

**CITY OF CEDARBURG
A MEETING OF THE COMMON COUNCIL
MONDAY, JULY 8, 2024 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, July 8, 2024 at 7:00 p.m.** The meeting will be held online utilizing the zoom app and in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the second floor, Council Chambers. The meeting may be accessed by clicking the following link:

<https://us02web.zoom.us/j/87104067644>

AGENDA

1. CALL TO ORDER - Mayor Patricia Thome
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present - Common Council – Mayor Patricia Thome, Council Members Jim Fitzpatrick, Mark Mueller, Robert Simpson, Melissa Bitter, Kristian Lindo, Kevin Curley

Excused - Council Member Kristin Burkart (possibly)
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item.
7. NEW BUSINESS
 - A. Update on the 2024 Wilo Cedar Creek Classic bike race presented by Mel's Charities with discussion and possible action on a future race to be held within the downtown business district in 2025*
 - B. Presentation and discussion on hiring additional Police Officers in 2025*
 - C. Discussion and possible action on Resolution 2024-08, Establishing Public Participation Procedures For A Planned Update to the City's Comprehensive Plan*
 - D. Discussion and possible action on approval of FC-5 General Fund Balance Policy*
 - E. Discussion and possible action on a one-time Amplified Music/Sound permit in an outdoor area for Faith Lutheran Church, N35 W6621 Wilson Street for a family event on August 17 from 6:00 p.m. – 8:30 p.m., for a reduced fee of \$50.00*

- F. Discussion and possible action on Transient Entertainment License to Rainbow Valley Rides, Inc. for the 2024 Ozaukee County Fair on July 31 (4:00pm – 10:00 p.m.), August 1-3 (noon – 10:00 p.m.), and August 4 (noon – 5:00 p.m.) and the request to waive the requirement for a Clean Up Bond as requested by the Ozaukee County Agricultural Society*
- G. Discussion and possible action to authorize granting of Temporary Class “B”/”Class B” Retailer’s license to Friends of Country in the Burg for the event ‘Country in the Burg’, Cedar Creek Park, N52 W5925 Portland Road for August 23 and 24, 2024 beginning at 4:30 p.m. for sales to continue until 10:30 p.m. and consumption until 11:00 p.m.*

8. CONSENT AGENDA

- A. Discussion and possible action on approval of June 24, 2024 Council Meeting Minutes
- B. Discussion and possible action on payment of bills dated 06/18/2024 through 06/30/2024, transfer list dated 06/18/2024 through 06/30/2024, and payroll from 06/09/2024 through 06/22/2024*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator’s Report*

10. COMMUNICATIONS

- A. Comments and announcements by Council Members
- B. Mayor’s Report

11. ADJOURNMENT

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

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

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

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

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

07/03/24 jjc

CITY OF CEDARBURG

MEETING DATE: 7/8/24

ITEM NO: 7.A.

TITLE: Update on the 2024 Wilo Cedar Creek Classic bike race presented by Mel's Charities with discussion and possible action on a future race to be held within the downtown business district in 2025.

ISSUE SUMMARY:

The first "Wilo Cedar Creek Classic Tour of America's Dairyland" (ToAD) bike race was held this year on Tuesday, June 18th. The race organizers will be in attendance to provide an update on the event and to request to hold the event again in 2025. The recommendation would be to hold the event on Tuesday, July 22nd. If there's an early date available, that may be considered, but not without approval by the Council.

This will continue to be a family friendly, free event to all spectators, with no cost to taxpayers. All Public Works, Police, and Fire Department fees will be paid by the event organizers. The goal of the event is to continue to showcase our community to a world audience that highlights competitive cycling, while providing civic engagement and economic stimulus.

This one-day event will require closure of several streets in and near the downtown area as was done this year. Roads would be closed from 8:00am until 9:30pm on the day of the race.

STAFF RECOMMENDATION: None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: Map with crosswalks

INITIATED/REQUESTED BY: Wilo Cedar Creek Classic event organizers

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

CEDARBURG

COURSE LENGTH: 1.10 MI / 1.77 KM

JUNE 18TH, 2024



CITY OF CEDARBURG

MEETING DATE: July 8, 2024

ITEM NO: 7.B.

TITLE: Presentation and discussion on hiring additional Police Officers in 2025

ISSUE SUMMARY: We are requesting two additional patrol officers in 2025. We are currently at 22 officers, which is a ratio of (1.69)1.7 per 1,000 residents and the national standard is 2.4 per 1,000 residents and the state standard is 2.3 per 1,000 residents. We added one additional officer in 2022 and that was the first one since 2002. We have attached a detailed report on why we need the additional staff.

STAFF RECOMMENDATION: We are requesting that our department staffing levels be brought up to a ratio of 1.9 officers per 1,000 residents as compared to our current ratio of (1.69)1.7 officers per 1,000 residents. We would use \$199,902 in savings from two recent dispatcher retirements along with our transition to county dispatch to pay for most of the costs associated with this request. Please reference the two attached detailed reports for further information.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT: Expense of \$118,698 annually and a onetime impact of \$14,200 in 2025 for equipment.

ATTACHMENTS: Chief McNerney's Staffing Level and Needs Report and Captain Fitting's Staff Study.

INITIATED/REQUESTED BY: Chief McNerney

FOR MORE INFORMATION CONTACT: Chief McNerney



**Cedarburg Police Department Staffing Levels and Needs
Prepared by Chief Mike McNerney**

Additional Patrol Staff

Proposal

The Cedarburg Police Department is requesting to increase our patrol staff by two patrol officers in 2025, bringing us up to twenty-four officers. Our staff study recommends three additional officers (please see attached), but we understand the budgetary constraints and that is why we are requesting two for 2025 with the possibility of coming back in 2026 for the third. Most of the funding for the two requested patrol positions in 2025 will come from funds that we have saved through our transition to county dispatch, along with two dispatcher retirements in 2024. Please reference the chart at the bottom of this proposal for the budgetary impact of this request. We had added an additional officer in 2022 that was paid for with savings from dispatch. This was the first additional officer since 2002.

Current Staffing Issues

The staffing recommendation for law enforcement from the FBI is 2.4 officers per 1,000 residents and the State of Wisconsin's recommendation is 2.3 officers per 1,000 residents. If we base that ratio off our population, which for the purpose of this report we will use 13,000 because of the latest subdivisions and apartment complexes that have yet to be completely occupied, our staffing should be at thirty-one officers. The FBI and State of Wisconsin issue these ratios based upon statistics from nationwide activity, crime rates, community policing, unobligated time for officers, etc.

Every community is different when it comes to crime rates, types of activity, traffic density, special events so there is some flexibility with these ratios. I believe their ratios make sense as a base to work from because if we think about 2.3/2.4 officers to 1,000 residents, it appears very reasonable and probably the ideal number of officers to have on staff. However, our request is to increase our department to 1.9 officers per 1,000 residents, from our current ratio of just below 1.7(1.69) per 1,000 residents. We realize and are thankful that our crime rate is low. This is the result of several factors; the biggest being the positive relationship we have between our citizens and our police department. Therefore, we are comfortable respectfully asking for a lower ratio than what is recommended. Furthermore, we believe by adding officers to our patrol staff, we can continue that positive trend. We want to maintain the quality of life as it is and not have to play catch up if we do not adequately staff our department now, which is where I fear we are heading.

If we breakdown our 13,000-population number to 1,000 people with a ratio of 1.9 officers, those officers are responsible for the following: family disturbance calls, mental health commitments, theft complaints, burglaries, medical assistance calls, missing children/adult calls, traffic enforcement, community policing, presence patrols, special events, crossing guard duties, school safety patrols, etc.

Our current staffing level is twenty-two full-time officers with sixteen of those officers being assigned to the patrol division made up of four sergeants and twelve patrol officers. The patrol division is the key component for the department's mission of keeping Cedarburg safe for our citizens, businesses, and for our visitors. Our current staffing level is a seven-officer minimum over a twenty-hour period which breaks down to two officers on dayshift, two on second shift, and two officers on third shift with one floater. We are running at the staff minimum for most days, which at times inhibits our ability to properly protect the city and perform our community policing mission.

The department has not increased the seven-man minimum for over thirty-five years. This creates a challenge for us because we will often have two officers working per shift and they will often get tied up on a call which leaves no available officers on the street to respond to additional calls, or to be a presence in our neighborhoods. They can be out of service for as little as twenty minutes or up to several hours. This increases the response times of our officers and, as stated earlier, leaves our city without law enforcement available on the street. With the schedule constantly at minimum staffing levels, it affects our proactive activity numbers such as business checks, open doors, and traffic enforcement. This also greatly impacts our ability to properly enforce traffic violations, which is our number one complaint from residents.

Another issue we currently face is one that often requires a call for overtime to backfill if officers are busy with an arrest, investigation, or a mental health chapter. The mental health chapters can last anywhere from two to twenty-four hours. If we had more officers on staff, we could increase our staff minimums that would lessen the need to backfill the shift with overtime.

With the younger officers, we have seen a shift in their priorities and on how they receive their overtime compensation. The new generation of officers, and this is industry wide, prefer to earn comp time versus overtime pay, which gives them an hour and a half off time for every additional hour they work. When we are running at minimums and need to call in extra officers they will earn comp time that they will then use to later take off. Constantly being at staff minimums has caused us to backfill with officers who will earn comp time that they will utilize later, which will lower our staffing levels in the future. Officers using their earned

off time is not the only issue that causes vacancies, because we also have officers off schedule for training and for special assignment such as the K9 unit and SRT. These are very important positions, and they help us keep our community safe.

There are options such as eliminating comp time which does not make fiscal sense and it negatively affects morale because it limits the amount of off time that an officer receives. We would also have a hard time filling overtime spots and it will most likely make Cedarburg a less attractive employer. Another option is to increase the minimums with the manpower we have now but that also eliminates our officer's abilities to take time off. This again is a morale issue which affects productivity, staff attitude, and quality of work. We are a very desirable place to work, and we should do everything in our power to continue that trend.

Out of need for coverage for the various festivals and events, we do limit our officers' abilities to take time off during the months of June-October.

Unfortunately, these are also the prime months for our officers to take time off to be with their families. I do have to say that our officers do not complain and have good attitudes about this, however, it is evident that it has begun to wear on them.

Here is an example of a recent staffing issue; we had the WILO Classic Bike Race on Tuesday June 18th so officers could not take off for the entire day. On Wednesday June 19th our officers responded to a violent individual who we have dealt with previously for a mental health crisis. They took him into custody at approximately 1pm that day and they had to guard him at Ascension Hospital until 8:30am on Thursday June 20th. Also, on the morning of June 20th, third shift got extended for a death investigation. As a result of these incidents, we had to extend officers' shifts and order in extra officers to assist. This was in addition to all the other service calls that our officers had to respond to.

This does not happen every day, but they are becoming more frequent as the city and Ozaukee County continue to grow. At this rate, I am concerned that we will increase officer burnout, create retention issues, and recruiting issues. If we continue to operate at minimums, this could also create a budgetary issue as well because if officers cannot use their earned off time, they will request overtime pay instead of comp time. They can and do cash in their earned comp time when they are unable to take off, which directly impacts our overtime budget.

Subdivisions and Apartments

Since 2002 we have added twenty-four subdivisions, and this number does not include any future subdivisions currently in the planning and proposal stages. For example, the potential developments by the Neumann Group on Grob Field and

the Mandel Group on the Wirth property could add an additional 1,000- 1,500 residents to our population within the next decade. The Fox Run complex also has the potential of increasing the city's population by 500 residents within the next one to two years. The city has seen exponential growth and to continue providing good service with fast response times, we need to increase our staffing levels.

Special Events

The number of festivals and special events that are held in the city has grown, along with the growth in attendance levels at each event, thus putting a strain on our ability to properly staff them. The growth in our festivals and special events has increased the number of follow-on visitors to the city who will often come back to visit during non-special event times. This is a great thing for our businesses, but it is also a draw on our available resources.

This year we began to provide dedicated staff for the alcohol-themed walks downtown. This is due to the number of open intoxicant issues, the size of the crowds, and other issues that could arise out of these types of events. We do not have enough regularly scheduled officers to fulfill regular patrol and these special events, so we have had to schedule officers on overtime.

During the Shamrock Shenanigan's event in particular, our officers responded to and broke up a fight between two of the event participants. To be proactive, we will continue to staff these events going forward because of the open intoxicant violations and the other ordinance violations that are occurring. These add to the demand of manpower, and these events put more restrictions on weekends preventing officers from being able to take off with their earned benefit time or to be off on their scheduled off days.

As stated above, we greatly restrict our officers' abilities to take off during the festival season which starts in June and ends in October. Having additional staff would relieve some of the pressure on officers and could allow them to take earned off time. Our officers work a rotating schedule so when they rotate to their "off weekend", that time is very important to them as it is when their families are off from school and work. When we restrict weekends and force officers in, it becomes a morale issue which contributes to staff burnout issues.

Budgetary Impact

We have attached a thorough staff study created by Captain Fitting. He researched several key areas to include our comparable sized cities, population size, growth, and tourism. We were fortunate to have hired an additional officer in 2022 with the savings we had from our dispatch center shutting down during

third shift. We are requesting additional officers to be hired in 2025 with savings from two clerical (dispatcher) retirements in 2024 that are not being replaced. These vacancies will cover most of the costs associated with these new officers. Please reference the chart below.

	Annual Costs per officer	Total Cost
<i>Annual costs</i>		
2025 Personnel Savings	\$199,902 (retirements)	
Cost for one officer- Pay/Benefits	\$156,000	\$112,098 for two additional
Clothing Allowance	\$800	\$1,600
Training	\$2,500	\$5,000
	Annual Total	\$118,698
<i>One Time costs 2025</i>		
Rifle	\$3,000	\$6,000
Sidearm	\$600	\$1,200
Uniforms	\$3,500	\$7,000
		\$14,200

List of Special Events (Some are multiple days long)

WINTERFEST (FEBRUARY)
 SHAMROCK SCHENANNIGANS (MARCH)
 MAXWELL STREET DAYS 1 (MAY)
 ART IN THE BURG (MARCH)
 MAXWELL STREET DAYS 2 (JULY)
 BOSOM BUDDY WALK (MAY)
 MAXWELL STREET DAYS 3 (SEPTEMBER)
 CEDARBURG HALF MARATHON (MAY)
 MEMORIAL DAY PARADE (MAY)
 CHS SENIOR PARADE (MAY)
 CCSF COLOR RUN (MAY)
 DUCK DERBY (MAY)
 WILO CLASSIC BIKE RACE (JUNE)
 BIG BERRY RUN (JUNE)
 STRAWBERRY FEST (JUNE)
 FOURTH OF JULY PARADE (JULY 4TH)
 SUMMER SOUNDS 1

SUMMER SOUNDS 2
SUMMER SOUNDS 3
SUMMER SOUNDS 4
SUMMER SOUNDS 5
SUMMER SOUNDS 6
SUMMER SOUNDS 7
SUMMER SOUNDS 8
SUMMER SOUNDS 9
SUMMER SOUNDS 10
K9 CARNIVAL (JULY)
COUNTY FAIR (JULY/AUGUST)
COUNTRY IN THE BURG (AUGUST)
WINE AND HARVEST FEST (SEPTEMBER)
HOMECOMING PARADE (SEPTEMBER)
MEL'S CHARITIES RUN/WALK (SEPTEMBER)
BLOODY MARY WALK (OCTOBER)
MAXWELL STREET DAYS 4 (OCTOBER)
OCTOBERFEST (OCTOBER)
PUMPKINWALK/HALLOWEEN (OCTOBER)
WINE AND WHISKEY WALK (NOVEMBER)
VETERAN'S DAY PARADE (NOVEMBER)
CHRISTMAS IN THE BURG (DECEMBER)
FESTIVE FRIDAYS (DECEMBER)
ILLUMINATE OZAUKEE LIGHT SHOW (DECEMBER)
JEWISH DISCOVERY WALK (DECEMBER)



**Resource Allocation Study for the
Cedarburg Police Department
Prepared by Captain Ryan Fitting**

Executive Summary

The complexity of its policing situation coupled with anticipated growth in housing and commercial development prompted the Cedarburg Police Department to examine the appropriateness of its staffing and structure to identify current and future opportunities for improvement. This is a preliminary report to provide recommendations. This report reviewed statistical information from the records management system and other sources, and review of related internal and external reports and publications.

Methodology

Staff utilized information from the following sources in conducting its analysis and preparing this report:

- Statistical Information—data from the Records Management System and other operational sources were forwarded to us for review and analysis
- Related Reports—prior internal reports related to staffing as well as relevant external reports were made available for our review

Patrol Staffing Analysis Methodology

Determining efficient and effective staffing levels for a police department is a complex process with several challenges. The Cedarburg Police Department needs to have sufficient staffing to provide 24-hour service every day of the year and at the same time allocate personnel proportionally to the anticipated patrol workload.

The patrol staffing methodology developed and implemented by the Cedarburg Police Department is based on Northwestern University Center for Public Safety (NUCPS) police resource allocation methodology. The methodology measures are grounded in the agency's actual workload. To accomplish the goals of this project, we evaluated workload data sets for calendar years 2021, 2022, and 2023. Utilizing a three-year strategy provides a sound foundation for estimating calls for service for the Cedarburg Police Department.

In contrast to this method, a traditional approach would simply use a ratio of one officer per thousand residents in the service area population. If this method were to be used, the first issue would be to decide which population figures should be used. The second issue is that this method ignores levels of calls for service and crime rates. Finally, this method would not consider either the unique demographic and economic character of the city or the vision, mission, values, and goals of the agency. The most significant planning information, in our opinion, is reflected in the pattern of actual activities recorded over a substantial period of time.

- Chart (1A) below shows comparable jurisdictions as to population only.
- The chart shows that Cedarburg falls in the middle of comparables as it relates to sworn officers per 1,000 residents.
- FBI recommendation is 2.4 officers per 1,000 in population

Comparable Jurisdictions (1A)			
Name	City/Village Population	Number of Officers	Officers per 1,000 population
Glendale	13,357	46	3.44
Lake Geneva	8,227	25	3.04
Brown Deer	12,507	31	2.48
Baraboo	12,556	28	2.23
Burlington	11,047	21	1.90
Verona	14,030	26	1.85
Grafton	12,094	22	1.82
Shorewood	13,895	25	1.80
Plover	13,519	24	1.78
Two Rivers	11,271	20	1.77
Hartford	15,626	27	1.73
Platteville	11,836	20	1.69
Cedarburg	13,000	22	1.69
Port Washington	12,353	20	1.62
Stoughton	13,173	21	1.59
Fort Atkinson	12,579	20	1.59

Application of Quantitative Analysis

The Center for Public Safety's resource allocation study process is based on quantitative analysis of calls for service. This process has been proven and applied to law enforcement agencies throughout the United States and is taught to command level personnel during NUCPS's School of Police Staff and Command. This process provides accountability for workload of the department and accounts for all time spent on patrol activities.

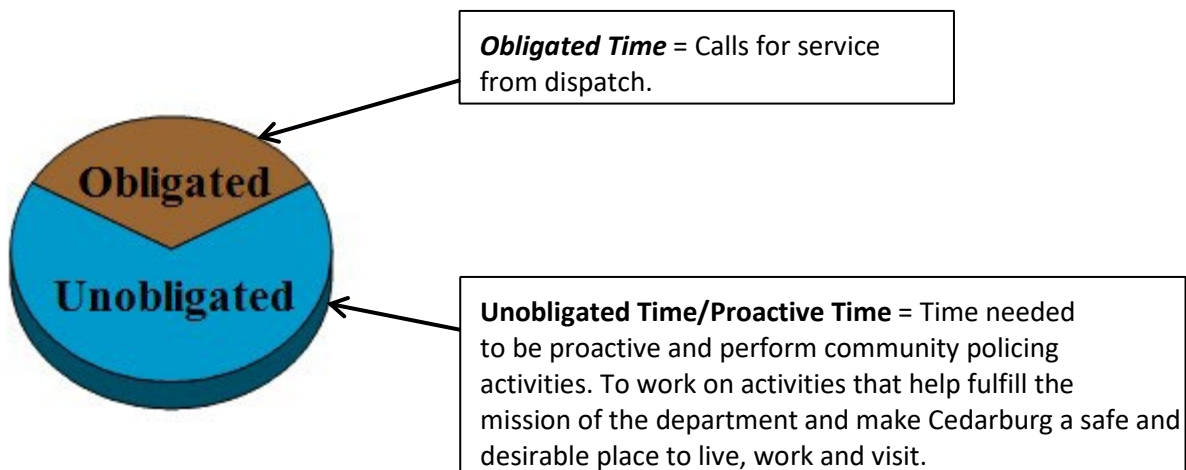
Cedarburg Police Officers account for their workload in a computer-based records management system (Phoenix). The records management system (Phoenix) captures each activity officers perform along with important dates and times including dispatch times, arrival times, cleared times, and total time for calls for service. We obtained the call for service data for 2021, 2022, and 2023. This data was then analyzed to forecast a predicted rate of calls for service and develop a staffing level recommendation for the department.

Analysis of Total Patrol Time Needed

To define total staff size of a patrol section, law enforcement best practice is to determine how much time officers will spend on obligated and unobligated time and then set staff numbers to meet desired levels of service. **TOTAL PATROL TIME** is the sum of obligated and unobligated time. Obligated time is time officers spend on handling calls for service. Unobligated or Proactive time is that time that is available for officers to be proactive and perform community policing activities. By reviewing data sets collected from Cedarburg Police Department, we were able to determine how much total patrol time is needed and utilize that data to develop a recommendation for staff size.

Total Patrol Time (TPT) = Total obligated time (TOT) + Total unobligated time (TUT)

What does an average patrol hour look like?



A. Establishing Obligated Time Requirements

The first step in our analysis was to determine Cedarburg Police Department's (CPD) *TOTAL OBLIGATED TIME*. To make this determination, we reviewed the calls for service handled by CPD for 2021, 2022, and 2023. This recent three-year history presents the best basis for predicting future calls for service made by the public to the Cedarburg Police Department. The following table summarizes the CPD three year calls for service history.

CEDARBURG POLICE DEPARTMENT CALLS FOR SERVICE

A. Establishing Obligated Time Requirements (cont.)

Analysis of Calls for Service (CFS) by Year

Actual Calls for Service (CFS) by Year

Year	2021	2022	2023	Obligated time average
CFS	12,905	12,193	11,598	9,051 hours

- Average CFS per year = 12,232
- Average obligated time per year = 9,051 hours
- Average time per CFS = 111 minutes

CALCULATING OBLIGATED TIME

As outlined above, CPD data evidenced that the average time elapsed from when an officer receives a call to clearing from the call is 111:00 minutes. However, the amount of time to prepare the report required by the call is not directly tied to the call by the RMS or the time required for backup officers. The time per call for service does not include back up units. To account for this, it is recommended to use an estimate of 30 minutes of obligated time for a backup officer per call for service and report writing. 12,232 calls for back-up and report writing @ 30 minutes = 6,116 hours.

- Obligated time for calls for service: 9,051 hours
- Obligated time for back-up officer: 6,116 hours
- Total obligated time: 15,167 hours**

Establishing Unobligated Time Requirements

The next step is to determine how much unobligated time CPD officer's need. Unobligated time is also referred to as proactive time. While obligated time refers to the amount of reactive policing time required to respond to calls for service. Unobligated time is critical for police departments to prevent crime and to create safe neighborhoods. An analogy is, would a citizen rather have the police respond to take a burglary report or prevent the burglary from occurring. Unobligated time is key in progressive policing to create safe neighborhoods by reducing crime, fear, and disorder. Additional use of unobligated time includes:

- Being visible
- Improve the quality of police service
- Establish and maintain relationships
- Ensure safe roadways
- Reduce officer burnout
- Attend mandated training
- Enable spontaneous training
- Allow time for follow-ups
- Decrease response times
- Provide officer breaks
- Allow time for Community and/or Problem Oriented Policing

Determining how much unobligated time an officer needs is a strategic decision based upon both quantitative and qualitative factors. In its resource allocation work, NUCPS recommends unobligated patrol officer time to range from 25 to 35 minutes of each obligated patrol hour.

Chief McNerney has requested, for resource planning purposes, officers should have at least 30 minutes of unobligated time in each hour of patrol. The Chief advised us that this amount of time is necessary to maintain our number one priority of "public safety" and to work toward the mission: "Our mission is to work in partnership with the city to protect and enhance the quality of life for all who live, work, or visit our community."

To determine the amount of unobligated/proactive time we must first establish the performance factor. This is calculated using the following formula.

$$\text{Performance Factor (Fperf)} = \frac{Mu}{60 - Mu}$$

$$\text{Performance Factor (Fperf)} = \frac{30}{60 - 30}$$

$$\text{Performance Factor (Fperf)} = \frac{30}{30} = 1$$

A performance factor of 1 means that CPD will spend the same amount of hours on unobligated/proactive time as it does on obligated time.

Calculation of Unobligated Time

Data Source: Performance Factor (F_{perf}) = 1

Total Obligated Time = 15,167 hours

$$\begin{aligned}\text{Total Unobligated Time} &= F_{\text{perf}} \times \text{TOT}(\text{Total Obligated Time}) \\ &= 1 \times 15,167 \\ &= 15,167 \text{ hours}\end{aligned}$$

CPD Police Total Unobligated Time = 15,167 *hours*

Establishing Total Required Patrol Time

Our analysis to this point has established that Cedarburg Police Department has a Total Obligated Time of 15,167 hours and requires Total Unobligated Time of 15,167 hours in order to meet its enforcement and service level goals and fulfill its mission in an efficient and effective manner. Total Patrol Time is determined by adding obligated and unobligated time together.

$$\begin{aligned}\text{Total Patrol Time (TPT)} &= \text{Total Obligated Time (TOT)} + \text{Total Unobligated Time (TUT)} \\ \text{Total Obligated Time (TOT)} &= 15,167 \text{ hours} \\ \text{Total Unobligated Time (TUT)} &= 15,167 \text{ hours} \\ \text{Total Patrol Time (TPT)} &= 30,334 \text{ hours}\end{aligned}$$

Cedarburg Police Total Patrol Time = 30,334 *hours*.

Therefore, the Cedarburg Police Department must have staffing adequate to cover 30,344 hours per year. Knowing how many hours are needed for coverage, the department can then look at staffing levels and time off from work considerations to determine specific headcount requirements.

Determining Shift Relief Factor

Having determined the current effective staffing level for patrol officers, the next step in determining specific headcount requirements is to analyze the number of total hours needed to cover one shift position in relation to the average amount of time off per officer. This is needed because officers do not work every day of the year. The Shift Relief Factor (SRF) is a multiplier that defines the number of officers required to staff one shift position every day of the year. The SRF for agencies is affected by the amount of time off of patrol duties which is given to each officer.

It is important to understand that SRF is based on averages calculated on the data collection period. Using the SRF does not guarantee that the appropriate number of officers will appear for

duty each day. The number of officers that will be on duty each day can vary due to both scheduled and unscheduled time off. This section will present the quantitative analysis and calculations needed to define the Cedarburg Patrol Section Shift Relief Factor.

Data Sampling

To determine the Shift Relief Factor (SRF) for the Patrol Section, data was collected from January 1, 2021, through December 31, 2023. This data was collected for all sworn personnel.

Shift Relief Factor Formula

The formula for achieving the Shift Relief Factor is:

$$SRF = \frac{(365 \times \text{Shift Length})}{(365 \times \text{Shift Length}) - (\text{Average days Off Patrol per Year per Officer})}$$

CPD Patrol Section shift length is 8.5 hours. Therefore, we need to calculate the *AVERAGE HOURS OFF PATROL PER YEAR PER OFFICER*. This is accomplished by utilizing the following data:

1. Regular Schedule Time Off (RSTO) – Normally scheduled days off work
2. Benefit Time Off (BTO) – Benefit time such as vacation, personal days, sick, etc.
3. Non-Patrol Time (NPT) – Time for scheduled training

1. Regular Schedule Time Off (RSTO): The duty cycles of CPD patrol officers is 4 on 2 off, 4 on 2 off, which yields a factor of 4 off-duty days per cycle and a duty cycle length (DCL) of 12 days. The following formula is used to find the regular scheduled time off:

$$RSTO = \frac{\text{Total time period} \times \text{Number of Off Duty Days}}{\text{Duty Cycle Length Days (DCL)}}$$

$$RSTO = \frac{365 \times 4}{12} = 121.7 \text{ days off a year} \quad RSTO = 121.7 \text{ days.}$$

2. Benefit Time Off (BTO): Benefit time off is based on analysis of vacation and sick leave used in 2021, 2022 and 2023. The data is time *actually used*, not time earned by employees. Based on the data collected, the following benefit use levels were found.

Benefit Time Off

	Hours
Vacation	131.5
Sick Leave	55.3
Comp Time	135.4
Personal Holidays	16
Paid holidays	88
	426.2

BTO = Average vacation time used per officer + average sick time used per officer

BTO = 426.2 hours or 50.1 days off average per officer

CPD police officers take an average of 50.1 days of benefit time off each year.

3. Non-Patrol Time (Training): CPD officers must train for a minimum of 80 hours per year to maintain their law enforcement certification and achieve Cedarburg expectations of a high level of service.

Calculating the Shift Relief Factor

The Shift Relief Factor (SRF) formula requires establishment of the average hours off work per year for officers. This average is the sum of the two factors established in the prior sections:

- | | |
|-------------------------------------|-------------------|
| 1. Regular Schedule Time Off (RSTO) | = 121.7 days/year |
| 2. Benefit Time Off (BTO) | = 50.1 days/year |
| 3. Non Patrol Time (NPT) | = 9.4 days/year |
| Average Time Off Patrol | = 181.2 days/year |

Based on the data collection and calculations the average time off patrol per year per officer is **181.2 days or 1540.2 hours.**

Shift Relief Factor (SRF) formula =

$$SRF = \frac{365 \times \text{Shift Length}}{(365 \times \text{Shift Length}) - (\text{Average days Off Patrol Per Year Per Officer} \times \text{Shift Length})}$$

Data Source: Shift length = 8.5 hours and the Average time taken = 181.2 days

$$SRF = \frac{365 \times 8.5}{(365 \times 8.5) - (181.2 \times 8.5)}$$

$$SRF = \frac{3102.5}{(3102.5) - (1540.2)}$$

$$SRF = \frac{3102.5}{1562.3}$$

$$SRF = 1.98$$

Cedarburg Police Department Shift Relief Factor (SRF) = 1.98

This is the multiplier that is used to determine the number of officers required to effectively staff the department.

Determining Total Number of Officers Needed

The determination of the total number of officers needed is made by taking the Shift Relief Factor or multiplier, times the number of shift positions needed per day.

TOTAL NUMBER OF OFFICERS = (SRF) X # of Shift Positions per day.

Date Source: SRF = 1.98

Shift Length = 8.5 hours

Total Patrol Time = 30,344 hours

$$No = \frac{1}{Shift\ Length} \times \frac{Total\ Patrol\ Time\ (TPT)}{\#\ of\ days\ in\ collection\ period}$$

$$No = \frac{1}{8.5} \times \frac{30,344}{365}$$

$$No = \frac{1}{8.5} \times 83$$

No = 9.8 Shift Positions per Day

Date Source: SRF = 1.98

Nu = Officers

TOTAL NUMBER OF Officers = (SRF) X # of Shift Positions per day.

TOTAL NUMBER OF Officers = (1.98) X 9.8 = 19.4 Officers

**CPD Police Department Required Number of Patrol Officers
for Calls for Service = 19**

PATROL OPERATIONS DIVISION RECOMMENDATIONS

SUMMARY

Currently, the Department is budgeted for twelve (12) patrol officers. Of these (12), there is (1) K9-Officer, and (1) officer working a hybrid patrol/investigations role. Because of these assignments, (10) officers are dedicated to the patrol function 100 percent of the time. The department also has four (4) patrol sergeants that are responsible for patrol supervision and other leadership roles and (2) school resource officers that work in the schools almost exclusively.

* The Chief, Captains, and Detective do not perform patrol functions.

Recommendation:

The Cedarburg Police Department should add **three (3)** officers to its authorized strength. This will allow the Police Department to:

- Effectively and efficiently patrol the City of Cedarburg.
- Appropriately provide for expected obligated and unobligated time.
- Provide coverage for officers regularly scheduled time off, benefit time off, and non-patrol time off.

Supplemental Information

- Cedarburg Police Department added an additional officer in 2002 and 2023
- Since 2002, the following building projects have occurred or are scheduled:

New Subdivisions/Apartments Since 2002 (2B)	
Subdivision/Apartment Name	Number of Homes/Units
Top View Trails	85
Fox Run Development	230
Arabella Apartments	69
Fairway Village	113
Prairie View Subdivision	80
Cedarburg Trail	26
Cedar Place Apartments	192
The Glen at Cedar Creek	69
Sand Hill Trails	43
Hidden Grove	7
Fair Field West	6
Ridge View Ln	10
Keup Trails	15
Park Ridge	11
Seidler Pond	25
Pine Ridge	10
Sarangela Subdivision	25
Cedarburg Place Condos	20
Hamilton House Assisted Living	110
Richers Subdivision	8
Dunstone Properties	3
Lasata Crossings/Heights	120
Mill Town Properties	4
Stone Lake Condominiums	72
Covered Bridge Development (Pending)	449
Wirth Property HWY 60/HWY I (Pending)	?
Quarry Development (Pending)	72

- ❖ **Total new homes/units: 1874**
- ❖ **Upcoming projects include AMCAST and SHEBOYGAN/STH 60 and Covered Bridge Development**

- **2023 overtime for the following events: 623 hours+**

Special Event Population Influx (3C)	
Name	Estimated Average Attendance
Strawberry Festival (2 days)	70,000 per day
Wine and Harvest Festival (2 days)	50,000 per day
Ozaukee County Fair (5 days)	12,000 per day
Country in the Burg (2 days)	7,000 per day
Octoberfest (2 days)	5,000 per day
Winterfest (2 days)	5,000 per day
Maxwell Street Days (4 days)	8,000 per day
July 4 th , Memorial, CHS Parades	Varies
July 4 th Fireworks	Varies
Summer Sounds	5-10,000

- **Chart (4D) updated to reflect the addition of (3) officers with current population based on a desired goal of 2.4 officers per 1,000 in population.**

Comparable Jurisdictions (4D)			
Name	City/Village Population	Number of Officers	Officers per 1,000 population
Glendale	13,357	46	3.44
Lake Geneva	8,227	25	3.04
Brown Deer	12,507	31	2.48
Baraboo	12,556	28	2.23
Cedarburg	13,000	25	1.92
Burlington	11,047	21	1.90
Verona	14,030	26	1.85
Grafton	12,094	22	1.82
Shorewood	13,895	25	1.80
Plover	13,519	24	1.78
Two Rivers	11,271	20	1.77
Hartford	15,626	27	1.73
Platteville	11,836	20	1.69
Whitefish Bay	14,954	25	1.67
Port Washington	12,353	20	1.62
Stoughton	13,173	21	1.59
Fort Atkinson	12,579	20	1.59

- Chart (5E) reflects the addition of 539 single family homes and a projected population of 14,121 with current staffing.

Comparable Jurisdictions (5E)			
Name	City/Village Population	Number of Officers	Officers per 1,000 population
Glendale	13,357	46	3.44
Lake Geneva	8,227	25	3.04
Brown Deer	12,507	31	2.48
Baraboo	12,556	28	2.23
Burlington	11,047	21	1.90
Verona	14,030	26	1.85
Grafton	12,094	22	1.82
Shorewood	13,895	25	1.80
Plover	13,519	24	1.78
Two Rivers	11,271	20	1.77
Hartford	15,626	27	1.73
Platteville	11,836	20	1.69
Whitefish Bay	14,954	25	1.67
Port Washington	12,353	20	1.62
Cedarburg	14,121	22	1.55
Stoughton	13,173	21	1.59
Fort Atkinson	12,579	20	1.59

- Chart (6F) updated to reflect the addition of (3) officers with projected population based on a desired goal of 2.4 officers per 1,000 in population.

Comparable Jurisdictions (6F)			
Name	City/Village Population	Number of Officers	Officers per 1,000 population
Glendale	13,357	46	3.44
Lake Geneva	8,227	25	3.04
Brown Deer	12,507	31	2.48
Baraboo	12,556	28	2.23
Burlington	11,047	21	1.90
Verona	14,030	26	1.85
Grafton	12,094	22	1.82
Shorewood	13,895	25	1.80
Plover	13,519	24	1.78
Two Rivers	11,271	20	1.77
Cedarburg	14,121	25	1.77
Platteville	11,836	20	1.69
Whitefish Bay	14,954	25	1.67
Port Washington	12,353	20	1.62
Stoughton	13,173	21	1.59
Fort Atkinson	12,579	20	1.59

- Chart (7G) reflects the addition of (4) officers with projected population puts Cedarburg just above the median based on a desired goal of 2.4 officers per 1,000 in population.

Comparable Jurisdictions (7G)			
Name	City/Village Population	Number of Officers	Officers per 1,000 population
Glendale	13,357	46	3.44
Lake Geneva	8,227	25	3.04
Brown Deer	12,507	31	2.48
Baraboo	12,556	28	2.23
Burlington	11,047	21	1.90
Verona	14,030	26	1.85
Cedarburg	14,121	26	1.84
Grafton	12,094	22	1.82
Shorewood	13,895	25	1.80
Plover	13,519	24	1.78
Two Rivers	11,271	20	1.77
Hartford	15,626	27	1.73
Platteville	11,836	20	1.69
Whitefish Bay	14,954	25	1.67
Port Washington	12,353	20	1.62
Stoughton	13,173	21	1.59
Fort Atkinson	12,579	20	1.59

CITY OF CEDARBURG

MEETING DATE: July 8, 2024

ITEM NO: 7.C.

TITLE: Discussion and possible action on Resolution 2024-08, Establishing Public Participation Procedures for a Planned Update to the City's Comprehensive Plan

ISSUE SUMMARY: On July 1, 2024, the Plan Commission recommended approval of the attached Resolution #2024-08 to the Common Council. This Resolution contains, by exhibit, the proposed "Public Participation Plan" to serve as the City's guide and commitment to making this update an interactive and public process. This Public Participation Plan is the statutorily required first step before working into the update process, fully.

Following adoption of the Public Participation Plan, the Plan Commission can start in earnest with the update effort.

STAFF RECOMMENDATION: In favor of adoption – Resolution # 2024-08

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Planning Commission recommended in favor of adopting Resolution #2024-08 at their July 1, 2024 meeting.

BUDGETARY IMPACT: None.

ATTACHMENTS: Resolution #2024-08, including attached Exhibit "A", the "Public Participation Plan".

INITIATED/REQUESTED BY: Planner, Mary Censky

FOR MORE INFORMATION CONTACT: Mary Censky at 262-375-7614

Resolution #2024-08

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF CEDARBURG ESTABLISHING
PUBLIC PARTICIPATION PROCEDURES FOR A PLANNED UPDATE TO THE CITY'S
COMPREHENSIVE PLAN (i.e. CITY OF CEDARBURG SMART GROWTH COMPREHENSIVE
LAND USE PLAN – 2025)**

WHEREAS, pursuant to Section 66.1001 of the Wisconsin Statutes, any program or action of a local governmental unit that affects land use, including but not limited to zoning, subdivision regulation and official mapping, shall be consistent with that local governmental unit's adopted comprehensive plan beginning January 1, 2010, such plan being required to address the nine elements as required by Wisconsin Statutes Section 66.1001(2); and

WHEREAS, the City of Cedarburg City Planning Commission and Common Council did adopt the Smart Growth Comprehensive Land Use Plan for the City of Cedarburg in 2008, which plan has been amended from time to time since then and will now be wholly updated to comply with the procedures established by Section 66.1001 of the Wisconsin Statutes; and

WHEREAS, Section 66.1001(4)(a) of the Wisconsin Statutes requires that the City Common Council adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation including open discussion, communication programs, information services and public meetings for which advance notice has been provided, and that such written procedures shall also provide for wide access to draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the Common Council of the City of Cedarburg believes that regular, meaningful public involvement in the comprehensive planning process is important to ensure that the resulting comprehensive plan reflects the desires and expectations of the public to the maximum extent practicable; and

WHEREAS, the Plan Commission of the City of Cedarburg did, on July 1, 2024, review the Public Participation Plan attached hereto as Exhibit A, found that it includes written procedures designed to foster public participation, ensures wide distribution of draft plan materials, provides opportunities for open discussion and written comments on such materials, and provides mechanisms to respond to such comments, and did, therefore, recommend approval thereof to the Common Council; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Cedarburg hereby adopts the Public Participation Plan for the City of Cedarburg Comprehensive Plan adopted February 2008 as its public participation procedures to fulfill the requirements of Wis. Stats. Section 66.1001 (4)(a).

This Resolution was adopted by the City of Cedarburg City Common Council on the 8th day of July, 2024:

CITY COMMON COUNCIL OF THE CITY OF CEDARBURG, WISCONSIN

BY: _____

Pat Thome, Mayor

ATTEST: _____

Tracie Sette, City Clerk

Exhibit A to Resolution #2024-08

“PUBLIC PARTICIPATION PLAN” DEVELOPED FOR THE PLANNED UPDATE TO THE CITY OF CEDARBURG COMPREHENSIVE PLAN (i.e. SMART GROWTH COMPREHENSIVE LAND USE PLAN – 2025

Methods of Public Participation.

The City of Cedarburg may use several methods to encourage public input throughout the comprehensive planning update process and for any future updates or amendments as may be needed thereafter. Methods to be employed include the following:

Method 1: Plan Commission

The City of Cedarburg will utilize the Plan Commission as the main body responsible for development, updates, and ongoing maintenance of the Comprehensive Plan for the City of Cedarburg-2050. The Plan Commission will be responsible for reviewing data, prioritizing issues and land use alternatives, overseeing the organization of the Plan, and determining goals, objectives and policies based on, among other things, information gathered from the public.

Method 2: Public Meetings & Public Hearings

Public meetings provide opportunity for both education and input. All Plan Commission and Common Council meetings are open to the public. All meeting agendas are posted in advance on the City of Cedarburg website and published as required by State law. Approved minutes of previous meetings are also posted on the City’s website. Any time an amendment or an update to the Comprehensive Plan is contemplated, it will be referred to, and reviewed in detail, by the Plan Commission at a meeting that is open to the public. Time for public comments may be set aside at each such meeting.

Any amendment or update to the Comprehensive Plan that is recommended by the Plan Commission to the City Common Council by action/Resolution of the Planning Commission will be the subject of a public hearing duly noticed by Class 1 notice, published at least 30 days prior to such hearing. The public hearing will consist of a short presentation summarizing and highlighting the major parts of the proposed amendment and/or update. Participants will have the opportunity to provide comments about the draft plan amendment or update. An official public record of the presentation and all comments will be established. The draft plan amendment will be available for review prior to the public hearing. Interested citizens will also have the opportunity to provide written comments prior to the public hearing, which will be read into the hearing.

Method 3: News Releases and Website

News releases are an effective tool to keep both the public and the press informed about the planning process. The City of Cedarburg may utilize news releases to create public awareness about the comprehensive planning process at key times during the amendment and or update process. In addition, the City will utilize its website to keep citizens informed on the planning process, to encourage public involvement, and to permit input/comments to City staff at any time.

Method 4: Public Engagement Survey

The City may conduct community surveys to inform it’s priorities and objectives as a part of the Comprehensive Plan update. Pertinent survey data may be summarized for use by the Plan Commission during the development of a Plan update.

Other Methods

In order to further develop the community’s vision, the City may use such other methods to gain the public’s input as workshops, open houses, and/or informational meetings.

CITY OF CEDARBURG

MEETING DATE: July 8, 2024

ITEM NO: 7.D.

TITLE: Discussion and possible action on approval of FC-5 General Fund Balance Policy

ISSUE SUMMARY: The City's Finance Committee is reviewing and revising current financial policies to keep policies up to date.

STAFF RECOMMENDATION: Approve

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Finance Committee

BUDGETARY IMPACT: None

ATTACHMENTS: FC 5- General Fund Balance Policy

INITIATED/REQUESTED BY: Kelly Livingston, Finance Director

FOR MORE INFORMATION CONTACT: Kelly Livingston 262-375-7602 or Maureen Hartjes 262.376-3907

**CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL**

SUBJECT: GENERAL FUND BALANCE

FC-5

General: The objectives of this policy are to preserve the creditworthiness of the City for borrowing monies at favorable interest rates; provide working capital for the City to meet cash flow needs during the year; stabilize fluctuations from year to year in property taxes paid by the City's taxpayers and be prepared for contingencies or future emergencies.

Procedure: To achieve the objectives of this policy the following guidelines shall be adhered to by the Common Council:

1. A general fund unassigned fund balance shall be maintained as of December 31 of each year equal to a minimum of 20% and a maximum of 35% of the ensuing year's general operating budget.
2. Any anticipated balance more than the maximum should be used to reduce the ensuing year's property tax levy, reduce outstanding debt or allocated to committed fund balance.
3. Withdrawal of any amount in excess of the anticipated minimum balance for the sole purpose of reducing the ensuing year's property tax levy may be made only in such amounts to cause the unassigned fund balance (determined without any consideration of this anticipated general fund withdrawal) to decrease by no more than 15%, unless authorized by the Common Council. If a decrease of more than 15% is approved the Common Council will provide a plan to restore the general fund to the minimum balance within the three-year period.
4. Any earnings on general fund investments more than the budgeted amount, and any unbudgeted proceeds on sales on City-owned real estate will be added to the general fund balance.
5. The Common Council, by a three-fourths affirmative vote, can declare a fiscal emergency and withdraw any amount for purposes of reversing the fiscal emergency; but also, must provide for the necessary appropriations to restore the general fund to the minimum balance within a three-year period.
6. The City will attempt to avoid the use of fund balance for recurring operating expenditures. Use should be limited to nonrecurring events, such as emergency expenditures in the case of flood, fire or other disaster; in the event of economic downturn, or other reasons approved by the Common Council.

7. The City will review fund balances annually after each audit completion and report balance to the Finance Committee and Common Council.

Approved: 1/12/89 Finance Committee
Adopted: 3/13/89
Revised: 02/16/2021
Approved: 03/08/2021 CC
Revised: 06/18/2024 FC
Approved: 07/08/2024 CC

CITY OF CEDARBURG

MEETING DATE: July 8, 2024

ITEM NO: 7.E.

TITLE: Discussion and possible action on a one-time Amplified Music/Sound permit in an outdoor area for Faith Lutheran Church, N35 W6621 Wilson Street for a family event on August 17 from 6:00 p.m. – 8:30 p.m., for a reduced fee of \$50.00

ISSUE SUMMARY: Faith Lutheran Church is holding a family event on August 17, 2024 at their location: N35W6621 Wilson St., Cedarburg. It is a one-time event with no alcohol to be served or consumed. The event is called Prairie Palooza and they would like to have a band play from 6:00 p.m. – 8:30 p.m. Since it is a one-time event, they are requesting a reduced fee of \$50.00.

STAFF RECOMMENDATION: n/a

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: n/a

ATTACHMENTS: letter from Faith Lutheran Church

INITIATED/REQUESTED BY: Tracie Sette, City Clerk

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

June 19, 2024

To: Common Council of the City of Cedarburg

From: Faith Lutheran Church, Cedarburg

Re: Amplified music event

On Saturday, August 17, 2024 Faith Lutheran Church is holding a one-time event on our property from 5:00 p.m. to approximately 8:30 p.m. The event is called Prairie Palooza and is intended for families.

We are requesting a permit for amplified music/sound in an outdoor area as we will have a band play at the event between 6:00 p.m. – 8:30 p.m.

There will be no alcohol sold or consumed at this event.

This is a one-time event for the year. We appreciate the reduced fee of \$50.00.

For any questions, please contact Rev. John Norquist at 262-377-0960 or Cindy Dellegrazio at 262-224-5001.

Thank you for your consideration.



Rev. John Norquist



Cindy Dellegrazio



CITY OF CEDARBURG
W63 N645 Washington Avenue
P.O. Box 49
Cedarburg, WI 53012
Phone: (262) 375-7606
Fax: (262) 375-7906

APPLICATION FOR AMPLIFIED MUSIC/SOUND IN AN OUTDOOR ALCOHOL BEVERAGE SEATING AREA

In accordance with Section 7-2-17 of the Code of Ordinances of the City of Cedarburg, the undersigned makes application for outdoor amplified sound and music in an outdoor alcohol beverage seating area (beer garden). Applicants must be Outdoor Alcohol Beverage License holders.

\$250 annual application fee due at the time of application. The permit period is January 1 – December 31.

Name of Business: Faith Lutheran Church

Address: N35 W6621 Wilson St., Cedarburg

Agent or Person in Charge: Rev. John Norgquist

Phone Number: 262-377-0960

I agree to comply with Section 7-2-17 of the City Code (see attached) and all laws, ordinances, rules, regulations, and penalties associated with issuance of this permit.

SIGNED: [Signature]

DATE: 06/18/2024

Date Filed: _____

Paid: _____

Permit Issued: _____

Date copy sent to Police Dept.: _____

CITY OF CEDARBURG

MEETING DATE: July 8, 2024

ITEM NO: 7.F.

TITLE: Discussion and possible action on Transient Entertainment License to Rainbow Valley Rides, Inc. for the 2024 Ozaukee County Fair on July 31 (4:00pm – 10:00 p.m.), August 1-3 (noon – 10:00 p.m.), and August 4 (noon – 5:00 p.m.) and the request to waive the requirement for a Clean Up Bond as requested by the Ozaukee County Agricultural Society

ISSUE SUMMARY: Rainbow Valley Rides, Inc. has applied for a Transient Entertainment License for the Ozaukee County Fair. A request has been received from the Ozaukee County Agricultural Society to waive the requirement of a clean-up bond. According to Sec 7-6-1(d)(3) of the Municipal Code, the Council has the option to waive this requirement, which has been done for the past 27 years.

STAFF RECOMMENDATION: Authorize issuance of the license and waive clean-up bond requirement (contingent upon review and approval of employees as submitted to the Police Chief).

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: \$250.00 in fees to be paid which is included in the 2024 budget. (\$50.00 per day)

ATTACHMENTS:

- Application from Rainbow Valley Rides, Inc
- Letter from Ozaukee County Agricultural Society

INITIATED/REQUESTED BY: Rainbow Valley Rides, Inc. and the Ozaukee County Agricultural Society

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

**APPLICATION FOR LICENSE
TRANSIENT & TEMPORARY PUBLIC ENTERTAINMENT**
(Section 7-6 of City of Cedarburg Municipal Code)

CITY OF CEDARBURG
W63 N645 Washington Avenue
P.O. Box 49
Cedarburg, Wisconsin 53012

Phone (262) 375-7606
Fax (262) 375-7906

NAME OF OWNER Ronald (Teri) J. Kedrowicz
(first) (middle initial) (last)

NAME OF BUSINESS/COMPANY Rainbow Valley Rides, Inc.

PERMANENT ADDRESS P.O. Box 60 Almond, WI 54909

PHONE NO. (715) 366-2073 or 715-592-4526 or 715-340-3541

NAME(S) & ADDRESS(ES) OF PERSON IN CHARGE:

Ronald J. Kedrowicz 11/08/1966
(first) (middle) (last) (date of birth)

LOCATON OF ENTERTAINMENT Cedarburg Firemen's Park
Ozaukee County Fairgrounds

TYPE OF ENTERTAINMENT Carnival

DATE(S) July 31 - Aug 4, 2024 TIME: From Wed. 4-10pm; Thurs. - Sat. Noon-10pm to Sun. Noon-5pm

NAME, ADDRESS & TELEPHONE NUMBER OF SPONSOR:

Mark E. Larson 414-477-8136
(first) (middle) (last) (phone no.)

P.O. Box 173 Cedarburg WI
(street) (city) (state)

LAST THREE CITIES, TOWNS OR VILLAGES WHERE SIMILAR ACTIVITIES WERE CONDUCTED, INCLUDING DATES OF ACTIVITIES: (NAME, ADDRESSES, PHONE NO., SPONSORS)

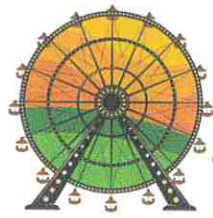
Dan Jansen Fest (5151 W. Layton Ave. Greenfield, WI 53221 Julie Rome 414-689-4158)
St. John Viennay (1755 N. Calhoun Rd. Brookfield, WI 53045 Joe 262-796-3946)
St. Ritas (4339 Douglas Ave. Racine, WI 53402 242-639-3223)

PLACE(S) & PHONE NUMBER(S) WHERE APPLICANT CAN BE CONTACTED FOR AT LEAST SEVEN DAYS AFTER LEAVING THIS CITY:

Chip Kedrowicz 715-340-3541

HEALTH CERTIFICATES FOR FOOD HANDLERS FILED WITH CITY CLERK (IF FOOD AND/OR DRINK IS PREPARED, HANDLED AND SOLD): _____

41 of 59



OZAUKEE
County Fair

Ozaukee County Agricultural Society

Sponsors of

OZAUKEE COUNTY FAIR

Cedarburg, Wisconsin 53012

City of Cedarburg
City Clerk's Office
Washington Ave.
Cedarburg, WI 53012

Regarding: Ozaukee County Fair Carnival
Rainbow Valley Rides
Clean up Bond

The Ozaukee County Agricultural Society sponsors the Ozaukee County Fair, would like to request a waiver of the cleanup bond required of our carnival for the 2024 Ozaukee County Fair. Fair dates are July 31-August 4, 2024.

As the Ozaukee County Agricultural Society is sponsoring the Fair, all of our vendors are responsible to us to leave the grounds in the condition they found them.

Ultimately, our organization sees to it that this is what happens.

Thank you.

Sincerely,
Ozaukee County Agricultural Society, Inc.
Jody Brzezinski
Jody Brzezinski
Secretary, Ozaukee County Agricultural Society
Office: 262-375-6185
Cell: 262-442-8261
Email: jobreezy2@yahoo.com

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 4/22/24

☐ Town ☐ Village ☒ City of Cedarburg

County of Ozaukee

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats. 4:30-10:30 p.m.
at the premises described below during a special event beginning August 23rd and ending August 24th and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Friends of Country In The Burg

(b) Address P.O. Box 25

(Street)

☐ Town ☐ Village ☒ City

(c) Date organized August 23rd

(d) If corporation, give date of incorporation 7/19/2018

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Randy Groth

Vice President Alex Uhan

Secretary John Lutz and Emily Hiltzik

Treasurer _____

(g) Name and address of manager or person in charge of affair: Alex Uhan

W64N625 Hanover Ave, #204 Cedarburg, WI 53012

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number N52W5882 Portland Rd, Cedarburg, WI 53012

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? ALL of the Land

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Country In The Burg

(b) Dates of event 8/24-8/25

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

Alex Uhan
(Signature / Date)

3/4/24

Country In The Burg

(Name of Organization)

Date Filed with Clerk 4/22/24

Date Reported to Council or Board _____

Date Granted by Council _____

CPD APPROVED

License No. _____

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Fund: 100 GENERAL FUND							
06/21/2024	PWBDD	47228	APEX SOFTWARE	COMPUTER/COPIER SUPPLIES	500312	515400	260.00
06/21/2024	PWBDD	47230*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	518100	94.64
				TELEPHONE/COMMUNICATIONS	500225	533210	90.05
				CHECK PWBDD 47230 TOTAL FOR FUND 100:			184.69
06/21/2024	PWBDD	47233	BASSETT MECHANICAL	PROFESSIONAL SERVICES	500210	533210	3,023.39
06/21/2024	PWBDD	47234*#	BEYER'S HARDWARE	MAINTENANCE PARTS	500353	533210	9.81
				MAINTENANCE PARTS	500353	533210	9.87
				MAINTENANCE PARTS	500353	533210	26.95
				MAINTENANCE PARTS	500353	533210	7.71
				CHECK PWBDD 47234 TOTAL FOR FUND 100:			54.34
06/21/2024	PWBDD	47235	BOBCAT PLUS, INC.	MAINTENANCE PARTS	500353	533210	584.60
06/21/2024	PWBDD	47236	BOEHLKE HARDWARE	FUEL INVENTORY			** VOIDED **
06/21/2024	PWBDD	47237	CEDAR CORPORATION	MAINT/CONTRACTED SERVICES	500290	533720	2,200.00
06/21/2024	PWBDD	47239	CHRIS KORLNEK	PUBLIC WORKS FEES	463101	000000	25.00
06/21/2024	PWBDD	47240	CHUCK MOEGENBURG	REPAIR AND MAINTENANCE	500240	518100	120.00
06/21/2024	PWBDD	47241*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	533210	638.72
06/21/2024	PWBDD	47242	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	59.83
06/21/2024	PWBDD	47244	DIGITAL EDGE OF GRAFTON	OTHER EXPENSES	500390	513100	136.00
06/21/2024	PWBDD	47245	EGELHOFF LAWNMOWER SERVICE	MAINTENANCE PARTS	500353	533210	59.50
06/21/2024	PWBDD	47246	EHLERS AND ASSOCIATES	PROFESSIONAL SERVICES	500210	515600	4,250.00
06/21/2024	PWBDD	47248	EXCEL DISPOSAL OF WISCONSIN LLC	PUBLIC WORKS FEES	463101	000000	298.71
06/21/2024	PWBDD	47250	FIRST ADVANTAGE OCC HEALTH SVC	PROFESSIONAL SERVICES	500210	533210	97.28
06/21/2024	PWBDD	47251	FIVE CORNERS DODGE	GAS AND OIL EXPENSE	500351	522120	361.80

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Fund: 100 GENERAL FUND							
06/21/2024	PWBDD	47252	FORWARD TS	EQUIPMENT OUTLAY	500385	514700	13.89
				EQUIPMENT OUTLAY	500385	514700	13.89
				EQUIPMENT OUTLAY	500385	514700	13.89
				CHECK PWBDD 47252 TOTAL FOR FUND 100:			41.67
06/21/2024	PWBDD	47253	FOX VALLEY TECHNICAL COLLEGE	TRAVEL & TRAINING	500330	522110	295.00
06/21/2024	PWBDD	47258	GFL ENVIRONMENTAL	REPAIR AND MAINTENANCE	500240	533311	510.53
06/21/2024	PWBDD	47259*#	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	518100	46.38
				OPERATING SUPPLIES	500350	522410	38.69
				REPAIR AND MAINTENANCE	500240	555510	37.95
				CHECK PWBDD 47259 TOTAL FOR FUND 100:			123.02
06/21/2024	PWBDD	47260*#	HOUSEMAN & FEIND, LLP	EXTRAORDINARY SERVICES	500211	516100	3,243.50
				ATTORNEY/CONSULTANT	500212	522110	141.00
				CHECK PWBDD 47260 TOTAL FOR FUND 100:			3,384.50
06/21/2024	PWBDD	47261	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	23.99
				MAINTENANCE PARTS	500353	533210	185.90
				MAINTENANCE PARTS	500353	533210	(4.15)
				CHECK PWBDD 47261 TOTAL FOR FUND 100:			205.74
06/21/2024	PWBDD	47262*#	JANI-KING OF MILWAUKEE	OPERATING SUPPLIES	500350	533210	414.44
06/21/2024	PWBDD	47266	LAROSA LANDSCAPE COMPANY	REPAIR AND MAINTENANCE	500240	522100	701.31
06/21/2024	PWBDD	47267	LEE RECREATION, LLC	EQUIPMENT OUTLAY	500380	555510	2,416.00
06/21/2024	PWBDD	47268	LIESENER SOILS INC.	REPAIR AND MAINTENANCE	500240	533440	840.00
06/21/2024	PWBDD	47270	MARJORIE FISHER	SENIOR CENTER FEES	467435	000000	140.00
06/21/2024	PWBDD	47271	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	80.85
06/21/2024	PWBDD	47273#	NAPA AUTO PARTS	OPERATING SUPPLIES	500350	522410	9.08

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Fund: 100 GENERAL FUND							
				OPERATING SUPPLIES	500350	522410	9.99
				MAINTENANCE PARTS	500353	533210	97.07
				MAINTENANCE PARTS	500353	533210	5.33
				MAINTENANCE PARTS	500353	533210	109.99
				MAINTENANCE PARTS	500353	533210	8.16
				MAINTENANCE PARTS	500353	533210	79.98
				MAINTENANCE PARTS	500353	533210	4.57
				MAINTENANCE PARTS	500353	533210	10.52
				MAINTENANCE PARTS	500353	533210	56.20
				MAINTENANCE PARTS	500353	533210	33.52
				MAINTENANCE PARTS	500353	533210	41.03
				CHECK PWBDD 47273 TOTAL FOR FUND 100:			465.44
06/21/2024	PWBDD	47275	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	500310	522110	430.43
06/21/2024	PWBDD	47277	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	613.76
06/21/2024	PWBDD	47278	OWEN'S OFFICE SUPPLIES	TREES AND SUPPLIES	500341	555510	72.00
06/21/2024	PWBDD	47279	OZAUKEE COUNTY CLERK	OFFICE SUPPLIES	500310	514200	80.03
06/21/2024	PWBDD	47282	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	4,645.68
				FUEL INVENTORY	161500	000000	4,213.19
				CHECK PWBDD 47282 TOTAL FOR FUND 100:			8,858.87
06/21/2024	PWBDD	47283	R.A. SMITH NATIONAL	DEVELOPERS AGREE-STONE LAKE	239261	000000	2,026.00
06/21/2024	PWBDD	47284*#	RICOH USA, INC.	OFFICE SUPPLIES	500310	522110	59.53
				OFFICE SUPPLIES	500310	522110	26.23
				CHECK PWBDD 47284 TOTAL FOR FUND 100:			85.76
06/21/2024	PWBDD	47285	SHARP ELECTRONICS CORPORATION	EQUIPMENT OUTLAY	500385	514700	863.13
06/21/2024	PWBDD	47286	SHERWIN INDUSTRIES, INC.	REPAIR AND MAINTENANCE	500240	533311	6,804.00
06/21/2024	PWBDD	47287	SITEONE LANDSCAPE SUPPLY	REPAIR AND MAINTENANCE	500240	533440	170.31
06/21/2024	PWBDD	47288	SPEEDWAY	LIQUOR & BEER LICENSES	441110	000000	100.00

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Fund: 100 GENERAL FUND							
06/21/2024	PWBDD	47289	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	138.14
				MAINTENANCE PARTS	500353	533210	975.69
				CHECK PWBDD 47289 TOTAL FOR FUND 100:			1,113.83
06/21/2024	PWBDD	47290	STUMP GRINDING 4 LESS, LLC	MAINT/CONTRACTED SERVICES	500290	555510	5,038.02
06/21/2024	PWBDD	47291	TRANS UNION LLC	TELEPHONE/COMMUNICATIONS	500225	522110	60.00
06/21/2024	PWBDD	47292	TRANSUNION RISK AND ALTERNATIVE	PROFESSIONAL SERVICES	500210	522130	75.00
06/21/2024	PWBDD	47293#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	182.82
				OPERATING SUPPLIES	500350	533210	65.65
				CHECK PWBDD 47293 TOTAL FOR FUND 100:			248.47
06/21/2024	PWBDD	47295	W. & E. RADTKE	REPAIR AND MAINTENANCE	500240	533440	829.44
06/21/2024	PWBDD	47296	WISCONSIN DEPT OF JUSTICE	TELEPHONE/COMMUNICATIONS	500225	522110	1,589.00
06/21/2024	PWBDD	47297	WISCONSIN HUMANE SOCIETY	ANIMAL POUND	500213	522110	312.50
06/21/2024	PWBDD	47298#	WM CORPORATE SERVICES, INC	MAINT/CONTRACTED SERVICES	500290	533710	46,761.00
				MAINT/CONTRACTED SERVICES	500290	533730	21,278.40
				CHECK PWBDD 47298 TOTAL FOR FUND 100:			68,039.40
06/28/2024	PWBDD	47307*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	518100	70.95
				TELEPHONE/COMMUNICATIONS	500225	522110	101.76
				TELEPHONE/COMMUNICATIONS	500225	533210	67.01
				CHECK PWBDD 47307 TOTAL FOR FUND 100:			239.72
06/28/2024	PWBDD	47308*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522410	116.07
06/28/2024	PWBDD	47312*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	4.59
				SUPPLIES AND EXPENSES	500347	522120	5.98
				MAINTENANCE PARTS	500353	533210	3.93
				MAINTENANCE PARTS	500353	533210	6.27

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Fund: 100 GENERAL FUND				CHECK PWBDD 47312 TOTAL FOR FUND 100:			20.77
06/28/2024	PWBDD	47313	BLAIN'S FARM & FLEET	OPERATING SUPPLIES	500350	533210	438.38
				MAINTENANCE PARTS	500353	533210	118.98
				MAINTENANCE PARTS	500353	533210	18.97
				CHECK PWBDD 47313 TOTAL FOR FUND 100:			576.33
06/28/2024	PWBDD	47315	BS& A SOFTWARE	TRAVEL & TRAINING	500330	515600	200.00
06/28/2024	PWBDD	47318*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	513100	8.19
				TELEPHONE/COMMUNICATIONS	500225	513200	9.14
				TELEPHONE/COMMUNICATIONS	500225	514100	32.07
				INTERNET	500220	514700	692.31
				TELEPHONE/COMMUNICATIONS	500225	515400	15.75
				TELEPHONE/COMMUNICATIONS	500225	515600	23.15
				TELEPHONE/COMMUNICATIONS	500225	518100	39.71
				TELEPHONE/COMMUNICATIONS	500225	522310	15.75
				INTERNET	500220	522410	149.98
				TELEPHONE/COMMUNICATIONS	500225	522410	20.35
				TELEPHONE/COMMUNICATIONS	500225	533110	22.90
				TELEPHONE/COMMUNICATIONS	500225	533210	30.50
				OPERATING SUPPLIES	500350	533210	159.98
				TELEPHONE/COMMUNICATIONS	500225	555140	15.25
				INTERNET	500220	555510	159.98
				INTERNET	500220	555510	129.98
				INTERNET	500220	555510	109.99
				TELEPHONE/COMMUNICATIONS	500225	566310	15.75
				CHECK PWBDD 47318 TOTAL FOR FUND 100:			1,650.73
06/28/2024	PWBDD	47320	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	514100	46.23
06/28/2024	PWBDD	47323*#	EGELHOFF LAWNMOWER SERVICE	MAINTENANCE PARTS	500353	533210	41.97
06/28/2024	PWBDD	47324*#	EMR, LLC	MAINTENANCE PARTS	500353	533210	1,110.50
06/28/2024	PWBDD	47326	EXCEL DISPOSAL OF WISCONSIN LLC	PUBLIC WORKS FEES	463101	000000	415.12

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Fund: 100 GENERAL FUND							
06/28/2024	PWBDD	47327#	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	726.77
				MAINTENANCE PARTS	500353	533210	348.35
				SIGNS	500363	533311	746.29
				CHECK PWBDD 47327 TOTAL FOR FUND 100:			1,821.41
06/28/2024	PWBDD	47328	FIVE CORNERS DODGE	GAS AND OIL EXPENSE	500351	522120	53.86
06/28/2024	PWBDD	47330#	GALLS, LLC	UNIFORMS	500346	522120	275.21
				UNIFORMS	500346	522410	248.80
				UNIFORMS	500346	522410	10.00
				UNIFORMS	500346	522410	28.00
				UNIFORMS	500346	522410	110.40
				CHECK PWBDD 47330 TOTAL FOR FUND 100:			672.41
06/28/2024	PWBDD	47331*#	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	555510	425.00
06/28/2024	PWBDD	47339	MEQUON LAWN & GARDEN	OPERATING SUPPLIES	500350	533311	520.00
06/28/2024	PWBDD	47340	MILLER-BRADFORD AND RISBERG	MAINTENANCE PARTS	500353	533210	126.69
06/28/2024	PWBDD	47341	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	189.01
				MAINTENANCE PARTS	500353	533210	27.78
				MAINTENANCE PARTS	500353	533210	(109.99)
				CHECK PWBDD 47341 TOTAL FOR FUND 100:			106.80
06/28/2024	PWBDD	47342	NASSCO, INC.	OPERATING SUPPLIES	500350	518100	1,793.68
06/28/2024	PWBDD	47344	NORTHERN TOOL & EQUIPMENT	MAINTENANCE PARTS	500353	533210	214.16
06/28/2024	PWBDD	47345*#	OLSEN'S PIGGLY WIGGLY	SUPPLIES AND EXPENSES	500347	522120	53.00
06/28/2024	PWBDD	47346#	ONTECH SYSTEMS, INC	EQUIPMENT/SOFTWARE	500380	514700	780.00
				TELEPHONE/COMMUNICATIONS	500225	522110	40.00
				PROF PUBLICATIONS AND DUES	500320	566310	249.00
				CHECK PWBDD 47346 TOTAL FOR FUND 100:			1,069.00

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Fund: 100 GENERAL FUND							
06/28/2024	PWBDD	47349	PAMELA HALLOWAY	AWARDS, SUPPLIES	500343	519200	100.00
06/28/2024	PWBDD	47350	REINDERS, INC.	MAINTENANCE PARTS	500353	533210	362.27
06/28/2024	PWBDD	47352	RICOH USA, INC.	REPAIR AND MAINTENANCE	500240	522110	920.19
06/28/2024	PWBDD	47355	SAN-A-CARE, INC.	OPERATING SUPPLIES	500350	518100	336.16
06/28/2024	PWBDD	47356	SAUKVILLE FEED SUPPLY	REPAIR AND MAINTENANCE	500240	533440	465.66
06/28/2024	PWBDD	47357	SHERWIN INDUSTRIES, INC.	REPAIR AND MAINTENANCE	500240	533210	2,400.00
06/28/2024	PWBDD	47358	SHERWIN WILLIAMS CO.	MAINTENANCE PARTS	500353	533210	16.68
06/28/2024	PWBDD	47359	TAPCO, INC	REPAIR AND MAINTENANCE	500240	533421	3,557.50
06/28/2024	PWBDD	47360	THE UNIFORM SHOPPE	UNIFORMS	500346	522120	474.85
06/28/2024	PWBDD	47363#	UNIFIRST CORPORATION	MAINTENANCE SUPPLIES	500340	522100	89.66
				OPERATING SUPPLIES	500350	533210	65.65
CHECK PWBDD 47363 TOTAL FOR FUND 100:							155.31
06/28/2024	PWBDD	47365*#	WE ENERGIES	NATURAL GAS-0713912926-00011	500224	518100	60.89
				NATURAL GAS-0713912926-00006	500224	518100	45.67
				NATURAL GAS-0713912926-00001	500224	518100	96.66
				NATURAL GAS-0711276804-00002	500224	522100	567.22
				NATURAL GAS-0711276804-00001	500224	522100	14.03
				NATURAL GAS-0713912926-00004	500224	522410	13.24
				NATURAL GAS-0713912926-00009	500224	533210	60.40
				NATURAL GAS-0707973696-00001	500224	555510	22.65
				NATURAL GAS-0719886467-00001	500224	555510	38.57
CHECK PWBDD 47365 TOTAL FOR FUND 100:							919.33
Total for fund 100 GENERAL FUND							140,363.71
Fund: 200 CEMETERY FUND							
06/28/2024	PWBDD	47323*#	EGELHOFF LAWNMOWER SERVICE	REPAIR AND MAINTENANCE	500240	544210	67.20
Total for fund 200 CEMETERY FUND							67.20
Fund: 220 RECREATION PROGRAMS FUND							
06/21/2024	PWBDD	47255	FUNTACTICS SOCCER CAMP	MAINT/CONTRACTED SERVICES	500290	555390	4,092.38

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Fund: 220 RECREATION PROGRAMS FUND							
06/28/2024	PWBDD	47318*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555390	30.50
06/28/2024	PWBDD	47329	FUNTACTICS SOCCER CAMP	MAINT/CONTRACTED SERVICES	500290	555390	1,574.25
06/28/2024	PWBDD	47334	JESSICA MAI	POMS EXPENSES	500394	555390	58.00
06/28/2024	PWBDD	47337*#	MASTER PRINTWEAR	SUPPLIES AND EXPENSES	500347	555390	288.80
				SUPPLIES AND EXPENSES	500347	555390	297.60
				POMS EXPENSES	500394	555390	45.00
				CHECK PWBDD 47337 TOTAL FOR FUND 220:			631.40
06/28/2024	PWBDD	47362	TRISHA WILLIAMS	SUMMER SAND VOLLEYBALL	467328	000000	55.00
07/01/2024	PWBDD	47366	BADGERETTE POM PON INC	POMS EXPENSES	500394	555390	8,364.00
Total for fund 220 RECREATION PROGRAMS FUND							14,805.53
Fund: 232 DONATIONS							
06/21/2024	PWBDD	47238	CEDARBURG VETERINARY CLINIC	K-9 UNIT EXPENSE	500352	522120	176.24
06/28/2024	PWBDD	47364	VISUAL IMAGE PHOTOGRAPHY, INC.	K-9 UNIT EXPENSE	500352	522120	268.00
Total for fund 232 DONATIONS							444.24
Fund: 240 SWIMMING POOL FUND							
06/21/2024	PWBDD	47234*#	BEYER'S HARDWARE	EQUIPMENT OUTLAY	500380	555320	47.69
06/21/2024	PWBDD	47256	GALAXY SPORT LLC	UNIFORMS	500346	555320	241.25
06/21/2024	PWBDD	47259*#	GRAFTON ACE HARDWARE	MAINTENANCE SUPPLIES	500340	555320	26.95
06/28/2024	PWBDD	47309	BADGER POPCORN & CONCESSION	OPERATING SUPPLIES	500350	555321	1,001.67
06/28/2024	PWBDD	47312*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	555320	10.75
				MAINTENANCE SUPPLIES	500340	555320	96.03
				CHECK PWBDD 47312 TOTAL FOR FUND 240:			106.78
06/28/2024	PWBDD	47318*#	CHARTER COMMUNICATIONS	INTERNET	500220	555320	229.98
				TELEPHONE/COMMUNICATIONS	500225	555320	33.00

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Fund: 240 SWIMMING POOL FUND							
				CHECK PWBDD 47318 TOTAL FOR FUND 240:			262.98
06/28/2024	PWBDD	47333	HAWKINS , INC.	OPERATING SUPPLIES	500350	555320	590.70
06/28/2024	PWBDD	47337*#	MASTER PRINTWEAR	EQUIPMENT OUTLAY	500380	555320	622.20
06/28/2024	PWBDD	47345*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	555320	37.86
				OPERATING SUPPLIES	500350	555321	9.14
				OPERATING SUPPLIES	500350	555321	26.79
				CHECK PWBDD 47345 TOTAL FOR FUND 240:			73.79
06/28/2024	PWBDD	47354	SAM'S CLUB DIRECT	OPERATING SUPPLIES	500350	555321	1,087.93
06/28/2024	PWBDD	47365*#	WE ENERGIES	NATURAL GAS-0716746085-00001	500224	555320	31.50
				NATURAL GAS-0719900042-00001	500224	555320	4,696.49
				CHECK PWBDD 47365 TOTAL FOR FUND 240:			4,727.99
				Total for fund 240 SWIMMING POOL FUND			8,789.93
Fund: 260 LIBRARY FUND							
06/21/2024	PWBDD	47230*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	555110	126.30
06/21/2024	PWBDD	47231	AURORA HEALTH CARE	EMPLOYMENT EXPENSES	500395	555110	50.00
06/21/2024	PWBDD	47232	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	117.54
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	155.36
				DONATION EXPENDITURES	500322	555110	124.00
				CHECK PWBDD 47232 TOTAL FOR FUND 260:			396.90
06/21/2024	PWBDD	47262*#	JANI-KING OF MILWAUKEE	MAINT/CONTRACTED SERVICES	500290	555110	990.36
06/21/2024	PWBDD	47264	KANOPY, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	233.10
06/21/2024	PWBDD	47272	MIDWEST TAPE, LLC	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	1,219.83
06/21/2024	PWBDD	47274	NASSCO, INC.	OPERATING SUPPLIES	500350	555110	223.38
06/21/2024	PWBDD	47280	OZAUKEE COUNTY HISTORICAL SOCIETY	DONATION EXPENDITURES	500322	555110	200.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
06/21/2024	PWBDD	47294	VISUAL IMAGE PHOTOGRAPHY, INC.	MARKETING	500223	555110	630.00
06/28/2024	PWBDD	47302	ABDO PUBLISHING	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	998.80
06/28/2024	PWBDD	47307*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	555110	94.60
06/28/2024	PWBDD	47311	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	117.58
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	230.24
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	180.46
				DONATION EXPENDITURES	500322	555110	156.00
				DONATION EXPENDITURES	500322	555110	50.00
				DONATION EXPENDITURES	500322	555110	285.00
				CHECK PWBDD 47311 TOTAL FOR FUND 260:			1,019.28
06/28/2024	PWBDD	47312*#	BEYER'S HARDWARE	OFFICE SUPPLIES	500310	555110	11.67
06/28/2024	PWBDD	47317	CEDARBURG CHAMBER OF COMMERCE	DONATION EXPENDITURES	500322	555110	25.00
06/28/2024	PWBDD	47318*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555110	204.97
06/28/2024	PWBDD	47321	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	40.21
				OFFICE SUPPLIES	500310	555110	(37.79)
				CHECK PWBDD 47321 TOTAL FOR FUND 260:			2.42
06/28/2024	PWBDD	47345*#	OLSEN'S PIGGLY WIGGLY	DONATION EXPENDITURES	500322	555110	19.21
				DONATION EXPENDITURES	500322	555110	5.39
				DONATION EXPENDITURES	500322	555110	24.16
				CHECK PWBDD 47345 TOTAL FOR FUND 260:			48.76
06/28/2024	PWBDD	47347	OWEN'S OFFICE SUPPLIES	EMPLOYMENT EXPENSES	500395	555110	17.99
06/28/2024	PWBDD	47365*#	WE ENERGIES	NATURAL GAS-0714144119-00001	500224	555110	241.08
				Total for fund 260 LIBRARY FUND			6,734.44

Fund: 270 FIRE DEPT & EMS

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
06/21/2024	PWBDD	47227	AIRGAS USA LLC	SUPPLIES AND EXPENSES	500347	522500	770.19
06/21/2024	PWBDD	47229	ASCENSION WI EMP SOLUTIONS	OPERATING SUPPLIES	500350	522500	359.00
06/21/2024	PWBDD	47230*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522500	90.72
06/21/2024	PWBDD	47243	DAVID HAMANN	OPERATING SUPPLIES	500350	522500	21.97
06/21/2024	PWBDD	47247	EMR, LLC	REPAIR AND MAINTENANCE	500240	522500	1,379.65
06/21/2024	PWBDD	47254	FP SOLUTIONS LLC	OPERATING SUPPLIES	500350	522500	165.00
06/21/2024	PWBDD	47257	GALLS, LLC	UNIFORMS	500346	522500	1,286.89
				UNIFORMS	500346	522500	77.94
				CHECK PWBDD 47257 TOTAL FOR FUND 270:			1,364.83
06/21/2024	PWBDD	47265	KETTLE MORaine CARRIAGES, INC	OPERATING SUPPLIES	500350	522500	400.00
06/21/2024	PWBDD	47276	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	9.42
				OPERATING SUPPLIES	500350	522500	39.70
				OPERATING SUPPLIES	500350	522500	40.25
				OPERATING SUPPLIES	500350	522500	89.73
				CHECK PWBDD 47276 TOTAL FOR FUND 270:			179.10
06/21/2024	PWBDD	47281	PIONEER RESCUE & OUTFITTERS, LLC	TRAVEL & TRAINING	500330	522500	800.00
06/21/2024	PWBDD	47284*#	RICOH USA, INC.	MAINT/CONTRACTED SERVICES	500290	522500	54.92
06/21/2024	PWBDD	47299	IAFC	OPERATING SUPPLIES	500350	522500	245.00
06/21/2024	PWBDD	47300	PROPHOENIX CORPORTATION	OPERATING SUPPLIES	500350	522500	1,011.69
06/28/2024	PWBDD	47303	AIRGAS USA LLC	SUPPLIES AND EXPENSES	500347	522500	326.60
06/28/2024	PWBDD	47304	ALADTEC ,TIME CLOCK PLUC	MAINT/CONTRACTED SERVICES	500290	522500	120.00
06/28/2024	PWBDD	47305	ASCENSION WI EMP SOLUTIONS	OPERATING SUPPLIES	500350	522500	35.00
06/28/2024	PWBDD	47307*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	522500	74.87

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
06/28/2024	PWBDD	47308*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522500	665.47
06/28/2024	PWBDD	47314	BOUND TREE MEDICAL, LLC	SUPPLIES AND EXPENSES	500347	522500	2,655.16
06/28/2024	PWBDD	47318*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522500	15.50
				TELEPHONE/COMMUNICATIONS	500225	522500	223.75
				CHECK PWBDD 47318 TOTAL FOR FUND 270:			239.25
06/28/2024	PWBDD	47322	DINGES FIRE COMPANY	EQUIPMENT OUTLAY	500380	522500	433.12
06/28/2024	PWBDD	47324*#	EMR, LLC	REPAIR AND MAINTENANCE	500240	522500	456.52
06/28/2024	PWBDD	47325	EMS MANAGEMENT & CONSULTANTS, INC	PROFESSIONAL SERVICES	500210	522500	3,430.83
06/28/2024	PWBDD	47331*#	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	522500	30.59
06/28/2024	PWBDD	47335	JOIN THE FIRE SERVICE LLC	OPERATING SUPPLIES	500350	522500	429.00
06/28/2024	PWBDD	47343	NORTH SHORE PHARMACY & COMPOUNDING	SUPPLIES AND EXPENSES	500347	522500	31.69
06/28/2024	PWBDD	47351	RELIANT FIRE APPARATUS, INC.	REPAIR AND MAINTENANCE	500240	522500	692.56
06/28/2024	PWBDD	47361	TOMASO'S	OPERATING SUPPLIES	500350	522500	116.75
06/28/2024	PWBDD	47365*#	WE ENERGIES	NATURAL GAS 0713912926-00008	500224	522500	63.02
				NATURAL GAS 0713912926-00003	500224	522500	133.95
				CHECK PWBDD 47365 TOTAL FOR FUND 270:			196.97
				Total for fund 270 FIRE DEPT & EMS			16,776.45
Fund: 350 TIF DISTRICT FUND #4							
06/21/2024	PWBDD	47260*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	164.00
				Total for fund 350 TIF DISTRICT FUND #4			164.00
Fund: 400 CAPITAL IMPROVEMENTS FUND							
06/21/2024	PWBDD	47249	FERGUSON WATER WORKS #1476	CEMETERY HOUSE	500805	518100	618.48
06/21/2024	PWBDD	47260*#	HOUSEMAN & FEIND, LLP	PROCHNOW	500841	533750	258.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount		
Fund: 400 CAPITAL IMPROVEMENTS FUND									
06/28/2024	PWBDD	47301	A LYNEIS ELECTRIC LLC	PARK IMPROVEMENTS	500861	555510	1,029.62		
06/28/2024	PWBDD	47306	ASTI SAWING , INC	SIDEWALK REPLACEMENTS-CAPITAL	500899	533311	21,311.72		
06/28/2024	PWBDD	47316	CARRICO AQUATIC RESOURCES	PARK IMPROVEMENTS	500861	555510	4,152.00		
06/28/2024	PWBDD	47336	LAROSA LANDSCAPE COMPANY	HERBICIDE APPLICATION	500861	555510	1,061.40		
				LAWN INSTALLATION	500861	555510	48,450.00		
				CHECK PWBDD 47336 TOTAL FOR FUND 400:					49,511.40
				Total for fund 400 CAPITAL IMPROVEMENTS FUND					76,881.22
Fund: 601 WATER RECYCLING CENTER									
06/21/2024	PWBDD	47230*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	573825	112.21		
06/21/2024	PWBDD	47234*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	5.35		
06/21/2024	PWBDD	47241*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	135.16		
06/21/2024	PWBDD	47263	JOHN M ELLSWORTH CO INC	MAINTENANCE SUPPLIES	500340	573830	441.32		
06/21/2024	PWBDD	47269	LOCATORS & SUPPLIES, INC.	COLLECTION SYSTEM MAINT	500360	573835	138.00		
06/28/2024	PWBDD	47307*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	573825	86.72		
06/28/2024	PWBDD	47310	BADGER STATE WASTE, LLC	SLUDGE HAULING	500294	573825	24,644.00		
06/28/2024	PWBDD	47318*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	573825	52.00		
				TELEPHONE/COMMUNICATIONS	500225	573825	149.98		
				CHECK PWBDD 47318 TOTAL FOR FUND 601:					201.98
06/28/2024	PWBDD	47319	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	135.16		
06/28/2024	PWBDD	47332	HACH COMPANY	LAB SUPPLIES	500370	573825	3,811.00		
06/28/2024	PWBDD	47338	MEAD & HUNT INC.	COLLECTION SYSTEM MAINT	500360	573835	157.50		
06/28/2024	PWBDD	47345*#	OLSEN'S PIGGLY WIGGLY	LAB SUPPLIES	500370	573825	20.90		

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
06/28/2024	PWBDD	47348	OZAUKEE DISPOSAL CORPORATION	REFUSE COLLECTION	500297	573830	1,525.00
06/28/2024	PWBDD	47353#	RUEKERT-MIELKE, INC.	DESIGN SERVICES DORCHESTER LIFT STATION	185324	000000	1,192.56
				PROFESSIONAL SERVICES	500210	573850	3,066.35
				CHECK PWBDD 47353 TOTAL FOR FUND 601:			4,258.91
06/28/2024	PWBDD	47365*#	WE ENERGIES	ELECTRIC 1838 PIONEER 0711836389-00004	500222	573825	18.70
				NATURAL GAS-0712590709-00001	500224	573825	11.55
				NATURAL GAS-0713182701-00001	500224	573825	10.89
				MAINTENANCE SUPPLIES-0713912926-00012	500340	573840	16.82
				MAINTENANCE SUPPLIES-0713912926-00002	500340	573840	12.18
				MAINTENANCE SUPPLIES-0711836389-00001	500340	573840	13.29
				MAINTENANCE SUPPLIES-0713912926-00005	500340	573840	20.20
				MAINTENANCE SUPPLIES-0713912926-00007	500340	573840	12.18
				MAINTENANCE SUPPLIES-0713912926-00010	500340	573840	12.06
				CHECK PWBDD 47365 TOTAL FOR FUND 601:			127.87
Total for fund 601 WATER RECYCLING CENTER				35,801.08			
TOTAL - ALL FUNDS				300,827.80			

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

CITY OF CEDARBURG
TRANSFER LIST
6/18/24-6/30/24

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
6/21/2024	\$1,500.00	Pitney Bowes-postage
6/26/2024	\$46,991.66	Light & Water-charges
6/27/2024	\$347,000.00	PWSB Payroll
6/27/2024	\$935.53	ICMA-contributions for 6/9/24-6/22/24
6/27/2024	\$5,230.00	North Shore Bank-contributions for 6/9/24-6/22/24
6/27/2024	\$622.11	State of Wisconsin-child support for 6/9/24-6/22/24
6/27/2024	\$1,245.84	Wis Deferred Comp-contributions for 6/9/24-6/22/24
6/27/2024	\$522.50	Police Association-dues for 6/9/24-6/22/24
6/30/2024	\$151,509.30	ETF-May WRS remittance
	\$555,556.94	

PWSB PAYROLL CHECKING ACCOUNT

6/28/2024	\$252,228.59	Payroll for 6/9/24-6/22/24
6/28/2024	<u>\$97,791.72</u>	Payroll taxes for 6/9/24-6/22/24
	\$350,020.31	

PWSB MONEY MARKET ACCOUNT

6/27/2024	\$750,000.00	PWSB Checking
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City of Cedarburg

City Administrator's Report

July 1, 2024

Department News

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

Library– Summer programming is going well.

Clerk– There is an election on August 13th, absentee ballots have been mailed out. Jessica will be attending the Wisconsin Clerk's Institute the week of July 15th.

Water Recycling– A coupling broke on the ditch. Concrete is being poured soon at the Dorchester Lift Station. WRC employees are working summer hours.

Building Inspection– There are 11 houses yet to be occupied in Fairway Village, all permits have been submitted. There are two more lots available in Sandhill Trail. Fox Run should have all foundations in by the end of the summer. Stage One of the lead lateral replacement is complete.

DPW– The bike race and Strawberry Fest ran smoothly. Brush pickup might be delayed as crews will be busy prepping and cleaning July 4th events. The department will be hiring to fill one open position.

Engineering– Hanover Ave. in Fox Run is being bid out for work to be done in October. An asphalt repair technique, microsurfacing, is going to be used on Mulberry St. Patching will be done in Cedar Pointe as well as the area of Portland Rd. and Struck Ln. Regarding Street and Utility projects, Georgetown is paved. Sidewalks have been repaired in 250 spots.

Police– The department would like to hire additional police officers in 2025.

Administrator– Updates to the Personnel Manual were approved by Council and go into effect in 2025.

Respectfully submitted,

Mikko Hilvo