

**CITY OF CEDARBURG  
MEETING OF COMMON COUNCIL  
NOVEMBER 13, 2017 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on Monday, November 13, 2017 at 7:00 p.m. at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the second floor Council Chambers.

**AGENDA**

1. CALL TO ORDER - Mayor Kip Kinzel
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Patricia Thome, Mike O’Keefe  
  
Excused - Council Member Mitch Regenfuss
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES\* - October 30, 2017
7. 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.
8. UNFINISHED BUSINESS
  - \* A. Consider and discuss the proposed 2018 City budget; and direction or action thereon
9. NEW BUSINESS
  - \* A. Consider award of engineering design contract for the 2018 Street and Utility Project; and action thereon (Public Works and Sewerage Comm. 11/09/17)
  - \* B. Consider Ordinance No. 2017-23 repealing and recreating Sec. 5-2 of the Municipal Code of Ordinances relating to Fire Prevention and Protection; and action thereon
  - \* C. Consider payment of bills for the period 10/27/17 through 11/03/17, transfers for the period 10/28/17 through 11/09/17, and payroll for the period 10/22/17 through 11/04/17; and action thereon

\*\*\* D. Consider License Applications; and action thereon

1. Consider approval of new Operators License application for the period ending June 30, 2018 for Polly H. Partain; and action thereon

10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- \* A. Administrator's Report
  1. Third Quarter Financial Report
- \* B. Building Inspector's Report – October 2017

11. COMMUNICATIONS

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

12. ADJOURNMENT – CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statutes 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider cellular tower leases for location on the monopole being constructed on Western Avenue. Approval of October 30, 2017 closed session minutes.

13. RECONVENE TO OPEN SESSION

14. 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.*

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO  
ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES.  
PLEASE CONTACT THE CITY CLERK'S OFFICE AT (262) 375-7606

11/09/17

E-MAIL: [cityhall@ci.cedarburg.wi.us](mailto:cityhall@ci.cedarburg.wi.us)

**CITY OF CEDARBURG  
SPECIAL COMMON COUNCIL MEETING  
NOVEMBER 14, 2017 – 7:00 P.M.**

A special meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on Tuesday, November 14, 2017, at 7:00 p.m. at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the second floor Council Chambers.

**AGENDA**

1. CALL TO ORDER - Mayor Kip Kinzel

2. ROLL CALL: Present – Common Council – Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Council Member Mitch Regenfuss, Patricia Thome, Mike O’Keefe

3. STATEMENT OF PUBLIC NOTICE

4. NEW BUSINESS

Hearing on complaint against Class “B” beer and “Class B” liquor license of Steven Walter Banas d/b/a August Weber Haus at W63 N678 Washington Avenue; and action thereon

5. ADJOURNMENT - CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statutes 19.85(1)(a) to deliberate concerning a case which is the subject of any judicial or quasi-judicial trial or hearing before the Common Council.

6. RECONVENE TO OPEN SESSION

The Common Council reserves the right to reconvene to open session to take action on matters discussed in closed session.

7. Set forth findings and decision regarding complaint against Class “B” beer and “Class B” liquor license of Steven Walter Banas d/b/a August Weber Haus at W63 N678 Washington Avenue.

8. 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.

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11/09/17 ckm

**CITY OF CEDARBURG  
COMMON COUNCIL  
October 30, 2017**

**CC201701030-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, October 30, 2017, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor Kinzel called the meeting to order at 7:00 p.m.

ROLL CALL: Present - Common Council: Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Mitch Regenfuss, Patricia Thome, Mike O'Keefe

Also Present - City Administrator/Treasurer Christy Mertes, Director of Engineer and Public Works Tom Wiza, Police Captain Glenn Lindberg, City Clerk Constance McHugh, City Assessor Cathy Timm, Wastewater Superintendent Eric Hackert, Director of Parks, Recreation and Forestry Mikko Hilvo, Library Director Linda Pierschalla, Light and Water General Manager Dale Lythjohan, Building Inspector Mike Baier, City Forester Kevin Westphal, Public Works Superintendent Joel Bublitz, several employees from all City Departments, City Attorney Michael Herbrand; Library Board President Sue Karlman, Library Board Members Debra Goeks, Dewayna Cherrington, and Sherry Bublitz, Todd Taves of Ehlers & Associates; interested citizens and news media

**STATEMENT OF PUBLIC NOTICE**

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

**APPROVAL OF MINUTES**

Council Member Verhaalen said the words "do not" should be added to the ninth paragraph on page 13 of the October 9, 2017 minutes so it reads: "Council Member Verhaalen said that you do not need arborists to take down dead trees because of the liability".

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to approve the minutes of the October 9, 2017 Common Council meeting as amended. Motion carried unanimously.

**PUBLIC HEARING – PRESENTATION OF THE PROPOSED 2018 CITY BUDGET AND HEALTH INSURANCE OPTIONS; DISCUSSION AND DIRECTION**

Mayor Kinzel opened the public hearing at 7:02 p.m. to receive comments and input regarding the proposed 2018 budget.

City Administrator/Treasurer Mertes presented a summary of the proposed 2018 budget:

- The proposed increase in the tax levy is 3.4%, or \$314,033;
- The 2017 growth allowed for a levy increase of \$194,031, which would keep the same tax rate; the levy limit will allow an increase of \$611,842, or an additional \$297,809 over what is currently proposed;
- For every \$12,489 added to the budget the rate will increase \$0.01;
- The assessed value increased from \$1.222 billion to \$1.249 billion, which is a \$27 million increase, or 2.2%;

Major General Fund changes from 2017:

- A 2% wage increase on January 1 for non-protective employees and a 2.5% increase for protective employees;
- An 8% increase in health and dental insurance is budgeted (\$48,338);
- A 2%, or \$12,358, increase in the Waste Management contract, which also includes collection for new residences;
- \$10,000 of the \$20,000 annual funding for a revaluation has been restored;
- The transfer to other funds is \$137,500 (\$100,000 is for Fire Department repairs and \$25,000 is for the senior van in capital improvements). Both are uses of fund balance;
- Property taxes, including the Light and Water payment in lieu of taxes, comprises 78% of the General Fund revenues;
- General Fund expenditures are increasing \$329,108 (\$162,217 for salaries, \$48,338 for health insurance, and \$39,637 for contractual services makes up a majority of the increase);
- 2018 use of fund balance includes \$10,600 for bathroom upgrades in parks; \$11,500 for swimming pool projects; \$10,000 for handguns, \$15,000 for the branding project, and a \$125,000 transfer to the Capital Improvements Fund for Fire Department repairs and the senior van; for a total transfer of \$172,100;
- The City's policy requires that 2-3 months of expenditures should be on hand in case of an emergency. The budget is well within this policy.

Capital Improvement Fund – Five Year Funding Plan

- The levy is decreasing \$237,000, or \$20%;
- The capital improvement fund levy is 10% of the total levy;
- An additional \$297,811 increase in the levy is allowed by the State levy limit and could be used to reduce borrowing for street projects. The tax rate would increase from \$7.55 to \$7.79, or \$0.24, which is a \$91 increase on a \$276,000 home;
- The reserves have been depleted since 2008 to get through tough times and to keep the tax rate increase at zero or very low. Now the Council must levy the full amount necessary to fund purchases/projects rather than keeping it level from year to year and avoiding the expenditure restraint issue;

- Public Works equipment, streets, and storm sewers make up the majority of expenditures each year (51% for 2018);

Proposed Capital Projects are:

- \$10,000 is budgeted for environmental issues;
- Impact fees being transferred to offset debt service total \$58,741;
- Dam repairs are \$500,000;
- Cemetery mausoleum repairs are \$7,000;
- Monopole construction is \$300,000
- Emergency Management siren replacement is \$22,000 and pickup truck replacement is \$50,000;
- Five yard dump truck with plow wing and salter (\$225,000) was moved to 2019. Added was a one ton dump truck at \$75,000. A mini excavator and trailer have been added back to 2018;
- Storm sewer projects are \$267,276;
- Street projects are \$1,123,000;
- Fire Department: Concrete apron is \$42,000; asphalt pavement is \$100,000; and flag pole and planter is \$40,000. The apron and pavement projects are from 2017;
- Parks, Recreation and Forestry: Mower is \$62,000; standing mower is \$8,000; Adlai Horn Park water service is \$20,000; and park improvements including a shelter at Prairie View Park, a storage shed at Behling field, and playground platforms at Willowbrooke Park are \$199,000;
- Senior Center van is \$25,000 (paid for through donations and rider fees);
- Police Department: Vehicle (3) replacements are \$120,000 and 911 system upgrade is \$40,000. Total cost of the upgrade is \$80,000 and is split between 2018 and 2019.

Debt Service

- The debt service levy is increasing \$217,931, or 17%, mainly due to Library residual funds spent in full in 2017;
- The debt service levy is 15.9% of the total levy;
- The City has \$16,070,455 in outstanding debt;
- The debt is at 24.07% of the statutory limit, with additional debt capacity of \$50 million available, and at 30.09% of the City policy, with additional debt capacity of \$37 million.

Special Revenue Funds

- Cemetery (continues to use fund balance into 2018);
- Room tax (budget remains the same as 2017);
- Recreation Programs (budget includes \$13,182 use of fund balance for a portion of school district fees. Director Hilvo will be requesting the use of fund balance in 2017 for the pool deficit);
- Swimming Pool (revenues are down 6.7% and expenditures are down 6%. There is a 6% increase in tax levy, plus the capital improvements funding from the General Fund fund balance);
- Park sub-divider deposit fund (\$70,000 transfer to Capital Improvements for Prairie View shelter).

**Special Revenue Fund – Library**

- The 2018 proposed levy is \$732,194;
- The library levy is 7.8% of the total levy;
- Revenues are increasing 3.94%; expenditures are increasing 3.94%;
- A positive fund balance is projected for 2017 and into 2018;
- The City levy is increasing \$24,888 to cover wage and benefit increases;
- The County revenue payment is increasing \$21,185;
- There is an increase in the personnel budget of 3.6% and operating costs are increasing 5.2%.

**Water Recycling Center**

- The Water Recycling Center is not supported by taxes but user fees.
- The flow rate proposed is \$5.30 per 1,000 gallons, up from \$5.22 in 2017;
- The holding tank hauler rate is to remain the same (\$8.70 per 1,000 gallons);
- The septic tank hauler rate is to remain the same (\$44.91 per 1,000 gallons);
- The monthly connection fee is to remain the same (\$14);
- Revenue and expenses are 1% less than 2017.

**Proposed Tax Rate**

- Equalized tax rate proposed is \$7.21 per \$1,000, \$0.06 or 0.9% decrease;
- Assessed tax rate proposed is \$7.55 per \$1,000, \$0.09 or 1.2% increase;
- \$25 increase on a home assessed at \$276,000;
- If the levy is increased by the allowable limit of \$297,811, the rate tax rate would increase to \$7.79 per \$1,000, for a total increase of \$0.33/1,000 or \$91 on a home assessed at \$276,000.

**Potential Changes**

- Property insurance – a quote was received today that may save \$6,000. Further review is required;
- Contingency reserve \$240,000. To get the most out of the expenditure restraint program it is necessary to increase the reserve account. It would not be used, and if needed, any use would have to be authorized by the Council;
- Increase the levy to reduce borrowing.

Council Member Dieffenbach asked if the revaluation and 911 system upgrade are pre-funded. City Administrator/Treasurer Mertes confirmed both items are pre-funded.

Council Member Dieffenbach asked if expenditure restraint funds will be lost next year. City Administrator/Treasurer said expenditure restraints funds will be lost in 2018 but should be reinstated in 2019.

Council Member Arnett asked if inclusion of the senior van in the budget that is paid for by fees and donations is a wash. City Administrator/Treasurer Mertes said this is correct; it is basically an accounting entry.



Council Member Arnett said he thought the budgeted amount of \$300,000 was high for the monopole construction. City Administrator/Treasurer Mertes said the bids came in at \$291,000.

Council Member Arnett said Emergency Management is requesting the purchase of a truck at \$50,000. He asked whether the vehicle to be purchased will be new, and if so, he suggested a used vehicle be considered. City Administrator/Treasurer Mertes said the vehicle will be new. This purchase has been pushed back for several years.

Council Member Arnett said fund balance in the amount of \$13,182 will be used to cover a portion of School District fees. He encouraged holding as many of these programs as possible at City-owned facilities.

City Administrator/Treasurer Mertes discussed health insurance options with the Council. She said the budget includes an 8% increase in health insurance costs for the same coverage as 2017. She said the original proposed budget included a 10% increase and the initial quote was for a 12% increase; however, the City's consultant was able to negotiate a lower increase. Another option was provided by the consultant that would increase the deductible from \$2,000/\$4,000 to \$3,000/\$6,000.

Presented to the Council was an employee payment history example that shows that the take home pay for an employee in 2017 is less than the take home pay in 2008. Part of the reason for this is the Act 10 requirement that employees pay a portion of their retirement. The employee contributions are mandatory with no opt out provision or ability to change the percentage contributed offered by the State. In addition, several changes in employee benefits and salaries were made since 2008, including:

- Establishment in 2008 of a high deductible health insurance plan (HDHP) with a \$1,500/\$3,000 contribution to a health saving account (HSA) by the City;
- Sick leave accrual hours per month were reduced in 2011 from 10 to 8;
- Starting in 2013 longevity is not paid to employees until after 10 years of service (current employees are grandfathered);
- Elimination of the HSA contribution in 2014;
- Dental insurance coverage for orthodontia was reduced in 2014 from unlimited to \$1,500;
- Double time was lost for Sundays in 2014. It is now time and a half;
- Starting in 2014 there has been no overtime for off hour jobs, such as downtown snow removal. Instead the City changes the schedule for employees with notice.
- The health insurance deductible was increased to \$2,000/\$4,000 in 2015.

DPW employees have always been on call for holidays and weekends without pay.

City Administrator/Treasurer Mertes presented a health insurance comparison prepared by the City of Hartford. Besides Cedarburg, Hartford and Chippewa Falls do not require an employee contribution towards health insurance. A survey presented from the Wisconsin City/County Management Association (WCMA) indicated that several communities do require employee contributions towards health insurance but many of those communities reimburse employees for the deductible and/or contribute towards a HSA. Only one community had a higher deductible than the City of Cedarburg. She said estimating a \$2,000/month premium; an employee on the State health

insurance plan pays \$2,880/year for a \$1,000 or \$0 deductible; for a total of \$2,880-\$3,880. Cedarburg employees pay \$4,000/year for the family deductible without a premium contribution.

City Administrator/Treasurer Mertes explained that according the Census Bureau, the household income increase in the U.S. in 2015 was 5.2% while household income increase in Cedarburg was 2%. In 2016 the U.S. increase was 3.2% while the City increase was 2%.

City Administrator/Treasurer said she and the Employee Health Insurance Committee are asking that the City remain with the WCA GHT health insurance plan as it exists today with no employee contribution towards the premium.

Council Member Dieffenbach said the Committee should continue to look into this matter in the upcoming year. Most private sector employees do not have health insurance plans like the City offers. He said there needs to be progress moving forward.

Council Member Czarnecki agreed, and said employees contributing towards health insurance is a good start.

Council Member Arnett said he reviewed his own coverage today. He pays \$510 a month for his single coverage that is increasing 44% to \$734. His deductible is \$5,500 with an out-of-pocket maximum of \$6,500 on top of the deductible. He said he hopes employees appreciate the good deal in terms of health insurance.

City Administrator/Treasurer Mertes said employees do realize it is a good benefit; however, City salaries are not increasing at the same level as the increase in U.S. household income.

Mayor Kinzel said the whole package of salary and benefits needs to be compared.

Council Member Thome suggested that over the course of next year City salaries and benefits be compared to other salaries and benefits in the public sector. She said her daughter in the Green Bay School District has paid \$11,000 towards health insurance so far this year. She said the Council needs to know how City employees compare across the board.

Council Member Arnett said Light and Water did a similar study and it was found that the pay was at or above market levels. He said such a study will likely cost several thousand dollars.

Council Member Dieffenbach said a goal for 2018 should be to do a more detailed study of wages and benefits by the Employee Committee.

City Administrator/Treasurer Mertes said it may be a good idea for the Personnel Committee to meet on a monthly basis.

Council Member O'Keefe said he is not against the Personnel Committee meeting monthly. He said that all wages and benefits must be compared.

Administrative Secretary Darla Drumel said she took a significant cut in pay when she joined the City. She said she took the job because of the benefits offered. She said it is disappointing that her salary is less than when she started.

It was the consensus of the Council that the City remain with the WCA GHT health insurance plan for 2018 with the same level of benefits as 2017 and no employee contribution towards the premium.

Council Member Dieffenbach said the proposed increase in the tax rate is a problem. He suggested reviewing items included in the 2018 budget that could possibly be pushed back to 2019. He also said there are other options for the 911 upgrade.

City Administrator/Treasurer Mertes said the City has been pushing back the purchase of equipment for years and it only ends up costing more in the long run. In addition, several Departments have endured staffing cuts over the years. If certain items are not pre-funded, there will be large fluctuations in the budget from year to year.

Mayor Kinzel suggested Council Members give concrete suggestions to City Administrator/Treasurer Mertes to reduce the budget.

Council Member Dieffenbach challenged City Administrator/Treasurer Mertes to find \$100,000 to eliminate from the budget.

Council Member Thome said more and more is cut from the budget every year. She said at what point is the Council cutting back too much.

Council Member Czarnecki said he agrees with Council Member Dieffenbach. He said it is not up to the Council to pick and choose items to remove from the budget. Administration should be doing this.

Sherry Bublitz, resident and Library Board Member, said she believes the City has lived too many years with no increase in the tax rate. She said a \$25 increase in City taxes is worth it. She appreciates the services that are included in the budget. The City needs to get out of the hole created by not increasing taxes for many years.

Council Member Czarnecki asked what the amount is that is spent on the Library each year. City Administrator/Treasurer Mertes said the Library budget, including operations and debt service, is \$1.3 million.

Council Member Czarnecki said he receives calls from residents about taxes going up. He said staff needs to keep looking for ways to reduce the budget.

Council Member Arnett encouraged Council Members to discuss cost reduction ideas with staff and City Administrator/Treasurer Mertes. Council Member Thome agreed.

Police Officer Brian Emmrich said he is a member of the Village Board in Jackson. He encouraged the Council to look at the years of experience by City employees in the room tonight that cannot be replaced. He said the Employee Committee needs direction from the Council.

Motion made by Council Member Thome, seconded by Council Member Czarnecki, to close the public hearing at 8:11 p.m. Motion carried unanimously.

The Council will continue deliberations on the budget at the November 13 meeting with adoption at the November 27 meeting.

**CONSIDER ORDINANCE NO. 2017-21 AMENDING SEC. 10-1-72(a) OF THE MUNICIPAL CODE TO PROHIBIT PARKING ON CENTER STREET ADJACENT TO THE INTERURBAN TRAIL CROSSING**

Director Wiza said the City has received complaints about poor sight distance at the Interurban Trail crossing on Center Street. Because parking is at a premium in this area, providing good sight distance has to be balanced against the loss of street parking. The proposed street parking revision will eliminate one and a half parking spaces while significantly improving the site distance. This matter was discussed twice at the Public Works and Sewerage Commission level and the Commission recommended adoption of the proposed ordinance.

Council Member Dieffenbach said for the safety of bikers, pedestrians, and drivers, parking on Center Street needs to be restructured. This is really a community issue because there is conflict between bikers and autos. He is in favor of adopting the ordinance for safety reasons.

Chris Velnetske, N57 W6766 Center Street, said it must be recognized that this is a parking issue. This issue should be coupled with the issue of parking on Hanover Avenue. He said that he is interested in safety but also interested in alleviating parking congestion on Center Street Monday through Friday.

Motion made by Council Member Dieffenbach, seconded by Council Member O'Keefe, to adopt Ordinance No. 2017-21 amending Sec. 10-1-72(a) of the Municipal Code to prohibit parking on Center Street adjacent to the Interurban Trail.

Council Member Arnett said he is concerned about taking away more than one parking space. He asked members of the audience if they agree that only 1.5 parking spaces are being taken away.

Mary Ann Velnetske, N57 W6766 Center Street, said she disagrees. She said two or more parking spaces will be lost if the requirement that there cannot be parking within 15' of a crosswalk is enforced.

Director Wiza said State Statutes dictate that there cannot be parking within 15' of a crosswalk. He said parking is at a premium and he is sensitive to the safety issue. He said he has received calls from many residents who have asked if someone needs to be killed before something is done.

Jason Peterson, N57 W6442 Center Street, suggested Center Street be a one-way street. Heather Latz of Rachel's Roses agreed.

Director Wiza cautioned that one-way streets can have unintended consequences because the speed of vehicles tends to increase because there is no opposing traffic. He said a full review of this would need to be done.

With Council Members Czarnecki, Dieffenbach, Verhaalen, Regenfuss, Thome, and O'Keefe voting aye and Council Member Arnett voting nay, the motion to adopt Ordinance No. 2017-21 carried.

**CONSIDERATION OF RESOLUTION NO. 2017-17 APPROVING THE PROJECT PLAN AND ESTABLISHING THE BOUNDARIES FOR AND THE CREATION OF TAX INCREMENTAL DISTRICT NO. 4, CITY OF CEDARBURG, WISCONSIN**

Todd Taves of Ehlers said the action before the Council tonight is to approve Resolution 2017-17 approving the Project Plan and establish the boundaries for and the creation of Tax Incremental District (TID) No. 4. The initial Joint Review Board convened on October 16 and held an organizational meeting. On October 16 the Community Development Authority (CDA) also met and held a public hearing on the proposed TID and unanimously recommended approval of its creation.

Mr. Taves briefly reviewed the Project Plan. TID No. 4 consists of three parcels and 8.42 contaminated acres. The site is the former Meta Mold Aluminum Company manufacturing site, also known as Amcast. State Statutes require that 50% of the area be blighted in order to qualify for a blighted TID. In this case 100% of the area is blighted.

The City anticipates making total project expenditures of approximately \$4.54 million, including \$3.33 million in project incentive and assistance payments to a private developer, \$1.04 million for long-term interest due on the associated debt obligation, \$97,000 for finance related expenses and \$84,000 for administrative expenses over the life of the District. Costs to carry the debt are estimated to be \$1.37 million with an expectation that the City will need to provide a net \$337,766 subsidy to cover the full amount of the interest payments due. The District is expected to remain open for 27 years and create a minimum of \$10,025,000 in incremental valuation. It is expected that the District will not recover its project costs, and that the City will be providing an estimated \$878,946 subsidy to the District consisting of the \$337,766 debt service gap plus \$541,180 in estimated interest accruals on both the recovered and unrecovered portion of advanced funds.

Mr. Taves explained that there is a provision in the TIF law that allows for a three year extension of the TID if approved by the Joint Review Board and certified by the City's auditors. This would help to pay for some unrecovered costs.

Council Member Thome asked if the City would be grandfathered if the TIF laws changes. Mr. Taves said the City would only be grandfathered if an extension was granted prior to the law change.

Council Member Arnett said the City levy for the TID debt and projects in 2019 is expected to be \$242,388. He said this seems lower than previously expected.

Attorney Herbrand said this may be due to the timing of the development activities.

Council Member Arnett said the year one impact will be the worst. The City will mostly recover the deficit after 27 years. Mr. Taves said the debt can be structured to match the cash flow.

Council Member Arnett asked if the development agreement has been signed. Attorney Herbrand said the CDA must formally approve the development agreement. The agreement is contingent upon the TID being created.

Council Member O'Keefe asked if funds from an over-performing TID can be transferred to another TID. Mr. Taves explained that in some cases TIDs can be recipients of funds from other TIDs.

Motion made by Council Member Arnett, seconded by Council Member Regenfuss, to adopt Resolution No. 2017-17 approving the Project Plan and establishing the boundaries for and the creation of Tax Incremental District No. 4, City of Cedarburg, Wisconsin. Motion carried with Council Members Arnett, Dieffenbach, Regenfuss, Thome, and O'Keefe voting aye and Council Members Czarnecki and Verhaalen voting nay.

**CONSIDER ORDINANCE NO. 2017-22 AMENDING SEC. 10-1-28 OF THE MUNICIPAL CODE TO ESTABLISH FOUR HOUR PARKING ON THE WEST SIDE OF HANOVER AVENUE BEGINNING 18 FEET SOUTH OF THE PUBLIC LIBRARY DRIVEWAY AND CONTINUING SOUTH TO THE INTERSECTION WITH CENTER STREET, AND TO ESTABLISH FOUR HOUR PARKING ON THE EAST SIDE OF HANOVER AVENUE FROM THE NORTH RIGHT-OF-WAY LINE OF CENTER STREET TO A POINT 175 FEET TO THE NORTH, AND EXCEPTING THE EXISTING CODE REFERENCES TO TWO HOUR PARKING ON THESE SEGMENTS**

Director Wiza said there has been a request to establish four hour parking on parts of Hanover Avenue to free up parking spaces in front of the Ozaukee County Historical Society Depot building on Center Street. The proposed ordinance creates four hour parking on Hanover Avenue between the Library driveway to Center Street on the west side and to the VIP driveway on the east side.

Council Member Dieffenbach said he talked to businesses in the area and most are ambivalent about this change. He said he is not sure what it accomplishes.

Mr. Velnetske said this opinion is not shared by the owner of Rachel's Roses. He said constituents on Center Street are not ambivalent about this. He said there is overcrowding of parking on Center Street every day and as a result leaves are not picked up, residents are not able to have guests park directly in front of their homes, and drivers cannot see traffic or pedestrians. He said Hanover Avenue is underutilized because it is limited to two hour parking. He said this ordinance will alleviate parking congestion on Center Street, hurts no one, and will provide a benefit to residents on Center Street.

Heather Latz said this change will allow employees of the LaBudde Group to park closer to their place of employment.



Council Member O'Keefe said he spoke to employees of the LaBudde Group and the owners of VIP. He said no one had an issue with the proposed ordinance. He said it will help alleviate parking problems on Center Street.

Director Pierschalla said the Library Board does not have an issue with the proposed ordinance. She said parking near the Library will always be an issue.

Council Member Arnett said he agrees with Council Member O'Keefe. He suggested that there be eight hour parking on one side.

Motion made by Council Member O'Keefe, seconded by Council Member Verhaalen, to approve Ordinance No. 2017-02 amending Sec. 10-1-28 of the Municipal Code to establish four hour parking on the west side of Hanover Avenue beginning 18 feet south of the Public Library driveway and continuing south to the intersection with Center Street, and to establish four hour parking on the east side of Hanover Avenue from the north right-of-way line of Center Street to a point 175 feet to the north, and excepting the existing Code reference to two hour parking on these segments. Motion carried with Council Members Czarnecki, Arnett, Verhaalen, Regenfuss, Thome and O'Keefe voting aye and Council Member Dieffenbach voting nay.

**CONSIDER AWARD OF CONTRACT FOR PRECONSTRUCTION PRUNING OF STREET TREES**

Motion made by Council Member Regenfuss, seconded by Council Member Dieffenbach, to award the contract for preconstruction pruning of City trees to First Choice Tree Care in the amount of \$20,700. Motion carried unanimously.

**DISCUSS INFRASTRUCTURE REQUIREMENTS AND TIMING OF FUTURE HIGHWAY 60 BUSINESS PARK DEVELOPMENT**

City Administrator/Treasurer Mertes said she and a group of City representatives comprised of Council Members Thome, Arnett, and Czarnecki, Director Wiza, Planner Censky, and Economic Development Coordinator Sheffield have been meeting to discuss future development at the Highway 60 Business Park. Council Member Czarnecki drafted a flyer to get the word out about the business park and Director Wiza has developed infrastructure cost estimates. Council Member Arnett said the group is trying to be proactive in the event a developer or developers are interested in the property.

Council Member Dieffenbach suggested contacting the former Forward Cedarburg group, who is still involved with the business park.

Council Member Czarnecki said the site needs to be marketed. He said he will provide a list of brokerage firms that will make an effort to market the property. Economic Development Coordinator Sheffield has a list of firms the brochure can be sent to.

**CONSIDER FUNDING FOR CEDALIGHTS LED HOLIDAY LIGHTS PROGRAM**

Director Hilvo said the Festivals Board voted not to continue being responsible for the Cedalights program. This is the program of placing LED holiday lights on the perimeter of some of the downtown buildings. The program was initially managed by the Cultural Center and funded through Festivals. Then he took the program over with help of members from Cedarburg Festivals. Festivals will consider funding it through their grant program in future years but is no longer willing to be responsible for it. Light and Water is not able to provide any support staff but may be willing to provide funding.

Director Hilvo said he has come up a plan to keep the program going. He said that the Parks, Recreation and Forestry Department will be responsible for the program. He, the Recreation Superintendent, and Office Manager will work with the Chamber and local businesses to determine which businesses need or want lights each year and will be responsible for inventory and ordering supplies. The City will take care of the installation of lights and replacement of bulbs each year. The work will be done using park crew members (overtime) and City equipment. Director Hilvo will then seek grants from Festivals and the Tourism, Promotion and Development Committee to cover the costs.

Council Member Verhaalen said that while crew member time and equipment may be reimbursed, it does not sound like Director Hilvo and his office employees' time will be. He suggested that this time be kept track of.

Motion made by Council Member Arnett, seconded by Council Member O'Keefe, to move forward with Director Hilvo's plan to continue the program. Motion carried unanimously.

The Council asked Director Hilvo to advise them if the program becomes a burden.

**CONSIDER RESOLUTION NO. 2017-18 DESIGNATING LIGHT & WATER CHECKING AND SAVINGS ACCOUNTS FOR THE ENSUING YEAR**

Motion made by Council Member Dieffenbach, seconded by Council Member Czarnecki, to approve Resolution No. 2017-18 designating Light & Water checking and savings accounts for the ensuing year. Motion carried unanimously.

**PAYMENT OF BILLS**

Motion made by Council Member Arnett, seconded by Council Member Czarnecki, to approve the payment of the bills for the period 10/05/17 through 10/20/17, transfers for the period 10/06/17 through 10/27/17, and payroll for the period 09/24/17 through 10/07/17. Motion carried unanimously.

**LICENSE APPLICATIONS**

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to authorize the issuance of a new Operators license for the period ending June 30, 2018 to Taylor M. Miller, Thomas J. Moes, Stacey L. Wedereit, and Miranda J. White. Motion carried unanimously.



Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to authorize the issuance of a renewal Operators license for the period ending June 30, 2108 for Shaw H. Ruppel. Motion carried unanimously.

Motion made by Council Member O'Keefe, seconded by Council Member Arnett, to approve the application of Jody Schulz of Kettle Moraine Carriages, Inc., N612 Forest View Road, Kewaskum, WI for a Horse and Carriage license. Motion carried unanimously.

### **ADMINISTRATOR'S REPORT**

City Administrator/Treasurer said intern Lukas Jaeger will be with the City through November.

### **COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Thome said HeartSafe Wisconsin has issued a certificate to the City acknowledging that the City has successfully completed all requirements of a HeartSafe Community.

Council Member Arnett said representatives from the selected branding company will be in the City December 12-14. Focus group interviews will be held.

Council Member O'Keefe said he would like to see an EAB update and cost estimates for possible weekly recycling pickup on a future agenda.

Council Member O'Keefe commented that the downtown is dark in the evenings, making visibility at crosswalks difficult.

Council Member Czarnecki said he has asked Planner Censky to draft an ordinance prohibiting signs with blinking LED lights.

### **MAYOR'S REPORT**

Mayor Kinzel issued a proclamation proclaiming November 5, 2017 as Change Your Clock - Change Your Battery Day.

### **CLOSED SESSION**

Motion made by Council Member Dieffenbach, seconded by Council Member Arnett, to adjourn to closed session at 9:42 p.m. pursuant to State Statutes 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider a Developer's Agreement with HSI regarding the St. Francis Borgia site. Approval of 10/09/17 closed session minutes. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Regenfuss, Thome and O'Keefe voting aye.

**RECONVENE TO OPEN SESSION**

Motion made by Council Member Dieffenbach, seconded by Council Member Thome, to reconvene to open session at 9:58 p.m. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Regenfuss, Thome and O'Keefe voting aye.

**ADJOURNMENT**

Motion made by Council Member Thome, seconded by Council Member Arnett, to adjourn the meeting at 9:59 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC  
City Clerk

## CITY OF CEDARBURG

**MEETING DATE:** November 13, 2017

**ITEM NO:** 8. A.

**TITLE:** Consider and discuss the proposed 2018 City budget; and direction or action thereon

**ISSUE SUMMARY:** Since the public hearing on October 31, 2017, the following changes were made to the budget:

1. Removed revaluation funding of \$10,000 in General Fund
2. Removed electronic document software of \$14,000 in General Fund
3. Reduced Parks, Recreation and Forestry tree planting account by \$11,885 in General Fund
4. Removed \$5,000 Riveredge funding for storm water education and activities
5. Reduced Emergency Management vehicle budget by \$20,000 in Capital Improvements
6. Removed 911 upgrade and moved \$40,000 to 2019 in Capital Improvements
7. Moved one squad replacement of \$30,000 to 2020 in Capital Improvements
8. Moved Fire Department flag pole and planter project for \$40,000 to 2019 in Capital Improvements
9. Moved standing mower of \$8,000 to 2019 in Capital Improvements
10. Reduced Library levy by \$10,000

**Total reduction of \$188,885**

**STAFF RECOMMENDATION:** Funding for some of these items should be kept in 2018 even though the tax rate will increase slightly. We are just pushing the problem out another year, not resolving it.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** N/A

**BUDGETARY IMPACT:** With these changes to the budget the 2018 tax rate will be \$7.48/\$1,000 of assessed value a 0.3% increase. For the average valued home of \$276,000 that amounts to \$5.52.

**ATTACHMENTS:** Tax levy worksheet, General Fund revenues, General Fund expenditures, Library and Capital Improvements budgets

**INITIATED/REQUESTED BY:** Christy Mertes

**FOR MORE INFORMATION CONTACT:** City Administrator/Treasurer Christy Mertes, 375-7606

## City of Cedarburg—Tax Levy History

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Proposed	% Change 2017/2016
<b>City Tax Levies</b>						
General Fund Levy—Operating	5,568,212	5,626,518	5,803,256	5,869,616	6,133,050	4.5%
Capital Improvement Levy	1,235,000	1,435,000	1,170,000	1,192,000	915,000	-23.2%
Special Revenue Fund Levy—Library	490,000	657,842	707,306	707,306	722,194	2.1%
TIF District - City Portion				62	107	72.6%
Special Revenue Fund Levy—Pool			44,121	65,658	69,652	6.1%
Debt Service Levy	972,917	619,532	705,776	1,284,280	1,502,211	17.0%
<b>Total City Levy</b>	<b>8,266,129</b>	<b>8,338,892</b>	<b>8,430,459</b>	<b>9,118,922</b>	<b>9,342,214</b>	<b>2.4%</b>
<b>Other Taxing Bodies</b>						
Cedarburg Schools—Operating	11,689,535	11,768,557	11,817,277	11,937,297	11,882,675	-0.5%
Cedarburg Schools—TIF 3				81	136	67.9%
Ozaukee County—Operating	2,243,675	2,227,614	2,211,000	2,262,791	2,353,560	4.0%
Ozaukee County—TIF 3				15	27	80.0%
State of Wisconsin	196,308	201,463	204,381	212,892		-100.0%
M.A.T.C.—Operating	2,460,817	1,507,980	1,514,199	1,580,353	1,646,116	4.2%
M.A.T.C.—TIF 3				11	19	72.7%
<b>Total Tax Levy (Gross)</b>	<b>24,856,464</b>	<b>24,044,506</b>	<b>24,177,316</b>	<b>25,112,362</b>	<b>25,224,747</b>	<b>0.4%</b>
- State School Credit	(1,838,119)	(1,812,945)	(2,087,023)	(2,103,864)		-100.0%
<b>Total Tax Levy (Net)</b>	<b>23,018,345</b>	<b>22,231,561</b>	<b>22,090,293</b>	<b>23,008,498</b>	<b>25,224,747</b>	<b>9.6%</b>
<b>Equalized Valuation</b>	<b>1,156,752,200</b>	<b>1,187,131,800</b>	<b>1,204,323,800</b>	<b>1,254,478,000</b>	<b>1,309,132,400</b>	<b>4.4%</b>
City Equalized Tax Rate	7.15	7.02	7.00	7.27	7.14	-1.8%
School District Equalized Tax Rate	10.13	9.94	9.84	9.54	9.08	-4.8%
Total Equalized Tax Rate	19.93	18.77	18.36	18.35	19.29	5.1%
<b>Assessed Valuation</b>	<b>1,183,410,760</b>	<b>1,196,486,770</b>	<b>1,208,692,140</b>	<b>1,221,899,680</b>	<b>1,248,857,140</b>	<b>2.2%</b>
Assessment Ratio	102.30%	100.91%	100.36%	97.39%	95.40%	
<b>Tax Rates (Per \$1,000 A.V.)</b>						
City of Cedarburg	6.99	6.97	6.97	7.46	7.48	0.3%
Cedarburg School District	9.90	9.86	9.80	9.79	9.54	-2.6%
Ozaukee County	1.90	1.86	1.83	1.85	1.88	1.6%
State of Wisconsin	0.17	0.17	0.17	0.17	0.00	-100.0%
M.A.T.C.	2.08	1.26	1.25	1.29	1.32	2.3%
<b>Total Tax Rate (Gross)</b>	<b>21.04</b>	<b>20.12</b>	<b>20.02</b>	<b>20.56</b>	<b>20.22</b>	<b>-1.7%</b>
- State School Credit	(1.55)	(1.52)	(1.73)	(1.72)	0.00	-100.0%
<b>Total Tax Rate (Net)</b>	<b>19.49</b>	<b>18.60</b>	<b>18.29</b>	<b>18.84</b>	<b>20.22</b>	<b>7.3%</b>

## General Fund Fund 100

	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
<b>Revenues</b>							
Public Improvement Revenues	1,410	2,918	0	0	0	0	0.00%
Intergovernmental Revenues	1,010,251	1,050,139	1,003,161	983,469	1,034,166	876,083	-10.92%
Regulation & Compliance	361,940	417,195	428,454	429,335	418,985	411,820	-4.08%
Law & Ordinance Violations	51,399	49,444	57,688	67,500	69,500	67,500	0.00%
Public Charges for Services	76,059	79,436	115,541	76,565	175,953	117,545	53.52%
Intergovernmental Charges	202,855	196,482	215,020	217,614	340,273	243,643	11.96%
Commercial Revenues	158,655	1,120,416	184,102	194,372	223,260	228,211	17.41%
Property Taxes	6,284,746	6,346,910	6,557,403	6,668,080	6,668,080	6,965,399	4.46%
<b>Total</b>	<b>8,147,315</b>	<b>9,262,940</b>	<b>8,561,369</b>	<b>8,636,935</b>	<b>8,930,217</b>	<b>8,910,201</b>	<b>3.16%</b>
<b>Expenditures</b>							
General Government	1,057,401	1,042,523	1,118,844	1,116,049	1,144,587	1,130,334	1.28%
Public Safety	3,617,236	3,687,680	3,919,317	4,007,743	3,957,682	4,105,528	2.44%
Engineering & Public Works	2,308,939	2,308,639	2,412,208	2,515,804	2,512,698	2,631,573	4.60%
Parks, Recreation & Forestry	824,276	875,295	874,382	924,502	939,854	957,719	3.59%
Conservation & Development	70,419	72,621	92,920	88,880	88,850	119,647	34.62%
Other	0	0	0	0	0	275,000	0.00%
Transfers to Other Funds	80,559	1,079,875	14,503	139,700	138,175	87,500	-37.37%
<b>Total</b>	<b>7,958,830</b>	<b>9,066,633</b>	<b>8,432,174</b>	<b>8,792,678</b>	<b>8,781,846</b>	<b>9,307,301</b>	<b>5.85%</b>
<b>Revenues - Expenditures</b>	<b>188,485</b>	<b>196,307</b>	<b>129,195</b>	<b>(155,743)</b>	<b>148,371</b>	<b>(397,100)</b>	<b>154.97%</b>
<b>Audit Adjustment</b>			<b>(201,780)</b>				
<b>Fund Balance</b>	<b>2,322,259</b>	<b>2,518,566</b>	<b>2,445,981</b>	<b>2,290,238</b>	<b>2,594,352</b>	<b>2,197,252</b>	

## General Fund Revenues

### Fund 100

	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
<b>Public Improvements</b>							
Engineering & Administration	1,410	2,918	0	0	0	0	0.00%
<b>Total Public Improvement Revenues</b>	<b>1,410</b>	<b>2,918</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
<b>Intergovernmental Revenues</b>							
State Shared Revenues	198,720	205,083	200,137	204,686	204,686	204,518	-0.08%
Fire Insurance Dues	45,625	71,150	46,134	0	50,491	0	0.00%
Expenditure Restraint Program	157,190	166,957	162,961	166,773	166,773	0	-100.00%
State Grant, Police Training	2,880	3,040	3,200	2,700	2,880	2,700	0.00%
State Transportation Aids	547,997	544,042	509,960	528,547	527,404	606,514	14.75%
State Computer Aids	15,848	17,022	23,040	21,000	20,253	20,551	-2.14%
State Recycling Grant	37,991	37,984	35,941	35,941	37,857	37,800	5.17%
Federal Grant—COPS/Police	0	940	0	0	0	0	0.00%
State Grants—DOT/Police	4,000	3,921	20,958	4,000	4,000	4,000	0.00%
State Grant - Façade Study			830				
State Grant - Forestry	0	0		19,822	19,822	0	-100.00%
<b>Total Intergovernmental Revenues</b>	<b>1,010,251</b>	<b>1,050,139</b>	<b>1,003,161</b>	<b>983,469</b>	<b>1,034,166</b>	<b>876,083</b>	<b>-10.92%</b>

	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
<b>Regulation and Compliance</b>							
Liquor & Beer Licenses	21,536	21,795	22,123	21,480	21,465	21,480	0.00%
Direct Seller Licenses	645	960	1,705	1,800	1,800	1,800	0.00%
Cigarette Licenses	800	600	400	700	600	600	-14.29%
Operator Licenses	12,400	11,018	14,350	14,000	14,350	14,350	2.50%
Bicycle Licenses	110	60	136	100	100	100	0.00%
Dog and Cat Licenses	1,531	695	1,357	1,300	1,300	1,300	0.00%
Cable TV Franchise Fee	156,207	159,092	155,956	160,000	150,000	150,000	-6.25%
Transient Permit Fee	250	250	250	250	250	250	0.00%
Weights & Measures Licenses	1,020	1,060	1,035	995	960	995	0.00%
Fire Inspection Fee	15,115	8,893	15,473	15,325	15,325	15,325	0.00%
Building Permits	65,459	108,798	111,871	111,800	111,800	104,860	-6.21%
Electrical Permits	18,014	21,042	21,303	22,400	22,400	22,400	0.00%
Plumbing Permits	18,975	27,070	25,440	24,750	24,750	24,750	0.00%
Clearwater Compliance Permits	8,650	5,650	0	0	0	0	0.00%
Heating/Air Conditioning Permits	14,858	19,836	20,279	20,000	20,000	20,000	0.00%
Drive Opening Permits	790	940	1,260	1,000	1,100	1,100	10.00%
Erosion Control Permits	2,550	3,900	5,750	5,550	5,550	5,550	0.00%
Occupancy Permits	5,650	6,430	6,170	5,950	5,950	5,950	0.00%
Sign Permits	2,425	2,265	1,590	1,800	1,800	1,800	0.00%
Street Opening Permits	4,950	3,800	4,300	3,600	3,800	3,800	5.56%
Miscellaneous Permits—Clerk	1,375	1,905	1,950	1,910	1,985	1,910	0.00%
Building Inspection Plan Review	3,165	4,025	6,927	8,025	7,000	6,400	-20.25%

## General Fund Revenues

### Fund 100 (contd.)

	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
<b>Regulation and Compliance (contd.)</b>							
Stormwater Management Permit	244	1,053	2,360	1,200	800	1,200	0.00%
Plan Review	4,621	6,058	6,469	5,000	5,500	5,500	10.00%
Zoning Permits	600	0	0	400	400	400	0.00%
<b>Total Regulation &amp; Compliance</b>	<b>361,940</b>	<b>417,195</b>	<b>428,454</b>	<b>429,335</b>	<b>418,985</b>	<b>411,820</b>	<b>-4.08%</b>

				2017	2017	2018	% Change
Law & Ordinance Violations				Budget	Estimated	Proposed	2018/2017
	2014	2015	2016				
Court Penalties & Costs	33,672	32,228	41,757	44,500	44,500	44,500	0.00%
Parking Violations	17,727	17,216	15,931	23,000	25,000	23,000	0.00%
<b>Total Law &amp; Ordinance Violations</b>	<b>51,399</b>	<b>49,444</b>	<b>57,688</b>	<b>67,500</b>	<b>69,500</b>	<b>67,500</b>	<b>0.00%</b>
				2017	2017	2018	% Change
Public Charges for Services				Budget	Estimated	Proposed	2018/2017
	2014	2015	2016				
Treasurer's Office Fees	851	1,018	1,338	700	3,548	1,300	85.71%
License Publication Fees	720	750	765	920	1,040	920	0.00%
Assessor's Office Fees	4,708	5,510	6,230	5,000	5,000	5,000	0.00%
General Government Misc. Fees	57	0	4	0	25	0	0.00%
Engineering Fees	0	0	8,606	3,100	2,000	3,000	-3.23%
Building Inspection House Nos.	490	973	861	920	920	920	0.00%
State Tag Fee	595	1,150	1,850	2,300	1,800	1,800	-21.74%
Tax Exemption Fees	175	0	175	0	0	175	0.00%
Central Duplicating Fees	206	244	120	175	350	250	42.86%
Police Department Fees	11,627	15,293	18,285	11,500	11,500	11,500	0.00%
Alarm Permit Fees	375	275	325	250	6,705	6,680	2572.00%
False Alarm Fees	2,485	3,470	1,090	2,000	2,000	2,000	0.00%
Public Works Department Fees	3,518	3,774	11,335	3,500	66,091	13,500	285.71%
Celebrations	16,729	17,149	23,496	18,000	22,649	20,000	11.11%
Recycling—Plastic/Glass/Oil	395	215	0	0	0	0	0.00%
Recycling—Aluminum/Tin	920	0	0	0	51	0	0.00%
Recycling Cart Upgrade	1,688	1,847	2,073	1,800	554	400	0.00%
Weed Mowing Fees	794	920	920	800	800	800	0.00%
Park Rental Fees	5,540	7,929	7,002	6,500	7,120	7,000	7.69%
Senior Center Fees	24,186	18,919	24,009	18,500	36,500	35,000	89.19%
Senior Van Receipts			6,739		6,700	6,700	0.00%
Public Charges for Services	0	0	318	600	600	600	0.00%
<b>Total Public Charges for Services</b>	<b>76,059</b>	<b>79,436</b>	<b>115,541</b>	<b>76,565</b>	<b>175,953</b>	<b>117,545</b>	<b>53.52%</b>

				2017	2017	2018	% Change
				Budget	Estimated	Proposed	2018/2017
<b>Intergovernmental Charges</b>							
Sanitation—Town	3,632	3,350	3,350	3,350	3,350	3,350	0.00%
Fire— Operating—Town	129,142	126,779	148,655	141,364	264,109	167,229	18.30%
Fire/EMS Dispatching—Town	3,280	3,570	2,365	3,500	3,500	3,500	0.00%
<b>General Fund Revenues</b>							
<b>Fund 100 (contd.)</b>							
				2017	2017	2018	% Change
				Budget	Estimated	Proposed	2018/2017
<b>Intergovernmental Charges (contd.)</b>							
Emergency Management—Town	375	229	330	600	600	600	0.00%
Crossing Guards—School District	47,430	44,567	42,005	50,000	50,000	50,000	0.00%
Sewer Administrative Services	10,250	10,250	10,250	10,250	10,250	10,250	0.00%
Transfer from Room Tax Fund	3,219	4,038	3,953	3,250	3,000	3,250	0.00%
Transfer from CDBG—Admin.	980	973	931	1,500	1,500	1,500	0.00%
Transfer from TIF—Admin.	1,769	0	455	1,000	1,000	1,000	0.00%
City of Mequon—Reimbursement	2,778	2,726	2,726	2,800	2,964	2,964	5.86%
Total Intergovernmental Charges	202,855	196,482	215,020	217,614	340,273	243,643	11.96%
				2017	2017	2018	% Change
				Budget	Estimated	Proposed	2018/2017
<b>Commercial Revenues</b>							
Interest—Delinquent Property Taxes	289	429	605	400	443	300	-25.00%
Interest— Investments	9,513	15,634	21,149	31,000	45,000	46,254	49.21%
Interest—Special Assessments	174	105	154	0	264	0	0.00%
Change in Market Value	0	0	(36,989)	0	8,000	5,000	0.00%
Rent—City Property	14,828	14,111	16,904	14,100	14,100	14,100	0.00%
Rent—City Property, Water Tower	124,376	130,594	137,251	143,705	143,853	150,890	5.00%
Sale of City Property	162	6,444	3,424	0	825	0	0.00%
Refund of Prior Years Expense	3,313	33	(2,712)	0	0	0	0.00%
Donations	6,000	15,415	30,835	5,167	10,775	11,667	125.80%
Contribution of Fire Dept. Assets	0	537,651	0	0	0	0	0.00%
Miscellaneous Revenue	0	0	13,481	0	0	0	0.00%
Transfer from Trust & Agency	0	0	0	0	0	0	0.00%
Transfer from EMS	0	400,000	0	0	0	0	0.00%
Total Commercial Revenues	158,655	1,120,416	184,102	194,372	223,260	228,211	17.41%
Total Non-Tax Revenues	1,862,569	2,916,030	2,003,966	1,968,855	2,262,137	1,944,802	-1.22%
				2017	2017	2018	% Change
				Budget	Estimated	Proposed	2018/2017
<b>Tax Revenues</b>							
Property Taxes	5,569,576	5,628,178	5,812,613	5,869,616	5,869,616	6,133,050	4.49%
Property Tax Equivalent	715,170	718,732	744,790	798,464	798,464	832,349	4.24%
Total Property Taxes	6,284,746	6,346,910	6,557,403	6,668,080	6,668,080	6,965,399	4.46%
				2017	2017	2018	% Change
				Budget	Estimated	Proposed	2018/2017
<b>Total General Fund Revenues</b>							
	8,147,315	9,262,940	8,561,369	8,636,935	8,930,217	8,910,201	3.16%



General Government Fund 100				2017	2017	2018	% Change
Common Council 511100				Budget	Estimated	Proposed	2018/2017
	2014	2015	2016				
Salaries	16,477	16,800	17,707	16,800	16,800	16,800	0.00%
Social Security	1,260	1,243	1,335	1,285	1,285	1,285	0.00%
Workers' Comp. Insurance	42	34	38	37	37	35	-5.41%
Total	17,779	18,077	19,080	18,122	18,122	18,120	-0.01%
511100 Common Council				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Printing	67	0	0	100	0	100	0.00%
Subscriptions and Dues	6,220	6,322	6,101	6,350	6,032	6,350	0.00%
Travel & Meeting Expenses	315	233	154	225	225	225	0.00%
Operating Expenses	463	386	184	375	375	375	0.00%
Total	7,065	6,941	6,439	7,050	6,632	7,050	0.00%
Total Expenditures	24,844	25,018	25,519	25,172	24,754	25,170	-0.01%
513100 Mayor				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salary	6,000	6,000	6,231	6,000	6,000	6,000	0.00%
Social Security	459	459	477	459	459	459	0.00%
Retirement	8	0		0	0	0	0.00%
Workers' Comp. Insurance	15	12	14	13	13	12	-7.69%
Total	6,482	6,471	6,722	6,472	6,472	6,471	-0.02%
513100 Mayor				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Telephone	32	67	88	85	100	100	17.65%
Printing	6,813	7,103	3,564	0	0	0	0.00%
Travel & Meeting Expenses	162	0	553	600	600	600	0.00%
Awards & Supplies	0	561	0	600	600	600	0.00%
Other Expenses	250	515	107	250	250	250	0.00%
Total	7,257	8,246	4,312	1,535	1,550	1,550	0.98%
Total Expenditures	13,739	14,717	11,034	8,007	8,022	8,021	0.17%
513200 City Administrator				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	68,323	69,693	71,490	72,641	72,641	74,099	2.01%
Sick Payout	844	706	987	986	986	1,006	2.03%
Social Security	5,148	5,258	5,416	5,735	5,735	5,852	2.04%
Retirement	4,923	4,954	4,945	5,098	5,098	5,125	0.53%
Health Insurance	9,673	13,271	13,347	15,491	15,548	16,712	7.88%
Life Insurance	33	46	47	38	48	50	31.58%
Longevity	1,194	1,244	1,294	1,344	1,344	1,394	3.72%
Workers' Comp Insurance	186	154	176	177	177	169	-4.52%
Total	90,324	95,326	97,702	101,510	101,577	104,407	2.85%
513200 City Administrator				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Telephone	587	129	88	130	110	110	-15.38%
Operating Supplies	8	359	46	150	150	150	0.00%
Publications & Dues	404	550	357	375	333	375	0.00%
Conferences & Travel	727	68	880	600	600	600	0.00%
Total	1,726	1,106	1,371	1,255	1,193	1,235	-1.59%
Total Expenditures	92,050	96,432	99,073	102,765	102,770	105,642	2.80%

				2017	2017	2018	% Change
519200 Employee Relations				Budget	Estimated	Proposed	2018/2017
	2014	2015	2016				
EAP/125	1,759	1,904	1,811	2,100	2,100	2,100	0.00%
Professional Services	471	140	1,229	1,000	1,000	1,000	0.00%
Leadership Development	549	344	230	300	550	550	83.33%
Awards and Supplies	1,330	2,164	1,479	1,550	2,484	2,000	29.03%
Total	4,109	4,552	4,749	4,950	6,134	5,650	14.14%
Legal Services				2017	2017	2018	% Change
Legal Services				Budget	Estimated	Proposed	2018/2017
	2014	2015	2016				
General Services	19,200	0	0	0	0	0	0.00%
Extraordinary Services	43,541	51,305	102,153	80,000	100,000	80,000	0.00%
Total Legal Services	62,741	51,305	102,153	80,000	100,000	80,000	0.00%
514100 City Clerk				2017	2017	2018	% Change
Personnel				Budget	Estimated	Proposed	2018/2017
	2014	2015	2016				
Salaries	118,557	120,749	123,600	125,832	125,832	128,357	2.01%
Salaries—Part-Time	14,293	16,252	17,258	17,535	17,535	18,236	4.00%
Sick Payout	515	340	1,526	1,646	1,646	1,650	0.24%
Social Security	10,564	10,716	11,061	11,253	11,253	11,509	2.27%
Retirement	8,556	9,120	9,685	10,002	10,002	10,080	0.78%
Health Insurance	17,963	22,004	31,967	34,768	34,768	36,725	5.63%
Life Insurance	56	77	84	84	84	87	3.57%
Longevity	1,701	1,827	1,953	2,079	2,079	2,205	6.06%
Workers' Comp. Insurance	359	297	342	348	348	331	-4.89%
Total	172,564	181,382	197,476	203,547	203,547	209,180	2.77%
514100 City Clerk				2017	2017	2018	% Change
Operating				Budget	Estimated	Proposed	2018/2017
	2014	2015	2016				
Professional Services	829	703	374	1,000	960	1,000	0.00%
Telephone	1,458	458	441	600	600	600	0.00%
Repair & Maintenance Services	1,958	1,996	1,350	1,415	1,415	1,415	0.00%
Office Supplies & Expenses	3,012	2,665	1,675	3,100	3,000	3,100	0.00%
Recording Fees	240	130	170	400	350	400	0.00%
Computer/Copier Supplies	0	1,393	1,863	2,500	2,000	2,500	0.00%
Postage	9,929	7,856	8,163	10,500	9,000	10,500	0.00%
Publication & Dues	548	380	178	575	575	575	0.00%
Legal Notice Publications	3,027	2,472	3,303	4,500	4,000	4,500	0.00%
Employee Training, Travel	665	185	114	1,000	800	1,000	0.00%
Equipment	0	424	0	900	900	900	0.00%
Total	21,666	18,662	17,631	26,490	23,600	26,490	0.00%
Total Expenditures	194,230	200,044	215,107	230,037	227,147	235,670	2.45%
514200 Elections				2017	2017	2018	% Change
Personnel				Budget	Estimated	Proposed	2018/2017
	2014	2015	2016				
Salaries	19,884	9,981	27,277	13,985	10,000	32,462	132.12%
Overtime	792	87	44	200	0	1,053	0.00%
Salaries—Part Time	45	0	113	0	0	720	0.00%
Social Security	111	0	107	15	54	136	0.00%
Workers' Comp. Insurance	24	26	71	31	31	71	129.03%
Total	20,856	10,094	27,612	14,231	10,085	34,442	142.02%
514200 Elections				2017	2017	2018	% Change
Operating				Budget	Estimated	Proposed	2018/2017
	2014	2015	2016				
Supplies	4,375	4,209	5,784	7,106	5,500	9,406	32.37%
Equipment	0	3,160	66	200	200	200	0.00%
Legal Notice Publications	179	68	0	0	0	0	0.00%
Total	4,554	7,437	5,850	7,306	5,700	9,606	31.48%
Total Expenditures	25,410	17,531	33,462	21,537	15,785	44,048	104.52%

515400 City Assessor				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	68,257	69,678	71,472	72,622	72,622	74,065	1.99%
Sick Payout	588	340	760	700	754	750	7.14%
Social Security	5,195	5,104	5,179	5,739	5,743	5,858	2.07%
Retirement	4,953	4,976	4,966	5,102	5,105	5,131	0.57%
Health Insurance	14,760	17,571	18,161	19,609	19,609	21,155	7.88%
Life Insurance	53	62	66	66	66	68	3.03%
Longevity	1,512	1,575	1,638	1,701	1,701	1,764	3.70%
Workers' Comp. Insurance	2,729	2,468	3,450	3,408	3,408	3,414	0.18%
<b>Total</b>	<b>98,047</b>	<b>101,774</b>	<b>105,692</b>	<b>108,947</b>	<b>109,008</b>	<b>112,205</b>	<b>2.99%</b>
515400 City Assessor				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	10,100	13,500	13,500	13,500	13,500	13,500	0.00%
Revaluation	0	0	0	0	0	0	0.00%
Telephone	729	196	177	200	180	200	0.00%
Office Supplies	350	269	268	325	300	300	-7.69%
Computer Supplies	3,887	4,333	3,969	4,500	4,250	4,450	-1.11%
Publication & Dues	255	255	255	305	305	305	0.00%
State Fees—Mfg. Assessment	1,447	1,315	1,505	1,685	1,592	1,685	0.00%
Employee Training, Travel	1,163	1,286	887	1,200	1,126	1,200	0.00%
<b>Total</b>	<b>17,931</b>	<b>21,154</b>	<b>20,561</b>	<b>21,715</b>	<b>21,253</b>	<b>21,640</b>	<b>-0.35%</b>
<b>Total Expenditures</b>	<b>115,978</b>	<b>122,928</b>	<b>126,253</b>	<b>130,662</b>	<b>130,261</b>	<b>133,845</b>	<b>2.44%</b>
515600 City Treasurer				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	66,919	73,579	80,830	81,343	81,343	83,189	2.27%
Salaries—Part Time	25,496	29,297	0	0	0	0	0.00%
Sick Payout	670	354	452	474	474	373	-21.31%
Social Security	7,224	7,533	5,852	6,384	6,384	6,524	2.19%
Retirement	6,887	6,239	5,625	5,674	5,674	5,714	0.70%
Health Insurance	12,942	16,631	22,032	25,168	23,898	27,133	7.81%
Life Insurance	112	99	81	61	41	84	37.70%
Longevity	2,539	1,446	1,537	1,629	1,629	1,720	5.59%
Workers' Comp. Insurance	250	207	195	197	197	187	-5.08%
<b>Total</b>	<b>123,039</b>	<b>135,385</b>	<b>116,604</b>	<b>120,930</b>	<b>119,640</b>	<b>124,924</b>	<b>3.30%</b>
515600 City Treasurer				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	39,575	43,762	52,368	49,125	50,000	50,000	1.78%
Telephone	1,458	325	265	300	300	315	5.00%
Office Supplies	6,567	6,121	6,794	4,200	4,200	4,200	0.00%
Publication & Dues	415	464	465	500	500	500	0.00%
Employee Training, Travel	139	151	170	400	600	400	0.00%
Office Equipment	0	0	1,014	100	50	100	0.00%
Other Expenses	2,471	4,146	2,289	2,500	2,500	2,500	0.00%
<b>Total</b>	<b>50,625</b>	<b>54,969</b>	<b>63,365</b>	<b>57,125</b>	<b>58,150</b>	<b>58,015</b>	<b>1.56%</b>
<b>Total Expenditures</b>	<b>173,664</b>	<b>190,354</b>	<b>179,969</b>	<b>178,055</b>	<b>177,790</b>	<b>182,939</b>	<b>2.74%</b>
515900 Independent Auditing				2017	2017	2018	% Change
	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	29,042	33,112	32,400	28,000	33,000	28,000	0.00%

<b>514700 Technology</b>	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Professional Services	17,620	15,603	9,505	15,000	15,000	15,000	0.00%
Internet Service	10,098	13,254	13,365	13,500	13,500	13,500	0.00%
Computer Supplies	2,419	88	74	500	100	500	0.00%
Equipment Outlay	12,466	5,986	18,820	6,000	7,610	9,500	58.33%
Multi Use Equipment	7,151	9,245	7,059	7,000	7,100	7,100	1.43%
<b>Total</b>	<b>49,754</b>	<b>44,176</b>	<b>48,823</b>	<b>42,000</b>	<b>43,310</b>	<b>45,600</b>	<b>8.57%</b>

<b>519100 Illegal/Uncollectible Taxes</b>	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Uncollectible Taxes	0	0	0	0	2,113	0	0.00%

<b>519400 Insurance</b>	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Property/Auto Insurance	3,280	3,480	3,648	3,702	3,702	4,222	14.05%
General Liability Insurance	4,629	4,390	4,664	4,639	4,555	4,344	-6.36%
Surety Bonds	862	531	520	520	605	605	16.35%
<b>Total</b>	<b>8,771</b>	<b>8,401</b>	<b>8,832</b>	<b>8,861</b>	<b>8,862</b>	<b>9,171</b>	<b>3.50%</b>

<b>518100 City Hall Complex</b>	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Personnel							
Salaries	77,868	80,979	82,495	81,152	96,000	70,814	-12.74%
Overtime	3,691	1,542	3,598	2,000	2,000	2,000	0.00%
Salaries—Part-Time	1,735	2,027	1,996	7,330	2,000	2,000	-72.71%
Sick Payout	831	988	972	997	285	285	-71.41%
Social Security	6,678	6,835	6,881	7,195	7,724	5,797	-19.43%
Retirement	6,053	5,942	6,118	5,897	6,730	4,943	-16.18%
Health Insurance	14,017	16,394	19,345	21,232	21,232	13,002	-38.76%
Life Insurance	112	124	143	107	107	50	-53.27%
Longevity	2,307	2,397	2,487	2,577	680	680	-73.61%
Workers' Comp. Insurance	3,300	2,972	4,151	4,247	4,247	3,373	-20.58%
<b>Total</b>	<b>116,592</b>	<b>120,200</b>	<b>128,186</b>	<b>132,734</b>	<b>141,005</b>	<b>102,944</b>	<b>-22.44%</b>

<b>518100 City Hall Complex</b>	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Operating							
Electric	22,563	20,753	23,578	25,609	25,609	25,609	0.00%
Natural Gas	37,028	22,172	21,155	25,000	25,000	25,000	0.00%
Telephone	882	1,653	1,971	1,660	2,025	2,025	21.99%
Water Service	4,038	3,514	3,350	4,000	4,000	4,000	0.00%
Repair & Maintenance Services	28,971	29,536	32,181	30,000	30,000	30,000	0.00%
Operating Supplies	20,026	13,978	15,166	15,000	15,000	15,000	0.00%
Capital Equipment Outlay	32,969	22,147	5,883	22,000	22,000	22,000	0.00%
<b>Total</b>	<b>146,477</b>	<b>113,753</b>	<b>103,284</b>	<b>123,269</b>	<b>123,634</b>	<b>123,634</b>	<b>0.30%</b>
<b>Total Expenditures</b>	<b>263,069</b>	<b>233,953</b>	<b>231,470</b>	<b>256,003</b>	<b>264,639</b>	<b>226,578</b>	<b>-11.49%</b>
<b>Total General Government</b>	<b>1,057,401</b>	<b>1,042,523</b>	<b>1,118,844</b>	<b>1,116,049</b>	<b>1,144,587</b>	<b>1,130,334</b>	<b>1.28%</b>

Public Safety							
522100 Police Station							
Personnel	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Salaries	18,260	19,098	17,811	19,493	19,493	19,884	2.01%
Overtime	0	66	389	400	400	400	0.00%
Sick Payout	162	0	202	219	219	190	-13.24%
Social Security	1,734	1,642	1,535	1,571	1,571	1,601	1.91%
Retirement	1,494	1,363	1,356	1,382	1,382	1,389	0.51%
Health Insurance	1,973	1,920	3,348	3,304	3,304	3,554	7.57%
Life Insurance	10	0	0	18	18	23	27.78%
Longevity	353	378	403	428	428	453	5.84%
Workers' Comp. Insurance	746	676	964	932	932	932	0.00%
<b>Total</b>	<b>24,732</b>	<b>25,143</b>	<b>26,008</b>	<b>27,747</b>	<b>27,747</b>	<b>28,426</b>	<b>2.45%</b>
522100 Police Station							
Operating	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Electric	26,923	25,120	26,000	28,591	28,591	28,591	0.00%
Natural Gas	16,443	7,864	6,769	12,000	12,000	12,000	0.00%
Water Service	895	915	1,068	1,270	1,270	1,270	0.00%
Repair & Maintenance Services	16,591	29,751	28,228	22,000	22,000	20,000	-9.09%
Maintenance Supplies	2,519	2,794	2,068	4,500	4,500	4,500	0.00%
Property/Auto Insurance	2,269	2,077	2,038	2,038	2,038	1,996	-2.06%
<b>Total</b>	<b>65,640</b>	<b>68,521</b>	<b>66,171</b>	<b>70,399</b>	<b>70,399</b>	<b>68,357</b>	<b>-2.90%</b>
<b>Total Expenditures</b>	<b>90,372</b>	<b>93,664</b>	<b>92,179</b>	<b>98,146</b>	<b>98,146</b>	<b>96,783</b>	<b>-1.39%</b>
522110 Police Administration							
Personnel	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Salaries	180,967	187,501	193,472	196,304	197,285	201,688	2.74%
Overtime	4,878	9,408	2,487	3,950	12,000	4,029	2.00%
Office/Dispatchers	339,468	350,337	382,637	391,551	380,551	385,451	-1.56%
Holiday	8,960	9,796	8,637	12,716	12,716	12,970	2.00%
Sick Payout	5,002	5,016	4,576	4,815	4,815	6,107	26.83%
Social Security	41,133	42,822	45,119	47,674	47,523	47,632	-0.09%
Retirement	48,938	45,540	46,754	50,293	50,201	51,191	1.79%
Health Insurance	92,885	112,504	125,309	134,896	134,896	158,666	17.62%
Life Insurance	204	218	226	228	228	221	-3.07%
Longevity	12,148	12,715	13,282	13,849	13,849	12,400	-10.46%
Workers' Comp. Insurance	9,015	6,574	8,316	7,983	7,983	7,881	-1.28%
<b>Total</b>	<b>743,598</b>	<b>782,431</b>	<b>830,815</b>	<b>864,259</b>	<b>862,047</b>	<b>888,236</b>	<b>2.77%</b>
522110 Police Administration							
Operating	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Legal Services	14,574	15,813	18,449	15,000	15,000	15,000	0.00%
Animal Pound	490	790	1,089	1,500	1,500	1,500	0.00%
Telephone/Communications	30,449	34,527	29,998	28,000	28,000	29,000	3.57%
Repair & Maintenance Services	43,976	47,438	73,757	42,000	42,000	42,000	0.00%
Office Supplies	6,136	5,169	7,499	6,500	6,500	6,500	0.00%
Printing	1,973	2,509	3,270	3,500	3,500	3,500	0.00%
Publications & Dues	1,639	1,360	233	1,250	1,250	1,250	0.00%
Employee Training, Travel	5,987	5,546	4,997	4,500	4,500	4,500	0.00%
Clothing & Uniforms	2,098	3,624	3,204	3,700	3,700	3,700	0.00%
Supplies & Expenses—Hunter Safety	338	267	60	300	300	300	0.00%
Equipment Outlay	12,006	1,607	624	5,500	5,500	8,500	54.55%
Other Expenses (Photo)	2,426	1,399	2,035	2,000	2,000	2,000	0.00%
Liability Insurance	18,282	19,269	19,840	19,880	19,880	19,175	-3.55%
<b>Total</b>	<b>140,374</b>	<b>139,318</b>	<b>165,055</b>	<b>133,630</b>	<b>133,630</b>	<b>136,925</b>	<b>2.47%</b>
<b>Total Expenditures</b>	<b>883,972</b>	<b>921,749</b>	<b>995,870</b>	<b>997,889</b>	<b>995,677</b>	<b>1,025,161</b>	<b>2.73%</b>

<b>522120 Patrol</b>							
Personnel	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Salaries	1,089,876	1,138,365	1,252,269	1,214,992	1,200,992	1,239,751	2.04%
Overtime	28,983	32,994	50,588	46,371	46,371	47,530	2.50%
Crossing Guards	48,634	44,221	39,600	53,296	33,548	36,553	-31.42%
Wages/Billable	(8,813)	(8,032)	(10,606)	(10,000)	(10,000)	(10,000)	0.00%
Holiday	36,973	36,754	33,549	56,694	56,694	58,111	2.50%
Sick Payout	4,277	4,109	4,192	4,593	4,593	4,805	4.62%
Social Security	92,619	96,300	105,518	105,590	103,008	106,404	0.77%
Retirement	110,287	124,115	129,841	146,561	145,021	151,725	3.52%
Health Insurance	220,985	211,627	224,231	233,540	233,540	233,959	0.18%
Life Insurance	199	225	171	204	204	204	0.00%
Longevity	14,706	16,217	17,162	14,316	14,316	14,149	-1.17%
Workers' Comp. Insurance	44,228	45,469	51,066	49,543	49,543	47,792	-3.53%
<b>Total</b>	<b>1,682,954</b>	<b>1,742,364</b>	<b>1,897,581</b>	<b>1,915,700</b>	<b>1,877,830</b>	<b>1,930,983</b>	<b>0.80%</b>
<b>522120 Patrol</b>							
Operating	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Repair & Maintenance Services	17,307	8,767	16,397	20,000	20,000	20,000	0.00%
Employee Training, Travel	17,770	20,535	19,162	16,000	16,000	16,000	0.00%
Clothing & Uniforms	22,096	16,622	18,990	12,200	12,200	12,200	0.00%
Supplies & Expenses	10,005	15,704	7,564	5,500	5,500	5,500	0.00%
Gasoline, Motor Oil	43,615	30,250	26,522	32,000	26,000	28,000	-12.50%
Equipment Outlay	22,235	20,292	27,188	21,000	21,000	31,000	47.62%
Other Expenses	870	17	1,016	500	500	500	0.00%
Property/Automobile Insurance	3,579	3,319	3,440	3,922	3,922	4,064	3.62%
<b>Total</b>	<b>137,477</b>	<b>115,506</b>	<b>120,279</b>	<b>111,122</b>	<b>105,122</b>	<b>117,264</b>	<b>5.53%</b>
<b>Total Expenditures</b>	<b>1,820,431</b>	<b>1,857,870</b>	<b>2,017,860</b>	<b>2,026,822</b>	<b>1,982,952</b>	<b>2,048,247</b>	<b>1.06%</b>
<b>522130 Investigative Division</b>							
Personnel	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Salaries	151,818	157,379	161,067	163,551	170,000	167,606	2.48%
Overtime	7,756	9,003	17,353	10,506	10,506	10,769	2.50%
Wages/Billable	(101)	(215)	(314)	(927)	(927)	(1,500)	61.81%
Holiday	5,777	5,962	6,154	6,792	6,792	6,962	2.50%
Sick Payout	1,164	927	758	1,174	1,174	0	-100.00%
Social Security	12,520	12,915	13,859	14,105	14,598	14,216	0.79%
Retirement	19,131	17,756	18,795	20,254	20,963	20,906	3.22%
Health Insurance	31,327	33,791	37,013	39,957	39,957	43,078	7.81%
Life Insurance	57	83	96	96	96	30	-68.75%
Longevity	3,754	3,113	3,239	3,277	3,277	1,995	-39.12%
Workers' Comp. Insurance	7,373	6,059	6,627	6,476	6,476	6,469	-0.11%
<b>Total</b>	<b>240,576</b>	<b>246,773</b>	<b>264,647</b>	<b>265,261</b>	<b>272,912</b>	<b>270,531</b>	<b>1.99%</b>
<b>522130 Investigative Division</b>							
Operating	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Professional Services	5,158	1,678	8,226	2,500	2,500	2,500	0.00%
Investigative Supplies	2,635	1,765	1,700	3,000	3,000	3,000	0.00%
Employee Training, Travel	3,133	1,615	1,878	2,000	2,000	2,000	0.00%
Clothing & Uniforms	1,924	2,436	1,907	1,250	1,250	1,250	0.00%
<b>Total</b>	<b>12,850</b>	<b>7,494</b>	<b>13,711</b>	<b>8,750</b>	<b>8,750</b>	<b>8,750</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>253,426</b>	<b>254,267</b>	<b>278,358</b>	<b>274,011</b>	<b>281,662</b>	<b>279,281</b>	<b>1.92%</b>

522230 Fire Station				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries			0	25,000	25,000	51,003	104.01%
Part Time Salaries	(13,207)	13,207	0	25,000	25,000	53,040	112.16%
FICA	(1,008)	1,050	0	3,825	3,825	7,959	108.08%
Retirement	23,614	23,393	21,197	25,788	20,921	27,505	6.66%
Health Insurance			0	9,535	9,535	21,155	121.87%
Workers' Comp. Insurance	8,699	6,915	9,297	9,409	9,409	15,995	70.00%
Total	18,098	44,565	30,494	98,557	93,690	176,657	79.24%
522230 Fire Station				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Electric	15,639	14,816	17,193	16,360	16,360	16,360	0.00%
Natural Gas	15,392	9,161	9,732	13,130	12,000	12,000	-8.61%
Telephone	1,393	575	578	800	860	900	12.50%
Water Service	2,602	2,515	2,806	3,000	3,000	3,000	0.00%
Operating Expense	238,100	247,773	262,435	244,763	244,763	204,500	-16.45%
Building Maintenance	15,339	7,791	5,339	11,000	11,000	11,000	0.00%
Maintenance/Contracted Services	0	0	0	2,300	2,240	2,300	0.00%
Property/Auto Insurance	29,217	36,435	30,610	34,563	34,563	41,333	19.59%
Liability Insurance	2,854	2,421	2,708	2,895	2,834	2,868	-0.93%
State Fire Insurance Dues	45,625	0	0	0	0	0	0.00%
Total	366,161	321,487	331,401	328,811	327,620	294,261	-10.51%
Total Expenditures	384,259	366,052	361,895	427,368	421,310	470,918	10.19%
522310 Building Inspection				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	104,420	113,682	99,055	105,396	101,396	103,428	-1.87%
Social Security	7,545	8,362	7,315	8,121	7,815	7,975	-1.80%
Retirement	7,719	7,134	6,814	7,218	6,946	6,985	-3.23%
Health Insurance	26,277	27,729	24,727	27,344	27,344	29,493	7.86%
Life Insurance	53	49	57	59	59	58	-1.69%
Longevity	2,457	630	693	756	756	819	8.33%
Workers' Comp. Insurance	2,276	2,345	3,202	3,145	3,145	2,967	-5.66%
Total	150,747	159,931	141,863	152,039	147,461	151,725	-0.21%
522310 Building Inspection				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	1,860	2,250	2,935	2,250	2,250	3,000	33.33%
Telephone	1,051	521	504	600	425	425	-29.17%
Office Supplies & Expenses	2,132	2,347	3,377	2,347	2,347	2,347	0.00%
Employee Training, Travel	601	0	375	650	500	500	-23.08%
Vehicle Maintenance—Gasoline	2,445	1,863	1,972	1,900	1,700	1,700	-10.53%
Liability Insurance	969	1,043	949	962	962	875	-9.04%
Total	9,058	8,024	10,112	8,709	8,184	8,847	1.58%
Total Expenditures	159,805	167,955	151,975	160,748	155,645	160,572	-0.11%
522360 Weights & Measures				2017	2017	2018	% Change
Professional Services	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	2,000	2,000	2,000	2,000	2,000	2,000	0.00%

522410 Emergency Management				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Workers' Comp. Insurance	341	250	250	263	75	250	-4.94%
Electric	2,433	711	667	1,020	1,020	900	-11.76%
Natural Gas	2,394	760	784	1,250	1,250	1,250	0.00%
Telephone	1,895	973	1,225	1,200	1,600	1,600	33.33%
Water Service	343	335	371	420	420	420	0.00%
Sirens Maintenance	1,973	1,320	1,440	1,000	2,340	2,000	100.00%
Repair & Maintenance	954	2,392	1,038	2,000	500	2,500	25.00%
Maintenance—Contracted	0	177	24	500	0	500	0.00%
Radio Equipment Maintenance	1,413	2,175	789	2,000	2,000	2,000	0.00%
Training & Travel	1,608	649	1,720	1,500	1,500	1,500	0.00%
Repair & Maintenance—Supplies	309	441	54	500	500	500	0.00%
Awards	683	394	350	800	800	800	0.00%
Clothing & Uniforms	829	8,030	4,443	1,200	1,200	1,200	0.00%
Operating Supplies—Vehicles	2,158	1,026	654	2,000	2,000	2,000	0.00%
Fuel—Vehicles	1,445	916	479	750	750	750	0.00%
Equipment	2,491	2,334	3,537	3,000	3,000	3,000	0.00%
Property Insurance	1,702	1,240	1,355	1,356	1,335	1,396	2.95%
Total	22,971	24,123	19,180	20,759	20,290	22,566	8.70%
Total Public Safety	3,617,236	3,687,680	3,919,317	4,007,743	3,957,682	4,105,528	2.44%
533110 Engineering				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	108,636	110,381	113,396	115,219	115,219	117,526	2.00%
Sick Pay Out	911	1,018	1,082	1,130	1,000	1,000	-11.50%
Social Security	7,882	8,001	8,144	9,074	9,064	9,248	1.92%
Retirement	7,915	7,873	7,851	7,989	7,989	8,033	0.55%
Health Insurance	11,891	16,469	16,845	20,786	20,786	22,408	7.80%
Life Insurance	134	149	168	132	132	137	3.79%
Longevity	1,985	2,079	2,173	2,268	2,268	2,363	4.19%
Workers' Comp. Insurance	3,068	2,760	3,837	3,710	3,710	3,791	2.18%
Total	142,422	148,730	153,496	160,308	160,168	164,506	2.62%
533110 Engineering				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	919	3,700	1,863	1,500	1,500	1,500	0.00%
Telephone	848	326	424	500	500	500	0.00%
Office Supplies	403	261	558	400	400	400	0.00%
Maps & Plats	0	1,679	3,977	4,500	4,500	11,500	155.56%
Publications & Dues	922	769	197	900	900	900	0.00%
Employee Training, Travel	795	989	685	1,000	1,000	1,200	20.00%
Operating Supplies	811	659	586	1,100	1,000	1,100	0.00%
Gas & Oil Expense	1,434	878	1,051	1,000	1,000	1,000	0.00%
Equipment Outlay	485	854	770	800	800	800	0.00%
Liability Insurance	6,763	6,776	6,914	6,858	6,858	6,838	-0.29%
Total	13,380	16,891	17,025	18,558	18,458	25,738	38.69%
Total Expenditures	155,802	165,621	170,521	178,866	178,626	190,244	6.36%



533210 Public Works Crew				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	86,828	98,181	112,279	115,097	115,097	73,836	-35.85%
Overtime	488	1,414	1,137	1,050	1,050	1,050	0.00%
Social Security	6,331	7,199	8,260	8,943	8,943	5,791	-35.25%
Retirement	6,583	6,946	7,721	7,949	7,949	5,072	-36.19%
Health Insurance	10,824	12,414	13,951	19,609	19,609	21,155	7.88%
Life Insurance	3	10	6	0	0	0	0.00%
Longevity	567	630	693	756	756	819	8.33%
Workers' Comp. Insurance	4,279	4,096	5,391	5,269	5,269	3,218	-38.93%
Total	115,903	130,890	149,438	158,673	158,673	110,941	-30.08%
533210 Public Works Crew				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Contracted Services	165	679	699	700	700	700	0.00%
Electric	8,250	7,348	8,521	13,000	22,000	22,000	69.23%
Natural Gas	10,585	7,283	9,284	15,000	11,500	11,500	-23.33%
Telephone	2,223	2,613	1,990	5,400	7,050	7,100	31.48%
Water Service	2,622	3,061	2,095	14,000	10,000	10,000	-28.57%
Fuel System Maintenance						5,000	0.00%
Employee Training, Travel	0	800	250	1,200	1,200	2,200	83.33%
Garage/Maintenance Supplies	24,757	27,558	34,777	26,350	27,350	31,350	18.98%
Gas/Diesel Fuel & Oil Expense	72,199	54,191	58,699	60,000	55,000	50,000	-16.67%
M&E Maintenance/Parts	51,842	57,566	50,425	51,000	51,000	51,000	0.00%
Equipment Outlay	3,700	7,345	23,704	5,000	5,000	5,000	0.00%
Property/Auto Insurance	21,679	25,124	28,515	34,724	34,724	40,298	16.05%
Total	198,022	193,568	218,959	226,374	225,524	236,148	4.32%
Total Expenditures	313,925	324,458	368,397	385,047	384,197	347,089	-9.86%
533311 Street Maintenance				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	303,489	291,149	319,438	275,077	275,077	342,199	24.40%
Overtime	31,711	17,124	22,557	45,500	45,500	45,500	0.00%
Part Time Salaries/Temporary	36	10,295	5,852	6,900	6,900	6,900	0.00%
Sick Pay Out	1,785	1,722	2,794	2,884	2,884	3,776	30.93%
Social Security	25,254	23,462	25,089	26,150	26,150	31,208	19.34%
Retirement	24,646	20,466	23,906	22,579	22,579	26,617	17.88%
Health Insurance	111,496	121,140	139,053	166,454	166,454	179,883	8.07%
Life Insurance	163	88	106	118	118	49	-58.47%
Longevity	10,962	10,710	11,277	11,466	11,466	9,576	-16.48%
Workers' Comp. Insurance	11,990	11,709	15,747	14,830	14,830	17,929	20.90%
Total	521,532	507,865	565,819	571,958	571,958	663,637	16.03%
533311 Street Maintenance				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	395	809	584	750	750	750	0.00%
Repair & Maintenance Services	54,013	56,498	47,545	45,500	45,500	45,500	0.00%
Operating Supplies	851	3,036	4,000	3,000	3,000	3,000	0.00%
Signs, Supplies & Parts	20,993	22,371	15,459	11,473	10,473	10,473	-8.72%
Total	76,252	82,714	67,588	60,723	59,723	59,723	-1.65%
Total Expenditures	597,784	590,579	633,407	632,681	631,681	723,360	14.33%

<b>533410 Streets Ineligible</b>				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Lease Expenses	4,340	4,133	5,381	5,450	5,450	5,450	0.00%
Total Expenditures	4,340	4,133	5,381	5,450	5,450	5,450	0.00%
<b>533420 Street Lighting</b>				2017	2017	2018	% Change
	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Electric	296,538	297,507	288,811	280,000	282,000	282,000	0.71%
Total	296,538	297,507	288,811	280,000	282,000	282,000	0.71%
<b>533421 Traffic Control Signals</b>				2017	2017	2018	% Change
	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Electric	2,707	2,300	2,708	2,700	3,000	3,000	11.11%
Repair & Maintenance Services	8,608	3,023	6,715	5,000	5,000	9,500	90.00%
Total	11,315	5,323	9,423	7,700	8,000	12,500	62.34%
Total Lighting and Signals	307,853	302,830	298,234	287,700	290,000	294,500	2.36%
<b>533440 Storm Sewers</b>				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	52,131	71,502	59,141	100,974	100,974	128,863	27.62%
Overtime	665	545	461	1,000	800	1,000	0.00%
Social Security	3,999	5,492	4,544	7,801	7,786	9,935	27.36%
Retirement	3,853	5,048	4,085	6,934	6,921	8,701	25.48%
Health Insurance	140	1,821	1,471	0	0	0	0.00%
Life Insurance	2	5	0	0	0	0	0.00%
Workers' Comp. Insurance	3,642	3,511	4,684	4,611	4,611	5,721	24.07%
Total	64,432	87,924	74,386	121,320	121,092	154,220	27.12%
<b>533440 Storm Sewers</b>				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Repair & Maintenance Services	20,201	26,745	31,142	30,000	30,000	30,000	0.00%
Contracted Services (street sweepings)	15,589	15,131	10,101	15,000	15,000	15,000	0.00%
State Fees—DNR Stormwater Permit	2,000	1,500	1,651	2,000	1,500	1,500	-25.00%
Total	37,790	43,376	42,894	47,000	46,500	46,500	-1.06%
Total Expenditures	102,222	131,300	117,280	168,320	167,592	200,720	19.25%
<b>533450 Snow and Ice Control</b>				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Contracted Services—Seasonal	1,166	868	291	4,000	4,000	4,000	0.00%
Contracted Services	1,365	4,543	5,184	12,000	12,000	12,000	0.00%
Maintenance Supplies	8,037	11,750	5,748	7,200	7,200	7,200	0.00%
Equipment	3,900	4,235	0	4,000	4,000	4,000	0.00%
Ice Control Materials	112,083	61,523	90,000	90,000	90,000	90,000	0.00%
Total Expenditures	126,551	82,919	101,223	117,200	117,200	117,200	0.00%

<b>533730 Recycling</b>				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	82,205	82,948	80,836	89,358	89,358	90,730	1.54%
Overtime	1,532	865	2,688	700	700	1,700	142.86%
Part Time Salaries/Temporary	2,813	1,941	4,175	2,295	77	0	-100.00%
Social Security	6,558	6,494	6,687	7,065	6,895	7,071	0.08%
Retirement	6,073	5,841	5,663	6,124	6,124	6,285	2.63%
Health Insurance	524	0	1,501	0	0	0	0.00%
Life Insurance	3	4	2	0	0	0	0.00%
Workers' Comp. Insurance	3,411	3,265	4,270	4,188	4,188	4,056	-3.15%
<b>Total</b>	<b>103,119</b>	<b>101,358</b>	<b>105,822</b>	<b>109,730</b>	<b>107,342</b>	<b>109,842</b>	<b>0.10%</b>
<b>533730 Recycling</b>				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Contracted Services	190,332	190,646	198,096	199,680	199,680	203,674	2.00%
Recycling Expenses	947	8,685	901	2,000	2,000	2,000	0.00%
<b>Total</b>	<b>191,279</b>	<b>199,331</b>	<b>198,997</b>	<b>201,680</b>	<b>201,680</b>	<b>205,674</b>	<b>1.98%</b>
<b>Total Expenditures</b>	<b>294,398</b>	<b>300,689</b>	<b>304,819</b>	<b>311,410</b>	<b>309,022</b>	<b>315,516</b>	<b>1.32%</b>
<b>533710 Solid Waste Collection</b>				2017	2017	2018	% Change
	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Contracted Services	393,400	393,929	401,929	418,080	418,080	426,444	2.00%
Fuel Surcharge	972	0	0	0	0	0	0.00%
<b>Total</b>	<b>394,372</b>	<b>393,929</b>	<b>401,929</b>	<b>418,080</b>	<b>418,080</b>	<b>426,444</b>	<b>2.00%</b>
<b>533720 Landfill-Groundwater Monitoring</b>				2017	2017	2018	% Change
	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Contracted Services	10,898	10,050	10,050	10,050	10,050	10,050	0.00%
<b>533740 Weed Control</b>				2017	2017	2018	% Change
	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Maintenance Services	794	2,131	967	1,000	800	1,000	0.00%
<b>Total Health and Sanitation</b>	<b>406,064</b>	<b>406,110</b>	<b>412,946</b>	<b>429,130</b>	<b>428,930</b>	<b>437,494</b>	<b>1.95%</b>
<b>Total Engineering &amp; Public Works</b>	<b>2,308,939</b>	<b>2,308,639</b>	<b>2,412,208</b>	<b>2,515,804</b>	<b>2,512,698</b>	<b>2,631,573</b>	<b>4.60%</b>

555140 Senior Services				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Part Time Salaries	51,014	50,024	59,057	55,596	55,000	56,701	1.99%
Sick Pay Out	946	725	400	400	400	408	2.00%
Social Security	3,564	3,497	4,315	4,358	4,358	4,358	0.00%
Retirement	3,727	3,605	3,186	2,188	2,440	2,495	14.03%
Health Insurance	2,072	2,730	2,671	273	273	284	4.03%
Longevity	1,512	1,575	945	977	977	1,039	6.35%
Workers' Comp. Insurance	139	114	131	127	127	125	-1.57%
<b>Total</b>	<b>62,974</b>	<b>62,270</b>	<b>70,705</b>	<b>63,919</b>	<b>63,575</b>	<b>65,410</b>	<b>2.33%</b>
555140 Senior Services				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	7,303	5,561	6,399	6,800	8,200	7,500	10.29%
Telephone	1,016	235	177	325	325	325	0.00%
Supplies & Expenses	1,995	2,196	1,224	2,000	1,500	2,000	0.00%
Printing	1,007	874	162	1,000	1,000	1,000	0.00%
Employee Training, Travel	1,271	983	1,250	1,250	1,250	1,250	0.00%
Other Expenses	2,270	0	0	0	18,000	16,000	0.00%
Property Insurance	468	475	479	479	479	469	-2.09%
Liability Insurance	498	470	500	491	491	477	-2.85%
<b>Total</b>	<b>15,828</b>	<b>10,794</b>	<b>10,191</b>	<b>12,345</b>	<b>31,245</b>	<b>29,021</b>	<b>135.08%</b>
<b>Total Expenditures</b>	<b>78,802</b>	<b>73,064</b>	<b>80,896</b>	<b>76,264</b>	<b>94,820</b>	<b>94,431</b>	<b>23.82%</b>
555145 Senior Van				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Telephone			47		50	50	0.00%
Repair & Maintenance			1,084		500	500	0.00%
Gas & Oil Expense			2,071		2,100	2,100	0.00%
Property Insurance			195		223	235	0.00%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>3,397</b>	<b>0</b>	<b>2,873</b>	<b>2,885</b>	<b>0.00%</b>
555220 Celebrations				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	14,506	19,244	20,718	18,100	18,000	18,000	-0.55%
Overtime	6,399	5,562	6,864	6,451	6,000	6,000	-6.99%
Part Time Salaries	0	2,555	3,800	3,000	2,000	2,500	0.00%
Social Security	1,845	2,093	2,401	2,108	1,989	2,027	-3.84%
Retirement	1,615	1,645	1,894	1,669	1,632	1,608	-3.65%
<b>Total</b>	<b>24,365</b>	<b>31,099</b>	<b>35,677</b>	<b>31,328</b>	<b>29,621</b>	<b>30,135</b>	<b>-3.81%</b>
555220 Celebrations				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	0	0	1,203	1,000	500	500	-50.00%
Supplies & Expenses	764	9,732	4,949	4,000	5,500	7,950	98.75%
Operating Supplies (Hanging baskets)	0	3,225	0	0	0	0	0.00%
Other Expenses	7,000	7,000	7,000	7,000	7,000	7,000	0.00%
<b>Total</b>	<b>7,764</b>	<b>19,957</b>	<b>13,152</b>	<b>12,000</b>	<b>13,000</b>	<b>15,450</b>	<b>28.75%</b>
<b>Total Expenditures</b>	<b>32,129</b>	<b>51,056</b>	<b>48,829</b>	<b>43,328</b>	<b>42,621</b>	<b>45,585</b>	<b>5.21%</b>

555510 Parks, Recreation & Forestry				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Salaries	358,640	357,299	354,217	358,967	358,967	371,042	3.36%
Overtime	8,848	10,057	8,095	14,211	12,000	14,211	0.00%
Part Time Salaries/Temporary	15,322	2,722	11	0	0	0	0.00%
DPW Seasonal	13,742	17,406	23,872	33,150	30,000	50,000	50.83%
Social Security	29,818	29,389	29,848	31,364	30,954	33,422	6.56%
Retirement	25,371	26,238	24,813	25,625	25,474	25,922	1.16%
Health Insurance	66,058	85,637	94,281	80,201	80,201	72,143	-10.05%
Life Insurance	86	103	112	108	108	41	-62.04%
Longevity	4,032	3,276	3,465	3,654	3,654	1,638	-55.17%
Workers' Comp. Insurance	13,936	13,496	16,617	15,894	15,894	19,908	25.25%
<b>Total</b>	<b>535,853</b>	<b>545,623</b>	<b>555,331</b>	<b>563,174</b>	<b>557,252</b>	<b>588,327</b>	<b>4.47%</b>
555510 Parks, Recreation & Forestry				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	2,277	2,499	2,520	2,500	3,000	2,500	0.00%
Electric	17,902	16,988	19,254	18,400	17,000	18,000	-2.17%
Natural Gas	2,818	1,570	1,856	2,120	2,120	2,000	-5.66%
Telephone	1,575	1,534	2,134	2,580	3,317	4,740	83.72%
Water Service	5,178	5,935	7,478	5,800	5,800	5,800	0.00%
Repair & Maintenance Services	50,877	49,218	43,603	49,525	49,525	62,075	25.34%
Vandalism Repair	31	952	0	1,500	1,000	1,000	-33.33%
Field Maintenance Supplies	0	0	0	6,000	6,500	6,000	0.00%
Contracted Services	45,808	73,685	65,115	72,645	72,645	72,645	0.00%
Office Supplies	736	1,073	1,933	1,800	1,500	2,000	11.11%
Publications & Dues	258	428	1,226	1,345	1,300	1,620	20.45%
Employee Training; Travel	1,848	2,196	3,052	3,800	3,800	5,500	44.74%
Trees and Supplies—Contracted	29,727	32,996	23,422	54,615	54,615	16,000	-70.70%
Operating Supplies	1,043	1,274	1,685	2,080	3,000	4,200	101.92%
Sign Supplies	1,317	0	272	1,000	700	1,000	0.00%
Equipment	6,737	3,935	3,378	6,000	6,000	7,500	25.00%
Other Expenses	3,042	3,864	1,246	1,560	2,000	3,060	96.15%
Property/Auto Insurance	2,618	3,952	4,215	5,287	5,287	7,101	34.31%
Liability Insurance	3,700	3,453	3,540	3,179	3,179	3,750	17.96%
<b>Total</b>	<b>177,492</b>	<b>205,552</b>	<b>185,929</b>	<b>241,736</b>	<b>242,288</b>	<b>226,491</b>	<b>-6.31%</b>
<b>Total Expenditures</b>	<b>713,345</b>	<b>751,175</b>	<b>741,260</b>	<b>804,910</b>	<b>799,540</b>	<b>814,818</b>	<b>1.23%</b>
<b>Total Parks, Recreation &amp; Forestry</b>	<b>824,276</b>	<b>875,295</b>	<b>874,382</b>	<b>924,502</b>	<b>939,854</b>	<b>957,719</b>	<b>3.59%</b>
566310 City Planning				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Professional Services	68,310	71,525	92,376	86,800	86,800	109,567	26.23%
Telephone	592	175	177	250	220	250	0.00%
Supplies & Expenses	256	20	16	200	200	200	0.00%
Publications & Dues	105	300	110	430	430	430	0.00%
Employee Training, Travel	52	105	241	200	200	200	0.00%
Equipment/Capital Outlay	1,104	496	0	1,000	1,000	9,000	800.00%
<b>Total Expenditures</b>	<b>70,419</b>	<b>72,621</b>	<b>92,920</b>	<b>88,880</b>	<b>88,850</b>	<b>119,647</b>	<b>34.62%</b>
591000				2017	2017	2018	% Change
Other	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Contingency Reserve	0	0	0	0	0	275,000	0.00%
<b>Total Operating Expenditures</b>	<b>7,878,271</b>	<b>7,986,758</b>	<b>8,417,671</b>	<b>8,652,978</b>	<b>8,643,671</b>	<b>9,219,801</b>	<b>6.55%</b>
592000				2017	2017	2018	% Change
Transfers to Other Funds	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Debt Service	0	117,663	0	0	0	0	0.00%
Capital Improvement Fund	0	905,960	0	100,000	100,000	75,000	0.00%
Special Revenue Fund—Pool	79,559	55,252	13,503	38,700	37,175	11,500	0.00%
Special Revenue Fund—Rec Programs	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
<b>Total Transfers to Other Funds</b>	<b>80,559</b>	<b>1,079,875</b>	<b>14,503</b>	<b>139,700</b>	<b>138,175</b>	<b>87,500</b>	<b>-37.37%</b>
<b>Total Expenditures and Transfers</b>	<b>7,958,830</b>	<b>9,066,633</b>	<b>8,432,174</b>	<b>8,792,678</b>	<b>8,781,846</b>	<b>9,307,301</b>	<b>5.85%</b>

## Special Revenue Fund—Library

### Fund 260

		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
<b>Revenues</b>								
411111	City Property Taxes	490,000	657,842	707,306	707,306	707,306	722,194	2.10%
435432	Grants	707	730	735				0.00%
467100	Library Fines and Fees	16,840	24,993	23,643	24,500	22,500	22,500	-8.16%
467110	Library Other Revenues—County	118,863	125,872	153,904	184,534	191,669	205,719	11.48%
467150	Library Other Revenues—Copies	2,319	2,383	2,388	2,500	2,500	2,400	-4.00%
473200	Library Donations	2,828		8,727				
481100	Interest Income			8				
482215	Rent of City Property	507	460	650	700	700	700	0.00%
491400	Transfer from Cap. Improvements				7,474	7,474		
<b>Total Revenues</b>		<b>632,064</b>	<b>812,280</b>	<b>897,361</b>	<b>927,014</b>	<b>932,149</b>	<b>953,513</b>	<b>2.86%</b>
<b>Personnel</b>								
555110								
111	Salaries (8.0 FTE)	317,753	336,268	353,342	364,683	364,683	371,980	2.00%
124	Bonus	0	2,000	0	0	0	0	0.00%
125	Part Time Salaries (4.39 PTE)	109,516	119,463	117,409	118,905	119,000	121,311	2.02%
128	Maintenance Salaries (.50 PTE)	12,711	15,407	16,238	15,990	16,600	17,600	10.07%
135	Sick Leave Payout	157	255	7,082	350	350	836	138.86%
151	Social Security	33,288	36,220	37,687	38,331	38,378	39,427	2.86%
152	Retirement	26,150	28,203	28,163	34,072	34,113	34,531	1.35%
154	Health Insurance	67,025	91,937	105,156	120,751	120,751	129,783	7.48%
155	Life Insurance	119	129	106	77	77	94	22.08%
159	Longevity	5,512	5,880	5,155	1,134	3,134	3,654	222.22%
161	EAP/125 Admin.	96	0	0	100	100	100	0.00%
165	Workers' Comp. Insurance	1,041	1,016	1,179	1,178	1,178	1,143	-2.97%
<b>Total</b>		<b>573,368</b>	<b>636,778</b>	<b>671,517</b>	<b>695,571</b>	<b>698,364</b>	<b>720,459</b>	<b>3.58%</b>
<b>Operating</b>								
555110								
212	Professional Services	263	0	0	275	0	275	0.00%
222	Electric	19,037	21,195	23,709	21,100	23,000	24,000	13.74%
223	Marketing	500	594	184	200	100	200	0.00%
224	Natural Gas	8,209	7,179	7,123	7,200	7,300	7,300	1.39%
225	Telephone	2,951	2,189	2,005	2,000	2,800	2,800	40.00%
226	Water Service	1,413	1,649	1,766	1,700	1,800	1,800	5.88%
240	Repair and Maintenance	5,349	1,225	3,947	2,400	3,500	6,000	150.00%
290	Maint./Contracted Services	4,094	45,181	40,643	41,000	36,000	46,000	12.20%
308	Program Supplies	0	570	551	500	500	500	0.00%
310	Office supplies	16,576	6,230	6,257	7,500	7,500	7,500	0.00%
312	Computer Supplies	3,415	2,526	1,912	2,000	2,000	2,000	0.00%

## Special Revenue Fund—Library

### Fund 260

		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
<b>Revenues</b>								
313	Printing-Newsletters	0	0	1,203	0	0	0	0.00%
315	Postage	185	545	585	600	600	625	4.17%
319	Publications and Subscriptions	73,280	85,322	87,548	78,862	75,000	85,000	7.78%
320	Prof. Publications and Dues	1,145	997	1,224	1,600	1,500	1,600	0.00%
330	Travel & Training	4,119	4,873	5,164	6,000	5,800	6,000	0.00%
350	Operating Supplies	2,140	1,471	2,218	1,500	2,000	2,500	66.67%
380	Equipment/Capital Outlay	0	3,243	0	0	0	3,000	0.00%
381	Shared System Services	15,003	22,872	13,809	18,000	18,000	20,600	14.44%
382	Library Technology	5,654	2,354	1,234	3,000	3,000	3,000	0.00%
395	Employment Expenses	495	0	137	200	50	200	0.00%
510	Liability/Property Insurance	5,391	4,177	8,005	8,056	8,056	8,060	0.05%
<b>Total</b>		<b>169,219</b>	<b>214,392</b>	<b>209,224</b>	<b>203,693</b>	<b>198,506</b>	<b>228,960</b>	<b>12.40%</b>
<b>Total Expenditures</b>		<b>742,587</b>	<b>851,170</b>	<b>880,741</b>	<b>899,264</b>	<b>896,870</b>	<b>949,419</b>	<b>5.58%</b>
<b>Revenues - Expenditures</b>		<b>(110,523)</b>	<b>(38,890)</b>	<b>16,620</b>	<b>27,750</b>	<b>35,279</b>	<b>4,094</b>	
<b>Beginning Fund Balance</b>		<b>99,060</b>	<b>(11,463)</b>	<b>(50,353)</b>	<b>(34,427)</b>	<b>(34,427)</b>	<b>852</b>	
Donations - assigned fund balance 2016 adjustment				694				
<b>Ending Unassigned Fund Balance</b>		<b>(11,463)</b>	<b>(50,353)</b>	<b>(34,427)</b>	<b>(6,677)</b>	<b>852</b>	<b>4,946</b>	
<b>Assigned Funds - Donations</b>								
435432	Grants				730	13,730	3,000	310.96%
473200	Library Donations					5,100	5,000	0.00%
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>730</b>	<b>18,830</b>	<b>8,000</b>	<b>995.89%</b>
322	Donation Expenditures					14,000	3,000	0.00%
331	Grant Expenditures							
<b>Revenues - Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>730</b>	<b>4,830</b>	<b>5,000</b>	
<b>Beginning Assigned Fund Balance</b>		<b>0</b>	<b>0</b>	<b>694</b>	<b>694</b>	<b>694</b>	<b>5,524</b>	
<b>Ending Assigned Fund Balance</b>		<b>0</b>	<b>0</b>	<b>694</b>	<b>1,424</b>	<b>5,524</b>	<b>10,524</b>	
<b>Total Library Fund Balance</b>		<b>(11,463)</b>	<b>(50,353)</b>	<b>(33,733)</b>	<b>(5,253)</b>	<b>6,376</b>	<b>15,470</b>	

## Capital Improvements Fund 400

	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
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Beginning Fund Balance	1,842,226	781,690	233,373	268,853	603,446	755,316
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### Revenues

Property Tax Levy:						
General Projects	20,000	40,000	290,000	335,000	500,000	300,000
Street Improvements	710,000	200,000	987,000	950,000	950,000	950,000
Equipment Replacements	220,000	450,000	630,000	600,000	600,000	550,000
Storm Water Improvements	242,000	225,000	250,000	450,000	485,000	475,000
Environmental Reserve			10,000	10,000	10,000	10,000
Trust & Agency Transfer						
Cemetery Transfer		7,000				
Parks & Playground Transfer		70,000	40,000	275,000	100,000	50,000
General Fund Transfer	100,000	75,000	50,000			
Library Impact Fees	52,366					
Local Road Improvements Grant			42,000			
Proceeds from Borrowing		1,387,500				
DNR Urban Storm Water Mgt. Grant	46,000	33,000	19,500			
Donations	750			200,000		
Interest Income	10,000	10,000	10,000	12,000	12,000	12,000
Change in Market Value	965	200				
Miscellaneous Revenue	61,462					
Sale/Rent of Property	20,000	30,000	30,000	30,000	30,000	30,000
<b>Total Revenues</b>	<b>1,483,543</b>	<b>2,527,700</b>	<b>2,358,500</b>	<b>2,862,000</b>	<b>2,687,000</b>	<b>2,377,000</b>

	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
<b>Expenditures</b>						
<b>General Government</b>						
Complex Improvements	48,900				45,000	
Cemetery - Rental House		7,000		10,000		
City Hall Vehicles						
Lincoln Center Improvements						
Monopole	34,000	300,000				
<b>Total</b>	<b>82,900</b>	<b>307,000</b>	<b>0</b>	<b>10,000</b>	<b>45,000</b>	<b>0</b>

	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
<b>Public Safety</b>						
<b>Police Department</b>						
Squad Cars		80,000	120,000	120,000	120,000	120,000
Computers/Use of Force Simulator			15,000			
Station Improvements			100,000	90,000		
Officer Equipment	3,255					
<b>Total</b>	<b>3,255</b>	<b>80,000</b>	<b>235,000</b>	<b>210,000</b>	<b>120,000</b>	<b>120,000</b>

	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
<b>Fire Department</b>						
Station Improvements	54,579	142,000	170,000			
Vehicle Improvements						
<b>Total</b>	<b>54,579</b>	<b>142,000</b>	<b>170,000</b>	<b>0</b>	<b>0</b>	<b>0</b>



<b>Auxiliary Police/ Emergency Management</b>	2017 Estimated	2018 Projected	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Vehicles		30,000		50,000	75,000	
Siren Upgrade	22,892	22,000	22,000	22,000		
<b>Total</b>	<b>22,892</b>	<b>52,000</b>	<b>22,000</b>	<b>72,000</b>	<b>75,000</b>	<b>0</b>
<b>Total Public Safety</b>	<b>80,726</b>	<b>274,000</b>	<b>427,000</b>	<b>282,000</b>	<b>195,000</b>	<b>120,000</b>
<b>Public Works</b>	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Equipment Replacement	309,100	230,000	500,000	385,000	345,000	450,000
Street Improvements	750,000	1,123,000	1,045,000	553,000	907,000	760,000
Stormwater Improvements	250,000	267,276	205,520	510,407	508,130	362,588
Public Works Garage Building Project	590,000					
<b>Total</b>	<b>1,899,100</b>	<b>1,620,276</b>	<b>1,750,520</b>	<b>1,448,407</b>	<b>1,760,130</b>	<b>1,572,588</b>
<b>Parks, Recreation &amp; Forestry</b>	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Equipment Replacement	225,000	62,000	59,000	82,000	25,000	
Park Improvements	8,879	219,000	76,500	30,000	500,000	50,000
Park Equipment				400,000		60,000
Swimming Pool liner				265,000		
Senior Van Replacement		25,000				
<b>Total</b>	<b>233,879</b>	<b>306,000</b>	<b>135,500</b>	<b>777,000</b>	<b>525,000</b>	<b>110,000</b>
<b>Health and Sanitation</b>	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Environmental Expenses	25,000	10,000	10,000	10,000	10,000	10,000
Dams—Engineering/Repairs	15,000	500,000				
<b>Total</b>	<b>40,000</b>	<b>510,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Debt Service</b>	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Issuance Costs						
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfer to Other Funds</b>	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Transfer to Debt Service	200,000	58,741				
Transfer to Library	7,474					
<b>Total</b>	<b>207,474</b>	<b>58,741</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>2,544,079</b>	<b>3,076,017</b>	<b>2,323,020</b>	<b>2,527,407</b>	<b>2,535,130</b>	<b>1,812,588</b>
<b>Revenues - Expenditures</b>	<b>(1,060,536)</b>	<b>(548,317)</b>	<b>35,480</b>	<b>334,593</b>	<b>151,870</b>	<b>564,412</b>
<b>Ending Fund Balance</b>	<b>781,690</b>	<b>233,373</b>	<b>268,853</b>	<b>603,446</b>	<b>755,316</b>	<b>1,319,728</b>
<b>Fund Balance</b>	2017 Estimated	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Uncommitted	\$228,284	\$40,484	\$46,984	\$51,984	\$118,984	\$370,984
Economic Development	12,086	12,086	12,086	12,086	12,086	12,086
Environmental	322,267	99,767	99,767	99,767	99,767	99,767
Equipment Replacement	(23,314)	29,686	10,686	3,686	68,686	78,686
Street Improvements	145,626	22,626	6,626	403,626	446,626	636,626
Storm Water Improvements	38,000	28,724	92,704	32,297	9,167	121,579
Library	58,741	0	0	0	0	0
Encumbrances						
<b>Total Fund Balance</b>	<b>\$781,690</b>	<b>\$233,373</b>	<b>\$268,853</b>	<b>\$603,446</b>	<b>\$755,316</b>	<b>\$1,319,728</b>

## CITY OF CEDARBURG

**MEETING DATE:** November 13, 2017

**ITEM NO:** 9. A.

**TITLE:** Consider award of engineering design contract for the 2018 Street and Utility Project; and action thereon.

**ISSUE SUMMARY:** Staff requested proposals from a total of four engineering consulting firms for design of the 2018 Street and Utility Project. A detailed Request for Proposal (RFP) was sent to each firm, and the scope of work has been well defined. Three of four firms submitted responsive proposals, and the lowest overall fee for service was submitted by M-Squared Engineering of Cedarburg. A summary of the proposal fees is included with your agenda.

The 2018 project includes the reconstruction of Tower Avenue, Chatham Street, Montgomery Avenue, Balfour Street, St. James Court, Poplar Avenue from St. Anne Street to Washington Avenue, Drury Lane, Hampton Avenue and Court, Harrison Avenue from Coventry Street to Washington Avenue, Coventry Court, and Kingston Court. All of these streets will receive new asphalt pavement and base from curb to curb, with spot replacement of defective concrete sidewalk and curb. Most of the existing catch basins will be replaced and a segment of storm sewer in Tower Avenue will be relayed.

**STAFF RECOMMENDATION:** Staff recommends award of the engineering design for the 2018 project to M-Squared Engineering. Their fee of \$34,965.00 was the lowest, they are a local company, and they successfully completed engineering services for the street project the last few years.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** The Public Works and Sewerage Commission will consider this item at their November 9<sup>th</sup> meeting. Their recommendation will be forwarded to the Common Council.

**BUDGETARY IMPACT:** \$34,965 split proportionately between the streets capital, storm water capital, sanitary sewer reconstruction fund, and Light and Water budgets. The vast majority of work in this project, however, is street related.

**ATTACHMENTS:** Summary spreadsheet of Engineering proposal fees and copy of RFP.

**INITIATED/REQUESTED BY:** Tom Wiza

**FOR MORE INFORMATION CONTACT:** Tom Wiza-Director of Engineering and Public Works  
262-375-7610

## 2018 Street and Utility Project - Engineering Consultants

Proposals Submitted October 25, 2017

	M Squared Engineering	Cedar Corporation	R.A. Smith	Kapur & Associates
Design Services	\$ 30,165.00	\$ 28,900.00	\$ 31,220.00	None
Construction Staking	\$ 3,000.00	\$ 4,500.00	\$ 3,000.00	None
Asbuilt Preparation	\$ 1,800.00	\$ 3,000.00	\$ 2,600.00	None
<b>TOTAL =</b>	<b>\$ 34,965.00</b>	<b>\$ 36,400.00</b>	<b>\$ 36,820.00</b>	<b>None</b>

Construction Inspection (Per Hour)	\$80-\$90	\$78	\$85-\$95	None
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September 21, 2017



Ron Dalton, P.E.  
Cedar Corporation  
W61 N497 Washington Avenue  
Cedarburg, WI 53012

Re: Request for Proposals  
City of Cedarburg  
Project No. 2018-01  
2018 Street and Utility Projects

The City of Cedarburg is seeking proposals from a select group of qualified engineering consultants for design services associated with the replacement of storm sewer, roadway pavement, curb & gutter, utility structures, and sidewalk. The work is spread out over several different project areas as follows:

**1. TOWER AVENUE (BRIDGE ROAD TO DEAD END)**

- Relay approximately 450 feet of Storm Sewer (upsized to 12" and 15")
- Replace sanitary manhole chimneys and castings
- Replace deteriorated storm manholes, catch basins and leads
- Replace pavement with 5" asphalt on 9" crushed stone base section
- Replace spot concrete curb & gutter sections
- Replace water valve manholes with valve boxes

**2. HARRISON AVENUE (COVENTRY COURT TO WASHINGTON AVENUE)**

- Replace sanitary manhole chimneys and castings
- Replace deteriorated storm manholes, catch basins and leads
- Replace pavement with 5" asphalt on 9" crushed stone base section
- Replace spot curb & gutter sections

**3. POPLAR AVENUE (260' SOUTH OF DRURY LANE TO WASHINGTON AVENUE)**

- Replace sanitary manhole chimneys and castings
- Replace deteriorated storm manholes, catch basins and leads
- Replace pavement with 5" asphalt on 9" crushed stone base section
- Replace spot curb & gutter sections

**4. DRURY LANE (POPLAR AVENUE TO HAMPTON AVENUE)**

- Replace sanitary manhole chimneys and castings
- Replace deteriorated storm manholes, catch basins and leads
- Replace pavement with 5" asphalt on 9" crushed stone base section
- Replace spot curb & gutter sections

**5. HAMPTON AVENUE (HARRISON AVENUE TO BALFOUR STREET)**

- Replace sanitary manhole chimneys and castings
- Replace deteriorated storm manholes, catch basins and leads
- Replace pavement with 5" asphalt on 9" crushed stone base section
- Replace spot curb & gutter sections

**6. BALFOUR STREET (HAMPTON AVENUE TO MONTGOMERY AVENUE)**

- Replace sanitary manhole chimneys and castings
- Replace deteriorated storm manholes, catch basins and leads
- Replace pavement with 5" asphalt on 9" crushed stone base section
- Replace spot curb & gutter sections

**7. MONTGOMERY AVENUE (BALFOUR STREET TO DEAD END)**

- Replace sanitary manhole chimneys and castings
- Replace deteriorated storm manholes, catch basins and leads
- Replace pavement with 5" asphalt on 9" crushed stone base section
- Replace spot curb & gutter sections

**8. CHATHAM STREET (STH 181 TO POPLAR AVENUE)**

- Replace sanitary manhole chimneys and castings
- Replace deteriorated storm manholes, catch basins and leads
- Replace pavement with 5" asphalt on 9" crushed stone base section
- Replace spot curb & gutter sections

**9. COVENTRY COURT, KINGSTON COURT, HAMPTON COURT, ST. JAMES COURT**

- Replace sanitary manhole chimneys and castings
- Replace deteriorated storm manholes, catch basins and leads
- Replace pavement with 5" asphalt on 9" crushed stone base section
- Replace spot curb & gutter sections

**DESIGN RELATED ACTIVITIES**

At a minimum, design services should include the following items. The consultant should feel free to expand items as necessary in preparing the proposal.

**A. Data Gathering and Field Survey**

1. Kickoff meeting with City staff and Utility representatives.
2. Field survey including obtaining invert and rim elevations of all water, sanitary sewer and storm sewer structures within construction limits, locating existing utilities including services to properties (sanitary logs will be provided), and acquiring site topography within right-of-way of roads. All survey information shall be collected in NAD 1927 State Plane Wisconsin South FIPS 4803 coordinate system and using City of Cedarburg benchmarks for elevation.
3. Provide cross-sections at 50 foot stations consisting of sidewalk, top of curb, gutter-line, flange, and centerline points. Also provide intermediate cross-section elevations at each storm and sanitary manholes.
4. Field survey information and cross section information shall be obtained for every section of the project area regardless of the work planned for that section.

5. Road intersection topographic shots shall include end & middle radius points along with any elevation critical for drainage.
6. Field survey to include locating all existing street trees, diameter at breast height (DBH) in inches.
7. Review of existing data.
8. Provide a set of plans or table showing all structure information at the kickoff meeting.

B. Preliminary Design

1. Evaluate location for new utilities and services. (Show proposed location for new utilities in plan view prior to Kickoff Meeting)
2. Review number and location of new catch basins.
3. Identify curb drainage flow direction, especially at intersections.
4. Incorporate City Specifications, including tree protection policy into bidding documents.
5. Reference the "Standard Specifications for Sewer and Water."
6. Meet with City staff for review of the 50% and 90% complete plans.
7. Identify curb and gutter, sidewalk, and driveway approaches to be replaced.
8. Prepare traffic control plans where needed.

C. Preparation of Plans and Specifications

1. Provide drawings in plan and profile format.
2. Provide elevation benchmarks approximately every 500 feet and show on the plan set.
3. Prepare plans in 20 scale for 22"x34" sheets, so that half size sets are at 40 scale.
4. Show property owner names & addresses on the plans.
5. Name and address of all utility contacts to be included on the plans.
6. Provide station and offset for all manholes, waterman fittings, valves, etc.
7. Provide an adjustment table for all storm, sanitary, and AT&T manholes, showing location, existing and proposed rim elevations.
8. Analyze intersection drainage and provide design spot elevations on the plan sheets. Plan spot elevations shall be provided at Manholes and at the ends and middle radius points for all curb returns.
9. Analyze existing curb elevation and provide new roadway crown grades for each street on the plan sheets. Identify any existing structures that need to be adjusted.
10. Site plans must indicate accurately plotted tree trunk locations and tree trunk DBH's.
11. Plans to be provided to the City in AutoCAD format (Release 2012 preferred).
12. Final plan sheets to be provided for bidding in pdf (11"x17") format.
13. Plans to be stamped by a registered professional engineer.
14. Provide construction cost estimates at the 50% and 90% review meetings.

D. Agency Approvals and Utility Coordination

1. Prepare DOT submittal for Chatham / STH 181 paving.
2. Prepare DNR Notice of Intent.
3. Inform utilities of the planned construction and provide them with preliminary (60%) and final plans.

E. Bidding Assistance

1. Prepare complete bid documents (provide 15 paper sets) including advertisement for bids.
2. City will send the advertisement to the appropriate publications.
3. Consultant to make all bid documents available to bidders in electronic format (Quest, BPI, etc.) and paper format.
4. City will distribute paper plans and collect plan fees.
5. Consultant to respond to contractor inquiries and issue any required addenda.

F. Meetings

1. Consultant must attend the design kickoff meeting, 50% review meeting, and the 90% review meeting, all of which will be held during the day with City staff.

**CONSTRUCTION RELATED SERVICES**

The proposal should include the following construction related activities:

A. Construction Staking

1. Provide centerline and offset staking at maximum 50-foot intervals for all storm sewer (including station, stake elevation, and cut/fill).
2. Provide grade stakes for any section of curb and gutter replacement that exceeds 30 feet in length, at all intersections, and all new curb radii.
3. Provide and stake proposed rim elevations for all manholes prior to paving.

B. Construction Inspection

Provide construction inspection services on an as-needed basis to assist City staff. Consultant should provide a schedule of hourly rates for this service.

C. Record Drawings

City will provide daily inspection reports and/or red line drawings to the engineering consultant. Consultant shall prepare record drawings on mylar and electronic format (AutoCAD 2012). As-built information should include costs for a survey crew to shoot Ozaukee County-based coordinates at all newly installed Storm Sewer Manholes and Catch Basins. Provide record drawing for Tower Avenue storm sewer relay and all new storm catch basins and manholes.

## PROPOSAL FORMAT

Consultants' proposals should include a brief resume of the firms' qualifications and recently completed similar projects. References, including telephone numbers and contact persons, should also be provided. The proposal should indicate the individual who will serve as the Project Manager and Design Engineer.

Consultants should provide individual fees for the following tasks:

- Provide a lump sum fee for design of utility and street reconstruction.
- Provide a lump sum fee for construction staking for the project.
- Provide a schedule of hourly rates for construction inspection services.
- Provide a lump sum fee to complete all required as-built surveying, drafting, CAD work, paper, and supplies to provide complete record drawings in electronic and mylar format.

## PROJECT SCHEDULE

The City intends to bid the construction as a single contract and proposes the following schedule for a tentative April 9, 2018 construction start:

Kickoff Meeting	January 2, 2018
50% Meeting	January 23, 2018
90% Meeting	February 12, 2018
1 <sup>st</sup> Advertisement Date	February 19, 2018
Bid Opening Date	March 6, 2018

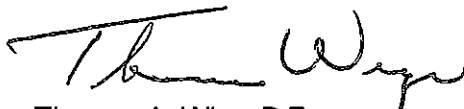
Meeting dates listed are suggestions; actual dates are subject to change due to attendees' availability. However the advertisement date and bid date will not change.

To meet this schedule, consultants must submit their proposals to the Cedarburg City Engineer by 4:30 P.M. on Wednesday, October 25<sup>th</sup>, 2017. Please provide three (3) proposal copies. Consultant proposals will be reviewed by the Common Council on October 30<sup>th</sup>, 2017. Consultant selection will be based on quality of proposal, qualifications of the design team, and fee to complete the work.

Thank you for your interest in this project, and feel free to call me at (262) 375-7610 to discuss the scope of work or arrange a meeting.

Sincerely,

CITY OF CEDARBURG



Thomas A. Wiza, P.E.  
Director of Engineering & Public Works

Encs.



Request for Proposal  
2018 Street and Utility Projects  
Page 6

cc: Kip Kinzel, Mayor  
Christy Mertes, City Administrator  
Mike Wieser, Assistant Engineer  
Dale Lythjohan, Cedarburg Light & Water  
Kevin Westphal, Parks & Forestry Superintendent  
Joel Bublitz, Public Works Superintendent

Request for Engineering Proposals

City of Cedarburg  
2018 Street and Utility Projects  
Project No. 2018-01  
September 21, 2017 Mailing

Ron Dalton, P.E.  
Cedar Corporation  
W61 N497 Washington Avenue  
Cedarburg, WI 53012

Donald Albright, P.E.  
Kapur & Associates, Inc.  
7711 North Port Washington Road  
Milwaukee, WI 53217

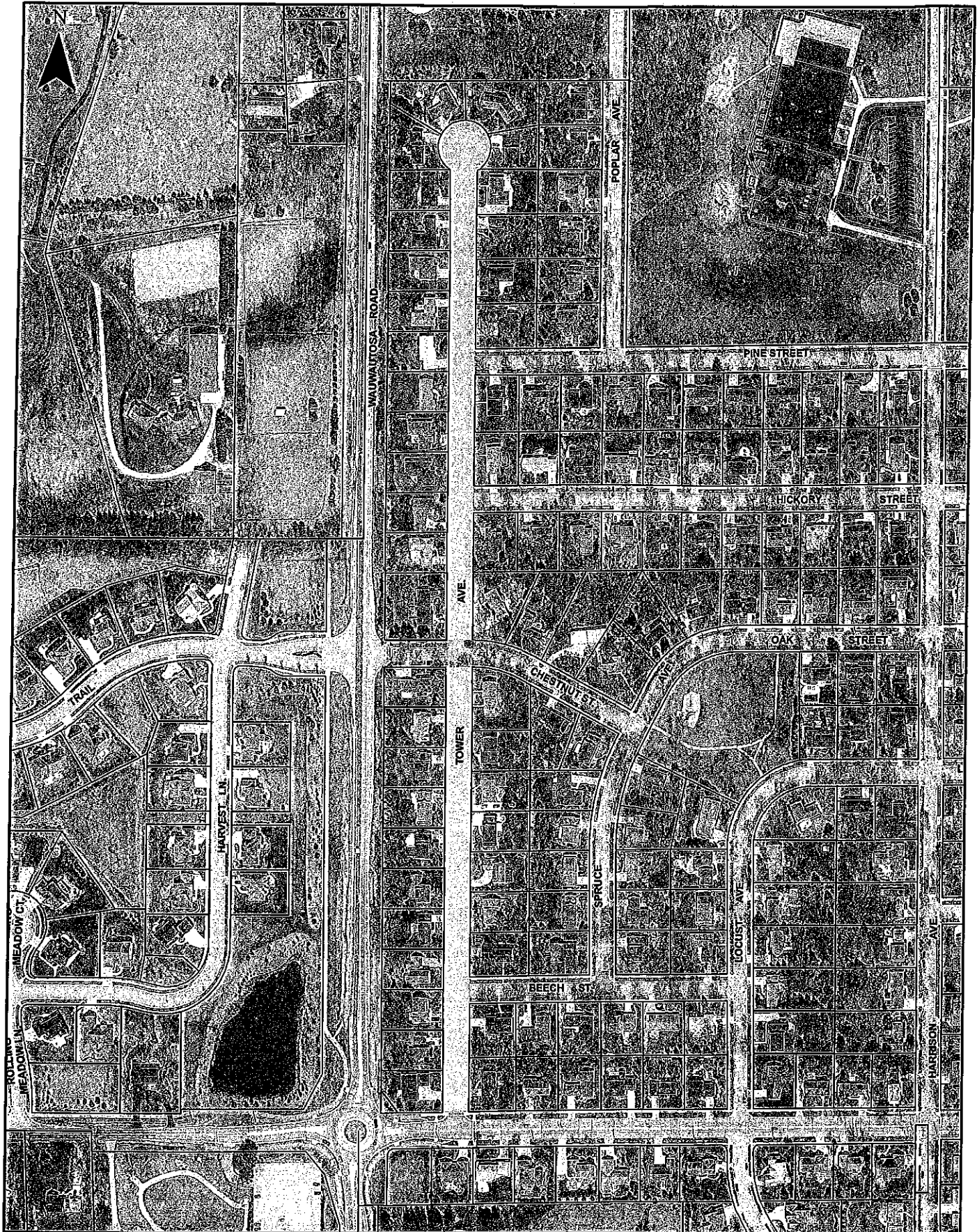
Matthew Hahm, P.E.  
M Squared Engineering, LLC  
W62 N215 Washington Avenue  
Cedarburg, WI 53012

Troy Hartjes, P.E.  
R.A. Smith National  
W62 N588 Washington Avenue  
Suite 201  
Cedarburg, WI 53012



# 2018 STREET & UTILITY PROJECT

## Tower Avenue

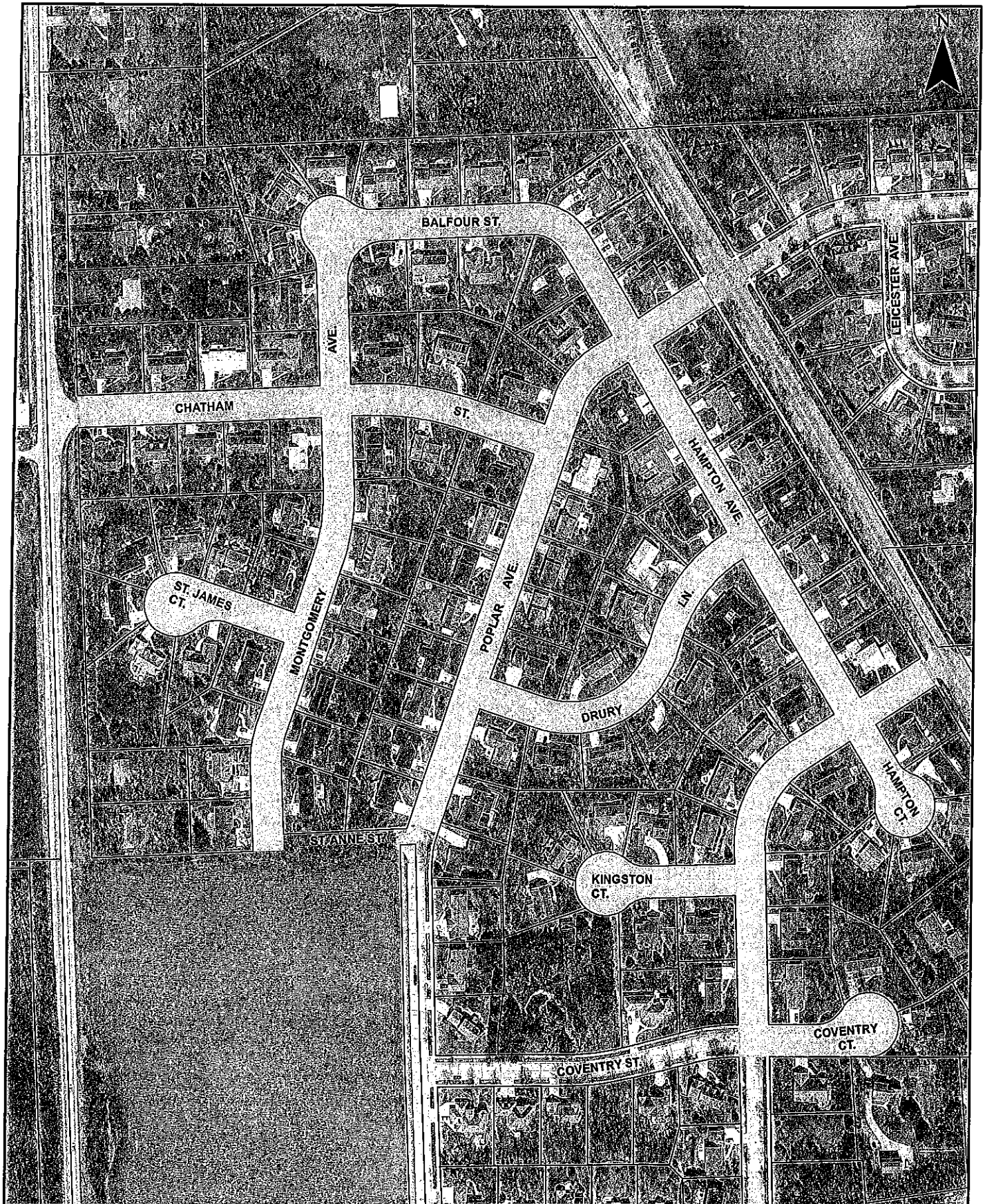


1 inch = 300 feet

 = PROJECT AREA



# 2018 STREET & UTILITY PROJECT Parkview Meadows



1 inch = 250 feet

 = PROJECT AREA



**ORDINANCE NO. 2017-23**  
**An Ordinance Repealing and Recreating Sec. 5-2 of the City of Code of Ordinances**  
**FIRE PREVENTION AND PROTECTION CODE**

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

SECTION 1. Sec. 5-2 of the Municipal Code of the City of Cedarburg is hereby deleted and recreated as follows:

**CHAPTER 2**  
**CITY OF CEDARBURG**  
**FIRE PREVENTION AND PROTECTION CODE**

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## **ARTICLE A**

### **General Provisions; Adoption of Codes**

#### **SEC. 5-2-1 FIRE PREVENTION CODE: GENERAL REQUIREMENTS.**

**Title.** This Chapter shall be known as the City of Cedarburg Fire Prevention Code. This Code adopts NFPA 1 - Fire Prevention Code of the National Fire Protection Association, as the same may from time to time be amended, and its incorporated standards and codes as published in the National Fire Codes of the National Fire Protection Association, the State of Wisconsin Department of Safety and Professional Services and listed in Appendix A of the NFPA Fire Prevention Code, except those portions which are amended by Section 5-2-8 of this Chapter. At least one (1) current copy of NFPA 1 - Fire Code of the National Fire Protection Association, and the provisions of the National Fire Codes shall be filed in the Office of the Fire Prevention Bureau.

#### **SEC. 5-2-2 SCOPE.**

The provisions of this Fire Prevention Code shall apply equally to both public and private property and shall apply to all locations, except as otherwise specified. This Chapter shall be deemed an exercise of the police powers of the City for the preservation and protection of public health, peace, safety and welfare and all provisions of this Fire Prevention Code shall be liberally construed for that purpose.

#### **SEC. 5-2-3 ENFORCEMENT OFFICIALS.**

- (a) The Fire Chief shall be responsible for the enforcement of the Fire Prevention Code. The Fire Chief may appoint inspectors or delegate authority to other Department members from time to time as necessary.
- (b) It shall be the duty of the Fire Chief or his designee to enforce all laws and ordinances of the Fire Code for the City of Cedarburg to include the following:
  - (1) The prevention of fires;
  - (2) The storage, sale and use of combustible, flammable or explosive materials;
  - (3) The installation and maintenance of automatic suppression, fire alarm and other fire protection equipment;
  - (4) The means and adequacy of exits in case of fire from factories, schools, hotels, lodging houses, multiple-family dwellings, hospital, churches, halls, theaters, amphitheaters and all other places in which persons work, live, or congregate, from time to time, for any purpose;
  - (5) The investigation of the origin, cause and circumstances of fires;
  - (6) The maintenance of fire cause and loss records.

#### **SEC. 5-2-4 INSPECTIONS.**

- (a) The Fire Chief or his designee shall have authority to inspect all premises on a periodic basis and shall enforce the applicable laws and ordinances.
- (b) The Chief of the Fire Department, or any subordinate designated by him, may, at all reasonable hours, enter any building or premises within his jurisdiction for the purpose of making any inspection, or investigation which, under the provisions of this code, he or they

may deem necessary to be made. Private dwellings shall not be entered without the consent or permission of an adult occupant.

- (c)
  - (1) Whenever any inspector finds in any location combustible or explosive matter, dangerous accumulations of rubbish, flammable material, obstructed means of exit, or obstructions liable to interfere with the operations of the Fire Department in case of fire, the inspector shall order the remedy of any of these conditions. This order shall be complied with by the owner or occupants of such location.
  - (2) The service of any such order may be made upon the occupant of premises to whom it is directed, either by delivering a copy of same to such occupant personally or leaving it with any person in charge of the premises or, in case no such person is found upon the premises, by affixing a copy thereof in a conspicuous place on the door to the entrance of said premises. Whenever it may be necessary to serve such an order upon the owner of premises, such order may be served either by delivering to and leaving with the said person a copy of the said order or, if such owner is absent from jurisdiction of the officer making the order, by mailing such copy by certified mail to the owner's last known post office address.
- (d) Before permits may be issued under this Chapter, the Fire Chief or his designee shall inspect and approve all locations, equipment and fixtures for such uses.
- (e) The Fire Chief or his designee shall keep a record of all inspections with all facts concerning the same.
- (f) Fire Inspection Fees.
  - (1) An annual Fire Prevention Inspection Fee shall be charged to the property owner for the required inspection of each building, structure and premises in the city. The fee will be charged to the building owner based on the square footage of the entire building in question, not based on individual occupancy grouped in each structure. The fee for the required semi-annual fire inspection shall be as follows:

<u>Square feet</u>	<u>Fee per year</u>
Under 1,000 square feet	\$15 per year
1,001-5,000 square feet	\$25 per year
5,001-10,000 square feet	\$50 per year
10,001-20,000 square feet	\$75 per year
20,001-30,000 square feet	\$125 per year
30,001-40,000 square feet	\$150 per year
40,001-50,000 square feet	\$175 per year
50,001-75,000 square feet	\$250 per year
75,001-100,000 square feet	\$350 per year
Over 100,000 square feet	\$500 per year

- (2) All City-owned municipal buildings shall be exempt from this fire prevention inspection fee.
- (3) Fire prevention inspection fees shall constitute a special charge against the property under §66.0627, Wis. Stats., as amended, and shall be invoiced to property owners in July of each year. Any fees remaining unpaid as of November 1 of each year shall be placed on the annual tax roll for collection as a special charge together with an administrative charge of \$15 per parcel. All proceedings related to the collection of real estate taxes shall apply.



## **SEC. 5-2-5 PLAN REVIEWS AND APPROVALS**

- (a) Plan Review Requirements. For any building construction or alterations, one (1) copy of complete plans and specifications, including site plans, shall be submitted to the Cedarburg Fire Department for review and approval. Plans will be conditionally approved and stamped, indicating the person reviewing the plans with the approval date. The Cedarburg Building Inspection Department will submit plans and sign off sheets to the Cedarburg Fire Department, upon conditional approval of the sign off sheet returned to the Building Inspection Department and plan set is retained by the Cedarburg Fire Department
- (b) No automatic sprinkler, smoke/heat detection, alarm system or other fire protection equipment required by this Chapter or other provisions of applicable local or State codes shall be installed, altered, or relocated until plans have been reviewed and approved by the Cedarburg Fire Department. Cedarburg Fire Department requires at least two (2) sets of state approved plans and specifications to be submitted for review.
  - (1) Plans. Plans shall contain all required equipment locations, floor plan, key vault location, sprinkler riser diagram, and complete electric schematic.
  - (2) Calculations. Calculations for all required equipment and sprinkler piping is needed. Also required is the method of calculation for flows, pipe sizing, area of coverage, equipment capabilities, and placement. These calculations shall be signed and sealed by the engineer, designer, or plumber responsible for the plans and calculations.
  - (3) The Fire Chief may require further information or calculations as necessary for approval.

## **SEC. 5-2-6 INVESTIGATION OF FIRE INCIDENTS**

- (a) The Fire Chief or his designee shall immediately investigate, or cause to be investigated, the origin, cause and circumstances of every fire incident occurring in the City of Cedarburg.
- (b) When the Fire Department has not responded or been summoned to a fire incident, the fire incident shall be reported by the property owner in writing to the Fire Chief or his designee within twenty-four (24) hours of its occurrence. Such written report shall be submitted as prescribed by the Fire Chief or his designee and shall contain a statement of all facts relating to the origin, cause and circumstances of such fire incident, the extent of damage and such other information as may be required by the Fire Chief or his designee.
- (c) The Fire Chief or his designee shall keep a record of all fires with all facts concerning the same.

## **SEC. 5-2-7 CODES ADOPTED**

- (a) **National Codes Adopted.** The appendices of the NFPA 1 - Fire Prevention Code of National Fire Protection Association, as the same may be from time to time amended, are hereby included as a part of the City of Cedarburg Fire Prevention Code except those portions which are deleted, modified or amended by this Chapter. The same are hereby adopted and incorporated as fully as if set out in length. Each of the following codes and standards published by the National Fire Protection Association are adopted in their entirety as a supplement and addition to the text of this Fire Prevention Code:
  - (1) The edition of each of the following codes to be enforced shall be determined by those adopted by the State of Wisconsin.

<u>CODE</u>	<u>STANDARD GENERAL SUBJECT</u>
NFPA 1	Fire Code
NFPA 10	Standard for Portable Fire Extinguishers
NFPA 13	Standard for the Installation of Sprinkler Systems
NFPA 13D	Standard for the Installation of Sprinkler Systems in One- and Two-family Dwellings and Manufactured Homes
NFPA 13R	Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies
NFPA 14	Standard for the Installation of Standpipes and Hose Systems
NFPA 20	Standard for the Installation of Stationary Pumps for Fire Protection
NFPA 22	Standard for Water Tanks for Private Fire Protection
NFPA 24	Standard for the Installation of Private Fire Service Mains and Their Appurtenances
NFPA 25	Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems
NFPA 30	Flammable and Combustible Liquids Code
NFPA 30A	Code for Motor Fuel Dispensing Facilities and Repair Garages
NFPA 33	Standard for Spray Application Using Flammable or Combustible Materials
NFPA 54	National Fuel Gas Code
NFPA 58	Liquefied Petroleum Gas Code
NFPA 70	National Electrical Code
NFPA 72	National Fire Alarm and Signaling Code
NFPA 80	Standard for Fire Doors and Other Opening Devices

(b) **State Codes Adopted.**

- (1) The current issues of the following orders and codes of the Wisconsin Administrative Code, Rules of the Department of Safety and Professional Services, are hereby adopted by reference and made part of the City of Cedarburg Fire Prevention Code:
  - a. Chapter SPS 307 – Explosives and Fireworks
  - b. Chapter SPS 314 – Fire Prevention
  - c. Chapter SPS 316 – Electrical
  - d. Chapter SPS 328 – Smoke Detectors and Carbon Monoxide Detectors
  - e. Chapter SPS 340 – Gas Systems
  - f. Chapter SPS 361-366 – Commercial Building Code
  - g. Chapter SPS 375-379 – Buildings Constructed Prior to 1914
  - h. Chapter SPS 381-382 – Plumbing
- (2) Whenever the provisions of the aforementioned codes conflict, the stricter interpretation shall apply.
- (3) Copies of each of said codes shall be maintained on file in the office of the Fire Prevention Bureau of the Fire Department of the City of Cedarburg and shall remain so filed and be, at all reasonable times, open to inspection by any interested person.

#### **SEC. 5-2-8 RESERVED FOR FUTURE USE**

#### **SEC. 5-2-9 ENFORCEMENT AND PENALTIES**

It shall be unlawful for any person to violate the requirements set forth in this Chapter. Any person in violation of this Chapter are subject to the penalties as outlined in Section 1-1-7 and Section 1-2-1 of the Municipal Code.

#### **SEC. 5-2-10 APPEALS**

- (a) The Board of Appeals of the City of Cedarburg is authorized to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination concerning the Fire Prevention Code and its enforcement as set forth in subsection (c).
- (b) Alleged violations of and issues pertaining to the State Building and Fire Code SPS 314 and 361-366 shall be appealed to the State of Wisconsin Building and Safety Division.
- (c) The following decisions of the Fire Chief, his designee or the Fire Prevention Bureau may be appealed to the Board of Appeals:
  - (1) The rejection of an application for any required permit, certificate of approval.
  - (2) The revocation of an permit or certificate previously issued.
  - (3) Conditions for approval of plans for construction or for the issuance of an occupancy permit.
  - (4) Any lawful order from the Fire Inspector

## ARTICLE B

### Automatic Fire Sprinkler Systems

#### SEC. 5-2-11 SCOPE

The provisions set forth in this Article shall apply to all sprinkler systems, new and existing, within the City of Cedarburg. These requirements are in addition to the State and NFPA standards. The intent of this section is to provide a means for the automatic extinguishment of fires in buildings or parts of buildings which because of their size, construction or occupancy or lack of suitable protective equipment constitute a special fire hazard to life or property and an excessive burden upon the fire extinguishing facilities of the Fire Department.

#### SEC. 5-2-12 GENERAL REQUIREMENTS

Automatic sprinkler systems shall be installed and maintained in operable condition set forth in this Article. The State Building Code SPS 361-366 shall apply to all new buildings and existing buildings within the City of Cedarburg as it pertains to automatic fire sprinkler systems.

- (a) **Installation.** The installation of any automatic fire sprinkler systems shall be completed in accordance with NFPA 13, 13R or 13D, as the same may be amended from time to time, and SPS 362.0903.
- (b) **Maintenance and Testing.** All sprinkler systems shall be maintained and tested in accordance with NFPA 25.
  - (1) Annual Test Requirements/Inspection. A licensed sprinkler technician shall test and inspect the automatic sprinkler system at least annually. A copy of the inspection report shall be forwarded to the office of the Fire Prevention Bureau to be kept on file.

When existing sprinkler systems are to be tested or are temporarily taken out of service for repairs, the contractor or owner shall notify the Fire Department Dispatch Office and the Central Dispatch Monitoring Service prior to the sprinkler being taken out of service.

- (2) New Test Requirements. All new sprinkler systems shall be tested and inspected prior to the building being occupied. A formal inspection by the Fire Department shall be conducted prior to placing the system in service. Testing and inspection shall conform to the requirements below:
  - a. The sprinkler system shall have a hydrostatic test performed in the presence of a Fire Department inspector.
  - b. The sprinkler system shall be tested by flows of the main drain and inspector's test valve. The acceptance test shall be conducted by the installer in the presence of a Fire Department inspector.
  - c. The installer shall provide 48 hours advanced notice to the Fire Department prior to any test being conducted. Work shall not be covered if concealed prior to the required inspection.
- (3) Inspections. The Fire Department shall be given 48 hours advanced notice for all sprinkler system installation inspections.

**SEC. 5-2-13 FIRE DEPARTMENT ACCESS**

Buildings equipped with an automatic fire sprinkler system shall be provided with a standard key vault of a type approved by the Fire Department as further outlined in Section 5-2-74 of this ordinance. Building owners shall provide keys for the vault for all areas of the building, with the exception of security vaults.

**SEC 5-2-14 THROUGH SEC 5-2-29 RESERVED FOR FUTURE USE**

## ARTICLE C

### Standpipe and Hose Systems

#### SEC. 5-2-30 SCOPE

Standpipe and hose systems shall be installed and maintained in operable condition in all occupancies and locations set forth in this Chapter.

#### SEC. 5-2-31 GENERAL REQUIREMENTS

- (a) Standpipe and hose systems shall be installed in accordance with NFPA 14 - Standards for Installation of Standpipe and Hose Systems.
- (b) **Maintenance and Testing.** All standpipe and hose systems shall be maintained in accordance with NFPA 25.
  - (1) Annual Test Requirements/Inspections. A licensed sprinkler technician shall test and inspect the standpipe and hose system at least annually. A copy of the inspection report shall be forwarded to the Office of the Fire Prevention Bureau to be kept on file. Existing standpipe and hose systems that are under test or are taken out of service for repairs shall have the sprinkler tester/installer notify the Fire Department prior to the standpipe or hose system being temporarily taken out of service.
  - (2) New Standpipe and Hose System Test Requirements. All new standpipe and hose systems shall be tested and inspected prior to the building being occupied. Testing and inspection shall conform to the requirements below:
    - a. The standpipe and hose system shall have a hydrostatic test performed in the presence of a Fire Department inspector.
    - b. The standpipe and hose system shall be tested in accordance with NFPA 14. The acceptance test shall be conducted by the installer in the presence of a Fire Department inspector.
    - c. The installer shall provide 48 hours advanced notice to the Fire Department prior to any test being conducted. Work shall not be covered or concealed prior to the required inspection.
    - d. A final inspection by the Fire Department shall be conducted prior to placing the system in service.

#### SEC. 5-2-32 THROUGH 5-2-39 RESERVED FOR FUTURE USE

## ARTICLE D

### Automatic Fire Detection and Alarm Systems

#### SEC. 5-2-40 SCOPE

To provide early warning in the event of fire, automatic fire detection systems shall be installed and maintained in operable condition in all occupancies and locations within the City of Cedarburg as set forth in this Article. These requirements are in addition to the minimum standards of the adopted Wisconsin State Building Codes and NFPA standards for their proper installation and use.

#### SEC. 5-2-41 RESIDENTIAL OCCUPANCIES

Smoke detectors shall be UL listed for residential applications and be installed in accordance with NFPA 72. Installation practices shall conform to all local and State of Wisconsin codes and to the National Electrical Code.

- (a) All new and existing one and two family dwelling units shall have smoke detectors installed per SPS 321.09 and in accordance with the manufacturer's recommendations and specifications.
- (b) In new multi-family residential construction, smoke detectors shall be AC powered from a non-switched circuit, or from a battery operated source continuously charged from an unswitched AC circuit. A non-switched circuit is one which has no intervening switches between the circuit breaker panel or fuse box and the smoke detector.
- (c) Prior to a certificate of compliance being issued by the office of the Building Inspector, an inspection must be completed of the installation of a smoke detector in accordance with this Section. The Building Inspector or his designee shall assist the Fire Prevention Bureau in obtaining compliance in all one and two family dwellings.

#### SEC. 5-2-42 GENERAL REQUIREMENTS FOR ALL OTHER OCCUPANCIES

- (a) **NFPA Standards Compliance.** For all occupancies other than residential dwelling units, the term "Fire Alarm System" shall mean a Protective Signaling System installed in accordance with NFPA 72.
- (b) **Requirements for Annunciator Panels.** In all new and existing buildings over 10,000 square feet or having more than one story, the fire alarm system shall be separated into zones with a minimum of one zone for each floor, the attic, the basement and a separate zone for all pull stations. Exemptions would be multi-family residential, Section 5-2-43(3)(a).
- (c) **Central Station Monitoring Service Compliance.** A central monitoring service shall comply with NFPA 72. The central monitoring service is subject to prior approval by the Fire Prevention Bureau.
- (d) **Agency Listings.** All equipment shall bear the UL marking or other recognized listing and testing agency and shall be clearly marked on the equipment. All detectors shall be listed for commercial applications.
- (e) **Exception for Buildings with Sprinklers.** Any building in this classification (except hotels, motels, and bed and breakfast inns) which have a sprinkler system installed throughout in accordance with NFP A 13 shall be exempt from the requirements for a Fire Alarm System unless required by State of Wisconsin Commercial Building Code SPS 361-366.

In partially sprinklered buildings, any area not protected in accordance with NFPA 13, 13R or 13D shall have a Fire Alarm System installed in accordance with this Article.

#### **SEC. 5-2-43 MAINTENANCE AND TESTING**

- (a) **Installation Inspection.** An Acceptance Test conforming to NFPA 72 shall be performed before acceptance of the Fire Alarm System by the Fire Prevention Bureau. Arrangements shall be made with the Fire Prevention Bureau with at least 48 hours advance notice given.
- (b) **Periodic Testing.** Periodic testing of the Fire Alarm System and detectors is required with the frequency, procedures, and test methods specified in NFPA 72. Monthly tests are required for the Fire Alarm Control Panel.
- (c) **On-site Record of Testing.** The owner of each building which requires a fire alarm system shall post a record of periodic testing showing the date and person performing the test. This record shall be located at the fire alarm panel or other location approved by the Fire Prevention Bureau.
- (d) **Corrective Maintenance Requirements.** No Fire Alarm System may be allowed to remain in a non-functioning condition. Nonfunctioning panels, circuits, devices, or trouble conditions indicated by the supervisory monitoring function of the fire alarm control panel shall be corrected immediately.

#### **SEC. 5-2-44 FALSE ALARMS**

Further regulation on private alarm systems in addition to this Chapter is detailed in Title 5, Chapter 4 of the City of Cedarburg Code of Ordinances.

#### **SEC. 5-2-45 THROUGH SEC. 5-2-49 RESERVED FOR FUTURE USE.**



## ARTICLE E

### Requirements for Fire Apparatus

#### SEC. 5-2-50 SCOPE

This article shall apply to all access or fire lanes on public or private property within the City of Cedarburg. Additional requirements may be further outlined in the City of Cedarburg Zoning Ordinance, Subdivision Ordinance, or the State Building Code. When required by the Fire Prevention Bureau, hard surfaced driving lanes shall be provided around facilities which, by their size, location, design or contents warrant access which exceeds that normally provided by the proximity of city streets.

#### SEC 5-2-51 ACCESS FOR FIRE APPARATUS

- (a) **Suitable Access.** All premises, public or private, which the Fire Department may be called upon to protect in case of fire and which are not readily accessible from public roads shall be provided with suitable gates, access roads and fire lanes so that all buildings on the premises are accessible to fire apparatus. The Fire Prevention Bureau may require that areas specified for use as driveways or private thoroughfares shall not be used for parking. These areas, when specified, shall be marked or identified by one of the two means detailed in 5-2-72(a).
- (b) **Fire Lanes.** Fire lanes shall be provided on public or private property devoted to public use and for all buildings used for human habitation or occupancy. Fire lanes may also be designated on those private roadways where it is found by the Fire Prevention Bureau that such access is necessary for fire apparatus.
- (c) **Surface.** Fire lanes shall be either asphalt or reinforced concrete, 4 inches thick minimum, or when specifically authorized by the Fire Prevention Bureau, compacted crushed rock may be used. Where fire lanes connect to city streets or parking lots, adequate clearances and turning radii shall be provided. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface.
- (d) **Width.** Lanes shall provide a minimum, unobstructed continuous width of 12 feet and height of 13 feet 6 inches.
- (e) **Dead-end Road.** Any dead-end road more than one hundred fifty (150) feet long shall be provided a turn-around at the closed end of the roadway. Turn-arounds can be T -type or hammerhead, cul-de-sac or curved driveway.
- (f) **Turning Radius.** **The turning radius of a fire department access road shall be approved by the Cedarburg Fire Department.** Curves and turnarounds shall be designated for a minimum of a forty (40) foot turning radius.

#### SEC. 5-2-52 DESIGNATED FIRE LANES

- (a) Lanes shall be identified by a 4-inch-wide line and block letters 2 feet high, painted in the lane, at 50-foot intervals stating "FIRE LANE - NO PARKING". Signs shall be posted on or immediately next to the curb line, or on the building. Signs shall be a minimum of 12" by 18" and shall have letters and background of contrasting colors, readily readable from at least a 50-foot distance. Signs shall be spaced not further than 50 feet apart. Signs shall be

mounted a minimum of 4 feet and a maximum of 6-1/2 feet from the pavement to the bottom edge of the sign.

- (b) Proposed fire lane designations intended to satisfy the requirements of this Article must be approved by the Fire Department and the Plan Commission.
- (c) It shall be unlawful for any person(s) or firm(s) to post a fire lane sign without the approval of the Fire Department or the Plan Commission.

#### **SEC. 5-2-53 UNAPPROVED FIRE LANES**

Fire lane signs posted without the approval of the Fire Department shall be removed or the fire lane shall be formally established and posted as required by this Chapter.

#### **SEC. 5-2-54 FIRE LANE PARKING REGULATED**

- (a) **Fire Lane Parking.** Any vehicle that is parked within a fire lane designated and marked in accordance with Section 5-2-62 may be removed at the vehicle owner's expense. Vehicles will be towed away under the following circumstances:
  - (1) When a vehicle repeatedly violates the fire lane regulations by habitually parking in a fire lane.
  - (2) When a vehicle blocks the ingress/egress of a business, theater, night club, apartment complex, gymnasium or a place of public assembly.
  - (3) When a vehicle's presence threatens the safety of the public by impeding the ability of fire apparatus and or emergency medical equipment to respond to an emergency.
  - (4) Removal of a vehicle under such circumstances may be authorized by the person in lawful possession of the property or by the Fire Chief or their representative. The Police Department may order the towing of a vehicle at any time that the above circumstances exist.
- (b) **Stopping in Lane.** Vehicles will be permitted to stop in a fire lane for a reasonable period of time as determined by the Fire or Police officials while actively loading or unloading provided the driver is present.
- (c) **Obstructions Other Than Vehicles.** An inspection report with warning notice shall be issued to the property owner, occupant or responsible party requiring that if an obstruction in a fire lane is not removed within a specified time period, the Department may cause the removal of the obstruction with the cost of removal billed to the person(s) responsible for the obstruction.
- (d) **When It Becomes Necessary to Obstruct a Fire Lane, i.e. Construction Remodeling or Repair.** Written approval shall be required and permission obtained from the Fire Department in any circumstance in which it is necessary to temporarily obstruct a fire lane. A copy of the authorization shall be posted at the site.
- (e) **Enforcement.** Vehicles parked in fire lanes shall be cited with a notice of violation on a standard Wisconsin Citation or Cedarburg Parking Citation enforceable under 10-1-61 of the Cedarburg Code of Ordinances.

#### **SEC. 5-2-55 THROUGH SEC. 5-2-59 RESERVED FOR FUTURE USE.**

## **ARTICLE F**

### **Fire Hydrants Required**

#### **SEC. 5-2-60 SCOPE**

The requirements of this article shall apply to all required fire hydrants installed on private property. These requirements apply to all buildings constructed or altered after the effective date of this revision of the Cedarburg Fire Prevention Code.

#### **SEC. 5-2-61 FIRE HYDRANTS**

- (a) Where the municipal water system is available, any portion of a commercial, residential, or industrial building more than three hundred (300) feet from the municipal fire hydrants, the owner shall install at his expense approved hydrants. The setback distance shall be determined by measuring the travel distance from a municipal hydrant, along the centerline of a municipal street, private road or parking area suitable for travel by fire apparatus.
- (b) Hydrants determined to be necessary in accordance with Subsection (a) shall be freestanding and shall be installed not more than fifty (50) feet or less than twenty-five (25) feet from the building. One (1) hydrant shall be located at the main entryway to such building or complex. Additional hydrants shall be provided around the perimeter of the building or 'complex so no hydrant is more than four hundred (400) feet from any other approved hydrant as described in Subsection (a).
- (c) For new construction, hydrants required by this Chapter shall be installed and made operable prior to permitting construction to progress beyond the footing and foundation stages.
- (d) All private water lines between the municipal water main and approved hydrants shall be no less than six (6) inches inside diameter.
- (e) All water mains, hydrants and their location shall be approved by the Fire Department and Cedarburg Light and Water Commission. The hydrants shall be installed in such a manner and location so as to be accessible at all times to the Fire Department.
- (f) All water mains and hydrants shall be installed, inspected and tested in compliance with the standards of the City of Cedarburg and Cedarburg Light and Water Commission.
- (g) All hydrant installations shall have a 5 foot fiberglass hydrant marker installed meeting Cedarburg Light and Water Utility specifications. The Fire Department shall approve the installation to assure proper access.

#### **SEC. 5-2-62 BLOCKING OF FIRE HYDRANTS PROHIBITED.**

- (a) No person shall park any motor vehicle within ten (10) feet of any fire hydrant or otherwise interfere with the accessibility of any fire hydrant by piling, dumping or placing any other obstructive material or object within ten (10) feet of a fire hydrant without first obtaining written permission from the Fire Department. Every day during which such interference continues' shall constitute a separate offense.
- (b) Any vehicle that is blocking a fire hydrant in accordance with Section 5-2-61 may be removed at the vehicle owner's expense. Vehicles will be towed away under the following circumstances:
  - (1) When a vehicle repeatedly violates the fire hydrant regulations by habitually blocking

- a fire hydrant.
- (2) When a vehicle blocks the ingress/egress of a business, theater, night club, apartment complex, gymnasium or a place of public assembly.
- (3) When a vehicle's presence threatens the safety of the public by impeding the ability of fire apparatus and/or emergency medical equipment to respond to an emergency.
- (c) Removal of a vehicle under such circumstances may be authorized by the person in lawful possession of the property or by the Fire Chief or their representative. The Police Department may order the towing of a vehicle at any time that the above circumstances exist.

**SEC. 5-2-63 THROUGH SEC. 5-2-69 RESERVED FOR FUTURE USE.**

## **ARTICLE G**

### **Hazards to Life and Property**

#### **SEC. 5-2-70 SCOPE.**

It is the intent of this Article to prescribe regulations consistent with recognized standard practice for the safe-guarding to a responsible degree of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life and property in the use or occupancy of buildings or premises.

#### **SEC. 5-2-71 STORAGE OF JUNK, ETC. PROHIBITED.**

The storage of junk shall be regulated per Sec. 11-3-5 of the Cedarburg Code of Ordinances.

#### **SEC. 5-2-72 REGULATION OF FIREWORKS.**

The sale, use, storage and discharge of fireworks shall be regulated through the licensing provisions of Title 7, Chapter 8, of this Code of Ordinances. See Sec. 7-8-1 for further regulations.

#### **SEC. 5-2-73 BUILDINGS DAMAGED BY FIRE.**

- (a) If the Fire Chief finds any building and its contents are damaged by fire to a point in which the structure and contents present a health or life safety hazard to the public, orders shall be issued to the owner to abate such hazard through repair or removal of the building and/or its contents. Such orders shall include a time period to complete abatement of such hazard to extend no more than sixty (60) days.
- (b) After sixty (60) days, the Fire Chief can order the building and contents removed to an appropriate landfill site. The owner of the property will be held responsible for any expenses incurred.
- (c) Written request for extension of the time permitted to complete ordered repairs or removal shall be submitted to the Fire Chief within forty-five (45) days after the fire. The written request must contain the following information:
  - (1) The reason compliance cannot be completed within the sixty (60) day limit.
  - (2) The projected date the repairs are to start, type of repairs to be conducted and projected date repairs are to be completed.

#### **SEC. 5-2-74 KEY VAULT REQUIRED.**

- (a) A key vault, of a type to be approved by the Fire Chief or their designee, shall be required on all new buildings, with the exception of one- and two-family dwellings. The required key vault shall be placed at an easily accessible location on the building to be approved by the Fire Chief or their designee.
  - (1) For groups of separate buildings that share a common owner or manager, a written request can be submitted to the Fire Chief, or their designee, for approval to utilize a single key vault for the group of buildings at a location approved by the Fire Chief or their designee.
  - (2) Written appeals can be submitted to the Fire Chief or their designee for any request to

be exempt from the requirements of this code. These appeals will be reviewed by the Fire Chief or their designee for either approval or denial.

- (b) Properly identified and up-to-date keys to gain access to the building and the building fire protection systems and features shall be maintained in the key vault. When a change of locks within the building is necessary, the Fire Inspector shall be notified and new keys shall be provided to be placed in the key vault.
- (c) Removal of any key by other than Fire Department personnel shall be in violation of this Section.

#### **SEC. 5-2-75 OPEN BURNING,**

- (a) **All Trash Burning Prohibited.** No person shall kindle or cause to be kindled any trash fire in or upon any street, alley, public way, park or any public or private ground within the City of Cedarburg.
- (b) **Trash Defined.** Trash is defined as rubbish, grass, leaves, branches, plastic, construction waste, paper products, industrial waste or any other type of debris.
- (c) Open Burning is prohibited. Outdoor fires within the corporate limits of the City of Cedarburg are prohibited except as set forth below.
  - (1) No grills or devices used for outdoor fires for cooking are authorized to be used above the first story of any building on a balcony, raised porch or platform, etc.
  - (2) Recreational Fires.
    - (a) No recreational fires may be started or allowed to continue burning unless such recreational fire is fully contained within an approved fire pit or outdoor appliance.
      - (1) An approved fire pit is any below ground dug pit not greater than 36 inches inside diameter (inside edge of the pit to inside edge); lined with non-combustible material, soil, metal or stone; a minimum of 6 inches deep; and ringed on the outer diameter with stone, brick or concrete.
      - (2) An outdoor appliance is any commercially available appliance designed to contain a wood fire when operated according to manufacturer's instructions with all lids, screens and spark arresting devices in place; or permanent structure built entirely of non-combustible materials designed with spark arrestors and screens to contain a wood fire.
    - (b) No fire pit shall be closer than 25 feet from any dwelling, building, structure, shed or garage or closer than 10 feet from any wood fence, deck or combustible material. Commercially available outdoor appliances shall not be within 10 feet of any structure or combustibles; all recreational fires are to be set back a minimum of 6 feet from adjoining property lines.
    - (c) No recreational fires shall be started or allowed to continue burning when the wind direction or wind speed will cause embers or other burning material to be carried onto any building or combustible material; nor any time wind direction will carry smoke into open windows of any building. Smoke from any recreational fire shall not create a nuisance for neighboring properties and fires shall be completely extinguished when police or fire department investigation determines a nuisance is present.
    - (d) Fuel for outdoor recreational fires shall consist of natural wood or manufactured fire log material only and may not include leaves, rubbish,

garbage, trash, construction materials, any materials made of or coated with rubber or plastic, leather or petroleum based materials. Flammable or combustible liquids may not be used to aid in starting any outdoor fire. Flammable or common/standard dry kindling materials may be used to aid in starting any outdoor fire.

- (e) Recreational fires shall be consistently attended and supervised by a competent person at least 18 years of age until the fire has been completely extinguished. The means of extinguishing any fire (as deemed necessary by the Fire Chief) must be kept immediately available at all times when a recreational fire is burning. Proper fire extinguishing equipment includes: a garden hose, shovels, water buckets or an ABC rated fire extinguisher at least 10 lbs. capacity.
- (f) Any party who starts or maintains a recreational fire that is allowed to burn out-of-control shall be held responsible for paying any costs associated with fire control efforts to extinguish the fire.
- (g) Recreational fires shall be permitted only from 11 a.m. to 11 p.m.

#### **SEC. 5-2-76 TENTS.**

- (a) **Tent Permit Required.** No tent exceeding one thousand five hundred (1,500) square feet in area shall be erected, maintained, operated or used without a permit.
- (b) **Fire Watchers to be Employed.** One (1) or more qualified persons to service as fire watchers shall be employed by all circuses, carnivals or other exhibitions where large crowds assemble. They shall familiarize themselves with all fire protection facilities and fire prevention features and with the condition of exits and shall patrol the entire tent area during the time of occupancy. They shall see that aisles and exit ways are kept open and that "No Smoking" rules are enforced.
- (c) **Tents for Assembly to Conform to Recognized Safe Practices.** The design, construction, flame proofing, location, maintenance and use of tents for assembly shall be in accordance with recognized safe practices. Compliance with the American Standard of Outdoor Assembly, Grandstands and Tents, as adopted by the National Fire Protection Association, shall be considered as prima facie evidence of compliance with such recognized safe practices.

#### **SEC. 5-2-77 SMOKING PROHIBITED CONDITIONS.**

The Fire Prevention Bureau may designate no smoking areas as further outlined in Sec. 8-1-8 of the City of Cedarburg Code of Ordinances.

SECTION 2. This ordinance shall take effect upon its passage and publication as provided by law.

Passed and adopted this 13<sup>th</sup> day of November, 2017.

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Kip Kinzel, Mayor

Countersigned:

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Constance K. McHugh, City Clerk

Approved as to form:

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Michael P. Herbrand, City Attorney



**CITY OF CEDARBURG**  
**TRANSFER LIST**  
10/28/2017-11/9/17

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
<b>PWSB CHECKING ACCOUNT</b>		
10/31/2017	\$106,126.04	WRS-September remittance
11/2/2017	\$78,710.18	WCA-November health insurance premiums
11/2/2017	\$5,334.26	MetLife-November dental insurance premiums
11/2/2017	\$479.76	Aflac-October premiums
11/3/2017	\$2,753.68	Minnesota Life-December life insurance premiums
11/6/2017	\$2,746.46	Light & Water-October charges
11/7/2017	\$182,000.00	PWSB Payroll
11/8/2017	\$5,630.65	Health Savings Accounts-contributions for 10/22/17-11/4/17
11/8/2017	\$467.50	Police Association-union dues for 10/22/17-11/4/17
11/8/2017	\$3,139.09	ICMA-contributions for 10/22/17-11/14/17
11/8/2017	\$4,477.74	North Shore Bank-contributions for 10/22/17-11/14/17
	<u>\$391,865.36</u>	
<b>PWSB PAYROLL ACCOUNT</b>		
11/9/2017	\$126,090.78	Payroll for 10/22/17-11/4/17
11/9/2017	\$56,277.05	Payroll taxes for 10/22/17-11/14/17
	<u>\$182,367.83</u>	
<b>PWSB MONEY MARKET ACCOUNT</b>		
10/31/2017	\$356.21	PWSB Internal Service Money Market
11/7/2017	\$200,000.00	PWSB Checking
	<u>\$200,356.21</u>	

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		Check Amt	Invoice	Comment
111300 PWSB Checking				
Unpaid	ADP, LLC.			
E 100-515600-210	PROFESSIONAL SERVICES	\$433.78	502573138	TREAS-10/21/17 PAYROLL
	Total ADP, LLC.	\$433.78		
Unpaid	APCO			
G 100-162000	PREPAID EXPENSES	\$92.00	DUES	EM-2018 F. EVEN MEMBERSHIP ID# 65006
	Total APCO	\$92.00		
Unpaid	ASSOCIATED BENEFIT & RISK CON.			
E 100-515600-210	PROFESSIONAL SERVICES	\$1,534.00	168	TREAS-NOVEMBER 2017 CONSULTING
G 100-156200	DUE FROM LIGHT & WATER	\$383.00	168	L&W-NOVEMBER 2017 CONSULTING
	Total ASSOCIATED BENEFIT & RISK CON.	\$1,917.00		
Unpaid	AT&T			
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$138.03	262375762410	PD-PHONE
	Total AT&T	\$138.03		
Unpaid	BADGER BUS TOUR & TRAVEL			
E 100-555140-390	OTHER EXPENSES	\$165.00	30442	SR TOURS-11/3/17 HO CHUNK GROUP 7
	Total BADGER BUS TOUR & TRAVEL	\$165.00		
Unpaid	BAKER & TAYLOR AUDIOBOOK PRE			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$309.50	2033235029	LIBR-CMDS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$123.11	2033235145	LIBR-CMDS
	Total BAKER & TAYLOR AUDIOBOOK PRE	\$432.61		
Unpaid	BAKER & TAYLOR BOOKS			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$313.48	2033222460	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$470.60	2033250499	LIBR-BOOKS
E 260-555110-322	DONATION EXPENDITURES	\$222.25	2033250500	LIBR-BOOKS
	Total BAKER & TAYLOR BOOKS	\$1,006.33		
Unpaid	BAYCOM			
E 100-522110-240	REPAIR AND MAINTENANCE	\$173.75	SRVC0000009	PD-SERVICE TO 911 SERVER
	Total BAYCOM	\$173.75		
Unpaid	BEYER S HARDWARE STORE			
E 100-555510-240	REPAIR AND MAINTENANCE	\$11.84	133412	PARKS-ZN OPEN S-HOOK
E 100-555510-240	REPAIR AND MAINTENANCE	\$11.84	133413	PARKS-SS OPEN S HOOKS
E 100-555510-240	REPAIR AND MAINTENANCE	\$4,480.00	133455	PARKS-POOL-EPOXY PAINT
E 100-555510-240	REPAIR AND MAINTENANCE	\$191.63	133501	PARKS-POOL-PHOS FREE CLEANER
E 100-555510-240	REPAIR AND MAINTENANCE	\$11.98	133520	PARKS-WASP KILLER
E 100-533210-350	OPERATING SUPPLIES	(\$7.20)	133530	DPW-CREDIT-RTND BARREL BOLT/PURCH. BUNGEE CORD
E 100-555510-240	REPAIR AND MAINTENANCE	\$8.07	133673	PARKS-TRASH BAGS
E 100-533210-353	MAINTENANCE PARTS	\$14.39	133682	DPW-REBAR
E 100-533210-353	MAINTENANCE PARTS	\$64.12	133720	DPW-DUAL FAN/DECO SWITCH
E 100-555510-240	REPAIR AND MAINTENANCE	\$178.93	133726	PARKS-POOL-MURIATIC REPL ACID/SPRAYER

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		Check Amt	Invoice	Comment
E 100-555510-240	REPAIR AND MAINTENANCE	\$13.92	133754	PARKS-POOL-CABLE TIES
E 100-533210-353	MAINTENANCE PARTS	\$15.28	133907	DPW-13 GAL BLK KITCHEN BAGS
E 100-555510-240	REPAIR AND MAINTENANCE	\$18.93	133956	PARKS-ANTIFREEZE BLEND/SEAL TAPE
E 100-555510-240	REPAIR AND MAINTENANCE	(\$20.00)	134054	PARKS-CREDIT RENTAL RETURN-SCOUT PROJ.
E 100-555510-240	REPAIR AND MAINTENANCE	\$73.58	134067	PARKS-POOL-ROLLER FRAME/COVER/BRUSH
E 100-533210-353	MAINTENANCE PARTS	\$4.28	134074	DPW-GRY SHOE COVERS
E 100-555510-240	REPAIR AND MAINTENANCE	\$107.64	134147	PARKS-ANTIFREEZE BLEND
E 100-555510-240	REPAIR AND MAINTENANCE	\$44.39	134251	PARKS-TAMPICO ACID BRUSH/SQUEEGEE/HANDLE
E 100-555510-240	REPAIR AND MAINTENANCE	\$51.73	134512	PARKS-ANTIFREEZE BLEND
E 100-533210-353	MAINTENANCE PARTS	\$32.37	134836	DPW-LIQ TOILET DEODORIZER
E 100-533210-353	MAINTENANCE PARTS	\$23.78	134847	DPW-BLK STL PIPES
E 100-518100-350	OPERATING SUPPLIES	\$4.12	134852	COMPLEX-ROPE CLAMP
E 100-533210-353	MAINTENANCE PARTS	\$50.33	134854	DPW-PLEAT 40 FILTERS
E 601-573835-296	COLLECTION SYSTEM TELEVI	\$4.12	134855	CWRC-GRAB HOOK/LAP LINK
E 100-533210-353	MAINTENANCE PARTS	(\$25.16)	134857	DPW-RETRND PLEAT FILTERS/PURCH. 20X20 FILTERS
E 100-518100-350	OPERATING SUPPLIES	\$15.76	134859	COMPLEX-HARDWARE/COUPLING NUTS
E 601-573830-342	JANITORIAL SUPPLIES	\$13.49	134901	CWRC-SAVER II GRY MAT
E 100-533210-353	MAINTENANCE PARTS	\$7.51	134908	DPW-HARDWARE
E 100-518100-350	OPERATING SUPPLIES	\$25.96	134939	COMPLEX-PAPER/COMPOUND/ADHESIVE
<b>Total BEYER S HARDWARE STORE</b>		<b>\$5,427.63</b>		
<b>Unpaid BOEHLKE BOTTLED GAS CORP.</b>				
E 100-533311-240	REPAIR AND MAINTENANCE	\$97.75	26849	DPW-PROPANE FILLS
<b>Total BOEHLKE BOTTLED GAS CORP.</b>		<b>\$97.75</b>		
<b>Unpaid BRAUN THYSSENKRUPP ELEVATOR</b>				
E 100-518100-240	REPAIR AND MAINTENANCE	\$209.88	132442	COMPLEX-11/1/17 TO 12/31/17 BILLING
<b>Total BRAUN THYSSENKRUPP ELEVATOR</b>		<b>\$209.88</b>		
<b>Unpaid BURKE TRUCK &amp; EQUIPMENT INC</b>				
E 100-533450-340	MAINTENANCE SUPPLIES	\$103.06	22073	DPW-MARKERS BRIGHT ORANGE
<b>Total BURKE TRUCK &amp; EQUIPMENT INC</b>		<b>\$103.06</b>		
<b>Unpaid BUSINESS CARD</b>				
E 100-533450-340	MAINTENANCE SUPPLIES	\$282.00	1690	DPW-CC FILSON CO
E 100-555510-310	OFFICE SUPPLIES	\$14.85	1690	PARKS-AMAZON.COM
E 100-555510-240	REPAIR AND MAINTENANCE	\$28.06	1690	PARKS-USPS-POSTAGE/AMAZON.COM
E 220-555390-347	SUPPLIES AND EXPENSES	\$1,558.37	1690	REC-WEISSMAN/DISC DANCE SPLY
E 220-555390-347	SUPPLIES AND EXPENSES	(\$234.30)	1690	REC-CREDIT-WEISSMAN RETURNS
E 260-555110-310	OFFICE SUPPLIES	\$123.37	1908	LIBR-AMAZON.COM/POSPAPER
E 260-555110-315	POSTAGE	\$13.76	1908	LIBR-USPS MAILING
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$116.16	1908	LIBR-AMAZON.COM
E 260-555110-320	PROF PUBLICATIONS AND DU	\$123.00	1908	LIBR-WLA
E 260-555110-322	DONATION EXPENDITURES	\$857.76	1908	LIBR-3D SYS/PADROUGE AMOEBA/DISC SCHL/GAMESTOP
E 260-555110-330	TRAVEL & TRAINING	\$217.00	1908	LIBR-2017 WLA CONF REG
E 260-555110-331	LSTA GRANT EXPENDITURES	\$15.56	1908	LIBR-AMAZON.COM (GRANT)
E 100-522120-330	TRAVEL & TRAINING	(\$0.28)	5470	PD-CREDIT-RBT CASEYS GEN STORE

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E 100-522120-330	TRAVEL & TRAINING	\$396.00	5470	PD-RADISSON HOTEL GB/DOJ E PAY CONFERENCE
E 100-522120-330	TRAVEL & TRAINING	\$134.39	5470	PD-KALAHARI RESORTS, MARCOS/CASEYS/BUFFL W WINGS
E 100-522120-351	GAS AND OIL EXPENSE	\$17.66	5470	PD-MARATHON PETROL INDIANA
E 100-522120-330	TRAVEL & TRAINING	\$443.11	5470	PD-BAYMOUNT INN INDIANA, MARTINS/KALAHARI/MAC CHS/MOOSEJAW
E 100-522110-390	OTHER EXPENSES	\$12.19	9962	PD-UPS SHIPMENT
	<b>Total BUSINESS CARD</b>	<b>\$4,118.66</b>		
Unpaid	<b>CENSKY, JON</b>			
E 100-566310-210	PROFESSIONAL SERVICES	\$4,876.00	17-0010	PLAN-OCTOBER 2017 PLANNER SERVICES
	<b>Total CENSKY, JON</b>	<b>\$4,876.00</b>		
Unpaid	<b>CINTAS CORPORATION</b>			
E 100-533210-350	OPERATING SUPPLIES	\$127.31	184105523	DPW-UNIFORMS
	<b>Total CINTAS CORPORATION</b>	<b>\$127.31</b>		
Unpaid	<b>COMPASS MINERALS AMERICA</b>			
E 100-533450-450	SNOW AND ICE MATERIALS	\$15,099.17	101641	DPW-PO#DPW779-BULK HWY COARSE SALT
E 100-533450-450	SNOW AND ICE MATERIALS	\$22,445.51	102271	DPW-PO#DPW779-BULK HWY COARSE SALT
	<b>Total COMPASS MINERALS AMERICA</b>	<b>\$37,544.68</b>		
Unpaid	<b>COSTABEL CATHERINE</b>			
R 100-463101	PUBLIC WORKS FEES	\$25.00	REFUND	REFUND OF APPLIANCE PICKUP FEE-CANCELLED
	<b>Total COSTABEL CATHERINE</b>	<b>\$25.00</b>		
Unpaid	<b>COVERED BRIDGE INSURANCE</b>			
R 260-482215	RENT - CITY PROPERTY	\$187.50	REFUND	LIBR-REFUND-COMMUNITY ROOM RENTAL FEE
	<b>Total COVERED BRIDGE INSURANCE</b>	<b>\$187.50</b>		
Unpaid	<b>DOERN, ROBERT</b>			
E 700-519400-553	2017 CLAIMS	\$946.99	SETTLEMENT	9/16/2017 VEHICLE DAMAGE CLAIM SETTLEMENT
	<b>Total DOERN, ROBERT</b>	<b>\$946.99</b>		
Unpaid	<b>FASTENAL COMPANY</b>			
E 100-533210-353	MAINTENANCE PARTS	\$64.35	WISAU96139	DPW-5'X1000' 80GAW/HNDL
	<b>Total FASTENAL COMPANY</b>	<b>\$64.35</b>		
Unpaid	<b>GRAINGER</b>			
E 601-573830-340	MAINTENANCE SUPPLIES	\$67.27	9800566401	CWRC-ALTERNATING RELAY
	<b>Total GRAINGER</b>	<b>\$67.27</b>		
Unpaid	<b>HEAVY EQUIPMENT SPECIALISTS</b>			
E 100-533450-340	MAINTENANCE SUPPLIES	\$629.58	25499	DPW-FITTINGS/HOSES
	<b>Total HEAVY EQUIPMENT SPECIALISTS</b>	<b>\$629.58</b>		
Unpaid	<b>HOME DEPOT CREDIT SERVICES</b>			
E 601-573830-362	TOOLS	\$179.96	4562607	CWRC-CLAMP KIT/THERMOMETER/OUTLET SPLITTER
E 601-573830-342	JANITORIAL SUPPLIES	\$36.35	4562607	CWRC-CONTRACTOR BAGS/HDX13G SCENTED

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<b>Total HOME DEPOT CREDIT SERVICES</b>	<b>\$216.31</b>		
Unpaid			
<b>INTOUCH THERAPEUTIC MASSAGE LL</b>			
G 100-215915 EMPLOYEE REIMBURSEMENTS	\$195.00	CHAIR MASS	EMPL REL-10/26 CHAIR MESSAGES-WELLNESS
<b>Total INTOUCH THERAPEUTIC MASSAGE LL</b>	<b>\$195.00</b>		
Unpaid			
<b>JANI-KING OF MILWAUKEE/ROYAL F</b>			
E 100-533210-350 OPERATING SUPPLIES	\$368.00	MIL11170556	DPW-NOVEMBER 2017 JANITORIAL SERVICES
<b>Total JANI-KING OF MILWAUKEE/ROYAL F</b>	<b>\$368.00</b>		
Unpaid			
<b>KASDORF, LEWIS &amp; SWIETLIK, SC</b>			
E 700-519400-552 Insurance Claims 2016	\$3,695.16	507677	JULY-OCT-SHABANI v CITY OF CEDARBURG
<b>Total KASDORF, LEWIS &amp; SWIETLIK, SC</b>	<b>\$3,695.16</b>		
Unpaid			
<b>KUNZ, JANET</b>			
R 220-467319 BASKETBALL FEES	\$160.00	REFUND	REFUND-BASKETBALL DOUBLE PAYMENT
<b>Total KUNZ, JANET</b>	<b>\$160.00</b>		
Unpaid			
<b>LARK UNIFORM OUTFITTERS INC</b>			
E 100-522120-380 EQUIPMENT/CAPITAL OUTLA	\$329.25	253562	PD-PLASTIC STOP SIGNS
<b>Total LARK UNIFORM OUTFITTERS INC</b>	<b>\$329.25</b>		
Unpaid			
<b>MARSHALL &amp; SWIFT/BOECKH, LLC</b>			
E 100-515400-312 COMPUTER/COPIER SUPPLIE	\$634.20	RENEWAL	ASSESSOR-COMM'L ESTIMATOR BOOK UPDATES
<b>Total MARSHALL &amp; SWIFT/BOECKH, LLC</b>	<b>\$634.20</b>		
Unpaid			
<b>MASTER PRINTWEAR</b>			
E 220-555390-347 SUPPLIES AND EXPENSES	\$876.00	1301	REC-POMS TEAM JACKETS
<b>Total MASTER PRINTWEAR</b>	<b>\$876.00</b>		
Unpaid			
<b>NAPA AUTO PARTS</b>			
E 100-533210-353 MAINTENANCE PARTS	\$18.49	5269-902421	DPW-OIL & AIR FILTERS
E 100-533210-353 MAINTENANCE PARTS	\$54.99	5269-909669	DPW-VEH #120-TRAILER JACK
E 100-533210-353 MAINTENANCE PARTS	\$27.58	5269-910040	DPW-SHOP-AIR HOSES
E 601-573845-240 REPAIR AND MAINTENANCE	\$45.54	5269-910397	CWRC-RTU EXT LIFE GAL
E 100-533210-353 MAINTENANCE PARTS	\$18.83	901080	DPW-FUEL & OIL FILTERS
<b>Total NAPA AUTO PARTS</b>	<b>\$165.43</b>		
Unpaid			
<b>NORTH CENTRAL LABORATORIES</b>			
E 601-573825-370 LAB SUPPLIES	\$196.74	397163	CWRC-SODIUM HYDROXIDE/SILVER NITRATE
<b>Total NORTH CENTRAL LABORATORIES</b>	<b>\$196.74</b>		
Unpaid			
<b>OFFICE DEPOT</b>			
E 100-515600-310 OFFICE SUPPLIES	\$41.58	974788111001	TREAS-6.5X9.5 KRAFT ENVELOPES
E 100-515600-310 OFFICE SUPPLIES	\$8.94	974788231001	TREAS-POST-IT NOTES
<b>Total OFFICE DEPOT</b>	<b>\$50.52</b>		
Unpaid			
<b>ONTECH SYSTEMS, INC</b>			
E 100-514700-210 PROFESSIONAL SERVICES	\$483.50	31941	IT-MONTHLY PREFERRED SERVER CARE

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E 100-514700-210 PROFESSIONAL SERVICES	\$5,400.00	32058	IT-BLOCK OF SUPPORT HOURS
E 100-514700-210 PROFESSIONAL SERVICES	\$16.59	32059	IT-QUARTERLY SUPPORT
Total ONTECH SYSTEMS, INC	\$5,900.09		
Unpaid PIGATTO, AMANDA			
R 220-467319 BASKETBALL FEES	\$160.00	REFUND	YOUTH BASKETBALL LEAGUE REFUND
Total PIGATTO, AMANDA	\$160.00		
Unpaid PITNEY BOWES GLOBAL FINANCIAL			
E 100-522110-240 REPAIR AND MAINTENANCE	\$192.00	3304629936	PD-EQUIPMENT RENTAL
Total PITNEY BOWES GLOBAL FINANCIAL	\$192.00		
Unpaid POMP S TIRE SERVICE, INC.			
E 100-533210-353 MAINTENANCE PARTS	\$285.00	430059924	DPW-ALL SEASON TIRES
Total POMP S TIRE SERVICE, INC.	\$285.00		
Unpaid RICOH USA, INC			
E 100-522110-240 REPAIR AND MAINTENANCE	\$991.08	9023679846	PD-11/1/17 TO 1/31/18 COPIER RENTALS
Total RICOH USA, INC	\$991.08		
Unpaid RUEKERT & MIELKE			
E 601-573850-211 EXTRAORDINARY SERVICES	\$2,338.74	120879	CWRC-SCADA SERVICE 9/2/2017-9/29/2017
Total RUEKERT & MIELKE	\$2,338.74		
Unpaid RYCHTIK WELDING, INC.			
E 100-533210-353 MAINTENANCE PARTS	\$40.42	51280	DPW-1-1/4" RD ROD CR
Total RYCHTIK WELDING, INC.	\$40.42		
Unpaid SCHMITZ READY MIX, INC.			
E 100-533440-240 REPAIR AND MAINTENANCE	\$255.00	0717746-IN	DPW-#1 SLURRY
E 100-533210-353 MAINTENANCE PARTS	(\$54.00)	9701125-IN	DPW-CREDIT-RETURNED TIE WIRE 8" BUNDLE
E 100-533440-240 REPAIR AND MAINTENANCE	\$3.02	OCT0017-FC	DPW-FC-INV 0717746-IN
Total SCHMITZ READY MIX, INC.	\$204.02		
Unpaid STREICHER S POLICE EQUIPMENT			
E 100-522120-346 UNIFORMS	\$17.99	11284835	PD-LINER BELT
Total STREICHER S POLICE EQUIPMENT	\$17.99		
Unpaid TACTICAL SOLUTIONS-PUBLIC SAFE			
E 100-522120-240 REPAIR AND MAINTENANCE	\$408.00	6327	PD-CERTIFICATION OF RADAR UNITS
Total TACTICAL SOLUTIONS-PUBLIC SAFE	\$408.00		
Unpaid TAPCO			
E 100-533311-363 SIGNS	\$91.90	1579025	DPW-DISABLED PARKING STENCIL
E 100-533311-363 SIGNS	\$332.00	1582525	DPW-R1-6 STATE LAW YIELD TO PED/PED CROSSING
Total TAPCO	\$423.90		
Unpaid TIME WARNER CABLE-PO BOX 4639			

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E 100-522110-225	TELEPHONE/COMMUNICATIO	\$13.27	10404-303552	PD-DIGITAL ADAPTERS
E 100-533210-350	OPERATING SUPPLIES	\$4.42	10404-304433	DPW-DIGITAL ADAPTER
E 100-518100-225	TELEPHONE/COMMUNICATIO	\$67.08	708014601102	CH-PRI
E 100-513100-225	TELEPHONE/COMMUNICATIO	\$7.45	708014601102	MAYOR-PRI
E 100-513200-225	TELEPHONE/COMMUNICATIO	\$7.45	708014601102	ADMIN-PRI
E 100-514100-225	TELEPHONE/COMMUNICATIO	\$37.25	708014601102	CLERK-PRI
E 100-515600-225	TELEPHONE/COMMUNICATIO	\$22.35	708014601102	TREAS-PRI
E 100-515400-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601102	ASSESSOR-PRI
E 100-522310-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601102	BLDG INSP-PRI
E 100-533110-225	TELEPHONE/COMMUNICATIO	\$22.35	708014601102	ENG-PRI
E 100-566310-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601102	PLANNING-PRI
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$29.80	708014601102	DPW-PRI
E 220-555390-225	TELEPHONE/COMMUNICATIO	\$29.80	708014601102	REC-PRI
E 100-555140-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601102	SR CTR-PRI
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$59.61	708014601102	CWRC-PRI
E 100-522410-225	TELEPHONE/COMMUNICATIO	\$22.35	708014601102	EM-PRI
E 100-522230-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601102	FD-PRI
E 240-555320-225	TELEPHONE/COMMUNICATIO	\$37.25	708014601102	POOL-PRI
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$457.46	709864401101	PD-FIBR
<b>Total TIME WARNER CABLE-PO BOX 4639</b>		<b>\$892.39</b>		

Unpaid		<b>TMS INTERNATIONAL LLC</b>		
E 400-533210-847	DPW CENTER IMPROVEMENT	\$122.91	10126813	DPW-OCTOBER 2017 SLAG FINES
<b>Total TMS INTERNATIONAL LLC</b>		<b>\$122.91</b>		

Unpaid		<b>UNIFIRST CORPORATION</b>		
E 601-573825-372	SAFETY EQUIPMENT	\$48.35	096 0985148	CWRC-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$48.20	096 0985153	DPW-UNIFORMS
E 601-573830-342	JANITORIAL SUPPLIES	\$53.43	096 0985164	CWRC-MATS/WIPERS
<b>Total UNIFIRST CORPORATION</b>		<b>\$149.98</b>		

Unpaid		<b>WAREHOUSE EQUIPMENT CO</b>		
E 400-533210-847	DPW CENTER IMPROVEMENT	\$210.00	30073	DPW-USED TEARDROP STEP BEAM
<b>Total WAREHOUSE EQUIPMENT CO</b>		<b>\$210.00</b>		

Unpaid		<b>WIL-KIL PEST CONTROL</b>		
E 100-518100-240	REPAIR AND MAINTENANCE	\$42.50	3256543	COMPLEX-CH-COMM MONTHLY SERVICE
E 100-518100-240	REPAIR AND MAINTENANCE	\$43.75	3256546	COMPLEX-LINCOLN BLDG-COMM MONTHLY SERVICE
<b>Total WIL-KIL PEST CONTROL</b>		<b>\$86.25</b>		

Unpaid		<b>WISCONSIN HISTORICAL FOUNDATIO</b>		
E 100-566310-320	PROF PUBLICATIONS AND DU	\$55.00	RENEWAL	PLANNING-9/1/17-9/1/2018 MEMBERSHIP DUES
<b>Total WISCONSIN HISTORICAL FOUNDATIO</b>		<b>\$55.00</b>		

111300	PWSB Checking	\$78,148.54
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**Fund Summary**

<b><u>111300 PWSB Checking</u></b>	
100 GENERAL FUND	\$64,449.71
220 RECREATION PROGRAMS FUND	\$2,549.87
240 SWIMMING POOL FUND	\$37.25
260 LIBRARY FUND	\$3,093.05
400 CAPITAL IMPROVEMENTS FUND	\$332.91
601 WATER RECYCLING CENTER	\$3,043.60
700 RISK MANAGEMENT FUND	\$4,642.15
	<b>\$78,148.54</b>



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		Check Amt	Invoice	Comment
<b>111300 PWSB Checking</b>				
Unpaid	<b>ACCESS ELEVATOR, INC.</b>			
E 100-518100-240	REPAIR AND MAINTENANCE	\$750.00	4867	COMPLEX-5 YR VERT. PLATFORM LIFT TEST
	<b>Total ACCESS ELEVATOR, INC.</b>	\$750.00		
Unpaid	<b>AHMAD &amp; GUERARD LLP TRST ACCT</b>			
E 700-519400-552	Insurance Claims 2016	\$1,700.00	B.I. CLAIM	MEDICAL BILLS FROM F. SHABANI -1/15/2016 CLAIM
	<b>Total AHMAD &amp; GUERARD LLP TRST ACCT</b>	\$1,700.00		
Unpaid	<b>AT&amp;T</b>			
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$35.32	262375760310	DPW-PHONE
E 260-555110-225	TELEPHONE/COMMUNICATIO	\$135.73	262375760310	LIBRARY-PHONE
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$49.21	262375760310	CWRC-PHONE
E 100-518100-225	TELEPHONE/COMMUNICATIO	\$49.41	262375760310	CH-PHONE
E 100-522230-225	TELEPHONE/COMMUNICATIO	\$37.96	262375760310	FD-PHONE
	<b>Total AT&amp;T</b>	\$307.63		
Unpaid	<b>AT&amp;T LONG DISTANCE</b>			
E 260-555110-225	TELEPHONE/COMMUNICATIO	\$42.96	836841746	LIBRARY-LONG DISTANCE
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$36.94	836841746	PD-LONG DISTANCE
G 100-156200	DUE FROM LIGHT & WATER	\$160.04	836841746	L&W-LONG DISTANCE
	<b>Total AT&amp;T LONG DISTANCE</b>	\$239.94		
Unpaid	<b>AXLEY BRYNELSON, LLP</b>			
E 100-516100-211	EXTRAORDINARY SERVICES	\$162.00	712499	AMCAST-SEPTEMBER LEGAL SERVICES
	<b>Total AXLEY BRYNELSON, LLP</b>	\$162.00		
Unpaid	<b>BAKER &amp; TAYLOR AUDIOBOOK PRE</b>			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$143.84	2032621605	LIBR-CMDS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$25.27	2033222831	LIBR-CMDS
	<b>Total BAKER &amp; TAYLOR AUDIOBOOK PRE</b>	\$169.11		
Unpaid	<b>BAKER &amp; TAYLOR BOOKS</b>			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$33.16	2032801809	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$16.03	2032801810	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$213.20	2033235179	LIBR-BOOKS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$444.55	2033235368	LIBR-BOOKS
	<b>Total BAKER &amp; TAYLOR BOOKS</b>	\$706.94		
Unpaid	<b>BEYER S HARDWARE STORE</b>			
E 100-555510-240	REPAIR AND MAINTENANCE	\$8.54	134121	PARKS-DISINFECT. WIPES
E 100-533210-353	MAINTENANCE PARTS	\$89.95	134447	DPW-GARBAGE DISP CLNR/MICE STNS/DIAMOND HOLE SAW
E 100-555510-240	REPAIR AND MAINTENANCE	\$0.36	134582	PARKS-HARDWARE
E 100-533311-240	REPAIR AND MAINTENANCE	\$32.37	134594	DPW-SILVER DUCT TAPE
E 100-518100-350	OPERATING SUPPLIES	\$2.12	134636	COMPLEX-HARDWARE
E 100-533311-240	REPAIR AND MAINTENANCE	\$4.57	134647	DPW-DWV FPT ADAPTER/VENT ELBOW
E 100-522410-380	EQUIPMENT/CAPITAL OUTLA	\$13.50	134689	EM-HARDWARE FOR A-FRAME BARRICADES

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		Check Amt	Invoice	Comment
E 100-533210-353	MAINTENANCE PARTS	\$19.04	134707	DPW-HARDWARE
E 100-533210-353	MAINTENANCE PARTS	\$11.68	134731	DPW-GALV PLUGS
E 100-533210-353	MAINTENANCE PARTS	\$14.26	134763	DPW-FLEX MAGNET TAPE
E 601-573845-240	REPAIR AND MAINTENANCE	\$4.94	134768	CWRC-LEAK STOPPER PATCH
E 100-533210-353	MAINTENANCE PARTS	\$58.27	134770	DPW-POLY LEAF RAKES/GLS ENAMEL/BIT DRIVER/3V LITH BATTERY
<b>Total BEYER S HARDWARE STORE</b>		<b>\$259.60</b>		
Unpaid	<b>BUSINESS CARD</b>			
E 100-555510-240	REPAIR AND MAINTENANCE	\$385.64	1873	PARKS-HOME DEPOT
E 220-555390-330	TRAVEL & TRAINING	\$494.62	1873	REC-DOUBLETREE/JUMPIN JIMMYS/CIRCLE K/CASEY'S
E 220-555390-347	SUPPLIES AND EXPENSES	\$240.54	1873	REC-AMAZON.COM/PLUGNPAY/PARKWHIZ/PARKING/SALS PIZZA
E 220-555390-372	SAFETY EQUIPMENT	\$53.00	1873	AMAZON.COM
E 100-515600-330	TRAVEL & TRAINING	\$14.23	3367	TREAS-INN AT CEDAR CROSSING STURGEON BAY
E 100-515600-330	TRAVEL & TRAINING	\$82.00	3367	TREAS-STONE HARBOR
E 100-555140-310	OFFICE SUPPLIES	\$31.94	3367	SR CTR-AMAZON.COM-THERABAND
E 601-573830-350	OPERATING SUPPLIES	\$73.81	6149	CWRC-AMAZON.COM
E 601-573830-362	TOOLS	\$4.87	6149	CWRC-MILWAUKEE ELEC TOOL
E 601-573850-330	TRAVEL & TRAINING	\$50.00	6149	CWRC-WWOA
E 100-533210-350	OPERATING SUPPLIES	\$11.08	6193	DPW-AMAZON PRIME MEMBERSHIP
E 100-533730-344	RECYCLING EXPENSES	\$86.12	6193	DPW-AMAZON MKTPLACE
E 100-533210-380	EQUIPMENT/CAPITAL OUTLA	\$23.75	6193	DPW-USPS-WI SURPLUS AUCTION CHECK
<b>Total BUSINESS CARD</b>		<b>\$1,551.60</b>		
Unpaid	<b>CINTAS CORPORATION</b>			
E 100-533210-350	OPERATING SUPPLIES	\$127.31	184104023	DPW-UNIFORMS
<b>Total CINTAS CORPORATION</b>		<b>\$127.31</b>		
Unpaid	<b>CINTAS FIRST AID &amp; SAFETY</b>			
E 100-533210-210	PROFESSIONAL SERVICES	\$73.36	5009056593	DPW-FIRST AID SUPPLIES
<b>Total CINTAS FIRST AID &amp; SAFETY</b>		<b>\$73.36</b>		
Unpaid	<b>COMMUNITY PRINTING INC.</b>			
E 100-533730-344	RECYCLING EXPENSES	\$130.00	23731	DPW-YARD WASTE DOOR HANGERS
<b>Total COMMUNITY PRINTING INC.</b>		<b>\$130.00</b>		
Unpaid	<b>DUANE HEADINGS CONSULTING</b>			
E 100-555510-290	MAINT/CONTRACTED SERVIC	\$336.00	701974	PARKS-12 SOIL TEST ANALYSIS WITH RECOMMENDATIONS
<b>Total DUANE HEADINGS CONSULTING</b>		<b>\$336.00</b>		
Unpaid	<b>EAGON, JANINE</b>			
R 220-486000	MISCELLANEOUS REVENUE	\$150.00	REFUND	REC-POMS REFUND
<b>Total EAGON, JANINE</b>		<b>\$150.00</b>		
Unpaid	<b>EGELHOFF LAWNMOWER SERVICE</b>			
E 100-555510-240	REPAIR AND MAINTENANCE	\$159.20	234431	PARKS-SAW CHAINS/OIL

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<b>Total EGGLEHOF LAWNMOWER SERVICE</b>	<b>\$159.20</b>		
<b>Unpaid EUROFINS S-F ANALYTICAL</b>			
E 601-573825-217 OUTSIDE LAB TESTING	\$57.85	17101209	CWRC-10/3/17 NITROGEN
<b>Total EUROFINS S-F ANALYTICAL</b>	<b>\$57.85</b>		
<b>Unpaid HACH COMPANY</b>			
E 601-573825-370 LAB SUPPLIES	\$932.65	10677919	CWRC-AMMONIA TNT/PHOSPHORUS TNT
<b>Total HACH COMPANY</b>	<b>\$932.65</b>		
<b>Unpaid IBS OF SOUTHEASTERN WISCONSIN</b>			
E 100-522120-240 REPAIR AND MAINTENANCE	\$226.95	100671275	PD-VEH#6-AGM BATTERY
<b>Total IBS OF SOUTHEASTERN WISCONSIN</b>	<b>\$226.95</b>		
<b>Unpaid JM BRENNAN, INC.</b>			
E 100-518100-240 REPAIR AND MAINTENANCE	\$985.94	SALES000090	COMPLEX-CH-CONDENSER SERVICE
<b>Total JM BRENNAN, INC.</b>	<b>\$985.94</b>		
<b>Unpaid JOHNSONS GARDENS</b>			
E 100-555510-240 REPAIR AND MAINTENANCE	\$100.59	95377868	PARKS-TULIPS/DAFFODILS/NARCISSUS
<b>Total JOHNSONS GARDENS</b>	<b>\$100.59</b>		
<b>Unpaid KLINKA, GARY</b>			
E 100-522310-330 TRAVEL & TRAINING	\$60.00	CONT. EDUCA B.I.-COURSE 6946	INTERNET TESTPEX72
E 100-522310-330 TRAVEL & TRAINING	\$55.00	CONT. EDUCA B.I.-ACCESSIBLE BLD-PLMB QUIZ	
<b>Total KLINKA, GARY</b>	<b>\$115.00</b>		
<b>Unpaid MASTER PRINTWEAR</b>			
E 220-555390-347 SUPPLIES AND EXPENSES	\$575.00	1225	REC-POMS-LS T-SHIRTS
<b>Total MASTER PRINTWEAR</b>	<b>\$575.00</b>		
<b>Unpaid MID MORAIN MUNICIPAL COURT</b>			
R 100-451101 COURT PENALTIES & COSTS	\$124.00	BOND	PD-HYATT A LAZEAR 3/23/81; MEQUON PD CASE C657166-6; CPD CASE 17-19315
<b>Total MID MORAIN MUNICIPAL COURT</b>	<b>\$124.00</b>		
<b>Unpaid MINITEX</b>			
E 260-555110-310 OFFICE SUPPLIES	\$399.00	94181	LIBR-BASIC ISO RFID TAG
<b>Total MINITEX</b>	<b>\$399.00</b>		
<b>Unpaid MINOR S GARDEN CENTER</b>			
E 100-555510-341 TREES AND SUPPLIES	\$80.00	0145930	PARKS-NIOBE SALIX B&B
<b>Total MINOR S GARDEN CENTER</b>	<b>\$80.00</b>		
<b>Unpaid MOEGENBURG, CHUCK</b>			
E 100-518100-240 REPAIR AND MAINTENANCE	\$110.00	CLEANING	COMPLEX-10/2 & 19 CLEAN ENTRIES IN AND OUT
<b>Total MOEGENBURG, CHUCK</b>	<b>\$110.00</b>		
<b>Unpaid NAPA AUTO PARTS</b>			

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		Check Amt	Invoice	Comment
E 100-533210-353	MAINTENANCE PARTS	\$3.98	5269-909093	DPW-BUTT CONNECTORS
	<b>Total NAPA AUTO PARTS</b>	<b>\$3.98</b>		
Unpaid	<b>NASSCO, INC.</b>			
E 100-518100-350	OPERATING SUPPLIES	\$841.76	S2244947.001	COMPLEX-JANITORIAL SUPPLIES
E 100-518100-350	OPERATING SUPPLIES	\$244.01	S2244967.001	COMPLEX-REPL. CHAIR TIPS/FLOOR PROTECTORS
	<b>Total NASSCO, INC.</b>	<b>\$1,085.77</b>		
Unpaid	<b>OLSEN S PIGGLY WIGGLY</b>			
E 100-533210-330	TRAVEL & TRAINING	\$31.44	33699	DPW-9/25/17 NORTH SHORE TRAINING REFRESHMENTS
E 100-519200-335	LEADERSHIP DEVELOPMENT	\$38.53	33862	10/25/17 EMPLOYEE MEETING REFRESHMENTS
	<b>Total OLSEN S PIGGLY WIGGLY</b>	<b>\$69.97</b>		
Unpaid	<b>OZAUKEE ACE HARDWARE</b>			
E 200-544210-350	OPERATING SUPPLIES	\$94.53	152643	CEM-ANIMAL TRAP/LED BULBS/TRIMMER LINE
	<b>Total OZAUKEE ACE HARDWARE</b>	<b>\$94.53</b>		
Unpaid	<b>PTS CONTRACTORS INC.</b>			
E 400-533311-854	STREET IMPROVEMENTS	\$13,004.70	PAY REQ #FI	STREETS-PAY REQ #6 (FINAL)-2017 STREET/UTILITY PROJ.
E 400-533440-475	STORMWATER IMPROVEMEN	\$2,175.77	PAY REQ #FI	STORM-PAY REQ #6 (FINAL)-2017 STREET/UTILITY PROJ.
G 400-156200	DUE FROM LIGHT & WATER	\$2,120.14	PAY REQ #FI	L&W-WATER-PAY REQ #6 (FINAL)-2017 STREET/UTILITY PROF.
G 601-187023	STREET & UTILITY IMPROVEM	\$2,412.34	PAY REQ #FI	SANITARY-PAY REQ#6 (FINAL)-2017 STREET/UTILITY PROJ.
	<b>Total PTS CONTRACTORS INC.</b>	<b>\$19,712.95</b>		
Unpaid	<b>QUALITY STATE OIL CO., INC.</b>			
E 100-555510-240	REPAIR AND MAINTENANCE	\$27.96	2028983	PARKS-FUEL
	<b>Total QUALITY STATE OIL CO., INC.</b>	<b>\$27.96</b>		
Unpaid	<b>RNOW INC</b>			
E 601-573835-296	COLLECTION SYSTEM TELEVI	\$5,196.88	2017-52652	CWRC-BLUE 100 BOXED KIT/1" THRUST PLATE
	<b>Total RNOW INC</b>	<b>\$5,196.88</b>		
Unpaid	<b>SHEFFIELD, MARY</b>			
E 100-566310-210	PROFESSIONAL SERVICES	\$2,208.33	CONTRACT	ECON DEV.-OCTOBER 2017 SERVICES
	<b>Total SHEFFIELD, MARY</b>	<b>\$2,208.33</b>		
Unpaid	<b>SHERRILL, INC.</b>			
E 100-555510-240	REPAIR AND MAINTENANCE	\$471.92	INV-390920	PARKS-KASK HELMETS/VISOR ADPTERS/EAR PLUGS
	<b>Total SHERRILL, INC.</b>	<b>\$471.92</b>		
Unpaid	<b>SIMPLEXGRINNELL LP</b>			
E 100-522100-240	REPAIR AND MAINTENANCE	\$1,271.00	84170367	PD-SERVICE TO DRY SPRINKLER SYSTEM
	<b>Total SIMPLEXGRINNELL LP</b>	<b>\$1,271.00</b>		
Unpaid	<b>SITEIMPROVE INC</b>			

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		Check Amt	Invoice	Comment
E 100-514700-380	EQUIPMENT/CAPITAL OUTLA	\$2,677.00	52143	IT-WEBSITE MONITORING
	Total SITEIMPROVE INC	\$2,677.00		
Unpaid	SYLVESTER, STACY			
E 220-555390-347	SUPPLIES AND EXPENSES	\$168.34	REIMBURSEM	POMS/DANCE REIMBURSEMENT FOR UNIFORM PURCHASES
	Total SYLVESTER, STACY	\$168.34		
Unpaid	TIME WARNER CABLE-PO BOX 4639			
E 100-533210-350	OPERATING SUPPLIES	\$167.05	707258501101	DPW-INTERNET
E 100-555510-220	Internet	\$167.05	707258501101	PARKS-INTERNET
	Total TIME WARNER CABLE-PO BOX 4639	\$334.10		
Unpaid	U. S. CELLULAR			
E 100-522410-225	TELEPHONE/COMMUNICATIO	\$28.88	0214844761	EM MNGT CARD-PHONE
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$20.47	0214844761	HIGHLAND LIFT STN-PHONE
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$18.88	0214844761	WWTP-TABLET-PHONE
E 100-522310-225	TELEPHONE/COMMUNICATIO	\$30.50	0214844761	M. BAIER-PHONE
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$18.88	0214844761	J BUBLITZ-TABLET
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$3.50	0214844761	WM HESS-PHONE
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$44.38	0214844761	E HACKERT-PHONE
E 100-522410-225	TELEPHONE/COMMUNICATIO	\$18.88	0214844761	EM MNGT TABLET
E 100-522410-225	TELEPHONE/COMMUNICATIO	\$28.88	0214844761	EM MNGT CARD
E 100-555510-225	TELEPHONE/COMMUNICATIO	\$18.88	0214844761	K WESTPHAL-TABLET
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$18.88	0214844761	IPAD PRO 12.9
E 100-533110-225	TELEPHONE/COMMUNICATIO	\$2.06	0214844761	T. WIZA-PHONE
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$44.38	0214844761	B HINTZ-PHONE
E 100-518100-225	TELEPHONE/COMMUNICATIO	\$12.38	0214844761	J BUNTROCK-PHONE
E 100-533110-225	TELEPHONE/COMMUNICATIO	\$2.86	0214844761	M WIESER-PHONE
E 100-522410-225	TELEPHONE/COMMUNICATIO	\$0.58	0214844761	EM MNGT-PHONE
E 100-555145-225	TELEPHONE/COMMUNICATIO	\$1.82	0214844761	SR VAN-PHONE
E 100-555510-225	TELEPHONE/COMMUNICATIO	\$46.09	0214844761	K WESTPHAL-PHONE
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$44.38	0214844761	WWTP DUTY PHONE
	Total U. S. CELLULAR	\$405.56		
Unpaid	UNIFIRST CORPORATION			
E 100-522100-340	MAINTENANCE SUPPLIES	\$39.25	096 0973976	PD-MATS/MOPS
E 100-522100-340	MAINTENANCE SUPPLIES	\$39.25	096 0978043	PD-MATS/MOPS
E 601-573825-372	SAFETY EQUIPMENT	\$48.35	096 0984105	CWRC-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$48.20	096 0984110	DPW-UNIFORMS
	Total UNIFIRST CORPORATION	\$175.05		
Unpaid	VEOLIA ES INDUSTRIAL SERVICES			
E 601-573825-294	SLUDGE HAULING	\$17,052.00	1003-26673	CWRC-SEPTEMBER 2017 BIOSOLIDS HAULING
	Total VEOLIA ES INDUSTRIAL SERVICES	\$17,052.00		
Unpaid	WISCONSIN HUMANE SOCIETY			
E 100-522110-213	ANIMAL POUND	\$90.00	982	PD-SEPTEMBER 2017 BOARDING FEES

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<b>Total WISCONSIN HUMANE SOCIETY</b>	<b>\$90.00</b>		
<b>Unpaid ZUERN BUILDING PRODUCTS</b>			
E 100-533210-353 MAINTENANCE PARTS	\$31.77	46290	DPW-EXTERIOR FLAT HEAD SCREWS
<b>Total ZUERN BUILDING PRODUCTS</b>	<b>\$31.77</b>		
<b>111300 PWSB Checking</b>	<b>\$61,606.78</b>		

**Fund Summary**

<b><u>111300 PWSB Checking</u></b>	
100 GENERAL FUND	\$13,361.89
200 CEMETERY FUND	\$94.53
220 RECREATION PROGRAMS FUND	\$1,681.50
260 LIBRARY FUND	\$1,453.74
400 CAPITAL IMPROVEMENTS FUND	\$17,300.61
601 WATER RECYCLING CENTER	\$26,014.51
700 RISK MANAGEMENT FUND	\$1,700.00
	<b>\$61,606.78</b>





City of Cedarburg

# City Administrator's Report

November 9, 2017

## 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.*

**Engineering & Public Works**— Three bids were received for the engineering services contract for the 2018 Street & Utility project. The Public Works Commission will meet tonight to make their recommendation for the Common Council to award the contract on Monday, November 13. Assistant Engineer Wieser will be working on markings this week for 22 soil borings that are required for the project.

Work on the new monopole is starting this week. The asphalt repair/patching program is completed for this year.

The Public Works crew is working on leaf collection, street sweeping, manholes, and preparing the trucks for winter.

**Parks, Recreation & Forestry**— Youth basketball skill testing will take place this weekend. The program has increased registrations from last year and continues to be popular.

Several windows were broken on the front of the Community Center Gym last weekend.

The Parks crew completed the final lawn mowing for the season and is working on leaves, winterizing the parks, snow fencing, and seeding athletic fields. The Forestry crew is working on small tree removals and planting a tree downtown. Several trees are marked for removal in the City Hall parking lot area.

**Clerk**—There is a special Common Council meeting scheduled for November 14 regarding the August Weber Haus license. The November 27 Common Council meeting will start at 7:30 p.m. after the Tree Lighting.

The offices of Mayor and Aldermanic Districts 1, 3, 5 and 7 are to be elected to succeed the present incumbents in 2018.

**Assessor**—Assessor Timm is working on sales and permits for the 2018 assessments.

**Water Recycling Center** — Two employees have tested for DNR licensing. The Department is working on cross training, catch basins and manhole repairs.

**Library**— Applications are being accepted for Youth Services Librarian at the Cedarburg Public Library through November 13. Library cards may be applied for online which saves processing time; however, the physical card must be picked up at the Library. The Library is offering Virtual Reality and several computer classes in November.

**Training**— Director Wiza and Assistant Engineer Wieser attended the American Public Works Association Conference in Wausau last week.

**Administrator**— I spoke at a Chamber of Commerce meeting Tuesday morning and attended a Personnel Committee meeting on Monday night. Wednesday, I attended a District Administrator's meeting in West Bend and on Thursday, I met with Wood River Energy to discuss the City's natural gas bills.

Respectfully submitted,

Christy Mertes  
City Administrator



**City of Cedarburg**  
**Third Quarter Financial Report**  
***September 30, 2017***

Prepared By:  
Christy Mertes, Administrator/Treasurer  
Kelly Livingston, Deputy Treasurer/Payroll Officer  
Kathy Huebl, Accounts Receivable/Accountant II  
Jenny Valenta, Account Clerk/Receptionist



# Memorandum

**To:** Kip Kinzel, Mayor  
Common Council

**From:** Christy Mertes, City Administrator/Treasurer

**Date:** November 6, 2017

**Re:** 2017 Third Quarter Financial Report

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Attached is the third quarter financial report of 2017 for the City of Cedarburg for your review. This report now includes all activity for the Fire Department. Included with this report are the following financial statements:

- General Fund (Section A)
- Special Revenue Funds (Section B)
- Capital Improvements (Section C)
- Water Recycling Center (Section D)
- Department Salary Analysis (Section E)
- Cash and Investments (Section F)
- Accounts Receivable and Special Assessments (Section G)
- Environmental Account (Section H)
- Internal Service Fund (Section I)
- Debt Service Fund (Section J)
- TIF #3 (Section K)
- Light & Water (Section L)

Please contact the Treasurer's Office at 375-7607 with questions you may have regarding the report.

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## **City of Cedarburg**

### **General Fund**

#### **Third Quarter Financial Report**

**September 30, 2017**

Operations at the end of the quarter were in line with budget for revenues and expenditures. The comments below highlight some of the significant accounts and fluctuations from the budget.

### **Revenues**

At the end of the quarter revenues totaled \$8,214,628; 95% realized.

**Property taxes** were 100% realized in January. **Property tax equivalent** from Light & Water is accrued and paid monthly. The amount changes with infrastructure improvements and the assessment ratio. As the assessment ratio goes down so does the payment from the utility when calculating the taxes.

The **Intergovernmental Revenues** at the end of the quarter totaled \$704,510; 72% realized. Included in this budget are State Computer Aids, Shared Revenues and Expenditure Restraint revenues. These revenues are received through installments or a one-time only payment. To date the recycling grant, State computer aids, a portion of the State shared revenues, police training grant and three quarters of the transportation aids have been received. The fire insurance dues were also recorded for the Fire Department; they are not part of the General Fund budget.

**Regulation and Compliance Revenues** at quarter end totaled \$292,932; 59% realized. Licenses are 70% realized at the end of September. The majority of the fees collected were building, electrical, plumbing and HVAC permits; 65% realized. The permits are down from last year. Court penalties and costs are 5% realized through the quarter. Parking violations are 75% realized and are \$4,000 over 2016 year to date. Cable franchise fees are received quarterly; payments are due 30 days after the end of the quarter; \$72,671 was received to date.

**Public Charges for Services** are 173% realized at the end of September; in the amount of \$132,103. General Government Charges include the Treasurer's and Assessor's Office fees. Police Department fees at the end of the quarter are \$11,707; 85% realized. The Police alarm fees are over budget due to the accounting change from 2016. Previously funds were set aside for maintenance of the system. The auditors requested all funds received be recognized as a revenue beginning in 2017. Public Works' fees are 331 % realized due to the sale of yard waste access cards and the fuel system maintenance fee being recorded as a revenue according to the auditors request. Also included in Public Works fees account are the recycling cart upgrades, appliance pick up fees and the reimbursement of the crew's time for set up and take down of festivals. Park rental fees to date total \$6,200; 95% realized. Senior Center fees include the revenue from trips and the Senior Van riders' fee. Their trip expenditures and revenues previously were combined and only recorded in the revenue account. In 2017 all expenditures are recorded separately from the revenues.

**Intergovernmental Charges** are \$230,339 or 114% realized at the end of the quarter. Included in this category are the quarterly billings to the Town for the Fire and EMS shared services and the Cedarburg School District payments for the crossing guards' payroll expenditures. The actual Fire and EMS expenditures are charged out to the Town for reimbursement based on a formula. This also reflects the activity of the Fire Department and the contributions from the Town and City for their operations. This item was not budgeted.

**Interdepartmental Charges** are \$13,296 at quarter end; 83% realized. Fees charged are for Sewer, room tax, TIF, and CDBG administrative services. Room tax administrative fees are collected the month after the quarter end when the funds are distributed to the Chamber of Commerce Tourism, Promotion and Development Committee.

**General Fund**  
Third Quarter Financial Report 2017

**Commercial Revenues** includes interest, rent, donations and the sale of City property. These revenues total \$207,832 as of September 30; 107% realized. The water tower rent is received in full for the year from the cell carriers and donations to date are over budget due to moving donations previously recorded in the Trust & Agency Fund to the General Fund for the K-9 unit, Police Department and Senior Center. Interest earnings are also over budget for the year.

**Expenditures**

At the end of the quarter expenditures are expected to be 75% expended. As of September 30, expenditures are \$6,590,157 and 75% expended. The budget amounts include the 2016 encumbrances for goods or services that were "carried over" to 2017. The Council approved these changes to the budget at the April 24th meeting. Expenditures were budgeted \$155,743 over revenues for the purchase of tactical medical supplies, handguns and holsters for the Police Department, repair and painting of a fence at the Police Department, along with transfers to the swimming pool and Capital Improvements for a pool heater and street improvements. The adjusted budgeted expenditures are \$181,422 over revenues. The difference, \$25,679, is due to the encumbrances. Encumbrances included purchases for Elections, Parks, City Hall, Assessor and Public Works that were not completed in 2016. The City Hall encumbrance is the largest in the amount of \$11,134 for carpeting the first floor of City Hall. The next largest purchase is crack sealing supplies for street maintenance by Public Works.

**General Government** expenditures to date total \$848,556; 75% expended. General Government includes the Council, Mayor, Clerk, Treasurer, audit, legal, Assessor, and City Hall Departments. The audit fees were paid in full in June. Property and Liability Insurance is 100% expended due to premiums for the year paid in full in January.

**Public Safety** expenditures are \$3,021,947; 75% expended, at the end of the third quarter. The departments are all in line with their budget for the year except for the Police Investigative Department due to a retirement of a detective. The Fire Department is over budget due to the recording of all activities for the Fire and EMS recorded on the City books. The EMS operations are not budgeted.

**Public Works** expenditures are \$1,766,217; 70% expended at quarter end. The Garage budget is 85% expended because of the time the crew put in to get the garage set up for operations. Other departments are under budget due to the change in priorities for the year to date.

The **Parks, Recreation and Forestry Department** expenditures total \$754,603; 82% expended, at quarter end. The Senior Center expenditures will exceed the budget for 2017 due to the accounting change for the Senior Van and tours. The Senior Van expenditures were moved from the Trust & Agency Fund to the General Fund and all tour revenue and expenditures will be recorded in full rather than just the net profit. None of these expenditures were budgeted for 2017. The Celebrations account includes the DPW expenditures for set up, take down and clean up after Strawberry Festival, Wine & Harvest Festival, Ozaukee County Fair and Maxwell St. Days. The flower basket watering salaries are also charged to this department. The Festivals reimburse the City for their events.

**Conservation and Development** expenditures totaled \$60,659 at quarter end, 68% expended, for City planning and economic development services.

**Transfers to Other Funds** to date were \$138,175; 99% expended. One transfer for \$1,000 will be made to the Recreation Programs Fund for the Civic Band later in the year. Completed were transfers to Capital Improvements in the amount of \$100,000 for street improvements and \$38,175 to the Swimming Pool for a new heater.

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**City of Cedarburg  
General Fund  
Financial Report Summary  
September 30, 2017**

	2016 Actual	2017 Actual	2017 Budget	% Realized/ Expended
<b>Revenues</b>				
Taxes--General Government	\$5,805,295	\$5,869,616	\$5,869,616	100.00%
Tax Equivalent--Utility	635,000	764,000	798,464	95.68%
Intergovernmental Revenues	684,478	704,510	983,469	71.84%
Regulation and Compliance	329,611	292,932	496,835	58.96%
Public Charges for Services	56,013	132,103	76,565	172.54%
Intergovernmental Charges	117,597	230,339	201,814	114.25%
Interdepartmental Charges	2,120	13,296	16,000	83.10%
Commercial Revenues	157,579	207,832	194,372	106.92%
<b>Total Revenues</b>	<b>\$7,787,693</b>	<b>\$8,214,628</b>	<b>\$8,636,935</b>	<b>95.11%</b>
<b>Expenditures</b>				
General Government	\$826,334	\$848,556	\$1,128,628	75.18%
Public Safety	2,880,883	3,021,947	4,007,743	75.40%
Public Works	1,638,651	1,766,217	2,527,704	69.87%
Parks, Forestry & Recreation	693,650	754,603	925,702	81.52%
Conservation & Development	66,836	60,659	88,880	68.25%
Transfers to Other Funds	0	138,175	139,700	98.91%
<b>Total Expenditures</b>	<b>\$6,106,354</b>	<b>\$6,590,157</b>	<b>\$8,818,357</b>	<b>74.73%</b>
<b>Revenues Over/(Under) Expenditures</b>		<b>\$1,624,471</b>	<b>(\$181,422)</b>	
<b>Beginning Fund Balance</b>		<b>2,445,981</b>	<b>2,445,981</b>	
<b>Fund Balance, End of Quarter/Year</b>		<b>\$4,070,452</b>	<b>\$2,264,559</b>	

**General Fund  
Third Quarter Financial Report  
As of September 30, 2017**

	September			
	2016	2017	2017	% Realized/
	Actual	Actual	Budget	Expended
<b>Revenues</b>				
<b>Taxes:</b>				
General property	\$5,805,295	\$5,869,616	\$5,869,616	100.00%
Tax equivalent—Light & Water	635,000	764,000	798,464	95.68%
<b>Total Taxes</b>	<b>6,440,295</b>	<b>6,633,616</b>	<b>6,668,080</b>	<b>99.48%</b>
<b>Intergovernmental Revenues:</b>				
State Shared Revenues	30,732	30,703	204,686	15.00%
Fire insurance dues	46,134	50,491	0	0.00%
Expenditure Restraint	162,961	166,773	166,773	100.00%
<b>State grants:</b>				
Recycling	35,941	37,857	35,941	105.33%
Police training/other	3,200	2,880	6,700	42.99%
State computer aids	23,040	20,253	21,000	96.44%
Forestry Grant	0	0	19,822	0.00%
<b>Transportation Aids:</b>				
General highway aids	382,470	395,553	528,547	74.84%
<b>Total Intergovernmental</b>	<b>684,478</b>	<b>704,510</b>	<b>983,469</b>	<b>71.64%</b>
<b>Regulation and Compliance:</b>				
Licenses	54,909	39,235	55,950	70.13%
Permits	153,539	139,396	213,385	65.33%
Court penalties & costs	28,140	24,316	44,500	54.64%
Parking violations	13,505	17,314	23,000	75.28%
Cable television fees	79,518	72,671	160,000	45.42%
<b>Total Regulation and Compliance</b>	<b>329,611</b>	<b>292,932</b>	<b>496,835</b>	<b>58.96%</b>
<b>Public Charges for Services:</b>				
General government	12,778	11,001	13,115	83.88%
Police Department fees, alarm, false alarm	7,258	11,707	13,750	85.14%
Public Works fees	18,774	79,863	24,100	331.38%
Park fees	7,002	6,200	6,500	95.38%
Senior Center fees	9,883	23,332	18,500	126.12%
Public Charges for Services	318	0	600	0.00%
<b>Total Public Charges for Services</b>	<b>56,013</b>	<b>132,103</b>	<b>76,565</b>	<b>172.54%</b>

**General Fund  
Third Quarter Financial Report  
As of September 30, 2017**

	September			
	2016	2017	2017	% Realized/
	Actual	Actual	Budget	Expended
<b>Intergovernmental Charges:</b>				
Sanitation—Town	1,483	1,483	3,350	44.27%
Fire - City & Town		122,745		
Fire—Operating Expense—Town	89,504	75,728	141,364	53.57%
Fire/EMS Dispatching—Town	1,591	1,848	3,500	52.80%
Emergency Management—Town	312	0	600	0.00%
Crossing Guards—School	21,981	25,571	50,000	51.14%
City of Mequon—Reimbursement for Services	2,726	2,964	2,800	105.86%
<b>Total Intergovernmental Charges for Services</b>	<b>117,597</b>	<b>230,339</b>	<b>201,614</b>	<b>114.25%</b>
<b>Interdepartmental Charges:</b>				
Sewer—Admin	0	10,250	10,250	100.00%
Room Tax—Admin	734	1,807	3,250	55.60%
CDBG—Admin	931	958	1,500	63.87%
TIF—Admin	455	281	1,000	28.10%
<b>Total Interdepartmental Charges</b>	<b>2,120</b>	<b>13,296</b>	<b>16,000</b>	<b>83.10%</b>
<b>Commercial Revenues:</b>				
Interest on investments	12,778	37,427	31,000	120.73%
Change in Market Value	(3,404)	4,804	0	
Interest on Special Assessments	2	264	0	0.00%
Interest—Delinquent taxes	605	441	400	110.25%
Rental charges	12,989	9,441	14,100	66.96%
Rent—City Prop.—Water Tower	137,251	143,853	143,705	100.10%
Sale of City property	100	825	0	0.00%
Prior year/Miscellaneous	(2,743)	(159)	0	0.00%
Donations	0	10,936	5,167	211.65%
<b>Total Commercial Revenues</b>	<b>157,578</b>	<b>207,832</b>	<b>194,372</b>	<b>106.92%</b>
<b>Total Revenues</b>	<b>7,787,893</b>	<b>8,214,628</b>	<b>8,636,935</b>	<b>95.11%</b>

**General Fund  
Third Quarter Financial Report  
As of September 30, 2017**

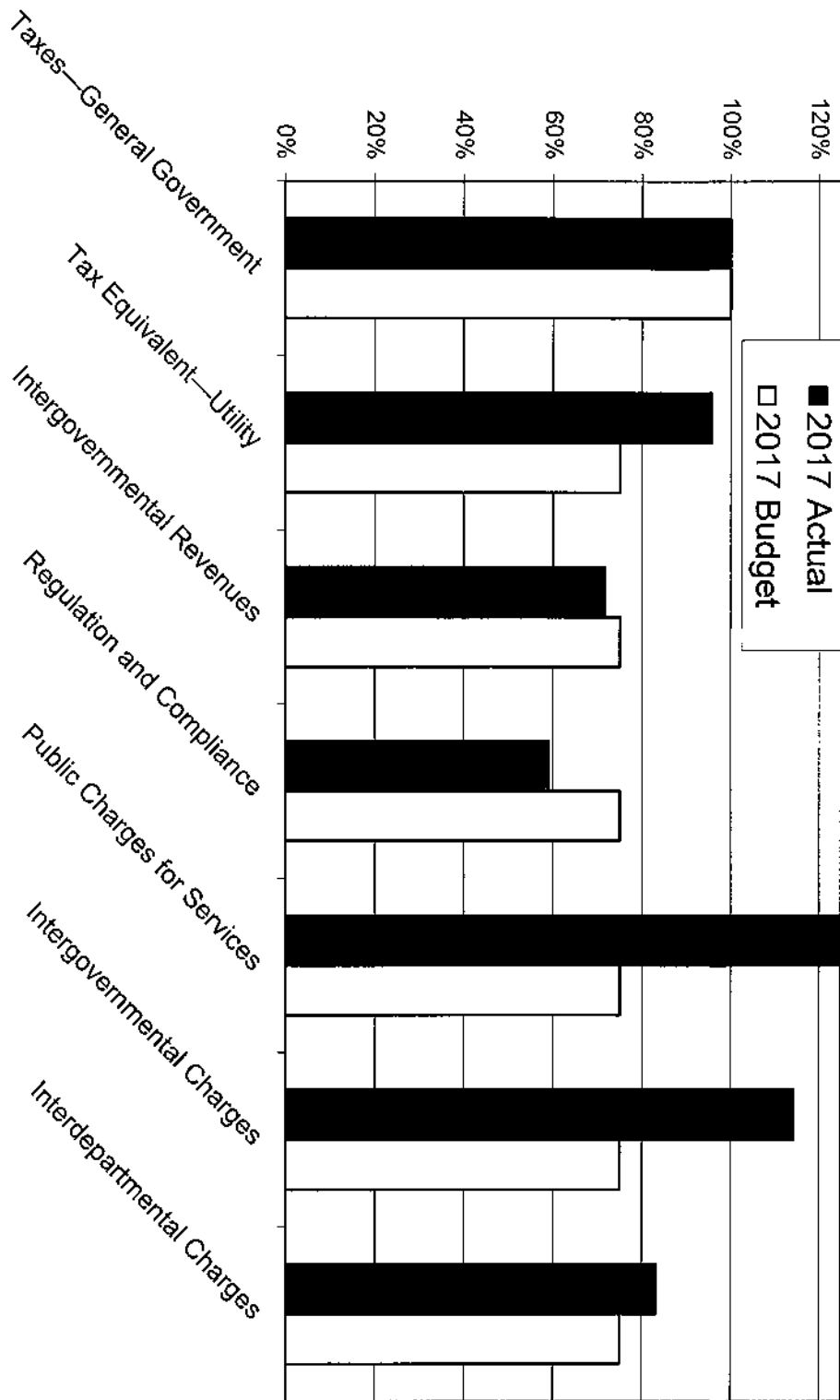
	September			
	2016	2017	2017	% Realized/
	Actual	Actual	Budget	Expended
<b>Expenditures</b>				
<b>General Government:</b>				
Council	\$20,389	\$19,541	\$25,172	77.63%
Mayor	9,273	4,906	8,007	61.27%
Administrator	71,901	73,039	102,765	71.07%
City Clerk	155,224	154,908	230,037	67.34%
Elections	21,808	14,479	22,337	64.82%
Information Technology	40,194	37,773	42,000	89.94%
Assessor	92,889	97,870	131,307	74.54%
Treasurer	125,936	132,623	178,055	74.48%
Independent Audit	32,400	33,750	28,000	120.54%
City Attorney	72,067	73,327	80,000	91.66%
City Hall	172,690	190,407	267,137	71.28%
Uncollectible Taxes	0	2,113	0	0.00%
Employee Relations	2,731	4,959	4,950	100.16%
Property & Liab. Insurance	8,832	8,861	8,861	100.00%
<b>Total General Government</b>	<b>826,334</b>	<b>848,556</b>	<b>1,128,628</b>	<b>75.18%</b>
<b>Public Safety:</b>				
<b>Police Department:</b>				
Station	67,456	70,915	98,146	72.25%
Administration	703,563	723,108	997,889	72.46%
Patrol	1,448,518	1,411,667	2,026,822	69.65%
Investigative	197,448	236,489	274,011	86.31%
Fire Department	339,842	454,351	427,368	106.31%
Building Inspection	112,238	114,141	160,748	71.01%
Weights & Measures	2,000	2,000	2,000	100.00%
Auxiliary Police	9,818	9,276	20,759	44.68%
<b>Total Public Safety</b>	<b>2,880,863</b>	<b>3,021,947</b>	<b>4,007,743</b>	<b>75.40%</b>
<b>Public Works:</b>				
Engineering/PW Admin	126,350	125,108	178,866	69.95%
Mach & Equip/Garage	267,759	327,518	386,947	84.64%
Street Maintenance	442,348	435,339	638,681	68.16%
Streets Ineligible	5,381	4,187	5,450	76.83%
Street Lighting	189,222	191,859	280,000	68.52%
Traffic Control/Signals	7,739	5,136	7,700	66.70%
Storm Sewers	86,805	102,466	168,320	60.88%
Snow & Ice Control	54,167	89,911	121,200	74.18%
Solid Waste Collection	267,883	273,300	418,080	65.37%
Groundwater Monitoring	4,450	4,450	10,050	44.28%
Recycling	185,764	206,207	311,410	66.22%
Nuisance Control	783	736	1,000	73.60%
<b>Total Engineering/Public Works</b>	<b>1,638,651</b>	<b>1,766,217</b>	<b>2,527,704</b>	<b>69.87%</b>



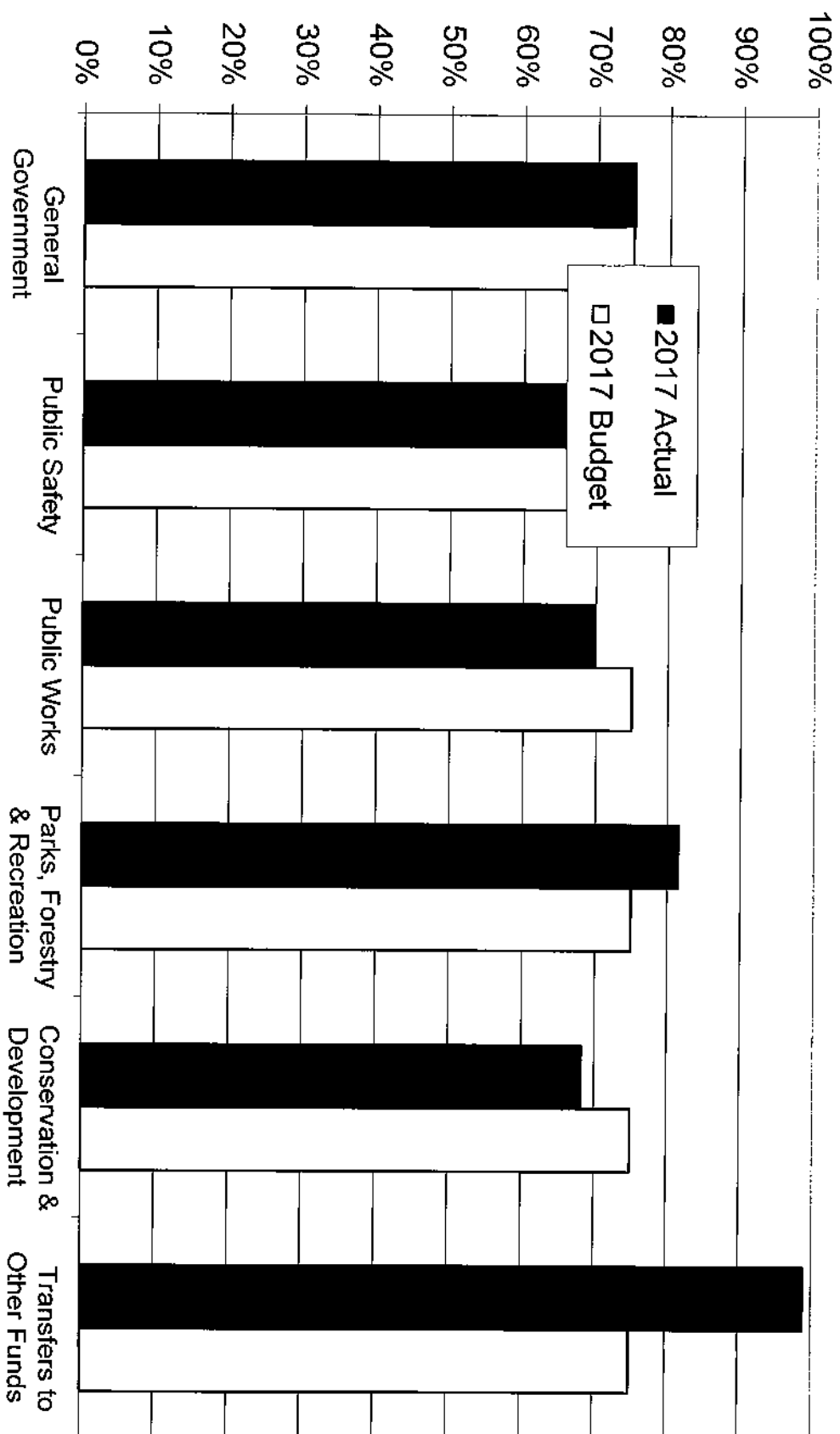
**General Fund  
Third Quarter Financial Report  
As of September 30, 2017**

	September			
	2016	2017	2017	% Realized/
	Actual	Actual	Budget	Expended
<b>Parks, Recreation &amp; Forestry:</b>				
Senior Center	57,732	79,355	76,264	104.05%
Senior Van	0	2,156	0	0.00%
Celebrations	43,831	43,637	43,328	100.71%
Parks & Forestry	592,087	629,455	806,110	78.09%
Total Culture & Recreation	693,650	754,603	925,702	81.52%
<b>Conservation and Development:</b>				
City Planning	66,836	60,659	88,880	68.25%
Total Conservation & Development	66,836	60,659	88,880	68.25%
<b>Other Financing Uses:</b>				
Transfer to other funds	0	138,175	139,700	98.91%
Total Other Financing Uses	0	138,175	139,700	98.91%
<b>Total Expenditures</b>	<b>\$6,106,354</b>	<b>\$6,590,157</b>	<b>\$8,818,357</b>	<b>74.73%</b>

# **City of Cedarburg - Revenues** **September 30, 2017**



## City of Cedarburg - Expenditures September 30, 2017





***City of Cedarburg  
Cemetery Fund  
Quarter Ended  
September 30, 2017***



**Revenues**

The Cemetery fund revenues at the end of the quarter total \$23,749.60; which was from the rent of the house at Immanuel Cemetery, the sale of cemetery lots, monument and marker fees and interest income. Six lots were sold during the third quarter, for a year-to-date total of seventeen. Interest income is from investments at the State Local Government Investment Pool and money market accounts.

From every lot sale, \$75 is set aside for perpetual care of the cemetery. At the end of the quarter, the fund had a balance of \$104,700.00.

**Expenditures**

The Cemetery fund expenditures include salaries and benefits for the employees maintaining the grounds and the repair and maintenance to the grounds and equipment. Workers' compensation and property insurance are paid in full in January.

At the end of the quarter, total expenditures are expected to be 75% expended. Actual expenditures were 73% expended, under budget.

**City of Cedarburg**  
**CEMETERY FUND**  
Special Revenue Fund  
Quarter Ended September 30, 2017

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Earned/ Expended</b>
<b>Revenues</b>			
Sale of property	\$12,000	\$7,650.00	64%
Monuments & Markers	800	4,000.00	500%
Interest Income	1,200	-598.62	-50%
Rental Income	11,940	8,955.00	75%
Miscellaneous Revenue	2,000	3,743.22	187%
<b>Total Revenues</b>	<b>\$27,940</b>	<b>\$23,749.60</b>	<b>85%</b>
<b>Expenditures</b>			
Salaries	\$10,633	\$8,367.96	79%
Overtime	250	0.00	0%
Part-time Salaries/Seasonal	9,000	6,132.50	68%
FICA	1,551	1,109.28	72%
Retirement	767	588.07	77%
Health Insurance	3,333	1,789.25	54%
Life Insurance	13	0.00	0%
Longevity	396	0.00	0%
Workers' Comp Insurance	891	891.37	100%
Professional Services	11,680	9,616.00	82%
Electric	349	360.94	103%
Water Service	500	365.11	73%
Grounds Maintenance	2,800	2,416.30	86%
Repair & Maintenance	2,000	813.88	41%
House Maintenance	1,000	306.45	31%
Operating Supplies	900	750.50	83%
Equipment/Capital Outlay	0	0.00	0%
Property Insurance	400	396.43	99%
<b>Total Expenditures</b>	<b>\$46,463</b>	<b>\$33,904.04</b>	<b>73%</b>
<b>Net Change in Fund Balance</b>	<b>(18,523)</b>	<b>(10,154.44)</b>	
<b>Fund Balance, Beginning of Year</b>	<b>\$276,573</b>	<b>\$276,573.00</b>	
<b>Reserved to Date for Perpetual Care</b>	<b>105,675</b>	<b>104,700.00</b>	
<b>Unreserved Fund Balance</b>	<b>152,375</b>	<b>161,718.56</b>	
<b>Fund Balance, End of Quarter</b>	<b>\$258,050</b>	<b>\$266,418.56</b>	

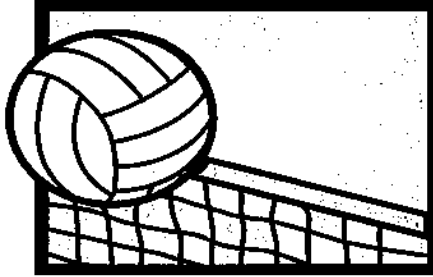


**City of Cedarburg**  
**Room Tax Fund**  
*Quarter Ended*  
*September 30, 2017*

The City keeps 5% of the collected taxes and the other 95% is disbursed to the Chamber of Commerce for tourism promotion and development (70%) and downtown capital improvements (25%).

The taxes are due quarterly, thirty days after the end of the quarter.

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Earned/ Expended</b>
<b><u>Revenues:</u></b>			
Room taxes	\$ 65,000	\$ 36,144.37	56%
<b><u>Expenditures:</u></b>			
Chamber of Commerce – Tourism	\$ 61,750	\$ 34,337.15	56%
<b>Excess of Revenues Over Expenditures</b>	<b>\$ 3,250</b>	<b>\$ 1,807.22</b>	
<b><u>Other Financing Uses:</u></b>			
Transfer to General Fund	\$ 3,250	\$ 1,807.22	
<b><u>Fund Balance, Beginning of Year</u></b>	<b>\$ 462</b>	<b>\$ 462.28</b>	
<b><u>Fund Balance, End of Quarter</u></b>	<b>\$ 462</b>	<b>\$ 462.28</b>	



***City of Cedarburg  
Recreation Programs Fund  
Quarter Ended September 30, 2017***

All programs established in this fund are set up to be self-supporting. Safety training, softball, youth football, youth basketball, volleyball, aquatic fitness, fitness classes and summer/winter recreation fees are the main programs for this fund. Some of the programs administered through this fund are done on a contracted basis with local companies.

Revenues are above budget, with 130% earned. A total of \$6,750.00 has been received for sponsorship of the recreation brochure and \$14,855.30 for donations.

Expenditures are above budget with 108% expended. Maintenance/Contracted Services is showing 109% of budget due to the payment to instructors for added programs. Workers' compensation and property insurance are both paid in full in January.

The fund balance is used for future equipment purchases.



**City of Cedarburg**  
**RECREATION PROGRAMS FUND**  
Special Revenue Fund  
Quarter Ended September 30, 2017

	Budget	Actual	% of Budget Earned/ Expended
<b>Revenues</b>			
Gym Rentals	\$600	\$2,335.48	389%
Athletic Field Rentals	300	-	0%
Summer/Winter Rec Fees	60,920	58,025.06	95%
WPRA Ticket Sales	5,000	7,943.50	159%
Youth Football Registration	4,050	3,055.00	75%
Safety Training	5,220	7,058.64	135%
Basketball Fees	14,725	3,710.00	25%
Softball Fees	13,000	12,926.14	99%
Gymnastic Fees	900	-	0%
Volleyball Fees	2,750	-	0%
Aquatic Fitness	4,000	3,757.50	94%
Concession Revenues	800	725.46	91%
Solar Recreation	7,700	2,685.00	35%
Summer Sand Volleyball	1,800	1,380.00	77%
Summer Soccer	8,000	17,705.00	221%
Banner Advertising	700	700.00	100%
Total Body Fitness	11,500	9,445.00	82%
Civic Band Revenue	3,000	2,195.00	73%
Recreation Brochure Sponsorships	5,500	6,750.00	123%
Tennis	-	13,801.00	100%
Special Rec Events	2,000	460.88	0%
Youth Center Receipts	600	-	0%
Donations	2,000	14,855.30	743%
Miscellaneous Revenue	25,000	64,444.46	258%
Transfer from General Fund	1,000	1,000.00	100%
<b>Total Revenues</b>	<b>\$181,065</b>	<b>\$234,968.42</b>	<b>130%</b>
<b>Expenditures</b>			
Salaries	\$0	\$0.00	0%
Part-time Salaries/Seasonal	82,474	88,168.78	107%
Exercise Fitness Salaries	6,800	4,857.38	71%
FICA	6,829	7,105.48	104%
Retirement	-	-	0%
Health Insurance	-	-	0%
Life Insurance	-	-	0%
School District Fees	25,410	20,152.50	79%
Workers' Comp Insurance	4,221	4,220.74	100%
Telephone	1,080	668.93	62%
Maintenance/Contracted Services	25,380	14,931.81	59%
Recreation Brochure	4,000	4,360.00	109%
Office Supplies	600	55.98	9%
Professional Publications	215	190.00	88%
Travel & Training	2,000	551.91	28%
Transportation	1,090	5,231.59	480%
Supplies & Expenses	19,634	35,104.21	179%
Operating Supplies	1,360	246.67	18%
WPRA Tickets	4,500	7,688.50	0%
Solar Recreation	6,050	7,224.00	0%
Safety Equipment	2,650	2,116.96	80%
Equipment/Capital Outlay	500	-	0%
Civic Band Expenses	4,000	-	0%
Other Expenses	-	11,202.09	0%
Property Insurance	833	832.52	100%
<b>Total Expenditures</b>	<b>\$199,626</b>	<b>\$214,910.05</b>	<b>108%</b>
<b>Net Change in Fund Balance</b>	<b>(18,561)</b>	<b>20,058.37</b>	
<b>Fund Balance, Beginning of Year</b>	<b>\$93,484</b>	<b>\$93,484.08</b>	
<b>Fund Balance, End of Quarter</b>	<b>\$74,923</b>	<b>\$113,542.45</b>	



**City of Cedarburg**  
**Community Development Block Grant**  
 Quarter Ended September 30, 2017



The Community Development Block Grant Fund is used for loans to help establish or expand local businesses. This fund does not have a budget.

**Revenues**

The revenues for this fund include loan repayments. K. Smith Fitness and Leo Otten/Kettle Moraine Appliance are the two active loan repayments. A new loan to Ken Theiler, dba Temperature Pros was made in September in the amount of \$68,060.56. Interest from the State of Wisconsin Investment Pool, certificates of deposit, money market and interest on the loans is also included.

**Expenditures**

The expenditures include administrative fees for Ozaukee County Economic Development and the Treasurer's Office.

<b>Actual</b>	
<b>Revenues</b>	
Interest Income	\$10,928.16
Loan Repayments/Reimbursements	8,920.90
Loan Interest	617.27
Change in Market Value	3,048.91
<b>Total Revenues</b>	<b>\$23,515.24</b>
<b>Expenditures</b>	
Grant Disbursements	\$68,060.56
Grant Administration	6,118.16
<b>Total Expenditures</b>	<b>\$74,178.72</b>
<b>Net Change in Fund Balance</b>	<b>(50,663.48)</b>
<b>Fund Balance, Beginning of Year</b>	<b>\$942,562.84</b>
<b>Fund Balance, End of Quarter</b>	<b>\$891,899.36</b>



**City of Cedarburg  
Swimming Pool Fund**  
Quarter Ended  
September 30, 2017



The Swimming Pool is funded by user fees along with subsidizing from the City.

**Revenues**

The revenues for this fund include lessons, passes, daily fees, rental of the pool, concession sales and a banner program. The pool closed for the season on August 27<sup>th</sup>. The banner program has generated \$2,800.00 and donations received are \$459.00. Total revenues are at 95% earned.

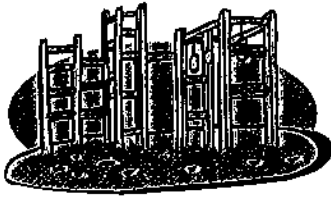
**Expenditures**

The expenditures include salaries and benefits of pool employees and public works employees maintaining the pool. Other expenditures include utilities, licenses, permits, supplies and insurance. Total expenditures are at 95% expended.

Workers' compensation and property insurance premiums are paid in full in January.

City of Cedarburg  
SWIMMING POOL FUND  
Special Revenue Fund  
Quarter Ended September 30, 2017

	Budget	Actual	% of Budget Earned/ Expended
<b>Revenues</b>			
Real Estate Taxes	65,658	65,658.00	100%
Fees	90,000	67,806.02	75%
Passes	85,000	90,165.40	106%
Lessons	20,000	21,519.00	108%
Exercise	4,500	5,873.62	131%
Uniforms/Misc.	2,400	1,681.00	70%
Concessions	45,000	40,822.81	91%
Swim Team	5,000	4,180.00	84%
Banner Program	2,800	2,800.00	100%
Donations	-	459.00	100%
Rental Income	3,000	5,071.77	169%
Transfer from General Fund	38,700	37,175.00	0%
<b>Total Revenues</b>	<b>\$362,058</b>	<b>\$343,211.62</b>	<b>95%</b>
<b>Expenditures</b>			
<b>Swimming Pool</b>			
Salaries	\$26,125	\$18,578.50	71%
Part-time Salaries / Seasonal	122,972	114,021.89	93%
Maintenance/PW Salaries	19,000	16,008.65	84%
Maintenance/Part-time	3,000	2,465.00	82%
FICA	13,089	11,542.62	88%
Retirement	3,069	3,049.35	99%
Health Insurance	7,621	8,495.28	111%
Life Insurance	3	0.00	0%
Workers' Comp Insurance	7,575	7,575.44	100%
<b>Total Salaries and Benefits</b>	<b>\$202,454</b>	<b>\$181,736.73</b>	<b>90%</b>
<b>Other Expenses</b>			
Professional Services	2,970	4,452.91	150%
Electric	16,500	17,070.98	103%
Natural Gas	12,000	14,647.72	122%
Telephone	440	336.12	76%
Water Service	9,760	8,884.13	91%
Maint/Contracted Services	2,000	1,476.00	74%
License & Permits	400	400.00	100%
Travel & Training	600	378.00	63%
Maintenance Supplies	16,000	14,413.03	90%
Uniforms	2,500	2,572.08	103%
Operating Supplies	20,000	21,257.25	106%
Equipment/Capital Outlay	40,208	37,174.16	92%
Other Expenses	1,000	1,355.73	136%
Property Insurance	3,182	3,182.53	100%
<b>Total Other Expenses</b>	<b>\$127,560</b>	<b>\$127,600.64</b>	<b>100%</b>
<b>Swimming Pool Concessions</b>			
Part-time Salaries / Seasonal	11,000	13,123.69	119%
FICA	842	1,003.98	119%
License & Permits	330	330.00	100%
Operating Supplies	19,123	20,790.85	109%
Equipment/Capital Outlay	750	415.75	55%
<b>Total Concessions</b>	<b>\$32,045</b>	<b>\$35,664.27</b>	<b>111%</b>
<b>Total Expenditures</b>	<b>\$362,059</b>	<b>\$345,001.64</b>	<b>95%</b>
Change in Fund Balance	(1)	(1,790.02)	0%
Fund Balance, Beginning of Year	\$0	\$0.00	
Fund Balance, End of Quarter	<b>B-8 (\$1)</b>	<b>(\$1,790.02)</b>	



**City of Cedarburg**  
**Parks & Playgrounds Fund**  
*Quarter Ended September 30, 2017*



**Revenues**

The revenues include interest on the investment in the State Pool. Other revenue sources available are the payments from developers in lieu of land dedication for parks, and the park equipment impact fee.

**Expenditures**

Budgeted expenditures include a transfer for capital projects budgeted in the Capital Improvement Fund.

	<b>Budget</b>	<b>Actual</b>
<b><u>Revenues:</u></b>		
Subdivider Park Fees	\$0	\$35,977.24
Park Equipment Impact Fees	0	10,146.96
Interest	200	352.15
	<u>\$200</u>	<u>\$46,476.35</u>
 <b><u>Other Financing Uses:</u></b>		
Transfer to Capital Improvements	<u>\$0</u>	<u>\$0</u>
 <b>Net Change in Fund Balance</b>	<u><u>\$200</u></u>	<u><u>\$46,476.35</u></u>
 Subdivider Park Fees		\$0.00
Equipment Replacement Reserve		0.00
<b><u>Fund Balance, Beginning of Year</u></b>	<u>\$33,477</u>	<u>\$33,477.06</u>
 <b><u>Fund Balance, End of Quarter</u></b>	<u><u>\$33,677</u></u>	<u><u>\$79,953.41</u></u>



***City of Cedarburg***  
***Library Fund***  
Quarter Ended September 30, 2017



The Library operations are primarily funded by real estate taxes. Other revenues include fines and fees, County reimbursement, and donations. The County reimbursement is for providing service to other County residents who do not have a library within their municipality. The payment is based on the City's Library operating costs and its loans to those residents.

Expenditures include salaries and benefits, contractual services, utilities, and publications. At the end of the quarter, expenses are expected to be 75% expended. In total, expenditures are under budget, with 76% expended. Workers' compensation and property insurance premiums are paid in full in January.

**LIBRARY FUND**  
Special Revenue Fund  
Quarter Ended September 30, 2017

	Budget	Actual	% of Budget Earned/ Expended
<b>Revenues</b>			
Real Estate Taxes	\$707,306	\$707,306.00	100%
Library Grants	730	13,615.00	1865%
Fees & Fines	24,500	16,641.87	68%
County Reimbursement	184,534	191,668.97	104%
Photocopies—Taxable	2,500	1,940.72	78%
Library Donations	0	5,602.13	100%
Interest Income	0	0.32	100%
Rent-City Property	700	697.73	100%
Transfer from Capital Improvements	7,474	7,474.00	100%
<b>Total Revenues</b>	<b>\$927,744</b>	<b>\$944,946.74</b>	<b>102%</b>
<b>Expenditures</b>			
Salaries	\$364,683	\$266,724.70	73%
Part-time Salaries/Seasonal	118,905	84,367.88	71%
Maint/PW Salaries	15,990	12,548.44	78%
Sick Pay Out	350	0.00	0%
FICA	38,331	27,408.72	72%
Retirement	31,772	22,091.51	70%
Health Insurance	120,751	89,720.83	74%
Life Insurance	77	65.59	85%
Longevity	3,434	0.00	0%
EAP Admin	100	0.00	0%
Workers' Comp Insurance	1,178	1,177.71	100%
<b>Total Salaries and Benefits</b>	<b>\$695,571</b>	<b>\$504,105.38</b>	<b>72%</b>
Attorney/Consultant	275	0.00	0%
Electric	21,100	16,905.13	80%
Marketing	200	43.00	22%
Natural Gas	7,200	4,392.65	61%
Telephone	2,000	1,701.75	85%
Water Service	1,700	1,373.03	81%
Repair & Maintenance	2,400	3,451.57	144%
Maint/Contracted Services	41,000	39,611.71	97%
Program Supplies	500	(8.83)	-2%
Office Supplies	7,500	6,029.13	80%
Computer Supplies	2,000	1,098.60	55%
Printing-Newletters,	0	0.00	0%
Postage	600	438.70	73%
Publications & Subscriptions	78,862	55,843.95	71%
Prof Publications	1,600	920.50	58%
Donation Expenditures	0	12,393.26	0%
Travel & Training	6,000	5,063.35	84%
Operating Supplies	1,500	1,748.94	117%
Shared System Services	18,000	17,879.45	99%
Library Technology	3,000	811.30	27%
Employment Expenses	200	0.00	0%
Property Insurance	8,056	7,973.31	99%
<b>Total Non Personnel Services</b>	<b>\$203,693</b>	<b>\$177,670.50</b>	<b>87%</b>
<b>Total Expenditures</b>	<b>\$899,264</b>	<b>\$681,775.88</b>	<b>76%</b>
<b>Net Change in Fund Balance</b>	<b>28,480</b>	<b>263,170.86</b>	
<b>Fund Balance, Beginning of Year</b>	<b>(\$32,295)</b>	<b>(\$32,294.72)</b>	
<b>Fund Balance, End of Quarter</b>	<b>(\$3,815)</b>	<b>\$230,876.14</b>	



**City of Cedarburg  
Capital Improvement Fund  
Quarterly Financial Report  
September 30, 2017**

The report that follows compares the annual adjusted budget to the actual revenues and expenditures for the quarter ending September 30, 2017. The last column shows the percent of revenues recognized and the percent of the budget expended. The comments below highlight some of the activity for the fund.

**Revenues**

Revenues totaled \$1,372,584; 80% realized at the end of the quarter.

The property taxes are the largest revenue at \$1,192,000; 70% of total revenues. Real estate taxes were recognized in full the first quarter.

Library impact fees of \$8,256 were collected.

Interest income of \$7,749 was earned to date and donations totaling \$750 were received in January for youth baseball.

The transfer from General Fund for street improvements was completed in the second quarter.

**Expenditures**

There were two budget adjustments in 2017 for encumbrances carried over from 2016. The purchase of the propane tanks for the DPW garage was not completed until 2017. The Parks & Forestry Department is also completing the purchase of their aerial truck in 2017 in the amount of \$174,251.

Total expenditures for the year to date are \$2,208,817; 82% expended.

The \$50,000 budget for City Hall is for the replacement of the boiler at the Community Center Gym. The expenditures to date are for the consultant on the monopole construction.

The \$3,255 in expenditures for the Police Department are due to the final purchases of officers' equipment from the 2016 budget.

The Fire Department retaining wall was completed in the second quarter. The pavement project is postponed until 2018.

The final billing for the replacement of the emergency management siren was received in the third quarter.

DPW Center Improvements expenditures for the year to date are \$584,938. In total all DPW projects are 110% expended due to the building project.

Prochnow Landfill expenditures are over budget for the year to date due to legal fees and monitoring expenditures.

The Parks & Forestry equipment purchase was a lift truck. Park Improvements were for Zeunert Park asphalt repairs.

The Transfer to Debt Service was made in the second quarter to offset the library debt payment. The transfer to the Library was completed in the first quarter of the residual funds from the sale of the old library building.

**CITY OF CEDARBURG  
CAPITAL IMPROVEMENT FUND  
THIRD QUARTER  
FINANCIAL REPORT**

	2017 APPROVED BUDGET	2017 ACTUAL	PERCENT REALIZED/ EXPENDED
<b>Revenues</b>			
Property Taxes:			
Street Improvements	\$710,000	\$710,000	100.00%
Equipment Replacement Reserve	220,000	220,000	100.00%
Storm Water Reserve	242,000	242,000	100.00%
General Projects	20,000	20,000	100.00%
Proceeds from Borrowing	287,500	0	0.00%
Stormwater Grant	46,000	0	0.00%
Library Impact Fees	0	8,256	0.00%
Interest Income	7,000	7,749	110.70%
Change in Market Value	0	839	0.00%
Transfer from General Fund	100,000	100,000	100.00%
Sale/Rent of Property	80,000	1,528	1.91%
Miscellaneous Revenue	0	61,462	0.00%
Donations	0	750	0.00%
<b>Total Revenues</b>	<b>\$1,712,500</b>	<b>\$1,372,584</b>	<b>80.15%</b>
<b>Expenditures</b>			
<b>City Hall Complex</b>			
Complex Improvements	\$50,000	\$29,434	58.87%
<b>Police Station</b>			
Police Station Improvements	\$46,000	\$3,255	7.08%
<b>Fire Department</b>			
Station Improvements	\$107,500	\$49,553	46.10%
<b>Auxiliary Police/Emergency Management</b>			
Siren Upgrade	\$23,000	\$22,892	99.53%

**CITY OF CEDARBURG  
CAPITAL IMPROVEMENT FUND  
THIRD QUARTER  
FINANCIAL REPORT**

	2017 APPROVED BUDGET	2017 ACTUAL	PERCENT REALIZED/ EXPENDED
<b>Public Works</b>			
DPW Center Improvements	\$24,750	\$584,938	2363.38%
Equip. Replacement	305,000	74,163	24.32%
Street Improvements	861,000	732,752	85.10%
Sidewalk Replacements	15,000	11,891	79.27%
NR216 Compliance	40,000	25,327	63.32%
Stormwater Improvements	225,000	215,401	95.73%
Storm Sewer Capital Planning	19,750	1,807	9.15%
<b>Total Public Works</b>	<b>\$1,490,500</b>	<b>\$1,646,279</b>	<b>110.45%</b>
<b>Environmental Expenses</b>			
Prochnow	\$10,000	\$13,007	130.07%
Dam - engineering and repairs	500,000	13,358	2.67%
<b>Total Environmental Expenses</b>	<b>\$510,000</b>	<b>\$26,365</b>	<b>5.17%</b>
<b>Parks and Recreation</b>			
Vehicle Replacements	\$251,251	\$214,686	85.45%
Park Improvements	13,000	8,879	68.30%
<b>Total Parks and Recreation</b>	<b>\$264,251</b>	<b>\$223,565</b>	<b>84.60%</b>
<b>Operating Transfers Out</b>			
Transfer to Debt Service	\$200,000	\$200,000	100.00%
Transfer to Library Fund	7,474	7,474	100.00%
<b>Total Transfers Out</b>	<b>207,474</b>	<b>207,474</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>\$2,698,725</b>	<b>\$2,208,817</b>	<b>81.85%</b>
<b>Excess of Revenues Over/(Under) Expenditures</b>			
	(986,225)	(836,234)	
<b>Beginning Fund Balance</b>	<b>\$1,842,226</b>	<b>\$1,842,226</b>	
<b>Ending Fund Balance</b>	<b>\$856,001</b>	<b>\$1,005,993</b>	

**City of Cedarburg  
Water Recycling Center**

Quarter Ended  
September 30, 2017

Attached is the quarter-end financial report for the City of Cedarburg Water Recycling Center. This report includes a summary income statement showing the actual vs. budget, a graph depicting the Water Recycling Center replacement fund balances, and an analysis showing the total gallons billed by month for the current year and prior year. The report of capital projects is also included.

**Revenues**

Revenues at the end of the quarter are just above budget. In total, revenues are expected to be 75% earned. The actual percentage was 75.89% received.

Interest for the quarter reflects revenue for monies invested in the state pool, plus investment earnings from investments at US Bank.

**Expenditures**

Expenses are below budget at the end of the quarter with 67.19% expended.

**Gallons Billed**

The report shows gallons billed for 2016 and the current year. The graph shows the monthly variances for the current year and for the past three years.

**Status of Capital Projects**

This schedule lists the current capital projects budget amounts along with the cost for the year to date. The replacement funds used for the projects are also listed on the schedule.

**Replacement Fund Investment Activity**

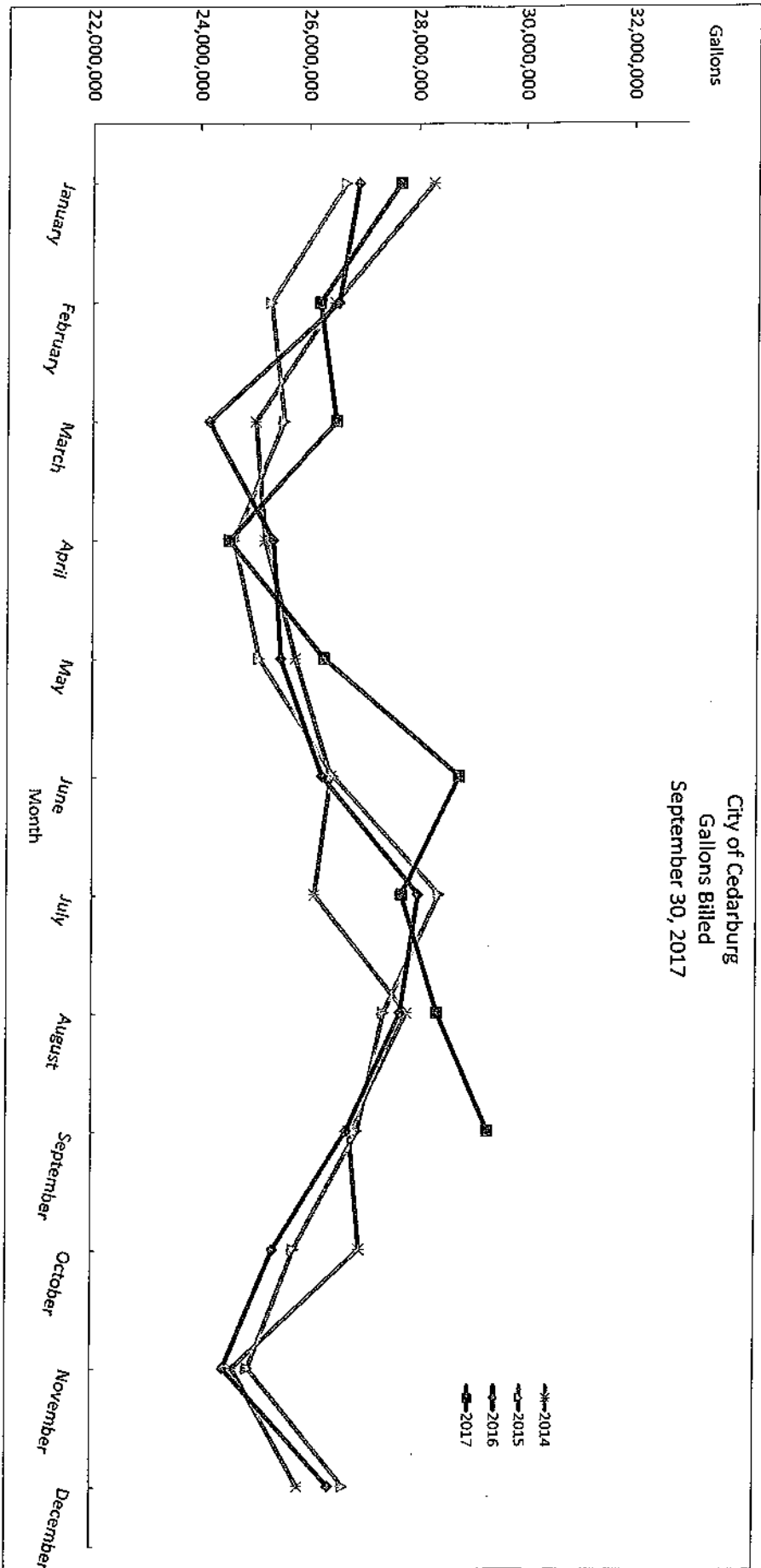
This schedule shows the investments by fund. It also shows the monthly allocations for the collection system and wastewater treatment plant replacements. It also reflects interest earned and any transfers that were made.

**CITY OF CEDARBURG**  
**Water Recycling Center**  
**QUARTER ENDED SEPTEMBER 30, 2017**

	ACTUAL SEPTEMBER 2016	ACTUAL SEPTEMBER 2017	ADOPTED BUDGET 2017	ACTUAL 2017	% OF BUDGET EARNED/ EXPENDED
<b>Revenues</b>					
<b>Public Charge for Services</b>					
Residential	\$120,795.59	\$126,912.66	\$1,531,891	\$1,118,280.79	73.00%
Commercial	38,431.26	37,823.07	463,521	328,027.51	70.77%
Industrial	22,583.66	39,049.34	306,632	286,729.71	93.51%
Public Authority	5,861.82	6,165.26	71,179	51,003.27	71.65%
Misc. Revenue	0.00	50.00	0	2,076.45	0.00%
Biosolids Impact Fee	50.00	0.00	0	0.00	0.00%
Sewer Connection Fee	0.00	4,098.48	0	9,563.12	0.00%
Reserve Capacity Fee	0.00	1,908.48	0	4,453.12	0.00%
Septage Hauler Fee	11,545.03	7,176.36	69,268	33,619.96	48.54%
Rent—City Property	0.00	0.00	1	2,801.00	0.00%
Interest	1,696.33	4,146.64	20,500	32,667.65	159.35%
<b>Total Revenues</b>	<b>\$200,963.69</b>	<b>\$227,330.29</b>	<b>\$2,462,992</b>	<b>\$1,869,222.58</b>	<b>75.89%</b>
<b>Expenditures</b>					
Administrative Labor & Benefits	\$32,430.02	\$34,418.51	\$312,240	\$229,059.14	73.36%
General Labor & Benefits	35,010.86	23,910.89	354,958	173,406.81	48.85%
Collection System Labor & Benefits	14,747.33	15,387.80	147,979	123,881.30	83.72%
<b>WWTP Operations:</b>					
Sludge Hauling	35,640.00	39,324.00	280,000	138,770.00	49.56%
Coagulants	0.00	0.00	12,000	4,992.97	41.61%
Other	18,655.16	19,525.44	175,090	117,711.66	67.23%
WWTP Maintenance	4,315.28	15,975.11	67,000	52,028.79	77.65%
Collection System	5,659.61	2,974.74	28,400	12,811.72	45.11%
Lift Stations	8,569.77	10,322.94	63,500	52,048.48	81.97%
Transportation	1,157.47	627.29	12,000	5,780.57	48.17%
Administrative Services	12,671.87	12,853.91	218,850	152,071.88	69.49%
Contingency Reserve	8,751.00	0.00	10,000	0.00	0.00%
Debt Service-Principal	0.00	0.00	55,000	0.00	0.00%
Debt Service-Interest	0.00	10,475.00	27,809	27,808.75	100.00%
Depreciation Expense	85,000.00	87,500.00	1,030,000	787,500.00	76.46%
<b>Total Expenses</b>	<b>\$262,608.37</b>	<b>\$273,295.63</b>	<b>\$2,794,826</b>	<b>\$1,877,872.07</b>	<b>67.19%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$61,644.68)</b>	<b>(\$45,965.34)</b>	<b>(\$331,834)</b>	<b>(\$8,649.49)</b>	

**CITY OF CEDARBURG**  
**Water Recycling Center**  
**SUMMARY REPORT AS OF SEPTEMBER 2017**

	SEPTEMBER 2016	SEPTEMBER 2017	2017
Septage Haulers	511,000	324,900.00	3,392,050.00
Light & Water Billing			
Gallons			
Residential	18,002,400	17,661,495	154,838,995
Commercial	3,405,800	3,165,600	27,339,600
Industrial	4,264,300	7,408,300	54,278,200
Public Authority	1,046,100	1,089,900	8,956,500
Total	26,718,600	29,325,295	245,413,295





**City of Cedarburg**  
**Water Recycling Center**  
*Capital Projects 2017*

Project Description	Project Budget		Total Project		Funding
	To Date		Costs to date		
Collection System Reconstruction					
Engineering for 2018 Street Projects		30,000		4,886.60	Collection System Reconstruction Fund
2017 Street and Utility Projects		257,150		269,576.29	Collection System Reconstruction Fund
Sheboygan Road Lift Station		1,500,000		1,351,042.44	Borrowing Proceeds, Fund Balance
Total to date		1,787,150		1,625,505.33	
Treatment Plant					
Replace UV Bulbs		15,000		11,276.63	WWTP Replacement Fund
Replace Jetter-Vac #66		400,000		351,694.00	WWTP Replacement Fund
Replace Digester Blowers and Controls		100,000			WWTP Replacement Fund
Purchase Sewer Line TV Camera		100,000		30,904.65	WWTP Replacement Fund
Purchase John Deere Riding Mower/Snowblower		18,000		18,507.78	WWTP Replacement Fund
Misc Equipment		40,000		19,263.08	WWTP Replacement Fund
Total to date		673,000		431,646.14	
Grand Total—Capital Budget					
		\$2,460,150		\$2,057,151	

# City of Cedarburg

Water Recycling Center

## Analysis 2017 Replacement Fund and Investment Activity

	WWTP Replacement	Collection Sys. Reconstruction	WWTP	Impact Fees Biosolids	Connection Fees	Unrestricted Investments	Total Sewer Fund
Beginning Balance, January 1, 2017	\$2,592,958.46	\$198,024.66	\$39,281.62	\$2,275.82	\$76,765.52	\$2,846,826.38	\$5,756,132.46
Interest Earnings	14,879.10	2,077.01	228.35	12.99	450.38	15,452.00	33,099.83
Monthly allocations	160,949.97	299,999.97				(460,949.94)	
Impact fees			3,816.96		9,563.12	(13,380.08)	
Disbursements:							
Transfers for invoices	(455,501.11)	621,201.47				(165,700.36)	
Principal & Interest payments							
Net cash flows/due to due from settlements						(377,980.00)	(377,980.00)
Ending balance, September 30, 2017	\$2,313,286.42	\$1,121,303.11	\$43,326.93	\$2,288.81	\$86,779.02	\$1,844,268.00	\$5,411,252.29

**City of Cedarburg  
Salaries and Benefits  
Quarter Ended  
September 30, 2017**

This report exhibits total salary and benefit expenses by department for the quarter ended September 30, 2017. Included are General Fund, Special Revenue Funds and Water Recycling Center salaries. Benefit expenses include FICA, pension, sick payout, health insurance, life insurance, longevity and workers' compensation insurance amounts.

At the end of the quarter, departments are expected to be 75% expended. The total salary and benefit expense is \$5,469,279.84, 71.38% expended. In total, salaries and benefits are below the budget level for the quarter.

City Hall salaries are showing over budget, but Police Station salaries are under budget. This reflects the actual hours worked by the custodian between the two buildings.

Police Administration overtime is considerably over budget due to overtime worked by dispatchers to cover for positions that had not yet been hired.

The amount expended for the Fire Department was for their retirement and workers' compensation.

The Public Works accounts need to be looked at as a whole, with the exception of Engineering/Public Works Administration. Along with the Parks and Forestry maintenance salaries and benefits, these represent the entire Public Works/Parks & Forestry staff. While some accounts are showing over budget, others are under budget depending on where the man hours were spent, such as snow plowing.

There were three worker compensation claims filed during the third quarter, for a total of eight year-to-date. Only one resulted in any time lost.

# CITY OF CEDARBURG

## Salary Expense September 30, 2017

Department	Budget	Actual	Percent Expended
<b>General Government</b>			
<b>Council</b>			
Salaries	\$16,800	\$12,325.73	73.37%
Benefits	1,322	976.02	73.83%
Total	18,122	13,301.75	73.40%
<b>Mayor</b>			
Salaries	6,000	4,384.63	73.08%
Benefits	472	348.51	73.84%
Total	6,472	4,733.14	73.13%
<b>Administrator</b>			
Salaries	72,641	53,087.34	73.08%
Benefits	28,869	19,400.88	67.20%
Total	101,510	72,488.22	71.41%
<b>City Clerk</b>			
Salaries	125,832	91,960.01	73.08%
Part time salaries	17,535	12,814.00	73.08%
Benefits	60,180	39,152.61	65.06%
Total	203,547	143,926.62	70.71%
<b>Elections</b>			
Salaries	13,985	9,625.26	68.83%
Overtime	200	0.00	0.00%
Benefits	46	85.22	185.26%
Total	14,231	9,710.48	68.23%
<b>Assessor</b>			
Salaries	72,622	53,078.40	73.09%
Benefits	36,325	27,826.21	76.60%
Total	108,947	80,904.61	74.26%
<b>Treasurer/Financial</b>			
Salaries	81,343	59,866.23	73.60%
Benefits	39,587	26,814.40	67.74%
Total	120,930	86,680.63	71.68%

# CITY OF CEDARBURG

## Salary Expense September 30, 2017

Department	Budget	Actual	Percent Expended
<b>General Government</b>			
<b>CITY HALL</b>			
Salaries	81,152	86,863.39	107.04%
Overtime	2,000	1,217.34	60.87%
Part time Salaries	7,330	0.00	0.00%
Benefits	42,252	27,071.39	64.07%
Total	132,734	115,152.12	86.75%
Total General Government	\$706,493	\$526,897.57	74.58%
<b>Public Safety</b>			
<b>Police Station</b>			
Salaries	\$19,493	\$12,071.74	61.93%
Overtime	400	0.00	0.00%
	7,854	5,175.08	65.89%
Total	27,747	17,246.82	62.16%
<b>Police Administration</b>			
Salaries	196,304	144,370.25	73.54%
Office/Dispatch Salaries	391,551	287,859.47	73.52%
Overtime	3,950	19,268.60	487.81%
Benefits	272,454	166,380.19	61.07%
Total	864,259	617,878.51	71.49%
<b>Police Patrol</b>			
Salaries	1,214,992	875,037.65	72.02%
Crossing Guards	53,296	26,143.64	49.05%
Overtime	36,371	23,262.49	63.96%
Benefits	611,041	388,227.95	63.54%
Total	1,915,700	1,312,671.73	68.52%
<b>Investigative</b>			
Salaries	163,551	164,562.00	100.62%
Overtime	9,579	8,411.89	87.82%
Benefits	92,131	58,253.18	63.23%
Totals	265,261	231,227.07	87.17%

# CITY OF CEDARBURG

## Salary Expense September 30, 2017

Department	Budget	Actual	Percent Expended
<b>Fire Station</b>			
Salaries	25,000	8,654.40	34.62%
Part time Salaries	25,000	7,029.90	28.12%
Benefits	48,557	31,703.66	65.29%
Total	98,557	47,387.96	48.08%
<b>Building Inspection</b>			
Salaries	105,396	74,100.01	70.31%
Benefits	46,643	33,796.91	72.46%
Total	152,039	107,896.92	70.97%
Total Public Safety	\$3,323,563	\$2,334,309.01	70.24%
<b>Public Works</b>			
<b>Engineering/PW Admin</b>			
Salaries	\$115,219	\$84,202.05	73.08%
Benefits	45,089	29,686.02	65.84%
Total	160,308	113,888.07	71.04%
<b>M&amp;E/Garage</b>			
Salaries	115,097	111,565.22	96.93%
Overtime	1,050	1,029.53	98.05%
Benefits	42,526	36,350.63	85.48%
Total	158,673	148,945.38	93.87%
<b>Streets Improvements</b>			
Salaries	275,077	196,085.05	71.28%
Overtime	45,500	12,408.55	27.27%
Part Time Salaries	6,900	9,456.57	137.05%
Benefits	244,481	155,120.62	63.45%
Total	571,958	373,070.79	65.23%
<b>Storm Sewers</b>			
Salaries	100,974	49,415.10	48.94%
Overtime	1,000	0.00	0.00%
Benefits	19,346	11,896.55	61.49%
Total	121,320	61,311.65	50.54%
<b>Recycling</b>			
Salaries	89,358	46,167.26	51.67%
Overtime	700	381.33	54.48%
Part time Salaries	2,295	77.00	3.36%
Benefits	17,377	11,041.22	63.54%
Total	109,730	57,666.81	52.55%
Total Public Works	\$1,121,989	\$754,882.70	67.28%

# CITY OF CEDARBURG

## Salary Expense September 30, 2017

Department	Budget	Actual	Percent Expended
<b>Culture/Recreation</b>			
<b>Senior Center</b>			
Salaries	\$55,596	\$37,642.96	67.71%
Benefits	8,323	5,061.35	60.81%
Total	63,919	42,704.31	66.81%
<b>Celebrations</b>			
Salaries	21,100	16,667.15	78.99%
Overtime	6,451	2,473.56	38.34%
Benefits	3,777	2,669.02	70.67%
Total	31,328	21,809.73	69.62%
<b>Parks &amp; Forestry</b>			
Salaries	358,967	281,145.40	78.32%
Overtime	14,211	8,053.00	56.67%
Maintenance/PW Salaries	33,150	24,607.01	74.23%
Benefits	156,846	125,323.27	79.90%
Total	563,174	439,128.68	77.97%
Total Culture/Recreation	\$658,421	\$503,642.72	76.49%
Total General Fund	\$5,810,466	\$4,119,732.00	70.90%



# CITY OF CEDARBURG

## Salary Expense September 30, 2017

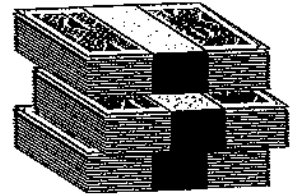
Department	Budget	Actual	Percent Expended
<b>Other Funds</b>			
<b>Cemetery Fund</b>			
Salaries	\$10,633	\$8,367.96	78.70%
Overtime	250	0.00	0.00%
Part time Salaries	9,000	6,132.50	68.14%
Benefits	6,951	4,377.97	62.98%
Total	26,834	18,878.43	70.35%
<b>Recreation Programs—Fund</b>			
Part time Salaries	82,474	88,168.78	106.90%
Exercise/Fitness	6,800	4,857.38	71.43%
Benefits	11,110	11,326.22	101.95%
Total	100,384.00	104,352.38	103.95%
<b>Swimming Pool—Fund</b>			
Salaries	26,125	18,578.50	71.11%
Part time Salaries/Seasonal	122,972	114,021.89	92.72%
Maintenance/PW Salaries	19,000	16,008.65	84.26%
Maintenance/Part time Salaries	3,000	2,465.00	82.17%
Benefits	31,357	30,662.69	97.79%
Total	202,454	181,736.73	89.77%
<b>Swimming Pool Concessions</b>			
Part time Salaries	11,000	13,123.69	119.31%
Benefits	842	1,003.98	119.24%
Total	11,842	14,127.67	119.30%
<b>Library</b>			
Salaries	364,683	266,724.70	73.14%
Part time Salaries	118,905	84,367.88	70.95%
Maintenance/PW Salaries	15,990	12,548.44	78.48%
Benefits	195,993	140,464.36	71.67%
Total	695,571	504,105.38	72.47%
Total Other Funds	\$1,037,085	\$823,200.59	79.38%
Total Salaries and Benefits	\$6,847,551	\$4,942,932.59	72.19%

# CITY OF CEDARBURG

## Salary Expense September 30, 2017

Department	Budget	Actual	Percent Expended
<b>Water Recycling Center</b>			
<b>Administrative</b>			
Salaries	\$237,018	\$174,088.97	73.45%
Benefits	75,222	54,970.17	73.08%
<b>Totals</b>	<b>312,240</b>	<b>229,059.14</b>	<b>73.36%</b>
<b>General Labor</b>			
Salaries	220,480	117,811.00	53.43%
Overtime	5,000	4,468.63	89.37%
Benefits	129,478	51,127.18	39.49%
<b>Total</b>	<b>354,958</b>	<b>173,406.81</b>	<b>48.85%</b>
<b>Collection System</b>			
Salaries	93,080	91,636.22	98.45%
Overtime	4,000	2,872.26	71.81%
Benefits	50,899	29,372.82	57.71%
<b>Totals</b>	<b>147,979</b>	<b>123,881.30</b>	<b>83.72%</b>
<b>Total Water Recycling Center</b>	<b>\$815,177</b>	<b>\$526,347.25</b>	<b>64.57%</b>
<b>Grand Total</b>	<b>\$7,662,728</b>	<b>\$5,469,279.84</b>	<b>71.38%</b>

**City of Cedarburg**  
**Cash and Investments Summary**  
As of September 30, 2017



Attached is the report of cash and investments for the City of Cedarburg as of September 30, 2017. Included on the schedule of investments are the financial institutions where bank deposits have been placed or brokers from whom securities were purchased; the maturity date of the security, where applicable; the yield of the particular deposit account or investment; and the balance or cost of the account or investment.

City monies are placed in several types of investments, including the State of Wisconsin Local Government Investment Pool (LGIP), U.S. Treasury securities, U.S. Government Agency notes, commercial paper and bank deposits, including certificates of deposit. A variety of investment types are utilized to balance safety, liquidity and risk, as well as providing diversification.

Most of the City's idle monies, especially in the General Fund, are needed to finance the operating activities of the City, as well as debt service and therefore are placed in short-term investments which are highly liquid, such as the local bank money market accounts. These accounts are earning at a higher interest rate than the State Pool. Short term (less than one year) investments of General Fund reserves are made based on our cash flow forecast for operating funds and are timed to mature when monies will be needed to meet obligations of the City. Longer-term investments have been purchased in order to increase the average portfolio yield through US Bank. These investments are part of what is considered the "core" portfolio.

The weighted average yield for outstanding investments September 30, 2017 for all funds (exclusive of the Capital Improvement Economic Development Funds) was 1.34% which compares to the yield on outstanding investments at June 30, 2017 of 1.27%. The State Investment Pool yield for September 30, 2017 was 1.03%. Page F-6 includes a graph of our combined investment yields and the LGIP over the past twelve months. At year end due to tax collection the bank balances are higher than normal and the interest yield slightly lower due to the amount of funds collected at the banks in the lower yielding accounts.

Rates have started to increase at the State Pool which is also the local banks' benchmark for the City's interest bearing accounts. In December 2015 the State Pool interest rate was only 0.19%.

**CITY OF CEDARBURG**  
**Schedule of Cash and Investments**  
**September 30, 2017**

Institution & Type of Investment	Term	Interest Yield	Balance/Cost
<b>General Fund (100)</b>			
<b>BMO Harris</b>			
Money market		0.98%	\$453,045.57
Tax collection			5,617.24
Tax collection—Online			157,288.88
<b>Port Washington State Bank</b>			
Money market account		0.95%	156,843.06
Checking		0.05%	197,026.99
Tax collection		0.95%	8,895.25
Payroll		0.05%	1,568.16
<b>Partnership Bank</b>			
Property tax account		0.10%	121,842.70
<b>State Investment Pool</b>			
		1.03%	495,973.28
<b>US Bank Investments</b>			
		1.54%	2,193,386.44
<b>Commerce State Bank</b>			
Checking account			3,432.24
Business checking		0.40%	115,435.51
Associated Bank tax collection		0.43%	128,037.81
<b>Cornerstone Bank</b>			
Combo business money market		0.02%	212,052.76
Business checking			
<b>Total General Fund</b>			<b>\$4,250,445.89</b>

**CITY OF CEDARBURG**  
**Schedule of Cash and Investments**  
**September 30, 2017**

Institution & Type of Investment	Term	Interest Yield	Balance/Cost
<b>Cemetery Fund (200)</b>			
State Investment Pool		1.03%	167,275.37
Port Washington State Bank			
Money market		0.95%	552.13
US Bank Investments		1.44%	101,064.38
Total Cemetery Fund			\$268,891.88
<b>Community Development Block Grant (230)</b>			
State Investment Pool		1.03%	20,535.26
US Bank Investments		1.68%	670,659.34
Total Community Dev Block Grant			\$691,194.60
<b>Parks &amp; Playground (250)</b>			
State Investment Pool		1.03%	79,953.40
<b>Library (260)</b>			
Port Washington State Bank			6,204.25
<b>Debt Service (300)</b>			
State Investment Pool		1.03%	63,656.99
<b>Capital Improvements (400)</b>			
State Investment Pool		1.03%	367,733.14
Port Washington State Bank			
Money market account		0.95%	55,341.80
US Bank Investments		1.38%	499,787.30
Total Capital Improvements			\$922,862.24

**CITY OF CEDARBURG**  
**Schedule of Cash and Investments**  
**September 30, 2017**

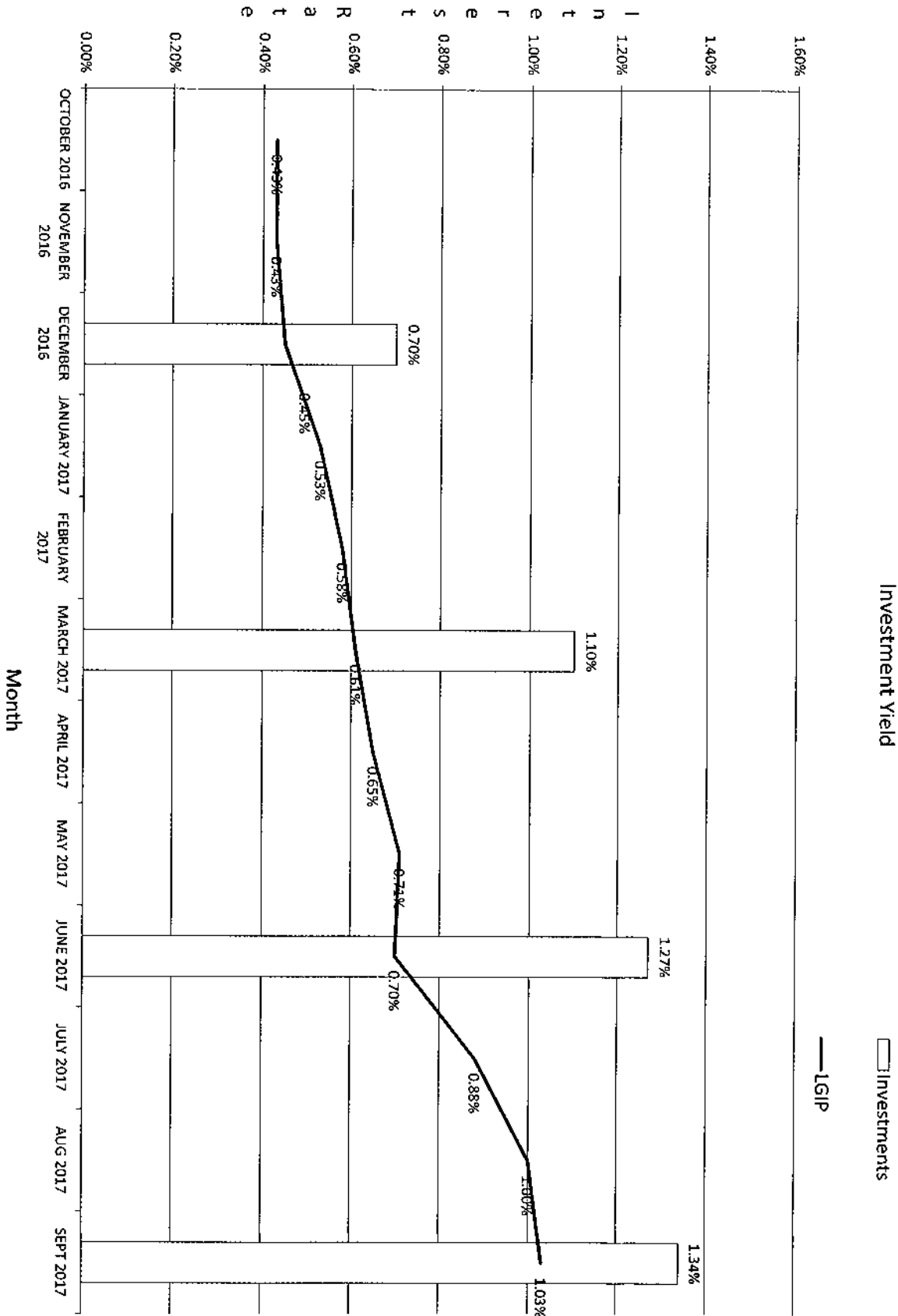
Institution & Type of Investment	Term	Interest Yield	Balance/Cost
<b>CI-Economic Development (400)</b>			
State Investment Pool		1.03%	13,315.80
<b>Sewer Fund (601)</b>			
State Investment Pool			
Sewer Unrestricted		1.03%	(687.95)
WWTF Repl. Fund		1.03%	315,805.52
Collection System Repl.		1.03%	6.45
WWTP Impact Fee Investment		1.03%	41,418.45
Biosolids Impact Fee Investment		1.03%	2,288.81
Sewer Connection Fees		1.03%	82,680.54
Port Washington State Bank			
Money Market		0.95%	730,569.79
US Bank Investments		1.31%	1,099,748.80
<b>Wastewater Equipment Replacement Fund</b>			
Port Washington State Bank			
Money Market		0.95%	1,397,659.23
US Bank Investments		1.31%	599,821.57
<b>Collection System</b>			
Port Washington State Bank			
Money Market		0.95%	1,021,356.04
US Bank Investments		1.31%	99,940.61
<b>Total Sewer Fund</b>			<b>\$5,390,607.86</b>

**CITY OF CEDARBURG**  
**Schedule of Cash and Investments**  
**September 30, 2017**

Institution & Type of Investment	Term	Interest Yield	Balance/Cost
<b>Risk Management Fund (700)</b>			
State Investment Pool		1.03%	39.16
Port Washington State Bank			
Money market account		0.95%	185,061.09
US Bank Investments		1.50%	797,271.02
<b>Total Risk Management Fund</b>			<b>\$982,371.27</b>



# City of Cedarburg Investment Yield



## **CITY OF CEDARBURG**

### **Accounts Receivable Third Quarter Financial Report September 30, 2017**

#### **GENERAL FUND**

At the end of the quarter, there was \$8,886.14 outstanding in General Fund accounts receivable.

#### **SEWER FUND**

The Sewer Fund had \$6,530.38 outstanding in septage hauler invoices and the legal fees due on the Town of Grafton Pioneer Road land purchase from 1998 that was billed to the Grafton Water & Wastewater Utility. For 2017 this invoice to the Village should be written off as uncollectible.

#### **CAPITAL IMPROVEMENTS**

At the end of the quarter, there was \$43,571.47 outstanding in Capital Fund accounts receivable. This includes the remaining outstanding invoices for 2015 and 2016 Sidewalk Replacements on payment plans. It also includes \$28,936.16 for Light and Water's invoice toward the Sidewalk Replacement project.

#### **CONTINGENT UPON ANNEXATION CHARGES/SPECIAL ASSESSMENTS**

This report also includes listings of current charges on Town properties that were included in the various City street and utility projects throughout the years and are payable contingent upon annexation into the City. There was no activity to report for the quarter.



ACCOUNTS RECEIVABLE  
General Fund  
2017 Third Quarter Financial Report

Account No: 100133.000

DATE	NAME	INVOICE	AMOUNT	STATUS	PURPOSE
5/21/2008	AMCAST Automotive	5915	601.19	On 2008 tax Roll OOB	Expenses for securing building for safety
6/30/2009	Barrier Advisors	6590	200.00	On 2009 Tax Roll OOB	Weed cutting 5/15/09 at Amcast
6/30/2009	Barrier Advisors	6628	400.00	On 2009 Tax Roll OOB	Weed cutting in June at Amcast
9/29/2010	Barrier Advisors	6935	200.00	On 2010 Tax Roll OOB	Weed mowing-Amcast 9/3/09
8/2/2010	Barrier Advisors/AMCAST	8021	400.00	On 2010 Tax Roll	Weed Cutting-Amcast May & June 2010
11/1/2010	Barrier Advisors/AMCAST	8199	200.00	On 2011 tax roll OOB	Weed Cutting 8/10/2012
12/31/2008	AMCAST Automotive	JE12324	624.00	On 2008 tax Roll OOB	Weed cutting at Old Amcast site
7/28/2011	Barrier Advisors, Inc./AMCAST	8667	182.00		Weed cutting-Amcast June 2011
2/10/2012	AMCAST Automotive	JE	950.17	On 2011 tax roll OOB	2011 Amcast weed cutting charges
10/31/2013	Barrier Advisors	JE	182.00	On 2013/2014 Tax Roll	Weed Cutting Fees - Invoice 27666 5/31/2013
10/31/2013	Barrier Advisors	JE	182.00	On 2013/2014 Tax Roll	Weed Cutting Fees - Invoice 28143 6/30/2013
10/31/2013	Barrier Advisors	JE	182.00	On 2013/2014 Tax Roll	Weed Cutting Fees - Invoice 279328 8/31/2013
10/31/2013	Barrier Advisors	JE	182.00	On 2013/2014 Tax Roll	Weed Cutting Fees - Invoice 29653 9/23/2013
11/1/2013	Barrier Advisors	JE	65.91	On 2013/2014 Tax Roll	Sheathing applied to Quanset Hut at Amcast
7/24/2017	Festivals of Cedarburg	12417	411.72		Street Sweeping-Strawberry Festival
8/24/2017	BMO Harris Bank-Columbia	12443	90.00		4th and 5th False Alarm
9/18/2017	Light & Water	12455	383.00		August Consulting Services
9/18/2017	Light & Water	12456	71.84		Reimburse Drug Testing
9/19/2017	Festivals of Cedarburg	12458	140.68		Police Security at Meeting
9/19/2017	Cedarburg Fire Department	12459	31.47		Reimburse Supplies
9/19/2017	Cedarburg Fire Department	12461	579.11		August Fuel
9/25/2017	Light & Water	12463	1,437.00		August Fuel
9/25/2017	Cedarburg School District	12464	244.86		Police Security at Football Game
9/25/2017	Cedarburg Fire Department Inc	12465	582.19		Police Security at Maxwell St. Days
9/25/2017	Light & Water	12466	383.00		Consulting Fees
Total			\$ 8,886.14		

ACCOUNTS RECEIVABLE  
Water Recycling Center  
2017 Third Quarter Financial Report

Accounts Receivable					
DATE	NAME	INVOICE	AMOUNT	STATUS	PURPOSE
04/16/1998	Grafton Water & Wastewater Util.	6244	\$4,135.50	On Hold	Town Land Purchase
9/18/2017	Arnold's Environmental	12452	2,394.88		Septage Hauling July/August
Total			\$6,530.38		

**ACCOUNTS RECEIVABLE**  
**Capital Improvements Fund**  
**2017 Third Quarter Financial Report**

Account No. 400131000					
DATE	NAME	INVOICE	AMOUNT	STATUS	PURPOSE
9/10/2015	Kathy Wilson	11387	973.58	paid 121.70 12/15	2015 Sidewalk/Approach Replacement
9/10/2015	Woodmere Townhomes	11388	3,075.05	paid 590.58 10/14	2015 Sidewalk/Approach Replacement
9/30/2016	Heidtke, Will	12104	1,045.98	paid 116.22 10/31	2016 Sidewalk Replacement
9/18/2017	Light & Water	12457	3,180.20		Street and Utility Project Pay Request
9/19/2017	Light & Water	12460	28,936.16		Sidewalk Replacement Project
9/19/2017	We Energies	12462	6,360.50		Sidewalk Replacement Project
Total			\$43,571.47		

Account 100-126100  
**CHARGES CONTINGENT UPON ANNEXATION**  
**3RD QUARTER FINANCIAL REPORT**  
**SEPTEMBER 30, 2017**

NAME	PROPERTY ADDRESS AND TAX KEY NUMBER	ORIGINAL	BALANCE ON ACCOUNT	INTEREST RATE / CCI*	INTEREST AMOUNT	AMOUNT DUE AS OF 9/30/2017
<b>TOWN OF CEDARBURG</b>						
Ammons, Michael - 3/25/1970 953 Keup Road Cedarburg WI 53012	03-023-12-007.00 953 Keup Road Cedarburg WI	1,386.00	1,386.00	2.35	1,871.10	3,257.10
FORMULA: 3/25/1970 CCI 1381 March 1980 CCI 3237 (10 yr max) 3237/1381 = 2.35						
<b>TOTAL KEUP ROAD CHARGES</b>		<b>\$1,386.00</b>	<b>\$1,386.00</b>		<b>\$1,871.10</b>	<b>\$3,257.10</b>
<b>PARKVIEW MEADOWS NO. 3</b>						
CITY OF CEDARBURG Bentz, Roger & Mabel & Franelen - 1/7/91 1051 Wauwatosa Road Cedarburg WI 53012	13-040-0140.000 Between Wauwatosa & Poplar-18.23 acres vacant land	\$115,657.82	\$115,657.82	CCI* 1.32	\$37,010.50	\$152,668.32
FORMULA: 1/7/1991 CCI 4777 January 2001 CCI 6281 (10 yr max) 6281/4777 = 1.32						
<b>TOTAL PARKVIEW MEADOWS NO. 3</b>		<b>\$115,657.82</b>	<b>\$115,657.82</b>	<b>1.32</b>	<b>\$37,010.50</b>	<b>\$152,668.32</b>
<b>WESTERN &amp; WAUWATOSA SEWER &amp; WATER CONSTRUCTION - 2010</b>						
Water Laterals and Engineering/Admin Fees CCI Effective Date: October 11, 2010						
<b>TOWN OF CEDARBURG</b>			<b>WATER LATERALS</b>	<b>ENG/ADMIN FEES 15%</b>		
Jams Realty-Cedarburg Inc	506 Wauwatosa Road	03-027-11-022.00	\$1,972.00	\$2,094.35	\$4,066.35	1.21
Wollner, Richard & Lorraine	7508 Western Avenue	03-027-11-021.00	\$1,972.00	\$2,094.35	\$4,066.35	1.21
Herkowski, Joseph & Andrea	7450 Western Avenue	03-027-11-008.00	\$1,972.00	\$2,094.35	\$4,066.35	1.21
Kletzien, Carol	7404 Western Avenue	03-027-11-019.00	\$1,972.00	\$2,094.35	\$4,066.35	1.21
Kuhn, Mechthild	7421 Western Avenue	03-034-06-027.00	\$1,972.00	\$2,094.35	\$4,066.35	1.21
FORMULA: October 11, 2010 CCI 8921 SEPTEMBER 30, 2017 CCI 10822.92 10822.92/8921=1.21						
Water lateral charges are to be reimbursed to Light and Water (100-256200) when properties annex into the City. Engineering/Admin Fees should be recorded to 100-423204						
<b>TOTAL WESTERN &amp; WAUWATOSA CHARGES</b>		<b>\$9,860.00</b>	<b>\$10,471.75</b>	<b>\$20,331.75</b>	<b>\$4,334.64</b>	<b>\$24,666.39</b>
<b>TOTAL CHARGES - GENERAL FUND</b>		<b>\$126,903.82</b>	<b>\$10,471.75</b>	<b>\$137,375.57</b>	<b>\$43,216.24</b>	<b>\$180,591.81</b>
*CCI: Cost Construction Index Factor						

## ACCOUNT 300-126100

**CHARGES CONTINGENT UPON ANNEXATION**  
**DEBT SERVICE**  
**3RD QUARTER FINANCIAL REPORT**  
**SEPTEMBER 30, 2017**

NAME	TAX KEY NUMBER	ORIGINAL AMOUNT	ANNUAL INTEREST RATE	INTEREST AMOUNT	AMOUNT DUE AS OF 9/30/2017
<b>Keup Road--9/30/1992</b>					
<b>1992 Sanitary Sewer &amp; Watermain Extension</b>					
<b>CCI Effective date: September 30, 1992</b>					
Lynn Woltring 987 Keup Road 09/30/92	03-023-12-001.00 Invoice# 3435	\$14,059.07	1.31 CCI*	\$4,358.31	\$18,417.38
Harold Woltring 5314 Thornapple Lane 09/30/92	03-023-12-033.00 Invoice# 3437	12,045.56	1.31 CCI*	3,734.12	15,779.68
FORMULA: 9/30/1992 CCI 5042 <b>September 2002 CCI 6589 (10 Yr Max.)</b> 6589/5042 = 1.31					
Total Keup Road Charges		\$26,104.63		\$8,092.44	\$34,197.07
<b>Portland Road--9/30/1992</b>					
<b>Portland Road Lift Station and Force Main</b>					
<b>CCI Effective date: September 30, 1992</b>					
Portland Road Lift Station and Force Main	Future annexations	\$31,244.71	1.31 CCI*	\$9,685.86	\$40,930.57
FORMULA: 9/30/1992 CCI 5042 <b>September 2002 CCI 6589 (10 Yr Max.)</b> 6589/5042 = 1.31					
Total Portland Road Charges		\$31,244.71		\$9,685.86	\$40,930.57
<b>Total Charges--Debt Service</b>		<b>\$57,349.34</b>		<b>\$17,778.30</b>	<b>\$75,127.64</b>
*Construction Cost Index (CCI)					

## ACCOUNT 400 126100

CHARGES CONTINGENT UPON ANNEXATION  
CAPITAL FUND  
3RD QUARTER FINANCIAL REPORT  
SEPTEMBER 30, 2017

NAME	PROPERTY ADDRESS	TAX KEY NO.	ORIGINAL AMOUNT	BALANCE ON ACCOUNT	ANNUAL INTEREST RATE	INTEREST AMOUNT	AMOUNT DUE AS OF 9/30/2017	
PROCHNOW LANDFILL								
Water line extension to Town Residents	JE#1470	Prochnow Landfill Property	\$107,365.00	\$107,365.00			\$107,365.00	
TOTAL PROCHNOW LANDFILL			\$107,365.00	\$107,365.00		\$0.00	\$150,373.00	
TOWN OF CEDARBURG 2003 Keup Road Reconstruction - Project 2000-11 2003 <sup>1</sup>								
CCI effective date: October 1, 2003								
Ammons, Michael	2314	953 Keup Road	03-023-12-007.00	\$4,021.81	\$4,021.81	CCI* 1.43	\$1,729.38	\$5,751.19
Woltring, Harold & Gladys	2315	5314 Thornapple Lane	03-023-12-033.00	3,687.82	3,687.82	1.43	1,585.76	5,273.58
Woltring, Lynn	2316	987 Keup Road	03-023-12-001.00	4,087.91	4,087.91	1.43	1,757.80	5,845.71
FORMULA: 10/1/2003 CCI 6771 October 2013 CCI 9689 (10 yr Max.) 9689/6771 = 1.43								
TOTAL 2003 KEUP ROAD RECONSTRUCTION			\$11,797.54	\$11,797.54		\$5,072.94	\$16,870.48	
Pioneer Road - TID No. 1								
CCI effective date: April 21, 1993								
03-04-15-04 THRU 07 <sup>2</sup>								
Korneisel, Kirk	6610	Pioneer Road	03-034-15-011.00	\$13,188.81	\$13,168.81	CCI* 1.29	\$3,818.95	\$16,987.76
Wiley, David & Aimee	6620	Pioneer Road	03-034-15-010.00	12,932.09	12,932.09	1.29	3,750.31	16,682.40
Harold H & Patricia A Steffen Family Trst	6634	Pioneer Road	03-034-15-009.00	13,175.12	13,175.12	1.29	3,820.78	16,995.90
FORMULA: 4/21/1993 CCI 5167 April 2003 CCI 6635 (10 yr Max.) 6635/5167 = 1.29								
TOTAL PIONEER ROAD - TID NO. 1			\$39,276.02	\$39,276.02		\$11,390.04	\$50,666.06	
TOTAL CHARGES - CAPITAL								
			\$158,438.56	\$158,438.56		\$16,462.98	\$217,909.54	
*Construction Cost Index (CCI)								
(1) Represents charges against parcels in the Town for curb & gutter, sidewalk, drive apron and lighting. Collection of these charges will be done at time of annexation.								
(2) Represents charges against parcels in the Town. Collection of these charges will be done at time of annexation.								



ACCOUNT 601 126100  
CHARGES CONTINGENT UPON ANNEXATION  
SEWER FUND  
3RD QUARTER FINANCIAL REPORT  
SEPTEMBER 30, 2017

NAME	PROPERTY ADDRESS	TAX KEY NUMBER	ORIGINAL AMOUNT	BALANCE AMOUNT	ANNUAL INTEREST RATE	INTEREST AMOUNT	AMOUNT DUE AS OF 9/30/2017	
<b>KEUP ROAD - PART A - SANITARY SEWER</b>								
<b>1999 Sanitary Sewer &amp; Watermain</b>								
<b>CCI Effective date: January 1, 2000.</b>								
Murphy, Brian	781 Keup Road	03-060-01-07.000	\$9,836.48	\$9,836.48	CCI* 1.42	\$4,131.32	\$13,967.80	
Juech, James & Mary	765 Keup Road	03-060-01-05.000	8,602.73	8,602.73	1.42	3,613.15	\$12,215.88	
Islo, Spencer & Patek, Ann	755 Keup Road	03-060-01-04.000	8,602.73	8,602.73	1.42	3,613.15	12,215.88	
Schefchik Jr., Emil	789 Keup Road	03-060-01-07.001	10,330.60	10,330.60	1.42	4,338.85	14,669.45	
7900 LLC	708 Keup Road	03-026-03-017.00	2,433.97	2,433.97	1.42	1,022.27	3,456.24	
FORMULA: January 2000 CCI 6130 January 2010 CCI 8660 (10 Yr. Max.) 8660/6130 = 1.42								
\$35,219.91, is being held by Light and Water. These charges are due in full within 30 days upon adoption of an annexation ordinance.								
<b>TOTAL KEUP ROAD - PART A - SANITARY SEWER</b>			<b>\$39,806.51</b>	<b>\$39,806.51</b>		<b>\$16,718.74</b>	<b>\$56,525.25</b>	
<b>WASHINGTON AVENUE - SEWER</b>								
<b>CCI Effective date: April 2, 1992</b>								
Bentz, Roger & Franelen	1051 Wauwatosa Road	13-040-0140.000	\$18,524.10	\$18,524.10	CCI* 1.31	\$5,742.47	\$24,266.57	
4/2/1992		Between Wauwatosa & Poplar-18.23 acres vacant land						
FORMULA: April 1992 CCI 4946 April 2002 CCI 6480 (10 Yr. Max) 6480/4946 = 1.31								
<b>TOTAL WASHINGTON AVENUE</b>			<b>\$18,524.10</b>	<b>\$18,524.10</b>		<b>\$5,742.47</b>	<b>\$24,266.57</b>	
<b>HAMILTON ROAD-SEWER</b>								
<b>CCI Effective date: September 3, 1986</b>								
Molinaro, Tony (New owner: Bishop Family Trust 243 E Hamilton Road 9/3/1986	Base, Pavement, Curb & Gutter, Sanitary Sewer, Storm Sewer & Eng.	03-050-0030.006	\$33,371.00	\$33,371.00	CCI* 1.33	\$11,012.43	\$44,383.43	
FORMULA: September 1986 CCI 4295 September 1996 CCI 5683 (10 Yr. Max) 5683/4295 = 1.33								
<b>TOTAL HAMILTON ROAD-SEWER</b>				<b>\$33,371.00</b>		<b>\$11,012.43</b>	<b>\$44,383.43</b>	
<b>WESTERN &amp; WAUWATOSA SEWER &amp; WATER CONSTRUCTION - 2010</b>								
<b>Sanitary Sewer Mains and Laterals</b>								
<b>CCI Effective Date: October 11, 2010</b>								
<b>TOWN OF CEDARBURG</b>			<b>SANITARY SEWER MAIN</b>	<b>SANITARY SEWER LAT.</b>		CCI*		
Jams Realty-Cedarburg Inc	506 Wauwatosa Rd	03-027-11-022.00	\$9,242.23	\$2,748.09	\$11,990.32	1.21	\$2,556.29	\$14,546.61
Wollner, Richard & Lorraine	7508 Western Ave	03-027-11-021.00	\$9,242.23	\$2,748.09	\$11,990.32	1.21	\$2,556.29	\$14,546.61
Herkowski, Joseph & Andrea	7450 Western Ave	03-027-11-008.00	\$9,242.23	\$2,748.09	\$11,990.32	1.21	\$2,556.29	\$14,546.61
Kletzien, Carol	7404 Western Ave	03-027-11-019.00	\$9,242.23	\$2,748.09	\$11,990.32	1.21	\$2,556.29	\$14,546.61
Kuhn, Mechthild	7421 Western Ave	03-034-06-027.00	\$9,242.23	\$2,748.09	\$11,990.32	1.21	\$2,556.29	\$14,546.61
FORMULA: October 2010 CCI 8921 SEPTEMBER 30, 2017 CCI 10822.92 10822.92/8921 = 1.21								
<b>TOTAL WESTERN &amp; WAUWATOSA CHARGES</b>			<b>\$46,211.15</b>	<b>\$13,740.45</b>	<b>\$59,951.60</b>		<b>\$12,781.43</b>	<b>\$72,733.03</b>
<b>TOTAL CHARGES - SEWER FUND</b>			<b>\$104,541.76</b>	<b>\$13,740.45</b>	<b>\$151,653.21</b>		<b>\$46,255.08</b>	<b>\$197,908.29</b>
CCI* Construction Cost Index								

**ACCOUNT 601 126100**

**CHARGES CONTINGENT UPON ANNEXATION  
SEWER FUND  
3RD QUARTER FINANCIAL REPORT  
SEPTEMBER 30, 2017**

**This information is recorded by Light and Water and is for reporting purposes only**

NAME	PROPERTY ADDRESS	TAX KEY NUMBER	ORIGINAL AMOUNT	ANNUAL INTEREST RATE	INTEREST AMOUNT	AMOUNT DUE AS OF 9/30/2017
<b>KEUP ROAD - PART A - WATER MAINS AND LATERALS - These charges are being held by Light and Water.</b>						
<b>1999 Sanitary Sewer &amp; Watermain</b>						
<b>CCI Effective date: January 1, 2000</b>						
				<u>CCI*</u>		
Murphy, Brian	781 Keup Road	03-060-01-07.000	\$6,793.13	1.42	\$2,853.11	\$9,646.24
Juech, James & Mary	765 Keup Road	03-060-01-05.000	5,828.68	1.42	2,448.05	8,276.73
Islo, Spencer & Patek, Ann	755 Keup Road	03-060-01-04.000	5,828.68	1.42	2,448.05	8,276.73
Schefchik Jr., Emil	789 Keup Road	03-060-01-07.001	7,179.39	1.42	3,015.34	10,194.73
7900 LLC	708 Keup Road	03-026-03-017.00	9,590.03	1.42	4,027.81	13,617.84
<b>FORMULA:</b> January 2000 CCI 6130 January 2010 CCI 8660 (10 Yr. Max.) $8660/6130 = 1.42$						
<b>TOTAL CHARGES - SEWER (L&amp;W)</b>			<b>\$35,219.91</b>		<b>\$14,792.37</b>	<b>\$50,012.26</b>
CCI* Construction Cost Index						

**Environmental Expenses**  
**Prochnow Responsible Parties Group**  
As of September 30, 2017

	1993-2012	2013	2014	2015	2016	2017	Total
Beginning Balance	\$0.00	\$2,096.97	\$2,101.86	\$13,337.99	\$13,375.05	\$13,423.71	
Deposits:							
City of Cedarburg	30,624.86						30,624.86
Town of Cedarburg	31,224.55						31,224.55
Mercury Marine	106,071.20		11,212.29				117,283.49
Emerson Electric	29,000.00						29,000.00
Amcast	11,500.00						11,500.00
Maletzke Estate	115,000.00						115,000.00
Interest	7,132.55	4.89	23.84	37.06	48.66	44.97	7,247.00
<b>Total</b>	<b>\$330,553.16</b>	<b>\$4.89</b>	<b>\$11,236.13</b>	<b>\$37.06</b>	<b>\$48.66</b>	<b>\$44.97</b>	<b>\$341,879.90</b>
Expenditures	\$328,456.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328,456.19
Ending Balance	\$2,096.97	\$2,101.86	\$13,337.99	\$13,375.05	\$13,423.71	\$13,468.68	

# Environmental Expenses

As of September 30, 2017

	1992-2012	2013	2014	2015	2016	2017	Total
Beginning Balance	0.00	299,245.20	213,611.34	178,148.33	157,010.61	149,766.86	
<b>Revenues:</b>							
Property tax	1,088,580.00	0.00	0.00	10,000.00	20,000.00	0.00	1,118,580.00
General Fund Transfer	40,000.00						40,000.00
PECFA reimbursements	147,600.12						147,600.12
EPA reimbursement (Light & Water)	107,365.00						107,365.00
Insurance settlement	15,000.00						15,000.00
HUD Grant (Mercury Marine Cleanup)	166,204.69	99,000.00					265,204.69
<b>Total</b>	<b>\$1,564,749.81</b>	<b>\$99,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$1,693,749.81</b>
<b>Expenditures:</b>							
Prochnow/Blank	690,548.59	31,930.12	24,117.51	17,910.39	27,243.75	13,007.49	804,757.85
PECFA Eligible/DPW*	160,496.17						160,496.17
PRP Group - City share	30,624.86						30,624.86
Dams	82,506.60	48,706.14	11,345.50	13,227.33		13,357.50	169,143.07
Grafton Lime Kiln*	58,001.27						58,001.27
Cedar Creek Park*	15,520.13						15,520.13
Underground storage tank - Washington Ave.*	7,878.76						7,878.76
Hanover - LUST*	6,312.60						6,312.60
Hanover - Shooting Range	15,727.00						15,727.00
Mercury Marine - Cleanup Expenses (HUD)	166,204.69	100,246.00					266,450.69
Mercury Marine - PII Library Site	24,521.00						24,521.00
Environmental-Other	7,162.94	3,751.60					10,914.54
<b>Total</b>	<b>\$1,265,504.61</b>	<b>\$184,633.86</b>	<b>\$35,463.01</b>	<b>\$31,137.72</b>	<b>\$27,243.75</b>	<b>\$26,364.99</b>	<b>\$1,570,347.94</b>
Ending Balance	<b>\$299,245.20</b>	<b>\$213,611.34</b>	<b>\$178,148.33</b>	<b>\$157,010.61</b>	<b>\$149,766.86</b>	<b>\$123,401.87</b>	

\*Closed out

**CITY OF CEDARBURG  
INTERNAL SERVICE FUND - RISK MANAGEMENT  
FINANCIAL REPORT  
SEPTEMBER 30, 2017**

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	PERCENT OF BUDGET
<b>Revenues</b>				
Interest Income	\$ (679.73)	\$ 8,467.17	\$ 10,000	84.67%
Change in Market Value		2,850.69		0.00%
Dividend Income (from CVMIC)	26,837.00	24,470.00	24,470	100.00%
Insurance Recoveries	51,453.69	6,422.86		0.00%
Workers Comp-Wage Recovery	3,842.82	3,844.00		0.00%
Charges to General Fund	252,332.25	260,559.91	264,028	98.69%
Charges to Cemetery Fund	1,319.40	1,287.80	1,288	99.98%
Charges to Recreation Programs Fund	3,448.31	5,053.26	5,053	100.01%
Charges to Swimming Pool Fund	10,850.47	10,757.97	10,758	100.00%
Charges to Library	9,183.41	9,151.02	9,151	100.00%
Transfer from Sewer Fund	38,519.31	32,054.49	32,054	100.00%
Transfer from Trust & Agency Fund	195.41	-	223	0.00%
<b>Total Revenues</b>	<b>\$397,302.34</b>	<b>\$364,919.17</b>	<b>\$357,025</b>	<b>102.21%</b>
<b>Expenses</b>				
<b>Insurance Premiums/Costs:</b>				
Worker's Compensation	\$ 185,442.00	\$180,759.00	\$ 167,068	108.19%
Unemployment Compensation	529.51	574.63		0.00%
Property/Auto Insurance	59,767.00	71,587.00	67,383	106.24%
General Liability Insurance	61,501.00	62,111.00	50,319	123.43%
Employment Practices Insurance	16,710.00	14,205.20	19,217	73.92%
Boiler Insurance	1,173.00	1,196.00	1,232	97.08%
2014 Liability Claims Paid			-	0.00%
2015 Liability Claims Paid	1,366.88		2,500	0.00%
2016 Liability Claims Paid	89,661	7,930.22	2,500	0.00%
2017 Liability Claims Paid		6,027.94	5,000	
<b>Total Expenses</b>	<b>\$416,150.43</b>	<b>\$344,390.99</b>	<b>\$ 315,219</b>	<b>109.25%</b>
<b>Net Gain/(Loss)</b>	<b>(\$18,848.09)</b>	<b>\$20,528.18</b>	<b>\$41,806</b>	
<b>Fund Balance, January 1</b>	<b>\$899,508.99</b>	<b>\$928,154.57</b>	<b>\$928,155</b>	
<b>Fund Balance, Quarter End/Budget</b>	<b>\$880,660.90</b>	<b>\$948,682.75</b>	<b>\$969,961</b>	

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# *City of Cedarburg*

## Debt Service Fund *Third Quarter Financial Report* *September 30, 2017*

The Debt Service Fund is used to account for the payment of principal and interest on debt obligations of the City.

Revenues include the tax levy, interest revenue and police impact fees. For the year \$1,284,280 was received from property taxes and \$938.57 from interest revenue. The Build America Bond reimbursement and police impact fees were also received; \$4,931.64 and \$9,444.20 respectively.

The transfer from Capital Improvements is from the Library building project residual funds to help pay down the debt.

The expenditures for the year include the 2017 debt principal and interest payments. Payments are in March and September. Total expended in principal and interest payments at the end of the quarter were \$1,689,274.47.

**City of Cedarburg  
Debt Service Fund  
Third Quarter Financial Report  
September 30, 2017**

	2016 Actual	2017 Actual	2017 Budget	Percent of Budget
<b>Revenues</b>				
Property Taxes	\$ 705,776.00	\$ 1,284,280.00	\$ 1,284,280	100.00%
Interest Revenue	331.19	938.57	50	1877.14%
Police Impact Fee	10,832.80	9,444.20		
Build America Bond Reimbursement	6,063.92	4,931.64	4,995	98.73%
Proceeds from Borrowing	258,244.45			
Transfer from Capital Improvement	200,000.00	200,000.00	200,000	100.00%
Total Revenues	\$ 1,181,248.36	\$ 1,499,594.41	\$ 1,489,325	100.69%
<b>Expenditures</b>				
2007 G.O. Capital Improvement Notes				
2007 TIF Note				
2010 G.O. Capital Improvement Notes	98,686.17	98,686.17	98,687	100.00%
2012 G.O. Note	558,195.00	566,725.00	566,725	100.00%
2015 G.O. Notes	269,400.00	312,900.00	312,900	100.00%
2016 G.O. Notes		710,963.30	710,963	100.00%
Paying Agent Fee	70,550.07			
Total Expenditures	\$ 996,831.24	\$ 1,689,274.47	\$ 1,689,275	100.00%
Beginning Fund Balance	\$32,595.39	\$197,710.07	\$197,710	
Ending Fund Balance	\$217,012.51	\$8,030.01	(\$2,240)	

**City of Cedarburg**  
***Tax Incremental District #3***  
***Third Quarter Financial Report***  
***September 30, 2017***

This report reflects the activity since creation and the year for TID #3. The mixed use TID was approved on November 18, 2014. The project is scheduled to be paid off in 20 years. The project costs include the City's administrative costs, legal and audit fees, financial consultant fees and the developer incentive. The following pages include the estimated project costs and revenues along with the current and prior years' costs and revenues.

Project Revenues

2017 is the first year value was added to the TIF and it was only because of the increase in the market values. The tax increment realized was \$169.

Project Costs

The only costs to date are administrative; the State filing fee and creation and legal fees. The developer incentive will only be paid out after the City has recovered its costs from the tax increment.

At the end of the quarter, the District has a deficit of \$24,454.



# City of Cedarburg

## Tax Incremental Financing District No. 3

### Historical Summary of Sources, Uses and Status of Funds

	Year Ended <u>December 31, 2016</u>	Quarter Ended <u>September 30, 2017</u>	From Date of Creation
Project Revenues (sources):			
Tax increments	0	169	169
Total revenues	<u>0</u>	<u>169</u>	<u>169</u>
Project Costs (uses):			
Cash Grant (Development Incentive)	0	0	0
Repayment of City Advance	0	0	0
Interest on City Advance	0	0	0
Administrative Expense	1,105	1,007	24,623
Total costs	<u>1,105</u>	<u>1,007</u>	<u>24,623</u>
Net sources (uses)	(1,105)	(838)	(24,454)
Beginning fund balance	<u>(22,511)</u>	<u>(23,616)</u>	<u>0</u>
Ending fund balance	<u>(\$23,616)</u>	<u>(\$24,454)</u>	<u>(\$24,454)</u>

City of Cedarburg			
Tax Incremental Financing District No. 3			
Historical Summary of Project Costs, Project Revenues and Net Cost to be recovered through Tax Increments			
	Year Ended <u>December 31, 2016</u>	Quarter Ended <u>September 30, 2017</u>	From Date <u>of Creation</u>
Project Costs:			
Cash Grant (Development Incentive)	0	0	0
Repayment of City Advance	0	0	0
Interest on City Advance	0	0	0
Administrative Expense	1,105	1,007	24,623
Total costs	<u>1,105</u>	<u>1,007</u>	<u>24,623</u>
Project Revenues:			
Tax increments	0	169	169
Total revenues	<u>0</u>	<u>169</u>	<u>169</u>
Net costs recoverable through tax increments	\$1,105	\$838	\$24,454

City of Cedarburg

Tax Incremental Financing District No. 3

Detailed Summary of Project Costs

Through September 30, 2017

	<u>Actual</u>	<u>Project Plan Estimate</u>
Cash Grant (Development Incentive)	0	310,234
Repayment of City Advance	0	23,000
Interest on City Advance	0	2,060
Administrative Expense	<u>24,623</u>	<u>63,000</u>
Total project costs	<u>\$24,623</u>	<u>\$398,294</u>

City of Cedarburg			
Tax Incremental Financing District No. 3			
Project Budget vs. Actual			
Through September 30, 2017			
	<u>Project Budget</u>	<u>As of March 31, 2017</u>	<u>Project To Date</u>
Project Revenues (sources):			
Tax increments	<u>\$585,574</u>	<u>\$0</u>	<u>\$169</u>
Total revenues	<u>\$585,574</u>	<u>\$0</u>	<u>\$169</u>
Project Costs (uses):			
Cash Grant (Development Incentive)	\$310,234	\$0	\$0
Repayment of City Advance	25,060	0	0
Interest on City Advance	2,060	0	0
Administrative Expense	<u>63,000</u>	<u>1,007</u>	<u>24,623</u>
Total expenditures	<u>\$400,354</u>	<u>\$1,007</u>	<u>\$24,623</u>



Cedarburg Light & Water  
Consolidated Balance Sheet  
For the Nine Months Ending 9/30/2017

	Balance 9/30/2017 Current Month	Balance 2017 First of Year	Difference
<b>ASSETS AND OTHER DEBITS</b>			
<b>UTILITY PLANT</b>			
Utility Plant - Utility Financed (101-107)	\$41,417,158.27	\$39,351,224.71	\$2,065,933.56
Utility Plant - Contributed (101-107)	10,438,204.61	10,431,548.44	6,656.17
Less: Accum. Provision for Depr. & Amort. - Utility Financed (111-116)	(14,082,748.37)	(13,139,786.49)	(942,961.88)
Less: Accum. Provision for Depr. & Amort. - Contributed (111-116)	(3,385,408.09)	(3,216,505.91)	(168,902.18)
<b>Net Utility Plant</b>	<b>34,387,206.42</b>	<b>33,426,480.75</b>	<b>960,725.67</b>
<b>Total Net Utility Plant</b>	<b>34,387,206.42</b>	<b>33,426,480.75</b>	<b>960,725.67</b>
<b>OTHER PROPERTY AND INVESTMENTS</b>			
Nonutility Property (121)	519,551.21	519,551.21	0.00
Less: Accum. Provision for Depr. and Amort. of Nonutility Property (122)	(457,650.73)	(457,650.73)	0.00
<b>Net Nonutility Property</b>	<b>61,900.48</b>	<b>61,900.48</b>	<b>0.00</b>
Special Funds (125-128)	5,465,181.96	5,432,514.45	32,667.51
<b>Total Other Property and Investments</b>	<b>5,527,082.44</b>	<b>5,494,414.93</b>	<b>32,667.51</b>
<b>CURRENT AND ACCRUED ASSETS</b>			
Cash and Working Funds (131)	581,269.32	293,336.72	287,932.60
Working Funds (135)	700.00	700.00	0.00
Temporary Cash Investments (136)	1,420,604.57	2,393,534.61	(972,930.04)
Customer Accounts Receivable (142)	1,492,681.74	1,305,063.31	187,618.43
Other Accounts Receivable (143)	18,193.42	75,372.13	(59,178.71)
Receivables from Municipality (145)	2,355.17	61,372.15	(59,016.98)
Materials and Supplies (151-163)	789,089.97	594,605.27	194,484.70
Prepayments (165)	26,640.13	4,596.50	22,043.63
Interest and Dividends Receivable (171)	4,080.84	5,482.14	(1,401.30)
Miscellaneous Current and Accrued Assets (174)	(163,327.00)	(163,327.00)	0.00
<b>Total Current and Accrued Assets</b>	<b>4,170,288.16</b>	<b>4,570,735.83</b>	<b>(400,447.67)</b>
<b>DEFERRED DEBITS</b>			
Other Deferred Debits (182-186)	2,695,447.41	2,717,124.99	(21,677.58)
<b>Total Deferred Debits</b>	<b>2,695,447.41</b>	<b>2,717,124.99</b>	<b>(21,677.58)</b>
<b>Total Assets and Other Debits</b>	<b>\$46,780,024.43</b>	<b>\$46,208,756.50</b>	<b>\$571,267.93</b>



Cedarburg Light & Water  
Consolidated Balance Sheet  
For the Nine Months Ending 9/30/2017

	Balance 9/30/2017 Current Month	Balance 2017 First of Year	Difference
<b>LIABILITIES AND OTHER CREDITS</b>			
<b>PROPRIETARY CAPITAL</b>			
Capital Paid in by Municipality (200)	183,254.21	183,254.21	0.00
Unappropriated Earned Surplus - Non-Contributed (216.1)	33,086,491.81	33,086,491.81	0.00
Unappropriated Earned Surplus - Contributed (216.2)	7,825,804.74	7,825,804.74	0.00
Current Earnings - Non-Contributed (217.1)	1,060,022.49	0.00	1,060,022.49
Current Earnings - Contributed (217.2)	(159,673.19)	0.00	(159,673.19)
<b>Total Proprietary Capital</b>	<b>41,995,900.06</b>	<b>41,095,550.76</b>	<b>900,349.30</b>
<b>CURRENT AND ACCRUED LIABILITIES</b>			
Accounts Payable (232)	873,942.50	1,214,704.20	(340,761.70)
Payables to Municipality (233)	209,950.33	238,360.22	(28,409.89)
Customer Deposits (235)	53,474.41	55,309.41	(1,835.00)
Taxes Accrued (236)	414,622.85	414,622.85	0.00
Interest Accrued (237)	1,619.10	1,677.08	(57.98)
Tax Collections Payable (241)	46,441.64	27,742.73	18,698.91
Miscellaneous Current and Accrued Liabilities (242)	(6,315.88)	(221.37)	(6,094.61)
<b>Total Current and Accrued Liabilities</b>	<b>1,593,734.85</b>	<b>1,952,195.12</b>	<b>(358,460.27)</b>
<b>DEFERRED CREDITS</b>			
Customer Advances for Construction (252)	188,542.80	174,038.60	14,504.20
Other Deferred Credits (253)	3,001,846.72	2,986,972.02	14,874.70
<b>Total Deferred Credits</b>	<b>3,190,389.52</b>	<b>3,161,010.62</b>	<b>29,378.90</b>
<b>Total Liabilities and Other Credits</b>	<b>\$46,780,024.43</b>	<b>\$46,208,766.50</b>	<b>\$571,267.93</b>



Cedarburg Light & Water  
Consolidated Income Statement  
For the Nine Months Ending 9/30/2017

	Current Year	Budget	Current Year to Budget \$ Variance	Current Year to Budget % Variance	Prior Year	Current Year to Prior Year Variance
<b>UTILITY OPERATING INCOME</b>						
Operating Revenues (400)	\$10,583,039.63	\$10,846,465.40	(\$263,425.77)	(2.43%)	\$10,715,237.91	(\$132,198.28)
Operating Expenses						
Operation and Maintenance Expense (401-402)	8,063,192.20	8,395,070.80	(331,878.60)	(3.95%)	7,987,001.84	76,190.36
Depreciation Expense (403)	855,618.39	905,536.53	(49,918.14)	(5.51%)	800,576.46	55,041.93
Taxes (408)	640,712.50	700,980.03	(60,267.53)	(8.60%)	617,833.37	22,879.13
<b>Total Operating Expenses</b>	<b>9,559,523.09</b>	<b>10,001,587.36</b>	<b>(442,064.27)</b>	<b>(4.42%)</b>	<b>9,405,411.67</b>	<b>154,111.42</b>
<b>Net Operating Income (Loss)</b>	<b>1,023,516.54</b>	<b>844,878.04</b>	<b>178,638.50</b>	<b>21.14%</b>	<b>1,309,826.24</b>	<b>(286,309.70)</b>
<b>Utility Operating Income (Loss)</b>	<b>1,023,516.54</b>	<b>844,878.04</b>	<b>178,638.50</b>	<b>21.14%</b>	<b>1,309,826.24</b>	<b>(286,309.70)</b>
<b>OTHER INCOME</b>						
Income from Merchandising, Jobbing and Contract Work (415-416)	65.98	0.00	65.98	0.00%	0.00	65.98
Income from Nonutility Operations (417)	0.00	0.00	0.00	0.00%	7.00	(7.00)
Interest and Dividend Income (419)	43,625.29	34,349.94	9,275.35	27.00%	18,905.62	24,719.67
Miscellaneous Nonoperating Income (421)	(586.49)	0.00	(586.49)	0.00%	40.61	(627.10)
<b>Total Other Income</b>	<b>43,104.78</b>	<b>34,349.94</b>	<b>8,754.84</b>	<b>25.49%</b>	<b>18,953.23</b>	<b>24,151.55</b>
<b>Total Income</b>	<b>1,066,621.32</b>	<b>879,227.98</b>	<b>187,393.34</b>	<b>21.31%</b>	<b>1,328,779.47</b>	<b>(262,158.15)</b>
<b>MISCELLANEOUS INCOME DEDUCTIONS</b>						
Other Income Deductions (426)	161,375.70	161,175.06	200.64	0.12%	154,857.19	6,518.51
<b>Total Miscellaneous Income Deductions</b>	<b>161,375.70</b>	<b>161,175.06</b>	<b>200.64</b>	<b>0.12%</b>	<b>154,857.19</b>	<b>6,518.51</b>
<b>Income Before Interest Charges</b>	<b>905,245.62</b>	<b>718,052.92</b>	<b>187,192.70</b>	<b>26.07%</b>	<b>1,173,922.28</b>	<b>(268,676.66)</b>
<b>INTEREST CHARGES</b>						
Other Interest Expense (431)	0.00	29.97	(29.97)	(100.00%)	0.00	0.00
<b>Total Interest Charges</b>	<b>0.00</b>	<b>29.97</b>	<b>(29.97)</b>	<b>(100.00%)</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>905,245.62</b>	<b>718,022.95</b>	<b>187,222.67</b>	<b>26.07%</b>	<b>1,173,922.28</b>	<b>(268,676.66)</b>
<b>EARNED SURPLUS</b>						
Unappropriated Earned Surplus (Beginning of Year) (216)	40,912,296.55	0.00	40,912,296.55	0.00%	38,241,229.03	2,671,067.52
Balance Transferred from Income (433)	905,245.62	960,201.72	(54,956.10)	(5.72%)	1,173,922.28	(268,676.66)



Cedarburg Light & Water  
Consolidated Income Statement  
For the Nine Months Ending 9/30/2017

	Current Year	Budget	Current Year to Budget \$ Variance	Current Year to Budget % Variance	Prior Year	Current Year to Prior Year Variance
Appropriations of Income to Municipal Funds--Debit (439)	4,896.32	6,750.00	(1,853.68)	(27.46%)	5,592.36	(696.04)
Total Unappropriated Earned Surplus End of Year (216)	\$41,812,645.85	\$953,451.72	\$40,859,194.13	4,285.40%	\$39,409,558.95	\$2,403,086.90



# **CEDARBURG LIGHT & WATER COMMISSION**

Investments Outstanding as of September 30, 2017

## **INFORMATION SENT TO CITY OF CEDARBURG QUARTERLY**

Type of Investment	Purchase Date	Maturity Date	Annual Yield Interest Rate	Institution	Amount	Purpose
Certificate of Deposit	9/19/2017	9/19/2018	1.20%	Port Washington State Bank	\$938,493.00	Reserve for Future Capital Projects
Certificate of Deposit	1/23/2017	1/23/2018	1.00%	Port Washington State Bank	\$311,784.24	Reserve for Future Capital Projects
Certificate of Deposit	3/27/2017	3/27/2018	1.00%	Port Washington State Bank	\$312,357.77	Reserve for Future Capital Projects
State Investment Pool:						
Account # 1 - System Revenue			1.03%	LGIP	\$3,684,618.06	For Operating Expense & Future Capital Projects
Account # 3 - Special Redemption Fund			1.03%	LGIP	\$0.00	For Principal & Interest Payments Final Bond payment was made October 2005
Account # 4 - Depreciation Fund				LGIP	\$0.00	Was required by 1994 Bond Issue; new Bond Issue not required. Dollars were transferred to Account #1.
Account # 6 - Liability Insurance Reserve			1.03%	LGIP	\$73,490.52	Reserve for Future Liability Claims
Account # 8 - Impact Fee Reserve			1.03%	LGIP	\$146,607.12	Reserve for Impact Fee Revenues
				Total LGIP	<u>\$3,904,715.70</u>	
TOTAL LIGHT & WATER INVESTMENTS					<u><u>\$5,467,350.71</u></u>	

Bank Balances as of June 30, 2017	Daily Interest Rate	Institution	Amount	
Checking		Port Washington State Bank	\$581,269.32	with Checks Outstanding & Stubs "in transit"
Money Market Account	0.68%	Port Washington State Bank	\$1,420,604.57	\$109,333.63 is reserved for Impact Fee Revenues

## 2017 PERMIT SUMMARY BY MONTH

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Coops				1	1	1							3
Single Family	2	2	3	1	3	4	1	2	7	2			27
Assessory Building			2	3	2	2	4	3	3				19
Addition/Alteration	6	11	16	19	34	15	15	12	24	13			165
Commercial Additions/Alterati	1			3	1	6	2	2	3				18
Pools									1				1
Other/Miscellaneous					1								1
Heat/Vent	19	11	24	9	28	20	22	23	12	24			192
Signs	1	2	2		4	2	2	2	2				17
Plumbing	27	35	23	17	34	30	36	30	32	39			303
Electrical	34	17	31	13	43	32	36	25	29	32			292
Occupancy	3	3	4	6	8	11	6	7	1	3			52
TOTAL VALUE TO CITY	801,731	884,211	1,561,483	1,177,591	1,866,023	2,154,181	748,295	876,201	2,962,691	1,054,706			14,087,112
INSPECTIONS													
ANDREW LYNEIS	1												1
JOE JACOBS	4	2	5	2	2	2	1			1			19
MICHAEL BAIER	153	183	111	113	181	164	144	93	173	152			1468
ROGER KISON			13					6	2				21