

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
MONDAY SEPTEMBER 27, 2021 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, September 27, 2021 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., in the second floor Council Chambers. Information on how to access the meeting is attached to the meeting packet or can be requested by emailing: mhilvo@ci.cedarburg.wi.us.

AGENDA

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome and Barbara Lythjohan
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item.
7. APPROVAL OF MINUTES – September 13, 2021 Common Council Minutes*
8. NEW BUSINESS
 - A. Discussion only to provide feedback on development plan for new subdivision located at 6660 Susan Lane*
 - B. Discussion and possible action on restructure of Cedarburg Police Department Administration*
 - C. Discussion and possible action on request to hire a replacement entry level police officer*
 - D. Discussion and possible action on Resolution 2021-16 to change polling location for November Mequon Thiensville Recall Election*
 - E. Discussion and possible action on License/Permit applications***
 1. Consider approval of new Operator License applications for the period ending June 30, 2022 for: Adam J. Bougie, Colleen D. Felli, and Ellen Lingel

- F. Discussion and possible action on payment of bills dated 09/04/2021 through 09/17/2021, transfers for the period 09/11/2021 through 09/24/2021 and payroll for period 09/05/2021 through 09/18/2021*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report*

10. COMMUNICATIONS

- A. Comments and suggestions from citizens**
- B. Comments and announcements by Council Members
- C. Mayor's Report

11. ADJOURN TO CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statute 19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

More specifically to discuss:

- A. Approval of September 13, 2021 closed session minutes
- B. Discussion of possible litigation involving Cedars III
- C. Discussion of Prochnow Landfill

12. RECONVENE TO OPEN SESSION

- A. Discussion and possible action on Cedars III claim

13. ADJOURNMENT

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

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

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

for the purposes of recording their comments.

Information available through the Clerk's Office.

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

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

09/20/21 tas



CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19

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



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

CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC

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



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

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

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

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



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

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

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

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

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

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

**CITY OF CEDARBURG
COMMON COUNCIL
September 13, 2021**

**CC20210913-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, September 13, 2021 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers and online utilizing the Zoom app.

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

Roll Call: Present - Mayor Michael O’Keefe, Council Members Sherry Bubnitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome, Barbara Lythjohan

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Mike Wieser, interested citizens and news media.

STATEMENT OF PUBLIC NOTICE

At Mayor O’Keefe’s request, Deputy City Clerk Kletzien 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. Citizen’s present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

COMMENTS AND SUGGESTIONS FROM CITIZENS

APPROVAL OF MINUTES

Motion made by Council Member Thome, seconded by Council Member Burkart, to approve the August 30, 2021 Common Council minutes. Motion carried without a negative vote.

PRESENTATION

**WATER SYSTEM NEEDS ASSESSMENT AND IMPACT FEE STUDY
PRESENTATION BY CEDARBURG LIGHT AND WATER GENERAL MANAGER
DALE LYTHJOHAN**

Light & Water General Manager Lythjohan explained that the Cedarburg Water Impact Fee originated in 2006 with the anticipated growth from Topview Trails and the north end development to recover costs for a new water tower and booster station (which did not happen due to the economic downturn until 2021). He noted that there was also a minor update to the Water Impact Fee in 2012. Since growth is occurring, a Water System Needs Assessment and Impact Fee Study was done by Ruekert & Mielke, Inc. to update costs, growth, and costs associated directly to the growth. The following highlights were presented:

- **Capital Improvement Costs**
 - o Water Tower \$2,200,000
 - o Booster Station 1,136,500
 - o Total \$3,336,500

- **Assignment of Costs to New Growth**

o Water Tower (75%)*	\$1,650,000
o Booster Station (44.5%)**	<u>505,743</u>
o Total	\$2,155,743

*25% system wide benefit will be funded through the Utility Fund reserves.

**35% TIF = \$398K and 20% system benefit

- **Anticipated Growth**

- o Study assumed approximately 20-year growth time period
- o Study reviewed potential growth areas and types of growth
 - Set growth based on water meter size
 - Predominately ¾ inch meters (typically homes or small commercial)
 - Smattering of larger meters between 1 inch to 3 inch (small commercial to medium business)
 - Future growth meter counts
 - ¾ inch 538
 - 1 inch – 3 inch 25
 - 563 total equivalent meters = 634 equivalents (25 larger meters above range from 2.5 to 1.5 x equivalents)

- **Impact Fee Calculation**

o Total new growth costs	\$2,155,743
o Existing impact fee balance	923,785
o /# of equivalent meters	634
o = Fee per equivalent meter	\$ 1,945 (current fee \$2,049.98)

General Manager Lythjohan concluded by noting that if the fee is approved, it should be reviewed end of year 2021 using construction cost index, as done annually by Director of Engineering for all impact fees.

In answer to Council Member Arnett's question, General Manager Lythjohan confirmed that this includes \$400,000 that will not need to be borrowed through TIF #6.

Council Member Arnett asked if the deficit is paid through reserves. General Manager Lythjohan stated that it is paid through an internal loan from the Utility. The impact fee will end when these projects are paid.

PUBLIC HEARING

A PUBLIC HEARING TO INVITE PUBLIC COMMENT ON THE WATER SYSTEM NEEDS ASSESSMENT AND PROPOSED ORDINANCE NO. 2021-18 UPDATING PUBLIC FACILITIES IMPACT FEES (CLOSE PUBLIC HEARING)

Mayor O'Keefe opened the Public Hearing at 7:10 p.m. to invite public comment on the water system needs assessment and proposed Ordinance No. 2021-18 updating Public Facilities Impact Fees.

There was no public comment.

Motion made by Council Member Thome, seconded by Council Member Bublitz, to close the public hearing at 7:12 p.m. Motion carried with Council Members Bublitz, Arnett, Burkart, Verhaalen, Simpson, Thome, and Lythjohan voting aye.

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2021-18 UPDATING WATER IMPACT FEES

The Water Utility is responsible for periodically updating their water impact fee schedule. Ruekert and Mielke was contracted to perform this update as explained in the presentation. This ordinance is the final step to updating the water impact fees.

Motion made by Council Member Thome, seconded by Council Member Bublitz, to adopt Ordinance No. 2021-18 updating Water Impact Fees. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON COUNTRY IN THE BURG 2022 TO BE HELD AUGUST 26-27, 2022

Mayor O'Keefe explained that Country in the Burg is requesting to hold their concert on August 26 and 27, 2022 at Cedar Creek Park. The event was held at Cedar Creek Park in 2019 as a one-day event and then in 2021 as a two-day event. They were granted an additional night for 2021 to assist in recouping lost revenue from having to cancel in 2020. They are requesting to hold a two-day event again in 2022.

Axel Uhan stated that the 2021 concert was a huge success and provided an extensive list of benefits to the City. Some highlights include:

- Multiple hotels were sold out for three days.
- This event is a huge financial gain to the City and benefited many businesses. He estimated that attendees spent roughly \$150,000-\$300,000 locally that weekend.
- Kip Moore has over 2 million followers on social media and speaks very highly of Cedarburg, which results in more visitors.

Alex Uhan stressed that this event is about giving back, and showing off Cedarburg, and having people enjoy a fun weekend with family and friends while also helping all the local businesses and raising money for charity. There were no citations issued by the Police Department for this event.

Council Member Arnett explained that he received only three negative emails regarding Country in the Burg. He shared a few stories and facts, stating that the positive feedback far outweighs the negative concerns. Last year the event provided contributions to Wounded Warriors, Mel's Charities, and Children's Hospital and will do the same this year. It is a charitable event that gives back to the community. The Common Council often must make difficult decisions and he will vote to continue this two-day event.

Council Member Bublitz explained that she has family that lives near the Fairgrounds, and it is an inconvenience to live there during the County Fair and large events; however, these events offer many benefits to the Community. It is a small sacrifice for a big gain.

Mayor O’Keefe received a lot of positive feedback from people attending the event and many were from out of state. He commented on how lucrative a two-day event is for the charities and non-profit organizations that participate in the success of Country in the Burg that they cannot get in a one-day event.

Council Member Burkart attended Country in the Burg on Friday evening and stated that it is a very nice event. However, she received quite a few complaints and is in favor of a one-day event over a two-day event, to respect and compromise with the nearby residents.

Council Member Thome stated that Country in the Burg is an incredibly well-run event and she thanked them for their contributions to the Community. She stated that her district is in the center of most of the activity in the City including Summer Sounds every Friday night in summer, baseball games, and numerous special events in the park. She received several messages Friday night, from a wide age range of residents, complaining about the sound level. Saturday’s sound level was better and that was appreciated. Council Member Thome would like to see the event moved to Fireman’s Park.

In answer to Council Member Verhaalen’s question, Alex Uhan stated that all the preparation work including the fencing is completed by Friday and it is a waste not to use that evening for a concert.

In answer to Council Member Burkart’s question, Alex Uhan stated that attendance was 4,500 – 5,000 people per night and 60 – 70% of the attendees saw both concerts. Next year they want to offer 1- or 2-day options to attend Country in the Burg.

Council Member Thome appreciated the fact sheet that was provided by Alex Uhan. She stated that bars and restaurants benefit the most from the event, more so than the shop owners. The event should be moved to Fireman’s Park.

Alex Uhan explained that the Fairgrounds is not ready for this event. It will require the grandstands to be rebuilt. Financially and logistically, it would not work at the Fairgrounds at this time.

Council Member Arnett opined that people would not have the walkability to downtown from the Fairgrounds and Cedar Creek Park is beautiful and has a great stage. He questioned how many people it should take to cancel an event if a fraction of 1% of population complain. Every decision has a tradeoff.

Andrea Acosta, owner of That Taco Guy, lives within blocks of the park and the events are part of the charm of Cedarburg. As a local business owner, these events make a huge difference for them. She asked that the Common Council consider how Country in the Burg benefits the Community as a whole. The charitable contributions alone are impressive.

Paul Hayes, N63 W5795 Columbia Road, has lived in this quiet and stable neighborhood since 1979 holding long time residents who are older than recent arrivals. The park and wildlife are important to the neighbors. He enjoys music but often times the music in Cedar Creek Park arrives distorted and is reduced to screaming and percussion into their neighborhood. The neighbors understand that Cedarburg is a destination for many, and they do not resent merchants benefitting from that, but do resent the noise that exceeds approved decibel limits and time limits.

Paul Hayes continued by reading the following statement:

Country in the Burg

Everybody in Cedarburg should know how the City and private interests are using the public parks. The City should actively dispense such information when it agrees to such uses: It is beyond the capacity of the average citizen to sit through -- especially in these days of covid -- each meeting of the Council and the Park Board.

Dissemination, for example, of the details of the special arrangement arrived at with the promoters of Country in the Burg and the City regarding lifting the limits on sound volume and extending the nighttime time limit for ending the concert should have been public knowledge long before the concert took place.

The parks are owned and paid for by the people through our property taxes. The details of special uses of the parks by private interests should be made public. How much does the City get for the exclusive use of public spaces? How much do taxpayers spend to support such uses in Police, Fire and Public Works personnel and equipment? What are the ethical questions involved in private promoters profiting from events in public spaces. We understand that some of the gate receipts go to charity. We need an accounting of how much and how it is distributed and who decides on the charities.

In short, if this is to become an annual event -- and it seems that that decision has already been made -- the neighbors and indeed all of Cedarburg's taxpayers deserve to be made aware and be involved in the decision-making process from the beginning.

Thank you, Paul G. Hayes

Tom Stanton, Executive Director of Mel's Charities, explained that he started Mel's Charities in 1999 with a \$15,000 donation to a single person in-need and has given \$1.5 million in donations since it's inception. Country in the Burg has been very generous to their cause, along with other charities, and he appreciates their support. He asked that the event be approved for two days.

Karen Sundell, N64 W5719 Columbia Road, stated that the residents in her neighborhood support causes and no one can be against the benefits of this concert. However, it is important to look at the specifics and its detrimental effects to a large group of people. This is not a black and white issue. The noise was so loud on Friday evening that it rattled her windows and prevented them from talking, reading, or watching a movie. She called the Police Department and was told that the concert was within the allowable decibel level and an exemption was made to perform past 10:00 p.m. In this case the City should reconsider its decibel limit and time limit. The

neighbors want to have a say in what happens in the park. Saturday night, the noise level was much lower; however, she asked that something be done so this does not happen again. She lobbies for a change of venue or restricting the event to one night with a lower allowable decibel level.

Motion made by Council Member Arnett, seconded by Council Member Lythjohan, to approve Country in the Burg 2022 to be held on August 26 and 27, 2022.

Council Member Thome stated that she would like the location changed and would vote no.

Council Member Burkart asked for a compromise to a one-day event and would vote no to a two-day event.

Motion carried with Council Members Bublitz, Arnett, Verhaalen, Simpson, and Lythjohan voting aye and Council Members Burkart and Thome voting nay.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2021-17 TO APPROVE A NEW RANGE OF PENALTIES

Deputy City Clerk Kletzien explained that the Common Council approved a new Bond Deposit Schedule as recommended by the Mid Moraine Municipal Court at the August 30 Common Council meeting. As a result, Section 1-1-7 of the City Code must be updated to reflect the new penalty limits.

Motion made by Council Member Burkart, seconded by Council Member Bublitz, to adopt Ordinance No. 2021-17 approving a new range of penalties, Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON AWARD OF ENGINEERING DESIGN CONTRACT WITH RA SMITH FOR THE CONNECTION OF FORWARD WAY TO HILLTOP DRIVE IN THE HWY 60 BUSINESS PARK

Director Wieser explained that RA Smith is currently under contract with the City to complete the Business Park engineering design and construction services. As part of the amended Memorandum of Understanding with the Department of Transportation, the City is required to connect Forward Way to Hilltop Drive by the end of 2022. RA Smith submitted a proposal for the design of the roadway connection from Forward Way to Hilltop Drive and the reconstruction of Hilltop Drive up to Sycamore Lane for a total of \$30,320. The following services are included as part of this proposal:

- Topographic survey over the project limits.
- Roadway design (plan/profile sheets, typical cross sections, cross sections, details, and storm sewer).
- DNR Wetland Permit and mitigation.
- Specifications and cost estimates.
- Possible watermain design.

In answer to Council Member Arnett's question, Director Wieser said that the proposal is in line with his estimate and recommends awarding the contract.

Motion made by Council Member Bublitz, seconded by Council Member Simpson, to award the engineering design contract with RA Smith for the construction of Forward Way to Hilltop Drive in the Hwy. 60 Business Park in an amount not to exceed \$30,320. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON AGREEMENT BETWEEN THE DEPARTMENT OF ADMINISTRATION AND THE CITY OF CEDARBURG

City Administrator Hilvo explained that the State of Wisconsin, through the Community Development Block Grant, has awarded the City of Cedarburg the sum of \$222,000. The agreement between the Department of Administration and the City of Cedarburg outlines the activities of the grant including the scope of work to be completed, timeline for completion, and corresponding rules. Common Council approval is required as part of the CDBG grant process.

Motion made by Council Member Burkart, seconded by Council Member Thome, to approve the agreement between the Department of Administration and the City of Cedarburg. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON A TEMPORARY LIMITED EASEMENT AGREEMENT FOR A RESIDENCE ON HIGHLAND DRIVE

Director Wieser explained that at the April 26 meeting, the Common Council directed staff to repair the damaged part of the Highland Drive retaining wall with owner consent to be on the property with the caveat that this is not acknowledgment of the land belonging to the City. City Attorney Herbrand drafted a Temporary Limited Easement Agreement to be signed by the property owner and City. Staff has recently received the signed Temporary Limited Easement Agreement from the property owner and is requesting the Mayor's signature to move forward with the wall repair. This work will be done mid next week.

Council Member Lythjohan noted that the property owner's signatures were not notarized. City Attorney Herbrand stated that he would follow up to have the signatures corrected.

Motion made by Council Member Bublitz, seconded by Council Member Simpson, to approve a Temporary Limited Agreement for a residence on Highland Drive subject to property owners resigning the document in front of a Notary Public. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2021-19 REMOTE MEETING ATTENDANCE

City Administrator Hilvo explained that while communities are not legally obligated to allow governmental body members or the public to attend meetings remotely, many have chosen to do so because of positive experiences with remote attendance during the pandemic. It is the recommendation of the League of Municipalities that each municipality adopt a policy or ordinance regarding remote attendance to provide the framework and structure for governing

bodies moving forward. City Clerk Sette and City Attorney Herbrand worked together to present Ordinance No. 2021-19 for remote meeting attendance for discussion.

Council Member Lythjohan expressed concern for the quality of remote meetings and difficulty in understanding people when they are wearing masks.

City Administrator Hilvo explained that he is trying new equipment this evening to facilitate better zoom meetings.

Council Member Thome stated that the Rotary uses this equipment for their zoom meetings, and it works well.

Discussion ensued on ways to make remote meeting attendance better. It was the consensus of the Common Council to revisit this Ordinance if needed.

Motion made by Council Member Bublitz, seconded by Council Member Burkart, to adopt Ordinance No. 2021-19 Remote Meeting Attendance. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON NEW WARD MAPS RESULTING FROM REDISTRICTING

City Administrator Hilvo explained that as a result of the 2020 Census, redistricting has begun. There were delays associated with the release of population data due to Covid. Those delays have resulted in an escalated timeframe for completion of redistricting. Ozaukee County is currently in the process of redrawing Supervisory district lines and a copy of the tentative proposal is included in the packet. The County will be holding a public hearing to approve the new districts on September 15. The proposed Supervisory lines represent small changes for some of the Ward lines for the City of Cedarburg. No boundary changes would remove a Council Member from their current district. The tentative Ward changes for the City will be brought to the Council at the September 27 meeting for approval.

No action was taken.

CONSIDER LICENSE/PERMIT APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Verhaalen, seconded by Council Member Burkart, to approve new Operator License applications for the period ending June 30, 2022 for Stephen R. Anderson, Paul J. Barry, Corinne R. Kaminsky, Robert J. Kaminsky, Gregory P. Myers, Mackenzie A. Neumann, and Gina M. Stupak. Motion carried without a negative vote.

Motion made by Council Member Verhaalen, seconded by Council Member Thome, to approve renewal Operator License applications for the period ending June 30, 2022 for Gia Fazal, Kristine Raymond, Robin Hammetter, and Blake Klug. Motion carried without a negative vote.

Motion made by Council Member Burkart, seconded by Council Member Thome, to authorize the granting of a Class "A" fermented malt beverage and "Class A" intoxicating liquor (off-premise consumption only) application for period ending June 30, 2022 of Barry, Paul James; Irish Boutique LLC, W63 N680 Washington Avenue, Cedarburg, WI 53012, Paul J. Barry,

Agent, premises to be licensed: W63 N680 Washington Avenue, known as The Irish Boutique of Cedarburg. Motion carried without a negative vote.

Motion made by Council Member Burkart, seconded by Council Member Arnett, to authorize the issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc., for Oktoberfest to be held on Saturday, October 2, 2021 from 10:00 a.m. – 5:00 p.m.

CONSIDER PAYMENT OF BILLS DATED 08/25/2021 THROUGH 09/03/2021, TRANSFERS FOR THE PERIOD 08/28/2021 THROUGH 09/05/2021 AND PAYROLL FOR PERIOD 08/22/2021 THROUGH 09/04/2021; AND ACTION THEREON

Motion made by Council Member Bublitiz, seconded by Council Member Burkart, to approve payment of bills dated 08/25/2021 through 09/03/2021, transfers for the period 08/28/2021 through 09/05/2021 and payroll for period 08/22/2021 through 09/04/2021. Motion carried without a negative vote.

ADMINISTRATOR’S REPORT – No further discussion.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome stated that the Mayor along with several Council Members attended the CFD awards event in Cedar Creek Park on September 11. It was a very nice event and a good reminder of all the volunteers that give back to the community. The Greater Cedarburg Foundation Annual Gala event will be held on October 2, and she encouraged fellow Council Members to attend.

Council Member Arnett stated that anyone interested in transparency and notification of things happening within the City should sign up on the Notify Me tab on the City’s website to be informed.

MAYOR REPORT – None

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member Arnett, seconded by Council Member Verhaalen, to adjourn to closed session at 8:51 p.m. pursuant to State Statute 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically, discussion on Prochnow Landfill. Approval of August 30, 2021 closed session minutes. Motion carried on a roll call vote with Council Members Bublitiz, Arnett, Burkart, Verhaalen, Simpson, Thome, and Lythjohan voting aye.

RECONVENE TO OPEN SESSION

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to reconvene to open session at 9:07 p.m. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Simpson, Thome, and Lythjohan voting aye.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to adjourn the meeting at 9:08 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

CITY OF CEDARBURG

MEETING DATE: September 27, 2021

ITEM NO: 8.A.

TITLE:

Consider consultation regarding his 72-unit (36 building) side-by-side condominium development for the 40-acre Tillman Quarry site, and comment thereon.

ISSUE SUMMARY:

The applicant has a signed offer to purchase the Tillman Quarry property and before he pursues annexation, he wants to make sure his project and design plans are acceptable to you. He has already been before the Plan Commission for consultation regarding the layout, intensity, and housing style of his side-by-side residential project but because this Council has final approval authority over zoning and platting requests, he is asking for your feedback, as well. As you are aware, this property is currently located in the Town of Cedarburg and must be annexed into the City to gain access to our public sewer and water systems.

Specifically, the applicant is proposing an attached-housing project that includes 36 side-by-side ranch style buildings (total 72 units), located along a **private** road. This proposed road will enter the property from Susan Lane, following the location of the service drive for the former quarry operation, and then meanders around the former quarry ultimately circling up back to the entrance boulevard. While the plan doesn't show it, staff will be asking for a future road extension from this project, east to Sheboygan Road, as the adjacent lands develop. The project was proposed at a density of 1.85 units per gross acre, 2.5 units per net acre, exclusive of the quarry. The applicant provided drawings and pictures of architectural plans that he has used in other projects and proposes to use here as well.

In offering their feedback, one of the main concerns the Plan Commission had was the impact on the woods located at the southwest corner. This stand of woods has been identified in the Southeastern Wisconsin Regional Plan Commission (SEWRPC) Report No. 42 as "*A Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin*" as a critical species habitat site, known as The Cedarburg Woods-West Site and recommended to be preserved. It is also identified in the City's Smart Growth Comprehensive Land Use Plan – 2025 as one that should be maintained and protected. Because the woods provide essential habitat for two species listed as special concern and the plans recommend it be protected through regulations.

In their initial meeting, the Plan Commission offered general support for the project but asked that the plans be revised to remove the structures and roadway from the woods following the recommendations noted above. In response, the applicant hired Stantec Consulting Services, Inc., an Architectural, Engineering and Design firm, to conduct an updated study of the woods and to locate the endangered plant species. That study revealed that the endangered plants were only found in a small area of the woods located in the northeast quadrant. That report was reviewed by the SEWRPC, and their response is included in your packet.

In his second trip to the Plan Commission, the applicant shifted the location of the road to the area east of the woods following the existing service drive for the quarrying operation and the buildings previously located within the woods were removed and relocated to edge of the woods. They also dropped the number of side-by-side structures by one. The plans do, however, continue to show encroachment into the woods along the west property line and at the northwest corner of the site with the road and buildings. Staff would also note that while the road is shown as private, the section of road from the entrance boulevard around the south end of the quarry where it connects with the future access road to Sheboygan Road, could be made public. The remainder of the roadway system will be private.

CITY OF CEDARBURG

STAFF COMMENTS/RECOMMENDATIONS:

The applicant advises that the layout before you preserve as much of the woods as possible while maintaining the minimum number of units/buildings to make the development viable for them. Accordingly, he is seeking your thoughts and/or direction on the following:

- Will you allow for limited encroachment of the woods as shown on the plan or require complete preservation thereof?
- Will you support the layout, density, and general design of proposed side-by-side residential land use for this site?
- Will you allow the development to be served by a private road system?
- Will you support PUD Zoning to allow for adjustments to base zoning requirements (i.e.setbacks, offsets, etc.)?
- Any other comments you may have are welcome.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

At their May 3rd and September 8th, 2021, meetings, the Plan Commission offered the following comments: (see attached minutes)

BUDGETARY IMPACT:

ATTACHMENTS:

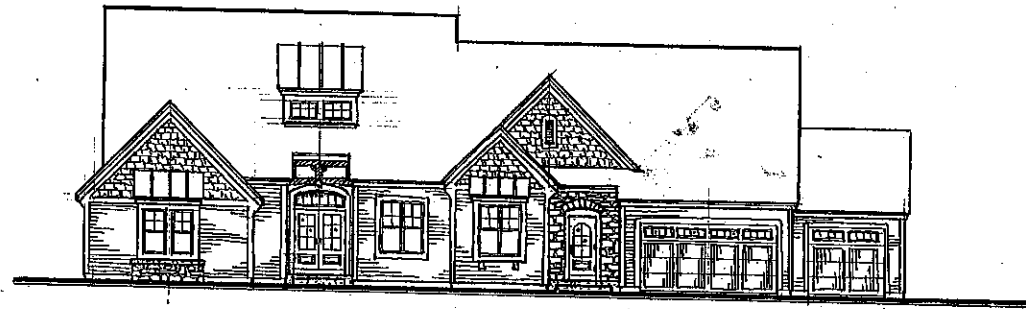
- Minutes from the May 3rd and September 8th Plan Commission meetings.

INITIATED/REQUESTED BY: Craig Caliendo, President Kingsway Homes

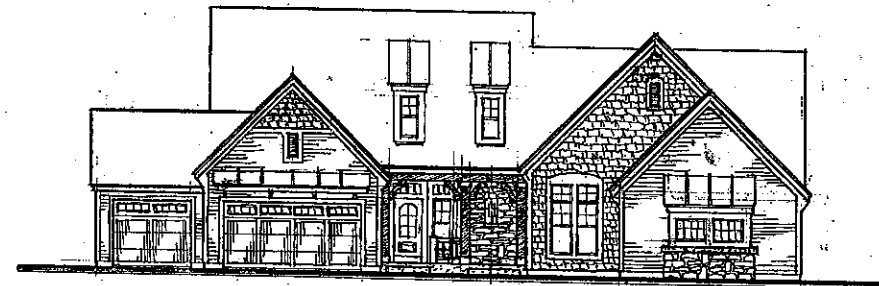
FOR MORE INFORMATION CONTACT: Jonathan Censky, City Planner, 262-375-7614

RECEIVED
APR 01 2021
CITY OF CEDARBURG

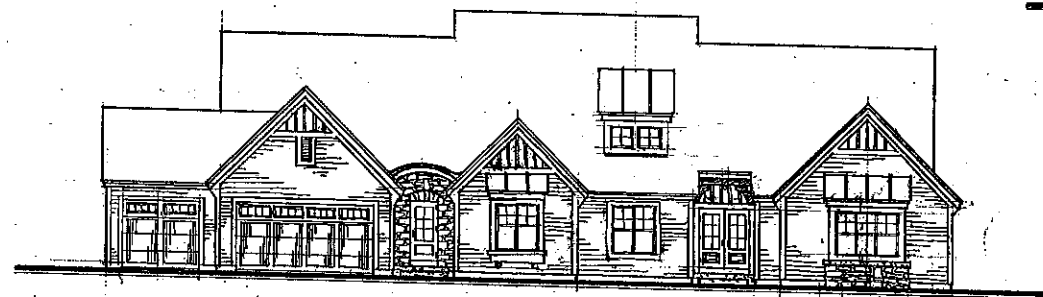




B-B BUILDING



D-E BUILDING



C-C BUILDING

Owner: DARTMOOR INVESTMENTS
Site: VILLAGE CROSSING II, OCONOMOWOC

LEFT UNIT

Job Number: VIL----
Model: BRETON
Address: ----

RIGHT UNIT

Job Number: VIL----
Model: BRETON
Address: ----

CONSTRUCTION SUPERINTENDENT & DATE

SHEET INDEX

1. FRONT ELEVATION
2. FLOOR PLAN
3. BASEMENT PLAN
4. SIDE ELEVATIONS
5. REAR ELEVATION
6. SECTIONS
7. DETAILS
8. FIRST FLOOR ELECTRICAL PLAN
9. SHEAR WALL BRACING PLAN



FRONT ELEVATION

SCALE: 1/4"=1'-0"

VILXXXX
DWELLING SQUARE FOOTAGES

LIVING AREAS:	
FIRST FLOOR LIVING AREA:	1571 S.F.
SECOND FLOOR LIVING AREA:	--- S.F.
FINISHED LOWER LEVEL LIVING AREA:	--- S.F.
TOTAL LIVING AREA:	1571 S.F.
NON-LIVING AREAS:	
FRONT PORCH AREA:	69 S.F.
GARAGE AREA:	458 S.F.
UNFINISHED BASEMENT AREA:	1441 S.F.

ALLIANCE WINDGATE SERIES
WINDOWS & PATIO DOORS

VILXXXX
DWELLING SQUARE FOOTAGES

LIVING AREAS:	
FIRST FLOOR LIVING AREA:	1571 S.F.
SECOND FLOOR LIVING AREA:	--- S.F.
FINISHED LOWER LEVEL LIVING AREA:	--- S.F.
TOTAL LIVING AREA:	1571 S.F.
NON-LIVING AREAS:	
FRONT PORCH AREA:	78 S.F.
GARAGE AREA:	458 S.F.
UNFINISHED BASEMENT AREA:	1441 S.F.

PURCHASE ORDER

Required

KINGS WAY
HOMES, L.L.C.
700 PILGRIM PARKWAY
SUITE 100
ELM GROVE, WI.
Phone (262) 797-3600

MODEL THE BRETON	
VILXXXX VILXXXX	
DATE REVISED 10/15/18 05/28/20 11/13/18 01/23/19 07/11/19 12/06/20	SHEET NO. # 1

VILXXXX / VILXXXX

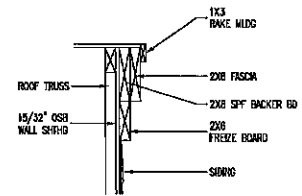
1571 S.F.
VILXXXX
BRETON FLOOR PLAN

NOTE: FRAMING
ALL DOOR AND WINDOW HEADERS ARE TO BE (2) 2x10 S.P.F. NO. 1-2 OR BETTER UNLESS NOTED OTHERWISE ON PLANS.
ALL DOOR AND WINDOW JAMBS ARE TO BE (1) 2x4 S.P.F. SQUARE STUD W/ (2) 2x6 S.P.F. FULL HT. STUDS
SOLID BLOCKING UNDER ALL POSTS
WALLS:
2x4 GARAGE EXTERIOR WALL FRAMING
2x4 HOUSE EXTERIOR WALL FRAMING @ 16" O.C.
2x6 HOUSE EXTERIOR WALL FRAMING @ 24" O.C.

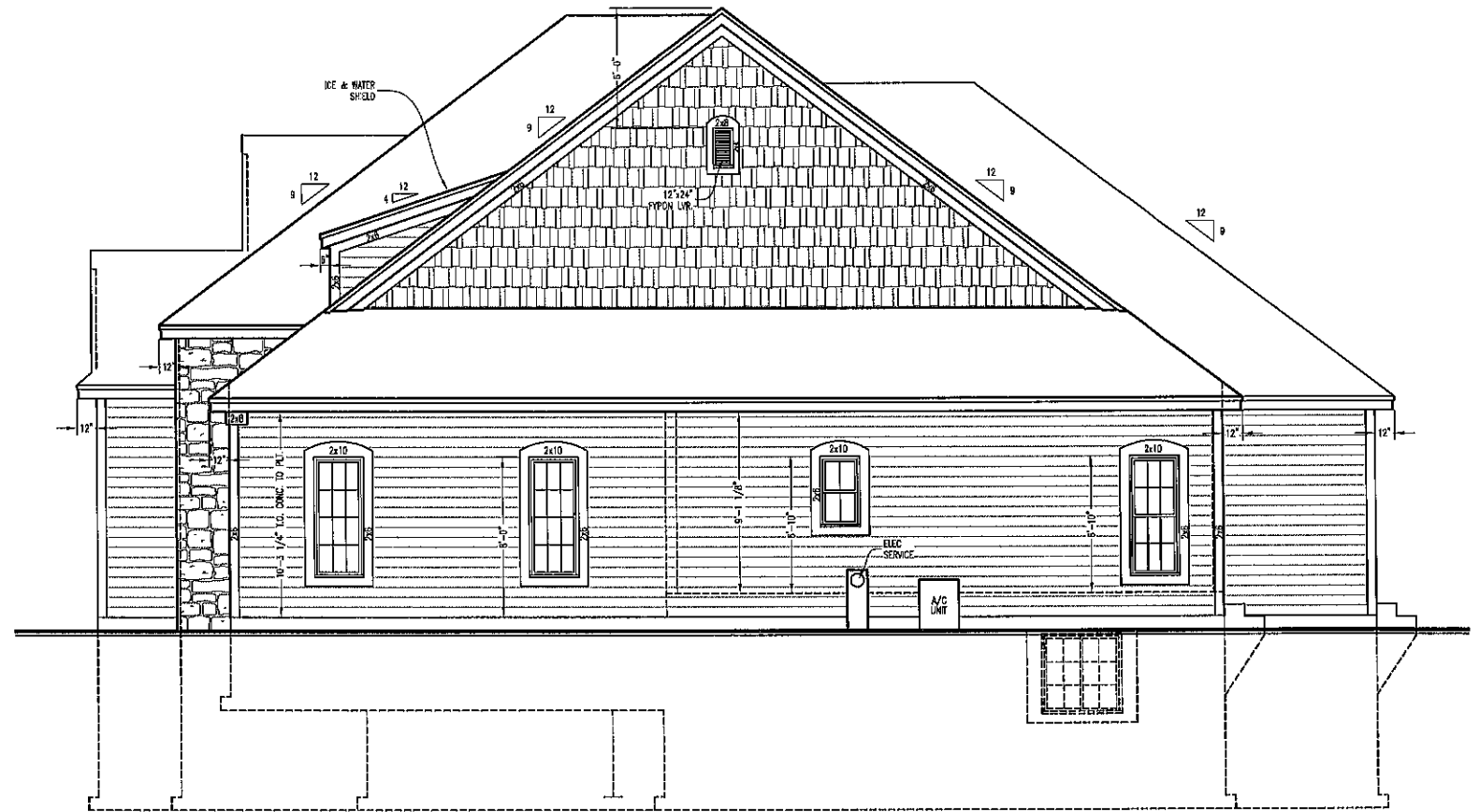
1571 S.F.
VILXXXX
BRETON FLOOR PLAN

NOTE: FRAMING
ALL DOOR AND WINDOW HEADERS ARE TO BE (2) 2x10 S.P.F. NO. 1-2 OR BETTER UNLESS NOTED OTHERWISE ON PLANS.
ALL DOOR AND WINDOW JAMBS ARE TO BE (1) 2x4 S.P.F. SQUARE STUD W/ (2) 2x6 S.P.F. FULL HT. STUDS
SOLID BLOCKING UNDER ALL POSTS
WALLS:
2x4 GARAGE EXTERIOR WALL FRAMING
2x4 HOUSE EXTERIOR WALL FRAMING @ 16" O.C.
2x6 HOUSE EXTERIOR WALL FRAMING @ 24" O.C.

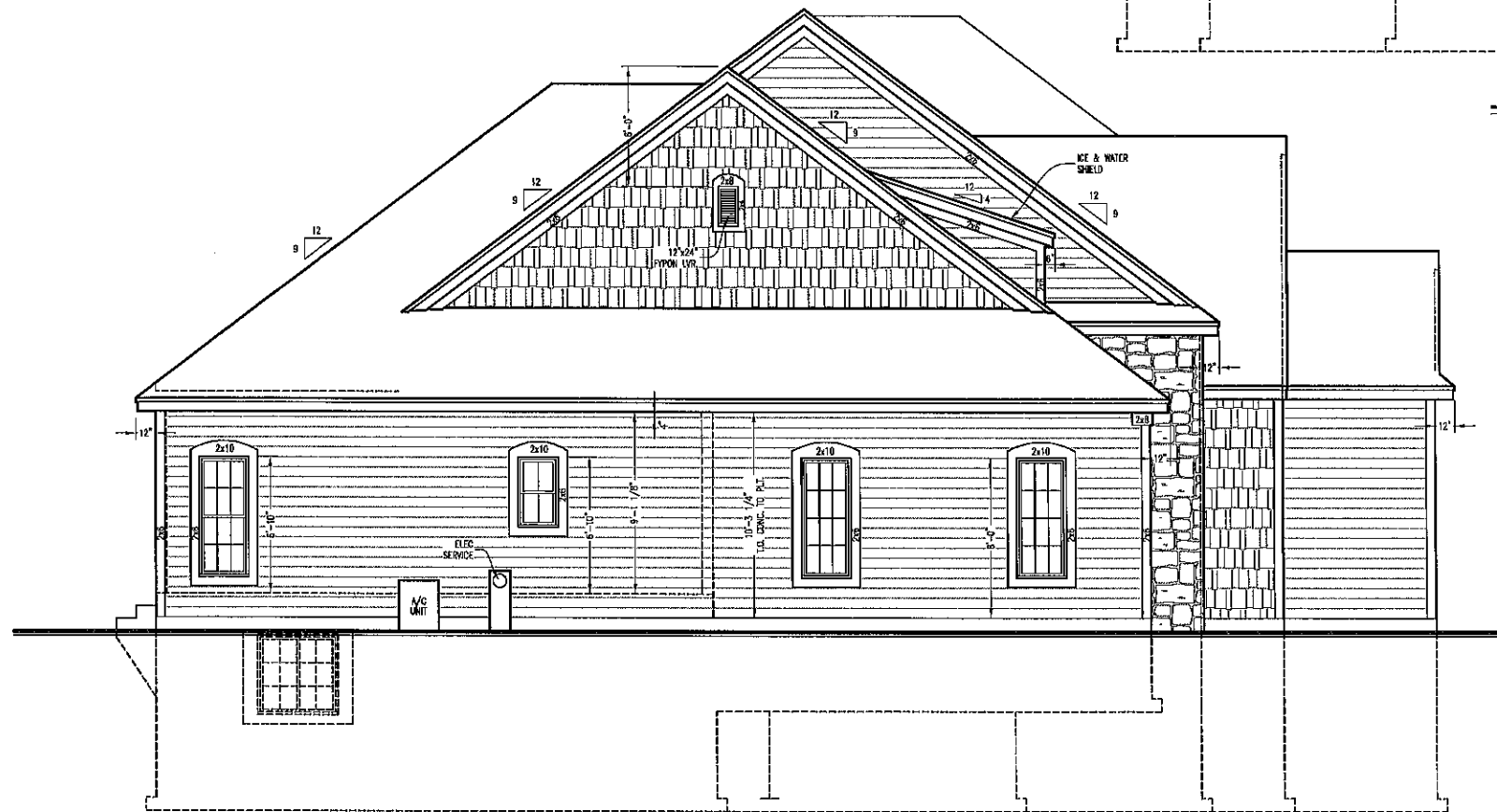
NOTE: BOTH UNITS
• 6'-0" DOOR HEIGHTS THROUGHOUT
• ALLIANCE WINDOW SERIES WINDOWS & PATIO DRS W/ JAMBS & CASING
• SOLID CONC. INTERIOR DOORS



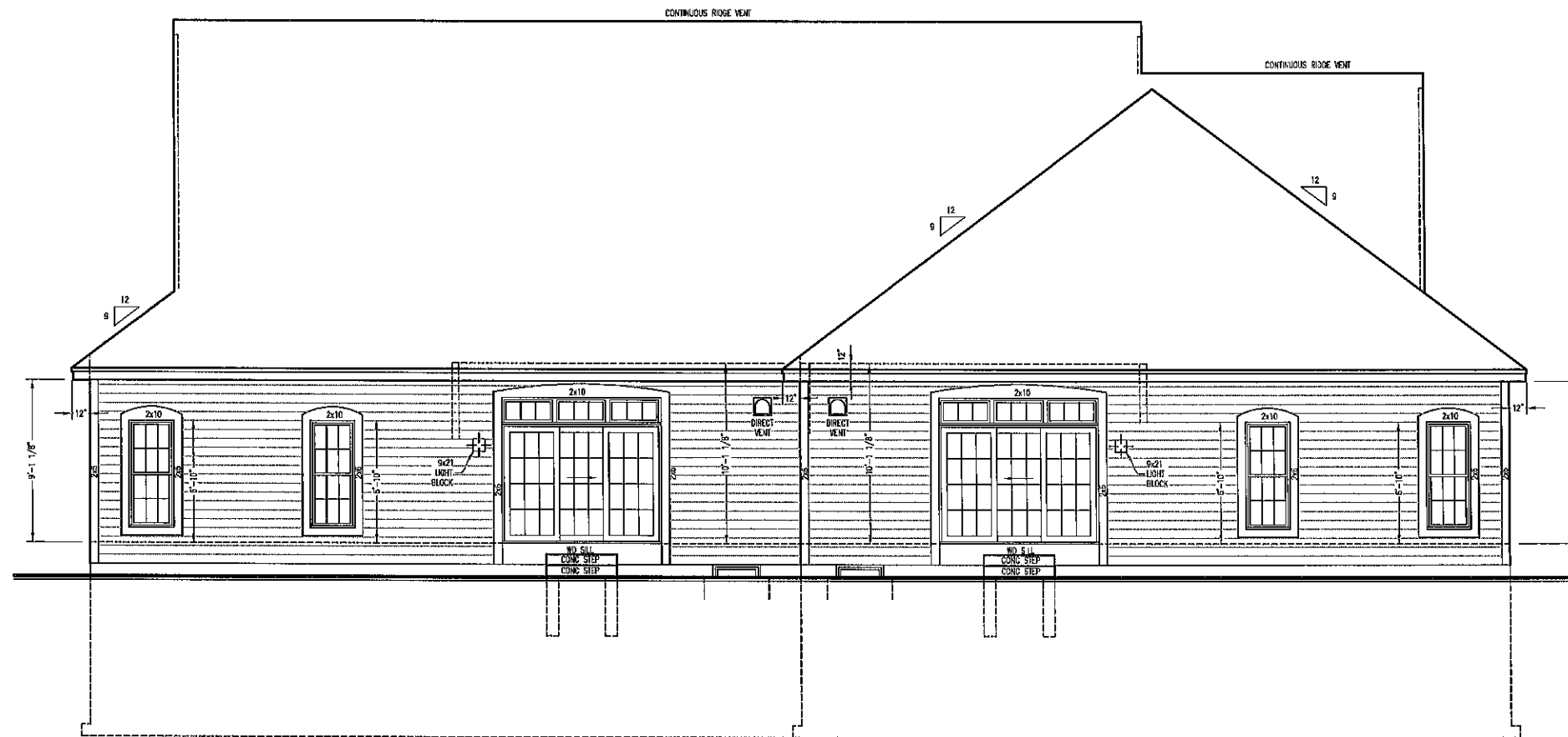
DBL RAKE DETAIL
SCALE: 1" = 1'-0"



RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

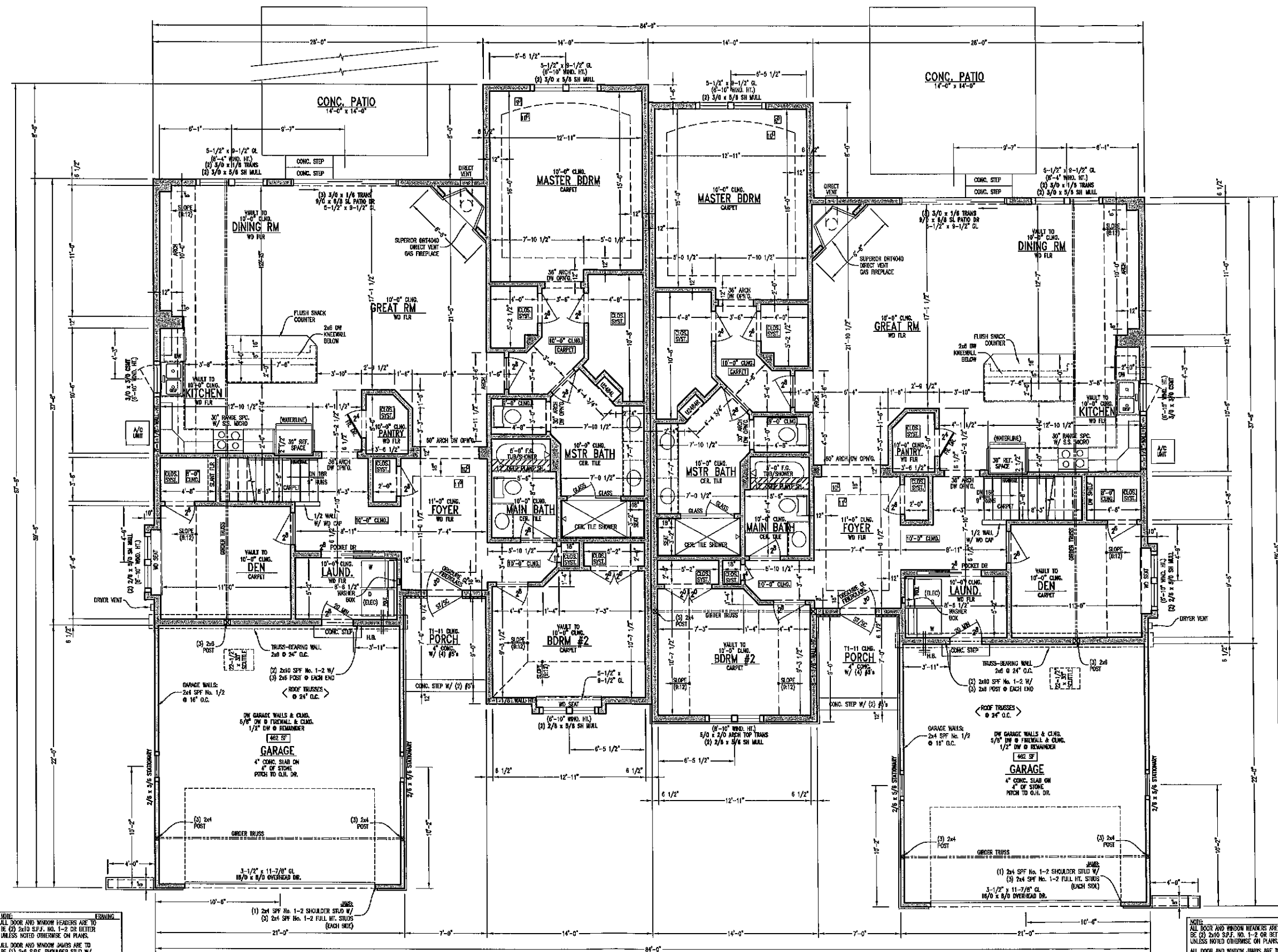


LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



REAR ELEVATION

SCALE: 1/4" = 1'-0"



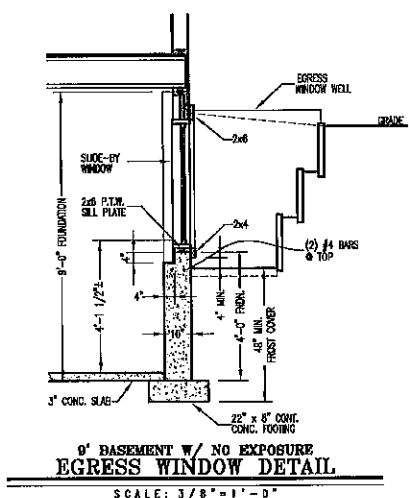
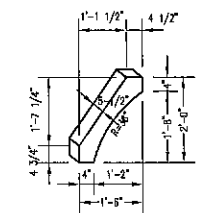
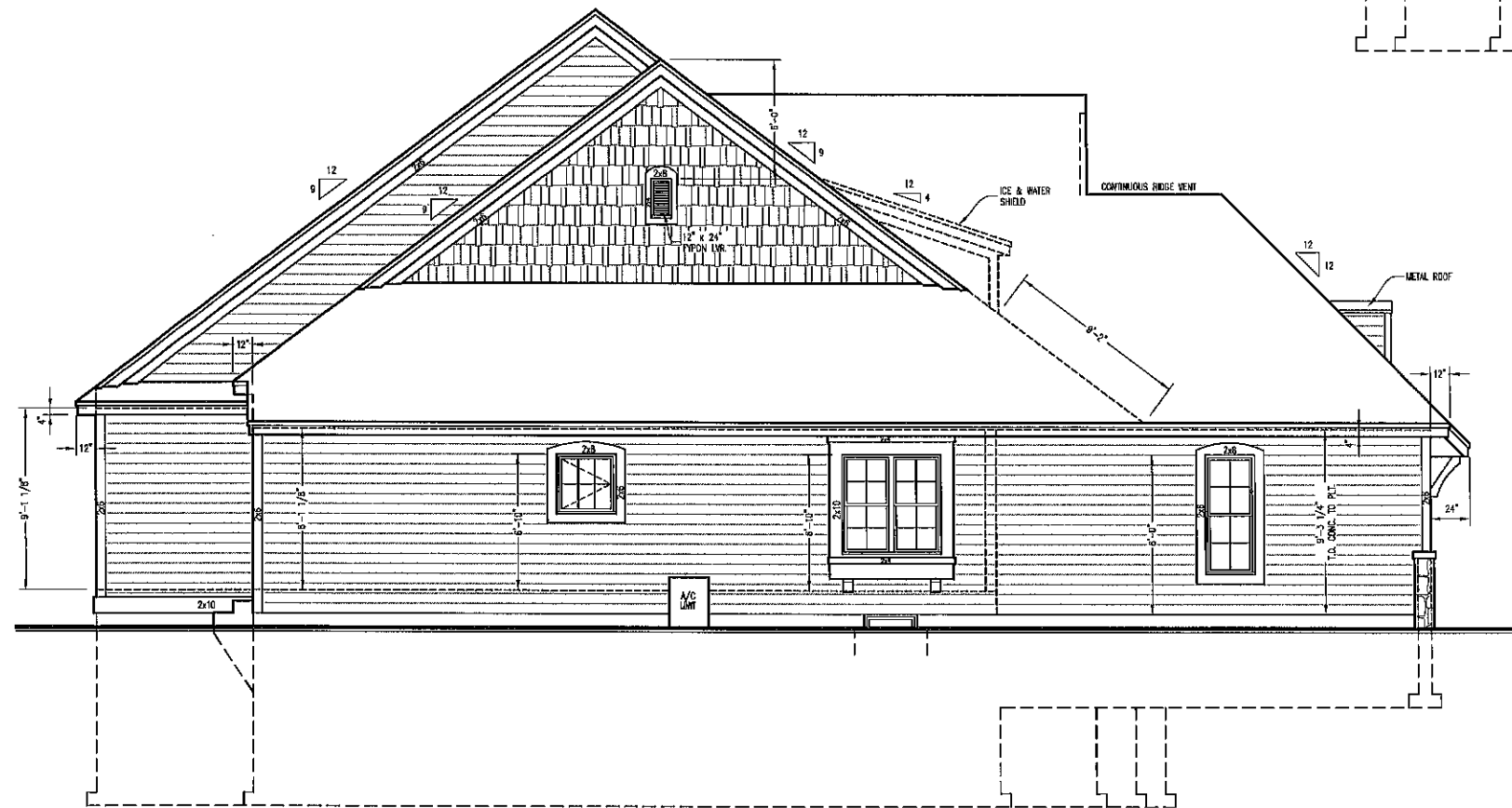
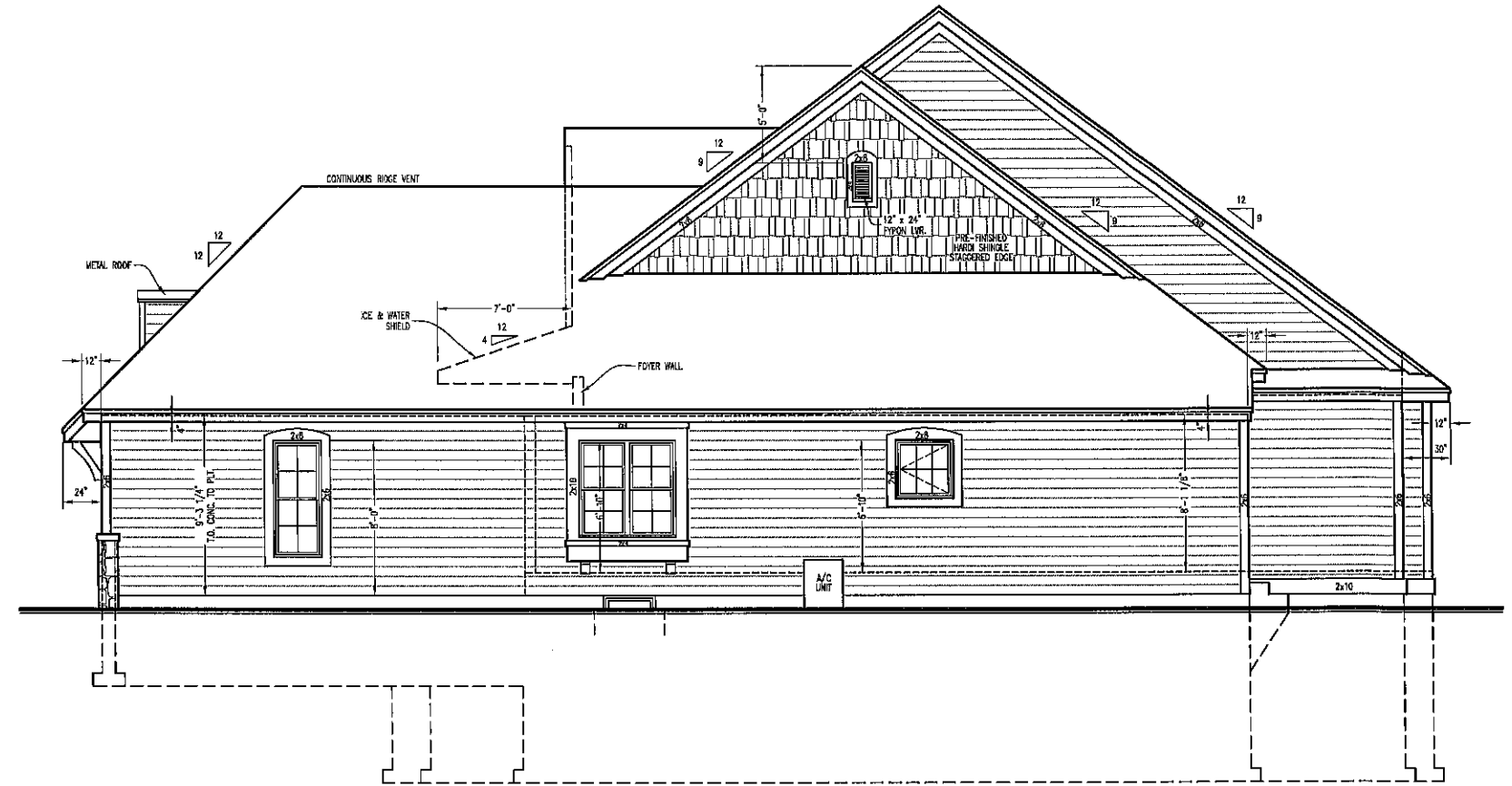
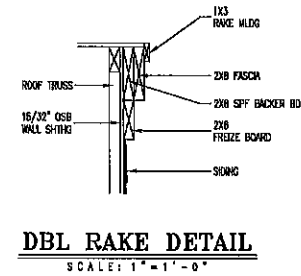
NOTE:	FRAMING
ALL DOOR AND WINDOW HEADERS ARE TO BE (2) 2x10 S.P.F. NO. 1-2 DR BETTER UNLESS NOTED OTHERWISE ON PLANS.	
ALL DOOR AND WINDOW JAMBS ARE TO BE (1) 2x6 S.P.F. SHOULDER STUD W/ (2) 2x6 S.P.F. FULL HT. STUDS	
SOLID BLOCKING UNDER ALL POSTS	
UNLID:	
2x4 GARAGE EXTERIOR WALL FRAMING	
2x4 HOUSE INTERIOR WALL FRAMING @ 16" O.C.	
2x6 HOUSE EXTERIOR WALL FRAMING @ 24" O.C.	

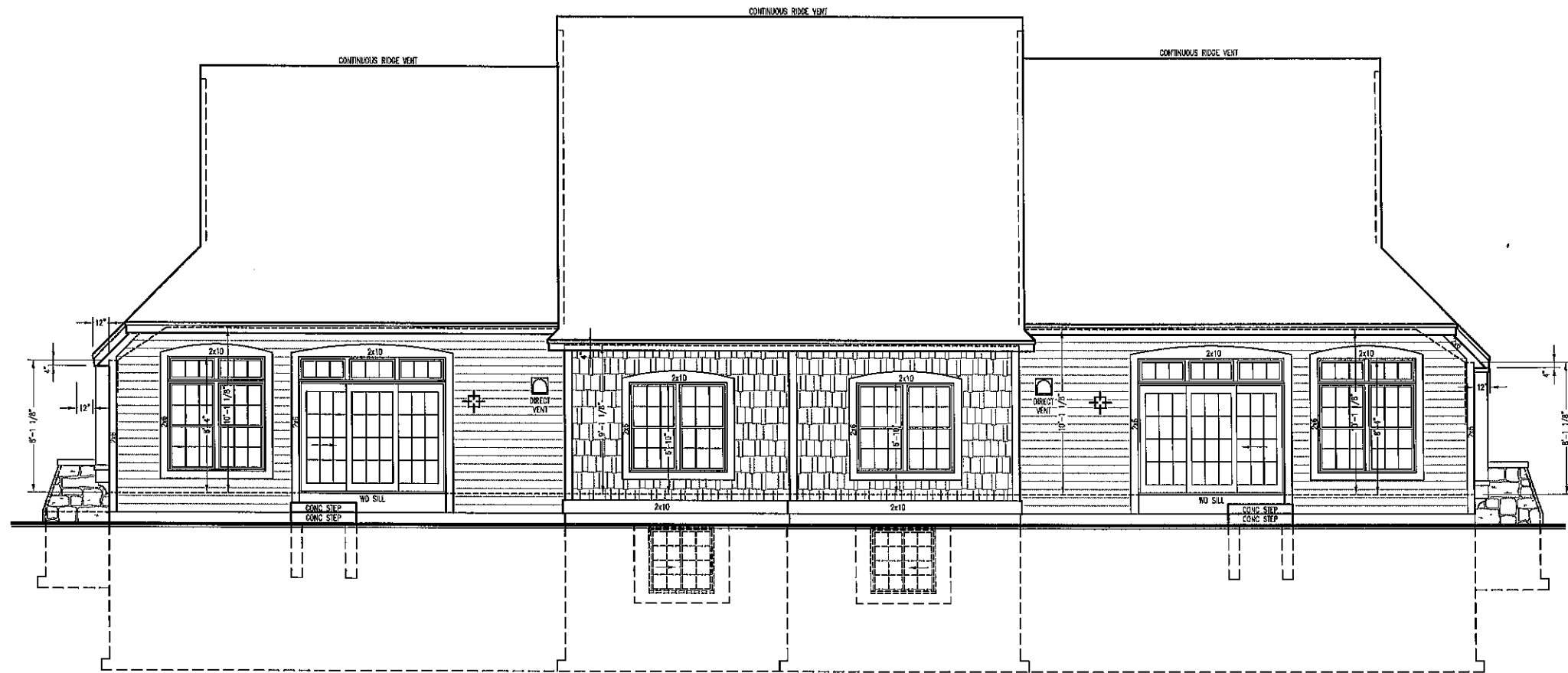
NOTE: BOTH UNITS

- 6'-8" DOOR HEIGHTS THROUGHOUT
- ALLUANCE WINDQATE SERIES WINDOWS & PATIO DRS W/ JAMB & CASING
- SOLID CORE INTERIOR DOORS

1780 S.F.
VILXXXX
CASTILLIAN FLOOR PLAN

NOTE:	FRAMING:
ALL DOOR AND WINDOW HEADERS ARE TO BE (2) 2x10 S.P.F. NO. 1-2 OR BETTER UNLESS NOTED OTHERWISE ON PLANS.	
ALL DOOR AND WINDOW JAMBS ARE TO BE (1) 2x8 S.P.F. SHOULDER STUD W/ (2) 2x8 S.P.F. FULL HT. STUDS	
SOLID BLOCKING UNDER ALL POSTS	
U.N.D.:	
2x4 GARAGE EXTERIOR WALL FRAMING	
2x4 HOUSE INTERIOR WALL FRAMING @ 16" O.C.	
2x6 HOUSE EXTERIOR WALL FRAMING @ 24" O.C.	





REAR ELEVATION

SCALE: 1/4" = 1' - 0"

SHEET INDEX

1. FRONT ELEVATION
2. FLOOR PLAN
3. BASEMENT PLAN
4. LEFT SIDE ELEVATION
5. RIGHT SIDE ELEVATION
6. REAR ELEVATION
7. ESTONIAN HOUSE SECTION
8. DARTMOOR HOUSE SECTION
9. CABINET ELEVATIONS
10. FIRST FLOOR ELECTRICAL PLAN
11. SHEAR WALL BRACING PLAN

Owner: DARTMOOR INVESTMENTS
Site: VILLAGE CROSSING II, OCONOMOWOC

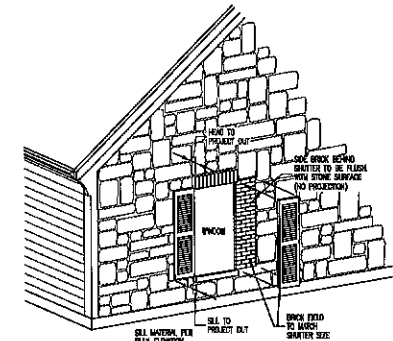
LEFT UNIT

Job Number: VIL----
Model: ESTONIAN
Address: -----

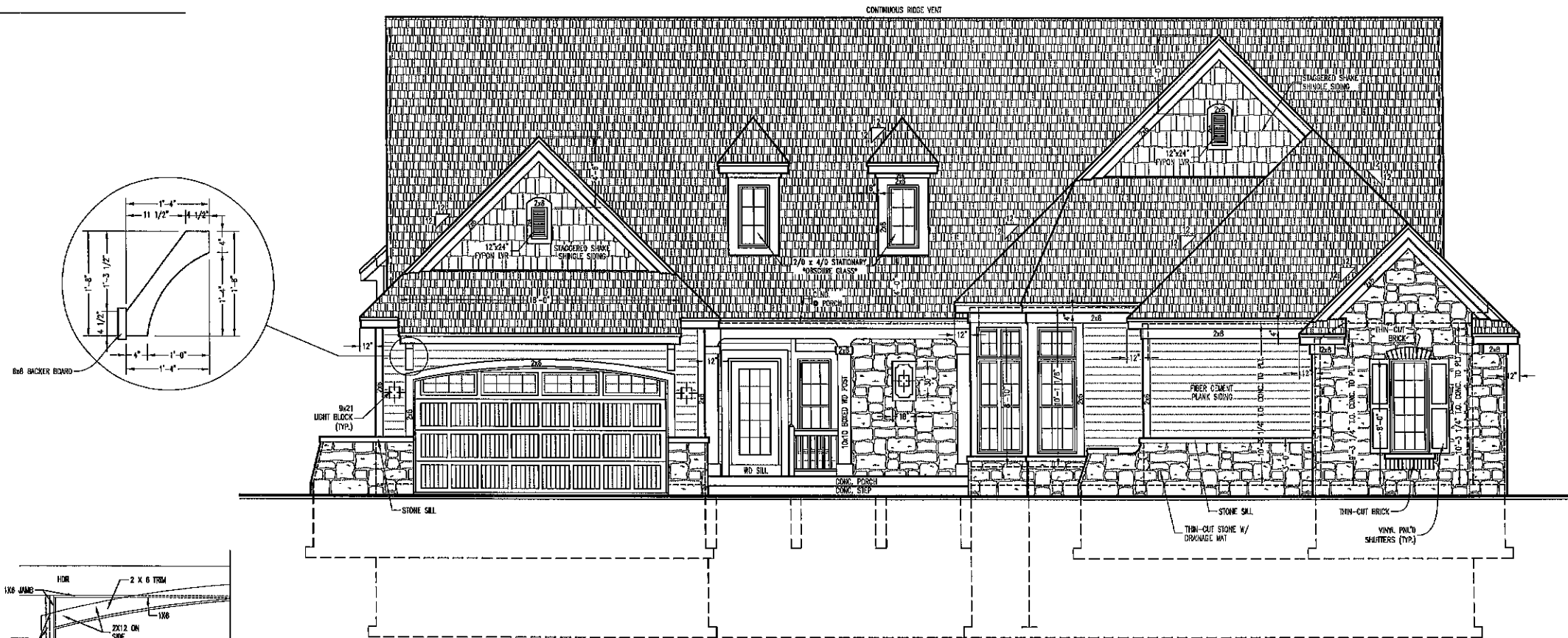
RIGHT UNIT

Job Number: VIL----
Model: DARTMOOR
Address: -----

CONSTRUCTION SUPERINTENDENT & DATE

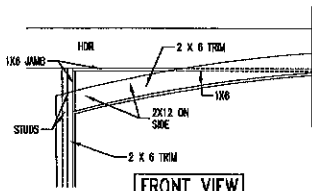
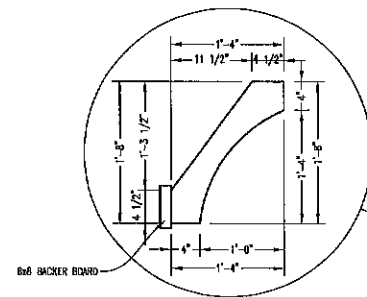


**FULL OR THIN-CUT BRICK
BEHIND SHUTTER DETAIL**
SCALE: 3/8"=1'-0"

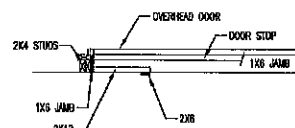


FRONT ELEVATION

SCALE: 1/4"=1'-0"



FRONT VIEW



OVERHEAD VIEW



JAMB DETAIL
SCALE: 1/2"=1'-0"

ESTONIAN VIL---- **DWELLING SQUARE FOOTAGES**

LIVING AREAS:	
FIRST FLOOR LIVING AREA:	1942 S.F.
SECOND FLOOR LIVING AREA:	----- S.F.
FINISHED LOWER LEVEL LIVING AREA:	----- S.F.
TOTAL LIVING AREA:	1942 S.F.
NON-LIVING AREAS:	
FRONT PORCH AREA:	111 S.F.
GARAGE AREA:	492 S.F.
UNFINISHED BASEMENT AREA:	1907 S.F.

**ALLIANCE WINDGATE SERIES
WINDOWS & PATIO DOORS**

DARTMOOR VIL---- **DWELLING SQUARE FOOTAGES**

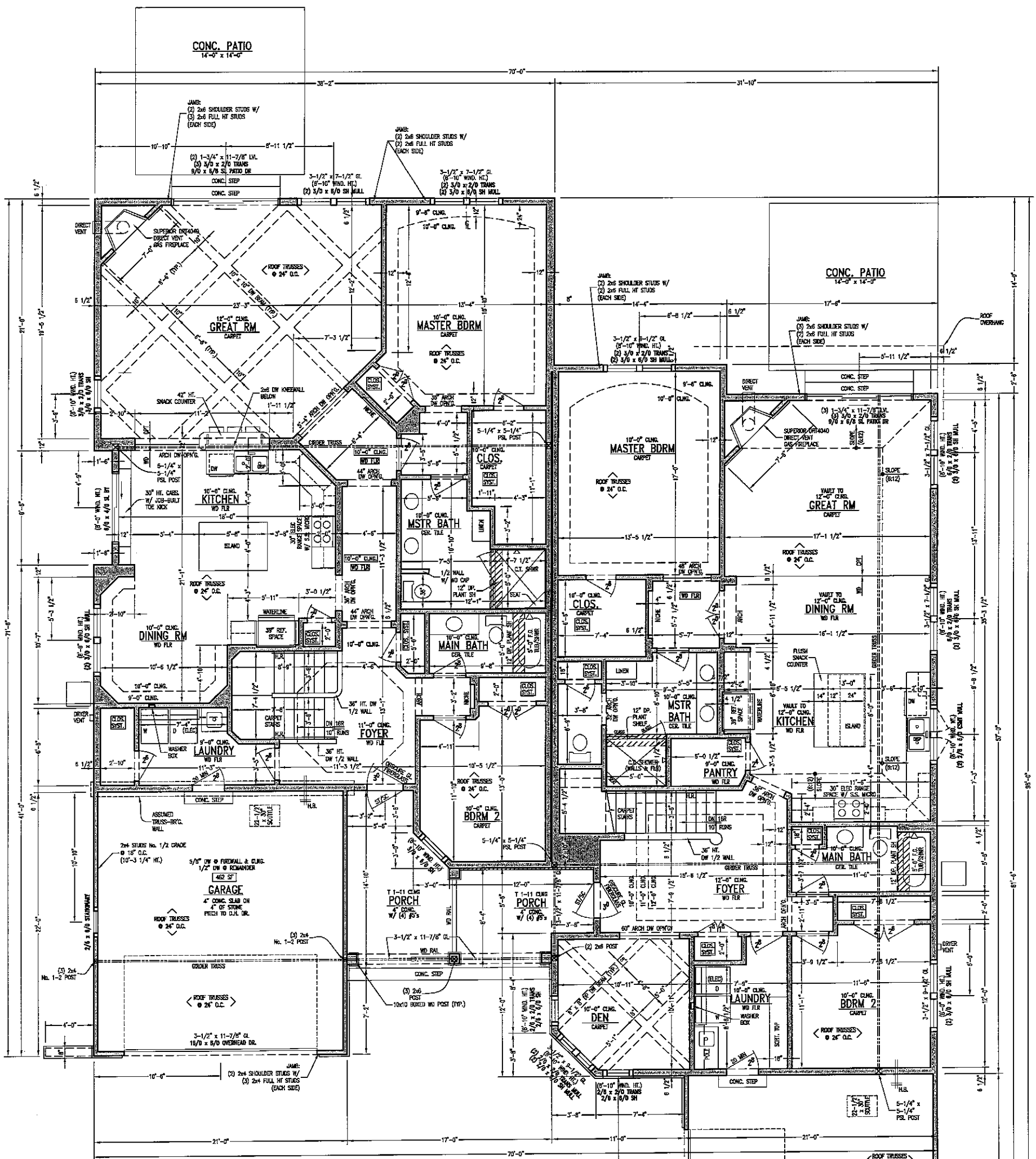
LIVING AREAS:	
FIRST FLOOR LIVING AREA:	1834 S.F.
SECOND FLOOR LIVING AREA:	----- S.F.
FINISHED LOWER LEVEL LIVING AREA:	----- S.F.
TOTAL LIVING AREA:	1834 S.F.
NON-LIVING AREAS:	
FRONT PORCH AREA:	90 S.F.
GARAGE AREA:	498 S.F.
UNFINISHED BASEMENT AREA:	1997 S.F.

PURCHASE ORDER Required

KINGS WAY
HOMES, L.L.C.
700 PILGRIM PARKWAY
SUITE 100
ELM GROVE, WI.
Phone (262) 797-3600

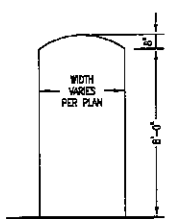
ESTONIAN / DARTMOOR	
RESIDENCE FOR: <u>---</u>	
DATE REVISED 06/13/17 07/11/18 07/26/17 07/22/18 07/23/18	SHEET NO. # 1

VILXXXX/VILXXXX



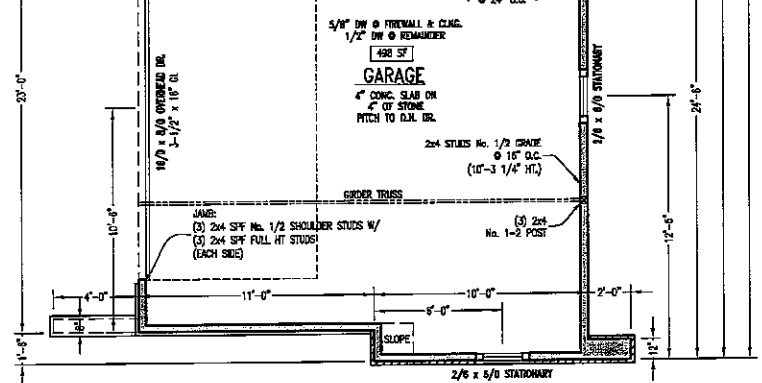
ESTONIAN VIL --- FLOOR PLAN

SCALE: 1/4" = 1'-0"



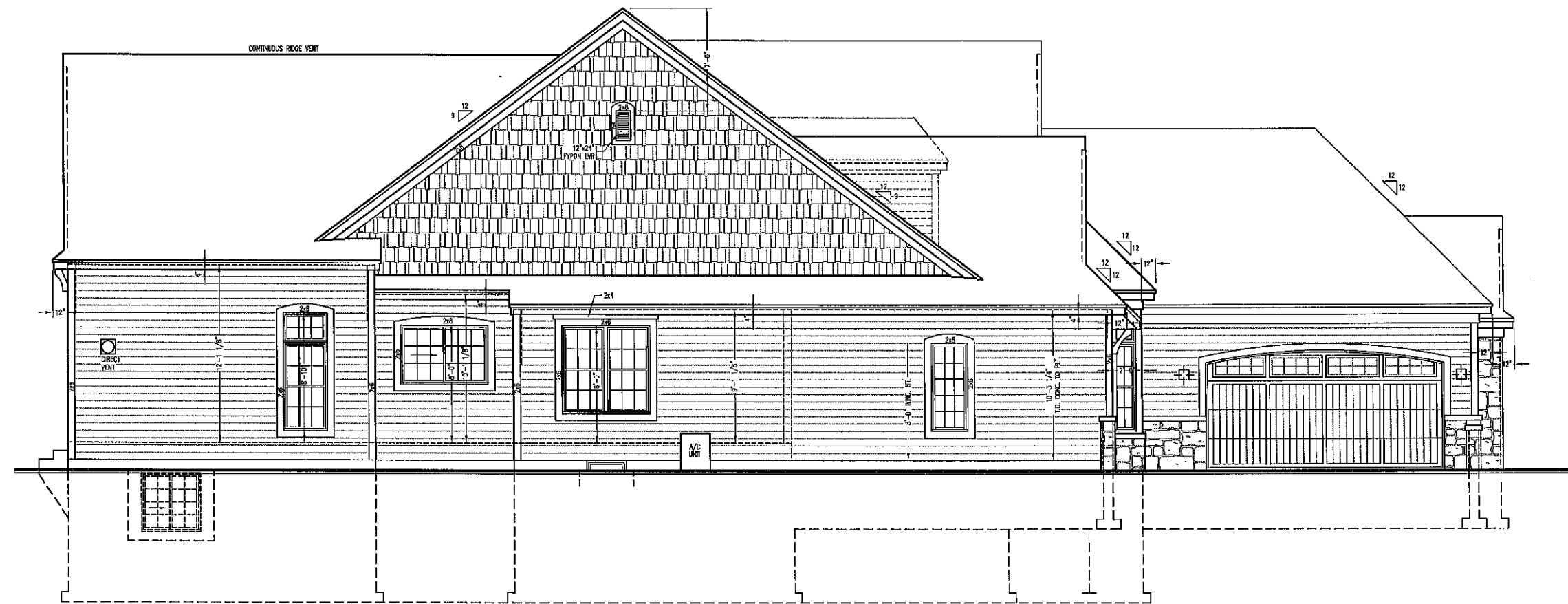
NOTE:

- ALL DOOR AND WINDOW HEADERS ARE TO BE (1) 2x4 S.P.F. NO. 1/2 SHOULDER STUDS W/ (2) 2x4 FULL HT. STUDS (EACH SIDE)
- ALL DOOR AND WINDOW JAMBS ARE TO BE (1) 2x4 S.P.F. NO. 1/2 SHOULDER STUDS W/ (2) 2x4 FULL HT. STUDS (EACH SIDE)
- SOLID BLOCKING UNDER ALL POSTS
- UNLESS NOTED OTHERWISE ON PLANS
- 2x4 GARAGE EXTERIOR WALL FRAMING @ 16" O.C.
- 2x4 HOUSE EXTERIOR WALL FRAMING @ 16" O.C.
- 2x6 HOUSE EXTERIOR WALL FRAMING @ 24" O.C.



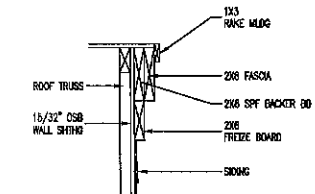
DARTMOOR VIL --- FLOOR PLAN

SCALE: 1/4" = 1'-0"

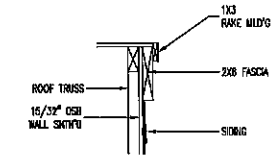


LEFT SIDE ELEVATION

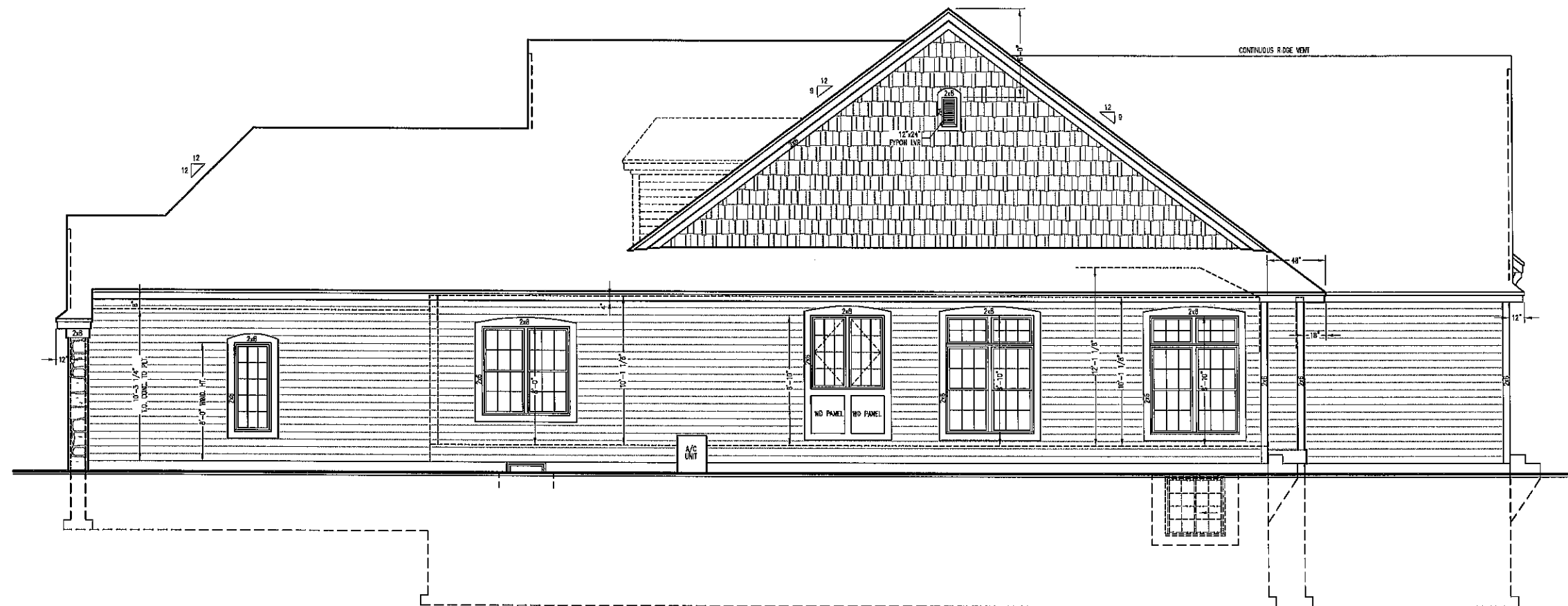
SCALE: 1/4"=1'-0"



DBL RAKE DETAIL
SCALE: 1" = 1' - 0"

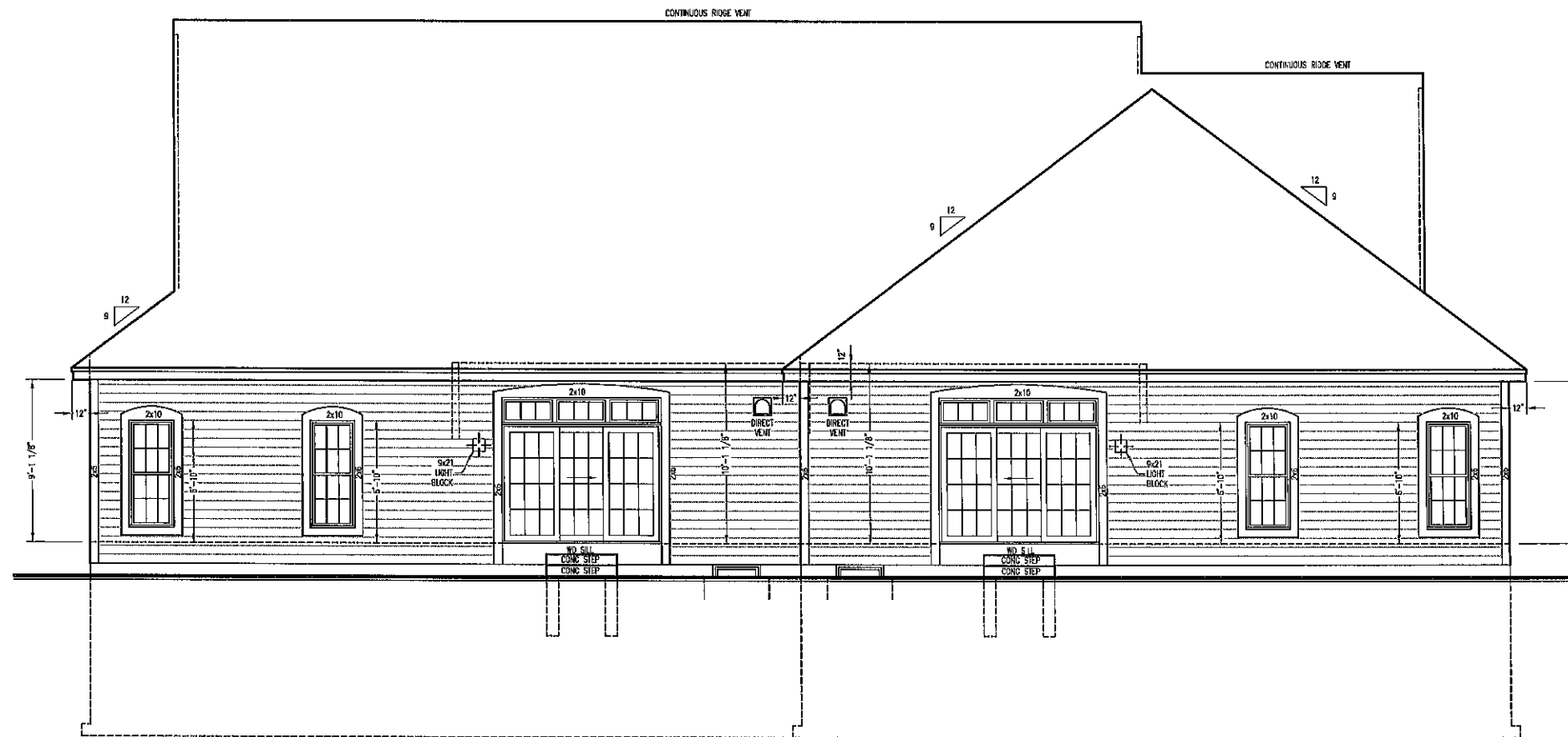


SINGLE RAKE DETAIL
SCALE: 1" = 1' - 0"



RIGHT SIDE ELEVATION

SCALE: 1/4" = 1' - 0"



REAR ELEVATION

SCALE: 1/4" = 1'-0"

AUG 26 2021

SITE PLAN CONCEPT
STONE LAKE

DESIGNED BY: YAL HOMOLKA 50-SHALE 8-17-21

15 - D-B BLDGS.	4 - UNITS w/ 2-CAR GAR.
7 - C-C BLDGS.	60 - UNITS w/ 3-CAR GAR.
12 - D-E BLDGS.	61 - UNITS w/ RESIDENTIAL SUN-RMS.
	10 - UNITS w/ BATHHOUSE

36 TOTAL BUILDINGS = 72-UNITS TOTAL 8-26-21

City of Cedarburg - Planner

From: Muhs, Kevin J. <kmuh@sewrpc.org>
Sent: Tuesday, August 10, 2021 4:22 PM
To: Craig Caliendo
Cc: City of Cedarburg - Planner
Subject: RE: Cedarburg Quarry

CAUTION: This email originated from outside of the organization. Do not click links, open attachments, or reply unless you recognize the sender and know the content is safe.

Hi Craig,

Thanks again for passing along the Stantec report. We don't have any issues or concerns with their delineation of the existing location of critical species in that area. However—and I do apologize if we contributed to any confusion about this issue—regional plans recommend that critical species habitat sites be preserved to the extent practicable, inclusive of the whole site. By their nature as "critical species", such endangered, threatened, or special concern species are usually relatively sensitive to disturbance. Therefore, preserving only the areas where such species are directly found at any given point in time is unlikely to result in their presence continuing over the long term. Because of this, critical species habitat sites are delineated to include not only the area where any given critical species is currently present, but also the surrounding or connected area that is likely to support or provide habitat to that species. The fully delineated habitat site includes the abiotic and biotic factors necessary for the long-term support of a critical species population.

Given the recommendations of the [Regional Natural Areas Plan](#) and the recommendations of the City of Cedarburg's comprehensive plan to preserve all natural areas and critical species habitat sites, the Commission continues to recommend that disturbance to the forest on the site in question be kept to a minimum, meaning that the forest should remain entirely or nearly entirely intact. However, the Commission is an advisory agency, and therefore certainly defers any decision on this specific matter to the City of Cedarburg.

Sincerely,
Kevin



Kevin Muhs, PE, AICP | Executive Director
kmuh@sewrpc.org | 262.953.4288
sewrpc.org/news



From: Muhs, Kevin J.
Sent: Wednesday, July 28, 2021 2:16 PM
To: Craig Caliendo <ccaliendo@kingwayhomes.com>
Subject: RE: Cedarburg Quarry

Hi Craig,

Writing back to confirm that I received your e-mail and the attached assessment. We'll follow up in the near future once we have a chance to review.

Thanks,
Kevin



Kevin Muhs, PE, AICP | Executive Director
kmuhs@sewrpc.org | 262.953.4288

sewrpc.org/news



From: Craig Caliendo <ccaliendo@kingswayhomes.com>

Sent: Wednesday, July 28, 2021 1:10 PM

To: Muhs, Kevin J. <kmuhs@sewrpc.org>

Subject: Cedarburg Quarry

CAUTION: This e-mail originated from outside the Commission. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kevin –

Attached is the Endangered Plant Species Report for the Cedarburg Quarry prepared by Stantec. Please confirm receipt and give me a call once you have had a chance to review this. We want to adjust our development to help preserve the 3 largest areas where the Goldenseal was found.

Sincerely,



Craig A. Caliendo
President & CEO

Kings Way Homes, LLC
Kettle Creek Homes, LLC
Homes by Chapel Hill, LLC

Direct (262) 402-6220 |
700 Pilgrim Parkway, Elm Grove, WI 53122
ccaliendo@kingswayhomes.com

Find us on Facebook
www.facebook.com/kingswayhomes

To: Brian Lennie, Project PM
Mequon
File: 193708428

From: Kurt Rubsam, Sr. Biologist
Mequon
Date: June 28, 2021

**Reference: Endangered Resource Survey - Cedarburg Parcel
Town of Cedarburg, Ozaukee County, Wisconsin**

Stantec Consulting Services Inc. (Stantec) completed an endangered resource survey to assess the Study Area for the presence of goldenseal (*Hydrastis canadensis*) and great waterleaf (*Hydrophyllum appendiculatum*). Both plants are listed as special concern by the Wisconsin Department of Natural Resources (WDNR). The survey was completed by Brian Lennie and Kurt Rubsam of Stantec.

The overall 40-acre parcel (Parcel #03-022-03-001.00) is located in Section 22, Township 10 North, Range 21 East, in the Town of Cedarburg, Ozaukee County, Wisconsin. A majority of the parcel was formerly used as a sand and gravel quarry. The Southeastern Wisconsin Regional Planning Commission (SEWRPC) identified a portion of the 40-acre parcel as a Critical Species Habitat known as the Cedarburg Woods-West Site (Study Area). This portion of the overall parcel was designated as a Critical Species Habitat because of historic recorded presence of goldenseal and great waterleaf. The Study Area is approximately four acres of mesic hardwood forest located in the southwest corner of the 40-acre parcel (see Figure 1, Attachment A).

Plant Species Background Information¹

Goldenseal is found in rich, mesic hardwood forests. Blooming occurs late April through early May; fruiting occurs July. The optimal identification period for this species is late April through July. Great waterleaf is found in rich, moist woods. Blooming occurs from May through June. The optimal identification period for this species is May through June. WDNR background information on the two plants is included in Attachment B.

Survey Results

A meander search of the Study Area was completed by Stantec on June 15, 2021. The Study Area is dominated in the tree layer by sugar maple (*Acer saccharum*) and American beech (*Fagus grandifolia*). The shrub layer is dominated by common buckthorn (*Rhamnus cathartica*), honeysuckle (*Lonicera sp.*), Eastern leatherwood (*Dirca palustris*), ironwood (*Ostrya virginiana*), American beech, and sugar maple. The herbaceous layer is dominated by sugar maple, Kentucky bluegrass (*Poa pratensis*), Dame's rocket (*Hesperis matronalis*), Virginia waterleaf (*Hydrophyllum virginianum*), mayapple (*Podophyllum peltatum*), wild geranium (*Geranium maculatum*), sweet cicely (*Osmorhiza claytonia*), and enchanter's nightshade (*Circaea lutetiana*).

No great waterleaf plants were observed within the Study Area. However, five small colonies of goldenseal plants were observed within the Study Area. The approximate boundaries of each area of goldenseal plants were surveyed utilizing a submeter accurate handheld Global Positioning System (GPS) and mapped using Geographical Information System (GIS) software. The locations of the goldenseal plants are shown on Figure 1 included in Attachment A. General photographs taken of goldenseal in the Study Area are included in Attachment C.

¹ <https://dnr.wi.gov/topic/endangeredresources/Plants.asp>

June 28, 2021

Brian Lennie, Project PM

Page 2 of 5

Reference: Endangered Resource Survey - Cedarburg Parcel
Town of Cedarburg, Ozaukee County, Wisconsin

If you have any questions regarding the endangered resource survey please give me a call at (262) 402-8153.

Stantec Consulting Services Inc.



Kurt Rubsam

Sr. Biologist

Direct: 262-643-9162

Cell: 262-402-8153

Kurt.Rubsam@stantec.com

Attachments: As Noted

June 28, 2021

Brian Lennie, Project PM

Page 3 of 5

Reference: **Endangered Resource Survey - Cedarburg Parcel**
 Town of Cedarburg, Ozaukee County, Wisconsin

ATTACHMENT A
FIGURE 1 - T&E SPECIES SURVEY

V:\1937\Active\193708428\03_data\gis\mxds\Cedarburg_Woods_193708428_PRO.aprx Revised: 2021-06-16 By: pntelike



Notes
1. Coordinate System: NAD 1983 UTM Zone 16N
2. Data Sources: Stantec, Kings Way Homes LLC, Ozaukee County, WisDOT, WDNR
3. Background: ESRI World Imagery

- Legend**
- Property Limits
 - Study Area
 - Hydrastis canadensis* - Golden-seal population

- DNR 24k Hydrography*
- Perennial Stream
 - Intermittent Stream
 - Waterbody

0 50 100 Feet
(At original document size of 8.5x11)
1:1,200



Project Location: T10N, R21E, S22
Cedarburg, Ozaukee Co., WI
Client/Project: Kings Way Homes, LLC
Cedarburg Woods
T&E Species Survey
Figure No. 1
Title: T&E Species Survey

Prepared by: PM on 2021-06-16
TR by JH on 2021-06-16
IR by BL on 2021-06-16
193708428

*No Features Within Data Frame

Page 1 of 1

Disclaimer: This document has been prepared based on information provided by others as cited in the Notes section. Stantec has not verified the accuracy and/or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result. Stantec assumes no responsibility for data supplied in electronic format, and the recipient accepts full responsibility for verifying the accuracy and completeness of the data.

June 28, 2021

Brian Lennie, Project PM

Page 4 of 5

Reference: **Endangered Resource Survey - Cedarburg Parcel**
 Town of Cedarburg, Ozaukee County, Wisconsin

ATTACHMENT B
WDNR PLANT BACKGROUND INFORMATION

Goldenseal (*Hydrastis canadensis*)
Great Waterleaf (*Hydrophyllum appendiculatum*)



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- [Wisconsin's endangered resources](#)

Contact information

For information on Wisconsin's rare plants, contact:

[Kevin Doyle](#)

608-416-3377

Golden-seal (*Hydrastis canadensis*)



Photo by Ryan O'Connor, WDNR

- [Life history](#)
- [State status](#)
- [Habitats and landscapes](#)
- [Species guidance](#)
- [Other resources](#)
- [Photos](#)

Life history

Species overview

Golden-seal (*Hydrastis canadensis*), a Wisconsin Special Concern plant, is found in rich, mesic hardwood forests. Blooming occurs late April through early May; fruiting occurs July. The optimal identification period for this species is late April through July.

Synonyms: None

Identification

- **Distinguishing characteristics:** Distinguished from other Ranunculaceae during anthesis by having only 2 simple, cauline leaves and solitary white flowers, which are missing petals.
- **Flower characteristics:** Flowers 8 to 18 cm wide with numerous white exserted stamens; sepals 3, dropping after flower opens; petals absent.
- **Fruit characteristics:** Red berries with 1 to 2 seeds per pistil, 5 to 8 mm.
- **Leaf characteristics:** Basal leaf usually solitary and quickly deciduous; cauline leaves 2, alternate, near summit, toothed, 5-lobed and with indented nerves, 3 to 10 cm when flower opens, but expand to 25 to 30 cm.

Phenology

- **Blooming phenology:** late April through early May
- **Fruiting phenology:** July
- **Optimum time to identify:** The optimal identification period for this species is late April through July

Other

- **Growth form:** Forb-erect
- **Vegetative reproduction:** Rhizomatous
- **Life cycle:** Perennial
- **Comments:** Associated Species: *Acer* spp., *Quercus* spp., *Hepatica acutiloba*, *Caulophyllum thalictroides*, *Claytonia virginica*. Rhizomes used for medicinal purposes, explaining the species' rare status.

State status

Status and Natural Heritage Inventory documented occurrences in Wisconsin

The table below provides information about the protected status - state and federal - and the rank (S and G Ranks) for Golden-seal (*Hydrastis canadensis*). See the [Working List Key](#) for more information about abbreviations. Counties shaded blue have documented occurrences for this species in the Wisconsin [Natural Heritage Inventory](#) database. The map is provided as a general reference of where this species has been found to date and is not meant as a range map.



Summary Information

State Status	SC
Federal Status in Wisconsin	none
State Rank	S2S3
Global Rank	G3G4
Tracked by NHI	Y

Habitats and landscapes

The [Natural Heritage Inventory](#) has developed scores indicating the degree to which each of Wisconsin's rare plant species is associated with a particular natural community or ecological landscape. This information is similar to that found in the Wildlife Action Plan for animals. As this is a work in progress, we welcome your suggestions and [feedback](#).

General habitat information

- **Habitat description:** Found in rich, mesic hardwood forests.
- **Soils:** Moderately acidic to alkaline soils high in organic matter.

Natural communities

This table lists the natural communities that are associated with Golden-seal. Scores for natural community associations are: "significant" association (score=3), "moderate association" (score=2) or the species can be present but is only weakly associated with the community (score=1).

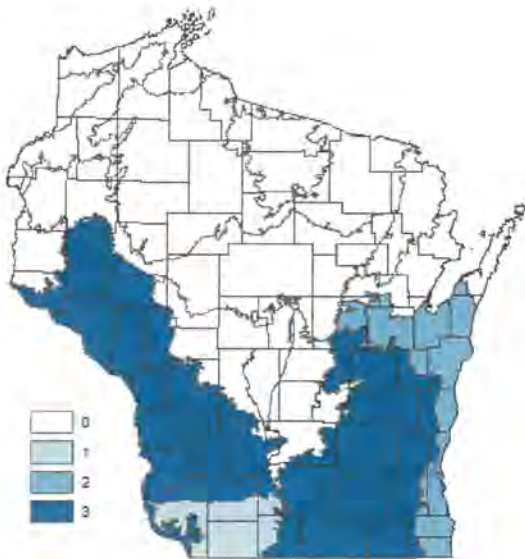
Natural communities score

[Southern Dry-mesic Forest](#) 2

[Southern Mesic Forest](#) 3

Ecological landscapes

This table lists the ecological landscape association scores for Golden-seal. The scores (3=High, 2=Moderate, 1=Low, 0=None) also correspond to the map.



Ecological landscape	score
Central Lake Michigan Coastal	2
Southeast Glacial Plains	3
Southern Lake Michigan Coastal	2
Southwest Savanna	1
Western Coulee and Ridges	3

Species guidance

The Endangered Resources Program has developed avoidance measures and management guidelines for plants on the Natural Heritage Working List. These are a work in progress, and we welcome your suggestions and [feedback](#). Sources used in developing this information can be found [here](#).

Avoidance measures

These are specific actions designed to avoid "take" (mortality) of this species.

- Avoid site preparation that heavily disturbs herbaceous ground layer and soil; these include bulldozing and furrowing, as well as grubbing and stump removal.
- Avoid broadcast spraying of herbicides; use care with spot spraying.
- Avoid known individual plant locations and conduct operations elsewhere when they are least likely to cause damage. Ideally, this would involve frozen, snow-covered ground. However, in areas of the state where frozen conditions are unreliable, very dry soils late in the growing season might be the best available alternative. Consult with a biologist, if needed.

Management guidance

Management guidelines are additional considerations that may help maintain or enhance habitat for this species

- Reports on the shade requirements of *Hydrastis canadensis* range from 30-90%, with plants in northern states appearing to do best in areas with between 50-70% shade (Sinclair and Catling 2001).
- Maintain thick duff layer if possible; minimize spread of invasive species including earthworms.
- Survey for and control invasive plants prior to conducting timber operations, as these can be spread by vehicles and often respond vigorously to increased light; see forestry BMPs for invasive species.

Other resources

Links to additional Golden-seal information

Other links related to vascular plants (all exit the DNR website)

- [Wisconsin Flora](#)
- [NatureServe Explorer](#)
- [Atlas of Wisconsin Prairie and Savanna Flora - Wisconsin State Herbarium](#)
- [USDA - NRCS Plants Database](#)
- [USGS Midwestern Wetland Flora - field office guide to plant species](#)
- [eFloras](#)
- [Cofrin Center for Biodiversity Herbarium](#)
- [Intermountain Herbarium Grasses of North America](#)
- [Orchids of Wisconsin](#)

Photos

Click to view a larger version. Please considering donating a photo to the [Natural Heritage Conservation Program](#) for educational uses. [Photo use](#)



Goldenseal with fruit.

Photo © Babette Kis.



Photo by Ryan O'Connor, Wisconsin DNR.



Photo by Ryan O'Connor, Wisconsin DNR.



Photo by Ryan O'Connor, Wisconsin DNR.



Hydrastis canadensis in fruit in the fall.

Photo by Ryan O'Connor, Wisconsin DNR.

Support for Wisconsin's rare plant information has been provided by the Division of Forestry, the Endangered Resources Fund and the Wisconsin Rare Plant Preservation Fund. To donate, visit the [Natural Resources Foundation of Wisconsin \[exit DNR\]](#).

Last revised: Wednesday, May 05, 2021

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- [Report a rare species \[exit DNR\]](#)
- [Wisconsin's endangered resources](#)

Contact information

For information on Wisconsin's rare plants, contact:

[Kevin Doyle](#)
608-416-3377

Great Water-leaf (*Hydrophyllum appendiculatum*)



Photo by Ryan O'Connor, WDNR

- [Life history](#)
- [State status](#)
- [Habitats and landscapes](#)
- [Species guidance](#)
- [Other resources](#)
- [Photos](#)

Life history

Species overview

Great Water-leaf (*Hydrophyllum appendiculatum*), a Wisconsin Special Concern plant, is found in rich, moist woods. Blooming occurs from May through June. The optimal identification period for this species is May through June.

Synonyms: *Decemium appendiculatum*

Identification

- **Distinguishing characteristics:** Distinguished from Virginia water-leaf (*H. virginianum*) by leaves that are palmately lobed (not deeply dissected), stem with both spreading and appressed pubescence, and calyx with tiny appendages between the sepals.
- **Flower characteristics:** Small, close clusters of 5-parted lavender flowers borne above leaves; stamens only slightly protruding; calyx with a tiny appendage or tooth between the sepals.
- **Fruit characteristics:** Capsule 2-chambered; seeds 1 to 3.
- **Leaf characteristics:** Stem leaves palmately 5 to 7 lobed, not deeply dissected, leaflets toothed.

Phenology

- **Blooming phenology:** May through June
- **Fruiting phenology:**
- **Optimum time to identify:** The optimal identification period for this species is May through June

Other

- **Growth form:** Forb-erect
- **Vegetative reproduction:**
- **Life cycle:** Biennial
- **Comments:** Associated Species: *Laportea canadensis*, *Podophyllum peltatum*, *Scutellaria ovata*, *Lithospermum latifolium*, *Arabis shortii*, *Silene virginica*, *Cacalia muhlenbergii*, *Cryptotaenia canadensis*, *Circaea quadrisulcata*, *Geranium maculatum*, *Hydrophyllum virginianum*, *Jeffersonia diphylla*, *Hydrastis canadensis*, *Dirca palustris*, *Arabis shortii*, *Ulmus thomasii*.

State status

Status and Natural Heritage Inventory documented occurrences in Wisconsin

The table below provides information about the protected status - state and federal - and the rank (S and G Ranks) for Great Water-leaf (*Hydrophyllum appendiculatum*). See the [Working List Key](#) for more information about abbreviations. Counties shaded blue have documented occurrences for this species in the Wisconsin [Natural Heritage Inventory](#) database. The map is provided as a general reference of where this species has been found to date and is not meant as a range map.



Summary Information

State Status	SC
Federal Status in Wisconsin	none
State Rank	S3
Global Rank	G5
Tracked by NHI	Y

Habitats and landscapes

The [Natural Heritage Inventory](#) has developed scores indicating the degree to which each of Wisconsin's rare plant species is associated with a particular natural community or ecological landscape. This information is similar to that found in the Wildlife Action Plan for animals. As this is a work in progress, we welcome your suggestions and [feedback](#).

General habitat information

- **Habitat description:** Found in rich, moist woods.
- **Soils:** Rich, mesic soils.

Natural communities

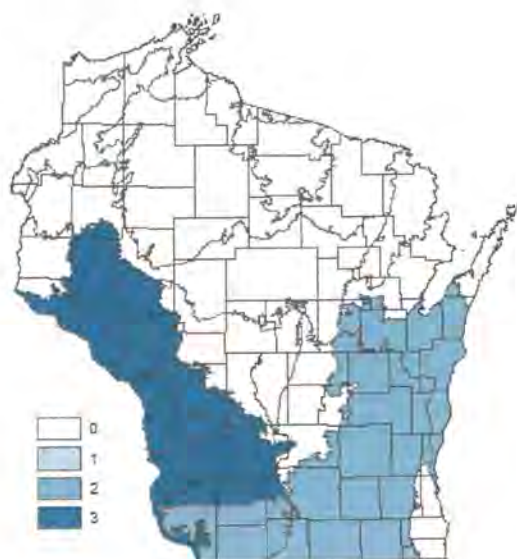
This table lists the natural communities that are associated with Great Water-leaf. Scores for natural community associations are: "significant" association (score=3), "moderate association" (score=2) or the species can be present but is only weakly associated with the community (score=1).

Natural communities score

Floodplain Forest	2
Southern Mesic Forest	3

Ecological landscapes

This table lists the ecological landscape association scores for Great Water-leaf. The scores (3=High, 2=Moderate, 1=Low, 0=None) also correspond to the map.



Ecological landscape	score
Central Lake Michigan Coastal	2
Southeast Glacial Plains	2
Southwest Savanna	2
Western Coulee and Ridges	3

Species guidance

The Endangered Resources Program has developed avoidance measures and management guidelines for plants on the Natural Heritage Working List. These are a work in progress, and we welcome your suggestions and [feedback](#). Sources used in developing this information can be found [here](#).

Avoidance measures

These are specific actions designed to avoid "take" (mortality) of this species.

- Avoid locating landings, staging areas, or access routes on or near known populations.
- Avoid known individual plant locations and conduct operations elsewhere when they are least likely to cause damage. Ideally, this would involve frozen, snow-covered ground. However, in areas of the state where frozen conditions are unreliable, very dry soils late in the growing season might be the best available alternative. Consult with a biologist, if needed.
- Avoid broadcast spraying of herbicides; use care with spot spraying.

Management guidance

Management guidelines are additional considerations that may help maintain or enhance habitat for this species

- Maintain high forest canopy cover; this species requires shaded habitat conditions.
- Maintain thick duff layer if possible; minimize spread of invasive species including earthworms.

Other resources

Links to additional Great Water-leaf information

Other links related to vascular plants (all exit the DNR website)

- [Wisconsin Flora](#)
- [NatureServe Explorer](#)
- [Atlas of Wisconsin Prairie and Savanna Flora - Wisconsin State Herbarium](#)

- [USDA - NRCS Plants Database](#)
- [USGS Midwestern Wetland Flora - field office guide to plant species](#)
- [eFloras](#)
- [Cofrin Center for Biodiversity Herbarium](#)
- [Intermountain Herbarium Grasses of North America](#)
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Photos

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June 28, 2021

Brian Lennie, Project PM

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Reference: **Endangered Resource Survey - Cedarburg Parcel**
 Town of Cedarburg, Ozaukee County, Wisconsin

ATTACHMENT C
SITE PHOTOGRAPHS



Goldenseal (*Hydrastis canadensis*)



Goldenseal (*Hydrastis canadensis*)

Endangered Resource Survey - Goldenseal and Great Waterleaf
Town of Cedarburg, Ozaukee County, WI
June 15, 2021



Facing NE, Area of Goldenseal (inside orange flagging).

A motion was made by Mayor O'Keefe to recommend approval to rezone the property from Rs-1 (temp) to Rs-3 as proposed. This motion was seconded by Council Member Thome and passed without a negative vote.

PROVIDE CONCEPT REVIEW/CONSULTATION FOR PROPOSED TWO-FAMILY SUBDIVISION LOCATED AT 6660 SUSAN LANE IN THE TOWN OF CEDARBURG – WYNDALE INVESTMENTS LLC/KINGS WAY HOMES

Planner Censky explained that the Petitioner has an offer to purchase the former Tillman quarry property, and intends to request an annex to the City for access to our municipal sewer and water service. However, before proceeding with the annexation request, Petitioner Craig Caliendo, President of Kings Way Homes, would like to get feedback from the Plan Commission on whether his proposed development on this parcel would get their support.

The submission indicates a site plan with 37 side-by-side ranch style buildings (total 74 units), located along a private road. This road enters the property from Susan Lane, heads north and then meanders around the existing lake (former Tillman quarry) and ends up back as a boulevard with access to Susan Lane. The proposed density of the project is 1.85 units per gross acre, 2.5 units per net acre, exclusive of the quarry.

Planner Censky explained that the *City of Cedarburg Smart Growth Comprehensive Land Use Plan – 2025* classifies the property as medium density residential to the south of the quarry and industrial and manufacturing to the north of the quarry. A review of the plans by City Staff raised the following concerns:

1. In a letter dated January 19, 2021 addressed to the City from the Southeastern Wisconsin Regional Planning Commission (SEWRPC), Executive Director Kevin Muhs states “a portion of the subject property is identified as a Critical Species Habitat known as the Cedarburg Woods-West Site.” Director Muhs continues, “following a review of the site preliminary vegetation inventory, it was found that the site provides essential habitat for two species listed as Special Concern by the Wisconsin Department of Natural Resources. In the Commission’s Amendment to the *Natural Areas and Critical Species Habitat Protection and Management Plan for the Southeastern Wisconsin Region* (Planning Report No. 42), it is recommended that the subject Critical Species Habitat site is preserved to the extent practicable without protective ownership.” In summary, Director Muhs concludes that the SEWRPC’s recommendation is that if further development is pursued on this property, “disturbance to the subject forest is kept to a minimum.”
2. *The City of Cedarburg Smart Growth Comprehensive Land Use Plan – 2025, Chapter 1, Goals, Objectives and Policies*, states “all natural areas and critical species habitat sites as identified in the Regional Natural Areas and Critical Species Habitat Protection and Management Plan should be preserved.”
3. Fire Chief Vahsholtz reviewed the proposed plans and wanted to address the quarry at the center of the development. He states that the Cedarburg and other area rescue teams are only certified to search up to a depth of 80 feet; however, he observed that the quarry is over 100 feet deep in areas. If any rescue efforts

are needed, it is likely the resources for rescue would not be readily available. He urges caution around the quarry and suggests that recreational use be altogether prohibited and restricted with fencing or signage.

4. The Developer has proposed the internal road be designated as private. City Staff has discouraged the use of private roads in developments due to the high number of owners voicing their displeasure that their private roads are not maintained and controlled by the City, mostly in relation to snow removal, parking and street repairs.
5. Since the plans show one road to enter and exit this property, City Staff recommends that an access road be introduced on the east side of the parcel in order to be incorporated into future development of the adjacent property, ultimately connecting both parcels through to Sheboygan Road.

In regard to concerns number 1 and 2 above, Planner Censky challenged the plans as they have been proposed, pointing out that the road slices directly through this stand of woods with buildings on both sides, essentially destroying this critical habitat. City Staff recommends the road be relocated and the Cedarburg Woods-West Site be preserved in its entirety with the proposed buildings removed.

In order to address concern number 4, Vice Chairperson Burgoyne asked if Planner Censky could provide a summary statement for Commissioners regarding the pros, cons and costs of public versus private roads in developments.

Several neighboring residents attended this meeting and provided the following input for consideration:

Amy Ehrlich, N102W6742 Susan Lane, stated that although the Commissioners sound excited about this plan, she is not. This parcel is located just north of her property, which offers her a view of the woods. She believes the green space to be beneficial and imagines this space would also be seen as a benefit for future condo owners. Ms. Ehrlich emphasized that she does not want to see houses everywhere.

Marty Auchter, W63N1053 Holly Lane, resides on the property located at the southeast corner of the parcel. Although he would prefer the development contain single-family homes, he did admit that the two-family home designs look nice. Mr. Auchter expressed concern that if the road is designated as private, it would prohibit others from driving through the area. With his house situated east of the parcel, he would not want to see an access road come through on that side, stating that he would rather see it routed through the Baehmann parcel on the west or the Highway 60 Business Park on the north.

Rob Vanden Noven, W68N1068 Kensington Avenue, situated on the west side of the quarry, established that his priority is protecting the woods in the area. He pointed out that since it was identified as woodlands in the SEWRPC report as well as the Land Use Plan, he believes this natural resource is important. He feels that any harm that may come to the woods would be a great disservice to the neighborhood and implored the Commissioners to respect these environmental designations.

Matt Petrarca, W63N1041 Holly Lane, located on the southeast side of the quarry inquired if there will be a stop sign installed at Susan Lane.

Planner Censky reiterated that this agenda item tonight is strictly to provide feedback to the Petitioner explaining that road controls are addressed by the Police Chief and City Engineer, farther along into the process. He pointed out that at this time, the Petitioner has not completed a request to annex the parcel into the City.

While Commissioner Strautmanis supported the project, he stressed that any disturbance to the environmental corridor is a dealbreaker without question. Mayor O'Keefe voiced his preference for this development to be woven with the surrounding homes, becoming part of a larger neighborhood. He would also like the woods to be available as a neighborhood resource. Commissioner Voltz concurred with the importance of preservation of the forested area, and wants to ensure any negative impact of roadways and paths be minimized.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were made.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Commissioner Kinzel, seconded by Council Member Thome, to adjourn the meeting at 8:40 p.m. The motion carried without a negative vote.

Victoria Guthrie
Administrative Secretary

A regular meeting of the Plan Commission of the City of Cedarburg was held on Wednesday, September 8, 2021 at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers and via the [zoom](#) app. The meeting was called to order at 7:00 p.m. by Mayor Michael J. O'Keefe.

Roll Call Present - Mayor Michael J. O'Keefe, Council Member Patricia Thome, Kip Kinzel, Sig Strautmanis, Adam Voltz, Heather Cain

Excused - Vice Chairperson Mark Burgoyne

Also Present - City Planner Jon Censky, Council Members Barbara Lythjohan and Robert Simpson, Administrative Secretary Victoria Guthrie

Minutes Excerpt

REQUEST CONSULTATION FOR REVISED DEVELOPMENT PLAN FOR THE FORMER QUARRY SITE LOCATED AT 6660 SUSAN LANE, TOWN OF CEDARBURG – WYNDALE INVESTMENTS LLC

Planner Censky summarized this request by stating that the Petitioner, who made their original proposal for a two-family subdivision on this parcel in May of 2021, has incorporated recommendations from Commissioners by scaling back the design in order to reduce the impact of the existing woods and endangered plant species as identified by the Southeastern Wisconsin Regional Plan Commission (SEWRPC) in their Report No. 42, *“A Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin.”* The Petitioner hired Stantec Consulting Services, Inc, an architectural, engineering and design firm to conduct an updated study of the woods and locate the endangered plants on the parcel.

This revised plan shows a shift in the location of the road to an area east of the woods, following the existing drive that served the quarrying operation. Buildings shown located within the wooded area have been removed and relocated to the edge of the woods. Also, the width of the private road was reduced. City Staff has reviewed these plans and made the following comments:

- Fire hydrants shall be placed according to City Ordinances.
- Road construction shall be adequate to support the weight of Fire Department apparatus.
- Roadway turning radius shall be adequate to allow for easy access for fire apparatus.
- Fencing should be considered around the pond.
- Each side of the entrance boulevard shall be 24-feet face-to-curb.
- Included in the private covenants shall be an alert to all future owners in this development that the quarry exceeds the depth for which our emergency dive team is rated.

If Commissioners offer support for the proposed project, the Petitioner will need to submit an annexation request and proceed through the approval process. After establishing approvals, the Petitioner will then need to submit a Land Use Plan amendment request in order to establish the appropriate classification for the project, and the site will need to be rezoned accordingly. Once this has been established, the Petitioner may proceed through the subdivision approval process.

Petitioner Craig Caliendo, President of Kings Way Homes, was in attendance and stated that developing this parcel has proven to be challenging since the water feature takes up so much space. He explained that this revised proposal shows the road moved closer to the water to ensure the homes are kept away from the wooded areas.

Planner Censky questioned Commissioners on what part(s) of the plan they would consider acceptable. Commissioners provided the following comments:

- Following the recommendations of SEWRPC in keeping the disturbance to the forest at a minimum, it is best to remove buildings from the northwest and southwest quadrants of the parcel.
- Redesign the roadway by pulling it back from the northwest quadrant to prevent encroachment of the woods.
- Extend roadway from the boulevard entrance to the south of the quarry to a point in the east property line in anticipation of plans to extend a public street to Sheboygan Road.
- Consider an emergency path or access through the woods instead of the paved roadway.

Planner Censky will summarize the comments from Commissioners and provide them to the Petitioner for consideration. The residents of several neighboring properties were in attendance and provided the following feedback.

Rob Vanden Noven, W68N1068 Kensington Avenue, owns a parcel that is adjacent to the quarry site. As the City Engineer and Director of Public Works for the City of Port Washington, he deals with a lot of these issues in their community and has supported the preservation of many environmentally sensitive sites, most notably the 131 acres of the Cedar Gorge development on the bluffs along the lake. His office is next to the Great Lakes Bird and Bat Observatory and he has talked to them about his concerns, since there are a lot of bats, owls, hummingbirds, and other migratory birds in the quarry woods. He believes this woods is an asset to the neighborhood.

Mr. Vanden Noven provided Commissioners with a copy of his letter that was included in the meeting packet, along with more copies of the SEWRPC letter, a letter from Ozaukee County Parks and Planning that was emailed to Commissioners earlier, and three maps from the City of Cedarburg's Smart Growth Comprehensive Plan. He pointed out that this woods is the only environmental site in the City that is located on two maps: one being the woodlands, and one being wildlife habitats. He stated that this area is the only critical species identified in the City of Cedarburg and one of only seven areas identified in

Ozaukee County. He referenced the finger of woods to the north of the parcel which connects to the Baehmann parcel, which is being preserved.

Mr. Vanden Noven stated that he believes that during the May 3, 2021 Plan Commission meeting, Commissioners recommended to preserve the woods in its entirety. During that meeting, the Developer agreed to get an opinion from SEWRPC. This letter from SEWRPC, included in the meeting packet, concludes that it requires full preservation of the site, not partial. He believes that SEWRPC has a wealth of knowledge on their staff and feels their letter speaks for itself.

Mike Mullen, W68N1056 Kensington Avenue, lives on property that is also adjacent to the quarry parcel. Mr. Mullen is an environmental educator at the Riveredge School in Saukville. He observed that the evaluation of the property identifies critical species; however, it does not refer to migratory animals, raptors, deer, turkeys, and so forth, that are seen in the woods. It does not mention the rest of the landscape, such as the 150-year-old maple trees, mature beech trees, and a rare stand of trees that forms a closed canopy with a clear understory. To cut the corners off and isolate the wooded areas would have the same effect as taking it all out. Migratory animals that flock from that property to the Baehmann parcel, to Cedar Creek, and to the north is a system that is all connected. Building the houses where they are shown on the proposed site plan would be disruptive to the woods, and result in the loss of sensitive species that thrive in that covered canopy. The property should be considered as a whole. Mr. Mullen expressed his approval that Commissioners are discussing ways to maintain the connection of the woods between the properties. He believes that buildings 1, 2, 3, 4, and 5 in particular would prove disruptive of the woods.

Leo Ehrlich, N102W6742 Susan Lane, lives next to the pond and park, and would like to reiterate that the woods remain connected and intact. Looking at the map makes the woods appear larger than it is, and a road cannot be added without the removal of trees. The wooded area is not deep, and you can see cars driving on the old road through the trees. If the woods is shaved down it would not allow the space to retain its natural state.

Eric Kittel, W68N1046 Kensington Avenue, lives adjacent to the corner property. He considers himself pro-development, but also pro-preservation where appropriate. Stating that he feels that the comments tonight from other residents resonate with him, Mr. Kittel believes that keeping the woods connected is the path forward. He moved here seven years ago and knew that Susan Lane would be connected at one point, acknowledging that this is necessary and appropriate. However, some things you cannot change and expect to get them back, such as 150 years of untouched forest.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were made.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Commissioner Kinzel, seconded by Commissioner Cain, to adjourn the meeting at 8:55 p.m. The motion carried without a negative vote with Vice Chairperson Burgoyne excused.

Victoria Guthrie
Administrative Assistant

CITY OF CEDARBURG

MEETING DATE: September 27, 2021

ITEM NO: 8.B.

TITLE: Discussion and possible action on restructure of the Cedarburg Police Department Administration

ISSUE SUMMARY: We would like to restructure the Administration of the Cedarburg Police Department from one Captain and two Lieutenants to two Captains and no Lieutenants. The Administrative Captain will oversee the investigative and clerical divisions and the Operations Captain will oversee the patrol division. This will help streamline operations as Chief Frank retires in January 2022. If the change is approved the Lieutenant/Detective would be changed to the Administrative Captain upon Council and Police/Fire Commission approval. The Operations Captain change would take place on January 5, 2022. This is also dependent upon the approval of the Police and Fire Commission.

STAFF RECOMMENDATION: Recommend restructuring of the Police Department Administration.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

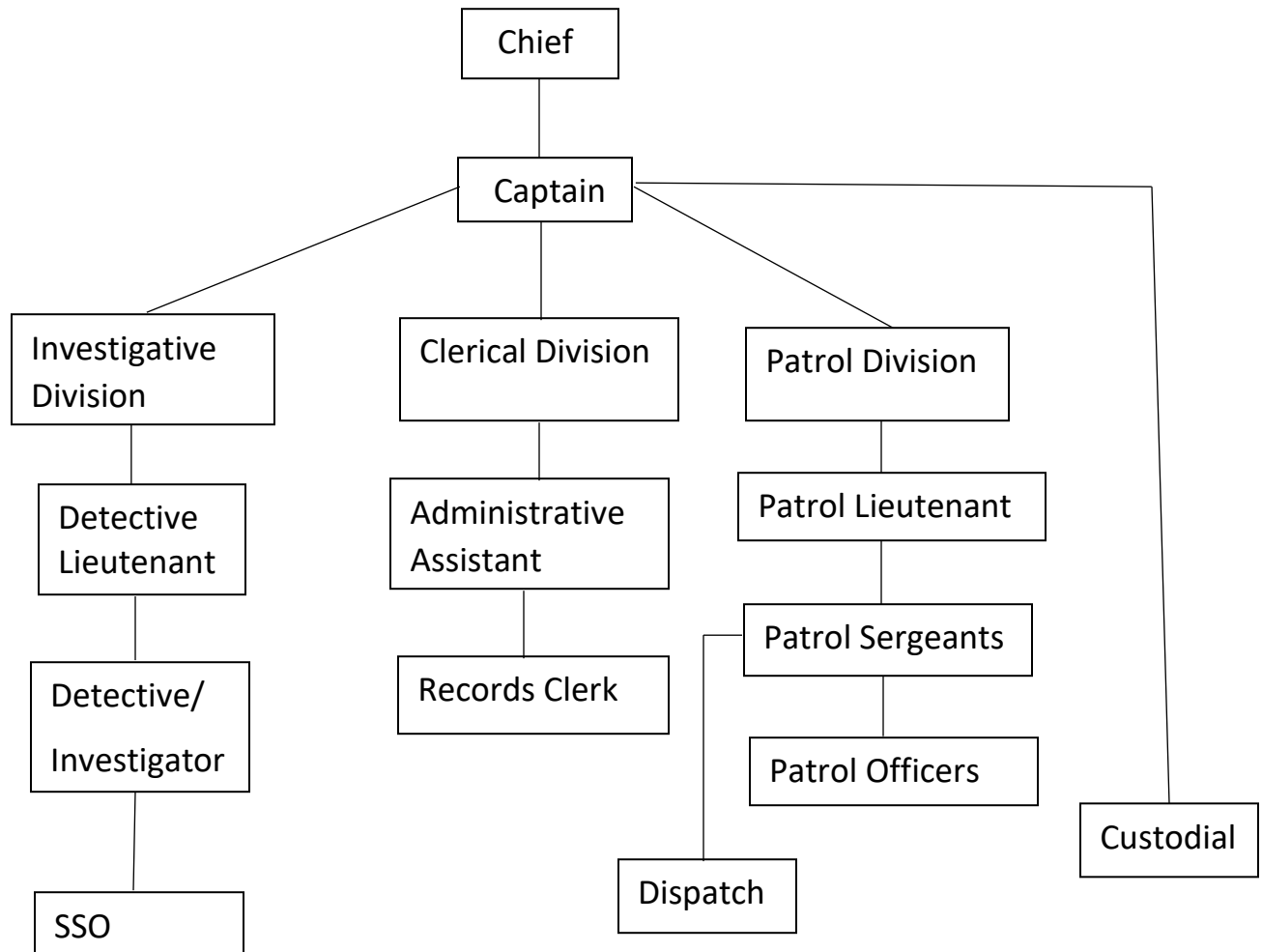
BUDGETARY IMPACT: None, their pay will remain the same.

ATTACHMENTS: The current Chain of Command chart and the proposed Chain of Command chart.

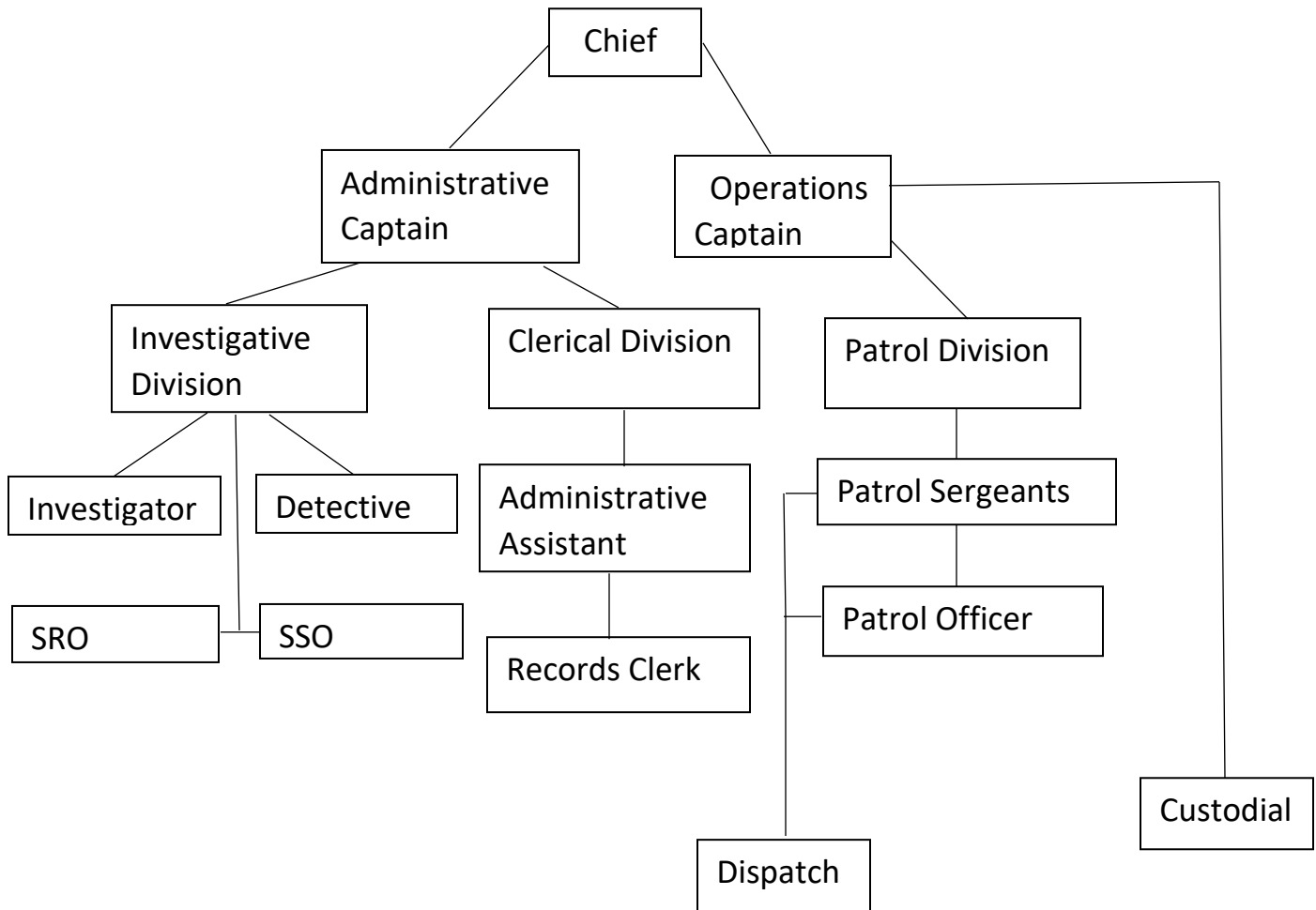
INITIATED/REQUESTED BY: Captain Michael McNerney

FOR MORE INFORMATION CONTACT: Captain Michael McNerney

CURRENT COMMAND STRUCTURE FOR THE CEDARBURG
POLICE DEPARTMENT



**PROPOSED COMMAND STRUCTURE FOR THE CEDARBURG
POLICE DEPARTMENT**



CITY OF CEDARBURG

MEETING DATE: September 27, 2021

ITEM NO: 8.C.

TITLE: Discussion and possible action on request to hire a replacement entry level police officer

ISSUE SUMMARY: With the Police Chief's retirement on January 4, 2022, and the Police and Fire Commission's selection of an internal replacement, the police department will be one officer below authorized staffing level. The Police Chief is requesting permission to hire an entry level police officer the first week in January. There are currently four (4) officer candidates on an eligibility list, however, they are not certified or certifiable as a law enforcement officers which means they need to attend a police academy that begins the second week of January.

STAFF RECOMMENDATION: grant authorization to hire a replacement police officer.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: The Police and Fire Commission has approved a list of applicants for hire

BUDGETARY IMPACT: Positive impact -The funds are currently in the budget and a new officer's salary is much lower than a veteran officer.

ATTACHMENTS:

INITIATED/REQUESTED BY: Police Chief Thomas Frank 262 375-7620

FOR MORE INFORMATION CONTACT: Police Chief Thomas Frank 262 375-7620

CITY OF CEDARBURG
TRANSFER LIST
9/11/21-9/24/21

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
9/23/2021	6,079.08	Health Savings Accounts-contributions for 9/5/21-9/18/21
9/23/2021	1,662.46	ICMA-contributions for 9/5/21-9/18/21
9/23/2021	4,103.23	North Shore Bank-contributions for 9/5/21-9/18/21
9/23/2021	467.50	Police Union-contributions for 9/5/21-9/18/21
9/23/2021	346.15	State of Wisconsin-child support for 9/5/21-9/18/21
9/23/2021	250.00	Wis Deferred Comp-contributions for 9/5/21-9/18/21
	<u>\$12,908.42</u>	

PWSB PAYROLL CHECKING ACCOUNT		
9/24/2021	158,053.16	Payroll for 9/5/21-9/18/21
9/24/2021	64,798.77	Payroll taxes for 9/5/21-9/18/21
	<u>\$222,851.93</u>	

PWSB MONEY MARKET ACCOUNT		
9/23/2021	223,000.00	PWSB Payroll

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
09/10/2021	PWBD	38584*#	BEYER'S HARDWARE	FIELD MARKING LIME	500350	533210	116.91
				HARDWARE	500353	533210	9.94
				WASP KILLER	500240	555510	10.79
				GERMICIDAL BLEACH & ROACH RIDD	500240	555510	12.66
				CHECK PWBDD 38584 TOTAL FOR FUND 100:			150.30
09/10/2021	PWBD	38586*#	CARDMEMBER SERVICE	7/27-8/25/21 CREDIT CARD STATEMENT	500330	513200	271.02
				7/27-8/25/21 CREDIT CARD STATEMENT	500320	514100	63.26
				7/27-8/25/21 CREDIT CARD STATEMENT	500380	514700	104.45
				7/27-8/25/21 CREDIT CARD STATEMENT	500330	515600	125.00
				7/27-8/25/21 CREDIT CARD STATEMENT	500343	519200	75.17
				7/27-8/25/21 CREDIT CARD STATEMENT	500343	519200	200.00
				7/27-8/25/21 CREDIT CARD STATEMENT	500225	522110	12.99
				7/27-8/25/21 CREDIT CARD STATEMENT	500240	522110	17.99
				7/27-8/25/21 CREDIT CARD STATEMENT	500310	522110	90.13
				7/27-8/25/21 CREDIT CARD STATEMENT	500330	522110	372.71
				7/27-8/25/21 CREDIT CARD STATEMENT	500330	522110	(43.71)
				7/27-8/25/21 CREDIT CARD STATEMENT	500390	522110	31.86
				7/27-8/25/21 CREDIT CARD STATEMENT	500240	522120	39.95
				7/27-8/25/21 CREDIT CARD STATEMENT	500352	522120	205.00
				7/27-8/25/21 CREDIT CARD STATEMENT	500380	522120	298.30
				7/27-8/25/21 CREDIT CARD STATEMENT	500240	522410	41.66
				7/27-8/25/21 CREDIT CARD STATEMENT	500346	522410	118.28
				7/27-8/25/21 CREDIT CARD STATEMENT	500350	522410	268.13
				7/27-8/25/21 CREDIT CARD STATEMENT	500330	533210	162.57
				7/27-8/25/21 CREDIT CARD STATEMENT	500350	533210	365.68
				7/27-8/25/21 CREDIT CARD STATEMENT	500353	533210	229.96
				7/27-8/25/21 CREDIT CARD STATEMENT	500240	533311	519.45
				7/27-8/25/21 CREDIT CARD STATEMENT	500240	555510	337.00
				7/27-8/25/21 CREDIT CARD STATEMENT	500240	555510	162.23
				7/27-8/25/21 CREDIT CARD STATEMENT	500240	555510	150.48
				7/27-8/25/21 CREDIT CARD STATEMENT	500320	555510	275.00
				CHECK PWBDD 38586 TOTAL FOR FUND 100:			4,494.56
09/10/2021	PWBD	38588	CHARTER COMMUNICATIONS	PHONE BILL	500225	522110	434.00

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Fund: 100 GENERAL FUND							
09/10/2021	PWBD	38589	FIRST SUPPLY LLC	SUPPLIES	131060	000000	336.70
09/10/2021	PWBD	38590	GENERAL COMMUNICATIONS, INC.	SQUAD #8 INSTALL TECH CW,DV & RS	500380	522120	3,500.00
09/10/2021	PWBD	38591	GROTA APPRAISALS, LLC	ASSESSOR SERVICES	500210	515400	6,262.50
09/10/2021	PWBD	38592	HERMAN'S AUTO SERVICE	TOWING & WINCH SERVICE HWY C	500390	522120	250.00
09/10/2021	PWBD	38593	HOME DEPOT CREDIT SERVICES	DPW	500240	533311	941.67
09/10/2021	PWBD	38594	JANI-KING OF MILWAUKEE	MONTHLY BILLING	500350	533210	390.53
09/10/2021	PWBD	38595	JONATHAN CENSKY	AUGUST INVOICE	500210	566310	6,188.40
09/10/2021	PWBD	38596	NEWS GRAPHIC	SENIOR CENTER SUBSCRIPTION RENEWAL	500310	555140	114.00
09/10/2021	PWBD	38598	ONTECH SYSTEMS, INC	IT SUPPORT FOR BACKUP SYSTEM INSTALL	500210	514700	300.00
				MONTHLY SERVER & DESKTOP CARE	500210	514700	922.00
				ETHERNET SWITCH FOR EM PHONES	500380	514700	29.99
				5 MONTHS FOR 31 APPS FOR BUSINESS USE	500380	514700	600.00
				CHECK PWBD 38598 TOTAL FOR FUND 100:			1,851.99
09/10/2021	PWBD	38602	SPECTRUM	TV SERVICE	500350	533210	8.75
09/10/2021	PWBD	38603	THOMAS SCHELLINGER	GIFT CERTIFICATE	500343	519200	75.00
09/10/2021	PWBD	38604	TRANS UNION LLC	MONTHLY BILL	500225	522110	66.36
09/13/2021	PWBD	13(E)	CEDARBURG POLICE ASSOCIATION	UNION DUES FOR PR18	215903	000000	467.50
09/13/2021	PWBD	14(E)	EXPERT PAY	CHILD SUPPORT PR17	215914	000000	346.15
09/13/2021	PWBD	15(E)	HEALTH SAVINGS ACCOUNTS	HSA CONTRIBUTIONS FOR PR18	215314	000000	6,091.48
09/13/2021	PWBD	16(E)	ICMA RETIREMENT TRUST-457	PR18 CONTRIBUTIONS TO ICMA	215900	000000	1,665.13
09/13/2021	PWBD	17(E)	NORTH SHORE BANK	PR17 CONTRIBUTIONS TO NSB	215900	000000	4,075.23
09/13/2021	PWBD	18(E)	WISCONSIN DEFERRED COMPENSATION	WIS DEF COMP CONTRIBUTION FOR PR17	215900	000000	250.00
09/17/2021	PWBD	38608	AIRGAS USA LLC	RENT LARGE ARGON & RENT LARGE OXYGEN	500350	533210	37.20
09/17/2021	PWBD	38609	ASSOCIATION OF S.W.A.T.	2021 ASP ANNUAL CONFERENCE	500330	522120	325.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
09/17/2021	PWBD	38611*#	BEYER'S HARDWARE	SCREW GLUE LOCKS	500240	518100	8.84
				LAMP ADAPTER	500240	518100	27.37
				DOLLY, APPLIANCE	500240	518100	25.20
				MALE COUPLE & SPRINKLER	500240	522410	13.02
				BLK GRND CONNECTOR	500350	522410	17.09
				EXT. CORD	500350	522410	44.99
				WHEELS	500350	522410	6.28
				DISH WAND, SINK CORN CADDY, SPOT REMO	500350	533210	16.16
				WASP SPRAY	500350	533210	8.98
				WASP KILLER	500240	555510	10.79
				CHECK PWBDD 38611 TOTAL FOR FUND 100:			178.72
09/17/2021	PWBD	38613	CEDARBURG LIGHT & WATER	CONDO DEVELOPMENT , CEDARBURG TRAIL B	256201	000000	4,099.96
09/17/2021	PWBD	38614	CHARTER COMMUNICATIONS	SPECTRUM ENTERPRISE VOICE	500225	522110	418.70
09/17/2021	PWBD	38619	FASTENAL COMPANY	BOLTS, NUTS & WASHERS	500353	533210	42.69
09/17/2021	PWBD	38620	FIVE CORNERS DODGE	OIL CHANGE PACKAGE	500240	522120	162.00
09/17/2021	PWBD	38623	IBS OF SOUTHEASTERN WISCONSIN	MTP-48/H6	500353	533210	261.90
				SP-36	500353	533210	47.95
				CHECK PWBDD 38623 TOTAL FOR FUND 100:			309.85
09/17/2021	PWBD	38626	LANNON STONE PRODUCTS, INC.	#3 CRUSHED STONE, 3/4 BASE COURSE	500240	533440	261.88
09/17/2021	PWBD	38627	MACQUEEN EQUIPMENT	SOLENOID VALVE	500353	533210	160.74
09/17/2021	PWBD	38629	MID-AMERICAN RESEARCH CHEMICAL	GYN FLOOR COMPLETE	500380	518100	1,729.00
09/17/2021	PWBD	38630	MID-STATE EQUIPMENT	BRACKET	500353	533210	92.31
09/17/2021	PWBD	38631	OLSEN'S PIGGLY WIGGLY	COFFEE, DIXIE CUPS & CREAMER	500350	518100	25.06
09/17/2021	PWBD	38632	ONTECH SYSTEMS, INC	SONICWALL FOR EM COMPUTER	500380	522410	600.00
09/17/2021	PWBD	38633	OSCAR & JULIE CHARLES, JR	REFUND OF PLAN REVIEW FEE LESS PUBLIS	443514	000000	245.98
09/17/2021	PWBD	38634	SAN-A-CARE, INC.	SCOTT ROLL TWL, WHITE	500350	533210	264.95
09/17/2021	PWBD	38635	SHERRI STAUSKE	REFUND FOR TEMP OCCUPANCY PERMIT	443514	000000	27.50

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Fund: 100 GENERAL FUND							
09/17/2021	PWBD	38637	SPECTRUM	TV SERVICES	500225	522110	26.26
09/17/2021	PWBD	38639	ULINE	2 X 3 PRE-PUNCHED SLEEVE	463101	000000	109.14
09/17/2021	PWBD	38641	UNIFIRST CORPORATION	SHIRTS	500350	533210	49.51
09/17/2021	PWBD	38642	WAUKESHA COUNTY TECHNICAL COLLEG	38.24 PROF DEV SEMINAR	500330	522120	440.00
09/17/2021	PWBD	38643*#	WE ENERGIES	MONTHLY GAS BILL	500224	518100	29.53
				MONTHLY GAS BILL	500224	518100	38.60
				MONTHLY GAS BILL	500224	518100	27.20
				MONTHLY GAS BILL	500224	522100	299.45
				MONTHLY GAS BILL	500224	522100	25.78
				MONTHLY GAS BILL	500224	522230	65.74
				MONTHLY GAS BILL	500224	522230	30.07
				MONTHLY GAS BILL	500224	522410	10.56
				MONTHLY GAS BILL	500224	533210	33.65
				MONTHLY GAS BILL	500224	555510	13.79
				MONTHLY GAS BILL	500224	555510	10.56
				CHECK PWBDD 38643 TOTAL FOR FUND 100:			584.93
09/17/2021	PWBD	38644	WM CORPORATE SERVICES, INC	8/1/2021 - 8/31/2021	463101	000000	412.79
				Total for fund 100 GENERAL FUND			48,564.42
Fund: 200 CEMETERY FUND							
09/17/2021	PWBD	38611*#	BEYER'S HARDWARE	HEX BUSHING, GALV NIPPLE, TEE & ELBOW	500230	544210	33.97
				RENTAL PIPE THREADER	500230	544210	4.95
				FLUOORG MARK PAINT	500350	544210	16.17
				CHECK PWBDD 38611 TOTAL FOR FUND 200:			55.09
09/17/2021	PWBD	38617	EGELHOFF LAWNMOWER SERVICE	CAP FUEL, SWELL LATCH	500230	544210	25.90
				BELT STRETCH & BELT POLY	500240	544210	43.65
				WHEEL & ROLLER ASSY	500240	544210	24.30
				AUTOCUT TRIMMER LINE	500350	544210	81.98
				CHECK PWBDD 38617 TOTAL FOR FUND 200:			175.83
				Total for fund 200 CEMETERY FUND			230.92

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Fund: 220 RECREATION PROGRAMS FUND							
09/10/2021	PWBD	38585	BSN SPORTS LLC	TEAM DUFFLE BAG	500347	555390	188.94
				FLAG, A TAG BELT W/FLAGS	500347	555390	251.94
				COMPOSITE FOOTBALL DUFFLE BAG	500347	555390	551.57
				WILSON GST COMPOSITE FOOTBALL	500347	555390	608.80
				CHECK PWBDD 38585 TOTAL FOR FUND 220:			1,601.25
09/10/2021	PWBD	38586*#	CARDMEMBER SERVICE	7/27-8/25/21 CREDIT CARD STATEMENT	500347	555390	259.97
				7/27-8/25/21 CREDIT CARD STATEMENT	500347	555390	695.71
				7/27-8/25/21 CREDIT CARD STATEMENT	500372	555390	165.00
				7/27-8/25/21 CREDIT CARD STATEMENT	500394	555390	899.56
				CHECK PWBDD 38586 TOTAL FOR FUND 220:			2,020.24
09/10/2021	PWBD	38606	WACPC - REGISTRATION	WACPC MEMBERSHIP	500394	555390	75.00
09/10/2021	PWBD	38607	WISCONSIN PARK & RECREATION	WPRA SUMMER TICKER DISCOUNT PROGRAM	500355	555390	2,792.81
09/17/2021	PWBD	38615	DIGITAL EDGE OF GRAFTON	2021 FALL/WINTER ACTIVITY GUIDE	500309	555390	2,110.00
09/17/2021	PWBD	38618	ELENA PLAVSIC	ACTIVITY CANCELLED	486000	000000	45.00
09/17/2021	PWBD	38625	JESSICA SILVAGGI	ACTIVITY CANCELLATION	486000	000000	135.00
09/17/2021	PWBD	38628	MASTER PRINTWEAR	FLAG FOOTBALL JERSEY	500347	555390	135.00
				REVERSIBLE FLAG FOOTBALL JERSEY	500347	555390	3,217.50
				CHECK PWBDD 38628 TOTAL FOR FUND 220:			3,352.50
09/17/2021	PWBD	38638	TREETOP EXPLORER, LLC	PAARK RECREATION EVENT	500290	555390	224.00
				Total for fund 220 RECREATION PROGRAMS FUND			12,355.80
Fund: 240 SWIMMING POOL FUND							
09/10/2021	PWBD	38583	BADGER POPCORN & CONCESSION	SNACKS	500350	555321	684.28
09/10/2021	PWBD	38586*#	CARDMEMBER SERVICE	7/27-8/25/21 CREDIT CARD STATEMENT	500350	555321	366.65
09/10/2021	PWBD	38587	CEDAR CREST	ICE CREAM TREATS	500350	555321	479.76
09/10/2021	PWBD	38601	SAM'S CLUB DIRECT	SNACKS	500350	555321	64.22

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 240 SWIMMING POOL FUND							
09/17/2021	PWBD	38611*#	BEYER'S HARDWARE	NITR GLOVE, 55 GAL GRY HD BAG	500340	555320	67.46
				GAL MURIATIC REPL ACID	500340	555320	215.86
				HARDWARE	500340	555320	5.71
				CLEANER/DEGREASER, MURIATIC REPL ACID	500340	555320	171.28
				ELEC. TAPE	500340	555320	34.82
				PHOS FREE CLEANER	500340	555320	167.99
				LIGHTING SUPPLIES	500340	555320	53.93
				CHECK PWBDD 38611 TOTAL FOR FUND 240:			717.05
09/17/2021	PWBD	38612	CARRICO AQUATIC RESOURCES	PULSAR BRIQUETTES	500350	555320	360.00
09/17/2021	PWBD	38643*#	WE ENERGIES	MONTHLY GAS BILL	500224	555320	75.88
				MONTHLY GAS BILL	500224	555320	2,822.99
				CHECK PWBDD 38643 TOTAL FOR FUND 240:			2,898.87
				Total for fund 240 SWIMMING POOL FUND			5,570.83
Fund: 260 LIBRARY FUND							
09/10/2021	PWBD	38586*#	CARDMEMBER SERVICE	7/27-8/25/21 CREDIT CARD STATEMENT	500223	555110	20.76
				7/27-8/25/21 CREDIT CARD STATEMENT	500225	555110	367.97
				7/27-8/25/21 CREDIT CARD STATEMENT	500240	555110	249.99
				7/27-8/25/21 CREDIT CARD STATEMENT	500310	555110	174.14
				7/27-8/25/21 CREDIT CARD STATEMENT	500312	555110	660.00
				7/27-8/25/21 CREDIT CARD STATEMENT	500315	555110	110.00
				7/27-8/25/21 CREDIT CARD STATEMENT	500319	555110	169.23
				7/27-8/25/21 CREDIT CARD STATEMENT	500320	555110	305.00
				7/27-8/25/21 CREDIT CARD STATEMENT	500322	555110	556.81
				7/27-8/25/21 CREDIT CARD STATEMENT	500350	555110	76.00
				7/27-8/25/21 CREDIT CARD STATEMENT	500382	555110	12.98
				CHECK PWBDD 38586 TOTAL FOR FUND 260:			2,702.88
09/10/2021	PWBD	38597	NORTH SHORE BANK	C. HOLNAGEL PAYOUT TO HRA	500111	555110	14,027.21
09/17/2021	PWBD	38610	BAKER & TAYLOR BOOKS	PUBLICATIONS	500319	555110	310.62
				PUBLICATIONS	500319	555110	354.13
				BOOKS PUBLICATIONS	500319	555110	342.20
				BOOKS	500319	555110	95.48

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Fund: 260 LIBRARY FUND							
				BOOKS	500319	555110	137.11
				BOOKS	500322	555110	119.50
				BOOKS DONATIONS	500322	555110	256.43
				CHECK PWBDD 38610 TOTAL FOR FUND 260:			1,615.47
09/17/2021	PWBD	38611*#	BEYER'S HARDWARE	ROUGHNECK TOTE	500310	555110	16.64
09/17/2021	PWBD	38616	E.L.S. LANDSCAPING & LAWN	PLANT BED MAINTENANCE	500290	555110	93.00
09/17/2021	PWBD	38621	GLOBAL WATER TECHNOLOGY, INC.	QUARTERLY BILLING WATER TREATMENT & S	500290	555110	100.00
09/17/2021	PWBD	38622	HOOPLA	DIGITAL BOOKS	500319	555110	110.27
09/17/2021	PWBD	38624	JAMES IMAGING SYSTEMS, INC.	MONTHLY MAINTENANCE	500290	555110	418.97
09/17/2021	PWBD	38643*#	WE ENERGIES	MONTHLY GAS BILL	500224	555110	157.08
				Total for fund 260 LIBRARY FUND			19,241.52
Fund: 350 TIF DISTRICT FUND #4							
09/10/2021	PWBD	38600	RNR WATER LLC	DRAW 58 AND 59 REVIEW	500210	566710	312.50
				Total for fund 350 TIF DISTRICT FUND #4			312.50
Fund: 353 TIF DISTRICT #6							
09/10/2021	PWBD	38599	R.A. SMITH NATIONAL	PROJECT 1200167.03 CEDARBURG BUSINES	500210	566710	17,157.00
				1200167.02 CEDARBURG BUSINESS PARK	500210	566710	4,931.00
				CHECK PWBDD 38599 TOTAL FOR FUND 353:			22,088.00
				Total for fund 353 TIF DISTRICT #6			22,088.00
Fund: 400 CAPITAL IMPROVEMENTS FUND							
09/17/2021	PWBD	38636	SOUTHEASTERN WISCONSIN	RESPECT OUR WATERS PROGRAM, ADOPT YOU	500472	533440	2,025.00
				Total for fund 400 CAPITAL IMPROVEMENTS FUND			2,025.00
Fund: 601 WATER RECYCLING CENTER							
09/10/2021	PWBD	38584*#	BEYER'S HARDWARE	SINGLE OUT KEY	500340	573830	11.29
09/10/2021	PWBD	38586*#	CARDMEMBER SERVICE	7/27-8/25/21 CREDIT CARD STATEMENT	500372	573825	167.44
				7/27-8/25/21 CREDIT CARD STATEMENT	500360	573835	43.53
				7/27-8/25/21 CREDIT CARD STATEMENT	500330	573850	120.00

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DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
CHECK DATE FROM 09/10/2021 - 09/17/2021

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
				CHECK PWBDD 38586 TOTAL FOR FUND 601:			330.97
09/10/2021	PWBD	38605	UNIFIRST CORPORATION	SHIRT & PANTS	500372	573825	78.05
09/17/2021	PWBD	38611*#	BEYER'S HARDWARE	3/4 TUBE STRAP	500340	573830	4.04
				SPREADER, TROWL & TILE ADHESIVE	500340	573830	9.33
				CHECK PWBDD 38611 TOTAL FOR FUND 601:			13.37
09/17/2021	PWBD	38643*#	WE ENERGIES	MONTHLY GAS BILL	500224	573825	10.56
				MONTHLY GAS BILL	500224	573825	16.18
				MONTHLY GAS BILL	500340	573840	11.48
				MONTHLY GAS BILL	500340	573840	13.79
				MONTHLY GAS BILL	500340	573840	19.01
				MONTHLY GAS BILL	500340	573840	18.71
				MONTHLY GAS BILL	500340	573840	12.32
				MONTHLY GAS BILL	500340	573840	11.33
				CHECK PWBDD 38643 TOTAL FOR FUND 601:			113.38
				Total for fund 601 WATER RECYCLING CENTER			547.06
Fund: 700 RISK MANAGEMENT FUND							
09/17/2021	PWBD	38640	UNEMPLOYMENT INSURANCE	STATEMENT PERIOD 8/1/2021 THROUGH 8/3	500393	519400	715.00
				Total for fund 700 RISK MANAGEMENT FUND			715.00
TOTAL - ALL FUNDS							111,651.05

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

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



City of Cedarburg

City Administrator's Report

September 23, 2021

Department News

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

Treasurer— Finance Director/Treasurer Mertes is working on Budget items (Levy Worksheet and Levy Limit Worksheet, Capital Budget, and misc. reports). The transition is going well with the new accounting software. Department Heads are encouraged to contact Director Mertes with any questions. The Finance Committee met on Tuesday, September 21. As a previous year award recipient for Ladies Who Lead, Finance Director/Treasurer Mertes presented this years award to Gail Ostermann, Retired Publisher, News Graphic & M Magazine, and Community Volunteer on Tuesday.

Engineering & Public Works — The Asphalt Pavement Repair project began on Tuesday on Washington Avenue between Hamilton Road and Center Street. The road will be closed to through traffic with only driveway access and deliveries allowed. They will begin with milling off approximately three inches of existing surface asphalt base followed by concrete repair as needed. The anticipated completion date is October 26. The Hwy 60 Business Park is near completion. The work on Hwy 60 will be completed soon with pavement markings. The concrete bases have been set for the signs at the Pioneer Road/Interurban Trail crossing, with parts backordered until late September to complete the project.

Water Recycling Center—The Utility is starting their new coagulant program today which will be completed in February when the final parts are delivered. Easement lining off Evergreen Blvd. has been completed. The Zarling property is vacated and has been gated, with demolition of the house to follow. The Utility will be submitting a new WPDES application to the DNR next week.

Library— The Friends of Library benefited from New Fortune's Dine-Out-Do-Good program on Tuesday, September 21 by receiving 20% of their sales on that day.

Police—Wine and Harvest Festival was well attended with no major problems.

Training— Finance Director/Treasurer Mertes attended the Municipal Treasurers Fall meeting last week. Parks, Recreation & Forestry Director Friess is attending the National Recreation and Park Association meeting this week.

Respectfully submitted,

Mikko Hilvo
City Administrator