

**CITY OF CEDARBURG  
MEETING OF COMMON COUNCIL  
April 12, 2021 – 7:00 P.M.**

A regular and organizational meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, April 12, 2021 at 7:00 p.m.** The meeting will be held online utilizing the zoom app. Information on how to access the meeting is attached to the meeting packet or can be requested by emailing: [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us).

**AGENDA**

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome  
  
Excused - Barbara Lythjohan
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS\*\* Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item.
7. APPROVAL OF MINUTES – March 29, 2021 Common Council minutes\*
8. OATHS OF OFFICE  
  
Mayor - Michael O'Keefe  
2<sup>nd</sup> Aldermanic District - Jack Arnett  
4<sup>th</sup> Aldermanic District - Rick Verhaalen  
6<sup>th</sup> Aldermanic District - Patricia Thome
9. ELECTION OF COMMON COUNCIL PRESIDENT
10. ELECTION OF COMMON COUNCIL REPRESENTATIVE TO PLAN COMMISSION
11. NEW BUSINESS

- A. Consider Resolution No. 2021-06 designating and authorizing signatures for the City of Cedarburg checking and savings accounts for the ensuing year; and action thereon\*
- B. Designation of City's official newspaper for ensuing year; and action thereon\*
- C. Consider Resolution No. 2021-07 support for Shared Revenue Funds; and action thereon\*
- D. Consider Resolution No 2021-08 creating a Joint City/Town Fire Committee; and action thereon\*
- E. Consider Mayoral appointments to the Joint City/Town Fire Committee; and action thereon\*
- F. Discuss request from Interfaith Caregivers of Ozaukee County to utilize parking spaces at Western Ave public parking lot; and action thereon\*
- G. Consider legal services agreement with Attorney Michael Herbrand; and action thereon\*
- H. Consider License/Permit Applications; and action thereon
  - 1. Consider approval of new and renewal Operator License applications for the period ending June 30, 2021 for Abigail Figueroa and Lois Bray\*\*\*
  - 2. Consider issuance of a 6-month Class "B" Beer license to Cedars III LLC, Michael Kowalkowski, Agent, for Cedars III - Concession Stand, N52 W5925 Portland Road, from May 1, 2021 to October 31, 2021; and action thereon\*\*\*
- I. Consider payment of bills dated 03/26/2021 through 04/07/2021, transfers for the period 03/25/2021 through 04/07/2021 and payroll for period 03/21/2021 through 04/03/2021; and action thereon\*

12. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report\*

13. COMMUNICATIONS

- A. Comments and suggestions from citizens
- B. Comments and announcements by Council Members
- C. Mayor Report
  - 1. Proclamation – Municipal Treasurers Week – April 18-24, 2021\*
  - 2. Proclamation – Municipal Clerks Week – May 2-8, 2021\*

14. ADJOURN TO CLOSED SESSION

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

A. Approval of closed session minutes – March 29, 2021

B. Discussion on Hwy 60 Business Park Land Offer

15. RECONVENE TO OPEN SESSION

16. ADJOURNMENT

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

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

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

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

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

4/9/21 tas

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



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

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



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

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

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



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

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

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

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



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

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

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

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

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

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

**CITY OF CEDARBURG  
COMMON COUNCIL  
March 29, 2021**

**CC20210329-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held online on Monday, March 29, 2021, utilizing the Zoom app.

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

Roll Call: Present - Mayor Michael O’Keefe, Council Members Jack Arnett, Patricia Thome, Barbara Lythjohan, Sherry Bublitz, Rick Verhaalen

Excused - Robert Simpson, Kristin Burkart

Also Present - City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, Engineering & Public Works Director Mike Wieser, City Planner Jon Censky, Library Director Linda Pierschalla, news media and interested citizens.

**STATEMENT OF PUBLIC NOTICE**

At Mayor O’Keefe’s request, City Clerk Sette 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.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

Laurel Kashim - N24 W6338 Fairfield St.

Ms. Kashim conducted an informal survey on the NextDoor App to gain feedback regarding Strawberry Festival. Approximately one third of respondents had no concerns about Festivals while two thirds of respondents did have concerns.

Denise Zank – W54 N114 McKinley Ct.

Ms. Zank suggested Ms. Kashim’s survey was slanted. She feels Festivals are held outside and, therefore, should be safe. Holding Strawberry Festival could be the first step towards a return to normal.

**APPROVAL OF MINUTES**

A motion was made by Council Member Bublitz, seconded by Council Member Thome, to approve the March 8, 2021 Common Council minutes. Motion carried without a negative vote with Council Members Simpson and Burkart excused.

**PRESENTATION**

Library Director Linda Pierschalla presented the 2020 Annual Report for the Cedarburg Public Library. The library was founded in 1911 by the Cedarburg Women’s Club, making this the 109<sup>th</sup>

annual report. The report may be viewed on the Cedarburg Public Library webpage: <https://cedarburglibrary.org>.

## **NEW BUSINESS**

### **CONSIDER REQUEST FROM NORTH SHORE UNITED SOCCER CLUB FOR A UTILITY EXTENSION TO PWSB FIELDS; AND ACTION THEREON.**

North Shore United Soccer Club is looking to potentially build a small indoor practice facility at their PWSB field location on Washington Avenue and North Cedarburg Road. The land is located in the City of Mequon. Before moving forward with plans for this facility, the City of Cedarburg must be willing to extend utilities to the building. If the extension is approved, North Shore United Soccer Club would be required to work with the City of Mequon to gain approvals for the building. City staff would also work with City of Mequon staff to create an amendment to a previous Intergovernmental Cooperation Agreement, dated February 12, 1986, between the two municipalities. The cost of the utility extension would be paid by North Shore United.

A motion was made by Council Member Bublitz to approve the utility extension to Port Washington State Bank Fields for North Shore United Soccer Club pending all fees paid for by the organization including attorney fees and seconded by Council Member Verhaalen. Council Member Bublitz moved to amend the original motion to include ‘a new intergovernmental agreement with the City of Mequon’ added to the end of the original motion and seconded by Council Member Verhaalen. The motion passed without a negative vote with Council Members Simpson and Burkart excused.

### **CONSIDER ORDINANCE 2021-12 AMENDING SIGN ORDINANCE AS RECOMMENDED BY THE PLAN COMMISSION; AND ACTION THEREON.**

At a recent meeting of the Plan Commission, when considering the Zuern Building Products and Design Center signage, it was noted that a change to the Sign Code would be forthcoming to address interior lit signs in the Manufacturing Zoned Districts. A review of records indicated that the City amended the Sign Code in January of 2019 to add appropriate standards for interior lit signs in the Manufacturing Districts but failed to remove the verbiage that states “illumination shall be external only”. This change is reflected in the draft ordinance.

A motion was made by Council Member Thome to approve Ordinance 2021-12 updating Section 15-5 of the Code to allow internally illuminated signs in M1, M2 and M3 zoning districts, and seconded by Council Member Lythjohan. Motion carried without a negative vote with Council Members Simpson and Burkart excused.

### **CONSIDER BIDS RECEIVED FOR THE 2021 STREET AND UTILITY CONSTRUCTION CONTRACT; AND ACTION THEREON.**

A total of seven bids were received for the 2021 Street and Utility construction contract. The lowest bid was submitted by Kopplin & Kinas Co. Inc. Kopplin & Kinas is headquartered out of Green Lake and has successfully completed projects in Cedarburg in the past. Their most recent work in Cedarburg was on the 2016 Street & Utility Project.

A motion was made by Council Member Bublitz, and seconded by Council Member Lythjohan, to award the contract for the 2021 Street and Utility Project to Kopplin & Kinas Company for \$926,953.96. Motion carried without a negative vote with Council Members Simpson and Burkart excused.

**REVIEW OF THE 2020 ANNUAL STORM WATER COMPLIANCE REPORT; AND ACTION THEREON.**

Director of Engineering and Public Works Wieser explained that as part of the City's stormwater permit, the City must prepare an annual compliance report for submission to the DNR which documents our stormwater program accomplishments. Director Wieser stated that the DNR requires that the report be reviewed with the governing body. The following list of accomplishments was shared by Director Wieser:

**Annual Accomplishments:**

- Cleaned virtually all 1,700 catch basin sumps as well as six hydrodynamic separators (32 tons of sediment were removed that would have gone into Cedar Creek).
- Issued 59 erosion control permits and one storm water management permit.
- Provided a full display rack of storm water related information brochures at City Hall.
- Maintained and updated a storm water webpage.
- Assisted AECOM Engineering with illicit discharge investigations.
- Swept downtown streets weekly and residential streets biweekly collecting 20 tons of sediment.
- Collected and composted leaves, brush and yard waste.
- Collected and recycled (or burned) used motor oil.
- Installed five new catch basins with two foot sumps which incorporate the "Dump No Waste Drains to Stream" logo on the cast iron curb head.
- Updated storm sewer mapping on GIS.
- Participated in the Sweetwater "Respect Our Waters" program for metropolitan Milwaukee.

A motion was made by Council Member Thome to approve the 2020 Annual Storm Water Compliance Report and seconded by Council Member Bublitz. Motion carried without a negative vote with Council Members Simpson and Burkart excused.

**CONSIDER REQUEST TO OBTAIN A PARCEL BOUNDARY SURVEY FOR THE PROPERTY FRONTAGE JUST SOUTH OF HIGHLAND DRIVE BRIDGE OVER CEDAR CREEK; AND ACTION THEREON.**

The owner of the property at W51 N664 Highland Drive has requested the City maintain the limestone retaining wall running along the south half of the owner's frontage on Highland Drive. The property owner made the original request in March of 2017. This item was brought to the Common Council in June of 2018 and funding of a property survey was rejected. A portion of the wall has now begun to deteriorate. The Public Works and Sewerage Commission directed staff to obtain a survey of the property to determine ownership of the wall abutting the sidewalk. The cost of a boundary survey on the parcel is \$1,450.

Council Member Arnett suggested that landowners would typically have a survey done, then present the evidence to the City.

A discussion ensued regarding which party is responsibility for financing a survey.

The retaining wall was originally constructed without any drain tile. This discussion led to additional questions posed by the Council Members. What is the cost of total replacement? What is the cost of an easement? What would be the cost of removal of the wall? What were the reasons this was not addressed in years past?

A few quotes were obtained in 2018 for various ways to fix this wall. A quote was received for a right-of-way survey for approximately \$800.00. A quote for repair with existing stone came in with an approximate cost of \$3,500. And a quote for constructing a brand-new wall came in at approximately \$50,000. The wall is estimated to be 200 feet long and 5 feet high.

The sidewalk is stamped 'Lifetime Construction Company' with a date of 1938. The building permit for the home at W51 N664 Highland Drive was obtained in 1954.

Council Member Arnett made a motion to deny doing the boundary survey with a request of the owner to complete the boundary survey and to include a request of Public Works to secure the site for safety (i.e. removing debris from roadway and adding proper barriers to protect the public), along with a request of staff to bring costs and options to secure the wall for the long term, and to revisit this agenda item after additional information is brought to the Council for review. The motion was seconded by Council Member Lythjohan and carried without a negative vote with Council Members Simpson and Burkart excused.

#### **UPDATE ON WOOLEN MILLS DAM REPAIRS; DISCUSSION ONLY**

Repairs to Woolen Mills Dam, located north of Bridge Road on Cedar Creek, were originally expected to be completed this year. The City retained Graef Engineering to prepare plans and specifications, however, last fall the DNR informed the City that a dam break failure analysis is needed for the Woolen Mills Dam. Graef received a response from the DNR regarding the hydraulic model to be used for the dam break analysis and was informed that work may now begin. According to the Municipal Dam Grant the City needed to submit plans and specifications for the Woolen Mills Dam repairs to the DNR by April 30, 2021. The DNR has granted a time extension to June 30, 2022 for plan completion, thereby allowing for the analysis to take place.

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

A motion was made by Council Member Verhaalen to approve the Operator License applications for the period ending June 30, 2021 for Mallory Fox, Julie E. McAndrew, Morgan P. Mueller, Jake J. Shanovich and William J. Walker and was seconded by Council Member Thome. Motion carried without a negative vote with Council Members Simpson and Burkart excused.

A motion was made by Council Member Verhaalen to authorize granting of a temporary Class "B" license to Cedarburg Firemen's Park, Inc. for Maxwell Street Days, Firemen's Park, W65 N796 Washington Avenue, for September 5 and October 3, 2021 from 6:00 a.m. to 10:00 p.m. and was seconded by Council Member Bublitz. Motion carried without a negative vote with Council Members Simpson and Burkart excused.

**DISCUSSION ON CITIZEN SURVEY; AND ACTION THEREON**

Administrator Hilvo explained this year's citizens survey will focus on Economic Development, the Fire Department and Diversity. He sought feedback from the Council regarding the survey. The Council was comfortable with the survey.

**CONSIDER PAYMENT OF BILLS DATED 02/27/2021 THROUGH 03/19/2021, TRANSFERS FOR THE PERIOD 03/01/2021 THROUGH 03/26/2021 AND PAYROLL FOR PERIOD 02/21/2021 THROUGH 03/06/2021 AND 03/07/2021 THROUGH 03/20/2021; AND ACTION THEREON**

A motion was made by Council Member Bublitz to pay the bills dated 02/27/2021 through 03/19/2021, transfers for the period 03/01/2021 through 03/26/2021, and payroll for period 02/21/2021 through 03/06/2021 and 03/07/2021 through 03/20/2021 and was seconded by Council Member Thome. Motion carried without a negative vote with Council Members Simpson and Burkart excused.

**ADMINISTRATOR'S REPORT**

The Administrator's Report was included in the Council packet.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** – None

**COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS** - None

**MAYOR'S REPORT** – None

**ADJOURNMENT - CLOSED SESSION**

A motion was made by Council Member Thome, seconded by Council Member Bublitz, at 8:20 p.m. to adjourn to closed session pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Specifically, to be discussed was the Hwy 60 Business Park Land Offer and the Prochnow Landfill, and pursuant to State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. More specifically discussed was the Prochnow Landfill and a claim involving possible litigation. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Verhaalen, Thome and Lythjohan voting aye and Council Members Simpson and Burkart excused. (5-0)

**RECONVENE TO OPEN SESSION**

Open session reconvened at 9:19 p.m.

**CONSIDER HWY 60 BUSINESS PARK LAND CONTRACT; AND ACTION THEREON**

A motion was made by Council Member Arnett to postpone this agenda item until the April 12 Council Meeting and seconded by Council Member Thome. Motion carried without a negative vote with Council Members Simpson and Burkart excused.

**ADJOURNMENT**

A motion made by Council Member Arnett and seconded by Council Member Bublitz to adjourn the meeting at 9:21 p.m. Motion carried without a negative vote with Council Members Simpson and Burkart excused.

Tracie Sette  
City Clerk

## **RESOLUTION NO. 2021-06**

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

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

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

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

RESOLVED FURTHER, that Port Washington State Bank, Cedarburg, Wisconsin, be designated as the working bank for May 1, 2021 through April 30, 2022 and that the Common Council and the Finance Director/Treasurer be authorized and directed to distribute the city funds.

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

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

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

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

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

Michael J. O’Keefe, Mayor

Tracie Sette, City Clerk

Christine L. Mertes, Finance Director/Treasurer

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

Passed and adopted by the Common Council of the City of Cedarburg this 12<sup>th</sup> day of April 2021.

---

Michael J. O’Keefe, Mayor

Attest:

---

Tracie Sette, City Clerk

Approved as to form:

---

Michael P. Herbrand, City Attorney

## CITY OF CEDARBURG

**MEETING DATE:** April 12, 2021

**ITEM NO:** 11.B.

**TITLE:** Consider designation of City's Official Newspaper for ensuing year; and action thereon

**ISSUE SUMMARY:** According to Wis. Stat. 985.06(2), cities are required to designate newspapers for the publication of Council proceedings and other city legal notices. Such newspapers must be published in the City, although a fourth class city in which there is no eligible paper published may designate a newspaper published in the county and having a general circulation in the city. Currently Cedarburg is a 4<sup>th</sup> class city.

No other newspapers have expressed an interest in becoming the City's Official Newspaper.

**STAFF RECOMMENDATION:** Designate *News Graphic* as the Official Newspaper. This is the same newspaper as designated last year.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

N/A

**BUDGETARY IMPACT:** The cost of publications in 2020 was approximately \$3500. A change in State law now permits municipalities to publish summaries of ordinances, rather than the entire text. This has helped to keep publishing costs down during the last several years.

**ATTACHMENTS:** N/A

**INITIATED/REQUESTED BY:** Amy Kletzien, Deputy City Clerk

**FOR MORE INFORMATION CONTACT:** Amy Kletzien, Deputy City Clerk

## RESOLUTION NO. 2021-07

### City of Cedarburg Shared Revenue Funds Resolution Support for a Strong State & Local Partnership

#### Shared Revenue Funds Critical Services

**Whereas**, for over ninety years the state shared revenue program has been a key component of Wisconsin's state and local relationship and an important part of the state's overall program of property tax relief; and

**Whereas**, over the last 20 years shared revenue funding for municipalities has been cut by \$94 million; and

**Whereas**, over the last generation, property taxes have grown as a share of city and village revenues as shared revenue and other state aid to Wisconsin municipalities has lagged; and

**Whereas**, state aid provided a larger share of municipal revenues in Wisconsin than property taxes from 1975 to 1997. Today property taxes account for more than twice as much municipal revenue as state aid; and

**Whereas**, to create and maintain quality communities that attract businesses and families, municipalities must invest in services and infrastructure that people and businesses expect, like police protection, fire suppression, road maintenance, snowplowing, libraries, and parks; and

**Whereas**, the state should reinvest a portion of its sales and income tax revenue growth in local communities to spur further economic growth and make Wisconsin communities places where people want to live and work.

**Now, Therefore, Be It Resolved**, that the City of Cedarburg, calls on the Legislature to pass a state budget increasing funding for the shared revenue program and directs the Clerk to send a copy of this resolution to the state legislators representing the City of Cedarburg, to Governor Tony Evers and to the League of Wisconsin Municipalities.

Passed and adopted by the Common Council of the City of Cedarburg this 12<sup>th</sup> day of April, 2021.

---

Michael O'Keefe, Mayor

Attest:

Approved as to form:

---

Tracie Sette, City Clerk

---

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG  
RESOLUTION NO. 2021-08

A Resolution Authorizing the Creation of a Joint Fire/Emergency Medical Shared Services Ad Hoc Committee of the City of Cedarburg and the Town of Cedarburg

**WHEREAS**, the City of Cedarburg Common Council and Town of Cedarburg Board agree to the creation of an Advisory Joint Fire/EMS Services Ad Hoc Committee; and

**WHEREAS**, the mission of this ad hoc committee will be to complete an evaluation of Cedarburg Fire and EMS services, research options for potential alterations of the current department, consolidation with neighboring Ozaukee County communities and make periodic reports and recommendations to the City of Cedarburg Common Council and the Town of Cedarburg Board on an action plan that will enhance Fire/EMS services in our Community; and

**WHEREAS**, the committee will be comprised of the Fire Chief or Deputy Chief, one City Council Member, one Town Board Member, two city residents and two town residents who have sufficient knowledge, expertise and experience to provide thoughtful analysis of the issues affecting the current and future levels of Fire/EMS protection services; and

**WHEREAS**, the Town of Cedarburg Board will be responsible for appointing the Town Board Member and two town residents. The City of Cedarburg Common Council will be responsible for appointing the City Council Member and two city residents; and

**WHEREAS**, this newly formed Joint Fire/EMS Shared Services Ad Hoc Committee will be considered temporary in nature pending resolution of the anticipated scope of the committee's mission

**WHEREAS**, this resolution shall become effective upon its passage by the City of Cedarburg Common Council.

NOW, THEREFORE, BE IT RESOLVED, that the Cedarburg City Common Council does hereby approve and authorize the creation of this Joint Fire/Emergency Medical Shared Services Ad Hoc Committee in accordance with this resolution.

PASSED and ADOPTED on this 12<sup>th</sup> day of April, 2021.

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

Attest:

Approved as to form:

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

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

## CITY OF CEDARBURG

**MEETING DATE:** April 12, 2021

**ITEM NO: 11.F.**

**TITLE:** Discuss request from Interfaith Caregivers of Ozaukee County to utilize parking spaces at Western Ave public parking lot.

**ISSUE SUMMARY:** Interfaith Caregivers is requesting for usage of two adjacent parking spaces located at N49 W6337 Western Rd. Cedarburg, WI 53012. One space will be utilized for stationing of a wheelchair accessible transport van owned by Interfaith Ozaukee, and the other parking space will be utilized for an Interfaith Ozaukee volunteer vehicle when volunteer is operating Interfaith Ozaukee transport van. Location of parking spaces and approval of identifying signage will be at the discretion of The City of Cedarburg.

Interfaith Caregivers is a charitable nonprofit organization that has been in Ozaukee for 28 years and has a growing Cedarburg population solely consisting of elderly clients in need of transportation to the Hospital, Clinic, Pharmacy and Grocery Shopping. If approved, this would allow them to better serve their Cedarburg clientele.

**STAFF RECOMMENDATION:** None

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

**BUDGETARY IMPACT:** None.

**ATTACHMENTS:** Email from Paul J. Schultz

**INITIATED/REQUESTED:** Paul J. Schultz, NHA, Executive Director of Interfaith Caregivers

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

Mikko,

On behalf of Interfaith Caregivers of Ozaukee County, please consider this email as an official request for usage of two adjacent parking spaces located at N49 W6337 Western Rd. Cedarburg, WI 53012. One space will be utilized for stationing of a wheelchair accessible transport van owned by Interfaith Ozaukee, and the other parking space will be utilized for an Interfaith Ozaukee volunteer vehicle when volunteer is operating Interfaith Ozaukee transport van. Location of parking spaces and approval of identifying signage will be at the discretion of The City of Cedarburg.

Thank you,

**Paul J. Schultz, NHA**

Executive Director

Interfaith Caregivers of Ozaukee County

[pschultz@interfaithozaukee.org](mailto:pschultz@interfaithozaukee.org)

*Ozaukee Nonprofit Center*

***c/o Interfaith Caregivers of Ozaukee County***

*2360 Dakota Drive*

*Grafton, WI 53024*

*ph: 262-376-5362*

[www.interfaithozaukee.org](http://www.interfaithozaukee.org)

***Interfaith Caregivers of Ozaukee County's mission is to provide voluntary support services to seniors, including those with limited mobility in Ozaukee County.***



Robert L. Feind, Jr.  
John M. Gallo  
Michael P. Herbrand  
Margaret G. Zickuhr  
*Fellow, American Academy of  
Matrimonial Lawyers*  
Timothy S. Schoonenberg  
*Licensed in Wisconsin  
and Arizona*  
Johnathan G. Woodward  
Amber J. Hollrith  
Lisa Vizako

## HOUSEMAN & FEIND L.L.P.

ATTORNEYS AT LAW  
1650 NINTH AVENUE  
GRAFTON, WISCONSIN 53024-0104

WWW.HOUSEMANLAW.COM

IN MEMORIAM  
Ralph E. Houseman  
1916 - 2012

OF COUNSEL  
Donald P. O'Meara

TELEPHONE  
(262) 377-0600

FACSIMILE  
(262) 377-6080

April 7, 2021

Mr. Mikko Hilvo, Administrator  
City of Cedarburg  
W63 N645 Washington Avenue  
P. O. Box 49  
Cedarburg, Wisconsin 53012-0049

Re: City Attorney Services Agreement

Dear Mikko:

I have provided, with this letter, a new proposed Attorney Services Agreement for the time period of May 1, 2021, through April 30, 2024. For continuity, you will note that this Agreement is identical to my prior Agreement with the City, with the exception of the hourly rates.

Please note that we always charge the lower of our hourly rate or the set rate (\$330.00 for 2021) for attendance at City Council meetings. In other words, I will charge my hourly rate, but it is capped at a maximum of \$330.00 to attend City Council meetings.

Our new hourly rate increases reflect an annual increase of approximately 2.5% over the prior Agreement.

As always, I want to thank you and the City Council for this opportunity. Given the number of municipal attorneys in our firm, and the number of municipalities that we represent, this office prides itself on being able to offer efficiency of size to clients. For this reason, we believe that we can handle municipal legal issues efficiently.

Thank you again, and please contact me if you have any questions or concerns regarding the terms of this Agreement.

Very truly yours,

HOUSEMAN & FEIND, LLP

Michael P. Herbrand

MPH:csp  
Enclosures

## **AGREEMENT**

**THIS AGREEMENT**, dated this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Cedarburg, a Wisconsin municipal corporation (the "City"), Houseman & Feind, LLP ("Houseman & Feind");

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

## **DUTIES**

Michael P. Herbrand (hereinafter "City Attorney"), of Houseman & Feind, shall be appointed the City Attorney, a City Officer, and shall perform the duties and shall have the powers and authorities as set forth in Wis. Stats. Sections 17.12(1)(c) and (1) (d), 62.09 (12)(a) through (f), and Cedarburg Code of Ordinances Sec. 2-3-2 and 2-3-6.

## **TERM**

The term of this contract is for one (1) year commencing May 1, 2021. This contract shall automatically renew, for two additional one-year terms, on each annual anniversary of the prior term, subject to the terms and conditions set forth herein, and subject to the right of the City to appoint its Officers.

## **GENERAL SERVICES**

The City Attorney shall, in the ordinary course of the performance of their duties, provide to the City the services hereinafter described:

1. Preparation for and attendance at regularly meetings of the Common Council and Personnel Committee, if attendance is requested;
2. Review of ordinary documents, resolutions and ordinances;
3. Availability for consultation at reasonable times and upon reasonable notice with the Mayor, members of the Common Council, City Administrator, City Engineer, the Chief of Police and the City Clerk;
4. Rendering of legal opinions for the Mayor, members of the Common Council;
5. Rendering of legal opinions when requested by the City Officers or City Administrator;
6. Instruction/Seminars in Open Meetings, Ethics, other educational presentations;

7. Collections;
8. Annexations;
9. Condemnations;
10. Prosecution of routine ordinance violations;
11. Review of contracts;
12. Board of Appeals, when requested;
13. Litigation;
14. Employee disciplinary hearings – in conjunction with Labor Counsel;
15. Non-routine opinions;
16. Bond issues review – in conjunction with Bond Counsel;
17. Environmental;
18. Development Agreements;
19. Sales and purchase of City property;
20. Development of Contracts;
21. Codification;

And such other services as the Mayor, Common Council, or City Administrator request and to which the City Attorney agrees. Any documents sent via electronic email from the City Attorney shall be compatible with Microsoft Word.

### **EXPENSES**

Expenses for all services will be at reasonable rates, on a direct reimbursement basis. This includes costs charged to the firm by Courts and regular copying, mailing and fax costs.

## COMPENSATION

Compensation shall be as follows:

### **May 1, 2021 – April 30, 2022:**

Common Council Meeting:	\$330.00 per meeting or hourly rate, whichever is less
Special Meeting and all other services:	\$205.00 partner and senior trial associate hourly Rate*
	\$175.00 associate and traffic prosecution hourly rate*
	\$130.00 paralegal hourly rate*

### **May 1, 2022 – April 30, 2023:**

Common Council Meeting:	\$335.00 per meeting or hourly rate, whichever is less
Special Meeting and all other services:	\$210.00 partner and senior trial associate hourly Rate*
	\$180.00 associate and traffic prosecution hourly rate*
	\$135.00 paralegal hourly rate*

### **May 1, 2023 – April 30, 2024:**

Common Council Meeting:	\$340.00 per meeting or hourly rate, whichever is less
Special Meeting and all other services:	\$215.00 partner and senior trial associate hourly Rate*
	\$185.00 associate and traffic prosecution hourly rate*
	\$140.00 paralegal hourly rate*

\*All time shall be billed to the City at the hourly rates indicated above in increments of 1/10<sup>th</sup> of one hour.

### **PAYMENT**

The City shall be billed on a monthly basis and payment shall be made within thirty (30) days of receipt of the itemized bill.

### **CONFLICTS OF INTEREST**

The City Attorney shall comply with the provisions of the Rules of Professional Conduct and Cedarburg Code of Ordinances, as may be amended from time to time. If a conflict exists between the Supreme Court Rules and the Cedarburg Code, Supreme Court Rules shall prevail.

### **SPECIAL COUNSEL**

The City Attorney shall coordinate services with such special counsel as the Common Council may appoint from time to time pursuant to Wis. Stats. Section 62.09(12)(g). Should additional counsel be required due to any conflict of interest or other reason, the City Attorney shall recommend an attorney to be approved by the City Administrator.

### **INSURANCE**

Houseman & Feind, LLP, and the City Attorney shall maintain professional liability insurance in the amount of two million (\$2,000,000.00) dollars with respect to services rendered pursuant to this Agreement. Such coverage may, but shall not be required to include, insurance against other than negligent acts, errors or omissions in the rendering of, or failure to render, services in the capacity as a lawyer or notary public, or, while rendering professional services, the commission of: false arrest, detention or imprisonment; wrongful entry or eviction, or other invasion of rights of private occupancy; libel, slander or other disparaging material; or any writing or saying in violation of an individual's right of privacy.

The coverage maintained by Houseman & Feind, LLP, and the City Attorney shall be primary; provided, however, that the coverage maintained by the City shall be primary as to any claim that is not covered by the insurance maintained by the City Attorney or for which such carrier refuses or reserves its rights against a demand for tender of defense or payment of claim.

### **MISCELLANEOUS**

This Agreement, and the interests hereunder shall not be assigned without the written consent of the other party.

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

This Agreement shall be governed by, and construed under the laws of the State of Wisconsin.

Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such provision in any other jurisdiction.

Headings in this Agreement are included for the convenience of reference and may not be varied, modified or amended as to any term or condition expressed herein except in a writing duly signed on behalf of both parties.

**IN WITNESS WHEREOF**, the parties have executed this Agreement, or caused this Agreement to be executed by their respective officers on the date first above written.

**ATTESTED TO:**

**CITY OF CEDARBURG**, a Wisconsin  
Municipal Corporation

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

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

**HOUSEMAN & FEIND, LLP**  
City Attorney

\_\_\_\_\_  
Michael P. Herbrand

## CITY OF CEDARBURG

04/08/21 7:59 AM

Page 1

**\*Check Detail Register©**

Batch: 032621AP,040221AP,040621USC

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>111300 PWSB Checking</b>					
<b>37388</b>	03/26/21	<b>ALLIANCE TECHNOLOGY, LLC</b>			
E 601-573835-360		COLLECTION SYSTEM M	\$90.00	34549	CWRC-COLLECTION SYSTEM MAINTENANCE
		Total	\$90.00		
<b>37389</b>	03/26/21	<b>AMISH CRAFTSMEN GUILD II</b>			
E 100-555510-384		LEGACY TREE & BENCH	\$97.03	CK REQ	REC-BALANCE FOR LEGACY BENCH ORDER
		Total	\$97.03		
<b>37390</b>	03/26/21	<b>AT&amp;T LONG DISTANCE</b>			
E 260-555110-225		TELEPHONE/COMMUNI	\$26.54	1746	LIBRARY-LONG DISTANCE
E 100-522110-225		TELEPHONE/COMMUNI	\$1.85	1746	PD-LONG DISTANCE
		Total	\$28.39		
<b>37391</b>	03/26/21	<b>AT&amp;T MOBILITY</b>			
E 100-522110-225		TELEPHONE/COMMUNI	\$1,027.94	03192021	PD-WIRELESS
E 100-522410-225		TELEPHONE/COMMUNI	\$123.62	03192021	EM-WIRELESS
		Total	\$1,151.56		
<b>37392</b>	03/26/21	<b>AT&amp;T</b>			
E 100-533210-225		TELEPHONE/COMMUNI	\$56.19	26237576030	DPW-TELEPHONE
E 260-555110-225		TELEPHONE/COMMUNI	\$326.13	26237576030	LIBR-TELEPHONE
E 601-573825-225		TELEPHONE/COMMUNI	\$103.79	26237576030	CWRC-TELEPHONE
E 100-518100-225		TELEPHONE/COMMUNI	\$95.54	26237576030	CH-TELEPHONE
E 100-522230-225		TELEPHONE/COMMUNI	\$92.67	26237576030	FD-TELEPHONE
E 100-522110-225		TELEPHONE/COMMUNI	\$88.15	26237576240	PD-TELEPHONE
		Total	\$762.47		
<b>37393</b>	03/26/21	<b>BADGER TRUCK CENTER, INC.</b>			
E 100-533210-353		MAINTENANCE PARTS	\$330.53	796788	DPW-MAINTENANCE PARTS
		Total	\$330.53		
<b>37394</b>	03/26/21	<b>BAKER &amp; TAYLOR BOOKS</b>			
E 260-555110-319		PUBLICATIONS AND SU	\$193.07	2035730283	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$100.00	2035775158	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$374.02	2035775158	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$200.00	2035787902	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$55.40	2035787902	LIBR-PUBLICATIONS
		Total	\$922.49		
<b>37395</b>	03/26/21	<b>BEYER'S HARDWARE</b>			
E 100-555510-240		REPAIR AND MAINTENA	\$43.92	163247	PARKS-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$122.90	163255	DPW-MAINTENANCE PARTS
E 100-533210-350		OPERATING SUPPLIES	\$31.35	163268	DPW-OPERATING
E 100-533210-353		MAINTENANCE PARTS	\$16.99	163270	DPW-MAINTENANCE PARTS
E 100-533110-350		OPERATING SUPPLIES	\$32.98	163282	ENG-OPERATING SUPPLIES
E 100-555510-240		REPAIR AND MAINTENA	\$31.07	163289	PARKS-REPAIR & MAINTENANCE-BSCOUT HOUSE
E 100-533210-353		MAINTENANCE PARTS	\$24.99	163307	DPW-MAINTENANCE PARTS
E 100-522410-240		REPAIR AND MAINTENA	\$30.65	163346	EM-REPAIR & MAINTENANCE-ELECTRICAL REPAIR IN GARAGE

## CITY OF CEDARBURG

04/08/21 7:59 AM

Page 2

**\*Check Detail Register©**

Batch: 032621AP,040221AP,040621USC

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-555510-240		REPAIR AND MAINTENA	\$57.97	163381	PARKS-REPAIR & MAINTENANCE-CEDAR CREEK BATHROOM
E 100-533210-353		MAINTENANCE PARTS	\$61.97	163385	DPW-MAINTENANCE PARTS
E 100-522100-340		MAINTENANCE SUPPLIE	\$1.25	163395	PD-MAINTENANCE SUPPLIES
E 100-518100-240		REPAIR AND MAINTENA	\$6.08	163400	COMPLEX-REPAIR & MAINTENANCE
E 601-573830-340		MAINTENANCE SUPPLIE	\$4.14	163423	CWRC-MAINTENANCE SUPPLIES
E 100-533210-350		OPERATING SUPPLIES	\$53.96	163439	DPW-MAINTENANCE PARTS
E 100-518100-240		REPAIR AND MAINTENA	\$17.15	163461	COMPLEX-REPAIR & MAINTENANCE
E 100-518100-240		REPAIR AND MAINTENA	\$7.99	163467	COMPLEX-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$20.98	163468	PARKS-REPAIR & MAINTENANCE-PICKLEBALL
E 100-522100-340		MAINTENANCE SUPPLIE	\$1.20	163473	PD-MAINTENANCE SUPPLIES
E 601-573835-360		COLLECTION SYSTEM M	\$4.48	163566	DPW-MAINTENANCE PARTS
E 100-555510-240		REPAIR AND MAINTENA	\$6.68	163569	PARKS-REPAIR & MAINTENANCE
Total			\$578.70		
<b>37396</b>	03/26/21	<b>BROOKS TRACTOR</b>			
E 100-533210-353		MAINTENANCE PARTS	\$82.57	M50794	DPW-MAINTENANCE PARTS
Total			\$82.57		
<b>37397</b>	03/26/21	<b>CEDARBURG LIGHT &amp; WATER</b>			
E 601-573850-216		L&W BILLING	\$12,572.13	8073	CWRC-SEWERAGE MARCH 2021
G 100-256201		DUE TO L&W IMPACT F	\$2,049.98	CK REQ	WTR IMPACT FEE-HALEN HOMES LLC-W54N1065 HAWTHORNE LN LOT #17
G 100-256200		DUE TO LIGHT AND WA	\$4,757.26	CK REQ	DELINQUENT UTILITY PAYMENT 2020/21 TAX ROLL
Total			\$19,379.37		
<b>37398</b>	03/26/21	<b>COUNTY MATERIALS CORPORATION</b>			
E 100-533440-240		REPAIR AND MAINTENA	\$300.00	3548262-00	DPW-REPAIR & MAINTENANCE
Total			\$300.00		
<b>37399</b>	03/26/21	<b>DAN KRALL &amp; CO. INC.</b>			
E 100-533210-353		MAINTENANCE PARTS	\$211.57	67407	DPW-MAINTENANCE PARTS
Total			\$211.57		
<b>37400</b>	03/26/21	<b>RAVI DASARI</b>			
R 220-486000		MISCELLANEOUS REVE	\$55.00	CK REQ	REC-REFUND STEM CLASS
Total			\$55.00		
<b>37401</b>	03/26/21	<b>DIGITAL EDGE OF GRAFTON</b>			
E 220-555390-309		RECREATION BROCHUR	\$2,110.00	18317	REC-BROCHURE
Total			\$2,110.00		
<b>37402</b>	03/26/21	<b>EXTINGUISHERS AT RANDOM LLC</b>			
E 100-522120-380		EQUIPMENT/CAPITAL O	\$780.00	31821	PD-EQUIPMENT/CAPITAL
Total			\$780.00		
<b>37403</b>	03/26/21	<b>FASTENAL COMPANY</b>			
E 100-533210-353		MAINTENANCE PARTS	\$113.34	WISAU12273	DPW-MAINTENANCE PARTS
Total			\$113.34		
<b>37404</b>	03/26/21	<b>FIVE CORNERS DODGE</b>			

## CITY OF CEDARBURG

04/08/21 7:59 AM

Page 3

**\*Check Detail Register©**

Batch: 032621AP,040221AP,040621USC

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-522120-240		REPAIR AND MAINTENA	\$365.56	75350	PD-REPAIR & MAINTENANCE-2012 TAHOE
E 100-522120-240		REPAIR AND MAINTENA	\$20.47	75350	PD-REPAIR & MAINTENANCE-SQUAD #2
		Total	\$386.03		
<b>37405</b>	03/26/21	<b>GALL PLUMBING, INC</b>			
E 100-522100-240		REPAIR AND MAINTENA	\$511.00	17533	PD-REPAIR & MAINTENANCE
E 601-573830-340		MAINTENANCE SUPPLIE	\$1,300.00	17541	CWRC-MAINTENANCE SUPPLIES
		Total	\$1,811.00		
<b>37406</b>	03/26/21	<b>GRAFTON ACE HARDWARE</b>			
E 100-533210-353		MAINTENANCE PARTS	\$65.68	165804	DPW-MAINTENANCE PARTS
E 100-518100-240		REPAIR AND MAINTENA	\$31.49	165943	COMPLEX-REPAIR & MAINTENANCE
		Total	\$97.17		
<b>37407</b>	03/26/21	<b>GREAT AMERICAN COMFORT SHOES</b>			
E 100-533210-350		OPERATING SUPPLIES	\$1,136.99	262	DPW-OPERATING
		Total	\$1,136.99		
<b>37408</b>	03/26/21	<b>HVA PRODUCTS INC</b>			
E 260-555110-290		MAINT/CONTRACTED S	\$1,130.00	53505	LIBR-MAINTENANCE
		Total	\$1,130.00		
<b>37409</b>	03/26/21	<b>LAKESIDE INTERNATIONAL LLC</b>			
E 100-533210-353		MAINTENANCE PARTS	\$324.85	1332386P	DPW-MAINTENANCE PARTS
		Total	\$324.85		
<b>37410</b>	03/26/21	<b>LOCHEN EQUIPMENT</b>			
E 100-533210-353		MAINTENANCE PARTS	\$262.97	T45759	DPW-MAINTENANCE PARTS
		Total	\$262.97		
<b>37411</b>	03/26/21	<b>M SQUARED ENGINEERING LLC</b>			
E 100-533110-210		PROFESSIONAL SERVIC	\$4,387.50	21059	ENG-PROFESSIONAL SERVICES
		Total	\$4,387.50		
<b>37412</b>	03/26/21	<b>NAPA AUTO PARTS</b>			
E 100-533210-353		MAINTENANCE PARTS	\$84.73	5269-119165	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$76.14	5269-119167	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$89.62	5269-119179	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	(\$70.14)	5269-119273	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$54.88	5269-119491	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$41.48	5269-119526	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$4.26	5269-119699	DPW-MAINTENANCE PARTS
		Total	\$280.97		
<b>37413</b>	03/26/21	<b>NASSCO, INC.</b>			
E 260-555110-310		OFFICE SUPPLIES	\$82.33	S2737053.00	LIBR-OFFICE SUPPLIES
		Total	\$82.33		
<b>37414</b>	03/26/21	<b>OFFICE DEPOT</b>			
E 100-533110-310		OFFICE SUPPLIES	\$19.99	15858703400	ENG-OFFICE SUPPLIES
E 100-533110-310		OFFICE SUPPLIES	\$9.99	15858703700	ENG-OFFICE SUPPLIES

## CITY OF CEDARBURG

04/08/21 7:59 AM

Page 4

**\*Check Detail Register©**

Batch: 032621AP,040221AP,040621USC

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-533110-310		OFFICE SUPPLIES	\$19.56	16026817700	ENG-OFFICE SUPPLIES
E 100-514100-312		COMPUTER/COPIER SU	\$30.00	16026817700	CENTRL DUPL-COPIER SUPPLIES
E 100-533110-310		OFFICE SUPPLIES	\$4.49	16027328500	ENG-OFFICE SUPPLIES
E 260-555110-310		OFFICE SUPPLIES	\$69.98	16160196500	LIBR-OFFICE SUPPLIES
		Total	\$154.01		
<b>37415</b>	03/26/21	<b>OLIVER FIONTAR LLC</b>			
E 350-566710-227		DEVELOPERS INCENTIV	\$12,542.88	633	TID #4 - DRAW #53
		Total	\$12,542.88		
<b>37416</b>	03/26/21	<b>R A SMITH NATIONAL</b>			
E 400-533311-854		STREET IMPROVEMENT	\$3,196.07	157220	ENG-2021 STREET & UTILITY PROJECT
E 400-533440-475		STORMWATER IMPROV	\$1,153.91	157220	ENG-2021 STREET & UTILITY PROJECT
G 601-184313		COLLECTION MAINS AN	\$67.88	157220	ENG-2021 STREET & UTILITY PROJECT
		Total	\$4,417.86		
<b>37417</b>	03/26/21	<b>RAINBOW TREECARE SCIENTIFIC AD</b>			
E 100-555510-290		MAINT/CONTRACTED S	\$23,198.00	INV0069412	PARKS-CONTRACTED SERVICES
		Total	\$23,198.00		
<b>37418</b>	03/26/21	<b>LISA SHAMAKOV</b>			
R 220-486000		MISCELLANEOUS REVE	\$50.00	CK REQ	REC-REFUND FIELD HOCKEY
		Total	\$50.00		
<b>37419</b>	03/26/21	<b>SHERRILL, INC.</b>			
E 100-555510-341		TREES AND SUPPLIES	\$55.94	INV-617711	PARKS-TREES & SUPPLIES
		Total	\$55.94		
<b>37420</b>	03/26/21	<b>STREICHER'S POLICE EQUIPMENT</b>			
E 100-522120-347		SUPPLIES AND EXPENS	\$43.24	I1490521	PD-UNIFORMS
E 100-522120-347		SUPPLIES AND EXPENS	\$57.99	I1491361	PD-SUPPLIES & EXPENSES
E 100-522130-330		TRAVEL & TRAINING	\$49.00	I1491476	PD-TRAVEL & TRAINING
		Total	\$150.23		
<b>37421</b>	03/26/21	<b>SYMBIONT</b>			
G 601-185335		ADVANCED TREATMEN	\$3,988.00	52186	CWRC-COAGULANT SYSTEM
G 601-185334		SECONDARY TREATME	\$5,600.00	52187	CWRC-PHOSPHORUS COMPLIANCE PLAN
G 601-182329		LAND - FUTURE SITE	\$3,740.00	52190	CWRC-WRC SITE PLAN
E 100-533210-350		OPERATING SUPPLIES	\$120.00	52250	DPW-OPERATING
		Total	\$13,448.00		
<b>37422</b>	03/26/21	<b>TIME WARNER CABLE</b>			
E 100-514700-220		Internet	\$1,071.29	6601	CH-INTERNET
E 240-555320-210		PROFESSIONAL SERVIC	\$35.00	7801	POOL-INTERNET
E 100-533210-350		OPERATING SUPPLIES	\$119.24	8501	DPW-INTERNET
E 100-555510-220		Internet	\$119.24	8501	PARKS-INTERNET
		Total	\$1,344.77		
<b>37423</b>	03/26/21	<b>TIRES UNLIMITED AUTOMOTIVE</b>			
E 100-522120-240		REPAIR AND MAINTENA	\$146.00	32335	PD-REPAIR & MAINTENANCE-SQUAD #2
		Total	\$146.00		

## CITY OF CEDARBURG

04/08/21 7:59 AM

Page 5

**\*Check Detail Register©**

Batch: 032621AP,040221AP,040621USC

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>37424</b>	03/26/21	<b>TRUCK COUNTRY-MILWAUKEE NORTH</b>			
E 100-533210-353		MAINTENANCE PARTS	\$82.32	X207036351:	DPW-MAINTENANCE PARTS
		Total	\$82.32		
<b>37425</b>	03/26/21	<b>TYLER TECHNOLOGIES</b>			
E 100-522110-225		TELEPHONE/COMMUNI	\$1,000.00	025-323622	MYCIVIC SUBSCRIPTION 4/1/20-3/31/21
E 100-514700-380		EQUIPMENT/CAPITAL O	\$3,920.00	025-323622	MYCIVIC SUBSCRIPTION 4/1/21-3/31/22
		Total	\$4,920.00		
<b>37426</b>	03/26/21	<b>UNIFIRST CORPORATION</b>			
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1175388	CWRC-SAFETY EQUIPMENT
E 100-533210-353		MAINTENANCE PARTS	\$49.51	096 1175390	DPW-MAINENANCE PARTS
E 100-518100-240		REPAIR AND MAINTENA	\$114.83	096 1175395	CWRC-SAFETY EQUIPMENT
E 100-522100-340		MAINTENANCE SUPPLIE	\$62.30	096 1175396	PD-MAINTENANCE SUPPLIES
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1176487	CWRC-SAFETY EQUIPMENT
		Total	\$383.34		
<b>37427</b>	03/26/21	<b>VORTEX OPTICS</b>			
E 100-522120-347		SUPPLIES AND EXPENS	\$299.99	950811	PD-SUPPLIES & EXPENSES
		Total	\$299.99		
<b>37428</b>	03/26/21	<b>WACPC - REGISTRATION</b>			
E 220-555390-394		POMS EXPENSES	\$50.00	CK REQ	POMS COMPETITION
		Total	\$50.00		
<b>37429</b>	03/26/21	<b>WALDSCHMIDTS TOWN &amp; COUNTRY</b>			
E 601-573830-340		MAINTENANCE SUPPLIE	\$199.66	748122	CWRC-MAINTENANCE SUPPLIES
		Total	\$199.66		
<b>37430</b>	03/26/21	<b>WE ENERGIES</b>			
E 240-555320-224		NATURAL GAS	\$27.20	0719900042	POOL
		Total	\$27.20		
<b>37431</b>	03/26/21	<b>WITTENBERG FLOOR COVERING, INC.</b>			
E 601-573830-340		MAINTENANCE SUPPLIE	\$1,430.00	18384	CWRC-MAINTENANCE SUPPLIES
		Total	\$1,430.00		
<b>37432</b>	04/02/21	<b>KATRINA ALEVIZOS</b>			
R 220-486000		MISCELLANEOUS REVE	\$110.00	CK REQ	REC-REFUND STEM CLASS
		Total	\$110.00		
<b>37433</b>	04/02/21	<b>BANYON DATA SYSTEMS, INC.</b>			
E 100-514700-210		PROFESSIONAL SERVIC	\$1,280.00	161543	ANNUAL SUPPORT
		Total	\$1,280.00		
<b>37434</b>	04/02/21	<b>CEDARBURG FIRE DEPARTMENT</b>			
E 100-518100-350		OPERATING SUPPLIES	\$240.21	2021-0327	COMPLEX-OPERATING SUPPLIES
E 100-522230-235		OPERATING EXPENSES	\$54,375.00	CK REQ	2ND Q 2021 OPERATIONS
		Total	\$54,615.21		
<b>37435</b>	04/02/21	<b>CINTAS CORPORATION</b>			

## CITY OF CEDARBURG

04/08/21 7:59 AM

Page 6

**\*Check Detail Register©**

Batch: 032621AP,040221AP,040621USC

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 260-555110-290		MAINT/CONTRACTED S	\$66.87	4079661526	LIBR-MAINTENANCE
		Total	\$66.87		
<b>37436</b>	04/02/21	<b>COMPLETE OFFICE OF WISCONSIN</b>			
E 100-514100-312		COMPUTER/COPIER SU	\$339.90	906950	CLERKS=OFFICE SUPPLIES
		Total	\$339.90		
<b>37437</b>	04/02/21	<b>ADAM MUNDT</b>			
E 100-522120-330		TRAVEL & TRAINING	\$214.50	7275	PD-TRAVEL & TRAINING
		Total	\$214.50		
<b>37438</b>	04/02/21	<b>DIGITAL EDGE OF GRAFTON</b>			
E 100-533110-350		OPERATING SUPPLIES	\$53.00	18330	ENG-OPERATING SUPPLIES
		Total	\$53.00		
<b>37439</b>	04/02/21	<b>E.L.S. LANDSCAPING &amp; LAWN</b>			
E 260-555110-290		MAINT/CONTRACTED S	\$470.00	16558	LIBR-MAINTENANCE
		Total	\$470.00		
<b>37440</b>	04/02/21	<b>EXTREME SKI &amp; BIKE</b>			
E 100-522120-346		UNIFORMS	\$287.98	1000000141	PD-UNIFORMS
		Total	\$287.98		
<b>37441</b>	04/02/21	<b>GRAEF</b>			
E 400-533750-874		DAM STUDIES	\$500.00	0114588	ENG-ENVIRONMENTAL FUND
		Total	\$500.00		
<b>37442</b>	04/02/21	<b>GRAINGER</b>			
E 100-518100-240		REPAIR AND MAINTENA	\$515.24	9848910460	COMPLEX-REPAIR & MAINTENANCE
		Total	\$515.24		
<b>37443</b>	04/02/21	<b>HOME DEPOT CREDIT SERVICES</b>			
E 100-533210-350		OPERATING SUPPLIES	\$546.52	3692	DPW-OPERATING SUPPLIES
E 100-533210-353		MAINTENANCE PARTS	\$63.27	3692	DPW-MAINTENANCE PARTS
E 601-573830-340		MAINTENANCE SUPPLIE	\$200.79	3692	CWRC-MAINTENANCE SUPPLIES
E 220-555390-394		POMS EXPENSES	\$348.00	3692	REC-POMS EXPENSES
		Total	\$1,158.58		
<b>37444</b>	04/02/21	<b>JAMES IMAGING SYSTEMS, INC.</b>			
E 260-555110-290		MAINT/CONTRACTED S	\$394.18	28997484	LIBR-MAINTENANCE CONTRACT
		Total	\$394.18		
<b>37445</b>	04/02/21	<b>MERGENT, INC</b>			
E 260-555110-319		PUBLICATIONS AND SU	\$492.00	1673010641	LIBR-PUBLICATIONS
		Total	\$492.00		
<b>37446</b>	04/02/21	<b>MONARCH LIBRARY SYSTEM</b>			
E 260-555110-223		MARKETING	\$13.94	415460	LIBR-MARKETING
E 260-555110-312		COMPUTER/COPIER SU	\$430.00	415462	LIBR-MARKETING
		Total	\$443.94		
<b>37447</b>	04/02/21	<b>NEWPORT NETWORK SOLUTIONS INC</b>			

## CITY OF CEDARBURG

04/08/21 7:59 AM

Page 7

**\*Check Detail Register©**

Batch: 032621AP,040221AP,040621USC

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-522110-310		OFFICE SUPPLIES	\$145.00	7384	PD-OFFICE SUPPLIES
		Total	\$145.00		
<b>37448</b>	04/02/21	<b>OFFICE COPYING EQUIPMENT, LTD</b>			
E 100-515600-310		OFFICE SUPPLIES	\$10.33	AR136735	TREAS-OFFICE SUPPLIES
		Total	\$10.33		
<b>37449</b>	04/02/21	<b>OFFICE DEPOT</b>			
E 100-522110-310		OFFICE SUPPLIES	\$34.77	16285692100	PD-OFFICE SUPPLIES
E 100-522110-310		OFFICE SUPPLIES	\$64.73	16285805700	PD-OFFICE SUPPLIES
		Total	\$99.50		
<b>37450</b>	04/02/21	<b>OUTDOOR LIGHTING CONST. CO., I</b>			
E 700-519400-524		INSURANCE CLAIMS - 2	\$3,929.17	9045	ENG-TRAFFIC SIGNAL WASH & COL
		Total	\$3,929.17		
<b>37451</b>	04/02/21	<b>PORT WASHINGTON HIGH SCHOOL</b>			
E 220-555390-394		POMS EXPENSES	\$475.00	CK REQ	POMS-SHAKE AT THE LAKE DANCE COMPETITION FEE
		Total	\$475.00		
<b>37452</b>	04/02/21	<b>R.A. SMITH NATIONAL</b>			
E 353-566710-210		PROFESSIONAL SERVIC	\$16,039.75	157211	TIF #6 ENGINEERING
E 353-566710-210		PROFESSIONAL SERVIC	\$18,269.86	157212	TIF #6 ENGINEERING
		Total	\$34,309.61		
<b>37453</b>	04/02/21	<b>REGISTRATION FEE TRUST</b>			
R 100-451301		PARKING VIOLATIONS	\$85.00	3/29/21	PD-PARKING VIOLATIONS
		Total	\$85.00		
<b>37454</b>	04/02/21	<b>RMC IMAGING INC</b>			
E 260-555110-290		MAINT/CONTRACTED S	\$845.00	2470	LIBR-MAINTENANCE CONTRACTED
		Total	\$845.00		
<b>37455</b>	04/02/21	<b>RUEKERT &amp; MIELKE</b>			
E 601-573825-312		COMPUTER/COPIER SU	\$679.84	135923	CWRC-COMPUTER/COPIER SUPPLIES
		Total	\$679.84		
<b>37456</b>	04/02/21	<b>SUPERIOR CHEMICAL CORP.</b>			
E 100-555510-240		REPAIR AND MAINTENA	\$1,015.81	297321	PARKS-REPAIR & MAINTENANCE
		Total	\$1,015.81		
<b>37457</b>	04/02/21	<b>TERMINAL-ANDRE, INC.</b>			
E 601-573830-340		MAINTENANCE SUPPLIE	\$313.16	52126	CRWC-MAINTENANCE SUPPLIES
		Total	\$313.16		
<b>37458</b>	04/02/21	<b>LES THOMPSON</b>			
E 100-555140-210		PROFESSIONAL SERVIC	\$345.00	CK REQ	SRCTR-WATERCOLOR CLASS
		Total	\$345.00		
<b>37459</b>	04/02/21	<b>TIME WARNER CABLE</b>			
E 100-522230-225		TELEPHONE/COMMUNI	\$388.13	012021	FD-PHONE LINE

## CITY OF CEDARBURG

04/08/21 7:59 AM

Page 8

**\*Check Detail Register©**

Batch: 032621AP,040221AP,040621USC

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-522230-225		TELEPHONE/COMMUNI	\$223.94	022021	FD-PHONE LINE
E 260-555110-290		MAINT/CONTRACTED S	\$136.96	031321	LIBR-MAINTENANCE
E 100-522230-225		TELEPHONE/COMMUNI	\$223.94	032021	FD-PHONE LINE
Total			\$972.97		
<b>37460</b>	04/02/21	<b>U.S. CELLULAR</b>			
E 601-573825-225		TELEPHONE/COMMUNI	\$26.21	0428017352	CWRC-TABLET
E 100-522310-225		TELEPHONE/COMMUNI	\$39.21	0428017352	BI-TELECOM
E 100-533210-225		TELEPHONE/COMMUNI	\$25.71	0428017352	DPW-TABLET
E 601-573825-225		TELEPHONE/COMMUNI	\$0.00	0428017352	CWRC-TELECOM
E 601-573825-225		TELEPHONE/COMMUNI	\$39.21	0428017352	CWRC-TELECOM
E 100-555510-225		TELEPHONE/COMMUNI	\$11.21	0428017352	PARKS-TABLET
E 100-555510-225		TELEPHONE/COMMUNI	\$11.21	0428017352	PARKS-TABLET
E 100-533210-225		TELEPHONE/COMMUNI	\$40.21	0428017352	DPW-TABLET-HOTSPOT
E 601-573825-225		TELEPHONE/COMMUNI	\$11.21	0428017352	CWRC-TABLET
E 100-555510-225		TELEPHONE/COMMUNI	\$11.21	0428017352	PARKS-TABLET
E 100-555510-225		TELEPHONE/COMMUNI	\$11.21	0428017352	PARKS-TABLET
E 100-533210-225		TELEPHONE/COMMUNI	\$25.71	0428017352	DPW-IPAD
E 100-533110-225		TELEPHONE/COMMUNI	\$0.66	0428017352	ENG-TELECOM
E 100-533210-225		TELEPHONE/COMMUNI	\$43.21	0428017352	DPW-TELECOM
E 100-533110-225		TELEPHONE/COMMUNI	\$14.73	0428017352	CH-TELECOM
E 100-533110-225		TELEPHONE/COMMUNI	\$39.21	0428017352	ENG-TELECOM
E 100-555145-225		TELEPHONE/COMMUNI	\$3.37	0428017352	SC-TELECOM
E 100-555510-225		TELEPHONE/COMMUNI	\$43.21	0428017352	PARKS-TELECOM
E 601-573825-225		TELEPHONE/COMMUNI	\$39.21	0428017352	CWRC-DUTY PHONE
Total			\$435.91		
<b>37461</b>	04/02/21	<b>WE ENERGIES</b>			
E 100-533410-530		MAINTENANCE	\$450.00	1000066381	RENTAL GROTH TRACT
Total			\$450.00		
<b>37462</b>	04/02/21	<b>WISCONSIN STEAM CLEANER</b>			
E 601-573830-340		MAINTENANCE SUPPLIE	\$244.10	56029	CWRC-MAINTENANCE SUPPLIES
Total			\$244.10		
<b>111300 PWSB Checking</b>			\$205,089.83		

## Fund Summary

**111300 PWSB Checking**

100 GENERAL FUND	\$109,981.06
220 RECREATION PROGRAMS FUND	\$3,198.00
240 SWIMMING POOL FUND	\$62.20
260 LIBRARY FUND	\$5,406.42
350 TIF DISTRICT FUND #4	\$12,542.88
353 TIF DISTRICT #6	\$34,309.61
400 CAPITAL IMPROVEMENTS FUND	\$4,849.98
601 WATER RECYCLING CENTER	\$30,810.51
700 RISK MANAGEMENT FUND	\$3,929.17
	\$205,089.83

**CITY OF CEDARBURG**  
**TRANSFER LIST**  
3/25/2021-4/7/2021

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
<b>PWSB CHECKING ACCOUNT</b>		
3/25/21	(6,251.48)	PR#6 Health Savings Account
3/25/21	(1,604.55)	PR#6 ICMA
3/25/21	(4,193.36)	PR#6 North Shore Bank
3/25/21	(467.50)	PR#6 Police Union
3/25/21	(250.00)	PR#6 Wis Def Comp
3/25/21	(346.15)	PR#6 State of Wisconsin-child support
3/25/21	(559.20)	Superior Vision-April vision insurance premiums
3/25/21	200,000.00	Transfer from money market
3/26/21	(986.43)	ADP inv 576741379
3/26/21	(504.64)	ADP inv 576741756
3/26/21	(479.52)	ADP inv 576741099
3/29/21	100,000.00	Transfer from money market
3/29/21	(8,884.03)	ACH L&W Febuary billing WRC
3/29/21	(31,584.70)	ACH L&W Febuary billing all depts
3/31/21	(80,545.07)	WRS- February remittance
4/1/21	(7,147.79)	Delta Dental-April dental insurance premiums
4/1/21	(94,037.74)	WPS-April health insurance premiums
4/6/21	(12,197.48)	WI DOR Sales tax
4/1/21	(1,561.18)	ACH Wind River fees
4/9/21	(440.00)	P/R#7 Police union dues
4/9/21	(1,643.54)	P/R #7 ICMA
4/9/21	(4,195.32)	P/R #7 NSB def comp
4/9/21	(250.00)	P/R#7 WI Def Comp
4/9/21	(6,251.48)	P/R #7 HSA
	<u>\$35,618.84</u>	

**PWSB PAYROLL CHECKING ACCOUNT**

4/7/21	(151,430.06)	Payroll #7
4/7/21	(62,838.78)	Payroll #7 taxes
4/13/21	213,000.00	Tranfser from money market
	<u>-\$1,268.84</u>	

**PWSB MONEY MARKET**

3/25/2021	(200,000.00)	PWSB Checking
3/29/2021	(100,000.00)	PWSB Checking
4/7/2021	(213,000.00)	PWSB Payroll
	<u>-\$513,000.00</u>	

**STATE POOL**

3/22/2021	507,513.80	Transfer from Dept of Revenue Lottery Credit
4/5/2021	224,758.40	DOT Transportation Aids
	<u>\$732,272.20</u>	



City of Cedarburg

## City Administrator's Report

April 8, 2021

### 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 Sidewalk program will be starting this week. The 2021 Street & Utility project was approved by the Common Council and notice of award was sent to Kopplin and Kinas. The project is tentatively scheduled to begin on April 19.

Ninety percent of the plans have been received for the Interurban Trail crossing/Pioneer Road Improvement project. The plans have been submitted to the County and WE Energies and the City is waiting for approval from WE Energies.

Brush pick up began on April 5.

**Parks, Recreation & Forestry**— Tables and benches have been placed in the parks for the season. Registrations for most Summer Activities began on Monday, April 5. Summer Playground Camp registration was held in March and the program is full. Director Friess will be meeting with vendors for the new renovations being planned for All Children's Playground. Stump removal bids were opened today.

**Fire Department**— Joseph Hintz began employment on Monday, as full-time Deputy Chief.

**Treasurer**— The Department is preparing for new accounting software and a new server. Dates have been set for data extraction (April 20), process discussions (May 17 and 18), software installation (August 9), and going live with the system on August 16. Department Heads will receive training for entering their department invoices, etc.

**Senior Center**— The Center is encouraging visitors and program participants to wear masks. Director Suppinger is working on the May-June Senior Center Newsletter.

**Library**— This is National Library Week and patrons are providing testimonials as to how the Library helped them in 2020. The Friends of the Library is funding a new Library website design and a Summer mailer brochure to 6,000 postal residents. A Rotary Community Bike Ride (starting and ending at Cedar Creek Park) is planned for May 22 and the public is invited.

**Light & Water**— The Utility is no longer requiring that masks be worn; however, employees will wear a mask when interacting with customers who are wearing a mask.

**Clerk** — There was a 38% voter turnout for the Spring Election on Tuesday, April 6,

**City Administrator**— The Statewide mask mandate has ended; however, people are encouraged to wear masks in City buildings when working with the public. Department Heads are encouraged to watch for available grants and funding opportunities for their Departments. Capital Budgets are being reviewed by Department Heads to avoid very large expenditures in 2022.

Respectfully submitted,

Mikko Hilvo  
City Administrator

# STATE of WISCONSIN



## OFFICE of the GOVERNOR

# Proclamation

*WHEREAS*; the office of the municipal treasurer is a time honored and vital part of local government that impacts the day-to-day life of folks throughout our state; and

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

*WHEREAS*; municipal treasurers administer the procedures and keep the financial records that allow governing bodies to carry out public functions efficiently and confidently; and

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

*WHEREAS*; Wisconsin's 1,853 municipal treasurers and 72 county treasurers work together to collect all property taxes for their own municipalities and counties as well as their local schools, technical colleges, and the state; and

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

*WHEREAS*; this week, the state of Wisconsin joins all Wisconsinites in appreciating and thanking our municipal treasurers for the important work they do for communities throughout our state;

*NOW, THEREFORE*, I, Tony Evers, Governor of the State of Wisconsin,  
do hereby proclaim April 18 – 24, 2021, as

## MUNICIPAL TREASURERS APPRECIATION WEEK

throughout the State of Wisconsin and I commend this observance  
to all our state's residents.



IN TESTIMONY WHEREOF, I have  
hereunto set my hand and caused the  
Great Seal of the State of Wisconsin  
to be affixed. Done at the Capitol in  
the City of Madison this 10<sup>th</sup> day of  
March 2021.

*Tony Evers*  
TONY EVERS  
GOVERNOR

the Governor:

*Douglas La Follette*  
DOUGLAS LA FOLLETTE  
Secretary of State

# STATE of WISCONSIN



## OFFICE of the GOVERNOR

# Proclamation

*WHEREAS*; the time honored role that professional municipal clerks play in local government and election administration is critical to the endurance and prosperity of our state; and

*WHEREAS*; our state's 1,854 professional municipal clerks strive to always be impartial in handling their official duties, guided by the overarching goal of providing equal treatment to all Wisconsinites, regardless of political affiliation; and

*WHEREAS*; among numerous vital responsibilities, professional municipal clerks serve as the official record keepers of their respective municipalities and are tasked with ensuring transparency and communication between the governing bodies they represent and the folks they serve; and

*WHEREAS*; professional municipal clerks provide essential support in the administration of elections, often preparing ballots, training election officials, and tabulating and certifying election results; and

*WHEREAS*; even in the face of uncertainty and unprecedented challenges to election administration, especially over the past year due to the ongoing COVID-19 pandemic, our professional municipal clerks never fail to display courage, flexibility, resilience, and dedication to the doctrine of free and fair elections; and

*WHEREAS*; this week, the state of Wisconsin joins all Wisconsinites in appreciating and thanking our professional municipal clerks for the important work they do;

*NOW, THEREFORE*, I, Tony Evers, Governor of the State of Wisconsin,  
do hereby proclaim May 2 – 8, 2021, as

## PROFESSIONAL MUNICIPAL CLERKS APPRECIATION WEEK

throughout the State of Wisconsin and I commend this observance  
to all our state's residents.

IN TESTIMONY WHEREOF, I have  
hereunto set my hand and caused the  
Great Seal of the State of Wisconsin  
to be affixed. Done at the Capitol in  
the City of Madison this 31<sup>st</sup> day of  
March 2021.

TONY EVERS  
GOVERNOR

By the Governor:

DOUGLAS LA FOLLETTE  
Secretary of State