

**CITY OF CEDARBURG
A MEETING OF THE COMMON COUNCIL
MONDAY, MARCH 31, 2025 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, March 31, 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/85679323527>

AGENDA

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

Excused - District 4 Vacancy, Melissa Bitter
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 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. Presentation by FGMA Architects on Public Safety Buildings Space Needs Assessment Study and Deferred Maintenance Plan
8. PUBLIC HEARINGS
 - A. Rezoning (as map correction) the two properties located at W61 N506, and W61 N508-510 Washington Avenue, from existing I-1 Institutional and Public Service District with HPD Historic Preservation District Overlay, to B-3 Central Business District with HPD Overlay. (item 9.K.)
 - B. Amend Sec. 15-5-11(h) of the Sign Code as might allow painting of wall signs directly upon the surface of a building in the B-3 Central Business District and/or the Historic Preservation Overlay District. (item 9.L.)

- C. Modify Sections 2-4-10, 13-1-55, 13-1-70, and 15-1-17 of the City Code to place certain actions (approvals) under the authority of the Landmarks Commission in order to preserve the City's standing as a Certified Local Government with the State of Wisconsin Historic Preservation Office (SHPO). (item 9.M)
- D. Modify/create Sections 2-4-21, 13-1-121, 13-1-122, 13-1-123, 13-1-124, 13-1-125, 13-1-126, and 13-1-127 creating the new City of Cedarburg Site and Architectural Review Board (SARB)
- E. Amend Title 13, Chapter 1, Article F of the Zoning Code as would transfer the review/approval authority for Site and Architectural Plan Review from the Plan Commission to the proposed new Site and Architectural Review Board.

9. NEW BUSINESS

- A. Discussion and possible action on additional services for Police and Fire Facility Pre-Design Study
- B. Discussion and possible action on request from Festivals Committee to close Turner Street and Mill Street the Friday before Strawberry Festival and Wine & Harvest Festival*
- C. Discussion and possible action on 2025 Pedal Tavern application*
- D. Discussion and possible action on Ozaukee County Intergovernmental Cooperation Agreement for Law Enforcement Mutual Aid in Ozaukee County*
- E. Discussion and possible action on award of contract for the 2025 Sidewalk Replacement Program*
- F. Discussion and possible action on review of the 2024 Annual Storm Water Compliance Report*
- G. Discussion and possible action on award of engineering design contract for the South Washington Avenue Reconstruction Project*
- H. Update on Woolen Mills Dam Repairs*
- I. Discussion and possible action on Ordinance No. 2025-15 and 2025-16 revising the rules on amplified music*
- J. Discussion and possible action on Amplified Music permit for First Immanuel Lutheran Church to hold worship services at Cedar Creek Park on Wednesdays from June 25, 2025 through July 30, 2025*
- K. Discussion and possible action on Ordinance No. 2025-17 rezoning the properties at W61N506 and W61N508-510 Washington Avenue from I-1 Institutional and Public Service District with Historic Preservation District Overlay (HPD) to B-3 Central Business District with HPD Overlay*

- L. Discussion and possible action on Ordinance No. 2025-18 amending Section 15-5-11(h) of the Sign Code to allow painting of wall signs directly upon the surface of a building in the B-3 Central Business District and/or the Historic Preservation Overlay District*
- M. Discussion and possible action on Ordinance No. 2025-19 modifying Sections 2-4-10, 13-1-55, 13-1-70, and 15-1-17 of the City Code to place certain actions (approvals under the authority of the Landmarks Commission in order to preserve the City's standing as a Certified Local Government with the State of Wisconsin Historic Preservation Office (SHPO)*)
- N. Discussion and possible action on change of agent for Art of Joy*
- O. Discussion and possible action on Mayoral appointment of Erin Puro to the Landmark's Commission*
- P. Discussion and possible action on enhancements to the City website*
- Q. Discussion and possible action on Resolution No. 2025-05 authorizing new signatures and depositories for Light & Water*
- R. Discussion and possible action on Resolution No. 2025-06 approving the latest fee schedule*

10. CONSENT AGENDA

- A. Discussion and possible action on payment of bills dated 02/28/2025 through 03/21/2025, transfers from 03/08/2025 through 03/31/2025, and payroll from 03/02/2025 through 03/15/2025*

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
 - 1. Preservationists Proclamation
 - 2. Education and Sharing Day Proclamation

13. ADJOURNMENT

Individual members of various boards, committees, or commissions may attend the above meeting. It is possible that such attendance may constitute a meeting of a City board, committee, or commission pursuant to State ex. rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 NW 2d 408

(1993). This notice does not authorize attendance at either the above meeting or the Badke Meeting but is given solely to comply with the notice requirements of the open meeting law.

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

*** Citizen comments should be primarily one-way, from citizen to the Council. Each citizen who wishes to speak shall be accorded one opportunity at the beginning of the meeting. 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

03/27/25 tas



**CITY OF CEDARBURG – COMMON COUNCIL
OFFICIAL NOTICE OF PUBLIC HEARINGS**

NOTICE IS HEREBY GIVEN THAT the Common Council of the City of Cedarburg, WI will hold PUBLIC HEARINGS on **Monday, March 31, 2025, at 7:00 p.m.** in the Council Chambers at City Hall, W63 N645 Washington Avenue and via the Zoom app, to consider the following matters:

- 1) The recommendation of the Plan Commission in favor of rezoning (as map correction) the two properties located at W61 N506, and W61 N508-510 Washington Avenue, from existing I-1 Institutional and Public Service District with HPD Historic Preservation District Overlay, to B-3 Central Business District with HPD Overlay. This item is City initiated.
- 2) The recommendations of the Plan Commission and Landmarks Commission, to amend Sec. 15-5-11(h) of the Sign Code as might allow painting of wall signs directly upon the surface of a building in the B-3 Central Business District and/or the Historic Preservation Overlay District. This item is City initiated.
- 3) The recommendations of the Plan Commission and Landmarks Commission to modify Sections 2-4-10, 13-1-55, 13-1-70, and 15-1-17 of the City Code to place certain actions (approvals) under the authority of the Landmarks Commission in order to preserve the City's standing as a Certified Local Government with the State of Wisconsin Historic Preservation Office (SHPO).
- 4) Review discussion and possible approval to modify/create Sections 2-4-21, 13-1-121, 13-1-122, 13-1-123, 13-1-124, 13-1-125, 13-1-126, and 13-1-127 creating the new City of Cedarburg Site and Architectural Review Board (SARB)
- 5) The recommendation of the Plan Commission to amend Title 13, Chapter 1, Article F of the Zoning Code as would transfer the review/approval authority for Site and Architectural Plan Review from the Plan Commission to the proposed new Site and Architectural Review Board. This item is City initiated.

More detailed information on these proposals is available for review in the City Clerks or City Planners Office during regular business hours.

All interested persons wishing to be heard are invited to attend and offer comments. If you are unable to attend and would like to submit written comments, please direct them to the City Clerk's Office prior to the hearing.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Please contact the City Clerk's Office at (262) 375-7606.

Dated this 10th day of March 2025.

Tracie Sette
City Clerk

Publish: March 13 & 20, 2025

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.A.

TITLE: Discussion and possible action on additional services for Police and Fire Facility Pre-Design Study.

ISSUE SUMMARY:

Following the initial project scope of FGMA Architects' for a Space Needs Analysis and conceptual planning for a future Public Safety Building, additional design services have been proposed to further explore space modifications and site planning. The initial study evaluated the space needs of both departments, two potential locations, deferred maintenance of current facilities, and estimated costs. These additional services aim to provide more detailed options for both the Cedarburg Fire and Police Departments by renovating/expanding in their existing locations in addition to researching an option for the Fire Department to be located at Fireman's Park.

The expanded scope includes:

- **Space Modifications for the Existing Fire Department:**
 - Additional concept floor plan and site plan development.
 - Staff meetings with Fire Department personnel.
- **Space Modifications for the Existing Police Department:**
 - Additional concept floor plan and site plan development.
 - Staff meetings with Police Department personnel.
- **Stand-Alone Fire Department Headquarters at Fireman's Park:**
 - Concept site plan using the existing Wauwatosa Road design as a basis.

Budgetary Impact:

- **Total Additional Services Cost:** \$28,000
 - Fire Department Modifications: \$14,000
 - Police Department Modifications: \$14,000
 - No additional cost for Stand-Alone Fire Department site plan.

STAFF RECOMMENDATION: Staff recommends approving the additional services agreement with FGMA to ensure comprehensive planning for Cedarburg's public safety facilities. This expanded scope will help determine the most effective and financially responsible approach for future facility development.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: \$28,000, public safety impact fees
Current impact fee balance: \$417,190

ATTACHMENTS: FGMA Additional Services Agreement (March 7, 2025)

INITIATED/REQUESTED BY: Chief Vahsholtz, Chief McNerney, Mikko Hilvo, City Administrator
FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

Project Authorization (Additional Services) Agreement Number 02

**to Professional Services Agreement
for City of Cedarburg
Police & Fire Departments
Facility Pre-Design Study
dated March 25, 2024.**

Owner: City of Cedarburg
c/o/ Mikko Hilvo, City Administrator
W 63 N645 Washington Avenue
Cedarburg, WI 53012

Architect: FGM Architects
219 N. Milwaukee Street
Suite 325
Milwaukee, WI 53202

Project: City of Cedarburg Police & Fire Facility Pre-Design Study
FGMA Project Number: 24-4038.01

Date of Amendment: March 7, 2025

Scope of Services:

- FGMA will provide the City of Cedarburg with the following design services:
 - Prepare a concept Site Plan & Floor Plan in PDF format for space modifications at the existing Cedarburg Fire Department based on the previously prepared building program.
 - Staff Meetings with City of Cedarburg Fire Department personnel– One (1) additional virtual or in-person meeting.
 - Prepare a concept Site Plan & Floor Plan in PDF format for space modifications at the existing Cedarburg Police Department based on the previously prepared building program.
 - Staff Meetings with City of Cedarburg Police Department personnel– One (1) additional virtual or in-person meeting.
 - Prepare a concept Site Plan in PDF format for a stand-alone new Fire Department on the South end of Fireman’s Park based on the previously prepared building program.

- Staff Meetings with City of Cedarburg Fire Department personnel– One (1) additional virtual or in-person meeting.
- This includes optional additional scope and fee items outlined in Section 3 of FGMA’s Fee Proposal

Base Fee per 2.5.2 of original Proposal

Concept Floor Plan (two final options) and Site Plan (two site options) in PDF format.

- Combined Public Safety Facility incorporating the existing Police Department (New Site on Wauwatosa Road)
- Two facilities: (Existing Police Department Site)
 - Police Department with addition / renovation as required.
 - Fire Department Headquarters on Police Department site.

Fee for Additional Services:

Architect’s fee for the above outlined additional services is:

Space Modifications at the Existing Fire Department

- Additional Concept Floor Plan \$7,500
- Additional Concept Site Plan \$6,500

Space Modifications at the Police Fire Department

- Additional Concept Floor Plan \$7,500
- Additional Concept Site Plan \$6,500

Stand Alone Fire Department Headquarters Station at Fireman’s Park

- Additional Concept Site Plan (Use Wauwatosa Road Design) No additional fee.

Total Lump Sum Fee \$28,000

Payment Schedule:

Additional Services fee will be billed monthly in accordance with original agreement.

IN WITNESS WHEREOF the undersigned have executed this Agreement for Additional Services as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

City of Cedarburg

FGM Architects

By: _____

By: _____

Printed Name: _____

Printed Name: Andrew J. Jasek

Title: _____

Title: Executive Vice President

Dated: _____

Dated: 3/8/2025

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.B.

TITLE: Discussion and possible request from Festivals of Cedarburg for Friday Night Street Closures for Vendor Load-In during Strawberry and Wine and Harvest Festivals.

ISSUE SUMMARY: Festivals of Cedarburg is requesting approval to allow vendors on Turner Street and Mill Street to load in and set up on **Friday night, June 27, and September 19, from 6 PM to 8 PM** for both the **Strawberry Festival and Wine & Harvest Festival**. The goal is to **reduce congestion and improve safety** on Saturday morning, when over 300 vendors and 400-500 vehicles attempt to enter the festival footprint.

Background and Justification

- The **Friday evening load-in procedure was tested during the 2024 Wine & Harvest Festival** and proved successful.
- Allowing vendors to set up the night before will **reduce Saturday morning traffic by approximately one-third**.
- The proposed street closures would **mirror existing Saturday evening closures**, allowing emergency vehicles to pass through.
- Local businesses **within the closure area (Brunch, Fiddleheads, Rachel's Roses, US Bank, Bank First) have been informed and are in agreement** with the proposal.
- Most businesses in the affected areas **are already closed after 6 PM**.

Street Closures and Vendor Layouts

- **Turner Street & Mill Street** will close to regular traffic on Friday evening, maintaining emergency access.
- The **attached vendor maps for Wine & Harvest Festival** illustrate booth placement on **Mill Street and Turner Street** (same layout applies to Strawberry Festival).
- On Turner Street, booths **T2 and the Festivals of Cedarburg (FOC) booth** would not be set up Friday evening.

STAFF RECOMMENDATION: FD and PD do not have concerns with the request based on how it was done in 2024.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: **Letter from Festivals of Cedarburg** detailing the request, **Mill Street Vendor Map** (Wine & Harvest Festival layout), **Turner Street Vendor Map** (Wine & Harvest Festival layout)

INITIATED/REQUESTED BY: Patrick Curran, Executive Director Festivals of Cedarburg Inc.

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator



March 19, 2025

Dear Common Council Members,

As many of you are aware, the Festivals have continued to grow not only in attendees but also in vendors. We currently have 300+ vendors (400-500 cars) trying to load-in to the Festival footprint on Saturday morning. As organizers, we have witnessed safety and logistical issues due to this increase in traffic, and we are constantly looking to make set up for all our vendors a safer experience. **Festivals of Cedarburg is kindly asking for the ability to have Turner Street and Mill Street vendors load in and set up on Friday night June 27th and September 19th from 6pm-8pm instead of Saturday morning starting at 7am for both Strawberry Festival and Wine & Harvest Festival moving forward.** This in turn will lessen traffic entering the footprint by about 1/3 on Saturday morning. We implemented this Friday evening load in procedure last year for Wine & Harvest Festival with overwhelming success.

The above roads would remain closed overnight Friday like they currently are on Saturday evening, **with room for emergency vehicles to still utilize the middle of the road to get through if needed**, and with wooden barricades blocking access to regular traffic. This current procedure regarding Saturday evening closure was in place before I became Executive Director. It would be wonderful if we could close the roads to regular traffic at 6pm on Friday evening of both Wine & Harvest and Strawberry Festival moving forward as standard operating procedure.

I have attached our vendor maps for both Mill Street and Turner Street respectively for Wine & Harvest Festival this year. Layouts on our side streets are the same for both Strawberry and Wine & Harvest Festivals. On Turner Street, booths T2 and the FOC booth would not be set up on Friday evening.

The ability for the Cedarburg Police and Fire Department to effectively do their jobs is something I do not want to hinder, but this would drastically help with traffic and load in for Wine & Harvest and Strawberry Festival and make the mornings safer. I reached out to businesses within the closure area (Brunch, Fiddleheads, Rachel's Roses, US Bank, Bank First) last year and all are aware and okay with this proposal. Also, most above businesses are already closed after 6pm anyways.

Let me know if there are any other questions that I can answer if needed. I am here to help. Thank you for all you do.

Sincerely,

Patrick Curran
Executive Director
Festivals of Cedarburg Inc.

 All booths in yellow and orange areas are take downs
 Take Down Booth

N

Wine & Harvest FESTIVAL 2024 MILL ST. MARKETPLACE

Brunch

- *Xtra
- M50
- M48
- M46
- M44
- M42
- M40
- M38
- M36
- M34
- M32
- M30
- M28
- M26
- M24
- M22
- M20
- M18
- M16
- M14
- M12
- M10
- M8
- M6
- M4
- M2

Fox Run

MILL STREET

VENDOR
ONE WAY

- M49
- M47
- M45
- M43
- M41
- M39
- M37
- M35
- M33
- M31
- M29
- M27
- M25
- M23
- M21
- M19
- M17
- M15
- M13
- M11
- M9
- M7
- M5
- M3
- M1

FOC

Bank
First

05'

Cedarburg Cultural
Center

WASHINGTON AVENUE

5 Corners
50'

11'



VENDOR
NO ENTRY
OFF OF
HANOVER

HANOVER AVE

2024 Wine & Harvest Festival

Pre-paid
Parking
Lot

Bank
Drive-Thru

US BANK

W
A
S
H
I
N
G
T
O
N

In line with Washington Ave. Curb
Tear Down



170'

Turner Street Marketplace

TURNER ST

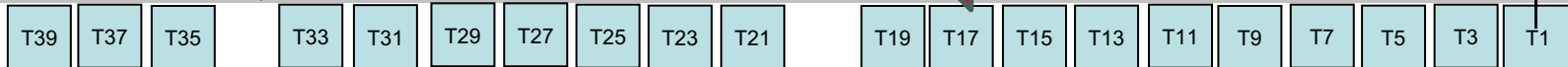
EXIT

One Way



FOC

O
n
e
w
a
y



Driveway

City Parking
Paid Lot

**Turner Street is a one-way from Washington to Hanover.
Vendors do not enter from Hanover**

In line with Washington Ave. Curb

2024 Wine & Harvest Festival

WASHINGTON

In line with Washington Ave. Curb

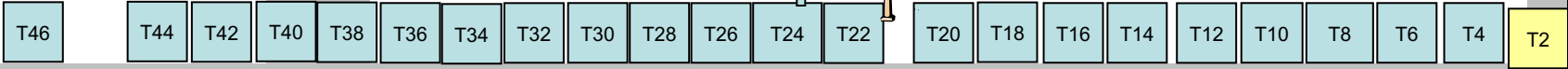
In line with Washington Ave. Curb

Pre-paid
Parking
Lot

Bank
Drive-Thru

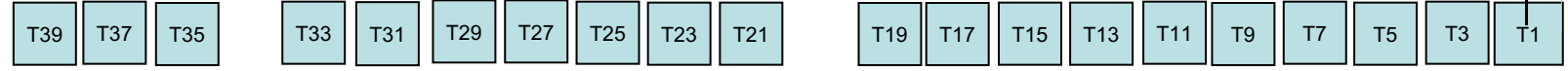
US BANK

P
O
L
E



170'

TURNER ST



204'

84'

75'

Driveway



FOC

City Parking
Paid Lot

City of Cedarburg
Passenger Transportation Vehicle (Quadricycle)
Owner Application
W63 N645 Washington Avenue, P.O. Box 49
Cedarburg, WI 53012
(262) 375-7606

The licensing period for a Passenger Transportation Vehicle (Quadricycle) owner/operator's license begins January 1 and ends December 31 of that calendar year. Each application/renewal must be accompanied by:

- (1) A fee of \$30 per year;
- (2) A driver application for each quadricycle operator;
- (3) Certificate of Insurance; and
- (4) Vehicle safety inspections by the Police Department

Name of Business NORTH 48°
Business Location (address, city, state, zip code) W62 N599 WASHINGTON AVE.
CEDARBURG, WI 53012
Owner's Name(s) JORDAN COLE
Maiden Name _____ Is applicant a citizen of the United States X Yes _____ No
Home Address (address, city, state, zip code) 851 W. LA SALLE AVE. GLENDALE, WI 53209
Business Telephone 262.421.8723 / Home Telephone 414.405.3773

Vehicle Information

Vehicle Identification Number	Name of Vehicle Manufacturer
<u>43</u>	<u>FIETS CAFE</u>

READ CAREFULLY BEFORE SIGNING: I declare under penalty of perjury that all of the above information is true and correct to the best of my knowledge and belief. I further acknowledge that I will follow the regulations set forth under Section 10-7-1 through 10-7-7 of the Code of Ordinances of the City of Cedarburg, WI (copy attached) and upon approval of the Common Council will submit the license fee of \$30 per vehicle payable to the City of Cedarburg.

Signature of Applicant [Signature]

Date 3-4-25

For City Use Only

Date application and certificate of insurance received (copies attached): _____

Inspection approval of each vehicle by Chief of Police (copy attached of inspection for each vehicle by garage of applicant's choice): _____

Chief of Police _____

Date _____

Date of approval by Council: _____ Date Issued: _____ Date license fee received: _____
Amount: _____ License Number: _____

CITY OF CEDARBURG

MEETING DATE: March 25, 2025

ITEM NO: 9.D.

TITLE: Discussion and Action on the Ozaukee County Intergovernmental Cooperation Agreement for Law Enforcement Mutual Aid in Ozaukee County.

ISSUE SUMMARY: The agreement facilitates mutual law enforcement aid among municipalities in Ozaukee County, including Cedarburg. It aims to provide additional law enforcement resources when a city's own capabilities are exceeded due to emergencies or specialized needs.

Key Provisions:

1. Participating Municipalities:

- City of Cedarburg
- City of Mequon
- City of Port Washington
- Villages of Fredonia, Grafton, Saukville, and Thiensville

2. Authority & Legal Basis:

- Enacted under **Wisconsin Statutes §§ 66.0301 & 66.0313**, which authorize municipal cooperation and mutual law enforcement assistance.
- Each municipality retains **Home Rule authority**.

3. Definitions & Responsibilities:

- A **Requesting Agency** can seek aid when facing an emergency or requiring specialized law enforcement resources.
- An **Assisting Agency** can provide aid but may refuse if it compromises its jurisdiction's safety.
- Officers responding outside their jurisdiction act under the authority of the **Requesting Agency**.

4. Operations & Procedures:

- Mutual aid can be requested via a dispatcher or directly between agencies.
- The **Requesting Agency** assumes control over the emergency scene.
- Officers retain employment benefits from their home agencies.

5. Costs & Liability:

- Each municipality covers the costs of its responding personnel and equipment.

- No party is liable for refusing or withdrawing aid.
- Agencies maintain insurance or self-insurance to cover liabilities.

6. Term & Renewal:

- Effective **retroactively from October 1, 2022**, and **renews annually** unless terminated in writing.
- Can be amended or terminated with **30 days' notice**.

This agreement strengthens regional law enforcement cooperation, ensuring Cedarburg has access to additional support during emergencies while maintaining local control over its officers and resources.

STAFF RECOMMENDATION: Staff recommends approving the agreement.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: OZCTY Mutual Aid Agreement

INITIATED/REQUESTED BY: Chief McNerney

FOR MORE INFORMATION CONTACT: Chief McNerney

INTERGOVERNMENTAL COOPERATION AGREEMENT FOR LAW ENFORCEMENT MUTUAL AID IN OZAUKEE COUNTY

This Intergovernmental Cooperation Agreement for Law Enforcement Mutual Aid in Ozaukee County (the “Agreement”), is made by and between the City of Cedarburg, City of Mequon, City of Port Washington, Village of Fredonia, Village of Grafton, Village of Saukville, and Village of Thiensville (each being a “Party” and collectively the “Parties.”)

RECITALS

- A. Each of the Parties is a city, or village with a law enforcement agency as defined in Wis. Stat. § 66.0313(1)(a).
- B. Wis. Stat. § 66.0301(2) authorizes the Parties to enter into agreements for the receipt or furnishing of services and the joint exercise of governmental powers required or authorized by law.
- C. Wis. Stat. § 66.0313 authorizes law enforcement agencies, upon request, to provide mutual assistance to one another in law enforcement efforts.
- D. The Parties wish to provide mutual law enforcement aid to each other as may be deemed necessary by the circumstances in accordance with the terms of this Agreement.

AGREEMENT

IN CONSIDERATION of these Recitals and the mutual agreements, benefits and responsibilities outlined herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 1. Purpose.

The Parties recognize that the capability of any individual Party to provide a law enforcement response within its jurisdiction may be exceeded based on reasonable staffing and/or equipment levels. Further, the Parties recognize that another Party may employ law enforcement officers with specialized training and skills, including but not limited to Special Response Teams, Crash Reconstruction Units, K-9 handlers, Drug Recognition Experts, and the ability to communicate in a language other than English. The purpose of this agreement is to provide for additional law enforcement resources to a Party where that Party’s law enforcement resources are, or are likely to be, strained as a result of needs within its jurisdiction, and/or to provide specialized law enforcement resources to a Party without such resources. The Parties understand that reliance on mutual aid under this Agreement is not intended to be a substitute for adequate staffing in the participating municipalities.

Section 2. Authority.

This Agreement is made and entered into by the parties pursuant to the authority granted by Wis. Stat. § 66.0301, which authorizes municipalities to contract with each other the provision of services and the joint exercise of governmental powers, and Wis. Stat. § 66.0313, which authorizes

law enforcement agencies to provide mutual assistance to one another in law enforcement efforts. Further, under Article XI, Sec. 3 of the Wisconsin Constitution and Wis. Stat. § 66.0101, the Parties possess broad Home Rule authority to determine their own local affairs.

Section 3. Definitions.

1. “Agency” means a law enforcement agency operating under the authority of one of the Parties to this Agreement, i.e., the municipal police departments of each of the cities and villages that are Parties to this Agreement. Reference herein to more than one Agency collectively shall be as the “Agencies.”
2. “Assisting Agency” means an Agency providing law enforcement services and/or equipment for an emergency response outside of the Assisting Agency’s primary response jurisdiction.
3. “Dispatcher” means a person employed by an Agency with responsibility for 911 call taking and the dispatching of law enforcement resources.
4. “Emergency” means a call for service, crime, event, or other situation that exceeds or is reasonably anticipated to exceed the response capabilities of an Agency or otherwise strains law enforcement resources such that an imminent threat to life, property, health or community welfare is created.
5. “Officer” means a person with sworn law enforcement powers employed by an Agency, regardless of rank.
6. “Requesting Agency” means the Agency which has primary response jurisdiction over the location where an Emergency is taking place or is reasonably anticipated to take place.

Section 4. Mutual Aid.

1. Whenever an Agency determines that mutual aid from another Agency is necessary because of the existence of an Emergency, that an Emergency is likely imminent, or that specialized law enforcement assistance is necessary:
 - A. The Chief or the on-duty supervising officer of the Agency will communicate the need for mutual aid to its Dispatcher who may contact another Agency to provide the requested mutual aid.
 - B. The Dispatcher should first seek the approval of the on-duty supervising officer of the Assisting Agency before assigning the Assisting Agency’s personnel and/or equipment to assist a Requesting Agency. The Dispatcher should follow the direction of the Assisting Agency in regards to the resources available for assignment to a Requesting Agency.
 - C. The Assisting Agency may decline a request for mutual aid, if in the best judgment and discretion of the Assisting Agency’s chief or on-duty supervising officer in

charge at the time, the safety of the Assisting Agency's own jurisdiction's inhabitants would be excessively compromised or otherwise put in unwarranted jeopardy. In the event of such decision, the Assisting Agency will immediately notify the Requesting Agency of its decision and may assist the Requesting Agency in summoning assistance of other service providers, if practical or feasible. No liability of any kind or nature shall be attributed to or be assumed whether express or implied by any Party hereto, its duly authorized agents and personnel for failure or refusal to render aid. In addition, there shall not be any liability for a Party that withdraws aid once provided pursuant to the terms of this Agreement.

- D. Notwithstanding the above, where any delay in the response of law enforcement resources to an Emergency could reasonably be believed to jeopardize life or significant property damage, a Dispatcher may assign personnel and/or equipment from any Assisting Agency to provide mutual aid to a Requesting Agency, and any Assisting Agency may provide such mutual aid, without the approval of the respective chiefs or on-duty supervising officer.
 - E. Nothing herein shall prohibit or prevent a Requesting Agency from directly requesting assistance from an Assisting Agency in situations that present an imminent threat to life, health, and/or significant property damage.
- 2. Assisting Agency personnel and equipment dispatched to provide mutual aid pursuant to this Agreement shall report for direction and assignment to the chief or incident commander of the Requesting Agency.
 - 3. Whenever an Assisting Agency operates outside of the Assisting Agency's jurisdictional limits pursuant to a request by the Requesting Agency or pursuant to an assignment by a Dispatcher, the Assisting Agency's officers act under the law enforcement authority of the Requesting Agency.
 - 4. After an Emergency has concluded, an Assisting Agency shall, upon request, provide the Requesting Agency with copies of any records generated by the Assisting Agency relating to the Emergency, such as reports, citations, photos, video files, etc. The Assisting Agency shall be the custodian of any such record provided for purposes of the Wisconsin Public Records Law, except as is otherwise provided for by law.

Section 5. Costs and Liability.

- 1. It is the intent of the Parties in their exercise of their respective Home Rule authority to expressly deviate from the provisions of Wis. Stat. §§ 66.0313 and 66.0513 with respect to the allocation of costs and liability.
- 2. The terms and provisions of this Agreement are applicable to and only for the benefit of the Parties hereto, and not to any other person or claimant not a party hereto, and shall not under any circumstances be construed to be enforceable by or in any way used as evidence for any claim for wages, benefits or the like which may be due to any employee of any Party hereto.

3. This Agreement is not intended to create an employer/employee relationship between the Parties. The Requesting Agency shall assume control over the operations of the mutual aid incident scene, however it shall be each Agency's responsibility to maintain the safety of its own personnel and others at the scene or within its immediate vicinity. Each Party to this Agreement, in relation to any and all other Parties to this Agreement, is responsible for the operation of its own vehicles and equipment and the acts of its personnel responding to a request for mutual aid while they are providing assistance in the Requesting Agency's community. The employees that may provide services under this Agreement shall continue to be the employees of his or her employing Agency and shall be covered by his or her employing Agency's municipality for purposes of worker's compensation, unemployment insurance, benefits under Chapter 40 Wisconsin Statutes (or other similar benefits if an Agency is not in the Wisconsin Employee Trust Fund system) and any civil liability insurance. Any employee while providing services under this Agreement is considered, while so acting, to be in the ordinary scope of his or her employment with his or her employing Agency.
4. While it is deemed equally beneficial, sound and desirable for the Parties to this Agreement to work collaboratively in accordance with the terms of this Agreement, it is not the intent of the parties to transfer risk to or assume liability on behalf of another Party to this Agreement. At all times while equipment and personnel of any Party are traveling to, from, or within the geographical limits of any other Party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be employed or used, as the case may be, in the full line and cause of duty of the Party which regularly employs such personnel and equipment. Further, such equipment and personnel shall be deemed to be engaged in a governmental function of its governmental entity.
5. The Parties agree that each Party shall respond without any cost, charge or financial assessment to the other for cost incurred pursuant to this Agreement. However, all Parties providing assistance hereunder shall be entitled to the equitable distribution between the Parties providing services of any expenses recovered from other responsible entities. Nothing herein shall operate to bar any recovery of funds from any State or Federal agency under any existing State and Federal laws.
6. In the event that any individual performing duties subject to this Agreement shall be cited as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts performed within the scope of his/her duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and occurred within the jurisdiction of the governmental entity where regularly employed. Wisconsin Statute § 895.46 shall apply to the individual performing duties subject to this Agreement. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed.
7. The Parties declare and acknowledge that they are governmental entities entitled to governmental immunity under the common law and under Section 893.80 of the Wisconsin Statutes, and the Parties agree that nothing contained herein shall waive the rights and

defenses to which each Party may otherwise be entitled, including all of the immunities, limitations, and defenses under Section 893.80 of the Wisconsin Statutes. The Parties also agree that they are not waiving any other immunities or defenses available to them under state, federal or administrative law.

8. Each Party hereto shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake by virtue of being a Party to this Agreement. Upon request, a Party must provide evidence of compliance with the insurance provisions of this section to the other Parties.

Section 6. General Terms.

1. This Agreement shall commence and be effective, *nuc pro tunc*, October 1, 2022 (the expiration of the previous agreement of the parties on this subject) upon the signature of any such Party hereto, and upon its effective date, this Agreement shall supersede any previous versions of mutual aid agreements entered into by the Parties. This Agreement shall automatically renew annually on its anniversary date unless and until amended or terminated in writing. Any Party may terminate its participation under this Agreement upon a 30-day advance written notice provided to all other Parties.
2. Nothing in this Agreement shall be deemed to prohibit or prevent the Parties or Agencies from entering into other and further memoranda of understanding or other formal or informal operational plans or procedures relating to mutual aid or countywide law enforcement procedures. In the event of a conflict or inconsistency between this Agreement and another agreement, memoranda, or document relating to law enforcement mutual aid between the Parties, this Agreement shall control.
3. Notices relating to this Agreement shall be delivered in duplicate to (a) the chief law enforcement officer of a Party, i.e., Chief of Police or Village Marshal, and (b) the municipal clerk for the Party. Nothing in this section shall prohibit further Notices from being sent to additional individuals or as may be required by law.
4. If any of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
5. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin. This Agreement represents a complete understanding of the parties with respect to this subject matter referred to herein and may not be amended except upon the mutual written consent of the Parties. This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one in the same document. This Agreement may be signed electronically, and manual or electronic signatures may be transmitted by facsimile or email. All such signatures shall be enforceable as original signatures.

CITY OF CEDARBURG

Patricia Thome, Mayor DATE

Michael McNerney, Chief

ATTEST:

Tracie Sette, City Clerk

Approved as to Form:

Michael P. Herbrand, City Attorney

CITY OF PORT WASHINGTON

Ted Neitzke IV, Mayor DATE

Kevin Hingiss, Chief

ATTEST:

Susan Westerbeke, City Clerk

Approved as to Form:

Matthew V. Nugent, City Attorney

CITY OF MEQUON

Andrew Nerbun, Mayor DATE

Mark Riley, Chief

ATTEST:

Caroline Fochs, City Clerk

Approved as to Form:

Brian C. Sajdak, City Attorney

VILLAGE OF FREDONIA

Daniel Gehrke, Village President DATE

Eric Leet, Marshal

ATTEST:

Michelle Johnson, Village Clerk

Approved as to Form:

Johnathan Woodward, Village Attorney

VILLAGE OF GRAFTON

Dan Delorit, Village President DATE

Jeff Caponera, Chief

ATTEST:

Kaity Olsen, Village Clerk

Approved as to Form:

Michael P. Herbrand, Village Attorney

VILLAGE OF SAUKVILLE

Andy Hebein, Village President DATE

Robert Meyer, Chief

ATTEST:

Julie Friede, Village Clerk

Approved as to Form:

Brad Hoeft, Village Attorney

VILLAGE OF THIENSVILLE

John Rosing, Village President DATE

Curtis Kleppin, Chief

ATTEST:

Colleen Landisch-Hansen, Village Clerk

Approved as to Form:

Tim Schoonenberg, Village Attorney

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.E.

TITLE: Discussion and possible action on award of contract for the 2025 Sidewalk Replacement Program

ISSUE SUMMARY: Staff advertised and received bids for the 2025 Sidewalk Replacement Program. This contract entails the replacement of sidewalk slabs that have been deemed defective according to City's Sidewalk Replacement Policy. The program focuses on Evergreen Boulevard (south of Western), Lincoln Boulevard, Hilbert Avenue, Johnson Avenue, Wurthmann Street, and spreads to other areas throughout the City due to resident requests.

Five bids were received with the low bid being submitted by BMCI Construction. BMCI has successfully completed projects for the City in the past.

BMCI's bid of \$49,712.50 was below the engineer's estimate and is within budget.

STAFF RECOMMENDATION: Staff recommends award of the 2025 Sidewalk Replacement Program Contract to BMCI Construction based on their low unit price bid of \$49,712.50.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission recommended approval of the BMCI Construction contract at their March 9th meeting.

BUDGETARY IMPACT: \$50,000 was budgeted for sidewalk replacement.

ATTACHMENTS: Bid tabulation

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser – Director of Engineering and Public Works
262-375-7610

City of Cedarburg 2025 Annual Sidewalk Replacement & Concrete Repair Program Bid Tab

				BMCi Construction		Forward Contractors		J.R. Boehlke		State Contractors, Inc.		Chapman Concrete LLC	
Item #	Description	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Remove & Replace 5" Thick Concrete Sidewalk	SF	4,750	\$ 9.25	\$ 43,937.50	\$ 10.95	\$ 52,012.50	\$ 12.85	\$ 61,037.50	\$ 14.00	\$ 66,500.00	\$ 14.50	\$ 68,875.00
2	Remove & Replace 7" Thick Concrete Sidewalk/Driveway Approach	SF	300	\$ 10.25	\$ 3,075.00	\$ 10.95	\$ 3,285.00	\$ 12.95	\$ 3,885.00	\$ 16.00	\$ 4,800.00	\$ 15.50	\$ 4,650.00
3	Remove & Replace Concrete Curb & Gutter	LF	50	\$ 41.00	\$ 2,050.00	\$ 54.00	\$ 2,700.00	\$ 60.00	\$ 3,000.00	\$ 60.00	\$ 3,000.00	\$ 70.00	\$ 3,500.00
4	Full Depth Concrete Sidewalk & Asphalt Pavement Saw Cut	LF	50	\$ 1.00	\$ 50.00	\$ 5.00	\$ 250.00	\$ 4.00	\$ 200.00	\$ 4.00	\$ 200.00	\$ 5.50	\$ 275.00
5	Installation 24"x48" Pre-Stamp Cast Iron Detectable Warning Plate Assemblies Manufactured by Neenah Foundry (Plates are furnished by the City)	EA	2	\$ 300.00	\$ 600.00	\$ 150.00	\$ 300.00	\$ 30.00	\$ 60.00	\$ 300.00	\$ 600.00	\$ 100.00	\$ 200.00
Totals				\$ 49,712.50		\$ 58,547.50		\$ 68,182.50		\$ 75,100.00		\$ 77,500.00	

* State Contractors, Inc. Total Bid different than original bid due to math error

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.F.

TITLE: Discussion and possible action on review of the 2024 Annual Storm Water Compliance Report

ISSUE SUMMARY: As part of our municipal storm water permit, the DNR requires we prepare and submit a lengthy annual compliance report. They also require certification that the report has been presented to the governing body.

The report is submitted electronically, and a copy is included in your Council packet. There are also numerous sub-reports and files which are attached to the annual report, but you will not be able to access these files due to size limitations. If anyone is interested in viewing these attachments, please contact me.

STAFF RECOMMENDATION: A motion to accept the report would be appreciated.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Compliance with DNR storm water requirements will be costly and time consuming.

ATTACHMENTS: Copy of Annual Storm Water Compliance Report
Summary of 2024 storm water accomplishments

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser – Director of Engineering and Public Works
262-375-7610

2024 ANNUAL STORM WATER REPORT SUMMARY

PERMIT CONDITIONS IMPOSED ON CITY:

Implement a storm water public education and outreach program.
Inform the public of activities required under the permit.
Maintain a program to detect and remove illicit discharges.
Enforce erosion and sediment control for construction sites.
Monitor post construction water quality controls.
Sustain a water pollution prevention program.
Achieve compliance with suspended solids and phosphorus reduction goals.
Maintain and update City storm sewer mapping.

ANNUAL ACCOMPLISHMENTS:

Cleaned 1,853 catch basin sumps as well as 6 hydrodynamic separators. (52 tons sediment)
Issued 20 erosion control permits and 1 storm water management permit.
Provided a full display rack of storm water-related information brochures at City Hall.
Maintained and updated a storm water webpage.
Assisted AECOM with illicit discharge investigations.
Swept downtown streets weekly and residential streets biweekly. (28 tons sediment)
Collected and composted leaves, brush, and yard waste.
Collected and recycled (or burned) used motor oil.
Installed 22 new catch basins with 2-foot sumps which incorporate the “Dump No Waste Drains To Stream” logo on the cast iron curb head.
Updated storm sewer mapping on GIS.
Participated in the Sweetwater “Respect Our Waters” program for metropolitan Milwaukee.
An Operation and Maintenance Manual was created for City owned and operated BMPs.
Letters were sent to private BMP owners asking for recent inspection/maintenance records and informing them of their responsibility to inspect their BMPs at minimum every 5 years.

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

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Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2024 Annual Report

County: Ozaukee

Municipality: Cedarburg City

Permit Number: S049972

Facility Number: 25526

Reporting Year: 2024

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - ~~25~~ Storm Water Quality Management Annual Report Attachment

- TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Cedarburg City

Facility ID # or (FIN): 25526

Updated Information:

☐ Check to update mailing address information

Mailing Address: P O Box 49

Mailing Address 2:

City: Cedarburg City

State: WI

Zip Code: 53012-0049

xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Mike

Last Name: Wieser

☐ Select to **update** current contact information

Title: Director of Engineering

Mailing Address: W63 N645 Washington Avenue

Mailing Address 2:

City: Cedarburg

State: WI

Zip Code: 53012

xxxxx or xxxxx-xxxx

Phone Number: 262-375-7610

Ext:

xxx-xxx-xxxx

Email: mwieser@cityofcedarburg.wi.gov

Additional Contacts Information (Optional)

☒ I&E Program

**Individual with responsibility for:
(Check all that apply)**

- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name: Jacob

Last Name: Fincher

Title: Executive Director

Mailing Address: 600 E. Greenfield Avenue

Mailing Address 2:

City: Milwaukee

State: WI

Zip Code: 53204 xxxxx or xxxxx-xxxx

Phone Number: 262-716-2211 Ext: xxx-xxx-xxxx

Email: fincher@swwtwater.org

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name: Mike

Last Name: Wieser

☒ Select to **update** current contact information

Title: Director of Engineering

Mailing Address: P.O. Box 49

Mailing Address 2:

City: Cedarburg

State: WI

Zip Code: 53012 xxxxx or xxxxx-xxxx

Phone Number: 262-375-7610 Ext: xxx-xxx-xxxx

Email: mwieser@cityofcedarburg.wi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach Southeastern Wisconsin Watersheds Trust, Inc.

☒ Public Involvement and Participation Southeastern Wisconsin Watersheds Trust, Inc.

☒ Illicit Discharge Detection and Elimination Ashley Leisgang, AECOM

- ☐ Construction Site Pollutant Control _____
- ☐ Post-Construction Storm Water Management _____
- ☐ Pollution Prevention

2. Has there been any changes to the municipality’s participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes ☐ No
- How many total educational events were held during the reporting year:
- Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ☒ Yes ☐ No
- Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
☐ Education activities (school presentations, summer camps) ☒ Information booth at event ☐ Targeted group training (contractors, consultants, etc.) ☒ Government event (public hearing, council meeting) ☐ Workshops ☐ Tours ☐ Other:	☐ Passive print media (brochures at front desk, posters, etc.) ☒ Distribution of print media (mailings, newsletters, etc.) via mail or email. ☒ Media offerings (radio and TV ads, press release, etc.) ☒ Social media posts ☐ Signage ☒ Website ☐ Other:

Topics Covered	Target Audience
☒ Illicit discharge detection and elimination ☒ Household hazardous waste disposal/pet waste management/vehicle washing ☒ Yard waste management/pesticide and fertilizer application ☐ Stream and shoreline management ☒ Residential infiltration ☐ Construction sites and post-construction storm water management ☒ Pollution prevention ☒ Green infrastructure/low impact development ☒ Other: General Watershed Education, Snow a...	☒ General Public ☒ Public Employees ☒ Residents ☒ Businesses ☒ Contractors ☒ Developers ☐ Industries ☒ Public Officials ☐ Other:

- Will additional information/summary of these education events be attached to the annual report?
☒ Yes ☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attachment for more information about the activities performed in partnership with Sweet Water.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☐ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other: 	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☒ Public Officials ☐ Other	<u>11-50</u>	☐ Yes ☒ No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

☐ NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	<u>101 +</u>	☒ Yes ☐ No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Sweet Water Attachment for more information about Adopt Your Drain Program

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- | | | |
|----|--|---------------------------------|
| a. | How many total outfalls does the municipality have? | <input type="text" value="65"/> |
| b. | How many major outfalls does the municipality have? | <input type="text" value="11"/> |
| c. | How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | <input type="text" value="5"/> |
| d. | From the municipality's routine screening, how many were confirmed illicit discharges? | <input type="text" value="0"/> |
| e. | How many illicit discharge complaints did the municipality receive? | <input type="text" value="1"/> |
| f. | From the complaints received, how many were confirmed illicit discharges? | <input type="text" value="0"/> |
| g. | How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? | <input type="text" value="0"/> |

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- h. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- | | |
|---|--------------------------------|
| ☒ Verbal Warning | <input type="text" value="0"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |

Additional Information:

- i. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

AECOM performed Cedarburg's 2024 dry weather screening and prepared the Illicit Discharge Report (See Attached).

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- | | |
|---|--------------------------------|
| ☒ Verbal Warning | <input type="text" value="5"/> |
| ☒ Written Warning (including email) | <input type="text" value="2"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |
| ☒ Stop Work Order | <input type="text" value="0"/> |
| ☐ Forfeiture of Deposit | <input type="text"/> |
| ☐ Other - Describe below | <input type="text"/> |
- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

City Street Projects are inspected by the Engineering Department, new developments are inspected by the permit holder but the City and/or inspection firm also inspect monthly

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ?
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☐ Yes ☒ No

- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number.
- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No
- e. Does MS4 have maintenance authority on these privately owned BMPs?
☒ Yes ☐ No
- f. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
- | | |
|---|--------------------------------|
| ☒ Verbal Warning | <input type="text" value="0"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☐ Civil Penalty/ Citation | <input type="text"/> |
| ☐ Forfeiture of Deposit | <input type="text"/> |
| ☒ Complete Maintenance | <input type="text" value="0"/> |
| ☒ Bill Responsible Party | <input type="text" value="0"/> |
| ☐ Other - Describe below | <input type="text"/> |

- g. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

The City has LTMA's for any private BMPs used in the City's pollutant reduction analysis. The City has sent letters to private BMP owners requiring submission of inspection/maintenance records and mandating inspections every 5 years.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i.e., privately owned BMPs) structural storm water management best management practices.

- b. How many new municipally owned storm water management best management practices were installed in the reporting year?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* ☐ Not Applicable

- g. How many municipal properties require a SWPPP?
- h. How many inspections of municipal properties have been conducted in the reporting year?
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* ☐ Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
☒ Yes ☐ No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material? ☐ Yes ☒ No
- o. If street sweeping is identified as a storm water best management practice in the

pollutant loading analysis, was street cleaning completed at the assumed frequency?

- ☒ Yes - Explain frequency Downtown Area - weekly, Other Areas - bi-weekly
- ☐ No - Explain _____
- ☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No
- q. How many catch basin sumps were cleaned in the reporting year? 1853
- r. If known, how many tons of material was collected? 52
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☒ Yes- Explain frequency All catch basins are cleaned annually
- ☐ No - Explain _____
- ☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No
- w. Where are the residents directed to store the leaves for collection?
- ☐ Pile on terrace ☒ Pile in street ☐ Bags on terrace
- ☐ Other - Describe _____
- x. What is the frequency of collection?
- continuous loops are made around the City from mid-September through November.
- y. Is collection followed by street sweeping? ☒ Yes ☐ No
- z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*
- The City keeps track of staff hours and equipment hours for leaf collection.

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? *(One mile of a two-way road equals two lane miles.)* 117
- ab. Provide amount of de-icing products used by month last winter season?
- Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	100	0	47	429	22	85

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	0	2000	7400	1000	4000

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No

Training Date	Training Name	# Attendance
11/13/2024	Salt Reduction Training	13

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*
- Staff keeps track of salt and salt brine on a per storm basis.

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? ☒ Yes ☐ No

If yes, describe what training was provided (250 character limit):

Public Works Superintendent and Public Works Foreman attended the 2024 North American Snow Conference on April 28 - May 1, 2024

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Staff presents the Annual Storm Water Report to Mayor and Common Council.

Municipal Officials

City staff is occasionally briefed on storm water issues and MS4 Annual Report at employee meetings.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Department heads are informed of the latest storm water regulations and best practices.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Staff keeps information on training attended.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☒ Outfalls

☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Storm Sewer System Map is updated annually by City Staff to reflect any changes made.

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	----------------------------	-----------------

Element: Public Education and Outreach

2200	2200	2350	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Public Involvement and Participation

1200	1200	1450	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Illicit Discharge Detection and Elimination

8202	8500	9000	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Construction Site Pollutant Control

7424	7500	8000	<u>Permit fee and/or deposit/escrow</u>
------	------	------	---

Element: Post-Construction Storm Water Management

106220	110000	120000	<u>General revenue fund</u>
--------	--------	--------	-----------------------------

Element: Pollution Prevention

381838	390000	400000	<u>General revenue fund</u>
--------	--------	--------	-----------------------------

Other (describe)

Storm System Map

1500	1500	1500	<u>General revenue fund</u>
------	------	------	-----------------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Letters were sent to private BMP owners asking for recent inspection and maintenance records and mandating inspections take place at minimum every 5 years. An Operation and Maintenance Manual was also created for City owned and Operated BMPs.

Do not close your work until you SAVE.

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Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[Storm System Map \(36x48\) NAD83.pdf](#)

Attach - Other Supporting Documents

AR MuniSWPPP

 File Attachment

[SWPPP Final Revised 2023-11-01.pdf](#)

AR LeafYardMgmt

 File Attachment

[Leaf Collection.pdf](#)

AR LeafYardMgmt

 File Attachment

[Brush Pickup.pdf](#)

AR SWQM

 File Attachment

[Cedarburg SWMP Final Report compressed \(3\).pdf](#)

AR WintRdMain

 File Attachment

[Snow and Ice Control Policy.pdf](#)

AR MuniFacInsp

 File Attachment

[AFSCI Quarterly Inspection Reports.pdf](#)

AR PP

 File Attachment

[2024 STORM WATER POLLUTION PREVENTION.docx](#)

AR BMPInspSum

 File Attachment

[BMP Inspection Reports.pdf](#)

AR PCSSW

 File Attachment

[Cedarburg O&M Plan FINAL \(1\).pdf](#)

AR PCSSW

 File Attachment

[Private BMP Owner Letter.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

IDDE Program

 File Attachment

[2024 Cedarburg IDDE Report Final.pdf](#)

EO Program

 File Attachment

[City of Cedarburg 2024 Annual Report - \(ROW+AYD\) compressed.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Cedarburg City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.G.

TITLE: Discussion and possible action on award of engineering design contract for the South Washington Avenue Reconstruction Project

ISSUE SUMMARY: Staff requested proposals from a total of five engineering consulting firms for design of the South Washington Avenue Reconstruction Project. A detailed Request for Proposal (RFP) was sent to each firm, and the scope of work has been well defined. Four firms submitted responsive proposals and the proposals were evaluated based on project understanding, approach, schedule, project team, experience and fee. The two highest rated proposals excluding fee were submitted by Kapur and RaSmith. Ultimately the low fee submitted by M Squared Engineering provided their proposal with the highest total score. The fee of \$69,840 submitted by M Squared was well below the amount budgeted for the work.

STAFF RECOMMENDATION: Staff recommends award of the engineering design for the South Washington Avenue Reconstruction Project based on their proposal receiving the high total score.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: Public Works and Sewerage Commission recommended approval of the M Squared Engineering contract at their March 13, 2025 meeting.

BUDGETARY IMPACT: \$69,840 was well below the amount budgeted.

ATTACHMENTS: RFP scoring matrix.

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser-Director of Engineering and Public Works
262-375-7610

South Washington Design RFP Matrix

CITY OF CEDARBURG

Evaluation Criteria	Max Points	M Squared	RaSmith	Cedar Corp	Kapur
Understanding, Approach, Schedule	25	19.4	24	20.8	25
Project Team	20	16.3	18.8	16.9	18.8
Project Experience	20	17.3	18.8	17.8	18.9
Fee	35	35	25.1	20.2	19.1
TOTAL =	100	88.0	86.7	75.7	81.8

Fee Submitted	\$69,840.00	\$97,488.00	\$120,900.00	\$127,735.00
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Fee Points = (LPP/PPP) x 35

LPP = Lowest Price Proposal

PPP = Proposer's Price Proposal

LPP will get the maximum points

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.H.

TITLE: Update on Woolen Mills Dam repairs

ISSUE SUMMARY: Repairs to Woolen Mills Dam, which is located just north of Bridge Road on Cedar Creek, have been planned to be completed for the past 5 years. The City has worked with Ramboll to complete a Dam Failure Analysis and Ramboll is currently working on a Dam Stability Analysis. After completion of the stability analysis, it is anticipated Ramboll will be able to begin preparing plans and specifications for the Woolen Mills Dam Repairs. The City and Ramboll have been working closely with the WDNR throughout this process.

After some questions arose, we met with the WDNR, the following is a summary of our conversation:

- Woolen Mills Dam is anticipated to have a High Hazard rating based on an analysis that determined inundation of structures downstream of the dam in case of failure. Repairs are under consideration to address deterioration of the abutments, scour and other issues. Design changes and/or repairs could also be made to improve the stability and increase the capacity of the dam. However, the repairs are not likely to meet the full capacity requirements of NR 333.07(1). Instead, the City and WDNR discussed accepting reduced requirements per NR 333.07(2)(b), and it is the expectation of the department that some reasonable capacity improvements will be made within the context of the repairs, such as reinforcing and/or widening the spillway on the right (west) bank.
- As per NR333.05(2), a stability analysis shall be prepared for the reconstruction of the dam. This stability analysis is intended to identify potential areas of instability that need to be addressed by the repairs and provide the background needed to design the repairs.
- Grant funding will be available for the repairs including the stability analysis.

WDNR has granted a time extension for plan completion and submission to WDNR until December 31, 2025.

STAFF RECOMMENDATION: N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Estimated \$800,000 for repairs, with a 50/50 matching grant through the Municipal Dam Grant Program.

ATTACHMENTS:

INITIATED/REQUESTED BY: Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser – Director of Engineering and Public Works
262-375-7610

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.J.

TITLE: Discussion and possible action on Ordinance No. 2025-15 and 2025-16 revising the rules on amplified music

ISSUE SUMMARY: The basic changes presented tonight to the amplified music ordinance are as follows:

The creation of a one-time permit for an entity or organization desiring amplified music for a single event not to exceed 6 hours in length. The new permit carries a fee of \$50.00 and only requires approval from the City Clerk. The fees are now reflected in the fee schedule.

STAFF RECOMMENDATION: n/a

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT:

ATTACHMENTS: Ordinance Nos. 2025-15, 2025-16

INITIATED/REQUESTED BY:

FOR MORE INFORMATION CONTACT: Tracie Sette

ORDINANCE NO. 2025-15

An Ordinance Repealing and Recreating Section 11-2-9(d), Creating Section 11-2-9(e), And Creating Section 10-7-6(i) Outdoor Amplified Sound or Music Permit

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

SECTION 1. Section 11-2-9(d) of the Code of Ordinances of the City of Cedarburg is repealed and recreated, and Section 11-2-9(e) of the Code of Ordinances of the City of Cedarburg is hereby created, as follows:

(d) *Permits for outdoor amplified sound or music.*

No owner or occupant of property shall cause or allow any amplified sound or music outdoors on their property in excess of 80 decibels except in compliance with an outdoor amplified sound or music permit issued under this section.

- (1) The holder of an outdoor alcohol beverage license under Section 7-2-17 may apply for a yearly permit for outdoor amplified sound or music in the outdoor premises listed in such license. A yearly permit under this subsection requires application to and approval of the Common Council.
- (2) An individual or entity may apply for a permit for outdoor amplified sound or music for a single event at a particular premises lasting six hours or less on a single calendar day. A permit under this subsection requires application to and approval of the City Clerk.
- (3) An individual or entity may apply for a permit for outdoor amplified sound or music for an event lasting more than six hours, or taking place on more than one calendar day, or taking place on multiple premises. A permit under this subsection requires application to and approval of the Common Council.
- (4) Notwithstanding the foregoing, no permit shall be issued for any property within any residential zoning district, any residential PUD zoning district, or any conservancy district.

(e) *Restrictions on permits for outdoor amplified sound or music.*

Any permit issued under subsection (d) shall contain the following conditions, which the permittee shall not violate or allow to be violated:

- (1) Amplified music or sound shall not exceed 90 decibels, except that any permit issued for Cedar Creek Park Bandshell shall not cause or allow amplified music or sound to exceed 110 decibels.
- (2) Any permit issued under section (d) shall not be valid on the date of any “Summer Sounds” concert at Cedar Creek Park Bandshell, except for the concert itself.
- (3) Any permit issued under section (d)(1) or (d)(3) shall be valid on no more than three days per week, defined as Sunday through Saturday.

ORDINANCE NO. 2025-15

- (4) Any permit issued under section (d) shall allow amplified music or sound only between the hours of 11:00 a.m. and 9:00 p.m., except on Fridays and Saturdays between Memorial Day and Labor Day, when the ending time is extended to 10:00 p.m.
- (3) Methods of measuring decibels.
 - a. Equipment. Decibel measurement shall be made with a decibel meter.
 - b. Location of measurement. Decibel measurement shall be made at the nearest lot line of the premises from which a noise complaint is received. The noise meter shall be placed at a height of at least three (3) feet above the ground and at least three (3) feet away from walls, barriers, obstructions, and all other sound reflective surfaces.
 - c. The equipment necessary to measure sound shall reside within the City of Cedarburg Police Department and must be calibrated every nine months.
 - d. A police officer, or other designated enforcement official of the city, may, if he or she has reasonable suspicion to believe a violation of this ordinance, is or has been committed, request the volume to be lowered or issue a citation.
 - e. A noise that exceeds the decibel rating allowed must exceed the decibels permitted for more than five seconds within a one-minute period to comprise a violation.
- (4) An outdoor amplified sound or music permit is a privilege in which no rights vest and, therefore, may be revoked by the Common Council at its pleasure at any time. The Chief of Police shall request that the Common Council revoke of an outdoor amplified sound or music permit whenever three citations are issued to a licensee within any 12-month period.

SECTION 2. Section 10-7-6(i) of the Code of Ordinances of the City of Cedarburg is hereby created to read as follows:

- (i) *Amplified sound or music.* No commercial quadricycle shall emit or produce amplified music or sound in excess of 65 decibels. The provisions of Section 11-2-9(e)(3) shall apply to decibel measurement.

SECTION 3. 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 4. 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 31st day of March, 2025.

Patricia Thome, Mayor

ORDINANCE NO. 2025-15

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

ORDINANCE NO. 2025-16

An Ordinance Repealing and Recreating Section 7-2-17 Outdoor Alcohol Beverage Licenses

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

SECTION 1. Section 7-2-17 of the Code of Ordinances of the City of Cedarburg is hereby repealed and recreated as follows:

Sec. 7-2-17 Outdoor alcohol beverage licenses required for outdoor consumption at Class "B" premises.

- (a) *Required for outdoor consumption.* No licensee shall permit the consumption of alcohol beverages on any part of the licensed premises not enclosed within a building, except under a separate outdoor alcohol beverage license granted by the common council. An outdoor alcohol beverage license is a privilege in which no rights vest and, therefore, may be revoked by the Common Council at its pleasure at any time.
- (b) *Application to customers.* No person shall consume or possess alcohol beverages on any part of the licensed premises not enclosed within a building that is not described in a valid outdoor alcohol beverage license.
- (c) *Procedure for application and issuance of outdoor alcohol beverage license.*
 - 1. A licensee shall make application for an outdoor alcohol beverage item in the form directed by the City Clerk, which shall require the licensee to furnish:
 - i. An accurate description and measurement of the proposed outdoor premises, including the number of seats in any seating areas;
 - ii. The nature of fencing, barriers, or other measures intended to provide control over the operation of the proposed outdoor seating area;
 - iii. The licensee's acknowledgement of the restrictions imposed by this chapter;
 - iv. Payment of the application fee as set forth in the City's fee schedule.
 - 2. Upon receipt of a complete application, the City Clerk shall notify via first-class mail all property owners within 150 feet of the boundary of the proposed outdoor premises of the pendency of the application.
 - 3. Upon receipt of a complete application, if the premises is within the Historic District, the City Clerk shall place the application before the landmarks commission for its review. The landmarks commission shall recommend to the Plan Commission that the license be granted as requested, granted with modifications, or denied.
 - 4. Upon receipt of a complete application, if the premises is not within the Historic District, or, if the premises is within the Historic District, after the review of the landmarks commission, the City Clerk shall place the application before the Plan Commission to review whether the proposed license would be harmful, offensive, or otherwise adverse to the surrounding neighborhood. The Plan Commission shall recommend to the Common Council that the license be granted as requested, granted with modifications, or denied.

ORDINANCE NO. 2025-16

5. After the recommendation of the Plan Commission, the license shall be set before the Common Council for final action. The Common Council shall consider the size of the proposed outdoor premises, the location of the proposed outdoor premises, and whether the proposed license would be harmful, offensive, or otherwise adverse to the surrounding neighborhood.
6. If the Common Council makes its issuance of an outdoor alcohol beverage license contingent on any physical alterations or improvements, the Building Inspector shall verify that such improvements are in place prior to the Clerk's issuance of the license.
7. Upon approval by the Common Council, the City Clerk shall issue the outdoor alcohol beverage license.

No amplified sound or music is permitted outside the enclosed (building) premises. Amplified sound or music is not permitted in the outdoor seating area, subject to Section 7-2-18. There shall be a licensed operator with the outdoor seating area at all times while in operation.

(d) *Restrictions within licensed outdoor premises.*

1. Every holder of an outdoor alcohol beverage license shall comply with and enforce all provisions of Wis. Stats. ch. 125 applicable to Class "B" licensed premises within the outdoor premises, except for any provisions that by their nature are clearly inapplicable in an outdoor premises.
2. No licensee shall cause or permit any amplified sound or music within the outdoor premises, except in compliance with a permit issued under Section 11-2-9(d).
3. At any time the outdoor premises is in use, the licensee, the agent named in the license if the licensee is a corporation or limited liability company, or a person who has an operator's license or operator's permit shall be upon the outdoor premises.

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 31st day of March, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

ORDINANCE NO. 2025-16

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.J.

TITLE: Discussion and possible action on Amplified Music permit for First Immanuel Lutheran Church to hold worship services at Cedar Creek Park on Wednesdays 5:30 p.m. – 7:30 p.m. from June 25, 2025 through July 30, 2025

ISSUE SUMMARY: First Immanuel Lutheran would like to hold outdoor worship services at Cedar Creek Park from June 25, 2025 through July 30, 2025.

STAFF RECOMMENDATION:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT:

ATTACHMENTS: First Immanuel Lutheran application and park rental form

INITIATED/REQUESTED BY: Julie Weber, First Immanuel Lutheran

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



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

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

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

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

Name of Business: First Immanuel Lutheran

Address: W67 N622 Evergreen Blvd. Cedarburg, WI 53012

Agent or Person in Charge: Julie Weber

Phone Number: 262-388-0740 / 262-377-6610

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

SIGNED: Julie Weber

DATE: _____

We will be conducting worship services from 6:30 - 7:30 pm on Wednesdays June 25 - July 30.

There will be live music with instruments as well

as voice amplification. Set up + practice will occur between 5:30 - 6:30 pm. Food served in picnic shelter.

Date Filed: _____

Paid: _____

Permit Issued: _____

Date copy sent to Police Dept.: _____

ORDINANCE NO. 2021-21

An Ordinance Repealing and Replacing Section 7-2-17, Outdoor Alcohol Beverage Licenses Required for Outdoor Consumption at Class "B" Premises

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

SECTION 1. Section 7-2-17 the Municipal Code of the City of Cedarburg is hereby repealed and recreated in its entirety as follows:

SEC. 7-2-17 OUTDOOR ALCOHOL BEVERAGE LICENSES REQUIRED FOR OUTDOOR CONSUMPTION AT CLASS "B" PREMISES. (Ord. 92-54) (Ord. 94-45) (Ord. 96-01) (Ord. 2006-28)(Or. 2008-07)(Ord. 2015-14)

- (a) **Required for Outdoor Consumption.** No licensee shall permit the consumption of alcohol beverages on any part of the licensed premises not enclosed within the building, except under license granted by the Common Council. The licenses are a privilege in which no rights vest and, therefore, may be revoked by the Common Council at its pleasure at any time. No person shall consume or have in his or her possession alcohol beverages on any unenclosed part of the licensed premises which is not described in a valid Outdoor Alcohol Beverage License.
- (b) **Limitations on Issuance of Outdoor Alcohol Beverage License.** In making their determination on whether or not to approve an Outdoor Alcohol Beverage license, the Common Council shall, on a case-by-case basis, take into consideration the size of the outdoor seating area and its location with respect to adjacent residential uses. Each applicant for an Outdoor Alcohol Beverage License shall accurately describe the outdoor seating area and shall indicate the nature of fencing or other measures intended to provide control over the operation of the outdoor seating area. The Plan Commission shall review all proposed Outdoor Alcohol Beverage Licenses to determine if they are harmful, offensive or otherwise adverse to the surrounding neighborhood and shall recommend that the license be granted as requested, modified or denied. If the premises is within the Historic District, the Plan Commission shall take into consideration the recommendation of the Landmarks Commission. The Building Inspector shall verify that criteria established the Plan Commission and the Landmarks Commission are met prior to issuance of an Outdoor Alcohol Beverage License. No amplified sound or music is permitted outside the enclosed (building) premises. Amplified sound or music is not permitted in the outdoor seating area, subject to Section (e) herein. There shall be a licensed operator with the outdoor seating area at all times while in operation. There shall be a Fifty (\$50.00) Dollar fee for an Outdoor Alcohol Beverage License. (Ord. 96-01) (Ord. 2006-28)(Ord. 2008-07)(Ord. 2015-14)
- (c) **Adjoining Property Owners to be Notified of Pendency of Applications.** All property owners within one hundred fifty (150) feet of the outdoor seating area shall be notified by first class mail of the pendency of application for an Outdoor Alcohol Beverage Permit with or without Amplified Music by the City Clerk's Office.
- (d) **State Statutes Enforced Within Outdoor Seating Area.** Every licensee under this Section shall comply with and enforce all provisions of Ch. 125, Wis. Stats., applicable to

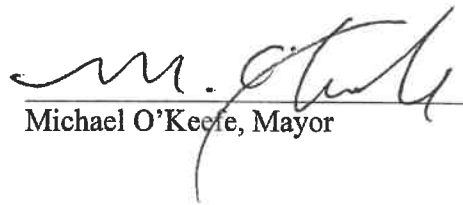
Class "B" licensed premises, except insofar as such provisions are clearly inapplicable. Violation of the provisions of Ch. 125, Wis. Stats., shall be grounds for immediate revocation of the Outdoor Alcoholic Beverage License by the Common Council. (96-01)

- (e) **Outdoor Amplified Sound or Music Permit.** As an exception to the amplified sound and music prohibition of subsection (b) herein, Outdoor Alcohol Beverage License holders may apply for a permit allowing outdoor amplified sound and music subject to the following limitations:
1. Amplified sound or music may only be generated in the outdoor seating area for which the Outdoor Alcohol Beverage License was issued.
 2. Any amplified music or sound exceeding 80 decibels requires a permit under this subsection.
 3. An annual permit fee of \$250.00 shall be required prior to issuance of any Outdoor Amplified Sound or Music Permit.
 4. Amplified music or sound shall not exceed 90 decibels, regardless of whether a permit has been issued. Exceptions to this are events held at Cedar Creek Park Bandshell which shall not exceed 110 decibels.
 5. Pedal tavern music shall be played at 65 decibels or less.
 6. Methods of measuring decibels.
 - (a) Equipment. Decibel measurement shall be made with a decibel meter.
 - (b) Location of measurement. Decibel measurement shall be made at the nearest lot line of the premises from which a noise complaint is received. The noise meter shall be placed at a height of at least three (3) feet above the ground and at least three (3) feet away from walls, barriers, obstructions, and all other sound reflective surfaces.
 - (c) The equipment necessary to measure sound shall reside within the City of Cedarburg Police Department and must be calibrated every nine (9) months.
 - (d) A police officer, or other designated enforcement official of the City, may, if he or she has reasonable suspicion to believe a violation of this ordinance, is or has been committed, request the volume to be lowered or issue a citation. Permit will be revoked upon receiving three (3) citations.
 - (e) A noise that exceeds the decibel rating allowed must exceed the decibels permitted for more than five (5) seconds within a one (1) minute period to be in violation of this ordinance.
 7. Amplified music exceeding 80 decibels shall not be allowed during Summer Sounds dates.
 8. Each organization or business is allowed a maximum of three (3) days per week for amplified music or sound, limited to four hours per day. This excludes acoustic, mic only, tv sound bar, or one speaker amplification that is under 80 decibels.
 9. Amplified sound and music shall be allowed between the hours of 11:00 a.m. and 9:00 p.m.
 10. On Friday & Saturday nights amplified music shall be allowed until 10:00 p.m. from Memorial Day until Labor Day.
 11. All other restrictions and limitations of Section 7-2-17 remain in full force and effect (Ord. 2015-14)

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

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

Passed and adopted by the Common Council of the City of Cedarburg on November 8, 2021.



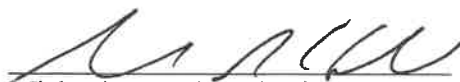
Michael O'Keefe, Mayor

Attest:



Tracie Sette, City Clerk

Approved as to form:



Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.K.

TITLE: Approval of Ordinance 2025-17 amending the Official Zoning Map of the City of Cedarburg as regards Tax Parcel Numbers 13-107-02-12-002 and 13-107-02-13-002, reclassifying them both from existing I-1 Institutional and Public Service District w/ Historic Preservation District Overlay, to B-3 Central Business District w/ Historic Preservation District Overlay.

ISSUE SUMMARY: Someone recently inquired about the zoning district classification of one of these parcels and requested a list of the permitted uses within that district. On close review of the Zoning Map (current and past editions), it was discovered that, despite these properties having been treated as B-3 Central Business District w/ HPD Historic Preservation District Overlay in past Plan Commission matters, these properties are mapped in the I-1 Institutional and Public Service District. It doesn't appear that either of these buildings was associated with the historic, adjoining I-1 use, Immanuel Lutheran Church. There is no record of these properties ever having been rezoned from I-1 to another district. The City's current Land Use Plan/Map classifies these properties as Commercial.

STAFF RECOMMENDATION: Approval of Ordinance 2025-17 amending the Official Zoning Map of the City of Cedarburg as regards Tax Parcel Numbers 13-107-02-12-002 and 13-107-02-13-002, reclassifying them both from existing I-1 Institutional and Public Service District w/ Historic Preservation District Overlay, to B-3 Central Business District w/ Historic Preservation District Overlay.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Plan Commission recommendation on 3-3-25 was for approval of rezoning as presented in Ordinance 2025-17.

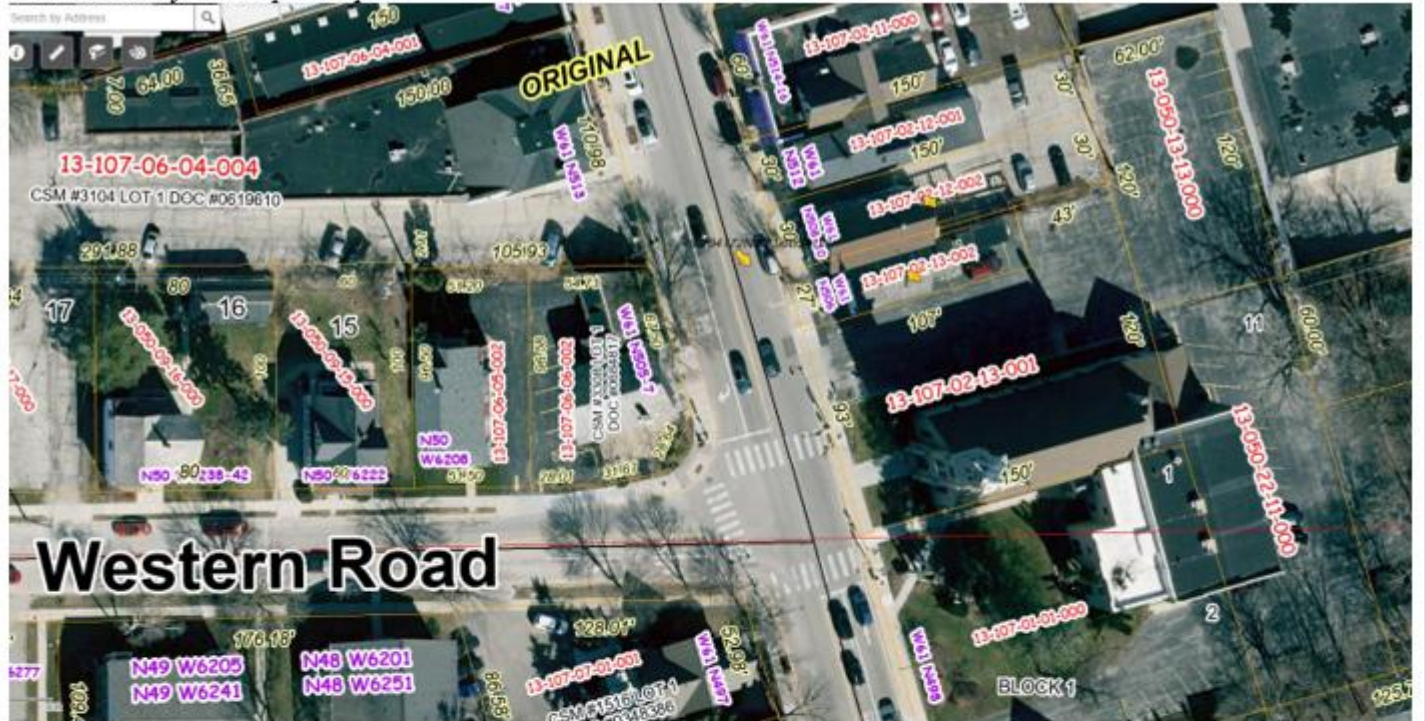
BUDGETARY IMPACT: n/a

ATTACHMENTS: Ordinance 2025-17, and Minutes of 3-3-25 Plan Commission meeting.

INITIATED/REQUESTED BY: City Planning Department

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

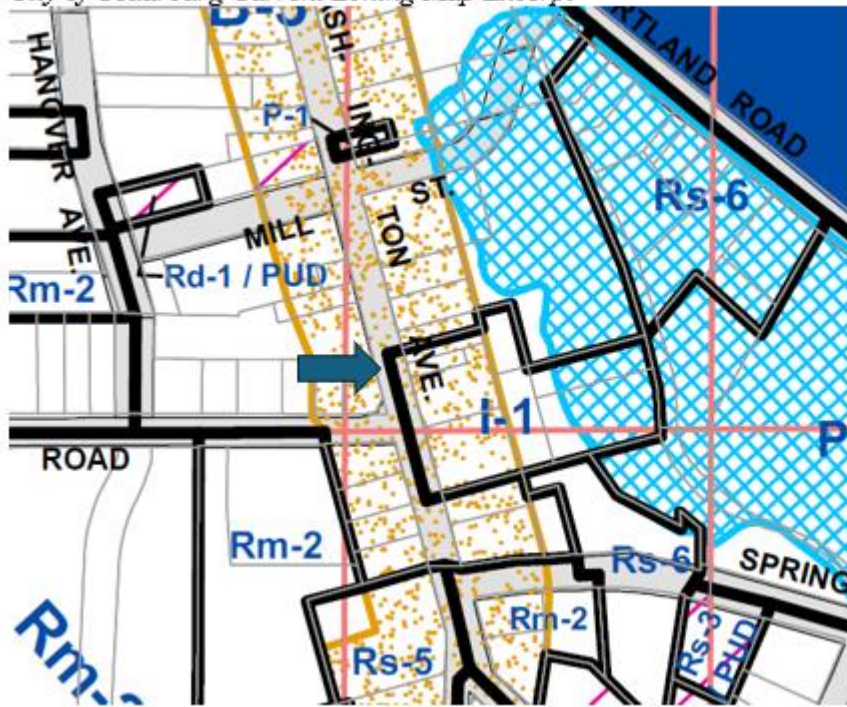
Ozaukee County GIS Map Excerpt



City of Cedarburg Land Use Plan Map Excerpt



City of Cedarburg Current Zoning Map Excerpt



Google Maps Street View



ORDINANCE NO. 2025-17

ORDINANCE TO AMEND the Official Zoning Map of the City of Cedarburg as regards Tax Parcel Numbers 13-107-02-12-002 and 13-107-02-13-002, rezoning them both from existing I-1 Institutional and Public Service District w/ Historic Preservation District Overlay, to B-3 Central Business District w/ Historic Preservation District Overlay.

WHEREAS, it has been determined that, despite these properties having been treated as B-3 Central Business District w/ HPD Historic Preservation District Overlay in past Plan Commission matters, these properties are mapped in the I-1 Institutional and Public Service District on the Official Zoning Map of the City of Cedarburg; and

WHEREAS, rezoning these properties to B-3 Central Business District w/ HPD Historic Preservation District Overlay will be consistent with the existing “Commercial” Land Use Classification of both properties; and

WHEREAS, the City of Cedarburg Plan Commission did, on March 3, 2025 review, discuss, and favorably recommend the proposed rezoning to the Common Council; and

WHEREAS, the City of Cedarburg Common Council did, on March 31, 2025 conduct a public hearing on this matter;

NOW, THEREFORE, the City Council of the City of Cedarburg, Ozaukee County, Wisconsin does ordain as follows:

SECTION I

City of Cedarburg Tax Parcel Numbers 13-107-02-12-002 and 13-107-02-13-002 are hereby rezoned from existing I-1 Institutional and Public Service District w/ Historic Preservation District Overlay, to B-3 Central Business District w/ Historic Preservation District Overlay.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed;

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the City Clerk shall so amend the Code of Ordinances of the City of Cedarburg and shall indicate the date and number of this amending Ordinance therein.

Passed and adopted this 31st day of March, 2025 by the City of Cedarburg Common Council.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.L.

TITLE: Approval of Ordinance 2025-19 amending Title 15, Chapter 5, section 15-5-11(h) of the Sign Code to provide conditional opportunity signs to be approved in the B-3 Central Business District and HPD Historic Preservation Overlay District that are painted directly upon the non-masonry portion of an exterior building wall.

ISSUE SUMMARY: Presently, City Code Section 15-5-11(h) of the Sign Code lists “Painted wall signs which are painted directly on the surface of the building.” among the sign types that are prohibited City-wide.

The question was recently asked, should this prohibition continue to be applied quite so strictly within the City’s Central Business District and/or Washington Avenue Historic Preservation District, where such signs are thought to have been at least somewhat common in the past. On inquiry, the Plan Commission did, on February 3, 2025, consider and refer this matter to the Landmarks Commission for consideration and possible recommendation back to the Plan Commission.

On February 27, 2025, the Landmarks Commission considered the matter in concept. There was general support for this change provided, among other things, that no sign painting could be applied to masonry surfaces. At that meeting, Staff was requested to return with a draft of language that would enact this change.

On February 13, 2025, the Landmarks Commission reviewed a draft of proposed Code changes to effectuate this change and favorably recommended it to the Plan Commission.

On March 3, 2025, the Plan Commission reviewed the proposed Code changes and favorably recommended they be approved by the Common Council subject to the addition of a requirement that the signature of the owner of the building must be included on the Sign Permit Application.

STAFF RECOMMENDATION: Approval of Ordinance 2025-18 amending Title 15, Chapter 5, section 15-5-11(h) of the Sign Code to provide the conditional opportunity for signs that are painted directly upon the non-masonry portion of an exterior building wall to be approved in the B-3 Central Business District and HPD Historic Preservation Overlay District.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Plan Commission recommendation on 3-3-25 was for approval of Code amendment as presented in Ordinance 2025-18.

BUDGETARY IMPACT: n/a

ATTACHMENTS: Ordinance 2025-19 , and Minutes of 3-3-25 Plan Commission meeting.

INITIATED/REQUESTED BY: City Plan Commission

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

ORDINANCE NO. 2025-18

ORDINANCE TO MODIFY Title 2, Chapter 4, Section 2-4-10; and Title 13, Chapter 1, Article C, Sections 13-1-55 and 13-1-70; and Title 15, Chapter 1, Article A, Sections 15-1-15 through 15-1-17 of THE MUNICIPAL CODE OF THE CITY OF CEDARBURG.

WHEREAS, the City of Cedarburg Landmarks Commission did, on February 27, 2025, review, discuss, and favorably recommended the proposed Sign Code language changes to the Plan Commission and Common Council; and

WHEREAS, the City of Cedarburg Plan Commission did, on March 3, 2025 review, discuss, and favorably recommend the proposed Code changes to the Common Council; and

WHEREAS, the City of Cedarburg Common Council did, on March 31, 2025 conduct a public hearing on this matter;

NOW, THEREFORE, the City Council of the City of Cedarburg, Ozaukee County, Wisconsin does ordain as follows:

SECTION I

City of Cedarburg Code of Ordinances Title 15, Chapter 5 Sec. 15-5-11 - Prohibited signs., is hereby modified to read as follows:

The following signs shall be prohibited within all zoning districts in the City of Cedarburg:

(a) Abandoned signs. See section 15-5-10.

(b) Flashing, alternating, rotating or swinging signs. Flashing, alternating, rotating or swinging signs or devices, whether illuminated or not, visible from the public right-of-way.

...

(h) Painted wall signs*. Painted wall signs which are painted directly on the surface of the building. ***In the B-3 and/or Historic Preservation Overlay Zoning District, the Landmarks Commission may consider and approve signs painted directly on the surface of the building provided:**

1) Such signs (and any related lighting) shall be determined by the Landmarks Commission to be complimentary to the architectural style and character of the building, and suitable in the context of its surroundings, or they shall not be approved. Specific findings in support of any approval or denial shall be made by the Commission.

2) Colors (including depth/richness of the color tone, and finish) and manner of application to the building surface are first reviewed and approved by the Landmarks Commission.

3) Such signs shall attempt to emulate the local historic practice and style of painting sign content directly on the surface of a building.

4) No sign shall be painted, in whole or part, directly upon any masonry building surface.

5) Signs painted directly on the surface of a building shall be counted toward the cumulative maximum quantity and square footage of wall signs permitted on any given building or property.

6) The area of a sign painted on the surface of a building shall be calculated as the smallest regular polygon that can be drawn around all lettering, wording and accompanying designs or symbols, together with any background of a different color than the natural color or finish material of the building.

7) For signs painted directly on the surface of a building, a full color, scaled, and dimensioned, detailed graphic representation of the plan shall be submitted at the time of Sign Permit application. The Building Inspector

shall refer all such applications to the Landmarks Commission for consideration and possible approval prior to issuing a Sign Permit.

8) For the purposes of this specific section of the City Sign Code only, sign shall have the meaning “Any display which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, brand, product, service, event, or location including words, letters, figures, designs, symbols, colors, or illumination”.

9) Any sign approved to be painted directly on to the surface of a building shall use materials and methods of application that are non-destructive to the surface of the building wall.

10) Applications for a permit to paint a sign directly onto a building wall must be signed by the owner of the building.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed;

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the City Clerk shall so amend the Code of Ordinances of the City of Cedarburg and shall indicate the date and number of this amending Ordinance therein.

Passed and adopted this 31st day of March, 2025 by the City of Cedarburg Common Council.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.M.

TITLE: Approval of Ordinance 2025-19 amending Title 2, Chapter 4, Section 2-4-10; and Title 13, Chapter 1, Article C, Sections 13-1-55 and 13-1-70; and Title 15, Chapter 1, Article A, Sections 15-1-15 through 15-1-17, of the City Code, as necessary to retain status as a Certified Local Government (CLG) with the State Historic Preservation Office (SHPO).

ISSUE SUMMARY: The City is aware that its Codes pertaining to the designation and protection of historic properties are not consistent with the requirements of the National Park Service and the State of Wisconsin Historic Preservation Office standards for Certified Local Governments.

The attached draft of changes proposed to various sections of the City Code have been reviewed by Jason Tish, Certified Local Government Coordinator and Preservation Education Coordinator in the Wisconsin State Historic Preservation Office.

Mr. Tish has confirmed that the changes, as presented (see attached) will result in the City retaining its certified local government status by assigning the Landmarks Commission the authority to designate landmarks, landmark sites and historic districts within the city limits of Cedarburg, and to regulate the design, construction, repair, maintenance, reconstruction, alteration, and demolition of all landmark structures, landmark sites, and structures located in the historic preservation overlay district by the issuance/approval or denial of a Certificate of Appropriateness.

STAFF RECOMMENDATION: Approval of Ordinance 2025-19 amending Title 2, Chapter 4, Section 2-4-10; and Title 13, Chapter 1, Article C, Sections 13-1-55 and 13-1-70; and Title 15, Chapter 1, Article A, Sections 15-1-15 through 15-1-17, of the City Code, as necessary to retain status as a Certified Local Government (CLG) with the State Historic Preservation Office (SHPO).

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Plan Commission recommendation on 12-2-24 was for approval of the Code language changes as presented in Ordinance 2025-19. subject to adding language that confirms that appeals to decisions of the Landmarks Commission can be made to the Common Council.

BUDGETARY IMPACT: n/a

ATTACHMENTS: Ordinance 2025-19 , and Minutes of 12-2-24 Plan Commission meeting.

INITIATED/REQUESTED BY: Landmarks Commission

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

ORDINANCE NO. 2025-19

ORDINANCE TO MODIFY Title 2, Chapter 4, Section 2-4-10; and Title 13, Chapter 1, Article C, Sections 13-1-55 and 13-1-70; and Title 15, Chapter 1, Article A, Sections 15-1-15 through 15-1-17 of THE MUNICIPAL CODE OF THE CITY OF CEDARBURG.

WHEREAS, the City of Cedarburg wishes to remain in good standing as a Certified Local Government with the State of Wisconsin Historic Preservation Office (SHPO); and

WHEREAS, the City of Cedarburg Landmarks Commission did, on November 14, 2024, review, discuss, and favorably recommended the proposed Code language changes to the Plan Commission and Common Council; and

WHEREAS, the City of Cedarburg Plan Commission did, on December 2, 2024 review, discuss, and favorably recommend the proposed Code changes to the Common Council; and

WHEREAS, the City of Cedarburg Common Council did, on March 31, 2025 conduct a public hearing on this matter;

NOW, THEREFORE, the City Council of the City of Cedarburg, Ozaukee County, Wisconsin does ordain as follows:

SECTION I

Title 2, Chapter 4, Section 2-4-10 of the City Code is hereby modified to read: (see attached Exhibit A)

Title 13, Chapter 1, Article C, Section 13-1-55 of the City Code is hereby modified to read: (see attached Exhibit B)

Title 13, Chapter 1, Article C, Section 13-1-70 of the City Code is hereby modified to read: (see attached Exhibit C)

Title 15, Chapter 1, Article A, Sections 15-1-15 through 15-1-17 of the City Code are hereby modified to read: (see attached Exhibit D)

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed;

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity

of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the City Clerk shall so amend the Code of Ordinances of the City of Cedarburg and shall indicate the date and number of this amending Ordinance therein.

Passed and adopted this 31st day of March, 2025 by the City of Cedarburg Common Council.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

- (a) **Composition and terms.** The commission shall be composed of seven members to be selected as follows: One council member, and six qualified persons, at least five of whom shall be residents of the City of Cedarburg. The sixth member may be either a city resident or the owner of property located within the Washington Avenue Historic District. Said persons shall be competent and informed in the historical, architectural and cultural traditions of the community. They shall be appointed by the mayor, subject to confirmation by the common council of the City of Cedarburg by majority vote. Members of the commission shall be appointed for terms of three years and may be reappointed for succeeding terms. A vacancy occurring in the membership for any cause shall be filled by a person appointed by the mayor and confirmed by the common council for the unexpired term. The members of said commission shall receive no compensation except for necessary expenses sustained in carrying out their duties, which expenses shall be paid by the City of Cedarburg as authorized by the common council.
- (b) **Powers and duties.**
- (1) **Designation.** The commission shall have the power to designate landmarks, landmark sites and historic districts within the city limits of Cedarburg.
 - (2) **Other duties.** In addition to those duties already specified in this section, the commission shall:
 - a. Regulate the design, construction, repair, maintenance, reconstruction, alteration, and demolition of designated landmark structures and designated landmark sites throughout the City, and all structures located in the Historic Preservation Overlay District (HPD), by the issuance/approval or denial of a Certificate of Appropriateness.
 - ~~a. Actively work for the passage of enabling legislation which would the granting of full or partial tax exemptions to properties it has designated under the provisions of this section.~~
 - b. Work closely with the State Historical Society of Wisconsin and State of Wisconsin liaison officer and the Governor's liaison committee for the National Register of Historic Places of the United States National Park Service/Department of the Interior in attempting to include such properties hereunder designated as landmarks, ~~or~~ landmark sites, or historic districts on the Federal National Register of Historic Places.
 - c. Work for the continuing education of the citizens of Cedarburg about the historic heritage of this city and the landmark structures, and landmark sites, and historic districts designated under the provisions of this section.
 - d. Review and approve all applications for the placement/erection of signs in the Historic Preservation Overlay Zoning Districts prior to issuance of Sign Permits.
 - (3) Appeals. Appeals to any decision of the Landmarks Commission (except with respect to signage) shall be made to the Common Council. An application to appear before the

Common Council for appeal shall be made to (and on forms provided by) the City Clerk and shall be submitted no later than 45 days following the date on which the decision being appealed was made.

Appeals to any decision of the Landmarks Commission regarding signage shall be made to the Plan Commission using the Land Development Application Form. Such an application must be submitted no later than 45 days following the date on which the decision being appealed was made.

Sec. 13-1-55 B-3 Central Business District.

- (a) *Purpose and intent.* The B-3 Central Business District is intended to provide for the preservation of Cedarburg's historic downtown and the orderly appropriate regulations to ensure the compatibility of the diverse uses typical of the downtown area without inhibiting the potential for maximum development of commercial, cultural, entertainment, and other urban activities which contribute to its role as the heart of the city. This area contains a mix of retail sales shops, office, restaurants, cultural, entertainment, and residential uses.
- (b) *General requirements.*
- (1) Overall use and development shall be compatible with the city's community character, urban design, historic preservation principles and shall facilitate the objectives as expressed in the adopted Cedarburg Smart Growth Comprehensive Land Use Plan - 2015, and components thereof.
 - (2) A major portion of the B-3 District is also regulated by the City's Historic Preservation District (HPD), which. ~~This~~ is an "overlay" district created to protect historic buildings, ~~and sites, and districts~~ that are listed on the National Register of Historic Places. The construction, repair, maintenance, alteration, demolition, design, remodeling, reconstruction, painting/colors, roofing type and colors, of all structures and all site improvements within the HPD area require approval and a certificate of appropriateness ~~by from both~~ the city's landmarks commission prior to performing any work on the site improvements or structures. and plan commission. ~~The compilation of all uses (except those specifically listed as 'permitted') within and throughout all existing and new buildings and sites in the B-3 and HPD shall require review and recommendation by the Landmarks Commission to the Plan Commission and/or staff as applicable. Except as may be noted otherwise herein, any exceptions to the bulk, spatial, height, and accessory structure regulations applicable to/in the B-3 and HPD areas shall require review and recommendation by the Landmarks Commission to the Plan Commission.~~
 - (3) Buildings shall be designed to correspond in height, width, proportion, relationship to street, roof forms, composition, window and door patterns, materials and colors compatible with existing buildings in the downtown area.
 - (4) All buildings in the HPD portion of the B-3 District existing prior to October 28, 2013 are considered to be conforming structures relative to dimensional requirements to maintain the integrity of the Historic District. If such buildings are ever damaged or destroyed, they may be reconstructed exactly in their pre-damaged or pre-destroyed location and dimensional configuration.
 - (5) Single-family and two-family homes existing prior to October 28, 2013 are non-conforming uses and may be continued pursuant to section 13-1-140 titled non-conforming uses.
- (c) *Permitted uses.* (Also see section 13-1-225.)
- (1) Antique and collectors stores.
 - (2) Art stores, studios, galleries.
 - (3) Auto parts stores.
 - (4) Bagel shops, bakeries.
 - (5) Banks, credit unions, savings and loan associations, and other financial institutions (not including drive-in or drive-thru facilities).
 - (6) Barber shops and beauty shops.
 - (7) Bicycle sales, repair and rental.
 - (8) Bookstores.

-
- (9) Boutiques.
 - (10) Business, professional, medical, and utility offices.
 - (11) Camera, photographic supply stores, and photographic studios.
 - (12) Catering services.
 - (13) Clinics (dental, medical, chiropractic).
 - (14) Clothing stores.
 - (15) Cocktail lounges, bars, and taverns.
 - (16) Coffee shops and espresso bars.
 - (17) Computer sales and services.
 - (18) Cultural centers.
 - (19) Delicatessen.
 - (20) Department stores.
 - (21) Electronics and appliance stores, and repair shops.
 - (22) Farmers markets, including farm products, food, crafts, and food vendors.
 - (23) Fish markets.
 - (24) Florists, yard and garden supplies, and service.
 - (25) Furniture sales.
 - (26) Furriers and fur apparel.
 - (27) Gift stores.
 - (28) Grocery stores.
 - (29) Hardware stores.
 - (30) Health clubs, athletic clubs, and gymnasiums.
 - (31) Hobby and craft stores.
 - (32) Ice cream parlors/soda fountain stores.
 - (33) Insurance offices.
 - (34) Interior decorators.
 - (35) Jewelry stores.
 - (36) Liquor stores.
 - (37) Lodges and clubs.
 - (38) Meat markets.
 - (39) Museums.
 - (40) Music stores.
 - (41) Newspaper and magazine stores.
 - (42) Office supplies and business machine stores

-
- (43) Optical stores.
 - (44) Paint, glass, and wallpaper stores.
 - (45) Pet stores and pet grooming (with all operations indoors).
 - (46) Pharmacy (not including drive-thru service).
 - (47) Plumbing and heating supplies.
 - (48) Publishing houses.
 - (49) Real estate offices.
 - (50) Restaurants (without drive-thru facilities).
 - (51) Self-service laundries and dry cleaning establishments.
 - (52) Shoe and leather goods stores.
 - (53) Spas and fitness facilities.
 - (54) Specialty food and beverage product sales.
 - (55) Specialty retail shops for housewares, stationary, home décor, lighting products, and athletic and sporting goods.
 - (56) Tailor shops.
 - (57) Theaters.
 - (58) Tobacco shops.
 - (59) Used merchandise resale shops (excluding pawn shops).
 - (60) Variety stores.
 - (61) Residential use of single-family and two-family structures that existed prior to the adoption of this Ordinance.

(d) *Permitted accessory uses.*

- (1) Residential quarters provided that such quarters are in the principal building, not on a ground-level floor, and the entrances and exits to such quarters are directed to the interior of the building. There shall be a minimum floor area of 420 square feet for an efficiency or one bedroom apartment and 550 square feet for a two bedroom apartment.
- (2) Accessory buildings and uses customarily incidental to the above uses, including garages used in conjunction with the operation of the uses of the premise and dumpster storage facilities.
- (3) Off-street parking and loading areas.
- (4) Essential services as defined herein.
- (5) Ground-mounted and building-mounted satellite dish antennas less than three feet in diameter.
- (6) Outdoor dining and non-alcohol beverage service. (Note: Outdoor alcohol beverage services require a premises license approved by the common council).

(e) *Conditional uses.* (Also see section 13-1-226.)

- (1) Automobile service stations.
- (2) Banks, savings and loan associations, credit unions, and other financial institutions with drive-in or drive-through facilities.

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- (3) Bed and breakfast establishments providing adequate off-street parking.
 - (4) Building supply stores.
 - (5) Bus depots, provided all principal structures and uses are not less than 100 feet from any residential district lot line.
 - (6) Coffee roasting.
 - (7) Day care facilities.
 - (8) Feed mills, and feed and seed sales.
 - (9) Funeral homes, provided all principal structures and uses are not less than 12 feet from any lot line.
 - (10) Gun shops, subject to police department and plan commission review and approval.
 - (11) Hotels, subject to adequate off-street parking.
 - (12) Indoor and outdoor recreational and entertainment facilities.
 - (13) Microbreweries, soft drink production, and wineries.
 - (14) Night clubs and dance halls.
 - (15) Parking structures.
 - (16) Pharmacies with drive-thru facilities.
 - (17) Printing and reproduction services [not exceeding 3,000 square feet of gross floor area].
 - (18) Renewable energy systems (i.e. wind, solar, geothermal).
 - (19) Telecommunications installations.
 - (20) Tourist Rooming Houses.
 - (21) Vehicle detailing.
 - (22) Wool carding.
 - (23) Micro-Distilleries.
 - (f) *Dimensional requirements.* See Table 13-1-55.
 - (g) *Traffic, loading, parking, and access.* (See article D.)
 - (h) *Nonconforming uses, structures, and lots.* (See article G.)
 - (i) *Performance Standards.* (See article H.)
 - (j) *Signs.* (See title 15, chapter 5 of the Code of Ordinances.)
 - (k) *Site plan review.* (See article F.)
 - (l) *Architectural review.* (See article F.)

TABLE 13-1-55
B-3 CENTRAL BUSINESS DISTRICT

DIMENSIONAL REQUIREMENTS (See Note ^(a) for HPD Buildings)	
FLOOR AREA RATIOS	
Floor Area Ratio (FAR)	150%
Minimum Floor Area Per Use/Tenant/Business (sf)	300
LOT DIMENSIONAL REQUIREMENTS	

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Minimum Lot Area (sq. ft.)	4,800
Minimum Lot Width at Setback Line (ft.)	40
Minimum Setback (ft.)	None ^(b)
Minimum Offset (side) (ft.)	0 or 5 ^(c)
Minimum Offset (rear) (ft.)	15 ^(e)
MINIMUM FLOOR AREA PER DWELLING UNIT	
Residential uses Non-Ground Level (sq. ft.)	Efficiency = 420 1 Bedroom=420 2 Bedroom=550
MAXIMUM BUILDING HEIGHT	
Principal Structure (ft.)	35
Accessory Structure (ft.)	25 ^(d)

^(a) All buildings in the HPD portion of the B-3 District existing prior to October 28, 2013 can be considered to be conforming structures relative to dimensional requirements to maintain the integrity of the Historic District. If such buildings are ever damaged or destroyed, they may be reconstructed exactly in their pre-damaged or pre-destroyed location and dimensional configuration.

^(b) Corner lots are subject to vision clearance requirements per Section 13-1-80.

^(c) No minimum side yard offset shall be required; however, where a side yard offset is provided, it shall be not less than five feet. Detached accessory structures and decks shall be in accord with Section 13-1-101.

^(d) ~~The~~ Upon receipt of a favorable recommendation from the Landmarks Commission, ~~and the~~ Plan Commission may ~~waive or~~ modify the ~~maximum~~ height limitation of a ~~new or substantially modified~~ accessory structure if it is located in a historic district or is a ~~designated~~ local landmark.

^(e) ~~The~~ Upon receipt of a favorable recommendation from the Landmarks Commission, ~~and the~~ Plan Commission may, on a case-by-case basis, approve a pergola or similar structure to enclose an outdoor patio in the building setback area.

Sec. 13-1-70 HPD Historic Preservation Overlay District.

- (a) *Purpose.* It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements of special character or special historical interest or value is a public necessity and is required in the interest of health, prosperity, safety and welfare of the citizens of the city. The purpose of the HPD Historic Preservation Overlay District is to effect and accomplish the protection, enhancement, and perpetuation of such improvements and of districts which represent or reflect elements of the city's cultural, social, economic, political, and architectural history; safeguard the city's historic and cultural heritage, as embodied and reflected in such landmarks and historic districts; stabilize and improve property values; foster civic pride in the beauty and noble accomplishments of the past; protect and enhance the city's attractions to residents, tourists, and visitors for education, pleasure, and general welfare; and serve as a support and stimulus to business and industry; and strengthen the economy of the city. The requirements of this section shall be applicable to all properties located within the Historical Preservation Overlay District and to all designated local landmarks.
- (b) *Permitted uses.* (Also see section 13-1-225.) Any use permitted in the underlying basic use district. The compilation of all uses (except those specifically listed as 'permitted' in the underlying zoning district) within and throughout all existing and new buildings and sites in the HPD district, as well as all designated local landmarks/sites, shall require review and recommendation by the Landmarks Commission to the Plan Commission and/or staff as applicable. Except as may be noted otherwise herein, any exceptions to the bulk, spatial, height, and accessory structure regulations applicable to/in the underlying zoning district of a designated local landmark shall require review and recommendation by the Landmarks Commission to the Plan Commission and/or staff as applicable.
- (c) *Conditional uses.* (Also see section 13-1-226.) Any conditional use permitted in the underlying basic use district The compilation of all uses (except those specifically listed as 'permitted' in the underlying zoning district) within and throughout all existing and new buildings and sites in the HPD district, as well as all designated local landmarks/sites, shall require review and recommendation by the Landmarks Commission to the Plan Commission and/or staff as applicable. Except as may be noted otherwise herein, any exceptions to the bulk, spatial, height, and accessory structure regulations applicable to/in the underlying zoning district of a designated local landmark shall require review and recommendation by the Landmarks Commission to the Plan Commission and/or staff as applicable.
- (d) *Lot area and width.* (Also see article E.) Lot area and width shall conform to the requirements in the underlying basic use district.
- (e) *Building height and area.* (Also see article E.) Building height and area shall conform to the requirements in the underlying basic use district.
- (f) *Setback and yards.* (Also see section 13-1-27 and article E.) All buildings shall conform to the setback and yard requirements of the underlying basic use district.
- (g) *Traffic, Loading, Parking, and Access.* (See article D.)
- (h) *Nonconforming uses, structures, and lots.* (See article F.)
- (i) *Performance standards.* (See article H.)
- (j) *Signs.* (See title 15, chapter 5 of the Code of Ordinances.) All signs in the HPD and on the site or structure of any designated local landmark shall be subject to review and approval by the landmarks commission prior to issuance of a Sign Permit.
- (k) *Site plan review.* (See article E.) All site plans in the HPD or pertaining to the site of any designated local landmark shall be subject to review and recommendation by the landmarks commission with final approval to be considered and approved by the plan commission.

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- (l) *Architectural review.* (See article E.) All plans for construction, repair, maintenance, alteration, demolition, design, remodeling, reconstruction, painting colors, roofing type and colors for any structures in the HPD or any structure that is a designated local landmark shall be subject to review and approval by the landmarks commission prior to issuance of any required permits and prior to the start of work on the building or site.
- (m) ~~Historic preservation commission~~ Landmarks commission *review and recommendation.* No permit for construction, repair, maintenance, alteration, demolition, design, remodeling, reconstruction, painting colors, roofing type and colors, in the HPD ~~to develop, construct, reconstruct, enlarge, or alter property in an HPD district~~ shall be issued and no lands shall be removed from the HPD district until the historic preservation landmarks commission has reviewed the application or petition and has recommended approval, approval with conditions, or denial of the application or petition.
- (n) *Designation of landmarks* structures, *landmark sites, and historic districts.*

(1) The ~~plan commission, upon referral to and receipt of the recommendation of the historic preservation landmarks~~ commission, may designate local landmarks structures, landmark sites, and historic districts within the city.

Such designation shall be based upon the criteria established in this Article. Appropriate records, including photographs and plans, shall be kept as a part of the city's official zoning file.

- (2) A landmark structure, or ~~landmark site, or historic district~~ designation may be placed on any site, natural or improved, including any building, improvement, or structure located thereon, or on any area of particular historic, architectural, or cultural significance to the City of Cedarburg, such as historic structures or sites which:
- Exemplify or reflect the broad cultural, political, economic, or social history of the nation, state, or community; or
 - Are identified with historic personages or with important events in national, state, or local history; or
 - Embody the distinguishing characteristics of an architectural-type specimen, inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship; or
 - Are representative of the notable work of a master builder, designer, or architect whose individual genius influenced his age.
- (o) *Limitation on structural or appearance changes.*
- (1) Structural changes shall be regulated in the following manner:

- Certificate of appropriateness required.* There shall be no alteration in the architectural appearance of any designated local landmark or any structure within the HPD district without the review and approval of plans for such alteration by the ~~plan landmarks~~ commission. ~~In determining whether to grant approval, the plan commission shall take into consideration the recommendation of the historic preservation commission.~~ For the purpose of this section, alterations shall include any change such as with respect to construction, repair, maintenance, alteration, demolition, design, remodeling, reconstruction, painting colors, roofing type and colors, addition to, or demolition of all or any part of a structure. The ~~plan landmarks~~ commission shall make its determination within 60 days of the filing of the application for a certificate of appropriateness.
- Basis for approval.* No change to any designated local landmark or any structure within the HPD district such as with respect to construction, repair, maintenance, alteration, demolition, design, remodeling, reconstruction, painting colors, roofing type and colors ~~alterations~~ shall be permitted

~~in the HPD district~~ that would tend to destroy or impair the particular character and quality of the ~~landmark or~~ HPD district. No change or alteration of a landmark, landmark site, or historic district shall be permitted which destroys, seriously impairs, or significantly alters its character in terms of its historical or architectural interest.

- c. *Repairs or destruction.* Notwithstanding the provisions of article G regarding nonconforming use and nonconforming structures, total lifetime structural repairs, restoration, or alteration of a preservation structure, which may be a nonconforming structure or nonconforming use, may exceed 50 percent of the assessed value if the ~~plan-landmarks~~ commission determines, ~~upon recommendation of the historic preservation commission,~~ that the structure will be repaired, restored, or altered in such a way as to maintain the character of the designated structure ~~and or~~ the character of the HPD district without significant alteration or change in such character. No person in charge of a landmark structure or development site in an HPD district shall be granted a permit to demolish such ~~property structure or site~~ without ~~the prior~~ review and approval of the ~~recommendation of the historic preservation~~ landmarks commission ~~to the city plan commission~~.
- d. Upon receipt of a favorable recommendation from the Landmarks Commission, the Plan Commissions may waive or modify the maximum height limitation of a new or substantially modified accessory structure if it is located the HPD or is a designated local landmark. On lots which a locally designated landmark is located, the maximum height restriction of the accessory structure(s) may be modified on a case-by-case basis by the Plan Commission upon referral to and receipt of a recommendation from the Landmarks Commission, when necessary to maintain the character and historic integrity of said landmark.

Title 15 - BUILDING CODE
CHAPTER 1 - BUILDING/HISTORIC, ELECTRICAL AND PLUMBING CODES
ARTICLE A BUILDING/HISTORIC CODE

ARTICLE A BUILDING/HISTORIC CODE

Sec. 15-1-1 Building code established.

- (a) *Title.* This chapter shall be known as the "Building, Electrical and Plumbing Codes of the City of Cedarburg" and will be referred to in this chapter as "this Code," "this chapter" or "this ordinance."
- (b) *Purpose.* This chapter provides certain minimum standards, provisions and requirements for safe and stable design, methods of construction and uses of materials in buildings and/or structures hereafter erected, constructed, enlarged, altered, repaired, moved, converted to other uses or demolished, and regulates the equipment, maintenance, use and occupancy of all such building and/or structures. Its purpose is to protect and foster the health, safety, and well-being of persons occupying or using such buildings and the general public.
- (c) *Scope.* New buildings erected in, or any building hereafter moved within or into, the city shall conform to all the requirements of this chapter except as they are herein specifically exempted from part of all of its provisions. Any alteration, enlargement or demolition of an existing building and any installation therein of electrical, gas, heating, plumbing or ventilating equipment which affects the health or safety of the users thereof of any other persons, is a "new building" for the purposes of this chapter whenever it is used for dwelling, commercial or industrial purposes unless it was being used for such purpose at the time this chapter was enacted. Rehabilitation and/or restoration of any landmark or historic building or structure within a historic preservation district shall conform to all the requirements of this chapter and with the terms and conditions of a certificate of appropriateness (see section 15-1-18.C). The provisions of this chapter supplement the laws of the State of Wisconsin pertaining to construction and use and the Zoning Code of the city and amendments thereto to the date this chapter was adopted and in no way supersede or nullify such laws and the said Zoning Code.

(Ord. No. 94-08)

Sec. 15-1-2 Building permits and inspections.

- (a) *Permit required.*
 - (1) *General permit requirement.* In addition to obtaining a certificate of appropriateness in the case of restoration and/or rehabilitation of a structure or building within a historic preservation district, no person shall perform or authorize the performance within the city of building, heating, ventilation, air conditioning, plumbing, electrical, or gas installation work, whether initial or new construction or remodeling, alteration, demolition, additions or replacement, unless the required permit or license therefor is first obtained by the owner or his agent from the building inspector, or his representative.
 - (2) *Alterations and repairs.* The following provisions shall apply to buildings altered and repaired (See also section 15-1-14):
 - a. *Alterations.* When not in conflict with any regulations, alterations to any existing building or structure, accommodating a legal occupancy and use but of substandard type of construction, which involves either beams, girders, column, bearing, or other walls, room, heating and air conditioning systems, arrangement, light and ventilation, changes in location of exit stairways or exits, or any or all of the above, then such existing construction shall be made to conform to the

minimum requirements of this Chapter applicable to such occupancy and use and given type of construction. In any event, if alterations or repairs in excess of 50 percent of the fair market value of an existing building are made to any existing building within any period of 12 months, the entire building shall be made to conform to the requirements given herein for new buildings.

- b. *Construction of additions.* The Wisconsin Uniform Dwelling Code is the standard and requirements for the construction of any addition on any one or two family dwelling, regardless of the applicability of the Wisconsin Uniform Dwelling Code to the dwelling.
- c. *Repairs.* Repairs for purposes of maintenance, or replacements in any existing building or structure or which do not affect room arrangement, light and ventilation, access to or efficiency of any exit stairways, or exits, fire protection, or exterior aesthetic appearance and which do not increase a given occupancy or use, shall be deemed minor repairs. Minor repairs and changes not covered by this section may be made with the same materials of which the building is constructed, provided not more than 25 percent of the roof covering of any building shall be replaced in any period of 12 months (see d. below).
- d. *Roofing.*
 - 1. Residential. A permit is required if any structural work on the roof support system is to be done; or if a third layer of shingles are to be applied (engineer's calculations shall also be submitted).
 - 2. Commercial (including apartments). A permit is needed for any roofing except minor repairs.
- e. *Alterations when not permitted.* Except for historical structures, when any existing building or structure, which for any reason whatsoever does not conform to the regulations of this chapter, has deteriorated from any cause whatsoever to an extent greater than 50 percent of the equalized value of the building or structure, no alterations or moving of such building or structure shall be permitted. Any such building or structure shall be considered a menace to public safety and welfare and shall be ordered vacated and thereafter demolished and debris removed from the premises.
- f. *Alterations and repairs required.* When any of the structural members of any building or structure have deteriorated from any cause whatsoever to less than their required strength, the owner of such a building or structure shall cause structural members to be restored to their required strength; failing in which the building or structure shall be considered a menace to public safety and shall be vacated and thereafter no further occupancy or use of the same shall be permitted until the regulations of this chapter are complied with.
- g. *Extent of deterioration.* The amount and extent of deterioration of any existing building or structure shall be determined by the building inspector.
- h. *Maintenance.* The requirements contained in this chapter covering the maintenance of buildings shall apply to all buildings and structures now existing or hereafter erected. All buildings or structures and all parts thereof shall be maintained in a safe condition, and all devices of safeguards which are required by this chapter at the erection, alteration or repair of any building shall be maintained in good working order.
- i. *Use of unsanitary building.* It shall be unlawful to occupy or use or permit the occupancy or use of any building or structure that is unsanitary or dilapidated, or deteriorated, or out of repair, thereby being unfit for human habitation, occupancy or use until the regulations of this Code have been complied with.

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- (b) *Application.* Application for a building permit shall be made in writing upon a form furnished by the building inspector and shall state the name and address of the owner of the land and also the owner of the building if different, the legal description of the land upon which the building is to be located, the name and address of the designer, the use to which said building is to be put, and such other information as the building inspector may require.
- (1) *New construction on a lot already occupied.* A certificate of appropriateness is required before erecting an addition to an existing structure in the HPD or before beginning any new construction on any lot already occupied.
 - (2) *Vacant lot.* A certificate of appropriateness is required before erecting a new building on a vacant lot in an Historic District. (See guidelines for new construction.)
- (c) *Site plan approval.*
- (1) *Site plan approval.* All applications for building permits for any construction, reconstruction, expansion or conversion, except for one and two family residences in residentially zoned districts, shall require site plan approval by the plan commission in accordance with the requirements of this section. The applicant shall submit a site plan and sufficient plans and specifications of proposed buildings, landscaping plan and operations to enable the plan commission or its expert consultants to determine whether the proposed application meets all the requirements applicable thereto in this chapter.
 - (2) *Administration.* The building inspector shall make a preliminary review of this application and plans and refer them, along with a report of his findings, to the plan commission. The plan commission shall review the application and shall make a determination that the proposed landscaping of said building site, or the absence of landscaping as the case may be, will not cause the general exterior appeal, functional plan or setting of such building or accessory structure to be so at variance with or so identical or similar to the exterior landscaping appeal of the landscaping already planted or grown, or in the course of being planted in the immediate neighborhood, as to cause a substantial depreciation in the property value of said neighborhood wherein said building is proposed to be located. Within 30 days of its receipt of the application, the commission shall authorize the building inspector to issue or refuse a building permit.
 - (3) *Site plan.* A site plan shall be submitted and reviewed pursuant to the city Zoning Code.
- (d) *Dedicated street and approved subdivision required.* No building permit shall be issued unless the property on which the building is proposed to be built abuts a street that has been dedicated for street purposes. No building permits shall be issued until the subdivision and required improvements are accepted by the city engineer and/or the common council.
- (e) *Utilities required.*
- (1) *Residential buildings.* No building permit shall be issued for the construction of any residential building until suitable sewer, water, electrical, grading and graveling are installed in the streets necessary to service the property for which the permit is required.
 - (2) *Non-residential building.* No building permit shall be issued for the construction of any building other than residential until contracts have been let for the installation of sewer, water, electrical, grading and graveling in the streets necessary to service the property for which the permit is requested.
 - (3) *Occupancy.* No person shall occupy any building until sewer, water, electrical, grading and graveling are installed in the streets necessary to service the property and a certificate of occupancy shall not be issued until such utilities are available to service the property.
- (f) *Plans.* With such application, there shall be submitted three complete sets of plans and specifications, including three plot plans showing the location and dimensions of all buildings and improvements on the lot, both existing and proposed, dimensions of the lot, dimensions showing all setbacks of all buildings on the lot,

proposed grade of proposed structure (to City datum), grade of lot and the street abutting lot, grade and setback of adjacent buildings (if adjacent lot is vacant, submit elevation of nearest buildings on same side of street), type of monuments at each corner of lot, water courses or existing drainage ditches, easements or other restrictions affecting such property, seal and signature of surveyor or a certificate signed by the applicant and a construction erosion control plan setting forth proposed information and procedures needed for control of soil erosion, surface water runoff and sediment disposition at the building site. Plans, specifications and plot plans shall be drawn to a minimum scale of one-eighth inch to one foot. (Cross sections and construction details shall be drawn to one-half inch to one foot. One set of plans shall be returned after approval, as provided in this chapter. The second set shall be filed in the office of the building inspector. Plans for buildings involving the State Building Code shall bear the stamp of approval of the State Department of Industry, Labor and Human Relations. One of the State-approved plans submitted shall remain on file in the office of the building inspector. All plans and specifications shall be signed by the designer. Plans for all new one and two family dwellings shall comply with the provisions of Ch. ILHR 20.09(4), Wis. Adm. Code.

(g) *Waiver of plans; minor repairs.*

- (1) *Plan waiver.* If the building inspector finds that the character of the work is sufficiently described in the application, he may waive the filing of plans for alterations, repairs or moving.
- (2) *Minor repairs.* The building inspector may authorize minor repairs for maintenance work on any structure or to electrical, heating, ventilating or air conditioning systems installed therein, valued at less than \$500.00 which do not change the occupancy area, exterior aesthetic appearance, structural strength, fire protection, exits, light or ventilation of the building or structure without issuance of a building permit.

(h) *Approval of plans.*

- (1) *Permit issuance.* If the building inspector determines that the building shall comply in every respect with all ordinances and orders of the city and all applicable laws and orders of the State of Wisconsin, he shall issue a building permit which shall state the use to which said building is to be put, which shall be kept and displayed at the site of the proposed building. After being approved, the plans and specifications shall not be altered in any respect which involves any of the above-mentioned ordinances, laws or orders, or which involves the safety of the building or the occupants, except with the written consent of the building inspector.
- (2) *Historic buildings.* Prior to the issuance of a building permit, the building inspector shall determine that the requirements stated in section 13-1-70 have been satisfied and necessary paperwork completed.
- (3) *Partial permit.* In case adequate plans are presented for part of the building only, the building inspector, at his discretion, may issue a permit for that part of the building before receiving the plans and specifications for the entire building.
- (4) *Grade.* No work is to be started unless a proper building pad grade has been reviewed and approved by the building inspector and/or city engineer. Grading of the lot, including the establishment of drainage ways along side and rear lot lines shall be in accordance with the subdivision master grading plan on file in the office of the city engineer. The master grading plan identifies lots designed for partial or fully exposed basements, and building plans must comply with the elevations shown, unless modified in writing by the city engineer. Grades for sidewalks, curb and gutter, driveways, and related infrastructure items are to be set by city engineer.

- (i) *Specified inspections and when to be made.* The building inspector, upon notification from the permit holder or his agent, shall make or cause to be made within 48 hours of notification, the following inspections of buildings and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent wherein the same fails to comply with the law. The building inspector may also inspect

the rehabilitation and/or restoration work as it progresses on a building within a historic preservation district to ensure compliance with the provisions of this section and the certificate of appropriateness.

- (1) *Footing inspection.* After excavations are made and the necessary forms are erected and when all reinforcing steel is in place, all the materials, separate and mixed, shall be approved by the building inspector for the footings.
- (2) *Foundation inspection.* After the necessary forms are erected and all reinforcing steel is in place, all materials for the foundations, separate and mixed, shall be approved by the building inspector. Final foundation inspection shall be made after the foundation is in place and before backfilling begins and the superstructure is placed thereon.
- (3) *Frame inspection.* To be made after the roof, all framing, fireblocking and bracing is in place and all pipes, chimneys and vents are complete. No lath or plaster base of any kind or any insulation between the studs shall be applied to any building until the frame inspection, electrical inspection, plumbing and hearing inspections have been made and the work is approved.
- (4) *Basement floor inspection.* To be made after sump crock, interior drain tile, plastic vapor barrier and necessary stone has been placed and leveled.
- (5) *Insulation.* To be inspected before being covered.
- (6) *Final inspection.* To be made after the building is completed and is ready for occupancy.

If he finds that the work conforms to the provisions of this Chapter, he shall issue a certificate of occupancy which shall contain the date and the result of such inspection, a duplicate of which shall be filed in the office of the building inspector.

(j) *Permit lapses.*

- (1) *General.* Permits issued under this chapter shall lapse and be void unless construction or work thereunder has commenced within six months from the date of issuance, unless 30 day time extensions have been granted by the building inspector. Construction has commenced if the footings or foundation has been excavated to a point where footings or foundation work can begin.
- (2) *Reissuance of permits.* In the event any work for which a permit was issued is not completed within 24 months for one- and two-family dwelling units and within one year for other construction or work authorized by a valid permit issued under this chapter, then said permit shall lapse and be void and no construction or work shall begin or resume until a new permit is obtained and the fee prescribed under this chapter is paid. No permit shall be reissued until all approvals required by this chapter at the time or reapplication have been given. The fee for reissuance of a permit shall be one-half of the required fee at the time of reapplication unless work has proceeded without a permit or under a lapsed permit, in which event full fees shall be paid.

(k) *Revocation of permits.*

- (1) The building inspector may revoke or suspend any building, heating and ventilating, plumbing or electrical permit, certificate of occupancy, certificate of appropriateness or approval issued under the regulations of this chapter and may stop construction or use of approved new materials, equipment, methods of construction, devices, or appliances for any of the following reasons:
 - a. Whenever the building inspector shall find at any time that applicable ordinances, laws, orders, plans and specifications are not being complied with, and that the holder of the permit or certificate refused to conform after written warning has been issued to him.
 - b. Whenever the continuance of any construction becomes dangerous to life, property, or the existence of a historic building or structure.

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- c. Whenever there is a violation of any condition or provisions of the application for permit or certificate.
 - d. Whenever, in the opinion of the building inspector, there is inadequate supervision provided on the job site.
 - e. Whenever any false statement or misrepresentation has been made in the application for permit, certificate of appropriateness, plans, drawing, data specifications, or certified lot or plot plan on which the issuance of the permit or approval was based.
 - f. Whenever there is a violation of any of the conditions of an approval or occupancy given by the building inspector (or by the landmarks commission in regard to a certificate of appropriateness) for the use of all new materials, equipment, methods of construction, devices, or appliances.
- (2) The notice revoking a building, heating and ventilating, plumbing, electrical, certificate of occupancy or certificate of appropriateness shall be in writing and be served upon the permit holder or owner of the premises and his agent, if any, and on the person having charge of construction.
 - (3) A revocation placard shall also be posted upon the building, structure, equipment, or premises in question by the building inspector.
 - (4) After the notice is served upon the persons as aforesaid and posted, it shall be unlawful for any person to proceed thereafter with any construction, restoration and/or rehabilitation operation whatsoever on the premises, and the permit which has been so revoked shall be null and void, and before any construction or operation is again resumed, a new permit or certificate of appropriateness as required by this chapter, shall be procured and fees paid therefor, and thereafter the resumption of any construction or operation shall be in compliance with the regulations of this chapter. However, such work as the building inspector may order as a condition precedent to the reissuance of the building permit or certificate of appropriateness shall be performed, or such work as he shall require for the preservation of life and safety.
 - (5) Violations of this ordinance shall be penalized in accord with the general provisions of the Municipal Code, section 15-1-100. In addition, in any instance where work commences as regulated in this chapter without the owner or agent having secured a certificate of appropriateness and where applicable, plan commission approval, the building inspector shall promptly issue a stop work order which shall take immediate effect and remain in effect until such certificate of appropriateness and if, in the process, provisions of the Building Code shall also have been violated, the penalties for such violation called for in that Building Code shall be applied.
- (l) *Report of violations.* The police and other city officers shall report at once to the building inspector any building which is being carried on without a permit as required by this chapter.
 - (m) *Display of permit.* Building permits shall be displayed in a conspicuous place on the premises where the authorized building or work is in progress at all times during construction or work thereon.
 - (n) *Certificate of occupancy.*
 - (1) *When required.* It shall be unlawful for any person to use or permit the use of any building or premises, or part thereof, hereafter erected, changed, converted or enlarged, wholly or partially, in use or structure until a certificate of occupancy shall have been issued by the building inspector. Such certificate of occupancy shall not be issued until all final inspections under this chapter have been satisfactorily completed.
 - (2) *Inspections.*
 - a. The building inspector shall make a final inspection of all new buildings, additions, and alterations. If no violations of this chapter or any other ordinance are found, the building

inspector shall issue a certificate of occupancy, stating the purpose for which the building is to be used. Action to approve or deny any application for a permit or certificate of occupancy under this chapter shall be taken promptly and in no case longer than ten days from the date the application is filed with the building inspector.

- b. No building, nor part thereof, shall be occupied until a certificate of occupancy has been issued, nor shall any building be occupied in any manner which conflicts with the conditions set forth in the certificate of occupancy.
 - c. If the building inspector determines after final inspection that the building, structure or work has substantially complied with every respect with all ordinances and orders of the city and applicable laws and orders of the State of Wisconsin, he shall officially approve the work and shall issue the certificate of occupancy to the owner.
 - d. No person shall alter any plans or specifications in any respect after a permit or certificate of occupancy has been issued therefor, except with the written consent of the building inspector or appropriate city authority.
- (3) *Use discontinued.* (See city Zoning Code.)
- (4) *Hardship.* The building inspector shall have the authority and power to permit the occupancy of any building or structure in the city, prior to issuance of an occupancy certificate, in all such cases of hardship as in his judgment and discretion warrant occupancy before final stage of completion as set forth in this chapter. Before granting such permission, the building inspector shall first examine the premises and determine if it is safe and sanitary. The building inspector shall determine the time within which such building or structure can be completed, such time not to exceed 90 days.
- (5) *Change of use.* (See city Zoning Code.)

(Ord. No. 2004-19)

Sec. 15-1-3 State uniform one- and two-family dwelling code adopted.

- (a) *State code adopted.* The administrative code provisions describing and defining regulations with respect to one- and two-family dwellings in Chapters ILHR 20-25 of the current Wisconsin Administrative Code are hereby adopted and by reference made a part of this Chapter as if fully set forth herein. Any act required to be performed or prohibited by an administrative code provision incorporated herein by reference is required or prohibited by this chapter. Any future amendments, revisions or modifications of the administrative code provisions incorporated herein are intended to be made a part of this chapter to secure uniform statewide regulation of one- and two-family dwellings in this city. A copy of these administrative code provisions and any future amendments shall be kept on file in the building inspector's office.
- (b) *Existing buildings.* The "Wisconsin Uniform Dwelling Code," shall also apply to buildings and conditions where:
- (1) An existing building to be occupied as a one- or two-family dwelling, which building was not previously so occupied.
 - (2) An existing structure that is altered or repaired, when the cost of such alterations or repair during the life of the structure exceeds 50 percent of the equalized value of the structure, said value to be determined by the City Assessor.
 - (3) Additions and alterations, regardless of cost, made to an existing building when deemed necessary in the opinion of the building inspector shall comply with the requirements of this chapter for new buildings. The provisions of section 15-1-2 shall also apply.

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- (c) *Wisconsin Uniform Dwelling Code adopted.* The Wisconsin Uniform Dwelling Code, § SPS 320-325 and § SPS 327, and their successors, of the Wisconsin Administrative Code, and all amendments thereto, is adopted and incorporated herein by reference and shall apply to all buildings within the scope of this ordinance.
- (d) *Method of Enforcement.*
- (1) *Building inspector to enforce.* The building inspector and his delegated representatives are hereby authorized and directed to administer and enforce all of the provisions of the Uniform Dwelling Code. The building inspector shall be certified for inspection purposes by the department, and by the Department of Industry, Labor and Human Relations.
 - (2) *Subordinates.* The building inspector may appoint, as necessary, subordinates, which appointments shall be subject to confirmation by the common council.
 - (3) *Duties.* The building inspector shall administer and enforce all provisions of this chapter and the Uniform Dwelling Code.
 - (4) *Inspection powers.* The building inspector or an authorized certified agent may at all reasonable hours enter upon any public or private premises for inspection purposes and may require the production of the permit for any building, plumbing, electrical or heating work. No person shall interfere with or refuse to permit access to any such premises to the building inspector or his agent while in performance of his duties.
 - (5) *Records.* The building inspector shall perform all administrative tasks required by the department under the Uniform Dwelling Code. In addition, the inspector shall keep a record of all applications for building permits in a book for such purpose and shall regularly number each permit in the order of its issue. Also, a record showing the number, description and size of all buildings erected indicating the kind of materials used and the cost of each building and aggregate cost of all one- and two-family dwellings shall be kept. He shall make an annual report to the common council.

(Ord. No. 2022-16, § 1, 10-10-22)

Sec. 15-1-4 Non-residential construction standards; state code adopted.

- (a) *Portions of state building code adopted.*
- (1) *Code adopted.* Chapters ILHR 50 through ILHR 64 and ILHR 70 (Historic Building Code), Wis. Adm. Code (Wisconsin State Building Code) are hereby adopted and made a part of this chapter with respect to those classes of buildings to which this Building Code specifically applies. Any future amendments, revisions and modifications of said Chs. 50 through 64 and 70 incorporated herein are intended to be made a part of this Code. A copy of said Chs. 50 to 64 and 70 and amendments thereto shall be kept on file in the office of the building inspector.
 - (2) *Permit required.* Except as specifically provided in section 15-1-2, no person shall build, add to, alter or repair, or cause to be built, added to, altered or repaired, any public building, structure or place of employment until a building permit therefor has been issued by the building inspector under section 15-1-2.
- (b) *Approvals required.*
- (1) *Requirements.* Permits for buildings, structures or work under subsection (a) above shall be issued by the building inspector only for plans which have been approved under subsection (b)(2), below. Approvals may be obtained in any order provided no permit shall be issued by the building inspector until plans stamped or endorsed by all approving authorities are on file in his office. [See section 15-1-101(a)(16) for fee schedule.]

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- (2) *State approval required.* Except when authority to approve plans has been delegated to the building inspector, all plans for commercial, industrial or other classes of buildings or places of employment described in Wis. Stats. § 101.12, shall be approved by the Wisconsin Department of Industry, Labor and Human Relations.

(Ord. No. 93-01)

Sec. 15-1-5 New methods and materials.

- (a) All materials, methods of construction and devices designed for use in buildings or structures covered by this chapter and not specifically mentioned in or permitted by this chapter shall not be so used until approved in writing by the State Department of Industry, Labor and Human Relations for use in buildings or structures covered by the Wisconsin State Building Code, except sanitary appliances, which shall be approved in accordance with the State Plumbing Code.
- (b) Such materials, methods of construction and devices, when approved, must be installed or used in strict compliance with the manufacturer's specifications and any rules or conditions of use established by the State Department of Industry, Labor and Human Relations. The data, tests and other evidence necessary to prove the merits of such material, method of construction or device shall be determined by the State Department of Industry, Labor and Human Relations.
- (c) All materials, methods of construction and devices designed for use in buildings or structures not covered by the Wisconsin State Building Code shall be approved by the building inspector when they are proved to be the equal of those specifically required by the Code.

Sec. 15-1-6 Powers and duties of the building inspector.

- (a) *Power of police officer.* The building inspector shall enforce all of the provisions of this chapter and for such purpose shall have police powers and, in this capacity, shall have the right to call for aid of the police department.
- (b) *Power to stop building work.* Whenever any building work is being done contrary to the provisions of this chapter or is being done in an unsafe or dangerous manner, the building inspector may order the work stopped by notice in writing served on any persons engaged in the doing or causing such work to be done, and any such person shall forthwith stop such work until authorized by the building inspector to recommence and proceed with the work.
- (c) *Power to order building to be evacuated.* Whenever any building or portion thereof is being used or occupied contrary to the provisions of this chapter, the building inspector shall order such use or occupancy discontinued and the building or portion thereof vacated by notice served on any person using or causing such use of occupancy to be continued, and such persons shall vacate such building or portion thereof within ten days after receipt of such notice or make the building or portion thereof comply with the requirements of this chapter, provided, in the event of an emergency the following subsection shall apply.
- (d) *Power to condemn.* Any building or portion thereof, including buildings or structures in the process of erection, if found to be dangerous to persons or property, or unsafe for the purpose for which it is being used, or in danger from fire due to defects in construction, or dangerous for use because of insufficient means of egress in case of fire, or which violates the provisions of the chapter due to the removal, decay, deterioration or the falling off of any thing, appliance, device or requirements originally required by this chapter or which has become damaged by the elements of fire to an extent of 50 percent of its value may be condemned by the building inspector. The building inspector may order portions of the structural frame of a building or structure to be exposed for inspection when, in his opinion, they are in an unsafe condition. In any of the aforesaid cases, the building inspector shall serve notice in writing on the owner, reputed owner

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or person in charge of such a building or premises, setting forth what must be done to make such building safe. The person receiving such notice shall commence within 48 hours thereafter to make the changes, repairs or alterations set out in such notice and diligently proceed with such work or demolish the building. The building inspector shall also affix a notice of such order in a conspicuous place on the outside wall of the building, and no person shall remove or deface such notice. No such building shall be occupied or used for any purpose after the building inspector serves written notice of its unsafe or dangerous condition until the instructions of the building inspector have been complied with. Where the public safety requires immediate action, the building inspector shall enter upon the premises with such assistance as may be necessary and cause the building or structure to be made safe or to be removed, and the expense of such work may be recovered by the city in an action against the owner or tenant. The fire department shall give all reasonable assistance to the building inspector in such work. If the owner or tenant of any such building or structure is dissatisfied with the decision of the building inspector as to the unsafe character thereof, the question shall be referred to the board of appeals whose decision shall be final.

- (e) *Powers when orders are ignored.* If, at the expiration of the time as set forth in the first notice, the instructions, as stated, have not been complied with, a second notice shall be served personally upon the owner, his agent or the person in possession, charge or control of such building or structure or part thereof, stating therein such precautionary measures as may be necessary or advisable to place such building or structure or part thereof in a safe condition. Should the necessary changes not be made within 30 days after the service of such second notice, the board of public works may order the building inspector to proceed with the work specified in such notice. A statement of the cost of such work shall be transmitted to the board of public works which shall cause the same to be paid and levied as a lien against the property. Proper service of either of such notices shall be personal service upon the owner of such record, if he shall be within the city. If he is not located in the city, such service may be made upon any person residing in the city who collects rents on the property in questions, and in the absence of such a person, upon the tenant of the premises. If the premises are vacant and the owner is not in the city, such service will be completed when the notice is sent by registered mail to the last-known address of the owner. Whenever the owner, agent or tenant is a corporation, service may be upon the president, vice president, secretary or treasurer or, in the absence of these, the local representatives of such corporation.
- (f) *Historic buildings.*
 - (1) If an order is issued under this section to raze or remove a historic building or an application is made for a permit to raze or remove a historic building or if the city intends to raze or remove a municipally-owned historic building, the city shall notify the State Historical Society and the landmarks commission of the order, application or intent. No historic building may be razed for 60 days after notice is given. During the 60 day period, the State Historical Society and landmark commission shall have access to the historic building to create or preserve a historic record (refer to subsection 13-1-70(o)(1)c).
 - (2) Maintenance of landmarks sites and HPDs shall be such that every person in charge of an improvement on a landmark site or in a HPD shall keep in good repair all of the exterior portions of such improvement and all interior portions thereof which, if not so maintained, may cause or tend to cause the exterior portions of such improvement to fall into a state of disrepair. This provision shall be in addition to all other provisions of the Codes and Ordinances of the city requiring such improvement to be kept in good repair.
- (g) *Coordinated inspections.* All provisions of the laws and regulations of the municipality and of legally-adopted rules of local fire and health officials in respect to the operation, equipment, housekeeping, fire protection, handling and storage of flammable materials, liquids and gases and the maintenance of safe and sanitary conditions of use in occupancy in all buildings shall be strictly enforced by the administrative officials to whom such authority is delegated. whenever inspection by any authorized enforcement officer discloses any violation of the provisions of this Code, or of any other rules, regulations or laws, he shall immediately notify the administrative officer having jurisdiction of the violation.

Sec. 15-1-7 Disclaimer on inspections.

The purpose of the inspections under this chapter is to improve the quality of construction in the city. The inspections and the reports and findings issued after the inspections are not intended as, nor are they to be construed as, a guarantee. In order to so advise owners and other interested persons, a disclaimer shall be included in each inspection report as follows: "The findings of inspection contained herein are intended to report conditions of noncompliance with code standards that are readily apparent at the time of inspection. The inspection does not involve a detailed examination of the mechanical systems or the closed structural and nonstructural elements of the building and premises. No warranty of the operation, use or durability of equipment and materials not specifically cited herein is expressed or implied."

Sec. 15-1-8 Regulation and permit for razing buildings.

- (a) *Permit required.* No building or structure within the City of Cedarburg shall be razed without the owner of such building or structure ("owner") or a person who will raze such building or structure ("contractor") first obtaining a permit from the building inspector. Prior to issuing the permit, the building inspector must be provided with the following:
- (1) Fee in accordance with section 15-1-101 of the Code of Ordinances.
 - (2) Copy of the building razing contract between the owner and contractor, if the owner is not the contractor.
 - (3) Documentation from the appropriate utility providers evidencing that all water, electricity, natural gas and telephone lines have been shut off and capped or sealed.
 - (4) Performance bond and certificate of insurance, as provided in section 15-1-8(b).
 - (5) Such other documents as the building inspector may reasonably require.
 - (6) All demolitions of buildings on landmark property or in historic districts must be approved by the landmark commission and the State Historical Society.
- (b) *Bonding and insurance requirements.*
- (1) Except as provided in subsection (iv), before any permit is issued for razing of a building or structure, the permit applicant shall file with the building inspector a performance bond and a certificate of insurance.
 - (2) The performance bond shall be executed by the applicant and a corporate surety authorized to execute bonds in the State of Wisconsin and shall provide that the applicant and surety are firmly bound unto the city in the penal sum of \$5,000.00 or the amount of the contract for razing, whichever is greater, and shall reimburse the city for all damages to any city property resulting from the work operations, regardless of whether the damage is done by the applicant, its agents, employees or subcontractors, and for any costs to the city due to the applicant's failure to properly complete the razing.
 - (3) The certificate of insurance shall be from an insurance company licensed to do business and in good standing in the State of Wisconsin, evidencing that the contractor has obtained an occurrence policy of comprehensive general liability insurance against claims for damages due to personal injury, including accidental death, and property damage in the amount prescribed in the city's schedule of insurance requirements, naming the city as an additional insured, which policy shall not be cancelable without 30 days prior written notice to the city, the certificate to be in full force and effect as to any permits issued prior to cancellation and all work done under said permits.

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- (4) The owner of any premises who wishes to raze a building on those premises may be granted a permit without providing the aforesaid performance bond and certificate of insurance, provided that the foundation area of such building or structure does not exceed 750 square feet and 15 feet in height, and there is no sewer or water service in such building connected to a private or public water or sewer system, and the building is in compliance with all current setback requirements established under title 13 of the Code of Ordinances, and either the owner is the contractor or the contract amount is under \$1,500.00.
- (c) *Time limits.*
- (1) The permit issued by the building inspector pursuant to subsection (a) shall be valid for three months from the date of issuance only.
- (2) Prior to commencing the razing, the contractor shall notify the building inspector of the start date for the razing operations and unless the permit provides for a later completion date, all work shall be completed within 30 days of the start date. In the event the work is not completed on or before the completion date allowed for by the permit, all work shall cease at the close of business on such date.
- (3) Prior to recommencing any work after the expiration of the originally permitted completion date, the contractor shall apply to the building inspector for an extension of the completion date and shall state the reason for the failure of the timely completion and the new projected date by which the razing operations shall be completed. The building inspector, in his sole discretion, may grant the requested extension or may proceed as provided in section 15-1-8(e).
- (d) *Work requirements.* At all times during the razing operations and prior to the commencement of completion thereof, as required, the Contractor shall:
- (1) Keep adequate barricades, fences, and lights in place around the work site to prevent harm or damage to persons and surrounding structures or property.
- (2) Take adequate precautions to prevent structures or soils adjacent to the work site from collapsing into the work site.
- (3) Take such steps as are necessary, including spraying the work site with water, to eliminate the spread of dust outside the work site.
- (4) Take all necessary steps, through the employment of a qualified person in the field of pest control or by other appropriate measures to treat the work site to prevent the spread and migration of rodents and insects therefrom during and after the razing operations.
- (5) Remove all flammable materials from the work site each day so as to assure that no flammable materials are used to back fill any excavated areas or remain on the work site after the completion of the razing operation.
- (6) Remove and/or fill, as required, all septic, holding tank and other sanitary disposal facilities and cap and seal all private wells.
- (7) Take all necessary steps to assure that no materials are burned on the work site.
- (8) Fill all excavations to one foot above the surrounding grade. The work site shall be raked clean and all excess debris shall be hauled from the work site. All areas of the work site upon which new construction will not be commenced within 30 days shall be seeded in accordance with the requirements of Wisconsin Construction Site Best Management Practices Handbook, Chapter 3.B.4.1.
- (9) Remove all underground storage tanks in accordance with section ILHR 10.732, et. seq., Wisconsin Administrative Code, as amended.
- (10) Remove all excess demolition debris and other material from the work site prior to completion.

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- (11) Remove and dispose of all hazardous and/or regulated materials in accordance with applicable state and federal regulations.
 - (12) Conform with all erosion control and debris tracking ordinances and regulations as promulgated by the city and the State of Wisconsin, and as set forth in the Wisconsin Construction Site Best Management Practice Handbook, as amended from time to time, as published by the Wisconsin Department of Natural Resources.
- (e) *Authority of building inspector.* In addition to the powers of the building inspector set forth elsewhere in the Code of Ordinances, the building inspector is hereby empowered to:
- (1) Notify the contractor of violations of this or any other section of the Code of Ordinances and order that the contractor correct such violations within a time period determined by the building inspector in his sole discretion.
 - (2) Order the contractor to immediately cease all razing operations if the building inspector determines, in his sole discretion, that an order to correct a violation of this or any other section of the Code of Ordinances is not being carried out in a timely fashion or that a condition dangerous to the public exists.
 - (3) Hire a third-party contractor to complete any razing operations which the original contractor has commenced but failed to complete or has been ordered to cease, and further to draw upon the performance bond for payment to the third-party contractor. In the event that the amount which can be drawn upon from the performance bond is not sufficient to cover the costs of completion of the razing operations, including the third-party contractor fees, engineering fees and/or legal fees, the owner shall pay such excess amounts within five days of notice from the city clerk. If the owner fails to pay such excess costs, such costs shall be certified to the city clerk to be entered on the tax roll as a special assessment against the property encompassing the work site.
- (f) *Statute adopted.* Except as otherwise provided in this chapter, Wis. Stats. § 66.05, as amended, is adopted as part of this article.
- (Ord. No. 92-18)

Sec. 15-1-9 Basements; excavations.

- (a) *Basement subflooring.* First floor subflooring shall be completed within 60 days after the basement is excavated.
- (b) *Window wells.* Window wells may not extend beyond the established building setback line and shall not encroach upon any drainage or utility easement. The maximum allowable length of any individual residential window well, measured horizontally along the foundation, shall be 6 feet, and the sum of the lengths of all window wells on any one side of a residential structure shall not exceed 12 feet. The area of the ground surface opening for any individual window well, as measured on the plane of the ground surface, shall not exceed 18 square feet, and the cumulative total area of the ground surface openings for all window wells on a residential structure shall not exceed 72 square feet. The maximum allowable window well depth, as measured from the adjacent ground surface to the bottom of the window well, is 54 inches. Window wells greater than 36 inches in depth shall be constructed with an intermediate step and shall be protected with suitable fencing, grating, transparent covers, or landscaping to minimize the potential for injury and entrapment. Any opening or combination of openings along the foundation which exceed the parameters of this section shall constitute an exposed basement.

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- (c) *Exposed basements.* Exposed basements are allowed on lots specifically identified with a split building grade elevation on the approved subdivision master grading plan on file in the office of the city engineer. Any modification to the master grading plan must be approved in writing by the city engineer.
 - (d) *Fencing of excavations.* The owner of any premises on which exists an opening or excavation which is located in close proximity to a public sidewalk or street right-of-way as to constitute a hazard to pedestrian or vehicular traffic shall erect a fence, wall or railing at least four feet high between such opening or excavation and the public right-of-way.
 - (e) *Closing of abandoned excavations.* Any excavation for building purposes or any uncovered foundation which shall remain open for more than three months shall be deemed abandoned and a nuisance and the building inspector shall order that unless the erection of the building or structure on the excavation or foundation shall commence or continue forthwith, suitable safeguards shall be provided to prevent accidental injury to children or other frequenters or that the excavation or foundation be filled to grade. Such order shall be served upon the owner of record or the owner's agent, where an agent is in charge of the premises, and upon the holder of an encumbrance of record in the manner provided for service of a summons in the circuit court. If the owner or the holder of an encumbrance of record cannot be found, the order may be served by posting it on the premises and make publication in the official newspaper for two consecutive publications at least ten days before the time for compliance stated in the order commences to run. Such time shall be not less than 14 nor more than 20 days after service. If the owner of the land fails to comply with the order within the time required, the building inspector shall cause the excavation or foundation to be filled to grade. The cost of such abatement shall be charged against the real estate and entered on the next succeeding tax roll as a special charge and shall bear interest at a rate established by the common council from the date of the report by the building inspector on the cost thereof, pursuant to the provisions of Wis. Stats. § 66.60.

(Ord. No. 2004-19)

Sec. 15-1-10 Regulations for moving buildings.

- (a) *General requirements.*
 - (1) No person shall move any building or structure upon any of the public ways of the city without first obtaining a permit therefor from the building inspector and upon the payment of the required fee. Every such permit issued by the building inspector for the moving of a building shall designate the route to be taken, the conditions to be complied with, and shall limit the time during which said moving operations shall be continued.
 - (2) A report shall be made by the building inspector with regard to possible damage to trees or the required movement of any public utilities and/or improvements. The estimated cost of trimming, removing and replacement of public trees, or the required movement of any public utilities shall be determined by the building inspector and shall be paid to the city prior to issuance of the moving permit.
 - (3) Issuance of a moving permit shall further be conditioned on approval of the moving route by the chief of police and a representative of the public works department.
- (b) *Continuous movement.* The movement of buildings shall be a continuous operation during all the hours of the day, and at night, until such movement is fully completed. All of such operations shall be performed with the least possible obstruction to thoroughfares. No building shall be allowed to remain overnight upon any street crossing or intersection, or so near thereto as to prevent easy access to any fire hydrant or any other public facility. Lights shall be kept in conspicuous places at each end of the building during the night.
- (c) *Street repair.* Every person receiving a permit to move a building shall, within one day after said building reaches its destination, report that fact to the building inspector who shall, with a representative of the

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public works department, inspect the streets, highways, and curbs and gutters over which said building has been moved and ascertain their condition. If the removal of said building has caused any damage to any street or highway, the person to whom the permit was issued shall forthwith place them in as good repair as they were before the permit was granted. On the failure of the said permittee to do so within ten days thereafter to the satisfaction of the public works department, the city shall repair the damage done to such streets and hold the person obtaining such permit and the sureties on his bond responsible for the payment of same.

- (d) *Conformance with code.* No permit shall be issued to move a building within or into the city and to establish it upon a location within the said city until the building inspector has made an investigation of such building at the location from which it is to be moved, and is satisfied from such investigation that said building is in a sound and stable condition and of such construction that it will meet the requirements of this Building Code in all respects. A complete plan of all further repairs, improvements and remodeling with reference to such building shall be submitted to the building inspector, and he shall make a finding of fact to the effect that all such repairs, improvements and remodeling are in conformity with the requirements of this Building Code, and that when the same are completed, the building as such will so comply with said Building Code. In the event a building is to be moved from the city to some point outside the boundaries thereof, the provisions with respect to the furnishing of plans and specification for proposed alterations to such building may be disregarded.
- (e) *Bond.*
 - (1) Before a permit is issued to move any building over any public way in the city, the party applying therefor shall give a bond to the City of Cedarburg in a sum to be fixed by the building inspector and which shall not be less than \$5,000.00; said bond to be executed by a corporate surety or two personal sureties to be approved by the building inspector or designated agent conditioned upon, among other things, the indemnification to the city for any costs or expenses incurred by it in connection with any claims for damages to any person or property, and the payment of any judgment together with the costs and expenses incurred by the city in connection therewith, arising out of the removal of the building for which the permit is issued.
 - (2) Unless the building inspector, upon investigation, shall find it to be a fact that the excavation exposed by the removal of such building from its foundation shall not be so close to a public thoroughfare as to permit the accidental falling therein of travelers or the location, nature and physical characteristics of the premises and the exposed excavation, such as to make intrusion upon the premises and the falling into such excavation of children under 12 years of age unlikely, the bond required by subsection (e)(1) shall be further conditioned upon the permittee erecting adequate barriers and within 48 hours, filling in such excavation or adopting and employing such other means, devices or methods approved by the building inspector and reasonably adopted or calculated to prevent the occurrences set forth herein.
- (f) *Insurance.* The building inspector shall require in addition to said bond above indicated, public liability insurance covering injury to one person in the sum prescribed in the city's schedule of insurance requirements. The city shall be named as a third-party insured on the policy.

Sec. 15-1-11 Building security and lockset requirements.

- (a) *Purpose.* The purpose of this Section is to establish minimum security requirements to better protect persons and property from property crimes by delaying, deterring, and restricting persons attempting unauthorized or illegal entry into buildings or parts of buildings.
- (b) *Applicability.* This Section shall apply to all newly-constructed multiple-family dwellings and to all remodeling of existing multiple-family dwellings requiring the issuance of a building permit which involves entry doors.
- (c) *Definitions.*

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- (1) *Dead-latching lockset.* A latching device and strikeplate which is held in dead position when closed by means of an added integral slide trigger mechanism. The complete lockset shall consist of a knob on both sides and shall be locked/unlocked by key from the exterior and turn-button from the interior.
 - (2) *Cylinder spring dead latchset.* A latching device and strikeplate which is positively held in dead-latch position when the door is closed by means of an added integral slide trigger mechanism. The complete set shall consist of a key operation from the exterior and a knob, thumbturn, or lever handle from the interior.
 - (3) *Single cylinder deadbolt.* A bolt which has no automatic spring action and which is operated by a pin-tumbler cylinder key from the outside and a thumbturn from the inside and is positively held when in the projected or locked position.
 - (4) *Cylinder guard.* A free-turning steel ring surrounding the exposed portion of the lock cylinder on a deadbolt and which is fastened so as to protect the deadbolt from wrenching, prying, cutting or pulling by attack tools.
 - (5) *Panic-free double lockset.* A high-security lockset featuring a standard latching lockset below with a high-security single-cylinder deadbolt above with a one inch throw deadbolt. Both doorlatch and deadbolt are retracted simultaneously by single action of the interior knob designed for ease during panic escapement.
 - (6) *Steel insert.* A hardened steel pin contained in the bolt and located to prevent bolt cutting with common tools.
 - (7) *Exterior doors.* Doors which lead from the exterior of the building directly either into a common lobby or directly into an individual apartment.
 - (8) *Hinged interior entrance/exit doors.* Doors which lead from a common lobby or connecting garage directly into an individual apartment.
- (d) *Required hardware applications.*
- (1) All exterior doors leading into common lobbies shall have locksets so as to create secured lobbies. Such entrances shall use the deadlatching lockset or across-the-door type self-locking push bar lock/lock release commonly referred to as a "Panic Free Bar" which shall need a key to gain entrance to the lobby but shall not need a key to exit the building.
 - (2) All hinged interior entrance/exit doors leading from a garage or common lobby area into individual apartments shall be equipped with a deadlatching lockset having a minimum bolt throw of one-half inch. this shall be accompanied by a double-cylinder deadbolt if there are glass panels within 40 inches from the deadbolt. The deadbolt shall have a minimum throw of one inch and shall be equipped with a steel insert and a free-turning cylinder guard. The deadbolt and lockset may be activated as an integral unit or as individual locks.
 - (3) All hinged interior entrance/exit doors and doors leading from a garage or common lobby area into individual apartments shall be equipped with a deadlatching lockset having a minimum bolt throw of one-half inch. If the door does not contain glass within 40 inches of the deadbolt, it shall be equipped with a single cylinder deadbolt having a minimum throw of one inch and shall be equipped with a steel insert and a free-turning cylinder guard. The deadbolt and lockset may be activated as an integral unit or as individual locks.
 - (4) All hinged exterior doors leading directly from the outside of the building into the individual apartment shall be equipped with a deadlatching lockset having a minimum throw of one-half inch. This shall be accompanied by a single-cylinder deadbolt. The deadbolt shall have a minimum throw of one inch and shall be equipped with a steel insert and a free-turning cylinder guard. The deadbolt and lockset may be activated as an integral unit or as individual locks.

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- (5) All hinged interior entrance/exit doors on upper apartments being on the second or higher floor having no other emergency escape routes shall be equipped with a panic-free double lockset. This lockset shall be equipped with a deadlatching lockset having a one-half inch throw and a single-cylinder deadbolt which in the locked position will retract simultaneously with the doorlatch by single action on the doorlatch. The deadbolt shall have a minimum throw of one inch and shall be equipped with a steel insert and a free-turning cylinder guard.
 - (6) Where single or pairs of hinged entrance doors to dwellings are equipped with ornamental pulls, the cylinder spring deadlatch may serve as a substitute for a deadlatching lockset.

Sec. 15-1-12 Garages and accessory buildings.

(a) Definitions.

- (1) An attached private garage shall mean a private garage attached directly to the principal building, or attached by means of an enclosed or open breezeway, porch, terrace or vestibule, or a private garage so constructed as to form an integral part of the principal building.
- (2) A detached private garage shall mean a private garage entirely separated from the principal building.
- (3) Accessory buildings shall conform to all requirements of this chapter.

(b) Locations. Detached garages shall be governed by the following unless otherwise provided for in appropriate zoning codes.

- (1) Garages of wood frame construction shall be located no less than ten feet from any residence building, except that such distance may be reduced to not less than five feet when the adjacent wall is protected as required for attached garages.
- (2) Garages of masonry wall construction shall be located no less than five feet from any residence building.

(c) Foundations and footings. Attached private garages shall be provided with the same type footings and foundations as required herein for the principal building. Concrete floors shall be not less than four inches in thickness. Detached private garages may be built with a continuous floating slab of reinforced concrete not less than four inches in thickness. Reinforcement shall be a minimum of six by six inch, or number ten by ten wire mesh. The slab shall be provided with a thickened edge all around, eight inches wide and eight inches below the top of the slab. Exterior wall curbs shall be provided not less than four inches above the finished ground grade adjacent to the garage. Bolts three-eighths inches in diameter with nuts and washers attached, six inches long, shall be embedded three inches in the concrete curb of detached garages, six feet on centers. Wall corners cannot be more than 12 inches from the nearest bolt.

(d) Floor surface. The floor in all private garages shall be of concrete construction and sloped toward the exterior garage door or opening. No openings or pits in the floor shall be permitted, except for drainage.

(e) Construction. Private garages shall be constructed as follows: (See detail (c) for detached garages.)

- (1) Load bearing foundation walls and partitions shall be constructed as herein regulated.
- (2) Detached private garages of wood frame construction shall be constructed with the following requirements.
 - a. Studs may have a maximum spacing of 24 inches on centers.
 - b. Diagonal corner bracing may be applied on the inside surface of studs.
 - c. Corner posts may consist of two, two by four inch studs or a single, four by four inch stud.

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- d. Horizontal bracing and collar beams may be two by six inch with a maximum spacing of four foot on centers.
 - e. Bottom plates must use decay resisted material.
 - (f) *Attached private garages.* Private garages may be attached to or made part of residence buildings when in compliance with the following regulations:
 - (1) *Separation from dwelling areas.* Attached garages shall be separated from the dwelling unit by at least:
 - a. Two inch brick or stone veneer.
 - b. Metal lath or perforated rock lath and three-fourths inch of plaster.
 - c. Five-eighths inch of vermiculite plaster board.
 - c. Five-eighths inch fire code gypsum plaster board.
 - (2) An attached private garage may have a door connecting directly into the principal building, provided that the floor of such garage is at least eight inches below the floor of such principal building. Such door shall be a metal or solid wood door not less than one and three-quarter inches in thickness. A maximum of 100 square inches of one-fourth inch stationary wire glass window may be permitted in such door.
 - (g) *Garage heating.* All open flame equipment shall be effectively separated by not less than one hour fire-resistive wall, floor or ceiling; however, suspended furnaces or direct fired units that are fired with a liquid fuel or gas may be used with an enclosure. (See U.D.C. 23.04(1)(e) for further information.)

Sec. 15-1-13 Decks.

(a) Definitions.

Deck. Any structure which serves as a raised horizontal platform or floor constructed of wood or other materials, without enclosing walls or roof.

Attached deck. Any deck which is physically connected to the principal building or accessory structure.

Detached deck. Any deck which is not physically attached to the principal building or accessory structure.

(b) Soil and excavation requirements for deck piers or foundations.

- (1) No pier shall be placed on soil with a bearing capacity of less than 2,000 pounds per square foot unless the pad support is designed through structural analysis.
- (2) All organic material (roots, etc.) shall be cut off at the sidewalls of the borings or trench. All organic and loose material must be removed from the cavity area prior to pouring concrete.

(c) Deck piers, pads and foundations.

- (1) General footings, pads or piers shall be of adequate bearing area to safely distribute all live and dead loads to the supporting soil without exceeding the bearing capacity of the soil.
- (2) Type and size of concrete pads and piers.
 - a. Decks attached to principal buildings.
 - 1. Concrete pads - The minimum depth of a pad shall be 48 inches below grade. The minimum dimensions of this pad shall be four inches in depth and eight inches in diameter.
 - 2. Piers - The minimum depth of concrete piers shall be 48 inches below grade. The minimum dimension of this pier shall be eight inches in diameter. (The concrete pier(s) shall extend a

minimum of six inches above grade unless an approved mounting bracket is secured at the top surface of the pier(s)).

3. Direct burial wood posts shall be placed on a minimum two inch nominal thickness treated plat or other approved materials at a uniform depth below grade. Posts shall be treated to the requirements of the American wood Preserver's Association (AWPA) standard C2 and C15, for direct soil contact four inches below grade. Post shall be a minimum of four feet below established grade.

(d) *Framing.*

(1) *General requirements.*

- a. Materials. All wood framing used in deck construction shall be pressure treated against decay or shall be a species of wood that is naturally decay resistant or shall be protected from weather.
- b. Design loading. Decks shall be designed for a minimum of a 40 pound per square foot loading.
- c. See fastener schedule table (15-1-18-B).

(2) *Column posts.*

- a. Column spacing. Column posts shall be spaced per "Table No. 2."
- b. Column size.
 1. All column posts not exceeding six feet in height shall be a minimum of four by four inches nominal thickness.
 2. All column posts exceeding six feet in height shall be a minimum of six by six inches nominal thickness.
- c. Lateral support. Column posts shall be constructed in such a manner or mechanically attached to the deck foundation to resist lateral movement.

(3) *Beams.*

- a. Beam size. All beams shall be sized per "Table No. 1."
 1. Beams, except as otherwise noted in "Table No. 1," Shall be a minimum of two, two inch thick member of one, four inch thick member. (I.E., 2 - 2X8 or 1 - 4/8).
 2. Beams may be spaced on each side of the post provided that blocking is installed a minimum of 24 inches.
- b. Bearing. Beams bearing directly on the posts shall be attached by means of approved metal anchors or other approved methods.
- c. Ledger boards. Ledger boards attached directly to the house or other structure may be used to replace a beam or beams. A single member of equal depth to the required size beam shall be used. The ledger board shall be attached with bolts, lag bolts or nails, spaced no less than 16 inches on center, secured directly into the building structure. Flashing shall be installed between the ledger and building structure.

(4) *Joists.*

- a. Joist size. All deck joists shall be sized and spaced per "Table No. 2." (Table 15-1-18-A)
- b. Bearing. Deck joists shall bear a minimum of one and one-half inches on the beam or ledger board. Joists fastened to the face of the beam or ledger shall be attached with approved metal hangers.

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- c. Bridging. Bridging shall be provided at intervals not exceeding eight feet.
 - d. Overhanging of joists. Joists which are at right angles to the supporting beam shall not be cantilevered more than two feet past the supporting beam, unless designed by structural analysis.
- (5) *Decking.*
- a. Material. All decking material shall be a minimum of one and one-quarter inches thick, nominal thickness. One inch decking may be used provided that the joists are spaced no more than 16 inches on center.
 - b. Decking orientation.
 - 1. Decking shall be installed diagonally or at right angles to the joists.
 - 2. Decking shall be centered over joists with cuts made parallel to joists. Not more than two adjacent boards may break joints on the same joist except at ends and at openings.
- (6) *Guardrails and handrails.*
- a. Guardrails. All decks which are more than 24 inches above grade shall be protected with guardrails.
 - b. Handrails. Every stairway of more than three risers shall be provided with at least one handrail. Handrails shall be provided on the open sides of stairways.
 - c. Guardrail and handrail detail.
 - 1. Height. Handrails shall be located at least 30 inches, but not more than 34 inches, above the nosing of the treads. Guardrails shall be located at least 36 inches above the surface of the deck.
 - 2. Open railings. Open guardrails or handrails shall be provided with intermediate rails or an ornamental pattern to prevent the passage of a sphere with a diameter greater than six inches.
 - 3. Railing loads. Handrails and guardrails shall be designed and constructed to withstand a 200 pound load applied in any direction.
- (7) *Stairway, treads and risers.*
- a. Risers. Risers shall not exceed eight inches in height measured from tread to tread.
 - b. Treads. Treads shall be at least nine inches wide, measured horizontally from nose to nose.
 - c. Variation. There shall be no variation in uniformity exceeding three-sixteenths inch in the width of a tread or in the height of risers.
 - d. Stair stringers. Stair stringers shall be supported in accordance to the same manner as used for the deck.
- (8) *Alternate provisions.*
- a. Wood decks. Additional information may be found in the Uniform Dwelling Code standard listed below.
 - 1. Excavation requirements of section ILHR 21.14
 - 2. Footing requirements of section ILHR 21.15
 - 3. Frost penetration requirements of section ILHR 21.16

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4. Load requirements of section ILHR 21.02
 5. Stair, handrail and guardrail requirements of section ILHR 21.04
 6. Decay protection requirements of section ILHR 21.10

Sec. 15-1-14 Requirements for the restoration and/or rehabilitation of historic properties designated by the landmarks commission.

- (a) *Purpose.* The purpose of this Section is to establish requirements to ensure the protection and preservation of historic properties.
- (b) *Applicability.* This Section shall apply to the restoration and/or rehabilitation of historic buildings or structures identified BY the City's Landmarks Commission. Such buildings or structures may be located either inside or outside of the Washington Avenue historic Preservation District (WAHPD). This section shall also apply to the restoration and/or rehabilitation of existing non-contributing buildings in the Washington Avenue Historic Preservation District.
- (c) *General guidelines for restoration, rehabilitation and new construction.* The Landmarks commission is available for consultation to assist owners of affected properties to preserve and enhance existing structures and implement these guidelines.
 - (1) *General.* In considering proposed changes to historic affected properties, the landmarks commission shall consider the following:
 - a. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the exterior of a building, structure or site and its environment.
 - b. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided when possible.
 - c. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. Changes which may have acquired design or construction significance in their own right shall be recognized and weighed as a factor.
 - d. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure and site must be treated with sensitivity.
 - e. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, size and other visual qualities. Repair or replacement of missing architectural features shall be based on accurate duplications of features, substantiated by historic, physical and pictorial evidence rather than on conjectural designs or the availability of different elements from other buildings or structures.
 - f. The surface cleaning of structures shall be undertaken with the gentlest means possible. Chemical or physical treatments that cause damage to historic building materials are not permitted. The landmarks commission shall approve any methods before cleaning. Test spot areas are to be done and approved by the building inspector or his designee and a landmarks commission member before the major work is to begin.
 - g. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.

- h. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, district, neighborhood or environment.
 - i. Wherever possible, new additions or alterations to structures shall be accomplished in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
- (d) *Standards for the restoration and/or rehabilitation of historic building exteriors and additions.* The standards used for the restoration and/or rehabilitation of historic building exteriors and additions thereto shall be the Secretary of the Interior's "Standards for Restoration" and/or "Standards for Rehabilitation", hereinafter referred to as the current "SOI Standards". See Attachment A for the summary of some key SOI Standards.
- (1) *Height.* Alterations which create more than a one story difference between a building and those on either side would be subject to review by the landmarks commission based on past photos and history of the original building.
 - (2) *Major facade.*
 - a. *Shop fronts.*
 - 1. Shop fronts shall be restored relying on historic photographs, original drawings, physical evidence and other documents and shall be rehabilitated in keeping with or sympathetic to the architectural style of the building.
 - 2. Shop fronts shall fit inside the original shop front opening and shall not extend beyond the original opening.
 - 3. Display windows shall be restored to their original appearance based on photos and any other documentation in keeping with the architectural era. Small paned 18th century windows shall not be used nor shall solid or translucent materials be used in place of window glass.
 - b. *Windows.*
 - 1. All windows shall be restored to their original appearance based on photos and any other documentation or be rehabilitated to fit the original frame.
 - 2. Round or segmentally-arched windows shall contain window frames and panes which follow the exterior configuration. A less desirable alternative of partial blocking to form a rectangular opening may occur but, if proposed, shall block up the least possible amount of the opening to preserve to the greatest extent possible of the original proportions of the window.
 - 3. Windows shall not be blocked up.
 - 4. Shutters may be used if there is evidence that they were in the original building design and shall be proportionate to windows.
 - 5. Regarding storm windows, mill finish aluminum storm windows shall not be used. Wood is recommended. Storms shall be painted to match window trim.
 - 6. If a window is deteriorated beyond repair, replacement windows should be sought which will duplicate the detailing of the original windows as closely as possible. Windows of wood construction are preferred. Subject to approval by the landmarks commission, aluminum clad exterior windows may be used to replace wood windows beyond repair provided they fully comply with SOI Standards.

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- c. *Porches, trim and ornamentation.* Retain porches and steps visible from the public right-of-way which are historically and architecturally appropriate to the building. Avoid altering porches and steps by enclosing open porches or replacing wooden steps with cast concrete steps or by removing original architectural features, such as hand rails, balusters, columns or brackets.
 - d. *Trim and decorative ornamentation.* Retain original copings, cornices, cresting, finials, railings, balconies, oriels, pilasters, columns, chimneys, bargeboards or decorative panels which are essential to the maintenance of the building's historic character and appearance.
 - e. *Roof shape.*
 - 1. The roof shape of the front of a building or structure shall not be altered except to restore it to the original documentable appearance or to add a dormer or dormers in a location and shape compatible with the architectural design of the building and similar in location and shape to original dormers on buildings of the same vintage and style within the district. Alterations of the roof shape of the sides or back of a building or structure shall be visually compatible with the architectural design of the existing building.
 - 2. Mansards, pents, gables, gambrels or other exotic roof shapes not characteristic of the architectural area shall not be allowed.
 - 3. Roof material.
 - aa. If the existing roof of a building or structure is tile, slate, or other material that is original to the building or structure and/or contributes to its historic character all repairs thereto shall be made using the same materials. In addition, in all cases any such roof must be repaired rather than replaced, unless the documented cost of repair exceeds the documented cost of reroofing with a substitute material that approximates the appearance of the original roofing material as closely as possible will be approved by the Landmarks Commission.
 - bb. If the existing roofing material is asphalt shingles, sawn wood shingles or a non-historic material, such as fiberglass, all repairs shall match in appearance the existing roof material; however, if any such roof is covered or replaced, reroofing must be done using rectangular sawn wood shingles or rectangular shingles that are similar in width, thickness and apparent length to sawn wood shingles, for example, 3-in-1 tab asphalt shingles and dimensional asphalt/fiberglass are recommended.
 - cc. Rolled roofing, tar and gravel and other similar roofing materials are prohibited except that such materials may be used on flat or slightly sloped roofs which are not visible from the ground.
 - f. *Doors.*
 - 1. Original exterior doors should be retained whenever possible. If it is deteriorated beyond repair, a new door should be chosen which closely resembles the original.
 - 2. Storm/screen doors. If possible, the original main exterior door should be weatherstripped so a storm door is not needed; however, if a storm door is desired, one should be chosen which reveals as much as possible of the door behind it. Material of storm/screen door shall be wood and painted to harmonize the main door.
 - g. *Terminating element.* Most buildings have a terminating element at the roof line such as corbelled masonry, wood coping, and cut stone. This shall not be altered but restored only.

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- h. *Fences.* Construct and/or retain fences in the Historic District which are visible from the public right of ways in a historically and architecturally appropriate manner in relationship to the adjoining buildings. Chain link fences are not allowed along public right of ways. Setbacks from right of ways and height restrictions are per the city ordinance. A certificate of appropriateness is required for any renovation and/or construction of fences in the Washington Avenue Historic Preservation District.

(3) *Materials.*

- a. Materials used in original construction shall also be used in restoration and rehabilitation; materials shall have the same visual appearance as existing original parts of the building. Generally, in Cedarburg, this is either brick or dressed stone but in some cases clapboard, board and batten, or stucco may be in keeping with original construction. Brick and other materials used in restoration shall be selected to conform to the dimensions of existing, original materials. Brick shall also conform in color, texture and surface treatment to existing, original brick. Other materials shall coordinate in color, texture and surface treatment with nearby buildings.
- b. Exterior Wall materials and siding. Exposed aggregate, fieldstone, boulders, split rock, concrete or cinder block, or aggregate panels shall not be permitted. Vertical or horizontal board and batten or shingles shall not be permitted unless they are aesthetically acceptable and compatible with the style of the building and nearby buildings. Repair or replacement of exterior materials and siding shall fully comply with SOI Standards in Attachment A. Where more than one layer of siding exists on the building, all layers except the first must be removed before new siding is applied. If insulation is applied under the new siding, all trim must be built up so that it projects from the new siding to the same extent it did with the original siding.
- c. Mortar joints. The masonry wall shall appear visually as masonry. In restoration, care should be taken not to damage the brick, thereby creating larger joints than were original to the specific building. No exaggerated, uneven or oddly-colored mortar joints should be used. Mortar joints shall duplicate the original in width and joint profile.
- d. Glazing. Clear glazing material shall be used. No mirror glass shall be permitted. Glass blocks are out of character and inappropriate. Glazing shall be replaced in kind.

(4) *Cleaning and painting.*

- a. Building shall be cleaned with the gentlest method possible to accomplish the task, therefore sandblasting or other abrasive techniques are not permitted on brick or soft stone surfaces.
- b. Masonry buildings which have never been painted shall not be painted unless authorized by the commission.
- c. Painting can define and accent architectural features and improve the general overall appearance of the building. An appropriate color scheme is one of the most important factors to be aware of when restoring the exterior of a building. Every effort should be made to determine the "original" color. New paint schemes for affected properties within the Washington Avenue Historic Preservation District must receive a certificate of appropriateness.

Sec. 15-1-15 Requirements for new construction and additions in the Washington Avenue Historic Preservation District and at designated historic properties elsewhere in the city.

- (a) *Purpose.* The purpose of this section is to establish requirements to ensure architectural compatibility and protect and preserve historic buildings in the ~~Washington Avenue~~ Historic Preservation Overlay District and elsewhere in the city.
- (b) *Applicability.* This Section shall apply to the construction of new buildings and additions in the Washington Avenue Historic Preservation District and at designated historic properties elsewhere in the city.
- (c) *Specific guidelines for new construction and additions.*
- (1) *General.* New buildings shall correspond in height, width, proportion, relationship to street, roof forms, composition, rhythm, proportion of openings, materials and color to the existing buildings in the district. Plans should show building elevations to either side and must show the compatible scale. Additions and exterior alterations that are not visible from any street contiguous to the lot lines upon which the building or structure is located may be approved by the landmark commission if their design is compatible with the scale of the existing building and, further, if the materials used are compatible with the existing materials in texture, color, and architectural details. Additions and alterations shall harmonize with the architectural design of the building rather than contrast with it. New additions shall fully comply with SOI Standards.
 - (2) *Height.* Floor heights on main facades shall appear visually in proportion to those of adjoining buildings. There should be no more than one story difference between a new building and those on either side.
 - (3) *Width.* New buildings shall reflect the characteristic rhythm of facades along the street. If the site is large, the mass of the facade can be broken into a number of smaller bays.
 - (4) *Proportion.* The characteristic proportion (relationship between height and width) of existing facades shall be maintained.
 - (5) *Relationship to street.* Residential-type buildings shall be built set back from the street with side yards. Business-type buildings should be closer to the lot lines with less setback (see Zoning Code).
 - (6) *Roof shapes.* See section 15-1-14(d)(2)e.
 - (7) *Materials.* New construction in the Washington Avenue Historic Preservation District should be composed of materials which complement adjacent and nearby facades. New buildings should not contract sharply with existing nearby buildings. For illustrative purposes, examples of architectural styles which would tend to have elements which are incompatible with Cedarburg's historic styles (found in nearby facades) include (with no attempt to be inclusive) Spanish Mission, Colonial, Scandinavian Modern, Bavarian and French Provincial.
 - a. In this district, masonry (brick or stone) facing should normally be used. Brick should be of standard size 8" x 2-1/3" x 4" and of even coloration. Exposed aggregate, fieldstone, boulders, split rock, concrete or cinder block, aggregate panels, aluminum, steel or vinyl siding should not be permitted. Vertical or horizontal board or batten, shingles, or clapboards shall be permitted only if aesthetically acceptable.
 - b. Mortar joints. Masonry walls should appear visually as masonry—not as permitted. Black mortar or other mortar which contrasts with the masonry shall not be used.

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- c. Glazing. Clear or slightly tinted glass or polymeric glazing materials should be used. No mirror glass, deeply-smoked glass or glass blocks shall be permitted.
 - d. Color. Colors chosen for new construction shall correspond to those neighboring buildings within the block or the District.
- (d) *Conflict with other codes.* These guidelines shall not conflict with state building codes or energy conservation codes.

(Ord. No. 2015-02)

Sec. 15-1-16 Severability.

Should any section, clause or provision of this chapter be declared by any court to be unconstitutional or invalid for any reason, such declaration shall not affect the validity of the chapter as a whole or nor any part thereof other than the part so decided to be unconstitutional or invalid. All chapters or ordinances contravening the provisions of this chapter are hereby repealed. This chapter shall take effect and be in force from and after its passage and publication.

Sec. 15-1-17 Definitions.

- (a) For the purpose of this chapter, certain terms, phrases and words and their derivatives shall be construed as set out in this chapter. Words used in the singular include the plural, and the plural, the singular. Words used in the masculine gender include the feminine, and the feminine, the masculine.

Accessory object. Objects constructed by man which enhance the cityscape by serving as amenities (i.e., fountains, cemetery monuments, statues and works of art).

Addition. New construction performed on a dwelling which increases the outside dimensions of the dwelling.

Alley. Any open public space or thoroughfare less than 30 feet but not less than ten feet in width which has been deeded to the public for public use.

Alteration. A substantial change or modification other than an addition or minor repair to a dwelling or to systems involved within a dwelling or in the exterior architectural features of any historic structure or structure within a historic district or on a landmark site.

Approved. As to materials and types of construction, refers to approval by the building inspector as the result of investigation and tests conducted by the inspector, or by reason of accepted principles or tests by national authorities, technical or scientific organizations.

Attachment A. A Publication titled "Wisconsin Preservation Information - Guidelines for Planning Historic Preservation Tax Credit Projects - Wisconsin Supplement to the Secretary of the Interior's Standards for Rehabilitation.

Attic or attic story. Any story situated wholly or partly in the roof, so designated, arranged or built as to be used for business, storage or habitation.

Basement. That floor of any structure located predominately below the average adjoining lot grade.

Bay window. A rectangular, curved or polygonal window extending beyond the main wall of the building.

Bearing wall. A wall of which any portion supports a load other than its own weight.

Building. Any structure built for the support, shelter or enclosure of persons, animals, chattels or movable property of any kind; and when separated by a fire wall, each portion of such building so separated shall be deemed a separate building.

Certificate of appropriateness. A certificate issued by the landmarks commission approving a proposed change, alteration or demolition of buildings, structures, or accessory objects, and any additions or new buildings to assure compatibility with the historic character of a building and/or its neighborhood.

Commission. The landmarks commission of the City of Cedarburg (~~i.e., Historic Preservation Commission~~).

Curtain wall. A nonbearing wall between columns or piers which is more than one story or 18 times its thickness in height.

Dead load in a building includes the weight of the walls, permanent partitions, framing, floors, roofs and all other permanent, stationary construction forming a part of the building.

Demolition. The substantial deterioration or complete or substantial removal or destruction of any historic building, structure, fence or accessory object which is located within a historic district or on a landmark site.

Department. The department of industry, labor and human relations.

Dwelling.

- a. Any building, the initial construction of which is commenced on or after the effective date of this chapter, which contains one or two dwelling units; or
- b. An existing structure, or that part of an existing structure, which is used or intended to be used as a one or two family dwelling.

Exposed basement. Any basement where part of the foundation wall is exposed or stepped down, such that a consistent yard grade is not maintained around the foundation perimeter.

Existing building is a building already erected or one for which a legal permit has been issued prior to the adoption of this chapter.

Exterior architectural features. The general architectural arrangement of such portion of the exterior of any building or structure as is designed to be viewed from a public way, including but not limited to the kind, color, and texture of the building material, the type and design of all windows, doors, lights, signs and other fixtures appurtenant to such exterior.

Exterior walls. Outer walls or vertical enclosure of a building other than a party wall.

Family is one person living alone or a group of two or more persons living and cooking together on the premises as a small housekeeping unit.

Fences. A wooden, masonry or metal structure intended to enclose an open space for purposes of security, confinement, or aesthetic ornamentation.

Fire separation wall. A wall of masonry or reinforced concrete which subdivides a building to restrict the spread of fire, but is not necessarily continuous through all stories or extended through the roof.

Fire wall. A wall of masonry or reinforced concrete which subdivides a building to prevent the spread of fire by starting at the foundation and extending continuously through all stories to and above the roof.

Floor area is the area inside the exterior or fire walls of a building, exclusive of vent shafts and courts.

Footing is the spreading course at the base or bottom of a foundation wall, column or pier.

Foundation is the structure, including masonry walls, piers, footing, piles, grillage and similar construction which is designed to transmit the load of any superimposed structure to natural soil or bedrock.

Front of lot means the front boundary line of lot bordering on the street and in the case of a corner lot may be either frontage.

Grade. The finished yard grade at the building pad as established on the approved subdivision master grading plan on file in the office of the city engineer. Where no such plan exists, the city engineer shall set the grade, taking into consideration the elevation of adjacent streets, building structures, utilities, and drainage.

HPD. "Historic Preservation District." ~~An area designated by the plan commission on the recommendation of the landmarks commission and after public hearing.~~ A zoning district that contains improvements which: 1) have a special character or special historical significance or value; 2) represent one or more periods or one or more eras in the history of the city; and 3) cause such area, by reason of such factors, to constitute a distinct section of the city.

Height of building is the vertical distance from the "grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the average height of the highest gable of a pitch or hip roof.

Historic properties means any building, structure, object, district, area or site, whether on or beneath the surface of land or water, that is significant in the history, prehistory, architecture, archaeology or culture of this state, its rural and urban communities or the nation.

Improvement. Any place, structure, building, fixture or object which in whole or in part constitute an exterior betterment, adornment or enhancement of any real property.

Interior wall. A wall which is entirely enclosed by the exterior walls of the building.

Landmark. Any improvement which has a special character or special historic interest or value as part of the development, heritage or cultural characteristics of the city, state, or nation and which has been designated a landmark pursuant to the provisions of this chapter. (See also "site.")

Lintel is the beam or girder placed over an opening in a wall and which supports the wall construction above.

Live loads are all imposed, fixed or transient loads other than "dead loads."

Lumber sizes and grades whenever used in this chapter shall mean nominal sizes. The actual sizes shall not be less than the size specified by the American Lumber Standards Committee. All grades shall be determined using American Lumber Standards as a base.

Maintenance. Work intended to repair or replace any part of any improvement, to correct any deterioration or decay of or any damage to such improvement or any part thereof and to restore same, as nearly as practicable, to its condition prior to the occurrence of such deterioration, decay or damage.

Masonry is that form of construction composed of monolithic concrete or of tone, brick, concrete, gypsum, hollow clay tile, concrete blocks or tile, or other similar solid or hollow incombustible building units or materials, or a combination of these materials laid up unit by unit and set in approved mortar.

Masonry (built-up). That form of construction composed of stone, brick, gypsum, hollow clay tile, concrete blocks or other similar solid or hollow incombustible building units or materials or a combination of these materials laid up unit by unit and set in approved mortar.

Masonry (monolithic). A homogeneous mass of inert materials mixed with a Portland cement and constructed in one continuous operation.

Masonry (solid). Masonry without hollow spaces.

Measured drawing. An architectural drawing of an existing building or structure measured and drawn to scale.

Minor repair. Repair performed for maintenance or replacement purposes on any existing one or two family building which does not affect room arrangement, light and ventilation, access to or efficiency of any exit stairways or exists, fire protection or exterior aesthetic appearance, and which does not increase a given occupancy and use. No building permit is required for work to be performed which is deemed minor repair.

Nonbearing wall. A wall which supports no load other than its own weight.

Municipality means the City of Cedarburg.

One- or two-family dwelling. A building structure which contains one or two separate households intended to be used as a home, residence or sleeping place by an individual or by two or more individuals maintaining a common household, to the exclusion of all others.

Panel wall. A nonbearing wall built between columns or piers and wholly supported at each story.

Parapet wall. That part of any wall entirely above the roof line.

Party wall. A wall used or adapted for joint service between two buildings.

Person. An individual, partnership, firm or corporation.

Portland cement mortar is approved cement mortar which consists of not less than one part of Portland cement putty to three part of approved sand, or equal, aggregate.

Portland cement putty is Portland cement with a mixture of not more than 50 percent of approved lime putty.

Rehabilitation. The process of improving property through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which have significant historic, architectural and cultural value.

Repair. The reconstruction or renewal of any part of an existing building for the purpose of its maintenance. The words "repair" or "repairs" shall not apply to any alteration.

Restoration. The process of bringing a property back to its original or unimpaired state. Authenticity of a restoration would require the removal of incompatible exterior elements and the repair or replacement of damaged or deteriorated elements with exact replicas of the same design, dimensions, and materials.

Retaining wall. Any wall used to resist the lateral displacement of any material.

Shaft. A vertical opening through one or more floors of a building for elevators, dumbwaiter, light, ventilation or similar purposes.

Shall as used in this chapter is mandatory.

Site. Any parcel of land of historic significance due to a substantial value in tracing the history of aboriginal man, or upon which a historic event has occurred, and which has been designated as a landmark site under this section; or an improvement parcel, or part thereof, on which is situated a landmark and any abutting parcel, or part thereof, used as and constituting part of the premises on which the landmark is situated.

SOI standards. Secretary of the Interior's Standards for Restoration and/or Standards for Rehabilitation.

Stairway. By a stairway is meant one or more flights of steps and the necessary platforms connecting them to form a continuous passage from one level to another.

Story means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. A basement shall not be considered a story unless the ceiling thereof is more than five feet above grade.

Second story. A building shall be considered a two story building when the bearing walls extend more than three feet above the second floor or said wall is more than 17 feet high measured from the grade up. No two story residence bearing wall shall have a height to exceed 22 feet measured from the lower edge of the first floor joists to the top of the wall.

Third story. A building shall be considered a three story building when it consists of three stories above grade.

Structure. Any construction erected by man intended for shelter, as well as bridges, flag poles, street clocks, and street signs.

- a. *Altered historic building.* A building which conforms in age, size, height, material and character to others in the area but which has undergone stylistic modification. Restoration or rehabilitation in keeping with or sympathetic to the original architectural style shall be permitted. A Certificate of Appropriateness is required for any action.
- b. *Intact building.* A building which still retains its original appearance. It requires routine maintenance in conformity with the existing design to keep it in a satisfactory state of preservation. A Certificate of Appropriateness is required for any action.
- c. *Intrusion building.* A building which does not conform to the general character of the district in architectural style, size, height, texture and material. It should remain until it is no longer useful, and eventually should be remodeled or replaced with a more compatible building. (See guidelines for new construction.) A Certificate of Appropriateness is required for any action.

Structure is that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Uniform Dwelling Code. Those Administrative Code provisions and any future amendments, revisions or modifications thereto, contained in the following chapters of the Wisconsin Administrative Code:

Wis. Adm. Code Chapter ILHR 20 — Administration and Enforcement

Wis. Adm. Code Chapter ILHR 21 — Construction Standards

Wis. Adm. Code Chapter ILHR 22 — Energy Conservation Standards

Wis. Adm. Code Chapter ILHR 23 — Heating, Ventilating and Air Conditioning Standards

Wis. Adm. Code Chapter ILHR 24 — Electrical Standards

Wis. Adm. Code Chapter ILHR 25 — Plumbing and Potable Water Standards

Veneer is the outer facing of brick, stone, concrete or tile attached to an enclosing wall for the purpose of providing ornamentation, protection or insulation which cannot be considered as adding to the strength of the walls.

Window well. A below ground opening immediately adjacent to the basement foundation wall of a structure, for the purpose of providing light, ventilation, or emergency ingress/egress to the basement of the structure.

(Ord. No. 2015-02)

ATTACHMENT A

SUMMARY OF SOI STANDARDS * USED FOR THE RESTORATION, REHABILITATION AND MAINTENANCE OF CEDARBURG'S HISTORIC BUILDINGS AND THEIR ADDITIONS AND OTHER EXISTING OR NEW BUILDINGS IN THE WASHINGTON AVENUE HISTORIC PRESERVATION DISTRICT

1	Awnings	Fabric preferred, no vinyl or metal.
2	Gutters & downspouts	Replace with size and style to match original.
3	Mortar joints	See SOI standards for color, width and bag mix.
4	Paint colors	Body and trim per approval by Landmarks Commission.
5	Roofing	If wood, preferred replacement is wood or 3-tab shingles resembling weathered wood. No artificially rustic wood, asphalt or fiberglass that tries to look like wood. Anything else requires approval by the Landmarks Commission.

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(Supp. No. 7)

6	Slate or tile roofing	Repair is preferred or replace with similar appearing 3-tab shingles.
7	Siding	If wood, replace with identical wood siding is preferred. Cement siding is acceptable but should match size and appearance of wood on buildings or additions where some or all siding is being replaced. Aluminum or vinyl not acceptable.
8	Building Fronts	Avoid major changes in appearance and minimal changes in materials and color.
9	Windows	Repair of existing is preferred. Any replacements must duplicate the original windows in appearance, proportions and have true muntins. Wood is preferred. Aluminum clad approvable by Landmarks Commission if an exact match for originals being replaced. No metallic appearance. Clear or low-tint glass required. Vinyl not permitted.
10	Storm Windows	See SOI Standards
11	Window Frames	Wood preferred, can be metal-covered with proper finish.
12	Window Patterns	No change on primary facades. Minor changes on side and rear facades acceptable.
13	Parking Lots and Sitework	See SOI Standards

* For details, refer to the current Secretary of the Interior's Standards for Restoration and/or Standards for Rehabilitation as described in "Preservation Briefs" published by the National Park Service and available at their website.

Alcohol Beverage
Appointment of AgentDate
2/28/25

Agent Type (check one)

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

pd 2/28/25

Part A: Business Information

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

Art of Joy, LLC

2. Business Trade Name or DBA

Art of Joy

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

Class B Retail - Combo : J/B2425 - 14

6. Describe the reason for appointing a successor agent, if successor is checked above.

Prior agent, Kevin Pelkey, leaving Art of Joy.

Part B: Agent Information

1. Last Name

Creten

2. First Name

Mary

3. M.I.

K.

4. Email

mary@myartofjoy.com

5. Phone

303-579-0791

6. Home Address

N31 W 7296 Lincoln Blvd

7. City

Cedarburg

8. State

WI

9. Zip Code

53012

10. Age

44

11. Drivers License/State ID Number

C635-5918-0868-08

12. Drivers License/State ID State of Issuance

Wisconsin

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

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 Creten		First Name Mary		M.I. K.
Title Owner	Email mary@myatofjoy.com		Phone 303-579-0791	
Signature Mary Creten			Date 2/28/25	

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 Creten		First Name Mary		M.I. K.
Signature Mary Creten			Date 2/28/25	

CPD APPROVED

Submitted on Friday, March 7, 2025 - 3:10pm

Submitted by user: Anonymous

Submitted values are:

Name: Erin Puro

Address: N63W5837 Columbia Rd, Cedarburg, WI 53012

Telephone (home): [REDACTED]

Telephone (cell): [REDACTED]

City Resident Since: 2012

Email Address: [REDACTED]

Occupation: Technology Commercialization Manager

Present Employer: UW-Milwaukee Research Foundation

Does Your Employer Allow You to Receive Telephone Calls During Working Hours? Yes

Telephone (work): [REDACTED]

Fax (work):

Name(s) of Boards, Commissions or Committees On Which You Are Interested in Serving:
Landmarks Commission

List of Community or Other Activities In Which You Have Participated: Ozaukee 4-H
Leader, Covered Bridge Club, Ozaukee 4-H Leaders Association Board Member, Ozaukee
4-H Leaders Association Recording Secretary, Ozaukee 4-H Leaders Association
Corresponding Secretary

Experience/Education/Interests Apropos to Appointment (including Prior Municipal
Committee Experience):

Bachelor of Science in Ocean Engineering, Texas A&M University, 2001-2005

Currently a Technology Commercialization Manager at UWM Research Foundation,
Milwaukee, WI (July 2022 - Present)

- Oversee programs for IP protection, marketing, and licensing.
- Evaluate IP and market potential, conduct prior art searches.
- Coordinate patent prosecution and negotiate licenses.
- Support corporate partnerships and foster startups.
- Coordinate university agreements and outreach to faculty and community stakeholders.
- Supervise Tech Transfer Interns and support staff.
- Support research programs like the Catalyst Grant Program.
- Promote events and programs, develop and maintain infrastructure and processes for office workflow.

Relevant Skills:

- Project Management
- Intellectual Property Management
- Market Research & Commercialization Assessments
- Patent Prosecution Management
- Technology Marketing
- Licensing & Negotiation
- Data Analysis & Reporting

- Communication
- Team Leadership

Resume available upon request.

Explain why you wish to serve the City of Cedarburg, and how you feel your background would be helpful.:

I wish to serve the City of Cedarburg because I have developed a deep appreciation for its rich history and unique character since moving here in Winter 2012. Living in a home with strong historical ties to the community has allowed me to gather and cherish stories from local residents, fostering my passion for preserving Cedarburg's heritage.

My background as a Technology Commercialization Manager has equipped me with valuable skills in project management, intellectual property management, and strategic planning. These skills, combined with my experience in fostering partnerships and managing research programs, will enable me to contribute effectively to the commission's goals of designating landmarks and educating the community about our historic heritage. My commitment to continuous learning and community engagement further underscores my dedication to serving Cedarburg and preserving its unique nature for future generations.

What Nights Are You Available For Meetings?

- Monday
- Tuesday

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.P.

TITLE: Discussion and Action on revised quote for Enhancing the City Website.

ISSUE SUMMARY: At the February 24, 2025, meeting, the Council approved upgrading the City's current website with an initial fee of \$3,987.30 and an annual increase of \$901.95. This approval was based on a previous quote from CivicPlus, which included additional features such as the mass notification system, audio-eye, and chatbot.

After further discussions with CivicPlus, it was clarified that the quoted annual rate increase was based on a discounted rate that applied only if the city opted for these additional features at an extra cost. Through negotiations, the City was able to lower the initial cost of the proposed enhancements to \$2,092. However, the annual fee could not be reduced without including the additional features. As a result, the annual fee will increase from the current \$4,018 to \$8,304 starting in 2026, representing an increase of \$4,286. The company is planning to phase out our current platform in the next year so the city would be required to upgrade it at some point in the next couple of years.

Action Requested: The Council is requested to review and finalize the revised costs for the City website for 2025 and 2026, updating the decision made at the February 24th meeting.

STAFF RECOMMENDATION: Staff recommends approving of the revised costs.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: \$2,092 increase in IT budget for 2025 and a \$4,286 annual increase for future years.

ATTACHMENTS: Quote for Software

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-92868-1
2/14/2025 9:16 AM
4/30/2025

Client:
City of Cedarburg, WI

Bill To:
CEDARBURG CITY, WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Ryan Anderson		ryan.anderson@civicplus.com		Net 30

Open To Central

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Municipal Websites Central : Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee	USD 4,109.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -3,171.81
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee	USD 800.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -617.53
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 600.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -463.15
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL	USD 89.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -68.70
1.00	Municipal Websites Central : Starter Standard Implementation	Central Starter Standard implementation includes virtual group system training - up to 6 hours, migration of up to 150 pages of content, and migration of the current year plus two previous years of simple meeting agendas and minutes.	USD 842.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	DNS Hosting for .GOV Annual Fee	DNS Hosting for .GOV Annual Fee: URL	USD 75.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -57.89
1.00	48 Month Redesign Premium Annual - CivicEngage Central	48 Month Redesign Premium Annual - CivicEngage Central	USD 2,631.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -2,030.92
1.00	Website Current Customer Virtual System Training - Up to 3 hours	Website Virtual System Training - Up to 3 hours & 12 attendees	USD 1,250.00

List Price - Initial Term Total	USD 8,502.00
Total Investment - Initial Term	USD 2,092.00
Annual Recurring Services (Subject to Uplift)	USD 8,304.00

Initial Term	Beginning at signing and ending 12/17/2025, Renewal Term 12/18 each calendar year
Initial Term Invoice Schedule	100% invoiced at signing, to be prorated based on signature date.

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Total Investment – Initial Term to be prorated based on signature date.

Acceptance of Quote # Q-92868-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.Q.

TITLE: Discussion and possible action on Resolution No. 2025-05 Designating Depositories and Authorizing Signatures for Cedarburg Light & Water checking and savings accounts

ISSUE SUMMARY:

Cedarburg Light and Water is requesting a change to the authorizing signatures on their checking and savings accounts due to recent staff and Commission changes. Resolution No. 2025-05 represents the most recent updates and requires Council approval.

STAFF RECOMMENDATION: approval of Resolution No 2025-05

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: n/a

ATTACHMENTS: Resolution No 2025-05

INITIATED/REQUESTED BY: Mari Lauer, Cedarburg Light and Water and Tracie Sette, City Clerk

FOR MORE INFORMATION CONTACT: Mari Lauer (262) 375-7650, Tracie Sette (262) 375-7606

RESOLUTION NO. 2025-05

A Resolution designating Depositories and Authorizing Signatures - Cedarburg Light & Water Commission Checking and Savings Accounts

RESOLVED, by the Common Council of the City of Cedarburg, that the following banking institutions and possible successors:

North Shore Bank
Associated Bank
BMO Bank North America
Port Washington State Bank
U.S. Bank
State of WI Investment Pool
Summit Credit Union
Chase Bank
Horicon Bank
Wells Fargo Bank
Bank First
American Depository Management Company

qualified as depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated until further action as public depositories for all monies coming into the hands of Cedarburg Light & Water Commission, Cedarburg, Wisconsin, and all other Cedarburg Light & Water Commission officers included in the provisions of Chapter 34 of the Wisconsin Statutes.

RESOLVED FURTHER, that the above named banking institutions be designated as the working banks beginning on March 31, 2025 and continuing through the year 2025, and that the Common Council, City Administrator, and the Finance Director/Treasurer, upon recommendation of the Cedarburg Light & Water Commission, be authorized and directed to distribute said funds.

RESOLVED FURTHER, that the City Treasurer or other authorized representatives, including employees of the Cedarburg Light & Water Commission, be hereby instructed to deposit Cedarburg Light & Water Commission funds only in such institutions as may be approved by the State of Wisconsin Investment Board and are eligible to receive public funds.

RESOLVED FURTHER, that withdrawal or disbursement from any of the above-named depositories shall be by order of check, written wire transfer, telephone wire transfer, or other money transfer techniques, and, in the case of savings accounts, by savings withdrawal form, as provided in Section 66.0607 of the Wisconsin Statutes. Written and telephone wire transfers shall be in accordance with the named depositories guidelines and shall only be made by authorized personnel appointed by the Cedarburg light & Water Commission. All checks and passbook savings withdrawal forms, effective March 31, 2025, shall be signed by at least one of the following persons:

Andrew Moss, President
David Pagel, Secretary
Tracie Sette, City Clerk
Erin Jaeger, Finance Manager
Karsten Huse, General Manager

RESOLVED FURTHER, that for all check orders and passbook savings withdrawal forms, in lieu of their personal signatures, the following facsimile signatures as shown, which have been adopted by them, may be affixed to such document and will become effective as of March 31, 2025:

Andrew Moss, President
David Pagel, Secretary
Tracie Sette, City Clerk
Erin Jaeger, Finance Manager
Karsten Huse, General Manager

RESOLVED FURTHER, that any one of the above-named depositories shall be fully warranted and protected in making payment on any check order bearing such facsimiles notwithstanding that the same may have been placed thereon with the authority of the designated person or persons.

Passed and adopted by the Common Council of the City of Cedarburg this 31st day of March, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

CITY OF CEDARBURG

MEETING DATE: March 31, 2025

ITEM NO: 9.R.

TITLE: Discussion and possible action on approval of Resolution No. 2025-06 adopting the 2025 revised Fee Schedule

ISSUE SUMMARY: The only change to the fee schedule is the addition of the amplified music permit fees. They were removed from the City Ordinances.

STAFF RECOMMENDATION: Approval

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT:

ATTACHMENTS: 2025 fee schedule.

INITIATED/REQUESTED BY: Tracie Sette

FOR MORE INFORMATION CONTACT: Tracie Sette

**CITY OF CEDARBURG
RESOLUTION NO. 2025-06**

Approving the City of Cedarburg Fiscal Year 2025 Annual Fee Schedule

WHEREAS, the City of Cedarburg is a body corporate and politic within Ozaukee County, Wisconsin; and

WHEREAS, the City desires to remove specific fees listed within the City Code of Ordinances and instead provide an annual Resolution executing a Fee Schedule for the corresponding fiscal year (as seen in attached exhibit).

NOW, **THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Cedarburg does hereby approve and incorporate herein the 2025 Annual Fee Schedule, to be effective for the 2025 fiscal year.

Passed and adopted this 31st day of March, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk



APPROVED FEE SCHEDULE 2025

FEE DESCRIPTION	FEE AMOUNT
CITY CLERK	
Class A Fermented Malt Beverage License	\$100.00
Class A Liquor License	\$500.00
Class B Fermented Malt Beverage License	\$100.00
Class B Liquor License	\$500.00
Temporary Class "B"/"Class B" License	\$10.00
Class B Reserve Liquor License	\$10,000.00
Class C Wine License	\$100.00
Operator's License (Bartender) Renewal	\$40.00
Operator's License (Bartender) New	\$50.00
Provisional Operator's License	\$15.00
Tobacco Products (Cigarette license)	\$100.00
Publication Fee	\$20.00 non refundable
Late Application Fee	\$10.00
Amplified Music Permit - yearly	\$250.00
One-time Amplified Music Permit	\$50.00
Direct Sellers (Solicitors) - City Residents	\$100.00
Direct Sellers (Solicitors) - Non City Residents	\$150.00
Direct Sellers - each additional person	\$10.00
Festivals Permit	\$300.00
Filming Permit	\$20.00
Horse and Carriage Rides	\$110.00
Parade/Walk/Run	\$25.00
Street Use (Block Party)	\$25.00
Weights and Measures Permit	\$30.00 annually + \$10.00 per device
Replacement fee	\$10.00
BUILDING PERMITS	
Minimum Permit Fee for all Permits	\$65.00
Residential 1 & 2 Family & Attached Garage	
New Construction, Additions, Alterations, & Repairs	\$0.42 per sq. ft.
Residences & Apartments, Three Family & Over, Row Housing, Multiple Family Dwellings, Institutional.	
New Construction, Additions, Alterations, & Repairs	\$0.42 per sq. ft.
Commercial Office, Retail, etc.	
New Construction, Additions, Alterations, & Repairs	\$0.42 per sq. ft.
Manufacturing or Industrial (Office Areas to be included under 4)	
New Construction, Addition, Alterations, & Repairs	\$0.36 per sq. ft.
Agriculture Buildings, Detached Garages, Accessory Structures	
New Construction, Addition, Alterations, & Repairs	\$0.36 per sq. ft.
Permit to Early Start (Footings & Foundation Only)	
a) Residential	\$250.00
b) Commercial, Manufacturing, Industrial, Multi-Family	\$330.00
All other Structures & Projects	
(Buildings, Structures, Alterations, Renewable Energy and repairs where square footage cannot be	\$15.00/\$1000.00 of value
Wrecking, Razing & Interior Demolition	
(Fee may be waived at the discretion of the Building Inspector)	\$100.00 + \$0.14 per sq. ft. Max \$995.00
Moving Buildings Over Public Ways	\$250 plus \$0.14 per sq. ft.
Pools – In Ground/Above Ground, Spas	\$15.00/\$1000.00 of value \$65.00 minimum & \$540.00 maximum
Renewable Energy Systems (Solar, Wind, Geothermal, Hydro)	
a) Residential	\$15.00/\$1000 value \$270.00 maximum
b) Commercial	\$15.00/\$1000 value \$540.00 maximum
Building Plan Examination	
a) Residential (1 & 2 Family)	\$300.00
1) Additions	\$125.00
2) Alterations	\$65.00
b) Multi-Family	\$355.00 + \$32.00 per unit
1) Additions and Alterations	\$150.00
c) Commercial, Manufacturing, Industrial (New Construction, Addition, Alterations, & Repairs)	\$355.00

d) Accessory Structures (Garages, Sheds, etc. greater than 120 sq. ft.)	\$65.00
e) Desks, Pools, Spas	\$65.00
f) Renewable Energy Systems	
1) Residential	\$65.00
2) Commercial	\$162.00
Occupancy Permits	
a) Residential (1 & 2 Family)	\$65.00
b) Multi-Family (per Dwelling Unit)	\$65.00/unit + \$100.00/Bldg
c) Business, Commercial, Manufacturing, Industrial	\$255.00
d) Temporary Occupancy / Use (6 mo. Or less)	\$100.00
Erosion Control Fees	
a) Residential Lot (1 & 2 Family) New Construction	\$205.00
1) Addition & Alterations to Structure	\$50.00
b) Commercial, Manufacturing, Industrial, Multi-Family	\$225.00 + \$6.00 per 1,000 sq ft of disturbed area. Max = \$2,450.00
Miscellaneous Fees	
a) Address Numbers (Complete Set)	\$40.00
1) Individual Tiles	\$3.00
b) Wisconsin Permit Seal	\$80.00
c) Right-of-Way Permit (Driveway Approach/Culvert, Sidewalk, etc.)	\$60.00
d) Residing & Trim, Reroofing, Window Replacement	
1) Residential (1 & 2 Family)	\$65.00
2) Commercial, Manufacturing, Industrial, Multi-Family	\$15.00/\$1,000 valuation Max \$330.00
e) Fire Protection Plan Review & Permit	\$60.00
f) Technology Fee, per permit	\$5.00
Special Inspection Fees	
a) Special Inspection	
1) Residential (1 & 2 Family)	\$100.00
2) Commercial, Manufacturing, Industrial, Multi-Family	\$200/Bldg
3) Accessory Structures (Garages, Sheds, Decks, Pools, etc.)	\$60.00
b) Special Inspection Report With A Written Report	\$100 Additional
c) Special Inspection After Working Hours	\$175.00 Additional
<i>Re-inspection or work not ready at the time of inspection \$100.00. Failure to call for required inspection(s) \$100 2nd Doubled 3rd Tripled. DOUBLE FEES will be assessed to any person, company or corporation who fails to obtain a permit before work has begun, except in emergency cases where the Building Inspection Office has been notified of the emergency and has determined it to be. TRIPLE FEES for</i>	
HVAC	
Heating up to 150,000 BTU input	\$65.00 per unit
Heating, each additional 50,00 above 150,000 BTU input of fraction	Per 50,0 \$18.00 per 50,000 BTU
Fireplace / Woodstove	\$65.00 per unit
Air to Air Heat Recovery Unit (ERV or HRV)	\$65.00 per unit
Air Conditioning-RESIDENTIAL	\$65.00 per unit
Air Conditioning-COMMERCIAL *	\$65.00 per unit
* \$20.00 per ton of cooling over 3 tons	\$800.00 max
Commercial Exhaust hoods and systems	\$150.00 per system
Duct Work (Includes New and Alterations)	\$65.00 per system
Gas Supply Piping (New, Repair, Extended)	\$65.00 per system
Miscellaneous / Other (Installations, Alterations, or Repairs not described above)	\$75.00
MINIMUM PERMIT FEE IS	\$65.00
<i>Re-inspection or work not ready at the time of inspection \$100.00. Failure to call for required inspection(s) \$100 2nd Doubled 3rd Tripled. DOUBLE FEES will be assessed to any person, company or corporation who fails to obtain a permit before work has begun, except in emergency cases where the Building Inspection Office has been notified of the emergency and has determined it to be. TRIPLE FEES for</i>	
ELECTRICAL	
Light switches, convenient outlets, and smoke detectors	\$.75 each
Lighting fixtures- LED / Incandescent / HID / Other	\$.75 each
Tubular Lamps (i.e. florescent, lumiline)	\$1.00/tube
Strip lighting, track lighting, plug-in-strip, trolley wire or similar	\$1.00 each
Air-Conditioning Units (each motor compressor unit)	\$20.00 each
Heating Unit- Furnace / Boiler / Wall Unit / Magic- Pak / Electric Furnace or Heat Pump	\$20.00 each
Electric space heating & baseboard systems	\$7.00 each
Electric Appliances- Commercial & Residential- range / oven / dryer / dishwasher / disposal / water heater / c	\$10.00 each
Service switches, including alterations thereto (each 100 amps or fraction thereof, per switch)	\$40.00 per 100 Amps \$10/100A or fraction over
Temporary Service & Wiring installation (i.e. construction, fire damage, etc.)	\$25.00 each 100A
Feeders & Sub-feeders (Each 100 amps or fraction thereof)	\$25.00 each 100A
Wireways, busways, under floor raceways or auxiliary gutters	\$1.00/ foot
Transformers, reactors, rectifiers, cap., welders, convertors, or similar devices	\$50.00 each
RTU's / Commercial Combination Heating & A/C units	\$25.00 each
Commercial Refrigeration or freezer units (Each motor compressor unit)	\$15.00 each
Swimming Pools (Temporary or Permanent) (Include assoc. wiring & ground/bonding	\$40.00 each
Fuel Dispensers for gasoline, oil, or similar units	\$20.00 each
Movie pictures, x-ray machine, therapeutic apparatus & similar equipment	\$30.00 each

Dimmers, Rheostats, Sensors, GFCI, AFCI, etc.	\$4.50 each
Fire Alarm Systems	\$100.00 each
Communication Systems (i.e. Cat 5, Coaxial, Doorbells, Security Systems, Antenna, etc.)	\$1.00 each
Power Receptacles over 150 volts	\$5.00 each
Motors (Each motor including exhaust, paddle & vent fans)	\$5.00 each
Signs – Electric illuminated (Each Sign) (i.e. LED, Neon, Fluorescent, Incandescent, Other)	\$30.00 each
Power Generators & Alternate Power Systems (i.e. Photo-voltaic, Wind, etc.)	\$150.00 each
Miscellaneous / Other (Installations, Alterations or Repairs not described above)	\$75.00
MINIMUM PERMIT FEE IS	\$65.00
<i>Re-inspection or work not ready at the time of inspection \$100.00. Failure to call for required inspection(s) \$100 2nd Doubled 3rd Tripled. DOUBLE FEES will be assessed to any person, company or corporation who fails to obtain a permit before work has begun, except in emergency cases where the Building Inspection Office has been notified of the emergency and has determined it to be. TRIPLE FEES for Subsequent Offenses.</i>	
PLUMBING	
Water Closets / Urinals	\$10.00
Bathtubs	\$10.00
Sinks (Lavatories, Kitchen, Laundry, Bar, Service)	\$10.00
Shower	\$10.00
Laundry Tray	\$10.00
Floor Drain	\$10.00
Drinking Fountains	\$10.00
Dishwasher	\$10.00
Disposal	\$10.00
Sump Pump	\$10.00
Sump Pump	\$10.00
Hose Bibbs	\$10.00
Water Heater	\$10.00
Water Softener and or Filtration Device	\$10.00
Grease Traps	\$10.00
Supply or Other Piping System	\$10.00
Backflow Prevention Device	\$10.00
Meter Horn and or Credit Meter	\$10.00
Conn. To Sanitary Sewer (Exterior)	\$60.00
Conn. To Storm Sewer (Exterior)	\$60.00
Water Service (less than 2")	\$60.00
Water Service (more than 2")	\$60.00
Conn. To Sanitary Sewer (Interior)	\$60.00
Conn. To Storm Sewer (Interior)	\$60.00
Sewer Sump/Ejector	\$55.00
Catch Basins/Manholes	\$55.00
MINIMUM PERMIT FEE IS	\$65.00
<i>Re-inspection or work not ready at the time of inspection \$100.00. Failure to call for required inspection(s) \$100 2nd Doubled 3rd Tripled. DOUBLE FEES will be assessed to any person, company or corporation who fails to obtain a permit before work has begun, except in emergency cases where the Building Inspection Office has been notified of the emergency and has determined it to be. TRIPLE FEES for Subsequent Offenses.</i>	
SIGN PERMIT FEES	
Permanent Signage	\$75.00 plus \$2.50 per sq.ft. Max \$400
Temporary Signage	\$35.00 per sign
Permanent Signage in the B-3 Historic District	\$25.00 surcharge
<i>Re-inspection or work not ready at the time of inspection \$100.00. Failure to call for required inspection(s) \$100 2nd Doubled 3rd Tripled. DOUBLE FEES will be assessed to any person, company or corporation who fails to obtain a permit before work has begun, except in emergency cases where the Building Inspection Office has been notified of the emergency and has determined it to be. TRIPLE FEES for Subsequent Offenses.</i>	
FIRE INSPECTION FEES	
Square feet	Fee per year
Residential buildings with no inspectable common areas – exterior inspection only	\$15.00 per year
Under 1,000 square feet	\$15.00 per year
1,001 - 5,000 square feet	\$25.00 per year
5,001 - 10,000 square feet	\$50.00 per year
10,001 - 20,000 square feet	\$100.00 per year
20,001 - 30,000 square feet	\$150.00 per year
30,001 - 40,000 square feet	\$200.00 per year
40,001 - 50,000 square feet	\$300.00 per year
50,001 - 75,000 square feet	\$400.00 per year
75,001 - 100,000 square feet	\$500.00 per year
Over 100,000 square feet	\$1,000.00 per year
FIRE DEPARTMENT FALSE ALARM FEES	
First two false alarms for a location	no charge
Third false alarm per location	\$150.00
Fourth false alarm per location	\$250.00
Fifth and subsequent false alarm per location	\$400.00
FIRE DEPARTMENT ACTIVE VOLUNTEER MEMBER RATES	

Ambulance Driver	\$8.00
Firefighter	\$10.00
EMT	\$12.00
Engineer	\$13.00
Firefighter/EMT	\$14.00
Engineer/EMT	\$15.00
Lieutenant	\$18.00
Captain	\$20.00
Deputy Chief	\$22.00
Assistant Chief	\$24.00
FIRE DEPARTMENT CERTIFICATION INCREASES	
Advanced EMT	\$1.00
Paramedic	\$8.00
Firefighter II	\$1.00
Driver/Operator-Aerial	\$1.00
Instructor I	\$1.00
Instructor II	\$1.00
Officer I	\$1.00
Officer II	\$1.00
Investigator I	\$1.00
SCUBA/Diver Certification	\$1.00
Fire Investigator	\$1.00
CPR Instruction fee per student	\$35.00
EMS SERVICES/AMBULANCE TRANSPORT FEES	
Basic Life Support (Resident)	\$1,100.00
Basic Life Support (Non-Resident)	\$1,400.00
Advanced Life Support (Resident)	\$1,400.00
Advanced Life Support (Non-Resident)	\$1,500.00
Advanced Life Support 2 (Resident)	\$1,700.00
Advanced Life Support 2 (Non-Resident)	\$1,850.00
Basic Life Support On-Scene Care (Resident)	\$425.00
Basic Life Support On-Scene Care (Non-Resident)	\$550.00
Advanced Life Support On-Scene Care (Resident)	\$700.00
Advanced Life Support On-Scene Care (Non-Resident)	\$700.00
Milage (Resident)	\$23.00
Milage (Non-Resident)	\$24.00
Lift Assist (First and Second)	no charge
Lift Assist (Third)	\$150.00
Lift Assist (Fourth)	\$250
Lift Assist (Fifth and above)	\$400
POLICE DEPARTMENT FALSE ALARM FEES	
First three false alarms for a location	no charge
Fourth false alarm per location	\$40.00
Fifth false alarm per location	\$50.00
Sixth and subsequent false alarm per location	\$65.00

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Fund: 100 GENERAL FUND							
02/28/2025	PWBDD	49387	AMERICAN DEFENSE MFG LLC	EQUIPMENT OUTLAY	500380	522120	8,750.00
02/28/2025	PWBDD	49388	AMERICAN DEFENSE MFG LLC	EQUIPMENT OUTLAY	500380	522120	645.00
02/28/2025	PWBDD	49389*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	518100	292.40
02/28/2025	PWBDD	49390*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522310	140.56
				TELEPHONE/COMMUNICATIONS	500225	522410	116.13
				TELEPHONE/COMMUNICATIONS	500225	533110	77.08
				TELEPHONE/COMMUNICATIONS	500225	533210	143.56
				TELEPHONE/COMMUNICATIONS	500225	555510	100.82
				CHECK PWBDD 49390 TOTAL FOR FUND 100:			578.15
02/28/2025	PWBDD	49393*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	24.27
				REPAIR AND MAINTENANCE	500240	518100	2.16
				OPERATING SUPPLIES	500350	518100	3.14
				OPERATING SUPPLIES	500350	533210	17.77
				MAINTENANCE PARTS	500353	533210	8.88
				REPAIR AND MAINTENANCE	500240	555510	34.87
				REPAIR AND MAINTENANCE	500240	555510	16.45
				REPAIR AND MAINTENANCE	500240	555510	15.28
				REPAIR AND MAINTENANCE	500240	555510	10.77
				CHECK PWBDD 49393 TOTAL FOR FUND 100:			133.59
02/28/2025	PWBDD	49394	BOEHLKE BOTTLED GAS CORP.	FUEL INVENTORY	161500	000000	934.74
02/28/2025	PWBDD	49395*#	BRIDGIE PHOA	OTHER EXPENSES	500390	555140	50.00
02/28/2025	PWBDD	49397	CHUCK MOEGENBURG	REPAIR AND MAINTENANCE	500240	518100	120.00
02/28/2025	PWBDD	49400	CRAIG OBRY	AWARDS, SUPPLIES	500343	519200	25.00
02/28/2025	PWBDD	49402	DIGITAL EDGE OF WISCONSIN LLC	CONTINGENCY RESERVE	500990	591000	80.00
02/28/2025	PWBDD	49404	DORSEY'S CAFE AND MARKET	OFFICE SUPPLIES	500310	514200	546.92
02/28/2025	PWBDD	49405	DULTMEIER SALES	MAINTENANCE PARTS	500353	533210	119.43

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Fund: 100 GENERAL FUND							
				MAINTENANCE PARTS	500353	533210	61.73
				MAINTENANCE PARTS	500353	533210	43.85
				CHECK PWBDD 49405 TOTAL FOR FUND 100:			225.01
02/28/2025	PWBDD	49406	ESRI, INC.	OTHER EXPENSES	500390	555510	2,850.00
02/28/2025	PWBDD	49407	FACILITY GATEWAY CORPORATION	REPAIR AND MAINTENANCE	500240	522100	601.01
02/28/2025	PWBDD	49411	GRAFTON ACE HARDWARE	MAINTENANCE PARTS	500353	533210	16.49
02/28/2025	PWBDD	49412	GRAINGER	MAINTENANCE PARTS	500353	533210	68.26
02/28/2025	PWBDD	49413*#	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	145.95
02/28/2025	PWBDD	49415	JACQUELINE E.W.JANZ	PROFESSIONAL SERVICES - JAN AND FEB	500210	555140	68.00
02/28/2025	PWBDD	49416	JOHN M ELLSWORTH CO INC	FUEL SYSTEM MAINTENANCE	500326	533210	546.94
02/28/2025	PWBDD	49417	KIRCHHAYN AUTO PARTS & REC INC	MAINTENANCE PARTS	500353	533210	175.00
02/28/2025	PWBDD	49418	LAKE GENEVA CRUISE LINE	OTHER EXPENSES	500390	555140	248.40
02/28/2025	PWBDD	49419*#	MACQUEEN EQUIPMENT	MAINTENANCE PARTS	500353	533210	228.06
02/28/2025	PWBDD	49423	MID-STATE EQUIPMENT	MAINTENANCE PARTS	500353	533210	167.25
02/28/2025	PWBDD	49424	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	40.87
				MAINTENANCE PARTS	500353	533210	25.16
				MAINTENANCE PARTS	500353	533210	6.80
				CHECK PWBDD 49424 TOTAL FOR FUND 100:			72.83
02/28/2025	PWBDD	49425	NASSCO, INC.	MAINTENANCE SUPPLIES	500340	522100	42.85
02/28/2025	PWBDD	49426*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	533210	52.11
02/28/2025	PWBDD	49427#	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	1,244.60
				EQUIPMENT/SOFTWARE	500380	514700	780.00
				REPAIR AND MAINTENANCE	500240	522110	40.00

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Fund: 100 GENERAL FUND				CHECK PWBDD 49427 TOTAL FOR FUND 100:			2,064.60
02/28/2025	PWBDD	49428	OUT & OUT CATERING	OFFICE SUPPLIES	500310	514200	35.00
02/28/2025	PWBDD	49431	PITNEY BOWES INC	POSTAGE	500315	514100	379.89
02/28/2025	PWBDD	49432	PUBLIC SAFETY EQUIPMENT CO.	REPAIR AND MAINTENANCE	500240	522120	840.00
02/28/2025	PWBDD	49433#	RAY O'HERRON CO., INC.	EQUIPMENT OUTLAY	500380	522110	1,703.45
				EQUIPMENT OUTLAY	500380	522120	180.39
				EQUIPMENT OUTLAY	500380	522120	879.68
				CHECK PWBDD 49433 TOTAL FOR FUND 100:			2,763.52
02/28/2025	PWBDD	49435	SOUTHSIDE TIRECO., INC	MAINTENANCE PARTS	500353	533210	1,693.84
02/28/2025	PWBDD	49438#	UNIFIRST CORPORATION	MAINTENANCE SUPPLIES	500340	522100	107.50
				OPERATING SUPPLIES	500350	533210	80.88
				OPERATING SUPPLIES	500350	533210	79.78
				CHECK PWBDD 49438 TOTAL FOR FUND 100:			268.16
02/28/2025	PWBDD	49439	VMC LLC	PROFESSIONAL SERVICES	500210	533110	3,135.00
02/28/2025	PWBDD	49440*#	WE ENERGIES	NATURAL GAS-0713912926-00011	500224	518100	788.25
				NATURAL GAS-0713912926-00006	500224	518100	1,123.41
				NATURAL GAS-0713912926-00001	500224	518100	1,083.53
				NATURAL GAS-0711276804-00002	500224	522100	2,132.40
				NATURAL GAS-0711276804-00001	500224	522100	14.95
				NATURAL GAS-0713912926-00004	500224	522410	194.56
				NATURAL GAS-0713912926-00009	500224	533210	1,809.04
				NATURAL GAS-0707973696-00001	500224	555510	247.73
				NATURAL GAS-0719886467-00001	500224	555510	305.39
				CHECK PWBDD 49440 TOTAL FOR FUND 100:			7,699.26
03/07/2025	PWBDD	49441	A LYNEIS ELECTRIC LLC	REPAIR AND MAINTENANCE	500240	518100	458.79
03/07/2025	PWBDD	49443*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	518100	4.44
				TELEPHONE/COMMUNICATIONS	500225	522110	101.83

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Fund: 100 GENERAL FUND							
				TELEPHONE/COMMUNICATIONS	500225	533210	4.44
				CHECK PWBDD 49443 TOTAL FOR FUND 100:			110.71
03/07/2025	PWBDD	49444	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522110	599.96
03/07/2025	PWBDD	49446	AUTOMATIC ENTRANCES OF WI., INC	REPAIR AND MAINTENANCE	500240	555510	215.25
03/07/2025	PWBDD	49448	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	500210	515900	3,382.05
03/07/2025	PWBDD	49449#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	35.88
				OPERATING SUPPLIES	500350	533210	26.97
				OPERATING SUPPLIES	500350	533210	114.59
				OPERATING SUPPLIES	500350	533210	10.75
				MAINTENANCE PARTS	500353	533210	24.61
				CHECK PWBDD 49449 TOTAL FOR FUND 100:			212.80
03/07/2025	PWBDD	49450	CALLAHAN BLUM, ERIN	PROFESSIONAL SERVICES - FEB WTRCLR	500210	555140	854.00
03/07/2025	PWBDD	49451	CEDARBURG OVERHEAD DOOR CO.	OPERATING SUPPLIES	500350	533210	615.00
03/07/2025	PWBDD	49452#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	518100	49.99
				TELEPHONE/COMMUNICATIONS	500225	522110	584.00
				CHECK PWBDD 49452 TOTAL FOR FUND 100:			633.99
03/07/2025	PWBDD	49454	CINTAS CORPORATION	OPERATING SUPPLIES	500350	533210	318.99
03/07/2025	PWBDD	49455	CIVIC PLUS LLC	EQUIPMENT/SOFTWARE	500380	514700	5,512.50
03/07/2025	PWBDD	49456	CLEAR GOV INC	EQUIPMENT/SOFTWARE	500380	514700	5,356.00
03/07/2025	PWBDD	49457*#	COMPASS MINERALS AMERICA, INC	SALT	500450	533450	3,419.25
03/07/2025	PWBDD	49458	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	52.38
03/07/2025	PWBDD	49459#	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	185.47
				ELECTIONS LEGAL NOTICES	500321	514200	32.02
				OTHER EXPENSES - RESOURCE GUIDE 2025	500390	555140	219.00
				CHECK PWBDD 49459 TOTAL FOR FUND 100:			436.49

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Fund: 100 GENERAL FUND							
03/07/2025	PWBDD	49460	DIGITAL EDGE OF WISCONSIN LLC	PRINTING-NEWSLETTERS, ETC	500313	522110	79.00
03/07/2025	PWBDD	49461	DULTMEIER SALES	MAINTENANCE PARTS	500353	533210	20.64
03/07/2025	PWBDD	49462	ELIZABETH ROLLAND	PROFESSIONAL SERVICES - 1 FEB CHR YOGA	500210	555140	46.00
				PROFESSIONAL SERVICES - 16 FEB TAICHI	500210	555140	532.00
				CHECK PWBDD 49462 TOTAL FOR FUND 100:			578.00
03/07/2025	PWBDD	49463	EMR, LLC	MAINTENANCE PARTS	500353	533210	1,562.72
03/07/2025	PWBDD	49464	EXCEL DISPOSAL OF WISCONSIN LLC	PUBLIC WORKS FEES	463101	000000	399.04
03/07/2025	PWBDD	49465	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	117.04
				MAINTENANCE PARTS	500353	533210	142.70
				MAINTENANCE PARTS	500353	533210	23.29
				CHECK PWBDD 49465 TOTAL FOR FUND 100:			283.03
03/07/2025	PWBDD	49467	HOME DEPOT CREDIT SERVICES	MAINTENANCE PARTS	500353	533210	21.00
03/07/2025	PWBDD	49470	MACQUEEN EQUIPMENT	MAINTENANCE PARTS	500353	533210	636.26
03/07/2025	PWBDD	49471	MID-STATE EQUIPMENT	MAINTENANCE PARTS	500353	533210	271.60
03/07/2025	PWBDD	49472	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	65.59
03/07/2025	PWBDD	49473	MUNSON INC.	PROFESSIONAL SERVICES	500210	533110	3,571.00
03/07/2025	PWBDD	49474*#	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	27.80
				MAINTENANCE PARTS	500353	533210	73.45
				CHECK PWBDD 49474 TOTAL FOR FUND 100:			101.25
03/07/2025	PWBDD	49476	OLSEN'S PIGGLY WIGGLY	OFFICE SUPPLIES	500310	514200	64.96
03/07/2025	PWBDD	49477#	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	1,209.60
				EQUIPMENT/SOFTWARE	500380	514700	3,951.00
				ATTORNEY/CONSULTANT	500212	522110	35.00
				REPAIR AND MAINTENANCE	500240	522110	953.00
				CHECK PWBDD 49477 TOTAL FOR FUND 100:			6,148.60

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Fund: 100 GENERAL FUND							
03/07/2025	PWBDD	49478	OZAUKEE COUNTY HIGHWAY DEPT	SNOW AND ICE MATERIALS	500450	533450	782.70
03/07/2025	PWBDD	49479#	QUALITY STATE OIL CO., INC.	FUEL INVENTORY	161500	000000	4,771.35
				FUEL INVENTORY	161500	000000	4,391.96
				GAS AND OIL EXPENSE	500351	533210	300.74
				CHECK PWBDD 49479 TOTAL FOR FUND 100:			9,464.05
03/07/2025	PWBDD	49481	RAY O'HERRON CO., INC.	UNIFORMS	500346	522120	402.76
				UNIFORMS	500346	522120	185.30
				CHECK PWBDD 49481 TOTAL FOR FUND 100:			588.06
03/07/2025	PWBDD	49482	RUDIG TROPHIES	AWARDS, SUPPLIES	500343	513100	111.63
03/07/2025	PWBDD	49483#	RUST LOCK, INC	OPERATING SUPPLIES	500350	533311	894.00
				REPAIR AND MAINTENANCE	500240	555510	605.00
				CHECK PWBDD 49483 TOTAL FOR FUND 100:			1,499.00
03/07/2025	PWBDD	49484	SAN-A-CARE, INC.	EQUIPMENT OUTLAY	500380	518100	5,309.83
03/07/2025	PWBDD	49488	STREICHER'S POLICE EQUIPMENT	UNIFORMS	500346	522120	31.00
03/07/2025	PWBDD	49489	SYNCHRONY BANK	DEVELOPERS DEPOSIT-TREE PLNTG	239837	000000	490.99
03/07/2025	PWBDD	49490	TAKAKO WILLDEN	PROFESSIONAL SERVICES - FEB 3 YOGA	500210	555140	138.00
03/07/2025	PWBDD	49491#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	218.22
				OPERATING SUPPLIES	500350	533210	79.78
				CHECK PWBDD 49491 TOTAL FOR FUND 100:			298.00
03/07/2025	PWBDD	49492	WPRA	TRAVEL & TRAINING	500330	555510	10.00
03/14/2025	PWBDD	49496	APWA MEMBERSHIP	PROF PUBLICATIONS AND DUES	500320	533110	879.00
03/14/2025	PWBDD	49499#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	3.15
				OPERATING SUPPLIES	500350	533210	77.11
				MAINTENANCE PARTS	500353	533210	23.23
				REPAIR AND MAINTENANCE	500240	555510	54.79

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Fund: 100 GENERAL FUND							
				CHECK PWBDD 49499 TOTAL FOR FUND 100:			158.28
03/14/2025	PWBDD	49500	BILL SCHNITZER PLUMBING LLC	OPERATING SUPPLIES	500350	533210	391.99
03/14/2025	PWBDD	49502	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 49502 TOTAL FOR FUND 100:			4,252.58
03/14/2025	PWBDD	49503	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	423.15
03/14/2025	PWBDD	49504*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	513100	15.45
				TELEPHONE/COMMUNICATIONS	500225	513200	19.50
				TELEPHONE/COMMUNICATIONS	500225	514100	35.73
				INTERNET	500220	514700	763.61
				TELEPHONE/COMMUNICATIONS	500225	515400	32.21
				TELEPHONE/COMMUNICATIONS	500225	515600	26.40
				TELEPHONE/COMMUNICATIONS	500225	518100	52.96
				TELEPHONE/COMMUNICATIONS	500225	522230	18.98
				TELEPHONE/COMMUNICATIONS	500225	522310	20.00
				INTERNET	500220	522410	149.98
				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	109.98
				INTERNET	500220	555510	107.98
				INTERNET	500220	555510	149.98
				TELEPHONE/COMMUNICATIONS	500225	566310	24.25
				CHECK PWBDD 49504 TOTAL FOR FUND 100:			1,790.49
03/14/2025	PWBDD	49508	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	92.03
				OFFICE SUPPLIES	500310	515600	79.95
				OFFICE SUPPLIES	500310	515600	39.96
				OFFICE SUPPLIES	500310	515600	66.88
				OFFICE SUPPLIES	500310	515600	72.87

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Fund: 100 GENERAL FUND							
				OFFICE SUPPLIES	500310	515600	35.02
				OFFICE SUPPLIES	500310	515600	(79.95)
				OFFICE SUPPLIES	500310	515600	(37.29)
				CHECK PWBDD 49508 TOTAL FOR FUND 100:			269.47
03/14/2025	PWBDD	49509	CONVERGENT SOLUTIONS, INC.	REPAIR AND MAINTENANCE	500240	522110	350.00
03/14/2025	PWBDD	49511	DULTMEIER SALES	MAINTENANCE PARTS	500353	533210	227.19
03/14/2025	PWBDD	49512	FIRST RESPONDERS PSYCHOLOGICAL	ATTORNEY/CONSULTANT	500212	522110	1,800.00
03/14/2025	PWBDD	49513*#	FIVE CORNERS DODGE	GAS AND OIL EXPENSE	500351	522120	96.00
03/14/2025	PWBDD	49515	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	522410	143.96
03/14/2025	PWBDD	49518*#	HOUSEMAN & FEIND, LLP	EXTRAORDINARY SERVICES	500211	516100	1,927.00
				ATTORNEY/CONSULTANT	500212	522110	380.00
				ATTORNEY/CONSULTANT	500212	522110	235.00
				CHECK PWBDD 49518 TOTAL FOR FUND 100:			2,542.00
03/14/2025	PWBDD	49520	KURT SCHOESSOW	MAINTENANCE SUPPLIES	500340	533450	2,768.28
03/14/2025	PWBDD	49522	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	200.95
				MAINTENANCE PARTS	500353	533210	22.46
				MAINTENANCE PARTS	500353	533210	115.23
				MAINTENANCE PARTS	500353	533210	95.16
				MAINTENANCE PARTS	500353	533210	56.75
				CHECK PWBDD 49522 TOTAL FOR FUND 100:			490.55
03/14/2025	PWBDD	49523	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	62.01
03/14/2025	PWBDD	49525	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	80.52
				MAINTENANCE PARTS	500353	533210	51.53
				MAINTENANCE PARTS	500353	533210	54.46
				MAINTENANCE PARTS	500353	533210	109.53
				MAINTENANCE PARTS	500353	533210	114.98
				CHECK PWBDD 49525 TOTAL FOR FUND 100:			411.02

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Fund: 100 GENERAL FUND							
03/14/2025	PWBDD	49527	ONTECH SYSTEMS, INC	EQUIPMENT/SOFTWARE	500380	514700	1,640.00
				EQUIPMENT/SOFTWARE	500380	514700	3,278.00
				CHECK PWBDD 49527 TOTAL FOR FUND 100:			4,918.00
03/14/2025	PWBDD	49530	OWEN'S OFFICE SUPPLIES, INC	OFFICE SUPPLIES	500310	515600	375.00
03/14/2025	PWBDD	49532	QUALITY STATE OIL CO., INC.	GAS AND OIL EXPENSE	500351	533210	229.00
03/14/2025	PWBDD	49533	RAY O'HERRON CO., INC.	UNIFORMS	500346	522120	68.99
03/14/2025	PWBDD	49534	REDISHRED ACQUISITION INC	PROFESSIONAL SERVICES	500210	515600	57.20
03/14/2025	PWBDD	49535	RELIABLE PLUS CARWASH SERVICES,	FUEL SYSTEM MAINTENANCE	500326	533210	505.75
03/14/2025	PWBDD	49536	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	32.88
03/14/2025	PWBDD	49537	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	142.29
03/14/2025	PWBDD	49539	TRUCK COUNTRY OF WISC	MAINTENANCE PARTS	500353	533210	1,425.85
				MAINTENANCE PARTS	500353	533210	(286.88)
				CHECK PWBDD 49539 TOTAL FOR FUND 100:			1,138.97
03/14/2025	PWBDD	49540*#	U.S. CELLULAR	TELEPHONE/COMMUNICATIONS	500225	533210	94.59
				TELEPHONE/COMMUNICATIONS	500225	555510	36.55
				CHECK PWBDD 49540 TOTAL FOR FUND 100:			131.14
03/14/2025	PWBDD	49541	U.S. TREASURY	EQUIPMENT OUTLAY	500380	522120	900.00
03/14/2025	PWBDD	49543*#	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	79.78
03/14/2025	PWBDD	49544	VANTAGE FINANCIAL, LLC	EQUIPMENT OUTLAY	500385	514700	830.00
				EQUIPMENT OUTLAY	500385	514700	830.00
				CHECK PWBDD 49544 TOTAL FOR FUND 100:			1,660.00
03/21/2025	PWBDD	49553*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	518100	291.93
03/21/2025	PWBDD	49554	AURORA HEALTH CARE	PROFESSIONAL SERVICES	500210	522130	25.00

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Fund: 100 GENERAL FUND							
03/21/2025	PWBDD	49561	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	533210	17.92
03/21/2025	PWBDD	49562	BEYER'S HARDWARE	MAINTENANCE PARTS	500353	533210	15.25
03/21/2025	PWBDD	49563	BEYER'S HARDWARE	MAINTENANCE PARTS	500353	533210	23.80
03/21/2025	PWBDD	49564	BEYER'S HARDWARE	MAINTENANCE PARTS	500353	533210	34.09
03/21/2025	PWBDD	49565	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	555510	12.99
03/21/2025	PWBDD	49567	BLAIN'S FARM & FLEET	MAINTENANCE PARTS	500353	533210	78.95
03/21/2025	PWBDD	49568	BLAIN'S FARM & FLEET	REPAIR AND MAINTENANCE	500240	555510	76.74
03/21/2025	PWBDD	49569	BLAIN'S FARM & FLEET	MAINTENANCE PARTS	500353	533210	149.93
03/21/2025	PWBDD	49570	BLAIN'S FARM & FLEET	MAINTENANCE PARTS	500353	533210	23.99
03/21/2025	PWBDD	49571	BRUGGINKS, INC	MAINTENANCE PARTS	500353	533210	81.77
03/21/2025	PWBDD	49572	CARLIN HORTICULTURAL SUPPLIES	EQUIPMENT OUTLAY	500380	555510	398.05
03/21/2025	PWBDD	49574	CEDARBURG LIGHT & WATER	DUE TO LIGHT AND WATER	256200	000000	4,682.00
03/21/2025	PWBDD	49575	CEDARBURG LIGHT & WATER	DUE TO CLW - DELINQ UTILITIES - TAX	256202	000000	218.18
03/21/2025	PWBDD	49576	CHUCK MOEGENBURG	REPAIR AND MAINTENANCE	500240	518100	120.00
03/21/2025	PWBDD	49578	CINTAS CORPORATION	OPERATING SUPPLIES	500350	533210	246.59
03/21/2025	PWBDD	49579	COMMUNITY UNITED METHODIST CHURCH	OTHER EXPENSES - APRIL SPACE FOR FIT	500390	555140	150.00
03/21/2025	PWBDD	49582	DISCOVERY COACH	OTHER EXPENSES - BUS FOR MSO APRIL	500390	555140	850.00
03/21/2025	PWBDD	49584	DPI SUPPLY,INC	OFFICE SUPPLIES	500310	515600	84.88
03/21/2025	PWBDD	49585	EGELHOFF LAWNMOWER SERVICE	MAINTENANCE PARTS	500353	533210	29.40
03/21/2025	PWBDD	49589	FORWARD TS	EQUIPMENT OUTLAY	500385	514700	14.00
03/21/2025	PWBDD	49592	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	518100	15.28
03/21/2025	PWBDD	49593	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	555510	156.16
03/21/2025	PWBDD	49595	GUETZKE & ASSOCIATES, INC.	REPAIR AND MAINTENANCE	500240	522100	325.00

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Fund: 100 GENERAL FUND							
03/21/2025	PWBDD	49598	GUETZKE & ASSOCIATES, INC.	PROFESSIONAL SERVICES	500210	533210	325.00
03/21/2025	PWBDD	49599	GUETZKE & ASSOCIATES, INC.	REPAIR AND MAINTENANCE	500240	518100	325.00
03/21/2025	PWBDD	49601	JANI-KING OF MILWAUKEE	OPERATING SUPPLIES	500350	533210	422.73
03/21/2025	PWBDD	49603	JFTCO, INC	MAINTENANCE PARTS	500353	533210	324.00
03/21/2025	PWBDD	49604	JM BRENNAN, INC.	REPAIR AND MAINTENANCE	500240	518100	270.00
03/21/2025	PWBDD	49605	JM BRENNAN, INC.	REPAIR AND MAINTENANCE	500240	518100	405.00
03/21/2025	PWBDD	49606	JM BRENNAN, INC.	REPAIR AND MAINTENANCE	500240	518100	270.00
03/21/2025	PWBDD	49607	JOE GRUTSMIEDL	PUBLIC WORKS FEES	463101	000000	15.00
03/21/2025	PWBDD	49608	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	315.00
03/21/2025	PWBDD	49610	KURT SCHOESSOW	MAINTENANCE PARTS	500353	533210	74.53
03/21/2025	PWBDD	49612	MILWAUKEE SYMPHONY ORCHESTRA	OTHER EXPENSES - MSO TICKETS 4.4.25	500390	555140	900.00
03/21/2025	PWBDD	49614	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	3.88
03/21/2025	PWBDD	49615	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	61.89
03/21/2025	PWBDD	49616	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	5.60
03/21/2025	PWBDD	49617	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	51.39
03/21/2025	PWBDD	49619	ODP BUSINESS SOLUTIONS,LLC	OFFICE SUPPLIES	500310	522110	55.44
03/21/2025	PWBDD	49620	ODP BUSINESS SOLUTIONS,LLC	MAINTENANCE SUPPLIES	500340	522100	106.17
03/21/2025	PWBDD	49621	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	669.20
03/21/2025	PWBDD	49622	ONTECH SYSTEMS, INC	REPAIR AND MAINTENANCE	500240	522110	40.00
03/21/2025	PWBDD	49623	OSI ENVIRONMENTAL, INC.	PUBLIC WORKS FEES	463101	000000	90.00
03/21/2025	PWBDD	49624	OWEN'S OFFICE SUPPLIES, INC	PRINTING-NEWSLETTERS, ETC - 1CASE NWLTR	500313	555140	103.21
03/21/2025	PWBDD	49625	RICOH USA, INC.	OFFICE SUPPLIES	500310	522110	58.98
03/21/2025	PWBDD	49626	RICOH USA, INC.	OFFICE SUPPLIES	500310	522110	66.78

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Fund: 100 GENERAL FUND							
03/21/2025	PWBDD	49629	TRANSUNION RISK AND ALTERNATIVE	OFFICE SUPPLIES	500310	522130	96.60
03/21/2025	PWBDD	49630	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	84.48
03/21/2025	PWBDD	49632	WISCONSIN DEPT OF JUSTICE	TELEPHONE/COMMUNICATIONS	500225	522110	161.00
03/21/2025	PWBDD	49633#	WM CORPORATE SERVICES, INC	MAINT/CONTRACTED SERVICES	500290	533710	49,000.00
				MAINT/CONTRACTED SERVICES	500290	533730	22,296.50
				CHECK PWBDD 49633 TOTAL FOR FUND 100:			71,296.50
				Total for fund 100 GENERAL FUND			203,261.59
Fund: 200 CEMETERY FUND							
03/21/2025	PWBDD	49594	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	544210	97.15
03/21/2025	PWBDD	49600	JAMES S BENTON	CEMETERY PROPERTY SALES	465500	000000	400.00
				Total for fund 200 CEMETERY FUND			497.15
Fund: 220 RECREATION PROGRAMS FUND							
02/28/2025	PWBDD	49401	DANCE SPORT STUDIOS OF CEDARBURG	POMS EXPENSES	500394	555390	65.00
02/28/2025	PWBDD	49434	REBECCA STRINGER	SUMMER SOCCER	467329	000000	55.00
02/28/2025	PWBDD	49436	THE BOW TOUR	POMS EXPENSES	500394	555390	180.00
03/07/2025	PWBDD	49487	SOLAR RECREATION	SOLAR RECREATION	500356	555390	785.68
03/14/2025	PWBDD	49504*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555390	33.75
03/14/2025	PWBDD	49510	DIGITAL EDGE OF WISCONSIN LLC	POMS EXPENSES	500394	555390	47.00
				POMS EXPENSES	500394	555390	20.00
				CHECK PWBDD 49510 TOTAL FOR FUND 220:			67.00
03/14/2025	PWBDD	49529	OUT & OUT CATERING	POMS EXPENSES	500394	555390	1,631.34
03/21/2025	PWBDD	49581	DIGITAL EDGE OF WISCONSIN LLC	RECREATION BROCHURE EXPENSES	500309	555390	2,293.00
03/21/2025	PWBDD	49590	FUNTACTICS SOCCER CAMP	MAINT/CONTRACTED SERVICES	500290	555390	1,917.39
03/21/2025	PWBDD	49628	RUDIG TROPHIES	SUPPLIES AND EXPENSES	500347	555390	1,458.00
144 of 157				Total for fund 220 RECREATION PROGRAMS FUND			8,486.16

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Fund: 231 AMERICAN RESCUE PLAN ACT							
02/28/2025	PWBDD	49408	FIX INVESTMENTS, LLC	GRANT EXPENDITURES	500331	566721	6,000.00
03/21/2025	PWBDD	49586	EHLERS AND ASSOCIATES	GRANT EXPENDITURES	500331	566721	1,500.00
03/21/2025	PWBDD	49587	EHLERS AND ASSOCIATES	GRANT EXPENDITURES	500331	566721	2,000.00
Total for fund 231 AMERICAN RESCUE PLAN ACT							9,500.00
Fund: 232 DONATIONS							
02/28/2025	PWBDD	49420	MASTER PRINTWEAR	K-9 UNIT EXPENSE	500352	522120	1,243.55
03/21/2025	PWBDD	49580	COUNTRY AIRE KENNELS	K-9 UNIT EXPENSE	500352	522120	140.00
Total for fund 232 DONATIONS							1,383.55
Fund: 240 SWIMMING POOL FUND							
02/28/2025	PWBDD	49440*#	WE ENERGIES	NATURAL GAS-0719900042-00001	500224	555320	26.35
				NATURAL GAS-0716746085-00001	500224	555320	10.23
CHECK PWBDD 49440 TOTAL FOR FUND 240:							36.58
03/14/2025	PWBDD	49504*#	CHARTER COMMUNICATIONS	INTERNET	500220	555320	229.98
				TELEPHONE/COMMUNICATIONS	500225	555320	33.06
CHECK PWBDD 49504 TOTAL FOR FUND 240:							263.04
03/21/2025	PWBDD	49631	VILLAGE OF FOX POINT	EQUIPMENT OUTLAY	500380	555320	1,000.00
Total for fund 240 SWIMMING POOL FUND							1,299.62
Fund: 260 LIBRARY FUND							
02/28/2025	PWBDD	49385	A TO Z REFRIGERATION & HVAC, I	MAINT/CONTRACTED SERVICES	500290	555110	773.46
02/28/2025	PWBDD	49389*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	555110	384.84
02/28/2025	PWBDD	49391	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	82.59
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	213.43
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	358.72
				DONATION EXPENDITURES	500322	555110	118.00
CHECK PWBDD 49391 TOTAL FOR FUND 260:							772.74
02/28/2025	PWBDD	49395*#	BRIDGIE PHOA	DONATION EXPENDITURES	500322	555110	86.02

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Fund: 260 LIBRARY FUND							
02/28/2025	PWBDD	49398*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	555110	233.28
02/28/2025	PWBDD	49440*#	WE ENERGIES	NATURAL GAS-0714144119-00001	500224	555110	1,475.46
03/07/2025	PWBDD	49443*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	555110	4.42
03/07/2025	PWBDD	49447	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	260.64
				DONATION EXPENDITURES	500322	555110	20.00
				CHECK PWBDD 49447 TOTAL FOR FUND 260:			280.64
03/07/2025	PWBDD	49468	JAMES IMAGING SYSTEMS, INC.	COMPUTER/COPIER SUPPLIES	500312	555110	334.55
03/14/2025	PWBDD	49495	AMAZON CAPITOL SERVICES	PROGRAM SUPPLIES	500308	555110	350.93
				OFFICE SUPPLIES	500310	555110	50.95
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	92.60
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	20.99
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	31.92
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	44.90
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	(14.76)
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	(8.74)
				DONATION EXPENDITURES	500322	555110	50.94
				CHECK PWBDD 49495 TOTAL FOR FUND 260:			619.73
03/14/2025	PWBDD	49497	AUTOMATIC ENTRANCES OF WI., INC	MAINT/CONTRACTED SERVICES	500290	555110	460.00
03/14/2025	PWBDD	49498	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	53.86
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	271.18
				DONATION EXPENDITURES	500322	555110	100.00
				CHECK PWBDD 49498 TOTAL FOR FUND 260:			425.04
03/14/2025	PWBDD	49504*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	555110	204.97
03/14/2025	PWBDD	49505*#	CINTAS CORPORATION	OPERATING SUPPLIES	500350	555110	233.28

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Fund: 260 LIBRARY FUND							
03/14/2025	PWBDD	49519	iREAD	DONATION EXPENDITURES	500322	555110	396.14
03/14/2025	PWBDD	49521	LAWNSCAPERS, INC	MAINT/CONTRACTED SERVICES	500290	555110	1,521.25
03/14/2025	PWBDD	49528	ORKIN COMMERCIAL SERVICES	MAINT/CONTRACTED SERVICES	500290	555110	114.00
03/14/2025	PWBDD	49531	PLAYAWAY PRODUCTS LLC	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	523.40
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	59.99
				CHECK PWBDD 49531 TOTAL FOR FUND 260:			583.39
03/21/2025	PWBDD	49547	AMAZON CAPITOL SERVICES	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	10.00
03/21/2025	PWBDD	49548	AMAZON CAPITOL SERVICES	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	550.36
03/21/2025	PWBDD	49549	AMAZON CAPITOL SERVICES	DONATION EXPENDITURES	500322	555110	31.54
03/21/2025	PWBDD	49550	AMAZON CAPITOL SERVICES	DONATION EXPENDITURES	500322	555110	56.32
03/21/2025	PWBDD	49551	AMAZON CAPITOL SERVICES	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	210.09
03/21/2025	PWBDD	49552	AMAZON CAPITOL SERVICES	OFFICE SUPPLIES	500310	555110	7.99
03/21/2025	PWBDD	49553*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	555110	384.22
03/21/2025	PWBDD	49556	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	268.56
03/21/2025	PWBDD	49557	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	469.91
03/21/2025	PWBDD	49558	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	473.01
03/21/2025	PWBDD	49559	BAKER & TAYLOR BOOKS	DONATION EXPENDITURES	500322	555110	86.17
03/21/2025	PWBDD	49560	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	86.19
03/21/2025	PWBDD	49596	GUETZKE & ASSOCIATES, INC.	MAINT/CONTRACTED SERVICES	500290	555110	325.00
03/21/2025	PWBDD	49602	JANI-KING OF MILWAUKEE	MAINT/CONTRACTED SERVICES	500290	555110	1,010.17
Total for fund 260 LIBRARY FUND							12,872.74
Fund: 270 FIRE DEPT & EMS							
02/28/2025	PWBDD	49386	AIRGAS USA LLC	EMS SUPPLIES AND EXPENSES	500347	522500	244.33

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Fund: 270 FIRE DEPT & EMS							
02/28/2025	PWBDD	49389*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	522500	185.67
02/28/2025	PWBDD	49390*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522500	637.01
02/28/2025	PWBDD	49392	BATZNER PEST CONTROL	MAINT/CONTRACTED SERVICES	500290	522500	71.39
02/28/2025	PWBDD	49396	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522500	354.76
02/28/2025	PWBDD	49403	DINGES FIRE COMPANY	FIREFIGHTING EQUIPMENT	500380	522500	285.71
02/28/2025	PWBDD	49409	GALLS, LLC	UNIFORMS	500346	522500	95.31
				UNIFORMS	500346	522500	94.63
				UNIFORMS	500346	522500	70.96
				CHECK PWBDD 49409 TOTAL FOR FUND 270:			260.90
02/28/2025	PWBDD	49413*#	IBS OF SOUTHEASTERN WISCONSIN	REPAIR AND MAINTENANCE	500240	522500	312.90
02/28/2025	PWBDD	49419*#	MACQUEEN EQUIPMENT	FIREFIGHTING EQUIPMENT	500380	522500	371.23
02/28/2025	PWBDD	49430	PEPSI-COLA	OPERATING SUPPLIES	500350	522500	246.83
02/28/2025	PWBDD	49440*#	WE ENERGIES	NATURAL GAS 0713912926-00008	500224	522500	965.00
				NATURAL GAS 0713912926-00003	500224	522500	1,669.14
				CHECK PWBDD 49440 TOTAL FOR FUND 270:			2,634.14
03/07/2025	PWBDD	49442	ASCENSION WI EMP SOLUTIONS	OPERATING SUPPLIES	500350	522500	206.00
03/07/2025	PWBDD	49443*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	522500	4.44
03/07/2025	PWBDD	49466	GALLS, LLC	UNIFORMS	500346	522500	68.17
				UNIFORMS	500346	522500	77.80
				CHECK PWBDD 49466 TOTAL FOR FUND 270:			145.97
03/14/2025	PWBDD	49493	ADVENT APPLIANCE REPAIR SERVICE	OPERATING SUPPLIES	500350	522500	314.31
03/14/2025	PWBDD	49494	AIRGAS USA LLC	EMS SUPPLIES AND EXPENSES	500347	522500	163.62

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Fund: 270 FIRE DEPT & EMS							
03/14/2025	PWBDD	49501	BOUND TREE MEDICAL, LLC	EMS SUPPLIES AND EXPENSES	500347	522500	1,036.78
03/14/2025	PWBDD	49504*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522500	229.61
03/14/2025	PWBDD	49513*#	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522500	117.12
03/14/2025	PWBDD	49514	GALLS, LLC	UNIFORMS	500346	522500	84.32
03/14/2025	PWBDD	49516	GRUBE'S THIENSVILLE STANDARD, INC	TRAVEL & TRAINING	500330	522500	186.30
03/14/2025	PWBDD	49526	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	47.08
03/14/2025	PWBDD	49538	TOMASO'S	OPERATING SUPPLIES	500350	522500	93.50
03/14/2025	PWBDD	49540*#	U.S. CELLULAR	TELEPHONE/COMMUNICATIONS	500225	522500	15.45
03/14/2025	PWBDD	49543*#	UNIFIRST CORPORATION	MAINT/CONTRACTED SERVICES	500290	522500	135.93
03/14/2025	PWBDD	49545	WISCONSIN KENWORTH-MILWLAUKEE	REPAIR AND MAINTENANCE	500240	522500	1,410.43
03/21/2025	PWBDD	49553*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	522500	185.20
03/21/2025	PWBDD	49566	BLAIN'S FARM & FLEET	OPERATING SUPPLIES	500350	522500	89.99
03/21/2025	PWBDD	49591	GENERAL COMMUNICATIONS INC	REPAIR AND MAINTENANCE	500240	522500	61.00
03/21/2025	PWBDD	49597	GUETZKE & ASSOCIATES, INC.	MAINT/CONTRACTED SERVICES	500290	522500	325.00
03/21/2025	PWBDD	49609	JOIN THE FIRE SERVICE LLC	MARKETING	500223	522500	429.00
03/21/2025	PWBDD	49627	RICOH USA, INC.	MAINT/CONTRACTED SERVICES	500290	522500	42.97
03/21/2025	PWBDD	49634	WPP LLC	OPERATING SUPPLIES	500350	522500	493.20
03/21/2025	PWBDD	49636	ZOLL MEDICAL CORPORATION	EMS SUPPLIES AND EXPENSES	500347	522500	1,104.46
03/21/2025	PWBDD	49637	ZOLL MEDICAL CORPORATION	EMS SUPPLIES AND EXPENSES	500347	522500	553.50
Total for fund 270 FIRE DEPT & EMS							13,080.05
Fund: 280 PUBLIC SAFETY IMPACT FEES							
03/21/2025	PWBDD	49588	FGM ARCHITECTS INC	PROFESSIONAL SERVICES	500210	522140	17,456.95

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Fund: 280 PUBLIC SAFETY IMPACT FEES							
				Total for fund 280 PUBLIC SAFETY IMPACT FEES			17,456.95
Fund: 350 TIF DISTRICT FUND #4							
03/14/2025	PWBDD	49518*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	1,081.00
				Total for fund 350 TIF DISTRICT FUND #4			1,081.00
Fund: 353 TIF DISTRICT #6							
03/14/2025	PWBDD	49518*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	1,081.00
				Total for fund 353 TIF DISTRICT #6			1,081.00
Fund: 400 CAPITAL IMPROVEMENTS FUND							
02/28/2025	PWBDD	49410	GENERAL COMMUNICATIONS INC	VEHICLE REPLACEMENTS	500811	522120	500.00
03/07/2025	PWBDD	49457*#	COMPASS MINERALS AMERICA, INC	SALT	500854	533311	20,000.00
03/07/2025	PWBDD	49480	RAMBOLL AMERICAS ENGINEERING	PROCHNOW	500841	533750	2,378.45
03/14/2025	PWBDD	49507	CITY OF CEDARBURG	CITY HALL IMPROVEMENTS	500806	518100	5,980.33
03/14/2025	PWBDD	49518*#	HOUSEMAN & FEIND, LLP	PROCHNOW	500841	533750	94.00
				Total for fund 400 CAPITAL IMPROVEMENTS FUND			28,952.78
Fund: 601 WATER RECYCLING CENTER							
02/28/2025	PWBDD	49389*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	573825	342.56
02/28/2025	PWBDD	49390*#	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	573825	99.52
02/28/2025	PWBDD	49393*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	12.57
02/28/2025	PWBDD	49398*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	137.58
02/28/2025	PWBDD	49399	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	37.69
02/28/2025	PWBDD	49414	INFOSEND, INC.	OTHER EXPENSES	500390	573850	50.17
				OTHER EXPENSES	500390	573850	82.89
				CHECK PWBDD 49414 TOTAL FOR FUND 601:			133.06

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Fund: 601 WATER RECYCLING CENTER							
02/28/2025	PWBDD	49421	MEAD & HUNT INC.	WRC ADAPTIVE MANAGEMENT	500383	573835	6,528.77
02/28/2025	PWBDD	49426*#	OLSEN'S PIGGLY WIGGLY	LAB SUPPLIES	500370	573825	38.78
02/28/2025	PWBDD	49429	PACE ANALYTICAL SERVICES, LLC	LAB SUPPLIES	500370	573825	75.00
02/28/2025	PWBDD	49440*#	WE ENERGIES	ELECTRIC 1838 PIONEER 0711836389-00004	500222	573825	45.97
				ELECTRIC 0713912926-00014	500222	573825	14.71
				NATURAL GAS-0712590709-00001	500224	573825	549.16
				NATURAL GAS-0713182701-00001	500224	573825	182.57
				MAINTENANCE SUPPLIES-0713912926-00002	500340	573840	16.22
				MAINTENANCE SUPPLIES-0711836389-00001	500340	573840	14.71
				MAINTENANCE SUPPLIES-0713912926-00012	500340	573840	19.25
				MAINTENANCE SUPPLIES-0713912926-00005	500340	573840	70.44
				MAINTENANCE SUPPLIES-0713912926-00007	500340	573840	12.17
				MAINTENANCE SUPPLIES-0713912926-00010	500340	573840	10.83
				CHECK PWBDD 49440 TOTAL FOR FUND 601:			936.03
03/07/2025	PWBDD	49443*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	573825	4.44
03/07/2025	PWBDD	49445	AURORA HEALTH CARE	OTHER EXPENSES	500390	573850	50.00
03/07/2025	PWBDD	49453	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	137.58
				SAFETY EQUIPMENT	500372	573825	137.58
				CHECK PWBDD 49453 TOTAL FOR FUND 601:			275.16
03/07/2025	PWBDD	49469	LENZ ELECTRIC MOTOR REPAIR	MAINTENANCE SUPPLIES	500340	573840	713.15
03/07/2025	PWBDD	49474*#	NAPA AUTO PARTS	REPAIR AND MAINTENANCE	500240	573845	55.05
03/07/2025	PWBDD	49475	NORTH CENTRAL LABORATORIES	LAB SUPPLIES	500370	573825	1,094.62
03/07/2025	PWBDD	49485	SCADATEC	COMPUTER/COPIER SUPPLIES	500312	573825	300.00
03/07/2025	PWBDD	49486	SNAP-ON INDUSTRIAL	MAINTENANCE SUPPLIES	500340	573830	197.38
03/14/2025	PWBDD	49504*#	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	573825	55.25

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Fund: 601 WATER RECYCLING CENTER				TELEPHONE/COMMUNICATIONS	500225	573825	149.98
				CHECK PWBDD 49504 TOTAL FOR FUND 601:			<u>205.23</u>
03/14/2025	PWBDD	49505*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	140.39
03/14/2025	PWBDD	49506	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	243.65
03/14/2025	PWBDD	49517	HAWKINS , INC.	COAGULANTS	500371	573825	10,897.02
03/14/2025	PWBDD	49524	MUNICIPAL ENVIRONMENTAL GROUP	PROFESSIONAL SERVICES	500210	573850	1,276.00
03/14/2025	PWBDD	49540*#	U.S. CELLULAR	TELEPHONE/COMMUNICATIONS	500225	573825	52.25
03/14/2025	PWBDD	49546	WISCONSIN STATE LAB OF HYGIENE	LAB SUPPLIES	500370	573825	82.00
03/21/2025	PWBDD	49553*#	AT&T	TELEPHONE/COMMUNICATIONS	500225	573825	276.93
03/21/2025	PWBDD	49555	BADGER STATE WASTE, LLC	SLUDGE HAULING	500294	573825	23,502.00
03/21/2025	PWBDD	49573	CEDARBURG LIGHT & WATER	L&W BILLING	500216	573850	46,479.42
03/21/2025	PWBDD	49577	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	140.39
03/21/2025	PWBDD	49583	DONOHUE & ASSOCIATES, INC	ENGINEERING SERVICES	182331	000000	55,075.00
03/21/2025	PWBDD	49611	MEAD & HUNT INC.	YEAR #4 OF ADAPTIVE MANAGEMENT	500383	573835	2,314.50
03/21/2025	PWBDD	49613	MULCAHY SHAW WATER, INC.	MAINTENANCE SUPPLIES	500340	573830	471.50
03/21/2025	PWBDD	49618	NOLANVISION LLC	CONTINGENCY RESERVE	500990	573855	300.00
03/21/2025	PWBDD	49635	XYLEM WATER SOLUTIONS	MAINTENANCE SUPPLIES	500340	573830	1,789.20
				Total for fund 601 WATER RECYCLING CENTER			154,276.84
Fund: 700 RISK MANAGEMENT FUND							
02/28/2025	PWBDD	49422	MICHAEL MILLER	INSURANCE CLAIMS 2025	500556	519400	63.23
02/28/2025	PWBDD	49437	THOMAS PECUS	INSURANCE CLAIMS 2025	500556	519400	100.00
03/14/2025	PWBDD	49542	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT COMPENSATION	500393	519400	661.38
				Total for fund 700 RISK MANAGEMENT FUND			824.61
152 of 157				TOTAL - ALL FUNDS			454,054.04

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

CITY OF CEDARBURG TRANSFER LIST

3/8/25-3/31/25

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
3/8/2025	\$2,861.95	ADP-tax reporting, W-2's
3/10/2025	\$63.57	EDPS-fees
3/10/2025	\$1,500.00	Pitney Bowes-postage
3/13/2025	\$1,002.00	Aflac-February premiums
3/17/2025	\$19,805.32	Elan-February statement
3/17/2025	\$750.00	Wisconsin Dept of Revenue-annual TID fees
3/21/2025	\$281,000.00	PWSB Payroll
3/21/2025	\$1,056.81	Mission Square-contributions for 3/2/25-3/15/25
3/21/2025	\$5,060.00	North Shore Bank-contributions for 3/2/25-3/15/25
3/21/2025	\$622.11	State of Wisconsin-child support for 3/2/25-3/15/25
3/21/2025	\$974.86	Wis Deferred Comp-contributions for 3/2/25-3/15/25
3/21/2025	\$550.00	Police Association-dues for 3/2/25-3/15/25
3/21/2025	\$160,085.66	ETF-April health insurance premiums
3/25/2025	\$620.02	State of Wisconsin-1st qtr sales tax
3/25/2025	\$6,332.98	ADP-invoices
3/26/2025	\$2,500.54	Minnesota Life-April premiums
3/31/2025	<u>\$113,152.50</u>	ETF-February WRS remittance
	\$597,938.32	

PWSB PAYROLL CHECKING ACCOUNT

3/21/2025	\$198,262.99	Payroll for 3/2/25-3/15/25
3/21/2025	<u>\$82,433.55</u>	Payroll taxes for 3/2/25-3/15/25
	\$280,696.54	



City of Cedarburg

City Administrator's Report

March 17, 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.

Clerk– The Spring Election is April 1st. Early voting is March 18th-28th at City Hall.

Senior– The Senior Center is leasing space at Community Methodist Church for fitness classes and it is working out very well.

Parks & Rec– The department is researching recreation software for implementation in 2026.

Library– LED lights have been installed. Grant money was received for continuing education and will be used to send staff to conferences.

Building Inspection– Stone Lake has pulled permits and has started one foundation. The gym façade project is moving along.

Police– The three officers in the Academy are doing well.

Water Recycling Center– The ditch project will begin the first week in April.

Respectfully submitted,

Mikko Hilvo

CITY OF CEDARBURG

PROCLAMATION

WHEREAS, the City of Cedarburg is known for its rich history, charming architecture, and commitment to preserving its unique heritage; and

WHEREAS, a dedicated group of citizens has generously contributed their time, expertise, and resources to restoring and maintaining the historic buildings that define the character and beauty of our city; and

WHEREAS, through their unwavering efforts, these preservationists have not only safeguarded Cedarburg's architectural legacy but have also fostered a vibrant downtown, strengthened our local economy, and enhanced the quality of life for residents and visitors alike; and

WHEREAS, their work ensures that future generations will continue to experience and appreciate the cultural and historical significance of our beloved city; and

WHEREAS, the City of Cedarburg expresses its deepest gratitude to these individuals and organizations whose vision and dedication have made our historic community a source of pride and inspiration;

NOW, THEREFORE, I, Patricia Thome, Mayor of the City of Cedarburg, do hereby recognize and honor the extraordinary contributions of these preservationists and proclaim Tuesday, April 8, 2025 as:

A Day of Recognition and Appreciation for the Cedarburg Preservationists: Restoring the Historic Charm of Our Beautiful City

in the City of Cedarburg. I encourage all residents to celebrate the beauty and heritage of our historic landmarks and to continue supporting efforts to preserve Cedarburg's rich history for generations to come.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Cedarburg to be affixed this 8th Day of April, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

**City of Cedarburg, Wisconsin
Proclamation Recognizing
Education and Sharing Day**

The basis for the continuity of any society is education, and in the City of Cedarburg, WI, the education of our youth is a priority. To achieve its highest goals, education must not only impart knowledge but also teach students how to live, forming and strengthening their moral character to build a better life for themselves as individuals and for society as a whole. It must also impart moral and ethical values that have been the bedrock of civilization since its dawn.

A global spiritual leader and leading advocate for the advancement of education, the Rebbe, Rabbi Menachem M. Schneerson, of righteous memory, stressed that a moral and ethical education empowers every individual to develop their full potential in making the world a better place. Such an education nurtures unity among diverse peoples by encouraging increased acts of goodness and kindness, instilling the awareness that even a single positive act can change the world and usher in an era of global peace.

April 9, 2025, marks 123 years since the Rebbe's birth, as well as the 75th anniversary of his leadership of the Chabad-Lubavitch movement. "Chabad" is an acronym of three Hebrew words for "wisdom, understanding, and knowledge." The name "Lubavitch" comes from the city that served as the movement's headquarters for over a century and means "city of love." Of all the ethical values that inform civilization, none is more important than love—love of wisdom, love of our fellow man, and love of our Creator. These values have guided the Chabad-Lubavitch movement throughout its history and embody education at its best. It is our duty to pass this precious heritage on to all young Americans.

"Education & Sharing Day" is observed annually on the Rebbe's birthday in recognition of his outstanding and lasting contributions to education, morality, and acts of charity worldwide. This day serves as a reminder of our responsibility to ensure our youth have the foundation necessary to lead lives rich in purpose and fulfillment through service and good works. The 123rd anniversary of the Rebbe's birth caps a year in which thousands of new institutions and initiatives have been launched worldwide in tribute to this celebration.

NOW, THEREFORE, I, Patricia Thome, Mayor of the City of Cedarburg, WI, do hereby proclaim Wednesday, April 9, 2025, as EDUCATION AND SHARING DAY in the City of Cedarburg, WI, and call upon government officials, educators, volunteers, and citizens to reach out within their communities to create a better, brighter, and more hopeful future for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Cedarburg, WI, to be affixed at City Hall this ninth day of April in the year two thousand and twenty-five.

Dated this 31st day of March, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk