

**CITY OF CEDARBURG
A MEETING OF THE COMMON COUNCIL
MONDAY, MARCH 10, 2025 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, March 10, 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/82952804653>

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, Kevin Curley, Kristin Burkart, Mark Mueller, Melissa Bitter, and Robert Simpson

Excused - Council Member Kristian Lindo
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 of the Key to the City to Jerry and Alice Voigt
8. NEW BUSINESS
 - A. Discussion and possible action on Resolution No. 2025-04 revising the 2025 Fee Schedule*
 - B. Discussion and possible action on revised Financial Policy FC-10 – Fund Balance Policy*
 - C. Discussion and possible action on award of professional services contract with Cedar Corporation for Pleasant Valley Landfill Groundwater Monitoring*
 - D. Discussion and possible action on bids received for the 2025 Street and Utility construction contract*

- E. Discussion and possible action on a Request from the Greater Cedarburg Foundation for a One-Day Community Celebration Event*
- F. Discussion and possible action on Ordinance No. 2025-12, 2025-13 and 2025-14 revising the rules on amplified music*
- G Discussion and possible action on enhancing the City Website*

9. CONSENT AGENDA

- A. Discussion and possible action on approval of February 24, 2025 Council Meeting Minutes*
- B. Discussion and possible action on payment of bills dated 02/18/2025 through 02/28/2025, transfers from 02/22/2025 through 03/07/2025, and payroll from 02/16/2025 through 03/01/2025*

10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. City Administrator's Report*

11. COMMUNICATIONS

- A. Comments and suggestions from Council Members**
- B. Mayor's Report

12. 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

03/06/25 tas

PROCLAMATION

PRESENTATION OF THE KEY TO THE CITY FOR MERITORIOUS CIVIC SERVICE TO JERRY AND ALICE VOIGT

WHEREAS, Jerry and Alice Voigt have dedicated their lives to education, leadership, and community service, serving as exemplary role models for both youth and adults throughout our greater Cedarburg community; and

WHEREAS, Jerry and Alice Voigt are in their 19th year of managing the Rivoli Theatre, a beloved community landmark, demonstrating exceptional stewardship by coordinating hundreds of volunteers and a small, devoted staff to ensure that this cherished institution continues to thrive and serve the people of Cedarburg; and

WHEREAS, through their unwavering dedication, the Rivoli Theatre remains a vital part of Cedarburg's cultural identity, providing shared entertainment experiences that unite residents from all walks of life; and

WHEREAS, Jerry Voigt exhibited extraordinary civic leadership fostering a strong and collaborative relationship with the City of Cedarburg during his many years as the Town of Cedarburg Board Chairman; and

WHEREAS, with Alice's steadfast support, Jerry Voigt has further contributed to the community through his service on the boards of the Greater Cedarburg Foundation, Ozaukee County Jail Literacy, as well as co-chairing the Cedarburg Pool Fundraiser, each of which had a lasting and positive impact on the city; and

WHEREAS, Jerry and Alice Voigt have made Cedarburg their lifelong home, raising their family here and remaining actively engaged in the community for decades; and

WHEREAS, the City of Cedarburg recognizes and deeply appreciates the extraordinary contributions of Jerry and Alice Voigt, whose tireless dedication, leadership, and passion for their community have made a profound and lasting impact on all who call Cedarburg home.

NOW, THEREFORE, I, Patricia Thome, Mayor of the City of Cedarburg, do hereby present the **Key to the City to Jerry and Alice Voigt** in recognition of their **Meritorious Civic Service**, commitment to the preservation of our historic Rivoli Theatre, and their unwavering dedication to enriching the lives of Cedarburg residents of all ages.

Given under my hand and the Seal of the City of Cedarburg, this 10th day of March 2025.



Patricia Thome, Mayor

CITY OF CEDARBURG

MEETING DATE: March 10, 2025

ITEM NO: 8.A.

TITLE: Discussion and possible action on Resolution No. 2025-04 revising the 2025 Fee Schedule

ISSUE SUMMARY: The Cedarburg Fire Department conducts an annual review of ambulance transport rates in collaboration with its billing company, comparing rates with similar departments in the region. In 2024, no rate adjustments were made. However, following the 2025 review, the Fire Department recommends the following rate increases:

- **Resident Rates:**
 - Basic Life Support (BLS): Increase of \$100.00
 - Advanced Life Support (ALS): Increase of \$100.00
- **Non-Resident Rates:**
 - Basic Life Support (BLS): Increase of \$200.00
 - Advanced Life Support (ALS): Increase of \$100.00

Additionally, the Fire Department proposes the introduction of a **\$35.00 per-student fee** for CPR classes. This fee will cover instructional materials, CPR certification cards, and instructor wages.

STAFF RECOMMENDATION: Approval recommended by Fire Chief Jeff Vahsholtz.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT: Positive Impact. Recovering increased operational costs.

ATTACHMENTS: Fee Schedule, Resolution No. 2025-04

INITIATED/REQUESTED BY: Fire Chief Jeff Vahsholtz

FOR MORE INFORMATION, CONTACT: Fire Chief Jeff Vahsholtz

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	

**CITY OF CEDARBURG
RESOLUTION NO. 2025-04**

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 10th day of March, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

CITY OF CEDARBURG

MEETING DATE: March 10, 2025

ITEM NO: 8.B.

TITLE: Discussion and Possible Adoption of Revised Financial Policies: FC 10 – Fund Balance Policy

ISSUE SUMMARY: The City's Finance Committee has reviewed and updated the Fund Balance Policy (FC-10) to ensure alignment with current financial best practices and compliance with Governmental Accounting Standards Board (GASB) guidelines. The revised policy clarifies the classification and management of fund balances, ensuring transparency and fiscal responsibility in the allocation of city resources. Key updates include refinements to fund balance categories, adjustments to assigned fund balance oversight, and reaffirmation of minimum fund balance requirements.

STAFF RECOMMENDATION: Approval of the revised policy.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Finance Committee recommends approval.

BUDGETARY IMPACT: None.

ATTACHMENTS: Revised FC-10 Fund Balance Policy

INITIATED/REQUESTED BY: Kelly Livingston, Finance Director

FOR MORE INFORMATION, CONTACT: Kelly Livingston, 262-375-7602

**CITY OF CEDARBURG
FUND BALANCE POLICY**

SUBJECT: FUND BALANCE POLICY

FC-10

General: The GOVERNMENT of The City of Cedarburg, organized the accounting systems on a “fund” basis. A fund is a separate set of accounting records, segregated for purposes of carrying on an activity. A fund is established for accountability purposes to demonstrate that financial resources are being used only for permitted purposes. A fund will have “balance sheet” accounts consisting of “assets”, “liabilities” and “fund balance,” and a series of “revenue” and “expenditure” accounts. The balance sheet accounts identify the assets that belong to a fund, such as cash or a grant payment receivable; and what liabilities it owes, such as accounts payable to a supplier. The difference between the fund’s assets and liabilities equals the “fund balance.” A positive fund balance represents a financial resource available to finance expenditures of a following fiscal period. A deficit fund balance can only be recovered by having revenues exceed expenditures in a following fiscal period.

Deleted:

Procedure: The GOVERNMENT of The City of Cedarburg has 5 different fund balance classifications as outlined in GASB Statement 54 as follows:

Deleted: T

1. **Nonspendable Fund Balance:** The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned, then they should be included in the appropriate fund balance classifications (restricted, committed, or assigned), rather than nonspendable fund balance.
2. **Restricted Fund Balance:** The restricted fund balance classifications should be reported as restricted when constraints placed on the use of resources are either:
 - a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
 - b. Imposed by law through constitutional provisions or enabling legislation. *Enabling legislation*, as the term is used in this Statement, authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in

the legislation. Legal enforceability means that a government can be compelled by an external party- such as citizens, public interest groups, or the judiciary- to use resources created by enabling legislation only for the purposes specified by the legislation.

3. **Committed Fund Balance:** The committed fund balance classification are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Common Council to be reported as committed fund balance. Those committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

In contrast to fund balance that is restricted by enabling legislation amounts in the committed fund balance, classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the government, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the City that commit amounts to specific purposes is not considered to be legally enforceable.

The formal action of the Common Council that commits fund balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

Committed fund balances include Capital Improvement Fund and Special Revenue Funds – Cemetery, Recreation Programs, Swimming Pool, Library and Fire Department/EMS.

Deleted: Room Tax,

Deleted: Rescue

4. **Assigned Fund Balance:** The assigned fund balance classifications are amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance, except for stabilization arrangements. Intent should be expressed by (a) the Common Council or (b) The Administrator/Treasurer.

Deleted: classification

Assigned fund balance includes (a) all remaining amounts (except for negative balances) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed and (b) amounts in the general fund that are intended to be used for a specific purpose. By reporting particular amounts that are not restricted or committed in a special revenue, capital projects, debt service, or permanent fund, the City has assigned those amounts to the purposes of the respective funds. Assignment within the

general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the City itself.

An appropriation of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance. Assignments should not cause a deficit in unassigned fund balance to occur.

5. **Unassigned Fund Balance:** The unassigned fund balance classification is the residual classification for the general fund. The classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance.

Revised: 06/12/2017
Approved: 01/09/2012
Adopted: 01/09/2012
Revised: 02/16/2021
Approved: 03/08/2021 CC
Revised: 02/18/2025 FC

CITY OF CEDARBURG

MEETING DATE: March 10, 2025

ITEM NO: 8.C.

TITLE: Discussion and possible action on award of professional services contract with Cedar Corporation for Pleasant Valley Landfill Groundwater Monitoring

ISSUE SUMMARY: Cedar Corporation has been performing the DNR mandated groundwater monitoring for Pleasant Valley Landfill since 2019. Their current contract has expired, and Cedar Corporation would like to continue performing the groundwater monitoring for a lump sum annual fee of \$7,700 for 2025, 2026 and 2027. This is a savings from the \$10,050 annual fee for this work with our previous consultant. The City funds two thirds of this cost while the Town pays one third.

STAFF RECOMMENDATION: Staff recommends approving the professional services contract with Cedar Corporation for a lump sum annual fee of \$7,700 for 2025, 2026 and 2027.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: \$7,700 per year with one third paid by the Town.

ATTACHMENTS: Copy of Cedar Corporation contract.

INITIATED/REQUESTED BY: Mike Wieser

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

Project No. _____

Date: February 13, 2025

**Confirmation of Client Request for Services
between Cedar Corporation (CONSULTANT)
and City of Cedarburg (CLIENT)**

Authorization to Perform Professional Environmental Consulting Services

CONSULTANT is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and CONSULTANT.

Project: Semi-annual groundwater sampling and reporting for the City of Cedarburg Landfill (No. 0271) for 2025 through 2027.

Scope of Work: CONSULTANT will provide environmental consulting services to CLIENT, as outlined for Project in Attachment A.

Method of Compensation: Work will be completed on a Lump Sum (per event) basis as outlined below:

Task	Cost	Annual Total
Spring Event	\$3,200	\$7,700
Fall Event	\$4,500	

Additional Work: If required, the CONSULTANT will provide a written quote for any additional work or out-of-scope work for the CLIENT's approval.

Payments are due and payable thirty (30) days from the date of the CONSULTANT's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

Timetable: CONSULTANT's services shall be performed as detailed in CONSULTANT's Scope of Work included in Attachment A.

THIS AGREEMENT is hereby approved and executed this ____ day of _____, 2025.

CITY OF CEDARBURG

CEDAR CORPORATION

By: _____

By: Ashley Wagner, P.G.

Name: _____

Name: Ashley A. Wagner

Title: _____

Title: Environmental Project Manager

By: _____

By: Matthew J. Stephan, P.E.

Name: _____

Name: Matthew J. Stephan

Title: _____

Title: Project Manager

Attachment A

Scope of Work

The Environmental Consulting Services provided by Cedar Corporation will include:

- 1.) Spring groundwater sampling event: Groundwater samples will be collected during the semi-annual event, in April.
 - a) Collect groundwater elevations from 12 onsite monitoring wells prior to purging the wells.
 - b) Groundwater samples will be collected from the 12 onsite monitoring wells. Field filtered samples will be submitted for laboratory analysis of alkalinity, chloride, and nitrate + nitrite.
 - c) Unfiltered samples will be used to collect field parameters for all wells sampled (pH, temperature, specific conductivity).
 - d) One duplicate sample will be collected and submitted for the same analyses as the selected well.
- 2.) Fall groundwater sampling event: Groundwater samples will be collected during the annual event, in September.
 - a) Notify the property owners of the anticipated sampling schedule.
 - b) Collect groundwater elevations from 12 onsite monitoring wells prior to purging the wells.
 - c) Groundwater samples will be collected from the 12 onsite monitoring wells. Field filtered samples will be submitted for laboratory analysis of alkalinity, chloride, and nitrate + nitrite. An unfiltered sample will be submitted for laboratory analysis of volatile organic compounds (VOCs) from monitoring wells, TW-6, TW-17, TW-20B, and TW-20C.
 - d) Collect groundwater samples from four (4) private water supply wells. Unfiltered samples will be submitted for laboratory analysis of VOCs and nitrate + nitrite.
 - e) Unfiltered samples will be used to collect field parameters for all wells sampled (pH, temperature, specific conductivity).
 - f) One duplicate sample will be collected and submitted for the same analyses as the selected well.
- 3.) Reporting – Following each sampling event, the field data and analytical results will be tabulated and submitted to the WDNR to be uploaded into the GEMS database. Results will follow reporting requirements including the data in electronic format (CD), a signed certification form, a list of ch. NR 140 groundwater exceedances, an explanation of the cause and significance of any exceedances.

Attachment B - Standard Conditions

PART I - DESCRIPTION OF SERVICES

- 1.1 CEDAR CORPORATION** agrees to provide professional services for the PROJECT as more completely described in this Agreement.
- 1.2 CEDAR CORPORATION** agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by OWNER. If a special time schedule must be met for a PROJECT, it shall be specifically set forth in this Agreement.

PART II - CLIENT'S RESPONSIBILITIES

Client, at its expense, shall do the following in a timely manner so as not to delay the services,

2.1 INFORMATION/REPORTS

Furnish Cedar Corporation with all reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to the Project. Unless otherwise specified in Part I, Cedar Corporation may rely upon Client-furnished information without independent verification in performing the Service.

2.2 REPRESENTATIVE

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the services.

2.3 GIVE NOTICE

Give prompt written notice to Cedar Corporation whenever Client observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect performance of services under this Agreement.

PART III - BILLING, AND PAYMENT

- 3.1** Cedar Corporation will periodically bill the client with net payment due in 30 days. Unless Client provides Cedar Corporation with a written objection to the bill within 15 days of receipt, Client shall be deemed to accept the bill as

submitted.

- 3.2** Where Client disputes some portion of the charges contained in Cedar Corporation's bill for services, he shall make payment of that portion of the bill which is undisputed. In no case may Client elect to withhold payment to Cedar Corporation of the entire amount due.

- 3.3** If Client fails to make any payment due Cedar Corporation for services and expenses after receipt of Cedar Corporation's bill therefore, the amounts due Cedar Corporation shall bear interest from invoice date at the rate set forth in this agreement, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of Cedar Corporation. In addition Cedar Corporation may, after giving ten (10) days written notice to Client, suspend services under this agreement until paid in full all amounts due under this agreement. In the event Client does not pay, or does not pay timely, Cedar Corporation shall be entitled to collect from Client all amounts due plus expenses, including but not limited to attorney fees, incurred by Cedar Corporation in connection with collection efforts, in addition, the reasonable value of Cedar Corporation's time spent in connection with collection efforts, computed at Cedar Corporation's prevailing fee schedule.

PART IV - STANDARD TERMS AND CONDITIONS

- 4.1 STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. Professional services are not subject to, and Cedar Corporation cannot provide any warranty or guarantee, either express or implied. Any such warranties or guarantees contained in any purchase orders, Client action, requisitions or notices to proceed issued by Client are specifically objected to by Cedar Corporation.

- 4.2 CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement and in any addenda to the Agreement is based on facts known at the time of execution of this Agreement, including, if

applicable, information supplied by Client. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the project progresses, facts discovered may indicate that scope must be redefined.

- 4.3 SAFETY.** Cedar Corporation has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Cedar Corporation specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Cedar Corporation employees.

- 4.4 DELAYS.** If events beyond the control of Client or Cedar Corporation, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of god or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement or in any Addenda to this Agreement, then such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, Cedar Corporation shall be entitled to an equitable adjustment in compensation.

- 4.5 TERMINATION.** Either party may terminate this Agreement at the end of the term hereof, or any extension thereof, upon 30 days written notice to the other party as provided at PART I above.

Also, this Agreement may be terminated by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten calendar day's written notice of intent to terminate and an opportunity for correcting the default and for consultation with the terminating party before termination. If Cedar Corporation terminates as a result of Client default or the Client terminates for cause, Cedar Corporation shall be paid for services performed to the termination date including reimbursable expenses due. Upon receipt of the terminating action,

Cedar Corporation shall promptly discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to Client all appropriate documents prepared under the Agreement whether completed or in process.

- 4.6 OPINIONS OF PROBABLE CONSTRUCTION COST.** Any opinion of probable construction costs prepared by Cedar Corporation is supplied for the general guidance of the Client only. Since Cedar Corporation has no control over competitive bidding or market conditions, Cedar Corporation cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.

- 4.7 RELATIONSHIP WITH CONTRACTORS.** Cedar Corporation shall serve as Client's professional representative for the services, and may make recommendations to Client concerning action relating to Client's contractors. However, Cedar Corporation specifically disclaims any authority to direct or supervise

the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.

- 4.8 CONSTRUCTION REVIEW.** For projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the municipal project permits errors or omissions to be identified and corrected at comparatively low cost. Client agrees to hold Cedar Corporation harmless from any claims resulting from performance of municipal services by persons other than Cedar Corporation.

- 4.9 INSURANCE.** Cedar Corporation will maintain insurance coverage for Professional Liability, Comprehensive General, Automobile, Workers Compensation, and Employer's Liability in amounts in accordance with applicable legal requirements as well as Cedar Corporation's business

requirements. Certificates evidencing such coverage will be provided to Client upon request.

4.10 ALLOCATION OF RISKS. To the fullest extent permitted by law, Cedar Corporation shall indemnify and hold harmless, Client, Client's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Cedar Corporation or Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants in the performance and furnishing of Cedar Corporation's services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Cedar Corporation, Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Client or Client's officers, directors, partners, employees, and Client's consultants with respect to this Agreement or the Project.

To the fullest extent permitted by law, Cedar Corporation's total liability to Client and anyone claiming by, through, or under Client for any cost, loss, or damages caused in part by the negligence of Cedar Corporation and in part by the negligence of Client or any other negligent entity or individual, shall not exceed the percentage share that Cedar Corporation's negligence bears to the total negligence of Client, Cedar Corporation, and all other negligent entities and individuals.

4.11 HAZARDOUS MATERIAL. Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Cedar Corporation and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a

renegotiation of the Project scope of work. Cedar Corporation agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. Client acknowledges and agrees that it retains title to all hazardous material existing on the site and shall report to the appropriate federal, state or local public agencies, as required, any conditions at the site may present a potential danger to the public health, safety or the environment. Client shall execute any manifests or forms in connection with transporting or storage and disposal of hazardous materials resulting from the site or work on the site or shall authorize Cedar Corporation to execute such documents as Client's agent. Client waives any claim against Cedar Corporation and agrees to defend, indemnify, and save Cedar Corporation harmless from any claim or liability for injury or loss arising from Cedar Corporation's discovery of unanticipated hazardous materials or suspected hazardous materials.

4.12 ACCESS. Client shall provide Cedar Corporation safe access to any premises necessary for Cedar Corporation to provide the services.

4.13 REUSE OF PROJECT DELIVERABLES. Reuse of any documents or other deliverables, including electronic media, pertaining to the project by Client for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by Cedar Corporation for the specific purpose intended, shall be at the Client's risk. Further, all title blocks and the engineer's seal, if applicable, shall be removed if and when Client provides deliverables in electronic media to another entity. Client agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in "hard copy" and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. Client shall be afforded a period of thirty (30) days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is discovered

within such thirty (30) day period it shall be corrected at no additional cost to Client. Following the expiration of this thirty (30) day period, Client shall bear all responsibility for the care, custody and control of the electronic media. In addition, Client represents that it shall retain the necessary mechanisms to read the electronic media, which Client acknowledges to be of only limited duration. Client agrees to defend, indemnify, and hold harmless Cedar Corporation from all claims, damages, and expenses (including reasonable litigation costs), arising out of such reuse or alteration by Client or others acting through Client. Cedar Corporation agrees that all plans, engineering designs, electronic and computer data and imagery relating to Client's projects are the property of the Client and shall be presented to Client at no additional cost upon written request.

4.14 AMENDMENT. This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

4.15 ASSIGNMENT. Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

4.16 DISPUTE RESOLUTION. Parties shall attempt to settle disputes arising under this agreement by discussion between the parties senior representatives of management. If any dispute cannot be resolved in this manner within a reasonable length of time, parties agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs, including attorneys' fees from the other party.

4.17 NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or

different in character.

4.18 NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's municipal project contractors.

4.19 SEVERABILITY. The various terms, provisions and covenants contained in this Agreement or any addenda shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

4.20 AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

4.21 OTHER. Cedar Corporation reserves the right to enter into agreements with other design professionals for portions of the work included under this Agreement. Where this subagreement would represent a major portion of the design work, Cedar Corporation shall receive approval of Client for this subagreement.

CITY OF CEDARBURG

MEETING DATE: March 10, 2025

ITEM NO: 8.D.

TITLE: Discussion and possible action on bids received for the 2025 Street and Utility construction contract

ISSUE SUMMARY: Staff advertised and received bids for the 2025 Street and Utility construction contract. A total of 3 bids were received, with the low bid submitted by Vinton Construction. Vinton has successfully completed projects in Cedarburg in the past, with their most recent work on the 2018 Street & Utility Project.

Vinton's bid was for \$2,805,024.10, was about \$300,000 above the engineer's estimate and above our budget. Since other items came in under budget this project can still be completed within the overall roadway and storm sewer budgets.

STAFF RECOMMENDATION: Staff recommends award for the 2025 Street and Utility Construction contract to Vinton Construction., based on their low unit price bid of \$ 2,805,024.10.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None. Due to time constraints to get the project started, the contract had to be taken directly to the Common Council for approval.

BUDGETARY IMPACT: \$2,805,024.10 will be split up between streets, storm sewer, sanitary sewer, and water main budgets.

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 Street & Utility Project - Bid Tab

Base Bid

Item #	Description	Units	Quantity	Vinton Construction Company		Mid City Corporation		PTS Contractors, Inc	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Paving Mobilization	EA	3	\$ 1,240.00	\$ 3,720.00	\$ 1,500.00	\$ 4,500.00	\$ 1,325.00	\$ 3,975.00
2	Traffic Control	LS	1	\$ 139,000.00	\$ 139,000.00	\$ 40,000.00	\$ 40,000.00	\$ 59,175.00	\$ 59,175.00
3	Common Excavation	CY	7500	\$ 27.50	\$ 206,250.00	\$ 32.00	\$ 240,000.00	\$ 23.00	\$ 172,500.00
4	Geogrid	SY	1500	\$ 3.00	\$ 4,500.00	\$ 1.00	\$ 1,500.00	\$ 2.50	\$ 3,750.00
5	1-1/4" Dense Graded Base Course	TON	4300	\$ 20.30	\$ 87,290.00	\$ 14.75	\$ 63,425.00	\$ 19.00	\$ 81,700.00
6	3" Dense Graded Base Course	TON	5400	\$ 17.75	\$ 95,850.00	\$ 18.75	\$ 101,250.00	\$ 23.00	\$ 124,200.00
7	Finish Grading	SY	18300	\$ 1.45	\$ 26,535.00	\$ 1.50	\$ 27,450.00	\$ 1.55	\$ 28,365.00
8	Hot Mix Asphalt Pavement (LT 58-285)	TON	5800	\$ 65.70	\$ 381,060.00	\$ 70.00	\$ 406,000.00	\$ 70.00	\$ 406,000.00
9	Tack Coat	GAL	1500	\$ 2.25	\$ 3,375.00	\$ 2.25	\$ 3,375.00	\$ 2.50	\$ 3,750.00
10	18"-30" Concrete Curb & Gutter	LF	8000	\$ 58.00	\$ 464,000.00	\$ 45.00	\$ 360,000.00	\$ 33.50	\$ 268,000.00
11	Concrete Median Nose (Standard)	EA	3	\$ 750.00	\$ 2,250.00	\$ 1,850.00	\$ 5,550.00	\$ 480.00	\$ 1,440.00
12	Concrete Median Nose (Modified)	EA	3	\$ 750.00	\$ 2,250.00	\$ 2,000.00	\$ 6,000.00	\$ 585.00	\$ 1,755.00
13	5" Concrete Sidewalk Remove & Replace	SF	6700	\$ 10.50	\$ 70,350.00	\$ 14.00	\$ 93,800.00	\$ 8.00	\$ 53,600.00
14	7" Concrete Sidewalk/Driveway Approach Remove & Replace	SF	2800	\$ 14.50	\$ 40,600.00	\$ 16.00	\$ 44,800.00	\$ 10.00	\$ 28,000.00
15	Curb Ramp Detectable Warning Field (24"x60")	EA	9	\$ 500.00	\$ 4,500.00	\$ 360.00	\$ 3,240.00	\$ 450.00	\$ 4,050.00
16	Sawing Pavement	LF	550	\$ 4.50	\$ 2,475.00	\$ 4.00	\$ 2,200.00	\$ 5.00	\$ 2,750.00
17	Dust Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,300.00	\$ 5,300.00
18	Restoration	SY	3500	\$ 6.54	\$ 22,890.00	\$ 6.50	\$ 22,750.00	\$ 8.50	\$ 29,750.00
19	4" Underdrain	LF	100	\$ 26.00	\$ 2,600.00	\$ 50.00	\$ 5,000.00	\$ 78.00	\$ 7,800.00
20	6" PVC SDR 35 Storm Lateral w/ Granular Backfill	LF	150	\$ 54.65	\$ 8,197.50	\$ 100.00	\$ 15,000.00	\$ 148.00	\$ 22,200.00
21	12" RCP Storm Sewer Pipe CL V w/ Granular Backfill	LF	775	\$ 89.45	\$ 69,323.75	\$ 150.00	\$ 116,250.00	\$ 179.00	\$ 138,725.00
22	15" RCP Storm Sewer Pipe CL IV w/ Granular Backfill	LF	15	\$ 110.95	\$ 1,664.25	\$ 200.00	\$ 3,000.00	\$ 385.00	\$ 5,775.00
23	24"x36" Catch Basin with Casting	EA	20	\$ 4,085.00	\$ 81,700.00	\$ 3,500.00	\$ 70,000.00	\$ 4,225.00	\$ 84,500.00
24	48" Storm Manhole with Casting	EA	12	\$ 9,285.00	\$ 111,420.00	\$ 6,000.00	\$ 72,000.00	\$ 4,615.00	\$ 55,380.00
25	Type C Inlet Protection	EA	49	\$ 50.00	\$ 2,450.00	\$ 85.00	\$ 4,165.00	\$ 140.00	\$ 6,860.00
26	8" PVC C900 Class 150 Watermain Relay w/ Granular Backfill	LF	2270	\$ 178.35	\$ 404,754.50	\$ 205.00	\$ 465,350.00	\$ 235.00	\$ 533,450.00
27	8" Gate Valve & Valve Box	EA	7	\$ 2,885.00	\$ 20,195.00	\$ 3,250.00	\$ 22,750.00	\$ 2,925.00	\$ 20,475.00
28	Hydrant Assembly	EA	5	\$ 9,705.00	\$ 48,525.00	\$ 12,500.00	\$ 62,500.00	\$ 9,095.00	\$ 45,475.00
29	1" HDPE Water Service Relay w/ Granular Backfill	LF	1250	\$ 99.90	\$ 124,875.00	\$ 50.00	\$ 62,500.00	\$ 218.00	\$ 272,500.00
30	1" HDPE Water Service Relay (Bore)	LF	50	\$ 99.90	\$ 4,995.00	\$ 50.00	\$ 2,500.00	\$ 119.00	\$ 5,950.00
31	Water Service Relay (Include 1" Pigtail)	EA	43	\$ 3,425.00	\$ 147,275.00	\$ 1,500.00	\$ 64,500.00	\$ 1,165.00	\$ 50,095.00
32	2" Water Service Reconnect	EA	1	\$ 3,295.00	\$ 3,295.00	\$ 3,500.00	\$ 3,500.00	\$ 1,630.00	\$ 1,630.00
33	Abandon Water Manhole and Install Valve Box	EA	4	\$ 2,465.00	\$ 9,860.00	\$ 13,500.00	\$ 54,000.00	\$ 1,405.00	\$ 5,620.00
34	2" Thick, 24" Wide Foam Insulation	LF	200	\$ 7.00	\$ 1,400.00	\$ 5.00	\$ 1,000.00	\$ 7.50	\$ 1,500.00
35	8" PVC SDR 35 Sanitary Sewer Relay w/ Granular Backfill	LF	765	\$ 163.40	\$ 125,001.00	\$ 300.00	\$ 229,500.00	\$ 255.00	\$ 195,075.00
36	6" PVC SDR 35 Sanitary Lateral Relay w/ Granular Backfill	LF	1180	\$ 215.95	\$ 254,821.00	\$ 250.00	\$ 295,000.00	\$ 250.00	\$ 295,000.00
37	6" PVC SDR 35 Sanitary Lateral Relay (Bore)	LF	50	\$ 215.95	\$ 10,797.50	\$ 250.00	\$ 12,500.00	\$ 119.00	\$ 5,950.00
38	48" Sanitary Manhole w/ Casting & Internal/External Seal	VF	48	\$ 951.70	\$ 45,681.60	\$ 750.00	\$ 36,000.00	\$ 1,075.00	\$ 51,600.00
39	Rock Excavation	CY	100	\$ 125.00	\$ 12,500.00	\$ 10.00	\$ 1,000.00	\$ 400.00	\$ 40,000.00
40	Existing Sanitary Manhole Chimney Repair w/ Casting & Internal/External Seal	EA	14	\$ 3,392.00	\$ 47,488.00	\$ 2,500.00	\$ 35,000.00	\$ 3,140.00	\$ 43,960.00
41	Existing Storm Structure Chimney Repair (No Casting)	EA	4	\$ 2,225.00	\$ 8,900.00	\$ 1,500.00	\$ 6,000.00	\$ 1,655.00	\$ 6,620.00
42	Existing Storm Manhole Adjustment	EA	1	\$ 660.00	\$ 660.00	\$ 1,500.00	\$ 1,500.00	\$ 1,655.00	\$ 1,655.00

Vinton Construction Company	Mid City Corporation	PTS Contractors, Inc
Total = \$ 2,805,024.10	Total = \$ 2,842,355.00	Total = \$ 3,008,355.00

Supplemental Bid Items

Item #	Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
43	10' x 10' Dirt Bag	EA		\$ 5,275.00	\$ 5,275.00	\$ 1,000.00	\$ 1,000.00	\$ 2,005.00	\$ 2,005.00

CITY OF CEDARBURG

MEETING DATE: March 10, 2025

ITEM NO: 8.E.

Title: Request from the Greater Cedarburg Foundation for a One-Day Community Celebration Event

ISSUE SUMMARY: The Greater Cedarburg Foundation (GCF) is requesting approval to hold a one-day Community Celebration event in honor of its 25th anniversary. The proposed event would take place on Saturday, September 27, 2025, utilizing the front lawn of City Hall, the Community Gym, and the adjacent parking lot. The event includes a parade on the interurban trail from the Fire Department to the stage area in front of City Hall which will require a brief stoppage of traffic on Washington Avenue. In addition, a Yacht Band will perform from 2:00pm to 4:00pm requiring a one-time amplified music approval.

Event Details:

- **Location:** City Hall front lawn, Community Gym, and adjacent parking lot
- **Time:** 12:00 PM – 4:00 PM
- **Parade:** A brief parade is planned to begin at **Noon** from the Firehouse, crossing the Interurban Bridge, and ending at the stage in front of City Hall. A temporary stoppage of traffic on Washington Ave. will be requested to allow for safe passage.
- **Program & Entertainment:**
 - A brief program will be held following the parade.
 - Local entertainment will perform after the program.
 - **2:00 PM – 4:00 PM:** A Yacht Rock Band will perform.
- **Community Gym:**
 - A non-profit fair will be held inside the Community Gym.
- **Parking Lot:**
 - A designated Kid's Zone will be set up for children's activities.
- **Food & Beverage:**
 - Local non-profits will be selling food and beverages.
- **Inclement Weather Plan:**
 - All programming will be moved inside the Community Gym in case of bad weather.

Requests for City Approval:

1. **Use of City Hall front lawn** for stage setup and event activities.
2. **Temporary traffic stoppage on Washington Ave.** for safe parade passage.
3. **Use of the Community Gym** for the non-profit fair and as a backup location in case of inclement weather.
4. **Use of the adjacent parking lot** for the Kid's Zone.
5. **One day amplified music permit** for band playing from 2:00pm – 4:00pm.

The Greater Cedarburg Foundation envisions this event as a celebration of the community, bringing together local organizations, entertainment, and residents in recognition of 25 years of service.

STAFF RECOMMENDATION: Staff recommends approval of the requested uses.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: None

INITIATED/REQUESTED BY: Joe Rintelman - GCF

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

CITY OF CEDARBURG

MEETING DATE: March 10, 2025

ITEM NO: 8.F.

TITLE: Discussion and possible action on Ordinance No. 2025-12, 2025-13 and 2025-14 revising the rules on amplified music

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

- 1) Ordinance 2025-12 removes the amplified music portion of the Code from Sec. 7-2-17 to create a new section for it in Sec. 7-2-18
- 2) Ordinance 2025-13 confirms Sec. 7-2-18 as the new section to define amplified music which includes the following changes: The creation of a one-time permit for organizations desiring amplified music for a single event. The new permit carries a fee of \$50.00 and only requires approval from the City Clerk.
- 3) Ordinance 2025-14 authorizes the City Clerk's office to issue all amplified music permits removing the Cedarburg Police Department as the issuing authority. Also, Section 7-2-18 Revocation and Suspension of Licenses; Non-Renewal will be renumbered to Section 7-2-19.

STAFF RECOMMENDATION: n/a

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: n/a

BUDGETARY IMPACT:

ATTACHMENTS: Ordinance Nos. 2025-12, 2025-13, and 2025-14

INITIATED/REQUESTED BY:

FOR MORE INFORMATION CONTACT: Tracie Sette

ORDINANCE NO. 2025-12

An Ordinance Repealing and Recreating Section 7-2-17 Outdoor Amplified Sound or Music Permit

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 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 7-2-18**. There shall be a licensed operator with the outdoor seating area at all times while in operation. There shall be a \$50.00 fee for an outdoor alcohol beverage license.
- (c) *Adjoining property owners to be notified of pendency of applications.* All property owners within 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 Wis. Stats. ch. 125, applicable to Class "B" licensed premises, except insofar as such provisions are clearly inapplicable. Violation of

ORDINANCE NO. 2025-12

the provisions of Wis. Stats. ch. 125, shall be grounds for immediate revocation of the outdoor alcoholic beverage license by the common council.

- ~~(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 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 citations.~~
 - ~~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 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 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.~~

ORDINANCE NO. 2025-12

~~(9) Amplified sound and music shall be allowed between the hours of 11:00 a.m. and 9:00 p.m.~~

~~(10) On Friday and 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. No. 92-54; Ord. No. 94-45; Ord. No. 96-01; Ord. No. 2006-28; Ord. No. 2008-07; Ord. No. 2015-14; Ord. No. 2021-11, § 1, 3-8-21; Ord. No. 2021-21, § 1, 11-8-2021)~~

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 10th day of March, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

ORDINANCE NO. 2025-13

An Ordinance Repealing and Recreating Section 7-2-18 Outdoor Amplified Sound or Music Permit

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

SECTION 1. Section 7-2-18 of the Code of Ordinances of the City of Cedarburg is hereby repealed and recreated as follows:

Sec. 7-2-18 Outdoor amplified sound or music permit

The City of Cedarburg has established a permit system as an exception to the amplified sound and music prohibition outlined in Section 7-2-17(b). There are two (2) types of outdoor amplified sound or music permits.

- A. An outdoor alcohol beverage license holder, whether licensed through the City of Cedarburg or State of Wisconsin, may apply for a yearly permit for outdoor amplified sound or music for the area in which the outdoor alcohol beverage license was issued. A yearly permit requires Common Council approval.
- B. Organizations may apply for a permit for outdoor amplified sound or music during one-time events within the City of Cedarburg. A one-time permit requires approval from the City Clerk.

All outdoor amplified sound or music permits are subject to the following limitations:

- (1) Any amplified music or sound exceeding 80 decibels requires a permit under this subsection.
- (2) An annual permit fee of \$250.00 shall be required prior to the issuance of a yearly outdoor amplified sound or music permit. A fee of \$50.00 shall be required prior to the issuance of a one-time event.
- (3) 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.
- (4) Pedal tavern music shall be played at 65 decibels or less.
- (5) 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

ORDINANCE NO. 2025-13

committed, request the volume to be lowered or issue a citation. Permit will be revoked upon receiving three citations.

- 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 be in violation of this ordinance.
- (6) Amplified music exceeding 80 decibels shall not be allowed during Summer Sounds dates.
- (7) Each organization or business is allowed a maximum of three 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.
- (8) Amplified sound and music shall be allowed between the hours of 11:00 a.m. and 9:00 p.m.
- (9) On Friday and Saturday nights amplified music shall be allowed until 10:00 p.m. from Memorial Day until Labor Day.
- (10) All other restrictions and limitations of section 7-2-17 remain in full force and effect.

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 10th day of March, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

ORDINANCE NO. 2025-14

An Ordinance Repealing and Recreating Section 11-2-9(d) Loud and Unnecessary Noise Prohibited and Renumbering Section 7-2-18 to Section 7-2-19

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 hereby repealed and recreated as follows:

Sec. 11-2-9(d) Loud and unnecessary noise prohibited.

(d) *Permits for amplifying devices.* Permits for amplifying devices. All amplified music must comply with Section 7-2-18. A permit must be obtained for amplified music or sound exceeding 80 decibels

~~(1) *Permit required.* The use of loudspeakers or amplifying devices on the streets or in the parks of the City of Cedarburg is prohibited unless the party desiring to use such loudspeaker or amplifying device first obtains a permit from the chief of police.~~

~~(2) *Grounds or reasons for denial or allowance.* The chief of said police department shall have the authority to revoke such permit when he believes such loudspeaker or amplifying device is becoming a nuisance because of the volume, the method in which it is being used or the location in which it is being operated.~~

~~(3) *Time restrictions.* The chief of the police department shall not grant a permit to use a loudspeaker or amplifying device before the hours of 8:00 a.m. or after 10:00 p.m. No permit shall be granted to anyone who, in the opinion of the chief of police, uses said loudspeaker or amplifying device in such a manner or for such a purpose as to constitute a nuisance.~~

~~(Ord. No. 95-03)~~

Sec. 7-2-19 Revocation and Suspension of Licenses; Non-renewal

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 10th day of March, 2025.

Patricia Thome, Mayor

Attest:

Tracie Sette, City Clerk

ORDINANCE NO. 2025-14

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: March 10, 2025

ITEM NO: 8.G.

TITLE: Discussion and possible action on Enhancing the City Website

ISSUE SUMMARY: This item was postponed from the February 24, 2025 meeting in order to get additional clarification on the increased capabilities of the software. The request is to upgrade our current website to the new CivicPlus platform. Other features such as the mass notification system, audio-eye, and chat bot will be discussed for implementation in future years. Based on the questions from the Council Members these are the responses provided by the company.

Website Enhancements:

1. **Improved Code & Ordinance Search** – Enhanced search integration with WebCentral, CivicClerk, and Municode codification, making it easier to locate city codes and ordinances.
2. **Better Calendar Integration** – The new system allows seamless integration of CivicClerk and events into the website calendar, making event management more efficient and user-friendly.
3. **Enhanced "Notify Me" Feature** – The updated platform improves how residents sign up for and receive notifications, ensuring better communication and engagement.

These enhancements aim to improve accessibility, efficiency, and communication between the City of Cedarburg and its residents.

Justification for Enhancements:

- Current website features are limited, restricting resident interaction and accessibility.
- A more modernized platform will enhance usability, efficiency, and overall engagement.
- The improved software will better serve the community's needs in day-to-day operations.

Cost Considerations: • The city currently pays \$4,018 annually for its website with limited features. • The initial cost for the proposed enhancements in 2025 would be \$3,987.30.

\$8005.3 - \$4,018 (amount already paid for this year).

- The ongoing annual fee for the enhanced system will be \$4,919.95 which is an increase of \$901.95 annually.

Action Requested: The Council is asked to discuss and determine whether to proceed with the enhancements in 2025 or defer the upgrade for 2026.

STAFF RECOMMENDATION: Staff recommends upgrading the current website with future discussions on mass notification, audio-eye, and chatbot features.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: \$3,987.30 increase in IT budget for 2025 and a \$901.95 annual increase for future years.

ATTACHMENTS: Quote for Software, Web Central Starter info

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

Web Central Starter: Standard Implementation

Proposal valid for 60 days from date of receipt



Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to create a website solution that allowed municipal staff to maintain their websites daily without needing a technical webmaster. As technology advanced, we saw our customers' need to bring more services online. We expanded our vision to make local government work better as a whole.

Today, CivicPlus provides public sector technology that automates processes, digitizes services, and enhances civic experiences. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a frictionless experience for residents and staff. Our portfolio includes solutions for:



- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Planning, Permitting, Licensing, and Code Enforcement
- Fire and Life Safety Inspections
- Asset Management
- Utility Billing
- Social Media Archiving
- FOIA Management

EXPERIENCE & RECOGNITION

25+ Years
10,000+ Customers
950+ Employees



CivicPlus has over 25 years of experience working with municipal organizations across the US and Canada. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

CONTACT INFORMATION

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502

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civicplus.com



civicplus.com

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Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



CMS Features & Functionality



CivicPlus' Municipal Websites Central Standard (Web Central Starter) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules & Widgets

RESIDENT ENGAGEMENT

Web Central Starter offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Calendar – Create multiple calendars and events for upcoming activities that are viewable by list, week, or month.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

ASSET MANAGEMENT

Web Central Starter is fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Document Center – Organize and manage documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

Administrative Features

The administration of your Web Central Starter website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central Starter easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment processor to accept payments on your website (separate agreement must be made directly between you and the chosen approved processor). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.

Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. CivicPlus wants to help our customers maximize accessibility for all users and surpass Section 508 ADA accessibility requirements while providing you freedom to create a visually rich and appealing website. Our multi-faceted approach sets you up for success:

- We build websites using WCAG guidelines to be highly accessible at go live.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/ WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are done automatically by our product team, at least quarterly, with no additional effort required from you.
- In addition, our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.



Due to the dynamic nature of website content updates, an ongoing accessibility solution can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges. Additional details and/or a quote can be provided upon request.

- **AudioEye Partnership** – CivicPlus partners with AudioEye to provide a suite of accessibility tools and services for WCAG 2.2 compliance at a discounted rate to our customers.
- **Acquia Optimize: Website Optimization & Compliance Tools** – Acquia Optimize is an easy-to-use web governance platform available to purchase and add to your project. Acquia Optimize's tools help you identify, prioritize, and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards.
- **CivicPlus CommonLook Accessibility Software** – Efficiently and accurately ensure PDFs are accessible to all members of your community. CommonLook provides an all-in-one environment for testing, remediating, and verifying PDF documents and provides a set of automated tools.

Additional Modules

In addition to our comprehensive CMS offering, we provide a range of additional modules designed to enhance functionality and meet specific organizational needs. Each module is tailored to deliver specialized capabilities, ensuring you have the flexibility to create a solution that aligns perfectly with your objectives. Please reach out if you are interested in including any of these options into your new CMS project.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Get Community Input – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

Photo Gallery – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

Archive Center – Manage and retain serial and older documents.

Real Estate Locator – Lets community members list and manage residential and commercial properties separately, with dedicated search functions. Users can post and manage listings 24/7 after setting up a profile and paying a subscription fee, while administrators can approve or auto-publish listings.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

Job Postings – Post available jobs online and accept online applications.

Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. Residents can build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, saving them time. This also will benefit your staff with reduced phone calls, walk-ins, and emails.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and set up complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are examples of integrations you can create with Web Central Starter:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module

Implementation

Standard Project Timeline

Design creation, content development, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical standard project ranges from 9 – 12 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

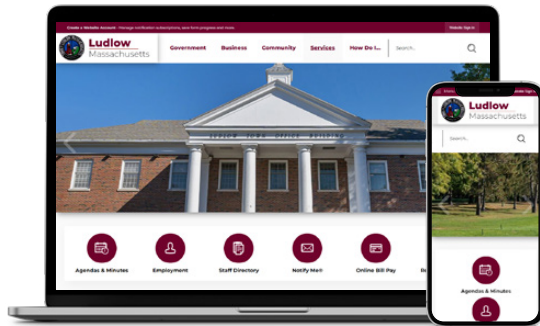
PHASE 1: INITIATE	2-4 Weeks	• Project Kickoff Meeting • Planning & Scheduling
PHASE 2: ANALYZE	1-3 Weeks	• Customer Deliverable Submission
PHASE 3: DESIGN & CONFIGURE	3-4 Weeks	• Design Concept Development • Content Development • Agendas & Minutes Migration • Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	• Training Engagement
PHASE 6: LAUNCH	1-2 Weeks	• Launch Confirmation Meeting • Website Launch

Standard Package Designs

You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the Web Central Starter CMS—will help you provide an attractive and convenient online resource for your community.

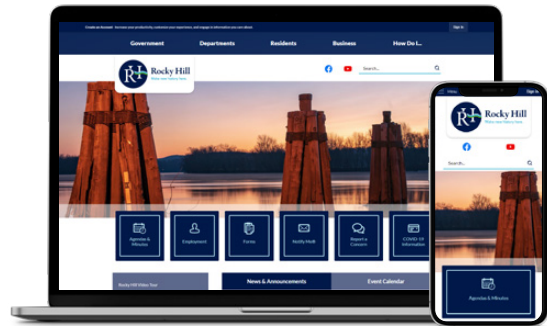
DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package.



Ludlow, MA

ludlow.ma.us



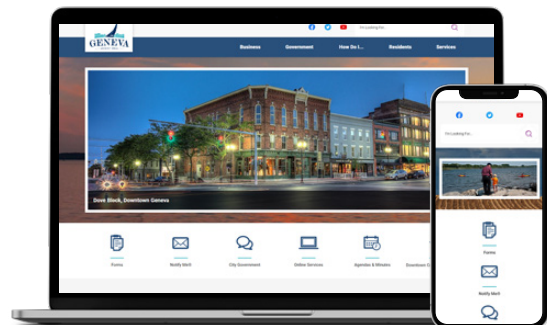
Rocky Hill, CT

rockyhillct.gov



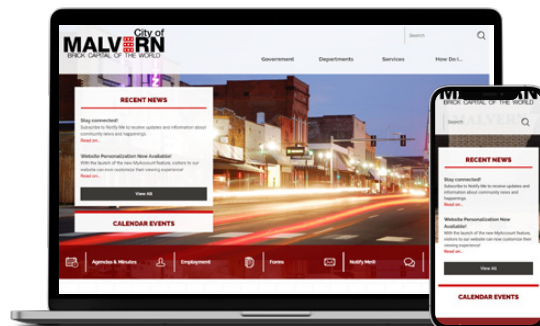
Clark County, KY

clarkcoky.com



Geneva, NY

cityofgenevany.com



Malvern, AR

malvernar.gov

Approaching Your Project Implementation

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work



The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE

Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

PHASE 2: ANALYZE

Customer Deliverables – You will be responsible for submitting deliverables as outlined.

PHASE 3: DESIGN & CONFIGURE

Design Concept Development – You'll have the chance to review the responsive design prototype and provide feedback and/or approval.

Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central Starter website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Website Completion – You will receive a completed production website featuring your approved design combined with the finished content.

PHASE 4: OPTIMIZE

Website Finalization – Both the Web Central Starter project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Group Training – Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend group training sessions in the weeks prior to going live.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your Web Central Starter project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.

Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Choose your desired layout
- Complete the Content Form
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Web Central Starter.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour initial response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



AWARD-WINNING

CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and nine Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.



ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central Starter customers. It reflects our commitment to:

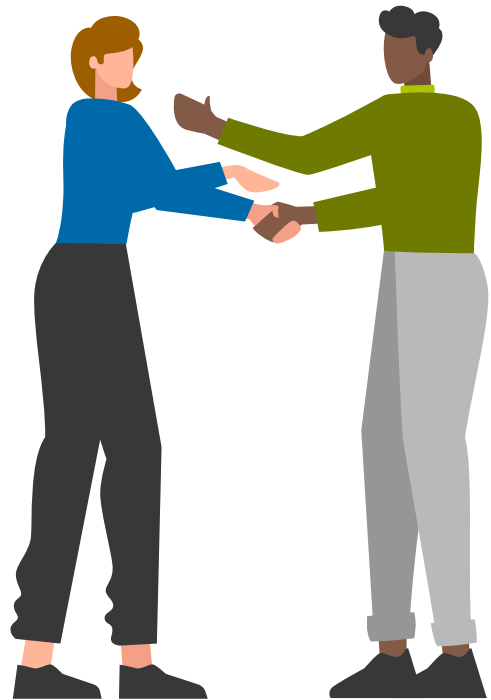
Connection – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

Direction – Customers will have the opportunity to provide targeted input on the future direction of the Web Central Starter roadmap and will be able to submit ideas for improvements and enhancements.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	• Highly reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	• Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	• Web Central Starter software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	• Not Included - additional coverage available at time of event (fees will apply)

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack

Optional Enhancements

RECURRING REDESIGN

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

AUDIOEYE MANAGED

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure through the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

ACQUIA OPTIMIZE: WEBSITE OPTIMIZATION & COMPLIANCE TOOLS

Acquia Optimize empowers government organizations to maintain accessible, high-quality websites that comply with WCAG 2.1 standards and other international accessibility regulations, such as ADA, Section 508, and EN 301 549. Its accessibility tools identify and address web issues, providing actionable recommendations to enhance user experiences for all. Acquia Optimize's content policies module ensures consistency and accuracy by scanning for content errors or violations of brand, regulatory, or industry standards. The quality assurance tools detect and fix broken links, images, misspellings, and other issues that could hinder navigation or usability. Additionally, the data privacy module scans for sensitive information, prioritizes high-risk violations, and helps organizations reduce privacy risks. Together, these features enable government organizations to deliver inclusive, reliable, and secure digital services.

CIVICPLUS CHATBOT POWERED BY FRASE

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to residents using your website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.

PLATFORM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your Web Central Starter website your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID, Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

STANDARD DEPARTMENT HEADER PACKAGE

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your Web Central Starter system. Unique customizations include:

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content

BANNERS

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

CIVICPLUS MARKETPLACE APP

The CivicPlus Marketplace App is a fully configurable mobile application that serves as a centralized digital hub for community engagement across all CivicPlus solutions. Offering residents convenient access to your agency's information and services, as well as native SeeClickFix 311 CRM starter functionality, the app enhances transparency, service accessibility, and community satisfaction by serving as a mobile gateway to essential services and civic resources.

Our app offers extensive customization options, allowing agencies to configure branding, buttons, and links in real time to maintain brand consistency and enhance the user experience with over 300 configurable icons. It integrates seamlessly with CivicPlus solutions, including SeeClickFix 311 CRM, municipal websites, and mass notifications, providing a unified platform for streamlined engagement. The app improves service visibility and trust by enabling quicker responses to resident concerns and supports diverse community needs, from reporting issues to registering for classes. Additionally, its multi-jurisdictional capabilities allow residents to engage across neighboring areas while offering agencies control over displayed branding and information.

UPGRADE TO GUARDIAN SECURITY

Our Guardian Security Package provides a comprehensive, cost-effective solution tailored for local governments seeking robust security without breaking the bank. Powered by enterprise Cloudflare, this package includes:

- Web Application Firewall (WAF) fully customized for our application
- OWASP ModSecurity Core Rule Set for protection against the Top 10 vulnerabilities identified by the Open
- Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User Agent Blocking rules to block specific browser or web application User-Agent request headers
- Visitor blocking or challenging by IP address, autonomous system number (ASN), or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

UPGRADE TO PLATINUM SECURITY

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

CONSULTING ENGAGEMENT

Implementing a new software solution is a huge undertaking. Not only does it touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations and guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

CREDIT CARD PROCESSING WITH CIVICPLUS PAY

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. CivicPlus has partnered with several integrated gateways which we can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, in a more limited fashion, to assist you in developing a successful system. To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent.

Disclaimer

PROPOSAL AS NON-BINDING DOCUMENT

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

**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	48 Month Redesign Premium Annual - CivicEngage Central	48 Month Redesign Premium Annual - CivicEngage Central	USD 2,236.35
1.00	Starter Standard Annual Fee	Municipal Websites Central: Standard Annual Fee	USD 3,492.65
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee	USD 680.00
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 510.00
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: URL	USD 160.65
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup: URL	USD 134.30
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL	USD 75.65
1.00	Municipal Websites Central : Starter Standard Implementation	Standard implementation includes virtual group system training - up to 6 hours	USD 715.70
1.00	Website Current Customer Virtual System Training - Up to 3 hours	Website Virtual System Training - Up to 3 hours & 12 attendees	USD 0.00

AudioEye

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AudioEye Managed	AudioEye Managed: URL	USD 2,500.00
1.00	Accessibility Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -1,250.00

Mass Notification

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Communicator Unlimited SMS	Emergency and Mass Notification platform with multi-channel alerting, geo-targeting, polling, mobile apps. Unlimited SMS for all communications. Voice minutes must be added on.	USD 5,000.00
1.00	Mass Notification Standard Implementation	CivicReady Standard Implementation	USD 1,155.00
1.00	Mass Notification Year 1 Annual Fee Discount	Year 1 Annual Fee Discount.	USD -2,500.00

Chatbot

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -2,677.50
1.00	CivicPlus Chatbot Subscription	Powered by AI technology, the Frase Answer Engine for Local Government uses website content to answer citizen questions. This solution includes dashboard analytics and language translation.	USD 5,355.00

List Price - Initial Term Total	USD 24,678.00
Total Investment - Initial Term	USD 15,587.80
Annual Recurring Services (Subject to Uplift)	USD 20,010.30

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

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

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
COMMON COUNCIL
FEBRUARY 24, 2025**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 24, 2025, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers, and online utilizing the Zoom app.

Mayor Patricia Thome called the meeting to order at 7:00 p.m. A moment of silence was observed. The Pledge of Allegiance was led by Boy Scout Pack 3836.

Roll Call:	Present -	Acting Mayor Kristin Burkart, Council Members Kevin Curley, Mark Mueller, Kristian Lindo (Zoom), and Melissa Bitter
	Excused -	Mayor Patricia Thome, Council Members Robert Simpson and James Fitzpatrick
	Also Present -	City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, Director of Engineering and Public Works Michael Wieser, and interested citizens and news media.

STATEMENT OF PUBLIC NOTICE

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

Acting Mayor Burkart announced she will retain her right to vote in the third District.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2025-10 AMENDING SECTION 10-1-16(B) OF THE CODE OF ORDINANCES AUTHORIZING THE PLACEMENT OF YIELD SIGNS FOR NEW STREET INTERSECTIONS IN STONE LAKE SUBDIVISION

For the new low volume street intersections in the Stone Lake Subdivision, it was recommended by the Public Works Commission and City staff to install yield signs to establish traffic control in the new Stone Lake Subdivision.

A motion was made by Council Member Curley, seconded by Council Member Bitter to approve Ordinance No. 2025-10 amending section 10-1-16(b) of the Code of Ordinances authorizing the placement of yield signs for new street intersections in Stone Lake subdivision. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON AWARD OF CONTRACT FOR THE 2025 CEDARBURG LEAD SERVICE LINE REPLACEMENT PROJECT

The City was awarded \$1,400,000 in low interest loans from the Safe Drinking Water Loan Program Funds through the DNR. Cedarburg Light and Water along with RA Smith advertised and received bids for the Cedarburg Lead Service Replacement Program. This contract entails the replacement of 190 lead water services from the right-of-way to the house and focuses on Evergreen Boulevard (Bridge Road to Pine Street), Washington Avenue (Hamilton Road to Lincoln Boulevard), Jackson Street, Hilgen Avenue, Hillcrest Avenue, and Hanover Avenue.

Three (3) bids were received with a low bid of \$728,350.00 submitted by MRJ Inc. MRJ has successfully completed a lead service line replacement project in Cedarburg in the past.

A motion was made by Council Member Mueller, seconded by Council Member Curley, to approve the contract with MRJ Inc. for \$728,350 and to authorize additional lead service replacements not to exceed \$1,400,000. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON CREATION OF AN AI POLICY AND POLICY MANUAL

The City of Cedarburg recognizes the increasing role of Artificial Intelligence (AI) in local government operations. AI tools have the potential to enhance efficiency and support decision-making; however, they also present risks related to data security, confidentiality, and ethical considerations. To ensure responsible AI usage, the City is adopting a formal AI policy and creating a dedicated AI Policy Manual to guide implementation. Current use of AI is limited to generative AI but with a rapid growing interest in AI and the potential of future municipal uses it is important to have policies in place that will guide the city in its use while protecting our cyber infrastructure and our residents.

A motion was made by Council Member Mueller, seconded by Council Member Lindo, to approve the AI Policy as outlined, the AI Policy Manual, and to direct City staff to implement necessary training and oversight mechanisms. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON ENHANCING THE CITY WEBSITE AND MASS NOTIFICATION SYSTEM

The City of Cedarburg is considering enhancements to its website and mass notification system to improve resident engagement, asset management, navigation, and administrative features. These improvements aim to provide better access to city services, streamline information

dissemination, and ensure a user-friendly experience for residents and simplify ongoing website updates for administrative staff. Since partnering with CivicPlus as the City's website developer, the City has continued expanding its services with them. These include municipal code software, building inspection software, and resident service request software (SeeClickFix), with agenda/meeting management software to be added soon. By utilizing the same company, the City is streamlining services, enhancing the interoperability of the software, and saving on overall costs through the discounts provided by the company.

A motion was made by Council Member Mueller, seconded by Council Member Bitter, to postpone this topic to a future meeting with a demonstration by CivicPlus. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

UPDATE ON FEBRUARY 18, 2025 PRIMARY ELECTION AND DISCUSSION ON ADDING ADDITIONAL POLLING LOCATIONS BEFINNING APRIL 2026

Clerk Sette provided an update from the February Primary Election. There are currently a total of 9,701 registered voters in the City of Cedarburg. The total number of those participating in the February Election was 2,507 which represents 26%. Of those that participated, 625 voted an absentee ballot. She further explained the potential need for more polling locations in the City for large elections.

No action was taken by the Council.

CONSENT AGENDA

A motion was made by Council Member Mueller, seconded by Council Member Curley, to approve the following consent agenda items. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

- Approval of February 10, 2025 Common Council meeting minutes
- Payment of bills dated 02/05/2025 through 02/18/2025, transfer list dated 02/11/2025 through 02/21/2025 and payroll from 2/02/2025 through 02/15/2025

ADMINISTRATOR'S REPORT

Administrator Hilvo encourages residents to utilize See-Click-Fix. He also reminded the Council of the upcoming Business Forum on Tuesday morning, February 25, 2025.

COMMENTS AND SUGGESTIONS BY COUNCIL MEMBERS

Council Member Burkart suggested increasing the radius for residents to be notified of a public hearing. The current radius is 300 feet of the subject parcel. She also suggested educating the public about city issues/topics utilizing social media with potentially a new part time City employee to manage social media.

MAYOR'S REPORT -None

ADJOURNMENT

A motion was made by Council Member Mueller, seconded by Council Member Lindo, to adjourn the meeting at 7:58 p.m. Motion carried without a negative vote with Council Members Fitzpatrick and Simpson excused.

Tracie Sette
City Clerk

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CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 02/18/2025 - 02/28/2025
Banks: PWBDD

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/21/2025	PWBDD	49341#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	522100	9.87
				OPERATING SUPPLIES	500350	533210	40.69
				MAINTENANCE PARTS	500353	533210	12.55
				MAINTENANCE PARTS	500353	533210	8.07
				REPAIR AND MAINTENANCE	500240	555510	16.78
				CHECK PWBDD 49341 TOTAL FOR FUND 100:			87.96
02/21/2025	PWBDD	49342*#	BRUGGINKS, INC	FECON RK6015 MULCHING HEAD WITH CHIPPER	500240	533311	4,733.00
				FECON RK6015 MULCHING HEAD WITH CHIPPER	500363	533311	4,506.00
				CHECK PWBDD 49342 TOTAL FOR FUND 100:			9,239.00
02/21/2025	PWBDD	49343	BUREAU VERITAS NATIONAL ELEVATOR	REPAIR AND MAINTENANCE	500240	518100	99.34
02/21/2025	PWBDD	49344	CEDARBURG LIGHT & WATER	LIFE INSURANCE DEDUCTIONS	215901	000000	4,074.94
				DUE TO CLW - DELINQ UTILITIES - TAX	256202	000000	338.93
				CHECK PWBDD 49344 TOTAL FOR FUND 100:			4,413.87
02/21/2025	PWBDD	49346	COMMUNITY METHODIST CHURCH	OTHER EXPENSES	500390	555140	150.00
02/21/2025	PWBDD	49347	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	49.72
02/21/2025	PWBDD	49350	EGELHOFF LAWMOWER SERVICE	REPAIR AND MAINTENANCE	500240	555510	89.97
02/21/2025	PWBDD	49352	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	29.78
				MAINTENANCE PARTS	500353	533210	220.29
				CHECK PWBDD 49352 TOTAL FOR FUND 100:			250.07
02/21/2025	PWBDD	49354	FIRST ADVANTAGE OCC HEALTH SVC	PROFESSIONAL SERVICES	500210	533210	183.08
02/21/2025	PWBDD	49355	GALLS, LLC	EQUIPMENT OUTLAY	500380	522120	4.02
02/21/2025	PWBDD	49356*#	GENERAL COMMUNICATIONS INC	REPAIR AND MAINTENANCE	500240	522120	75.00
02/21/2025	PWBDD	49357	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	533210	34.88
02/21/2025	PWBDD	49358*#	HOUSEMAN & FEIND, LLP	EXTRAORDINARY SERVICES	500211	516100	1,786.00

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Fund: 100 GENERAL FUND							
				ATTORNEY/CONSULTANT	500212	522110	117.50
				CHECK PWBDD 49358 TOTAL FOR FUND 100:			<u>1,903.50</u>
02/21/2025	PWBDD	49359	IBS OF SOUTHEASTERN WISCONSIN	MAINTENANCE PARTS	500353	533210	113.90
02/21/2025	PWBDD	49364	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	104.67
02/21/2025	PWBDD	49365	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	222.88
02/21/2025	PWBDD	49369	PITNEY BOWES INC	POSTAGE	500315	514100	19.08
02/21/2025	PWBDD	49371	R.A. SMITH NATIONAL	CONTINGENCY RESERVE	500990	591000	9,106.24
02/21/2025	PWBDD	49372	RAY O'HERRON CO., INC.	UNIFORMS	500346	522120	70.60
02/21/2025	PWBDD	49373	REFRIGERANT DEPOT LLC	OPERATING SUPPLIES	500350	533210	100.00
02/21/2025	PWBDD	49376	SUNSET LAW ENFORCEMENT	EQUIPMENT OUTLAY	500380	522120	5,865.30
02/21/2025	PWBDD	49377	TSR SOLUTIONS, INC.	EQUIPMENT/SOFTWARE	500380	514700	1,688.61
02/21/2025	PWBDD	49378	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	73.66
02/21/2025	PWBDD	49379	US CELLULAR	PROFESSIONAL SERVICES	500210	522130	225.00
02/21/2025	PWBDD	49380	VANTAGE FINANCIAL, LLC	EQUIPMENT OUTLAY	500385	514700	830.00
02/21/2025	PWBDD	49382	WISCONSIN DEPT OF JUSTICE	TELEPHONE/COMMUNICATIONS	500225	522110	77.00
02/21/2025	PWBDD	49383#	WM CORPORATE SERVICES, INC	MAINT/CONTRACTED SERVICES	500290	533710	49,000.14
				MAINT/CONTRACTED SERVICES	500290	533730	22,296.36
				CHECK PWBDD 49383 TOTAL FOR FUND 100:			<u>71,296.50</u>
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

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				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
				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

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
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
				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

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				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
				Total for fund 100 GENERAL FUND			142,917.08
Fund: 220 RECREATION PROGRAMS FUND							
02/21/2025	PWBDD	49375	STARZ DANCE COMPETITIONS	POMS EXPENSES	500394	555390	237.80
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
				Total for fund 220 RECREATION PROGRAMS FUND			537.80
Fund: 231 AMERICAN RESCUE PLAN ACT							
02/28/2025	PWBDD	49408	FIX INVESTMENTS, LLC	GRANT EXPENDITURES	500331	566721	6,000.00
				Total for fund 231 AMERICAN RESCUE PLAN ACT			6,000.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 232 DONATIONS							
02/28/2025	PWBDD	49420	MASTER PRINTWEAR	K-9 UNIT EXPENSE	500352	522120	1,243.55
				Total for fund 232 DONATIONS			1,243.55
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
				Total for fund 240 SWIMMING POOL FUND			36.58
Fund: 260 LIBRARY FUND							
02/21/2025	PWBDD	49337	AMAZON CAPITOL SERVICES	OFFICE SUPPLIES	500310	555110	129.64
				DONATION EXPENDITURES	500322	555110	29.38
				DONATION EXPENDITURES	500322	555110	55.96
				CHECK PWBDD 49337 TOTAL FOR FUND 260:			214.98
02/21/2025	PWBDD	49340	BAKER & TAYLOR BOOKS	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	152.83
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	18.13
				DONATION EXPENDITURES	500322	555110	68.00
				CHECK PWBDD 49340 TOTAL FOR FUND 260:			238.96
02/21/2025	PWBDD	49348	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	82.41
				OFFICE SUPPLIES	500310	555110	123.50
				OFFICE SUPPLIES	500310	555110	140.57
				CHECK PWBDD 49348 TOTAL FOR FUND 260:			346.48
02/21/2025	PWBDD	49353	FILM IDEAS, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	221.23
02/21/2025	PWBDD	49360	JANI-KING OF MILWAUKEE	MAINT/CONTRACTED SERVICES	500290	555110	990.36
02/21/2025	PWBDD	49361	JOHNSON CONTROLS SECURITY SOLU	MAINT/CONTRACTED SERVICES	500290	555110	1,403.28
02/21/2025	PWBDD	49363	LAWNSCAPERS, INC	MAINT/CONTRACTED SERVICES	500290	555110	512.50
02/21/2025	PWBDD	49366*#	NASSCO, INC.	OPERATING SUPPLIES	500350	555110	428.54
02/28/2025	PWBDD	49385	A TO Z REFRIGERATION & HVAC, I	MAINT/CONTRACTED SERVICES	500290	555110	773.46

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Fund: 260 LIBRARY FUND							
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
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
				Total for fund 260 LIBRARY FUND			8,082.13
Fund: 270 FIRE DEPT & EMS							
02/21/2025	PWBDD	49336	AIRGAS USA LLC	EMS SUPPLIES AND EXPENSES	500347	522500	862.80
02/21/2025	PWBDD	49349	DINGES FIRE COMPANY	FIREFIGHTING EQUIPMENT	500380	522500	39.02
02/21/2025	PWBDD	49351	EMS MANAGEMENT & CONSULTANTS	PROFESSIONAL SERVICES	500210	522500	4,082.12
02/21/2025	PWBDD	49356*#	GENERAL COMMUNICATIONS INC	TELEPHONE/COMMUNICATIONS	500225	522500	1,300.00
				TELEPHONE/COMMUNICATIONS	500225	522500	55.00
				CHECK PWBDD 49356 TOTAL FOR FUND 270:			1,355.00
02/21/2025	PWBDD	49362	JOIN THE FIRE SERVICE LLC	MARKETING	500223	522500	429.00
02/21/2025	PWBDD	49366*#	NASSCO, INC.	OPERATING SUPPLIES	500350	522500	393.59
				OPERATING SUPPLIES	500350	522500	(88.87)
				CHECK PWBDD 49366 TOTAL FOR FUND 270:			304.72
02/21/2025	PWBDD	49370	QUALITY STATE OIL CO., INC.	GAS AND OIL EXPENSE	500351	522500	403.86
				GAS AND OIL EXPENSE	500351	522500	262.55

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS				CHECK PWBDD 49370 TOTAL FOR FUND 270:			666.41
02/21/2025	PWBDD	49374	RICOH USA, INC.	MAINT/CONTRACTED SERVICES	500290	522500	67.30
02/21/2025	PWBDD	49384	ZOLL MEDICAL CORPORATION	EMS SUPPLIES AND EXPENSES	500347	522500	632.00
02/28/2025	PWBDD	49386	AIRGAS USA LLC	EMS SUPPLIES AND EXPENSES	500347	522500	244.33
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
				Total for fund 270 FIRE DEPT & EMS			14,043.24
Fund: 350 TIF DISTRICT FUND #4							
02/21/2025	PWBDD	49358*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	1,504.00
				Total for fund 350 TIF DISTRICT FUND #4			1,504.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 353 TIF DISTRICT #6							
02/21/2025	PWBDD	49358*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	2,916.00
Total for fund 353 TIF DISTRICT #6							2,916.00
Fund: 400 CAPITAL IMPROVEMENTS FUND							
02/21/2025	PWBDD	49335	AECOM TECHNICAL SERVICES INC	NR216 COMPLIANCE	500472	533440	9,220.08
02/21/2025	PWBDD	49338	AMERICAN DEFENSE MFG LLC	OFFICER EQUIPMENT	500724	522120	17,500.00
02/21/2025	PWBDD	49342*#	BRUGGINKS, INC	FECON RK6015 MULCHING HEAD WITH CHIPPER	500880	533210	13,261.00
02/28/2025	PWBDD	49410	GENERAL COMMUNICATIONS INC	VEHICLE REPLACEMENTS	500811	522120	500.00
Total for fund 400 CAPITAL IMPROVEMENTS FUND							40,481.08
Fund: 601 WATER RECYCLING CENTER							
02/21/2025	PWBDD	49339	BADGER STATE WASTE, LLC	SLUDGE HAULING	500294	573825	24,220.00
02/21/2025	PWBDD	49345	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	137.58
02/21/2025	PWBDD	49367	OZAUKEE DISPOSAL CORPORATION	REFUSE COLLECTION	500297	573830	1,525.00
02/21/2025	PWBDD	49368	PIEPER ELECTRIC, INC.	MAINTENANCE SUPPLIES	500340	573840	1,216.00
02/21/2025	PWBDD	49381	VISU-SEWER INC.	2025 CIPP LINING AND GROUTING PROJECT	112111	000000	183,277.80
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
							82.89
CHECK PWBDD 49414 TOTAL FOR FUND 601:							133.06

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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-0713912926-00005	500340	573840	70.44
				MAINTENANCE SUPPLIES-0713912926-00012	500340	573840	19.25
				MAINTENANCE SUPPLIES-0713912926-00007	500340	573840	12.17
				MAINTENANCE SUPPLIES-0713912926-00010	500340	573840	10.83
				MAINTENANCE SUPPLIES-0711836389-00001	500340	573840	14.71
				MAINTENANCE SUPPLIES-0713912926-00002	500340	573840	16.22
				CHECK PWBDD 49440 TOTAL FOR FUND 601:			936.03
				Total for fund 601 WATER RECYCLING CENTER			218,717.94
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
				Total for fund 700 RISK MANAGEMENT FUND			163.23
			TOTAL - ALL FUNDS				436,642.63

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

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

CITY OF CEDARBURG
TRANSFER LIST
2/22/25-3/7/25

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
2/22/2025	\$21,585.70	Elan-credit card bill
2/22/2025	\$3,000.00	PWSB Payroll
2/28/2025	\$108,521.15	ETF-January WRS remittance
3/1/2025	\$9,401.27	Southgate Leasing-vehicle leases
3/1/2025	\$194.19	Windriver-fees
3/3/2025	\$3,427.50	Delta Dental-vision & dental insurance premiums
3/6/2025	\$265,000.00	PWSB Payroll
3/6/2025	\$1,025.04	Mission Square-contributions for 2/16/25-3/1/25
3/6/2025	\$4,970.00	North Shore Bank-contributions for 2/16/25-3/1/25
3/6/2025	\$622.11	State of Wisconsin-child support for 2/16/25-3/1/25
3/6/2025	\$981.35	Wis Deferred Comp-contributions for 2/16/25-3/1/25
3/6/2025	\$550.00	Police Association-dues for 2/16/25-3/1/25
	<u>\$419,278.31</u>	
PWSB PAYROLL CHECKING ACCOUNT		
3/7/2025	\$187,418.47	Payroll for 2/16/25-3/1/25
3/7/2025	\$77,449.85	Payroll taxes for 2/16/25-3/1/25
	<u>\$264,868.32</u>	
LGIP-STATE POOL		
2/22/2025	\$119,785.64	State Trust Fund Loan
PWSB TAX COLLECTION		
2/22/2025	\$500,000.00	PWSB Checking



City of Cedarburg

City Administrator's Report

March 3, 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 office is preparing to mail 800 ballots for the Spring Election. In-person early voting begins on March 18th. The Spring Election is on April 1st.

Engineering– Work continues on annual reports, as well as bid opening for street & sidewalk projects.

Fire– There was a vehicle fire on Madison Avenue that spread to a garage. Crews were able to extinguish the fires.

Parks & Rec– The summer guide will be released online the week of March 10th. In-person early swim lesson registration day is Monday, April 28th from 4:30-6 in the Community Gym. The Easter Egg Hunt, sponsored by Fox Run and Friends of the Parks & Rec, is Saturday, April 12th. There will be 18,000 eggs. The department is currently hiring seasonal positions. Positions are posted on the city website.

DPW– Crews have been busy with tree trimming and street sweeping. Interviews for the mechanic position have begun.

Planning– Regarding the Smart Growth Comprehensive Plan, discussions for certain areas are waiting on the Traffic Analysis to come in.

Light & Water– Karsten Huse was appointed General Manager of Light & Water on February 17th. This results in a reorganization of the Electric department. Staff is working on determining the next areas of lead service replacement.

Treasurer– The audit began on March 3rd.

Library– Two staff members are out on medical leave, resulting in 70 hours a week to fill in. A part-time staff member was hired and started the week of March 3rd.

Building Inspection– Stone Lake has pulled permits to begin construction. Hiring of seasonal staff for cemetery lawn maintenance has begun.

Administrator– The Comprehensive Outdoor Recreation Plan is online for public input. Staff will be walking downtown and recording encroachment issues.

Respectfully submitted,

Mikko Hilvo