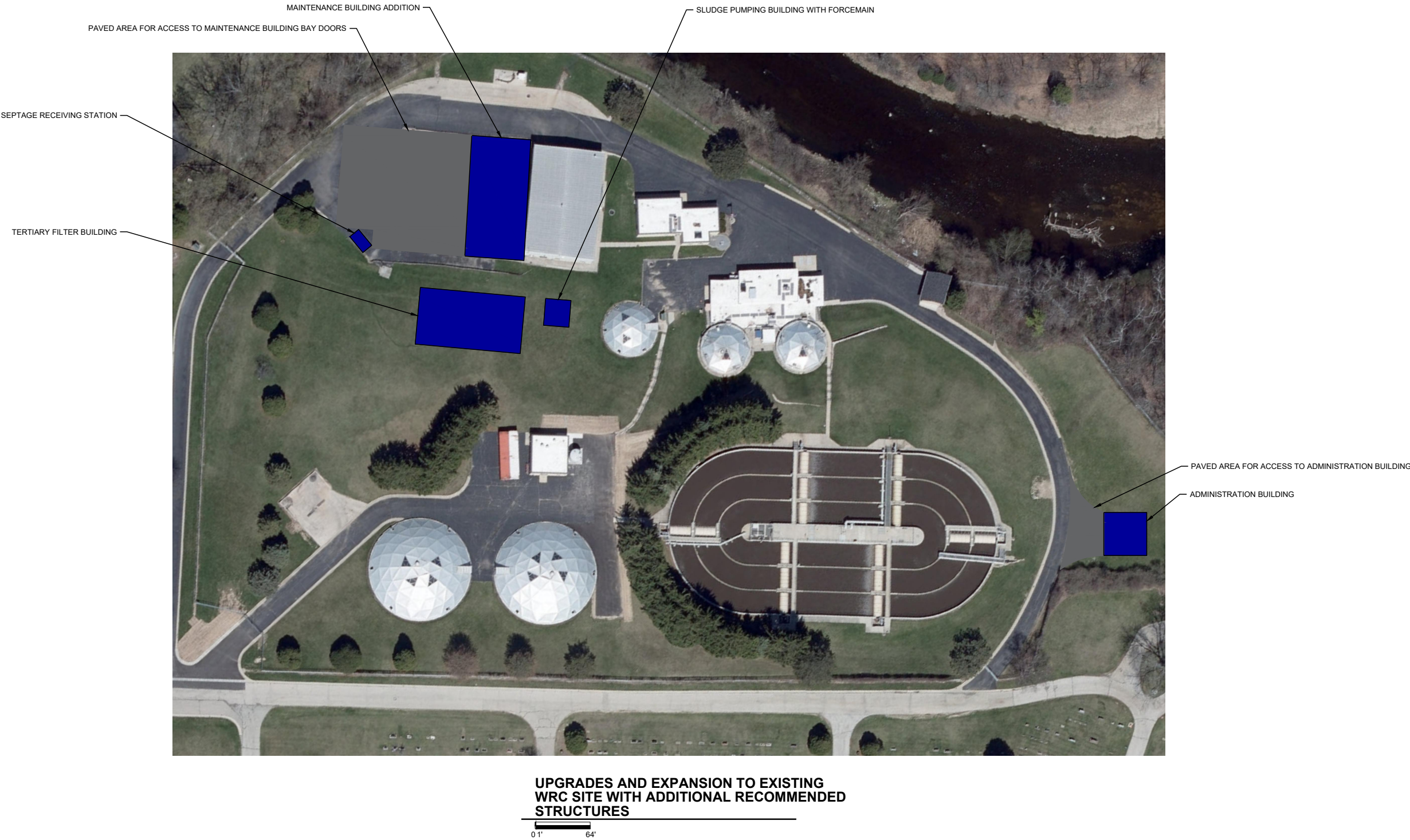
Figures 5-2 and 5-3 display conceptual site plans with new structures identified in Table 5-1 shown on the existing WRC site and the Pioneer Road site.





**GENERAL NOTES:**

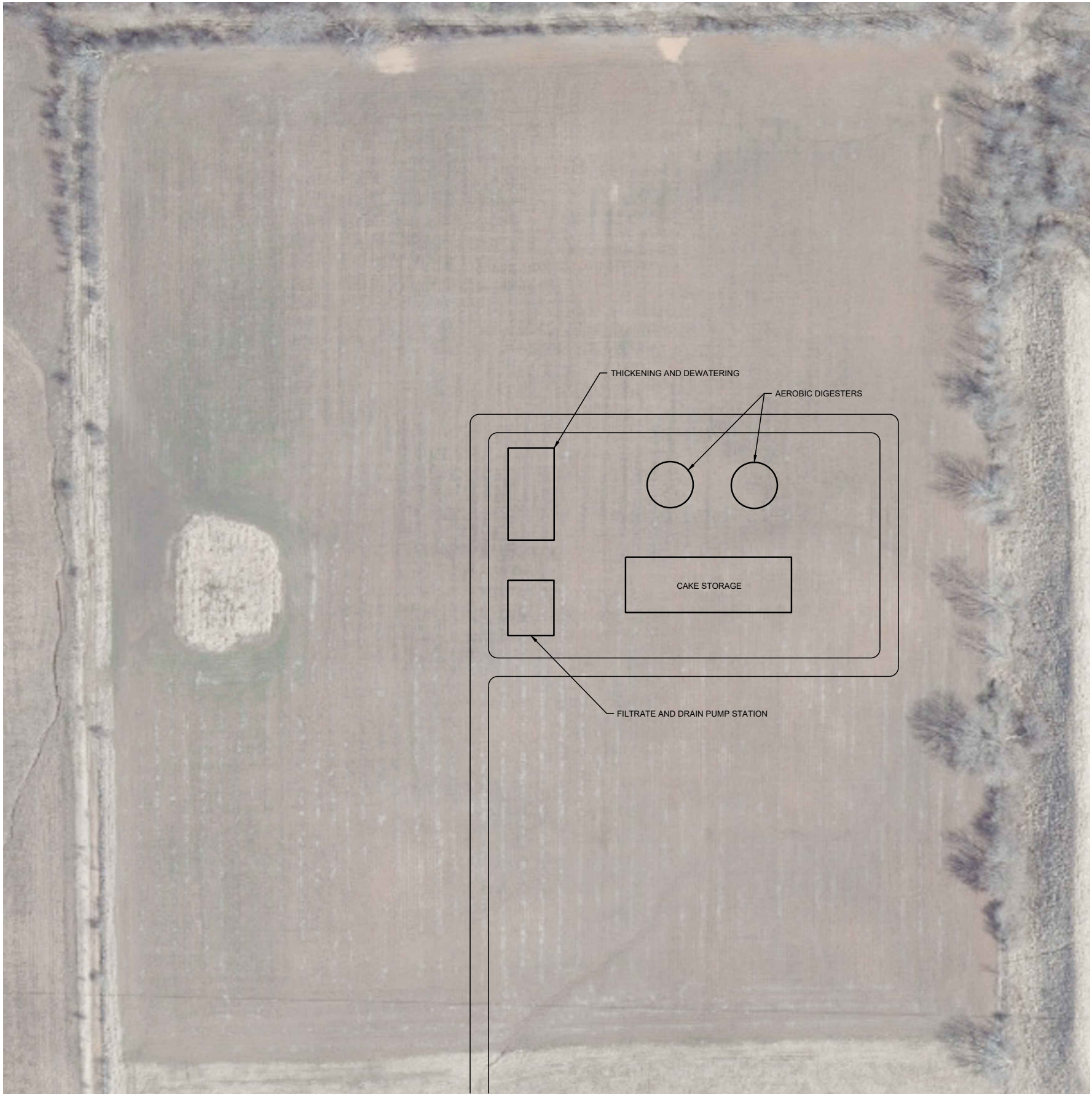
- 1. ONLY NEW STRUCTURES ARE SHOWN.
- 2. SEE TABLE 5-1 FOR IDENTIFIED IMPROVEMENTS TO EXISTING STRUCTURES AND SITE IMPROVEMENTS.



**Figure 5-2**  
**Current Site Layout**  
City of Cedarburg  
Water Recycling Center  
New Site Layout

Cedarburg, WI





- GENERAL NOTES:**
- 1. ONLY NEW STRUCTURES ARE SHOWN.
  - 2. SEE TABLE 5-1 FOR IDENTIFIED IMPROVEMENTS TO EXISTING STRUCTURES AND SITE IMPROVEMENTS.

**Figure 5-3**  
**Biosolids at New Site**  
City of Cedarburg  
Water Recycling Center  
New Site Layout  
Cedarburg, WI

**UPGRADES AND EXPANSION TO EXISTING  
WRC SITE PIONEER SITE WITH ADDITIONAL  
RECOMMENDED STRUCTURES**

0 1' 64'

## 5.2 NEW WRC OFF PIONEER ROAD

The proposed site for a new WRC is located north of Pioneer Road and east of the existing WRC and is shown in Figure 5-4. The City owned property totals 115 acres of which 87 acres is usable for development. A previous study prepared by Symbiont in 2021 estimated a site requirement of 51.5 acres for the new WRC. A second study prepared by Symbiont evaluated and detailed several collection system and forcemain improvements to direct wastewater to the new site.



Figure 5-4 Proposed New WRC Site North of Pioneer Road

### 5.2.1 UNIT PROCESS TREATMENT UPGRADES

The upgrades shown in Table 5-2 were identified for construction of a new WRC at the Pioneer Road site. This alternative would eliminate all renovation and expansion upgrades at the existing WRC site. The existing WRC would be decommissioned, demolished, and the site would be restored into developable land following startup and commissioning of the new WRC.

**Table 5-2 Identified Improvements for the New WRC Construction Alternative**

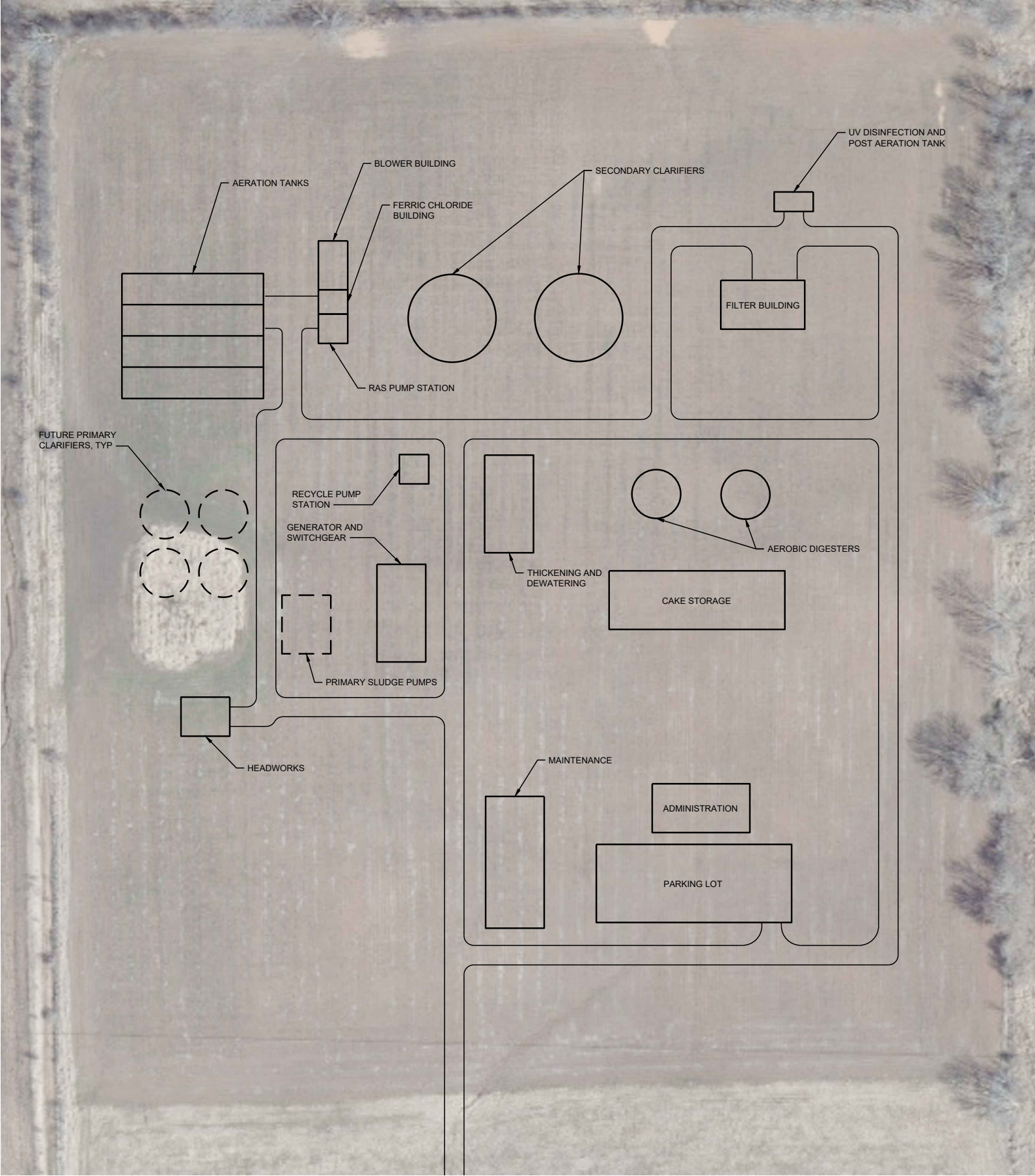
Structure	Recommended Improvement
Interceptors, Lift Station, and Forcemain to New WRC	<ul style="list-style-type: none"> <li>Construct a new gravity interceptor sewer from the corner of Hamilton Road and Park Lane to the intersection of Green Bay and Pioneer roads.</li> <li>Construct a new gravity interceptor sewer from the location of Garfield Lift Station to the intersection of Green Bay and Pioneer roads.</li> <li>Demolish the Garfield Lift Station and refurbish the site at that location.</li> <li>Construct a new lift station at the intersection of Green Bay and Pioneer roads to pump the full collection system wastewater flow to the new WRC site located at the Pioneer Road site. The new lift station will include screening to protect the pumps and provide screening for the new WRC.</li> <li>Construct a new forcemain along Pioneer Road from the new lift station to the topographic high point.</li> <li>Construct a new gravity interceptor sewer from the topographic high point on Pioneer road to the new WRC site.</li> </ul>
WRC Site	<ul style="list-style-type: none"> <li>Construct dedicated septage receiving station.</li> <li>Install buried piping between unit processes.</li> <li>Install plant effluent washwater system with pumping, piping, hydrants, and hose bibs for reuse of plant effluent as washdown water instead of City water.</li> <li>Install electrical service and construct electrical distribution system for buildings and unit processes including duct banks, conduit, cables, and site lighting.</li> <li>Install site natural gas service and site piping to buildings.</li> <li>Construct asphalt site roadways and parking areas.</li> <li>Construct concrete sidewalks between buildings and unit processes.</li> <li>Install site stormwater collection and conveyance piping and features.</li> <li>Install a well for potable water service.</li> <li>Install site fence and entrance gate for site security. Gate will have remote pushbutton entry.</li> </ul>
Administration Building	<ul style="list-style-type: none"> <li>Construct an administration building with offices, restrooms, locker rooms, SCADA room, and laboratory. Building is estimated as a single story 5,000 ft<sup>2</sup> building.</li> </ul>
Process Drain Pump Station	<ul style="list-style-type: none"> <li>Construct a process drain pump station to receive drain flows from any of the unit process tanks and channels. The submersible pump station would pump the drain flow to the headworks for treatment.</li> </ul>
Headworks (Preliminary Treatment) Building	<ul style="list-style-type: none"> <li>Construct a headworks building to house pumping, and grit removal processes. Building is estimated as a 2,000 ft<sup>2</sup> building with a basement and grade level.</li> <li>Equipment in the building would include three centrifugal influent pumps, one vortex grit tank with a grit pump in the basement, one grit washer, a dumpster bay, and various gates, piping, and valves.</li> <li>The building would have an isolated electrical room to house the control panels, PLC panel, MCC sections, power panel, and lighting panel.</li> </ul>
Ferric Chloride Building	<ul style="list-style-type: none"> <li>Construct a building for storage and dosing of ferric chloride to multiple unit processes. Building is estimated as a single story 750 ft<sup>2</sup> building housing one large chemical storage tank and multiple chemical dosing pumps. Coatings, equipment, and piping will be suitable for a corrosive environment.</li> </ul>



Structure	Recommended Improvement
Aeration Splitter Box	<ul style="list-style-type: none"> <li>Construct a concrete splitter box to receive wastewater from the Headworks and split the flow using gates and weirs to four aeration basins.</li> </ul>
Aeration Basins	<ul style="list-style-type: none"> <li>Construct four aeration basins approximately 142 feet long and 30 feet wide for activated sludge secondary treatment. Basins would be configured with selectors for enhanced biological phosphorus removal (EBPR) and fine pore membrane disc aeration diffusers in the aerobic zones.</li> <li>DO and ORP probes would be installed to monitor conditions and provide data for automated aeration control.</li> <li>A network of aeration air piping and electrically actuated valves would be installed for the automated aeration control.</li> </ul>
Blower Building	<ul style="list-style-type: none"> <li>Construct a blower building to house the activated sludge aeration blowers and aerobic digester blowers. Building is estimated as a single story 1500 ft<sup>2</sup> building housing four aeration blowers and three digester blowers.</li> <li>The building would have an electrical room to house the control panels, PLC panel, MCC sections, power panel, and lighting panel.</li> </ul>
Clarifier Splitter Box	<ul style="list-style-type: none"> <li>Construct a concrete splitter box to receive mixed liquor flow from the Aeration Basins and split the flow using gates and weirs to two clarifiers.</li> </ul>
Clarifiers	<ul style="list-style-type: none"> <li>Construct two clarifiers approximately 90 feet in diameter for receiving mixed liquor from the Aeration Basins, settling the suspended solids, and discharging the secondary effluent over a peripheral weir to a launder trough.</li> <li>Clarifiers would include surface skimming and scum removal equipment.</li> <li>Geodesic dome covers would be installed to protect the equipment from freezing and block sunlight to minimize algae growth in the tanks.</li> <li>The clarifier mechanisms would include an energy dissipating inlet and rapid sludge removal using a suction header.</li> <li>Stamford baffles would be installed in the clarifiers for improved performance during peak flows.</li> </ul>
RAS/WAS Pump Building	<ul style="list-style-type: none"> <li>Construct a RAS/WAS Pump building to house the RAS pumps and WAS pumps. Building is estimated as a 900 ft<sup>2</sup> building with a basement and grade level housing three RAS pumps, two WAS pumps, and two scum pumps in the basement.</li> <li>The building would have an electrical room on the grade level for control panels, PLC panel, MCC sections, power panel, and lighting panel.</li> </ul>
New Tertiary Filter Building	<ul style="list-style-type: none"> <li>Construct a new tertiary filter building to meet total phosphorus limits. Building will receive secondary effluent from the clarifiers and route flow through a series of channels and gates to a treatment train consisting of coagulant addition, rapid mix tank, coagulation tank, polymer addition, flocculation tank, and two cloth media disc filters. Building is estimated as a single story 4,300 ft<sup>2</sup> building.</li> <li>The building will include the following rooms: electrical, mechanical, coagulant storage and dosing, polymer storage and dosing, and process room with tankage for rapid mix, coagulation, flocculation, and filtration. Filtered effluent will be routed to UV Disinfection.</li> </ul>
UV Disinfection Building	<ul style="list-style-type: none"> <li>Construct a UV Disinfection building to house the channels and equipment for UV disinfection. Building is estimated as a single story 800 ft<sup>2</sup> building.</li> <li>Gates will be installed to direct flow through either the UV disinfection equipment or the bypass channel.</li> </ul>

Structure	Recommended Improvement
	<ul style="list-style-type: none"> <li>The building would have an electrical room to house the control panels, PLC panel, MCC sections, power panel, and lighting panel.</li> </ul>
Post Aeration Tank and Outfall	<ul style="list-style-type: none"> <li>Construct a post aeration tank approximately 40 feet long and 20 feet wide for meeting effluent DO limits.</li> <li>DO probes would be installed to monitor conditions.</li> <li>A network of air piping, valves, and fine pore membrane disc diffusers would be installed for aeration.</li> <li>Two blower packages with outdoor enclosures would be installed near the tank and piped to the aeration system.</li> <li>An outfall pipe would be installed from the post aeration tank to the Milwaukee River outfall to convey treated effluent to the river.</li> </ul>
Aerobic Digesters	<ul style="list-style-type: none"> <li>Construct two circular aerobic digester tanks approximately 50 feet in diameter for sludge stabilization. Sludge will be conveyed to the digesters by the WAS pumps. Circular tanks provide compatibility with converting to anaerobic digesters in the future. Tanks would include diffused aeration and dome covers.</li> </ul>
Thickening and Dewatering Building	<ul style="list-style-type: none"> <li>Construct a thickening and dewatering building approximately 3,600 ft<sup>2</sup> with basement, grade floor, and upper floor. The building would house a gravity belt thickener (GBT) to thicken sludge prior to aerobic digestion, a belt filter press (BFP) to dewater digested sludge into cake for storage and land application. Building will also include GBT and BFP feed pumps, GBT and BFP polymer feed systems, thickened sludge pumps, and dewatered cake conveyor.</li> <li>The building would have an isolated electrical room to house the control panels, PLC panel, MCC sections, power panel, and lighting panel.</li> </ul>
Cake Storage Building	<ul style="list-style-type: none"> <li>Construct a digested sludge cake storage building sized to hold 180 days of biosolids for land application (approximately 10,800 ft<sup>2</sup>).</li> <li>Building would be a pre-engineered metal building with partially open walls (not fully enclosed). Dewatered cake sludge would be compatible with potential future Class A drying.</li> </ul>
Maintenance Garage	<ul style="list-style-type: none"> <li>Construct a maintenance garage approximately 8,000 ft<sup>2</sup> to house WRC vehicles and a workshop.</li> <li>Building would be a pre-engineered metal building with heat, ventilation, and insulation.</li> <li>Building would be arranged with four drive through bays plus the workshop.</li> </ul>

Figure 5-5 displays a conceptual site plan with new structures identified in Table 5-2 shown on the Pioneer Road site.



**GENERAL NOTES:**

- 1. NOT ALL IDENTIFIED IMPROVEMENTS ARE SHOWN
- 2. SEE TABLE 5-2 FOR LIST OF IDENTIFIED IMPROVEMENTS.



**NEW WRC OFF PIONEER ROAD  
SITE WITH RECOMMENDED STRUCTURES**

0 1' 64'

**Figure 5-5  
New Site Layout**  
City of Cedarburg  
Water Recycling Center  
New Site Layout  
Cedarburg, WI



## 5.3 ALTERNATIVES EVALUATION

The alternatives evaluation presented in this report considers economic and non-economic factors, as discussed below. The economic and non-economic analyses were performed in parallel, and alternatives were evaluated based on how well they balance costs with the non-economic considerations.

### 5.3.1 PRESENT WORTH ANALYSIS

The economic component of the alternatives evaluation involved developing a 20-year total present worth (TPW) for each alternative. The 20-year TPW was based on each alternative's capital and annual costs. The federally mandated discount rate of 2.625% was used for the 20-year TPW life-cycle calculations. Assumptions required for the 20-year TPW analysis are provided in Table 5-3. Electricity and natural gas escalation rates were taken from the National Institute of Standards (NIST), Annual Supplement to NIST Handbook 135 (2022) and the companion Energy Escalation Rate Calculator. Initial unit energy costs were based on recent utility bills and are provided in

Table 5-4. The 20-year TPW also included annual operation and maintenance (O&M) costs, discussed in the next section, and salvage costs. Buried piping, buildings, and structures were assumed to have a lifespan of approximately 40 years. Thus, half of the initial capital costs were included as salvage values in year 20 of the TPW analysis. All other equipment was assumed to have a lifespan of 20 years and would not be salvaged at the end of the 20-year TPW.

**Table 5-3 Discount and Energy Escalation Rates**

Parameter	Value
Discount Rate	2.625% <sup>1</sup>
Electricity Escalation Rate (0-5 years)	0.5% <sup>2</sup>
Electricity Escalation Rate (6-20 years)	1.0% <sup>2</sup>
Natural Gas Escalation Rate	1.5% <sup>2</sup>

<sup>1</sup>. WDNR Guidance per NR 110.09(1)(a)

<sup>2</sup>. National Institute of Standards, Annual Supplement to NIST Handbook 135 (2022) and Companion Energy Escalation Rate Calculator.

**Table 5-4 Initial Unit Energy Costs**

Parameter	Value
Electricity	\$0.11 per kWh
Natural Gas	\$1.02 per therm

### 5.3.2 OPERATION AND MAINTENANCE COSTS

The existing facility's annual costs (2023 Budget) are \$3,970,000. Mostly, O&M costs were anticipated to be very similar between the alternatives. The existing plant has an oxidation ditch, whereas the new plant would have conventional aeration tanks. However, the electrical costs associated with aerating the oxidation ditch and activated sludge would be similar. The alternatives include two new processes: tertiary filtration and biosolids handling. However, the O&M costs for tertiary filtration and biosolids handling should be the same or very similar between the alternatives. The O&M costs associated with the new tertiary filter building shown in Table 5-5 and Table 5-6 are expected to be the same. However, because the biosolids handling facility would be separate from the main WRC with Alternative 1, Alternative 1 was assumed to require more staffing and thus would incur higher O&M costs, as shown in

Table 5-5 and Table 5-6. Lastly, the new equipment for the new facility (Alternative 2) is expected to be more efficient than the older Alternative 1 equipment. For this analysis, the newer Alternative 2 equipment was assumed to be approximately 10% more efficient than the older Alternative 1 equipment, which equates to an annual electricity efficiency credit of \$10,700.

**Table 5-5 Alternative 1 Tertiary Filter Building and Biosolids Handling O&M Costs**

Operation and Maintenance Costs	# of Units	Units	\$/units	Annual Cost
<b>Tertiary Filter Building</b>				
Ferric Chloride Chemical	56	gal/d	\$3.00	\$61,046
Polymer Chemical	19	lb/day	\$2.00	\$13,577
Maintenance and Repair	1	LS	\$54,000	\$54,000
Annual Power	1	LS	\$15,177	\$15,177
Staffing	0.25	person/yr	\$86,000	\$21,500
<b>Annual O &amp; M Cost</b>				<b>\$165,300</b>
<b>Biosolids Handling</b>				
Thickening Polymer	14	lb/day	\$2.00	\$9,885
Dewatering Polymer	27	lb/day	\$2.00	\$19,770
Maintenance and Repair	1	LS	\$120,240	\$120,240
Annual Power	1	LS	\$68,054	\$68,054
Staffing	1	person/yr	\$86,000	\$86,000
Contract Hauling Credit	50%	/yr	\$350,000	(\$175,000)
<b>Annual O &amp; M Cost</b>				<b>\$128,949</b>

**Table 5-6 Alternative 2 Tertiary Filter Building and Biosolids Handling O&M Costs**

Operation and Maintenance Costs	# of Units	Units	\$/units	Annual Cost
<b>Tertiary Filter Building</b>				
Ferric Chloride Chemical	56	gal/d	\$3.00	\$61,046
Polymer Chemical	19	lb/day	\$2.00	\$13,577
Maintenance and Repair	1	LS	\$54,000	\$54,000
Annual Power	1	LS	\$15,177	\$15,177
Staffing	0.25	person/yr	\$86,000	\$21,500
<b>Annual O &amp; M Cost</b>				<b>\$165,300</b>
<b>Biosolids Handling</b>				
Thickening Polymer	14	lb/day	\$2.00	\$9,885
Dewatering Polymer	27	lb/day	\$2.00	\$19,770
Maintenance and Repair	1	LS	\$120,240	\$120,240
Annual Power	1	LS	\$68,054	\$68,054
Staffing	0.5	person/yr	\$86,000	\$43,000
Contract Hauling Credit	50%	/yr	\$350,000	(\$175,000)
<b>Annual O &amp; M Cost</b>				<b>\$85,949</b>

Table 5-7 shows the capital costs, average annual costs (in addition to the current WRC annual costs), and the 20-year TPW costs. Alternative 1 (rehabilitation of the existing WRC) had the lowest capital costs and 20-year TPW. Alternative 2 had the lowest average annual costs.

**Table 5-7 Cost Summary Table**

Alternative	Capital Costs (\$)	Average Annual (\$)	20-year TPW (\$)
1	81,502,000	299,000	82,276,000
2	123,597,000	244,000	119,572,000

### 5.3.3 NONMONETARY CONSIDERATIONS

The non-economic evaluation component of the alternatives evaluation looked at factors that are not always easily or directly translated into costs. A discussion of the non-economic considerations is provided in the following section.

#### Location

Figure 5-1 and Figure 5-4 show the locations of Alternative 1 and 2, respectively. Alternative 1 is an update and expansion of the existing facility and utilizes existing infrastructure and space to the maximum possible. However, the location of Alternative 1 has a few drawbacks. First, the existing location is close to residential areas, providing a minimal buffer between the facility operations and residents. Sludge and septage trucks that frequent the facility must drive through residential areas on residential streets. The proximity also requires increased scrutiny of odors, lighting, and noises, which could result in complaints from neighbors. Second, the site is landlocked, and there is little space for future expansion. There isn't enough space to fit the Alternative 1 proposed treatment system, requiring the proposed new biosolids handling to be built at the Pioneer Road location. Further future expansions would also need to be located at the Pioneer Road location. The larger site footprint for Alternative 2 would allow the entire treatment system to be located on the same site and provide a larger buffer between it and residential areas. Vehicular access is improved with Alternative 2 because Pioneer Road is county highway C, a county highway and not a residential street. The location for Alternative 2 is also large enough to accommodate expansions into the future. Third, the existing site was built on a hill, requiring retaining walls, which reduces accessibility between buildings and around the site. Lastly, the site is prime development land for additional residential development. Selecting Alternative 2 would allow the existing WRC site to be developed.

#### Utilization of Staff

Because the entire treatment system will be at one location for Alternative 2, facility staff can be more efficiently utilized. Staff are not required to travel to two separate locations like Alternative 1.

#### Reliability of Treatment

Alternative 2 will provide the greatest treatment reliability compared to Alternative 1 because the facility would have all new equipment and systems.

## 5.4 RECOMMENDED PLAN

[TO BE PREPARED AFTER MEETING AND DISCUSSING EVALUATION RESULTS WITH THE CITY]

## **Appendix B**

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# **Opinion of Probable Construction Costs**

City of Cedarburg  
Facility Plan  
Cedarburg, WI

**Alternative 1  
Rehabilitation at Existing WRC  
2045 Planning Year  
Cost Opinion Summary**

**General Description**

Rehabilitation and expansion of the existing Water Recycling Center (WRC). Improvements are identified in Facility Plan Table 5-1.

**Summary of Project Cost**

Estimated Construction Cost Without Contingency or Markup		\$43,613,000
Contingency	30%	\$13,083,900
Estimated Construction Cost Without Markup		\$56,696,900
Contractor Overhead & Profit Markup	25%	\$14,174,000
Estimated Construction Cost		\$70,870,900
Engineering	15%	\$10,631,000
<b>Total Initial Cost</b>		<b>\$81,502,000</b>

**Summary of Annual Costs and Salvage Values**

<b>Additional Annual Costs (initial year)</b>		
O&M		\$106,740
Electricity		\$83,231
Natural Gas		\$0
Chemicals		\$104,277
<b>Present Worth of Cumulative Annual Cost</b>		<b>\$4,597,104</b>
<b>Present Worth Salvage Value from Piping and Structures</b>		<b>-\$3,822,843</b>

**Total Present Worth** **\$82,276,000**

City of Cedarburg  
Facility Plan  
Cedarburg, WI

INITIAL COST ESTIMATE 1

ITEM	Units	Quantity	Unit Cost (\$)	Initial Cost (\$)
Structure 050 - Garfield Lift Station				\$ 1,688,000
Structure 100 - WRC Site				\$ 3,401,500
Structure 200 - Bar Screen Building				\$ 656,200
Structure 250 - New Administration Building				\$ 1,200,000
Structure 300 - Control Building				\$ 2,790,000
Structure 400 - Oxidation Ditch				\$ 2,468,275
Structure 500 - Clarifiers				\$ 1,338,000
Structure 550 - RAS Building				\$ 346,000
Structure 600 - New Tertiary Filter Building				\$ 3,906,300
Structure 650 - UV Disinfection and Vehicle Storage				\$ 1,205,000
Structure 800 - Gravity Thickener				\$ 374,000
Structure 900 - Aerobic Sludge Holding Tanks				\$ 535,000
Structure 1000 - Sludge Pumping and Force mains				\$ 3,452,500
Structure 1050 - New WRC Site				\$ 1,257,100
Structure 1100 - Aerobic Digesters				\$ 1,723,508
Structure 1200 - Thickening and Dewatering Building				\$ 4,041,313
Structure 1300 - Biosolids Cake Storage				\$ 1,685,500
Bonds, insurance & mobilization	%		4%	\$ 1,282,727.82
Civil % Not Listed Above	%		4%	\$ 1,282,727.82
Process & Yard Piping % Not Listed Above	%		8%	\$ 2,565,455.64
Electrical % Not Listed Above	%		8%	\$ 2,565,455.64
Instrumentation and Control % Not Listed Above	%		6%	\$ 1,924,091.73
Plumbing % Not Listed Above	%		3%	\$ 962,045.86
HVAC % Not Listed Above	%		3%	\$ 962,045.86
<b>Subtotal</b>				<b>\$ 43,612,746</b>

**City of Cedarburg  
Facility Plan  
Cedarburg, WI  
Alternative 1  
Rehabilitation at Existing WRC  
2045 Planning Year  
Present Worth Cost Summary**

**Present Worth Analysis Factors**

Discount Rate	<b>2.625%</b>
Escalation Rate (Above Inflation)	
Electricity (0-10 years)	<b>0.5%</b>
Electricity (11-20 years)	<b>1.0%</b>
Natural Gas	<b>1.5%</b>

**Comments**

Current Discount Rate for Federal Fiscal Year as established in NR 110 Wis. Administrative Code

National Institute of Standards, Annual Supplement to NIST Handbook 135, NIST Energy Escalation Rate Calculator  
[https://www.wbdg.org/FFC/NIST/hdbk\\_135\\_2022.pdf](https://www.wbdg.org/FFC/NIST/hdbk_135_2022.pdf)  
<https://pages.nist.gov/eerc/>

**Life Cycle Cost Analysis**

Initial Cost		81,502,000								
Year (n)	Periodic Costs		Annual Operational Costs					PW Periodic	PW Annual	PW Cumulative
	Replace	Salvage	O&M	Electricity	Natural Gas	Chemicals	Total Annual			
0			106,740	83,231	0	104,277	0			81,502,000
1			106,740	83,647	0	104,277	294,664	0	287,127	81,789,127
2			106,740	84,065	0	104,277	295,082	0	280,180	82,069,307
3			106,740	84,486	0	104,277	295,503	0	273,402	82,342,709
4			106,740	84,908	0	104,277	295,925	0	266,790	82,609,499
5			106,740	85,333	0	104,277	296,350	0	260,339	82,869,838
6			106,740	85,759	0	104,277	296,776	0	254,045	83,123,882
7			106,740	86,188	0	104,277	297,205	0	247,904	83,371,787
8			106,740	86,619	0	104,277	297,636	0	241,914	83,613,700
9			106,740	87,052	0	104,277	298,069	0	236,069	83,849,769
10			106,740	87,487	0	104,277	298,504	0	230,366	84,080,135
11			106,740	87,925	0	104,277	298,942	0	224,803	84,304,938
12			106,740	88,365	0	104,277	299,382	0	219,375	84,524,313
13			106,740	88,806	0	104,277	299,823	0	214,079	84,738,392
14			106,740	89,250	0	104,277	300,267	0	208,912	84,947,304
15			106,740	89,697	0	104,277	300,714	0	203,871	85,151,175
16			106,740	90,145	0	104,277	301,162	0	198,953	85,350,128
17			106,740	90,596	0	104,277	301,613	0	194,154	85,544,282
18			106,740	91,049	0	104,277	302,066	0	189,472	85,733,754
19			106,740	91,504	0	104,277	302,521	0	184,904	85,918,657
20		-6,418,741	106,740	91,962	0	104,277	302,979	-3,822,843	180,447	82,276,261

**20-Year Present Worth****82,276,000**

Alternative 1 - Rehabilitation at Existing WRC

Initial Cost

81,502,000

20-Year Present Worth

82,276,000

Average Annual Cost

298,759

**Notes**



City of Cedarburg  
Facility Plan  
Cedarburg, WI

**Alternative 2  
New WRC at Pioneer Road Site  
2045 Planning Year  
Cost Opinion Summary**

**General Description**

Construction of a new water recycling center (WRC) at the City owned property off Pioneer Road. Collection system work would include gravity interceptors, a new pump station, and a forcemain to convey the wastewater to the new site. Forward flow unit processes would include screening, pumping, grit removal, aeration tanks, aeration blowers, secondary clarifiers, RAS and WAS pumping, ferric chloride storage and dosing for phosphorus removal, tertiary filtration, recycle pumping, UV disinfection, and post aeration. Biosolids handling unit processes would include gravity belt thickening, aerobic digesters, digester blowers, belt filter press dewatering, and cake storage. Ancillary facilities would include administration building, maintenance building, and primary switchgear and generator building.

**Summary of WWTF Costs**

Estimated Construction Cost Without Contingency or Markup		\$66,139,000
Contingency	30%	\$19,841,700
Estimated Construction Cost Without Markup		\$85,980,700
Contractor Overhead & Profit Markup	25%	\$21,495,000
Estimated Construction Cost		\$107,475,700
Engineering	15%	\$16,121,000
<b>Total Initial Cost</b>		<b>\$123,597,000</b>

**Summary of Annual Costs and Salvage Values**

**Additional Annual Costs (initial year)**

O&M	\$63,740
Electricity	\$72,531
Natural Gas	\$0
Chemicals	\$104,277

<b>Present Worth of Cumulative Annual Cost</b>	<b>\$3,761,574</b>
<b>Present Worth Salvage Value from Piping and Structures</b>	<b>-\$7,786,393</b>

<b>Total Present Worth</b>	<b>\$119,572,000</b>
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City of Cedarburg  
Facility Plan  
Cedarburg, WI

INITIAL COST ESTIMATE 1

ITEM	Units	Quantity	Unit Cost (\$)	Initial Cost (\$)
Structure 020 - Interceptor, Lift Station, and Forcemain to New WRC				\$ 7,735,950
Structure 050 - WRC Site				\$ 5,296,000
Structure 100 - Administration Building				\$ 2,400,000
Structure 150 - Process Drain Pump Station				\$ 300,000
Structure 200 - Headworks (Pumping, and Grit)				\$ 2,777,356
Structure 250 - Ferric Chloride Building				\$ 510,273
Structure 300 - Aeration Splitter Box				\$ 140,880
Structure 350 - Aeration Basins				\$ 5,319,276
Structure 400 - Blower Building				\$ 1,937,666
Structure 450 - Clarifier Splitter Box				\$ 94,880
Structure 500 - Secondary Clarifiers				\$ 4,069,189
Structure 550 - RAS/WAS Pump Building				\$ 1,449,990
Structure 650 - New Tertiary Filter Building				\$ 3,906,300
Structure 650 - UV Disinfection				\$ 1,162,151
Structure 700 - Post Aeration and Gravity Outfall				\$ 1,036,277
Structure 750 - Aerobic Digesters				\$ 1,723,508
Structure 800 - Thickening and Dewatering Building				\$ 4,041,313
Structure 850 - Biosolids Cake Storage				\$ 1,685,500
Structure 900 - Maintenance Garage				\$ 2,340,000
Bonds, insurance & mobilization	%		4%	\$ 1,917,060
Civil % Not Listed Above	%		4%	\$ 1,917,060
Process & Yard Piping % Not Listed Above	%		8%	\$ 3,834,121
Electrical % Not Listed Above	%		8%	\$ 3,834,121
Instrumentation and Control % Not Listed Above	%		6%	\$ 2,875,590
Plumbing % Not Listed Above	%		4%	\$ 1,917,060
HVAC % Not Listed Above	%		4%	\$ 1,917,060
<i>Subtotal</i>				\$ 66,138,581

**City of Cedarburg  
Facility Plan  
Cedarburg, WI  
Alternative 2  
New WRC at Pioneer Road Site  
2045 Planning Year  
Present Worth Cost Summary**

**Present Worth Analysis Factors**

Discount Rate	<b>2.625%</b>
Escalation Rate (Above Inflation)	
Electricity (0-10 years)	<b>0.5%</b>
Electricity (11-20 years)	<b>1.0%</b>
Natural Gas	<b>1.5%</b>

**Comments**

Current Discount Rate for Federal Fiscal Year as established in NR 110 Wis. Administrative Code

National Institute of Standards, Annual Supplement to NIST Handbook 135, NIST Energy Escalation Rate Calculator  
[https://www.wbdg.org/FFC/NIST/hdbk\\_135\\_2022.pdf](https://www.wbdg.org/FFC/NIST/hdbk_135_2022.pdf)  
<https://pages.nist.gov/eerc/>

**Life Cycle Cost Analysis**

Life Cycle Cost Analysis										
Initial Cost		123,597,000								
Year (n)	Periodic Costs		Annual Operational Costs				PW Periodic	PW Annual	PW Cumulative	
	Replace	Salvage	O&M	Electricity	Natural Gas	Chemicals	Total Annual			
0			63,740	72,531	0	104,277	0			123,597,000
1			63,740	72,894	0	104,277	240,911	0	234,749	123,831,749
2			63,740	73,258	0	104,277	241,275	0	229,090	124,060,839
3			63,740	73,624	0	104,277	241,641	0	223,569	124,284,408
4			63,740	73,993	0	104,277	242,010	0	218,182	124,502,590
5			63,740	74,362	0	104,277	242,379	0	212,927	124,715,517
6			63,740	74,734	0	104,277	242,751	0	207,799	124,923,315
7			63,740	75,108	0	104,277	243,125	0	202,795	125,126,110
8			63,740	75,484	0	104,277	243,501	0	197,913	125,324,024
9			63,740	75,861	0	104,277	243,878	0	193,150	125,517,173
10			63,740	76,240	0	104,277	244,257	0	188,502	125,705,675
11			63,740	76,621	0	104,277	244,638	0	183,967	125,889,642
12			63,740	77,005	0	104,277	245,022	0	179,542	126,069,184
13			63,740	77,390	0	104,277	245,407	0	175,225	126,244,409
14			63,740	77,777	0	104,277	245,794	0	171,012	126,415,421
15			63,740	78,165	0	104,277	246,182	0	166,901	126,582,322
16			63,740	78,556	0	104,277	246,573	0	162,890	126,745,212
17			63,740	78,949	0	104,277	246,966	0	158,977	126,904,189
18			63,740	79,344	0	104,277	247,361	0	155,158	127,059,346
19			63,740	79,740	0	104,277	247,757	0	151,432	127,210,778
20		-13,073,736	63,740	80,139	0	104,277	248,156	-7,786,393	147,796	119,572,181

**20-Year Present Worth****119,572,000**

Alternative 2 - New WRC at Pioneer Road Site	
Initial Cost	123,597,000
20-Year Present Worth	119,572,000
Average Annual Cost	244,479

**Notes**

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

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

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

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

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

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

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

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

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

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

A draft of Chapter 5 was given to the Commissioners and lists the improvements needed for each alternative to meet the City's needs. Appendix B lays out the probable construction costs for each alternative. As you can see the Total Present Worth is \$82,276,000 for upgrading and expanding the existing WRC plant and \$119,572,000 for the construction of a new facility on Pioneer Road.

A recommended alternative will need to be chosen to lay out the recommended implementation plan, user rate impacts, and finish the facility plan. Once the alternative is selected then the City can go into planning, summary, implementation, staging and recommendation on how to implement.

Wastewater Engineer Nathan Cassity, with Donahue & Associates attended the Public Works and Sewerage Commission meeting and gave a short presentation and answered questions. Given the age of the Wastewater Facility built in 1988 with upgrades in 1999 there are stringent limits of phosphorus and increasing capacity needs related to growth and peak flows regarding storms. The handling of bio solids is managed now but leaves a lot of risk. Donohue & Associates planned a report for an alternative upgrade to the current Wastewater Facility and an alternative for a new Wastewater Facility located on Pioneer Road. The needs, treatment, and performance come with many items that would need to be addressed to reliably treat for the next 20 years.

Superintendent Grulkowski ran some estimated numbers regarding rate model for fees. Using numbers that Mr. Cassity prepared, its estimated funding from 2.5% to 3.5 % for the 83,000,000 is \$27 per 1,000 or \$3.97 per day. On the other side 125,000,000 is \$37.58 per 1,000 or \$5.10 a day for the homeowner.

Mayor O'Keefe questioned the life expectancy for the new Wastewater Facility versus the existing Wastewater Facility.

Wastewater Engineer Cassity said the existing parts are at different ages for operating. The core of the existing facility is in fairly good shape and could last 20-40 years before replacing. Other important parts need to be renewed and would not work over 20 years. For planning purposes, the life expectancy for general structures and new buildings is 50 years and any equipment is 20 years, with room to grow.

Superintendent Grulkowski stated there is no room at the current plant for bio solids. The City would no longer have to rely on hauling bio solids out and taking them to another site. There would be two force mains to send sludge, one to send sludge out to the new facility and one to bring the clear supernatant back to the existing facility. Superintendent Grulkowski also mentioned the City would need to hire one additional staff member to maintain the new biosolids operation at the Pioneer site. Currently there are electrical issues, ditch couplings and bearings from the aerator keeps blowing, and equipment failure.

Mayor O'Keefe questioned what our neighboring communities such as Mequon and Grafton are doing with their wastewater and if it was logistically feasible to join another

community. Would there be an advantage or cost saving if we combined with other communities.

Superintendent Grulkowski expressed that Mequon is currently sending their wastewater to Milwaukee Metropolitan Sewer District but with expansion in Mequon they may have to send it elsewhere. Grafton was open to discussion of possibly sending some of their wastewater to the City. With a new facility it is possible that the City could accept sewage from Mequon but then there is a possibility that it would become a regional sewerage district if we partnered with another community.

Commissioner Hester made a motion to approve the new Wastewater Facility for the Common Council consideration. Seconded by Commissioner Wagner. The motion was carried unanimously with Commissioner Schumacher and Commissioner Dries excused.

### **UPDATE ON PUBLIC WORKS OPERATIONS**

The crew is almost done with the leaf pickup and will be wrapping it up in the next two weeks.

Current projects are setting up for Festive Friday's, setting up the Santa House, and Christmas Tree decorating.

The mastic machine was out and there was nothing available to rent.

Completed manholes and testing section on Washington Avenue.

Key cards information is being sent out in steps to residents via signage at Yard Waste Facility, an email blast, Facebook, and Light and Water statements.

### **UPDATE ON WATER RECYCLING PLANT OPERATIONS AND DISCUSSION OF MONTHLY REPORTS**

The Water Recycling Plant operations were discussed during agenda item 6C. Second year of adaptive management plan-first year we have results. Removed about 651 lbs. of phosphorus, the goal was 584 lbs. Last year five Farmers, next year nine total for incentive.

The department is working on the upkeep of equipment, rebuilding an electrical motor, and replacing bearings and couplings.

### **IDENTIFY FUTURE AGENDA ITEMS**

None

## CITY OF CEDARBURG

**MEETING DATE:** November 27, 2023

**ITEM NO:** 7.J.

**TITLE:** Discussion and possible action on modifications to terms and conditions between the Prochnow Group and Ramboll Americas Engineering Solutions, Inc., for the former Prochnow landfill site project.

**ISSUE SUMMARY:** The three responsible parties, which includes the City, for the Prochnow Landfill have and continue to work with Ramboll on the site investigation and submittal of a final site investigation work plan for the former Prochnow Landfill. The initial agreement was approved on May 9, 2023. This modification decreases the markup on subcontractor work and changes the allowed reimbursable expenses.

**STAFF RECOMMENDATION:** Staff recommends approving the modifications.

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

**BUDGETARY IMPACT:** Positive. Decrease in overall expenses on the project.

**ATTACHMENTS:** Ramboll Modification Letter

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

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

Mr. Craig Dousharm  
Mercury Marine  
P.O. Box 1939  
Fond du Lac, WI 54936

Mr. Eric Ryer  
Town of Cedarburg Administrator  
1293 Washington Avenue  
Cedarburg, WI 53012

Mr. Mikko Hilvo  
City of Cedarburg Administrator  
W63 N645 Washington Avenue  
Cedarburg, WI 53012

**MODIFICATION TO TERMS AND CONDITIONS BETWEEN THE PROCHNOW GROUP AND RAMBOLL AMERICAS ENGINEERING SOLUTIONS, INC., FORMER PROCHNOW LANDFILL SITE PROJECT, CEDARBURG, WISCONSIN**

November 8, 2023

Dear Messrs. Dousharm, Ryer, and Hilvo:

This letter acknowledges our recent conversations regarding the suggested modifications to the existing Terms and Conditions<sup>1</sup> of the agreement between Mercury Marine, the City of Cedarburg, and the Town of Cedarburg (the "Prochnow Group") and Ramboll Americas Engineering Solutions, Inc. (Ramboll) for the above-referenced project. The modifications to the terms and conditions include the following:

- **Subcontractors:** When Ramboll engages a subcontractor on behalf of the Client, the expenses incurred, including rental of special equipment necessary for the work, will be billed as they are incurred, at cost plus 10 percent.
- **Reimbursable Expenses:** Project-related expenses including travel, priority mail, and overnight delivery, outside reproduction and courier services will be billed at cost. The use of company-owned cars, trucks, and vans will be charged at \$125 per day. The use of company-owned equipment and protective clothing will be billed in accordance with our standard fee schedule. The cost of project-related communications, to include in-house telephone, facsimile, cell phone use, postage, and reproduction, computers, data compilation, and CADD will be charged at a total of 4 percent of the total labor charges.

All other terms and conditions of the agreement remain unchanged. If you find these modifications acceptable, please have a copy of this letter executed and return it to Ramboll. If you have any questions concerning the information contained herein, please feel free to contact us.

Ramboll  
234 W. Florida Street  
Fifth Floor  
Milwaukee, WI 53204  
USA

T +1 414 837 3607  
F +1 414 837 3608  
[www.ramboll.com](http://www.ramboll.com)

Ref. 1690004767

<sup>1</sup> Terms and Conditions for the Prochnow Landfill Site Project, dated August 2011, and assigned to and assumed by, Ramboll Americas Engineering Solutions, Inc. on September 1, 2023.





Yours sincerely,  
Ramboll Americas Engineering Solutions, Inc.

**Scott W. Tarmann, PE**  
Principal

D +1 262 901 0093  
[starmann@ramboll.com](mailto:starmann@ramboll.com)

**Jennifer M. Hagen, PE**  
Midwest Central Business Unit Officer/Managing Principal

D + 1 414 837 3552  
[jennifer.hagen@ramboll.com](mailto:jennifer.hagen@ramboll.com)

**ACKNOWLEDGEMENT OF MODIFICATION TO TERMS AND CONDITIONS BETWEEN THE PROCHNOW GROUP AND RAMBOLL AMERICAS ENGINEERING SOLUTIONS, INC., FOR THE FORMER PROCHNOW LANDFILL SITE PROJECT, CEDARBURG, WISCONSIN**

**Signature Acceptance:**

**Town of Cedarburg**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Mercury Marine**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**City of Cedarburg**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Form  
AT-106

Original Alcohol Beverage  
License Application

FOR CLERKS ONLY	
Municipality	Published: 11-16-23
CC	11/27-23
License Period	11/28/23-6/30/24

License(s) Requested

- ☐ Class "A" Beer ..... \$ \_\_\_\_\_ ☐ "Class A" Liquor ..... \$ \_\_\_\_\_
- ☒ Class "B" Beer ..... \$ 100 ☐ "Class B" Liquor ..... \$ \_\_\_\_\_
- ☐ "Class C" Wine ..... \$ \_\_\_\_\_ ☐ "Class A" Liquor (Cider Only) \$ \_\_\_\_\_
- ☐ Reserve "Class B" Liquor \$ \_\_\_\_\_ ☐ "Class B" (Wine Only) Winery \$ \_\_\_\_\_

License Fees	\$ 100 - due
Publication Fee	\$ 20 - paid
Background Check	\$ _____
Total Fees	\$ _____

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

Blanca's Commercial Kitchen LLC

2. Trade Name or DBA

3. Premises Address

W163NS40 Hanover Ave

4. County

Ozaukee

5. Municipality

Cedarburg

6. Aldermanic District

3

7. Mailing Address (if different from premises address)

8. FEIN

9. Wisconsin Seller's Permit Number

10. Premises Phone

414-208-7586

11. Premises Email

BlancasCommercialKitchen@gmail.com

12. Entity Type (check one)

- ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

Commercial Kitchen with a ware-washing room, hot zone with 10ft commercial hood with cooking equipment, refrigeration storage room, prep room with stainless steel tables and storage racks, basement with storage space. Building also includes private parking (4 patio)

will apply separately

Part B: Questions


1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate. .... ☒ Yes ☐ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? .... ☐ Yes ☒ No  
If yes, please explain using the space below. Attach additional sheets if necessary.

<b>Part C: For Corporate/LLC Applicants Only</b>	
1. State of Registration <u>WI</u>	2. Date of Registration <u>01/01/2023</u>
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Parent Company	FEIN of Parent Company
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.	
5. Agent's Last Name <u>Acosta</u>	Agent's First Name <u>Eli</u>

<b>Part D: Individual Information</b>
A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

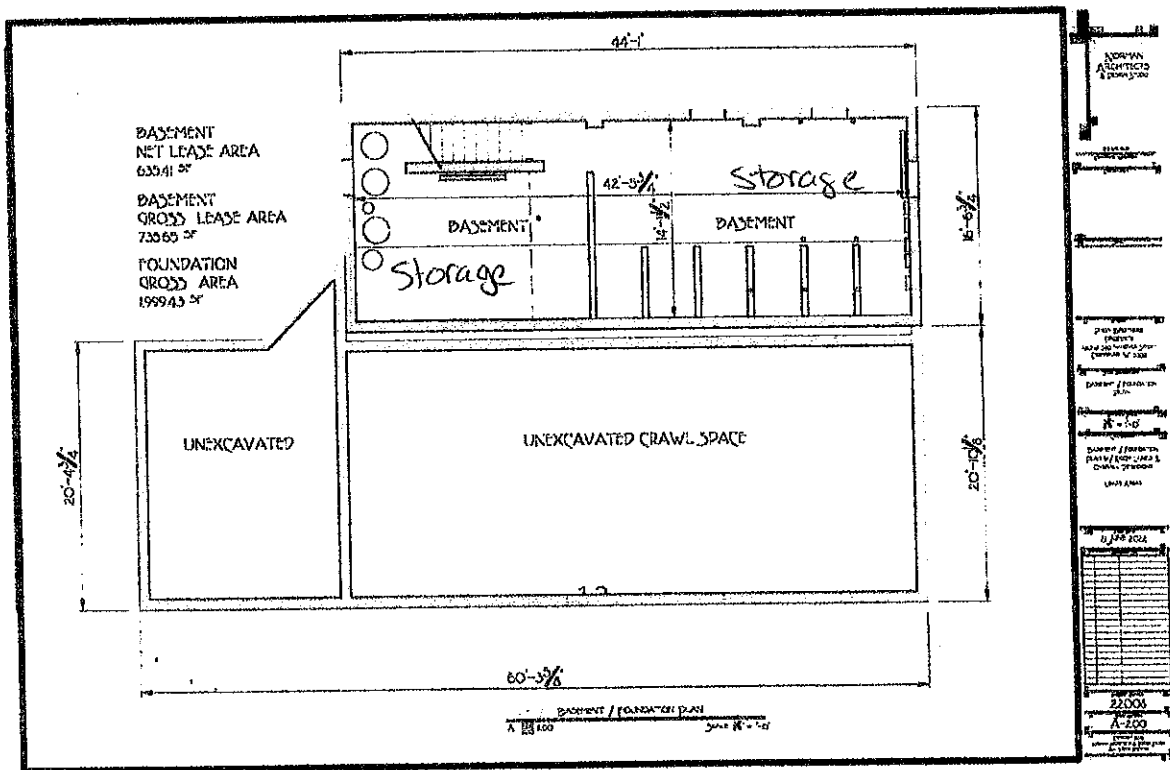
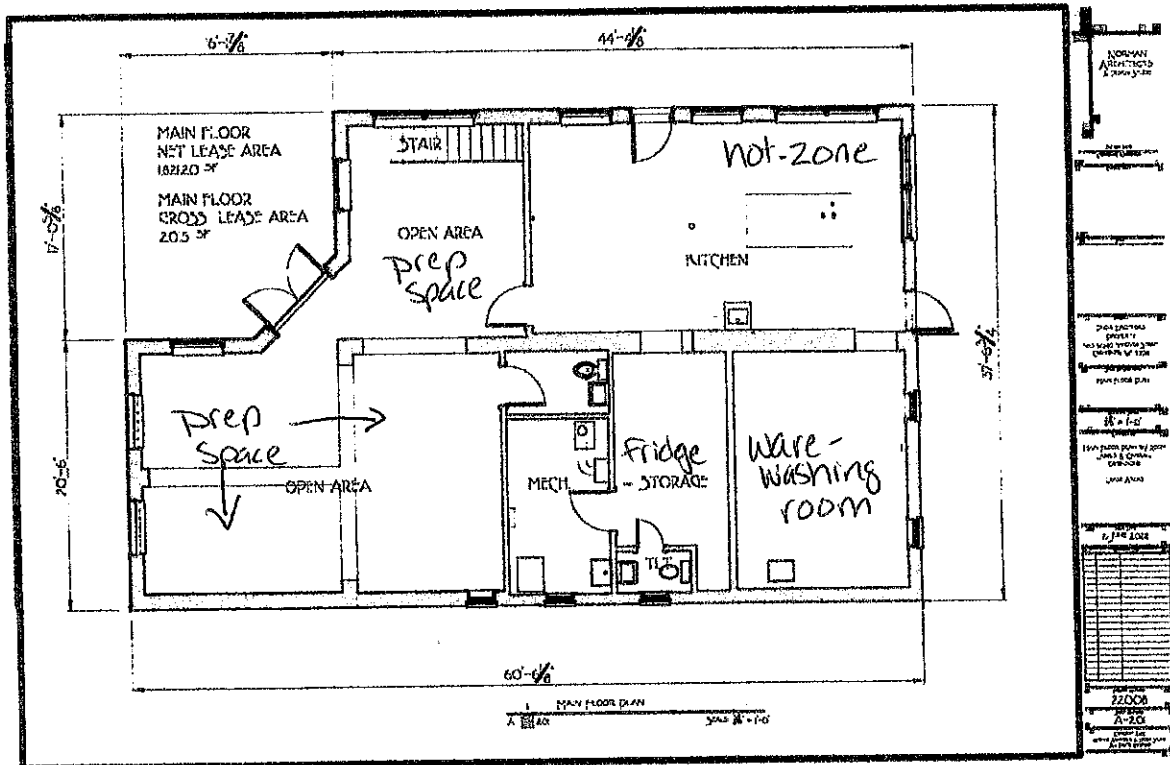
List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
<u>Acosta</u>	<u>Eli A</u>	<u>managing member</u>	
<u>Acosta</u>	<u>Andrea E</u>	<u>managing member</u>	

<b>Part E: Attestation</b>			
Who must sign this application? • sole proprietor      • one general partner of a partnership      • one corporate officer      • one managing member of an LLC			
<b>READ CAREFULLY BEFORE SIGNING:</b> Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Signature 		Date <u>11/2/2023</u>	
Name (Last, First, M.I.) <u>Acosta, Andrea E</u>			
Title <u>managing member</u>	Email <u>acostajenks@hotmail.com</u>	Phone <u>414-208-7506</u>	

<b>Part F: For Clerk Use Only</b>		
Date application was filed with clerk <u>11/2/23 / Published: 11-16-23</u>	Date reported to governing body <u>11-27-23</u>	Date provisional license issued (if applicable) —
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

## EXHIBIT A - LEASED PREMISES



**CITY OF CEDARBURG  
COMMON COUNCIL  
November 13, 2023**

**CC20231113-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, November 13, 2023 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. A moment of silence was observed, and the Pledge of Allegiance was recited.

Roll Call: Present - Mayor Michael O’Keefe, Council Members Melissa Bitter, Jim Fitzpatrick, Kristin Burkart, Kevin Curley, Robert Simpson (7:26 p.m.), Patricia Thome, Mark Mueller

Also Present - City Administrator Mikko Hilvo, 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**

Mike Loberg, N37W5664 Hamilton Road, expressed concern about trespassing and the lack of security on the Amcast property. He also questioned the money that has been spent on this TID and the lack of documentation. He wants to know why the Community Development Board has not requested more information.

Connie Kincaide, N75W7255 Linden Street, extended a thank you to the Common Council and Mayor for sharing the word for the Veteran’s procession. It was a great event.

**PUBLIC HEARING - TO DISCUSS THE PROPOSED 2024 CITY BUDGET**

Mayor O’Keefe called the public hearing open at 7:08 p.m.

City Administrator Hilvo explained that the proposed tax rate is increasing by \$0.08/\$1,000. The average property value went up from \$392,200 to \$406,600. The levy limit allows for an increase of \$367,374. This amount also qualifies the City to receive future expenditure restraint funding. The 2024 budget will utilize \$236,263 of Debt Service Fund Balance, \$809,363 of Capital Improvement Fund Balance, and \$216,170 of General Fund Balance. With the proposed increases and the utilization of fund balances the tax levy for 2024 is increasing by \$424,840 (3.7%) from 2023.

General Fund changes from 2023:

- Expenditures:
  - General Government decreased by (\$98,722)

- Police increased by \$114,132
- Engineering/Public Works decreased by (\$19,435)
- Parks, Recreation & Forestry increased by \$58,329
- Fire and EMS\* increased by \$79,319
- Library\* increased by \$26,221
- (\*Special Revenue Funds)

- Individual Departmental increases and decreases were presented on pages 7, 8, and 9 of the material.

- Revenues:

- Property Taxes increased \$790; 0.01%
- Commercial Revenues increased \$212,269; 86.47%
- Intergovernmental Revenue increased \$220,904; 15.31%
- Law and Order Violations decreased (\$14,052); (14.80%)
- Regulation and Compliance decreased (7,885); (2.10%)
- Public Charges for Services increased \$3,770; 3.74%
- Intergovernmental Charges decreased (\$10,450); (15.20%)
- Other Services increased \$20,000; 100%

- Use of Fund Balance for 2024:

The total estimated Fund Balance at the end of 2023 is \$3,777,536; minimum required unassigned fund balance per City policy is \$2,140,205; maximum unassigned Fund Balance per City policy is \$3,745,359. The Council approved use of Fund Balance of \$216,170 for 2024. Proposed ending Fund Balance in 2024 is \$3,561,370. Proposed (unassigned) Fund Balance in 2024 is \$1,818,143.

**Capital Improvement Fund – Five (5) Year Funding Plan:**

- The levy increased by \$200,000 for 2024 (11.63%);
- The Capital Improvement Fund levy is 19.41% of the total levy;
- Street Improvements make up majority of the Capital Improvement projects with an estimated 2024 allocation of \$1,140,000;
- An estimated use of Capital Improvement Fund Balance of \$809,363 for the Pool, Library, and Fire Department building improvements along with dam repairs, DPW equipment purchase and Prochnow Landfill management.
- Estimated ending Fund Balance after 2024: \$290,043.

**Debt Service:**

- The debt service levy increases \$69,008 for a total levy of \$1,434,055.
- Equalized Tax Rate is \$0.64/\$1,000 of value (based on current debt).
- The City has \$21,625,000 in outstanding debt at the end of 2023.
- The Tax Levy funded debt is \$20,940,000.
- The City is utilizing \$236,263 of Debt Service Fund Balance in 2024.
  - A chart of current debt was provided.

**Special Revenue Funds:**

- Cemetery has an estimated current Fund Balance of \$281,477. The budgeted use of Fund Balance in 2024 is \$59,706 with an estimated end of the year balance of \$221,771;

- Recreation Programs Fund has an estimated balance of \$209,570 at the end of 2023. The estimated use of Fund Balance for 2024 is \$19,800. The estimated ending Fund Balance in 2024 is \$189,274;
- Community Pool is proposed to have no increase in the levy. The estimated Fund Balance is \$72,309 for 2023.
- Fire & EMS Fund is increasing by \$72,772 to assist for Paid-on-Call staffing in 2024. A referendum is planned for April 2024 to increase funding for additional full-time FF/Paramedics.
- Library Levy is increasing by \$23,356. The amount levied will be \$794,550. The budgeted Fund Balance at the end of 2024 is \$75,842.

**Internal Service – Risk Management: Update:**

- Accounts for all insurance costs of the City.
- Revenues are transfers from other funds, dividend income and insurance and wage recoveries.
- Expenditures are premiums and claims and legal fees associated with claims.

**Water Recycling Center:**

- The Water Recycling Center is not supported by taxes but user fees.
- New rates were established for 2023 to help fund the collection and equipment replacement funds, the Adaptive Management plan, and to help reduce borrowing in the future for a new plant.
- The flow rate charge will remain the same at \$10.00/1,000 gallons.
- The holding tank and septage hauler fees remain the same at \$9.25/1,000 gallons and \$51.00/1,000 gallons respectively.
- The monthly connection fee remains the same at \$15/month.
- Total Revenues: \$3,973,908; increasing by \$61,160.
- Total Expenditures: \$3,222,067.
- Projected Fund Balance at the end of 2024 is \$7,590,658.

**ARPA Funds:**

- Available funds to be allocated are \$19,009.95 by the end of 2024 and spent by the end of 2026.

City Administrator Hilvo answered questions from the Common Council.

Council Member Curley commended City Administrator Hilvo for a responsible budget with only an \$0.08/\$1,000 increase.

Mayor O’Keefe agreed with Council Member Curley and is in favor of the emphasis on safety and roads.

Council Member Fitzpatrick questioned the substantial increase in the Recreation program Fund Balance and expressed concern for the recreation programs funding the extra Fund Balance. City Administrator Hilvo explained that the fees are set using minimum participation and when there is more participation the fund grows. These funds can be used to start a new program or improve current programs.

City Administrator Hilvo answered questions from the public.



Connie Kincaide, N75W7255 Linden Street, asked what the process is for donations made to the City. City Administrator Hilvo explained that donations are not tax exempt and go into the General Fund. He explained that it is best to donate to Friends groups (Library, Parks and Recreation, K-9, and Cedarburg Green) that have been set up. City Administrator Hilvo explained that individual boards, commissions, and committees do not have budgets and do not receive funding.

Council Member Thome recognized the tremendous amount of work put into this budget and extended a thank you to all involved in putting this budget together.

Motion made by Council Member Burkart, seconded by Council Member Curley, to close the public hearing at 7:42 p.m.

### **NEW BUSINESS**

#### **DISCUSSION AND POSSIBLE ACTION ON PROPOSED 2024 CITY BUDGET**

City Administrator Hilvo thanked Department Heads and Staff for their contributions to this budget; with special recognition given to Finance Director/Treasurer Livingston and Deputy Treasurer Hartjes.

Motion made by Council Member Curley, seconded by Council Member Simpson, to approve the proposed 2024 City Budget. Motion carried without a negative vote.

#### **DISCUSSION AND POSSIBLE ACTION ON STONELAKE DEVELOPERS' AGREEMENT**

Planner Censky explained that City Engineer Wieser has been working with Mr. Caliendo's engineer on the follow-up engineering plans for the Stonelake Development ever since the zoning for that project was approved. Now that those plans are nearly complete, Mr. Caliendo is seeking approval of the Development Agreement and the condominium documents for the first phase, public portion of this project. Planner Censky explained that the public portion consists of the extension of the public utilities (i.e. sewer and water facilities) and the public road extending from the entrance off Susan Lane to a point where it loops around the south end of the quarry and then north along the east property line to the point where the road intersects the future extension to Sheboygan Road.

City Attorney Herbrand added that this agreement and the condominium documents are slightly unique in that it includes the preservation of the woods, disclosure of private roads, and use of the quarry. The quarry may only be used by the Condo Association and is not public.

Motion made by Council Member Thome, seconded by Council Member Burkart, to approve the Stonelake Developer's Agreement. Motion carried without a negative vote.

#### **DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF CONDO DOCUMENTS FOR STONELAKE DEVELOPMENT**

Planner Censky explained that Mr. Caliendo is also requesting approval of the Condominium Plat and associated documents for the first phase of this project. These documents were drafted in accordance with Wis. State Statutes, Chapter 703 *Condominiums*, and serve as the master deed or bylaws that affect and define the rights and obligations of co-owners of these condominium townhomes. Upon its approval and execution, this document will be recorded in the Ozaukee County Register of Deeds Office.



Rob Vanden Noven, W68N1068 Kensington Avenue, expressed concern about the possibility of additional trees being removed when they should not be, per the current agreement. Mr. Caliendo explained that the area will be identified with orange fencing. Mr. Vanden Noven stated that the delineated area with fencing is acceptable.

Mayor O’Keefe commended the Developer for changing their design to save as many trees as possible.

Motion made by Council Member Thome, seconded by Council Member Mueller, to approve the condominium documents for the Stonelake Development subject to final review by the City Attorney and City Staff. Motion carried without a negative vote.

**DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF AN ENGINEERING DESIGN CONTRACT FOR THE WILLOWBROOKE PARK POND RETROFIT**

Director Wieser explained that the City received an Urban Non-Point Source and Stormwater Management Construction grant from the Wisconsin DNR for the Willowbrooke Park Pond Retrofit project in late 2022. This was a 50/50 grant that totaled \$61,250 for design and construction of the project. AECOM assisted the City with the grant application.

AECOM has submitted a proposal for the design of the Willowbrooke Park Pond Retrofit project including topographic and bathymetric survey, stormwater modeling and design, projection of construction documents (plans and specifications), permitting, and project meetings. AECOM’s submitted cost is on a time and material basis with a not-to-exceed price of \$43,000. The construction of this project must be completed by the end of 2024 to receive the grant money.

Motion made by Council Member Burkart, seconded by Council Member Fitzpatrick, to approve the engineering design contract for the Willowbrooke Park pond retrofit to AECOM in an amount not to exceed \$43,000. Motion carried without a negative vote.

**DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2023-23 REMOVING WEIGHTS, MEASURES, AND FILMING PERMIT FEES FROM CITY CODE TO PLACE ON NEW FEE SCHEDULE**

City Administrator Hilvo explained that approval of Ordinance No. 2023-23 is part of the ongoing charges to be placed on a new fee schedule.

Motion made by Council Member Burkart, seconded by Council Member Fitzpatrick, to approve Ordinance No. 2023-23 removing Weights & Measures, and Filming Permit fees from the City Code to be placed in a new fee schedule. Motion carried without a negative vote.

**CONSENT AGENDA**

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

- Approval of October 30, 2023 Council meeting minutes.
- Payment of bills dated 10/27/23 through 11/03/23, transfers from 11/01/23 through 11/03/2023, and payroll for period 10/15/23 through 10/28/23.

Motion carried without a negative vote.

**CITY ADMINISTRATOR'S REPORT**

There were no additions to the report submitted in the packet.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** – None

**COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Burkart expressed gratitude for the Veterans Parade that took place on Friday, between all the schools, with the participation of 80 cars and more than 100 veterans; adding that she is proud to be a Cedarburg Veteran and it was a great testament of this community.

**MAYOR REPORT**

Mayor O'Keefe explained that the Joint Review Board met to review the TIDs and three of them are scheduled to close early. The City is only using 1.9% of a possible 12% funding availability on TIDs.

**ADJOURN TO CLOSED SESSION**

Motion made by Council Member Thome, seconded by Council Member Curley, to adjourn to closed session at 8:08 p.m. pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conduction other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to discuss items 12.B. and 12.D. and pursuant to State Statutes 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically, to discuss item 12.C. Motion carried on a roll call vote with Council Members Bitter, Fitzpatrick, Burkart, Curley, Simpson, Thome and Mueller voting aye.

**RECONVENE TO OPEN SESSION**

Motion made by Council Member Burkart, seconded by Council Member Thome, to reconvene to open session at 10:04 p.m. Motion carried on a roll call vote with Council Members Bitter, Fitzpatrick, Burkart, Curley, Simpson, Thome and Mueller voting aye.

**ADJOURNMENT**

Motion made by Council Member Mueller, seconded by Council Member Burkart, to adjourn the meeting at 10:05 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC  
Deputy City Clerk

11/20/2023 11:14 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 11/03/2023 - 11/17/2023  
Banks: PWBDD

Page 1/16

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
11/03/2023	PWBDD	45225	A CEDARBURG CHRISTMAS	OTHER EXPENSES	500390	555140	25.00
11/03/2023	PWBDD	45227	AMISH CRAFTSMEN GUILD II	LEGACY TREE & BENCH PROGRAM	500384	555510	1,763.57
11/03/2023	PWBDD	45228	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522110	1,181.62
11/03/2023	PWBDD	45229	AURORA HEALTH CARE	PROFESSIONAL SERVICES	500210	515600	48.00
11/03/2023	PWBDD	45232*#	BEYER'S HARDWARE	SUPPLIES AND EXPENSES	500347	522120	6.27
				MAINTENANCE PARTS	500353	533210	99.82
				MAINTENANCE PARTS	500353	533210	8.75
				MAINTENANCE PARTS	500353	533210	5.07
				MAINTENANCE PARTS	500353	533210	8.81
				MAINTENANCE PARTS	500353	533210	29.98
				REPAIR AND MAINTENANCE	500240	555510	6.29
				REPAIR AND MAINTENANCE	500240	555510	18.99
				CHECK PWBDD 45232 TOTAL FOR FUND 100:			183.98
11/03/2023	PWBDD	45233#	BLAIN'S FARM & FLEET	MAINTENANCE PARTS	500353	533210	154.40
				MAINTENANCE PARTS	500353	533210	159.97
				TREES AND SUPPLIES	500341	555510	79.98
				CHECK PWBDD 45233 TOTAL FOR FUND 100:			394.35
11/03/2023	PWBDD	45234	BRAKE & EQUIPMENT COMPANY, INC	MAINTENANCE PARTS	500353	533210	487.23
11/03/2023	PWBDD	45235	C & M PRESENTS	OTHER EXPENSES - VINE TO WINE TOUR	500390	555140	1,112.86
11/03/2023	PWBDD	45236	CALLAHAN BLUM, ERIN	PROFESSIONAL SERVICES - OCTOBER	500210	555140	399.00
11/03/2023	PWBDD	45237*#	CEDARBURG LIGHT & WATER	DUE TO L&W IMPACT FEES	256201	000000	2,053.92
				DUE TO L&W IMPACT FEES	256201	000000	2,053.92
				ELECTRIC	500222	533420	1,260.91
				CHECK PWBDD 45237 TOTAL FOR FUND 100:			5,368.75
11/03/2023	PWBDD	45239	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	584.00
11/03/2023	PWBDD	45241	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	66.34

11/20/2023 11:14 AM  
User: mrusso  
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG  
CHECK DATE FROM 11/03/2023 - 11/17/2023  
Banks: PWBDD

Page 2/16

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
11/03/2023	PWBDD	45242	CORNERSTONE ONE, LLC	REPAIR AND MAINTENANCE	500240	522100	225.15
11/03/2023	PWBDD	45243	CRETEX SPECIALTY PRODUCTS INC	REPAIR AND MAINTENANCE	500240	533440	2,258.28
11/03/2023	PWBDD	45245	DIANE REDMAN	PROFESSIONAL SERVICES - QIGONG	500210	555140	20.00
11/03/2023	PWBDD	45246	DIGITAL EDGE OF GRAFTON	LEGACY TREE & BENCH PROGRAM	500384	555510	148.00
11/03/2023	PWBDD	45247	DSI RECYCLING SYSTEMS INC.	RECYCLING EXPENSES	500344	533730	1,428.60
11/03/2023	PWBDD	45248	EGELHOFF LAWMOWER SERVICE	REPAIR AND MAINTENANCE	500240	555510	31.99
11/03/2023	PWBDD	45249	ELIZABETH ROLLAND	PROFESSIONAL SERVICES - CHAIR YOGA	500210	555140	33.00
				PROFESSIONAL SERVICES - TAICHI	500210	555140	316.80
CHECK PWBDD 45249 TOTAL FOR FUND 100:							349.80
11/03/2023	PWBDD	45251	FASTENAL COMPANY	GAS AND OIL EXPENSE	500351	533210	601.38
				MAINTENANCE PARTS	500353	533210	127.03
CHECK PWBDD 45251 TOTAL FOR FUND 100:							728.41
11/03/2023	PWBDD	45253	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	23.67
				GAS AND OIL EXPENSE	500351	522120	143.41
CHECK PWBDD 45253 TOTAL FOR FUND 100:							167.08
11/03/2023	PWBDD	45255	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	555510	139.00
				REPAIR AND MAINTENANCE	500240	555510	78.35
CHECK PWBDD 45255 TOTAL FOR FUND 100:							217.35
11/03/2023	PWBDD	45256	GREAT LAKES TESTING, INC	MAINTENANCE PARTS	500353	533210	1,300.00
11/03/2023	PWBDD	45257	HAPPY TIME TOURS & EXPERIENCES	OTHER EXPENSES - CASINO	500390	555140	210.00
11/03/2023	PWBDD	45258*#	HOME DEPOT CREDIT SERVICES	OFFICE SUPPLIES	500310	514100	498.22
				OPERATING SUPPLIES	500350	518100	268.50
				MAINTENANCE PARTS	500353	533210	210.93
				MAINTENANCE PARTS	500353	533210	48.89
CHECK PWBDD 45258 TOTAL FOR FUND 100:							1,026.54

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Fund: 100 GENERAL FUND							
11/03/2023	PWBDD	45259	JACQUELINE E.W.JANZ	PROFESSIONAL SERVICES - MINDFUL	500210	555140	32.80
11/03/2023	PWBDD	45261	JM BRENNAN, INC.	REPAIR AND MAINTENANCE	500240	518100	1,030.00
11/03/2023	PWBDD	45262	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	510.00
11/03/2023	PWBDD	45263	JONATHAN CENSKY	PROFESSIONAL SERVICES	500210	566310	6,412.40
11/03/2023	PWBDD	45264	LAROSA LANDSCAPE COMPANY	REPAIR AND MAINTENANCE	500240	522100	658.75
11/03/2023	PWBDD	45265	M SQUARED ENGINEERING	DEVELOPERS AGREE-FAIRWAY VIL	239254	000000	4,851.97
11/03/2023	PWBDD	45268	MENARD'S	OPERATING SUPPLIES	500350	533210	(49.99)
				MAINTENANCE PARTS	500353	533210	81.93
				MAINTENANCE PARTS	500353	533210	31.86
				CHECK PWBDD 45268 TOTAL FOR FUND 100:			63.80
11/03/2023	PWBDD	45269	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	464.58
				MAINTENANCE PARTS	500353	533210	211.78
				CHECK PWBDD 45269 TOTAL FOR FUND 100:			676.36
11/03/2023	PWBDD	45270	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	3.87
				MAINTENANCE PARTS	500353	533210	24.55
				MAINTENANCE PARTS	500353	533210	19.84
				MAINTENANCE PARTS	500353	533210	58.80
				CHECK PWBDD 45270 TOTAL FOR FUND 100:			107.06
11/03/2023	PWBDD	45271	NASSCO, INC.	GAS AND OIL EXPENSE	500351	533210	171.05
11/03/2023	PWBDD	45273*#	OLSEN'S PIGGLY WIGGLY	AWARDS, SUPPLIES	500343	519200	63.29
				SUPPLIES AND EXPENSES	500347	522120	26.72
				CHECK PWBDD 45273 TOTAL FOR FUND 100:			90.01
11/03/2023	PWBDD	45279	SITEONE LANDSCAPE SUPPLY	REPAIR AND MAINTENANCE	500240	555510	175.63
11/03/2023	PWBDD	45280	SOUTHSIDE TIRECO., INC	MAINTENANCE PARTS	500353	533210	2,165.40
11/03/2023	PWBDD	45281	TAKAKO WILLDEN	PROFESSIONAL SERVICES - OCT CHAIR YOG	500210	555140	66.00

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Fund: 100 GENERAL FUND							
11/03/2023	PWBDD	45282	THE UNIFORM SHOPPE	SUPPLIES AND EXPENSES	500347	522120	152.95
11/03/2023	PWBDD	45284	TOWN OF CEDARBURG	REPAIR AND MAINTENANCE	500240	533440	1,100.00
11/03/2023	PWBDD	45285	U.S. CELLULAR	TELEPHONE/COMMUNICATIONS	500225	513200	178.00
11/03/2023	PWBDD	45286	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	65.65
11/03/2023	PWBDD	45287	WISCONSIN STEAM CLEANER	PROFESSIONAL SERVICES	500210	533210	532.11
11/10/2023	PWBDD	45288	ADVANCED TECHNICAL LLC	ATTORNEY/CONSULTANT	500212	522110	185.00
11/10/2023	PWBDD	45293*#	BEYER'S HARDWARE	GAS AND OIL EXPENSE	500351	522120	18.85
				MAINTENANCE PARTS	500353	533210	7.01
				CHECK PWBDD 45293 TOTAL FOR FUND 100:			25.86
11/10/2023	PWBDD	45297*#	CINTAS CORPORATION	MAINTENANCE PARTS	500353	533210	287.74
11/10/2023	PWBDD	45298	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	169.68
				LEGAL PUBLICATIONS	500325	514100	278.68
				CHECK PWBDD 45298 TOTAL FOR FUND 100:			448.36
11/10/2023	PWBDD	45305	FASTENAL COMPANY	GAS AND OIL EXPENSE	500351	533210	268.00
11/10/2023	PWBDD	45306	FORESTRY SUPPLIERS	REPAIR AND MAINTENANCE	500240	555510	188.44
11/10/2023	PWBDD	45307	FORWARD TS	EQUIPMENT OUTLAY	500385	514700	13.07
11/10/2023	PWBDD	45310	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	54.95
11/10/2023	PWBDD	45319	LIESENER SOILS INC.	MAINT/CONTRACTED SERVICES	500290	555510	408.00
				MAINT/CONTRACTED SERVICES	500290	555510	408.00
				MAINT/CONTRACTED SERVICES	500290	555510	204.00
				CHECK PWBDD 45319 TOTAL FOR FUND 100:			1,020.00
11/10/2023	PWBDD	45323	MID-STATE EQUIPMENT	MAINTENANCE PARTS	500353	533210	17.58
11/10/2023	PWBDD	45324	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	73.52

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Fund: 100 GENERAL FUND							
11/10/2023	PWBDD	45326	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	35.98
				MAINTENANCE PARTS	500353	533210	15.75
				CHECK PWBDD 45326 TOTAL FOR FUND 100:			51.73
11/10/2023	PWBDD	45329	OMNI DISTRIBUTION , INC.	K-9 UNIT EXPENSE	500352	522120	1,687.00
11/10/2023	PWBDD	45330#	ONTECH SYSTEMS, INC	EQUIPMENT/SOFTWARE	500380	514700	857.50
				EQUIPMENT/SOFTWARE	500380	514700	1,091.92
				EQUIPMENT/SOFTWARE	500380	514700	1,399.20
				EQUIPMENT/SOFTWARE	500380	514700	165.00
				ATTORNEY/CONSULTANT	500212	522110	420.00
				CHECK PWBDD 45330 TOTAL FOR FUND 100:			3,933.62
11/10/2023	PWBDD	45334	PORT WASHINGTON ADULT SENIOR	OTHER EXPENSES - CHINA LIGHTS TRIP	500390	555140	389.22
11/10/2023	PWBDD	45336	QUALITY STATE OIL CO.,INC.	FUEL INVENTORY	161500	000000	5,633.12
11/10/2023	PWBDD	45337	RNOW INC	STREET SWEEPING	500295	533440	384.08
11/10/2023	PWBDD	45338	SAFARILAND LLC	SUPPLIES AND EXPENSES	500347	522120	1,158.80
11/10/2023	PWBDD	45339	SAN-A-CARE, INC.	MAINTENANCE PARTS	500353	533210	301.74
11/10/2023	PWBDD	45340	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	36.17
11/10/2023	PWBDD	45341	STADLER SACKS LLC	ATTORNEY/CONSULTANT	500212	522110	200.00
11/10/2023	PWBDD	45342	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	119.90
11/10/2023	PWBDD	45344	SYNCHRONY BANK	MAINTENANCE PARTS	500353	533210	87.76
11/10/2023	PWBDD	45346	TRANSUNION RISK AND ALTERNATIVE	OFFICE SUPPLIES	500310	522130	75.00
11/10/2023	PWBDD	45347	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	65.65
11/17/2023	PWBDD	45351	ABLE DISTRIBUTING	REPAIR AND MAINTENANCE	500240	518100	29.70
11/17/2023	PWBDD	45355*#	BEYER'S HARDWARE	MAINTENANCE PARTS	500353	533210	34.98
				MAINTENANCE PARTS	500353	533210	44.54
				MAINTENANCE PARTS	500353	533210	1.42



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Fund: 100 GENERAL FUND							
				MAINTENANCE PARTS	500353	533210	5.18
				CHECK PWBDD 45355 TOTAL FOR FUND 100:			<u>86.12</u>
11/17/2023	PWBDD	45357	BRAUN TK ELEVATOR	REPAIR AND MAINTENANCE	500240	518100	256.26
11/17/2023	PWBDD	45358	BURKE TRUCK & EQUIPMENT INC.	REPAIR AND MAINTENANCE	500240	533210	332.31
				MAINTENANCE PARTS	500353	533210	300.00
				CHECK PWBDD 45358 TOTAL FOR FUND 100:			<u>632.31</u>
11/17/2023	PWBDD	45359	CALLAHAN BLUM, ERIN	PROFESSIONAL SERVICES - OCT WATERCLR	500210	555140	478.80
11/17/2023	PWBDD	45360	CARLIN HORTICULTURAL SUPPLIES	TREES AND SUPPLIES	500341	555510	453.93
11/17/2023	PWBDD	45361	CEDARBURG LIGHT & WATER	DUE TO L&W IMPACT FEES	256201	000000	2,053.92
11/17/2023	PWBDD	45363#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	429.33
				TELEPHONE/COMMUNICATIONS	500225	533210	12.05
				CHECK PWBDD 45363 TOTAL FOR FUND 100:			<u>441.38</u>
11/17/2023	PWBDD	45368	DIGITAL EDGE OF GRAFTON	OFFICE SUPPLIES	500310	522310	87.00
11/17/2023	PWBDD	45370*#	ELAN FINANCIAL SERVICES	MASTERPRINT WEAR	500310	513200	116.05
				COURTYARD	500330	513200	1,380.63
				DOJ E PAY	500310	514100	14.00
				ZOOM	500320	514100	67.48
				AMAZON	500380	514700	172.88
				STAMPS	500310	522110	19.99
				DOJ CONF	500330	522120	830.57
				TOLLWAY	500330	522120	20.00
				TRAVEL & TRAINING	500330	522120	139.21
				UNIFORMS	500346	522120	177.36
				BLAIN'S	500347	522120	602.20
				HUNTER SAFETY	500347	522120	461.82
				HELMET	500347	522120	700.57
				GAS AND OIL EXPENSE	500351	522120	149.75
				GAS AND OIL EXPENSE	500351	522120	100.34
				DOT STICKERS	500310	522310	403.10

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Fund: 100 GENERAL FUND							
				AMAZON	500330	522310	385.50
				OPERATING SUPPLIES	500350	522410	138.98
				APWA CONFERENCE	500330	533110	500.00
				TRAVEL & TRAINING	500330	533210	125.00
				AMAZON & ROGANS	500350	533210	989.60
				HARBOR FREIGHT	500353	533210	459.47
				AMAZON	500380	533210	189.99
				OCTOBER FEST	500390	555140	336.83
				REPAIR AND MAINTENANCE	500240	555510	26.25
				WIS ARBOR ASSOC	500330	555510	385.00
				HOMWOOD CONFERENCE	500330	555510	1,737.41
				TREES AND SUPPLIES	500341	555510	124.03
				CHECK PWBDD 45370 TOTAL FOR FUND 100:			10,754.01
11/17/2023	PWBDD	45373	EQUIPMENT RENTALS INC	TREES AND SUPPLIES	500341	555510	184.80
11/17/2023	PWBDD	45374	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	106.09
11/17/2023	PWBDD	45376	GFL ENVIRONMENTAL	REPAIR AND MAINTENANCE	500240	533311	423.33
				REPAIR AND MAINTENANCE	500240	533311	548.58
				CHECK PWBDD 45376 TOTAL FOR FUND 100:			971.91
11/17/2023	PWBDD	45377*#	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	533210	56.65
				REPAIR AND MAINTENANCE	500240	555510	10.79
				CHECK PWBDD 45377 TOTAL FOR FUND 100:			67.44
11/17/2023	PWBDD	45380	INTERNATIONAL AG LABS, INC.	TREES AND SUPPLIES	500341	555510	176.00
11/17/2023	PWBDD	45381	JANI-KING OF MILWAUKEE	OPERATING SUPPLIES	500350	533210	406.31
11/17/2023	PWBDD	45382#	JOHNSONS NURSERY, INC.	DEVELOPERS DEPOSIT-TREE PLNTG	239837	000000	4,020.00
				TREES AND SUPPLIES	500341	555510	275.00
				TREES AND SUPPLIES	500341	555510	510.00
				TREES AND SUPPLIES	500341	555510	370.00
				CHECK PWBDD 45382 TOTAL FOR FUND 100:			5,175.00
11/17/2023	PWBDD	45384	KENOSHA CIRCUIT COURT	COURT PENALTIES & COSTS	451101	000000	500.00

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Fund: 100 GENERAL FUND							
11/17/2023	PWBDD	45387	LETTERS & SIGNS	SIGNS	500363	533311	384.00
11/17/2023	PWBDD	45388	LINDA EASTWOOD	AWARDS, SUPPLIES	500343	519200	50.00
11/17/2023	PWBDD	45391	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	78.99
11/17/2023	PWBDD	45392#	MINOR'S GARDEN CENTER	DAMAGES - TREES	260200	000000	3,583.00
				TREES AND SUPPLIES	500341	555510	1,465.00
				CHECK PWBDD 45392 TOTAL FOR FUND 100:			5,048.00
11/17/2023	PWBDD	45393	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	31.53
				MAINTENANCE PARTS	500353	533210	7.49
				MAINTENANCE PARTS	500353	533210	5.99
				MAINTENANCE PARTS	500353	533210	63.44
				MAINTENANCE PARTS	500353	533210	2.83
				MAINTENANCE PARTS	500353	533210	45.68
				MAINTENANCE PARTS	500353	533210	15.21
				MAINTENANCE PARTS	500353	533210	53.84
				MAINTENANCE PARTS	500353	533210	(15.21)
				CHECK PWBDD 45393 TOTAL FOR FUND 100:			210.80
11/17/2023	PWBDD	45394*#	NASSCO, INC.	MAINTENANCE SUPPLIES	500340	522100	145.69
11/17/2023	PWBDD	45395	NEWMAN CHEVROLET	REPAIR AND MAINTENANCE	500240	533210	61.06
11/17/2023	PWBDD	45396	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	500310	522110	371.30
11/17/2023	PWBDD	45397	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	533210	49.36
11/17/2023	PWBDD	45399	OWEN'S OFFICE SUPPLIES	OFFICE SUPPLIES	500310	555510	68.00
11/17/2023	PWBDD	45400	PAYNE & DOLAN, INC.	REPAIR AND MAINTENANCE	500240	533440	201.50
				REPAIR AND MAINTENANCE	500240	533440	138.57
				CHECK PWBDD 45400 TOTAL FOR FUND 100:			340.07
11/17/2023	PWBDD	45403#	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	5,756.20

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Fund: 100 GENERAL FUND							
				GAS AND OIL EXPENSE	500351	533210	401.63
				CHECK PWBDD 45403 TOTAL FOR FUND 100:			6,157.83
11/17/2023	PWBDD	45404	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE PARTS	500353	533210	200.50
11/17/2023	PWBDD	45405	SHARP ELECTRONICS CORPORATION	EQUIPMENT/SOFTWARE	500380	514700	911.42
11/17/2023	PWBDD	45406	SHERWIN INDUSTRIES, INC.	MAINTENANCE PARTS	500353	533210	2,994.44
11/17/2023	PWBDD	45407	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	138.14
11/17/2023	PWBDD	45410	TRANS UNION LLC	TELEPHONE/COMMUNICATIONS	500225	522110	60.00
11/17/2023	PWBDD	45411	TRANSCENDENT TECHNOLOGIES	EQUIPMENT/SOFTWARE	500380	514700	818.00
11/17/2023	PWBDD	45412	TRUCK COUNTRY OF WISC	MAINTENANCE PARTS	500353	533210	51.90
				MAINTENANCE PARTS	500353	533210	80.47
				CHECK PWBDD 45412 TOTAL FOR FUND 100:			132.37
11/17/2023	PWBDD	45414#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	182.82
				MAINTENANCE SUPPLIES	500340	522100	89.66
				MAINTENANCE PARTS	500353	533210	65.65
				CHECK PWBDD 45414 TOTAL FOR FUND 100:			338.13
11/17/2023	PWBDD	45417	WAYSIDE NURSERIES, INC.	TREES AND SUPPLIES	500341	555510	6,952.00
11/17/2023	PWBDD	45418	WISCONSIN HISTORICAL FOUNDATIO	PROF PUBLICATIONS AND DUES	500320	566310	65.00
				Total for fund 100 GENERAL FUND			103,908.23
Fund: 200 CEMETERY FUND							
11/03/2023	PWBDD	45226	ADAM J ARENTZ	MISCELLANEOUS REVENUE	486000	000000	350.00
11/03/2023	PWBDD	45237*#	CEDARBURG LIGHT & WATER	WATER SERVICE	500226	544210	44.26
11/10/2023	PWBDD	45293*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	544210	8.09
				Total for fund 200 CEMETERY FUND			402.35
Fund: 210 ROOM TAX FUND							
11/10/2023	PWBDD	45295	CEDARBURG CHAMBER OF COMMERCE	CHAMBER TOURISM & DEVELOPMENT	500721	566700	8,679.01

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Fund: 210 ROOM TAX FUND							
11/10/2023	PWBDD	45296	CEDARBURG CHAMBER OF COMMERCE	CHAMBER TOURISM & DEVELOPMENT	500721	566700	26,037.03
Total for fund 210 ROOM TAX FUND							34,716.04
Fund: 220 RECREATION PROGRAMS FUND							
11/03/2023	PWBDD	45238	CEDARBURG SCHOOL DISTRICT	SCHOOL DISTRICT FEES	500228	555390	1,085.00
11/10/2023	PWBDD	45290	ALEX POLLEY	MISCELLANEOUS REVENUE	486000	000000	140.00
11/10/2023	PWBDD	45291	AMANDA PIETERS	BASKETBALL FEES	467319	000000	160.00
11/10/2023	PWBDD	45299	CRYSTAL PARDO	MISCELLANEOUS REVENUE	486000	000000	70.00
11/10/2023	PWBDD	45300	DAYNA BIERNAT	BASKETBALL FEES	467319	000000	320.00
11/10/2023	PWBDD	45301	DEANNA MONTAQUE	BASKETBALL FEES	467319	000000	160.00
11/10/2023	PWBDD	45304	ERIN GEIGER	SOLAR RECREATION	467327	000000	60.00
				SUMMER SOCCER	467329	000000	60.00
CHECK PWBDD 45304 TOTAL FOR FUND 220:							120.00
11/10/2023	PWBDD	45309	GINA TOZER	MISCELLANEOUS REVENUE	486000	000000	70.00
11/10/2023	PWBDD	45313	KATHLEEN STUPPY	AQUATICS FITNESS	467324	000000	27.50
11/10/2023	PWBDD	45314	KIRSTEN KESSLER	BASKETBALL FEES	467319	000000	160.00
11/10/2023	PWBDD	45315	KRISTEN GRACE	BASKETBALL FEES	467319	000000	160.00
11/10/2023	PWBDD	45316	KRISTINA BAUER	MISCELLANEOUS REVENUE	486000	000000	140.00
11/10/2023	PWBDD	45320	MARIE NAWROCKI	BASKETBALL FEES	467319	000000	160.00
11/10/2023	PWBDD	45322	MICHELLE KUTZ	BASKETBALL FEES	467319	000000	160.00
11/10/2023	PWBDD	45327	NICOLE ROBERTS	BASKETBALL FEES	467319	000000	160.00
11/10/2023	PWBDD	45332	PAIGE SCOTT	MISCELLANEOUS REVENUE	486000	000000	70.00
11/10/2023	PWBDD	45349	ZAK ZAKRZEWICZ	MISCELLANEOUS REVENUE	486000	000000	70.00
11/17/2023	PWBDD	45352	AKIKO NAKAO	BASKETBALL FEES	467319	000000	160.00
11/17/2023	PWBDD	45362	CEDARBURG SCHOOL DISTRICT	SCHOOL DISTRICT FEES	500228	555390	300.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 220 RECREATION PROGRAMS FUND							
11/17/2023	PWBDD	45370*#	ELAN FINANCIAL SERVICES	AMAZON	500347	555390	152.05
				SUPPLIES AND EXPENSES	500347	555390	273.00
				POMS EXPENSES	500394	555390	3,610.36
				POMS EXPENSES	500394	555390	620.19
				CHECK PWBDD 45370 TOTAL FOR FUND 220:			4,655.60
11/17/2023	PWBDD	45385	KRISTEN NELSON	BASKETBALL FEES	467319	000000	160.00
11/17/2023	PWBDD	45390	MASTER PRINTWEAR	POMS EXPENSES	500394	555390	176.00
11/17/2023	PWBDD	45402	PORT WASHINGTON HS VARSITY DANCE	POMS EXPENSES	500394	555390	25.00
11/17/2023	PWBDD	45408	TAMARA DANDOY	BASKETBALL FEES	467319	000000	150.00
				Total for fund 220 RECREATION PROGRAMS FUND			8,859.10
Fund: 231 AMERICAN RESCUE PLAN ACT							
11/03/2023	PWBDD	45244	DENISE BOERNER-LILLY	GRANT EXPENDITURES	500331	566721	4,750.00
11/10/2023	PWBDD	45325	MUELLER COMMUNICATIONS, LLC	GRANT EXPENDITURES	500331	566721	1,776.44
				Total for fund 231 AMERICAN RESCUE PLAN ACT			6,526.44
Fund: 232 DONATIONS							
11/03/2023	PWBDD	45278	SHALLOW CREEK KENNELS, INC.	K-9 UNIT EXPENSE	500352	522120	10,000.00
11/17/2023	PWBDD	45365	D & D FENCE	K-9 UNIT EXPENSE	500352	522120	4,766.00
				Total for fund 232 DONATIONS			14,766.00
Fund: 260 LIBRARY FUND							
11/03/2023	PWBDD	45231	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	48.82
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	118.52
				DONATION EXPENDITURES	500322	555110	420.38
				DONATION EXPENDITURES	500322	555110	406.65
				CHECK PWBDD 45231 TOTAL FOR FUND 260:			994.37
11/03/2023	PWBDD	45260	JAMES IMAGING SYSTEMS, INC.	COMPUTER/COPIER SUPPLIES	500312	555110	413.04
11/10/2023	PWBDD	45292	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	425.55
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	29.81
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	25.19

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Fund: 260 LIBRARY FUND							
				DONATION EXPENDITURES	500322	555110	403.26
				DONATION EXPENDITURES	500322	555110	472.13
				DONATION EXPENDITURES	500322	555110	473.51
				CHECK PWBDD 45292 TOTAL FOR FUND 260:			1,829.45
11/10/2023	PWBDD	45302	E.L.S. LANDSCAPING & LAWN	MAINT/CONTRACTED SERVICES	500290	555110	405.00
11/10/2023	PWBDD	45311	JOHNSON CONTROLS FIRE	MAINT/CONTRACTED SERVICES	500290	555110	1,331.30
11/10/2023	PWBDD	45343	STEVLIN S LOCK SHOP	REPAIR AND MAINTENANCE	500240	555110	79.00
11/17/2023	PWBDD	45354	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	96.14
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	50.26
				DONATION EXPENDITURES	500322	555110	129.19
				DONATION EXPENDITURES	500322	555110	463.09
				CHECK PWBDD 45354 TOTAL FOR FUND 260:			738.68
11/17/2023	PWBDD	45364*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	555110	140.86
11/17/2023	PWBDD	45367	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	22.44
11/17/2023	PWBDD	45370*#	ELAN FINANCIAL SERVICES	FACEBOOK	500223	555110	2.98
				DATAComm	500225	555110	49.99
				LIVE365	500382	555110	210.88
				CHECK PWBDD 45370 TOTAL FOR FUND 260:			263.85
11/17/2023	PWBDD	45383	KAPCO	OFFICE SUPPLIES	500310	555110	152.10
11/17/2023	PWBDD	45394*#	NASSCO, INC.	OPERATING SUPPLIES	500350	555110	693.03
11/17/2023	PWBDD	45416	VISUAL IMAGE PHOTOGRAPHY, INC.	PRINTING-NEWSLETTERS, ETC	500313	555110	327.50
11/17/2023	PWBDD	45419	WISCONSIN LIBRARY ASSOC.	PROF PUBLICATIONS AND DUES	500320	555110	270.00
				Total for fund 260 LIBRARY FUND			7,660.62
Fund: 270 FIRE DEPT & EMS							
11/03/2023	PWBDD	45250	EMERGENCY MEDICAL PRODUCTS	SUPPLIES AND EXPENSES	500347	522500	1,728.81
11/03/2023	PWBDD	45252	FIRE SAFETY USA INC	EQUIPMENT OUTLAY	500380	522500	280.00



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Fund: 270 FIRE DEPT & EMS							
11/03/2023	PWBDD	45254	GALLS, LLC	UNIFORMS	500346	522500	29.88
				UNIFORMS	500346	522500	72.15
				UNIFORMS	500346	522500	87.97
				UNIFORMS	500346	522500	80.20
				UNIFORMS	500346	522500	391.13
				CHECK PWBDD 45254 TOTAL FOR FUND 270:			661.33
11/03/2023	PWBDD	45266	MACQUEEN EQUIPMENT	OPERATING EXPENSES	500235	522500	5,775.00
11/03/2023	PWBDD	45267	MCKESSON MEDICAL -SURGICAL	SUPPLIES AND EXPENSES	500347	522500	62.69
11/03/2023	PWBDD	45273*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	50.00
11/03/2023	PWBDD	45274	QUALITY STATE OIL CO., INC.	GAS AND OIL EXPENSE	500351	522500	127.44
11/03/2023	PWBDD	45283	TOMASO'S	OPERATING SUPPLIES	500350	522500	48.75
11/10/2023	PWBDD	45289	AIRGAS USA LLC	SUPPLIES AND EXPENSES	500347	522500	278.67
11/10/2023	PWBDD	45293*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	522500	19.58
				OPERATING SUPPLIES	500350	522500	23.36
				OPERATING SUPPLIES	500350	522500	71.96
				OPERATING SUPPLIES	500350	522500	50.97
				OPERATING SUPPLIES	500350	522500	(13.96)
				CHECK PWBDD 45293 TOTAL FOR FUND 270:			151.91
11/10/2023	PWBDD	45303	EMERGENCY MEDICAL PRODUCTS	SUPPLIES AND EXPENSES	500347	522500	49.84
11/10/2023	PWBDD	45308	GALLS, LLC	UNIFORMS	500346	522500	98.27
				UNIFORMS	500346	522500	366.23
				CHECK PWBDD 45308 TOTAL FOR FUND 270:			464.50
11/10/2023	PWBDD	45312	JUDITH A BOOKS	REFUNDS - EMS BILLING	500392	522500	25.00
11/10/2023	PWBDD	45321	MEGAN HILLER	REFUNDS - EMS BILLING	500392	522500	96.00
11/10/2023	PWBDD	45333	PERFORMANCE FOODSERVICE- MKE	OPERATING SUPPLIES	500350	522500	244.72

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Fund: 270 FIRE DEPT & EMS							
11/10/2023	PWBDD	45335	POSTNET WI104	POSTAGE	500315	522500	27.66
11/10/2023	PWBDD	45345	TERRY A SCHAEFER	REFUNDS - EMS BILLING	500392	522500	187.31
11/10/2023	PWBDD	45350	ZOLL MEDICAL CORPORATION	SUPPLIES AND EXPENSES	500347	522500	888.00
11/17/2023	PWBDD	45353	ASCENSION WI EMP SOLUTIONS	OPERATING SUPPLIES	500350	522500	34.00
11/17/2023	PWBDD	45371	EMERGENCY MEDICAL PRODUCTS	SUPPLIES AND EXPENSES	500347	522500	132.10
11/17/2023	PWBDD	45377*#	GRAFTON ACE HARDWARE	EQUIPMENT OUTLAY	500380	522500	27.87
11/17/2023	PWBDD	45378	GUETZKE & ASSOCIATES, INC.	OPERATING SUPPLIES	500350	522500	1,430.00
11/17/2023	PWBDD	45379	GUTHRIE & FREY	OPERATING SUPPLIES	500350	522500	36.00
11/17/2023	PWBDD	45401	PEPSI-COLA	OPERATING SUPPLIES	500350	522500	426.00
11/17/2023	PWBDD	45409	TOTAL ENERGY SYSTEMS	OPERATING SUPPLIES	500350	522500	585.00
11/17/2023	PWBDD	45413	U.S. POSTAL SERVICE	POSTAGE	500315	522500	354.00
Total for fund 270 FIRE DEPT & EMS							14,172.60
Fund: 350 TIF DISTRICT FUND #4							
11/03/2023	PWBDD	45230	AXLEY BRYNELSON, LLP	ATTORNEY/CONSULTANT	500212	566710	576.00
Total for fund 350 TIF DISTRICT FUND #4							576.00
Fund: 354 TIF DISTRICT #7							
11/03/2023	PWBDD	45275	R.A. SMITH NATIONAL	PROFESSIONAL SERVICES	500210	566710	14,055.08
Total for fund 354 TIF DISTRICT #7							14,055.08
Fund: 400 CAPITAL IMPROVEMENTS FUND							
11/03/2023	PWBDD	45237*#	CEDARBURG LIGHT & WATER	PROCHNOW	500841	533750	646.00
11/03/2023	PWBDD	45276	RAMBOLL AMERICAS ENGINEERING	PROCHNOW	500841	533750	76,465.76
11/10/2023	PWBDD	45294	BOEHLKE BOTTLED GAS CORP.	VEHICLE REPLACEMENTS	500811	522230	7,300.00
11/10/2023	PWBDD	45318	LETTERS & SIGNS	STATION IMPROVEMENTS	500807	522230	94.00
11/17/2023	PWBDD	45356	BOEHLKE BOTTLED GAS CORP.	EQUIP REPLACEMENT	500880	533210	8,300.00

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Fund: 400 CAPITAL IMPROVEMENTS FUND							
11/17/2023	PWBDD	45375#	GENERAL COMMUNICATIONS INC	VEHICLE REPLACEMENTS	500811	522120	20,819.00
				STATION IMPROVEMENTS	500807	522230	6,500.00
				CHECK PWBDD 45375 TOTAL FOR FUND 400:			27,319.00
11/17/2023	PWBDD	45386	LEE RECREATION, LLC	NUCLEUS MODULAR STRUCTURE	500864	555510	96,625.00
				SMALL STUMPS	500864	555510	1,796.00
				HORIZONTAL SPLIT LOG	500864	555510	2,018.00
				SLOPED SPLIT LOG	500864	555510	2,255.00
				LOG TUNNEL	500864	555510	8,242.00
				COMET II INDEPEDENT SPINNER	500864	555510	2,220.00
				2-BAY SINGLE SWING POST ASSEMBLY /ARM	500864	555510	4,094.00
				PROJECT DISCOUNT	500864	555510	(19,158.00)
				SITE PREP EXCAVATION	500864	555510	10,000.00
				FREIGHT	500864	555510	1,000.00
				CHECK PWBDD 45386 TOTAL FOR FUND 400:			109,092.00
11/17/2023	PWBDD	45398	ONTECH SYSTEMS, INC	STATION IMPROVEMENTS	500807	522110	956.00
				Total for fund 400 CAPITAL IMPROVEMENTS FUND			230,172.76
Fund: 601 WATER RECYCLING CENTER							
11/03/2023	PWBDD	45232*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	7.98
11/03/2023	PWBDD	45237*#	CEDARBURG LIGHT & WATER	L&W BILLING	500216	573850	11,710.55
11/03/2023	PWBDD	45240	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	118.81
11/03/2023	PWBDD	45258*#	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES	500340	573830	396.24
11/03/2023	PWBDD	45272	NEWMAN CHEVROLET	REPAIR AND MAINTENANCE	500240	573845	1,032.94
11/03/2023	PWBDD	45273*#	OLSEN'S PIGGLY WIGGLY	LAB SUPPLIES	500370	573825	17.41
11/03/2023	PWBDD	45277	RNOW INC	COLLECTION SYSTEM MAINT	500360	573835	253.38
11/10/2023	PWBDD	45297*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	118.81

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
11/10/2023	PWBDD	45317	LENZ ELECTRIC MOTOR REPAIR	MAINTENANCE SUPPLIES	500340	573830	493.10
11/10/2023	PWBDD	45328	OLSEN'S PIGGLY WIGGLY	LAB SUPPLIES	500370	573825	17.41
11/10/2023	PWBDD	45331	PACE ANALYTICAL SERVICES, LLC	LAB SUPPLIES	500370	573825	107.10
11/10/2023	PWBDD	45348	WINTER WALKING	SAFETY EQUIPMENT	500372	573825	316.31
11/17/2023	PWBDD	45355*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	18.89
11/17/2023	PWBDD	45364*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	118.81
11/17/2023	PWBDD	45366	DAVE'S EXCAVATION & GRADING INC.	MAINTENANCE SUPPLIES	500340	573840	9,275.00
11/17/2023	PWBDD	45369	DONOHUE & ASSOCIATES, INC	ENGINEERING SERVICES FOR FACILITY PLAN	185379	000000	2,997.00
11/17/2023	PWBDD	45370*#	ELAN FINANCIAL SERVICES	TEAM VIEWER	500312	573825	620.00
				AMAZON	500372	573825	27.10
				AMAZON	500340	573830	443.00
				COLLECTION SYSTEM MAINT	500360	573835	3.26
				CHECK PWBDD 45370 TOTAL FOR FUND 601:			1,093.36
11/17/2023	PWBDD	45372	ENVIRONMENTAL PRODUCTS & SYS	MAINTENANCE SUPPLIES	500340	573830	252.93
11/17/2023	PWBDD	45389	LOCATORS & SUPPLIES, INC.	COLLECTION SYSTEM MAINT	500360	573835	133.45
11/17/2023	PWBDD	45415	USA BLUEBOOK	COLLECTION SYSTEM MAINT	500360	573835	70.03
				Total for fund 601 WATER RECYCLING CENTER			28,549.51
			TOTAL - ALL FUNDS				464,364.73

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

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

**CITY OF CEDARBURG**  
**TRANSFER LIST**  
11/4/23-11/17/23

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
<b>PWSB CHECKING ACCOUNT</b>		
11/6/2023	\$46,456.14	State of Wisconsin-October sales tax
11/7/2023	\$11,450.00	Baker Tilly-TID #5 30% audit
11/7/2023	\$948.36	Aflac-October premiums
11/7/2023	\$2,483.14	Minnesota Life-December premiums
11/10/2023	\$100.00	Associated Bank-fsa fees
11/13/2023	\$151,022.14	ETF-December health insurance premiums
11/13/2023	\$2,183.40	ADP Invoices
11/16/2023	\$303,000.00	PWSB Payroll
11/17/2023	\$1,456.14	ICMA-contributions for 10/29/23-11/11/23
11/17/2023	\$4,345.00	North Shore Bank-contributions for 10/29/23-11/11/23
11/17/2023	\$346.15	State of Wisconsin-child support for 10/29/23-11/11/23
11/17/2023	\$1,240.40	Wis Deferred Comp-contributions for 10/29/23-11/11/23
11/17/2023	\$522.50	Police Association-dues for 10/29/23-11/11/23
	<u>\$525,553.37</u>	

**PWSB PAYROLL CHECKING ACCOUNT**

11/17/2023	\$211,030.83	Payroll for 10/29/23-11/11/23
11/17/2023	<u>\$92,927.16</u>	Payroll taxes for 10/29/23-11/11/23
	\$303,957.99	

**PWSB MONEY MARKET ACCOUNT**

11/16/2016	\$500,000.00	PWSB Checking
11/16/2016	<u>\$300,000.00</u>	PWSB Checking
	\$800,000.00	



City of Cedarburg

# City Administrator's Report

November 20, 2023

## Department News

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

**Engineering**— Work continues at Fox Run. Sidewalks are being poured. One spot at Jackson & Hanover had to be repaired due to blocked water. 2024 street projects are being surveyed now.

**Dept. of Public Works**— This is the busiest time of year for DPW. The light poles are decorated for the holidays, as well as the tree. Leaf pickup continues. Trees are being planted by DPW crew as well as contractors. Parks are being winterized. There have been a lot of appliance pickups. Crews are getting to potholes when time allows. Work on Rappold Park will begin soon. Bill Hintz is having surgery this week and will be out until recovered. A.J. will help cover with snow plowing.

**Parks, Recreation & Forestry**— Youth basketball begins next week.

**Treasurer**—City Hall will be closed on the following dates for the holidays: November 23 & 24, December 25 & 26, and January 1 & 2.

**Light & Water**— AT&T caused an outage near Fireman's Park. The Lead Service Lateral Replacement Program will be discussed at the next Commission Meeting.

**Administrator**— There will be a walk-through of Fox Run on December 8 at 2pm for Council Members, CDA members, and department heads. There will be an Employee Meeting on November 29, the topic is the City Strategic Plan. The holiday party is December 13.

Respectfully submitted,

Mikko Hilvo  
City Administrator