

**CITY OF CEDARBURG  
MEETING OF COMMON COUNCIL  
FEBRUARY 13, 2017 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on Monday, February 13, 2017 at 7:00 p.m. at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the Council Chambers.

**AGENDA**

1. CALL TO ORDER - Mayor Kip Kinzel
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Mitch Regenfuss, Patricia Thome, Mike O’Keefe
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES\* - January 30, 2017 Meeting
7. COMMENTS AND SUGGESTIONS FROM CITIZENS\*\* Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals or a future Council agenda item.
8. NEW BUSINESS
  - A. Consider Mayor Kinzel’s appointment of Blaine Gibson to the Public Art Commission (term expires 04/30/17)
  - B. Discussion - current location of municipal sewer and water in relation to vacant contiguous land
  - \* C. Consider approval of a change order with Advance Construction to install two stainless steel slide gates in the Sheboygan Road lift station; and action thereon (Public Works and Sewerage Comm. 02/09/17)
  - \* D. Consider request from Waste Management to add a Friday refuse and recycling route and make limited modifications to existing routes to balance days; and action thereon (Public Works and Sewerage Comm. 02/09/17)
  - \* E. Consider request from the Economic Development Board to fund the refurbishing of garbage cans in the Historic District; and action thereon

- \* F. Consider request to fill Building Maintenance Supervisor position; and action thereon
- \* G. Consider revised Policy CC-2: Purchasing; and action thereon
- \* H. Consider Ordinance No. 2017-05 creating Sec. 7-18 of the Code of Ordinances: Regulation of Mobile Food Vendors and Establishments; and action thereon
- \* I. Consider payment of bills for the period 01/27/17 through 02/03/17, transfers for the period 01/25/17 through 02/13/17, and payroll for the period 01/15/17 through 01/28/17; and action thereon
- \*\*\* J. Consider License Applications; and action thereon
  - 1. Consider approval of new Operators License applications for the period ending June 30, 2017 for Patrick A. Brown, George T. Hayman, Jennifer Sullivan; and action thereon

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- \* A. Administrator's Report
- \* B. Building Inspector's Report

10. COMMUNICATIONS

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

11. ADJOURNMENT

*It is possible that members of, and possibly a quorum of members of other Boards, Committees and Commissions may be in attendance at this meeting. However, no formal action will be taken by any governmental body other than the Common Council. Attendance is for the purpose of information and exchange.*

- \* *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.*

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES. PLEASE CONTACT THE CITY CLERK'S OFFICE AT (262) 375-7606  
E-MAIL: [cityhall@ci.cedarburg.wi.us](mailto:cityhall@ci.cedarburg.wi.us)

**CITY OF CEDARBURG  
COMMON COUNCIL  
January 30, 2017**

**CC20170130-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, January 30, 2017, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor Kinzel called the meeting to order at 7:00 p.m.

ROLL CALL: Present - Common Council: Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Mitch Regenfuss, Patricia Thome, Mike O'Keefe

Also Present - City Administrator/Treasurer Christy Mertes, Director of Public Works and Engineering Tom Wiza, City Clerk Constance McHugh, Police Chief Tom Frank, Parks, Recreation and Forestry Director Mikko Hilvo, Planner Jon Censky, interested citizens and news media

**STATEMENT OF PUBLIC NOTICE**

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

**APPROVAL OF MINUTES**

Motion made by Council Member Thome, seconded by Council Member Dieffenbach, to approve the minutes of the January 9, 2017 meeting of the Common Council as presented. Motion carried unanimously.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

Rachel Wilde, N44W6010 Hamilton Road, made comments as a follow up to the January 9, 2017 Council Meeting. She said Council Member Arnett has called the neighbors of St. Francis Borgia the "opposition group". She said the group is not the opposition, it only wants to see buildings that are architecturally complimentary to the neighborhood. She said no information regarding the St. Francis Borgia proposal was made public until last week. This group only wants what is best for the City. She said citizens do not understand the difference between the Zoning Code and the Smart Growth Plan and said a better understanding of the process is needed.

Attorney Herbrand said during the public comment portion of Council meetings the Council must balance the public's ability to speak with public notice requirements. During this time the Council cannot engage in lengthy discussions on topics that have not been properly noticed on the agenda. He suggested Ms. Wilde follow up with City staff and that perhaps some questions will be answered later in the meeting.

Planner Censky said the Comprehensive Smart Growth Land Use Plan for the City is a guide for future planning. The Zoning Code is the law. State law said these two documents must be consistent. Changes to either require public hearings, which the Council is in the process of. He encouraged anyone interested in learning more to stop in his office.

Vera Brissman, W58N432 Hilbert Avenue, made the following comments regarding the January 9, 2017 Council meeting:

“Although the St. Francis Borgia (SFB) project was not on the agenda, two aldermen, Mr. John Czarnecki and Mr. Jack Arnett took it upon themselves, on the record, to denigrate and insult the good people of Cedarburg. It is, in this City of Cedarburg, without precedent, that Common Council members, our elected aldermen, our very representatives in municipal government should verbally assault peaceful, law-abiding citizens of this community.

Our group began with a handful of people in the districts of Mr. Dieffenbach and Mr. Regenfuss, and now we have grown to become a very large part of Cedarburg, encompassing ALL of your districts. We call ourselves "The Friends of Historic Cedarburg."

Our continuously growing group has gathered together and given ourselves a name for one purpose ... to help guide our city government from making onerous mistakes such as the \$8.3 million DPW building, or in essence, squandering our taxpayers hard-earned money on an overgrown garage. Based upon that, in the November 14<sup>th</sup> Common Council meeting, Mr. O'Keefe turned to the people and announced that if we don't pass the SFB project, the City would have to raise our taxes.

Hence the birth and growth of our group, "The Friends of Historic Cedarburg."

We are people from all parts of Cedarburg who have come together to formally partake in the democratic process of our municipal government. We have worked together respectfully, legally, lawfully, and thoroughly. We have called you, we have written to you, and we have attended these very meetings to which the public is invited and encouraged to attend. You should be proud to call us your constituents. We are not apathetic; we are active, committed, and caring members of the City of Cedarburg.

We did not come here, to the open Common Council meetings, to be insulted. You do not have to agree with us, but as our elected representatives you must treat us with justice, truth, and dignity.

At the last Common Council meeting, you referred to the "neighbors" group many times as "the opposition." Au Contraire, we are here to help you uphold your very own written City of Cedarburg rules and regulations of the Smart Growth Comprehensive Plan. It is YOU who oppose your own plan. We are not the opposition, apparently YOU are. You have made yourselves so by not abiding by your own Mission Statement, and by not following your own Smart Growth Plan. What are your citizens to do? Your priorities are in the wrong place. You are coddling the developers and denigrating your citizens. HSI will one day soon be gone, but you will still have us.

Mr. Czarnecki was rude to one of our citizens when she simply asked him to speak into the microphone - "I am not reading this again; You can read it in the minutes," he arrogantly proclaimed.

Although Mr. Czarnecki has received hundreds of emails, he has chosen **one** in particular to read - to publicly chastise law-abiding, peaceful, caring, and pro-active members of this community.

He has stated publicly that:

- We are not listening to the needs of the residents of the City and do not care about the City's needs;
- We are not listening to the needs of the Downtown businesses – bars, restaurants, shops, salons;
- We are not listening to the School District;
- We are not concerned about the budgets for the pool, parks, Police Department, Recreation Department or the Library;
- We are not concerned about the dwindling volunteers for the Fire Department, or the budget impact of such.
- We are not concerned about tree trimming, trash removal, road repair, brush pick-up, or flower baskets;
- We are not concerned with the rising costs of City personnel or their benefits.

In reading this email aloud and on record, he has shown himself as an elected representative of the people to NOT be looking at the facts before him nor the repercussions in the future for the well-being of our citizens. Neither he, nor Mr. Arnett, appreciate the time, effort, cost, and thorough research of our citizens to discover AND PRESENT TO YOU correct factual information regarding your own Smart Growth Plan.

I do not blame St. Francis Borgia - they just want their money, although in their haste for big money, they have forgotten to work with their neighbors - the same neighbors who for many years have worked and cooperated with them.

I do not blame the developer, HSI - they too just want to come in and make a buck- WHAM, BAM, THANK YOU, MA' M and be on their way. They do not care for Cedarburg. They have no stake here. What do you think will happen when residents cannot afford the extremely high rents of these apartments? History speaks ... the rents will come down, the buildings will become shabby, and HSI will be long gone. Look around, this is not a theory, it is proven everywhere.

In addition, people who pay rent do not pay property taxes.

Who then will CARE for the additional services of the Police Department, the Fire Department, the schools, the trash pick-up, *the care of our beloved flower baskets?*

It is squarely on the shoulders of our elected officials to abide by the rules, regulations, and recommendations of our own governing bodies.

You have begun this process by ignoring the Landmarks Commission's recommendations.

Then you, Mr. Czarnecki, helped to pass this quickly through the Planning Commission - without doing proper research, traffic studies, or even becoming familiar with the details of the City of

Cedarburg's own Comprehensive Smart Growth Plan. This Plan is not to be ignored. It was state-mandated, well-researched, and carefully designed to protect the uniqueness of Cedarburg.

The Smart Growth Plan is a blueprint for INTELLIGENT GROWTH within our city.

You, sir, in construction, should know it like the back of your hand and should have been aware of the serious error in number of units allowed per acre that was presented to the public, and still you let it go.

Mr. Arnett, in the January 9th meeting, has lambasted and denounced our group in that we are not putting forth proper information to the public. That is not our job, that is yours ... as the representatives of the city.

Which brings us to the point ... At the November 14th Common Council meeting, HOW DID IT COME TO BE that the Common Council was first presented with HSI's development plans THAT NIGHT, and then be expected to intelligently vote upon it WITHIN THE HOUR?!? What was the rush? Or did you count on the apathetic ignorance of your constituents?

Well, here we are. We have come to work side-by-side with you on this development and **future** developments within the city.

Considering all of the inflammatory remarks and actions going on in the world - even as we speak, this issue in Cedarburg is very small potatoes - and I am sure we all expect it to be resolved equitably, intelligently, respectfully, and peacefully.

This means then that our elected representatives have a call to serious action to:

1. **Heed and comply** with our governmental bodies' recommendations;
2. **Become knowledgeable** of and **comply** with the rules, regulations, and zoning requirements that lay an outline and define the City of Cedarburg;
3. **Maintain and commit** to an adherence of the City of Cedarburg Mission Statement;
4. **Comply** with the Ethics Code of the City of Cedarburg;
5. **Become intelligent stewards** of Cedarburg - not sell out its character for personal or irresponsible gains;
6. **Be fair, just, honest, and fiscally responsible** in making your decisions;
7. **Come to understand, appreciate, and listen** respectfully to the input of your citizens:
  - a. WE live, own, and pay taxes *in* Cedarburg;
  - b. WE have vibrant businesses in Cedarburg;
  - c. WE have a vital stake in Cedarburg;
  - d. WE know **what** drew us to Cedarburg and **why** we stay;
  - e. WE know our community and our neighbors;
  - f. WE know what is best for our whole community;
  - g. WE have elected YOU to represent us, the Community as a whole, and HERE WE ARE - no longer "The Neighbors," not the "Vote NO" group, certainly not "The Opposition" - as we ask you to adhere to your laws;

We have grown through all parts and areas of Cedarburg and have become "The Friends of Historic Cedarburg." We deserve to be heard and we deserve your respectful and timely responses.

Most of all, we require you to represent us, for which you have been elected, justly, fairly, intelligently, respectfully, honestly, with integrity, and with courage to do the right thing. Thank you very much for the opportunity to speak”.

Aaron Schultz, W59W370 Hilbert Avenue, said there is a need for the public to be informed and there has been a gap in communication. He said this is not an opposition movement. The group simply wants to participate in the process. He said it is difficult when the information is not readily available. The community is not privy to certain information and information has not been available to the City Planner. The public is at these meetings to get information, information that was not made available previously. Mr. Schultz said the Council needs to follow the Comprehensive Smart Growth Plan and needs to do a better job of informing the community. The Friends of Historic Cedarburg is a group to make sure the neighbors are participating in the project. The community wants to be part of the project.

Ellen Wilde, W65N527 St. John Avenue, had the following three questions:

1. What does the amended rezoning petition consist of?
2. If the rezoning request goes back to the Plan Commission, do the neighbors have to start another petition to force the  $\frac{3}{4}$  majority vote?
3. Is a referendum possible?

Attorney Herbrand said while he has not thought this through, it may be necessary to file another protest petition. He encouraged Ms. Wilde to contact a private attorney regarding referendums, as he cannot give legal advice to members of the community.

**PUBLIC HEARING – CONSIDER ORDINANCE NO. 2017-02 AMENDING SEC. 13-1-55(c) OF THE ZONING CODE TO ALLOW RESIDENTIAL USE OF EXISTING SINGLE-FAMILY AND TWO-FAMILY HOMES AS A PERMITTED USE IN THE B-3 CENTRAL BUSINESS DISTRICT**

Mayor Kinzel declared the public hearing on Ordinance No. 2017-02 amending Sec. 13-1-55(c) of the Zoning Code to allow residential use of existing single-family and two-family homes as a permitted use in the B-3 Central Business District at 7:36 p.m.

Planner Censky said the issue of whether or not to list residential uses as permitted in the B-3 District has been discussed on and off for years and out of fear of potentially losing the business climate in our downtown area to residential uses, the issue was dropped a number of years ago. This issue originally surfaced back when a home owner along Cleveland Avenue located within the B-3 District was trying to refinance his home at which time it was discovered that single-family structures/uses are not technically permitted in this District. Consequently, his property title was clouded by the legal non-conforming status of the use and structure.

He said the impacts of having a nonconforming use/structure can be limiting going forward. More specifically, total lifetime structural repairs or alterations are limited to no more than fifty percent (50%) of the City’s assessed value over the lifetime of the structure unless it is permanently changed to conform to the rules of the B-3 District. Furthermore, if the existing residential use is ever discontinued for 12 consecutive months, any future use of the structure must conform to the rules of the B-3 District. Accordingly, to resolve this problem, Council Members are being asked to

consider this zoning text amendment which is intended to simply add to the Permitted Uses of the B-3 District: Residential use of only single-family and two-family structures that existed prior to the adoption of this Ordinance. The Landmarks Commission and Plan Commission unanimously recommended approval of the Ordinance.

Council Member Czarnecki said this has to do with the vibrancy of the community. Some commercial uses have become obsolete and no longer are able to function as commercial properties. This will allow the structures to be converted back to residential use if they once existed as residential structures.

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

Motion made by Council Member Thome, seconded by Council Member Czarnecki, to adopt Ordinance No. 2017-02 amending Sec. 13-1-55(c) of the Zoning Code to allow residential use of existing single-family and two family homes as a permitted use in the B-3 Central Business District. Motion carried unanimously.

**PUBLIC HEARING – CONSIDER ORDINANCE NO. 2017-03 TO REZONE/SHIFT THE LIMITS OF THE 100 YEAR FLOODPLAIN IN AN AREA WITHIN THE THIRD PHASE OF THE GLEN AT CEDAR CREEK SUBDIVISION ON THE EAST SIDE OF SHEBOYGAN ROAD**

Mayor Kinzel declared the public hearing to consider Ordinance No. 2017-03 to rezone/shift the limits of the 100 year floodplain in an area within the third phase of the Glen at Cedar Creek subdivision on the east side of Sheboygan Road open at 7:43 p.m.

Planner Censky said as part of the third phase of the Glen at Cedar Creek Subdivision, the applicant is proposing to shift the limits of the 100 year floodplain from the rear of those lots along the east side of the long cul-de-sac in this phase toward the creek and then increase the limits of the floodplain in the area just northeast of the end of that cul-de-sac. Procedurally, this shift will be accomplished through the rezoning ordinance and is needed for this phase of the development to move forward.

Since receiving approval of the preliminary plat in December 2015, the applicant has been working to address the technical issues necessary to satisfy the requirements of the Wisconsin Department of Natural Resources. Having completed that work, they have now received consent from the WI DNR and FEMA to move ahead with this rezoning request. This floodplain change will allow for the introduction of fill to raise the elevation of five lots to improve their buildable status.

Paul Baggagry, N110W5450 West Highland Drive, commented on the extraordinary noise from this development and the non-stop drilling that has gone on for 57 days. He said he is concerned about the loss of vegetation and questioned whether the developer would be allowed to remove more trees under this Ordinance.

Planner Censky said there would be no additional removal of trees.

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to close the public hearing at 7:51 p.m.

Motion made by Council Member Arnett, seconded by Council Member Regenfuss, to adopt Ordinance No. 2017-03 to rezone/shift the limits of the 100 year floodplain in an area within the third phase of the Glen at Cedar Creek subdivision on the east side of Sheboygan Road south of Highway 60 from RS-4/PUD Single Family Residential/Planned Unit Development/Flood Fringe Overlay to RS-4/PUD Single Family Residential/Planned Unit Development. Motion carried unanimously.

**REFERRAL TO PLAN COMMISSION OF REZONING PETITION OF ST. FRANCIS BORGIA, C/O HSI PROPERTIES, LLC., FOR THE ST. FRANCIS BORGIA SCHOOL PROPERTIES LOCATED AT N44 W6035 – N43 W6005 HAMILTON ROAD AND THE PARKING LOT PROPERTY ACROSS THE STREET, INCLUDING THE VACANT PARCEL EXTENDING FROM THE PARKING LOT NORTH TO SPRING STREET**

Attorney Herbrand said HSI has filed an amended zoning petition and plans for the St. Francis Borgia property. Based on the Zoning Code, the Council is expected to refer this matter to the Plan Commission for a recommendation. This will basically start the land use plan amendment and rezoning process over. It is anticipated this matter will be discussed at the March 6 Plan Commission meeting and March 13 Council meeting. He said this referral is just that, and not a statement for or against the project.

Council Member Verhaalen asked if the neighbors need to file another protest petition.

Attorney Herbrand said it is likely the amended petition would require a new protest petition.

Ellen Wilde asked what the change in zoning is.

Planner Censky said the request is to change the zoning from I-1 Institutional to Rm-2 Multi-family Residential with a Planned Unit Development overlay. He said the process is confusing and understands the concerns of the neighbors. There is a request to amend the Comprehensive Land Use Plan, a request to rezone the property, and a rezoning request to remove the rectory from the historic district.

Bob Roessler, N47W6075 Spring Street, said he has reviewed three sets of plans regarding this property. None of the drawings were drawn to scale. He urged the Council to ask HSI for scaled drawings that include the physical dimensions of the buildings.

Planner Censky said the City is in the very early stage of the approval process. If the rezonings and land use plan amendment are approved, more detailed plans will need to be submitted.

Mayor Kinzel agreed it would be helpful to have drawings with the proper scale.

Motion made by Council Member Arnett, seconded by Council Member Czarnecki, to refer to the Plan Commission the rezoning petition of St. Francis Borgia, c/o HSI Properties, LLC., for the St. Francis Borgia School properties located at N44W6035 – N43W6005 Hamilton Road and the

parking lot property across the street, including the vacant parcel extending from the parking lot north to Spring Street. Motion carried unanimously.

**CONSIDER REQUEST OF JW'S 19<sup>TH</sup> TEE, LLC AND MESSINA II, INC. TO AMEND THE CLASS "B" BEER LICENSE PREMISE DESCRIPTIONS TO EXCLUDE THE DATES OF FEBRUARY 15, 2017 THROUGH FEBRUARY 19, 2017 FOR THE COLUMBIA ST. MARY'S CENTER AT W67 N890 WASHINGTON AVENUE**

Attorney Herbrand said two license holders have licenses to sell beer in the County building used by the Curling Club. The Curling Club in the past did not have a reason to sell beer; however, there is a large tournament in February and the Club would like to sell beer as a fund raiser. The two license holders have agreed to relinquish their licenses and amend the premise descriptions of their licenses for four days to permit the Curling Club to apply for and obtain a temporary Class "B" beer license.

Motion made by Council Member Czarnecki, seconded by Council Member Thome, to amend the Class "B" beer license premise descriptions of JW's Tee, LLC and Messina II, Inc. to exclude the dates of February 15, 2017 through February 19, 2017 for the Columbia St. Mary's Center at W67 N890 Washington Avenue. Motion carried unanimously.

**CONSIDER PUBLIC WORKS AND SEWERAGE COMMISSION RECOMMENDATION FOR FUTURE OPERATIONS OF THE NEW PUBLIC WORKS YARD WASTE DROP-OFF SITE, INCLUDING HOURS OF OPERATION, SERVICES PROVIDED AND USER FEE**

Director Wiza said the with the new Public Works facility and expanded site, the hours of the drop-off site can be greatly expanded using an automated gate system with a card reader. The Public Works and Sewerage Commission discussed this matter and made the following recommendations:

1. A \$30 one-time and a \$30 replacement fee if the card is lost or damaged. A corrupted card will be replaced without a fee as long as the old card is turned in.
2. Card holders will be issued the list of rules with their cards.
3. Yard waste, grass clippings, brush, cardboard, waste oil, anti-freeze, lead acid batteries will be accepted.
4. Garlic mustard, teasel, purple loosestrife, wild parsnip, and other invasive vegetation will be accepted as long as it is bagged.
5. Free wood chips will be made available to residents on a first-come, first serve basis.
6. The site will be "self-service" only and will not be staffed.
7. The rules will be clearly posted at the site.
8. One-way traffic only through the site with entry at the north gate and exit at the south gate.
9. The site will be open year-round.
10. The site will be open from 7:00 a.m. to 7:00 p.m. six days a week.
11. The site will be closed on Tuesdays to allow for clearing.
12. The site will be the last area cleared of snow.
13. Staff is to investigate issuance of cards, by mail, email or phone and/or made available at the Public Works facility office in addition to in-person.
14. Proof of residence is required.

Council Member Czarnecki asked what neighboring communities do in terms of drop-off sites.

Director Wiza said it varies depending upon whether the sites are manual or automated. Grafton has an automated site and charges \$25 for the card and \$25 annually. Thiensville charges a \$20 annual fee. Port Washington has a manual site and does not charge its residents for using it.

Council Member Verhaalen said he does not have a problem charging for the cost of the card but is opposed to an annual fee. He asked if access will be revoked if it is found people outside the community are using the site.

Director Wiza said the site will have cameras and the card will be recorded each time it is used. He said suspicious activity can be investigated.

Council Member Thome said the cost of the card should be no more than the cost to issue and program it. She is not in favor of an annual fee as the Council has said in the past this is a service that should be provided. She said usage should be monitored and violations pursued.

Council Member Arnett said his constituents are excited to hear about the expanded hours of operation.

Council Member Regenfuss asked about liability and whether users should sign a waiver.

Attorney Herbrand said he does not think liability will be much of an issue. The site will be covered if someone hurts themselves just as they are on other City property.

Council Member Dieffenbach asked if there will be industrial or commercial use of the site.

Director Wiza said the site will be for residential use only.

Motion made by Council Member Arnett, seconded by Council Member Regenfuss, to adopt the recommendations of the Public Works and Sewerage Commission regarding the future operations of the drop-off site. Motion carried unanimously.

**CONSIDER REQUEST FROM POLICE CHIEF TO FILL A VACANT DISPATCHER POSITION**

Chief Frank said a dispatcher will be retiring on February 27. He is requesting authorization to begin the hiring process.

Motion made by Council Member Dieffenbach, seconded by Council Member O'Keefe, to approve the Police Chief's request to fill a vacant Dispatcher position, with the understanding that Chief Frank will engage in discussion for consolidated dispatch. Motion carried without a negative vote.

**CONSIDER REVISED PR-1 – PARK RESERVATIONS AS IT RELATES TO ATHLETIC FIELD RESERVATIONS**

In order to help cover maintenance costs of park facilities, Director Hilvo is requesting to add athletic field rental fees. The athletic field rental fees would be \$10/hour for residents and \$20/hour for non-residents. In order to receive the resident rate 75% of the participants in an organization must be City of Cedarburg residents.

Council Member Verhaalen said he would like to offer an amendment that non-profit organizations that make a significant contribution to maintain and improve the facilities, as determined by the Director of Parks, Recreation and Forestry, be exempt from the hourly rates.

Motion made by Council Member Verhaalen, seconded by Council Member O’Keefe, to approve revised PR-1 Park Reservations to include athletic field rental fees \$10/hour for residents and \$20/hour for non-residents, with the exception of non-profit organizations that make a significant contribution to the maintenance and improvement of the facilities as determined by the Director of Parks, Recreation and Forestry.. Motion carried unanimously.

**DISCUSSION AND POSSIBLE ACTION ON PROPOSED ORDINANCE NO. 2017-04 CREATING SEC. 7-1-26 OF THE MUNICIPAL CODE OF ORDINANCES PERTAINING TO THE KEEPING OF DOMESTICATED CHICKENS**

Attorney Herbrand said an ordinance has been drafted that allows the keeping of chickens in the City. The proposed ordinance allows for a maximum of four chickens on parcels zoned as single-family use only. Chicken raising activity will be restricted to the rear yard only and all coops and pens must be located at least 30’ from a neighboring residential structure. Homeowners would have to apply for an annual permit.

Council Member Czarnecki said he cannot find anyone who thinks this ordinance is a good idea.

Council Member Verhaalen said there is a perception that chickens do not belong in a city.

Council Member Arnett said chickens are not allowed under the current Code, with the exception of agricultural districts. He asked who would enforce the ordinance.

Attorney Herbrand said the ordinance would be enforced by the Building Inspector and Police Department.

Council Member Thome said people in the community are starting to talk about this. She said she wants to hear more comments from residents.

Council Member Arnett said constituents in his district have concerns about noise, chickens located 30’ from a bedroom window, conflicts between pets and chickens, the building of unsightly pens or coops, chickens roaming at large, and chickens attracting natural predators.

Council Member O’Keefe said he shares the concerns of predators who may be attracted to the chickens.

A woman in the audience agreed that predators can be a problem as well as noise and odor.

Kristen Burkart, W67N542 Evergreen Blvd, said she is in favor of the ordinance and said it is a step forward. She said chickens do not smell and four to six chickens generate the same amount of waste as a normal dog.

Tracy Kieckhefer, N76W7292 Linden Street, said chickens do serve an education purpose and the Ozaukee 4-H does have a chicken project.

Another woman in the audience said she was under the impression that the City has a don't ask don't tell policy regarding chickens.

Council Member Czarnecki said he cannot see permits being pulled or the ordinance being enforced.

Council Member Dieffenbach said he has not heard any comments against keeping of chickens.

Motion made by Council Member Verhaalen, seconded by Council Member O'Keefe to table Ordinance No. 2017-04 pertaining to the keeping of chickens until the February 27, 2017 Council meeting. Motion carried unanimously.

### **PAYMENT OF BILLS**

Motion made by Council Member Czarnecki, seconded by Council Member O'Keefe, to approve the payment of the bills for the period 01/12/17 through 01/23/17, ACH transfers for the period 01/07/17 through 01/24/17, and payroll for the period 01/01/17 through 01/14/17. The motion carried unanimously.

### **LICENSE APPLICATIONS**

Motion made by Council Member O'Keefe, seconded by Council Member Thome, to authorize the issuance of new Operators licenses for the period ending June 30, 2017 to Sandra J. Arndt, Michael R. Bennett, Cynthia A. Benning, Clare M. Bergquist, Mica J. Drengler, Margaret Knitter, Paul V. Micha, Amy B. Radtke, and Karen A. Rambadt. Motion carried unanimously.

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to authorize the issuance of a renewal Operators license to Terri J. Heidtke for the period ending June 30, 2017. Motion carried unanimously.

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to authorize the issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc., for Winter Festival to be held on Saturday, February 18, 2017 from 8:30 a.m. to 10:00 p.m. and on Sunday, February 19, 2017 from 8:30 a.m. to 4:00 p.m.

**CITY ADMINISTRATOR'S REPORT**

City Administrator/Treasurer Mertes said 179 vendors have signed up with Agilex for payment of invoices since the enrollment process began.

She said that she and Director Hilvo met with representatives of Fox Point to brainstorm ideas for increasing revenue for the Community Pool.

City Administrator/Treasurer Mertes said in January Sgt. Rick Leach completed 30 years of service with the City and Accountant II Kathy Huebl completed 25 years with the City.

Council Member Arnett asked if the new ordinance regarding liquor license hours has been mailed to license holders.

City Clerk McHugh said the ordinance has been mailed as part of the annual mailing to license holders.

**COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Czarnecki said new drawings for the St. Francis Borgia property show 29 less units. This equates to 45 fewer people to shop in the downtown commercial district. Forty five fewer people equates to approximately \$126,000 per year in lost revenue to downtown bars, restaurants and shops.

He said a recent *News Graphic* article quoted a concerned citizen as saying that the HSI plans were "drastically out of character for the City." He said not all residents agree. Council Member Czarnecki said the Friends of Historic Cedarburg would do well to understand that many residents in Cedarburg would like to see this project built.

Council Member Arnett said the St. Francis Borgia plans on the Friends of Historic Cedarburg Facebook page are no longer being considered. He said there have been no changes to the on-line petition. He said he is challenging this group to present signatures under the new plan if a petition is presented to the Council.

**ADJOURNMENT**

Motion made by Council Member Dieffenbach, seconded by Council Member Thome, to adjourn the meeting at 9:22 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC  
City Clerk

**CITY OF CEDARBURG**

**MEETING DATE:** February 13, 2017

**ITEM NO:** 8. C.

**TITLE:** Consider approval of a change order with Advance Construction to install two stainless steel slide gates in the Sheboygan Road lift station; and action thereon (Public Works and Sewerage Commission meeting 2/09/17)

**ISSUE SUMMARY:** Advance Construction is currently under contract to construct the new Sheboygan Road regional sanitary sewer lift station. Their work is 97% complete and the station is currently operational.

Although not included in their contract, the design called for two stainless steel flow control gates which allow flow to be directed to one of two wet well chambers. It was anticipated that these gates would be installed in the future, but staff is recommending these gates be installed now for the following reasons: 1) It will be much more difficult and costly to install the gates under future wastewater flow conditions, and 2) There is a slight misalignment between the top slab hatch opening and the location of the future gates below, and we would like the present contractor to resolve that issue at his cost.

That would involve the installation of two universal joints at a cost \$3,218 which would be paid for by the contractor. The City cost for the stainless steel slide gates and installation would be \$23,453.

**STAFF RECOMMENDATION:** Staff recommends issuance of a change order to Advance Construction in the amount of \$23,453 to furnish and install two stainless steel gates in the Sheboygan Road lift station.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** The Public Works and Sewerage Commission discussed this issue at their meeting of February 9<sup>th</sup> and their recommendation will be provided at the Council meeting.

**BUDGETARY IMPACT:** \$23,453 from Sewer undesignated reserve fund

**ATTACHMENTS:** Quote from Advance Construction (August Winter subcontractor)

**INITIATED/REQUESTED BY:** Tom Wiza/Eric Hackert

**FOR MORE INFORMATION CONTACT:** Tom Wiza-Director of Engineering and Public Works  
262-375-7610  
Eric Hackert-Wastewater Superintendent  
262-375-7900



**AUGUST WINTER & SONS, INC.**  
**MECHANICAL CONTRACTORS**

2323 NORTH ROEMER ROAD \* APPLETON, WI 54911  
PO BOX 1896 \* APPLETON, WI 54912  
PHONE: 920-739-8881 \* FAX: 920-739-2230

January 27, 2017

Paul Kultgen  
Branden Strayer  
Advance Construction

1.1

**CHANGE ORDER PRICE AND BREAKDOWN**

**Project/Job#: Cedarburg - Sheboygan Road LS - 83416**  
**Description: Install two 24" x 24" gates, modify thimbles**

Gates shall be Golden Harvest model GH-46NRS type 304L stainless steel slide gate.

Our change order price and breakdown follows:

**August Winter**

Material.....	\$	14,208
Labor..... 72 hrs	\$	4,014
Direct Costs.....	\$	1,525
Equipment Rental.....	\$	-
Indirect Costs.....	\$	648
Subtotal.....	\$	20,394
Overhead.....	\$	3,059
Total.....	\$	23,453

**Subcontracts**

Total Subcontractor Costs.....	\$	-
Subcontractor Markup.....	\$	-
Total Subcontractor Costs w/overhead.....	\$	-

Total AWS/Subcontractor Costs.....	\$	23,453
Profit/Bond.....	\$	-

**Change Order Total..... \$ 23,453**

Time extension required is 6 days.

This quotation based upon acceptance within 30 days.

**Exclusions: Gates are not "self contained" ; Does not include startup with factory service representative.**

**Kurt VanGrinsven**

August Winter & Sons, Inc.  
PH: 920-739-8881 FX: 920-739-2230

VISIT OUR WEB SITE AT [WWW.AUGUSTWINTER.COM](http://WWW.AUGUSTWINTER.COM)

Branch Office: 5613 Schofield Avenue \* Schofield, WI 54476 \* PH: 715/355-7555 \* FAX: 715/355-9048  
HVAC \* PLUMBING \* TANK FABRICATION \* PROCESS PIPING \* IND. SHEETMETAL  
SPECIALTY METAL FAB. \* ASME PRESSURE VESSELS \* ASME CODE WELDING \* 24 HR. SERVICE \* ENGINEERING  
STATE OF WISCONSIN LICENSED MASTER PLUMBERS, LICENSE NUMBER 227170

Project/Job#: Cedarburg - Sheboygan Road LS - 83416  
Description: Install two 24" x 24" gates, modify thimbles

Date: 1/27/2017

Change Order #: 1.1

**MATERIAL**

Material Credit w/restocking	.....	0.00
Material ADD	.....	\$ 14,206.00
Sales Tax	0.0%	\$ -

Material Subtotal \$ 14,206

**LABOR**

General Foreman Hours	0.0	@	\$ -	\$ -
Foreman Hours	36.0	@	\$ 57.00	\$ 2,052.00
Field Plumber/Fitter Hours	36.0	@	\$ 54.50	\$ 1,962.00
Field Tinner Hours	0.0	@	\$ -	\$ -
Shop Hours	0.0	@	\$ -	\$ -
Operator Hours	0.0	@	\$ -	\$ -

Labor Subtotal \$ 4,014

**DIRECT COSTS**

Insurance & Taxes	27.0% of Labor	\$ 1,083.78
Trucking	5.0% of Labor	\$ 200.70
Testing & Cleaning	0.0% of Labor	\$ -
Balance Air/Water	0.0% of Labor	\$ -
Tools & Expendables	6.0% of Labor	\$ 240.84
Shop Equipment Charge	\$ 6.00 per shop hour	\$ -
Subsistence		\$ -

Subtotal \$ 1,525

Equipment	0.0 Hours @	\$ -	\$ -
Rental	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -

Subtotal \$ -

**Indirect Costs**

Indirect Costs Total	\$ 648
Total Contractor Costs	\$ 20,394
Overhead	15.0% \$ 3,059
Subtotal Contractor Costs	\$ 23,453

**SUBCONTRACTS**

.....	\$ -
.....	\$ -
.....	\$ -
.....	\$ -

Total Subcontractor Costs	\$ -
Overhead	10.0% \$ -
Subtotal Subcontractors Costs	\$ -

NOTE: This change order does not address impact costs on base contract.

Total Contractor/Subcontractor Costs	\$ 23,453
Profit	0.0% \$ -
Bond	0.0% \$ -
Total Amount Of Change	\$ 23,453

Time extension required is 5 days. This quotation based upon acceptance within 30 days.

Exclusions: Gates are not "self contained" ; Does not include startup with factory service representative.

NOTE: This change order does not address impact costs on base contract.



**AUGUST WINTER & SONS, INC.**  
**MECHANICAL CONTRACTORS**

2323 NORTH ROEMER ROAD \* APPLETON, WI 54911  
PO BOX 1896 \* APPLETON, WI 54912  
PHONE: 920-739-8881 \* FAX: 920-739-2230

January 27, 2017

Paul Kullgen  
Branden Strayer  
Advance Construction

2.1

**CHANGE ORDER PRICE AND BREAKDOWN**

**Project/Job#: Cedarburg - Sheboygan Road LS - 83416**  
**Description: Supply and install four universal joints for gate stems**

Our change order price and breakdown follows:

**August Winter**

Material.....	\$	2,100
Labor..... 6 hrs	\$	446
Direct Costs.....	\$	169
Equipment Rental.....	\$	-
Indirect Costs.....	\$	82
Subtotal.....	\$	2,798
Overhead.....	\$	420
Total.....	\$	3,218

**Subcontracts**

Total Subcontractor Costs.....	\$	-
Subcontractor Markup.....	\$	-
Total Subcontractor Costs w/overhead.....	\$	-

Total AWS/Subcontractor Costs..... \$ 3,218

Profit/Bond..... \$ -

**Change Order Total..... \$ 3,218**

*CONTRACTOR'S  
EXPENSE*

Time extension required is 1 days.

This quotation based upon acceptance within 30 days.

Exclusions: 0

**Kurt VanGrinsven**

August Winter & Sons, Inc.  
PH: 920-739-8881 FX: 920-739-2230

VISIT OUR WEB SITE AT [WWW.AUGUSTWINTER.COM](http://WWW.AUGUSTWINTER.COM)

Branch Office: 5613 Schofield Avenue \* Schofield, WI 54476 \* PH: 715/355-7555 \* FAX: 715/355-9048  
HVAC \* PLUMBING \* TANK FABRICATION \* PROCESS PIPING \* IND. SHEETMETAL  
SPECIALTY METAL FAB. \* ASME PRESSURE VESSELS \* ASME CODE WELDING \* 24 HR. SERVICE \* ENGINEERING  
STATE OF WISCONSIN LICENSED MASTER PLUMBERS, LICENSE NUMBER 227170

Project/Job#: Cedarburg - Sheboygan Road LS - 83416  
Description: Supply and install four universal joints for gate stems

Date: 1/27/2017

Change Order #: 2.1

**MATERIAL**  
Material Credit w/restocking  
Material ADD  
Sales Tax

.....	0.00
.....	<u>\$ 2,100.00</u>
0.0%	<u>\$ -</u>

Material Subtotal \$ 2,100

**LABOR**

General Foreman Hours	0.0	@	\$ -	\$ -
Foreman Hours	4.0	@	\$ 57.00	\$ 228.00
Field Plumber/Fitter Hours	4.0	@	\$ 54.50	\$ 218.00
Field Tinner Hours	0.0	@	\$ -	\$ -
Shop Hours	0.0	@	\$ -	\$ -
Operator Hours	0.0	@	\$ -	\$ -

Labor Subtotal \$ 446

**DIRECT COSTS**

Insurance & Taxes	27.0% of Labor	\$ 120.42
Trucking	5.0% of Labor	\$ 22.30
Testing & Cleaning	0.0% of Labor	\$ -
Balance Air/Water	0.0% of Labor	\$ -
Tools & Expendables	6.0% of Labor	\$ 26.76
Shop Equipment Charge	\$ 6.00 per shop hour	\$ -
Subsistence		\$ -

Subtotal \$ 169

Equipment Rental	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -

Subtotal \$ -

**Indirect Costs**

Indirect Costs Total	\$ 82
Total Contractor Costs	<u>\$ 2,798</u>
Overhead 15.0%	\$ 420
Subtotal Contractor Costs	<u>\$ 3,218</u>

**SUBCONTRACTS**

.....	\$ -
.....	\$ -
.....	\$ -
.....	\$ -

Total Subcontractor Costs	\$ -
Overhead 10.0%	\$ -
Subtotal Subcontractors Costs	<u>\$ -</u>
Total Contractor/Subcontractor Costs	<u>\$ 3,218</u>
Profit 0.0%	\$ -
Bond 0.0%	\$ -
Total Amount Of Change	<u>\$ 3,218</u>

NOTE: This change order does not address impact costs on base contract.

Time extension required is 1 days. This quotation based upon acceptance within 30 days.

Exclusions:

NOTE: This change order does not address impact costs on base contract.

**CITY OF CEDARBURG**

**MEETING DATE:** February 13, 2017

**ITEM NO:** 8. D.

**TITLE:** Consider request from Waste Management to add a Friday refuse and recycling route and make limited modifications to existing routes to balance days; and action thereon. (Public Works and Sewerage Commission meeting 2/09/17)

**ISSUE SUMMARY:** The City has a contract with Waste Management to collect and process/dispose of Cedarburg's refuse and recycling through December 31, 2020. With the growth that has occurred in Cedarburg over the last few years, Waste Management personnel are unable to complete their routes in four days without working excessive overtime. Therefore Waste Management is requesting to add a Friday collection route and somewhat reconfigure the existing Monday through Thursday routes to balance the number of collections per day. Proposed route maps have been provided by Waste Management.

**STAFF RECOMMENDATION:** Staff does not object to the addition of a Friday route, and we see this as a natural consequence of recent and projected growth in the community.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** The Public Works and Sewerage Commission discussed this issue at their meeting of February 9<sup>th</sup> and their recommendation will be provided at the Council meeting.

**BUDGETARY IMPACT:** No budgetary impact

**ATTACHMENTS:** Proposed route maps from Waste Management

**INITIATED/REQUESTED BY:** Waste Management

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



**WASTE MANAGEMENT**

W124 N8925 Boundary Road  
Menomonee Falls, WI 53051  
(262) 251-4000  
(262) 251-7257 Fax



City of Cedarburg  
City Staff and Committee Members  
W63 N645 Washington Ave  
Cedarburg, WI 53012

February 8, 2017

RE: Change in Route Collection Days

City Staff and PW Committee Members:

We appreciate the business partnership that we have developed over the last number of years, and look forward to continuing our relationship with the City for years to come. Due to some exciting growth that the City has and is experiencing, we are in a place where we need to consider re-routing a small portion of the Cities collection schedule to best service the community.

Below is a short summary of the Maps that have been provided and suggested next steps on how we can seamlessly communicate to the residents the changes that will need to be made.

**Maps**

1. Map 1 is the is the existing pick up days and current collection schedule.
2. Maps 2 and 3 (same maps different levels of detail) show the new route days, moving from 4 days to 5 days.
3. Map 4 isolates the affected areas and the number of homes that will receive notification on a day change.
  - A. Residents in this area pick- up days change from Thursday to Wednesday the number of units 51.
  - B. Residents in this area pick- up days change from Wednesday to Thursday number of units 263.
  - C. Residents in this area pick- up days change from Thursday to Friday number of units 180.
  - D. Residents in this area pick- up days change from Monday to Friday number of units 502.
  - E. Residents in this area pick- up days change from Thursday to Monday number of units 183.

Washington St. Will be divided up in the pick-up days in the corresponding areas, the business district downtown will be collected on one day and can be routed to any day of choice that works best for the community.

**Communication and Next Steps**

1. After review and approval of the changes, Waste Management and the City will agree on a go live date (to be no less than 30 days out from today).
2. We will work with the City to develop a means of communicating with the residents in the affected areas and notify them of the changes for 2 straight weeks
  - a. Cart hangers on the Recycling Toters for 2 straight weeks via the drivers and local management team.
  - b. Mailing to the affected residents, outlining the change and when it will occur, along with contact information for any questions (email, phone, web chat). The City has provided the address list already.
  - c. City's website will show the updated changes and pertinent information.
3. Our local Customer Service team will have these updates and changes in case of a resident contacting Waste Management.
4. Upon execution of the change, from four (4) collection days to five (5) collection days, Waste Management drivers will go back through the affected area, collect the material and apply another information hanger as a reminder.

We know that working hand in hand with the City and it's staff, will provide as seamless and efficient transition as possible. If you have any questions, concerns or comments, please let us know.

Regards,

***Your Local Waste Management Team:***

John Luby – Senior District Operations Manager

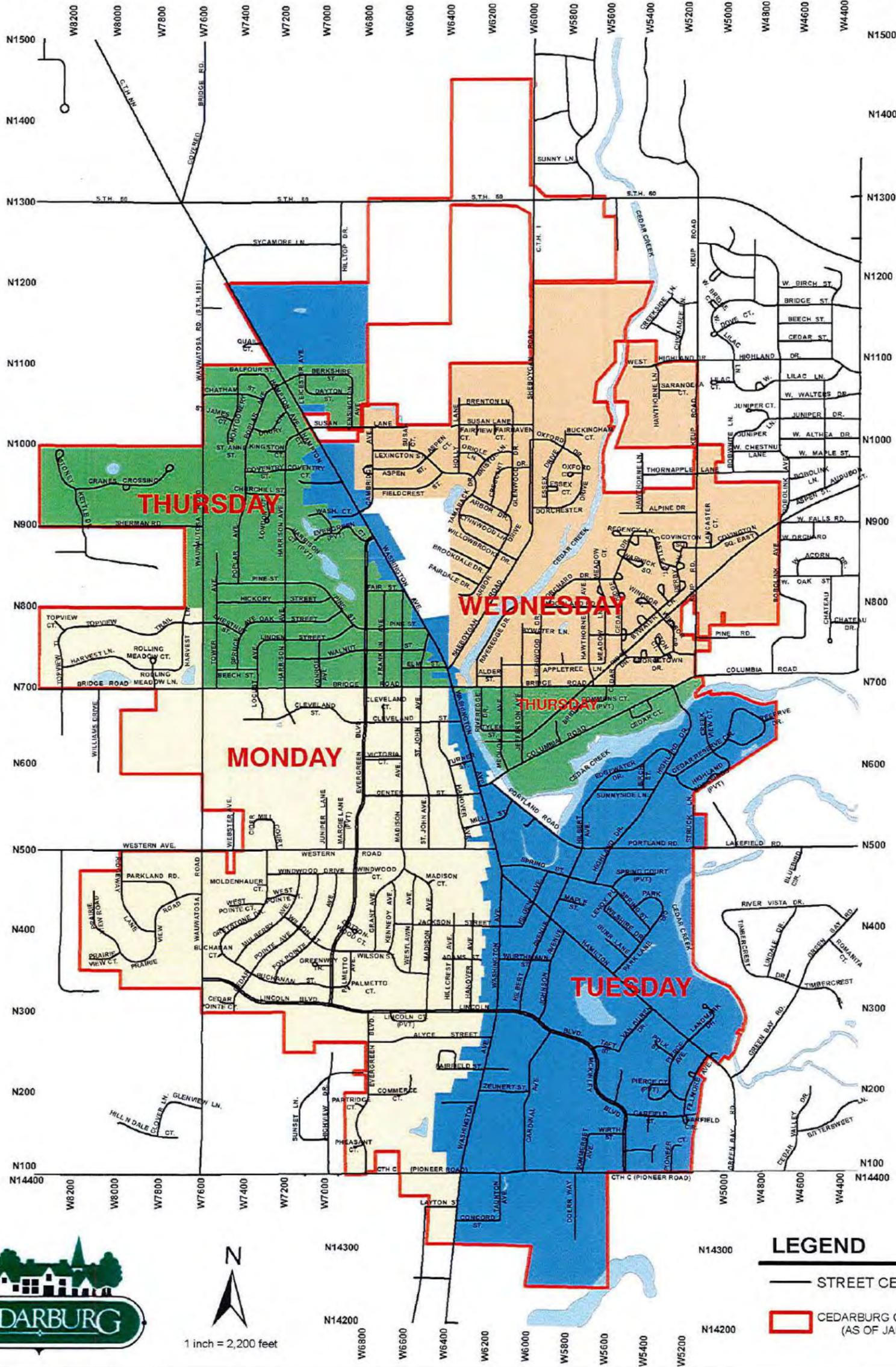
Gary Zahn – Residential Route Manager

Tony Knoeck – Public Sector Services Manager

Existing Monday  
thru Thursday  
Garbage Routes

1

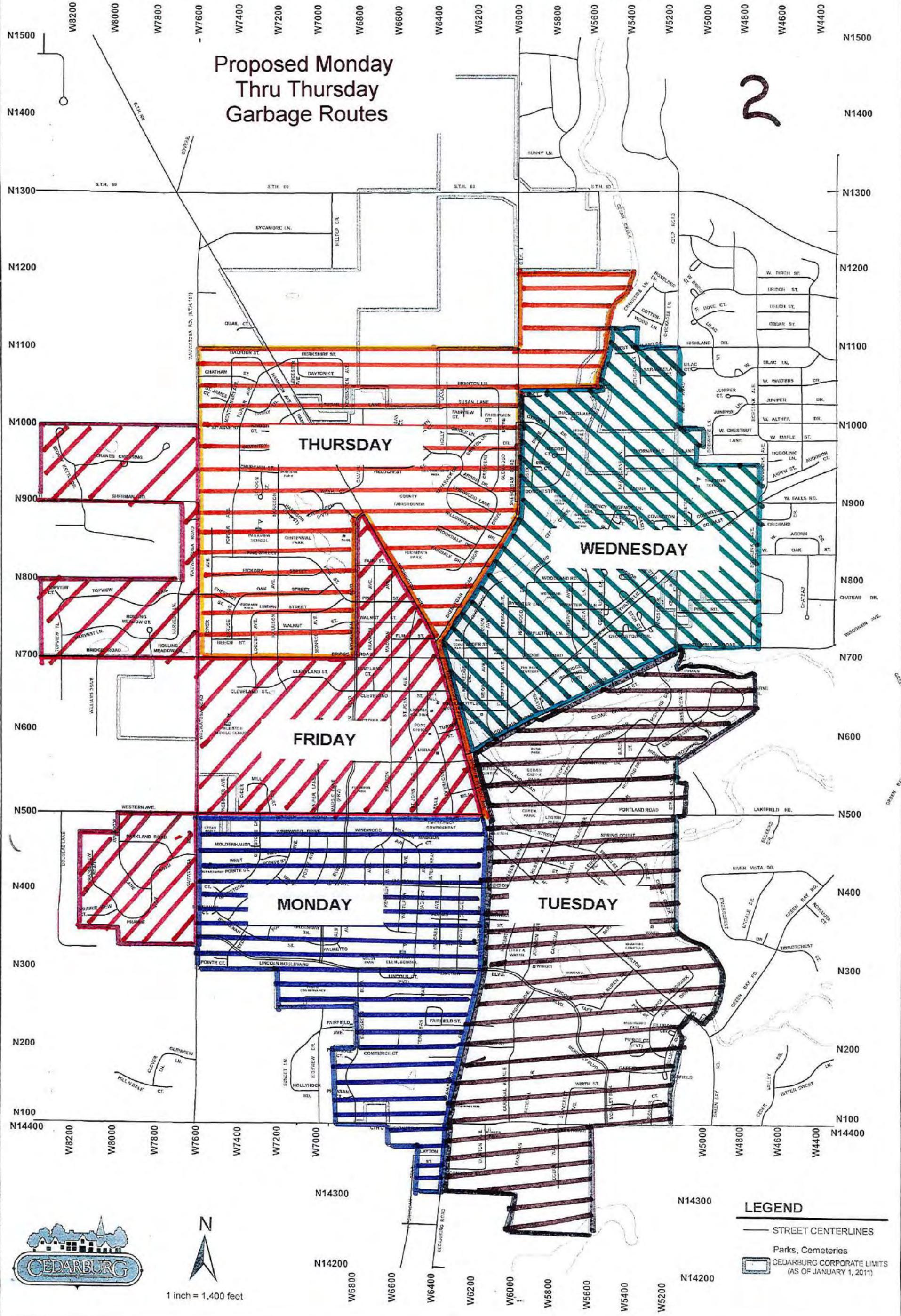
**CITY OF CEDARBURG REFUSE COLLECTION MAP**



# CITY OF CEDARBURG OFFICIAL STREET MAP

## Proposed Monday Thru Thursday Garbage Routes

2



1 inch = 1,400 feet

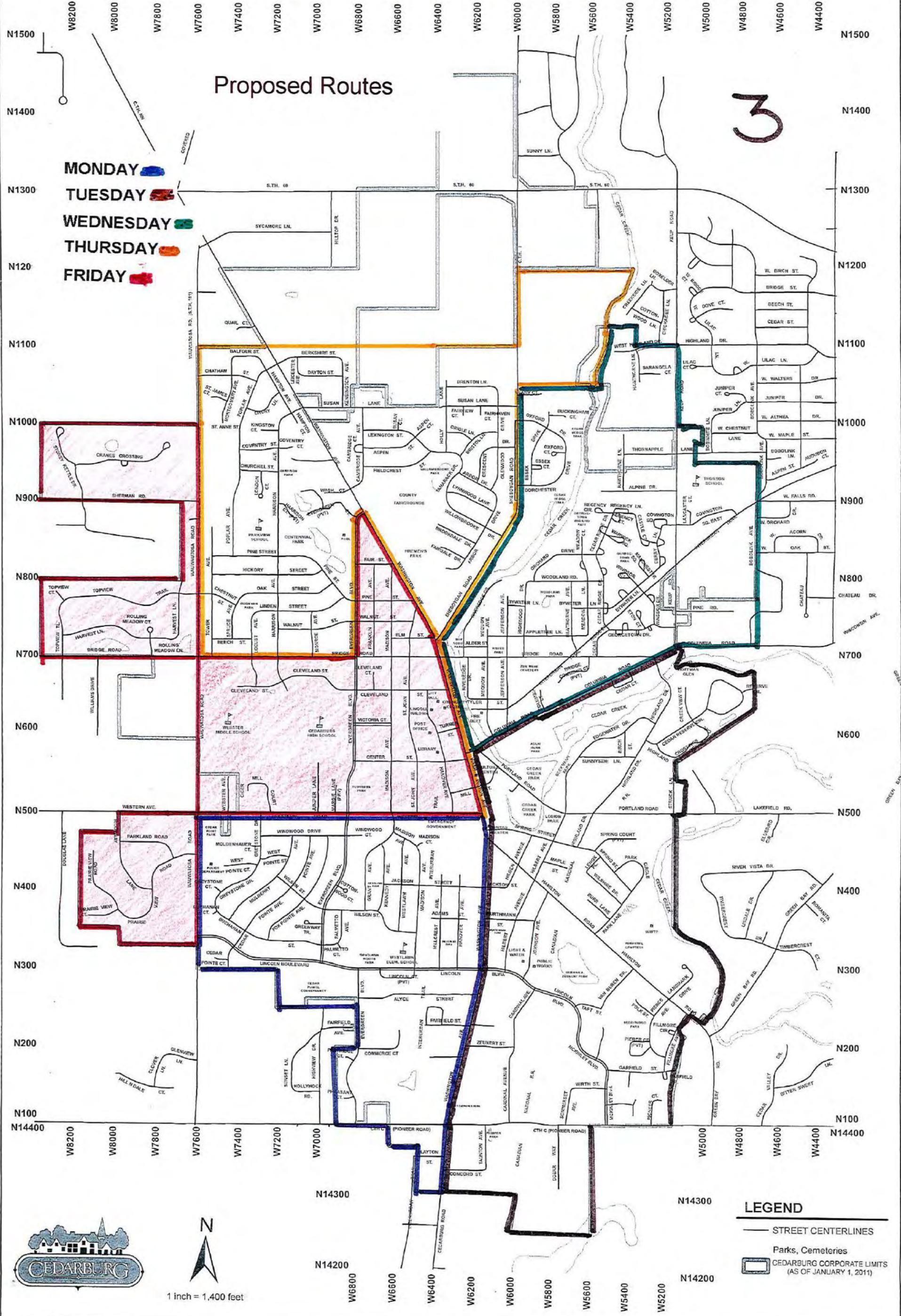
- LEGEND**
- STREET CENTERLINES
  - ▭ Parks, Cemeteries
  - ▭ CEDARBURG CORPORATE LIMITS (AS OF JANUARY 1, 2011)

# CITY OF CEDARBURG OFFICIAL STREET MAP

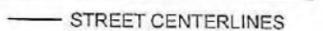
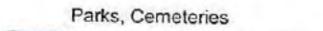
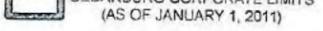
## Proposed Routes

3

- MONDAY 
- TUESDAY 
- WEDNESDAY 
- THURSDAY 
- FRIDAY 



1 inch = 1,400 feet

- LEGEND**
-  STREET CENTERLINES
  -  Parks, Cemeteries
  -  CEDARBURG CORPORATE LIMITS (AS OF JANUARY 1, 2011)

# CITY OF CEDARBURG OFFICIAL STREET MAP

Details of  
Route Changes

A

**THURSDAY TO WEDNESDAY**

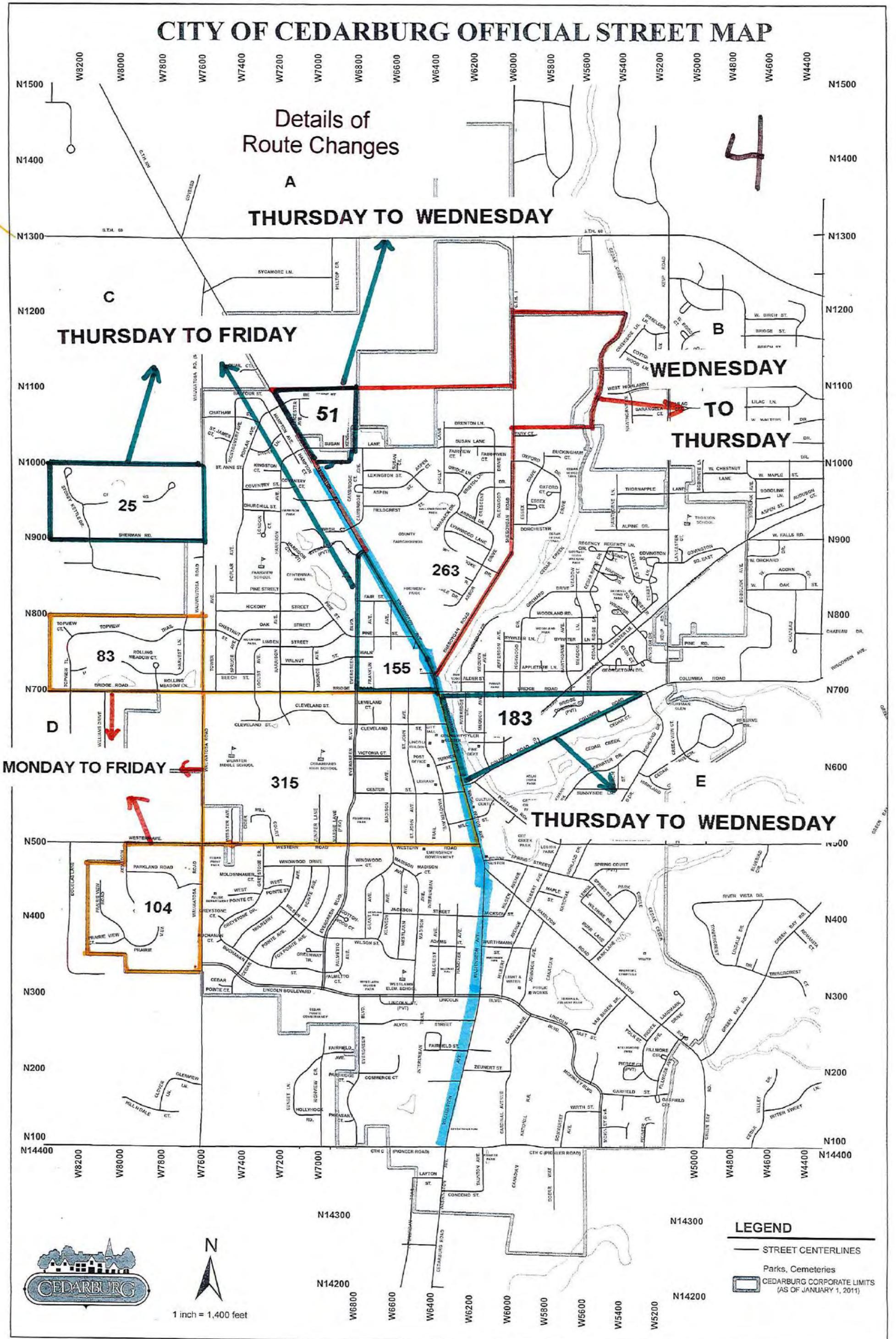
4

**THURSDAY TO FRIDAY**

**WEDNESDAY  
TO  
THURSDAY**

**MONDAY TO FRIDAY**

**THURSDAY TO WEDNESDAY**



- LEGEND**
- STREET CENTERLINES
  - ▭ Parks, Cemeteries
  - ▭ CEDARBURG CORPORATE LIMITS (AS OF JANUARY 1, 2011)



1 inch = 1,400 feet

**CITY OF CEDARBURG**

**MEETING DATE:** February 13, 2017

**ITEM NO:** 8. E.

**TITLE:** Consider request from the Economic Development Board to fund the refurbishing of garbage cans in the Historic District; and action thereon

**ISSUE SUMMARY:** The “beautification” project committee of the Economic Development Board recently solicited three quotations for painting thirty six (36) highly visible trash cans in the historic district. The most recent request for painting was placed on the non-funded list once again in 2016.

The new quotation is \$285 per can or a total of \$10,260. This is \$6,255 less than the quote submitted to Council in 2016.

The specifications are the same as the initial quotation with the only difference being the City will deliver cans to the painter’s shop and pick up once the cans are repainted.

Winter is the optimal time to repaint the cans as foot traffic is less in the historic district. Specifically, right after Winter Festival which is February 18 &19.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** Economic Development Board recommends proceeding with the work.

**BUDGETARY IMPACT:** \$10,260

**ATTACHMENTS:** Quotation and garbage can photo

**INITIATED/REQUESTED BY:** Economic Development Board

**FOR MORE INFORMATION CONTACT:**

Mary Sheffield – Economic Development Coordinator  
[msheffield@ci.cedarburg.wi.us](mailto:msheffield@ci.cedarburg.wi.us)  
262-387-2050

# PROPOSAL

**From:** Hoepner's Paint Shop, LLC  
John Hoepner, Owner  
N6126 Town Hall Rd  
Mayville, WI 53050

Phone: 920-334-4462

---

CUSTOMER (Complete Legal Name):	PHONE	DATE
City of Cedarburg	262-375-7610	Jan 25, 2017
W63N645 Washington Ave	JOB NAME	
Cedarburg, WI 53012-0049	Trash Cans	
	JOBSITE ADDRESS	

AUTHORIZED REPRESENTATIVE:  
Thomas Wiza

---

Hoepner's Paint Shop, LLC (hereinafter referred to as the Contractor), proposes to provide the following services, equipment and materials as stated below, upon and pursuant to all the terms of this agreement as follows:

Labor, equipment, and materials to sandblast, prime, and paint some of the Trash Cans. Details as follows:

### Thirty Six (36) Trash Cans

The owner will deliver and pick up the trash to and from our shop. We will cover/mask, as needed. We will sandblast the Trash Cans to a commercial blast standard (SSPC-SP6). Once blasted, we will prime with one (1) coat of PPG Epoxy Primer OMNI MP170 – at approximately 4 to 5 mils DFT, followed by one (1) finish coat of Imron 3.5 HG High Gloss Polyurethane in a green match to the existing – at approximately 3 to 4 mils DFT. All of the above work will be performed at our shop.

Our price is .....\$10,260.00 (\$285.00 per Trash Can)

All of the above work is bid to be done during the regular work week on first shift at our shop. Work can begin as soon as we receive your signed order and scheduling can be done.

Authorized Customer Representative's Signature \_\_\_\_\_



<https://webmail.co.ozaukee.wi.us/owa/?ae=Item&t=IPM.Note&id=RgAAAAABu5YLrGo55...> 9/27/2016

**CITY OF CEDARBURG**

**MEETING DATE:** February 13, 2017

**ITEM NO:** 8. F.

**TITLE:** Consider request to fill Building Maintenance Supervisor position; and action thereon

**ISSUE SUMMARY:** One of our long term City employees has tendered his resignation effective May 1, 2017.

The building and grounds maintenance/custodian position should be filled ASAP to ensure adequate training of all job duties and equipment to perform such duties.

**STAFF RECOMMENDATION:** Recommend filling the position ASAP.

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

**BUDGETARY IMPACT:**

- Position wage will be reduced to DPW crew person pay scale. Approximately \$1.50 per hour less than the current wage scale.
- Eliminate pick-up truck cost from current position.
- The cost of employee overlap will be absorbed by decreased pay for position

**ATTACHMENTS:** None

**INITIATED/REQUESTED BY:** Michael Baier

**FOR MORE INFORMATION CONTACT:** Michael Baier – Building Inspection Department  
262-375-7609

**CITY OF CEDARBURG**

**MEETING DATE:** February 13, 2017

**ITEM NO:** 8. G.

**TITLE:** Consider revised Policy CC-2: Purchasing; and action thereon

**ISSUE SUMMARY:** The purchasing policy has not been reviewed or updated since August 2007. In the auditors preliminary audit it was suggested that the threshold for a purchase order be increased. Other changes are also being suggested at this time to represent current needs.

The proposed changes are shown underlined and struck through. The requirement for a purchase order would increase from \$500 to \$5,000 in item 1. Under item 6, the policy would follow State Statutes. The legislature is looking to increase the threshold for public bidding so this change would alleviate any future changes to the policy due to the State requirements. Item 7 reflects the change in the requirement for a purchase order. Item 8 is the maximum use of petty cash allowed. This amount is increasing from \$20 to \$35.

The change in the amount for purchase orders will help save staff time and paperwork. The departments are currently restricted in their spending by their budget.

**STAFF RECOMMENDATION:** Approve policy CC-2.

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

**BUDGETARY IMPACT:** N/A

**ATTACHMENTS:** Policy CC-2 Purchasing

**INITIATED/REQUESTED BY:** Christy Mertes

**FOR MORE INFORMATION CONTACT:** City Administrator/Treasurer Christy Mertes, 375-7606

**CITY OF CEDARBURG  
POLICY/PROCEDURE MANUAL**

SUBJECT: PURCHASING

CC-2

---

**General:** The purchasing function involves procurement of supplies, materials, equipment and services at the lowest price consistent with quality and performance necessary to meet standards established by the City of Cedarburg. The lease of equipment or vehicles as measured by its fair market value shall conform to the same procurement parameters as required for purchase. The use of multiple purchase orders to circumvent the dollar limits specified in this policy is prohibited. The City Administrator/Treasurer shall act as purchasing agent for the City of Cedarburg.

**Procedure:** 1. Whenever it is necessary or desirable that supplies, materials, equipment or contractual services be purchased which will cost \$5,000 or more, a purchase order (Attachment A) shall be submitted by the department supervisor or director, to the City Administrator/Treasurer for issuance of a purchase order. All purchase orders require the approval of the Department Head and City Administrator/Treasurer. All purchase orders for the City Administrator/Treasurer require the approval of the Mayor.

2. No requisition shall be submitted and no purchase shall be made for items or services not included in the current budget, or at an amount exceeding that which has been budgeted.

3. All required procedures shall be complied with before any purchases are made except in urgent situations where operational or safety requirements pose an immediate need. In such instances, the Department Head or Supervisor is authorized to make any necessary purchases, with "confirming" purchase orders to be issued at the earliest opportunity.

4. If the estimated cost of supplies, materials, equipment or services will exceed the sum of \$5,000, competitive quotations or proposals will be obtained in writing from three or more vendors who are able to supply the requested item(s). If a specific vendor or brand name commodity is deemed to be in the best interests of the City, the requesting department may present information in support of the requisition and, if concurred with by the City Administrator/Treasurer, the requirement for competitive proposals may be waived. In this event, the rationale for selecting the particular vendor or commodity shall be noted on the requisition.

5. Upon receipt of competitive proposals the City Administrator/Treasurer, in consultation with the requesting department, is authorized to award the purchase of the supplies, materials, equipment or service to the vendor offering the lowest and/or best bid, taking into account price, availability, reliability, warranty,

uniformity or other bonafide factors. In the event that all factors are relatively equal, Cedarburg vendors shall be given preference.

6. For public construction ~~exceeding \$25,000 in estimated cost~~, specifications shall be prepared and formal bids shall be obtained from qualified contractors in accordance with §62.15, Wis. Stats. The results of such bidding shall be reported by the Department Head to the appropriate board or commission for recommendation to the Common Council which may approve or disapprove the recommended contract as it deems appropriate.

7. For individual purchases costing less than \$5,000, department heads are authorized to obtain the necessary supplies, materials or equipment from a local or other vendor, provided that the current approved budget provides for such purchase, and further that the department head exercises sound judgment in selecting the vendor which can provide the item or service at the best price or availability.

8. For small purchases amounting to \$2035.00 or less obtained from local suppliers at which the City does not have an account, the use of petty cash is recommended and authorized in order to minimize the need to utilize normal accounts payable procedures. If petty cash is used for such purchases, a memo slip (Attachment B) detailing the item(s) purchased, purpose and budget account shall be completed for each such transaction and submitted along with the purchase receipt to the City Treasurer. This procedure shall not be used to make numerous purchases of the same commodity to avoid the issuance of a purchase requisition.

Attachments:

- A. Purchase Order Form
- B. Petty Cash Request Form

Approved: 6/9/86  
Adopted: 6/30/86  
Revised: 8/26/91  
Revised: 2/24/92  
Revised: 8/27/07  
Revised/Approved: 2/13/17

**CITY OF CEDARBURG**

**MEETING DATE:** February 13, 2017

**ITEM NO:** 8. H.

**TITLE:** Consider Ordinance No. 2017-05 creating Sec. 7-18 of the Code of Ordinances: Regulation of Mobile Food Vendors and Establishments; and action thereon

**ISSUE SUMMARY:** Staff was directed to create an ordinance regarding food trucks. Included is the first draft for your review and comments.

This item is for staff to get your feedback and potentially bring back a revised version at a future meeting.

**STAFF RECOMMENDATION:** N/A

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

**BUDGETARY IMPACT:** N/A

**ATTACHMENTS:** Draft ordinance 2017-05

**INITIATED/REQUESTED BY:** Economic Development Board/Council

**FOR MORE INFORMATION CONTACT:** City Administrator/Treasurer Christy Mertes, 375-7606

## SEC. 7-18 REGULATION OF MOBILE FOOD VENDORS AND ESTABLISHMENTS

### Ordinance No. 2017-05

#### An Ordinance Creating Section 7-18 Of the City of Cedarburg Code of Ordinances

**WHEREAS**, the City desires to provide for the health, safety, and well-being of its residents, to ensure and maintain safe food service and public safety, and to promote the orderly and safe use of the public right-of-way within the City;

**THEREFORE**, the Common Council of the City of Cedarburg, Wisconsin do ordain as follows:

**That a new section be created in the City of Cedarburg Code of Ordinances as follows:**

#### **SEC. 7-18-1 DEFINITIONS**

In this Chapter:

(a) **Mobile Food Vendor** or **Vendor** means the owner, owner's agent or employees of a mobile food establishment within the City of Cedarburg. A Mobile Food Vendor shall expressly not include Direct Seller's, as defined in Section 7-4-2(a) of the Code of Ordinances.

(b) **Mobile Food Establishment** means a restaurant or retail food establishment where ready-to-eat food is cooked, wrapped, packaged, processed, served or sold from a vehicle, car, truck, trailer, cart, or similar portable device which may or should be capable of periodically changing locations. This ordinance does not intend to regulate home delivery of food and beverage items.

(c) **Food** means all articles used for food, non-alcoholic drink or condiment including ice or water used by humans whether simple, mixed or compound articles used or intended for use as ingredients in the composition or preparation thereof.

**SEC. 7-18-2 LICENSE REQUIRED.** It shall be unlawful for a person to operate a mobile food establishment, serve, sell or distribute food from a mobile food establishment or cook, wrap, package, process, serve or portion food in a mobile food establishment in the City of Cedarburg without first having obtained a valid mobile food establishment license from the City of Cedarburg Plan Commission as provided for by this chapter.

**SEC. 7-18-3 EXEMPTIONS FROM LICENSE REQUIREMENT.** Mobile food establishments participating in any of the festivals, organizations, activities, or events listed below are exempt from obtaining a mobile food establishment license as required by this chapter:

(a) Any Mobile Food Vendor or Mobile Food Establishment on premises and controlled, regulated or permitted through section 7-14 (Festival Celebration Permit) of the Code of Ordinances.

(b) Any Mobile Food Vendor or Mobile Food Establishment acting by, through or under Summer Sounds at Cedar Creek Park organized by Cedarburg Music Festivals.

(1) Limited to no more than twelve (12) Friday night events per year.

(c) Any person selling goods at a farmer's market or flea market, on premises and under the control of the farmer's market or flea market organizers.

(d) Any person selling goods on premises at the Ozaukee County Fairgrounds.

(f) Any other festival/organization/activity/event that the City of Cedarburg Plan Commission deems appropriate for exemption.

**SEC. 7-18-4 APPLICATION.** Any person desiring to operate a mobile food establishment shall make written application for a mobile food establishment license to the City Clerk. The application shall be on the form provided by the city clerk's office and shall include the following:

(a) The name, signature, and address of each applicant and each member or officer of a corporate applicant.

(b) The name of each employee of the mobile food establishment.

(1) If an applicant is issued a mobile food establishment license, the applicant must provide to the city clerk's office the name and address of any new employee within thirty (30) days of hiring.

(c) A description of the mobile food vending vehicle or cart, including the make, model, VIN number and license plate for mobile food vending vehicles.

(d) A valid copy of all necessary licenses for the operation of the mobile food establishment, including, but not limited to, licenses or certificates

required by Ozaukee County, the state of Wisconsin, or any subsidiary enforcement agencies or departments thereof.

(e) A signed statement that the vendor shall hold harmless the city and its officers and employees, and shall indemnify the city, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license. Vendor shall furnish and maintain such public liability insurance coverage of not less than \$1,000,000.00

(f) Any additional information as deemed necessary by city staff.

(g) The city reserves the right to conduct a background check of the applicant and the applicant's employees.

#### **SEC. 7-18-5 INVESTIGATION.**

(a) Upon receipt of each application from the Plan Commission, the City of Cedarburg Police Department shall conduct an investigation of the statements made on such application, including a background check of the applicant and the employees of the applicant.

(b) The Plan Commission shall refuse to license the applicant if it is determined, pursuant to the investigation above, that: the application contains any material omission or materially inaccurate statement; complaints of a material nature have been received against the applicant by the authorities in the preceding cities, villages and towns, not exceeding three (3), in which the applicant conducted similar business; the applicant or an employee of the applicant was convicted of a crime, statutory violation or ordinance violation within the last five (5) years, the nature of which is directly related to the applicant's or an employee's fitness to engage in the conduct for which the license is requested; the applicant failed to comply with any applicable provision of section 7-18-4 or the applicant failed to pay the fees required for the license.

**SEC. 7-18-6 LOCATION RESTRICTIONS.** Except as provided herein, licensed mobile food establishments shall not operate upon or in any public road right of way, alley, public grounds or land dedicated to public or in any part thereof. Licensed mobile food establishments may operate on private property, with the written permission of the private property owner, except for private property that is located in the Historic Preservation Overlay District or on private property located less than 100 feet from the front door of any business selling a similar Food product, subject to the following exception:

(a) The Plan Commission may grant a temporary use permit to a mobile food establishment for operation in the Historic District Preservation Overlay District for any activity or event that it deems appropriate. The Plan Commission shall specify the location, hours of operation, and any other restrictions it deems appropriate for the specific activity or event.

**SEC. 7-18-7 GENERAL OPERATION RESTRICTIONS.**

(a) Hours of operation for a Mobile Food Establishment shall be no earlier than 10:00 a.m. to no later than 10:00 pm.

(b) Any power required for the Mobile Food Establishment shall not use utilities drawn from the public right-of-way. No power cable or equipment shall be extended over any City street, alley or sidewalk.

(c) No Mobile Food Vendor shall use or maintain any outside sound amplifying equipment, lights, or noisemakers of any kind, while stationary.

(d) Mobile Food Vendors are responsible for providing trash/refuse receptacles on site and for removing such receptacles at the conclusion of sales. Trash or refuse from the Mobile Food Vendor's receptacles shall not be placed in any public or private trash receptacles, including dumpsters, without the private trash receptacles' owner's consent.

(e) Mobile Food Vendors shall take every precaution to ensure that their operation does not materially affect the peace and welfare of the general public nor cause any unreasonably loud, disturbing, and/or unnecessary noise or any other noise of any character, intensity or duration as to be detrimental or disturbing to the public peace or welfare.

**SEC. 7-18-8 FEES AND CONDITIONS.**

(a) All mobile food vendors shall pay an annual license fee as established by the common council.

(b) Licenses shall commence on January 1 and end on December 31 of each calendar year. Licenses applied for after January 1 of a year will expire on December 31 of that year; License fees shall not be pro-rated.

(c) The license is not transferrable from person to person or mobile vending vehicle or cart to mobile vending vehicle or cart.

(d) Each mobile food establishment shall be separately licensed.

(e) No more than three licenses for mobile food establishments may be issued by the City in any one year. This subsection does not include those Temporary Use Permits for the exempted activities and events in subsections 18-7-3 and 18-7-6(a).

**SEC. 7-18-9 ENFORCEMENT.** The enforcement of this article shall be under the jurisdiction of the Building Inspector, Fire Department, and Police Department, who shall have the power to inspect to determine compliance with this article.

**SEC. 7-18-10 RENEWAL.** The license holder shall, on an annual basis, file a renewal form proscribed by the Plan Commission and renewal fee as established by the Common Council prior to the expiration of the license, and such renewal shall be processed in the same manner as the initial application.

**SEC. 7-18-11 RECORDS.** The Chief of Police shall report to the Plan Commission all violations for violation of this Chapter issued to the licensee or any employee, contractor, or agent of the licensee. The Plan Commission shall note any such violation on the record of the Vendor convicted.

**SEC. 7-18-12 SUSPENSION, REVOCATION, OR NON-RENEWAL OF LICENSE.**

(a) A mobile food establishment license may be suspended, revoked, or not renewed by the Plan Commission if the applicant or licensee:

- (1) made any material omission or materially inaccurate statement in the license application; or
- (2) made any fraudulent, false, deceptive or misleading statement or representation in the course of engaging in mobile food vending; or
- (3) violated any provision of this Chapter; or
- (4) was convicted of any offense which is directly related to the licensee's fitness to engage in mobile food vending.

(b) If the Chief of Police or an authorized representative of the Department of Public Works or Fire Department recommends that the Plan Commission suspend, revoke, or not renew a mobile food establishment license, or, if the Plan Commission indicates an intention to suspend, revoke, or not renew the mobile food establishment license, the City Clerk shall, in writing, inform the applicant of the intended non-renewal, the reasons, and of the opportunity to request a hearing before the Plan Commission. Such notice shall

be sent by certified and regular mail to, or personally served upon, the licensee at least ten (10) days prior to hearing.

(c) A license is a privilege, the issuance of which is a right granted solely to the Plan Commission. The Plan Commission shall consider the circumstances, severity and facts of an offense, offenses or pattern of behavior when making the determination to grant, deny, suspend, revoke, or not renew a license

This ordinance shall take effect upon passage and posting.

Passed and adopted this 13<sup>th</sup> day of February, 2017.

---

Kip Kinzel, Mayor

**ATTEST:**

---

Constance K. McHugh, City Clerk

**Approved as to form:**

---

Michael P. Herbrand, City Attorney

**CITY OF CEDARBURG  
TRANSFER LIST  
1/25/17-2/13/17**

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
<b>PWSB CHECKING ACCOUNT</b>		
1/25/2017	\$19,675.37	Light & Water-Cycle 4
1/27/2017	\$100.00	State of Wisconsin-garnishment
1/27/2017	\$750,000.00	Transfer to PWSB Money Market
1/30/2017	\$479.76	Aflac-January premiums
1/30/2017	\$438.90	Superior Vision-February premiums
1/30/2017	\$76,145.22	WCA-February premiums
1/30/2017	\$181.38	Light & Water-final DPW trailer
1/31/2017	\$73,935.45	WRS-December remittance
2/2/2017	\$10,413.29	MetLife-January & February dental premiums
2/2/2017	\$176,000.00	PWSB Payroll
2/2/2017	\$495.00	Police Association Union-contributions for 1/15/17-1/28/17
2/2/2017	\$3,562.67	North Shore Bank-contributions for 1/15/17-1/28/17
2/2/2017	\$6,076.67	Health Savings Accounts-contributions for 1/15/17-1/28/17
2/2/2017	\$3,007.09	ICMA-contributions for 1/15/17-1/28/17
2/3/2017	\$2,847.86	Minnesota Life-March premiums
2/6/2017	\$3,432.14	Light & Water-Cycle 1
2/13/2017	\$3,204.87	Light & Water-Cycle 2
	<u>\$1,129,995.67</u>	

<b>PWSB PAYROLL ACCOUNT</b>		
2/3/2017	\$122,613.11	Payroll for 1/15/17-1/28/17
2/3/2017	\$54,218.67	Payroll taxes for 1/15/17-1/28/17
	<u>\$176,831.78</u>	

<b>PWSB CAPITAL MONEY MARKET ACCOUNT</b>		
1/30/2017	\$451,695.76	PWSB Money Market

<b>PWSB INTERNAL SERVICE MONEY MARKET</b>		
1/30/2017	\$38,567.87	PWSB Money Market



CITY OF CEDARBURG

02/03/17 2:45 PM

Page 1

\*Check Detail Register©

FEBRUARY 2017

		Check Amt	Invoice	Comment
<b>111300 PWSB Checking</b>				
Unpaid <b>A CEDARBURG CHRISTMAS</b>				
E 100-555140-210	PROFESSIONAL SERVICES	\$25.00	1984	SR CTR-2016 HOLIDAY CRAFT SHOW AND COOKIE SALE
<b>Total A CEDARBURG CHRISTMAS</b>		<b>\$25.00</b>		
Unpaid <b>ADP, LLC.</b>				
E 100-515600-210	PROFESSIONAL SERVICES	\$453.37	487070997	TREAS-1/14/2017 PAYROLL
<b>Total ADP, LLC.</b>		<b>\$453.37</b>		
Unpaid <b>AMBROSE ENGINEERING INC.</b>				
E 400-522230-807	STATION IMPROVEMENTS	\$2,640.00	38698	FD-7/29/16-1/21/17-FIRE DEPT RETAINING WALL
<b>Total AMBROSE ENGINEERING INC.</b>		<b>\$2,640.00</b>		
Unpaid <b>AT&amp;T</b>				
E 100-533210-225	TELEPHONE	\$30.90	262375760301	DPW-PHONE
E 260-555110-225	TELEPHONE	\$132.58	262375760301	LIBR-PHONE
E 601-573825-225	TELEPHONE	\$146.44	262375760301	WW-PHONE
E 100-518100-225	TELEPHONE	\$43.26	262375760301	CH-PHONES
E 100-522230-225	TELEPHONE	\$37.59	262375760301	FD-PHONE
E 100-522110-225	TELEPHONE	\$140.50	262375762462	PD-PHONE
<b>Total AT&amp;T</b>		<b>\$531.27</b>		
Unpaid <b>AT&amp;T LONG DISTANCE</b>				
E 260-555110-225	TELEPHONE	\$30.32	836841746	LIBR-LONG DISTANCE
E 100-522110-225	TELEPHONE	\$3.18	836841746	PD-LONG DISTANCE
G 100-156200	DUE FROM LIGHT & WATER	\$162.98	836841746	L&W-LONG DISTANCE
<b>Total AT&amp;T LONG DISTANCE</b>		<b>\$196.48</b>		
Unpaid <b>ATLAS BUSINESS SOLUTIONS INC</b>				
E 100-522110-240	REPAIR AND MAINTENANCE	\$576.00	INV291738	PD-SCHEDULEANYWHERE LICENSE
<b>Total ATLAS BUSINESS SOLUTIONS INC</b>		<b>\$576.00</b>		
Unpaid <b>AVI SYSTEMS, INC.</b>				
E 260-555110-240	REPAIR AND MAINTENANCE	\$428.78	344410	LIBR-HS HDMI CABLE/ON SITE SERVICE
<b>Total AVI SYSTEMS, INC.</b>		<b>\$428.78</b>		
Unpaid <b>AXLEY BRYNELSON, LLP</b>				
E 100-516100-211	EXTRAORDINARY SERVICES	\$741.00	685314	LEGAL-AMCAST REDEVOPMENT SPECIAL COUNSEL
<b>Total AXLEY BRYNELSON, LLP</b>		<b>\$741.00</b>		
Unpaid <b>BAKER &amp; TAYLOR BOOKS</b>				
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$16.60	2032598088	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$16.04	2032598089	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$17.15	2032598090	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$63.59	2032598091	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$43.84	2032598092	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$308.76	2032598093	LIBR-BOOKS



CITY OF CEDARBURG

\*Check Detail Register©

FEBRUARY 2017

	Check Amt	Invoice	Comment
E 260-555110-319 PUBLICATIONS AND SUBSCRI	\$11.55	2032601494	LIBR-BOOKS
E 260-555110-319 PUBLICATIONS AND SUBSCRI	\$93.08	2032601495	LIBR-BOOKS
<b>Total BAKER &amp; TAYLOR BOOKS</b>	<b>\$570.61</b>		

Unpaid

**BEYER S HARDWARE STORE**

E 100-533210-353 MAINTENANCE PARTS	\$2.70	125689	DPW-HARDWARE
E 100-533210-350 OPERATING SUPPLIES	\$196.35	125762	DPW-CASTERS/CABLE TIES
E 100-533210-350 OPERATING SUPPLIES	\$19.78	125965	DPW-GRN PARACORD/CABLE TIES
E 100-555510-240 REPAIR AND MAINTENANCE	\$29.65	125969	PARKS-ANTIFREEZE
E 100-533210-353 MAINTENANCE PARTS	\$5.84	126010	DPW-AERO BACKWOODS
E 100-533210-350 OPERATING SUPPLIES	\$91.20	126210	DPW-SPRAY PAINT
E 100-533210-350 OPERATING SUPPLIES	\$23.82	126222	DPW-TIRE VALVE/FLASHLIGHT
E 100-533210-353 MAINTENANCE PARTS	\$10.79	126349	DPW-HARDWARE
E 100-522110-390 OTHER EXPENSES	\$14.39	126371	PD-3V LITHIUM BATTERY
E 100-533210-350 OPERATING SUPPLIES	\$7.64	126487	DPW-D ALKALINE BATTERIES
E 100-555510-240 REPAIR AND MAINTENANCE	\$9.44	126569	PARKS-HARDWARE
E 100-555510-240 REPAIR AND MAINTENANCE	\$1.08	126571	PARKS-HARDWARE
E 100-533210-350 OPERATING SUPPLIES	\$6.29	126575	DPW-HARDWARE
E 100-533210-353 MAINTENANCE PARTS	\$3.86	126672	DPW-MASKING TAPE
E 100-533210-350 OPERATING SUPPLIES	\$25.87	126731	DPW-ANTIFREEZ BLEND
E 100-522410-240 REPAIR AND MAINTENANCE	\$7.19	127581	EM-NYLON TWINE
E 260-555110-350 OPERATING SUPPLIES	\$21.58	128147	LIBR-PUTTY KNIFE/GLOVES
E 100-555510-240 REPAIR AND MAINTENANCE	\$86.84	128221	PARKS-TRASH CAN/TAPE/TURPENTINE/BRUSH
E 260-555110-350 OPERATING SUPPLIES	\$31.02	128239	LIBR-FLUORO BULBS
E 100-555510-240 REPAIR AND MAINTENANCE	\$23.19	128247	PARKS-SPACKLING/URETHANE
E 601-573840-340 MAINTENANCE SUPPLIES	\$30.55	128263	WW-CABLE TIES/CONNECTORS
E 100-555510-240 REPAIR AND MAINTENANCE	\$18.36	128359	PARKS-SPONGE/ISOPRO ALCOHOL/SANDING PAD
E 100-555510-240 REPAIR AND MAINTENANCE	\$16.62	128362	PARKS-RUBBER Mallet/SANDING PADS
<b>Total BEYER S HARDWARE STORE</b>	<b>\$684.05</b>		

Unpaid

**BOARD OF COMM OF PUBLIC LANDS**

E 300-581582-610 DEBT SERVICE - PRINCIPAL	\$83,551.47	15991	GO BONDS-2010 GO NOTE PRINCIPAL
E 300-581582-620 DEBT SERVICE - INTEREST	\$15,134.70	15991	GO BONDS-2010 GO NOTE INTEREST
<b>Total BOARD OF COMM OF PUBLIC LANDS</b>	<b>\$98,686.17</b>		

Unpaid

**BOLD TECHNOLOGIES LTD**

G 100-261300 DIRECT POLICE ALARM FEES	\$604.86	10352	PD-MANITOU ALARM SUPPORT/UPGRADE SERVICES-MAR TO MAY 2017
<b>Total BOLD TECHNOLOGIES LTD</b>	<b>\$604.86</b>		

Unpaid

**BSN SPORTS LLC**

E 220-555390-347 SUPPLIES AND EXPENSES	\$18.62	98657007	REC-HEAVY DUTY ANTI-WHIP NETS
<b>Total BSN SPORTS LLC</b>	<b>\$18.62</b>		

Unpaid

**BUSINESS CARD**

E 100-555140-310 OFFICE SUPPLIES	\$39.99	0820	SR CTR-BEST BUY
G 220-263000 PARK AND RECREATION DEPOSI	\$47.83	0820	REC-OFFICE DEPOT
E 220-555390-347 SUPPLIES AND EXPENSES	\$65.26	0820	REC-PLUG N PAY/AMAZON.COM



**CITY OF CEDARBURG**  
**\*Check Detail Register©**

FEBRUARY 2017

		Check Amt	Invoice	Comment
E 220-555390-330	TRAVEL & TRAINING	\$99.00	0820	REC-NRPA DUES
E 100-555510-320	PROF PUBLICATIONS AND DU	\$264.00	0820	PARKS-NRPA DUES
E 100-522110-330	TRAVEL & TRAINING	\$280.00	1851	PD-WCPA/IACP
E 100-522110-313	PRINTING-NEWSLETTERS, ET	\$39.25	1851	PD-DOA E PAY DOC SALES
E 100-522120-380	EQUIPMENT/CAPITAL OUTLA	\$88.56	1851	PD-OPTICSPLANET INC
E 100-522120-330	TRAVEL & TRAINING	\$92.04	1851	PD-KALAHARI RESORTS
E 100-515600-330	TRAVEL & TRAINING	\$70.00	3367	TREAS-GFOA BUDGETING WEBINAR REG.
E 100-511100-390	OTHER EXPENSES	\$109.89	3367	COUNCIL-SWEETWATER.COM-MICROPHONE WINDSCREENS
E 100-522110-313	PRINTING-NEWSLETTERS, ET	\$84.63	6206	PD-AMAZON.COM
E 100-522120-346	UNIFORMS	\$120.80	6206	PD-AMAZON MKTPLACE/AMAZON.COM
E 100-522120-240	REPAIR AND MAINTENANCE	\$48.49	6206	PD-O'REILLY AUTO
E 400-522120-724	OFFICER EQUIPMENT	\$265.00	8153	PD-LA POLICE GEAR
E 100-522120-380	EQUIPMENT/CAPITAL OUTLA	\$81.33	8153	PD-TAB GEAR LLC
E 260-555110-223	MARKETING	\$26.00	9939	LIBR-SURVEYMONKEY
E 260-555110-240	REPAIR AND MAINTENANCE	\$24.01	9939	LIBR-3D SYSTEMS
E 260-555110-315	POSTAGE	\$141.00	9939	LIBR-USPS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$706.63	9939	LIBR-AMAZON MKTPLACE/ITUNES
E 800-555110-322	DONATION EXPENDITURES	\$416.00	9939	LIBR-3D SYSTEMS
	<b>Total BUSINESS CARD</b>	<b>\$3,109.71</b>		
<b>Unpaid CEDARBURG SCHOOL DISTRICT</b>				
E 220-555390-290	MAINT/CONTRACTED SERVIC	\$40.00	RENTAL	REC-V. GYM YOUTH B-BALL 1/23/17
	<b>Total CEDARBURG SCHOOL DISTRICT</b>	<b>\$40.00</b>		
<b>Unpaid CENSKY, JON</b>				
E 100-566310-210	PROFESSIONAL SERVICES	\$4,959.75	17-0001	PLANNING-JANUARY 2017 PLANNING SERVICES
	<b>Total CENSKY, JON</b>	<b>\$4,959.75</b>		
<b>Unpaid CITIZENOBSERVER, LLC</b>				
E 100-522110-225	TELEPHONE	\$1,700.00	7401-851398	PD-TIP411 BASIC
	<b>Total CITIZENOBSERVER, LLC</b>	<b>\$1,700.00</b>		
<b>Unpaid CITY CEDARBURG-PETTY CASH</b>				
G 100-264000	SENIOR CENTER TOURS	\$12.00	PETTY CASH	SR TOURS-DRIVER TIP-1/29/17 SYMPHONY TOUR
E 100-555140-210	PROFESSIONAL SERVICES	\$19.99	PETTY CASH	SR CTR-FOOD FOR CHORUS LUNCH
E 100-555140-310	OFFICE SUPPLIES	\$4.49	PETTY CASH	SR CTR-DISHWASHER SOAP
E 100-566310-330	TRAVEL & TRAINING	\$21.94	PETTY CASH	ECON DEV-AMY'S APPLES FOR LAKE BLUFF IL EVENT
E 100-533210-350	OPERATING SUPPLIES	\$4.49	PETTY CASH	DPW-RETIREMENT CARD FOR P REGNITZ
E 100-519200-343	AWARDS, SUPPLIES	\$10.11	PETTY CASH	EMPL REL.-OPEN HOUSE SPLYS-RINK & REGNITZ RETIREMENTS
	<b>Total CITY CEDARBURG-PETTY CASH</b>	<b>\$73.02</b>		
<b>Unpaid CITY OF WAUWATOSA-ALPR</b>				
E 100-522120-330	TRAVEL & TRAINING	\$100.00	DUES	2017 ALPR DUES
	<b>Total CITY OF WAUWATOSA-ALPR</b>	<b>\$100.00</b>		
<b>Unpaid CONLEY MEDIA, LLC</b>				



CITY OF CEDARBURG

02/03/17 2:45 PM

Page 4

\*Check Detail Register©

FEBRUARY 2017

		Check Amt	Invoice	Comment
E 100-514100-325	LEGAL PUBLICATIONS	\$404.09	265190117	CLERKS-JANUARY 2017 LEGAL NOTICES
E 100-514200-321	ELECTIONS LEGAL NOTICES	\$46.04	265190117	ELECTIONS-JANUARY 2017 LEGAL NOTICES
	<b>Total CONLEY MEDIA, LLC</b>	<b>\$450.13</b>		
<b>Unpaid DIGITAL EDGE OF GRAFTON</b>				
E 100-555510-240	REPAIR AND MAINTENANCE	\$64.00	11326	PARKS-MEMORIAL SIGNS
	<b>Total DIGITAL EDGE OF GRAFTON</b>	<b>\$64.00</b>		
<b>Unpaid EGELHOFF LAWMOWER SERVICE</b>				
E 100-555510-240	REPAIR AND MAINTENANCE	\$6.10	222985	PARKS-HITCH PINS
	<b>Total EGELHOFF LAWMOWER SERVICE</b>	<b>\$6.10</b>		
<b>Unpaid ENGINEERED SECURITY SOLUTIONS</b>				
E 400-533210-847	DPW CENTER IMPROVEMENT	\$2,756.00	41628	PW FAC-KEY FOBS/CLAMSHELL CARDS
	<b>Total ENGINEERED SECURITY SOLUTIONS</b>	<b>\$2,756.00</b>		
<b>Unpaid FASTENAL COMPANY</b>				
E 601-573830-340	MAINTENANCE SUPPLIES	\$22.21	WISAU90241	WW-3/8-16X1 1/4S/S HCS
	<b>Total FASTENAL COMPANY</b>	<b>\$22.21</b>		
<b>Unpaid FIVE CORNERS DODGE</b>				
E 100-522120-240	REPAIR AND MAINTENANCE	\$1,046.51	22670	PD-REPLACE LF FENDER LINER VEH #5
E 100-522120-240	REPAIR AND MAINTENANCE	\$1,275.30	22826	PD-REPLACE BROKEN DIPSTICK-VEH#7
E 100-522120-240	REPAIR AND MAINTENANCE	\$85.89	22899	PD-REPAIR TO RR TIRE 2016 FORD EXPL VIN 2820
	<b>Total FIVE CORNERS DODGE</b>	<b>\$2,407.70</b>		
<b>Unpaid FREISTADT AUTOMOTIVE INC</b>				
E 100-522120-240	REPAIR AND MAINTENANCE	\$93.13	5070	PD-OIL CHANGE 2016 FORD EXPLORER VIN 1381
E 100-522120-240	REPAIR AND MAINTENANCE	\$93.13	5071	PD-OIL CHANGE 2016 FORD EXPLORER 1382
E 100-522120-240	REPAIR AND MAINTENANCE	\$93.13	5088	PD-OIL CHANGE 2016 FORD EXPLORER VIN 2820
	<b>Total FREISTADT AUTOMOTIVE INC</b>	<b>\$279.39</b>		
<b>Unpaid FUNTACTICS SOCCER CAMPS</b>				
E 220-555390-290	MAINT/CONTRACTED SERVIC	\$1,215.00	CEDARBURG	MIGHTY MITES SOCCER CAMPS
	<b>Total FUNTACTICS SOCCER CAMPS</b>	<b>\$1,215.00</b>		
<b>Unpaid GALL GEAR</b>				
E 220-555390-347	SUPPLIES AND EXPENSES	\$3,750.60	1001	REC-YOUTH/ADULT TEAMWORK REVERSIBLE JERSEYS
E 220-555390-347	SUPPLIES AND EXPENSES	\$29.75	1006	REC-BASKETBALL UNIFORM W/ PISTONS LOGO
	<b>Total GALL GEAR</b>	<b>\$3,780.35</b>		
<b>Unpaid GALLS LLC</b>				
E 100-522410-346	UNIFORMS	\$154.89	006798619	EM-DYNAMED CPR HOLSTER KITS
	<b>Total GALLS LLC</b>	<b>\$154.89</b>		
<b>Unpaid GEMPLER S</b>				
E 601-573825-372	SAFETY EQUIPMENT	\$387.42	S103130017	WW-UTILITY PRO CLS



**CITY OF CEDARBURG**  
**\*Check Detail Register©**

02/03/17 2:45 PM  
Page 5

FEBRUARY 2017

		Check Amt	Invoice	Comment
<b>Total GEMPLER S</b>		<b>\$387.42</b>		
Unpaid	<b>GOVERNMENT FINANCE OFFICERS</b>			
	E 100-515600-320 PROF PUBLICATIONS AND DU	\$190.00	0116001	TREAS-2017 DUE RENEWAL
	<b>Total GOVERNMENT FINANCE OFFICERS</b>	<b>\$190.00</b>		
Unpaid	<b>GRUNWALD, MIKE</b>			
	R 220-467310 SUMMER/WINTER REC FEES	\$80.00	REFUND	REFUND-MIGHTY MITES SOCCER CANCELLATION
	<b>Total GRUNWALD, MIKE</b>	<b>\$80.00</b>		
Unpaid	<b>HAMMEN, LYNN</b>			
	R 220-467310 SUMMER/WINTER REC FEES	\$35.00	REFUND	REFUND FOR MIGHTY MITES CANCELLATION
	<b>Total HAMMEN, LYNN</b>	<b>\$35.00</b>		
Unpaid	<b>HEIN ELECTRIC SUPPLY CO</b>			
	E 240-555320-380 EQUIPMENT/CAPITAL OUTLA	\$2,011.16	313150-00	POOL-C-H PRL2A PANEL
	<b>Total HEIN ELECTRIC SUPPLY CO</b>	<b>\$2,011.16</b>		
Unpaid	<b>JOSEPH JACOBS</b>			
	E 100-522310-210 PROFESSIONAL SERVICES	\$75.00	17-002	BI-1/25 & 2/1 INSPECTIONS
	<b>Total JOSEPH JACOBS</b>	<b>\$75.00</b>		
Unpaid	<b>KEGLEY, ROLLAND/CEDARBURG TOY</b>			
	E 100-519200-343 AWARDS, SUPPLIES	\$25.00	SERVICE AW	15 YEARS CONTINUOUS SERVICE AWARD
	<b>Total KEGLEY, ROLLAND/CEDARBURG TOY</b>	<b>\$25.00</b>		
Unpaid	<b>KEGLEY, ROLLAND/FARMSTEAD</b>			
	E 100-519200-343 AWARDS, SUPPLIES	\$50.00	SERVICE AW	15 YEARS CONTINUOUS SERVICE AWARD
	<b>Total KEGLEY, ROLLAND/FARMSTEAD</b>	<b>\$50.00</b>		
Unpaid	<b>LA ROSA LANDSCAPE</b>			
	E 260-555110-290 MAINT/CONTRACTED SERVIC	\$243.51	52827	LIBR-JANUARY 2017 DE-ICE/SHOVEL
	<b>Total LA ROSA LANDSCAPE</b>	<b>\$243.51</b>		
Unpaid	<b>LARK UNIFORM OUTFITTERS INC</b>			
	E 100-522120-346 UNIFORMS	\$36.00	236392	PD-CARGO PANTS
	E 100-522120-346 UNIFORMS	\$17.95	237225	PD-3 ROWS GOLD AWARD HOLDERS
	E 100-522120-346 UNIFORMS	\$77.75	237227	PD-AWARD PINS
	E 100-522120-346 UNIFORMS	\$149.50	237230	PD-LIFE SAVING BARS
	E 100-522120-346 UNIFORMS	\$15.00	237231	PD-FREIGHT FOR BADGE REPAIR/REFINISH
	E 100-522130-346 UNIFORMS	\$69.80	237232	PD-TACTICAL SHIRT
	E 100-522120-346 UNIFORMS	\$124.95	237234	PD-JACKET
	<b>Total LARK UNIFORM OUTFITTERS INC</b>	<b>\$490.95</b>		
Unpaid	<b>MONARCH LIBRARY SYSTEM</b>			
	E 260-555110-381 SHARED SYSTEM SERVICES	\$16.22	413530	LIBR-OCTOBER, NOVEMBER & DECEMBER 2016 TELEPHONY
	<b>Total MONARCH LIBRARY SYSTEM</b>	<b>\$16.22</b>		



CITY OF CEDARBURG

02/03/17 2:45 PM

Page 6

\*Check Detail Register©

FEBRUARY 2017

		Check Amt	Invoice	Comment
Unpaid	<b>NASSCO, INC.</b>			
E 100-518100-350	OPERATING SUPPLIES	\$1,465.94	S2130605.001	COMPLEX-BATH TISSUE/JANITORY SPLYS
E 100-518100-350	OPERATING SUPPLIES	\$60.95	S2142591.001	COMPLEX-BATH TISSUE/ANTIBAC SOAP
E 100-533210-350	OPERATING SUPPLIES	\$105.30	S2142591.001	DPW-BATH TISSUE/ANTIBAC SOAP
	<b>Total NASSCO, INC.</b>	<b>\$1,632.19</b>		
Unpaid	<b>OFFICE DEPOT</b>			
E 100-522110-310	OFFICE SUPPLIES	\$47.59	896569776001	PD-DISINFECT. WIPES
E 100-522110-310	OFFICE SUPPLIES	\$53.79	896569823001	PD-CLOROX WIPES
	<b>Total OFFICE DEPOT</b>	<b>\$101.38</b>		
Unpaid	<b>OLSEN S PIGGLY WIGGLY</b>			
E 260-555110-308	PROGRAM SUPPLIES	\$7.55	32411	LIBR-REFRESHMENTS FOR MLS CIRC. COMM MTG
	<b>Total OLSEN S PIGGLY WIGGLY</b>	<b>\$7.55</b>		
Unpaid	<b>OWEN S OFFICE SUPPLIES</b>			
E 100-555510-240	REPAIR AND MAINTENANCE	\$76.50	25028	PARKS-TREE & STUMP REMOVAL REPORTS
	<b>Total OWEN S OFFICE SUPPLIES</b>	<b>\$76.50</b>		
Unpaid	<b>PITNEY BOWES GLOBAL FINANCIAL</b>			
E 100-522110-240	REPAIR AND MAINTENANCE	\$192.00	3302649397	PD-EQUIPMENT LEASE
	<b>Total PITNEY BOWES GLOBAL FINANCIAL</b>	<b>\$192.00</b>		
Unpaid	<b>RECOGNITION SPECIALIST, INC.</b>			
E 260-555110-310	OFFICE SUPPLIES	\$9.25	29123	LIBR-MEMORIAL SIGN-BALLIN
	<b>Total RECOGNITION SPECIALIST, INC.</b>	<b>\$9.25</b>		
Unpaid	<b>RICOH USA, INC</b>			
E 100-522110-240	REPAIR AND MAINTENANCE	\$991.08	9019545150	PD-COPIER RENTAL 2/1-4/30/17
	<b>Total RICOH USA, INC</b>	<b>\$991.08</b>		
Unpaid	<b>RIVISTAS SUBSCRIPTION SERVICES</b>			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$450.66	27884	LIBR-ADDITIONAL TITLES
	<b>Total RIVISTAS SUBSCRIPTION SERVICES</b>	<b>\$450.66</b>		
Unpaid	<b>ROTARY CLUB OF CEDARBURG</b>			
E 100-522110-330	TRAVEL & TRAINING	\$223.00	1008	2017 Q1 DUES-JAN THRU MARCH
	<b>Total ROTARY CLUB OF CEDARBURG</b>	<b>\$223.00</b>		
Unpaid	<b>RUEKERT &amp; MIELKE</b>			
G 601-187032	SHEBOYGAN RD LIFT STATION	\$4,006.05	117836	WW-SHEBOYGAN RD LS-JAN 1 THRU JAN 20, 2017 SERVICES
	<b>Total RUEKERT &amp; MIELKE</b>	<b>\$4,006.05</b>		
Unpaid	<b>SCHMIT, IAN</b>			
G 100-261400	OVERPAYMENT OF TAXES	\$120.20	TAX REFUND	REFUND OF 2016 TAXES LOTTERY CREDIT
	<b>Total SCHMIT, IAN</b>	<b>\$120.20</b>		
Unpaid	<b>SEPRC/ELM GROVE WI</b>			





**CITY OF CEDARBURG**  
**\*Check Detail Register©**

FEBRUARY 2017

	Check Amt	Invoice	Comment
E 601-573825-225 TELEPHONE	\$58.65	173062076	WWTP DUTY PHONE
Total U. S. CELLULAR	\$631.56		
<b>Unpaid UNIFIRST CORPORATION</b>			
E 601-573825-372 SAFETY EQUIPMENT	\$35.44	096 0944287	WW-UNIFORMS
E 100-518100-240 REPAIR AND MAINTENANCE	\$45.75	096 0944305	COMPLEX-MOPS
E 100-522100-340 MAINTENANCE SUPPLIES	\$39.34	096 0944306	PD-MOPS/MATS
E 260-555110-290 MAINT/CONTRACTED SERVIC	\$50.48	096 0944309	LIBR-MATS/MOPS
Total UNIFIRST CORPORATION	\$171.01		
<b>Unpaid USA BLUEBOOK</b>			
E 601-573825-372 SAFETY EQUIPMENT	\$262.48	155860	WW-CALIBRATION SAMPLE TUBING
Total USA BLUEBOOK	\$262.48		
<b>Unpaid UW-GREEN BAY OUTREACH</b>			
E 100-515600-320 PROF PUBLICATIONS AND DU	\$25.00	MEMBERSHIP	TREAS-2017 WGFOA MEMBERSHIP RENEWAL
Total UW-GREEN BAY OUTREACH	\$25.00		
<b>Unpaid WASTEWATER TRAINING SOLUTIONS</b>			
E 601-573850-330 TRAVEL & TRAINING	\$360.00	TRAINING	WW-CHRIS SCHWEDA-BASIC GENERAL WASTEWATER
Total WASTEWATER TRAINING SOLUTIONS	\$360.00		
<b>Unpaid WIL-KIL PEST CONTROL</b>			
E 100-518100-240 REPAIR AND MAINTENANCE	\$43.75	3062879	COMPLEX-LINCOLN BLDG
Total WIL-KIL PEST CONTROL	\$43.75		
<b>Unpaid WISCONSIN DEPT. OF REVENUE</b>			
E 100-515400-323 STATE OF WI FEES	\$1,591.98	MUNIC FEE	ASSESSOR-2016 FEE-MFG PROPERTY ASSESSMENTS
Total WISCONSIN DEPT. OF REVENUE	\$1,591.98		
<b>Unpaid ZIMMERSCHIED, GREG</b>			
E 100-566310-330 TRAVEL & TRAINING	\$96.30	REIMBURSEM	MILEAGE REIMB.-LAKE BLUFF, IL BRANDING RESEARCH
Total ZIMMERSCHIED, GREG	\$96.30		
111300 PWSB Checking	\$144,388.31		



CITY OF CEDARBURG  
**\*Check Detail Register©**

02/03/17 2:45 PM  
Page 9

FEBRUARY 2017

Check Amt    Invoice    Comment

**Fund Summary**

---

**111300 PWSB Checking**

100 GENERAL FUND	\$22,851.24
220 RECREATION PROGRAMS FUND	\$6,106.06
240 SWIMMING POOL FUND	\$2,011.16
260 LIBRARY FUND	\$2,890.20
300 DEBT SERVICE FUND	\$98,686.17
400 CAPITAL IMPROVEMENTS FUND	\$6,008.62
601 SEWERAGE FUND	\$5,415.91
800 TRUST & AGENCY FUND	\$418.95
	<hr/>
	\$144,388.31



CITY OF CEDARBURG  
\*Check Detail Register©

02/01/17 10:22 AM  
Page 1

DECEMBER 2016

	Check Amt	Invoice	Comment
111300 PWSB Checking			
Unpaid			
TOWN OF CEDARBURG			
E 400-555510-864 PARK DEVELOPMENT	\$55.88	2016 TAXES	03-023-08-007.00 SHEBOYGAN RD PROPERTY 2016 TAXES
Total TOWN OF CEDARBURG	\$55.88		
111300 PWSB Checking	\$55.88		

Fund Summary

111300 PWSB Checking	
400 CAPITAL IMPROVEMENTS FUND	\$55.88
	\$55.88





CITY OF CEDARBURG

\*Check Detail Register©

JANUARY 2017

		Check Amt	Invoice	Comment
<b>111300 PWSB Checking</b>				
Unpaid <b>A-1 STOR-ALL</b>				
E 400-533210-847	DPW CENTER IMPROVEMENT	\$230.00	K001	PW FACILITY-STORAGE UNIT RENTAL-K001
E 400-533210-847	DPW CENTER IMPROVEMENT	\$193.00	L009	PW FACILITY STORAGE UNIT RENTAL-L009
<b>Total A-1 STOR-ALL</b>		<b>\$423.00</b>		
Unpaid <b>ACCESS ELEVATOR, INC.</b>				
E 100-518100-380	EQUIPMENT/CAPITAL OUTLA	\$733.00	2976	COMPLEX-SERVICE TO SR CTR VERTICAL PLATFORM LIFT
<b>Total ACCESS ELEVATOR, INC.</b>		<b>\$733.00</b>		
Unpaid <b>ADP, LLC.</b>				
E 100-515600-210	PROFESSIONAL SERVICES	\$54.47	484715455	BALANCE DUE ON 12/12/2016 BILLING
E 100-515600-210	PROFESSIONAL SERVICES	\$413.60	486215363	TREAS-PAYROLL PROCESSING
E 100-515600-210	PROFESSIONAL SERVICES	\$324.87	486215595	TREAS-PAYROLL 12/31/2016
<b>Total ADP, LLC.</b>		<b>\$792.94</b>		
Unpaid <b>ALTIUS BUILDING COMPANY</b>				
E 400-533210-847	DPW CENTER IMPROVEMENT	\$46,736.00	436-10	PW FAC.-COST THROUGH DECEMBER 2016
<b>Total ALTIUS BUILDING COMPANY</b>		<b>\$46,736.00</b>		
Unpaid <b>AMERICAN DEFENSE MFG LLC</b>				
E 100-522120-380	EQUIPMENT/CAPITAL OUTLA	\$1,750.00	30	PD-PO# PD737-UIC IN 308 18" HEAVY PROFILE RIFLE
<b>Total AMERICAN DEFENSE MFG LLC</b>		<b>\$1,750.00</b>		
Unpaid <b>ASSESSMENT TECHNOLOGIES, LLC</b>				
E 100-515400-312	COMPUTER/COPIER SUPPLIE	\$1,674.54	6756	ASSESSOR-MD PROF. ANNUAL SITE LICENSE RENEWAL
<b>Total ASSESSMENT TECHNOLOGIES, LLC</b>		<b>\$1,674.54</b>		
Unpaid <b>AURORA HEALTH CARE</b>				
E 601-573850-210	PROFESSIONAL SERVICES	\$48.00	1734758	WW-1/12/17 DRUG SCREENING
<b>Total AURORA HEALTH CARE</b>		<b>\$48.00</b>		
Unpaid <b>BAKER &amp; TAYLOR BOOKS</b>				
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$12.88	2032577794	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$135.91	2032577795	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$215.67	2032577796	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$435.49	2032580232	LIBR-BOOKS
<b>Total BAKER &amp; TAYLOR BOOKS</b>		<b>\$799.95</b>		
Unpaid <b>BEYER S HARDWARE STORE</b>				
E 100-555510-240	REPAIR AND MAINTENANCE	\$3.59	127922	PARKS-FLAT WIPES
E 100-555510-240	REPAIR AND MAINTENANCE	\$2.70	128018	PARKS-HARDWARE
E 601-573830-340	MAINTENANCE SUPPLIES	\$50.40	128039	WW-HARDWARE
E 100-555510-240	REPAIR AND MAINTENANCE	\$16.17	128080	PARKS-FILTERS
E 601-573845-240	REPAIR AND MAINTENANCE	\$46.79	128130	WW-WINDSHIELD DEICER/TIES
<b>Total BEYER S HARDWARE STORE</b>		<b>\$119.65</b>		



**CITY OF CEDARBURG**  
**\*Check Detail Register©**

01/27/17 11:23 AM  
 Page 2

JANUARY 2017

		Check Amt	Invoice	Comment
<b>Unpaid BUTLER, GREGORY</b>				
G 100-261400	OVERPAYMENT OF TAXES	\$2,232.95	TAX REFUND	2016 TAX REFUND
<b>Total BUTLER, GREGORY</b>		<u>\$2,232.95</u>		
<b>Unpaid CAPITAL ONE COMMERCIAL</b>				
E 601-573825-372	SAFETY EQUIPMENT	\$107.88	072967	WW-NITRILE
E 601-573830-350	OPERATING SUPPLIES	\$77.84	072967	WW-TOWELS/BATH TISSUE/BRKROOM SPLYS
<b>Total CAPITAL ONE COMMERCIAL</b>		<u>\$185.72</u>		
<b>Unpaid CARQUEST AUTO PARTS</b>				
E 100-555510-240	REPAIR AND MAINTENANCE	\$35.98	1976-304567	DPW-SQUIRT LIFT WIPERS
E 601-573840-340	MAINTENANCE SUPPLIES	\$30.38	1976-308302	WW-ANTIFREEZE EXTD F/S
E 601-573840-340	MAINTENANCE SUPPLIES	(\$4.40)	1976-308303	WW-CREDIT-ANTIFREEZE RETURNED
E 601-573845-240	REPAIR AND MAINTENANCE	\$19.60	1976-309337	WW-OIL FILTERS
<b>Total CARQUEST AUTO PARTS</b>		<u>\$81.56</u>		
<b>Unpaid CEDARBURG SCHOOL DISTRICT</b>				
E 220-555390-290	MAINT/CONTRACTED SERVIC	\$125.00	RENTAL	REC-THORSON-JAN-FEB 2017 FACILITY RENTAL & CUSTODIAL
<b>Total CEDARBURG SCHOOL DISTRICT</b>		<u>\$125.00</u>		
<b>Unpaid CENTER MASS INC</b>				
E 100-522120-330	TRAVEL & TRAINING	\$249.00	REGISTRATIO	PD-NATIONAL PATROL RIFLE CONFERENCES-KELL
E 100-522130-330	TRAVEL & TRAINING	\$249.00	REGISTRATIO	PD-NATIONAL PATROL RIFLE CONFERENCES-MCNERNEY
<b>Total CENTER MASS INC</b>		<u>\$498.00</u>		
<b>Unpaid CONNECTING POINT</b>				
E 100-514700-210	PROFESSIONAL SERVICES	\$3,125.00	0748723-IN	IT-TELEPHONE SYSTEM SUPPORT
<b>Total CONNECTING POINT</b>		<u>\$3,125.00</u>		
<b>Unpaid DORNER COMPANY</b>				
E 601-573830-340	MAINTENANCE SUPPLIES	\$3,131.43	136407-IN	WW-PO# WW711-REPAIR KIT
<b>Total DORNER COMPANY</b>		<u>\$3,131.43</u>		
<b>Unpaid FIVE CORNERS DODGE</b>				
E 100-522120-240	REPAIR AND MAINTENANCE	\$20.94	105419	PD-HEADLAMP
E 100-522120-240	REPAIR AND MAINTENANCE	\$2.32	14109	PD-OIL CHANGE 2011 FORD EXPED. VIN #6682
<b>Total FIVE CORNERS DODGE</b>		<u>\$23.26</u>		
<b>Unpaid GODFREY &amp; KAHN</b>				
E 601-573850-210	PROFESSIONAL SERVICES	\$2,244.00	681922	WW-WPDES SERVICES THROUGH 11/30/2016
<b>Total GODFREY &amp; KAHN</b>		<u>\$2,244.00</u>		
<b>Unpaid HACH COMPANY</b>				
E 601-573825-217	OUTSIDE LAB TESTING	\$841.02	10265453	WW-AMMONIA/PHOSPHORUS TNT
<b>Total HACH COMPANY</b>		<u>\$841.02</u>		
<b>Unpaid HD SUPPLY WATERWORKS, LTD</b>				



**CITY OF CEDARBURG**  
**\*Check Detail Register©**

JANUARY 2017

	Check Amt	Invoice	Comment
E 400-533210-847 DPW CENTER IMPROVEMENT	\$411.51	G593501	PW FAC.-H16428N 2 ADPT/WIRE/INSERT/FLARE END CAPS
<b>Total HD SUPPLY WATERWORKS, LTD</b>	<b>\$411.51</b>		
<b>Unpaid J L BUSINESS INTERIORS</b>			
E 400-533210-847 DPW CENTER IMPROVEMENT	\$3,063.00	28540	PW FAC.-PO PKS727-FORESTRY OFFICE FURNISHINGS
<b>Total J L BUSINESS INTERIORS</b>	<b>\$3,063.00</b>		
<b>Unpaid JEFFERSON COUNTY JAIL</b>			
R 100-451101 COURT PENALTIES & COSTS	\$276.00	BOND	PD-BOND FOR BRIAN P MAHONEY 5/29/80 CASE #16CT248; CPD CASE 17-963
<b>Total JEFFERSON COUNTY JAIL</b>	<b>\$276.00</b>		
<b>Unpaid KATZ CONSULTING LLC</b>			
G 220-263000 PARK AND RECREATION DEPOSI	\$500.00	7108A	REC-T-SHIRTS
E 220-555390-347 SUPPLIES AND EXPENSES	\$602.00	7108A	REC-T-SHIRTS
<b>Total KATZ CONSULTING LLC</b>	<b>\$1,102.00</b>		
<b>Unpaid KNAPP, PAUL</b>			
G 100-261400 OVERPAYMENT OF TAXES	\$346.83	TAX REFUND	2016 TAX REFUND
<b>Total KNAPP, PAUL</b>	<b>\$346.83</b>		
<b>Unpaid LA ROSA LANDSCAPE</b>			
E 260-555110-290 MAINT/CONTRACTED SERVIC	\$154.60	52728	LIBR-1/9 & 10/2017 SHOVEL SERVICE
<b>Total LA ROSA LANDSCAPE</b>	<b>\$154.60</b>		
<b>Unpaid LARK UNIFORM OUTFITTERS INC</b>			
E 100-522120-346 UNIFORMS	\$151.95	236112	PD-WATERPROOF BOOTS
<b>Total LARK UNIFORM OUTFITTERS INC</b>	<b>\$151.95</b>		
<b>Unpaid LAWSON PRODUCTS</b>			
E 601-573830-362 TOOLS	\$280.45	9304654774	WW-REGENCY REAMERS
<b>Total LAWSON PRODUCTS</b>	<b>\$280.45</b>		
<b>Unpaid MID-STATES ORGANIZED CRIME</b>			
E 100-522110-320 PROF PUBLICATIONS AND DU	\$150.00	093007-2361	PD-2017 ANNUAL MEMBERSHIP FEES
<b>Total MID-STATES ORGANIZED CRIME</b>	<b>\$150.00</b>		
<b>Unpaid MSDSONLINE, INC</b>			
E 100-514700-380 EQUIPMENT/CAPITAL OUTLA	\$1,700.00	154038	IT-SOFTWARE RENEWAL-3/10/17 TO 3/9/18
<b>Total MSDSONLINE, INC</b>	<b>\$1,700.00</b>		
<b>Unpaid MUNICIPAL PROPERTY INSURANCE</b>			
E 700-519400-510 PROPERTY INSURANCE	\$3,897.00	RENEWAL	PREMIUM TO ADD NEW PW FACILITY TO 2017 PROPERTY INS POLICY
<b>Total MUNICIPAL PROPERTY INSURANCE</b>	<b>\$3,897.00</b>		
<b>Unpaid NASSCO, INC.</b>			
E 100-522100-340 MAINTENANCE SUPPLIES	\$243.24	S2130227.003	PD-FLOOR WAX/LIQ SOAP DISPENSERS



**CITY OF CEDARBURG**  
**\*Check Detail Register©**

01/27/17 11:23 AM  
 Page 4

JANUARY 2017

		Check Amt	Invoice	Comment
	<b>Total NASSCO, INC.</b>	<u>\$243.24</u>		
Unpaid	<b>NEHER ELECTRIC SUPPLY</b>			
	E 100-518100-350 OPERATING SUPPLIES	\$288.00	351095-01	COMPLEX-SYLVANIA LIGHTING
	<b>Total NEHER ELECTRIC SUPPLY</b>	<u>\$288.00</u>		
Unpaid	<b>NORTH CENTRAL LABORATORIES</b>			
	E 601-573825-370 LAB SUPPLIES	\$18.45	384102	WW-PHOSPHATE
	E 601-573825-370 LAB SUPPLIES	\$219.53	384351	WW-DIGITAL THERMOM
	<b>Total NORTH CENTRAL LABORATORIES</b>	<u>\$237.98</u>		
Unpaid	<b>OFFICE DEPOT</b>			
	E 260-555110-310 OFFICE SUPPLIES	\$51.00	892075156001	LIBR-PAPER
	E 100-555510-310 OFFICE SUPPLIES	\$163.08	893162564001	REC-COLORED COPY PAPER
	E 260-555110-310 OFFICE SUPPLIES	\$59.65	893297957001	LIBR-POST-IT NOTES/TAPE/GLUESTICS
	E 260-555110-310 OFFICE SUPPLIES	\$220.12	893301938001	LIBR-CONSTR. PAPER/MAGIC REMOV. TAPE
	<b>Total OFFICE DEPOT</b>	<u>\$493.85</u>		
Unpaid	<b>OZAUKEE ACE HARDWARE</b>			
	E 100-522410-240 REPAIR AND MAINTENANCE	\$7.68	148858	EM-HALOGEN SPOT LIGHT/LAMPHOLDER GASKETS
	<b>Total OZAUKEE ACE HARDWARE</b>	<u>\$7.68</u>		
Unpaid	<b>PERSONALIZED AWARDS</b>			
	E 220-555390-347 SUPPLIES AND EXPENSES	\$13.95	17-1069	REC-7X9 CHERRY SPONSOR PLAQUE
	<b>Total PERSONALIZED AWARDS</b>	<u>\$13.95</u>		
Unpaid	<b>PRONUNCIATOR</b>			
	E 260-555110-319 PUBLICATIONS AND SUBSCRI	\$1,000.00	24213	LIBR-2017 ANNUAL SUBSCRIPTION
	<b>Total PRONUNCIATOR</b>	<u>\$1,000.00</u>		
Unpaid	<b>PURO, ERIN</b>			
	R 220-486000 MISCELLANEOUS REVENUE	\$125.00	REFUND	REFUND FOR DANCE CLASS CANCELLATION
	<b>Total PURO, ERIN</b>	<u>\$125.00</u>		
Unpaid	<b>SHEFFIELD, MARY</b>			
	E 100-566310-210 PROFESSIONAL SERVICES	\$2,208.33	CONTRACT	ECON DEV.-JANUARY 2017 SERVICES
	<b>Total SHEFFIELD, MARY</b>	<u>\$2,208.33</u>		
Unpaid	<b>SHORT ELLIOTT HENDRICKSON INC</b>			
	E 400-518100-806 CITY HALL IMPROVEMENTS	\$2,120.00	327122	ENG-MONOPOLE FEASIBILITY STUDY
	<b>Total SHORT ELLIOTT HENDRICKSON INC</b>	<u>\$2,120.00</u>		
Unpaid	<b>STARNET TECHNOLOGIES</b>			
	E 601-573825-225 TELEPHONE	\$360.00	0090296-IN	WW-2017 1ST QUARTER NCC DATA CHARGES
	<b>Total STARNET TECHNOLOGIES</b>	<u>\$360.00</u>		
Unpaid	<b>STEVLIN S HARDWARE, INC.</b>			
	E 601-573840-340 MAINTENANCE SUPPLIES	\$127.50	29782	WW-1/18/2017 REPLACED CYL. & KEYED S.W. KEY



**CITY OF CEDARBURG**  
**\*Check Detail Register©**

01/27/17 11:23 AM  
Page 5

JANUARY 2017

		Check Amt	Invoice	Comment
	<b>Total STEVLIN S HARDWARE, INC.</b>	<u>\$127.50</u>		
Unpaid	<b>STREICHER S POLICE EQUIPMENT</b>			
	E 100-522120-346 UNIFORMS	\$215.41	11244985	PD-SHIRT/ACCESSORIES
	<b>Total STREICHER S POLICE EQUIPMENT</b>	<u>\$215.41</u>		
Unpaid	<b>SUPER SALES INC-CITGO</b>			
	E 100-555510-240 REPAIR AND MAINTENANCE	\$15.00	CAR WASH	PARKS-TURBO EXTREME CAR WASH
	<b>Total SUPER SALES INC-CITGO</b>	<u>\$15.00</u>		
Unpaid	<b>THE POLICE &amp; SHERIFFS PRESS,</b>			
	E 100-522110-313 PRINTING-NEWSLETTERS, ET	\$32.49	89584	PD-HOLOVIEW SECURE ID CARDS
	<b>Total THE POLICE &amp; SHERIFFS PRESS,</b>	<u>\$32.49</u>		
Unpaid	<b>UNIFIRST CORPORATION</b>			
	E 601-573825-372 SAFETY EQUIPMENT	\$37.86	096 0943286	WW-UNIFORMS
	E 601-573830-342 JANITORIAL SUPPLIES	\$47.35	096 0943302	WW-MATS/WIPERS
	<b>Total UNIFIRST CORPORATION</b>	<u>\$85.21</u>		
Unpaid	<b>VALU RITE CORPORATION</b>			
	E 100-515400-210 PROFESSIONAL SERVICES	\$1,125.00	CONTRACT	ASSESSOR-JANUARY 2017 COMMERCIAL SERVICES
	<b>Total VALU RITE CORPORATION</b>	<u>\$1,125.00</u>		
Unpaid	<b>WISCONSIN DEPT OF JUSTICE-TIME</b>			
	E 100-522110-225 TELEPHONE	\$339.00	455TIME-0000	PD-TIME ACCESS-1/1/2017-3/31/2017
	<b>Total WISCONSIN DEPT OF JUSTICE-TIME</b>	<u>\$339.00</u>		
	<b>111300 PWSB Checking</b>	<u>\$86,136.00</u>		

**Fund Summary**

<u><b>111300 PWSB Checking</b></u>	
100 GENERAL FUND	\$18,150.14
220 RECREATION PROGRAMS FUND	\$1,365.95
260 LIBRARY FUND	\$2,285.32
400 CAPITAL IMPROVEMENTS FUND	\$52,753.51
601 SEWERAGE FUND	\$7,684.08
700 RISK MANAGEMENT FUND	\$3,897.00
	<u>\$86,136.00</u>



City of Cedarburg

# City Administrator's Report

February 9, 2017

## Department News

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

**Engineering & Public Works**—The Public Works crew is moving into the new facility. The contractors are working on a final punch list of items this week.

Two of three meetings have been held with the consultants for the 2017 Street & Utility Project. The project will go out for bid within the next month.

**Clerk**—There will be a Spring Primary election on February 21, 2017 for the Superintendent of Public Instruction.

**Library**— People have been stopping in the Library to view the St. Francis Borgia plans.

The Friends of the Library are having a Winter Fiction Book Sale at the Library on February 17—19 during regular hours.

Join your friends, neighbors, family, and Cedarburg Friends of the Library for a community-wide Book Club Event (Cedarburg Reads) starting March 1. The program book is *Population: 485* by Author Michael Perry. The author will speak on March 16 at the Cedarburg Cultural Center.

The Wellness Lunch N Learn for this month (February 8, 12 p.m.—1 p.m.) is on fire and fall prevention aimed at seniors.

Other programs include the Great Decisions series, computer classes, writers workshop and an Academy Award series.

An Oculus Rift virtual reality weekend was held for teens to experience virtual reality games, demos and entertainment this past weekend.

**Light & Water**— The Utility has started interviewing for the Administrative Manager position.

**Senior Center**—The 2017 Senior Center Travel Show was a success.

The Annual Rummage Sale will be held on February 25.

**Assessor**—Assessor Timm is working on assessments. All 2016 sale reviews are due to the State by the end of the week.

Assessor Timm will be attending a League Assessor Institute meeting in Wisconsin Dells on Friday.

**Administrator**— I am attending an Administrator's meeting in Hartford on Wednesday.

Employee meetings are being scheduled for February 22 (Emergency Response Plan with CVMIC) and February 23 (Introduction to the new health risk assessment provider).

Respectfully submitted,

Christy Mertes, City Administrator/Treasurer

## 2017 PERMIT SUMMARY BY MONTH

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Single Family	2												2
Addition/Alteration	7												7
Commercial Additions/Alterati	1												1
Heat/Vent	19												19
Signs	1												1
Plumbing	27												27
Electrical	34												34
Occupancy	3												3
TOTAL VALUE TO CITY	801,731												801,731
INSPECTIONS													
JOE JACOBS	3												3
MICHAEL BAIER	153											1	154