

**CITY OF CEDARBURG
A MEETING OF THE COMMON COUNCIL
MONDAY, JUNE 9, 2025 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, June 9, 2025 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/89889718757>

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 Melissa Bitter, Jim Fitzpatrick, Kristin Burkart, Amanda Didier, Robert Simpson, Kristian Lindo, Mark Mueller
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 2 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. PRESENTATION
 - A. Audit Report presented by Baker Tilly
8. UNFINISHED BUSINESS
 - A. Discussion and possible action on Cedarburg Woolen Mills Dam Removal Feasibility Study*
9. NEW BUSINESS
 - A. Discussion and possible action on the installation of a free trial and future purchase of Flock Security Cameras*
 - B. Discussion and possible action on Resolution No. 2025-10 approving the 2024 Compliance Maintenance Annual Report (CMAR) for the Water Recycling Center*

- C. Discussion and possible action on amendment to the Tower/Land Lease agreement for T-Mobile on the Western Avenue Monopole*
- D. Discussion and possible action on Ordinance No. 2025-23, creating a new Site and Architectural Review Board (SARB) under Section 2-4-17 of the City's Municipal Code*
- E. Discussion and possible action on Ordinance No. 2025-24 amending Article F describing the Site and Architectural Design Review Board (SARB) purpose, principles, standards and procedures*
- F. Discussion and possible action on Ordinance No. 2025-25 regarding the minimum size requirement for City parking stalls*
- G. Discussion and possible action on approval of Mayoral Common Council Committee assignments*
- H. Discussion and possible action on approval of the following Mayoral appointments to SARB: Adam Voltz, Paul Rushing, Peter Damsgaard, Jack Arnett, Kristin Burkart (Council rep)
- I. Discussion and possible action on approval of a Class "A" Beer and "Class A" Liquor license, effective July 1, 2025, for Speedway LLC, P.O. Box 139044, Dallas, TX 75313, Laura M. Streubing, Agent, premises to be licensed: W63N121 Washington Avenue, known as Speedway #4203*
- J. Discussion and possible action on approval of a change of Agent and renewal of a "Class C" Liquor (wine only) for Chiselled Grape Winery LLC, W64N713 Washington Avenue, Cedarburg, WI 53012, Sally Bretsch, Agent, premise to be licensed: W64N713 Washington Avenue, known as Chiselled Grape Winery*
- K. Discussion and possible action on creation of a Human Resources Manager position for the City of Cedarburg*
- L. Discussion and possible action on 2026 Budget Parameters and Budget calendar*
- M. Update on Amcast site

10. CONSENT AGENDA

- A. Discussion and possible action on approval of May 12, 2025 Council Meeting minutes
- B. Discussion and possible action on payment of bills dated 05/08/2025 through 06/01/2025, transfers from 05/12/2025 through 06/02/2025, and payroll from 04/27/2025 through 05/24/2025*
- C. Discussion and possible action on approval of Application for Amplified Music/Sound in an Outdoor Alcohol Beverage Seating Area for the following businesses, effective June 10, 2025, through June 30, 2026: Art of Joy, Blanca's Commercial Kitchen, Brunch/The Rooftop, Cedarburg Art Museum, Lime Cantina, North 48, The Cheese Wedge, Stagecoach Inn, and Union House Cedarburg

- D. Discussion and possible action on 2025-2026 Alcohol License renewals (see list attached)*

11. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator's Report*

12. COMMUNICATIONS

- A. Comments and suggestions from Council Members**

- B. Mayor's Report

13. ADJOURN TO CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statute State Statute 19.85(1)(e) to deliberate or negotiate the purchase of public property, the investment of public funds, or to conduct other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically, to be discussed is item 13.B.

- A. Approval of Closed Session minutes from May 12, 2025 Common Council Meeting

- B. Discussion on Letter of Intent from Luther Group for Lot 4 in the Hwy 60 Business Park

14. RECONVENE TO OPEN SESSION

- A. Discussion and possible action on Letter of Intent from Luther Group for Lot 4 in the Hwy 60 Business Park

15. 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. Comments should be kept brief. If the comment expressed concerns a matter of public policy, response from the Council will be limited to seeking information or acknowledging that the citizen has been understood. It is out of order for anyone to debate with a citizen addressing the Council or for the Council to take action on a matter of public policy. The Council may direct that the concern be placed on a future agenda. Citizens will be asked to state their name and address for the record and to speak from the lectern for the purposes of recording their comments.

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

City of Cedarburg is an affirmative action and equal opportunity employer.
All qualified applicants will receive consideration for employment without

regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

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

06/05/25 tas

CITY OF CEDARBURG

MEETING DATE: June 9, 2025

ITEM NO: 8.A.

TITLE: Discussion and Action on Cedarburg Woolen Mills Dam Removal Feasibility Study

ISSUE SUMMARY:

The City of Cedarburg has received an updated proposal from **Inter-Fluve, Inc.** to conduct a **Feasibility Study** for the potential removal of the Cedarburg Woolen Mills Dam on Cedar Creek. This study is designed to inform future decisions on dam management and river restoration by providing current scientific, engineering, and cost data.

KEY COMPONENTS OF THE STUDY:

- Project management and stakeholder coordination
- Site reconnaissance and data collection
- Sediment volume and contamination assessments
- Water control and demolition method analysis
- Preliminary staging, access, and sediment management plans
- Concept-level ecological restoration alternatives
- Cost estimates for various dam removal and restoration scenarios

Optional Tasks (which may be required regardless of whether the dam is removed or repaired) include:

- Bathymetric survey
- Sediment depth probing
- Preliminary contaminant testing

Because these optional tasks might be necessary under either scenario (removal or repair), there may be cost efficiencies in including them within this study.

STAFF COMMENTS:

- **Ruck Dam** is not owned by the City of Cedarburg. It is privately owned by the **Landmarks Preservation Society**, which has clearly stated that they are not planning to remove or allow removal of the dam.
- The City of Cedarburg Strategic Plan prioritizes preserving historic structures, including dams.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

A prior Council affirmed the desire to preserve Cedarburg's dams.

BUDGETARY IMPACT:

- **Base Proposal Cost:** \$39,310 (Woolen Mills Dam), \$28,720 (Ruck Dam)
- **Optional Tasks Total:** \$20,899 (Woolen Mills Dam), \$20,899 (Ruck Dam)
- **Total:** \$60,209 (Woolen Mills Dam), \$49,619 (Ruck Dam)
- **Potential Grant Funding:** May be available if dam removal is pursued in earnest, especially if **Ruck Dam** is included in future plans.

If the study is only exploratory with no intent to proceed toward removal, **grant funding opportunities would be significantly reduced.**

If grant funding is not available funding would come from the Capital Improvement Fund – Environmental Reserves, which were specifically designated for future dam repairs. The current balance of this reserve is \$328,000, of which \$28,000 is allocated for the Prochow Landfill. The remaining funds—\$300,000—are available for dam-related projects.

ATTACHMENTS: Cedarburg Dam Removal Feasibility Study, Letter to City regarding Ruck Dam ownership

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

PROPOSAL SCOPE OF WORK

Dam Removal Feasibility Study

Cedarburg Woolen Mills Dam

Submitted to

Mikko J. Hilvo, MPA
City Administrator
City of Cedarburg
W63N645 Washington Ave.
Cedarburg, WI 53012

May 9th, 2025

Submitted by

Inter-Fluve, Inc.

Primary

Contact:

Marty Melchior
Inter-Fluve, Inc.
113 South Main Street
Suite 107 Lodi,
WI 53555

Phone: 608-354-8260

Email: mmelchior@interfluve.com



Introduction

The Cedarburg Woolen Mills Dam is located on Cedar Creek in Cedarburg, Wisconsin. In order to better understand alternatives for management of the dam and impoundment, the City of Cedarburg and their project partners are interested in updating the science and engineering data available for the dam. The scope of work below includes initial data collection and analysis, as well as development of a Concept Plan that addresses the major elements of dam removal.

Dam removal planning and design for large dams requires an understanding of several key elements including:

- *Water control* – This examines options for impoundment drawdown, including using existing penstocks, gates or other mechanical means, siphoning, notching etc.. Water control also examines water diversion or control within or downstream of the impoundment as it relates to sediment capture or trapping. Management of aquatic species is also considered, including mussel and fish relocation needs prior to drawdown.
- *Demolition* – Planning demolition means and methods requires examination of the spillway and appurtenant structures, and how they may be manipulated to aid in drawdown. Demolition of built structures, the sequencing of demolition, management of demolished materials, hauling issues and road impacts, and aesthetic or historical concerns are all part of demolition logistical planning.
- *Access and staging* – Equipment access is an important aspect of removal. Trucking of sediment and debris, road impacts, noise, time of day restrictions, in river fisheries windows, ingress and egress, traffic control and movement within the exposed sediment of the impoundment must all be examined.
- *Restoration* – Post removal restoration in steep river systems is often aided by natural recovery, either with active sediment management or through more passive means. However, bank stabilization, floodplain restoration, aesthetic restoration of bedrock surfaces, in channel habitat features and restoration of geomorphic processes must all be considered. Restoration also includes long term management of invasive species and riparian corridors, and consideration of recreational aspects such as trails, water access, signage and overlooks.
- *Sediment management* – Among the elements of dam removal, sediment management is pivotal in determining the means and methods for removal, and is the most influential factor determining the total potential cost of removal. A well thought out sediment management plan is key to successful removal, and includes sediment volume estimation, sediment grain size analysis, sediment evacuation analysis, active and passive sediment removal alternatives analysis and sediment contamination. Sediment contamination can have a significant impact on dam removal planning, as special handling and disposal can dramatically increase active management costs.

We have included a base bid scope with impoundment bathymetry and sediment depth probing as ala carte items that can be completed now to help refine cost estimates, or could be deferred until funding is available. The base bid includes the University of Wisconsin method for estimating sediment impoundment. This ballpark method examines the valley shape of the impoundment upstream and downstream of the dam, and extrapolates that surface through the impoundment. That surface is then subtracted from the bathymetric surface (top of sediment) to give a sediment volume.

We have also included costs for adding the same scope of work to the Ruck Dam. The final scope of work can be modified to best suit the needs of the City.

Scope of Work

1. PROJECT MANAGEMENT AND COMMUNICATIONS

- 1.1. *General project management* – Inter-Fluve will manage staff and tasks to complete deliverables in a timely manner.
- 1.2. *Project Kickoff Meeting* – Inter-Fluve will organize and conduct one project kickoff meeting of project partners via a web conference. This meeting will solicit performance criteria from stakeholders, and will detail those in table format. Scope of work, schedule and potential design concept formats will be reviewed and a preferred style chosen by the stakeholder.
- 1.3. *Concept Design Meeting* – Inter-Fluve will attend a web meeting to discuss project partner feedback on the draft concept report and drawings.

Deliverables

- Attendance at meetings as described and preparation of visual aids and displays.

Assumptions

- Minutes of meetings are the responsibility of others. Additional staff can be added for note-taking and minute preparation via addendum.

2. DATA COLLECTION

- 2.1. *Desktop Investigation* – Inter-Fluve will review and synthesize previously collected information on Cedar Creek for use in internal and project team meetings, and for development of field investigation strategy and conceptual designs. This includes dam safety reports from the four City-owned dams, historical photos, structural engineering plans, LiDAR data, hydrologic data, floodplain maps, and ecological data including fish, threatened and endangered species, and macroinvertebrates (including mussels). A review of short term and long-term potential ecological impacts will be completed for no action and dam removal alternatives, and will be summarized in the feasibility report.

This desktop approach does not include actual field surveys but will provide information regarding potential impacts of dam removal alternatives.

- 2.2. *Field Reconnaissance* – Inter-Fluve will conduct a field reconnaissance of the project reach, including photo documentation of dam, impoundment and riverine conditions. Field reconnaissance will include basic geomorphic assessment, channel stability evaluation, survey of dam structure and appurtenances, stormwater outlet review and an assessment of affected tributaries.

Deliverables

- Findings of field reconnaissance, bathymetric survey, and sediment volume estimate will be included with the Feasibility Study Report.

Assumptions

- Wetland delineation is not included in this Scope of Work. It is recommended that formal wetland delineation be delayed until Final Design.
- Phase 1 Cultural Resources Investigation work (Section 106, NHPA) is not recommended at this time, and is not included in this scope of work. Such work will likely be needed, but can be completed during Final Design.
- Mussel inventory is not recommended at this time and is not included in this scope of work. It is likely that mussels inhabit the river downstream. Mussel inventory may need to be completed during design.

3. FEASIBILITY STUDY REPORT

- 3.1. *Feasibility Study Report* – Inter-Fluve will develop a Draft and Final Feasibility Study Report that includes an Executive Summary and the following sections:

- 3.1.1. *Methods* – A summary of field data collection and analysis methods will be given for surveying and sediment analysis.
- 3.1.2. *Field Reconnaissance Review* – Inter-Fluve will summarize the findings of the field reconnaissance of the four City-owned dams.
- 3.1.3. *Preliminary Staging and Access Plan* - Inter-Fluve will develop a Preliminary Staging and Access Plan identifying staging areas and access for dam removal and river restoration work.
- 3.1.4. *Preliminary Water Routing Plan* - Inter-Fluve will develop alternatives and describe drawdown methods, season and duration, sequencing; plans for potential dewatering; cofferdam, pumping, or siphoning scenarios that may (or may not) be utilized to dewater work areas; and contingencies in case of excessive rain and high water during the removal process.

3.1.5. Preliminary Sediment Management Plan (SMP) - The preliminary SMP will summarize the results of the sediment sampling and analysis, quantity and disposition of sediments in the impoundment, and alternatives for management of sediment during and after the dam removal process. We anticipate options to include allowing passive evacuation of sediment from the impoundment to downstream river reaches, active excavation of sediment throughout the impoundment, and a mix of passive and active management. A discussion of sediment fate and potential trapping will accompany passive allowance of mobile sediment. The preliminary SMP will document a recommended approach.

3.1.6. Impoundment Restoration Alternatives – Channel restoration alternatives will be presented, incorporating performance criteria, riparian vegetation, stream channel restoration, infrastructure, recreational paddler safety, overlooks, water access, and park amenities. Ecological impacts for No Action versus Dam Removal will be summarized.

3.1.7. Cost Estimates – Concept level estimates (+/- 50%) for engineering, permitting and construction will be generated for alternative concepts.

3.2. *Concept Renderings* – Inter-Fluve will develop concept drawings for a post dam removal condition based on initial discussions with the Owner and the collected data. Concept drawing style will be decided at initial design meetings. The concept alternatives drawing will include a plan view and up to two typical cross-sections.

Deliverables

- Draft and Final Feasibility Study Report as described above (PDF format). Comments to the Draft report will be incorporated into the Final Report.
- One concept drawing of the dam removal and restoration alternative will be developed (PDF format, 11 x 17" color). Additional alternative renderings can be added via addendum.

Assumptions

- Inter-Fluve will solicit feedback from partners during the kickoff meeting regarding river access, and recreation amenities. Stakeholder comments to the draft concepts will be finalized, but it should be noted that these features can be modified in future design phases. The final concept designs will not be modified after submittal without addendum.

4. OPTIONAL TASKS

4.1. *Bathymetric Survey* – An aquatic catamaran drone (Hydrone) equipped with sonar and RTK GPS will be used to survey existing bathymetry in the impoundment behind the

Cedarburg Woolen Mills Dam. Additional survey in shallow areas will be collected via GPS-RTK. Survey data will be integrated with local LiDAR data and refusal data to form a basemap.

- 4.2. *Sediment Depth Measurement* – A depth of refusal survey will survey the approximate predam channel bed and floodplain surface at up to 25 cross-sections within the impoundment behind the Cedarburg Woolen Mills Dam. This assumes fine sediment probing and investigation of historic floodplain and channel bed areas. Fines and sand/fine mixes can be probed up to 12 feet, whereas sand or sand/gravel deposits deeper than 3.0 feet would require additional equipment and would require an amendment.

4.3. *Contaminant Sampling and Testing*

- 4.3.1. *Due Diligence Review* – Inter-Fluve will complete a due diligence review of potential contaminant sources, including a review of both state and federal databases. This information will be used to develop a sediment sampling plan.

- 4.3.2. *Sediment sampling plan* – Inter-Fluve will develop a brief sediment sampling plan based on the results of the due diligence review and develop a sampling plan with the proposed number of samples, location of samples, and contaminants to be tested.

- 4.3.3. *Sediment quality* – Based on the results of the sediment depth survey and volume estimate, Inter-Fluve will collect up to four sediment cores and pool them into up to two separate samples to be processed in a state approved laboratory. Laboratory results will be tabulated and results summarized in the Feasibility Report. Analysis will depend on due diligence, but this cost estimate assumes polyaromatic hydrocarbons, PCBs, EPA priority pollutant metals, arsenic, mercury, organochlorine pesticides and herbicides and grain size.

Deliverables

- Sediment sampling plan
- Laboratory analysis included in the Feasibility Study report

Assumptions

- This contaminant sampling plan is for general information purposes, and to establish presence or absence of typical contaminants. The sampling plan does not substitute for a full contaminant sampling required for dam removal permitting. It is assumed that sediment cores will be pooled for analysis. The findings of the due diligence review and/or sediment volume estimation will provide more information regarding the number of cores and analyses required for eventual removal. Additional coring and lab testing for actual dam removal permitting will be required.
- It is assumed the City will directly pay laboratory testing costs. Laboratory testing costs may be added to this scope via amendment.

BUDGET

Budget Summary		
Task	Woolen Mills	Ruck Dam
Task 1 - Project Management and Communications	\$9,080	\$4,540
Task 2 - Data Collection	\$10,630	\$8,504
Task 3 - Feasibility Study Report	\$19,600	\$15,680
TOTAL	\$39,310	\$28,720
 Optional Tasks		
Bathymetric survey	\$4,668	\$4,668
Sediment depth survey	\$5,722	\$5,722
Contaminant sampling and testing	\$10,509	\$10,509
TOTAL with all Optional Tasks	\$60,209	\$49,619
 Total, all optionals, both dams combined		\$109,829



CEDARBURG LANDMARK PRESERVATION SOCIETY, INC.

P.O. Box 127 • Cedarburg, WI 53012 • (262) 204-6246

May 14, 2025

City of Cedarburg

via email to: tsette@cityofcedarburg.wi.gov

Dear Friends:

I write this letter on behalf of myself, the Board of Directors of the Cedarburg Landmark Preservation Society, as well as all of its members.

The purpose of this letter is to advise you of our opposition to the removal of any dams located in the City of Cedarburg. Our organization is dedicated to the restoration and preservation of historical structures in the Cedarburg community. There could be no more historic structures than the Ruck Dam and the Woolen Mill Dam structures. These dams helped to provide power for the industries upon which the City of Cedarburg was built. Without the dams, there would be no City of Cedarburg. These dams are as significant and important to the Cedarburg landscape as the Cedarburg Grist Mill, the Rivoli Theatre, the History Museum, and our entire downtown historic district. Together, these structures form the very fabric of our community. I enjoy eating outdoors at The Anvil and often note someone photographing the dam and mill pond, as well as the Mill itself. Please preserve what our forefathers have bequeathed to us. Let's not destroy our legacy --

Very truly yours,

CEDARBURG LANDMARK
PRESERVATION SOCIETY, INC.

Donald A. Levy
President

p.s. Our organization has no intent to remove the Ruck Dam and are committed to preserving it as a part of Cedarburg's heritage.

Donald A. Levy
President

Brian Collins
Vice President

William J. Taylor
Treasurer

Vincent Cameranesi
Secretary

Memo

To: Mayor Thome, Administrator Hilvo, Common Council
From: Jack Arnett - Member, City of Cedarburg Finance Committee
Date: June 4, 2025
Subject: Cost of Borrowing

Hello Everybody:

I understand that the Council will be examining the future of the Cedarburg dams and the potential of funding either removal or repairs. I thought some numbers might be helpful to the Council as you move forward with your decision.

An initial estimate to repair the City owned Woolen Mill dam (just north of Bridge Street between the Anvil and the Boy Scout House) was \$800,000. The City has been awarded a DNR Municipal Dam Grant equaling 50% of the repair cost. Previous Common Councils over the years have earmarked the following funding mechanism for the Woolen Mill dam:

\$800,000	Engineer's Repair Estimate
<u>(\$400,000)</u>	<u>Less DNR Municipal Dam Grant</u>
\$400,000	Remaining Balance
<u>(\$300,000)</u>	<u>Earmarked from Environmental Reserve Fund (Already levied and collected)</u>
\$100,000	Balance Earmarked from Fund Balance (Already levied and collected)

So, if the repair costs come in higher than \$800,000, the Council could use additional Fund Balance. (The City has a very strong Fund Balance position, and this use would seem to fit the purpose of Fund Balance usage, specifically: An unbudgeted non-recurring capital expenditure.)

Or the City could borrow as you have recently done for streets and other capital expenses. So, for a hypothetical loan of \$100,000, the cost to the average homeowner is:

Loan Proceeds	\$100,000 (net of issuance costs)
Issuance Costs	4.17% (Ehlers, Table 6, 2025 GO Borrowing Plan, 4-17-25)
Amount Borrowed	\$104,170 (Loan Amount)
Amortization Period	10 Years
Interest Rate	3.61% (Preliminary Rate for 2025 Notes, Ehlers)
Annual Principal/Interest	\$12,595.09

Dividing the Annual Payment by the City's Equalized Value of \$2,364,437,331 (Ehlers 2025 GO Borrowing Plan 4-17-25):

$$\$12,595.09 / \$2,364,437,331 = 0.000005326886797$$

This is multiplied by the average value of a Cedarburg property = \$459,600 (Ehlers, 2025 GO Borrowing Plan, 4-17-25):

$$\$459,600 \times 0.000005326886797 = \$2.45 \text{ per average house.}$$

Most people with a mortgage escrow their taxes so that they are paid monthly.

So, $\$2.45 / 12 = \$0.20$ per month.

Hypothetically, if the repair estimate comes in at \$1,200,000 instead of \$800,000, and if the Council chooses to borrow instead of using Fund Balance, the cost to the average homeowner is:

\$1,200,000	Hypothetical Increased Repair Bid
<u>(\$600,000)</u>	<u>Less DNR Municipal Dam Grant</u>
\$600,000	Remaining Balance
<u>(\$300,000)</u>	<u>Earmarked from Environmental Reserve Fund (Already levied and collected)</u>
<u>(\$100,000)</u>	<u>Balance Earmarked from Fund Balance (Already levied and collected)</u>
\$200,000	Potential Borrowing if Fund Balance Not Used

So, if repair bids were to come in \$400,000 higher than the initial \$800,000 estimate for a total of \$1,200,000, the cost to the average homeowner would be 40 cents per month.

Please feel free to reach out to me if you have any questions.

CITY OF CEDARBURG

MEETING DATE: June 9, 2025

ITEM NO: 9.A.

TITLE: Discussion and possible action on the installation of a free trial and future purchase of Flock Security Cameras

ISSUE SUMMARY: As part of ongoing efforts to enhance public safety, the City of Cedarburg is considering the deployment of **Flock Safety license plate recognition (LPR) cameras** and **additional security cameras** throughout the community.

These cameras are designed to serve as a **force multiplier** for law enforcement, providing real-time alerts and objective evidence to assist in criminal investigations, stolen vehicle recovery, and locating missing persons.

Flock Safety's cameras offer:

- **Vehicle fingerprinting technology** that captures make, model, color, and identifying features — even in the absence of a license plate
- **24/7 functionality** in any weather using solar power and LTE connectivity
- **Integration with national databases**, including AMBER and Silver Alerts
- **Real-time alerts** for wanted or stolen vehicles
- **Privacy protections** and transparency tools such as audit logs and public-facing portals

Flock Safety technology has helped reduce crime by over **70%** in some communities that have adopted the system.

Camera Locations:

LPR's

Washington Ave/Wauwatosa Rd

Lincoln Blvd/Hilbert Ave

Columbia Rd./Highland Dr

Washington Ave/Pioneer Rd

Western Rd/Greystone Dr.

Live Cameras

Bridge Rd/Washington Ave

Washington Ave/Western Rd

STAFF RECOMMENDATION: The City will begin a **60-day no-cost trial in late July 2025**, timed to provide enhanced coverage during major community events:

- **Ozaukee County Fair**
- **Country in the Burg**
- **Wine & Harvest Festival**

The police department will evaluate the Flock system during that trial period, and if we see positive results from it, we will request it in the 2026 budget.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

- **BUDGETARY IMPACT:**
- 2025: No cost due to trial period
- 2026 and future: Estimated annual cost of \$21,000
- Staff will include this cost in the 2026 budget planning process

ATTACHMENTS: Flock Frequently Asked Questions

INITIATED/REQUESTED BY: Chief Mike McNerney

FOR MORE INFORMATION CONTACT: Chief Mike McNerney

About Flock Safety

Frequently Asked Questions

1

WHAT IS LPR?

License Plate Readers (LPR) have long helped law enforcement solve crimes. LPRs capture computer-readable images of license plates, allowing law enforcement agencies to compare plate numbers against those of stolen cars or cars driven by people suspected of being involved in criminal activities.

The information by LPR cameras can help determine whether a vehicle was at the crime scene and discover cars that may be associated with each other. Law enforcement agencies can choose to share their information with other agencies. The cameras can also integrate data from national or state crime databases to provide realtime alerts when a vehicle associated with a known suspect or a stolen vehicle passes the camera.

According to the National Conference of State Legislatures, when employed ethically and objectively, LPRs are an effective force-multiplying tool for law enforcement. A 2011 study by the Police Executive Research Forum concluded that LPRs used by Mesa, Ariz., Police resulted in “nearly three times as many ‘hits’ for stolen vehicles, and twice as many vehicle recoveries.”

Flock Safety communities have reported overall crime reductions of over 70 percent after a period of time utilizing the LPR system. In some areas, that included a 60 percent-plus reduction in non-residential burglaries, an 80 percent reduction in residential burglary, and a 40 percent-plus reduction in robberies.

2

WHAT IS FLOCK SAFETY?

Flock Safety is an all-in-one technology solution to eliminate crime and keep your community safe. Our intelligent platform combines the power of communities at scale – including cities, businesses, schools, and law enforcement agencies – to shape a safer future together. Our full-service, maintenance-free technology solution is trusted by more than 3,700 communities across the country to help solve and deter crime in the pursuit of safer communities for everyone. Visit www.flocksafety.com for more info.



3

WHO DOES FLOCK SAFETY SERVE?

Flock Safety serves HOAs, neighborhood associations, businesses, law enforcement agencies, schools, cities, counties, and states to provide them with the tools they need to increase the effectiveness of their public safety efforts, target crime efficiently and objectively, and help provide the information police need to stop crime.

4

WHERE IS FLOCK SAFETY LOCATED?

There are thousands of Flock Safety communities across the U.S. We can service customers almost anywhere across the U.S. with our local teams strategically located in cities across the country. Flock Safety is headquartered in Atlanta and has over 700 employees across the U.S.

5

WHAT IS THE FLOCK SAFETY FALCON®?

The Flock Safety Falcon® is a solar-powered, motion-activated, and infrastructure-free camera that leverages Flock's proprietary Vehicle Fingerprint® technology to identify and take a snapshot of the critical details of a vehicle that passes by it. The Flock Safety Falcon® captures the make, vehicle type, color, license plate (full, partial, or missing), state of the license plate, and the vehicle's unique features, including damage and after-market alterations. They are connected to the cloud through LTE, like a mobile phone, and perform 24/7 in any weather.

Flock Safety LPR cameras leverage the FBI's National Crime Information Center (NCIC) federal and state hotlist, which are updated at least every 24 hours, to send real-time alerts to nearby law enforcement officers when a wanted or stolen vehicle is detected. Officers can then verify that information with their dispatch to safely make arrests and recover stolen property. They also integrate with the National Center for Missing and Exploited Children's AMBER Alert database to help locate missing individuals, and can be used in the event of a Silver Alert in the same capacity.





6

WHAT MAKES FLOCK SAFETY LPR UNIQUE?

While traditional automated license plate reading (LPR) cameras are an effective crimefighting option, they are also extremely expensive. The \$10,000-\$40,000 price tag is unrealistic for many of Flock Safety's customers.

As a more affordable option, Flock Safety cameras employ best-in-class LPR and machine learning technology. Flock cameras have an intentionally short shutter speed, which allows the camera to start taking pictures in less than a tenth of a second following vehicle motion sensing and to capture multiple frames of a car traveling up to 75 MPH.

The camera's infrared captures highly-accurate, clear images day or night. The machine learning allows the camera to capture vehicle information beyond the license plate — valuable evidence like vehicle make, type, color, and unusual characteristics.

In side-by-side tests, Flock Safety technology consistently performs above competitors. In a study conducted by a neutral law enforcement agency, Flock Safety produced 30% more accurate reads than the competition.

Additionally, Flock Safety LPR is infrastructure-free, powered by solar and connected through LTE. The flat annual fee covers installation, maintenance, data, security, and customer service.

Lastly, Flock Safety is in the top echelon of the industry for privacy, transparency, and security. Flock Safety data will never be shared without permission, sold to third parties, or used for unpaid fines, unauthorized viewing outside of a legitimate crime-related event, or kept in a library. The footage is fully encrypted and stored in the cloud. All footage is deleted after 30 days on a rolling basis, unless a democratically-elected governing body or official legislates a different retention period.

7

HOW DOES FLOCK SAFETY'S LPR HELP PROMOTE TRANSPARENCY AND OBJECTIVITY IN POLICING?

Flock Safety technology is purpose-built to remove human bias from crime-solving. The LPR cameras and machine learning technology are engineered to capture vehicle characteristics, types, and license plates, which are then checked against state and federal records to ensure accuracy and minimize errors.

Because license plate readers do not collect information on who is driving or riding in the vehicle, it is not considered Personally Identifiable Information (PII). The LPR cameras take still images of cars passing through the lens (not video) and cannot follow or track vehicles once they leave the camera's view.



Flock Safety will never record names, phone numbers, or addresses and doesn't mark specific locations where people have been. There is no capability in the system to mark or annotate the locations of passersby.

Finally, Flock Safety is built to enable and encourage transparency, with several features that create robust audit capability. Both private and law enforcement customers must enter a reason for each search made through the Flock Safety system. That search history can be easily displayed for a community or law enforcement leadership to see what the Flock system has been used for.

Flock Safety has also created the first free, optional LPR Transparency Portal to serve as a hub for a police agency's LPR usage, data retention, and search policies. Any law enforcement customer can access the LPR Transparency Portal.

Flock Safety is committed to building technology, tools, and a team that treats all people equitably, regardless of race, ethnicity, class, background, and orientation. We believe that everyone has a right to public safety.

8

WHAT IS THE FLOCK SAFETY RAVEN® AUDIO SENSOR?

The Flock Safety Raven® is an audio detection device that pairs with the Flock Safety Falcon® LPR camera for law enforcement who want to decrease response times and increase case clearance.

Unlike single-point gunshot detection and traditional LPR, which segment evidence into silos, the Flock Safety Raven® recognizes the sound of gunshots, immediately calls 911, and consolidates actionable LPR and audio evidence into one streamlined system so first responders can save lives and collect crucial evidence that solves crime.

9

HOW DOES THE FLOCK SAFETY RAVEN® WORK?

The Flock Safety Raven® provides law enforcement agencies an affordable, infrastructure-light option for gunshot detection. It wakes when it detects a gunshot and is connected to a Flock Safety Falcon® LPR camera, activating the camera when it detects a crime in progress to capture the vehicle(s) on scene, and helping police build a more robust case.

The Flock Safety Raven® is solar and LTE-powered and can be deployed to mirror the structure of your community.

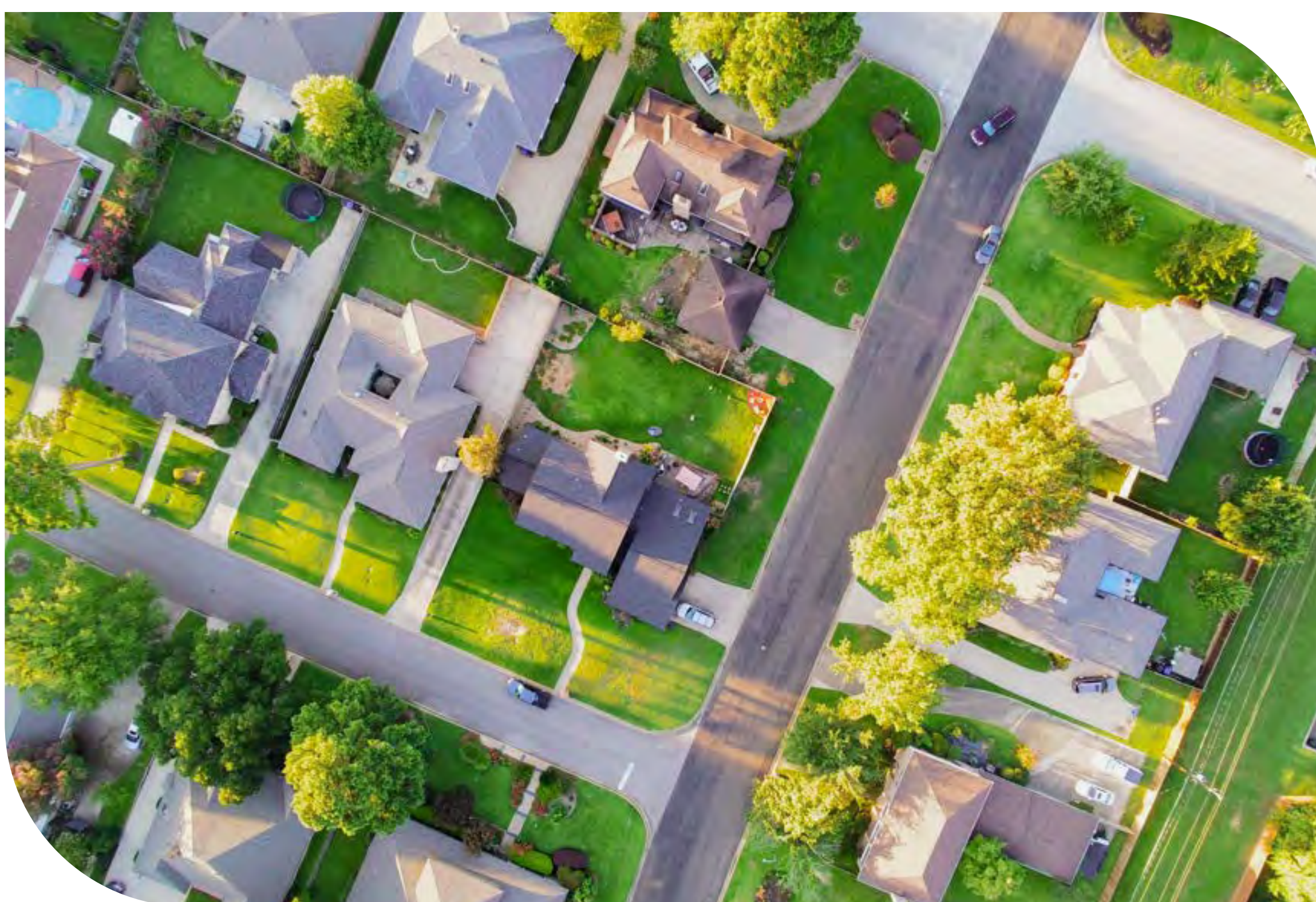


10

DOES THE FLOCK SAFETY RAVEN® CAPTURE PERSONAL INFORMATION?

No. The Flock Safety Raven® is intended to capture loud sounds indicative of a crime in progress, not human voices or conversations. The audio clip is only a few seconds long, not long enough for any meaningful portion of identifiable audio to be captured.

Sounds and data collected by the Flock Safety Raven® are subject to the same privacy and security standards as that of Flock Safety LPR devices.



CITY OF CEDARBURG

MEETING DATE: June 9, 2025

ITEM NO: 9.B.

TITLE: Discussion and possible action approving Resolution 2025-10 accepting the 2024 Compliance Maintenance Annual Report (CMAR) for the Cedarburg Water Recycling Center

ISSUE SUMMARY: The CMAR is a DNR summary report used to determine the effectiveness of the sewerage system and plant to meet DNR permit limits and to indicate areas of the system that may need improvement. In 2024, no points were deducted from any categories in the report. No action for improvement in the system is needed.

STAFF RECOMMENDATION:

Acceptance of the 2024 CMAR and adoption of Resolution No. 2025-10.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Works and Sewerage Commission will meet on June 12, 2025, to review the CMAR summary and move it to the City Council for action.

BUDGETARY IMPACT: None

ATTACHMENTS:

- Resolution No. 2025-10
- 2024 Compliance Maintenance Annual Report Summary
(Complete Report is available in the City Clerk's office)

INITIATED/REQUESTED BY: Dennis Grulkowski, CWRC Superintendent

FOR MORE INFORMATION, CONTACT: Dennis Grulkowski, 262-375-7900.

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	2.6956	x	166	x	8.34	=	3,721
February	3.2563	x	122	x	8.34	=	3,321
March	3.5459	x	114	x	8.34	=	3,358
April	3.7495	x	102	x	8.34	=	3,185
May	3.0719	x	118	x	8.34	=	3,035
June	3.3462	x	109	x	8.34	=	3,054
July	2.3131	x	202	x	8.34	=	3,900
August	1.8530	x	262	x	8.34	=	4,048
September	1.6427	x	272	x	8.34	=	3,730
October	1.5640	x	265	x	8.34	=	3,453
November	1.7039	x	238	x	8.34	=	3,376
December	1.6814	x	279	x	8.34	=	3,908

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	5.788	x	90	=	5.2092
		x	100	=	5.788
Design BOD, lbs/day	4587	x	90	=	4128.3
		x	100	=	4587

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2024-06-17

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☒ Yes

☒ Yes

☐ Yes

☐ No

☐ No

☒ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☒ Yes

22,650

gallons

☐ No

Holding Tanks

☒ Yes

7,595,910

gallons

☐ No

Grease Traps

☐ Yes

gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance was enhanced with the acceptance of holding and septic tank waste throughout the year.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 **2024**

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.? ☐ Yes ☒ No If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.	
---	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	15	13.5	3	1	0	0
February	15	13.5	3	1	0	0
March	15	13.5	4	1	0	0
April	15	13.5	3	1	0	0
May	10	10	3	1	0	0
June	10	10	4	1	0	0
July	10	10	1	1	0	0
August	10	10	2	1	0	0
September	10	10	2	1	0	0
October	10	10	2	1	0	0
November	15	13.5	2	1	0	0
December	15	13.5	2	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

● Yes

Enter last calibration date (MM/DD/YYYY)

2024-06-17

○ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

○ Yes

● No

28 of 123

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

If Yes, please explain: 4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test? ☐ Yes ☒ No If Yes, please explain: 4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity? ☐ Yes ☐ No ☒ N/A Please explain unless not applicable:	
--	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	12	10.8	2	1	0	0
February	12	10.8	2	1	0	0
March	12	10.8	2	1	0	0
April	12	10.8	1	1	0	0
May	12	10.8	1	1	0	0
June	12	10.8	2	1	0	0
July	12	10.8	2	1	0	0
August	12	10.8	0	1	0	0
September	12	10.8	0	1	0	0
October	12	10.8	1	1	0	0
November	12	10.8	3	1	0	0
December	12	10.8	2	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0
NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0						
1.2 If any violations occurred, what action was taken to regain compliance?						
N/A						

0

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	6.4	13	.059	0	.018	.011	.011	.018	0
February	6.4	13	.01	0	0	.014	0	.026	0
March	6.4	13	.016	0	.03	0	.006	.025	0
April	4	8	.016	0	.02	.024	.023	.006	0
May	3.3	5.3	.022	0	.02	.024	.024	.028	0
June	3.3	5.3	.058	0	.042	.141	.035	.024	0
July	3.3	5.3	.04	0	.027	.037	.052	.041	0
August	3.3	5.3	.054	0	.056	.057	.06	.044	0
September	3.3	5.3	.049	0	.045	.054	.052	.049	0
October	5.7	11	.037	0	.053	.047	.024	.03	0
November	6.4	13	.028	0	.022	.036	.026	.028	0
December	6.4	13	.028	0	.027	.026	.03	.03	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	.8	0.239	1	0
February	.8	0.193	1	0
March	.8	0.339	1	0
April	.8	0.326	1	0
May	.8	0.334	1	0
June	.8	0.389	1	0
July	.8	0.246	1	0
August	.8	0.533	1	0
September	.8	0.357	1	0
October	.8	0.277	1	0
November	.8	0.207	1	0
December	.8	0.145	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

0

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

☐ Land applied under your permit

☐ Publicly Distributed Exceptional Quality Biosolids

☒ Hauled to another permitted facility

☐ Landfilled

☐ Incinerated

☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - AEROBIC LIQUID SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	<3.5													0	0
Cadmium		39	85	.53													0	0
Copper		1500	4300	760													0	0
Lead		300	840	10.3													0	0
Mercury		17	57	<.43													0	0
Molybdenum	60		75	16.9												0		0
Nickel	336		420	15.6												0		0
Selenium	80		100	5.8												0		0
Zinc		2800	7500	563													0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

☒ 0 (0 Points)

☐ 1-2 (10 Points)

☐ > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

☐ Yes

☐ No (10 points)

☒ N/A - Did not exceed limits or no HQ limit applies (0 points)

☐ N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

☒ 0 (0 Points)

☐ 1 (10 Points)

☐ > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

☐ Yes (20 Points)

☒ No (0 Points)

33 of 123

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken?
Has the source of the metals been identified?

N/A

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 12/31/2024
Density:	44,590
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 12/31/2024
Density:	82,888
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 12/31/2024
Density:	69,052
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 **2024**

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 12/31/2024
Density:	43,451
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 12/31/2024
Density:	111,732
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 12/31/2024
Density:	40,348
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 12/31/2024
Density:	74,958
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

- 4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.
- 4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?
- o Yes (40 Points)

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

● No If yes, what action was taken? N/A	0														
5. Vector Attraction Reduction (per outfall): 5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu. <table border="1"><tr><td>Outfall Number:</td><td>002</td></tr><tr><td>Method Date:</td><td>12/31/2024</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>Injection when land apply</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>No</td></tr><tr><td>Limit (if applicable):</td><td></td></tr><tr><td>Results (if applicable):</td><td></td></tr></table> 5.2 Was the limit exceeded or the process criteria not met at the time of land application? ○ Yes (40 Points) ● No If yes, what action was taken? N/A	Outfall Number:	002	Method Date:	12/31/2024	Option Used To Satisfy Requirement:	Injection when land apply	Requirement Met:	Yes	Land Applied:	No	Limit (if applicable):		Results (if applicable):		0
Outfall Number:	002														
Method Date:	12/31/2024														
Option Used To Satisfy Requirement:	Injection when land apply														
Requirement Met:	Yes														
Land Applied:	No														
Limit (if applicable):															
Results (if applicable):															
6. Biosolids Storage 6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site? ● >= 180 days (0 Points) ○ 150 - 179 days (10 Points) ○ 120 - 149 days (20 Points) ○ 90 - 119 days (30 Points) ○ < 90 days (40 Points) ○ N/A (0 Points) 6.2 If you checked N/A above, explain why. N/A	0														
7. Issues 7.1 Describe any outstanding biosolids issues with treatment, use or overall management: No issues with the biosolids.															

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing 1.1 Was your wastewater treatment plant adequately staffed last year? ● Yes ○ No If No, please explain: Could use more help/staff for: 1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping? ● Yes ○ No If No, please explain:	
2. Preventative Maintenance 2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items? ● Yes (Continue with question 2) □□ ○ No (40 points)□□ If No, please explain, then go to question 3: 2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment? ● Yes ○ No (10 points) 2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly? ● Yes ○ Paper file system ○ Computer system ● Both paper and computer system ○ No (10 points)	0
3. O&M Manual 3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed? ● Yes ○ No	
4. Overall Maintenance /Repairs 4.1 Rate the overall maintenance of your wastewater plant. ○ Excellent ○ Very good ● Good ○ Fair ○ Poor Describe your rating: Plant has been operating efficiently, but is showing signs of age.	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 **2024**

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 **2024**

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

DENNIS W GRULKOWSKI

Certification No:

34486

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No
- N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No
- N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 **2024**

☐ An arrangement with another certified operator ☐ An arrangement with another community with a certified operator ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year ☐ A consultant to serve as your certified operator ☐ None of the above (20 points) If "None of the above" is selected, please explain:	0
4. Continuing Education Credits 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: ☐ Averaging 6 or more CECs per year. ☐ Averaging less than 6 CECs per year. Advanced Certification: ☒ Averaging 8 or more CECs per year. ☐ Averaging less than 8 CECs per year.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

Financial Management

1. Provider of Financial Information

Name:

Maureen Hartjes

Telephone:

262-376-3907

(XXX) XXX-XXXX

E-Mail Address
(optional):

mahartjes@cityofcedarburg.wi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2024

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2024

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 3,967,244.00

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 3,967,244.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 1,058,814.86

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 185,610.77

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 4,840,448.09

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Rebuild Dorchester Lift Station. Upgrade Kenzie Lift Station. Repair two aeration trains on the oxidation ditch.

3.3 What amount should be in your Replacement Fund? \$ 1,227,968.00

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	St. John Ave will have 2444 ft of sewer replaced and 2 manholes.	\$500,000	2027
2	Hilgen/Jackson - Washington to Hamilton	\$250,000	2025
3	Sewer lining in collection system.	\$350,000	2025
4	Upgrade Evergreen lift station.	\$600,000	2026
5	Sanitary collection repairs on Fair St., Franklin St., Oak St., Layton Ave., and Cedar Ridge Dr.	\$450,000	2026
6	Replace Jetter/vac truck.	\$550,000	2025
7	CIPP lining.	\$80,000	2026
8	Complete reconstruction of Washington Ave.	\$600,000	2026

5. Financial Management General Comments

The city is in the planning phase of renovating the existing treatment facility or constructing a new treatment facility.

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 11

42 of 123

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 **2024**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	23,158	36
February	21,627	38
March	22,100	41
April	22,045	56
May	19,167	34
June	18,616	38
July	17,181	42
August	15,783	22
September	14,546	64
October	14,530	29
November	15,790	32
December	19,546	47
Total	224,089	479
Average	18,674	40

6.1.2 Comments:

N/A

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

N/A

6.3 Has an Energy Study been performed for your pump/lift stations?

☒ No

☐ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Upgrading one lift station to more energy efficient pumps.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	101,650	83.56	1,216	115.35	881	596
February	96,539	94.43	1,022	96.31	1,002	698
March	101,659	109.92	925	104.10	977	679
April	100,999	112.49	898	95.55	1,057	551
May	106,823	95.23	1,122	94.09	1,135	313
June	104,770	100.39	1,044	91.62	1,144	0
July	103,122	71.71	1,438	120.90	853	0
August	101,602	57.44	1,769	125.49	810	1
September	93,664	49.28	1,901	111.90	837	0
October	90,208	48.48	1,861	107.04	843	0
November	91,784	51.12	1,795	101.28	906	3
December	102,029	52.12	1,958	121.15	842	540
Total	1,194,849	926.17		1,284.78		3,381
Average	99,571	77.18	1,412	107.07	941	423

7.1.2 Comments:

N/A

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

7.2.2 Comments: None 7.3 Future Energy Related Equipment 7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility? Still performing a facility needs assessment to assess needed upgrades.	
8. Biogas Generation 8.1 Do you generate/produce biogas at your facility? ☒ No ☐ Yes If Yes, how is the biogas used (Check all that apply): ☐ Flared Off ☐ Building Heat ☐ Process Heat ☐ Generate Electricity ☐ Other:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 **2024**

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Clean 50% of the collection system. Clean all storm catch basins in the city. Visually clean and inspect lift stations. Clean wet wells twice per year. Continue with sanitary sewer replacement and CIPP lining programs.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Cedarburg Sewer Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2024-11-25

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2025

2024

- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

- ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

- ☒ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☒ Sewer System Evaluation Survey (SSES)
- ☒ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☒ Lift Station Evaluation Report
- ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	52	% of system/year
Root removal	1	% of system/year
Flow monitoring	10	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	10	% of system/year
Manhole inspections	52	% of system/year
Lift station O&M	52	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

The city continues its program on lining and replacing damaged sections of the collection system. All new manhole construction receives internal/external seals and pro rings for the castings.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

36.6	Total actual amount of precipitation last year in inches
27.16	Annual average precipitation (for your location)
61.5	Miles of sanitary sewer
11	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
9	Number of complaints
2.537	Average daily flow in MGD (if available)
7.181	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.15	Complaints (number/sewer mile)
2.8	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ☐ Yes
☒ No

If Yes, please describe:

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 2024

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year? ☐ Yes ☒ No If Yes, please describe: 5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: None 5.4 What is being done to address infiltration/inflow in your collection system? Televising sewer lines looking for leaks. When possible, either doing CIPP lining or collection system replacement. Manholes that leak are being addressed.	
---	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 **2024**

Grading Summary

WPDES No: 0020222

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2025 **2024**

Resolution or Owner's Statement

Name of Governing Body or Owner:	
Date of Resolution or Action Taken:	
Resolution Number:	
Date of Submittal:	

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):
Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. = 4.00

**CITY OF CEDARBURG
RESOLUTION NO. 2025-10**

2024 Compliance Maintenance Annual Report – Water Recycling Center

WHEREAS, the Wisconsin Department of Natural Resources requires that the City of Cedarburg submit an annual Compliance Maintenance Report for its Water Recycling Center; and

WHEREAS, the compliance maintenance program requires the adoption of a resolution by the governing body of the entity operating the wastewater treatment facility;

NOW, **THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Cedarburg authorizes the appropriate municipal officers to inform the Department of Natural resources that the following actions were taken by the City of Cedarburg Common Council:

1. Reviewed the Compliance Maintenance Annual Report which is attached to this resolution.
2. No further action is necessary.

Passed and adopted this 9th day of June, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

CITY OF CEDARBURG

MEETING DATE: June 9, 2025

ITEM NO: 9.C.

TITLE: Discussion and possible action on amendment to the Tower/Land Lease Agreement for T-Mobile on the Western Avenue Monopole

ISSUE SUMMARY: This amendment provides T-Mobile with more lease area to place a generator on the Western Avenue Monopole site. This amendment also increases the cap of engineering review and inspection costs incurred by the City that T-Mobile would be responsible to reimburse from \$2,500 to \$7,500 on future T-Mobile projects within the monopole site.

STAFF RECOMMENDATION: Staff recommends approval.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: None.

ATTACHMENTS: Tower/Land Lease Agreement for T-Mobile

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser-(262)375-7610

FIRST AMENDMENT TO TOWER/LAND AGREEMENT

THIS FIRST AMENDMENT TO TOWER/LAND LEASE AGREEMENT ("First Amendment") is made and entered into by and between The City of Cedarburg, a Wisconsin municipal corporation ("Cedarburg"), and T-Mobile Central LLC, a Delaware Limited Liability Company ("Tenant").

Recitals

The parties hereto recite, declare and agree as follows:

A. Cedarburg and Tenant (or as applicable, their respective predecessors in interest) entered into a Tower/Land Lease Agreement dated April 30th, 2021 (including any prior amendments, the "Lease"), with respect to the Premises located at N49 W6409 western Road, Cedarburg, WI 53012.

B. Cedarburg and Tenant desire to enter into this First Amendment in order to modify and amend certain provisions of the Lease.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Cedarburg and Tenant covenant and agree as follows:

1. The foregoing Recitals are expressly made as part of this First Amendment and are incorporated herein by this reference. All capitalized terms used but not defined herein shall have the same meaning as in the Lease.

2. Effective upon the full execution of this First Amendment, Cedarburg shall provide all current tenants on the Tower with notice, pursuant to Paragraph 7(b) of the Lease of the modifications to the Antenna Facilities described herein. Upon no objection(s) being received from any other tenants on the Tower, within 30 days of receipt of such notice, Tenant shall have the right to modify the Premises and install the additional Antenna Facilities strictly as described and depicted on Revised **Exhibit B-1**, which is attached hereto and by this reference incorporated herein, and Cedarburg hereby consents to and approves of the modifications described and depicted on Revised **Exhibit B-1** in all respects.

3. The following is added to Paragraph 3(b) of the Lease: "As additional consideration for the modification and other rights set forth in the First Amendment, starting on the date that is thirty (30) days after the start of construction of the modifications to the Antenna Facilities, as described in paragraph 2 of the First Amendment to the Lease, monthly Rent will be increased by Three Hundred Dollars (\$300.00), partial months to be prorated. Construction on the modifications to the Antenna Facilities shall be deemed to have started upon receipt by Tenant of the necessary building permits from Cedarburg."

4. The final sentence of section 5(a)(6)a. of the Lease shall be amended to state as follows: "All aforementioned fees, including permit fees, are not to exceed seven thousand five hundred dollars (\$7,500.00) in the aggregate for each permit application."

5. The parties' notice addresses set forth in Paragraph 14 of the Lease are deleted in their entirety and replaced with the following:

If to Tenant:

T-Mobile USA, Inc.

If to Cedarburg:

City of Cedarburg

Site # ML91054A
Market: Milwaukee

12920 SE 38th Street
Bellevue, WA 98006
Attn: Lease Compliance/Site No.
ML91054A

Attn: City Clerk
W63 N645 Washington Ave. PO Box 49
Cedarburg, WI 5301

6. The terms and conditions of the Lease are incorporated herein by this reference, and capitalized terms used in this First Amendment shall have the same meanings such terms are given in the Lease. Except as specifically set forth herein, this First Amendment shall in no way modify, alter or amend the remaining terms of the Lease, all of which are ratified by the parties and shall remain in full force and effect. To the extent there is any conflict between the terms and conditions of the Lease and this First Amendment, the terms and conditions of this First Amendment will govern and control.

7. Cedarburg represents and warrants to Tenant that the consent or approval of no third party, including, without limitation, a lender, is required with respect to the execution of this First Amendment, or if any such third-party consent or approval is required, Cedarburg has obtained any and all such consents or approvals.

8. This First Amendment may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument. Signed facsimile and electronic copies of this First Amendment shall legally bind the parties to the same extent as original documents.

IN WITNESS WHEREOF, the parties have executed this First Amendment effective as of the date of execution by the last party to sign.

City of Cedarburg

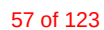
T-Mobile Central LLC

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____



SEE ATTACHED



CITY OF CEDARBURG

MEETING DATE: June 9, 2025

ITEM NO: 9.D. & 9.E.

TITLE: (D) Discussion and possible action on Ordinance No. 2025-23, creating a new Site and Architectural Review Board (SARB) under Section 2-4-17 of the City's Municipal Code

(E) Discussion and possible action on Ordinance No. 2025-24 amending Article F describing the Site and Architectural Design Review Board (SARB) purpose, principles, standards and procedures

ISSUE SUMMARY:

The Common Council is asked to consider adoption of Ordinance 2025-23, which formally creates a new Site and Architectural Review Board (SARB) under Section 2-4-17 of the City's Municipal Code. The SARB is being established to improve consistency, design quality, and architectural integrity in new developments and significant renovations throughout the City.

Ordinance 2025-24, repealing and recreating Article F of the Zoning Code (Sections 13-1-120 through 13-1-127), accompanies this action and defines the standards and procedures for site and architectural review, formalizing SARB's advisory role to the Plan Commission.

BACKGROUND

The Site and Architectural Review Board (SARB) is intended to:

- Preserve Cedarburg's historic character and cohesive built environment.
- Provide professional and citizen review of architectural and site plan proposals.
- Ensure high-quality design outcomes and consistent application of zoning and aesthetic standards.

The SARB will review applications for exterior modifications, new developments, and site plans requiring Plan Commission review. It will provide formal recommendations to the Plan Commission, particularly for new commercial, institutional, and infill development projects.

BOARD STRUCTURE

The SARB will consist of:

- One Common Council member
- One Plan Commission member (not also on the Council)
- Three citizen members, with at least two design professionals (if available), all appointed by the Mayor and confirmed by the Council

Citizen members will serve staggered three-year terms. A Chairperson will be designated by the Mayor with Council approval.

DUTIES

- Review architectural plans and site plans for design compatibility, quality, and compliance with city ordinances.
- Recommend approval, denial, or conditions to the Plan Commission.
- Request additional data from applicants and assistance from city departments.
- Periodically recommend updates to design and architectural standards.

STAFF COMMENTS:

Staff recommends Adopt Ordinance 2025-23 to establish the Site and Architectural Review Board and Ordinance 2025-24 to update Article F of the Zoning Code accordingly.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Plan Commission recommended to create the SARB at the May 5, 2025 meeting.

BUDGETARY IMPACT: None

ATTACHMENTS: Ordinance 2025-23 Creation of SARB, Ordinance 2025-24 to update Article F of the zoning code accordingly, Excerpt of DRAFT Minutes from May 5, 2025 Plan Commission Meeting.

INITIATED/REQUESTED BY: Mary Censky, Planner, Tracie Sette, Clerk, Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mary Censky, Planner, Mikko Hilvo, City Administrator

**CITY OF CEDARBURG
ORDINANCE NO. 2025-23**

**An Ordinance Creating Section 2-4-17, Establishing the
Site and Architectural Design Review Board**

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

SECTION 1: Section 2-4-17 of the Municipal Code of the City of Cedarburg is hereby created in its entirety as follows:

SECTION 2-4-17 – SITE AND ARCHITECTURAL REVIEW BOARD

- (1) Purpose: The City of Cedarburg hereby establishes the Site and Architectural Design Review Board (SARB) to preserve the city's historic character, promote high-quality architectural design, and maintain a cohesive built environment. The SARB shall review site plans, architectural designs, and exterior modifications for new developments and renovations to ensure compliance with city standards and ordinances. The Board shall be advisory to the Plan Commission on all matters specifically identified in Title 13, Chapter 1, Article F of the City Code – Site Plan and Architectural Review. The Board shall periodically review and consider the design and architectural standards of the City Code and recommend changes if/as needed to the Plan Commission
- (2) Membership and Appointments
- (a) Composition - The SARB shall consist of five (5) regular members as follows: one (1) Common Council member, one (1) Plan Commission member, not also serving as a Council member, and three (3) citizen members.
- (b) Appointment of Members -
1. Common Council Member. The Common Council member of the SARB shall be appointed by the Mayor and confirmed by the Common Council. Such member shall be confirmed at the second Common Council meeting in April of each year and shall serve in one-year term increments, except when the office is or becomes vacant.
 2. Plan Commission Member. There shall be one (1) member of the Plan Commission on the SARB, who shall be appointed by the Mayor and confirmed by the Common Council. Such appointment shall occur no later than the first meeting of the Common Council in May of a given year.
 3. Citizen Members. Three (3) citizen members shall be appointed to the SARB by the Mayor and confirmed by the Common Council. Such members shall be confirmed at the first regular meeting of the Common Council in May of each year. Citizen members shall serve staggered three-year terms, except that the initial three citizen appointees shall have one-, two-, and three-year terms, respectively, at the discretion of the Mayor. Citizen members shall be persons of recognized experience and qualifications and shall include a minimum of two (2) design professionals, if available, whose home or place of business is located within the City of Cedarburg.
 4. Chairperson. The Mayor shall designate a Chairperson of the SARB, subject to Common Council approval.

**CITY OF CEDARBURG
ORDINANCE NO. 2025-23**

5. Vacancies. Vacancies shall be filled for the unexpired term in the same manner as appointments for the full term.

(3) Powers, Duties, and Appeals

- (a) Hear and decide applications for permission to erect, move, raze, reconstruct, extend, alter, or change the exterior of all structures, not including designated local landmark structures and structures located in the Historic Preservation Overlay Zoning District.
- (b) Approve, deny, or conditionally approve the application, or in the case of structures also requiring site plan review, recommend approval, denial, or conditional approval to the Plan Commission. The Site and Architectural Review Board may request such modifications as it may deem necessary to carry out the purpose of this chapter.
- (c) Request assistance from other municipal officers, departments, boards, committees, and commissions.
- (d) Request applicants to furnish additional information as necessary.
- (e) Appeals of decisions made by the SARB shall follow the appeals process in the City of Cedarburg Zoning Ordinance.

- (4) Application Process - Applications for approval by the SARB shall be made to the Planning Department and shall be accompanied by information and data as required under applicable sections of the City of Cedarburg Zoning Ordinance.

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

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

Passed and adopted by the Common Council of the City of Cedarburg this 9th day of June 2025.

Patricia Thome, Mayor

Attest:

Approved as to form:

Tracie Sette, City Clerk

Michael P. Herbrand, City Attorney

**CITY OF CEDARBURG
ORDINANCE NO. 2025-24**

**An Ordinance Repealing and Recreating Article F, Sections 13-1-120 through
13-1-127 Site Plan and Architectural Review**

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

SECTION 1: Sections 13-1-120 through 13-1-127 of the Municipal Code of the City of Cedarburg is hereby repealed and recreated in its entirety as follows:

Sec. 13-1-120 Purpose of site plan and architectural review.

For the purpose of promoting compatible development, stability of property values, fostering the attractiveness and functional utility of the community as a place to live and work, preserving the character and quality of the built environment by maintaining the integrity of those areas which have a discernible character or are of a special historic significance, protecting certain public investments in the area, and raising the level of community expectations for the quality of its environment, this section requiring site plan and architectural review is intended.

Sec. 13-1-121 Site plan review principles and standards.

To implement the purposes set forth in section 13-1-120, the city plan commission shall following due consideration of the recommendation(s) of the Site and Architectural Design Review Board (SARB), review the site, existing and proposed structures, neighboring uses, utilization of landscaping and open space, parking areas, driveway locations, loading and unloading (in the case of commercial and industrial uses), highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed operation for all new and modified commercial/office/industrial/institutional sites. The city plan commission will approve said site plans only after determining that:

- (a) The proposed use(s) conform(s) to the uses permitted in that zoning district.
- (b) The dimensional arrangement of buildings and structures conform to the required area, yard, setback, and height restrictions of this chapter.
- (c) The proposed use conforms to all use and design provisions and requirements (if any) as found in this chapter for the specified uses.
- (d) There is a proper relationship between the existing and proposed streets and highways within the vicinity of the project in order to assure the safety and convenience of pedestrian and vehicular traffic.
- (e) The proposed on-site buildings, structures, and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, lighting, and parking, as specified by this chapter or any other codes or laws.
- (f) Natural features of the landscape are retained where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes or where they assist in preserving the general safety, health, welfare, and appearance of the neighborhood.
- (g) Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing, or landscaping, as provided or required in this chapter.
- (h) Land, buildings, and structures are readily accessible to emergency vehicles and the handicapped.
- (i) The site plan is consistent with the intent and purpose of this chapter, which is to promote the public health, safety, and general welfare, to encourage the use of lands in accordance with their character and

adaptability, to avoid the overcrowding of population, to lessen congestion on the public roads and streets, to reduce hazards of life and property, and to facilitate existing community development plans.

- (j) The site plan is consistent with the public goals, objectives, principles, standards, policies, and urban design criteria set forth in the city's adopted community master plan or components thereof.

Sec. 13-1-122 Architectural review principles, standards and procedures.

Architectural review and standards are ~~required~~ applicable to for all new commercial/office/industrial/institutional buildings and all new principal buildings proposed for construction on all new lots created by a subdivision plat, by Certified Survey Map and on all infill lots. Architectural style is not restricted; however, structures must be compatible with the surrounding area. To provide criteria for the implementation of the purposes set forth in section 13-1-120, the following architectural review principles, criteria, and procedures are established:

- (a) *Building scale and mass.* The relative proportion of a building to its neighboring existing buildings, to pedestrians or observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered. New buildings and additions to existing buildings shall harmonize and correspond to the existing character of the immediate neighborhood. In approving infill projects, the FAR standard for the zoning district in which the building is located shall not govern the building size, but rather, building size will be established, on a case-by-case basis, to reflect the existing character of the neighborhood.
- (b) *Building rooflines and roof shapes.* The visual continuity of roofs and their contributing elements (parapet walls, coping, cornices, etc.) shall be maintained in building development or redevelopment.
- (c) *Materials.* Material selection for architectural design shall be based upon the prevailing material already used on existing buildings in the area. No building shall be permitted where any exposed facade is constructed or faced with a finished material which is aesthetically incompatible with other building facades in the area and which presents an unattractive appearance to the public and surrounding properties.
- (d) *Colors.* Since the selection of building colors has a significant aesthetic and visual impact upon the public and neighboring properties, color shall be selected in general harmony with the existing neighborhood buildings.
- (e) *Building location.* No building shall be permitted to be sited in a manner which would unnecessarily destroy or substantially damage the beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in the area or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing structures on adjoining properties.
- (f) *Historic structures.* Any construction, rehabilitation and/or restoration of any landmark or historic building or structure within the Washington Avenue Historic District and proposed for any locally designated historic building shall conform to all the requirements of this chapter and with the terms and conditions outlined by the landmarks commission and included in the city's Building/Historic Code.
- (g) *Infill lot.* An infill lot is a single vacant lot located in a predominately built-up area, which is bounded on two or more sides by existing development. In addition any lot which contains an existing building, which will be removed and replaced with a new building, shall also be considered an infill lot. The infill status of a lot shall continue until building plans have been approved by the ~~SARB plan commission~~, a building permit acquired and the building constructed in accordance with the approved plans and an occupancy permit issued. Once the occupancy permit is issued, the status of the lot shall change to non-infill and any additions or modifications thereafter shall be processed under normal procedures in accordance with article F.
- (h) *Application of standards and review procedures.*

- (1) Architectural standards for new buildings on lots created by a subdivision plat or by Certified Survey Map shall be submitted to the SARB for review, consideration and recommendation to the Plan Commission as covenants or deed restrictions to be applied to any approval granted to the by the plan commission and/or council at the time of an approval of the Certified Survey Map or preliminary and final plat. The plan commission and council shall consider the recommendation(s) of the SARB, apply the above principles and criteria, and either approve, approve conditionally or reject the proposed architectural standards covenants or deed restrictions.
- (2) The city plan commission shall, following due consideration of the recommendation(s) of the SARB, review the proposed architectural style/design, materials, and colors, in the context of the surrounding area and the purpose set forth in Section 13-1-120 above, for all new or substantially modified buildings located on commercial/office/industrial/institutional sites. The city plan commission will approve said site plans only after determining that these plans comply with the architectural review principles and criteria set forth in Section 13-1-122 (a)-(g) above.
- (2) On infill lots, architectural plans and data in accord with section 13-1-124 shall be submitted to the plan commission SARB. The plan commission, giving due consideration to the recommendations of the SARB, shall and applying the above principles /criteria, and shall either approve, approve conditionally or reject the architectural plans.

Sec. 13-1-123 Compliance for multiple-family residential and non-residential structures.

- (a) *Compliance for multiple-family residential and non-residential structures.* No use or structure [except single-family and two family non-infill dwellings] shall hereafter be erected, moved, reconstructed, extended, enlarged, altered, or changed until the city SARB plan commission has reviewed and made a recommendation to the plan commission as to said approved plans for the site or and structures. The city plan commission shall not approve any plans unless they find after reviewing and study of the application, and giving due consideration to the recommendation(s) of the SARB, that the use and/or structures, as planned, will not violate the intent and purposes of this chapter, as well as the principles /criteria set forth in sections 13-1-121 and 13-1-122.

Sec. 13-1-124 Applications for site plan review.

Sixteen copies of all building and site plan data shall be submitted to the city clerk city planning department not less than 17-20 days prior to the next regularly scheduled city plan commission SARB meeting, who The planning department shall transmit all applications and their accompanying plans to the appropriate city departments and staff and city plan commission site and architectural review board for their review. The SARB shall review and act upon the plans at their next available, regularly scheduled meeting and make its recommendation to the Plan Commission and/or Common Council. Site plan data to be submitted with all site plan review applications shall include the following:

- (a) Site plans drawn to a recognized engineering or architectural scale with the name of project noted.
- (b) One colored rendering of the site and landscaping plans.
- (c) Owner's and/or developer's name and address noted.
- (d) Architect's and/or engineer's name and address noted.
- (e) Date of plan submittal.
- (f) Scale of drawing, site size (area in square feet or acres), and building area and coverage noted on plan.
- (g) Existing and proposed topography shown at a contour interval of not less than two feet at National Geodetic Vertical Datum, indicating proposed grade on a grading plan and location of improvements.
- (h) The characteristics of soils related to contemplated specific uses.

- (i) All building and yard setback lines indicated.
- (j) Where applicable, both the 100 year recurrence interval floodplain and the floodway indicated.
- (k) All drives, curb cuts, and both ingress and egress locations indicated.
- (l) The proposed location of all signage to be placed on the site.
- (m) The location and type of all outdoor lighting proposed to illuminate the site.
- (n) Total number of parking spaces noted.
- (o) The type, construction materials, size, and location of all structures with all building dimensions shown.
- (p) Indicate height of buildings.
- (q) Existing and proposed street names indicated.
- (r) Indicate existing and proposed public street rights-of-way and/or reservations and widths.
- (s) Indicate and locate all easements on the subject property.
- (t) North arrow shown.
- (u) Locate existing and general location of proposed sanitary sewers, storm sewers, water mains and fire hydrants (existing and proposed) and proposed electrical service easements. In addition, all locations for the proposed connections to such utilities should be indicated on the site plan.
- (v) Locate any proposed stormwater management facilities, including detention/ retention areas.
- (w) Locate existing trees, including the delineations required in the Tree Preservation Ordinance..
- (x) Note location, extent, and type of proposed landscaping and landscape plantings as well as any proposed buffer areas for adjoining properties.
- (y) Note location of pedestrian sidewalks and walkways.
- (z) A graphic outline of any development staging which is planned.
- (aa) If the development abuts an existing or planned arterial street or highway, as identified on the city's master plan or component thereof, all driveway locations of all adjoining property within 200 feet of the subject property shall be indicated on the site plan.
- (bb) Written project summary including operational information, building schedule, and estimate of project value including all site improvement costs.
- (cc) Other data which may be required by either the city staff or city [plan-commission site and architectural review board](#)-to review the site plan.

Sec. 13-1-125 Application for architectural review.

Architectural data shall be submitted to the ~~city clerk~~[City planning department not less than 20 days](#) prior to a regularly scheduled ~~plan-commission_SARB board-meeting, who~~[The planning department](#) shall transmit all applications and their accompanying plans to the appropriate city departments and staff and ~~plan-commission_SARB~~[plan-commission_SARB](#) for their review. The ~~plan-commission_SARB~~[plan-commission_SARB](#) shall review and act upon the plans ~~within a reasonable amount of time at their next available, regularly scheduled meeting and make its recommendation to the Plan Commission and/or Common Council.~~ Architectural data to be submitted with all architectural review applications shall include the following:

- (a) Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of all proposed structures. A [materials and color perspective rendering](#) of the exterior of the proposed building(s) shall be required for review by the ~~plan-commission site and architectural design review board~~[plan-commission site and architectural design review board](#). Said elevations and perspective drawings shall indicate the location and placement of all

auxiliary building equipment such as heating, ventilating, and/or air conditioning equipment. These drawings are to be drawn to a recognized architectural scale with the name of the project noted.

- (b) Owner's and/or developer's name and address noted.
- (c) Architect's and/or engineer's name and address noted.
- (d) Date of submittal of plans.
- (e) Scale of drawings noted on each drawing.
- (f) The type, size, and location of all structures with all building dimensions shown.
- (g) Indication of the height of building(s).
- (h) Site plan indicating building location drawn to a recognized engineering or architectural scale, with the name of the project noted and north arrow shown.
- (i) Notation on fire protection measures to be installed according to the City of Cedarburg Fire Prevention and Protection Code.
- (j) Samples of exterior materials and their colors.
- (k) Additional information and data which may be required by the [plan commission Site and Architectural Design Review Board](#) may include the following upon request:
 - (1) Photographs from the site of adjacent neighboring structures.
 - (2) Detailed drawings of decorative elements of the building(s) or structure(s).
 - (3) Sectional building or site drawings.

Sec. 13-1-126 Findings lapse of approval.

The city plan commission shall not approve any application unless it finds by a preponderance of the evidence after viewing the site plan and/or building plans [and considering the recommendation of the SARB](#), that the intent and purpose of this chapter, as well as the principles and requirements set forth in sections 13-1-121, 13-1-122, and 13-1-124, have been complied with. The findings of the city plan commission shall be indicated in the minutes of its meeting and shall be a public record. Plans shall be stamped approved, conditionally approved, or denied and signed and dated by the secretary of the plan commission and retained as a permanent record by the city clerk.

Lapse of site plan approval. If a [builder or](#) developer of a project which has been granted site and/or architectural plan approval has not obtained and complied with the provisions of a building permit consistent with said site [or architectural](#) plan approval within one year of the date of the initial [plan commission](#) approval, the plan approval shall lapse. Upon application, the plan commission may renew its approval of the site and/or architectural plans [as](#) initially granted or may require changes as deemed appropriate.

Retroactivity. This ordinance shall be retroactive to all site and/or architectural plan approvals for which as of the date of enactment of this ordinance the developer has not obtained and complied with the provisions of a building permit consistent with the initial approval.

Sec. 13-1-127 Appeals.

Any person or persons aggrieved by any decisions of the council or plan commission related to site plan or architectural review, except as to infill lots, may appeal the decision to the zoning board of appeals. Such appeal shall be filed with the city clerk within 30 days after ~~filing of the~~ [date of the](#) decision of the ~~zoning administrator~~[plan commission](#). Person(s) aggrieved by any decision of the plan commission as to infill lots may appeal the decision to the common council within 30 days after ~~filing of the~~ [date of the](#) decision ~~by of~~ the plan commission.

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

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

Passed and adopted by the Common Council of the City of Cedarburg this 9th day of June 2025.

Patricia Thome, Mayor

Attest:

Approved as to form:

Tracie Sette, City Clerk

Michael P. Herbrand, City Attorney

COMMON COUNCIL) TO CREATE THE NEW SITE AND ARCHITECTURAL REVIEW BOARD (SARB).

Planner Censky reported, The City has been in discussions about creating a new Site and Architectural Design Review Board (SARB) tasked with reviewing new commercial/industrial/institutional/mixed-use site and building plans, as well as residential plats and residential building designs, and making recommendations to the Plan Commission. These duties are currently assigned to the Plan Commission, where a couple of the many Commissioners who are uniquely qualified to lend expert review and comments as a part of Plan Commission consideration, tend to contribute a great deal of their personal time and expertise, outside of the regular Plan Commission meetings, in preparation for the design and architectural discussions on these items.

Plan Commission recently favored policies outlined in the Chapter 2 Housing of the Smart Growth Comprehensive Plan calls for developers to ‘provide architectural theme and design detail information as a part of any new housing development application as might ensure that certain unique architectural and building/site design characteristics of historic Cedarburg continue to be referenced going forward’. Further, Chapter 8-Land Use provides among its goals/objectives that ‘detailed site design considerations must also be addressed during the project approval phase’. These examples suggest that the City is calling for design excellence in new/future development projects. The SARB could substantially impact these outcomes, considering that the goal is to appoint members to this Board who possess special expertise in architecture and similar site and building design vocations, such as, but not necessarily limited to, construction, landscape architecture, and site planning, for instance. It's likely that, as a part of its initial work, the SARB will review and may recommend modifications to portions of the specific language describing the site and architectural design standards as outlined in Article F.

If the Plan Commission feels it would be beneficial to include this sort of specialized consideration as to site plans and building architecture prior to final approvals, then a favorable recommendation to the Common Council would be appropriate at this time referencing the DRAFT code language changes above as the desired means of incorporating this board into the review/approval process.

The Plan Commission discussed creating a new Site and Architecture Review Board (SARB) as an advisory committee to the Planning Commission. They review proposed language changes that would define how SARB would interact with the Planning Commission's responsibilities. Mayor Thome discussed the potential composition of SARB, including having architects, a Plan Commissioner, and other experts as members. Council Member Fitzpatrick debated whether a City Council member should be included, given that SARB would advise the Planning Commission rather than the Council directly.

Action:

The motion was made by Commissioner Bublitz and seconded by Council Member Fitzpatrick to recommend to the Common Council to approve the creation of the new Site and Architectural Review Board (SARB) and to make the changes to Title 13, Chapter 1, Article F of the Code as presented. The motion carried unanimously. Commissioner Voltz excused.

CITY OF CEDARBURG

MEETING DATE: June 9, 2025

ITEM NO: 9.F.

TITLE: Approval of Ordinance 2025-25 amending Title 13, Chapter 1, Section 13-1-82(c) of the Zoning Code, changing the City's minimum parking stall size requirement and giving the Plan Commission authority to waive or modify this new standard in cases where they have determined that the unique circumstances of a particular site suggest that stalls may be safely and effectively provided under alternative size or configuration arrangements.

ISSUE SUMMARY: The City's current parking stall size requirement is 180 sq. ft. This generally gets laid out as 10' wide x 18' foot deep stalls. It is not uncommon in communities around the State and beyond, to use 162 sq. ft. as the minimum required stall size and to specify that the stalls are to be laid out in 9' wide x 18' deep configuration.

This smaller stall size is being proposed more often lately in site plans submitted for Plan Commission review and approval. The Plan Commission has expressed an interest in approving this smaller stall size but the Code does not presently allow for any waiver or modification to the 180 sq. ft. requirement, short of petitioning for a variance from the Board of Appeals.

On April 7, 2025, the Plan Commission reviewed the proposed Code changes and recommended they be approved by the Common Council.

On May 12, 2025, the Common Council acted "...to deny, or not approve Ordinance No. 2025-21 [as presented] regarding parking stalls". As a part of discussion, the Council members indicated that they would prefer that the minimum stall size continue to be listed as 180 sq. ft. minimum, adding that it should be configured as 10'w x 18'd. The Council did favor retaining the flexibility provision as originally written.

STAFF RECOMMENDATION: Approval of Ordinance 2025-25 amending Title 13, Chapter 1, Section 13-1-82(c) of the Zoning Code, changing the City's minimum parking stall size requirement from 180 sq. ft., to 162 sq. ft. laid out in 9'w x 18'd configuration, and to give the Plan Commission authority to waive or modify this new standard in cases where they have determined that the unique circumstances of a particular site suggest that stalls may be safely and effectively provided under alternative size or configuration arrangements.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Plan Commission recommendation on 4-7-25 was for approval of Code amendment as presented in the original Ordinance 2025-21. In light of the Common Councils 5/12/25 action "to deny or not approve", the Plan Commission reconsidered this matter on June 2, 2025, and their action was to reiterate their original recommendation of April 7th and to supply the Common Council with the attached additional information as evidence in support of the basis for the changes as recommended.

BUDGETARY IMPACT: n/a

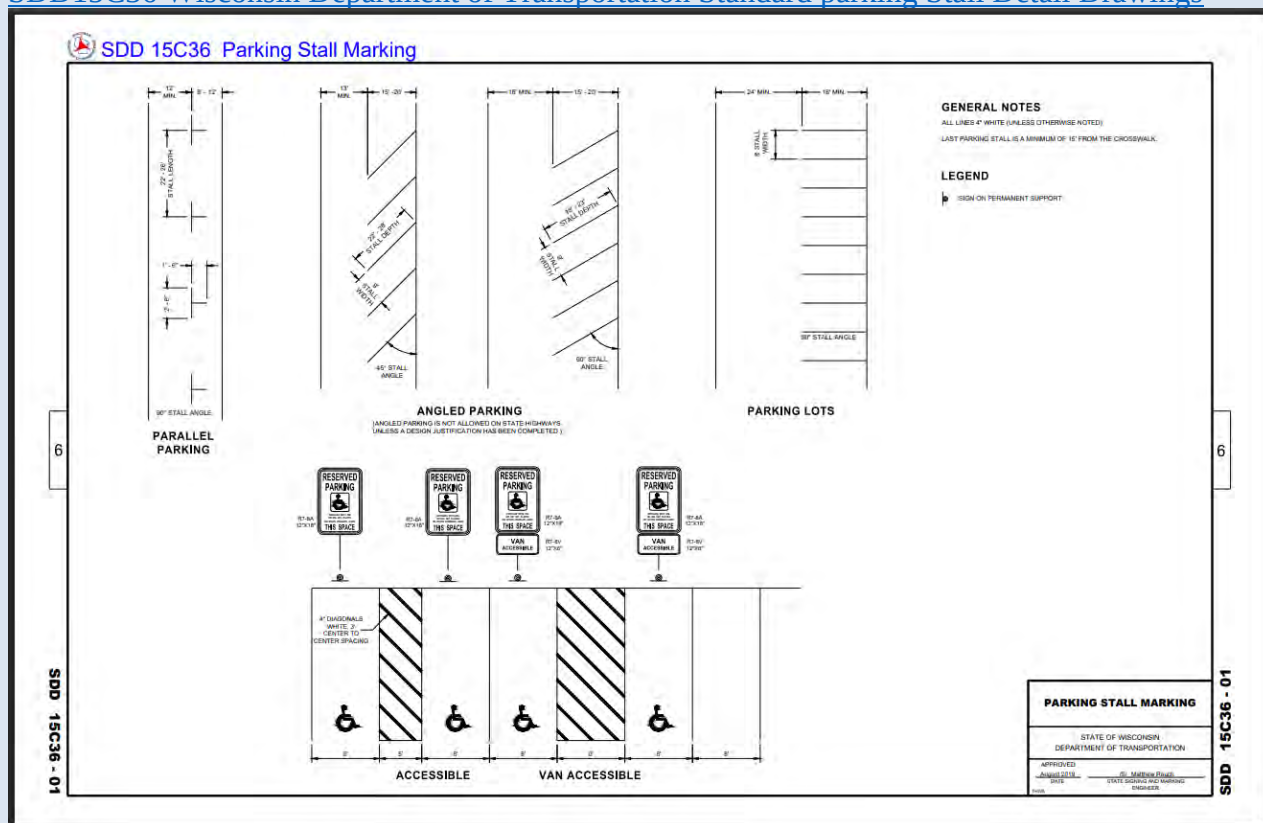
ATTACHMENTS: Blue Sheet and related supporting documents as considered by the Council on May 12, 2025, Plan Commission documents as basis for reducing the parking stall size from 180 sq. ft. to 162 sq. ft., draft Ordinance 2025-25 as requested by Common Council.

INITIATED/REQUESTED BY: City Plan Commission

FOR MORE INFORMATION CONTACT: Planner Mary Censky, 262-375-7614

**ADDITIONAL INFORMATION FROM PLAN COMMISSION AS A PART OF JUNE 2, 2025
ACTION/RECOMMENDATION TO THE COMMON COUNCIL REGARDING
ORDINANCE 2025-25**

- [SDD15C36 Wisconsin Department of Transportation Standard parking Stall Detail Drawings](#)



Attached is the WisDOT Standard Detail Drawing for a parking stall - at 8.5' x 18'. PC is recommending 9x18 which is typical - in my experience.

I would ask that we share this with the Common Council and reiterate that the 9x18 stall that was recommended is a minimum standard. If sites or uses require wider or deeper parking stalls, then the owner/developer is free to increase the size from here. And, if the opposite is true, the PC can determine if a smaller parking stall is appropriate/acceptable.

Best,
Adam Voltz

- By reducing parking space dimensions from 10'x18' to 9'x18', it can reduce the required parking lot size by 10% or more. This can increase the efficiency of a parking lot, e.g. more spaces for the same amount of pavement OR reduce the necessary impervious area to accommodate the same amount of parking. From a stormwater perspective, for every 100 SF of reduction of asphalt, you reduce stormwater volume by 60 gallons in a 1" storm event. Sorry to be geeky about it, but this is important in terms of reducing impervious area to reduce flood risk.

In my work around the tri-state area (WI, IL and WI), most communities are seeking ways to reduce parking requirements, make parking lots more efficient and reducing impervious area to minimize storm water run-off. In other words, the "best practice" in the industry is reducing parking impacts.

sig

Sig Strautmanis

- For reference as to recent top-twenty car sales ... here's the list of the top 20 best-selling vehicles in the United States for 2023, showing the width in feet:

1	Ford F-Series (F-150)	6.66 ft
2	Chevrolet Silverado 1500	6.77 ft
3	RAM 1500	6.84 ft
4	Toyota RAV4	6.08 ft
5	Tesla Model Y	6.30 ft
6	Honda CR-V	6.13 ft
7	GMC Sierra 1500	6.77 ft
8	Toyota Camry	6.03 ft
9	Nissan Rogue	6.03 ft
10	Jeep Grand Cherokee	6.46 ft
11	Toyota Tacoma	6.27 ft
12	Toyota Corolla	5.84 ft
13	Tesla Model 3	6.07 ft
14	Chevrolet Equinox	6.05 ft
15	Hyundai Tucson	6.12 ft
16	Honda Civic	5.91 ft
17	Honda Accord	6.11 ft
18	Ford Explorer	6.58 ft
19	Toyota Highlander	6.33 ft
20	Subaru Outback	6.08 ft

Jack Arnett

ORDINANCE NO. 2025-25

**An Ordinance to amend Section 13-1-82(c) regarding
Parking stalls in the City of Cedarburg**

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

SECTION 1. Section 13-1-82(c) of the Code of Ordinances of the City of Cedarburg is hereby repealed and recreated as follows:

(c) *Size.* Size of each parking space shall be not less than 180 square feet, laid out in 10' wide by 18' deep configuration, exclusive of the space required for ingress and egress. Refer to Subsection (g) below for stall sizes related to parking spaces for use by physically handicapped persons. This minimum required stall size and configuration standard may be waived or modified by the Plan Commission where it has been determined that the unique circumstances of a particular site suggest that stalls may be safely and effectively offered under alternative size or configuration arrangements.

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

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

Passed and adopted this 9th day of June, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: May 12, 2025

ITEM NO: 9.B.

TITLE: Approval of Ordinance 2025-21 amending Title 13, Chapter 1, Section 13-1-82(c) of the Zoning Code, changing the City's minimum parking stall size requirement from 180 sq. ft., to 162 sq. ft. laid out in 9'w x 18'd configuration, and to give the Plan Commission authority to waive or modify this new standard in cases where they have determined that the unique circumstances of a particular site suggest that stalls may be safely and effectively provided under alternative size or configuration arrangements.

ISSUE SUMMARY: The City's current parking stall size requirement is 180 sq. ft. This generally gets laid out as 10' wide x 18' foot deep stalls. It is not uncommon in communities around the State and beyond, to use 162 sq. ft. as the minimum required stall size and to specify that the stalls are to be laid out in 9' wide x 18' deep configuration.

This smaller stall size is being proposed more often lately in site plans submitted for Plan Commission review and approval. The Plan Commission has expressed an interest in approving this smaller stall size but the Code does not presently allow for any waiver or modification to the 180 sq. ft. requirement, short of petitioning for a variance from the Board of Appeals.

On April 7, 2025, the Plan Commission reviewed the proposed Code changes and recommended they be approved by the Common Council.

STAFF RECOMMENDATION: Approval of Ordinance 2025-21 amending Title 13, Chapter 1, Section 13-1-82(c) of the Zoning Code, changing the City's minimum parking stall size requirement from 180 sq. ft., to 162 sq. ft. laid out in 9'w x 18'd configuration, and to give the Plan Commission authority to waive or modify this new standard in cases where they have determined that the unique circumstances of a particular site suggest that stalls may be safely and effectively provided under alternative size or configuration arrangements.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Plan Commission recommendation on 4-7-25 was for approval of Code amendment as presented in Ordinance 2025-21.

BUDGETARY IMPACT: n/a

ATTACHMENTS: Ordinance 2025-21 , and Minutes of 4-7-25 Plan Commission meeting.

INITIATED/REQUESTED BY: City Plan Commission

FOR MORE INFORMATION CONTACT: Planner Mary Censky, 262-375-7614

INITIATED.

Planner Censky reported, based on Wisconsin Statutes, a municipality may not disapprove mobile service support structure application based solely on the height of the structure. It is not entirely clear that this statutory prohibition also crosses over and applies where private property restrictions and covenants are concerned.

Anticipating that a mobile service support structure will come up for consideration in the City's Hwy 60 Business Park in the future, and considering that the Hwy. 60 Business Park Declaration of Restrictions and Covenants currently limit the height of all improvements, buildings and structures to 45' above grade, she explained that the City is taking this proactive step to clarify that mobile service support structures are not intended to be included in this height restriction.

A copy of the existing restriction and covenants, along with "The First Amendment to City of Cedarburg Highway 60 Business Park Declaration of Restrictions and Covenants" as prepared by the City Attorney, were attached for review and consideration.

If the Plan Commission supports this amendment as presented, a favorable recommendation to the Common Council would be an appropriate action at this time.

Action:

The motion was made by Commissioner Amett and seconded by Commissioner Bublitz to recommend to the Common Council to approve the "First Amendment to City of Cedarburg Highway 60 Business Park Declaration of Restrictions and Covenants" as presented. The motion carried unanimously. Commissioner Scholz was excused.

REVIEW, DISCUSSION AND POSSIBLE ACTION/RECOMMENDATION TO THE COMMON COUNCIL TO AMEND TITLE 13, CHAPTER 1, ARTICLE D, SECTION 13-1-82(C) OF THE ZONING CODE, REDUCING THE MINIMUM REQUIRED SIZE FOR A PARKING STALL FROM 180 SQ. FT. (I.E., 10' X 18' TYPICAL), TO 162 SQ. FT. (I.E., 9' X 18" TYPICAL), EXCLUDING THOSE STALLS REQUIRED TO BE PROVIDED FOR PHYSICALLY DISABLED PERSONS. THIS MATTER IS CITY INITIATED.

Planner Censky presented her report on this matter as follows: The City's current parking stall size requirement is 180 sq. ft. This generally gets laid out as 10' wide x 18' foot deep stalls. It is not uncommon in communities around the State and beyond to use 162 sq. ft. as the minimum required stall size and to specify that the stalls are to be laid out in 9' wide x 18' deep configuration.

This smaller stall size is being proposed more often lately in site plans submitted for Plan Commission review and approval. The Plan Commission has expressed an interest in approving this smaller stall size, but the Code does not presently allow for any waiver or modification to the 180 sq. ft. requirement, short of petitioning for a variance from the Board of Appeals.

As presented below, Section 13-1-82(c) of the Code would be modified to change the City's minimum stall size requirement from 180 sq. ft. to 162 sq. ft. laid out in 9'w x 18'd configuration.

If the Plan Commission supports this change (see draft language changes below), a favorable recommendation to the Common Council would be an appropriate action at this time.

Sec. 13-1-82 Parking requirements.

In all districts and in connection with every use, there shall be provided at the time any use or building is erected, enlarged, extended, or increased off-street parking stalls for all vehicles in accordance with the following:

- (a) *Permit required.* All parking areas which are constructed, resurfaced, reconstructed, expanded, or extended subsequent to the adoption of this chapter shall obtain a parking lot permit after review of the proposed parking site plan by the city plan commission, in accordance with article F of this ordinance.
- (b) *Access.* Adequate access to a public street shall be provided for each parking space, and driveways shall be at least ten feet wide for one and two family dwellings and a minimum of 24 feet wide for all other areas.
- (c) *Size.* Size of each parking space shall be not less than 162 square feet, laid out in 9' wide by 18' deep configuration, exclusive of the space required for ingress and egress. Refer to Subsection (g) below for stall sizes related to parking spaces for use by physically handicapped persons.
- (d) *Exceptions.* Off-street parking, subject to the following exceptions, is permitted in all yards of all districts, but shall not be closer than 25 feet to the right-of-way of streets in a residential district when abutting a residential district. No truck, trailer, wagon, vehicular equipment, or similar vehicles of a commercial nature [exceeding 30 feet in length] may be parked regularly in any yard, except where permitted as a use in an industrial or business district, and in no event may sales or storage activities be conducted from such vehicles, trailers, or wagons.
- (e) *On-lot location.* Location of off-street parking shall be on the same lot as the principal use or not over 400 feet from the principal use.
- (f) *Parking lot surfacing and landscaping improvement standards.*
 - (1) *Purpose.* The requirements in this Subsection are intended to recognize both the function and visual importance of parking areas and the public benefits resulting from well-designed and landscaped parking areas, which include an enhanced visual appearance, minimizing stormwater runoff, moderating the microclimate and reducing nuisances such as noise and glare.
 - (2) *Affected parking areas.* These improvement standards shall be applicable to the following:
 - a. New parking lots for four or more vehicles in all zoning districts except single-family and two-family districts.
 - b. Existing parking lots, including those located in the B-3 Central Business Districts, which are proposed to be increased in area by four or more vehicle

spaces shall be subject to these requirements for the expansion area, and for the prior existing area.

- c. Existing parking lots for four or more vehicles serving an existing building proposed for improvements exceeding 50 percent of its value, or buildings undergoing additions that will increase their floor area by more than 50 percent.
 - d. Unpaved existing parking lots for four or more vehicles which are proposed for paving, in all zoning districts except single-family and two-family districts.
 - e. New parking lots serving residential uses in the B-3 Central Business District.
 - f. Exclusions. These requirements shall not apply to the resurfacing of existing paved parking lots or to parking areas for existing buildings in the B-3 zoning district proposed in connection with additions to the buildings of less than 50 percent of the building's floor area, provided parking area expansion is less than four parking spaces.
- (3) *Landscaping.* All off-street parking areas described in this subsection, except parking areas in the CEG Community Exhibition District, which are built or redesigned and rebuilt subsequent to August 13, 1990, shall be provided with accessory landscape areas as provided in these specific requirements:
- a. Perimeter and interior lot line greenbelts. A perimeter greenbelt of at least five feet in width shall be installed along the street frontage and along all interior lot lines. Perimeter edges should be landscaped with a combination of plant material and earth berming whenever possible. Perimeter greenbelt landscaping may be omitted alongside lot lines which have shared driveways with adjacent lots. The omitted area is limited to that portion from the street to the required minimum building setback line or as necessary to accommodate access cuts.
 - b. Additional interior greenspace. The interior of parking lots shall be provided with landscape areas consisting of at least four percent of the total surface parking area, plus one tree for each ten spaces shall be installed. Existing trees may be used to comply with this requirement.
 - c. Location. Interior landscape plantings may be located in protected areas such as along walkways, in center islands, in end islands, or between parking stalls. Rows of parking spaces shall be broken by a landscape island at the rate of one island for each linear row of 12 parking spaces for single row configurations, or for each 24 parking spaces in double row configurations. Perimeter edge screening and berming should be limited in height to allow a line of sight to the building and not obstruct sight distance at entry drives.
 - d. Landscape materials. Landscape materials may include shrubs, hardy flowering trees and/or decorative evergreen and deciduous trees. New trees

shall have a minimum caliper of two inches to two and one-half inches for canopy trees. The area around trees and planting beds shall be planted with shrubs or ground cover and covered with mulch, bark or appropriate landscape stones.

- e. Landscape requirements for parking areas in the CEG Community Exhibition District shall be determined on a case-by-case basis by the plan commission at the time of site plan approval.
- (4) *Surfacing, curbing, storm sewers.* Parking areas subject to these requirements shall be surfaced with bituminous or Portland cement concrete pavement or concrete pavers in accordance with the City of Cedarburg standards and specifications. Concrete curbing shall be installed as a border along all pavement edges, except for parking areas in the CEG Community Exhibition District, and shall conform to city standards. Concrete curbing requirements in the CEG Community Exhibition District shall be determined by the plan commission on a case-by-case basis at the time of site plan approval. As an option, wheel stops may be installed instead of curbing along peripheral edges if curbs are not required for stormwater control. Parking areas shall be graded and storm sewers may be installed, as required by the city engineer, to manage storm water runoff. Pavement marking shall be provided to delineate each parking space.
- (5) *Procedures.*
 - a. Prior to commencing construction, a parking lot building permit shall be obtained from the building inspector for a fee in accordance with article K of the Zoning Code. Prior to obtaining a parking lot building permit, a parking lot site plan shall be approved.
 - b. The parking lot site plan shall be prepared in accord with adopted site plan guidelines and shall include proposed landscaping features, indicating the location, size and species of proposed landscaping, and shall also show existing trees and landscaping to be retained. The parking lot site plan requirements under this section may be incorporated into a master site plan for initial approval of a project.
 - c. If the total parking lot includes more than ten spaces, the parking lot site plan shall be approved by the plan commission. If ten spaces or less, approval shall be by city staff.
- (g) *Parking spaces for use by physically handicapped persons.* All open off-street parking areas providing more than 25 parking spaces, except for parking areas restricted to use by employees only, shall provide parking spaces use by motor vehicles which transport physically disabled persons, in accordance with the following minimum standards:
 - (1) One parking space shall be provided in parking areas containing 26 to 49 spaces.
 - (2) Two percent of the total number of spaces shall be provided in parking areas containing 50 to 1,000 spaces.
 - (3) In addition to the number of spaces required in this section, one percent of each

1,000 spaces over the first 1,000 spaces shall be provided for physically disabled parking.

- (4) The minimum dimensions for all parking spaces provided for use by physically disabled persons shall be 12 feet by 18 feet.
- (5) Parking spaces provided for the use of physically disabled persons shall be located as close as possible to an entrance which allows such persons to enter and leave the parking area without assistance.
- (6) All parking spaces provided for the use of physically disabled persons shall be marked with a sign which includes the international symbol for barrier free environments and a statement informing the public that the parking space is reserved for use by physically disabled persons. Such signs shall comply with the requirements of Wis. Stats. §§ 346.50, 346.503, and 346.505.

Action:

The motion was made by Commissioner Bublitz and seconded by Commissioner Voltz to recommend to the Common Council to amend Title 13, Chapter 1, Article D, Section 13-1-82(c) of the Zoning Code, reducing the minimum required size for a parking stall from 180 sq. ft. (i.e., 10' x 18" required), excluding those stalls required to be provided for physically disabled persons and adding that "This minimum required stall size and configuration standard may be waived or modified by the Plan Commission where it has been determined that the unique circumstances of a particular site suggest that stalls may be safely and effectively offered under alternative size or configuration arrangements. The motion carried unanimously. Commissioner Scholz was excused.

ORDINANCE NO. 2025-21

An Ordinance to amend Section 13-1-82(c) regarding Parking stalls in the City of Cedarburg

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

SECTION 1. Section 13-1-82(c) of the Code of Ordinances of the City of Cedarburg is hereby repealed and recreated as follows:

(c) *Size.* Size of each parking space shall be not less than 162 square feet, laid out in 9' wide by 18' deep configuration, exclusive of the space required for ingress and egress. Refer to Subsection (g) below for stall sizes related to parking spaces for use by physically handicapped persons. This minimum required stall size and configuration standard may be waived or modified by the Plan Commission where it has been determined that the unique circumstances of a particular site suggest that stalls may be safely and effectively offered under alternative size or configuration arrangements.

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

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

Passed and adopted this 12th day of May, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

COMMON COUNCIL APPOINTMENTS – 2025-2026

Council Member Melissa Bitter (1st District)

Community Development Authority-as needed
Library Board-2nd Tuesday, 7:00 pm
Festivals Committee Liaison

Council Member Jim Fitzpatrick (2nd District)

Finance Committee-3rd Thursday, 10:00 am, zoom only
Light & Water Commission-3rd Monday, 6:00 pm
Plan Commission -1st Monday, 7:00 pm

Council Member Kristin Burkart (3rd District)

(Council President)
Landmarks Commission-2nd & 4th Thursday, 8:30 am
Personnel Committee-as needed
Site and Architectural Review Board

Council Member Amanda Didier (4th District)

Diversity Committee-1st Thursday, 7:00 pm
Economic Development Board-1st Wednesday, 9:00 am
Mid-Moraine Legislative Committee

Council Member Robert Simpson (5th District)

Joint Fire & Emergency Medical Services Committee-as needed
Personnel Committee-as needed
Public Works & Sewerage Commission-2nd Thursday, 7:00 pm

Council Member Kristian Lindo (6th District)

Joint Fire & Emergency Medical Services Committee-as needed
Personnel Committee-as needed
Mid-Moraine Legislative Committee Alternate

Council Member Mark Mueller (7th District)

Parks, Recreation & Forestry Board-1st Wednesday, 5:30 pm, even months

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only
Municipality
License Period

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer \$ 100.00 ☐ Class "B" Beer \$ _____
- ☒ "Class A" Liquor \$ 500.00 ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 600.00
Background Check Fee	\$
Publication Fee	\$ 20.00
Total Fees	\$ 720

+ \$100 tobacco

plus
\$11

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

Speedway LLC

2. Business Trade Name or DBA

Speedway 4203

3. FEIN

31-1551430

4. Wisconsin Seller's Permit Number

456-0000048548-03

5. Entity Type (check one)

☐ Sole Proprietor

☐ Partnership

☒ Limited Liability Company

☐ Corporation

☐ Nonprofit Organization

6. State of Organization

DE

7. Date of Organization

07/18/1997

8. Wisconsin DFI Registration Number

S093235

9. Premises Address

W63N121 WASHINGTON AVENUE

10. City

Cedarburg

11. State

WI

12. Zip Code

53012

13. County

Ozaukee

14. Governing Municipality: ☒ City ☐ Town ☐ Village

of: Cedarburg

15. Aldermanic District

16. Premises Phone

(262) 377-8480

17. Premises Email

electronicrenewals@7-11.com

18. Website

speedway.com

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Main sales floor, coolers, utility/storage closet.

20. Mailing Address (if different from premises address)

Attn: Licensing Dept. PO Box 139044

21. City

Dallas

22. State

TX

23. Zip Code

75313

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

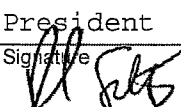
Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . ☐ Yes ☒ No beverages. If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.			
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No If yes, provide the name of the restricted investor and describe the nature of the interest.			
4. Is the applicant business owned by another business entity? ☒ Yes ☐ No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.			
4a. Name of Business Entity SEI Speedway Holdings LLC		4b. Business Entity FEIN 86-2507617	
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No			
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No			
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No			
Part C: Individual Information List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary. Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.			
Last Name	First Name	Title	Phone
Seltzer	David	President	
King	Rory	Vice President	
Struebing	Laura	Agent	(262) 377-8480
Part D: Attestation One of the following must sign and attest to this application: • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Seltzer		First Name David	M.I. L
Title President	Email electronicrenewals@7-11.com		Phone (972) 828-1888
Signature 		Date 05/19/25	
Part E: For Clerk Use Only			
Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage
Appointment of AgentDate
6/12/25

Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor) <i>Chiselled Grape Winery LLC</i>	
2. Business Trade Name or DBA	
3. Entity Type (check one) ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) ☒ Municipal Retail License ☐ State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

Part B: Agent Information

1. Last Name <i>Bretschi</i>	2. First Name <i>Sally</i>	3. M.I. <i>E</i>
4. Email <i>sallybretschi@gmail.com</i>		5. Phone <i>760-415-8786</i>
6. Home Address <i>W61 N 720 Mequon Ave.</i>		
7. City <i>Cedarburg</i>	8. State <i>WI</i>	9. Zip Code <i>53012</i>
10. Date of Birth <i>02/06/63</i>		
11. Drivers License/State ID Number <i>B632-7856-3546-07</i>		12. Drivers License/State ID State of Issuance <i>Wisconsin</i>

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	☒ Yes ☐ No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> (licensee) or Form AB-300, <i>Alcohol Beverage Personal Questionnaire</i> (permittee)?	☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days?..... See instructions for exceptions.	☒ Yes ☐ No

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Naparalla</i>		First Name <i>Allen</i>		M.I. <i>L</i>
Title <i>Owner/CEO</i>		Email <i>allen@chiseledgrape.com</i>		Phone <i>920-267-0595</i>
Signature <i>Allen L Naparalla</i>				Date <i>5/12/25</i>

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Bretsch</i>		First Name <i>Sally</i>		M.I. <i>E</i>
Signature <i>Sally E Bretsch</i>				Date <i>5/12/25</i>

CITY OF CEDARBURG

MEETING DATE: June 9, 2025

ITEM NO: 9.K.

TITLE: Discussion and Possible Action on Creation of a Human Resources Manager Position

ISSUE SUMMARY:

The City of Cedarburg has experienced continued organizational growth, particularly with the transition of the Fire Department to full-time staffing. This growth has increased the need for dedicated and professional human resources support.

Currently, the City does not employ a full-time HR professional. Instead, HR responsibilities are divided among multiple staff:

- The **City Administrator** oversees employee relations, administers the drug and alcohol testing program, serves as ADA Coordinator, acts as the City's primary CVMIC contact, and handles HR-related policy issues.
- The **Finance Director** manages payroll, benefit administration, auto insurance claims, and other general HR functions.
- The **City Clerk** manages remaining insurance claims and serves as the alternate CVMIC contact.

This fragmented structure presents challenges in efficiency, consistency, and compliance with employment law and internal procedures. Additionally, benchmarking with peer municipalities shows that most have a centralized HR role such as an HR Manager or Director.

Proposal

Staff is requesting the creation of a full-time **Human Resources Manager** position to serve as the City's centralized HR professional. This position would report directly to the City Administrator and perform the following primary responsibilities (see attached job description for full details):

- Process biweekly payroll in coordination with the Finance Department
- Maintain personnel files and job descriptions
- Manage recruitment, onboarding, and orientation processes
- Administer employee benefits (health, WRS, COBRA, etc.)
- Manage the NEOGOV system and HRIS tools
- Lead employee training, wellness programming, and compliance initiatives
- Oversee CDL Clearinghouse and drug/alcohol testing compliance
- Serve as the City's CVMIC liaison

Additional responsibilities would include:

- Coordinating website and social media content for the City
- Serving as the ADA Coordinator
- Representing the City on the Diversity Committee

STAFF COMMENTS:

Staff recommends approval of the creation of a full-time Human Resources Manager position, effective **January 1, 2026**, to provide professional HR services, improve organizational efficiency, reduce administrative burden on existing staff, and support the City's growing workforce.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Personnel Committee recommended the creation of a HR Manager position at their June 4, 2025 meeting.

BUDGETARY IMPACT:

The position is proposed as a **Grade 4** on the City's pay scale (\$58,500 – \$78,500). Funding would be allocated through a newly created Human Resources account in the General Fund.

Estimated Budget (Midpoint Salary Example):

Expense	Amount
Salary (Midpoint)	\$68,500
Health Insurance	\$30,000
Benefits (FICA/WC/WRS)	\$10,600
Office Supplies	\$500
Training/Travel	\$1,000
Membership Dues	\$500
Total	\$111,100

Proposed Cost Allocation:

- 10% Water Recycling Center – \$11,110
- 10% Library – \$11,110
- 20% Fire/EMS – \$22,220
- 60% General Fund – \$66,660

ATTACHMENTS: HR Manager Job Description, Payroll Functions of HR and Finance Department

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

Job Description

POSITION IDENTIFICATION

Position Title: Human Resources Manager

Department: Administration

Workweek: Mon–Fri (7:30 a.m. – 4:30 p.m.)

Pay Range: \$58,500 – \$78,500 (subject to Council-approved compensation schedule)

SUPERVISORY RELATIONSHIPS

Reports to: City Administrator

Directly Supervises: None currently; may provide guidance to department staff or interns as assigned

POSITION PURPOSE

The Human Resources Manager leads and administers the City's human resource functions, providing strategic direction and professional support to employees, supervisors, and elected/appointed officials. This position is responsible for all areas of HR administration, including compensation, benefits, personnel records, recruitment, training, compliance, employee wellness, risk management, and HR systems. The Manager is also responsible for advancing organizational culture, employee engagement, and workforce planning in line with the City's mission and strategic goals.

ESSENTIAL DUTIES

Personnel Administration

- Lead the implementation and administration of personnel policies and procedures.
- Ensure compliance with applicable federal and state employment laws and best practices.
- Manage full-cycle recruitment and onboarding including job postings, interviews, background checks, and offer coordination.
- Administer employee benefit programs including health insurance, retirement, 457 Plans, AFLAC, wellness programs, FMLA and the Employee Assistance Program (EAP).
- Maintain accurate personnel files and records; ensure proper document retention practices.
- Oversee the maintenance and classification of job descriptions; facilitate periodic compensation and classification reviews.
- Assist in payroll functions and serve as backup as needed.
- Design and implement employee training and development initiatives, including monthly training programs.
- Lead the City's wellness and safety committees.

Policy, Compliance, and Risk Management

- Develop and update HR policies in coordination with the City Administrator.
- Serve as the City's primary representative to CVMIC.
- Manage property, liability, and workers' compensation insurance policies and claims.
- Administer the FMCSA CDL Clearinghouse and the City's Drug and Alcohol Testing Program.
- Monitor and ensure compliance with mandated labor and employment regulations.

Strategic HR & Organizational Development

- Serve as an advisor to department heads on HR practices and organizational planning.
- Assist in long-range workforce planning and succession planning initiatives.
- Contribute to the City's strategic plan objectives related to employee engagement, wellness, and service delivery.

Technology & Communication

- Manage the NEOGOV platform, ensuring accurate data and process workflows.
- Manage ADP Software
- Maintain and update HR-related content on the City website and intranet.
- Prepare HR communications, employee manuals, and training materials.

Budget & Reporting

- Assist in developing the HR Department budget.
- Prepare and submit required state and federal reports (e.g., EEO-4).
- Track and analyze HR metrics such as turnover, training participation, and claims history.
- OSHA Reporting.
- CVMIC WC Audit.
- WRS annual report.
- Other required and assigned reporting.

General Support & Other Responsibilities

- ADA Coordinator.
- Draft confidential correspondence, reports, and communications.
- Support city IT and equipment purchasing for HR-related needs.
- Attend Diversity Committee meetings as the City's representative.
- Manage City social media and website content (if assigned).
- Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

- **Education:** Bachelor's degree in Human Resources, Business Administration, Public Administration, or related field.
- **Experience:** Minimum of 3–5 years of progressively responsible HR or equivalent experience, preferably in municipal sector.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of federal and state employment laws and HR best practices.
- Demonstrated leadership, critical thinking, and organizational development abilities.
- Strong interpersonal, written, and verbal communication skills.
- Proficient in Microsoft Office, HRIS systems (NEGOV preferred), and digital communication platforms.

- High level of confidentiality, integrity, and professionalism.
-

BACKGROUND CHECKS & DRUG TEST

Required as a condition of employment.

PHYSICAL DEMANDS

- **Manual Dexterity:** Requires hand-eye coordination for computer use and documentation.
 - **Physical Effort:** May occasionally lift/move up to 25 pounds.
 - **Working Conditions:** Primarily office-based with standard business hours; occasional evening meetings may be required.
-

This job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position evolve.

FUNCTIONS OF HR AND FINANCE DEPARTMENT RELATED TO PAYROLL

In a municipality, payroll functions are often handled **through a collaborative effort between HR and the Finance department**. HR typically handles employee data, updates payroll systems with new hires or changes, addresses employee inquiries, and is back-up for finance department payroll processing. The Finance department provides bi-weekly payroll processing, tax compliance, audits, financial reporting, and ensures accurate calculations and payments.

Responsibilities of the HR Manager:

- **Employee Data Management:** Maintains accurate employee records, including personal information, employment details, and compensation data.
- **Payroll System Updates:** Adds new hires to the system, updates salary changes, and makes adjustments to employee deductions.
- **Employee Inquiries:** Responds to employee questions regarding payroll, deductions, and benefits.
- **Collaboration with Finance:** Works closely with the finance/payroll department to ensure accurate processing and compliance.

Responsibilities of the Finance Department:

- **Payroll Processing:** Calculates paychecks, accurately deducts taxes and other withholdings, and manages direct deposit or check payments.
- **Tax Compliance:** Ensures compliance with all relevant tax laws and regulations, including federal, state, and local tax requirements.
- **Audits and Financial Reporting:** Conducts audits, prepares financial reports related to payroll, and ensures accuracy of financial transactions.
- **Financial Monitoring and Control:** Oversees payroll-related costs, monitors expense budgets, and ensures accurate financial record-keeping.
- **Benefits Processing:** Processes benefits to employees.

Collaboration and Integration:

- **Information Sharing:** HR provides necessary employee information to the finance department, while finance provides reports and data back to HR.
- **System Integration:** Payroll systems often integrate with HR systems to streamline the data exchange and ensure accuracy.
- **Communication:** Regular communication and collaboration between HR and finance are crucial for efficient payroll processing and compliance.
- **Cross-training:** Both positions are cross-trained to manage payroll to ensure bi-weekly payroll is processed in a timely manner even when one of them is on vacation or on sick leave.

CITY OF CEDARBURG

MEETING DATE: June 9, 2025

ITEM NO: 9.L.

TITLE: Discussion and Action on Preliminary 2026 Budget Parameters

ISSUE SUMMARY:

Annually, the Common Council establishes budget parameters to guide the development of the upcoming fiscal year's budget. These parameters provide direction regarding City priorities, tax levy considerations, use of fund balance, and employee wage adjustments.

For 2026, City staff recommends the following priorities:

1. Hiring of a Human Resources Manager

- o This new position would provide dedicated oversight of HR functions, currently distributed among multiple departments.
- o Estimated total cost: **\$111,100**
- o Department cost allocation:
 - Water Recycling Center: \$11,110 (10%)
 - Library: \$11,110 (10%)
 - Fire/EMS: \$22,220 (20%)
 - General Fund: \$66,660 (60%)

2. Installation of Flock and Security Cameras

- o To enhance public safety through license plate recognition and general surveillance at strategic locations throughout the City.
- o Annual cost: **\$21,000**

3. Cost-of-Living Adjustment (COLA)

- o A **3% base wage increase** is recommended for all non-represented staff.
- o (Note: Police union wage adjustments will be handled separately through the collective bargaining process.)

STAFF RECOMMENDATION: None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Not applicable.

BUDGETARY IMPACT:

As outlined above.

ATTACHMENTS:

- HR Manager Personnel Committee Summary
- Draft Job Description for HR Manager
- Budget Calendar

INITIATED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION, CONTACT: Mikko Hilvo, City Administrator

CITY OF CEDARBURG
BUDGET CALENDAR 2025 (2026 Budget)

<i>June 2</i>	Budget Memorandum distributed to Department Heads.
<i>June 9</i>	Council Sets Budget Priorities.
<i>August 4</i>	All backup documentation mentioned in Budget Memo due to Finance Director and City Administrator.
<i>August 29</i>	All budgets finalized in BS&A.
<i>September 1-5</i>	Department meetings with City Administrator and Finance Director to discuss your current year budget and 2026 requests. (If needed)
<i>September 18</i>	Finance Committee Review of Budget
<i>September 22</i>	Budget delivered to Council.
<i>October 13</i>	Council review of budget.
<i>October 27</i>	Consider proposed budget.
<i>November 10</i>	Consider proposed budget. Official public budget hearing for citizen comments
<i>November 24</i>	Final budget adoption.

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 1/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/09/2025	PWBDD	50011	ACORN HILL CARPENTRY LLC	MAINT/CONTRACTED SERVICES	500290	555510	6,860.00
05/09/2025	PWBDD	50015	ASCENSION WI EMP SOLUTIONS	ATTORNEY/CONSULTANT	500212	522110	262.00
05/09/2025	PWBDD	50016	AUTOMATIC ENTRANCES OF WI., INC	REPAIR AND MAINTENANCE	500240	555510	215.25
05/09/2025	PWBDD	50018*#	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	500210	515900	4,202.88
05/09/2025	PWBDD	50020#	BEYER'S HARDWARE	SUPPLIES AND EXPENSES	500347	522120	10.80
				REPAIR AND MAINTENANCE	500240	533311	248.61
				REPAIR AND MAINTENANCE	500240	555510	59.35
				CHECK PWBDD 50020 TOTAL FOR FUND 100:			318.76
05/09/2025	PWBDD	50021	BLAIN'S FARM & FLEET	REPAIR AND MAINTENANCE	500240	533311	114.97
05/09/2025	PWBDD	50022	CASPERS TRUCK EQUIPMENT	MAINTENANCE PARTS	500353	533210	328.74
05/09/2025	PWBDD	50024	CEDARBURG OVERHEAD DOOR CO.	EQUIPMENT OUTLAY	500380	522110	291.00
05/09/2025	PWBDD	50025	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	584.00
				TELEPHONE/COMMUNICATIONS	500225	522110	423.15
				CHECK PWBDD 50025 TOTAL FOR FUND 100:			1,007.15
05/09/2025	PWBDD	50027	CITY OF PORT WASHINGTON	ELVIS REIMB TO PW	500390	555140	2,136.33
05/09/2025	PWBDD	50028	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	55.27
05/09/2025	PWBDD	50029#	CONLEY MEDIA, LLC	OTHER EXPENSES	500390	511100	480.00
				LEGAL PUBLICATIONS	500325	514100	169.90
				CHECK PWBDD 50029 TOTAL FOR FUND 100:			649.90
05/09/2025	PWBDD	50030	CVS HEALTH	LIQUOR & BEER LICENSES	441110	000000	107.00
05/09/2025	PWBDD	50032	DPI SUPPLY, INC	PROFESSIONAL SERVICES	500210	515600	293.55
05/09/2025	PWBDD	50033	E.H. WOLF AND SONS, INC.	FUEL INVENTORY	161500	000000	5,495.41
				FUEL INVENTORY	161500	000000	2,928.09

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 2/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND				CHECK PWBDD 50033 TOTAL FOR FUND 100:			8,423.50
05/09/2025	PWBDD	50035	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	134.95
05/09/2025	PWBDD	50036	FORWARD TS	EQUIPMENT OUTLAY	500385	514700	14.00
05/09/2025	PWBDD	50037	FP SOLUTIONS LLC	REPAIR AND MAINTENANCE	500240	522100	500.00
05/09/2025	PWBDD	50039*	GENERAL COMMUNICATIONS INC	REPAIR AND MAINTENANCE	500240	522120	100.00
05/09/2025	PWBDD	50040*#	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	518100	25.18
				REPAIR AND MAINTENANCE	500240	555510	113.38
				CHECK PWBDD 50040 TOTAL FOR FUND 100:			138.56
05/09/2025	PWBDD	50041	HOLLY SCHAEFER	PUBLIC WORKS FEES	463101	000000	25.00
05/09/2025	PWBDD	50042	HORST DISTRIBUTING INC	MAINTENANCE PARTS	500353	533210	336.61
05/09/2025	PWBDD	50044	J R BOEHLKE INC	MAINT/CONTRACTED SERVICES	500290	555510	99.00
05/09/2025	PWBDD	50045	JX ENTERPRISES, INC	MAINTENANCE PARTS	500353	533210	1,133.97
				MAINTENANCE PARTS	500353	533210	(75.73)
				MAINTENANCE PARTS	500353	533210	(602.78)
				MAINTENANCE PARTS	500353	533210	(114.11)
				MAINTENANCE PARTS	500353	533210	(114.11)
				CHECK PWBDD 50045 TOTAL FOR FUND 100:			227.24
05/09/2025	PWBDD	50046	K-W ELECTRIC, INC	ELECTRICAL PERMITS	443501	000000	50.00
05/09/2025	PWBDD	50049	LIESENER SOILS INC.	TREES AND SUPPLIES	500341	555510	432.00
05/09/2025	PWBDD	50053	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	114.98
				MAINTENANCE PARTS	500353	533210	45.24
				CHECK PWBDD 50053 TOTAL FOR FUND 100:			160.22
05/09/2025	PWBDD	50054	ODP BUSINESS SOLUTIONS,LLC	OFFICE SUPPLIES	500310	522110	75.16
05/09/2025	PWBDD	50055	OLSEN'S PIGGLY WIGGLY	AWARDS, SUPPLIES	500343	519200	77.47

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 3/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/09/2025	PWBDD	50056#	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	1,454.60
				EQUIPMENT/SOFTWARE	500380	514700	1,682.03
				EQUIPMENT/SOFTWARE	500380	514700	693.00
				REPAIR AND MAINTENANCE	500240	522110	953.00
				CHECK PWBDD 50056 TOTAL FOR FUND 100:			4,782.63
05/09/2025	PWBDD	50057	OWEN'S OFFICE SUPPLIES, INC	OFFICE SUPPLIES	500310	555510	21.00
05/09/2025	PWBDD	50058	OZAUKEE COUNTY	RECORDING FEES	500311	514100	150.00
05/09/2025	PWBDD	50060	QUALITY STATE OIL CO., INC.	GAS AND OIL EXPENSE	500351	533210	141.26
05/09/2025	PWBDD	50061	REDISHRED ACQUISITION INC	PROFESSIONAL SERVICES	500210	515600	57.20
05/09/2025	PWBDD	50065	TAPCO, INC	SIGNS	500363	533311	3,666.80
				SIGNS	500363	533311	4,800.00
				CHECK PWBDD 50065 TOTAL FOR FUND 100:			8,466.80
05/09/2025	PWBDD	50069*#	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	79.78
05/09/2025	PWBDD	50070	WAUKESHA COUNTY TECHNICAL COLLEGE	TRAVEL & TRAINING	500330	522110	250.00
05/09/2025	PWBDD	50071	WAYSIDE NURSERIES, INC.	TREES AND SUPPLIES	500341	555510	76.00
05/09/2025	PWBDD	50072	WISCONSIN LAW ENFORCEMENT	ATTORNEY/CONSULTANT	500212	522110	150.00
05/09/2025	PWBDD	50073	WITT INDUSTRIES	EQUIPMENT OUTLAY	500380	555510	1,622.50
05/16/2025	PWBDD	50079*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	533210	34.15
				OPERATING SUPPLIES	500350	533210	98.72
				MAINTENANCE PARTS	500353	533210	5.37
				MAINTENANCE PARTS	500353	533210	19.92
				REPAIR AND MAINTENANCE	500240	555510	47.57
				REPAIR AND MAINTENANCE	500240	555510	19.74
				REPAIR AND MAINTENANCE	500240	555510	53.05
				CHECK PWBDD 50079 TOTAL FOR FUND 100:			278.52
05/16/2025	PWBDD	50083	CEDARBURG LIGHT & WATER	DUE TO CLW - DELINQ UTILITIES - TAX	256202	000000	263.19

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 4/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/16/2025	PWBDD	50085	COMMUNITY UNITED METHODIST CHURCH	OTHER EXPENSES - JUNE CUMC RENT	500390	555140	150.00
05/16/2025	PWBDD	50086	DIGITAL EDGE OF WISCONSIN LLC	OFFICE SUPPLIES	500310	566310	138.00
05/16/2025	PWBDD	50089	EXCEL DISPOSAL OF WISCONSIN LLC	PUBLIC WORKS FEES	463101	000000	418.97
05/16/2025	PWBDD	50090	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	76.87
05/16/2025	PWBDD	50091*#	FIRST ADVANTAGE OCC HEALTH SVC	DUE FROM LIGHT & WATER	156200	000000	97.28
				PROFESSIONAL SERVICES	500210	533210	42.90
				CHECK PWBDD 50091 TOTAL FOR FUND 100:			140.18
05/16/2025	PWBDD	50092	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	1,192.60
05/16/2025	PWBDD	50099	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	522110	475.00
05/16/2025	PWBDD	50100	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	56.95
05/16/2025	PWBDD	50101	JAMES LUDEN	PUBLIC WORKS FEES	463101	000000	30.00
05/16/2025	PWBDD	50102*#	JANI-KING OF MILWAUKEE	OPERATING SUPPLIES	500350	533210	422.73
05/16/2025	PWBDD	50103	JESSICA MICHNA	OTHER EXPENSES - HIST CHAR PERFORM	500390	555140	190.00
05/16/2025	PWBDD	50104	JK CONTRACTORS	REPAIR AND MAINTENANCE	500240	555510	4,740.00
05/16/2025	PWBDD	50105	JK CONTRACTORS	REPAIR AND MAINTENANCE	500240	555510	150.00
05/16/2025	PWBDD	50106	JM BRENNAN, INC.	REPAIR AND MAINTENANCE	500240	518100	1,080.00
05/16/2025	PWBDD	50107	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	455.00
05/16/2025	PWBDD	50110	LAROSA LANDSCAPE COMPANY	REPAIR AND MAINTENANCE	500240	522100	920.23
05/16/2025	PWBDD	50113	LOCHEN EQUIPMENT	MAINTENANCE PARTS	500353	533210	10.14
05/16/2025	PWBDD	50115	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	101.85
05/16/2025	PWBDD	50117	NAPA AUTO PARTS	GAS AND OIL EXPENSE	500351	533210	789.99
				GAS AND OIL EXPENSE	500351	533210	139.99
				MAINTENANCE PARTS	500353	533210	158.36

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 5/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND				CHECK PWBDD 50117 TOTAL FOR FUND 100:			1,088.34
05/16/2025	PWBDD	50118*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	533210	101.45
				OPERATING SUPPLIES	500350	533210	25.18
				CHECK PWBDD 50118 TOTAL FOR FUND 100:			126.63
05/16/2025	PWBDD	50119	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	3,278.00
05/16/2025	PWBDD	50123	R.A. SMITH NATIONAL	CONTINGENCY RESERVE	500990	591000	7,779.20
05/16/2025	PWBDD	50124	RAY O'HERRON CO., INC.	UNIFORMS	500346	522120	5.44
				UNIFORMS	500346	522120	2,145.57
				CHECK PWBDD 50124 TOTAL FOR FUND 100:			2,151.01
05/16/2025	PWBDD	50126	ROTARY CLUB OF CEDARBURG	PROF PUBLICATIONS AND DUES	500320	522110	385.00
05/16/2025	PWBDD	50127	RUDIG TROPHIES	OTHER EXPENSES	500390	511100	61.63
05/16/2025	PWBDD	50128	SCOTT & MICHELLE HINZE	PUBLIC WORKS FEES	463101	000000	15.00
05/16/2025	PWBDD	50130	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	32.88
05/16/2025	PWBDD	50134	TK ELEVATOR CORPORATION	REPAIR AND MAINTENANCE	500240	518100	282.52
05/16/2025	PWBDD	50135	TRUCK COUNTRY OF WISC	MAINTENANCE PARTS	500353	533210	16.06
05/16/2025	PWBDD	50136#	VANTAGE FINANCIAL, LLC	EQUIPMENT OUTLAY	500385	514700	830.00
				REPAIR AND MAINTENANCE	500240	522110	5,508.00
				CHECK PWBDD 50136 TOTAL FOR FUND 100:			6,338.00
05/16/2025	PWBDD	50137	VILLAGE OF GRAFTON	OTHER EXPENSES - FS ORIENT EXP	500390	555140	2,360.38
05/16/2025	PWBDD	50140	WISCONSIN DEPT OF JUSTICE	TELEPHONE/COMMUNICATIONS	500225	522110	175.00
05/16/2025	PWBDD	50141#	WM CORPORATE SERVICES, INC	STREET SWEEPING	500295	533440	3,821.88
				MAINT/CONTRACTED SERVICES	500290	533710	49,170.24
				MAINT/CONTRACTED SERVICES	500290	533730	22,373.76
				CHECK PWBDD 50141 TOTAL FOR FUND 100:			75,365.88

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 6/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/16/2025	PWBDD	50142	ZUERN BUILDING PRODUCTS	SIGNS	500363	533311	187.85
05/23/2025	PWBDD	50150*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	518100	246.88
05/23/2025	PWBDD	50151*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522310	140.56
				TELEPHONE/COMMUNICATIONS	500225	533110	77.08
				TELEPHONE/COMMUNICATIONS	500225	533210	140.56
				TELEPHONE/COMMUNICATIONS	500225	555510	103.82
				CHECK PWBDD 50151 TOTAL FOR FUND 100:			462.02
05/23/2025	PWBDD	50154*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	3.87
				MAINTENANCE PARTS	500353	533210	59.26
				MAINTENANCE PARTS	500353	533210	160.33
				REPAIR AND MAINTENANCE	500240	555510	34.99
				REPAIR AND MAINTENANCE	500240	555510	36.89
				REPAIR AND MAINTENANCE	500240	555510	14.95
				CHECK PWBDD 50154 TOTAL FOR FUND 100:			310.29
05/23/2025	PWBDD	50155	BLAIN'S FARM & FLEET	REPAIR AND MAINTENANCE	500240	533440	319.98
				REPAIR AND MAINTENANCE	500240	533440	159.99
				CHECK PWBDD 50155 TOTAL FOR FUND 100:			479.97
05/23/2025	PWBDD	50157	CATALIS TAX & CAMA, INC	PROFESSIONAL SERVICES	500210	515400	7,150.00
05/23/2025	PWBDD	50159	CEDARBURG LIGHT & WATER	DUE TO L&W IMPACT FEES	256201	000000	2,126.29
				DUE TO L&W IMPACT FEES	256201	000000	2,126.29
				DUE TO L&W IMPACT FEES	256201	000000	2,126.29
				DUE TO L&W IMPACT FEES	256201	000000	2,126.29
				DUE TO L&W IMPACT FEES	256201	000000	2,126.29
				CHECK PWBDD 50159 TOTAL FOR FUND 100:			10,631.45
05/23/2025	PWBDD	50160	CEDARBURG OVERHEAD DOOR CO.	FUEL SYSTEM MAINTENANCE	500326	533210	188.00
05/23/2025	PWBDD	50161*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	513100	12.45

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 7/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				TELEPHONE/COMMUNICATIONS	500225	513200	12.50
				TELEPHONE/COMMUNICATIONS	500225	514100	35.62
				INTERNET	500220	514700	763.61
				TELEPHONE/COMMUNICATIONS	500225	515400	20.15
				TELEPHONE/COMMUNICATIONS	500225	515600	26.40
				TELEPHONE/COMMUNICATIONS	500225	518100	42.96
				TELEPHONE/COMMUNICATIONS	500225	522310	20.17
				INTERNET	500220	522410	149.99
				TELEPHONE/COMMUNICATIONS	500225	522410	23.60
				TELEPHONE/COMMUNICATIONS	500225	533110	26.15
				TELEPHONE/COMMUNICATIONS	500225	533210	33.75
				OPERATING SUPPLIES	500350	533210	159.98
				TELEPHONE/COMMUNICATIONS	500225	555140	20.00
				INTERNET	500220	555510	110.03
				INTERNET	500220	555510	159.98
				INTERNET	500220	555510	229.99
				INTERNET	500220	555510	129.99
				TELEPHONE/COMMUNICATIONS	500225	566310	24.25
				CHECK PWBDD 50161 TOTAL FOR FUND 100:			2,001.57
05/23/2025	PWBDD	50162	CINTAS CORPORATION	OPERATING SUPPLIES	500350	533210	366.99
05/23/2025	PWBDD	50166	CORNERSTONE ONE, LLC	REPAIR AND MAINTENANCE	500240	522100	4,132.69
05/23/2025	PWBDD	50168	DISCOVERY COACH	OTHER EXPENSES - LAKE GENEVA BUS FINAL	500390	555140	1,200.00
05/23/2025	PWBDD	50174	ETI LLC	PROFESSIONAL SERVICES	500210	514100	224.00
05/23/2025	PWBDD	50175	FORESTRY SUPPLIERS	REPAIR AND MAINTENANCE	500240	555510	236.55
05/23/2025	PWBDD	50180*#	HOUSEMAN & FEIND, LLP	EXTRAORDINARY SERVICES	500211	516100	2,561.50
				ATTORNEY/CONSULTANT	500212	522110	164.50
				CHECK PWBDD 50180 TOTAL FOR FUND 100:			2,726.00
05/23/2025	PWBDD	50182	J R BOEHLKE INC	MAINT/CONTRACTED SERVICES	500290	555510	99.00
				MAINT/CONTRACTED SERVICES	500290	555510	618.00
				CHECK PWBDD 50182 TOTAL FOR FUND 100:			717.00

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 8/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/23/2025	PWBDD	50183	JM BRENNAN, INC.	REPAIR AND MAINTENANCE	500240	518100	648.60
05/23/2025	PWBDD	50184	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	292.50
05/23/2025	PWBDD	50185	KARA J RACINE	AWARDS, SUPPLIES	500343	519200	150.00
05/23/2025	PWBDD	50186	LAKE GENEVA CRUISE LINE	OTHER EXPENSES FINAL LK GNVA BOAT TOUR	500390	555140	1,407.60
				OTHER EXPENSES FINAL LK GNVA BLACK PT	500390	555140	576.00
				CHECK PWBDD 50186 TOTAL FOR FUND 100:			1,983.60
05/23/2025	PWBDD	50188	MID-MORAINES MUNIC. ASSOCIATION	OTHER EXPENSES	500390	511100	33.00
05/23/2025	PWBDD	50189	MILLER-BRADFORD AND RISBERG	MAINTENANCE PARTS	500353	533210	865.47
05/23/2025	PWBDD	50191	NATHAN BUTZLER	AWARDS, SUPPLIES	500343	519200	50.00
05/23/2025	PWBDD	50192	ODP BUSINESS SOLUTIONS,LLC	OFFICE SUPPLIES	500310	522110	155.23
				OFFICE SUPPLIES	500310	522110	207.93
				CHECK PWBDD 50192 TOTAL FOR FUND 100:			363.16
05/23/2025	PWBDD	50193	OLGA KHRISTENKO	PUBLIC WORKS FEES	463101	000000	45.00
05/23/2025	PWBDD	50194	ONTECH SYSTEMS, INC	EQUIPMENT/SOFTWARE	500380	514700	299.00
				EQUIPMENT/SOFTWARE	500380	514700	820.00
				EQUIPMENT/SOFTWARE	500380	514700	1,699.00
				CHECK PWBDD 50194 TOTAL FOR FUND 100:			2,818.00
05/23/2025	PWBDD	50195	OZAUKEE COUNTY	RECORDING FEES	500311	514100	30.00
05/23/2025	PWBDD	50197	PATRICK CONNOR	PUBLIC WORKS FEES	463101	000000	25.00
05/23/2025	PWBDD	50198	PITNEY BOWES INC	POSTAGE	500315	514100	379.89
05/23/2025	PWBDD	50199	RAY O'HERRON CO., INC.	UNIFORMS	500346	522120	62.95
				UNIFORMS	500346	522120	62.95
				UNIFORMS	500346	522120	71.91
				UNIFORMS	500346	522120	81.59
				CHECK PWBDD 50199 TOTAL FOR FUND 100:			279.40

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 9/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/23/2025	PWBDD	50202	SHERWIN WILLIAMS CO.	OPERATING SUPPLIES	500350	533210	107.37
				MAINTENANCE PARTS	500353	533210	172.96
				CHECK PWBDD 50202 TOTAL FOR FUND 100:			280.33
05/23/2025	PWBDD	50203	STUMP GRINDING 4 LESS, LLC	MAINT/CONTRACTED SERVICES	500290	555510	8,090.43
05/23/2025	PWBDD	50204	TEREX SERVICES	MAINTENANCE PARTS	500353	533210	725.78
05/23/2025	PWBDD	50205	TMS INTERNATIONAL LLC	REPAIR AND MAINTENANCE	500240	533440	224.26
05/23/2025	PWBDD	50206	TRANSUNION RISK AND ALTERNATIVE	PROFESSIONAL SERVICES	500210	522130	75.00
05/23/2025	PWBDD	50207#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	218.22
				MAINTENANCE SUPPLIES	500340	522100	107.50
				OPERATING SUPPLIES	500350	533210	79.78
				OPERATING SUPPLIES	500350	533210	79.78
				MAINTENANCE PARTS	500353	533210	48.77
				CHECK PWBDD 50207 TOTAL FOR FUND 100:			534.05
05/23/2025	PWBDD	50208	WAYSIDE NURSERIES, INC.	TREES AND SUPPLIES	500341	555510	885.00
05/23/2025	PWBDD	50209*#	WE ENERGIES	NATURAL GAS-0713912926-00001	500224	518100	284.78
				NATURAL GAS-0713912926-00011	500224	518100	255.53
				NATURAL GAS-0713912926-00006	500224	518100	275.05
				NATURAL GAS-0711276804-00002	500224	522100	957.10
				NATURAL GAS-0711276804-00001	500224	522100	14.21
				NATURAL GAS-0713912926-00004	500224	522410	55.00
				NATURAL GAS-0713912926-00009	500224	533210	372.58
				NATURAL GAS-0707973696-00001	500224	555510	74.32
				NATURAL GAS-0719886467-00001	500224	555510	108.44
				CHECK PWBDD 50209 TOTAL FOR FUND 100:			2,397.01
05/23/2025	PWBDD	50210	ZARNOTH BRUSH WORKS INC	REPAIR AND MAINTENANCE	500240	533440	939.80
				STREET SWEEPING	500295	533440	308.40
				CHECK PWBDD 50210 TOTAL FOR FUND 100:			1,248.20

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 10/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/30/2025	PWBDD	50214*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	518100	28.02
				TELEPHONE/COMMUNICATIONS	500225	522110	101.50
				TELEPHONE/COMMUNICATIONS	500225	533210	28.02
				CHECK PWBDD 50214 TOTAL FOR FUND 100:			157.54
05/30/2025	PWBDD	50215#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522110	1,333.77
				TELEPHONE/COMMUNICATIONS	500225	522410	116.13
				CHECK PWBDD 50215 TOTAL FOR FUND 100:			1,449.90
05/30/2025	PWBDD	50217*#	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	500210	515900	20,597.64
05/30/2025	PWBDD	50219*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	522100	21.01
				MAINTENANCE SUPPLIES	500340	522100	18.85
				OPERATING SUPPLIES	500350	533210	10.21
				MAINTENANCE PARTS	500353	533210	11.67
				MAINTENANCE PARTS	500353	533210	4.11
				REPAIR AND MAINTENANCE	500240	533440	200.00
				REPAIR AND MAINTENANCE	500240	555510	4.81
				REPAIR AND MAINTENANCE	500240	555510	31.32
				REPAIR AND MAINTENANCE	500240	555510	28.14
				REPAIR AND MAINTENANCE	500240	555510	29.62
				CHECK PWBDD 50219 TOTAL FOR FUND 100:			359.74
05/30/2025	PWBDD	50221	BOEHLKE BOTTLED GAS CORP.	FUEL INVENTORY	161500	000000	802.24
05/30/2025	PWBDD	50222	CALLAHAN BLUM, ERIN	PROFESSIONAL SERVICES - MAY WTRCLR	500210	555140	952.00
05/30/2025	PWBDD	50224*#	CEDARBURG LIGHT & WATER	DUE TO L&W IMPACT FEES	256201	000000	2,126.29
				DUE TO L&W IMPACT FEES	256201	000000	2,126.29
				CHECK PWBDD 50224 TOTAL FOR FUND 100:			4,252.58
05/30/2025	PWBDD	50225*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	518100	50.00
05/30/2025	PWBDD	50226	CHUCK MOEGENBURG	REPAIR AND MAINTENANCE	500240	518100	120.00

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 11/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
05/30/2025	PWBDD	50228*#	CIVIC PLUS LLC	EQUIPMENT/SOFTWARE	500380	514700	300.00
05/30/2025	PWBDD	50230	ELIZABETH ROLLAND	PROFESSIONAL SERVICES - MAY TAIJI	500210	555140	350.00
05/30/2025	PWBDD	50231#	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	33.68
				SIGNS	500363	533311	1,581.24
				CHECK PWBDD 50231 TOTAL FOR FUND 100:			1,614.92
05/30/2025	PWBDD	50232	FORWARD TS	EQUIPMENT OUTLAY	500385	514700	14.00
				EQUIPMENT OUTLAY	500385	514700	14.00
				CHECK PWBDD 50232 TOTAL FOR FUND 100:			28.00
05/30/2025	PWBDD	50234*#	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	533210	101.61
05/30/2025	PWBDD	50238	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	56.95
05/30/2025	PWBDD	50240	JACQUELINE E.W.JANZ	PROFESSIONAL SERVICES - MAY MINDFUL	500210	555140	40.00
05/30/2025	PWBDD	50241#	JOHNSONS NURSERY, INC.	DEVELOPERS DEPOSIT-TREE PLNTG	239837	000000	1,465.00
				TREES AND SUPPLIES	500341	555510	1,050.00
				CHECK PWBDD 50241 TOTAL FOR FUND 100:			2,515.00
05/30/2025	PWBDD	50242	JX ENTERPRISES, INC	MAINTENANCE PARTS	500353	533210	468.92
				MAINTENANCE PARTS	500353	533210	(75.73)
				CHECK PWBDD 50242 TOTAL FOR FUND 100:			393.19
05/30/2025	PWBDD	50247	MR. HOLLAND'S HOME SERVICES	ELECTRICAL PERMITS	443501	000000	65.00
05/30/2025	PWBDD	50248	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	82.74
				MAINTENANCE PARTS	500353	533210	24.84
				MAINTENANCE PARTS	500353	533210	36.82
				MAINTENANCE PARTS	500353	533210	58.33
				MAINTENANCE PARTS	500353	533210	56.77
				MAINTENANCE PARTS	500353	533210	95.40

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 12/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
CHECK PWBDD 50248 TOTAL FOR FUND 100:							354.90
05/30/2025	PWBDD	50252	NORTHWOODS LASER & EMBROIDERY	AWARDS, SUPPLIES	500343	522410	189.00
05/30/2025	PWBDD	50253	ODP BUSINESS SOLUTIONS,LLC	OFFICE SUPPLIES	500310	522110	115.45
				OFFICE SUPPLIES	500310	522110	68.37
CHECK PWBDD 50253 TOTAL FOR FUND 100:							183.82
05/30/2025	PWBDD	50254	ONTECH SYSTEMS, INC	TELEPHONE/COMMUNICATIONS	500225	522110	40.00
05/30/2025	PWBDD	50255	OZAUKEE COUNTY HIGHWAY DEPT	REPAIR AND MAINTENANCE	500240	533440	374.40
05/30/2025	PWBDD	50257	RAY O'HERRON CO., INC.	UNIFORMS	500346	522120	399.99
05/30/2025	PWBDD	50260	SCHMITZ READY MIX, INC.	REPAIR AND MAINTENANCE	500240	533311	262.00
05/30/2025	PWBDD	50261	SNAP-ON INDUSTRIAL	MAINTENANCE PARTS	500353	533210	194.77
				MAINTENANCE PARTS	500353	533210	43.14
CHECK PWBDD 50261 TOTAL FOR FUND 100:							237.91
05/30/2025	PWBDD	50262	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	285.27
05/30/2025	PWBDD	50263	SUNSET LAW ENFORCEMENT	EQUIPMENT OUTLAY	500380	522120	117.32
05/30/2025	PWBDD	50265	WAYSIDE NURSERIES, INC.	SUPPLIES AND EXPENSES	500347	555220	732.75
05/30/2025	PWBDD	50267	WEIDGE RADIATOR & AC INC,	MAINTENANCE PARTS	500353	533210	588.49
05/30/2025	PWBDD	50268*#	WISCONSIN DNR	STATE OF WI FEES	500323	533440	1,500.00
05/30/2025	PWBDD	50269	WM CORPORATE SERVICES, INC	STATE OF WI FEES	500323	533440	661.99
Total for fund 100 GENERAL FUND							247,998.53
Fund: 200 CEMETERY FUND							
05/09/2025	PWBDD	50012	ADAM J ARENTZ	MISCELLANEOUS REVENUE	486000	000000	350.00
05/09/2025	PWBDD	50040*#	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	544210	17.98
05/16/2025	106 OPENED PWBDD	50079*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	544210	35.97

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 13/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 200 CEMETERY FUND							
05/23/2025	PWBDD	50145	ADAM J ARENTZ	MISCELLANEOUS REVENUE	486000	000000	350.00
05/23/2025	PWBDD	50154*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	544210	4.47
05/30/2025	PWBDD	50234*#	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	544210	104.04
Total for fund 200 CEMETERY FUND							862.46
Fund: 210 ROOM TAX FUND							
05/09/2025	PWBDD	50023	CEDARBURG CHAMBER OF COMMERCE	CHAMBER TOURISM & DEVELOPMENT	500721	566700	5,108.35
05/16/2025	PWBDD	50081	CEDARBURG CHAMBER OF COMMERCE	CHAMBER TOURISM & DEVELOPMENT	500721	566700	15,325.04
Total for fund 210 ROOM TAX FUND							20,433.39
Fund: 220 RECREATION PROGRAMS FUND							
05/09/2025	PWBDD	50013	ALLIE MAGILL	POMS REVENUE	467332	000000	110.00
05/09/2025	PWBDD	50047	KARIN MARTINO	POMS REVENUE	467332	000000	120.00
05/16/2025	PWBDD	50075	ANNA GORN	POMS EXPENSES	500394	555390	225.00
				POMS EXPENSES	500394	555390	225.00
				CHECK PWBDD 50075 TOTAL FOR FUND 220:			450.00
05/16/2025	PWBDD	50096	GRUBER, LAURA	MAINT/CONTRACTED SERVICES	500290	555390	315.00
05/16/2025	PWBDD	50114	MASTER PRINTWEAR	SUPPLIES AND EXPENSES	500347	555390	2,208.00
05/23/2025	PWBDD	50147	AMANDA CARRON	YOUTH FOOTBALL REGISTRATION	467317	000000	70.00
05/23/2025	PWBDD	50149	ANDREANNA MCMULLEN	POMS REVENUE	467332	000000	30.00
05/23/2025	PWBDD	50161*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555390	33.75
05/23/2025	PWBDD	50164	CLAUDINE SWEENEY	AQUATICS FITNESS	467324	000000	55.00
05/23/2025	PWBDD	50187	MICHELE GAREY	POMS REVENUE	467332	000000	60.00
05/23/2025	PWBDD	50200	ROGER KISON	AQUATICS FITNESS	467324	000000	55.00
05/30/2025	PWBDD	50249	NATHAN KOLLATH	POMS REVENUE	467332	000000	95.00
Total for fund 220 RECREATION PROGRAMS FUND							3,601.75

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 14/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 231 AMERICAN RESCUE PLAN ACT							
05/30/2025	PWBDD	50228*#	CIVIC PLUS LLC	GRANT EXPENDITURES	500331	566721	6,000.00
Total for fund 231 AMERICAN RESCUE PLAN ACT							6,000.00
Fund: 240 SWIMMING POOL FUND							
05/09/2025	PWBDD	50019	BASSETT MECHANICAL	MAINT/CONTRACTED SERVICES	500290	555320	483.00
05/09/2025	PWBDD	50040*#	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	555320	878.75
05/16/2025	PWBDD	50079*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	555320	24.79
05/16/2025	PWBDD	50097	HAWKINS , INC.	OPERATING SUPPLIES	500350	555320	2,912.81
05/16/2025	PWBDD	50121#	OZAUKEE COUNTY	LICENSES & PERMITS	500324	555320	573.00
				LICENSES & PERMITS	500324	555321	253.00
CHECK PWBDD 50121 TOTAL FOR FUND 240:							826.00
05/16/2025	PWBDD	50133	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	555320	1,782.13
05/23/2025	PWBDD	50156	CARRICO AQUATIC RESOURCES	MAINTENANCE SUPPLIES	500340	555320	140.00
				MAINTENANCE SUPPLIES	500340	555320	754.97
CHECK PWBDD 50156 TOTAL FOR FUND 240:							894.97
05/23/2025	PWBDD	50161*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555320	33.06
05/23/2025	PWBDD	50165	CONCRETE SHORTPOUR, INC	MAINTENANCE SUPPLIES	500340	555320	311.00
05/23/2025	PWBDD	50178*#	GRAFTON ACE HARDWARE	MAINTENANCE SUPPLIES	500340	555320	1,199.85
05/23/2025	PWBDD	50179	HOLIDAY WHOLESALE, INC	OPERATING SUPPLIES	500350	555321	739.15
05/23/2025	PWBDD	50209*#	WE ENERGIES	NATURAL GAS-0719900042-00001	500224	555320	24.65
				NATURAL GAS-0716746085-00001	500224	555320	19.16
CHECK PWBDD 50209 TOTAL FOR FUND 240:							43.81
05/30/2025	PWBDD	50211	AMERICAN RED CROSS	MAINT/CONTRACTED SERVICES	500290	555320	360.00

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 15/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 240 SWIMMING POOL FUND							
05/30/2025	PWBDD	50223	CARRICO AQUATIC RESOURCES	MAINTENANCE SUPPLIES	500340	555320	267.06
				OPERATING SUPPLIES	500350	555320	11,488.20
				CHECK PWBDD 50223 TOTAL FOR FUND 240:			11,755.26
05/30/2025	PWBDD	50235	GREAT LAKES COCA-COLA	OPERATING SUPPLIES	500350	555321	1,416.35
				Total for fund 240 SWIMMING POOL FUND			23,660.93
Fund: 260 LIBRARY FUND							
05/09/2025	PWBDD	50014	AMAZON CAPITOL SERVICES	PROGRAM SUPPLIES	500308	555110	25.99
				OFFICE SUPPLIES	500310	555110	44.99
				OFFICE SUPPLIES	500310	555110	33.86
				OFFICE SUPPLIES	500310	555110	247.15
				COMPUTER/COPIER SUPPLIES	500312	555110	148.89
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	20.34
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	19.80
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	39.90
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	385.82
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	56.43
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	15.09
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	(8.99)
				DONATION EXPENDITURES	500322	555110	134.88
				GRANT EXPENDITURES	500331	555110	58.53
				OPERATING SUPPLIES	500350	555110	111.18
				CHECK PWBDD 50014 TOTAL FOR FUND 260:			1,333.86
05/09/2025	PWBDD	50017	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	281.35
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	285.97
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	455.63
				DONATION EXPENDITURES	500322	555110	16.00
				CHECK PWBDD 50017 TOTAL FOR FUND 260:			1,038.95
05/09/2025	PWBDD	50031	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	35.58
05/09/2025	PWBDD	50048	LAWNSCAPERS, INC	MAINT/CONTRACTED SERVICES	500290	555110	182.50
05/09/2025	PWBDD	50051	MIDWEST TAPE, LLC	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	1,700.47

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 16/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
05/16/2025	PWBDD	50078	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	405.08
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	464.30
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	370.85
				DONATION EXPENDITURES	500322	555110	60.00
				CHECK PWBDD 50078 TOTAL FOR FUND 260:			<u>1,300.23</u>
05/16/2025	PWBDD	50088	E.L.S. LANDSCAPING & LAWN	MAINT/CONTRACTED SERVICES	500290	555110	782.00
05/16/2025	PWBDD	50102*#	JANI-KING OF MILWAUKEE	MAINT/CONTRACTED SERVICES	500290	555110	1,010.17
05/16/2025	PWBDD	50109	KANOPY, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	408.85
05/16/2025	PWBDD	50120	ORKIN COMMERCIAL SERVICES	MAINT/CONTRACTED SERVICES	500290	555110	114.00
05/16/2025	PWBDD	50129	SIDECAR PUBLICATIONS, LLC	TECHNOLOGY	500382	555110	384.00
05/16/2025	PWBDD	50131	SPRINGSHARE LLC	MARKETING	500223	555110	5,511.38
05/16/2025	PWBDD	50139	VISUAL IMAGE PHOTOGRAPHY, INC.	MARKETING	500223	555110	265.00
05/23/2025	PWBDD	50148	AMERICAN CITY BUSINESS JOURNALS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	220.00
05/23/2025	PWBDD	50150*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	555110	324.17
05/23/2025	PWBDD	50152	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	173.41
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	14.71
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	425.60
				DONATION EXPENDITURES	500322	555110	45.00
				CHECK PWBDD 50152 TOTAL FOR FUND 260:			<u>658.72</u>
05/23/2025	PWBDD	50161*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555110	204.99
05/23/2025	PWBDD	50167	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	91.05
05/23/2025	PWBDD	50170	E.L.S. LANDSCAPING & LAWN	MAINT/CONTRACTED SERVICES	500290	555110	2,020.00
05/23/2025	PWBDD	50173	ENVISIONWARE INC	MAINT/CONTRACTED SERVICES	500290	555110	1,166.88

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 17/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
05/23/2025	PWBDD	50190	NASSCO, INC.	OPERATING SUPPLIES	500350	555110	480.50
05/23/2025	PWBDD	50201	SCHOLASTIC INC	DONATION EXPENDITURES	500322	555110	725.50
05/23/2025	PWBDD	50209*#	WE ENERGIES	NATURAL GAS-0714144119-00001	500224	555110	(1,569.71)
05/30/2025	PWBDD	50214*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	555110	28.00
05/30/2025	PWBDD	50216	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	399.83
Total for fund 260 LIBRARY FUND							18,816.92
Fund: 270 FIRE DEPT & EMS							
05/09/2025	PWBDD	50038	GALLS, LLC	UNIFORMS	500346	522500	90.16
				UNIFORMS	500346	522500	98.13
				UNIFORMS	500346	522500	170.50
CHECK PWBDD 50038 TOTAL FOR FUND 270:							358.79
05/09/2025	PWBDD	50050	MACQUEEN EQUIPMENT	FIREFIGHTING EQUIPMENT	500380	522500	451.84
				FIREFIGHTING EQUIPMENT	500380	522500	1,060.45
CHECK PWBDD 50050 TOTAL FOR FUND 270:							1,512.29
05/09/2025	PWBDD	50062	RELIANT FIRE APPARATUS, INC.	REPAIR AND MAINTENANCE	500240	522500	1,241.10
05/09/2025	PWBDD	50066	TOMASO'S	OPERATING SUPPLIES	500350	522500	60.25
05/09/2025	PWBDD	50067	TOTAL INDUSTRIAL AIR	OPERATING SUPPLIES	500350	522500	4,057.00
05/09/2025	PWBDD	50069*#	UNIFIRST CORPORATION	MAINT/CONTRACTED SERVICES	500290	522500	135.93
05/09/2025	PWBDD	50074	WPP LLC	OPERATING SUPPLIES	500350	522500	125.50
05/16/2025	PWBDD	50080	BOUND TREE MEDICAL, LLC	EMS SUPPLIES AND EXPENSES	500347	522500	176.03
05/16/2025	PWBDD	50093	GALLS, LLC	UNIFORMS	500346	522500	122.81
				UNIFORMS	500346	522500	80.09
				UNIFORMS	500346	522500	71.38
CHECK PWBDD 50093 TOTAL FOR FUND 270:							274.28

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 18/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
05/16/2025	PWBDD	50094	GENERAL COMMUNICATIONS INC	TELEPHONE/COMMUNICATIONS	500225	522500	96.50
05/16/2025	PWBDD	50095	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	522500	7.19
05/16/2025	PWBDD	50098	HOMERS TOWING & SERVICE INC.	REPAIR AND MAINTENANCE	500240	522500	950.00
05/16/2025	PWBDD	50108	JOIN THE FIRE SERVICE LLC	MARKETING	500223	522500	429.00
05/16/2025	PWBDD	50111	LIFE-ASSIST, INC	EMS SUPPLIES AND EXPENSES	500347	522500	284.90
05/16/2025	PWBDD	50118*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	40.88
				OPERATING SUPPLIES	500350	522500	38.68
				OPERATING SUPPLIES	500350	522500	13.76
				OPERATING SUPPLIES	500350	522500	38.18
				CHECK PWBDD 50118 TOTAL FOR FUND 270:			131.50
05/16/2025	PWBDD	50122	QUALITY STATE OIL CO.,INC.	GAS AND OIL EXPENSE	500351	522500	164.02
05/16/2025	PWBDD	50125	RICOH USA, INC.	MAINT/CONTRACTED SERVICES	500290	522500	38.81
05/23/2025	PWBDD	50146	AIRGAS USA LLC	EMS SUPPLIES AND EXPENSES	500347	522500	923.56
				EMS SUPPLIES AND EXPENSES	500347	522500	212.53
				CHECK PWBDD 50146 TOTAL FOR FUND 270:			1,136.09
05/23/2025	PWBDD	50150*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	522500	155.15
05/23/2025	PWBDD	50151*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522500	637.01
05/23/2025	PWBDD	50153	BATZNER PEST CONTROL	MAINT/CONTRACTED SERVICES	500290	522500	75.67
05/23/2025	PWBDD	50158	CEDARBURG CHAMBER OF COMMERCE	OPERATING SUPPLIES	500350	522500	50.00
05/23/2025	PWBDD	50161*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522500	18.98
				TELEPHONE/COMMUNICATIONS	500225	522500	229.61
				CHECK PWBDD 50161 TOTAL FOR FUND 270:			248.59
05/23/2025	PWBDD	50171	EMR, LLC	REPAIR AND MAINTENANCE	500240	522500	349.44

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 19/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
05/23/2025	PWBDD	50172	EMS MANAGEMENT & CONSULTANTS	PROFESSIONAL SERVICES	500210	522500	4,309.90
05/23/2025	PWBDD	50176	FREEDOM SUPPLY LLC	REPAIR AND MAINTENANCE	500240	522500	408.76
05/23/2025	PWBDD	50177	GALLS, LLC	UNIFORMS	500346	522500	83.63
05/23/2025	PWBDD	50178*#	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	522500	26.99
				OPERATING SUPPLIES	500350	522500	10.80
				CHECK PWBDD 50178 TOTAL FOR FUND 270:			37.79
05/23/2025	PWBDD	50209*#	WE ENERGIES	NATURAL GAS 0713912926-00008	500224	522500	370.39
05/30/2025	PWBDD	50212	AMERICAN RESPONSE VEHICLES	REPAIR AND MAINTENANCE	500240	522500	200.00
05/30/2025	PWBDD	50213	ASSOCIATIN OF OZAUKEE COUNTY FIRE	PROF PUBLICATIONS AND DUES	500320	522500	300.00
05/30/2025	PWBDD	50214*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	522500	28.02
05/30/2025	PWBDD	50218	BEST HEATING & AIR CONDITION	OPERATING SUPPLIES	500350	522500	295.00
05/30/2025	PWBDD	50225*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522500	357.12
05/30/2025	PWBDD	50233	GALLS, LLC	UNIFORMS	500346	522500	61.75
				UNIFORMS	500346	522500	98.82
				CHECK PWBDD 50233 TOTAL FOR FUND 270:			160.57
05/30/2025	PWBDD	50239	IMAGE TREND, INC	COMPUTERS/SOFTWARE/APPS	500390	522500	2,985.13
05/30/2025	PWBDD	50244	MACQUEEN EQUIPMENT	MAINT/CONTRACTED SERVICES	500290	522500	160.00
05/30/2025	PWBDD	50250	NATIONAL VOLUNTEER FIRE COUNCIL	PROF PUBLICATIONS AND DUES	500320	522500	72.00
05/30/2025	PWBDD	50264	UNIFIRST CORPORATION	MAINT/CONTRACTED SERVICES	500290	522500	135.93
05/30/2025	PWBDD	50270	ZOLL MEDICAL CORPORATION	EMS SUPPLIES AND EXPENSES	500347	522500	882.32
Total for fund 270 FIRE DEPT & EMS							23,481.60
Fund: 350 TIF DISTRICT FUND #4							
05/09/2025	PWBDD	50018*#	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	500210	566710	16,014.37

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 20/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 350 TIF DISTRICT FUND #4							
05/23/2025	PWBDD	50180*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	493.50
Total for fund 350 TIF DISTRICT FUND #4							16,507.87
Fund: 352 TIF DISTRICT FUND #3							
05/16/2025	PWBDD	50082	CEDARBURG LAND & CATTLE LLC	DEVELOPERS INCENTIVE	500227	566710	51,279.00
Total for fund 352 TIF DISTRICT FUND #3							51,279.00
Fund: 353 TIF DISTRICT #6							
05/23/2025	PWBDD	50180*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	188.00
05/23/2025	PWBDD	50181*#	J MILLER ELECTRIC	TIF - SANITARY SEWER	500451	566710	12,438.91
Total for fund 353 TIF DISTRICT #6							12,626.91
Fund: 354 TIF DISTRICT #7							
05/09/2025	PWBDD	50018*#	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	500210	566710	2,206.78
05/30/2025	PWBDD	50217*#	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	500210	566710	5,149.41
05/30/2025	PWBDD	50220	BMCI CONSTRUCTION INC	TIF - ROAD AND GUTTER	500453	566710	6,427.00
Total for fund 354 TIF DISTRICT #7							13,783.19
Fund: 400 CAPITAL IMPROVEMENTS FUND							
05/09/2025	PWBDD	50039*	GENERAL COMMUNICATIONS INC	VEHICLE REPLACEMENTS	500811	522120	795.00
05/16/2025	PWBDD	50138*#	VINTON CONSTRUCTION COMPANY	DUE FROM LIGHT & WATER	156200	000000	365,122.93
				STREET IMPROVEMENTS	500854	533311	34,335.85
				STORMWATER IMPROVEMENTS	500475	533440	44,619.01
CHECK PWBDD 50138 TOTAL FOR FUND 400:							444,077.79
05/30/2025	PWBDD	50229	EHLERS AND ASSOCIATES	DEBT ISSUANCE COST	500685	581500	8,000.00
05/30/2025	PWBDD	50237	HUSCH BLACKWELL LLP	DEBT ISSUANCE COST	500685	581500	17,000.00
05/30/2025	PWBDD	50243	LETTERS & SIGNS	VEHICLE REPLACEMENTS	500811	522410	989.00
05/30/2025	PWBDD	50256	QUARLES & BRADY LLP	DEBT ISSUANCE COST	500685	581500	1,000.00

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 21/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 400 CAPITAL IMPROVEMENTS FUND				Total for fund 400 CAPITAL IMPROVEMENTS FUND			471,861.79
Fund: 410 LEAD SERVICE - PRIVATE							
05/09/2025	PWBDD	50052	MRJ CONSTRUCTION	PRIVATE SIDE - LEAD PIPE			** VOIDED **
05/22/2025	PWBDD	50144	MRJ CONSTRUCTION	PRIVATE SIDE - LEAD PIPE	500872	533750	194,307.01
05/30/2025	PWBDD	50224*#	CEDARBURG LIGHT & WATER	DUE TO LIGHT AND WATER	256200	000000	35,528.61
				TRANSFER TO CLW	500703	533750	8,500.00
				CHECK PWBDD 50224 TOTAL FOR FUND 410:			44,028.61
				Total for fund 410 LEAD SERVICE - PRIVATE			238,335.62
Fund: 411 LEAD SERVICE - PUBLIC							
05/30/2025	PWBDD	50224*#	CEDARBURG LIGHT & WATER	TRANSFER OUT CLW	500703	533750	59,743.40
				Total for fund 411 LEAD SERVICE - PUBLIC			59,743.40
Fund: 601 WATER RECYCLING CENTER							
05/09/2025	PWBDD	50026	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	174.30
				SAFETY EQUIPMENT	500372	573825	140.39
				CHECK PWBDD 50026 TOTAL FOR FUND 601:			314.69
05/09/2025	PWBDD	50034	ECONOMY GLASS INC.	MAINTENANCE SUPPLIES	500340	573830	99.66
05/09/2025	PWBDD	50043	INSIGHT VISION LLC	COLLECTION SYSTEM MAINT	500360	573835	160.70
05/09/2025	PWBDD	50059	PIEPER ELECTRIC, INC.	MAINTENANCE SUPPLIES	500340	573830	9,953.24
05/09/2025	PWBDD	50063	SHARE CORPORATION	SAFETY EQUIPMENT	500372	573825	164.07
05/09/2025	PWBDD	50064#	STARNET TECHNOLOGIES	TELEPHONE/COMMUNICATIONS	500225	573825	(60.00)
				MAINTENANCE SUPPLIES	500340	573840	600.00
				MAINTENANCE SUPPLIES	500340	573840	(60.00)
				CHECK PWBDD 50064 TOTAL FOR FUND 601:			480.00
05/16/2025	PWBDD	50076	APPLIED INDUSTRIAL TECHNOLOGIE	MAINTENANCE SUPPLIES	500340	573830	657.35
				MAINTENANCE SUPPLIES	500340	573830	300.69
				CHECK PWBDD 50076 TOTAL FOR FUND 601:			958.04

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 22/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
05/16/2025	PWBDD	50077	BADGER STATE WASTE, LLC	SLUDGE HAULING	500294	573825	24,938.00
05/16/2025	PWBDD	50084	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	149.47
05/16/2025	PWBDD	50087	DONOHUE & ASSOCIATES, INC	ENGINEERING SERVICES	182331	000000	5,722.50
05/16/2025	PWBDD	50091*#	FIRST ADVANTAGE OCC HEALTH SVC	PROFESSIONAL SERVICES	500210	573850	85.80
05/16/2025	PWBDD	50112	LOCATORS & SUPPLIES, INC.	COLLECTION SYSTEM MAINT	500360	573835	138.48
05/16/2025	PWBDD	50116	MULCAHY SHAW WATER, INC.	LAB SUPPLIES	500370	573825	535.20
05/16/2025	PWBDD	50118*#	OLSEN'S PIGGLY WIGGLY	LAB SUPPLIES	500370	573825	23.76
05/16/2025	PWBDD	50132	STARNET TECHNOLOGIES	MAINTENANCE SUPPLIES	500340	573840	600.00
05/16/2025	PWBDD	50138*#	VINTON CONSTRUCTION COMPANY	COLLECTION MAINS AND ACCESS.	184313	000000	152,238.07
05/23/2025	PWBDD	50150*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	573825	231.92
05/23/2025	PWBDD	50151*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	573825	99.52
05/23/2025	PWBDD	50154*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	6.52
05/23/2025	PWBDD	50161*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	573825	55.25
				TELEPHONE/COMMUNICATIONS	500225	573825	149.99
				CHECK PWBDD 50161 TOTAL FOR FUND 601:			205.24
05/23/2025	PWBDD	50169	DORNER COMPANY	SECONDARY TREATMENT EQUIPMENT	185334	000000	12,241.00
05/23/2025	PWBDD	50181*#	J MILLER ELECTRIC	MODIFICATIONS TO KENZIE LIFT STATION	185324	000000	12,438.91
05/23/2025	PWBDD	50196	OZAUKEE DISPOSAL CORPORATION	REFUSE COLLECTION	500297	573830	1,525.00
05/23/2025	PWBDD	50209*#	WE ENERGIES	ELECTRIC 1838 PIONEER 0711836389-00004	500222	573825	17.84
				NATURAL GAS-0712590709-00001	500224	573825	185.45

06/02/2025 01:10 PM
User: mrusso
DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 05/08/2025 - 06/01/2025
Banks: PWBDD

Page 23/23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
				NATURAL GAS-0713182701-00001	500224	573825	63.81
				MAINTENANCE SUPPLIES-0713912926-00012	500340	573840	17.43
				MAINTENANCE SUPPLIES-0713912926-00007	500340	573840	11.46
				MAINTENANCE SUPPLIES-0713912926-00010	500340	573840	13.95
				MAINTENANCE SUPPLIES-0711836389-00001	500340	573840	14.77
				MAINTENANCE SUPPLIES-0713912926-00002	500340	573840	16.43
				CHECK PWBDD 50209 TOTAL FOR FUND 601:			341.14
05/30/2025	PWBDD	50214*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	573825	28.02
05/30/2025	PWBDD	50219*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	82.69
05/30/2025	PWBDD	50227	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	157.42
05/30/2025	PWBDD	50236	HAWKINS , INC.	COAGULANTS	500371	573825	1,939.50
05/30/2025	PWBDD	50245	MEAD & HUNT INC.	YEAR #4 OF ADAPTIVE MANAGEMENT	500383	573835	1,155.00
05/30/2025	PWBDD	50246	MILWAUKEE RUBBER PRODUCTS	COLLECTION SYSTEM MAINT	500360	573835	127.92
05/30/2025	PWBDD	50251	NORTH CENTRAL LABORATORIES	LAB SUPPLIES	500370	573825	2,645.00
05/30/2025	PWBDD	50258	RNOW INC	2025 SUPER PRODUCTS CAMEL JETTER/VAC	113913	000000	394,671.73
05/30/2025	PWBDD	50259	RUEKERT-MIELKE, INC.	PROFESSIONAL SERVICES	500210	573850	2,605.00
05/30/2025	PWBDD	50266	WE ENERGIES	NATURAL GAS	500224	573825	27.37
05/30/2025	PWBDD	50268*#	WISCONSIN DNR	STATE OF WI FEES	500323	573850	8,896.86
				Total for fund 601 WATER RECYCLING CENTER			635,987.44
Fund: 700 RISK MANAGEMENT FUND							
05/09/2025	PWBDD	50068	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT COMPENSATION	500393	519400	504.53
05/23/2025	PWBDD	50163	CITIES & VILLAGES MUTUAL INSURANCE WORKERS	COMP INS	500165	519400	7,222.00
				Total for fund 700 RISK MANAGEMENT FUND			7,726.53
			TOTAL - ALL FUNDS				1,852,707.33

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

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

CITY OF CEDARBURG
TRANSFER LIST
5/12/25-6/2/25

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
5/12/2025	\$100.00	Associated Bank-fsa fees
5/12/2025	\$95.42	EDPS-credit card processing fees
5/14/2025	\$286,000.00	PWSB Payroll
5/15/2025	\$1,020.66	Mission Square-contributions for 4/27/25-5/10/25
5/15/2025	\$5,060.00	North Shore Bank-contributions for 4/27/25-5/10/25
5/15/2025	\$622.11	State of Wisconsin-child support for 4/27/25-5/10/25
5/15/2025	\$975.56	Wis Deferred Comp-contributions for 4/27/25-5/10/25
5/15/2025	\$577.50	Police Association-dues for 4/27/25-5/10/25
5/19/2025	\$18,811.81	Elan-April credit card statement
5/19/2025	\$10,020.00	Aflac-April premiums
5/20/2025	\$2,577.80	Minnesota Life-June premiums
5/20/2025	\$160,254.76	ETF-June health insurance premiums
5/23/2025	\$2,425.48	ADP invoices
5/28/2025	\$280,000.00	PWSB Payroll
5/29/2025	\$622.11	State of Wisconsin-child support for 5/11/25-5/24/25
5/30/2025	\$110,686.76	ETF-April WRS remittance
5/31/2025	\$47,449.09	Light & Water-invoices
5/31/2025	\$258.29	Windriver-credit card processing fees
5/31/2025	\$1,043.64	Associated Bank-April fsa deductions
6/2/2025	\$12,553.08	Southgate Leasing-June lease payments
6/2/2025	\$976.44	Wis Deferred Comp-contributions for 5/11/25-5/24/25
6/2/2025	\$577.50	Police Association-dues for 5/11/25-5/24/25
6/2/2025	\$5,060.00	North Shore Bank-contributions for 5/11/25-5/24/25
6/2/2025	\$1,121.59	Mission Square-contributions for 5/11/25-5/24/25
6/2/2025	\$3,376.84	Delta Dental-June premiums
	<u>\$952,266.44</u>	

PWSB PAYROLL CHECKING ACCOUNT

5/16/2025	\$202,312.28	Payroll for 4/27/25-5/10/25
5/16/2025	\$83,943.44	Payroll taxes for 4/27/25-5/10/25
5/30/2025	\$199,748.49	Payroll for 5/11/25-5/24/25
5/30/2025	\$80,240.03	Payroll taxes for 5/11/25-5/24/25
	<u>\$566,244.24</u>	

City of Cedarburg
Applications for Alcohol Beverage Licenses - Renewals

The following listed applications have been filed with the office of the City Clerk of the City of Cedarburg, Ozaukee County, Wisconsin, for the licensing period ending June 30, 2026, granting of which is now pending.

“Class A” Liquor:

Irish Boutique LLC, W63N680 Washington Avenue, Cedarburg, WI 53012, Paul Barry, Agent, premises to be licensed: W63N680 Washington Avenue, known as The Irish Boutique of Cedarburg

Class “A” Beer and “Class A” Liquor:

Walgreen Co., P.O. Box 901, Deerfield, IL 60015, Allison McKee, Agent, premises to be licensed: W62N190 Washington Avenue, known as Walgreens #13620

Frannie’s Market LLC, W61N486 Washington Avenue, Cedarburg, WI 53012, Sarah Prasser, Agent, premises to be licensed: W61N486 Washington Avenue, known as Frannie’s Market

Station Cedarburg LLC, P.O. Box 590 Fond du Lac, WI, Himmat Dhillon, Agent, premises to be licensed: W62 N174 Washington Avenue, known as Station Cedarburg

Bonus Inc., P.O. Box 349, Cedarburg, WI 53012, Ryan L. Olsen, Agent, premises to be licensed: W61N286 Washington Avenue, known as Olsen’s Piggly Wiggly

Wisconsin CVS Pharmacy, LLC, One CVS Drive, M/C 1160, Woonsocket, RI 02895, Anthony Marx, Agent, premises to be licensed: W63N152 Washington Avenue, known as CVS Pharmacy #8775

Toto’s Inc., 4600 W. Brown Deer Road, Brown Deer, WI 53223, Michael Bourbonais, Agent, premises to be licensed: W63N157 Washington Avenue, known as Otto’s Wine and Spirits – Cedarburg

Dakota Creek LLC, N70W5266 Columbia Road, Cedarburg, WI 53012, Brendan Ryan, Agent, premises to be licensed: N70W5336 Bridge Road, known as Barrels on Bridge

Class “B” Beer and “Class B” Liquor:

Cedarburg Cultural Center Inc., W62N546 Washington Avenue, Cedarburg, WI 53012, Jean Snow Lambo, Agent, premises to be licensed: W62 N546 Washington Avenue, known as Cedarburg Cultural Center

Art of Joy, LLC, W63N644 Washington Avenue, Cedarburg, WI 53012, Mary Creten, Agent, premises to be licensed: W63N644 Washington Avenue, known as Art of Joy

Cedars III LLC, W53N404 Park Lane, Cedarburg, WI 53012, Michael F. Kowalkowski, Agent, premises to be licensed: W53N404 Park Lane, known as Cedars III

Dorsey Ventures LLC, W63N657 Washington Avenue, Cedarburg, WI 53012, Bryan J. Dorsey, Agent, premises to be licensed: W63N657 Washington Avenue, known as Dorsey's Café & Market

Union House Cedarburg LLC, W62N559 Washington Avenue, Christopher M. Homayouni, Agent, premises to be licensed: W62N559 Washington Avenue, known as Union House Cedarburg

Lime Cantina Inc., W62N550 Washington Avenue, Cedarburg, WI 53012, Bradley J. Devorkin, Agent, premises to be licensed: W62N550 Washington Avenue, known as Lime Cantina

Phoa Brothers, Inc., W62N547 Washington Avenue, Cedarburg, WI 53012, Jimmy Phoa, Agent, premises to be licensed: W62N547 Washington Avenue, known as New Fortune Asian Cuisine

C. Wieslers Inc., W61N493 Washington Avenue, Cedarburg, WI 53012, Michael G. Jackson, Agent, premises to be licensed: W61N493 Washington Avenue, known as C. Wieslers Saloon and Eatery

Cedarburg Art Museum & Society, Inc., W63N675 Washington Avenue, Cedarburg, WI 53012, Jennifer Gerber, Agent, premises to be licensed: W63N675 Washington Avenue, known as Cedarburg Art Museum

Peter Wollner Post #288 of the American Legion, W57N481 Hilbert Avenue, Cedarburg, WI 53012, James A. Lee, Agent, premises to be licensed: W57N481 Hilbert Avenue, known as Peter Wollner Post #288 of the American Legion

MacBeebs LLC, W62N238 Washington Avenue, Cedarburg, WI 53012, Catherine Heebner, Agent, premises to be licensed: W62N238 Washington Avenue, known as The Farmstead

RCB Group Inc., W63N699 Washington Avenue, Cedarburg, WI 53012, Richard C. Buser, Agent, premises to be licensed: W63N699 Washington Avenue, known as Maxwell's

The Cheese Wedge LLC, N56W6339 Center Street, Cedarburg, WI 53012, Jessica Youso, Agent, premises to be licensed: N56W6339 Center Street, known as The Cheese Wedge Uncorked

La Cantina Hermanos LLC, 816 MacFarlane Road, Portage, WI 53901, Alonso Aranda Canchola, Agent, premises to be licensed: W63N170 Washington Avenue, known as La Cantina Mexican Restaurant.

Anvil Pub & Grille LLC, N70W6340 Bridge Road, Cedarburg, WI 53012, Donna M. Taylor, Agent, premises to be licensed: N70W6340 Bridge Road, known as Anvil Pub & Grille

Bozeman's Bar LLC, N50W5586 Portland Road, Cedarburg, WI 53012, Erik Knuth, Agent, premises to be licensed: N50W5586 Portland Road, known as Bozeman's Bar.

P.J. Piper LLC, W61N514 Washington Avenue, Cedarburg, WI 53012, Judith Fergadakis, Agent, premises to be licensed: W61N514 Washington Avenue, known as P.J. Piper Pancake House

The Shinery Neenah LLC, P.O. Box 128, Larsen, WI 54947, Troy Reissmann, Agent, premises to be licensed: W63N678 Washington Avenue, known as The Shinery Moonshine Co.

Brandywine LLC, W61N480 Washington Avenue, Cedarburg, WI 53012, Andrew Wilson, Agent, premises to be licensed: W61N480 Washington Avenue, known as Brandywine.

Le's Pho LLC, W63N146 Washington Avenue, Cedarburg, WI 53012, Ly Q. Le, Agent, premises to be licensed: W63N146 Washington Avenue, known as Le's Pho

Sierzant LLC, 1977 Shasta Ave. Grafton, WI, Seth Dehne, Agent, premises to be licensed: N49 W5471 Portland Road, known as Sierzant

GG & KR LLC, W62N630 Washington Avenue, Cedarburg, WI 53012, Gordon M. Goggin, Agent, premises to be licensed: W62N630 Washington Avenue, known as The Stilt House

Stagecoach 520 LLC, W61N520 Washington Avenue, Anne M. Conley, Agent, premises to be licensed: W61N520 Washington Avenue, known as Stagecoach Inn/five20 Social Stop/Timber Club

Thomas Restaurant, LLC, W63N688 Washington Avenue, Cedarburg, WI 53012, Nicole Thomas, Agent, premises to be licensed: W63N688 Washington Avenue, known as Tomaso's

North 48 Inc., W62N599 Washington Avenue, Cedarburg, WI 53012, Jordan Z. Cole, Agent, premises to be licensed: W62N599 Washington Avenue, known as North 48.

The Wendtland Group LLC, W62N535 Washington Avenue, Cedarburg, WI 53012, Shawn M. Wendtland, Agent, premises to be licensed: W62N535 Washington Avenue, known as Brunch/The Rooftop

Class "B" Beer and "Class C" Liquor (wine only):

Kristin Jane Collective, LLC, W63 N541 Hanover Avenue, Cedarburg, WI, Kristin J. Bork, Agent, premises to be licensed: W63 N541 Hanover Avenue, known as The Painted Creek

Cedarburg Cultural Center Inc, W62 N546 Washington Avenue Cedarburg, WI, Jean Snow Lambo, Agent, premises to be licensed: W63 N627 Washington Avenue, known as Kuhefuss House.

Dark Blue Operating Partners, Inc., W62 N573 Washington Avenue Cedarburg, WI, Christine McLean, Agent, premises to be licensed: W62 N573 Washington Avenue, known as The Washington House Inn

J.L. Joyce Enterprises Inc., W63N144 Washington Avenue, Cedarburg, WI 53012, James P. Joyce, Agent, premises to be licensed: W63N144 Washington Avenue, known as Jim's Grille.

Wild & Precious LLC, W62 N542 Washington Avenue Cedarburg, WI, Opalmaree Stone, Agent, premises to be licensed: W62 N542 Washington Avenue, known as Wild & Precious Collective

Java House Wisconsin LLC, W63 N653 Washington Avenue Cedarburg, WI, Kenneth Gaschk, Agent, premises to be licensed: W63 N653 Washington Avenue, known as Java House

RH&F LLC, W61 N513 Washington Avenue Cedarburg, WI, Eric Stelter, Agent, premises to be licensed: W61 N513 Washington Avenue, known as Real Health & Fitness

Donna M. Taylor, N70W6340 Bridge Road, Cedarburg, WI 53012, premises to be licensed: N70W6340 Bridge Road, known as Cream & Crepe Café

Class "B" Beer:

Blanca's Commercial Kitchen LLC, W63N540 Hanover Avenue, Cedarburg, WI 53012, Andrea Acosta, Agent, premises to be licensed: W63N540 Hanover Avenue, known as Blanca's Commercial Kitchen

Famous Sals of Cedarburg Wisconsin Inc., W63N635 Washington Avenue, Cedarburg, WI 53012, Bekim Elmazi, Agent, premises to be licensed: W63N635 Washington Avenue, known as Sals Pizza

"Class C" Liquor (wine only)

Sunshine Winery LLC, W63N631 Washington Avenue, Cedarburg, WI 53012, Megan Schelwat, Agent, premises to be licensed: W63N631 Washington Avenue, known as Sunshine Winery



City of Cedarburg

City Administrator's Report

June 9, 2025

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.

Parks & Rec– The pool is open for the season, more umbrellas have been added.

Senior Center– The Senior Conference will be held at Grafton High School on June 17th.

Building Inspection– The front façade has been taken off the Community Gym. Brick restoration is next. Five permits have been pulled for Stone Lake (10 units).

Water Recycling– There is a bent sprocket on the ditch that will need to be repaired.

Light & Water– Round One of the lead replacements have begun, Round Two will be Sheboygan Road. Staff is working on determining 2026 rate increases.

Engineering– The sidewalk project is 70% complete, aiming to be done by Strawberry Festival. All of the utilities are in on Evergreen, concrete and paving is the next step. The Cedar Way development needs sewer & water main, Washington Avenue will be shut down for four days to create this access. The South Washington design work will be done by February, with construction scheduled for Spring 2026.

Respectfully submitted,

Mikko Hilvo