

**CITY OF CEDARBURG
A MEETING OF THE COMMON COUNCIL
MONDAY, JANUARY 29, 2024 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, January 29, 2024 at 7:00 p.m.** The meeting will be held online utilizing the zoom app and in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the second floor, Council Chambers. The meeting may be accessed by clicking the following link:

<https://us02web.zoom.us/j/81035231922>

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, Robert Simpson, Melissa Bitter
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 a bike race within the downtown Business District to be held on June 18, 2024*
 - B. Discussion and possible action on Parks & Forestry Policies PR-2 Street Tree Planting and PR-6 Tree Protection During Construction*
 - C. Discussion and possible action on replacement of City Code Section 9-1-32 with Ordinance No. 2024-01 Lead Service Line Replacement*
 - D. Discussion and possible action on approval of Ordinance No. 2024-02 Private Lead Service Line Replacement Financing*
 - E. Discussion and possible action on Resolution No. 2024-03, "Resolution authorizing a referendum for the City of Cedarburg to allow the City to exceed the State imposed levy limit for hiring & retaining additional fire department personnel beginning with the 2024 levy (collected in 2025) and on an ongoing basis."*

- F. Discussion and possible action on change to City Planner Position Title/Job Responsibilities*
- G. Discussion and possible action on approval of Reserve Liquor License for PJ Pipers LLC, W61N514 Washington Avenue, Cedarburg, WI, Judith Fergadakis, Agent, premises to be licensed: W61N514 Washington Avenue, known as PJ Piper Pancake House*
- H. Discussion and possible action for issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Winter Festival to be held on Saturday, February 17, 2024 from 10:00 a.m. to 9:30 p.m. and on Sunday, February 18, 2024 from 8:30 a.m. to 6:00 p.m.
- I. Discussion on possible change to City Code Sec. 7-2-24 Issuance or denial of operator's license*

8. CONSENT AGENDA

- A. Discussion and possible action on approval of January 8, 2024 Council Meeting Minutes*
- B. Discussion and possible action on License/Permit applications***
 - 1. Consider approval of new 2023-2024 operator license for Martin Fenton II, Richard T. Konkol, Richard A. Kastenmeier,
- C. Discussion and possible action on payment of bills dated 12/30/2023 through 01/19/2024*

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 January 8, 2024 Common Council meeting

- B. Discussion on a possible amendment to the Developer's Agreement for the Amcast site

12. RECONVENE TO OPEN SESSION

- A. Discussion and possible action on amendment to the Developer's Agreement for the Amcast site

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

01/25/24 tas

CITY OF CEDARBURG

MEETING DATE: January 29, 2024

ITEM NO: 7.A.

TITLE: Discussion and possible action on a bike race within the downtown business district on June 18th, 2024.

ISSUE SUMMARY: Local cycling enthusiasts are working with the “Tour of America’s Dairyland (ToAD)” and Mel’s Charities to bring the cycling series to Cedarburg for a one-day race through the south end of the downtown business district. ToAD is the largest competitive road cycling series in the U.S. It hosts 11 straight days of racing throughout Southeast Wisconsin. The tour was started in 2009 and extends the legacy of multi-day bike racing that first started in Wisconsin in 1969. The event organizers have been in discussion with city staff, civic leaders and community members for the better part of a year in determining the route and the logistics of the event. The two dates that are currently available are June 18 and June 19th. With those dates being the same week of Strawberry Festival, it was determined that the earlier date of Tuesday, June 18th would work better for the city as set up typically begins Wednesday of that week for the festival. The event, including city expenses for Public Works, Police, and Fire, will be covered by the event organizers through sponsorships and donations. This is a free event to all spectators, with no cost to taxpayers. The goal of the event is to showcase our community to a world audience that highlights competitive cycling, while providing civic engagement and economic stimulus. This one-day event will require closure of several streets in and near the downtown area (see race map). Roads would be closed from 8:00am until 10:00pm on the day of the race. Letters were sent to businesses and residents affected by the route with information about this council meeting. In addition, information was posted on the City website and Facebook page.

STAFF RECOMMENDATION: None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: Proposed Race Course and Event Information

INITIATED/REQUESTED BY: ToAD event organizers, Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator



Kwik Trip Tour of America's Dairyland Cedar Creek Classic Presented by Mel's Charities Proposed June 18, 2024



January 15, 2024

Background: Local cycling enthusiasts are working with the Tour of America's Dairyland (ToAD) and Mel's Charities to bring the cycling series to Cedarburg for a one-day race through the south end of the downtown business district. ToAD is the largest competitive road cycling series in the U.S. It hosts 11 straight days of racing throughout Southeast Wisconsin. The tour was started in 2009 and extends the legacy of multi-day bike racing that first started in Wisconsin in 1969. The event organizers have been in discussion with city staff, civic leaders, and community members for more than a year in determining the route and the logistics of the event. This community event is made free to all spectators through sponsorships and donations.

Goal: To showcase Cedarburg to an international audience that highlights competitive cycling, while providing civic engagement and economic stimulus.

Who: KwikTrip Tour of America's Dairyland, Cedar Creek Classic, Presented by Mel's Charities.

What: Criterium cycling race on a 1.1-mile course encompassing residential and businesses areas. Professional and amateur cyclists from ages 9 to over 60 from all over the world will compete throughout the day in several exciting races through Cedarburg.

ToAD 2024 Schedule:

June 13 – Janesville

June 14 – West Allis

June 15 – Grafton

June 16 – Manitowoc

June 17 – De Pere

June 18 – Cedarburg PROPOSED

June 19 – TBD

June 20 – Bay View

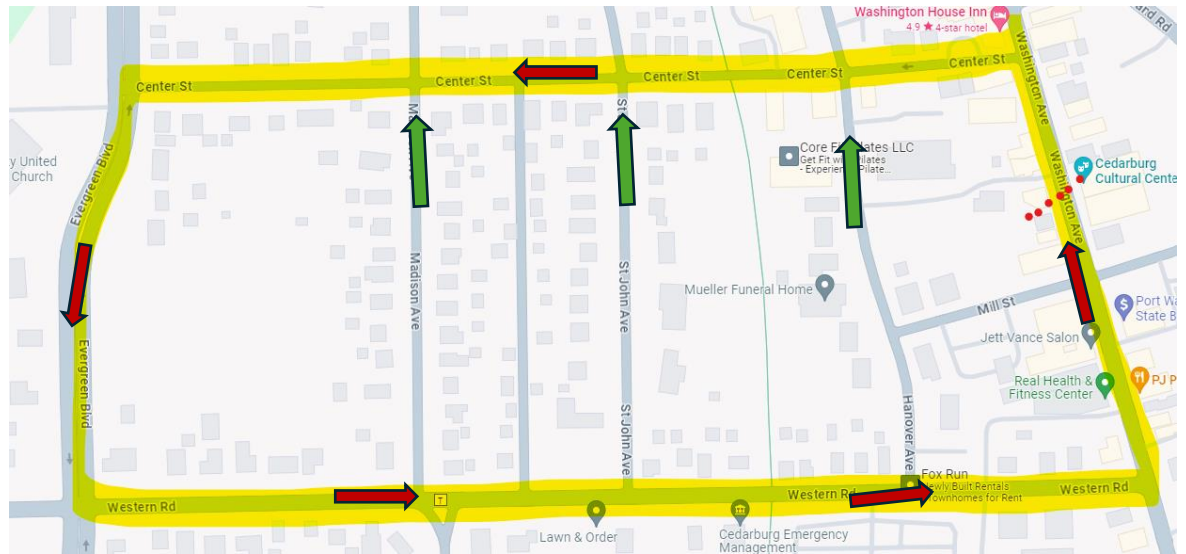
June 21 – Shorewood

June 22 – Downer Avenue

June 23 – Wauwatosa

When: Proposed, Tuesday, June 18, 2024. The streets would be closed from 8:00 AM – 10:00 PM. Racing begins at 11:00 AM and concludes at 8:30 PM.

Course: The course would begin on Washington Ave., at roughly the Cultural Center, head north to Center, turn left, and head west on Center to Evergreen, turn left and continue on Evergreen until Western, take a left and head east on Western until Washington, take a left on Washington and repeat (follow red arrows).



Road detours: Three roads will be completely closed, Western from Evergreen to Washington; Washington from Western to Center and Center from Washington to Evergreen. The western lane on Evergreen will remain open, with the cycling race taking place on the east side of the boulevard, separated by the median.

Resident exits: Residents on Evergreen will be able to exit on Evergreen heading south, residents on Madison, St. John, and Hanover will exit to the north, crossing Center and continuing north (green arrows) through designated points and assisted by race day personnel.

Get involved: Monetary donations for the Cedar Creek Classic can be made directly to Mel's Charities. Event sponsors and volunteers needed! Marketing opportunities and vendor spaces available. Direct inquiries to Todd Bugnacki at 414.704.2065 or tbugnacki1@gmail.com. I like Daniel's suggestion of clarifying donations made to Mel's. Remove "inquiries" to read, "

Information sessions: There will be two information sessions held in the Cedarburg Library Community Room on January 22 and 23, 2024, from 6:30-7:30 PM. All residents and businesses impacted by the proposed racecourse are welcome to attend and learn more about this community event.

More information: To learn more, visit the Tour of America's Dairyland website at <https://www.tourofamericasdairyland.com/> and Mel's Charities at <https://melscharities.org/>.

Have questions: Contact Todd Bugnacki at 414.704.2065 or tbugnacki1@gmail.com.

Next steps: The City Council discussed this topic at their January 8, 2024, meeting and will take up the topic again at their regular January 28, 2024, meeting at 7:00 PM in City Hall.

CITY OF CEDARBURG

MEETING DATE: January 29, 2024

ITEM NO: 7.B.

TITLE: Discussion and possible action on Parks & Forestry Policies PR-2 Street Tree Planting and PR-6 Tree Protection During Construction

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

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

STAFF RECOMMENDATION:

Both Policy PR-2 and PR-6 have been approved by the Parks, Recreation and Forestry Board. Staff asks the Common Council to adopt the updates to these policies.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT:

No additional funding has been requested for implementation of these Policy updates.

ATTACHMENTS: Policy PR-2 Street Tree Planting Policy
Policy PR-6 Protection of Public Trees During Construction

INITIATED/REQUESTED BY: Kevin Westphal, City Forester

FOR MORE INFORMATION CONTACT: Kevin Westphal, (262) 375-7662,
kwestphal@cityofcedarburg.wi.gov

**CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL**

SUBJECT: STREET TREE PLANTING POLICY

PR-2

Purpose: Planting street trees in the public right-of-way enhances the physical, ecological, and cultural aspects of the City. Because street trees are the most important organizing element of the streetscape environment, appropriate tree species selection and location of the planting site is essential. Proper tree selection and planting will ensure healthy growth and longevity of trees, enhance streetscape character, and maximize the ecological benefits trees provide.

The following policy provides detailed guidelines for the City of Cedarburg street tree planting program. These guidelines are designed for the initial planting, replacement planting, and future development of residential and industrial areas within the City. Tree planting and maintenance shall conform to the provisions of Title 6, Chapter 4, Municipal Code of the City of Cedarburg.

Procedure: **A. Tree Planting Program.** The City Forester shall recommend to the Common Council a Street Tree Master Plan and a program for tree planting, care and protection for public property. The Council shall also encourage the planting, care and protection of trees and shrubs on private premises within the City.

(1) A goal of 100% stocking of street trees along City streets to provide an optimum-value tree population should be the goal of this Planting Program.

B. Initial Planting in New Subdivisions or Developments. The City Forester shall determine the species and locations of trees to be planted on each of the streets or other public areas within new subdivisions or developments.

(1) The initial cost of street trees and tree planting for all newly platted subdivisions, commercial, business or industrial development shall be assessed as a fee paid by the subdivider or developer pursuant to Section 14.1.100 (h) of the Cedarburg Code of Ordinances.

(2) The fee shall be computed as follows: $(a/b) \times c = n$ where a = total linear feet of curb frontage in subdivision; b = 50(avg. spacing); c = \$450 (avg. cost per tree including planting); n = fee assessed. Item c may be

increased annually by an amount equal to the increase in the consumer price index from the previous calendar year.

(3) Fees shall be collected prior to the recording of the final plat.

(4) Fees collected shall be used only for planting operations in the specific subdivision or development for which the fees were paid.

(5) The City Forester shall plant, irrigate and maintain such trees at such times and places as the development of the subdivision, its occupants, and other conditions make feasible. Trees shall be planted after construction and landscape installation is completed.

C. Replacement of Trees. Whenever the City removes, or causes to be removed, any tree located in any public area, the City shall replace such trees provided that conditions, as determined by the City Forester, do not prevent replacement.

(1) Refusal of Replacement Trees. When a street tree is marked for removal a Removal Notice will be left on the door of the property. At that time, should the Owner of the property wish to Refuse a replacement tree, they must contact the City Forester directly, and that request will be considered. Refusal requests made during the planting season will not be considered.

(2) The entire cost of planting replacement trees in all public areas of the city when performed by the Parks and Forestry Department or their contractors at the direction of the City Forester, shall be borne by the City out of the department budgets, or from funds donated or otherwise acquired for this purpose.

(3) When a private party other than the City plants public trees pursuant to Section 6.4.07 of the Cedarburg Code of Ordinances, said party shall incur all expenses connected therewith.

D. Requesting a New Tree. Citizens with a vacant planting space in front of their property may request to have a new tree planted. The cost of Service Request planting shall be borne by the City out of the department budgets as funds become available. Such requests must either be made to the City Forester, through the City's MyCivic Application or City website.

(1) Community Tree Planting Program. Citizens may expedite new street tree planting by purchasing a tree themselves through the Community Tree Planting Program. Order forms are available at the Parks, Rec. & Forestry office at City Hall or City website.

(2) Legacy Tree Program. Trees may be purchased for planting in public parks or other public areas to honor a person, significant life event, or other idea. Order forms are available at the Parks, Rec. & Forestry office at City Hall or City website.

E. Easements to Plant Trees on Private Property. Where conditions exist that planting in the tree terrace is not practical either because of

narrow width (less than 3') or where the location of underground utilities prevents tree planting; legal steps may be taken to obtain easement rights to plant on private property within ten feet (10') of the boundary of a public area.

(1) Such easements should contain provisions granting the City permission to select, plant, maintain, remove and replace such trees under the direction of the City Forester.

(2) Such easements shall be in writing, executed and acknowledged by such property owners, and shall be recorded and registered.

(3) Proper easements must be secured as determined by the City Attorney.

(4) Such easements, when obtained, shall then thereafter be public areas insofar as the trees situated thereon are concerned.

F. Prohibited Trees. The following shall not be planted in the public rights-of-way of the city: any species of the genus *Populus*, any *Ailanthus*, *Boxelder*, *Silver Maple*, *Willow*, or such other species that shall be determined to be unsuitable for street planting by the City Forester.

G. Unauthorized Street Tree Planting. Trees planted within any terrace area or planting easement without the authorization and approval of the City Forester may be removed. The City Forester shall notify the abutting owner in writing by mail, listing the unlawfully planted trees, ordering their removal, and establishing a reasonable time within which such removal shall be accomplished. In the event that removal is not to be accomplished within the time specified, the City may remove such tree(s).

H. Tree Species Selection. The selection of tree species and their placement in the public right-of-way shall be determined by the City Forester and should be consistent with the goals of a particular street, neighborhood or commercial district.

(1) Arterial streets, commercial streets, and other streets important to the city pattern should use formal, consistent planting palettes chosen for their distinct design qualities to provide strong aesthetic character facilitate place recognition. For example, species diversity is achieved by changing species in a regular fashion; by street and by block, with a single species lining one block and changing on a block-by-block basis.

(2) On neighborhood residential streets, a more diverse, less formal planting palette to indicate neighborhood preference and create a rich planting variety may be used.

(3) An emphasis should be placed on trees native to WI since these are best adapted to Wisconsin's climate and soils and are the best for our native birds and insects.

(4) In the interest of species diversity goals, the City Forester may require specific tree species on certain streets.

I. Species Diversity Goals. The use of too few species may heighten the vulnerability of a street tree population to disastrous devastation. A quick review of disease and insect pest problems in street tree populations in the U.S. reveals numerous cases of devastation due to over planting of a single species throughout a community. Two of the most notable examples include the American elm (Dutch Elm Disease) and ash (Emerald Ash Borer). As a concept, species diversity can be viewed as an insurance policy against catastrophic loss due to insects or disease.

(1) No more than 20% in one Family, no more than 10% in one Genus and no more than 5% of any single species should compromise a community's street tree population.

J. Planting Seasons. Tree Planting shall be done within the following dates:

(1) Spring Planting: March 15 to May 15.

(2) *Summer Planting: May 15 to June 30

(3) Fall Planting: October 1 to late November

*Only when transplant methods which do not disturb root systems; for example, Box or Missouri Gravel Bed Bare Root, are used.

K. Planting Specifications for Street Trees. Detailed specifications for tree planting can be found in "City of Cedarburg Specifications for Tree Planting," a separate document as adopted in section 6.4.03 of the Cedarburg Code of Ordinances. Said Specification shall by reference or inclusion, be made a part of any permit issued pursuant to this policy, and also be made a part of any contract for tree planting in any public area.

(1) General specifications for tree planting include:

a. 1.25" minimum trunk caliper for Replacement Planting.

b. 2" minimum trunk caliper for Initial Planting in new subdivisions or developments.

c. The City Forester or his/her representative will mark with paint all planting locations. Street tree planting locations will be indicated by a black "T" on the curb. Park planting locations will be marked with a white stake and white marking paint.

d. Trees shall have well-developed branches and a fibrous root system, free from defect, decay, sun, scald, abrasions, disease and insect pests.

e. All trees shall be nursery grown at a latitude not more than 200 miles north or south of the latitude of Cedarburg, WI (43 degrees North) unless the provenance of the plant can be documented to be compatible with the latitude and hardiness zone of Cedarburg, WI.

f. Acceptable transplant methods include Ball & Burlap, Bare Root, Box, Container and tree spade.

g. All trees shall be planted so the root flare is even with or slightly

above grade.

- h. All trees shall be staked, mulched and watered at time of planting.
- i. Pruning at planting will be limited to corrective pruning of broken/damaged branches, stem girdling roots, adventitious roots and jagged root tips. All new trees shall be structurally pruned by a trained arborist at three (3) years and six (6) years after planting.

L. Planting Location of Street Trees. Trees shall be planted in the tree terrace area equal distance between the sidewalk and curb; or if no sidewalk is present, within the right-of-way, with the following guidelines for distances from intersections, fixtures, utilities and hardscape. Ideally, new trees should be planted at least:

- (1) 40' from any controlled approach corner (e.g., stop sign or yield sign present)
- (2) 25' from any uncontrolled street corner (no traffic sign present)
- (3) 20' from a streetlight pole
- (4) 10' from a driveway apron
- (5) 10' from a water and sewer service laterals/water valve
- (6) 20' from a fire hydrant
- (7) 10' from a stormwater catch basin
- (8) 10' from a parking sign
- (9) 7' from a gas lateral or gas "T" connection to building
- (10) 5' from underground utilities (other than gas)
- (11) 5' from a carriage walk

The minimum tree terrace width/growth space size suitable for planting shall be three (3) feet.

Whenever feasible, when designing a new street or renovating an existing street effort should be made to locate or relocate utilities and other elements so that the regular tree spacing listed above can be attained. See Figure 1 Typical Planting Detail.

M. Spacing for Street Trees. Street tree spacing should be determined by the expected mature size of the tree. Generally, street trees should be planted with the following spacing:

- (1) Small trees (<20' tall at maturity) should be planted 25 feet on center.
- (2) Medium trees (20-35' tall at maturity) should be planted 30-40 feet on center.
- (3) Large trees (>35' tall at maturity) should be planted 40 feet on center.

N. Growth Space Size. The width of the tree terrace area and the presence or absence of overhead utility lines shall be a determining factor in Species Selection in order to minimize sidewalk heaving and utility conflicts.

- (1) Small trees (<20' tall at maturity) should be used under overhead utility

lines or in narrow tree terraces (<5' wide).

(2) Medium trees (20-35' tall at maturity) should be used in tree terraces 5-7 feet wide.

(3) Large trees (>35' tall at maturity) should be used in tree terraces 7 feet wide and larger.

O. Tree Species List. A comprehensive list of suitable street trees is maintained by the City Forester and is available upon request.

Definitions: **Adventitious Root** – a root that arises from any point other than the root axis, typically sprouting from above the root flare.

Root Flare – area of transition from trunk wood to roots, where the first main roots attach to the trunk. In nature, is visible just above the soil line.

Species Diversity – the number of species and the abundance of each species that live in a particular location; a benchmark that can be used to evaluate the health of ecosystems.

Street Tree – those trees located along municipal streets, typically located within the public rights-of-way.

Streetscape – the appearance or view of the street.

Tree Terrace – the grass strip located within the public right-of-way between the sidewalk and the street; also referred to as the “parkway”, “tree border” or “tree lawn”.

Trunk Caliper – a measurement of stem diameter taken at six (6) inches above ground level.

Policy Authority: This policy is authorized by the Parks, Recreation & Forestry Board of the City of Cedarburg and administered by the City Forester.

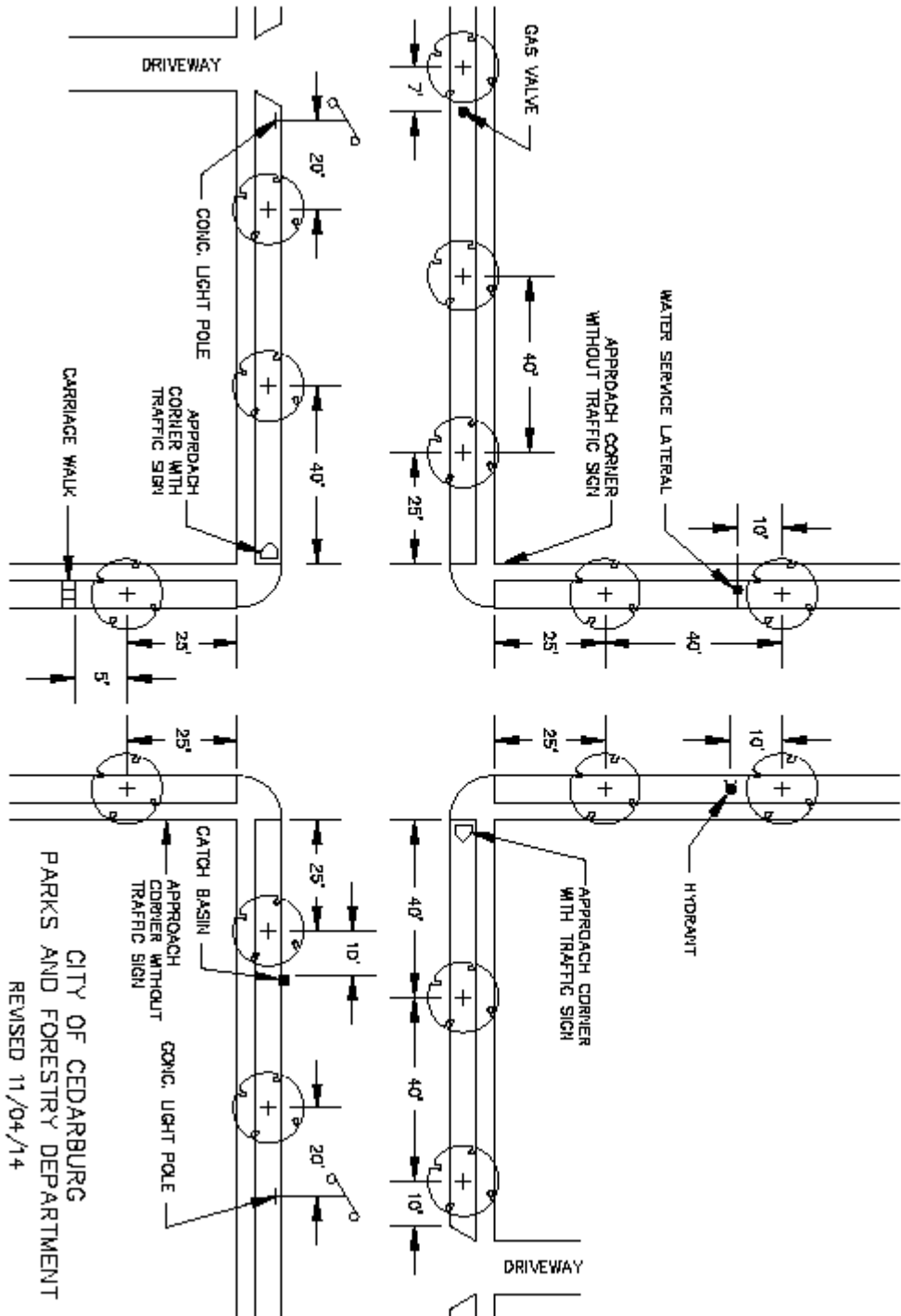
Contact Information: City Forester
Kevin Westphal
(262) 375-7662
kwestphal@cityofcedarburg.wi.gov

Sources: Simons, K. and Johnson, G. 2008. *The Road to a Thoughtful Street Tree Master Plan*. USDA Forest Service, Northeastern Area.
Bassuk, N., Trowbridge, P. and Grohs, C. 2010. *Visual Similarity and Biological Diversity: Street Tree Selection and Design*.
Miller, R. 1988. *Urban Forestry: Planning and Managing Urban Greenspaces*. Englewood Cliffs, NJ: Prentice Hall.

Approved: 2/2/22
Adopted: 2/2/22
Revised:

Figure 1

TYPICAL PLANTING DETAIL



CITY OF CEDARBURG
PARKS AND FORESTRY DEPARTMENT
REVISED 11/04/14

**CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL**

SUBJECT: PROTECTION OF PUBLIC TREES DURING CONSTRUCTION

PR-6

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1) PURPOSE AND INTENT

- (a) It has been determined that trees and woodlands are a part of our infrastructure, an integral part of community life, and an important public resource that enhances the quality of life and the general welfare of the City. It has also been determined that the City of Cedarburg and its residents would benefit from the protection of these community assets. All trees situated on City streets, parks or other municipal property are protected under Title 6, Chapter 4 of the Cedarburg Municipal Code.
- (b) It has been determined that construction is one of the greatest causes of tree decline and death in urban areas. Including trees in the initial stages of construction planning may mean the difference between preserving a healthy tree or having to remove it. The City of Cedarburg acknowledges that conflicts between trees and construction may sometimes result in the removal of some trees. The goal of these specifications is to keep injury to trees to a minimum and allow construction projects to proceed at the same time. Also, these

specifications will reduce the likelihood of undesirable consequences that may result from uninformed or careless construction practices near trees.

- (c) Tree protection has three primary functions, 1) to keep the foliage canopy and branching structure clear from contact by equipment, materials and activities; 2) to preserve roots and soil conditions in an intact and non-compacted state and 3) to identify the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and construction activities are restricted, unless otherwise approved.
- (d) This policy applies to all land disturbance and construction activity on City-owned property which includes the Public Right-of-Way (ROW), parks and other municipal property. These specifications shall be applicable to all Contractors working in the Public ROW, whether by permit, Public Works contract, Developer Agreement, or any other permission to work within the Public ROW. Anyone failing to adhere to the tree protection policies and specifications will be financially responsible for any resulting damage to trees and may be charged under the provisions of the applicable Section of the Cedarburg Municipal Code.

2) **DEFINITIONS**

All words in this policy shall have their customary dictionary definitions except as specifically defined herein. The words “shall” and “must” are mandatory, and the words “may” and “should” are permissive.

Boring: To create an underground passage. Shall be synonymous with tunneling and augering.

Canopy Dripline: Shall mean an imaginary vertical line extending from the outermost reach of branches to the ground. Also known as Crown Diameter displayed in measurement units of feet.

Construction: The process of building, altering, remodeling, improving or demolishing a public infrastructure facility which includes the repair of existing facilities, the replacement of structures and their components.

Diameter at Breast Height (DBH): A standard measure of tree size. A tree trunk diameter measured at a height of four and one-half (4 ½) feet above the ground. If a tree splits into multiple trunks below the 4-½ foot mark, then the trunk is measured at its most narrow point beneath the split.

Public Right-Of-Way (ROW): Shall mean lands dedicated or otherwise opened to the public for street purposes.

Public Tree: Shall mean any tree growing within the public ROW, in City parks or on any City-owned property.

Root Plate: Shall mean the area of root zone comprised of pedestal roots, the zone of rapid taper, and roots under compression, with a directional radius based upon the trunk diameter at 4.5 ft. above the ground (DBH). Catastrophic failure of the tree could result if roots in this area are damaged or destroyed.

Street Tree: Shall mean any City-owned tree presently or hereafter located within the public right-of-way.

~~Superintendent of Parks and Forestry is designated as the "City Forester" per the meaning in § 6-4-4.~~

Tree Protection Zone (TPZ): Shall consist of the ground encompassing the area between the trunk and the dripline of the tree, or one linear foot away from the trunk base for every inch of DBH of the trunk, whichever is greater.

Tree Terrace: Shall mean the grass area between the sidewalk and curb located within the public ROW. Also known as "Parkway". For open areas with no sidewalk the Tree Terrace shall mean the grass area extending from the curb to the Right-of-Way line.

Windthrow: means the uprooting of trees by wind.

3) TYPES OF TREE DAMAGE

- (a) **Mechanical Injury** to the trunk, crown and major roots caused by construction and landscaping equipment. This type of injury damages the bark, phloem, cambium and/or xylem tissue. When these conductive and protective tissues are damaged, the capacity of the tree to transport water, nutrients and carbohydrates is reduced.
- (b) **Root Cutting or Damage** is another type of injury that can significantly impact the health of the tree. The majority of tree roots are found in the upper 12 to 24 inches of soil. Trees can also become destabilized and may fail if structural roots are severed. Roots are cut or damaged by excavation and trenching equipment, high-pressure hydro excavation equipment, and soil fill over roots/grade change which can reduce available soil oxygen and water.
- (c) **Soil Compaction or Damage** caused by vehicle and equipment traffic or parking near trees, changes in existing grade, and sterile soil conditions caused by stripping off topsoil are some of the leading causes of tree decline and death in construction areas. The damage done often goes unseen, resulting in tree decline over several years. Soil compaction causes the pore space in the soil, which contains air and water necessary for root growth, to be reduced causing tree roots to suffocate and die. Soil compaction also increases soil density permitting less root growth, biological activity and water movement, which has a negative impact on tree health.

4) **PRE-CONSTRUCTION REQUIREMENTS**

The following five steps shall be incorporated within the Site Plan and included as a Special Provision of the City of Cedarburg Right-of-Way Permit Provisions and Conditions of Issuance.

- (a) **Site Planning and Design** - The City of Cedarburg considers trees as important public assets and requires plotting tree locations on plans for all proposed projects where trees exist, to assure trees are accounted for from project initiation forward. For all projects, site plans must indicate accurately plotted trunk locations, trunk DBH's and Canopy Dripline areas of all trees or groups of trees within the construction area. Right-of-Way (ROW) Permit applications may be delayed if the Site Plan does not contain this information.

A current GIS inventory of Cedarburg Public Trees can be downloaded at the following link: <https://cedarburg-forestry-gis-site-cedpf.hub.arcgis.com/>

- (b) Using this information, the City Forester will recommend which trees should be retained, removed, or protected. Pre-construction pruning needs will also be identified at this time.
- (c) A pre-construction meeting between pertinent personnel including the City Forester, City Engineer, Contractors, Developer, Planner, Architect and/or Utility Project Manager/Design Engineer may be required to identify protected trees, and to review procedures, tree pruning, and removal needs and tree protection measures. It is critical to ensure that everyone is aware of the issues surrounding tree protection, and fully understands tree protection methodology.
- (d) Protective Tree Fencing, Barriers or other measures, as required by the City Forester, shall be erected around trees to be protected at this time. Tree protection measures shall be erected by the Contractor, Developer, Utility or Permit Applicant unless otherwise required by the City Forester. No site work may begin until tree protection measures have been erected. For construction work conducted by the City of Cedarburg municipal utilities, the Parks & Forestry staff will erect and maintain the required Protective Barriers.
- (e) Pre-Construction Pruning as required by the City Forester shall be conducted prior to any site work. Pruning of public trees shall be conducted by the City of Cedarburg Parks & Forestry Dept. staff unless otherwise required by the City Forester. See Section Nine (9) – Tree Pruning.

5) TREE PROTECTION ZONES (TPZ)

- (a) Each tree **to be** preserved shall have a designated Tree Protection Zone (TPZ) identifying the area sufficiently large enough to protect it and its roots from disturbance. **Tree Protection Zone distances are to be measured from the outside edge of the tree base.**
- (b) The TPZ shall be shown on all site plans. Unless otherwise specified, all construction activities shall occur outside of the TPZ.
- (c) Activities **prohibited** within the TPZ include:
 - 1. **Construction activity including grade changes, surface treatments, soil disturbance, or excavations of any kind.**
 - 2. **Vehicle or equipment traffic without protective measures in place to prevent soil compaction.**
 - 3. **Storage or** parking vehicles or equipment, storage of building materials, refuse, or excavated soils or dumping of **poisonous**~~any~~ materials that may be harmful to tree health. **Poisonous materials include but are not limited to, paint, petroleum products, concrete or stucco mix, dirty water or any other material that may be harmful to tree and soil health.**
 - 4. Cutting of tree roots by utility trenching, foundation digging, placement of curbs and trenches, or other miscellaneous excavations without prior approval of the City Forester.
 - 5. The use of tree trunks as a backstop, winch support, anchorage, as a temporary power pole, signpost or other similar function.
 - ~~6. Soil disturbance or grade change.~~
 - 7. **Excavation of boring pits or installation of underground utility enclosures or boxes.**
- (d) **The TPZ distance shall equal 1 foot for every diameter inch of trunk DBH or out to the Canopy Dripline, whichever is greater.**
- (e) A tree's **Critical Root Zone (CRZ)** is located within the TPZ and is the area around the trunk where anchor roots essential for tree stability and support, commonly referred to as the root plate, are located. **Damage to roots in the CRZ can cause catastrophic tree failure.**
- (f) **The CRZ distance shall equal 0.5 feet for every diameter inch of trunk DBH.**
- (g) **See Appendices section for Detail – Crown and Root Structure of a Tree.**

6) TREE PROTECTION FENCING AND BARRIERS

- (a) Tree protection fencing, barriers and other measures shall be in place for the duration of construction work and must not be moved or removed.
- (b) All supports and bracing used to secure the fencing should be located outside the TPZ and should minimize damage to roots outside the TPZ.
- (c) Where some fill or excavate has to be temporarily located near a tree protection fence, plywood must be used to ensure no material enters the TPZ.
- (d) Root protection shall be installed where required in construction access locations as determined by the City Forester in order to protect tree roots from compaction during construction. Root protection for vehicle or equipment access shall consist of a 4-inch layer of wood mulch beneath ½ inch plywood sheathing or high-density polyethylene ground protection mats.
- (e) For Tree Protection Fencing and Signage specifications, see Appendix A.
- (f) Types of Tree Protection Fencing and Barriers:

Type 1 Tree Protection: The fences shall enclose the entire area under the Canopy Dripline or TPZ of designated trees. If the fencing must be located on pavement or sidewalk the posts shall be supported by an appropriate grade level base.



Type 1 Tree Protection Fence at the Canopy Dripline

Type 2 Tree Protection: For trees situated within a Tree Terrace area or a narrow planting strip, only the Tree Terrace area or planting strip shall be enclosed with the required chain link or orange plastic web fencing on a 2"x4" wood frame in order to keep the sidewalk and street open for public use.



Type 2 Tree Protection within a Tree Terrace area

Type 3 Tree Protection – Trunk Protection: Trees located in a sidewalk planter pit or within close proximity to construction activities shall be wrapped with 2-inch-thick wooden slats from the ground to the first branch and bound securely on the outside to protect the trunk from Mechanical Damage. During installation of the wood slats caution shall be used to avoid damaging any bark. Screws or nails shall not be used to attach wood slats to trees.



Type 3 Trunk Wrap Protection

Type 4 Tree Protection – Soil and Root Protection: If vehicle and equipment traffic cannot be kept outside of the TPZ for the entire duration of construction, soil and root protection shall be used to disperse the vehicular load to minimize soil compaction. Root protection for vehicle or equipment access shall consist of a 4-inch layer of wood mulch beneath ½ inch plywood sheathing or high-density polyethylene ground protection mats.



Type 4 Soil and Root Protection

7) TRENCHING, EXCAVATION AND EQUIPMENT USE

- (a) **Open trenching within the TPZ of a public tree is prohibited.** In some cases, exceptions may be allowed if in the opinion of the City Forester the impact of trenching upon the tree will be negligible.
- (b) It is also recognized that there may be situations where utilities must be installed or repaired within the tree's TPZ, and trenchless excavation is not possible. In such cases work may proceed under the following conditions:
 - 1. **Notification.** The contractor or utility shall notify the City Forester a minimum of 24 hours in advance of the activity in the TPZ.
 - 2. The ~~Assistant~~ City Engineer and/or Cedarburg Light & Water Superintendent will determine the location and size of the pit or trench.
 - 3. **Root Pruning. Do not break or pull roots with backhoe or similar equipment.** Pre-construction root pruning may be required by the City Forester. Roots that are encountered shall be cut to sound wood with sharp pruning instruments. See Section Ten (10) Root Pruning.
 - 4. **Excavation.** Any approved excavation, demolition or extraction of material shall be performed with equipment sitting outside the TPZ. Preferred

excavation methods within the TPZ are by hydraulic or pneumatic air excavation technology or hand digging. **If hydraulic excavation is used, a combination of low pressure and high suction is required to prevent damage to the root bark.** If roots 2-inches or greater are encountered, the preferred method is to tunnel under them.

5. Heavy Equipment. Use of track-type backhoes, tractors or any heavy vehicles within the TPZ is prohibited unless approved by the City Forester. If allowed, a protective *root buffer* is required. The protective buffer shall consist of a base course of wood chips spread over the root area to a minimum 6-inch depth, layered by $\frac{3}{4}$ inch quarry gravel to stabilize, and $\frac{3}{4}$ inch plywood sheathing or high-density polyethylene ground protection mats on top. This buffer within the TPZ shall be maintained throughout the entire construction process.

8) **BORING OR DIRECTIONAL DRILLING**

- (a) Any and all installations that will have impact on public trees in relation to underground utilities are subject to the review and approval of the ~~Assistant~~ **City** Engineer and/or City Forester before the project starts.
- (b) ~~When possible,~~ **A Site** plan showing the path of the underground utility in relationship to the surrounding trees shall be submitted to the ~~Assistant~~ **City** Engineer and/or City Forester ~~one (1) week~~ before any work begins for approval of utility placement and technique.
- (c) Open-cut excavation is allowed only up to the boundary of the Tree Protection Zone (TPZ). Where there is insufficient space for trenching to bypass the TPZ, boring **with a horizontal directional drill** must be used in place of trenching. See figures 1 and 2 below.
- (d) **Depth of boring.** The minimum depth for boring **within all Tree Terrace areas or beneath public trees shall be 48 inches. ~~three (3)~~** This depth may be reduced to 24-36 inches deep in certain situations, at the discretion of the City Engineer and/or City Forester, based on the type of utility installation such as Street Lighting.
~~feet.~~
- (e) Boring pits shall not be placed within the TPZ.

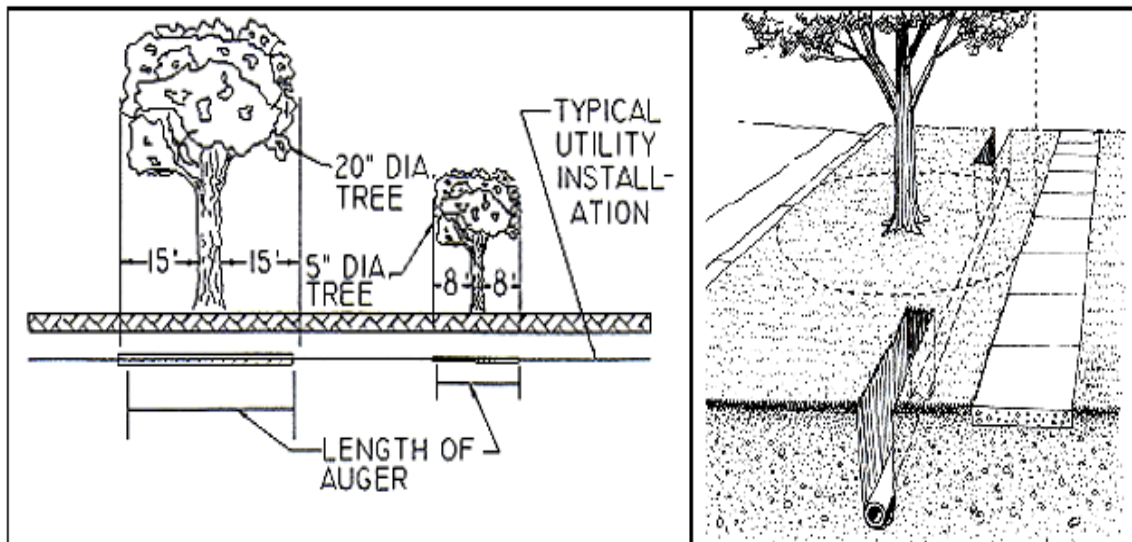


Figure 1

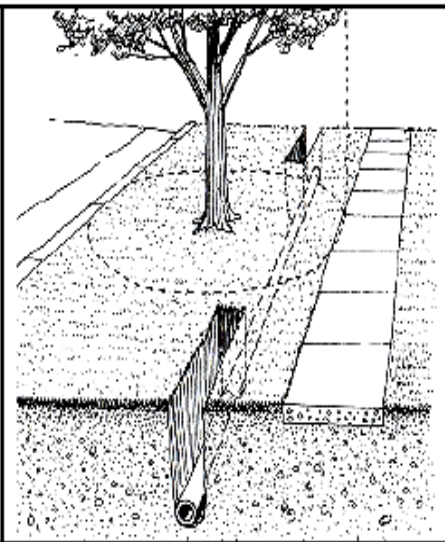


Figure 2 - Bore Method

9) TREE PRUNING

(a) Pre-Construction Tree Pruning:

1. Prior to construction, various trees may need to be pruned away from structures or proposed construction activities.
2. Height clearance required for construction activity shall be determined by the Assistant City Engineer and City Forester.
3. No more than one-fourth (25%) of the functioning leaf and stem area may be removed.
4. Pre-construction pruning within the public ROW shall be conducted by the Cedarburg Parks and Forestry Department or City approved contractor under the direction of the City Forester.
5. The City Forester shall be contacted at least **five (5) business days** prior to the set-up for any construction to discuss problems of over-hanging branches which may be damaged during construction.

(b) Tree Pruning During Construction:

1. **Construction or contractor personnel shall not attempt tree pruning.** Only ~~personnel~~ **a qualified tree care specialist** approved by the City Forester can perform tree pruning operations.

(c) Post-Construction Tree Pruning:

1. If corrective pruning is required due to construction damage or situations related to construction activities, post-construction pruning will be performed by the Parks and Forestry Department or City approved contractor under the direction of the City Forester.
2. The costs of all corrective pruning will be the liability of the contractor and billed accordingly.

10) ROOT PRUNING

(a) Pre-Construction Root Pruning

- (1) Some construction activities may require pre-construction root pruning. **Removing anchoring roots or causing injuries in anchoring roots and root flares can cause future decay and catastrophic tree failure or windthrow hazards.**
- (2) Pre-construction root pruning will be an option considered when root loss is unavoidable in the TPZ, and shall only be performed under the supervision of the City Forester.
- (3) If approved by the City Forester, a mechanical root cutting machine designed for such purpose may be used to cut roots. **Trenching machines are not allowed in root pruning operations.**
- (4) Areas to be root pruned will be determined by ~~the Assistant Engineer or the~~ City Forester.

(b) Root Pruning During Construction

- (a) Tree roots shall not be pruned or cut unless their removal is unavoidable or absolutely necessary **as determined by the City Forester.**
- (b) Roots that are one (1) inch in diameter or larger needing to be pruned or removed during construction, such as trenching or excavating a boring pit, shall be cut cleanly with sharp hand tools. Make cuts flush with the side of the trench closest to the tree. There is no need to paint or treat the ends. See Figure 4 below.

- (c) Directional root pruning is recommended because it considers the tree's response to root pruning and decay. With directional root pruning, roots are cut to a large lateral, if possible, that is growing downward or in a more favorable direction.
- (d) Recommended root pruning tools:
2. Scissor-type lopper
 3. Scissor-type pruner
 4. Large and small hand saws
 5. Axe
 6. 2" Wide Chisel and Mallet
 7. **Sawzall**

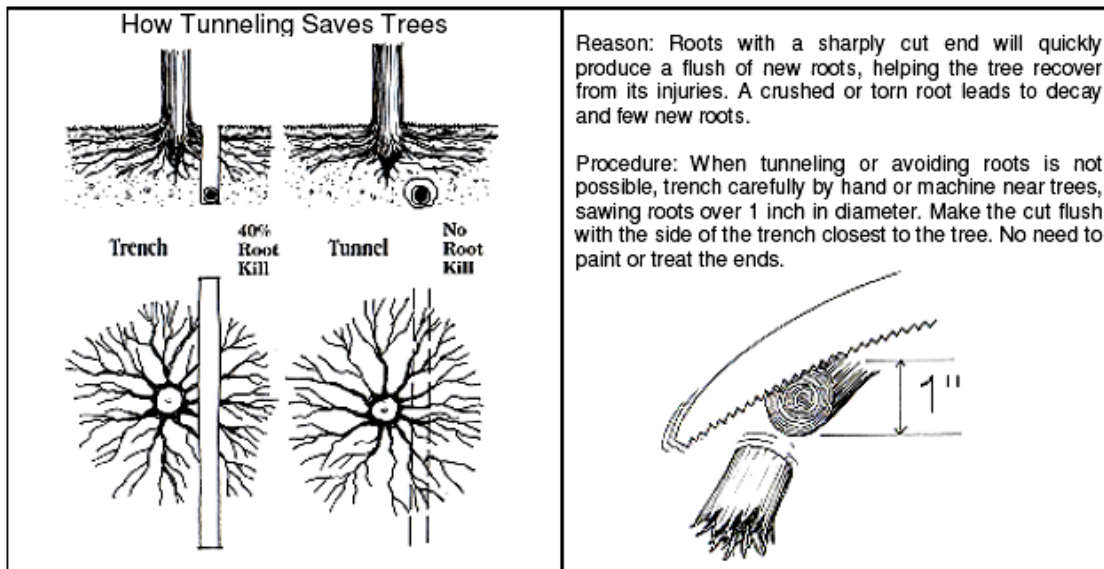


Figure 3

Figure 4 - Make Sharp Cuts

11) SIDEWALK CONSTRUCTION

- (a) All old sidewalks shall be removed prior to any root pruning.
- (b) Sidewalk removal shall be performed in a manner which prevents damage to tree branches, trunks and roots and prevents soil compaction.

- (f) Unless other specifications apply, roots are then to be manually pruned with hand tools and not deeper than **nine (9) inches below** the finished grade of the new walks, and not more than **five (5) inches from the edge** of the new walk.
- (g) In some cases, as determined by the Assistant **City** Engineer or City Forester, a slip or thin form shall be required and soil disturbance in the tree terrace shall be limited to not more than one (1) inch beyond the edge of the new walk. See sections 12 and 13 (Root Pruning).

12) CURB AND GUTTER CONSTRUCTION

- (a) The root system on the curb side shall not be cut more than **two (2) inches behind** the back edge of the new curb, and not more than **eighteen (18) inches in depth**.
- (b) In some cases, as determined by the Assistant **City** Engineer or City Forester, the root system on the curb side shall not be cut more than one (1) inch from the back edge of the new curb, and a ¼ inch or thin form, or slip form paver shall be required.
- (c) When constructing or replacing driveways or driveway approaches, roots **shall not** be cut by means of mechanical root cutting machines. If root removal is essential to driveway replacement, roots shall be manually pruned with hand tools. See sections 11 and 12 (Root Pruning).

13) BACKFILLING

- (a) All trenches/excavations shall be backfilled as soon as possible to prevent roots from drying out. **Exposed roots should be covered with burlap and kept moist.**
- (b) The top eight (8) inches of all excavations in the tree terrace and in all boulevard medians shall be backfilled ONLY with clean, topsoil.
- (c) No concrete, slurry, gravel, stone, sand, or other such materials shall be used for backfill.
- (d) Restoration shall be to the original grade unless otherwise specified.

14) DAMAGE TO TREES, AND SHRUBS, **AND SOIL**

- (a) **Mechanical Injury** Damage. **Mechanical Injury damage** to ~~City-owned~~ **public** trees, shrubs, and other plant material due to contractor negligence or accident shall be repaired only by the Cedarburg Parks and Forestry Department or City approved contractor. The costs of all such repairs, removals, replacements,

penalties and the amount of value lost tree value (in the case of a tree removal >3" DBH), will be the liability of the contractor and billed accordingly.

- (b) Soil Compaction Damage. If a soil compaction event to the upper 12-inch soil horizon within the TPZ has or will occur by any means, the damage shall be mitigated by the contractor. The compacted soil shall be loosened by one or more of the following methods to promote favorable root conditions: vertical mulching, soil fracturing, core-aerating, radial trenching or other method approved by the City Forester; followed by the addition of compost amendment.
- (c) Reporting. Any damage or injury to trees or shrubs shall be reported as soon as possible to the City Forester.
- (d) Penalty for Damage to Public Trees. In the event that public trees or their roots have been damaged, the contractor shall be subject to the penalty rate of \$100.00 per inch of damage. Measurement of the damage shall be the width of the wound measured across the grain at the widest point. Penalty fee shall be paid to the City of Cedarburg and deposited to the general fund as required.

15) EMERGENCY REPAIRS TO UTILITIES

- (a) In accordance with Section 6-2-4e of the Cedarburg Municipal Code, Emergency Repairs to underground utilities shall commence immediately. The utility company concerned is responsible for notifying the City Forester (414) 940-3140 as soon as possible when public trees are involved.

16) TREE SPECIES INTOLERANT OF CONSTRUCTION DISTURBANCE

The following tree species are intolerant of construction disturbance, and tree preservation plans designed for them must take this into account. The tree protection zones required by these species may be quite extensive to avoid damage to the roots and crown associated with compaction, excavation or construction above grade that would impact the branches.

Acer rubrum (red maple)
Acer saccharum (sugar maple)
Betula papyrifera (paper birch)
Carya glabra (pignut hickory)
Fagus grandifolia (American beech)
Liriodendron tulipifera (tulip tree)
Ostrya virginiana (ironwood)
Pinus resinosa (red pine)
Pinus strobus (eastern white pine)
Prunus serotina (black cherry)

Quercus alba (white oak)
Quercus rubra (red oak)
Quercus velutina (black oak)
Tsuga canadensis (eastern hemlock)
Tilia americana (basswood)

17) APPLICABLE STANDARDS AND BEST MANAGEMENT PRACTICES

ANSI A300 (Part 5) 2019 Tree, Shrub, and Other Woody Plant Management Standard Practices (Management of Trees and Shrubs During Site Planning, Site Development, and Construction).

International Society of Arboriculture (ISA) Best Management Practices – Managing Trees During Construction.

18) CONTACT INFORMATION

City Forester – Kevin Westphal
kwestphal@cityofcedarburg.wi.gov
(414) 940-3140 mobile
(262) 375-7662 office

City Engineer – Mike Wieser
mwieser@cityofcedarburg.wi.gov
(262) 375-7610 office

19) REFERENCES

Tree Protection Policy And Specifications For Construction Near Trees. Toronto Urban Forestry. March 2009.

Tree Technical Manual – Standards And Specifications. City of Palo Alto, CA. June 2001.

Tree Protection Specifications. City of Madison, WI. December 2012.

APPENDIX A – TREE PROTECTION FENCING SPECIFICATIONS

TREE PROTECTION FENCING

- (a) To protect and preserve the trees, as identified on the site plan or by the City Forester, protective fences **shall be installed** outside the Tree Protection Zone (TPZ) of the tree(s).
- (b) Fencing shall be installed to completely surround the limits of the TPZ. See Figure 5.
- (c) Tree protection fences shall consist of **temporary chain link fence** or orange plastic web snow/construction fencing, four (4) feet in height **on a 2"x4" wood frame or supported by T-post stakes, whichever is appropriate for the situation.**
- (d) If fencing must be located on paving or concrete that will not be demolished, an appropriate grade level concrete base should be used to support the posts.
- (e) Tree fences shall be erected prior to any site activity and shall remain in place until its removal is authorized by the City Forester or **Assistant City Engineer.**
- (f) A "Warning" sign shall be prominently displayed at fifty (50) foot intervals on a protective fence. The sign shall be a minimum of 8.5 inches x 11 inches, **be weather-proof,** and clearly state the following:

TREE PROTECTION ZONE This Fence Shall Not Be Removed

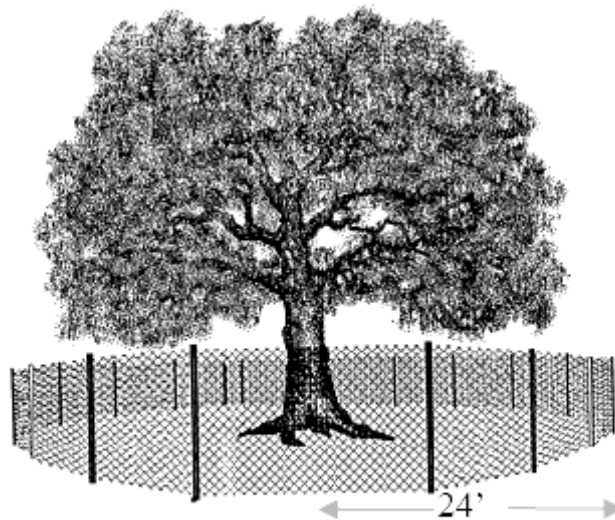
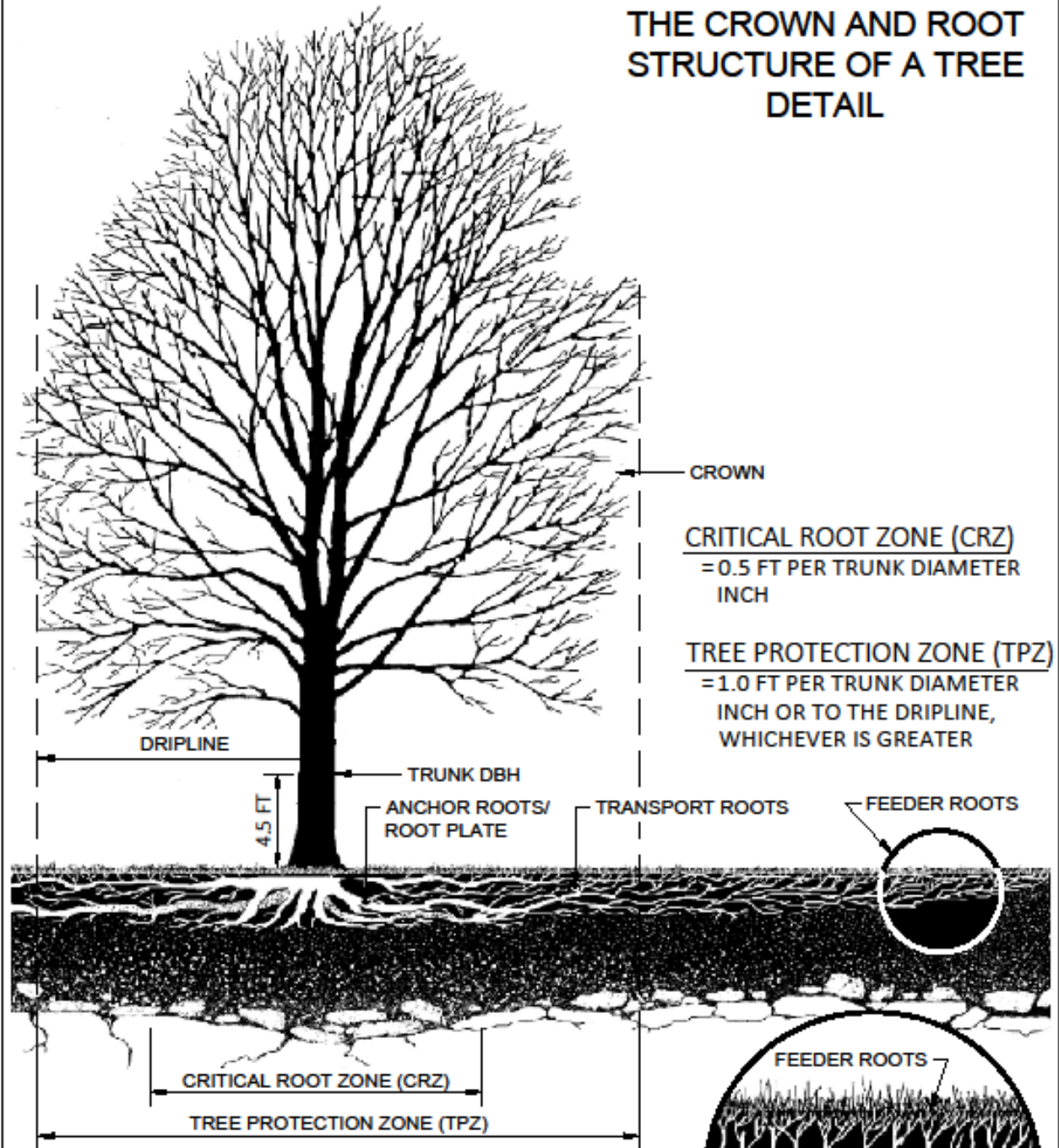


Figure 5. A 24-inch DBH tree would have a Tree Protection Zone (TPZ) extending 24 feet from the trunk.

APPENDIX B – THE CROWN AND ROOT STRUCTURE OF A TREE DETAIL

THE CROWN AND ROOT STRUCTURE OF A TREE DETAIL



A MINIMUM OF 5 FEET OF WELL DRAINED SOIL DEPTH IS REQUIRED FOR THE GROWTH OF A TREE TO MATURITY. A TREE'S ROOT SYSTEM GROWS MAINLY WITHIN THE TOP 24 INCHES OF THE SURFACE AND EXTENDS OUTWARD 2 TO 3 TIMES THE DRIPLINE DIMENSION. THE ROOT SYSTEM OF A TREE HAS THREE MAIN PARTS: THE LARGE "ANCHOR ROOTS" PROVIDING STRUCTURAL SUPPORT; A FRAMEWORK OF "TRANSPORT ROOTS;" AND A COMPLEX NETWORK OF "FEEDER ROOTS" THE GROWN OUTWARD AND UPWARD FROM THE TRANSPORT ROOTS. THESE NON-WOODY ROOTS BRANCH OUT TO FORM FANS OF THOUSANDS OF SLENDER ROOTS WITH FINE ROOT HAIRS. THESE TINY ROOTS PROVIDE THE MAJOR PORTION OF THE ABSORPTION SURFACE OF A TREE'S ROOT SYSTEM.

USED BY PERMISSION OF TORONTO URBAN FORESTRY

CITY OF CEDARBURG

REVISED: 8/31/2023
PARKS & FORESTRY DEPARTMENT

Adopted: 1/30/2006

Revised: 9/26/2023

CITY OF CEDARBURG

MEETING DATE: January 29, 2024

ITEM NO: 7.C. & 7.D.

TITLE:

- Discussion and possible action on replacement of City Code Section 9-1-32 with Ordinance No. 2024-01 Lead Service Line Replacement
- Discussion and possible action on approval of Ordinance No. 2024-02 Private Lead Service Line Replacement Financing

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

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

STAFF RECOMMENDATION:

Approve the Private-side Lead Water Service Line Replacement Financial Assistance Program, replace City Code Section 9-1-32 with Ordinance No. 2024-01 and adopt Ordinance No. 2024-02. Authorize staff to make the necessary arrangements to accept the SDWLP Loan and implement the Private-side Lead Water Service financial assistance program.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT: N/A

ATTACHMENTS:

1. Lead Water Service Line Replacement Program and Planning Information
2. Cedarburg Decision Flow Chart for Safe Drinking Water Loan Program – Public-side and Private Side Loans
3. 2024 Lead Water Service Line Replacement Program Stakeholder Communication Plan
4. 2024 Lead Water Service Line Replacement Program Milestone Schedule
5. 2024 Lead Water Service Line Replacement Program Loan Values and Private-side Cost Estimates
6. Section 9-1-32
7. Ordinance No. 2024-01
8. Ordinance No. 2024-02

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

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

City of Cedarburg and Cedarburg Light and Water

Lead Water Service Line Replacement Program and Planning Information

Why:

- EPA identified lead and copper in public drinking water as a public health concern with a goal to reach a Maximum Contaminant Level Goal (MCLG) of **zero**
- Lead and Copper Regulation
 - 1991, EPA published regulation to control lead and copper in drinking water
 - Established 15ppb action level based on 90th percentile level
 - November 30, 2023 EPA proposed Lead and Copper Rule Improvements
 - Key initiatives of the proposed LCRI include:
 - 100% lead pipe replacement in 10 years for the vast majority of public water systems. Only full-service line replacements will be allowed, and systems will be required to make multiple attempts to contact and gain access to private properties with lead service lines to fully complete replacement.
 - Locating legacy lead pipes. Currently, water systems are required to provide an initial inventory of their lead service lines by October 16, 2024. In the improvements, all systems would be required to update their inventories regularly, create a publicly available lead service line replacement plan, and identify the materials of all service lines of unknown material.
 - Key changes to tap sampling requirements. Systems would be required to collect first liter and fifth liter samples and use the higher of the two values when determining compliance with the rule.
 - The lead action level will be lowered from 15 parts per billion (ppb) to 10 ppb, requiring systems to inform the public if this limit is exceeded, and to take action to lower exposure while continuing to replace all lead pipes. The existing trigger level would also be eliminated to simplify implementation.
 - Strengthening protections to lower near-term exposure – systems with multiple lead action level exceedances will be required to perform additional outreach and make certified filters to reduce lead available to customers.

What has been done:

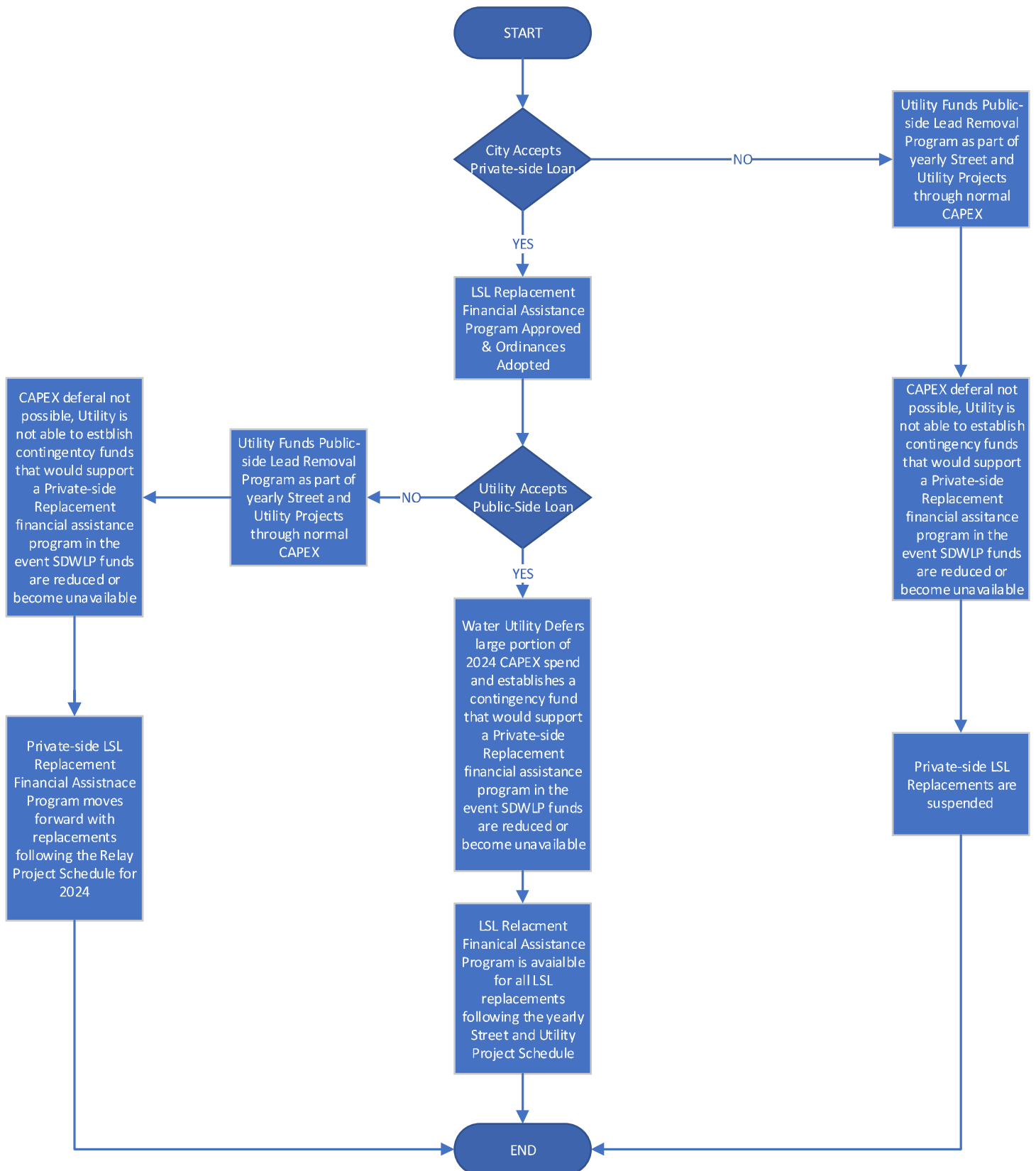
- Initial Testing in 1992
 - 60 “Tier 1” (Tier 1 sites are home with either a full lead or partial lead water service) samples were taken with the 90th percentile result at 15 micrograms/liter. It was at this point that L&W was required to develop a Corrosion Control Program by adding an Aqua Mag Orthophosphate solution at all drinking water sources in order to lower the presence of lead in the drinking water to levels below the regulatory action trigger.
- Lead Inventory:
 - Initial Estimates
 - Full Lead: 400
 - Partial Lead: 466
- Public-side replacement as part of City Street and Utility Projects since 1994
- Ongoing Testing:
 - Every 3 years CL&W is required to sample from 30 “Tier 1” sites within the City
 - 2023 90% Test Data = 7.6 micrograms/liter

- 2022 Replacement Program using Grant/Principal Forgiveness and ARPA Funds, neither of these funding sources were available in 2023 or are available in 2024
- 2023 CL&W tracked and prepared for the changes being discussed with LSL replacement funding

2024 and beyond:

- Current Lead Inventory:
 - Full Lead: 400
 - Partial Lead: 300
- CL&W will continue the replacement of public-side lead with or without SDWLP Financial Assistance. This will be done as part of City Street and Utility Projects and will follow the Long-Range Capital Improvement Schedule.
- BIL/IIJA Funding
 - Lead Service Line (LSL) Funding Overview:
 - SFY 2024 – Funding from FFY 22 & 23 Cap Grants - \$129.5M total
 - \$63.5M in principal forgiveness (PF)
 - \$45.3M in loans at 0.25% Interest
 - \$20.7M for set-asides (including \$12.9M for inventory technical assistance)
 - SFYs 2025-2027 – Approximately \$80M total per year in new cap grants funds plus any unused funds from previous year, 49% must be awarded as PF to disadvantaged municipalities or projects in disadvantaged census tracts, the remainder will be awarded as loans/set-asides. Loan rates are not set at 0.25% moving forward
 - SFY 2028 & Beyond – LSL cap grant funds from states that did not utilize them will be reallocated, however funding is expected to be significantly less available
 - DNR is administering the funds through the SDWLP. With it not being exclusively grant or principle forgiveness funding, this complicated the administration of LSL Replacement Programs by Utilities
 - Cedarburg was awarded a low Interest Loan **only**, as we did not meet the criterial of a disadvantaged municipality or population
 - Public-side loan allows CL&W to defer a large portion of CAPEX spend in 2024 allowing for those funds to be re-allocated to a long-term self-funded private-side financial assistance program in the event outside funding sources are reduced or become unavailable
- Private-side Lead Water Service Line Replacement Financial Assistance Program:
 - Developed to provide financial assistance to affected property owners utilizing the SDWLP Low Interest Loan and CL&W deferred CAPEX spend in 2024
 - This program is sustainable with or without outside funding sources if CL&W is able to defer 2024 CAPEX spend through the use of a SDWLP Public-side low interest loan

Cedarburg Decision Flow Chart for Safe Drinking Water Loan Program Public and Private Loans



City of Cedarburg and Cedarburg Light and Water

2024 Lead Water Service Line Replacement Program Stakeholder Communication Plan

Year	Month	Stakeholder	Item
2023	Monthly	CL&W Commission	LSL Funding Updates as available
	November	CL&W Commission	LSL Funding Update and Action to authorize Staff to pursue SDWLP Loans to pursue LSL Replacements
	December	Affected Property Owners	Letter Provided Outline upcoming project and potential LSL Replacement Program
		Common Council	LSL Funding Updates and Preliminary LSL Replacement Program Information
		Property Owners in Street and Utility Project Scope	Home Visits made for inspection and discussion of Possible LSL Replacement Program <ul style="list-style-type: none"> • (46) Total Properties in Project Scope Area • (35) Properties with Confirmed Lead Services • (24) Homes Visited <ul style="list-style-type: none"> ○ (10) Homes Verified as “NO LEAD” ○ (14) homes verified as “LEAD PRESENT”
2024	Monthly	CL&W Commission	LSL Replacement Program Updates
	January	Affected Property Owners	Personal Contact by CL&W Staff <ul style="list-style-type: none"> • (20) Contacts Attempted <ul style="list-style-type: none"> ○ Phone & Door Hanger: <ul style="list-style-type: none"> ▪ (8) Successful Phone Conversations ▪ (11) No-reply ○ Email: (1) email sent, no reply
		Common Council	LSL Funding Updates and LSL Replacement Financial Assistance Program review and approval. Ordinance review and adoption for LSL Replacement Financial Assistance Program and Financing.
	February	Affected Property Owners	LSL Replacement Program Update Letter
	March	Affected Property Owners	LSL Cost Estimates and Draft Loan Agreement
		Common Council	LSL Replacement Program Update
	April	Affected Property Owners	On-site Engineering Inspection and LSL Replacement Financial Assistance Program Documents Executed
	May/June	Affected Property Owners	LSL Replacement Program - Construction Project Updates
		Common Council	LSL Replacement Program - Construction Project Updates
	June – October	Affected Property Owners	LSL Replacement Program - Construction Project Updates
		Common Council	LSL Replacement Program - Construction Project Updates & Close-out

City of Cedarburg and Cedarburg Light and Water

2024 Lead Water Service Line Replacement Program Milestone Schedule

Year	Month	Day	Milestone
2024	January	19	DNR LSL Pre-award Meeting
		29	Common Council Meeting – Private Side Financial Assistance Program approval and the replacement and adoption two Ordinances
	February	Week of 12th	Lead Water Service Line Replacement Program detailed information provided to customers
		20	First City Street and Utility Project and LSL (Public and Private) RFP Advertisement
		27	Second City Street and Utility Project and LSL (Public and Private) RFP Advertisement
	March	5	Bid Opening
		Week of 11th	Private-side LSL Estimates provided to customers
	April	1	Planned Start of City Street and Utility Projects to include Public-Side LSL Replacement
		Before 30th	Loan Agreements in place with LSL Replacement Financial Assistance Program residents
	May	End of Month	SDWLP Loan Closing
	June	Beginning of Month	Private-side LSL Replacements begin
	October	Before 31st	All Projects conclude for 2024
2025	May	1	First SDWLP Payments Due for Public and Private Loans – City and CL&W (Principle and Interest)
	October	1	Second SDWLP Payments Due (Interest only)
2026	January	31	First Special Charge Payment Due from Resident for LSL Financial Assistance Program

City of Cedarburg and Cedarburg Light and Water

2024 Lead Water Service Line Replacement Program Loan Values and Private-side Cost Estimates

SDWLP Pre-approved Loan Amounts Available to City of Cedarburg and Cedarburg Light and Water

- Cedarburg Light and Water Public-side Loan: \$510,000
- City of Cedarburg Private-side Loan: \$460,600

Project Estimates for 2024 Street and Utility Projects

- Cedarburg Light and Water Public-side Lead Replacement: \$400,000
- City of Cedarburg Private-side LSL Replacement: \$310,000

Estimated Private-side LSL Replacement Cost Information Breakdown

Service Length	Service Count	Est. Cost Based on 2022 Project Pricing	Construction Cost Inflationary Factor			20 Year, Zero Interest Loan	
			10%	20%	30%	Est. Loan Payment - Low	Est. Loan Payment - High
100	1	\$ 8,348.01	\$9,540.58	\$10,733.16	\$11,925.73	\$ 477.03	\$ 596.29
90	0	\$ 7,922.46	\$9,054.24	\$10,186.02	\$11,317.80	\$ 452.71	\$ 565.89
80	1	\$ 7,496.91	\$8,567.90	\$ 9,638.88	\$10,709.87	\$ 428.39	\$ 535.49
70	2	\$ 7,071.36	\$8,081.55	\$ 9,091.74	\$10,101.94	\$ 404.08	\$ 505.10
60	0	\$ 6,645.81	\$7,595.21	\$ 8,544.61	\$ 9,494.01	\$ 379.76	\$ 474.70
50	31	\$ 6,220.26	\$7,108.86	\$ 7,997.47	\$ 8,886.08	\$ 355.44	\$ 444.30
40		\$ 5,794.70	\$6,622.52	\$ 7,450.33	\$ 8,278.15	\$ 331.13	\$ 413.91

Sec. 9-1-32 Lead water service replacement program.

(a) *Definitions.* In this section:

Program means the Lead Water Service Replacement Program.

Utility means the City of Cedarburg Light and Water Utility.

(b) *Applicability dependent on funding.* This program shall be effective only if and when the city receives funding to do so from federal and/or state programs. In the event funding is not available for this purpose for any reason, the utility has the option to discontinue the program until funding is available.

(c) *Identification of lead water service lines.*

- (1) Pursuant to Wis. Stats. § 196.171(1), upon notice from the utility, any person or entity who owns, manages or otherwise exercises control over a property connected to the utility's water distribution system shall allow the Utility or its designee to inspect the customer side service line to determine the material of construction.
- (2) Prior to or at the time of any repairs to or reconstruction of the utility's public water mains, the utility or its designee shall inspect all private connections to the public water mains for the presence of lead pipe.
- (3) The utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the utility for inspection of service line. If entry is refused, the utility may apply for a special inspection warrant under Wis. Stats. § 66.0119. Upon request, the owner, lessee or occupant of any property so served shall furnish to the utility any pertinent information regarding the piping system on such property.
- (4) The utility shall create and maintain a record of the location of all identified lead service lines in the utility's service area.
- (5) If the utility determines a private service line does not contain lead, the utility or its designee shall notify the property owner of that fact in writing, along with information about the Lead Water Service Lateral Replacement Program.

(d) *Replacement of lead water service lines.*

- (1) At least 30 days prior to commencement of construction, the utility shall provide written notice to the owner, lessee, or manager of property where the utility intends to replace a lead water service line.
- (2) If selected under this program, the utility will replace an existing lead water service lateral from the curb stop box to the water meter inside the property with a water service lateral made of suitable material. Replacement shall be completed on schedule with the replacement lead service replacement program as determined by the utility, provided, however that the utility will replace a lateral within 45 days if required by the Lead and Copper Rule.

(e) *Cost of inspection and replacement.*

- (1) The utility shall request unit bid prices to calculate the cost for each private lead water service lateral replacement. The unit bid price shall include removing the entire lateral from the curb stop box to the water meter inside of the house, replacing all lead piping with suitable material, and appropriate restoration.
- (2) If funding is available to the utility, the replacement of lead water service from the curb stop box to the water meter inside the property will be done at the utility's expense.

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- (3) If funding for this program does not cover inspection costs, the utility will provide funding for all costs up to the last \$500.00 for replacing private water service lines containing lead, with the property owner responsible for the last \$500.00 to offset the inspection costs. The amount of funding apportioned to each property will be calculated based on the unit bid prices received under (e)(1).
- (f) *Property owner self-repair.* Upon selection and notice to the landowner, pursuant to section 9-1-32(d) herein, replacement of the existing lead water service lateral shall be mandatory. The property owner may elect to contract with a licensed contractor to complete the replacement. If the owner selects this option, the property owner shall, within 14 days of receipt of the notice from the utility under section 9-1-32(d) herein, provide the utility with written notice of the property owner's election to self-repair under this section, and the lead water service lateral shall be replaced before the start of or during construction of the utility project for that calendar year. The property owner shall pay the entire cost of removal and replacement as required by the utility to meet the requirements of the program. All restoration shall be the responsibility of the owner (including, but not limited to, top soil, concrete, steps, asphalt, bushes, and porches. Any replacement of water service done outside of this program shall follow all state and federal regulations and comply with city and utility requirements for restoration, connections, and materials. The utility has the right to inspect the installation at the property owner's expense. In the event that a property owner: i) fails to timely notify the utility of the owner's election to self-repair or ii) upon timely election to self-repair, fails to timely replace the existing lead water service lateral as required herein, then the utility shall complete the replacement pursuant to the program.

(Ord. No. 2022-04 , § 1, 1-10-22)

ORDINANCE NO. 2024-01

An Ordinance Requiring Lead Service Line Replacements

The Common Council of the City of Cedarburg do ordain as follows:

- 1. Section 9-1-32 of the Code of Ordinances of the City of Cedarburg is hereby repealed and recreated as follows:**

SECTION 9-1-32 LEAD WATER SERVICE REPLACEMENT PROGRAM

(1) **INTENT AND PURPOSE.** The Common Council finds that it is in the public interest to establish a comprehensive program for the removal and replacement of lead service lines in use within and attached to the City water system, and, to that end, declares the purposes of this section to be as follows:

- (a) To ensure that the water quality at every tap of a City water customer meets the water quality standards specified under federal and state law;
- (b) To reduce the lead in City drinking water to meet the Environmental Protection Agency standards and ideally to a lead contaminant level of zero in City drinking water for the health of City residents; and
- (c) To eliminate the constriction of water flow caused by mineral rich groundwater flowing through lead service pipes and the consequent buildup of mineral deposits inside those lead pipes.

(2) **DEFINITIONS.** Definitions of terms used in this section are provided below:

- (a) “City water system” means the water supply system owned by and located within the City.
- (b) “Customer service line” means the portion of a water service line that extends from the outlet of the curb stop to the inlet of a customer's water meter.
- (c) “Lead service line” means (i) all or a portion of a water service line constructed of lead, and/or (ii) all or a portion of a water service line constructed of galvanized material that is or was downstream of lead. The term includes both customer service lines and utility service lines.
- (d) “Utility” means the City’s water utility.
- (e) “Utility service line” means the portion of a water service line from the water main to the outlet of the curb stop, including the curb stop, but not the outlet joint of the curb stop.
- (f) “Water service line” means the service line that extends from the water main to a customer’s water meter.

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(3) **IDENTIFICATION OF LEAD SERVICE LINES.**

- (a) The Utility shall create and maintain a record of the location of all identified lead service lines in the City.
 - (b) Utility representatives may, upon the presentation of credentials, request to enter a property connected to the City water system at any reasonable time and inspect that property's customer service line. Any person or entity who owns, manages or otherwise exercises control over a property connected to the City water system shall allow the Utility to inspect the customer service line. If entry is refused, the Utility shall obtain a special inspection warrant under Wis. Stats. § 66.0119.
 - (c) The Utility shall provide written notice to any person or entity who owns, manages or otherwise exercises control over a property connected to the City water system if that property has been inspected and determined to have a lead service line.
- (4) LEAD SERVICE LINE REPLACEMENT REQUIREMENT.
- (a) All existing lead service lines that are connected to the City water system must be replaced with water service lines constructed of materials approved by the City.
 - (b) Existing lead service lines that are connected to City water mains or Utility service lines that will be replaced or reconstructed as part of a City construction project must be replaced in conjunction with that City construction project. No lead service lines shall be reconnected to a City water main or a Utility service line that was replaced or reconstructed.
 - (c) Other lead service lines shall be replaced in accordance with a schedule developed by the Utility.
 - (d) Property owners shall replace their customer service lines that meet the definition of a lead service line according to the schedule developed by the Utility. The City or Utility or both may issue citations and penalties prescribed by City ordinance on a property owner that fails to replace their customer service line that meet the definition of a lead service line as required by the schedule.
- (5) FINANCIAL RESPONSIBILITY AND ASSISTANCE.
- (a) A property owner shall be responsible for the cost of replacing the portion of a lead service line that is a customer service line that serves their property. The Utility shall be responsible for the cost of replacing all lead service lines that are Utility service lines.
 - (b) The City may establish a program to provide financial assistance to property owners replacing lead service lines.
- (6) AUTHORITY TO DISCONTINUE SERVICE. As an alternative or in addition to any other methods provided for obtaining compliance with this section, the Utility may, after giving at least sixty (60) days' notice, discontinue water service to a property served by a customer service line that meets the definition of a lead service line provided the property owner has first been given reasonable opportunity to make the required replacement.

SECTION 2. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent

jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

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

Passed and adopted by the Common Council of the City of Cedarburg this 29th day of January 2024.

Michael O’Keefe, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

ORDINANCE NO. 2024-02

An Ordinance Providing for Private Lead Service Line Replacement Financing

The Common Council of the City of Cedarburg do ordain as follows:

SECTION 1. Section 9-1-33 of the Code of Ordinances of the City of Cedarburg is hereby created as follows:

SECTION 9-1-33 PRIVATE LEAD WATER SERVICE REPLACEMENT FINANCING

(1) **PURPOSE.** The Common Council finds that the replacement of public and private lead service lines protects public health and promotes the general welfare of City residents. The purpose of this section is to facilitate loans to property owners to replace private lead service lines by treating principal and interest repayments, fees and other charges for these loans as special charges eligible for inclusion on the tax bill for these properties.

(2) **DEFINITIONS.**

- (a) "Annual installment" means the portion of the private LSL replacement loan amount that is due for a particular year under the private LSL replacement loan agreement.
- (b) "Borrower" means a property owner who enters into a private LSL replacement loan agreement with the City to fund the replacement of a private lead service line on the borrower's property.
- (c) "Loan agreement" means a written agreement among a borrower and the City as provided in subsection 4.
- (d) "Loan amount" means the amount of principal, interest, administrative fees, and other loan charges under the loan agreement to be paid by the borrower under the private LSL replacement loan.
- (e) "LSL" means lead service line.
- (f) "Private LSL replacement loan" means a loan made by the City to a borrower under this section for the replacement of a private lead service line on a subject property.
- (g) "Private LSL" means a customer-side water service line, as defined in Wis. Stat. s. 196.372(1)(a), constructed of lead or constructed of galvanized material that is or was downstream of lead.
- (h) "Subject property" means any property on which a private lead service line replacement has been made and financed through an outstanding private LSL replacement loan.

(3) **LOAN APPLICATION AND APPROVAL.** A prospective borrower applying for a private LSL replacement loan must comply with the loan application process established by the City. The City will review and determine whether to approve the loan application.

(4) **LOAN AGREEMENT.** The City and the borrower must execute a loan agreement which at a minimum:

- (a) Sets forth the total loan amount, the annual interest rate on the loan, the loan term, the amount of each annual installment, and any applicable City fee.
- (b) Informs the borrower that the loan amount shall be considered a special charge, and each year's annual installment shall be levied onto the property tax bill of the subject property as a special charge and be a lien against the subject property pursuant to s. 66.0627, Wis. Stats., as amended.

(5) **PRIVATE LSL REPLACEMENT LOAN AS SPECIAL CHARGE.** A private LSL replacement loan shall be considered a special charge and lien on the subject property. Each year's annual installment shall be levied onto the property tax bill of the subject property as a special charge pursuant to s. 66.0627, Wis. Stats., as amended.

(6) **COLLECTION OF SPECIAL CHARGES.** The City shall follow its customary practice in collecting special charges placed on the tax rolls, including assessing penalties and charging interest, and initiating foreclosure proceedings where appropriate.

(7) **SEGREGATED FUND.** Special charges collected for private LSL replacement loan repayments shall be placed in a segregated fund and disbursed in accordance with the requirements of the City's funding sources.

(8) **RECORD KEEPING.** The City shall keep an accounting of private LSL replacement loans and payments received by the City and provide borrowers with that information upon request.

(9) **ADMINISTRATION FEE.** The City may establish a reasonable fee to charge a borrower for administering a private LSL replacement loan and include this fee in the loan agreement.

SECTION 2. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

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

Passed and adopted by the Common Council of the City of Cedarburg this 29th day of January 2024.

Michael O'Keefe, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: January 29, 2024

ITEM NO: 7.E.

TITLE: Discussion and possible motion on Resolution No. 2024-03 “Resolution authorizing a referendum for the City of Cedarburg to allow the City to exceed the State imposed levy limit for hiring & retaining additional fire department personnel beginning with the 2024 levy (collected in 2025) and on an ongoing basis.”

ISSUE SUMMARY: Resolution 2024-1 was approved at the 1/8/24 council meeting. Prior to that meeting DOR did approve the referendum language as was presented to the common council. Since then, the DOR has changed their response and has asked us to remove the language in the question that pertains to the City and Town agreement. Per their request we have made the change, which has been approved by them, and sent it to the County to be placed on the ballot. We are requesting that the council officially approve the revised referendum question and resolution.

Revised Referendum Question:

"Under state law, the increase in the levy of the City of Cedarburg for the tax to be imposed for the next fiscal year, 2025, is limited to 2.390%, which results in a levy of \$11,970,886. Shall the City of Cedarburg be allowed to exceed this limit and increase the levy for the next fiscal year, 2025, for the purposes to increase funding to hire and retain additional fire and emergency medical services personnel for the Cedarburg Fire Department, by a total of 10.795%, which results in a levy of \$13,263,188, and on an ongoing basis, include the increase of \$1,292,302 for each fiscal year going forward?"

STAFF RECOMMENDATION: Staff recommends that the council approve revised Resolution 2024-03.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Joint Town/City/EMS Committee recommended to place a referendum question on the ballot (April) at their December 27th meeting.

BUDGETARY IMPACT: Increase in future tax levy by \$1,292,302.

ATTACHMENTS: Revised Resolution 2024-03

INITIATED/REQUESTED BY: Chief Vahsholtz, Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Chief Vahsholtz, Mikko Hilvo, City Administrator

The City of Cedarburg, Wisconsin

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF CEDARBURG, WISCONSIN

RESOLUTION NO. 2024-03

RESOLUTION AUTHORIZING A REFERENDUM FOR THE CITY OF CEDARBURG TO ALLOW THE CITY TO EXCEED THE STATE IMPOSED LEVY LIMIT FOR HIRING & RETAINING ADDITIONAL FIRE DEPARTMENT PERSONNEL BEGINNING WITH THE 2024 LEVY (COLLECTED IN 2025) AND ON AN ONGOING BASIS.

WHEREAS, the State of Wisconsin has imposed limits on town, village, city and county property tax levies under Wis. Stat. §66.06.02; and

WHEREAS, Wis. Stat. §66.06.02 limits the increase in 2024 to the local property tax levy to no more than the greater of (a) 0% of last year's actual levy or (b) a percentage equal to the percentage change in equalized value due to new construction less improvements removed plus other exceptions like new debt service; and

WHEREAS, the City of Cedarburg provides emergency medical, fire and rescue services (collectively herein "Fire & EMS Services") to its residents and the residents of the Town of Cedarburg, pursuant to the Fire Protection/Emergency Medical Services Agreement originally dated August 3, 2003 and continued by subsequent agreement effective January 1, 2024; and

WHEREAS, the City and Town of Cedarburg seeks to continue to be able to provide effective and efficient Fire & EMS Services to those residents, businesses and institutions that it serves; including adding a Paramedic program and additional full-time staff; and

WHEREAS, the City and Town of Cedarburg has determined that current and future budget considerations, rising call volumes, and staffing constraints pose a challenge to providing effective and efficient Fire & EMS Services; and

WHEREAS, the City and Town of Cedarburg intend to move forward with a funding referendum for the establishment and funding of paid on call staff, and adding additional full-time staff to supplement the volunteer staff and provide EMS service at the Paramedic level, and

WHEREAS, professional services will be required to assist with the formulation and distribution of information and data pertinent to a funding referendum; and

WHEREAS, the City of Cedarburg and Town of Cedarburg have engaged in a joint service contract with Mueller Communications for the purposes of public education and communication related to the referendum; and

NOW, THEREFORE, BE IT RESOLVED that the City of Cedarburg, Ozaukee County, Wisconsin, do hereby support an increase in the City tax levy for 2024 (collected in 2025) to exceed the state levy limit. The City of Cedarburg intends that the levy increase be applied on an ongoing basis thereafter by including it in the base used to calculate the limit going forward.

BE IT FURTHER RESOLVED that the City of Cedarburg directs that the question of increasing the City tax levy limit for 2024 (to be collected in 2025) by 2.390%, which would increase the City levy by approximately \$1,292,302 over the past year's levy, for a City tax levy of \$13,263,188 shall be submitted to the electors in a referendum election to be held on April 2, 2024, in the following form:

Referendum Question:

"Under state law, the increase in the levy of the City of Cedarburg for the tax to be imposed for the next fiscal year, 2025, is limited to 2.390%, which results in a levy of \$11,970,886. Shall the City of Cedarburg be allowed to exceed this limit and increase the levy for the next fiscal year, 2025, for the purposes to increase funding to hire and retain additional fire and emergency medical services personnel for the Cedarburg Fire Department, by a total of 10.795%, which results in a levy of \$13,263,188, and on an ongoing basis, include the increase of \$1,292,302 for each fiscal year going forward?"

In the event the referenda are passed by both the City and Town of Cedarburg, the results shall be binding upon the City of Cedarburg and certified to the Wisconsin Department of Revenue, as required by Wis. Stat. §66.0602(4)(d); and,

BE IT FURTHER RESOLVED that the City of Cedarburg direct that the following Explanatory Statement of the vote be used where required:

Explanatory Statement and Effect of Vote

The City of Cedarburg is currently served by the Cedarburg Fire Department, with six (6) full-time fire and emergency medical services personnel and a part-time Chief. In order to maintain the existing levels of fire protection and emergency medical services and/or to add additional full-time staff and to enhance future fire protection and emergency medical services provided by the Cedarburg Fire Department, the City's costs would exceed the maximum allowable state-imposed levy.

A **"yes"** vote by both the City and Town of Cedarburg allows the City Council to exceed the state-imposed levy limits to provide additional funding per the City and Town of Cedarburg shared services agreement to pay for ten (10) additional fire and emergency medical service personnel, transition the Chief from part-time to full-time, and maintain two (2) existing fire and emergency medical service personnel currently funded through ARPA grants which will be exhausted in 2024. The increased levy would apply on an ongoing basis thereafter by including it in the base used to calculate the limit going forward.

A **"no"** vote by either the City or Town of Cedarburg does not allow the City Council to exceed the state-imposed levy limits to provide additional funding per the City and Town of Cedarburg shared services agreement to pay for ten (10) additional fire and emergency medical service personnel, transition the Chief from part-time to full-time, and maintain two (2) existing fire and emergency medical service personnel currently funded through ARPA grants which will be exhausted in 2024. The Cedarburg Fire Department would have to reduce staffing back to 2021 levels unless the City of Cedarburg funds additional positions out of the City of Cedarburg operating budget.

BE IT FURTHER RESOLVED that the City Clerk shall provide the County Clerk with a certified copy of this Resolution to ensure that the referendum question can be placed on the April 2, 2024, election ballot for all wards within the City of Cedarburg. Passed and adopted this 29th day of January 2024.

Mayor Michael O'Keefe

Attest: _____
Clerk Tracie Sette

CITY OF CEDARBURG

MEETING DATE: January 29, 2024

ITEM NO: 7.F.

TITLE: Discussion and possible action revising the job title/description of the City Planner position to City Planner/Economic Development Director.

ISSUE SUMMARY: Our current City Planner is retiring in June of 2024. During the budget process the common council approved hiring a full-time City Planner to replace him. After reviewing the job responsibilities and determining the future needs of the city staff recommends that economic development be added to the job responsibilities of our new planner. The recommendation is to change the job title from City Planner to City Planner/Economic Development Director. This position would be 60% planning/zoning, 40% economic development, and 10% grant writing. This could change as the future needs and growth in the city changes. In addition to the current job responsibilities of the planner this person would attend economic development board meetings and tourism, promotion, and development committee meetings along with the City Administrator and work closely with him and the Chamber on economic development within the City. This position would also be involved in finding, writing, and administering potential grants for the City.

STAFF RECOMMENDATION: Staff recommends revising the job title and description of the City Planner to City Planner/Economic Development Director.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: No change on current budget

ATTACHMENTS: Job Description

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

City Planner and Economic Development Director

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

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

This position is 60% Planning/Zoning Administration, 40% Economic Development, and 10% grant management/writing.

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

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

- Administer, interpret, and lead the development of the City's Comprehensive Master Plan, land use and zoning regulations, housing and neighborhood revitalization initiatives, and historical preservation projects.
- Coordinate with the City's economic development partners in recruiting new or expanded business opportunities and assisting in providing location and workforce solutions and appropriate financial incentives as needed.
- Confer with developers, other City, County, and State agencies, and the community to coordinate planning, zoning, and development matters and serve as liaison to the community to interpret the objectives of the City's planning activities and to answer citizens' inquiries, requests, and complaints.
- Perform technical review work in preparation and implementation of the City's planning and community development plans; process and monitor annexation and zoning requests including researching and analyzing applications for compliance and conformity with the City's land use plan, Comprehensive Plan, development policies, and other applicable rules and regulations.
- Provide information, technical assistance, and professional guidance to developers, architects, engineers, the general public, Planning Commission, Landmarks Commission, Economic Development Board and other Boards and Commissions, the Administrator, the Mayor, and the City Council.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

ability to communicate effectively, verbally and in writing; ability to ensure compliance with and follow standard safety practices and procedures common to the department.

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

EDUCATION AND EXPERIENCE

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

Form
AT-106

Original Alcohol Beverage
License Application

FOR CLERKS ONLY	
Municipality	
License Period	

License(s) Requested

- ☐ Class "A" Beer \$ _____ ☐ "Class A" Liquor \$ _____
- ☒ Class "B" Beer \$ _____ ☒ "Class B" Liquor \$ _____
- ☐ "Class C" Wine \$ _____ ☐ "Class A" Liquor (Cider Only) \$ _____
- ☒ Reserve "Class B" Liquor \$ 10,000 ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$
Publication Fee	\$ 20.00
Background Check	\$ -
Total Fees	\$

pd \$20.00
cash 1/8/23
published
1/23/2024

Part A: Premises/Business Information

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

PJ Piper LLC

2. Trade Name or DBA

PJ Piper Pancake House

3. Premises Address

W 61 N 514 Washington Ave.

4. County

OZAUKEE

5. Municipality

CEDARBURG

6. Aldermanic District

7. Mailing Address (if different from premises address)

8. FEIN

27-4703964

9. Wisconsin Seller's Permit Number

456-1027301452-63

10. Premises Phone

262-421-8040

11. Premises Email

pjrestaurants@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.

- Dining Room
- office
- Walk in Cooler - Kitchen

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.

CITY OF CEDARBURG

MEETING DATE: January 29, 2024

ITEM NO: 7.I.

TITLE: Discussion on possible change to City Code Sec. 7-2-24 Issuance or Denial of Operator's License

ISSUE SUMMARY: Wisconsin State Statutes now allow Operator's Licenses to be issued by a designated municipal official (i.e. City Clerk). Agenda item 7.I. is a proposal to change City Code Section 7-2-24 to allow the City Clerk to issue Operator's Licenses upon approval of the Police Chief along. Operator License denials, revocations, and non-renewals would continue to fall under Common Council approval.

WI State Statute §125.17 (1) AUTHORIZATION. Every municipal governing body shall issue an operator's license to any applicant who is qualified under §125.04(5), except that the municipal governing body may by ordinance authorize a designated municipal official to issue operator's licenses. Operators' licenses may not be required other than for the purpose of complying with §125.32(2), §125.68(2), or §125.06(3g). Operators' licenses may be issued only upon written application.

STAFF RECOMMENDATION: approve the process of the City Clerk issuing Operator's Licenses, while the Common Council would continue to approve of denials and revocations.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: n/a

ATTACHMENTS:

INITIATED/REQUESTED BY: Tracie Sette, City Clerk

FOR MORE INFORMATION CONTACT: Tracie Sette (262) 375-7606

Sec. 7-2-24 Issuance or denial of operator's license.

- (a) *Issuance of approved license.* After the common council approves the granting of an operator's license, the city clerk shall issue the license. Such licenses shall be issued and numbered in the order they are granted and shall give the applicant's name and address and the date of the expiration of such license. The city clerk shall issue each license approved by the common council and shall make the same available at the city clerk's office in city hall. Any operator's license for which the fee is not paid within 15 days of approval of the application by the common council shall be returned to the common council for cancellation or other disposition.
- (b) *Basis for granting or denial.*
- (1) Consideration for the granting or denial of a license will be based on:
 - a. Arrest and conviction record of the applicant, subject to the limitations imposed by Wis. Stats. §§ 111.321, 111.322 and 111.335;
 - b. The financial responsibility of the applicant;
 - c. The appropriateness of the location and the premises where the licensed business is to be conducted; and
 - d. Generally, the applicant's fitness for the trust to be reposed.
 - (2) If a licensee is convicted of an offense substantially related to the license activity, the council may act to revoke or suspend the license.
- (c) *Denial.*
- (1) *New license applications.*
 - a. If the common council denies an application for a new operator's license, the city clerk shall, in writing, inform the applicant of the denial and the reasons for the denial.
 - (2) *Renewal license applications.*
 - a. If the chief of police recommends that the common council not renew an operator's license, or, if the common council indicates an intention to not renew the operator's license, the city clerk shall, in writing, inform the applicant of the recommended or intended non-renewal, the reasons, and of the opportunity to request a hearing before the common council. Such notice shall be sent by certified and regular mail to, or served upon, the applicant at least ten days prior to hearing. The hearing shall be conducted in accordance with Wis. Stat § 125.12(3).
 - (3) A license shall not be granted if the applicant has been convicted of a felony substantially related to the licensing activity or if the applicant has habitually been a law offender.
 - (4) Because a license is a privilege, the issuance of which is a right granted solely to the common council, the common council reserves the right to consider the circumstances, severity and facts of an offense, offenses or pattern of behavior when making the determination to grant, deny or not renew a license. Further, the Council at its discretion, may, based upon an arrest or conviction record of two or more offenses which are substantially related to the licensed activity within the five years immediately preceding, act to suspend such license for a period of one year or more.

(Ord. No. 2007-13; Ord. No. 2014-14)

**CITY OF CEDARBURG
COMMON COUNCIL
January 8, 2024**

**CC20240108-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, January 8, 2024 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers and online utilizing the Zoom app.

Mayor O’Keefe called the meeting to order at 7:00 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 (via zoom until 7:54 p.m. when arrived in person), Jim Fitzpatrick, Kristin Burkart, Kevin Curley, Patricia Thome, Mark Mueller

Excused - Council Member Robert Simpson

Also Present - City Administrator Mikko Hilvo, Deputy City Clerk Amy Kletzien, City Clerk Tracie Sette, City Attorney Michael Herbrand, Fire Chief Jeff Vahsholtz, Fire Inspector Blake Karnitz, 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

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2024-02 HONORING DEPUTY CITY CLERK AMY KLETZIEN ON HER RETIREMENT

Motion made by Council Member Thome, seconded by Council Member Mueller, to adopt Resolution No. 2024-02 honoring Deputy City Clerk Amy Kletzien on her retirement. Motion carried without a negative vote with Council Member Simpson excused.

City Clerk Sette added her sentiment and appreciation for working with Deputy Clerk Kletzien the past 3.5 years.

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

Todd Bugnacki spoke for the “Tour of America’s Dairyland (ToAD)” and Tom Stanton spoke for Mel’s Charities as a sponsor explaining that local cycling enthusiasts are working to bring the cycling series to Cedarburg for a one-day race through the south end of the downtown business district. ToAD is the largest competitive road cycling series in the U.S. It hosts 11 straight days of racing throughout

Southeast Wisconsin. The tour started in 2009 and extends the legacy of multi-day bike racing that first started in Wisconsin in 1969. They have been in discussion with the City staff, civic leaders, and community members for the better part of a year in determining the route and the logistics of the event. The two dates that are currently available are June 18 and June 19, 2024. With those dates being the same week of Strawberry Festival, it was determined that the earlier date of Tuesday, June 18 would work better for the City as set up typically begins Wednesday of that week for the festival. The event, including city expenses for Public Works, Police, and Fire services will be covered by the event organizers through sponsorships and donations.

This is a free event for all spectators with no cost to taxpayers. The goal of the event is to showcase our community to a world audience that highlights competitive cycling, while providing civic engagement and economic stimulus.

The one-day event will require closure of several streets in and near downtown from 8:00 a.m. – 10:00 p.m. on the day of the race. The route will include Western Road, Evergreen Blvd., Center Street, and Washington Avenue.

Discussion ensued on the route, insurance, timing of the event in relation to Strawberry Festival, medical responsibilities, notice of “bike race ahead” signs, and pedestrian and vehicle crossing capabilities; and it was the consensus of the Common Council to allow a bike race within the downtown business district to be held on June 18, 2024. In the meantime Council Members will speak to constituents and letters will be sent to businesses and residents affected by the race. This item will be presented at the next Common Council meeting for final approval.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2024-01, “RESOLUTION AUTHORIZING A REFERENDUM FOR THE CITY OF CEDARBURG TO ALLOW THE CITY TO EXCEED THE STATE IMPOSED LEVY LIMIT FOR HIRING & RETAINING ADDITIONAL FIRE DEPARTMENT PERSONNEL BEGINNING WITH THE 2024 LEVY (COLLECTED IN 2025) AND ON AN ONGOING BASIS.”

City Administrator Hilvo explained that the Town/City Fire/EMS Committee met December 27, 2023 to receive the results of the survey and unanimously recommended to the Town Board and Common Council to place a referendum question on the April ballot. If approved, the referendum would initiate the Town/City to levy for implementation of the plan that was developed by the Cedarburg Fire Department staff and adopted as part of the 10-year shared services agreement. Without such approval, the plan will be paused and funding for the positions that are currently being funded by County ARPA funds would require the City to fund through our annual levy. The staffing plan was reviewed.

Funding the necessary changes to the Department will require approximately an additional \$2,015,658 for its annual operating budget based on the following funding formula:

- ✓ Compensating volunteers for responding to calls for service
 - ✓ Funding 12 additional full-time emergency response positions (such as firefighter-paramedics)
 - ✓ Transitioning the Fire Chief role into a full-time position
 - ✓ Improving to a paramedic-level service (which allows staff to administer a wider range of medications and perform additional emergency procedures).
- (This investment will allow the Cedarburg Fire Department to recruit and retain members without requiring taxpayers to fund a full-time staffing model. It would ensure four people are

on duty in-station at any time, allowing immediate responses when an emergency call comes in – reducing response times and improving the quality of service.

The City's portion of this additional budget would amount to approximately \$1,292,302 and the Town's portion would be approximately \$723,356 in sustainable funding for the year 2025 (first levied on the December 2024 tax bills) and moving forward. The tax increase per \$100,000 of assessed property value for the Town of Cedarburg would be \$57 and for the City of Cedarburg it would be \$68. This additional funding is noted in Resolution No. 2024-01.

City Administrator Hilvo reviewed the survey results as shown:

- Total respondents – 1,927
- Response rate – 24%
- Response by age –
 - 65+ (52%)
 - 55-64 (20%)
 - 45-54 (13%)
 - 35-44 (10%)
 - 25-34 (4%)
 - 18-24 (1%)
- Response by Municipality
 - City of Cedarburg – 65.4%
 - Town of Cedarburg – 34.6%
- 84% of City residents and 78% of Town residents who responded to the survey stated that high-quality emergency response service was very important.
- 72% of City residents and 77% of Town residents who responded to the survey would not support budget cuts and service reductions to pay for the Fire Department staffing.
- 52% of City residents and 63% of Town residents who responded to the survey would not support a wheel tax to pay for Fire Department staffing.
- 69% of City residents and 70% of Town residents who responded to the survey favored pursuing a referendum to fund the proposed staffing plan.

City Administrator Hilvo further explained that this referendum would be a 10-year solution until 2033. Unless the State changes the levy limits or something else changes, it is likely that the City will need another referendum in 10 years.

Phil Bail, N47W8050 Parkland Rd, expressed concern for only a 24% response rate to the survey. The question based on home value could cause people to vote against the referendum. He opined that a wheel tax would be easier to pass and would include revenue from people who rent in the City. Mayor O'Keefe responded that when taxes go up, rents increase.

City Administrator Hilvo explained that he was asking for a decision tonight because the referendum question is due to the County by January 18. The referendum question needs to meet specific wording requirements by the Department of Revenue and it has been approved by them.

The Common Council asked questions and received clarification on the referendum question.

Motion made by Council Member Thome, seconded by Council Member Curley, to approve Resolution No. 2024-01 “Resolution authorizing a referendum for the City of Cedarburg to allow the City to exceed the State imposed levy limit for hiring & retaining additional Fire Department personnel beginning with the 2024 levy (collected in 2025) and on an ongoing basis.” Motion carried without a negative vote with Council Member Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON MUELLER COMMUNICATIONS PROPOSAL TO THE CEDARBURG FIRE DEPARTMENT REGARDING PROVIDING PHASE III: PUBLIC EDUCATION INITIATIVE SERVICES ON A POTENTIAL OPERATING REFERENDUM

City Administrator Hilvo explained that it is important to educate the community prior to the referendum vote in April. Therefore, the Town/City Fire/EMS Committee recommended that the Town and City of Cedarburg approve the proposed scope of work with Mueller Communications regarding Phase III of the potential referendum for an amount not to exceed \$22,944. The recommendation was to exclude the third-party printing/mailing costs and to provide an additional not to exceed amount of \$7,056 for referendum education initiatives which are to be used at the discretion of the Fire Chief.

The Common Council asked questions and discussed several areas of concern for this phase. Council Member Burkart was very concerned that the mailing was eliminated and strongly suggested that a mailing be included in this phase.

Connie Kincaide, N75W77255 Linden Street, asked how the survey response rate of 24% compared to other community surveys done by Mueller Communications. City Administrator Hilvo stated that the City’s response was on the higher end. Ms. Kincaide stated that her android phone did not allow her to make comments on the survey. She stated that is an important vote for the City and Town of Cedarburg and she would be willing to go door-to-door with information.

Motion made by Council Member Burkart to approve Mueller Communications proposal to the Cedarburg Fire Department regarding providing Phase III: Public Education Initiative services on a potential operating referendum not to exceed \$22,944 and approve funding not to exceed \$7,056 for other referendum education initiatives at the discretion of the Fire Chief but must include at least one mailing in addition to the approved figures. Motion died for lack of a second motion.

Motion made by Council Member Thome, seconded by Council Member Curley, to approve funding for Mueller Communications proposal of \$22,944 and \$7,056 for other education initiatives at the discretion of the Fire Chief with a total not to exceed \$30,000 with one mailing embedded in the approved funding. Motion carried with Council Members Bitter, Fitzpatrick, Curley, Thome, and Mueller voting aye, Council Member Burkart opposed and Council Member Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON CHANGE TO PREMISE DESCRIPTION FOR BLANCA’S COMMERCIAL KITCHEN TO ALLOW FOR BEER SALES ON A CONCRETE PATIO ON THE WEST END AND PARALLEL TO THE BUILDING DURING FESTIVALS ONLY

Motion made by Council Member Thome, seconded by Council Member Mueller, to allow the change to the premise description for Blanca’s Commercial Kitchen to allow for beer sales on a concrete patio

on the west end and parallel to the building during Festivals only. Motion carried without a negative vote with Council Member Simpson excused.

CONSENT AGENDA

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

- Approval of December 11, 2023 and December 18, 2023 Council meeting minutes.
- Approval of 2023-2024 operator licenses for Kacey A. Ninmann, Patrick Wise, Daron L. Jensen Jr.
- Payment of bills dated 12/07/23 through 12/29/23, transfers from 12/07/23 through 12/31/23, and payroll for period 11/26/23 through 12/9/23 and 12/10/23 through 12/23/23.

Motion carried without a negative vote with Council Member Simpson excused.

CITY ADMINISTRATOR'S REPORT – No additional information was provided.

ASSESSOR'S REPORT – 2023 YEAR IN REVIEW – Information was provided in the packet for Common Council review.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Connie Kincaide, N75W77255 Linden Street, extended an invitation to the Common Council to attend the next Community Conversation on January 15, at the Cedarburg Cultural Center at 6:00 p.m.

Phil Bail, N47W8050 Parkland Road, stated that he took exception to some of the wording in the Martin Luther King Jr. Day Proclamation. He explained that Martin Luther King Jr. never mentioned equity or referred to systemic racism.

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Curley explained that January 15th is also a National Day of Service. He encouraged everyone who had time on that day to do some type of community service to honor this legacy.

Council Member Burkart explained that she was at the American Legion Hall when the fire broke out across the street. She expressed gratitude for their professionalism and volunteerism, adding that she is thankful to live in Cedarburg.

Council Member Thome agreed that the volunteer Fire Department is phenomenal and so efficient.

Council Member Bitter added that the Fire Department quickly responded to a fire in her neighborhood while the family was sleeping and was spotted by a neighbor. She also agreed with Phil Bail's statements regarding the MLK Proclamation.

City Administrator Hilvo explained that the City has approved this proclamation in the past and it was authored by the Diversity Committee.

Council Member Thome supported the word equity in the MLK Proclamation and stated that the Common Council should be a non-partisan body.

MAYOR REPORT

Mayor O’Keefe presented a Proclamation in recognition of Martin Luther King Jr. Day. He requested two changes in the sixth paragraph of the Proclamation as follows: change the word equity to equality and remove the words including systemic racism, so the sentence ends after the word discrimination.

Discussion ensued over the changes and was presented as changed by Mayor O’Keefe.

ADJOURN TO CLOSED SESSION

Motion made by Council Member Fitzpatrick, seconded by Council Member Thome, to adjourn to closed session at 8:59 p.m. pursuant to State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically, discussion and review of Lubner notice of claim. Motion carried on a roll call vote with Council Members Bitter, Fitzpatrick, Burkart, Curley, Thome and Mueller voting aye and Council Member Simpson excused.

RECONVENE TO OPEN SESSION

Motion made by Council Member Burkart, seconded by Council Member Fitzpatrick, to reconvene to open session at 9:04 p.m. Motion carried on a roll call vote with Council Members Bitter, Fitzpatrick, Burkart, Curley, Thome and Mueller voting aye and Council Member Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON LUBNER NOTICE OF CLAIM

Motion made by Council Member Burkart, seconded by Council Member Mueller, to deny the Lubner claim. Motion carried without a negative vote with Council Member Simpson excused.

ADJOURNMENT

Motion made by Council Member Mueller, seconded by Council Member Curley, to adjourn the meeting at 9:05 p.m. Motion carried without a negative vote with Council Member Simpson excused.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

01/24/2024 08:44 AM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 12/30/2023 - 01/19/2024
Banks: PWBDD

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
01/05/2024	PWBDD	45799*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	518100	94.15
				TELEPHONE/COMMUNICATIONS	500225	533210	88.15
				CHECK PWBDD 45799 TOTAL FOR FUND 100:			182.30
01/05/2024	PWBDD	45801	AUTOMATIC ENTRANCES OF WI., INC	REPAIR AND MAINTENANCE	500240	518100	194.25
01/05/2024	PWBDD	45803	BEYER'S HARDWARE	PROFESSIONAL SERVICES	500210	533210	85.43
				PROFESSIONAL SERVICES	500210	533210	34.17
				MAINTENANCE PARTS	500353	533210	13.04
				MAINTENANCE PARTS	500353	533210	154.94
				MAINTENANCE PARTS	500353	533210	104.16
				CHECK PWBDD 45803 TOTAL FOR FUND 100:			391.74
01/05/2024	PWBDD	45805#	BURKE TRUCK & EQUIPMENT INC.	MAINTENANCE PARTS	500353	533210	334.67
				MAINTENANCE SUPPLIES	500340	533450	1,127.03
				MAINTENANCE SUPPLIES	500340	533450	67.50
				CHECK PWBDD 45805 TOTAL FOR FUND 100:			1,529.20
01/05/2024	PWBDD	45806	CEDARBURG CHAMBER OF COMMERCE	PROF PUBLICATIONS AND DUES	500320	511100	185.00
01/05/2024	PWBDD	45807	CEDARBURG OVERHEAD DOOR CO.	PROFESSIONAL SERVICES	500210	533210	451.00
01/05/2024	PWBDD	45808*#	CINTAS CORPORATION	MAINTENANCE PARTS	500353	533210	422.77
01/05/2024	PWBDD	45809	CITY OF CEDARBURG	MAINTENANCE	500530	533410	3,056.87
01/05/2024	PWBDD	45810	CLEAR GOV INC	EQUIPMENT/SOFTWARE	500380	514700	5,200.00
01/05/2024	PWBDD	45811	CONLEY MEDIA, LLC	OFFICE SUPPLIES	500310	514100	126.00
01/05/2024	PWBDD	45812*#	DIGITAL EDGE OF GRAFTON	SIGNS	500363	533311	248.00
01/05/2024	PWBDD	45816	EXCEL DISPOSAL OF WISCONSIN LLC	PUBLIC WORKS FEES	463101	000000	584.57
01/05/2024	PWBDD	45817	FIVE CORNERS DODGE	GAS AND OIL EXPENSE	500351	522120	335.00
				GAS AND OIL EXPENSE	500351	522120	51.66

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND				CHECK PWBDD 45817 TOTAL FOR FUND 100:			386.66
01/05/2024	PWBDD	45818	FORWARD TS	EQUIPMENT OUTLAY	500385	514700	13.04
01/05/2024	PWBDD	45819	GC ELECTRIC INC	ELECTRICAL PERMITS	443501	000000	11.15
01/05/2024	PWBDD	45820	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	518100	12.19
01/05/2024	PWBDD	45821	GRAND MOTOR SPORTS	OVERPAYMENT OF TAXES	261400	000000	82.30
01/05/2024	PWBDD	45822	HOME DEPOT CREDIT SERVICES	MAINT/CONTRACTED SERVICES	500290	555510	694.37
01/05/2024	PWBDD	45824	JAMES R KRUEGER	OVERPAYMENT OF TAXES	261400	000000	291.03
01/05/2024	PWBDD	45825	JASON H WYMORE	OVERPAYMENT OF TAXES	261400	000000	263.84
01/05/2024	PWBDD	45827	JK CONTRACTORS	MAINT/CONTRACTED SERVICES	500290	555510	3,840.00
				MAINT/CONTRACTED SERVICES	500290	555510	425.00
				MAINT/CONTRACTED SERVICES	500290	555510	4,140.00
				CHECK PWBDD 45827 TOTAL FOR FUND 100:			8,405.00
01/05/2024	PWBDD	45828	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	837.50
01/05/2024	PWBDD	45829	JOHN M ELLSWORTH CO INC	SNOW AND ICE MATERIALS	500450	533450	366.94
01/05/2024	PWBDD	45830	JONATHAN CENSKY	PROFESSIONAL SERVICES	500210	566310	5,505.32
01/05/2024	PWBDD	45833	LIESENER SOILS INC.	REPAIR AND MAINTENANCE	500240	533311	387.00
01/05/2024	PWBDD	45835	MENARD'S	SNOW AND ICE MATERIALS	500450	533450	83.72
01/05/2024	PWBDD	45838	OZAUKEE COUNTY CLERK	EQUIPMENT OUTLAY	500380	514200	2,210.84
01/05/2024	PWBDD	45840	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	5,992.00
				FUEL INVENTORY	161500	000000	4,692.00
				CHECK PWBDD 45840 TOTAL FOR FUND 100:			10,684.00
01/05/2024	PWBDD	45842	RK CONSTRUCTION & INSPECTION,	PROFESSIONAL SERVICES	500210	522310	6,163.00
01/05/2024	PWBDD	45843	SAUKVILLE FEED SUPPLY	REPAIR AND MAINTENANCE	500240	533311	1,196.00
01/05/2024	PWBDD	45845	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES	500210	533110	86.15

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
01/05/2024	PWBDD	45846	SLS NEUFELD PROPERTY LLC	OVERPAYMENT OF TAXES	261400	000000	31.81
01/05/2024	PWBDD	45847	TODD W BUGNACKI	OVERPAYMENT OF TAXES	261400	000000	327.23
01/05/2024	PWBDD	45848	TOWN OF CEDARBURG	EXTRAORDINARY SERVICES	500211	516100	618.60
				EXTRAORDINARY SERVICES	500211	516100	428.11
				CHECK PWBDD 45848 TOTAL FOR FUND 100:			1,046.71
01/05/2024	PWBDD	45849	U.S. CELLULAR		500225	513200	178.00
01/05/2024	PWBDD	45850	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	52.74
01/05/2024	PWBDD	45852	WISCONSIN HUMANE SOCIETY	ANIMAL POUND	500213	522110	90.00
01/05/2024	PWBDD	45853	WM CORPORATE SERVICES, INC	STREET SWEEPING	500295	533440	636.49
01/16/2024	PWBDD	45854	A/E GRAPHICS	OFFICE SUPPLIES	500310	533110	37.25
				GIS MAPPING	500318	533110	3,128.75
				CHECK PWBDD 45854 TOTAL FOR FUND 100:			3,166.00
01/16/2024	PWBDD	45856	AMY KLETZIEN	AWARDS, SUPPLIES	500343	519200	200.00
01/16/2024	PWBDD	45857	AMY KLETZIEN	AWARDS, SUPPLIES	500343	519200	200.00
01/16/2024	PWBDD	45861	AT&T	TELEPHONE/COMMUNICATIONS	500225	522110	101.02
01/16/2024	PWBDD	45862	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522110	1,176.18
01/16/2024	PWBDD	45863	AUTOMATIC ENTRANCES OF WI., INC	REPAIR AND MAINTENANCE	500240	518100	333.06
01/16/2024	PWBDD	45866#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	6.74
				OPERATING SUPPLIES	500350	533210	30.99
				OPERATING SUPPLIES	500350	533210	38.07
				OPERATING SUPPLIES	500350	533210	44.58
				OPERATING SUPPLIES	500350	533210	5.39
				OPERATING SUPPLIES	500350	533210	28.80
				OPERATING SUPPLIES	500350	533210	2.69
				OPERATING SUPPLIES	500350	533210	35.55
				GAS AND OIL EXPENSE	500351	533210	19.79

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Fund: 100 GENERAL FUND							
				MAINTENANCE PARTS	500353	533210	44.58
				MAINTENANCE PARTS	500353	533210	44.58
				MAINTENANCE PARTS	500353	533210	10.36
				MAINTENANCE PARTS	500353	533210	31.49
				MAINTENANCE PARTS	500353	533210	17.98
				MAINTENANCE PARTS	500353	533210	17.98
				MAINTENANCE PARTS	500353	533210	77.35
				MAINTENANCE PARTS	500353	533210	5.84
				MAINTENANCE PARTS	500353	533210	5.66
				MAINTENANCE PARTS	500353	533210	11.69
				MAINTENANCE PARTS	500353	533210	77.35
				MAINTENANCE PARTS	500353	533210	53.05
				MAINTENANCE PARTS	500353	533210	70.39
				REPAIR AND MAINTENANCE	500240	555510	2.69
				REPAIR AND MAINTENANCE	500240	555510	4.20
				CHECK PWBDD 45866 TOTAL FOR FUND 100:			687.79
01/16/2024	PWBDD	45868*#	BLAIN'S FARM & FLEET	OPERATING SUPPLIES	500350	533210	214.89
01/16/2024	PWBDD	45869	BRAUN TK ELEVATOR	REPAIR AND MAINTENANCE	500240	518100	1,141.00
01/16/2024	PWBDD	45870	BRIDIGE PHOA	OFFICE SUPPLIES	500310	522110	30.00
01/16/2024	PWBDD	45871	CHALLENGE TARGETS	EQUIPMENT OUTLAY	500380	522120	2,334.24
01/16/2024	PWBDD	45872#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	584.00
				MAINTENANCE PARTS	500353	533210	12.05
				CHECK PWBDD 45872 TOTAL FOR FUND 100:			596.05
01/16/2024	PWBDD	45874	CIVIC PLUS LLC	EQUIPMENT/SOFTWARE	500380	514700	3,828.17
01/16/2024	PWBDD	45875	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	144.08
01/16/2024	PWBDD	45876#	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	226.66
				ELECTIONS LEGAL NOTICES	500321	514200	34.12
				CHECK PWBDD 45876 TOTAL FOR FUND 100:			260.78

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Fund: 100 GENERAL FUND							
01/16/2024	PWBDD	45877	CONVERGENT SOLUTIONS, INC.	REPAIR AND MAINTENANCE	500240	522110	467.80
01/16/2024	PWBDD	45878	CUSTOM SERVICE INFORMATION, LLC	ATTORNEY/CONSULTANT	500212	522110	550.00
01/16/2024	PWBDD	45879	DAN KRALL & CO. INC.	MAINTENANCE PARTS	500353	533210	574.05
01/16/2024	PWBDD	45880	DIGITAL EDGE OF GRAFTON	PRINTING-NEWSLETTERS, ETC	500313	522110	48.00
01/16/2024	PWBDD	45882	EGELHOFF LAWMOWER SERVICE	MAINTENANCE PARTS	500353	533210	41.97
01/16/2024	PWBDD	45883	EHLERS AND ASSOCIATES	TRAVEL & TRAINING	500330	513200	200.00
01/16/2024	PWBDD	45884*#	ELAN FINANCIAL SERVICES	TREASURERS OFFICE FEES	461151	000000	(944.46)
				OFFICE SUPPLIES	500310	514100	87.24
				POSTAGE	500315	514100	137.25
				ZOOM	500320	514100	67.48
				EQUIPMENT/SOFTWARE	500380	514700	86.89
				PROFESSIONAL SERVICES	500210	519200	1,376.62
				GAS AND OIL EXPENSE	500351	522120	299.15
				TOLLS	500352	522120	60.00
				K-9 UNIT EXPENSE FLEET FARM & BEST	500352	522120	1,606.75
				OFFICE SUPPLIES STAMPS	500310	522130	341.75
				UNIFORMS	500346	522130	159.99
				STATE OF WIS	500310	522310	667.10
				WIS CODE OFFICALS	500330	522310	500.00
				COSTCO	500210	533210	496.41
				AMAZON	500350	533210	931.94
				MAINTENANCE PARTS	500353	533210	342.78
				SNOW AND ICE MATERIALS	500450	533450	20.43
				OFFICE SUPPLIES	500310	555140	175.22
				PICK & SAVE	500390	555140	24.47
				DOG BAGS	500240	555510	237.77
				AMAZON	500240	555510	38.00
				ARBSESSION	500240	555510	418.74
				TRAVEL & TRAINING	500330	555510	58.00
				CHECK PWBDD 45884 TOTAL FOR FUND 100:			7,189.52
01/16/2024	PWBDD	45888	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	499.05

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Fund: 100 GENERAL FUND							
				GAS AND OIL EXPENSE	500351	522120	51.66
				CHECK PWBDD 45888 TOTAL FOR FUND 100:			550.71
01/16/2024	PWBDD	45890*#	GALLS, LLC	UNIFORMS	500346	522120	4.67
				UNIFORMS	500346	522120	42.90
				CHECK PWBDD 45890 TOTAL FOR FUND 100:			47.57
01/16/2024	PWBDD	45893	KARA J RACINE	AWARDS, SUPPLIES	500343	519200	150.00
01/16/2024	PWBDD	45894	KATHERINE NOWACKI	OVERPAYMENT OF TAXES	261400	000000	217.75
01/16/2024	PWBDD	45895	KEITH SHIMON	OVERPAYMENT OF TAXES			** VOIDED **
01/16/2024	PWBDD	45896	KONRAD W GLAUB	OVERPAYMENT OF TAXES	261400	000000	4,732.12
01/16/2024	PWBDD	45897	LAFORCE INC.	MAINT/CONTRACTED SERVICES	500290	555510	3,500.00
				MAINT/CONTRACTED SERVICES	500290	555510	1,993.95
				CHECK PWBDD 45897 TOTAL FOR FUND 100:			5,493.95
01/16/2024	PWBDD	45899#	LIESENER SOILS INC.	REPAIR AND MAINTENANCE	500240	533311	204.00
				MAINTENANCE SUPPLIES	500340	533450	387.00
				MAINT/CONTRACTED SERVICES	500290	555510	204.00
				CHECK PWBDD 45899 TOTAL FOR FUND 100:			795.00
01/16/2024	PWBDD	45901	MARK SETTE	OVERPAYMENT OF TAXES	261400	000000	217.75
01/16/2024	PWBDD	45903	MINUTEMAN PRESS	PRINTING-NEWSLETTERS, ETC	500313	522110	1,360.00
01/16/2024	PWBDD	45905	NORTH SHORE BANK	SICK PAY OUT	500135	522110	23,319.74
01/16/2024	PWBDD	45906	OLKESANDR MAMAIEV	OVERPAYMENT OF TAXES	261400	000000	1,992.97
01/16/2024	PWBDD	45907*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	533210	76.01
01/16/2024	PWBDD	45908*#	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	866.50
				PROFESSIONAL SERVICES	500210	514700	1,478.40
				PROFESSIONAL SERVICES	500210	514700	35.00

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Fund: 100 GENERAL FUND							
				CHECK PWBDD 45908 TOTAL FOR FUND 100:			2,379.90
01/16/2024	PWBDD	45909	PAUL M GIBEAU	OVERPAYMENT OF TAXES	261400	000000	3,099.39
01/16/2024	PWBDD	45911	QUALITY STATE OIL CO., INC.	GAS AND OIL EXPENSE	500351	533210	150.83
01/16/2024	PWBDD	45914	RI FLOOR EPOXY	MAINT/CONTRACTED SERVICES	500290	555510	8,000.00
01/16/2024	PWBDD	45915	RICHARD J HERRERA	OVERPAYMENT OF TAXES	261400	000000	30.00
01/16/2024	PWBDD	45916	RICOH USA, INC.	REPAIR AND MAINTENANCE	500240	522110	920.19
01/16/2024	PWBDD	45918	SANDEEP SINHA	OVERPAYMENT OF TAXES	261400	000000	6,081.76
01/16/2024	PWBDD	45920	SIRCHIE ACQUISTION COMPANY	OFFICE SUPPLIES	500310	522130	94.50
01/16/2024	PWBDD	45921	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	36.17
01/16/2024	PWBDD	45923	STATE CHEMICAL SOLUTIONS	OPERATING SUPPLIES	500350	533210	138.14
01/16/2024	PWBDD	45924	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	145.85
				UNIFORMS	500346	522120	279.85
				SUPPLIES AND EXPENSES	500347	522120	576.60
				CHECK PWBDD 45924 TOTAL FOR FUND 100:			1,002.30
01/16/2024	PWBDD	45925#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	182.82
				MAINTENANCE SUPPLIES	500340	522100	89.66
				OPERATING SUPPLIES	500350	533210	53.87
				CHECK PWBDD 45925 TOTAL FOR FUND 100:			326.35
01/16/2024	PWBDD	45927	USSI RENTAL, INC	4 WEEK RENTAL OF VERSALIGT UNIT# 1209	500290	555510	6,600.00
				DELIVERY FROM AND TO USSi RENTALS	500290	555510	640.00
				CHECK PWBDD 45927 TOTAL FOR FUND 100:			7,240.00
01/16/2024	PWBDD	45929	WASC	TRAVEL & TRAINING - WASC 2024 RENEWAL	500330	555140	65.00
01/16/2024	PWBDD	45931	WISCONSIN LAW ENFORCEMENT	PROF PUBLICATIONS AND DUES	500320	522110	650.00
01/16/2024	PWBDD	45932	WM CORPORATE SERVICES, INC	STREET SWEEPING	500295	533440	646.87

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Fund: 100 GENERAL FUND							
01/19/2024	PWBDD	45934	ALEXANDER R PATTERSON	OVERPAYMENT OF TAXES	261400	000000	4,668.52
01/19/2024	PWBDD	45935#	AURORA EAP	DUE FROM LIGHT & WATER	156200	000000	110.25
				EAP/125 ADMIN	500161	519200	493.50
				CHECK PWBDD 45935 TOTAL FOR FUND 100:			603.75
01/19/2024	PWBDD	45939*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	533210	21.66
				MAINTENANCE PARTS	500353	533210	26.90
				MAINTENANCE PARTS	500353	533210	29.90
				REPAIR AND MAINTENANCE	500240	555510	18.88
				CHECK PWBDD 45939 TOTAL FOR FUND 100:			97.34
01/19/2024	PWBDD	45940	BIASEW	PROF PUBLICATIONS AND DUES	500320	522310	50.00
01/19/2024	PWBDD	45941	BILL ESSELMANN	AWARDS, SUPPLIES	500343	519200	159.71
01/19/2024	PWBDD	45942	BLAIN'S FARM & FLEET	MAINTENANCE PARTS	500353	533210	119.99
01/19/2024	PWBDD	45943*#	CEDARBURG LIGHT & WATER	DUE TO L&W IMPACT FEES	256201	000000	2,053.92
01/19/2024	PWBDD	45945	CEDARBURG VETERINARY CLINIC	K-9 UNIT EXPENSE	500352	522120	32.67
01/19/2024	PWBDD	45947	CIVIC PLUS LLC	EQUIPMENT/SOFTWARE	500380	514700	6,825.00
01/19/2024	PWBDD	45948	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	514100	5.49
01/19/2024	PWBDD	45951	EXCEL DISPOSAL OF WISCONSIN LLC	PUBLIC WORKS FEES	463101	000000	274.28
01/19/2024	PWBDD	45952	FASTENAL COMPANY	REPAIR AND MAINTENANCE	500240	533410	72.08
01/19/2024	PWBDD	45953#	FIRST ADVANTAGE OCC HEALTH SVC	DUE FROM LIGHT & WATER	156200	000000	27.19
				PROFESSIONAL SERVICES	500210	555510	27.19
				CHECK PWBDD 45953 TOTAL FOR FUND 100:			54.38
01/19/2024	PWBDD	45955#	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	518100	16.87
				MAINTENANCE PARTS	500353	533210	43.18
				CHECK PWBDD 45955 TOTAL FOR FUND 100:			60.05

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Fund: 100 GENERAL FUND							
01/19/2024	PWBDD	45956	GUTHRIE & FREY	REPAIR AND MAINTENANCE	500240	518100	75.00
01/19/2024	PWBDD	45957*#	JANI-KING OF MILWAUKEE	PROFESSIONAL SERVICES	500210	533210	406.31
01/19/2024	PWBDD	45958	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	522.50
01/19/2024	PWBDD	45961	KENOSHA CIVIL WAR MUSEUM	OTHER EXPENSES	500390	555140	50.00
01/19/2024	PWBDD	45962	LAFORCE INC.	MAINT/CONTRACTED SERVICES	500290	555510	2,290.00
01/19/2024	PWBDD	45965	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	78.99
01/19/2024	PWBDD	45966	MID-STATE ORGANIZED CRIME	PROF PUBLICATIONS AND DUES	500320	522110	150.00
01/19/2024	PWBDD	45970	ODP BUSINESS SOLUTIONS,LLC	MAINTENANCE SUPPLIES	500340	522100	145.76
01/19/2024	PWBDD	45971	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522410	50.37
01/19/2024	PWBDD	45973	REDISHRED ACQUISITION INC	PROFESSIONAL SERVICES	500210	515600	57.20
01/19/2024	PWBDD	45975	SHALLOW CREEK KENNELS, INC.	K-9 UNIT EXPENSE	500352	522120	6,500.00
01/19/2024	PWBDD	45978	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	447.00
				UNIFORMS	500346	522120	374.80
				UNIFORMS	500346	522120	116.85
				CHECK PWBDD 45978 TOTAL FOR FUND 100:			938.65
01/19/2024	PWBDD	45979	TITAN BRANDS	EQUIPMENT OUTLAY	500380	522120	1,927.21
01/19/2024	PWBDD	45980	TOP PACK DEFENSE LLC	EQUIPMENT OUTLAY	500380	522120	1,479.00
01/19/2024	PWBDD	45981	TRANS UNION LLC	TELEPHONE/COMMUNICATIONS	500225	522110	60.00
01/19/2024	PWBDD	45982*#	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	65.65
				MAINTENANCE PARTS	500353	533210	65.65
				CHECK PWBDD 45982 TOTAL FOR FUND 100:			131.30
01/19/2024	PWBDD	45983	US CORPORATE AWARDS	SUPPLIES AND EXPENSES	500347	522120	128.00
01/19/2024	PWBDD	45984	VMC LLC	PROFESSIONAL SERVICES	500210	533110	1,052.50

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Fund: 100 GENERAL FUND							
01/19/2024	PWBDD	45985	WIRTH + BAYNARD LAW OFFICES	ATTORNEY/CONSULTANT	500212	522110	350.00
01/19/2024	PWBDD	45986	WISCONSIN DEPT OF JUSTICE	TELEPHONE/COMMUNICATIONS	500225	522110	21.00
Total for fund 100 GENERAL FUND							177,405.27
Fund: 220 RECREATION PROGRAMS FUND							
01/05/2024	PWBDD	45831	KASS INC	SOLAR RECREATION	500356	555390	6,060.00
01/05/2024	PWBDD	45832	LACEY SCHIEL	SUMMER SOCCER	467329	000000	70.00
01/16/2024	PWBDD	45864	BADGERETTE POM PON INC	POMS EXPENSES	500394	555390	1,598.00
01/16/2024	PWBDD	45884*#	ELAN FINANCIAL SERVICES	PLUG & PLAY	500347	555390	15.00
				SPOTIFY	500394	555390	47.91
				POMS EXPENSES	500394	555390	256.97
				CHECK PWBDD 45884 TOTAL FOR FUND 220:			319.88
01/16/2024	PWBDD	45902	MASTER PRINTWEAR	SUPPLIES AND EXPENSES	500347	555390	20.00
01/19/2024	PWBDD	45944	CEDARBURG SCHOOL DISTRICT	SCHOOL DISTRICT FEES	500228	555390	420.00
01/19/2024	PWBDD	45949	CONLEY MEDIA, LLC	SUPPLIES AND EXPENSES	500347	555390	126.00
01/19/2024	PWBDD	45964	MASTER PRINTWEAR	SUPPLIES AND EXPENSES	500347	555390	2,755.00
01/19/2024	PWBDD	45974	SALLY WAGNER	POMS REVENUE	467332	000000	160.00
Total for fund 220 RECREATION PROGRAMS FUND							11,528.88
Fund: 232 DONATIONS							
01/05/2024	PWBDD	45834	MASTER PRINTWEAR	K-9 UNIT EXPENSE	500352	522120	2,391.50
Total for fund 232 DONATIONS							2,391.50
Fund: 240 SWIMMING POOL FUND							
01/16/2024	PWBDD	45884*#	ELAN FINANCIAL SERVICES	PUMP ALARM	500390	555320	95.98
Total for fund 240 SWIMMING POOL FUND							95.98
Fund: 260 LIBRARY FUND							
01/05/2024	PWBDD	45799*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	555110	130.46
01/05/2024	PWBDD	45802	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	30.91
01/05/2024	PWBDD	45823	JAMES IMAGING SYSTEMS, INC.	MAINT/CONTRACTED SERVICES	500290	555110	426.69

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Fund: 260 LIBRARY FUND							
01/05/2024	PWBDD	45837	NEWSBANK	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	3,264.00
01/16/2024	PWBDD	45865	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	418.15
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	62.29
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	35.87
				DONATION EXPENDITURES	500322	555110	470.33
				DONATION EXPENDITURES	500322	555110	475.47
				DONATION EXPENDITURES	500322	555110	113.78
				DONATION EXPENDITURES	500322	555110	110.19
				CHECK PWBDD 45865 TOTAL FOR FUND 260:			1,686.08
01/16/2024	PWBDD	45881	DORSEY'S CAFE AND MARKET	DONATION EXPENDITURES	500322	555110	398.95
01/16/2024	PWBDD	45884*#	ELAN FINANCIAL SERVICES	MARKETING	500223	555110	10.00
				TELEPHONE/COMMUNICATIONS	500225	555110	49.99
				A CAST STORIES	500322	555110	417.98
				TRAVEL & TRAINING	500330	555110	498.21
				CHECK PWBDD 45884 TOTAL FOR FUND 260:			976.18
01/16/2024	PWBDD	45898	LAWNSCAPERS, INC	MAINT/CONTRACTED SERVICES	500290	555110	330.00
01/16/2024	PWBDD	45904	MONARCH LIBRARY SYSTEM	REPAIR AND MAINTENANCE	500240	555110	332.60
01/16/2024	PWBDD	45922	STADLER SACKS LLC	ATTORNEY/CONSULTANT	500212	555110	250.00
01/19/2024	PWBDD	45938	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	157.93
01/19/2024	PWBDD	45946*#	CINTAS CORPORATION	MAINT/CONTRACTED SERVICES	500290	555110	140.86
01/19/2024	PWBDD	45957*#	JANI-KING OF MILWAUKEE	MAINT/CONTRACTED SERVICES	500290	555110	970.94
01/19/2024	PWBDD	45959	JUNIOR LIBRARY GUILD	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	1,368.82
01/19/2024	PWBDD	45960	KANOPY, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	325.80
01/19/2024	PWBDD	45967	MIDWEST TAPE, LLC	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	853.95
01/19/2024	PWBDD	45972	ORKIN COMMERCIAL SERVICES	MAINT/CONTRACTED SERVICES	500290	555110	92.99

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Fund: 260 LIBRARY FUND							
				Total for fund 260 LIBRARY FUND			11,737.16
Fund: 270 FIRE DEPT & EMS							
01/05/2024	PWBDD	45798	ALERT-ALL CORP	OPERATING EXPENSES	500235	522500	920.00
01/05/2024	PWBDD	45799*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	522500	90.72
01/05/2024	PWBDD	45800	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522500	431.06
01/05/2024	PWBDD	45813	EDWARD BUBLITZ	OPERATING SUPPLIES	500350	522500	271.50
01/05/2024	PWBDD	45814	EMERGENCY MEDICAL PRODUCTS	SUPPLIES AND EXPENSES	500347	522500	304.77
				SUPPLIES AND EXPENSES	500347	522500	2,272.22
				SUPPLIES AND EXPENSES	500347	522500	719.98
				CHECK PWBDD 45814 TOTAL FOR FUND 270:			3,296.97
01/05/2024	PWBDD	45815	EMR, LLC	REPAIR AND MAINTENANCE	500240	522500	186.51
				REPAIR AND MAINTENANCE	500240	522500	522.41
				CHECK PWBDD 45815 TOTAL FOR FUND 270:			708.92
01/16/2024	PWBDD	45855	AIRGAS USA LLC	SUPPLIES AND EXPENSES	500347	522500	118.14
01/16/2024	PWBDD	45858	ANDRES MEDICAL BILLING	TELEPHONE/COMMUNICATIONS	500225	522500	3,108.17
01/16/2024	PWBDD	45860	ASCENSION WI EMP SOLUTIONS	OPERATING SUPPLIES	500350	522500	438.00
01/16/2024	PWBDD	45867	BILL ESSELMANN	OPERATING SUPPLIES	500350	522500	107.75
01/16/2024	PWBDD	45868*#	BLAIN'S FARM & FLEET	EQUIPMENT OUTLAY	500380	522500	281.17
01/16/2024	PWBDD	45884*#	ELAN FINANCIAL SERVICES	OPERATING EXPENSES	500235	522500	604.25
				REPAIR AND MAINTENANCE	500240	522500	231.67
				OFFICE SUPPLIES	500310	522500	796.00
				TRAVEL & TRAINING	500330	522500	132.62
				CHECK PWBDD 45884 TOTAL FOR FUND 270:			1,764.54
01/16/2024	PWBDD	45885	EMERGENCY MEDICAL PRODUCTS	SUPPLIES AND EXPENSES	500347	522500	316.32

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Fund: 270 FIRE DEPT & EMS							
01/16/2024	PWBDD	45886	EMR, LLC	REPAIR AND MAINTENANCE	500240	522500	356.12
01/16/2024	PWBDD	45887	FIRE SAFETY USA INC	OPERATING EXPENSES	500235	522500	325.00
01/16/2024	PWBDD	45890*#	GALLS, LLC	UNIFORMS	500346	522500	186.35
01/16/2024	PWBDD	45891	HUMAT INC	EQUIPMENT OUTLAY	500380	522500	567.99
01/16/2024	PWBDD	45892	INTERNATIONAL ASSOCIATION OF	PROF PUBLICATIONS AND DUES	500320	522500	93.00
01/16/2024	PWBDD	45900	MACQUEEN EQUIPMENT	EQUIPMENT OUTLAY	500380	522500	121.64
01/16/2024	PWBDD	45907*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	6.29
				OPERATING SUPPLIES	500350	522500	48.02
				OPERATING SUPPLIES	500350	522500	38.90
				OPERATING SUPPLIES	500350	522500	47.10
				OPERATING SUPPLIES	500350	522500	37.55
				OPERATING SUPPLIES	500350	522500	215.26
				OPERATING SUPPLIES	500350	522500	262.35
				OPERATING SUPPLIES	500350	522500	193.45
				CHECK PWBDD 45907 TOTAL FOR FUND 270:			848.92
01/16/2024	PWBDD	45910	POSTNET WI104	POSTAGE	500315	522500	17.60
01/16/2024	PWBDD	45913	RENNERT'S FIRE EQUIPMENT	REPAIR AND MAINTENANCE	500240	522500	1,587.00
01/16/2024	PWBDD	45917	ROAD EQUIPMENT PARTS CENTER	REPAIR AND MAINTENANCE	500240	522500	1,092.35
01/16/2024	PWBDD	45919	SANDRA L LOFTE	REFUNDS - EMS BILLING	500392	522500	310.00
01/16/2024	PWBDD	45930	WISCONSIN KENWORTH	REPAIR AND MAINTENANCE	500240	522500	52.08
01/19/2024	PWBDD	45933	AIRGAS USA LLC	SUPPLIES AND EXPENSES	500347	522500	567.72
01/19/2024	PWBDD	45954*#	GENERAL COMMUNICATIONS INC	TELEPHONE/COMMUNICATIONS	500225	522500	(291.95)
01/19/2024	PWBDD	45969	NAPA AUTO PARTS	REPAIR AND MAINTENANCE	500240	522500	12.16
				REPAIR AND MAINTENANCE	500240	522500	21.49
				REPAIR AND MAINTENANCE	500240	522500	79.43

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Fund: 270 FIRE DEPT & EMS				CHECK PWBDD 45969 TOTAL FOR FUND 270:			113.08
01/19/2024	PWBDD	45977	TARGET SOLUTIONS LEARNING LLC	MAINT/CONTRACTED SERVICES	500290	522500	5,860.49
01/19/2024	PWBDD	45982*#	UNIFIRST CORPORATION	MAINT/CONTRACTED SERVICES	500290	522500	116.93
				Total for fund 270 FIRE DEPT & EMS			23,777.58
Fund: 354 TIF DISTRICT #7							
01/05/2024	PWBDD	45804	BMCi CONSTRUCTION INC	TIF - SANITARY SEWER	500451	566710	6,024.22
				TIF - ROAD AND GUTTER	500453	566710	549,395.85
				TIF - WATER SYSTEM	500459	566710	7,055.70
				TIF - STORMWATER MGMT SYS	500460	566710	6,473.39
				CHECK PWBDD 45804 TOTAL FOR FUND 354:			568,949.16
01/05/2024	PWBDD	45841*#	R.A. SMITH NATIONAL	PROFESSIONAL SERVICES	500210	566710	1,697.41
				Total for fund 354 TIF DISTRICT #7			570,646.57
Fund: 400 CAPITAL IMPROVEMENTS FUND							
01/05/2024	PWBDD	45826	JFTCO, INC	440 07B BACKHOE LOADER	500880	533210	177,450.00
01/05/2024	PWBDD	45841*#	R.A. SMITH NATIONAL	DUE FROM LIGHT & WATER	156200	000000	2,062.82
				STREET IMPROVEMENTS	500854	533311	2,968.85
				STORMWATER IMPROVEMENTS	500475	533440	946.47
				CHECK PWBDD 45841 TOTAL FOR FUND 400:			5,978.14
01/05/2024	PWBDD	45851	VANTAGE FINANCIAL, LLC	DEBT SERVICE - PRINCIPAL	500610	581500	3,576.59
				DEBT SERVICE - INTEREST	500620	581500	31.41
				CHECK PWBDD 45851 TOTAL FOR FUND 400:			3,608.00
01/16/2024	PWBDD	45908*#	ONTECH SYSTEMS, INC	STATION IMPROVEMENTS	500807	522110	956.00
01/16/2024	PWBDD	45912	RAMBOLL AMERICAS ENGINEERING	PROCHNOW	500841	533750	3,579.39
01/19/2024	PWBDD	45936	AXON ENTERPRISE INC	VEHICLE REPLACEMENTS	500811	522120	5,983.46
				Total for fund 400 CAPITAL IMPROVEMENTS FUND			197,554.99
Fund: 601 WATER RECYCLING CENTER							

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Fund: 601 WATER RECYCLING CENTER							
01/05/2024	PWBDD	45799*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	573825	122.21
01/05/2024	PWBDD	45808*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	118.71
01/05/2024	PWBDD	45812*#	DIGITAL EDGE OF GRAFTON	OFFICE SUPPLIES	500310	573850	248.00
01/05/2024	PWBDD	45836	NAPA AUTO PARTS	MAINTENANCE SUPPLIES	500340	573840	121.85
01/05/2024	PWBDD	45839	PACE ANALYTICAL SERVICES, LLC	LAB SUPPLIES	500370	573825	93.00
01/05/2024	PWBDD	45841*#	R.A. SMITH NATIONAL	COLLECTION MAINS AND ACCESS.	184313	000000	2,111.36
01/05/2024	PWBDD	45844	SERVICE MASTER RECOVERY SERVICE	COLLECTION SYSTEM MAINT	500360	573835	419.17
01/16/2024	PWBDD	45859	APPLIED INDUSTRIAL TECHNOLOGIES	COUPLINGS, INSERTS AND COVERS	500340	573830	4,239.50
01/16/2024	PWBDD	45873	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	118.81
01/16/2024	PWBDD	45884*#	ELAN FINANCIAL SERVICES	LAB SUPPLIES	500370	573825	73.51
				AMAZON	500340	573830	1,461.55
				JANITORIAL SUPPLIES	500342	573830	215.57
				COLLECTION SYSTEM MAINT	500360	573835	199.00
				KALAHARI RESORT	500330	573850	234.00
				CONTINGENCY RESERVE	500990	573855	251.85
				CHECK PWBDD 45884 TOTAL FOR FUND 601:			2,435.48
01/16/2024	PWBDD	45889	GALL PLUMBING, INC	MAINTENANCE SUPPLIES	500340	573830	1,083.44
01/16/2024	PWBDD	45907*#	OLSEN'S PIGGLY WIGGLY	LAB SUPPLIES	500370	573825	31.78
01/16/2024	PWBDD	45926	USA BLUEBOOK	MAINTENANCE SUPPLIES	500340	573830	249.90
01/16/2024	PWBDD	45928	VISU-SEWER INC.	CONTINGENCY RESERVE	500990	573855	7,147.00
01/19/2024	PWBDD	45937	BADGER STATE WASTE, LLC	SLUDGE HAULING	500294	573825	18,276.00
01/19/2024	PWBDD	45939*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	2.39

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
01/19/2024	PWBDD	45943*#	CEDARBURG LIGHT & WATER	COLLECTION SYSTEM MAINT	500360	573835	362.04
01/19/2024	PWBDD	45946*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	118.81
01/19/2024	PWBDD	45950	DONOHUE & ASSOCIATES, INC	STRUCTURES AND IMPROVEMENTS	182331	000000	599.40
01/19/2024	PWBDD	45954*#	GENERAL COMMUNICATIONS INC	SAFETY LIGHTS AND INSTALLATION FOR	500990	573855	3,770.00
01/19/2024	PWBDD	45963	MACQUEEN EQUIPMENT	COLLECTION SYSTEM MAINT	500360	573835	2,550.00
01/19/2024	PWBDD	45976	SYMBIONT	ENGINEERING FOR ADAPTIVE MANAGEMENT	500383	573835	4,119.00
Total for fund 601 WATER RECYCLING CENTER							48,337.85
Fund: 700 RISK MANAGEMENT FUND							
01/19/2024	PWBDD	45968	MUNICIPAL PROPERTY INSURANCE	PROPERTY INSURANCE	500510	519400	57,733.00
Total for fund 700 RISK MANAGEMENT FUND							57,733.00
TOTAL - ALL FUNDS							1,101,208.78

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

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



City of Cedarburg

City Staff Report

January 22, 2024

Department News

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

Engineering- Funds were received from the D.N.R. to make improvements to the Willowbrooke Park pond in 2024. The Stone Lake plans are in and will be reviewed. Staff is working with RA Smith on the street utility project.

Dept. of Public Works- Crews worked on snow removal last week. Boulevards were cleared first for safety reasons. There are still issues with snow creating parking problems. The snow removal will continue.

Library- Informational sessions about the bike race will be held in the Community Room on January 22nd and 23rd. Stories are currently being collected and recorded orally through the StoryCorps project. The annual report for the State is currently being prepared. There were 112,623 visits and 228,186 items checked out in 2023. Linda will be in Madison on February 6th for Library Legislation Day.

Treasurer- Taxes will be collected through the end of this month. The preliminary audit will be taking place on Thursday and Friday. City employees should check their paystub enrollments and deductions for accuracy.

Building Inspection- Dennis would like to change all lights in City Hall to LED. Dennis is out sick this week, A.J. will help where needed. Fox Run is targeting early March for occupancy. The Fairway Village developer will begin doing snow removal on the sidewalks of unbuilt lots.

Police- Dispatch has been officially switched over. The new dog, Nitro, is arriving this week. He will do tracking, apprehension and bomb detection. Jonathan Schemenauer is the handler. Nitro apparel is currently being sold at the police station. K-9 Ranger is retired.

Clerk- Jessica begins as the Deputy City Clerk today. There will be a primary election on February 20th for District 17 County Supervisor. This includes Wards 2 and 3 in the City of Cedarburg. Work has begun on hiring an Administrative Assistant.

Senior Center- The Travel Show was a success with over one hundred people attending.

Respectfully submitted,

City Staff