

**CITY OF CEDARBURG  
MEETING OF COMMON COUNCIL  
JUNE 24, 2019 – 7:00 P.M.**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, June 24, 2019 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 Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart (via speakerphone), Rick Verhaalen, Garan Chivinski, Patricia Thome and Rod Galbraith
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES\* - June 10, 2019
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. PRESENTATIONS
  - \* A. Presentation of the 2018 Fire Department Annual Report
9. NEW BUSINESS
  - \* A. Consider 2018 Compliance Maintenance Annual Report (CMAR) for the Wastewater Treatment Plant and Resolution No. 2019-11 accepting the Report; and action thereon (Public Works & Sewerage Comm., 6/12/19)
  - \* B. Consider recommendation to maintain Cedarburg's dispatch services; and action thereon (ad hoc Dispatch Review Comm., 6/4/19)
  - \* C. Consider Ordinance 2019-10 establishing a stop sign for eastbound traffic on Sandhill Trails at the intersection with Bobolink Avenue; and action thereon (Public Works & Sewerage Comm., 6/12/19).

- \* D. Consider recommendation of Police Chief to deny new operator's license application of Michael J. Morales; and action thereon
- \* E. Consider issuance of a Transient Entertainment License to Rainbow Valley Rides, Inc. for the Ozaukee County Fair on July 31 (1:00 p.m. to 11:00 p.m.), August 1, 2, & 3 (10:00 a.m. to 11:00 p.m.), and August 4, 2019 (10:00 a.m. to 7:00 p.m.) and the request to waive the requirement for a Clean Up Bond as requested by Agricultural Society; and action thereon
- F. Consider Mayor O'Keefe's appointment of Jeffrey M. Ellmaker to the Landmarks Commission; and action thereon
- \* G. Consider contract for audit services with Baker Tilly for 2019, 2020, 2021; and action thereon
- \*\*\* H. Consider License/Permit Applications; and action thereon
  - 1. Consider approval of new Operator License applications for the period ending June 30, 2019 for:
 

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|-------------------|---------------------|------------------|
| Collin J. Madison | Kristine R. Raymond | Beverly A. Seidl |
|-------------------|---------------------|------------------|
  - 2. Consider approval of new Operator License applications for the period ending June 30, 2020 for:
 

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|--------------------|-------------------|-------------------|
| Nathalie D. Arendt | Erin C. Martin    | Donald M. Tomczyk |
| Gary Enos          | Jeremy J. Schultz |                   |
| Susan E. Hoppe     | Madeline M. Tank  |                   |
  - 3. Consider approval of renewal Operator License applications for the period ending June 30, 2020 for:
 

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|--------------------|---------------------|--------------------|
| Nicole M. Ansay    | Tricia A. Dooley    | Maureen M. Peck    |
| Brett C. Aston     | LeRoy C. Haeuser    | Sarah F. Prasser   |
| Kathleen S. Benson | Lori A. Haeuser     | Dawn M. Priddy     |
| Evan N. Bray       | Daryl M. Kranich    | Melissa M. Radtke  |
| Daniel A. Brisley  | Justyn J. Krueger   | Ronald H. Reimer   |
| Mark S. Brock      | Neal C. Maciejewski | Sheridan P. Riley  |
| Dawn M. Brooks     | Robert M. Nash      | Richard J. Roden   |
| David J. Burnside  | Sharon L. Nelson    | Cristian A. Tyrpak |
| Angela M. Bushee   | Sara K. Newhauser   |                    |
- \* I. Consider payment of bills dated 6/7/19 through 6/17/19, transfers for the period 6/7/19 through 6/21/19; and payroll for the period 06/08/19 through 06/21/19; and action thereon

11. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- \* A. Administrator's Report
- \* B. Fire Inspector's Report – May 2019

12. COMMUNICATIONS

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

13. ADJOURNMENT

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

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

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

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

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

06/20/19 cwv

**CITY OF CEDARBURG  
COMMON COUNCIL  
June 10, 2019**

**CC20190610-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, June 10, 2019, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor O’Keefe called the meeting to order at 7:00 p.m.

Roll Call:           Present - Mayor Michael O’Keefe, Council Members Sherry Bubnitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome, Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, City Clerk Claire Woodall-Vogg, Director of Engineering and Public Works Tom Wiza, City Planner Jon Censky, Police Chief Thomas Frank, Patrol Officer Dominic Andrews, Light & Water General Manager Dale Lythjohan, interested citizens and news media

**STATEMENT OF PUBLIC NOTICE**

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

**APPROVAL OF MINUTES**

Motion made by Council Member Thome, seconded by Council Member Burkart, to approve the minutes of the May 13, 2019 meeting as presented. Motion carried without a negative vote.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

Amber Psket, N28 W6360 Alyce Street, distributed an information sheet on water fluoridation. She wants to stop the fluoridation process in Cedarburg. Her past attempts have been less than effective and she is looking forward to a meeting with the City. She said that 91% of older Americans have experienced one or more cavities, showing that fluoridation is not working.

**PUBLIC HEARING – CONSIDER ORDINANCE NO. 2019-10 AMENDING SEC. 13-1-55 OF THE ZONING CODE TO ALLOW CBD DISPENSARIES AS A PERMITTED USE OR AS A CONDITIONAL USE IN THE B-3 CENTRAL BUSINESS DISTRICT; AND ACTION THEREON**

Mayor O’Keefe opened the public hearing at 7:04 p.m. to consider Ordinance No. 2019-10 amending Sec. 13-1-55 of the Zoning Code to allow CBD Dispensaries as a permitted use or as a Conditional Use in the B-3 Central Business District.



Planner Censky stated that while it has been advertised that the ErthScent Dispensary store is “coming soon” to Cedarburg, staff notes that this announcement preceded a determination that the proposed use is not permitted in our downtown business district. More specifically, without first asking staff whether her use was allowed by Code, the applicant mailed in her application for an occupancy permit, began to move her CBD Dispensary use into the existing building at W61 N510 Washington Avenue (former Glad Rags), covered the front windows and placed a “coming soon” sign in the front window. Upon receipt of the occupancy permit application, staff reviewed the B-3 Central Business District language and determined that since the use was not listed as either permitted by right or as a conditional use in the B-3 District, is not allowed. The applicant was then notified of this and advised that she could pursue a zoning text amendment to have the Plan Commission and Common Council consider adding CBD Dispensaries to the list of permitted uses. There is a two-step process required for considering zoning text amendments; first the Plan Commission must review the proposed change and then offer a recommendation to the Common Council. The second step requires the Council to hold a public hearing, consider the recommendation of the Plan Commission and then take into account public comment before rendering a decision.

Planner Censky explained that the Plan Commission considered this request at their May 6 meeting and they felt this use better fit the purpose and intent of the B-2 Community Business District which is located along South Washington Avenue and; therefore, recommended denial of this request. At the June meeting of the Plan Commission they also considered a draft ordinance prepared by City Attorney Herbrand with the understanding that they were leaning toward adding CBD Dispensaries to the list of uses by conditional use in the B-2 District.

Planner Censky said that tonight, the Common Council is only considering whether or not to add CBD Dispensaries to permitted uses in the B-3 District, with a negative recommendation from the Plan Commission.

Mayor O’Keefe asked if there was an occupancy permit issued by the City. Planner Censky said the application was received in the mail. A receipt was mailed back to the occupant and they mistook the receipt for the permit. Before an occupancy permit can be issued, the Building Inspector and Fire Inspector must inspect the site and they must pass that inspection. Neither Inspector has been in the building; therefore, an occupancy permit has not been issued.

City Attorney Herbrand explained that when the Plan Commission considered this item they took into consideration the fact that the downtown is in proximity to schools and churches, the confusion in enforcement with some of the CBD products that are sold, and that children congregate in the downtown.

In answer to Council Member Arnett’s question, Planner Censky explained that the Plan Commission has considered allowing, and are generally in support of, this use in the B-2 District. They want to fine tune the ordinance and it will be considered again at the Plan Commission meeting in July and then it will come before the Common Council.

In answer to Council Member Thome’s question, Planner Censky confirmed that the B-2 District is on both sides of south Washington Avenue from Lincoln Blvd. to Pioneer Rd. There is also a small commercial node at the intersection of Bridge Street and Columbia Road and then a small area further north on Washington Avenue near the Fairground entrance.

Council Member Arnett confirmed with Planner Censky that there is CBD available in Cedarburg; however, it is through retailers with less than 51% of their sales are for CBD products. The City is not denying access of the product to citizens.

Council Member Burkart asked City Attorney Herbrand if this would be an adult only store, where purchases can only be made by adults 18 and over. City Attorney Herbrand said that is the recommendation for any future ordinance. He believes the applicant intends to restrict access to 18 years and older but it is not a State law.

Jennifer Kawczynski, business owner, stated that she received a receipt for an occupancy permit on March 8. The paper said occupancy permit on the top with a Post-it note that said "Call me when you are ready to open." She assumed it was okay to go ahead. She is grateful for consideration in the B-2 District but that is not what she is here for. Ms. Kawczynski wants to offer a positive contribution to the historic district. They have been very transparent with the products they plan to carry and it does not include the hemp flower or smokeable products. Some items they agreed not to carry are being sold in some of the downtown stores. She felt that the list of conditional uses were too restrictive to justify any store in this area to thrive and would be a dis-service for any business and the community. She asked if the list is being enforced for other businesses in the B-3 District that already carry these products.

City Attorney Herbrand explained that Ms. Kawczynski is referring to the draft ordinance that the Plan Commission considered for the B-2 District with a list of limitations of products that could be sold. Many of those limitations were based on current laws that are in place. Federal law prohibits the combination of CBD with food products, the same as medication. The State has a prohibition on the use of the drugs in pet products. There are laws that set those limitations. A CBD Dispensary Use is being considered where a certain percentage of CBD sales would qualify as this type of business. If a store sells many other products with only an endcap of CBD products, it would not qualify as a CBD Dispensary.

Jennifer Kawczynski said that CBD is federally legal. She has support to bring this product to the downtown district for the residents of Cedarburg. They are hands-on and want to become part of the community.

Attorney Jeffrey A. Cormell said that from the beginning, the Cedarburg store never had the intent to carry paraphernalia, flower, or smokeable products. A raise in the 51% standard is proposed and is irrelevant to this discussion. In regard to other stores selling CBD products, they are acting in the same manner that the City is trying to restrict. If Ms. Kawczynski were to be selling hemp clothing with only an endcap of CBD products, she would be opening. He opined that this is becoming arbitrary. The idea that the average store owner should have known the restrictions in the B-3 District is not a reasonable perspective to take. He said that the Zoning Code was established many years ago and it is reasonable to think that today, a CBD Dispensary would have been a piece of the zoning ordinance explicitly. Attorney Cormell said that zoning is meant to be taken in broad terms. He said that four categories listed in the current B-3 District (boutique, gift store, specialty retail and variety store) would be easy to fit just about any store into one of those four categories. When you don't allow something in one of those categories, and the reasons are that it does not explicitly list that use, you enter an arbitrary territory. An arbitrary decision is being made based on an individual in front of you rather than a category. Attorney Cormell said that it can be a dangerous territory to be in. The second item of concern for him is creating language for a B-2 District. No

one asked for this and it is a solution to a problem that no one has raised and it feels like an appeasement. He said the current problem is that an occupancy permit was denied based upon language in the zoning ordinance. Also, the community currently has four stores that are selling CBD products. His concern is that this store is being inadvertently discriminated against. He asked the Common Council to keep an open mind before making their decision.

Mayor O'Keefe asked Ms. Kawczynski why she chose to not sell certain products. She stated that she is choosing a different atmosphere for Cedarburg.

Council Member Galbraith expressed concern for posters with marijuana leafs on them. Ms. Kawczynski responded that they were hemp flowers and that is part of their logo. In reference to the 420 opening, it is known as a national cannabis holiday. It is not linked directly to marijuana, as hemp is also cannabis. The message Council Member Galbraith got when he drove by was marijuana and the article in the News Graphic referencing 420 is very much in the marijuana, illegal drug culture. Also, the article referred to Grandma Bud and he asked what Bud meant. Ms. Kawczynski said that every employee is called a budtender and they are knowledgeable staff.

In answer to Council Member Thome's question, City Planner Censky said that no building permit was applied for. The City has no idea what activity has taken place within the building.

City Planner Censky stated that he has received a call from another person who wants to open a CBD Dispensary store to compete. While Ms. Kawczynski is saying that she will not carry certain products in her store, the City could easily have other stores carrying the products that she has chosen not to carry.

Council Member Thome explained that the City is not looking at a specific store, only a zoning issue.

Council Member Verhaalen expressed concern for the products that ErthScent Dispensary has agreed not to sell and if there is anything legally binding to a later introduction. City Attorney Herbrand said if the City wants to limit the product they could look at the ordinance that the Plan Commission is considering in the B-2 District. The only way to limit the products is by drafting them into an ordinance.

State Senator Lena Taylor distributed information on State and Federal law regarding CBD. She lives in the district that she represents and she understands wanting to protect the community. Senator Taylor said that Cedarburg has a history with hemp and Wisconsin was a leader in hemp until it became prohibited and put on the drug controlled substance list which is no longer on this list. She provided some background on the difference between cannabis hemp and cannabis marijuana. CBD is only one component of what hemp can do and there are 50,000 different ways that hemp products can be used. Senator Taylor explained that in 2014, the State Farm bill was passed and she served on the Ad Committee. There is a bipartisan piece of legislation in regards to hemp, known as the comeback crop, which received a unanimous vote. Since then, the Federal government passed legislation in 2018 making it legal across the nation. She agrees that there is an enforcement challenge because hemp and marijuana look the same. Senator Taylor said that Wisconsin had approximately 1800 people apply for a grower's license and approximately 700 people applied for a processors license. This billion dollar industry will be coming to Cedarburg and she wants the City to be informed. Marijuana has THC of 20 percent or more, hemp's THC level is

not even a half percent. Hemp is beneficial for many people and can reduce opiate addiction. When visiting different stores she said that you may not even know that they were connected to cannabis. Senator Taylor concluded that she is a resource and is available for any questions.

Diane Johnson, W71 N1042 Hampton Avenue, said that Cedarburg has a special feeling to it and is a family community. The Plan Commission discussed that “perception is reality” when making their decision and she believes in that statement.

Phillip Scott, 6105 Gateway, Monona, WI, said that he is the President and Founder of Wisconsin Hemp Farmers and Manufacturers Association. They have been trying to educate and reform across the State. He has a 20% disability on the left side of his body and without the product he would not be able to stand. He questioned how the City can allow the product to be sold in part of the community and not another. He hoped the Council listens to the people in attendance and allows economic growth.

David Todd, 438 E. Warnimont Avenue, stated he lives near ErthScent Dispensary in Bayview and is a former employee of the Medical College of Wisconsin, which employs Wisconsin’s leading cannabis researcher. He presented a list of benefits of CBD. CBD has helped him overcome his medical conditions including an addiction to K2 products. He is proud of Wisconsin’s heritage and history. He thought CBD should be a part of Cedarburg’s historic district and be a leader.

Jean Leebow, 715 Riverview Drive, Thiensville, said that she would come to the Cedarburg store because she knows that the owner would educate her patrons. It is up to parents to raise their children and not up to her business. The building is still historical and it is everyone’s choice whether to visit the store.

Jay Wolf, 7926 N. Sherman, Brown Deer, stated that he was a long-time resident of Cedarburg and was a chef in Cedarburg. He said that he is a licensed grower and processor in the Wisconsin Hemp program and has a Master’s in Marijuana degree. Mr. Wolf said there is a huge green rush right now. A trustworthy product is important and ErthScent Dispensary is professional, secure and has the most knowledgeable staff. Many stores don’t know the product that they are carrying because they don’t specialize in it. Erth Dispensary provides trustworthy information. There is a stigma of marijuana and cannabis and they are two different things. He provided further information on drug interaction with CBD. It is legal to take CBD on planes. There have not been many studies because it is a whole new frontier.

Doris Deputy, building owner for 30 years, takes CBD oil and her cholesterol and blood pressure have stabilized. She researched the products and the business before she rented to ErthScent Dispensary and she is 100% in favor of them being in her building.

Jill Nehmer, W67 N404 Grant Avenue, said CBD is coming and it is here throughout the United States. She asked the Common Council to develop a plan for it to be sold in Cedarburg and to use ErthScent Dispensary as a stepping stone and build off of their knowledge. Most businesses do not know what they are buying and selling; whereas, ErthScent Dispensary is educated. She hopes the Common Council considers this opportunity for CBD in the community. She questioned the number of bars that children are exposed to in Cedarburg. Parents need to educate their children that they are not allowed in certain businesses.

Alan Block, W53 N551 Highland Drive, spoke as a business owner, stating that it is the owner's obligation to know what is required before starting a business. He presented an update from Attorney's Godfrey & Kahn on Wisconsin Industrial Hemp. He stated that CBD can increase the effects of prescription medications and should be considered. As a longtime resident he sees it as a stepping stone, especially if marijuana is legalized and he is not in favor of approving the zoning in the B-3 District.

Patrick McClain, W55 N737 Cedar Ridge Drive is an attorney, resident and father of two children in grade school. His research showed that the benefits of CBD are overblown and there is virtually no regulatory standard governing the product. When CBD is used with common medications they cannot be metabolized properly and can reach toxic levels. This is not an arbitrary decision for him. The B-3 District is the heart of the City. The intent of the district is to provide for the preservation of Cedarburg's historic downtown. The ordinance states that overall development shall be compatible with the City's community character. He is a patron of downtown businesses and enjoys the parks. He believes that he lives in the best city on earth and this use is not compatible with the nature and character of downtown Cedarburg. He asked the Council to deny the request.

Patrick, W61 N508 Washington Avenue, said that the FDA has approved medications that many American's are addicted to but they do not approve vitamins that help people. He is familiar with opioid abuse and he wished that CBD was more available.

Aaron Gresch, W57 N517 Hilbert Avenue, is not in favor of CBD in the B-3 District. He expressed concern for children going into the store and wanting to buy the product. He is okay with the product in the B-2 District.

Chief Frank said that CBD can potentially raise some enforcement issues for the officers. The legal and illegal products look similar and if they are burnt, smell similar. The proximity to the schools is a concern because they have had vaping problems at the High School.

Mayor O'Keefe was a former police officer and said he understands that the Duquenois-Levine test used for marijuana use could be triggered by CBD use. Chief Frank confirmed that officers will not be able to distinguish the difference between the two. The only way to distinguish the two is to send it to the crime lab, which requires a criminal charge.

Council Member Arnett asked City Attorney Herbrand if zoning can prevent a headshop. He is hearing tonight that the applicant runs a good operation, but if it is allowed in the downtown area there could be others that won't run the best operation. City Attorney Herbrand said if the Council allows it as a conditional use it would be hard to control the products being sold. He said that the ordinance being considered for the B-2 District has been carefully written, specific to the south commercial district.

Council Member Bublitz questioned the additional enforcement that will be necessary to monitor this type of business over and above the bars downtown. City Attorney Herbrand said that bars are licensed and can lose those licenses if the law is not being enforced; whereas, a CBD store does not require a license. City Attorney Herbrand said that enforcement was discussed at the Plan Commission level. The historic district has more of a retail and residential mix, higher density of people, less parking, and many people at festival time. The concern was that enforcement would be more difficult in the downtown district.



Council Member Galbraith has knowledge and experience in this area. He does not oppose CBD as he understands the legality and benefits and is not here to judge whether the product should be used. He spent many years with the Ozaukee Sheriff's Department and saw the culture of drugs in Ozaukee County during this time period. He saw the challenges of the 1990's turn into the opioid addiction in 2000's. He does not mistake CBD oil with marijuana and THC, but he knows that there is a culture around 420 and the marijuana/hemp leaf. When the citizens see this symbol they see it as a marijuana leaf and that is the perception. The reviews of the Bayview store would be very problematic from the Ozaukee County Drug Taskforce viewpoint because it is unknown what is being sold in the store and it is difficult to enforce what may be in oil. Marijuana is being marketed by extracting the THC and putting it in other products. He worked as an Assistant Director of Campus Safety for a University and when students were vaping he had no idea they were using marijuana except for the symptoms they displayed because they could not test for it. The use of a K9 was the only tool they could use for probable cause. What is sold from the store can be very problematic because it is unrecognizable. The opening announcement by the store sent a mixed message to the community. He is not opposed to CBD but he is concerned about enforcement around a culture that the ownership is asking to put in a store in the downtown district. Council Member Galbraith said that this does not mix with what the community expects or wants in this zoning district. It would be an enforcement issue to determine if the store is selling what they are supposed to be or not.

Council Member Thome said she understands the credibility that ErthScent Dispensary is promoting but when the ordinance is created it won't pertain to just their store; it will include any store of this type.

Council Member Chivinski echoed what he heard from the Council. It is very exciting as a public servant to see a full room and hear debate. Everyone has a different point of view on this subject and it is changing very fast. He said that the historic district is the one place the City has preserved and it won't engage in experiments. He said that the City would need to go out of their way to amend the language in the B-3 District to allow CBD. Future generations may have the opportunity to change this, but he has a responsibility to maintain the historic district because it is the most precious thing that has held Cedarburg together for so many years.

Motion made by Council Member Arnett, seconded by Council Member Galbraith, to close the public hearing at 8:38 p.m. Motion carried without a negative vote.

Council Member Burkart thanked the audience for being so respectful and she appreciated the activism. She represents her constituents and the feedback has all been that they are comfortable with CBD; they just don't want it in the historic district. People leave other communities to come to Cedarburg for the schools and to raise their families here. It is a community type effort to raise children and her constituents are opposed to a CBD store downtown. There are great businesses on South Washington Avenue and you don't have to be downtown to be great stewards of the community.

In answer to Council Member Verhaalen's question, City Administrator/Treasurer Mertes said that no other business owners have voiced their opinion either way to her about the store possibly locating downtown.

Council Member Thome said that she spoke to one business owner that was very protective of the historic district and was concerned about more like businesses following.

Council Member Arnett understands the products that will be offered at ErthScent Dispensary and believes it works for many people. He serves on the Economic Board and thinks it would be good for tourism. He approves of CBD products being sold in the B-2 District. Council Member Arnett said the third definition of Dispensary in a Google search is “a facility that prepares and sells medical marijuana.” He is not here to judge the legality of the effectiveness of the product but he believes that there is a perception with this type of store. This applicant may run a nice store; however, on the other hand, the City regulates paint colors in the historic district. Washington Avenue is like the City’s Eiffel Tower. In the recent branding effort, Washington Avenue was the number one attraction for residents, visitors, employers and festivals. He visits Colorado and many of the dispensaries are in an industrial commercial type of area. Council Member Arnett said it is not arbitrary to keep an eye on the historic district.

Council Member Bublitz worked hard to talk to people in the community about this proposed store. She has vacillated back and forth and uses the product for her dog and believes in CBD. However, this is not about whether they do or don’t believe in CBD. Most people have mimicked what has been said by the Council. There is something special about Cedarburg and that little tiny section of town is an area that we do not experiment with. She is not as conservative as some; however people move to this City so they can live in a little part of nirvana, which is the downtown district. This decision is about zoning and protecting what the City has been asked to protect and to be good stewards with law enforcement by not putting more responsibility on them. She works at a school and is aware of some of the problems with vaping and it is about being good stewards with all involved. It is not about CBD.

Mayor O’Keefe thanked everyone for their input and the passion that was displayed. The Historic District is the City’s bread and butter. The Mill on Bridge Street was saved by Mayor Fischer because he refused to sign an agreement for a gas station/convenience store on that corner. The Historic District is what sets Cedarburg apart from other municipalities. As a result, the City is very protective and works to preserve and protect the historic downtown. There are no franchise stores allowed in this district. In regard to enforcement, it is very hard for law enforcement to distinguish the difference in product. The Landmarks Commission is notorious for maintaining the historic downtown district. He expressed concern for the precedent it would set if THC is legalized in any form, as the dispensary would already be existing for it.

Motion made by Council Member Arnett, seconded by Council Member Galbraith, to reject Ordinance No. 2019-10 amending Sec. 13-1-55 of the Zoning Code to allow CBD Dispensaries as a Permitted Use or as a Conditional Use in the B-3 Central Business District. Motion carried without a negative vote.

The Common Council took a break (8:49 p.m. – 9:00 p.m.).

## **PRESENTATIONS**

After an introduction by Police Chief Frank, Deputy City Clerk Kletzien administered the oath of office to Patrol Officer Dominic Andrews.

Motion made by Council Member Burkart, seconded by Council Member Verhaalen, to approve the appointment of Claire Woodall-Vogg as City Clerk. Motion carried without a negative vote.

Deputy City Clerk Kletzien administered the oath of office to City Clerk Woodall-Vogg.

## **NEW BUSINESS**

### **CONSIDER PROPOSAL RECEIVED FROM GRAEF FOR ENGINEERING DESIGN SERVICES ASSOCIATED WITH THE REHABILITATION OF THE WOOLEN MILLS DAM; AND ACTION THEREON**

Director Wiza explained that Graef provided an engineering services proposal to modify their plans for rehabilitating the Woolen Mill Dam, to include repairing and activating the abandoned mill race. The mill race work would include a weir gate which would allow the City to dewater the spillway for future maintenance, which would increase the hydraulic capacity of the dam. The work would include a legal survey and easement description of the lands the City would have access to complete the mill race work. Repair work is currently being done on the Columbia Mills Dam, and if the City is able to acquire the necessary easement and complete the engineering and permitting, construction could begin this fall on the Woolen Mill Dam. The cost of this construction could be in the \$600,000 range, but such specialized construction is difficult to estimate. The City had applied to DNR for a 50% Municipal Dam Grant for the Woolen Mills Dam, but the scope and cost of the work has significantly increased so the grant request would have to be amended.

Director Wiza said if the Common Council wishes to evaluate the removal of the Woolen Mills Dam, then the Council should not proceed with this contract, and possibly look to place this item on a future referendum.

In answer to Council Member Thome's question regarding a grant, Director Wiza explained that the City will apply for a grant; however, the design work and bidding needs to occur first.

In answer to Council Member Arnett's question regarding deadlines, Director Wiza said that the deadline is past and the City needs to either fix or take out the dam.

Council Member Verhaalen said that the appearance of the water changes once the dam is removed, making it unclear who owns the receded area.

Council Member Thome explained that she has received overwhelming feedback to keep the dam. Director Wiza has worked closely with regulators to come up with a solution to repair the dams, which could be a viable end to the hurdles with the project. She said the City should move forward to repair the dams.

In answer to Council Member Arnett's question, Director Wiza believes that the proposed work on the Woolen Mills Dam will be accepted by the DNR because of their approval on the Columbia Mills Dam and the grant that was issued to the City. This work is the same.

Director Wiza confirmed to the Common Council that this work is in the City Budget.



Motion made by Council Member Verhaalen, seconded by Council Member Galbraith, to accept Graef's proposal for engineering design services associated with the rehabilitation of the Woolen Mills Dam in an amount not to exceed \$34,250. Motion carried without a negative vote.

**CONSIDER RESOLUTION NO. 2019-08 APPROVING THE APPOINTMENT OF INTERIM JUDGE FOR THE MID-MORaine MUNICIPAL COURT; AND ACTION THEREON**

City Administrator/Treasurer Mertes explained that Judge Steven Cain was elected as the Ozaukee County Circuit Court Judge in April. His term with the Mid-Moraine Municipal Court does not end until April 2020; however, his term with the County begins on August 1, 2019. As a result, the Administrative Committee of the Mid-Moraine Municipal Court accepted applications, interviewed three final candidates, and appointed Christine Ohlis as interim Judge. All members are being asked to adopt a resolution to accept the appointment.

Motion made by Council Member Thome, seconded by Council Member Burkart, to adopt Resolution No. 2019-08 approving the appointment of Interim Judge Christine Ohlis for the Mid-Moraine Municipal Court. Motion carried without a negative vote.

**CONSIDER ESTABLISHING HOURS FOR THE NORTH 48 OUTDOOR ALCOHOL BEVERAGE LICENSE AT W62 N599 WASHINGTON AVENUE; AND ACTION THEREON**

Tom Shippen spoke as co-owner of North 48 and referenced a letter that he sent to the Common Council. He wants to work with the community and is asking for an 11 p.m. closing time for weeknights and a midnight closing time on weekends for their Outdoor Alcohol Beverage License. He referenced some noise complaints from a former tenant above North 48 that have been resolved. Mr. Shippen explained that they are in a business district with no buildings zoned as residential within his block. His patio is in the back of North 48 and is surrounded by other buildings. Any other noise may be coming from his front door, rather than the patio. He wants to continue his business as it was before the 10 p.m. closing time that was imposed by the Police Department last year. It is expensive to do business in downtown Cedarburg. North 48 donates to the community and gets involved in projects.

Chief Frank explained that the Police Department has been called to North 48 a number of times. The owners have always been willing to work with the officers when they respond. Last year, the Department received 12 noise complaints and not all of them were from the former tenant. As a result, the Police Department asked them to close at 10:00 p.m. rather than 2:00 a.m. The noise level escalates as the weather warms up and windows are open. He suggested a 10:00 p.m. closing time during the week and a midnight closing time on weekends.

In answer to Council Member Bublitz's question in regard to other businesses and their hours of operation outdoors, Chief Frank looked up the records for Stilt House, Maxwell's and C. Wiesler's and there were no complaints for Stilt House, and Maxwell's and C. Wiesler's had one complaint each. Other businesses seem to be closing earlier and North 48 is popular later in the evenings.

Council Member Chivinski worked as a patrolman during bar hours and 50% of the crime took place between 10 p.m. and 2 a.m. It took the entire resources of the Department during the summer

season to contain it. He is concerned about other establishments asking for a later closing time on their outdoor licenses and creating a problem.

Council Members Burkart and Bublitz were in favor of extending the time on a trial basis.

Ann Denk, W62 N598 Washington Avenue, corrected Mr. Shippen because there are residents living within a block of North 48. She can hear noise from North 48 every night and she is being more than patient. To be a good neighbor, she suggested closing the front doors at 10 p.m. She had an intoxicated individual enter on to her private property over the weekend. He created a disturbance and it is something that is happening more often. She asked the Common Council to consider not allowing a later time on their patio.

Motion made by Council Member Arnett, seconded by Council Member Burkart, to establish an 11 p.m. closing time on Sunday through Thursday and 12 a.m. closing time on Friday and Saturday for the North 48 Outdoor Alcohol Beverage License at W62 N599 Washington Avenue.

After further discussion, Mayor O’Keefe concluded that it will be up to the owners and staff at North 48 to watch their crowd and contain their noise. The ball is in their court and the closing time can be revisited, if needed.

Motion carried with Council Members Bublitz, Arnett, Burkart, Verhaalen and Thome voting in favor and Council Members Chivinski and Galbraith opposed.

**CONSIDER APPLICATION OF LE’S PHO LLC, LY Q LE, AGENT, FOR A “CLASS B” LIQUOR LICENSE FOR LE’S PHO AT W63 N146 WASHINGTON AVENUE; AND ACTION THEREON**

Gus Wirth, owner of Echo Plaza, explained that this property has been denied twice for an available “Class B” Liquor License in the past and the license was given to another business.

Ly Le said that his customers are asking for more than beer and wine and it would be nice to have the “Class B’ license.

Mayor O’Keefe complimented Mr. Le on his unique business and it being a nice alternative for Cedarburg.

Mayor O’Keefe stated that he does not know why the State limits liquor licenses; it may have something to do with the Tavern League. For a tourist community such as Cedarburg, he questioned why the City should be limited to the number of “Class B” Liquor Licenses.

Motion made by Council Member Verhaalen, seconded by Council Member Burkart, to approve the application of Le’s Pho LLC, Ly Q Le, Agent, for a “Class B” Liquor License for Le’s Pho at W63 N146 Washington Avenue. Motion carried without a negative vote.

**CONSIDER MAYOR O'KEEFE'S APPOINTMENT OF JOYCELYN RUSSO TO THE LIBRARY BOARD AND REAPPOINTMENT OF GREG ZIMMERSCHIED TO THE ECONOMIC DEVELOPMENT BOARD; AND ACTION THEREON**

Council Member Bublitz corrected the spelling of Ms. Russo's first name, which is Joycelyn.

Motion made by Council Member Thome, seconded by Council Member Arnett, to approve Mayor O'Keefe's appointment of Joycelyn Russo to the Library Board and his reappointment of Greg Zimmerschied to the Economic Development Board. Motion carried without a negative vote.

**CONSIDER MAYOR O'KEEFE'S COUNCIL MEMBER APPOINTMENTS OF SHERRY BUBLITZ TO THE PUBLIC ART COMMISSION AND RICK VERHAALEN TO THE MID-MORaine LEGISLATIVE COMMITTEE (ALTERNATE); AND ACTION THEREON**

Motion made by Council Member Arnett, seconded by Council Member Galbraith, to approve Mayor O'Keefe's Council Member appointments of Sherry Bublitz to the Public Art Commission and Rick Verhaalen to the Mid-Moraine Legislative Committee (alternate). Motion carried without a negative vote.

**CONSIDER RESOLUTION NO. 2019-09 DESIGNATING AND AUTHORIZING SIGNATURES FOR THE CITY OF CEDARBURG CHECKING AND SAVINGS ACCOUNTS FOR THE ENSUING YEAR AND CONSIDER RESOLUTION NO. 2019-10 DESIGNATING LIGHT & WATER CHECKING AND SAVINGS ACCOUNTS FOR THE ENSUING YEAR; AND ACTION THEREON**

Motion made by Council Member Arnett, seconded by Council Member Burkart, to approve Resolution No. 2019-09 designating and authorizing signatures for the City of Cedarburg checking and savings accounts for the ensuing year and Resolution No. 2019-10 designating Light & Water checking and savings accounts for ensuing year. Motion carried without a negative vote.

**CONSIDER LICENSE/PERMIT APPLICATIONS; AND ACTION THEREON**

Motion made by Council Member Galbraith, seconded by Council Member Thome, to approve the 2019-2020 alcohol and operator licenses as presented:

**"Class A" Intoxicating Liquor (Off-Premise Consumption Only):**

The Shinery Neenah, LLC, P.O. Box 128, Larsen, WI 54947, Elizabeth A. Reissmann, Agent, premises to be licensed: W63 N706 Washington Avenue, known as *The Shinery*.

**Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor (On or Off-Premise Consumption):**

Peter Wollner Post #288 of the American Legion, W57 N481 Hilbert Avenue, Cedarburg, WI 53012, James A. Lee, Agent, premises to be licensed: W57 N481 Hilbert Avenue, known as *Peter Wollner Post No. 288 of the American Legion*.

Morton's Wiscons Inn LLC, N56 W6339 Center Street, Cedarburg, WI 53012, Chris Morton, Agent, premises to be licensed: N56 W6339 Center Street, known as **Morton's Wiscons Inn.**

**New Operator License applications for the period ending June 30, 2019 for:**

|                    |                       |
|--------------------|-----------------------|
| Samuel T. Bolgert  | Michael D. Johnson    |
| Whitney H. Dobson  | Gary W. Rogahn        |
| Madissen Homayouni | Cynthia Sayles-Albers |
| Payman Homayouni   |                       |

**New Operator License applications for the period ending June 30, 2020 for:**

|                        |                       |
|------------------------|-----------------------|
| Timothy J. Biloff      | Sandra L. Oesterreich |
| Jennifer A. Kaltenbrun | Emily S. Schaefer     |
| Mallory R. Madison     |                       |

**Renewal Operator License applications for the period ending June 30, 2020 for:**

|                             |                          |
|-----------------------------|--------------------------|
| Lucas A. Allen              | Christine A. Krause      |
| Carol A. Ameen              | Audrey L. Krick          |
| Stephanie J.L. Baldwin      | Angela M. Kroner         |
| Deborah Bath                | Pamela S. LaBouve        |
| Dena C. Baule               | Kelly Langerman          |
| Tamara J. Behling           | Cynthia M. Larson        |
| Michael C. Besaw            | Mark E. Larson           |
| Samuel T. Bolgert           | James J. Levine          |
| Jody L. Brzezinski          | David L. Magnusson       |
| Daniel M. Burback           | Kayla M. Matter          |
| Candace A. Burger           | Josh McCutcheon          |
| Annette L. Chiddister-Woods | Kari S. Midtbo Schwartz  |
| Callen L. Cummings          | Brenda L. Mueller        |
| Brady S. Curtis             | Carrie G. Mueller        |
| Eva M. Danner               | Judith A. Murphy         |
| Steve F. Danner             | Annette M. Mytko-Kennedy |
| Benjamin J. Dereszynski     | Shelby L. Neelis         |
| Whitney H. Dobson           | Jamie N. Nevins          |
| Chad A. Doedens             | Nicholas M. Nevins       |
| Adam S. Dykema              | Debra M. Newell          |
| Kimberly R. Eggleston       | Jakob P. Pedersen        |
| Christina N. Gabrielson     | David J. Polacek         |
| Jeanette L. Gabrys          | Christine Pope           |
| Scott R. Galaszewski        | Martha K. Ray            |
| Daniel J. Gogin             | Michael J. Reimer        |
| Julie B. Gottfried          | Deborah A. Sajdak        |
| Elizabeth R. Grade          | Cynthia M. Sayles-Albers |
| David B. Haberman           | Tori L. Schone           |
| Angela L. Habermann         | Jeannette M. Schupp      |

Christine M. Habich  
H. Michael Hagerman  
Carina R. Heckert  
Gina A. Heidemann  
Terri J. Heidtke  
Andrew G. Henning  
Catherine A. Hilgart  
Madilyn M. Hill  
James M. Hintz  
Elizabeth N. Hoffman  
BJ Homayouni  
Christopher M. Homayouni  
Madissen Homayouni  
Payman Homayouni  
Brian M. Jackson  
Christine M. Jackson  
Sarah N. Jellen  
Michael D. Johnson  
Lori E. Josephson  
MaryLee Katzka  
Mark A. Kennedy  
Randall H. Kison  
Keri Klemann  
Scott A. Kosidowski  
Stacy J. Kowalkowski  
Mark C. Kowalkowski

Logan T. Sheckles  
Megan N. Shodeen  
Jean M. Snow-Lambo  
Ann M. Speirs  
Scott W. Steffen  
Becky A. Steliga  
Laura M. Struebing  
Suzanne L. Stubblefield  
Michelle L. Taraboi  
Kerry K. Tharp  
Kaylyn T. Thomas  
Robert R. Vanderloop  
Jessica M. Wallace  
John C. Wallus  
Stacey L. Wedereit  
Larry D. Weidmann  
Michelle L. Welch  
John A. Welk  
Patrick R. Weyer  
Amy L. Whitney  
Jennifer L. Wilhelm  
Joseph P. Willbrandt  
Stephen R. Wilson  
Heather L. Zimel

**CONSIDER PAYMENT OF BILLS DATED 05/06/19 THROUGH 05/31/19, TRANSFERS FOR THE PERIOD 05/11/19 THROUGH 06/07/19; AND PAYROLL FOR THE PERIOD 05/11/19 THROUGH 06/07/19; AND ACTION THEREON**

Motion made by Council Member Burkart, seconded by Council Member Verhaalen, to approve payment of bills dated 05/06/19 through 05/31/19, transfers for the period 05/11/19 through 06/07/19; and payroll for the period 05/11/19 through 06/07/19. Motion carried without a negative vote.

**ADMINISTRATOR'S REPORT**

City Administrator/Treasurer Mertes said that the Police Department hosted a two day event on ALICE training with 70 attendees.

City Administrator/Treasurer Mertes asked to hold a budget workshop meeting, as suggested by Mayor O'Keefe, on July 15 at 6:30 p.m. and asked the Council Member's for their availability. It was determined that all of the Common Council Members are available to attend and the meeting will be scheduled.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS** - None

**MAYOR'S REPORT** – None

**ADJOURNMENT – CLOSED SESSION**

Motion made by Council Member Thome, seconded by Council Member Verhaalen, to adjourn to closed session at 9:49 p.m. pursuant to State Statutes 19.85(1)(g) to confer with legal counsel for the Common council who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved and 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 discuss the Prochnow Landfill, discuss the Highway 60 Business Park and approve the May 13, 2019 closed session minutes. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome and Galbraith voting in favor.

**RECONVENE TO OPEN SESSION**

Motion made by Council Member Arnett, seconded by Council Member Burkart, to reconvene to open session at 10:34 p.m. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome and Galbraith voting in favor.

**ADJOURNMENT**

Motion made by Council Member Thome, seconded by Council Member Arnett, to adjourn the meeting at 10:34 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC  
Deputy City Clerk





# 2018 CEDARBURG FIRE DEPARTMENT ANNUAL REPORT



Every October, the National Fallen Firefighters Foundation sponsors the National Fallen Firefighters Weekend, a national tribute to those firefighters who died in the line of duty during the previous year. In 2018, to honor the 25th anniversary, landmarks across the county glowed in respect from October 1 – 7, 2018, to the fallen firefighters and their families.

The Cedarburg Fire Department lit up station #1 in red in honor of our fallen brothers and sisters.



Mayor O'Keefe, Members of the Common Council and Administrator Mertes:

I would like to present the 2018 year-in-review for the Cedarburg Fire Department. As you review the content in this annual report, please keep in mind that the effort and hard work stems directly from our volunteer members. The men and women of this great organization donate their time and talents, and they put their lives on the line to protect the citizens of our community and its visitors.

The Cedarburg Fire Department broke a record this year responding to 1,190 calls for service. That averages out to just over three calls per day. That is up 158 calls from last year. A complete breakdown of all of our calls can be found in our annual report. While responding to all of those calls, our members put in over 4,750 hours of training. Training is required to keep up certifications, but just as important to provide the best possible care to our community and to return our members back to their families after every call.

Standby events continue to place a large demand for our members' time. In 2018, we logged approximately 1,085 hours of standby time. Events included Strawberry Festival, Wine and Harvest Festival, the Drum and Bugle competition and several others. Please see page 16 for more information.

2018 brought a new look to the Cedarburg Fire Department. We updated our shoulder patch for our dress uniforms and updated our logo on our station clothing. The old department patch was a generic patch worn by other departments, with just the name changed. Our new patch highlights the word Cedarburg and better reflects our commitment to Emergency Medical Services.

I am also proud to report that we achieved all of our goals in 2018. All of our Policy and Procedures were updated and re-written and placed into service. We created new Value, Mission and Vision statements as well. We continue to train with law enforcement with our Rescue Task Force. A new pick up truck was purchased to replace our existing one, with delivery scheduled in 2019. After many meetings, our new Tender was ordered with delivery expected to take place at the end of 2019. We also continue to aggressively recruit for new members into the department, even trying a more personal door-to-door approach.

In closing, I would like to thank you for your support. Cedarburg is very fortunate to have a Mayor and Common Council committed to supporting the fire department and its members.

*Jeffrey J. Vahsholtz*

Chief





# 2018 Active Membership Roster

## Under 1 year:

Tanya Zarling  
Kelly Bergman  
Gabriella Bland

## 1 to 10 years:

Janet L. Weber  
Joseph W. Hintz \*Lt. Asst. Chief Engineer  
Rex P. Roebken  
Robert Jung  
Megan T. Czisny  
Caroline A. Kison  
Paul E. Riegel  
Blake R. Karnitz \* Fire Inspector  
William A. Esselmann  
Norine C. Nelson  
Todd B. Whitrock  
Stacy A. Seatz  
Kelly A. LaPorta  
Stacy K. Cooke  
Bryan J. Price \* Lt. Rescue Co.  
Tyler M. Vahsholtz  
Jeffrey A. Klingler  
Paul Goetz  
Randy A. Tews  
Dustin Halyburton \* Public Education  
Jeffrey L. Nelson  
Dennis W. Grulkowski  
Andrew J. Hester  
Andrew J. Roberts  
Jeffrey J. Frankard  
Jason Peterson  
Selma S. Goetz  
Lindsay L. Landers  
Melanie L. Clausing-Miles  
Taylor M. Hanus  
Kimberly M. Szymanski  
Nathan Tiegs

## 11 to 15 years:

Peter Pautz  
Christopher C. Hoerz  
Nichole J. Zarling \* Lt. Rescue Co.  
Matt Petrarca  
Andrew Heidtke \* Captain Engine Co./Training  
David M. Schwantes  
John Schrader  
John E. Zarling  
Craig T. Hartwig

## 16 to 24 years:

Jeanne M. Lindberg  
Lisa M. Boerner  
James G. Bougie  
Theresa M. Grube \* Lt. Rescue Co.  
Kim M. Esselmann \* Deputy Chief  
Joel L. Bublitiz  
Brian Kison  
Grant D. Witte  
Whitney Dobson \* Captain Safety Officer  
Joseph E. Grube \* Lt. Engine Co.  
Nathan M. Matter  
Craig A. Boerner \* Lt. Chief Engineer

## 25 to 35 years (Honorary Active):

Gregory G. Boerner  
William H. Hintz \* Assistant Chief  
Caryl A. Giuliani  
Mark J. Montaine  
Suzanne V. Ernst  
Scott E. Matusewic \* Deputy Chief  
Kara J. Racine

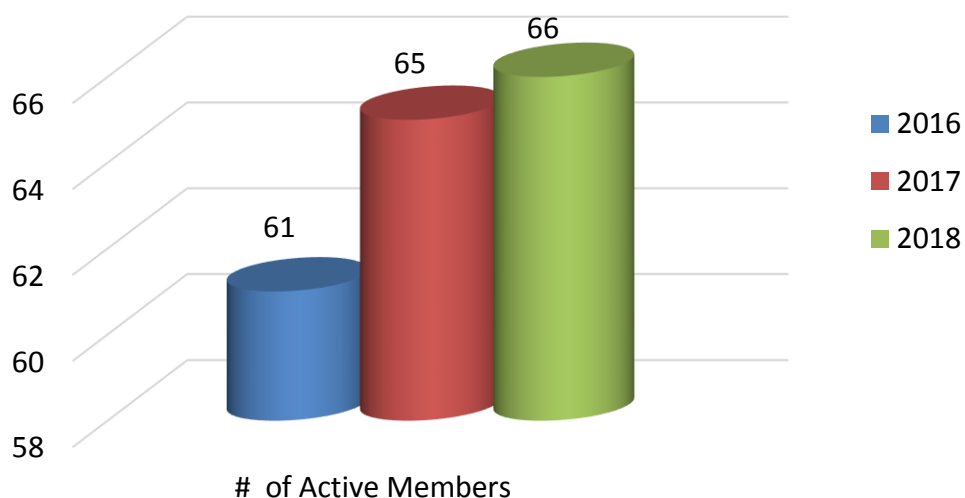
## Over 35 years (Honorary Active):

Edward A. Bublitiz  
Jeffrey J. Vahsholtz \* Chief  
Raymond R. Jung

Total Active Members: 66

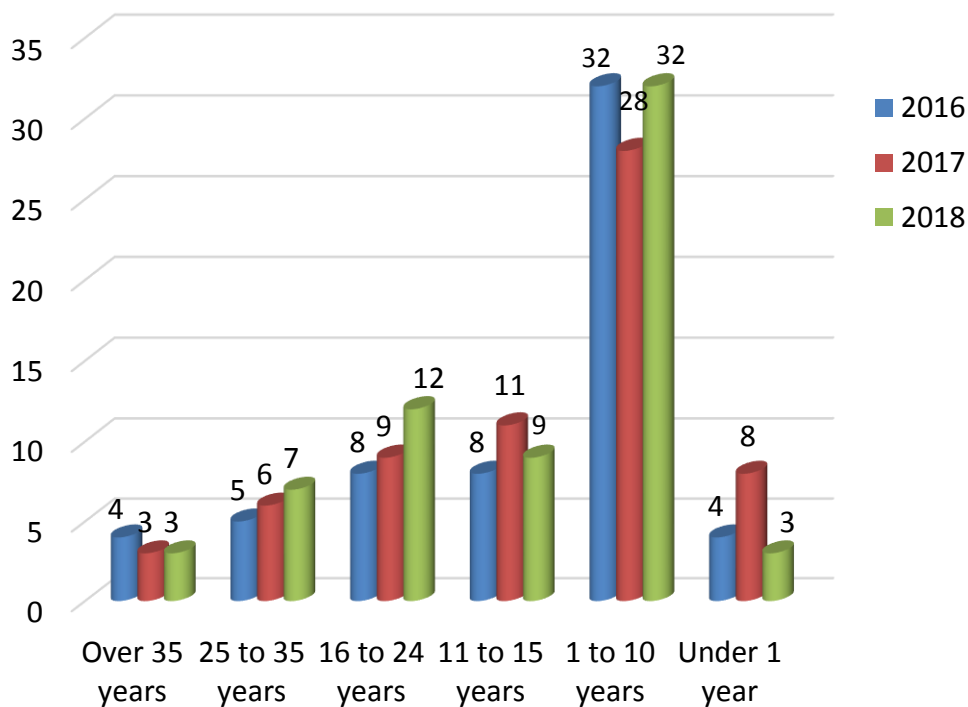
\* Chiefs and Officers

## Active Membership (3 year span)



## Members' Years of Experience (3 year span)

# of Members





**In 2018, the bell tolled one last time for  
just one CFD member**

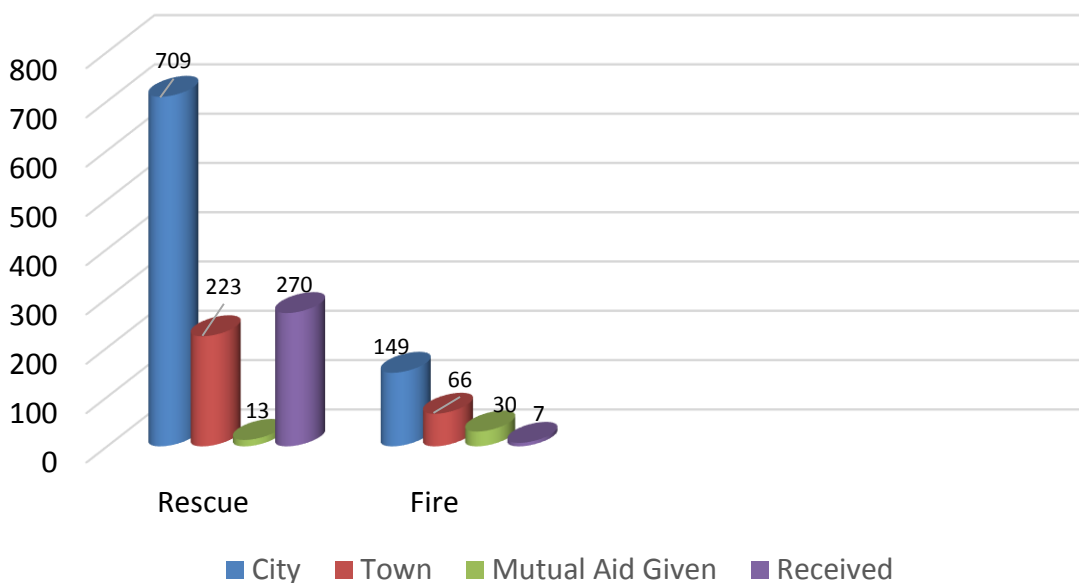
**Glenn Moegenburg**

## 2018

The Cedarburg Fire Department responded to a total of **1,190** incidents

|        | City | Town | Mutual Aid Given to other Ozaukee county departments | Total |
|--------|------|------|--|-------|
| Rescue | 709  | 223  | 13   | 945   |
| Fire   | 149  | 66   | 30   | 245   |
|        |      |      |  | 1190  |

CFD **received mutual aid** from other Ozaukee County departments 270 times for Rescue Calls (including paramedic intercepts) and 7 times for Fire calls (included above in the totals for City and Town)



## Types of Rescue Incidents

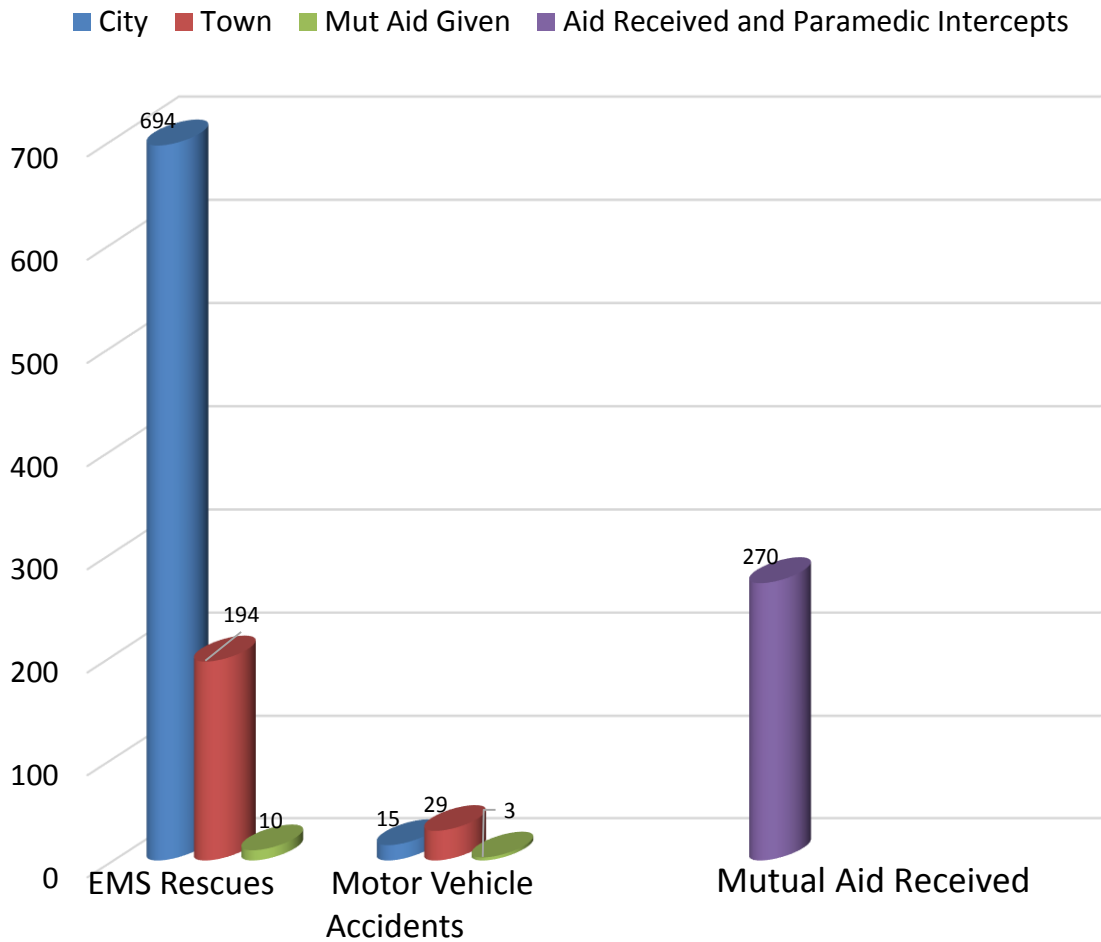
### EMS Rescues:

City: 694 Town: 194 Mutual Aid Given: 10

### Motor Vehicle Accidents:

City: 15 Town: 29 Mutual Aid Given: 3

Mutual Aid Received for 270 calls  
(includes Thiensville Paramedic Intercepts)



# Types of Fire Incidents

City: 149    Town: 66

Mutual Aid Given/MABAS: 30

## Structure fires in 2018

### City:

House\* (April), Washington House Inn (June), House\* (August), Koin Laundry (September)

**Town:** Storage Shed\* (May)

\* Denotes Mutual Aid Received

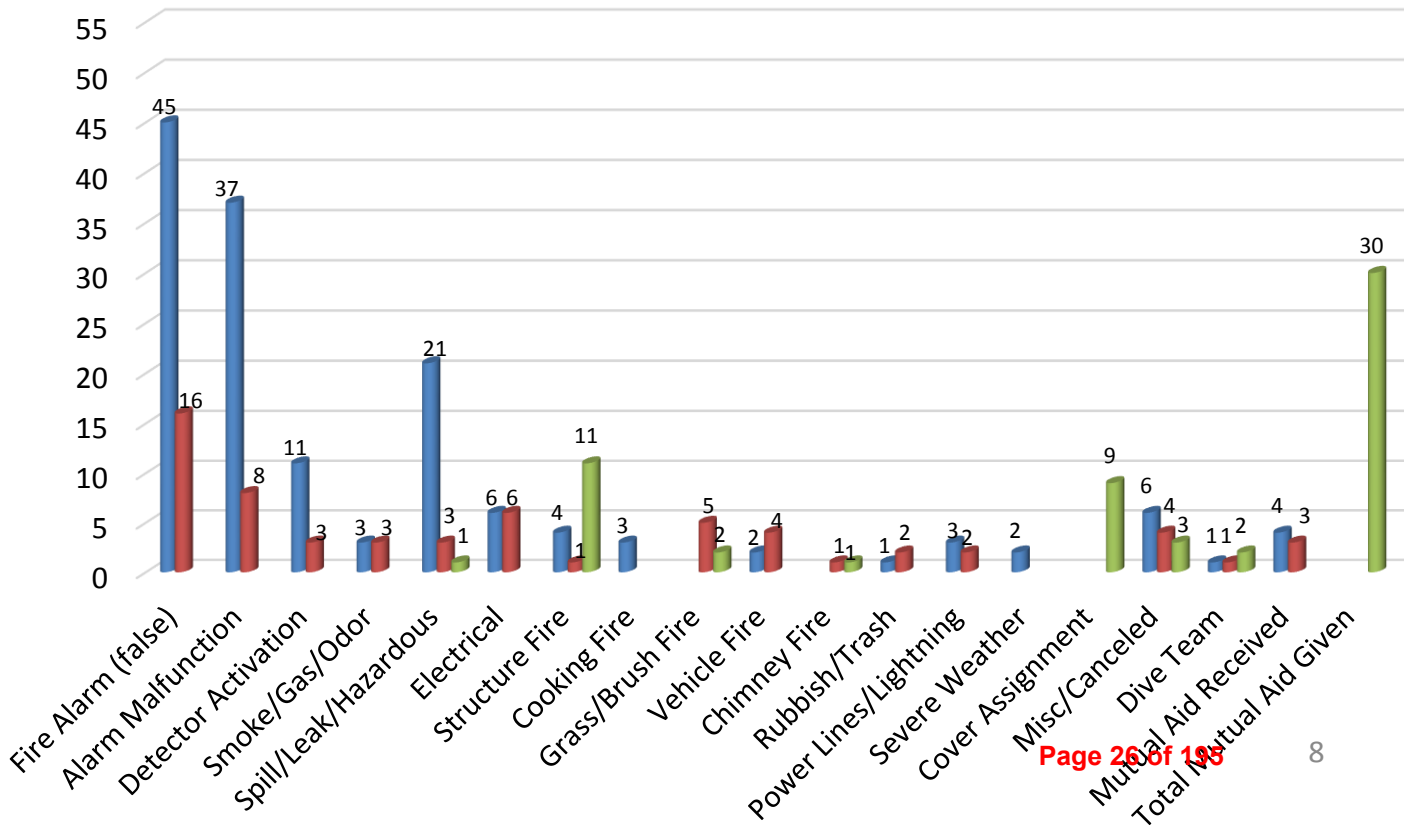
### Other incidents:

City: 3 Cooking fires, 2 Vehicle fires, Unauthorized burn

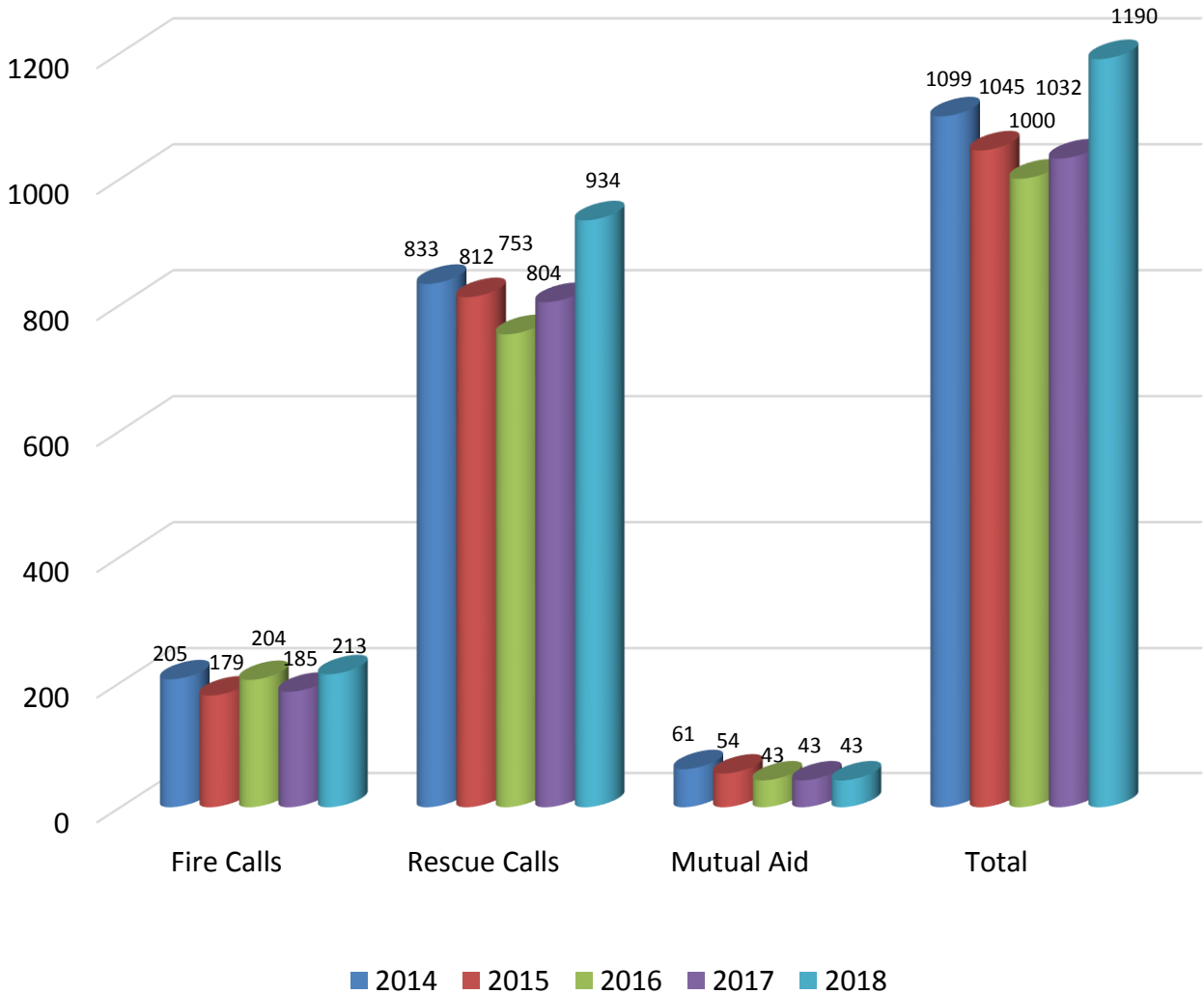
Town: Chimney fire, 3 Vehicle fires, Snowmobile fire, 5 Grass/Brush fires, Extrication

## Fires Mutual Aid Given:

- CFD responded to **MABAS (Mutual Aid Box Alarm System)** and Mutual Aid calls to assist Mequon, Port Washington, Saukville and Grafton fire departments with various fire incidents and vehicle accidents, including extrication.
- In May and August, CFD's dive team responded to Mutual Aid Swift Water rescues in Grafton, Belgium and the Town of Cedarburg.




# Annual Fire and Rescue Incident 5 year Comparison





# 2018 Training

Always a priority for the Cedarburg Fire Department, many hours get devoted to specific fire and rescue training throughout the year, not only to make sure we deliver the best service to the community, but to keep our firefighters and EMS personnel safe while we carry out our duties.



In 2018, department training hours consisted of:

**Fire Suppression : 1,215 hours**

**EMS Rescue : 2,360 hours (includes 640 hours of EMT/AEMT school, and over 800 hours of re-certifications)**

**Engineers : 224 hours**

**Auto Extrication : 48 hours**

**Dive Team : 108 hours**

**Explorers : 247 hours**

**Committee and Officer Meetings : 369 hours**

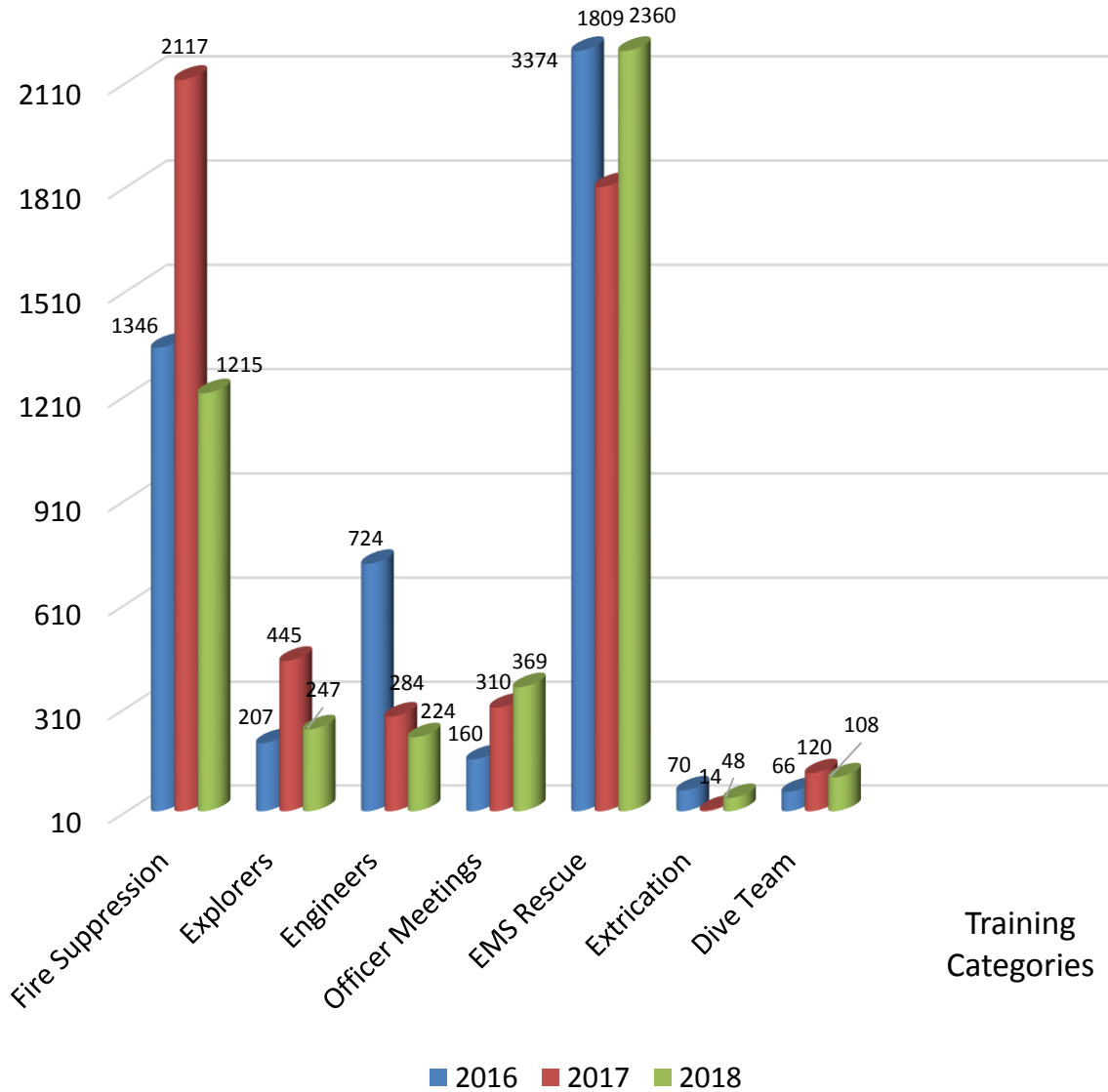
**Incident Command System: 107 hours**

**Truck/Equipment Maintenance: 113 hours**

**Total: 4,791 hours**



## CFD Training Hours (3 year span)



## Explorers Program Update

Members of our Explorer's program, teens between the ages of 14 – 18, kept busy with over 245 hours of training in 2018. Our Explorer Lt. Tanya Zarling took EMT basic class while a Senior in high school. When she graduated and turned 18, she joined the department as an active EMS member. Due to her becoming a member of the department she needed to step down from the Explorer program which in turn opened up a Lieutenant position. The two new Lieutenants (see page 12) and the Explorers got busy quickly to recruit new members, adding five teenagers to the group before the end of the year!



**2018 Explorers:** Lt. Scott Anderson, Lt. Heather Goetz, Brandi Mathias, Ryan Hoffmann, Katie Matuszewic, Jayden Manor, Maria Seatz, Isabella Seatz, Zachary Rusch, Zachary Willden, Amy Tews and Jayden Manor.

**Explorers at Safety Day**  
**Lt. Scott Anderson and**  
**Katie Matuszewic pictured at left.**

The Explorers are guided by member leaders Andy Heidtke, Paul Goetz and Blake Karnitz, with help from other members who have completed Youth Leadership and Instructor training. Our Explorers and CFD families participate in community activities; for example shopping for toys for the Kapco Kids 2 Kids Christmas Toy Drive every year in December.

## Rescue Company Update

- Three members completed Basic EMT school, while two additional members, who already have Basic EMT licenses, completed school for (AEMT) advanced EMT training.
- New CPR mannequins needed to be purchased to meet the new requirements from the American Heart Association. The Cedarburg Rescue Squad currently has three certified CPR instructors.



- A group of fire and EMS members were trained in Rescue Task Force (RTF) operations. RTF personnel are trained to provide medical care to victims involved in high-threat events such as active shooter events. The members are equipped with gear to protect them in a less than safe environment while working closely with Police Officers.

## 2018 Promotions

Firefighter **Dustin Halyburton** was promoted to **Dive Team Leader** in September 2018. Dustin joined the fire department on July 11, 2014 and is a great asset to the Dive Team, with dive certifications in swift water rescue, ice/frigid water specialty diver, advanced open water, dry suit and peak performance buoyancy. Dustin has also been our Public Education Officer since 2016.



**Shown at left:**

**Scott Anderson** joined the Cedarburg Fire Department Explorers program in July 2015 and **Heather Goetz** joined in October 2016. Both were promoted this year to the rank of **Lieutenant** in the Explorer group. They have demonstrated active involvement at Firemen's Park fundraising activities like Maxwell Street Days, as well as promoting new membership among their peers at Cedarburg High School.



## 2018 Meritorious Award

CFD honorary active member, **Ed Bublitz** received the highest award presented to a member, the Meritorious Award this year. Ed joined the department in February 1974, took and completed Basic and Advanced Firefighting courses. His love of helping people led him to become an EMT also! He was promoted to Rescue Co. Lt. in 1978, and Captain in 1979. He became qualified as an Engineer on all department vehicles thru CFD, then received his state certification as Fire Apparatus Operator.

Ed continues to this day to be active at the department, especially providing his experience in maintaining our trucks.



**Pictured above: Chief Vahsholtz and Ed Bublitz**



# Recognition from the Community



The Cedarburg Fire Department received “community appreciation” at Summer Sounds in Cedar Creek park during the summer, with many members of the department present, representing both EMS and Fire. This was a nice experience for our volunteer members who give many hours for the community, continuously training to be the best responders when emergencies arise at any time day or night.

The Marine Corp League - North Shore Detachment 1289 - awarded the Cedarburg Fire Department with a plaque (pictured at right) for providing continuous support through the opportunity to sell poppy flowers during Maxwell St. Days. Connecting the visual image of the poppy with the sacrifice of service made by our veterans.



# Apparatus 2018 Update

## List of All Apparatus:

- Rescue Squad 151 & 152, Medium Duty Transport Squad. These twin transports both have Kenworth chassis with Medtec bodies. The two units were designed by CFD rescue squad members with the safety of crews and patients in mind. Placed in service in July 2012. Purchase price: \$208,000 each
- Heavy Rescue Squad 153, 2006 Pierce Quantum Heavy Duty Rescue. Placed in service January 2007. Purchase Price: \$500,000
- Grass Truck 157, 1989 GMC, custom pick up truck. Purchase price: \$28,000
- Truck 158, 2006 GMC 5500 / Pierce Wild Land Body. Purchase price: \$110,000
- Ladder Tower 159 is a 1988 Pierce, 105 foot aerial platform powered by a 475 horsepower Detroit diesel engine. This truck does not carry water, but is equipped with a single stage, centrifugal Waterous Pump which can pump up to 1500 gallons per minute. Purchase price: 500,000.  
\*In 2015, Tower 159 received safety and operational updates totaling \$25,000.
- Engine 161 is a 2005 Pierce Quantum Chrome series, the first one produced. Placed in service February 2005. Purchase price: \$460,000
- Engine 162 is a 2009 Pierce Quantum P.U.C. (pump under cab) engine. Placed in service August 2009. Purchase price: \$560,000
- Engine 163 is a 2017 Pierce Quantum P.U.C. engine, the newest engine in CFD's fleet. (pictured below)





- Tender 164 is a 1994 pumper/tanker. A Pierce, Lance powered by a 450 horsepower Detroit diesel engine. Updated in 2009 with remote control, automatic stainless steel dump shoots and a rear mounted camera system for safety. Purchase price: \$270,000 Updates: \$22,000
- Utility Truck 154 is a 2014 Chevrolet Tahoe 4x4. Utilized by the fire inspector, for training and for special events. Purchase price: \$60,000
- Command Vehicle 156 is a 2013 Chevrolet Suburban 4x4. This vehicle is used by command staff to respond to fire and select rescue calls. Purchase price: \$80,000
- Dive trailer was designed and built by members with a cargo trailer donated to the department in memory of 2 fallen firefighters. The dive trailer responds to all dive calls and any other situations deemed necessary by the Chief. Cost to build: \$20,000
- Utility Truck 155 is a 2004 Chevrolet 2500 HD, 4x4 with crew cab pick-up. Purchase price: \$ 51,000
- B.E.R.T. (Bicycle Emergency Response Team) consists of two Cannondale Enforcement Bicycles. These are used for EMT's to respond quickly and safely through crowds to reach patients.. purchase price: \$1,520.
- Ambulance Cart for use during Cedarburg Festivals, the 4<sup>th</sup> of July and CHS home football games. Purchase price \$25,000 in 2017.
- Kubota UTV set up for firefighting, it is also used during the Festivals when necessary to respond on Washington Avenue and surrounding roads due to road closures. Purchase price \$30,000 in 2017.

### **Antique Fire Equipment**

The Cedarburg Fire Department has a collection of five pieces of antique apparatus.

- 1907 horse-drawn Howe pumper along with a 1907 man-drawn hose cart.
- 1924 Graham/Dodge pumper, the first motorized fire truck in the department.
- 1928 Pirsch pumper. Originally purchased new by CFD and then purchased back by other owners and restored. Both pumpers are still fully driveable.
- 1956 FWD (now Seagrave Fire Apparatus) Geesink Ladder Truck. The 85-foot unit was purchased in May 1957. In March 1976 it was empowered with a Detroit G-71 diesel engine. In the spring of 1978, the body and ladder was repainted and refurbished to include an enclosed cab. Original purchase price: \$35,000. In 2002, CFD purchased it back from the Bristol FD for \$5,107.

These antique trucks are all housed in the Station 3 museum and they are always crowd pleasers at the parades and shows.





## **FIRE/EMS STANDBY**

### **Cedarburg Festivals and Other Events**

**Cedarburg Festivals** are a very important part of the community, with thousands of people attending from surrounding cities and towns, as well as states!

Cedarburg Fire Department personnel are ready and on standby for these events during the year: Strawberry Festival, July 4<sup>th</sup>, Drum and Bugle Competition, County Fair, and Wine & Harvest Festival. In the fall, CFD personnel can also be found at each home football game for Cedarburg High School with our ambulance cart on the side of the field, in case of any emergency.

**In 2018, our EMS and Fire personnel logged over 1,085 hours standing by ready to respond with our ambulance cart, our Fire UTV and with teams on bicycles.**



# Public Education and Fire Prevention

The Cedarburg Fire Department's Bureau of Public Education and Fire Prevention actively promotes the Department's core objective of protecting life and property. Premised on the belief that prevention, rather than reaction, is the safest, most cost-effective way to further this objective, the Bureau strives to foster the public's awareness and facilitate their implementation of the basic rules of fire safety. This effort begins by reaching out to ordinary citizens, including the children, the adults, the elderly and the disabled.

## Home Inspections:

At the homeowner's request, the home is checked to verify that their smoke detectors are working properly as well as for any other fire or safety related issues. If any issues are found, they are reviewed and if needed, CFD provides the homeowner a smoke detector, or a CO detector, free of charge.

## Fire Extinguisher Training:

Available to local businesses, CFD will travel to the business and provide a fire safety demonstration tailored to the business' environment for their employees. Employees have the option to use a real fire extinguisher to put out a real fire.

## Survive Alive House and Safety Town:

At the end of the school year, the CFD conducts a fire safety drill for 2<sup>nd</sup> graders in a mock home environment teaching them the proper rules of fire safety and procedures that should be in place at home, including how to exit the home and how to identify a safe meeting spot outside of the home.

During the summer, Safety Town, is a popular event for children with a more complete tour of the station, all apparatus, learning to operate a fire hose, a question/answer session with firefighters and EMT personnel, an appearance by Sparky the Fire Dog, and the Survive Alive house drills.



Our Public Education officer, Dustin Halyburton, received many requests working with local organizations and businesses to coordinate public education events. These various events, along with Safety Day in October and other public education initiatives mentioned required over 420 hours of department personnel participation.

#### **January – April 2018:**

- Girl Scout Tour of Station
- Boy Scout Tour of Station and Apparatus
- Pancake Breakfast at Winter Festival – public education and Tour of Apparatus
- Girl Scouts – Home Fire Safety and Home Escape Plan, video and safety survey
- Immanuel Lutheran Church – fire safety, fire extinguishers and tornado shelter information
- City Park Easter Egg Hunt – fire safety from Sparky and tour of apparatus
- Cub Scouts Tour of Station - Operation, Gear and Apparatus
- Town of Cedarburg Baseball Coaches – First Aid Safety Class

#### **May – September:**

- Ride Home on Fire Engine – Thorson Elementary, St. Francis Borgia School,
- St. Francis Borgia Kindergarten class – Fire Safety and Station Tour
- Parkview – Opportunity Day for 1<sup>st</sup> graders - Educational Talk about Fire Department
- Safety Town for Kids (3 classes) – Fire safety, Survive Alive House, Squirt House and Apparatus
- Kindercare – Fire safety talk and Tour of Apparatus
- Thorson and Parkview 2<sup>nd</sup> graders – Fire Safety, Video, Survive Alive House and Apparatus Tour
- Visiting Tour Student Group from Japan – Fire safety, Video, Station and Apparatus Tour

#### **October – December:**

- Safety Day at Firemen's Park
- Jack-O-lantern Jamboree – Tower 159 apparatus tour
- Thorson Elementary 3<sup>rd</sup> grade Brownie Troup – Interview an EMT
- Community Risk Reduction – Smoke/CO detector education and battery handout





# Fire Prevention and Safety Day

## Change Your Clock, Change Your Battery

Every year, CFD promotes and participates in this event coordinated with Beyer's True Value hardware store to remind the community that when you change your clock you should change the batteries in your smoke detectors and carbon monoxide detectors.



## Cedarburg Fire Department Safety Day - Saturday, October 13, 2018

During Fire Prevention Week in October, the Cedarburg Fire Department held its annual Safety Day. This event, partnered with many local emergency agencies and community organizations, has displays and information on drug awareness, water safety, and home safety. During the day demonstrations included: Auto extrication (see picture below), fire extinguisher safety, smoke detectors, dive team gear, vehicle fire suppression, and EMS. With our apparatus proudly on display, members of CFD interacted with the community to answer any questions they may have about the apparatus, a day in the life of a member, fire safety, and the history of the CFD. Kids received free fireman squirt guns!



# Fire Safety Building Inspections

In 2018, our Fire Inspectors Blake Karnitz and Bill Koeppen successfully accomplished a total of 1,320 inspections for The Town of Cedarburg and the City of Cedarburg, as well as follow-up inspections, new occupancies, and premise inspections for liquor license renewals.

## City Inspections:

Semi Annual = 1,099

Re-Inspections = 2

Premise Inspections = 41

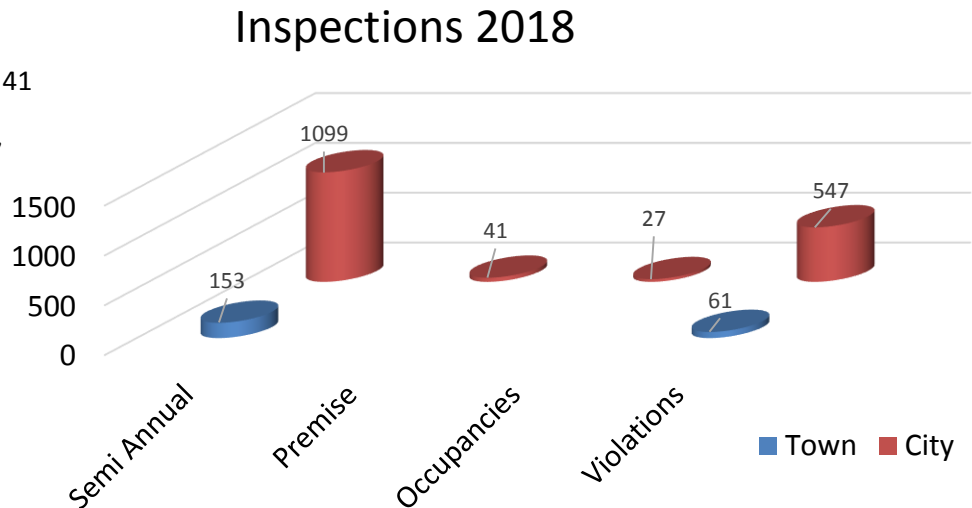
New Occupancies = 27

Violations Found = 547

## Town Inspections:

Semi Annual = 153

Violations = 61



Along with fire inspections, reviewing building plans and answering safety code questions, Blake also conducted eight (8) Fire Protection System Plan Reviews.

## 2018 DEPARTMENT ACCOMPLISHMENTS

As Chief, I am proud that we accomplished our set goals for the department in 2018. We focused on updating our brand with department Value, Mission and Vision statements, our look with a new patch and logo, and our operation by updating and rewriting over 45 Policies and over 30 Department Procedures. Station 1 was updated with new state-of-the-art garage doors and individually coded key fobs for members to quickly gain entry into the station. Active members were also issued new helmets this year.

## 2019 DEPARTMENT GOALS

- Re-write Constitution and By-Laws.
- Put in place a cancer awareness program including best practices on de-contamination of personnel and equipment.
- Put together a “paid on call” program to assist in attracting and maintaining members.



Cedarburg Fire Department Rescue Squad

**Profit & Loss**

January through December 2018

Ordinary Income/Expense  
Income

|                          |                   |
|--------------------------|-------------------|
| Donations                | 100.00            |
| Interest Income          | 1,144.33          |
| State EMS Grant          | 5,654.43          |
| Transports – EMS Billing | <u>357,346.27</u> |

|              |            |
|--------------|------------|
| Total Income | 364,245.03 |
|--------------|------------|

Expense

|                             |                 |
|-----------------------------|-----------------|
| Paramedic Intercept Payment | 43,470.41       |
| Safety Day                  | 476.00          |
| EMS Bikes                   | 194.95          |
| Payroll Expenses            | 256.10          |
| Training, Certification     | 768.30          |
| Administration              | 3,731.06        |
| Contract Payroll            | 44,002.94       |
| Equipment Purchase          | 14,130.48       |
| Fuel                        | 3,943.02        |
| Medical Supplies            | 23,927.95       |
| Misc.                       | 428.08          |
| Operating Expenses          | 33,510.44       |
| Training                    | 14,988.92       |
| Truck Repairs/Maintenance   | <u>1,590.53</u> |

|               |            |
|---------------|------------|
| Total Expense | 185,419.18 |
|---------------|------------|

|                     |                   |
|---------------------|-------------------|
| Net Ordinary Income | <u>178,825.85</u> |
|---------------------|-------------------|

|            |                          |
|------------|--------------------------|
| Net Income | <u><b>178,825.85</b></u> |
|------------|--------------------------|

# Cedarburg Fire Department Rescue Squad

## Balance Sheet

As of December 31, 2018

### ASSETS

#### Current Assets

##### Checking/Savings

|                                 |            |
|---------------------------------|------------|
| Commerce State Bank Receivables | 131.41     |
| Commerce State Bank MMA         | 143,070.48 |
| Commerce State Bank – Checking  | 4,989.43   |

Total Checking/Savings 148,191.32

##### Accounts Receivable

|                          |           |
|--------------------------|-----------|
| Accounts Rec EMS Billing | 80,094.33 |
|--------------------------|-----------|

Total Accounts Receivable 80,094.33

##### Other Current Assets

|                                |            |
|--------------------------------|------------|
| Equipment Replacement Accounts | 500,000.00 |
|--------------------------------|------------|

Total Other Current Assets 500,000.00

Total Current Assets 728,285.65

### TOTAL ASSETS

**728,285.65**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

|                        |            |
|------------------------|------------|
| Truck Replacement Fund | 524,459.80 |
|------------------------|------------|

Total Other Current Liabilities 524,459.80

Total Current Liabilities 524,459.80

Total Liabilities 524,459.80

#### Equity

|                   |           |
|-------------------|-----------|
| Retained Earnings | 25,000.00 |
|-------------------|-----------|

|            |            |
|------------|------------|
| Net Income | 178,825.85 |
|------------|------------|

Total Equity 203,825.85

### TOTAL LIABILITIES & EQUITY

**728,285.65**

Cedarburg Fire Department  
**Profit & Loss**  
 January through December 2018

|                                |  |                   |
|--------------------------------|--|-------------------|
| Ordinary Income/Expense        |  |                   |
| Income                         |  |                   |
| 2% Insurance Premium Income    |  | 82,175.00         |
| Cedarburg                      |  | 204,500.00        |
| Donations                      |  | 0.00              |
| Fines                          |  | 347.89            |
| Grant Monies                   |  | 802.00            |
| Interest Income                |  | 909.25            |
| Miscellaneous                  |  | 104.28            |
| Total Income                   |  | <u>288,838.42</u> |
| Gross Profit                   |  | 288,838.42        |
| Expense                        |  |                   |
| ADMINISTRATION                 |  | 45,885.81         |
| City of Cedarburg Station 1    |  | 664.00            |
| COMMUNICATIONS EQ              |  | 8,258.22          |
| DIVE TEAM                      |  | 377.29            |
| EXPLORERS                      |  | 1,295.72          |
| Extrication                    |  | 566.95            |
| FIRE INSPECTOR                 |  | 15,949.55         |
| FIREFIGHTING EQUIP. / PROTECT  |  | 10,056.36         |
| FUEL, Gasoline                 |  | 7,882.72          |
| MEETING REFRESHMENTS           |  | 18,715.26         |
| OTHER                          |  | 137,019.28        |
| Payroll Expenses               |  | 7,607.63          |
| PUBLIC EDUCATION               |  | 3,184.24          |
| RESCUE SQUAD                   |  | 2,993.85          |
| SCBA                           |  | 337.04            |
| TOWN OF CEDARBURG FIRE STATION |  | 112.28            |
| TRAINING                       |  | 3,562.87          |
| TRUCK MAINTENANCE, GENERAL     |  | 24,205.55         |
| Uniform Committee              |  | 163.80            |
| Total Expense                  |  | <u>228,838.42</u> |
| Net Ordinary Income            |  | 0.00              |
| Net Income                     |  | <u>0.00</u>       |

Cedarburg Fire Department  
**Balance Sheet**  
As of December 31, 2018

**ASSETS**

Current Assets

Checking/Savings

|                                  |            |
|----------------------------------|------------|
| Commerce State Bank Checking     | 5,115.73   |
| Commerce State Bank Money Mkt    | 115,075.23 |
| Cornerstone Community Bank – MMD | 90,268.53  |

Total Checking/Savings 210,459.49

Total Current Assets 210,459.49

**TOTAL ASSETS**

**210,459.49**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

|                       |            |
|-----------------------|------------|
| Explorers Account     | 11,705.91  |
| Memorial Account      | 21,475.21  |
| Reserve for Equipment | 127,278.37 |

Total Other Current Liabilities 160,459.49

Total Current Liabilities 160,459.49

Total Liabilities 160,459.49

Equity

Retained Earnings 50,000.00

Total Equity 50,000.00

**TOTAL LIABILITIES & EQUITY**

**210,459.49**

## CITY OF CEDARBURG

**MEETING DATE:** June 24, 2019

**ITEM NO:** 9. A.

**TITLE:** Consider 2018 Compliance Maintenance Annual Report (CMAR) for the Wastewater Treatment Plant and Resolution No. 2019-11 accepting the Report; and action thereon (Public Works & Sewerage Comm., 5/10/18)

**ISSUE SUMMARY:** The CMAR is a DNR summary report used to determine the effectiveness of the sewerage system to meet DNR permit limits and to indicate areas of the system that may need improvement. In 2017, no points were deducted from any categories in the report. No action for improvement in the system is needed.

**STAFF RECOMMENDATION:** Acceptance of the 2018 CMAR and adoption of the Resolution.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** The Public Works and Sewerage Commission met on June 12, 2019 and discussed the CMAR summary and asked to move it to the City Council for action.

**BUDGETARY IMPACT:** None

**ATTACHMENTS:**

- Resolution No. 2019-11
- 2018 Compliance Maintenance Annual Report Summary

**INITIATED/REQUESTED BY:** Eric Hackert, CWRC Superintendent

**FOR MORE INFORMATION, CONTACT:** Eric Hackert, 262-375-7900.



**CITY OF CEDARBURG  
RESOLUTION NO. 2019-11**

**2018 Compliance Maintenance Annual Report – Wastewater Treatment Facility**

WHEREAS, the Wisconsin Department of Natural Resources requires that the City of Cedarburg submit an annual Compliance Maintenance Report for its wastewater treatment facility; and

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

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

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

Passed and adopted this 24<sup>th</sup> day of June, 2019.

---

Michael J. O'Keefe, Mayor

Attest:

---

Claire Woodall-Vogg, City Clerk

Approved as to form:

---

Michael P. Herbrand, City Attorney

# Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2019

2018

## Influent Flow and Loading

### 1. Monthly Average Flows and (C)BOD Loadings

#### 1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

| Influent No.<br>701 | Influent Monthly<br>Average Flow, MGD | x | Influent Monthly<br>Average (C)BOD<br>Concentration mg/L | x | 8.34 | = | Influent Monthly<br>Average (C)BOD<br>Loading, lbs/day |
|---------------------|---------------------------------------|---|--|---|------|---|--|
| January             | 1.5049                                | x | 277  | x | 8.34 | = | 3,472  |
| February            | 1.7410                                | x | 191  | x | 8.34 | = | 2,767  |
| March               | 1.7302                                | x | 197  | x | 8.34 | = | 2,839  |
| April               | 2.2228                                | x | 149  | x | 8.34 | = | 2,762  |
| May                 | 2.8481                                | x | 148  | x | 8.34 | = | 3,517  |
| June                | 2.0227                                | x | 184  | x | 8.34 | = | 3,108  |
| July                | 1.7120                                | x | 214  | x | 8.34 | = | 3,061  |
| August              | 1.9698                                | x | 188  | x | 8.34 | = | 3,085  |
| September           | 3.0407                                | x | 139  | x | 8.34 | = | 3,513  |
| October             | 2.6695                                | x | 121  | x | 8.34 | = | 2,697  |
| November            | 2.0200                                | x | 149  | x | 8.34 | = | 2,509  |
| December            | 1.8951                                | x | 188  | x | 8.34 | = | 2,968  |

### 2. Maximum Monthly Design Flow and Design (C)BOD Loading

#### 2.1 Verify the design flow and loading for your facility.

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

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

|                               | Months<br>of<br>Influent | Number of times<br>flow was greater<br>than 90% of | Number of times<br>flow was greater<br>than 100% of | Number of times<br>(C)BOD was greater<br>than 90% of design | Number of times<br>(C)BOD was greater<br>than 100% of design |
|-------------------------------|--------------------------|--|---|---|--|
| January                       | 1                        | 0  | 0   | 0   | 0  |
| February                      | 1                        | 0  | 0   | 0   | 0  |
| March                         | 1                        | 0  | 0   | 0   | 0  |
| April                         | 1                        | 0  | 0   | 0   | 0  |
| May                           | 1                        | 0  | 0   | 0   | 0  |
| June                          | 1                        | 0  | 0   | 0   | 0  |
| July                          | 1                        | 0  | 0   | 0   | 0  |
| August                        | 1                        | 0  | 0   | 0   | 0  |
| September                     | 1                        | 0  | 0   | 0   | 0  |
| October                       | 1                        | 0  | 0   | 0   | 0  |
| November                      | 1                        | 0  | 0   | 0   | 0  |
| December                      | 1                        | 0  | 0   | 0   | 0  |
| Points per each               |                          | 2  | 1   | 3   | 2  |
| Exceedances                   |                          | 0  | 0   | 0   | 0  |
| Points                        |                          | 0  | 0   | 0   | 0  |
| <b>Total Number of Points</b> |                          |  |   |   | <b>0</b>   |

0

# Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2019

2018

## 3. Flow Meter

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

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

2019-02-19

☐ No

If No, please explain:

## 4. Sewer Use Ordinance

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

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

## 5. Septage Receiving

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

Septic Tanks

Holding Tanks

Grease Traps

☐ Yes

☒ Yes

☐ Yes

☒ No

☐ No

☒ No

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

Septic Tanks

☐ Yes

0 gallons

☒ No

Holding Tanks

☒ Yes

5329900 gallons

☐ No

Grease Traps

☐ Yes

0 gallons

☒ No

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

Plant performance was slightly enhanced with increase in influent BOD.

## 6. Pretreatment

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

☐ Yes

☒ No

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

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

# Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated:    Reporting For:  
5/14/2019                      **2018**

|  |  |
|--|--|
| <div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div> <div>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</div> <div></div> |  |
|--|--|

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

# Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2019

2018

## Effluent Quality and Plant Performance (BOD/CBOD)

### 1. Effluent (C)BOD Results

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

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

\* Equals limit if limit is  $\leq 10$

|  |    |   |          |
|--|----|---|----------|
| Months of discharge/yr                                 | 12 |   |          |
| Points per each exceedance with 12 months of discharge |    | 7 | 3        |
| Exceedances  |    | 0 | 0        |
| Points   |    | 0 | 0        |
| <b>Total number of points</b>                          |    |   | <b>0</b> |

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

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

### 2. Flow Meter Calibration

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

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

2019-02-19

☐ No

If No, please explain:

### 3. Treatment Problems

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

N/A

### 4. Other Monitoring and Limits

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

☐ Yes

☒ No



# Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:  
5/14/2019 **2018**

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

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

# Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

5/14/2019

2018

## Effluent Quality and Plant Performance (Total Suspended Solids)

### 1. Effluent Total Suspended Solids Results

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

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

\* Equals limit if limit is  $\leq 10$

|  |    |          |          |
|--|----|----------|----------|
| Months of Discharge/yr   | 12 |          |          |
| <b>Points per each exceedance with 12 months of discharge:</b> |    | <b>7</b> | <b>3</b> |
| Exceedances  |    | 0        | 0        |
| Points   |    | 0        | 0        |
| <b>Total Number of Points</b>                                  |    | <b>0</b> |          |

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

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

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

N/A

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

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## Effluent Quality and Plant Performance (Ammonia - NH3)

### 1. Effluent Ammonia Results

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

| Outfall No.<br>001   | Monthly<br>Average<br>NH3<br>Limit<br>(mg/L) | Weekly<br>Average<br>NH3<br>Limit<br>(mg/L) | Effluent<br>Monthly<br>Average<br>NH3<br>(mg/L) | Monthly<br>Permit<br>Limit<br>Exceed<br>ance | Effluent<br>Weekly<br>Average<br>for Week<br>1 | Effluent<br>Weekly<br>Average<br>for Week<br>2 | Effluent<br>Weekly<br>Average<br>for Week<br>3 | Effluent<br>Weekly<br>Average<br>for Week<br>4 | Weekly<br>Permit<br>Limit<br>Exceed<br>ance |
|--|--|---|---|--|--|--|--|--|---|
| January  | 6.4  |   | .025473684                                      | 0  |  |  |  |  |   |
| February   | 6.4  |   | .0058125  | 0  |  |  |  |  |   |
| March  | 6.4  |   | 0   | 0  |  |  |  |  |   |
| April  | 4  |   | .001555556                                      | 0  |  |  |  |  |   |
| May  | 3.3  |   | 0   | 0  |  |  |  |  |   |
| June   | 3.3  |   | 0   | 0  |  |  |  |  |   |
| July   | 3.3  |   | 0   | 0  |  |  |  |  |   |
| August   | 3.3  |   | .052823529                                      | 0  |  |  |  |  |   |
| September  | 3.3  |   | .305117647                                      | 0  |  |  |  |  |   |
| October  | 5.7  |   | 0   | 0  |  |  |  |  |   |
| November   | 6.4  |   | 0   | 0  |  |  |  |  |   |
| December   | 6.4  |   | 0   | 0  |  |  |  |  |   |
| Points per each exceedance of Monthly average:                                   |  |   |   |  |  |  |  |  | 10  |
| Exceedances, Monthly:  |  |   |   |  |  |  |  |  | 0   |
| Points:  |  |   |   |  |  |  |  |  | 0   |
| Points per each exceedance of weekly average (when there is no monthly average): |  |   |   |  |  |  |  |  | 2.5   |
| Exceedances, Weekly:   |  |   |   |  |  |  |  |  | 0   |
| Points:  |  |   |   |  |  |  |  |  | 0   |
| <b>Total Number of Points</b>  |  |   |   |  |  |  |  |  | <b>0</b>                                    |

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

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

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

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## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

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

| Outfall No. 001  | Monthly Average phosphorus Limit (mg/L) | Effluent Monthly Average phosphorus (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance |
|--|---|--|----------------------------------|-------------------------|
| January  | .8                                      | 0.137                                      | 1                                | 0                       |
| February   | .8                                      | 0.193                                      | 1                                | 0                       |
| March  | .8                                      | 0.159                                      | 1                                | 0                       |
| April  | .8                                      | 0.257                                      | 1                                | 0                       |
| May  | .8                                      | 0.374                                      | 1                                | 0                       |
| June   | .8                                      | 0.260                                      | 1                                | 0                       |
| July   | .8                                      | 0.108                                      | 1                                | 0                       |
| August   | .8                                      | 0.208                                      | 1                                | 0                       |
| September  | .8                                      | 0.246                                      | 1                                | 0                       |
| October  | .8                                      | 0.240                                      | 1                                | 0                       |
| November   | .8                                      | 0.217                                      | 1                                | 0                       |
| December   | .8                                      | 0.162                                      | 1                                | 0                       |
| Months of Discharge/yr   |   |  | 12                               |                         |
| <b>Points per each exceedance with 12 months of discharge:</b> |   |  |                                  | <b>10</b>               |
| Exceedances  |   |  |                                  | 0                       |
| <b>Total Number of Points</b>                                  |   |  |                                  | <b>0</b>                |

0

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

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

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

N/A

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

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## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

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

- ☐ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☒ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

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

##### 1.1.1 If you checked Other, please describe:

N/A

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

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

#### Outfall No. 002 - AEROBIC LIQUID SLUDGE

| Parameter  | 80%<br>of<br>Limit | H.Q.<br>Limit | Ceiling<br>Limit | Jan  | Feb | Mar | Apr  | May | Jun | Jul  | Aug | Sep | Oct  | Nov | Dec | 80%<br>Value | High<br>Quality | Ceiling |
|------------|--------------------|---------------|------------------|------|-----|-----|------|-----|-----|------|-----|-----|------|-----|-----|--------------|-----------------|---------|
| Arsenic    |                    | 41            | 75               | 5.6  |     |     | 5.7  |     |     | 5.2  |     |     | 4.8  |     |     |              | 0               | 0       |
| Cadmium    |                    | 39            | 85               | .51  |     |     | 1.1  |     |     | 1.7  |     |     | <.39 |     |     |              | 0               | 0       |
| Copper     |                    | 1500          | 4300             | 935  |     |     | 759  |     |     | 849  |     |     | 983  |     |     |              | 0               | 0       |
| Lead       |                    | 300           | 840              | 14.7 |     |     | 13.8 |     |     | 13   |     |     | 16.3 |     |     |              | 0               | 0       |
| Mercury    |                    | 17            | 57               | .29  |     |     | .43  |     |     | .78  |     |     | .57  |     |     |              | 0               | 0       |
| Molybdenum | 60                 |               | 75               | 6.5  |     |     | 5.7  |     |     | 7    |     |     | 7.8  |     |     | 0            |                 | 0       |
| Nickel     | 336                |               | 420              | 19.9 |     |     | 16.1 |     |     | 27.5 |     |     | 42.3 |     |     | 0            |                 | 0       |
| Selenium   | 80                 |               | 100              | 3    |     |     | <4.8 |     |     | 4.8  |     |     | 11.1 |     |     | 0            |                 | 0       |
| Zinc       |                    | 2800          | 7500             | 391  |     |     | 305  |     |     | 398  |     |     | 681  |     |     |              | 0               | 0       |

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

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

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

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

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

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)



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

N/A

0

## 4. Pathogen Control (per outfall):

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

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | 002                     |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 01/01/2018 - 03/31/2018 |
| Density:                     | 286,195                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | 002                     |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 01/01/2018 - 03/31/2018 |
| Density:                     | 275,028                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | 002                     |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 01/01/2018 - 03/31/2018 |
| Density:                     | 401,540                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

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|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 01/01/2018 - 03/31/2018 |
| Density:                     | 547,504                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 01/01/2018 - 03/31/2018 |
| Density:                     | 398,010                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 01/01/2018 - 03/31/2018 |
| Density:                     | 438,453                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 01/01/2018 - 03/31/2018 |
| Density:                     | 204,533                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

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|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 04/01/2018 - 06/30/2018 |
| Density:                     | 185,185                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 04/01/2018 - 06/30/2018 |
| Density:                     | 285,285                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 04/01/2018 - 06/30/2018 |
| Density:                     | 173,042                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 04/01/2018 - 06/30/2018 |
| Density:                     | 168,440                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

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|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 04/01/2018 - 06/30/2018 |
| Density:                     | 128,824                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 04/01/2018 - 06/30/2018 |
| Density:                     | 92,081                  |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 04/01/2018 - 06/30/2018 |
| Density:                     | 248,227                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 07/01/2018 - 09/30/2018 |
| Density:                     | 35,386                  |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

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|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 07/01/2018 - 09/30/2018 |
| Density:                     | 220,798                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 07/01/2018 - 09/30/2018 |
| Density:                     | 67,233                  |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 07/01/2018 - 09/30/2018 |
| Density:                     | 54,201                  |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 07/01/2018 - 09/30/2018 |
| Density:                     | 36,459                  |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

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|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 07/01/2018 - 09/30/2018 |
| Density:                     | 57,652                  |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 07/01/2018 - 09/30/2018 |
| Density:                     | 30,303                  |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 10/01/2018 - 12/31/2018 |
| Density:                     | 225,589                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 10/01/2018 - 12/31/2018 |
| Density:                     | 110,442                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |



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|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 10/01/2018 - 12/31/2018 |
| Density:                     | 321,130                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 10/01/2018 - 12/31/2018 |
| Density:                     | 347,648                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 10/01/2018 - 12/31/2018 |
| Density:                     | 179,739                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

|                              |                         |
|------------------------------|-------------------------|
| Outfall Number:              | <b>002</b>              |
| Biosolids Class:             | B                       |
| Bacteria Type and Limit:     | Fecal Coliform          |
| Sample Dates:                | 10/01/2018 - 12/31/2018 |
| Density:                     | 194,932                 |
| Sample Concentration Amount: | CFU/G TS                |
| Requirement Met:             | Yes                     |
| Land Applied:                | No                      |
| Process:                     |                         |
| Process Description:         |                         |

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Cedarburg Wastewater Treatment Facility

Last Updated: Reporting For:

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2018

|   |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
|---|---------------------------|---|-----------------|-----|--------------|------------|-------------------------------------|---------------------------|------------------|-----|---------------|----|------------------------|--|--------------------------|--|-----------------|-----|--------------|------------|-------------------------------------|---------------------------|------------------|-----|---------------|----|------------------------|--|--------------------------|--|-----------------|-----|--------------|------------|-------------------------------------|---------------------------|------------------|-----|---------------|----|------------------------|--|--------------------------|--|
| Outfall Number:   | 002                       | 0 |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Biosolids Class:  | B                         |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Bacteria Type and Limit:  | Fecal Coliform            |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Sample Dates:   | 10/01/2018 - 12/31/2018   |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Density:  | 117,460                   |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Sample Concentration Amount:  | CFU/G TS                  |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Requirement Met:  | Yes                       |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Land Applied:   | No                        |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Process:  |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Process Description:  |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| <p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.</p> <p>4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?</p> <ul style="list-style-type: none"><li><input type="radio"/> Yes (40 Points)</li><li><input checked="" type="radio"/> No</li></ul> <p>If yes, what action was taken?</p> <div></div>   |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| <p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p> <table border="1"><tr><td>Outfall Number:</td><td>002</td></tr><tr><td>Method Date:</td><td>03/31/2018</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>Injection when land apply</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>No</td></tr><tr><td>Limit (if applicable):</td><td></td></tr><tr><td>Results (if applicable):</td><td></td></tr></table> <table border="1"><tr><td>Outfall Number:</td><td>002</td></tr><tr><td>Method Date:</td><td>12/31/2018</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>Injection when land apply</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>No</td></tr><tr><td>Limit (if applicable):</td><td></td></tr><tr><td>Results (if applicable):</td><td></td></tr></table> <table border="1"><tr><td>Outfall Number:</td><td>002</td></tr><tr><td>Method Date:</td><td>06/30/2018</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>Injection when land apply</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>No</td></tr><tr><td>Limit (if applicable):</td><td></td></tr><tr><td>Results (if applicable):</td><td></td></tr></table> |                           |   | Outfall Number: | 002 | Method Date: | 03/31/2018 | Option Used To Satisfy Requirement: | Injection when land apply | Requirement Met: | Yes | Land Applied: | No | Limit (if applicable): |  | Results (if applicable): |  | Outfall Number: | 002 | Method Date: | 12/31/2018 | Option Used To Satisfy Requirement: | Injection when land apply | Requirement Met: | Yes | Land Applied: | No | Limit (if applicable): |  | Results (if applicable): |  | Outfall Number: | 002 | Method Date: | 06/30/2018 | Option Used To Satisfy Requirement: | Injection when land apply | Requirement Met: | Yes | Land Applied: | No | Limit (if applicable): |  | Results (if applicable): |  |
| Outfall Number:   | 002                       |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Method Date:  | 03/31/2018                |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Option Used To Satisfy Requirement:   | Injection when land apply |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Requirement Met:  | Yes                       |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Land Applied:   | No                        |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Limit (if applicable):  |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Results (if applicable):  |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Outfall Number:   | 002                       |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Method Date:  | 12/31/2018                |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Option Used To Satisfy Requirement:   | Injection when land apply |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Requirement Met:  | Yes                       |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Land Applied:   | No                        |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Limit (if applicable):  |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Results (if applicable):  |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Outfall Number:   | 002                       |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Method Date:  | 06/30/2018                |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Option Used To Satisfy Requirement:   | Injection when land apply |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Requirement Met:  | Yes                       |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Land Applied:   | No                        |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Limit (if applicable):  |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |
| Results (if applicable):  |                           |   |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |                 |     |              |            |                                     |                           |                  |     |               |    |                        |  |                          |  |

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|                                     |                           |
|-------------------------------------|---------------------------|
| Outfall Number:                     | <b>002</b>                |
| Method Date:                        | 06/30/2018                |
| Option Used To Satisfy Requirement: | Injection when land apply |
| Requirement Met:                    | Yes                       |
| Land Applied:                       | No                        |
| Limit (if applicable):              |                           |
| Results (if applicable):            |                           |

|                                     |                           |
|-------------------------------------|---------------------------|
| Outfall Number:                     | <b>002</b>                |
| Method Date:                        | 12/31/2018                |
| Option Used To Satisfy Requirement: | Injection when land apply |
| Requirement Met:                    | Yes                       |
| Land Applied:                       | No                        |
| Limit (if applicable):              |                           |
| Results (if applicable):            |                           |

|                                     |                           |
|-------------------------------------|---------------------------|
| Outfall Number:                     | <b>002</b>                |
| Method Date:                        | 09/30/2018                |
| Option Used To Satisfy Requirement: | Injection when land apply |
| Requirement Met:                    | Yes                       |
| Land Applied:                       | No                        |
| Limit (if applicable):              |                           |
| Results (if applicable):            |                           |

|                                     |                           |
|-------------------------------------|---------------------------|
| Outfall Number:                     | <b>002</b>                |
| Method Date:                        | 12/31/2018                |
| Option Used To Satisfy Requirement: | Injection when land apply |
| Requirement Met:                    | Yes                       |
| Land Applied:                       | No                        |
| Limit (if applicable):              |                           |
| Results (if applicable):            |                           |

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

☐ Yes (40 Points)

☒ No

If yes, what action was taken?

|  |
|--|
|  |
|--|

## 6. Biosolids Storage

6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?

☒  $\geq$  180 days (0 Points)

☐ 150 - 179 days (10 Points)

☐ 120 - 149 days (20 Points)

☐ 90 - 119 days (30 Points)

☐  $<$  90 days (40 Points)

☐ N/A (0 Points)

6.2 If you checked N/A above, explain why.

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|  |          |
|--|----------|
| <div></div>  | <b>0</b> |
| 7. Issues  |          |
| 7.1 Describe any outstanding biosolids issues with treatment, use or overall management: |          |
| <div>None</div>  |          |

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

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## Staffing and Preventative Maintenance (All Treatment Plants)

|   |   |
|---|---|
| <p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div></div> <p>Could use more help/staff for:</p> <div>N/A</div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div></div>  |   |
| <p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><li>● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/></li><li>○ No (40 points)<input type="checkbox"/><input type="checkbox"/></li></ul> <p>If No, please explain, then go to question 3:</p> <div></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No (10 points)</li></ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><li>● Yes<ul style="list-style-type: none"><li>○ Paper file system</li><li>○ Computer system</li><li>● Both paper and computer system</li></ul></li><li>○ No (10 points)</li></ul> | 0 |
| <p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul>  |   |
| <p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><li>● Excellent</li><li>○ Very good</li><li>○ Good</li><li>○ Fair</li><li>○ Poor</li></ul> <p>Describe your rating:</p>  |   |

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|  |  |
|--|--|
| The Treatment plant continues to show signs of age, but continues to operate effectively through our preventative maintenance. |  |
|--|--|

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



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## Operator Certification and Education

### 1. Operator-In-Charge

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

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

Name:

ERIC HACKERT

Certification No:

10352

0

### 2. Certification Requirements

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

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

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2018; subclass SS is basic level only.)

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

0

### 3. Succession Planning

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

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

### 4. Continuing Education Credits

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

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## Financial Management

|   |  |   |
|---|--|---|
| 1. Provider of Financial Information<br>Name: <input type="text" value="Christy Mertes, City Administrator/Treasurer"/><br>Telephone: <input type="text" value="262-375-7606"/> (XXX) XXX-XXXX<br>E-Mail Address (optional): <input type="text" value="cmertes@ci.cedarburg.wi.us"/>  |  |   |
| 2. Treatment Works Operating Revenues<br>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?<br>● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/><br>○ No (40 points)<br>If No, please explain:<br><input type="text"/><br>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?<br>Year: <input type="text" value="2018"/><br>● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/><br>○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/><br>○ N/A (private facility)<br>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?<br>● Yes (0 points)<br>○ No (40 points) |  | 0   |
| REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]   |  |   |
| 3. Equipment Replacement Funds<br>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?<br>Year: <input type="text" value="2018"/><br>● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/><br>○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/><br>○ N/A<br>If N/A, please explain:<br><input type="text"/><br>3.2 Equipment Replacement Fund Activity<br><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b><br>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)<br>3.2.3 Adjusted January 1st Beginning Balance<br>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)   |  | <div>\$ <input type="text" value="2,365,613.91"/></div> <div>\$ <input type="text" value="0.00"/></div> <div>\$ <input type="text" value="2,365,613.91"/></div> <div>+ \$ <input type="text" value="298,531.89"/></div> |

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

- \$ 490,909.30

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

\$ 2,173,236.50

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

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

Replace digester blower. New pneumatic operators for RAS/WAS piping. New grit screw. New utility truck with hoist. Replaced grit screw and grit pump piping. Replaced service truck. Replaced roofs on three of the buildings.

3.3 What amount should be in your Replacement Fund? \$ 2,173,236.50

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

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

● Yes

○ No

If No, please explain.

## 4. Future Planning

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

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

○ No

| Project # | Project Description   | Estimated Cost | Approximate Construction Year |
|-----------|---|----------------|-------------------------------|
| 1         | Willowbrooke-Lynwood to Arbor   | 120000         | 2019                          |
| 2         | St. John Ave will have 1444 ft of sewer replaced and 2 manholes.  | 190000         | 2024                          |
| 3         | Highland Drive will have 2135 ft of forcemain and sewer replaced and upsized and 7 manholes will be replaced. | 375000         | 2021                          |
| 4         | Sunnyside - Edgewater to Highland   | 500000         | 2022                          |
| 5         | Hilgen/Jackson - Washington to Spring   | 500000         | 2022                          |
| 6         | Sommerset Road Pioneer to Wirth   | 165000         | 2022                          |
| 7         | New lift Station and force main at Highland Rd  | 1700000        | 2019                          |
| 8         | Cambridge Ave., Lexington St., Aspen Dr.,   | 120000         | 2019                          |
| 9         | New Bar Screen and Washer press.  | 150000         | 2019                          |
| 10        | Rebuild drives and scum beaches in both clarifiers.   | 60000          | 2019                          |
| 11        | Replace scum and sludge pumps.  | 40000          | 2019                          |

## 5. Financial Management General Comments

None.

## ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

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

## COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

|           | Electricity Consumed<br>(kWh) | Natural Gas Consumed<br>(therms) |
|-----------|-------------------------------|----------------------------------|
| January   | 21,253                        | 220                              |
| February  | 19,752                        | 218                              |
| March     | 21,332                        | 221                              |
| April     | 20,685                        | 205                              |
| May       | 20,977                        | 112                              |
| June      | 18,299                        | 17                               |
| July      | 18,233                        | 23                               |
| August    | 18,734                        | 12                               |
| September | 20,779                        | 19                               |
| October   | 22,354                        | 24                               |
| November  | 23,678                        | 43                               |
| December  | 24,532                        | 228                              |
| Total     | 250,608                       | 1,342                            |
| Average   | 20,884                        | 112                              |

6.1.2 Comments:

None.

## 6.2 Energy Related Processes and Equipment

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

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

6.2.2 Comments:

None.

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

● No

○ Yes

Year:

By Whom:

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Describe and Comment:

## 6.4 Future Energy Related Equipment

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

Rebuilding Highland Lift Station with new pumps and variable speed drives with PLC controls.

## 7. Treatment Facility

### 7.1 Energy Usage

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

#### TREATMENT PLANT: Total Power Consumed/Month

|           | Electricity Consumed (kWh) | Total Influent Flow (MG) | Electricity Consumed/ Flow (kWh/MG) | Total Influent BOD (1000 lbs) | Electricity Consumed/ Total Influent BOD (kWh/1000lbs) | Natural Gas Consumed (therms) |
|-----------|----------------------------|--------------------------|-------------------------------------|-------------------------------|--|-------------------------------|
| January   | 100,174                    | 46.65                    | 2,147                               | 107.63                        | 931  | 1,056                         |
| February  | 81,682                     | 48.75                    | 1,676                               | 77.48                         | 1,054  | 1,073                         |
| March     | 89,014                     | 53.64                    | 1,659                               | 88.01                         | 1,011  | 863                           |
| April     | 86,602                     | 66.68                    | 1,299                               | 82.86                         | 1,045  | 730                           |
| May       | 99,062                     | 88.29                    | 1,122                               | 109.03                        | 909  | 409                           |
| June      | 95,077                     | 60.68                    | 1,567                               | 93.24                         | 1,020  | 1                             |
| July      | 101,064                    | 53.07                    | 1,904                               | 94.89                         | 1,065  | 1                             |
| August    | 105,067                    | 61.06                    | 1,721                               | 95.64                         | 1,099  | 0                             |
| September | 99,034                     | 91.22                    | 1,086                               | 105.39                        | 940  | 0                             |
| October   | 88,588                     | 82.75                    | 1,071                               | 83.61                         | 1,060  | 0                             |
| November  | 87,087                     | 60.60                    | 1,437                               | 75.27                         | 1,157  | 230                           |
| December  | 95,428                     | 58.75                    | 1,624                               | 92.01                         | 1,037  | 768                           |
| Total     | 1,127,879                  | 772.14                   |                                     | 1,105.06                      |  | 5,131                         |
| Average   | 93,990                     | 64.35                    | 1,526                               | 92.09                         | 1,027  | 570                           |

7.1.2 Comments:

None.

## 7.2 Energy Related Processes and Equipment

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

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☒ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification



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- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

## 7.2.2 Comments:

None.

## 7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Replacing bar screen, and replacing sludge/scum pumps.

## 8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

● No

○ Yes

If Yes, how is the biogas used (Check all that apply):

- ☐ Flared Off
- ☐ Building Heat
- ☐ Process Heat
- ☐ Generate Electricity
- ☐ Other:

## 9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

○ No

● Yes

☒ Entire facility

Year:

2017

By Whom:

Focus on Energy

Describe and Comment:

None.

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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|  |  |
|--|--|
|  |  |
|--|--|

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

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## Sanitary Sewer Collection Systems

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

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

☒ Yes

☐ No

If No, explain:

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

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

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

☒ Goals [NR 210.23 (4)(a)]

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

Clean 50% of the city sanitary system. Clean 100% of the storm catch basins. Visually inspect all 11 lift stations weekly. Clean all lift station and plant wet wells twice a year. Inspect 50% of the sanitary manholes each year and repair as needed. Root foam 2500 ft. of sanitary system each year. Televis 25% of sanitary sewer collection system. Continue with our 10 year sewer replacement program. Repair small sanitary leaks in collection system with CIPP.

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

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

Cedarburg Sewer Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2018-11-22

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

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☒ Rehabilitated sewer and lift station installation, testing and inspection

☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

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

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

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- ☒ Equipment and replacement part inventories
  - ☒ Up-to-date sewer system map
  - ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
  - ☒ A description of routine operation and maintenance activities (see question 2 below)
  - ☒ Capacity assessment program
  - ☒ Basement back assessment and correction
  - ☒ Regular O&M training
  - ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
  - ☒ Construction, Inspection, and Testing
  - ☐ Others:

0

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐
- Does your emergency response capability include:
- ☒ Responsible personnel communication procedures
  - ☒ Response order, timing and clean-up
  - ☒ Public notification protocols
  - ☒ Training
  - ☒ Emergency operation protocols and implementation procedures
  - ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐
  - ☒ Special Studies Last Year (check only those that apply):
  - ☒ Infiltration/Inflow (I/I) Analysis
  - ☐ Sewer System Evaluation Survey (SSES)
  - ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
  - ☒ Lift Station Evaluation Report
  - ☐ Others:

## 2. Operation and Maintenance

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

|                         |                                 |                           |
|-------------------------|---------------------------------|---------------------------|
| Cleaning                | <input type="text" value="53"/> | % of system/year          |
| Root removal            | <input type="text" value="1"/>  | % of system/year          |
| Flow monitoring         | <input type="text" value="10"/> | % of system/year          |
| Smoke testing           | <input type="text" value="0"/>  | % of system/year          |
| Sewer line televising   | <input type="text" value="10"/> | % of system/year          |
| Manhole inspections     | <input type="text" value="50"/> | % of system/year          |
| Lift station O&M        | <input type="text" value="52"/> | # per L.S./year           |
| Manhole rehabilitation  | <input type="text" value="3"/>  | % of manholes rehabbed    |
| Mainline rehabilitation | <input type="text" value="3"/>  | % of sewer lines rehabbed |

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Private sewer inspections  % of system/year

Private sewer I/I removal  % of private services

River or water crossings  % of pipe crossings evaluated or maintained

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

None.

## 3. Performance Indicators

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

|                                      |  |
|--------------------------------------|--|
| <input type="text" value="38.9"/>    | Total actual amount of precipitation last year in inches |
| <input type="text" value="3.2"/>     | Annual average precipitation (for your location)         |
| <input type="text" value="59"/>      | Miles of sanitary sewer                                  |
| <input type="text" value="11"/>      | Number of lift stations                                  |
| <input type="text" value="0"/>       | Number of lift station failures                          |
| <input type="text" value="0"/>       | Number of sewer pipe failures                            |
| <input type="text" value="0"/>       | Number of basement backup occurrences                    |
| <input type="text" value="13"/>      | Number of complaints                                     |
| <input type="text" value="2.115"/>   | Average daily flow in MGD (if available)                 |
| <input type="text" value="3.044"/>   | Peak monthly flow in MGD (if available)                  |
| <input type="text" value=".004769"/> | Peak hourly flow in MGD (if available)                   |

3.2 Performance ratios for the past year:

|                                   |  |
|-----------------------------------|--|
| <input type="text" value="0.00"/> | Lift station failures (failures/year)                |
| <input type="text" value="0.00"/> | Sewer pipe failures (pipe failures/sewer mile/yr)    |
| <input type="text" value="0.00"/> | Sanitary sewer overflows (number/sewer mile/yr)      |
| <input type="text" value="0.00"/> | Basement backups (number/sewer mile)                 |
| <input type="text" value="0.22"/> | Complaints (number/sewer mile)                       |
| <input type="text" value="1.4"/>  | Peaking factor ratio (Peak Monthly:Annual Daily Avg) |
| <input type="text" value="0.0"/>  | Peaking factor ratio (Peak Hourly:Annual Daily Avg)  |

## 4. Overflows

### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED \*\*

| Date          | Location | Cause | Estimated Volume (MG) |
|---------------|----------|-------|-----------------------|
| None reported |          |       |                       |

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

## 5. Infiltration / Inflow (I/I)

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

☐ Yes

☒ No

If Yes, please describe:

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5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Continuing to monitor flow, and replace infrastructure as needed.

5.4 What is being done to address infiltration/inflow in your collection system?

Annually replace and repair sewer mainline and manholes as needed. We have started a program to repair mainline and manhole repair in-house. Do small sewer lining projects.

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |



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## Grading Summary

WPDES No: 0020222

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

### Notes:

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

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## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

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

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

## CITY OF CEDARBURG

**MEETING DATE:** June 24, 2019

**ITEM NO:** 9. B.

**TITLE:** Consider recommendation to maintain Cedarburg's dispatch services; and action thereon (ad hoc Dispatch Consolidation Comm., 6/4/19)

**ISSUE SUMMARY:**

The Cedarburg Common Council will have to make a decision on the future of the police and fire dispatch in the City of Cedarburg. As our current 911 system is in need of an upgrade costing \$85,000 in 2020, now is the time to decide if we continue with local control of this service or move this responsibility to the purview and control of the Ozaukee County Sheriff's Office (OZSO).

City Staff put together a report that provides four options that includes the pros and cons along with the budgetary impacts of each option for the council to consider. There are some financial benefits to moving dispatch services to OZSO, but the loss of local control and the services currently provided by our local dispatch need to be carefully considered as the council makes this decision.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

The ad hoc dispatch committee recommended to maintain the Cedarburg dispatch while committing to actively revisit consolidated dispatch appropriately with continual updates.

**BUDGETARY IMPACT:** \$85,000 – capital improvements – Police Department

**ATTACHMENTS:**

- Feasibility Study of Dispatch Consolidation
- Adhoc Dispatch Committee meeting minutes

**INITIATED/REQUESTED BY:** Mayor O'Keefe

**FOR MORE INFORMATION CONTACT:** Mikko Hilvo, Assistant City Administrator, 262-375-7917

# CITY OF CEDARBURG, WI



## Feasibility Study of Dispatch Consolidation June 2019

## **ACKNOWLEDGEMENTS**

### **City of Cedarburg Officials**

|                 |                     |
|-----------------|---------------------|
| Michael O’Keefe | – Mayor             |
| Patricia Thome  | – Council President |
| Garan Chivinski | – Council Member    |
| Rod Galbraith   | – Council Member    |
| Jack Arnett     | – Council Member    |
| Rick Verhaalen  | – Council Member    |
| Sherry Bublit   | - Council Member    |

\*Special thanks to the following staff for assisting in gathering data and providing input throughout the project.

### **City of Cedarburg Staff**

Christy Mertes, City Administrator  
Mikko Hilvo, Assistant City Administrator  
Thomas Frank, Chief of Police  
Jeff Vahsholtz, Fire Chief

### **Dispatch Review Committee Members**

Mayor Michael O’Keefe  
Council Member Garan Chivinski  
Council Member Rod Galbraith  
Scott Gonwa, Resident  
Robert Simpson, Resident

## **ABSTRACT**

**Title:** City of Cedarburg, WI – Feasibility of Dispatch Consolidation

**Author:** Mayor Michael O’Keefe

**Subject:** Consolidation of dispatch services

**Date:** May 2019

**Description:**

The Cedarburg Common Council will have to make a decision on the future of the police and fire dispatch in the City of Cedarburg. As our current 911 system is in need of an upgrade costing over \$85,000, now is the time to decide if we continue with local control of this service or move this responsibility to the purview and control of the Sheriff’s Office.

The initial step was to create an ad-hoc dispatch review committee that consisted of two council members, the Mayor, and two Cedarburg residents. We have held public meetings, researched what other municipalities have done, visited two dispatch centers, done a citizen survey, and evaluated the financial aspects of consolidation.

This report will provide the common council four options on dispatch services along with the necessary accompanying information for them to make a data driven decision on the city dispatch services. It will evaluate both the financial and customer service aspects of all four options.

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## **GENERAL INFORMATION**

### **Purpose**

The purpose of this study was to obtain and provide information on whether the City of Cedarburg should consolidate dispatch services with the Ozaukee County Sheriff's Office (OZSO). Two primary questions needed to be answered in order to make this decision. The first was to see if consolidation was to occur, how much money would the city save and the second was to see if the OZSO would be able to provide the same level of service as is currently being provided by the City operated dispatch center within the Cedarburg Police Department.

### **Methodology**

The initial step to assess the feasibility of consolidation was to develop a detailed understanding of both organizations and their performance levels. This included the creation of the Mayor's Dispatch Committee which worked on gathering information from various sources. The Chief of Police and the Fire Chief coordinated efforts to gather the necessary information for this report. The materials that were analyzed included written policies, procedures, organizational structures, statistical operational reports, personnel rosters, work schedules, equipment, inventories, function lists, budgets, administrative reports, internal and external assessments, training records, workload reports, and other pertinent documents. The following steps were taken for this study:

- 1) Dispatch Committee meeting minutes were reviewed
- 2) Gathering and examination of documents and records
- 3) Citizen Surveys and Interviews
- 4) Analysis of collected data
- 5) Comparative analysis of data
- 6) Fact Finding
- 7) Report preparation

Based on the findings three options were evaluated.

Option 1: Move dispatch services to OZSO and eliminate other services dispatchers currently provide.

Option 2: Move dispatch services to OZSO but retain current staff (5) and fill one (1) open position to keep all other current services provided by dispatchers.

Option 3: No change to dispatch services

Option 4: Move dispatch services to OZSO but retain all current staff (5) as public safety officers and not hire any additional staff.

## Acronyms/Abbreviations/Definitions

- OZSO – Ozaukee County Sherriff’s Office  
CPD – Cedarburg Police Department  
CFD – Cedarburg Fire Department  
CAD – Computer Aided Dispatch  
CTO – Communications Training Officer  
DOR – Daily Observations Report  
EMD – Emergency Medical Dispatcher  
EMS – Emergency Medical Services  
ESO – ESO solutions Company  
ESRI – Environmental Systems Research Institute  
GIS – Geographic Information System  
Mobile – Squad or Fire Apparatus Computer Wirelessly Connected to a CAD System  
MABAS – mutual aid box alarm system (Fire Related)  
TAC – Time Agency Coordinator  
WCAN – WI Crime Alert Network  
CCAP – Circuit Court Access Program  
CFS – Call for Service  
RMS – Records Management System  
CIB – Criminal Investigation Bureau  
OT – Over Time  
CVR Program – Computerized Vehicle Registration
- Telecare – This is a service that is provided to anyone living independently with a handicap the ability to be checked on by law enforcement. The person calls in on a daily basis before 10am and if the dispatchers do not receive this call they will send an officer to check on that person.
- TIME System – The TIME System is the law enforcement message switch and network that provides criminal justice employees with information on want and warrants, driver license and vehicle registration information, criminal histories, protection order and injunction files, sex offender and corrections information, stolen property, missing persons, and more.

## **BACKGROUND INFORMATION**

### **History**

The Cedarburg Police Department was established in 1885. During the early 1900s, Constables Fred Asche, Charles Gottschalk, Wm Fitzgerald Bruss, Ed Weber Jr. Henry Miller and William Mitzloff served the community. The first jail was a small room in the basement of the Turner Hall on North Washington Ave. It was used mainly to lock up a stranger overnight for disturbing the peace after imbibing too much at a local tavern. They were often given bread and water for breakfast and sent on their way.

In June of 1969, the Police Department moved to a location on Hanover Ave (next to the Post Office). In the new station there was a shooting range, court/meeting room, photography facility, and dispatcher room. In August of 1974 the dispatch center started to provide 24-hour dispatch coverage.

The current police station was built in March of 2000 on Wauwatosa Road and Western Avenue at a cost of \$4.4 million. Staff moved into the building on March 27<sup>th</sup> that year. Since then the dispatch services have taken on MABAS dispatching for the county Fire Departments and other customer service related duties.

### **Present**

Currently the Cedarburg Police Department consists of twenty-one (21) sworn officers, six full-time dispatchers, one administrative secretary, one records clerk, and one part time custodian. They are accredited through the Wisconsin Law Enforcement Accreditation Group's Governing Board agency with a budget of \$3.4 million.

Their Mission is: *"To maintain peace and order by providing the highest quality police services in response to community needs. We do this through apprehending criminals, developing partnerships, and respecting individuals."*

### **Message from the Chief of Police**

With nineteen (19) sworn officers and ten civilian employees, we are committed to serving the needs of the population through service, integrity and respect.

### ***Service.***

By providing quality responsive services, we offer protection in an efficient and effective manner, tempered with courtesy, compassion and understanding.

### ***Integrity.***

By upholding the public trust through honest, consistent and forthright interaction with all people in order to foster an atmosphere of mutual trust and cooperation.

### ***Respect.***

By treating all persons with dignity and respect by promoting equality and fairness, in upholding their Constitutional rights without regard to race, religion, sexual orientation or ability.

With **public safety** as our number one priority, we manage and oversee the Axillary Police and Emergency Management to make sure traffic, safety and security needs are met during high volume traffic experienced during our many festivals and events. This ensures a high level of response for natural disasters and unexpected threats to the community. From straightforward services such as crossing guards and vacation security checks to criminal acts and safety concerns, the Cedarburg Police Department is a dependable resource.

Our streets are safe and our numbers show it. We have consistently experienced a low violent crime rate, low citizen complaints, and we take pride in our accreditation with the Wisconsin Law Enforcement Accreditation Group's Governing Board. We are one of only twenty law enforcement agencies in the state to achieve such accreditation, which is based on law enforcement excellence by complying with standards deemed essential to the protection of life, safety and citizens' rights

## **ASSESSMENT OF OPERATIONS**

### **Physical Comparison**

CPD provides a great and safe work environment to the dispatchers. The windows allow for natural sunlight to come in which helps boost mood but they are also bullet proof for safety. The dispatch area is a weather safe area with reinforced concrete that can withstand tornadoes.

The dispatch setup also allows great interaction with the public and the police officers. The great rapport between them is important especially when dealing with difficult situations.

The Ozaukee Dispatch Center is located within the building without any windows to the outside. It is a weather safe area too. Otherwise both centers provide ergonomically correct furnishings and similar equipment.

### **General Operations**

The general operations are similar. The only difference is that CPD officers interact regularly with the local dispatchers where as the County Dispatchers do not have regular contact with other communities officers.

### **Method of Operations**

With local dispatchers there is local control over local issues. With a county wide dispatch center local control is lost since they need to consider the entire county when making decisions.

### **Emergency Call Answering Times**

There is faster response at the local level since as the dispatch area grows there is a likelihood of more calls coming in at the same time making it more difficult to prioritize.

### **Dispatching Times**

The dispatch times from landlines are the same. Transfer of 911 Cell calls has a 5 second delay at the local level but the time saved through having a local dispatcher with local knowledge is extremely valuable. The cell 911 calls could be done through CPD if the County provided cell tower access to Cedarburg. This would speed up cell 911 calls and keep the importance of the local knowledge the Cedarburg dispatchers provide.

### **CAD Function Comparisons**

CAD functions are the same between CPD and OZSO.

### **Mobile Function Comparisons**

They both have the same law enforcement and fire department software.

### **RMS Function Comparisons**

They both have the same record management systems.

### **GPS**

CPD and OZSO can share the same GPS. It is a matter of the county turning on a switch that allows this. This would be recommended either way for the safety of all county residents. As of now CPD can only view Cedarburg squads. This would be recommended either way for safety of all county residents.

### **Supervision and Quality Control Comparison**

CPD is setup in a way that allows immediate feedback between supervisors, police officers, firefighters/EMT's, and dispatchers. The face to face contact helps build close bonds between the police and fire department. It also helps solve issues in a timely manner rather than waiting for a monthly meeting.

The contact with local fire or law enforcement personnel with the County Dispatch Center/OZSO is infrequent and solving issues takes longer since there are more individuals involved. OZSO officers also do not have regular contact with dispatchers.

### **Conclusion**

The basic operations of OZSO are similar to what CPD is able to provide. With cooperation between the two agencies it would be fairly easy for CPD to get the 911 cell calls and GPS tracking that would speed up the call times and response times. The interaction that local dispatchers have with the local law enforcement and Fire/EMS services is also valuable in reducing response times and getting officers back on the road much quicker than it would be without them.



## **INTERVIEWS/SURVEYS/ARTICLE REVIEWS**

### **Departments serviced by OZSO**

The departments that are currently serviced by OZSO are Thiensville, Grafton, Saukville, Port Washington, Fredonia PD's and FD's. Belgium, Waubeka, and Fredonia Fire Departments have always been dispatched through OZSO. Thiensville is partially dispatched by OZSO. Overall the service has been good but occasional glitches in the system have happened that has delayed services.

### **Departments that recently switched to OZSO**

Grafton was the most recent community that switched over to OZSO for dispatch services. After having Emergency Medical Dispatch (EMD) for the past three (3) years they were faced with a decision to either work with Columbia St. Mary's – Ozaukee to provide Medical oversight of the EMD or switch to OZSO for dispatch services. Based on the fact that Columbia St. Mary's told Grafton that their staff did not have time to devote to Grafton's emergency dispatch program the Village Board had no other choice except to vote to transfer dispatching services to OZSO. This was done on April 2, 2018. Appendix C has additional information and an FAQ sheet on the Grafton Dispatching Services.

In comparison the Cedarburg EMD continues to be serviced through Ascension Health. The protocols that have been set up by Fire Chief Vahsholtz and the EMD medical director at Ascension gets services to the scene quicker compared to the county protocols.

### **Washington County Departments**

Currently the following communities in Washington County are dispatched by the Washington County Sheriff's department: Jackson Police and Fire/EMS, Kewaskum Police and Fire/EMS, Newburg Police and Fire/EMS, Slinger Police, Allenton Fire/EMS, Boltonville Fire/EMS, Fillmore Fire/EMS, Trenton Police, Richfield Fire, St. Lawrence Fire/EMS.

West Bend, Germantown, and Hartford are the bigger communities that have not switched to County Dispatch. In West Bend it was a police decision to keep dispatch so fire/ems remained as well. In Germantown the decision was based on the community wanting to keep their lobby open 24/7 for walk in traffic. On the fire side it gave them the ability to have tailored protocols for response for their department, the trust in that their dispatchers know the community better and it also provides better customer service for their residents. In Hartford the decision was based on the need for local control and the ability to respond to incidences quicker with local dispatchers routing the calls.

### **Citizen Interviews/Survey Responses**

Local residents were sent a citizen survey in early May which included three questions on dispatch services. The first question had them rate the importance of the local dispatch service. The second question had them rate the quality of the dispatch service. The third question asked if they were in favor of moving dispatch services to the county and it also allowed for additional comments. (All responses are listed in Appendix D). As of May 31, 2019 there were 321 responses on dispatch services with 321 (69.78%) answering no and 97 (30.22%) answering yes to moving dispatch to the county. The comment section of the survey listed local control with local connection and knowledge as being the primary reasons for keeping dispatch as part of CPD operations.

The reasons listed for moving dispatch to the county were related to potential cost savings. There were also a few comments that said they do not have enough information about it to make an educated decision.

Several business owners were also interviewed. The ten (10) business owners interviewed all were in favor of keeping dispatch local. The three (3) common themes that were brought up were familiarity, safety, and cost savings. Currently the local dispatchers are familiar with downtown buildings as well as other buildings around the City which helps when an employee or resident calls 911 either for an emergency or for other incidences such as shoplifting. The caller might not know the address but they can describe the location. A local dispatcher with knowledge of the area will be able to quickly determine the location and send assistance much quicker than a county dispatcher who would need additional information. Safety in Cedarburg is paramount and was shown in the City's branding efforts as being one of the top reasons people live or move here. With slower response times this could change and in turn make the local businesses an easier target for shoplifting. Cedarburg has a high safety rating currently but without quick response times and the additional services dispatch provides this rating could drop. The effect of a dropped safety rating would then result in higher insurance costs to our local businesses. The other discussion points that were brought up was the ability of dispatchers to monitor the downtown security cameras and take care of dispatching for Festival emergencies. In the case of Festival emergencies it is critical to have dispatchers who are familiar with the area and the procedures put in place to handle the incidences. Any additional costs to the local businesses could affect the longevity of them which could create a "revolving door" of downtown businesses. This would be detrimental to the local economy.

## **Conclusion**

Cedarburg is unique from the other communities that have moved dispatch services to the County. The Fire/EMS service works extremely well together with the CPD and Ascension who provides medical direction to the EMD program. The cohesiveness that these organizations have with each other and the knowledge local dispatchers provide is critical to the success of emergency services within the City. As with any service in the City it is always important to evaluate them to see if cost savings could be found to help keep the tax rate from increasing but it is important to note that some services are to be expected by the public especially when it relates to the safety of the residents.

## **OTHER SERVICES PROVIDED BY THE DISPATCH CENTER**

### **Lobby Services**

The following services are provided by the Cedarburg dispatch center. These services would need to either be eliminated or other alternatives looked at in order to continue to provide the level of service the residents are accustomed to.

#### **1. Safe Haven**

The Police Department lobby is open 24/7 to allow for a safe place for residents to come to when necessary. To continue this service without having dispatchers the City would need to provide a secure lobby and a phone available for people to use. This area would also require video surveillance.

#### **2. Security**

Dispatchers currently provide an additional layer of security for the building and the police officers.

**3. DOT Remote Service Center**

The dispatch center is currently able to provide auto, light truck, and motorcycle renewals and issue license plates. Since 2009 they have issued 6561 licenses which amount to an average of 656 per year.

**4. Meeting Room Access**

During non-office hours the dispatchers are able to allow groups/residents access to the meeting rooms.

**5. Officer Assistance**

Dispatchers assist officers with paperwork, watching citizens in the lobby, gather information, and start statement sheets. This allows the officers to return to the road much quicker.

**6. Cash Payments**

Dispatchers currently accept payments for parking tickets, lockouts, fingerprints, traffic citations, and warrant collections. They are also able to process govpay payment online for citations, bonds, and warrants. This service can be done by office staff during the day but without dispatchers the hours would be limited to only day time weekday hours. The additional work for office staff could require hiring of additional office personnel.

**7. Walk-in Traffic**

Daily dispatchers handle several calls for service without having to bring in a road squad taking away from patrol duties. Such calls are 15 day checks, public record request releases, directions, questions about ordinances or general traffic information. Dispatch also handles street use permits, RV permits, bike license issuance, and take in found property.

**8. Unofficial Visitor Center**

The dispatchers handle thousands of calls for Festivals, Maxwell street days, county fair, parades, and summer sounds.

**9. On-Site Medication Drop Off**

CPD on-site medication drop off bin is heavily used and accounts for 46% of the medications dropped off at local law enforcement agencies. This valuable service would not be able to continue without having either dispatchers or desk officers.

### **Clerical Duties**

The following clerical duties are performed by the dispatchers. If dispatch was moved to the county these duties would be delegated to the office staff and police officers. With the increased workload additional clerical staff would need to be hired.

1. Type officer reports – In 2018 a total of 635 reports were done by dispatchers. A 20 minute dictation by a police officer takes about 1.5 hrs for a dispatcher to type up where as it would take that police officer 2-3 hrs to do. This would take away from the officer returning back to the road.
2. Prepare files for court and DA (District Attorney).
3. Fingerprint submissions to state.
4. Digital evidence management – photos, videos, and audio.
5. Pawn shop entries.
6. Key holder list annual update.
7. Squad mileage, officer equipment, and gas logs.
8. Warrant verification.
9. Item entry in to TIME system stolen vehicles/property.
10. Drug box – Overwatch – approximately 26 boxes last year.
11. Process 15 days to get them back to officer for citation issuance. (15 day is an equipment violation such as a burnt headlight etc.)
12. Parking management and collection. This includes entry of tickets, sending out collection letters and suspensions of unpaid tickets. 1,116 in 2018.
13. Vehicle lockout collection and management.
14. Data entry for “hard copy” warnings.
15. Filing.
16. Officer phone notifications for OT, Court, etc.
17. Warrant entry and maintenance of same to comply with CIB.

### **Severe Weather Siren Notification**

When severe weather alerts are in place the dispatchers activate the City sirens. They also monitor the local station mounted at the police station for wind speed and direction.

### **After hours Emergency Contact Center**

The dispatch center provides after hours assistance to Light and Water Utility, DPW, Water Recycling Center, and Parks and Forestry. This includes notifying the proper personnel of an emergency or hazard in the city that needs immediate attention. Such things as downed power lines, major water leaks, snow removal, sewer backups, parks issues, downed trees or branches etc. Light and Water Utility pays the PD \$2500 annually for their after hours service.

### **Community Alarms**

The dispatch center monitors community alarms. There are eight (8) city buildings, twenty-seven (27) businesses, and two (2) residential buildings with community alarms.

### **MABAS Dispatch**

The Cedarburg dispatch center is the MABAS dispatch for Ozaukee County. 4 out of 5 of the dispatchers have current or prior experience in the fire service which has helped dealing with multi agency response to fire calls.

### **EMD Dispatch**

The dispatch center has provided EMS dispatch since 2000.

### **Telecare Program**

Currently 6 dispatchers provide the telecare program

### **My Civic Notifications**

Dispatchers monitor the notifications within the new city app. This includes crime alerts along with amber/silver alerts.

### **Equipment Loan Center**

The dispatch center loans out equipment 24/7. Equipment that is typically loaned out includes engraver, animal live traps, and child car seats.

### **Security Camera Monitoring**

The dispatchers monitor cameras throughout the city. High School, Webster, Downtown, City Hall, Pool, and Parks.

### **Certified Call Center for Missing and Exploited Children**

The dispatch center is certified with the National Center for Missing and Exploited Children as a call taking center for missing persons.

### **Back Up for Crossing Guards**

Dispatchers are backups to crossing guards and/or assist with finding a substitute when a crossing guard is unavailable or calls in sick.

### **Conclusion**

The duties of a dispatcher in the City of Cedarburg go beyond dispatching police, fire, and EMS services. Dispatchers have many other tasks in addition to answering phones and directing public safety resources. These are valuable services that our residents expect from our police department that would not be available to them without dispatchers or desk officers. It is important to note that the additional duties done by dispatchers do not take precedence over emergency calls.

## **COST ANALYSIS**

### **Current Costs**

- 1) Dispatch Wages and Benefits  
Wages (6 Dispatchers): \$307,000  
Benefits (6 Dispatchers): Health - \$94,213, WRS - \$21,330, SS - \$23,485  
Total wages and benefits: **\$446,028**

### **Estimated Cost of Lobby Upgrades**

- 1) Security Cameras
- 2) Phone
- 3) Handicap Door
- 4) Total Estimate is around \$25,000

\*Since Grafton switched to OZSO dispatch they have spent \$21,000 to harden their outer lobby and outfit it with a phone and video camera.

### **Estimated Cost of Staff to cover non-dispatch duties**

To cover non-dispatch related duties and in order to keep the current level of services the police department would have to keep the six (6) dispatchers as public safety specialists.

- 1) 4-2-5-2 schedule
- 2) 7:00 a.m., 3:00 p.m., 11:00 p.m. with power shifts at 3pm or 10am and 6pm as manpower allows
- 3) Total Staff Required and Cost
  - a. 6 staff each working 40 hours per week
  - b. Total Cost: \$446,028

### **Conclusion**

Currently the department operates with 5 dispatchers but is in the process of hiring the 6<sup>th</sup> one to cover all the shifts. In order to have cost savings and continue to provide the same level of services the residents are accustomed to the cost savings are very minimal.

## **FUTURE EXPENDITURES**

### **Future Expenditures**

\*Note: For every \$12,620 spent, the tax rate goes up \$.01. For \$85,000 the increase is \$0.067 on the rate.

- 1) 2020 Costs
  - a. \$85,000 to upgrade the 911 system to remote off the County

\*This amounts to \$0.067 increase on the tax rate which would be **\$18.50** increase for the average priced home in Cedarburg (\$276,000).

### **Conclusion**

To keep the current level of services it would cost \$18.50 additional for a home valued at \$276,000 for 2020. This is a one-time cost to upgrade the 911 system.

## **OPTIONS**

### **Option 1: Move dispatch service to OZSO and eliminate other services dispatchers currently provide.**

Current Cost of dispatch operations:

- 1) \$446,028 – includes all of the clerical duties and other tasks dispatcher provide in addition to dispatch duties and keeping the station open 24/7.

Cost to residents having OZSO provide these services:

- 1) Currently the cost would be \$0.
- 2) There are costs that the Sherriff's department might incur for upgrades that would then be passed on to all County taxpayers.
- 3) County Board or Sherriff's department could require contributions from municipalities in the future as the board or Sherriff changes since they are all elected positions.
- 4) As Sheriffs department adds staff to cover services these costs would be passed on to county residents which includes Cedarburg.

Cost savings:

- 1) \$446,028 + \$85,000 (2020 upgrades): \$531,028 in 2020
- 2) \$0.42 rate decrease in 2020. \$116 decrease in taxes for a home valued at \$276,000
- 3) \$0.35 rate decrease for future years. \$96.6 decrease in taxes for a home valued at \$276,000

\*Note: For every \$12,620 spent, the tax rate goes up \$.01.



Services lost:

- 1) All services listed under “Other Services provided by Cedarburg Dispatch”
- 2) Local control

Revenue lost:

- 1) \$7000/year from alarm monitoring fees. This would also increase the fees to local businesses and homeowners depending on where they would get the service from.

Increased Cost to City:

- 1) There would be an increase in fees the PD would have to pay to monitor the 8 sites that are currently monitored at no cost to them. Estimated cost is around \$1900 - \$2000 annually.
- 2) Lobby Upgrades. Estimated at \$25,000
- 3) Increased costs for after hours monitoring for Light and Water Utility, DPW, Water Recycling Center, and Parks and Forestry. (Unknown costs)

Total Cost Savings to the City:

- 1) Cost savings – Revenue Lost – Increased cost to the city = \$446,028 - \$7000 - \$25,000 = \$414,028

Property Tax Savings for Cedarburg Homeowners:

- 1) \$0.33 rate increase. \$91.08 decrease in taxes for a home valued at \$276,000

\*This option would require police officers to devote many hours off the road completing reports and other clerical duties that will still need attention.

**Option 2: Move dispatch services to OZSO but retain current staff and hire one open position as public safety specialists to keep other services provided by dispatchers.**

- 1) Current Costs: \$446,028 (Includes all of the clerical duties and other tasks dispatcher provide in addition to dispatch duties and keeping the station open 24/7).

Cost Savings: \$85,000 in 2020 for 911 upgrades, \$3500 for EMD software yearly, and \$1000 for training per year.

Services lost:

- 1) Local control and knowledge of community

Total Cost Savings to the City: \$89,500 in 2020, \$4500 annually.

Property Tax Savings for Cedarburg Homeowners: \$19.60 for a home valued at \$276,000.

**Option 3: No change to dispatch services**

Current Costs:

- 1) \$446,028 – includes all of the clerical duties and other tasks dispatcher provide in addition to dispatch duties and keeping the station open 24/7.
- 2) The tax rate for dispatch services is \$0.35 which amounts to \$96.6 in taxes for a home valued at \$276,000.

Additional Cost for Dispatch Upgrades (2020):

- 1) \$85,000

Property Tax increase for Cedarburg Homeowners:

- 1) This amounts to \$0.067 increase on the tax rate which would be \$18.50 increase for a home in Cedarburg valued at \$276,000.

**Option 4: Move dispatch services to OZSO but retain current staff (5) as public safety specialists to keep other services provided by dispatchers. Do not hire an additional dispatcher.**

- 1) Current Costs: \$346,457 (Includes all of the clerical duties and other tasks dispatcher provide in addition to dispatch duties and keeping the station open 24/7).

Cost Savings: \$85,000 in 2020 for 911 upgrades (every 10 years), \$3500 for EMD software yearly, and \$1000 for training per year.

Services lost:

- 1) Local control and knowledge of community
- 2) We would see downgraded information for citizens, customer service would suffer, attention to our officers and firefighters would be as good as it is now.
- 3) Call delays on the Police and Fire/EMS side.

Total Cost Savings to the City: \$85,000 in 2020, One Staff Member: \$70,000 annually, \$4500 annually for EMD software and staff training.

Total in 2020: \$159,500

Total in future years: \$74,500

Property Tax Savings for Cedarburg Homeowners in 2020: \$35.1 for a home valued at \$276,000.

Future Property Tax Savings: \$16.28 for a home valued at \$276,000

## **APPENDIX**

- A. Cedarburg Dispatch Comparison to Ozaukee County Dispatch – Rod Galbraith
- B. Cedarburg Dispatch Center Fact Sheet
- C. Grafton Dispatch Services FAQ
- D. All citizen survey responses on dispatch question
- E. CPD detailed call for service information
- F. Glendale desk officer duties

## Appendix A. Cedarburg Dispatch Comparison to Ozaukee County Dispatch

By Rod Galbraith, Alderman 7<sup>th</sup> District

### 911 Call Information

- 1) 911 cell call answered by OZSO and transferred to CPD  
OZSO could give cell tower access to Cedarburg which would speed up calls and get a dispatcher with local knowledge.
- 2) Town of Cedarburg (T/CPD) cell 911's answered by OZSO if EMS/Fire requested have to contact CPD to page fire (OZSO is capable to page)
  - a. Why City of Cedarburg (C/CED) handling T/CED calls? (Quicker Response)
  - b. Delay? Currently there is a 5 sec. delay but the quicker service that local dispatch can provide based on local knowledge is more valuable. The delay would be even less if the county provided cell tower access to Cedarburg.
- 3) T/CED landline 911 calls answered by CPD. If non-EMS/Fire, then call transferred or relayed to OZSO to dispatch OZSO Squad.
  - a. Why C/CED handling and transferring T/CED calls? This decision was made because the majority of 911 calls are fire or EMS related. In an emergency situation that does not require Fire/EMS the CPD can get their officers on scene quicker than Ozaukee County if requested to do so.
  - b. Delay/Liability? Based on information gathered there have been incidences where the CPD have had to respond to the Town since OZSO officers were not available. Discretionary Immunity covers any issue related to liability of transferring 911 calls. (Definition: A task performed by a government employee that involves a permissible exercise of policy judgment by the employee. The Federal Tort Claims Act protects the United States government from suits based on the performance of **discretionary functions** by its employees.)
- 4) OZSO is capable to receive and page all T/CED cell and landline 911 calls and C/CED EMS/Fire without delay or liability due to CPD dispatch taking initial call. CPD has the same capabilities but with dispatchers that have local knowledge that decrease the delay in paging out services. There is no liability to CPD or the City to provide these services.
- 5) C/CED resources used to receive and handle T/CED 911 calls
  - a. Inefficient. Local knowledge of the area is critical to faster response times and makes up for any time lost in transfer.
  - b. Liability. No additional liability according to CVMIC.

### **Cedarburg Fire and Emergency Medical Dispatch Information**

- 1) Fire MABAS calls being dispatched through CPD. OZSO is or will be capable to handle MABAS with one button Simulcast technology. **CPD is currently the MABAS dispatch for the County. This was voted on by all area Fire Departments. No issues have been reported on CPD providing this service.**  
  
**Fire Chief's Response:** I have been told as of now and even with the new technology that one button simulcast technology will not work for paging.
- 2) OZSO staff with multiple dispatchers per shift. Emergency Medical Dispatch (EMD) is facilitated without breaking constant contact with caller protocols. **CPD dispatcher have proven capable of multi-tasking and prioritizing calls without delay for emergency services. The EMD protocols put together by the Cedarburg Fire Chief and Ascension medical director have proven to create faster response times than the County protocols.**
- 3) CPD dispatch may be staffed with single dispatch.
  - a. How can CPD dispatch EMD without breaking constant contact if another 911 call or urgent squad call comes in during the EMD time? **The CPD dispatch has proven to be able to triage calls accordingly. There are no recorded incidences of any issues in regards to EMD and triage by CPD dispatchers.**

**Fire Chiefs Response to 2 & 3:** CPD protocol for EMD is set up different then OZSO protocol. We ask the first four (4) questions as everyone else using this Program. The dispatcher then tells the caller to stay on the line that we are sending an ambulance and will be right back on the phone to provide you with medical direction for the problem. Dispatch then pages CFD out for the call. It is our belief that EMD is important and will save lives. But it is just as important to get CFD paged as early as possible into the call as we are not just responding from the fire house. In the event of a second 911 call or urgent radio call the dispatcher will triage the calls and respond to the most critical call first. I am sure that there has been a time when all four (4) dispatchers at the County have been on a call when a second call for service comes in and someone is placed on hold.

### **Ozaukee Sheriff Dispatch Capabilities**

- 1) OZSO Dispatch staffing (24/7) allows for redirecting dispatch resources from other areas to those needed during Critical Incidents that CPD dispatch would not be capable of doing. **CPD dispatch has a proven record of redirecting resources as needed without any delay in response times or care.**
- 2) OZSO has Automated Vehicle Locators (GPS) of all squads they dispatch for and can monitor all municipalities squad locations during critical incidents.
  - a. This facilitates the ability for one centralized dispatch center to allocate the squads needed as quickly as possible.
  - b. Better response to crimes in progress, pursuing and apprehending suspects without delay

**OZSO has the ability to turn on the GPS monitoring so that other dispatch centers can monitor all vehicles which would increase response times throughout the county.**

### **Cedarburg P.D. Operational information**

- 1) How many reports per shift are transcribed by CPD dispatch Staff? **Varies per shift**
  - a. How many of these reports go to the District Attorney's Office for prosecution (time sensitive)? **Varies**
  - b. How many of the reports transcribed by CPD dispatch are completed, reviewed by the officer and supervisor by the end of the shift for dissemination? **Few**
  - c. Transcription is old technology and not an efficient use of resources. **A 20 minute dictation take about 1.5 hrs for a dispatcher to type up but would take an officer 2-3 hrs to complete. By having dispatchers transcribe the reports the CPD is able to get their officers on the road quicker.**
- 2) Do CPD officers enter information directly into Phoenix RMS
  - a. People, vehicles, property or are they having dispatch do it for them? **In most cases dispatch is making entries. Officers will complete short reports in the system and enter most property reports.**
  - b. Are they using technology for one-time data entry when possible? **Yes**
  - c. Run DOT from squad and it's entered into call/case? **Yes**
- 3) Request CPD to provide a life cycle of a typical crime report from the time a call is taken and each step that dispatch, officer, supervisors are responsible for. **(See Appendix E)**
  - a. Are they utilizing the programs technological options?
  - b. Compare process to Glendale Police (same as RMS)

- 4) Request staffing levels per shift for CPD officers and dispatchers
  - a. Minimums: **Patrol Officers are at 7 and 8 in summer/weekends. Dispatchers are 1 per shift.**
  - b. Averages: **Patrol 9, Dispatch 1.5**
- 5) Other duties that dispatch is responsible for. **(See section in report)**
  - a. What do they do and how do they do it
  - b. Time associated to each of those duties
- 6) Other duties that officers/detectives/sergeants do?
  - a. What do they do and how do they do it?
  - b. Time associated with these duties
- 7) What duties do the officers do that could be done by civilian staff
  - a. Property Room: **When done by a civilian most likely a retired officer.**
  - b. Background Investigations: **This is one of the most important tasks the department has and experienced detectives/officers should be performing this.**
  - c. Crime Analytics: **Currently being done by software.**
  - d. Technical Assistance (i.e. phone downloads, squad/bodycam video download): **This could be a possibility.**
- 8) Glendale PD desk officers (is this viable for CPD). **Glendale job description can be found in the Appendix F.**



Appendix B.

Cedarburg Dispatch Center

Fact Sheet - Services and Cost

1. 6 dispatchers at a cost of wages \$307,000.00, Health \$94,213.00, WRS \$21,330, SS \$23,485.00 = \$446,028
  - a. 3 dispatchers may be needed for clerical work if you send dispatch to the County and have the lobby open limited times.
  - b. How much will county levy go up?
  - c. Will the County begin to charge a fee?
  - d. What will be the lobby hours? We would need to keep 5 dispatchers to stay open 24/7.
2. Telephone calls – 11,456
3. 911 calls – 3,416
4. Calls for service – 24,597
5. Fire calls – 1,092
6. Lobby traffic – 6,039
7. 24/7 dispatch service for police, fire, EMS, Auxiliary Police, DPW, Waste Water Treatment, Light and Water
  - a. Safe Haven
    - i. Cost to secure front lobby and add phone
    - ii. Video?
  - b. Provide security for officers and building
  - c. Unofficial Visitor Center – thousands of phone calls for Festivals, Maxwell Street Days, County Fair, Parades, Summer Sounds...
  - d. DOT remote service center, for auto, light truck and motorcycle renewals and new issues plates. 468 in 2018, 6,561 since 2009
  - e. Allows access to public meeting room – 138 uses in 2018
8. Clerical duties
  - a. Type officer reports – 635 in 2018
  - b. Prepare files for court and DA
  - c. Fingerprint submissions to state
  - d. Digital evidence management – photos, videos, and audio
  - e. Pawn shop entries
  - f. Key holder list annual update
  - g. Squad mileage, officer equipment, gas logs

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- h. Warrant verification and cancellation/file management
  - i. Item entry into the TIME system stolen vehicles/property...
  - j. Drug box – Overwatch – approx. 26 boxes last year or 480 lbs.
  - k. Process 15days to get them back to officer for citation issuance
  - l. Parking management and collection, this includes entry of tickets sending out collection letters and suspensions of unpaid tickets. – 1,116 in 2018
  - m. Vehicle lockout collection and management.
  - n. Data entry for “hard copy” warnings.
  - o. Filing
  - p. Officer phone notifications for OT, Court...
  - q. Warrant entry and maintenance of same to comply with CIB
9. Severe Weather Siren notification with weather station (65 mph winds)
10. After hours emergency contact for Light and Water (42), DPW (16), Waste Water Treatment (6).
- a. Cost to replace those services?
11. Community Alarms \$7,000.00 approx. @\$240 per year
- a. City buildings 8
  - b. Business 27
  - c. Residential 2
12. Allows officers to return to road faster
- a. Preparing paperwork
  - b. Watching citizens in lobby
  - c. Gathering information and starting statement sheets
13. Cash drawer: 24/7 ability to accept payment for Parking tickets, lockouts, fingerprints, traffic citations and warrant collections. Process govpay payments on line for citations, bond and warrants.
14. Walk in traffic: Daily Dispatchers handle several calls for service without having to bring in a road squad taking away from patrol duties. Such calls are 15day checks, Public Record request releases, directions, questions about ordinances or general traffic information. Dispatch also handles Street Use permits, RV permits, Bike license issuance. Take in found property. Block parents.

15. MABAS Dispatch for Ozaukee County- 4 out of 5 of our Dispatchers have current or prior experience in the fire service which has helped dealing with multi agency response to fire calls.
16. Telecare program – currently 5
17. My Civic notifications, Wisconsin Crime Alerts along with Amber/Silver alerts
18. Loan out equipment 24/7. Engraver, animal live traps, and child car seats.
19. Back up to crossing guards or call for replacements.
20. Schedule changes for officers
21. Monitor cameras throughout the city – High School, Webster, Downtown, City Hall
22. Providing Emergency Medical Dispatch since 2000. Currently at 90% compliant under new system.
23. Certified with the National Center for Missing and Exploited Children as a call taking center for missing persons.
24. 4 of our dispatchers have over 19 years of experience each.
25. Loss of local control
  - a. Silent dispatch
  - b. Familiarity
  - c. Officer interaction and feedback immediately
26. The cost to upgrade our 911 system to remote off of the County is \$84,000
  - a. Our last upgrade was about 14 years ago
27. Graton has already spent \$21,000 to harden their outer lobby and outfit with a phone and video camera.

Appendix C.



## DISPATCHING SERVICES - FAQ SHEET

**Background:** In September of 2015, upon recommendation by the Chief of Police, the Village of Grafton Board of Trustees unanimously adopted and implemented an Emergency Medical Dispatch (EMD) system. This implementation was partially made possible through agreements with Aurora Medical Group and its charitable foundation to assist the Village with initial funding for implementation and then to provide medical oversight as required for the use of EMD moving forward.

In May, 2018 the agreement with the Aurora Medical Group for medical oversight will expire. In order for the Village to retain the ability to utilize EMD dispatching protocols we must find either a new Medical Director or utilize a call-handling center that has medical oversight.

Researching the options to obtain medical oversight provided two viable options for the Village to explore; utilization of Columbia Saint Mary's Ozaukee staff for the oversight, or transition call-handling duties to Ozaukee County Dispatch Center that is operating with medical oversight.

St. Mary's Ozaukee staff contacted the Village Administrator noting that they would NOT be able to provide medical oversight as their staff did not have the time to devote to Grafton. With one remaining option available for the retention of EMD, and after significant discussion, the Village Board voted to move forward with a transition to Ozaukee County Dispatch.

On the following pages is a series of FAQ's that is intended to provide factual information regarding the transition of dispatching services here in Grafton. This document will be updated as new information becomes available. Questions may be directed to the Village Administrator at [jthyes@village.grafton.wi.us](mailto:jthyes@village.grafton.wi.us)

Thank you.



## Dispatch Services FAQ's

### 1. What is Emergency Medical Dispatch (EMD) and why does it require "medical oversight"?

Emergency Medical Dispatch is the "Reception and management of requests for emergency medical assistance in the EMS process." In other words, EMD is the assessment of the emergency phone call and the dispatching of the appropriate resources. The EMD process allows Dispatchers to quickly assign responding units to priority symptoms, to further triage complaints in order to determine if special circumstances dictate specific personnel or equipment, and to provide instructions to callers who can assist the victim prior to the arrival of medical personnel.

Emergency Medical Dispatching (EMD) provides "Dispatch Life Support Instructions" prior to the arrival of responders and has led to the concept of Zero-Minute Response. This concept enables patients to receive immediate care from a remote call taker (i.e. the Dispatcher), prior to the arrival of responders. Critical, life-saving interventions are being performed daily by callers and bystanders with the help of properly trained EMD Dispatchers such as CPR instructions, simple airway maintenance, instructions to help control bleeding, or directions to ensure scene safety, to name a few.

Dispatchers within the EMD protocols can and do provide medical instructions ranging from child birth directions to the administration of an aspirin. This provision of medical instructions by a Dispatcher necessitates medical oversight very similar to Paramedics and EMT's who are under the oversight of a Medical Director as well.

### 2. What will happen when I call 911?

Ozaukee County and the Village of Grafton will coordinate an effort to transfer the 911 telephone lines from the Village to the County on a mutually agreed upon date. Until that change goes into effect, all land line 911 calls originating from within the Village of Grafton will be answered by the Grafton Dispatch Center.

Cellular 911 calls will be answered by Ozaukee County which is the existing call answering system that is in place throughout the entire County for cellular emergency calls. Once the change to the 911 telephone lines is completed then both cellular and land line 911 calls from the Village will be handled by Ozaukee County.

### 3. If I call 911 with a Police emergency, am I going to have to answer a lot of questions?

There will always be the "standard questions" asked by a Dispatcher, which are:

- What is the address of the emergency?
- Phone number?
- Tell me exactly what happened.
- Are they breathing/bleeding/having chest pains/unconscious?

Calls for police service are not necessarily placed into the EMD system, rather police resources are dispatched accordingly. However, if a call requires the need for medical attention, EMD is intended to quickly gather useful information for the emergency responder to utilize in providing the best response for the patient. Depending upon the type of emergency there may be additional information requested by the Dispatcher or emergency medical services may be dispatched immediately.

**4. Will the consolidated dispatching center slow down the response rates for police and fire?**

No. All calls for police service received by Ozaukee County will be immediately routed to Grafton similar to the current cellular 911 call handling procedures.

The routing of these calls will utilize existing call transfer and notification procedures (the same procedures currently used for cellular calls) that have proven to be both very reliable and fast.

Fire/EMS calls will be handled the same way as they are now through the use of EMD protocols. Trained Dispatchers will take a caller's information and send out the appropriate fire or EMS response.

**5. Will Grafton Police Officers still respond to my home and patrol our streets 24-hours per day after dispatch services are consolidated?**

Yes. Nothing will change with regard to police patrol or response. If a citizen requests a police response in the Village of Grafton, a Grafton Police Officer(s) will respond as they currently do.

**6. How will the Dispatchers know our community if they do not work here?**

As in current practice all new hires go through extensive training so they can learn about the geography and nuances of Grafton. The Village has experienced this first hand as approximately 1/3 of the dispatch center's staff has changed in the last two-years.

Dispatchers are assisted with accurate computer mapping (GIS) data. The Ozaukee Dispatch CAD System has the ability for the entry of nearest cross roads to any validated address, which can assist the Dispatcher in locating the caller. All validated addresses and landline 911 calls automatically populate on the County's CAD System map to show the location of the caller. Wireless 911 calls, dependent on the Cellular Carrier, also automatically populate on the County's CAD System map to show the approximate location of the caller to within 50-300 meters of the caller's actual location. Moreover, the Mobile Data Browsers installed in the Grafton police squad vehicles, also show the location of the incident on the same CAD map that Dispatch utilizes. Grafton Police Officers who are responding to the incident are familiar with the Village, business locations, street locations, etc.

In the end, this question is best answered with two additional questions: "How do new Dispatchers know the community?" and "How do new police officers know the community?" The answer to these questions, if the new hire is not a lifelong resident of Grafton, is that they will learn through experience. The Sheriff's Office currently dispatches for the Village of Thiensville, Town of Grafton, Town of Cedarburg, Town and Village of Saukville, Town and City of Port Washington, and Town and Village of Belgium. All of these communities are not represented with a "home grown" dispatcher in the communications center. However, the attention and diligence given to these communities is not diminished based on this fact.

**7. Who will answer the 24-7 non-emergency phone calls to the existing Grafton Dispatch Center?**

In the coming months, phone calls coming into the Grafton Police Department via the non-emergency line will be answered either by a Grafton Dispatcher or Staff member who may be assisting at that time. The final long-term arrangement for this call handling will be finalized through ongoing discussions with Ozaukee County.

8. **Who will assist me at the Police front counter outside the business hours of Monday through Friday 8:00 a.m. to 4:30 p.m.?**

*There are currently no changes pending for the 24/7 lobby access at the Grafton Police Department.* This issue will be discussed by the Public Safety Committee at a future meeting(s). Please be sure to visit <https://www.village.grafton.wi.us/111/Public-Safety-Committee> for information about upcoming meetings.

9. **What will happen to the personnel currently employed in our dispatch center?**

Grafton's Dispatch Center is fully funded for 2018. Current staff members will retain their jobs, rate of pay, and benefits throughout the duration of the transition process. Grafton employees will be given an opportunity to interview for the newly-created positions at the County's dispatching facility. Additionally, the Village intends to hire employees to provide records functions, answer administrative phone calls and handle front counter walk-in business. The exact number of administrative positions will be determined through follow-up meetings with the Village's Public Safety and Finance Committees. Current Grafton employees will be eligible and encouraged to apply for any of these newly created positions.

10. **How many employees will be hired for Consolidated Dispatching? Who will interview them and make the decision on who will be employed?**

A total of three (3) new Dispatchers will be hired as Ozaukee County employees. The Sheriff's Department will oversee the interviewing, testing, and hiring process to make the final decision on filling the positions.

11. **What are estimated savings for Grafton?**

An exact "savings" has not been determined. There will need to be further service provision discussions (e.g. whether or not to provide a 24/7 open lobby) with the Village's Public Safety and Finance Committees to determine the future staffing needs. An exact figure can be calculated once a staffing model has been determined.

Several scenarios have been crafted to illustrate the potential impact for the Grafton tax payer. These illustrative scenarios forecast a tax rate reduction of 13-cents up to a possible 29-cents off of the existing Village tax rate. This potential reduction does not include any capital expenditure savings. The scenarios are only illustrative. As noted above, staffing needs will be reviewed by the appropriate Village Committees.

12. **Who will perform the ancillary duties currently handled by dispatching personnel?**

Administrative support position(s) will need to be created in Grafton once dispatch services are fully transferred to Ozaukee County. There have been two illustrative scenarios for staffing options crafted but the final staffing level and pay grades will require Committee approval prior to implementation.

13. **Are there advantages to Consolidating Dispatch other than saving money?**

Yes. Ozaukee County's dispatch center has three Dispatchers on duty during each shift as well as multiple certified staff members that can step in to assist as needed. This staffing level ensures all 911 calls are answered quickly.



**14. Have other communities been successful with consolidated dispatching services?**

Yes. There are two examples right here in southeastern Wisconsin: the Waukesha County Communication Center and the North Shore Dispatch Center.

Waukesha County Communication Center (WCC) services over 30 communities throughout Waukesha County for Police, Fire and EMS dispatching. Most recently the Village of Menomonee Falls (36,769 population and 33.3 square miles in size) transitioned their emergency services dispatching to WCC. The North Shore Dispatch Center provides dispatching services to the communities of Brown Deer, Glendale, Bayside, Fox Point, Shorewood, River Hills, and Whitefish Bay in Milwaukee County.

There are many other examples throughout the State of Wisconsin where the County serves as the main public safety dispatch center for either some or all of the communities within that respective County. Moreover, there are several states including Illinois and New Jersey that have passed laws requiring consolidation efforts to promote both the reduction of duplicate services as well as the savings of tax payer dollars.

Additionally, right here in Ozaukee County, Port Washington Police Department and Saukville Police Department have consolidated with the Sheriff's Office for dispatching services. The Sheriff also dispatches for Fredonia Police Department and partially for the Thiensville Police Department.

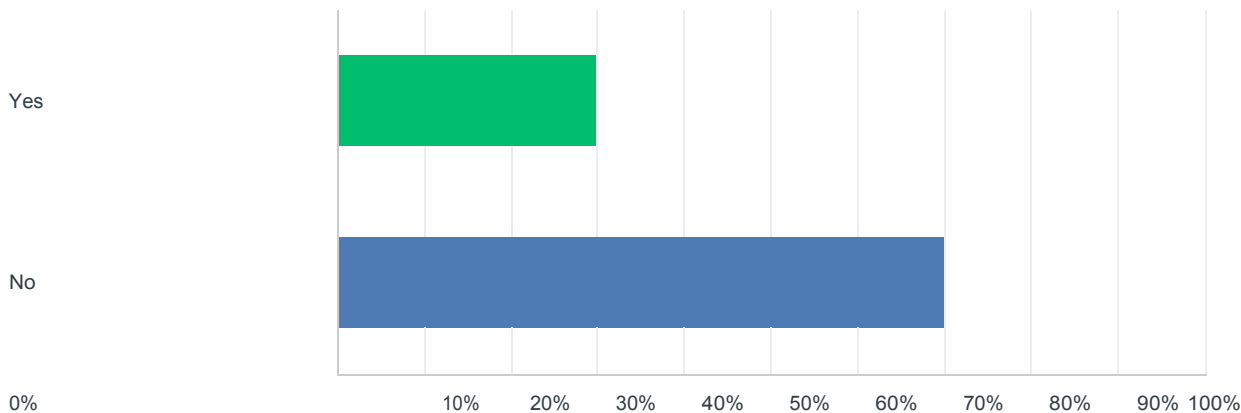
Appendix D.

Cedarburg Citizen Survey – 2019

**Q7 Do you think the city should move dispatch services to the county?**

Answered: 321

Skipped: 127



| RESPONSES |        |     |
|-----------|--------|-----|
| Y         | 30.22% | 97  |
| N         | 69.78% | 224 |
| TOTAL     |        | 321 |

| # | COMMENTS  | DATE               |
|---|---|--------------------|
| 1 | We are paying through county taxes to support every other municipality in the County other than Cedarburg and Mequon. 911 call already routes through county  | 5/26/2019 8:26 AM  |
| 2 | Not sure.   | 5/25/2019 9:13 PM  |
| 3 | The city should keep this service but only if they can continue effectively and efficiently.  | 5/25/2019 3:17 PM  |
| 4 | No need to change it - the current system is proficient.  | 5/24/2019 10:39 PM |
| 5 | It's common and appropriate to do so.   | 5/23/2019 2:28 PM  |
| 6 | The Sheriff does not support Fire and EMS. The City will lose all control and save no money! Local CPD dispatch should stay and staffing should increase!   | 5/23/2019 11:26 AM |
| 7 | Are you nuts?   | 5/22/2019 9:16 PM  |
| 8 | We already pay through our county tax for the service. The use of central dispatch is cost effective and works well for the rest of the county(Port, Saukville, Belgium, etc.) only Cedarburg and Mequon opt out. Makes no sense to duplicate services, especially since 911 calls already go to the County | 5/21/2019 1:24 PM  |

|    |   |                    |
|----|---|--------------------|
| 9  | I'm not sure of what the issues are here. Sorry   | 5/21/2019 12:38 PM |
| 10 | I do not want to move the Dispatch service. It's important to myself and family to keep Cedarburg Dispatch.   |                    |
| 11 | No way. We pay taxes for this service. It a safe town don't ruin this   | 5/20/2019 8:43 PM  |
| 12 | If it would not make a significant difference in response times   | 5/20/2019 8:35 PM  |
| 13 | Unsure what that even means   | 5/20/2019 8:32 PM  |
| 14 | Our city is unique. We need our dispatch to keep our city running, protect our students and be there when someone is in need.   | 5/20/2019 7:46 PM  |
| 15 | The people that answer calls are rude, almost feel like you interrupted their day. Waste of money too keep, gotta cut the fat.  | 5/20/2019 7:14 PM  |
| 16 | Want the police station open 24x7 for public safety. I once had to call 911, didn't know the address, local dispatcher knew by my description - wouldn't have happened with an outsider.  | 5/20/2019 5:00 PM  |
| 17 | No opinion  | 5/20/2019 4:09 PM  |
| 18 | I know it would mean a loss of jobs, but could those folks get hired by the county to pick up the extra work load? I guess I want to know more about the cost savings and the impact on service too.  | 5/20/2019 3:47 PM  |
| 19 | If it saves money and doesn't adversely impact response times.  | 5/20/2019 3:36 PM  |
| 20 | I don't understand why it's such a big deal.  | 5/20/2019 3:24 PM  |
| 21 | If it is cost saving measure absolutely   | 5/20/2019 3:08 PM  |
| 22 | I think this is a terrible idea that will drastically reduce the level and speed of service that Cedarburg residents deserve.   | 5/20/2019 3:06 PM  |
| 23 | Absolutely NOT!!!   | 5/20/2019 2:12 PM  |
| 24 | Absolutely NOT. Terrible idea. He quality of service to citizens will suffer and at no savings to taxpayers.  | 5/20/2019 12:53 PM |
| 25 | Absolutely not, we greatly appreciate the extra level of service and care provided by our dispatch center and feel it is well worth the expense. We choose to live in Cedarburg because of services like this.  | 5/20/2019 12:53 PM |
| 26 | I would need to hear about what this entails to make an informed decision.  | 5/20/2019 12:43 PM |
| 27 | I read that all cell call already go through the county - If that is true, in short time there probably won't be many land lines left.  | 5/20/2019 12:41 PM |
| 28 | Cedarburg has a great police and fire department. If we dispatch to the county, the wait times will be longer, which could make the outcome worse. When seconds count, you can count on Cedarburg police and fire rescue To get there is a Matter of moments. | 5/20/2019 12:27 PM |
| 29 | I think the pros and cons need to be presented a little clearer to the residents so opinions can be formed based on information not emotion.  | 5/20/2019 12:23 PM |
| 30 | I don't really know if it matters. Prove to me one way is worse than the other and then I'll feel informed enough to decide, but it seems like it's working for other communities.  | 5/20/2019 12:20 PM |
| 31 | No idea   | 5/20/2019 12:02 PM |

|    |  |                    |
|----|--|--------------------|
| 32 | Dispatch services should be kept local. Cedarburg is a community that is different than all other Ozaukee County communities. Residents of the City expect a certain level of service and our local dispatch center does more than most others.      | 5/20/2019 11:40 AM |
| 33 | Yes, if the timeliness is not compromised.   | 5/20/2019 10:46 AM |
| 34 | No opinion   | 5/20/2019 9:26 AM  |
| 35 | Keep decisions in the hands of those most closely affected by them.  | 5/19/2019 8:01 PM  |
| 36 | It will increase response time for fire, police, and ems. No good reason to take control away from our local departments. Money is spent for foolish things, how about spending for life saving measures.  | 5/18/2019 9:47 PM  |
| 37 | Only if the cost/benefit calculations support such a move. Really am not that familiar with this issue.  | 5/18/2019 6:42 PM  |
| 38 | I don't believe the quality of services will be as good.   | 5/18/2019 2:27 PM  |
| 39 | Keep it localized  | 5/18/2019 7:00 AM  |
| 40 | If it saves money or improves quality.   | 5/17/2019 7:01 PM  |
| 41 | Not sure   | 5/17/2019 6:23 PM  |
| 42 | I would need more information regarding this decision to answer this question.   | 5/17/2019 4:34 PM  |
| 43 | Check and see how Grafton has adjusted   | 5/17/2019 1:46 PM  |
| 44 | Why is this even an issue? You're better off removing a terrible alderman than downgrading our city services.  | 5/17/2019 6:26 AM  |
| 45 | I think the police station should be open and accessible 24 hours a day  | 5/16/2019 10:13 PM |
| 46 | Cedarburg dispatchers know our area and can act quickly!   | 5/16/2019 5:46 PM  |
| 47 | I don't have confidence that the quick service we now have could be maintained through the County when Grafton has already been added to their responsibilities.   | 5/16/2019 4:35 PM  |
| 48 | County dispatchers would not have adequate knowledge of unique aspects of Cedarburg and its tourist events   | 5/16/2019 8:36 AM  |
| 49 | Dispatch services currently is money well spent  | 5/15/2019 7:27 PM  |
| 50 | Not sure. How is it working for the other communities that have joined? Would probably consider it if the current status has been positive.  | 5/15/2019 4:24 PM  |
| 51 | not sure   | 5/15/2019 4:02 PM  |
| 52 | But I really don't know what this consists of  | 5/15/2019 11:28 AM |
| 53 | Central dispatch loses the local connection.   | 5/15/2019 10:22 AM |
| 54 | If the service is as good or improved and it presents a significant cost savings without other adverse effects including loss of control or diminished priority of service due to calls being a part of many being served from other municipalities. | 5/15/2019 5:26 AM  |
| 55 | If it saves money  | 5/15/2019 4:29 AM  |
| 56 | absolutely not   | 5/15/2019 4:01 AM  |
| 57 | I am unsure of the impact for the city, county and residents. More information is needed to have an opinion.   | 5/14/2019 10:39 PM |
| 58 | And get cell 911   | 5/14/2019 10:09 PM |
| 59 | They need to be close to the citizens of Cedarburg and provide jobs to many  | 5/14/2019 9:27 PM  |

|    |  |                    |
|----|--|--------------------|
| 60 | Its important that our dispatchers be located in our city where they know the streets and are familiar with all activities that our city hosts throughout the year, where situations occur. Safety in our community begins with the person that answers that emergency phone call, and they need to be familiar with every street, alley, park, school, etc. in our city. We live in Cedarburg because it is a safe community, and a close knit city. That will change if we move our dispatch. Our dispatchers are as important as our police and fire fighters and they need to work together here in Cedarburg. | 5/14/2019 9:17 PM  |
| 61 | If it only is cost efficient and without any reservations or decline of accurate, prompt service   | 5/14/2019 8:46 PM  |
| 62 | Absolutely not. The community will lose many services it has now. Why upset the police department and the ALL VOLUNTEER fire department!!  | 5/14/2019 8:37 PM  |
| 63 | Please don't. We don't need to be like other communities. Let's be better than the rest and other communities and continue as a well-rounded reason to live in Cedarburg   | 5/14/2019 8:34 PM  |
| 64 | Do what's best for the citizens of Cedarburg. We aren't the first city in the county to consider or do this.   | 5/14/2019 8:12 PM  |
| 65 | don't know enough about this   | 5/14/2019 7:25 PM  |
| 66 | If it saves money.   | 5/14/2019 7:14 PM  |
| 67 | No opinion   | 5/14/2019 6:31 PM  |
| 68 | Unsure   | 5/14/2019 6:22 PM  |
| 69 | Only if it saves a lot of money  | 5/14/2019 6:14 PM  |
| 70 | City system is optimized and more stable than the county.  | 5/14/2019 5:46 PM  |
| 71 | I do not have a strong opinion on this.  | 5/14/2019 5:44 PM  |
| 72 | Keep dispatch the way it is!!  | 5/14/2019 5:10 PM  |
| 73 | Let the process assess this. See what makes sense. Goal is keep people safe, not project employees.  | 5/14/2019 4:52 PM  |
| 74 | Keep dispatchers here! Familiarity with the City and the people. Knows the City including general information for tourists. Building open 24/7 in emergencies. If fire chief and police chief are in favor of keeping them - they know the MOST of what is needed here - then keep them. I am willing to pay that little amount extra in my taxes for their services.  | 5/14/2019 4:50 PM  |
| 75 | If we are reimbursed   | 5/14/2019 4:15 PM  |
| 76 | But am okay if financially necessary   | 5/14/2019 4:04 PM  |
| 77 | Not sure   | 5/14/2019 3:22 PM  |
| 78 | don't know   | 5/14/2019 2:07 PM  |
| 79 | With the number of large events in Cedarburg it is best local. Also like Grafton learned. You still need to have someone at the Police station for walk-ins and other calls.   | 5/14/2019 1:24 PM  |
| 80 | I'm glad you're asking! Keeping dispatch local should be imperative. It's worth the money!   | 5/14/2019 12:36 PM |
| 81 | We will lose so many perks of having our local dispatch!   | 5/14/2019 12:23 PM |
| 82 | What are the financial implications? Does this represent a cost savings for the city and taxpayers? If so, provide the details. If moved to the county, can residents/tax payers expect the same level of service?   | 5/14/2019 12:08 PM |
| 83 | It is too early in the review process to answer that question. I don't think all the answers to questions surrounding this issue are publicly known yet.   | 5/14/2019 11:54 AM |
| 84 | The benefits of scale.   | 5/14/2019 11:52 AM |

|     |   |                    |
|-----|---|--------------------|
| 85  | As long as quality and response time does not suffer we don't need 24-7 dispatch services in Cedarburg.   | 5/14/2019 11:47 AM |
| 86  | Absolutely not...We have always been proud of the small town, friendly & caring atmosphere offered in our community. This atmosphere needs to be most prevalent when a person needs to contact our PD for emergency or non-emergency services. Dispatchers are the first voice you hear that can offer that comforting &/or voice to the caller. They know our city like no others which is imperative in times of emergency. | 5/14/2019 11:41 AM |
| 87  | Unless the cost savings is significant.   | 5/14/2019 11:33 AM |
| 88  | Ridiculous!   | 5/14/2019 11:08 AM |
| 89  | I believe local knowledge helps with communication, which ultimately reduces delays in response   | 5/14/2019 10:32 AM |
| 90  | That's a real waste of talent and services to the community. Nobody has ever liked the work the county does anyway.   | 5/14/2019 10:29 AM |
| 91  | No opinion  | 5/14/2019 10:28 AM |
| 92  | Absolutely not.   | 5/14/2019 10:25 AM |
| 93  | I don't know enough about this. I don't have an opinion.  | 5/14/2019 10:24 AM |
| 94  | Dispatch should be centrally located. Location has zero effect on response  | 5/14/2019 10:20 AM |
| 95  | I don't really know what the difference would be either way. I feel confident that those in charge can make a decision that we not adversely affect the safety of citizens.   | 5/14/2019 10:20 AM |
| 96  | Actual police and fire fighters are in danger. It's politically motivated   | 5/14/2019 10:11 AM |
| 97  | Long overdue  | 5/14/2019 10:07 AM |
| 98  | reduce costs  | 5/14/2019 9:56 AM  |
| 99  | Would like to be provided with more facts about this issue. Actual costs, response times, etc   | 5/14/2019 9:56 AM  |
| 100 | The behavior of the CFD representatives at the dispatch meetings is shameful and reflects poorly on our city. The CFD member who is a city employee and wife of a dispatcher SHOULD NOT be encouraging CFD members to take an aggressive stance against this move. This is a situation where the only people who are upset are the ones who have a personal stake in it.  | 5/13/2019 12:28 PM |
| 101 | The city needs to create a simple but comprehensive and highly visible pro/con list so people can better understand the issue.  | 5/11/2019 1:45 PM  |
| 102 | Absolutely not!!  | 5/11/2019 6:02 AM  |
| 103 | I support whatever is most cost effective to the taxpayers without sacrificing response time.   | 5/10/2019 9:38 PM  |
| 104 | Only if there is a cost savings that will be passed onto the taxpayers. What is the goal?   | 5/10/2019 8:32 PM  |
| 105 | Tough call, but leaning local   | 5/10/2019 7:35 PM  |
| 106 | Yes to this and to other intergovernmental cooperation opportunities including sewage treatment and Lake Michigan as drinking water source.   | 5/10/2019 5:09 PM  |
| 107 | We will lose if this happens. Our dispatchers are familiar with our community. County may learn streets, but nothing else. Festivals will be poorly managed by people that are not familiar. Frequent callers will not be assisted the call will just be dispatched, instead of the dispatcher talking to them and potentially avoiding the waste of police and EMS services.   | 5/10/2019 12:53 PM |
| 108 | Assuming it saves money and is easier to administer. This probably becomes more complicated and demanding over time, and consolidating may help with technology up  | 5/10/2019 12:33 PM |

## Appendix E.

**Below is a detailed description on what is entailed for each call for service and how many we had of each next to title.**

### Fingerprints

(65 for 2018)

1. The fee is \$10 for non-city residents. If the subject lives, works, or pays taxes in the city, there is no charge. If the subject has a yellow bartender form, there is no charge.
  - a. If there is a charge, write a receipt in the Fingerprints receipt book. Give the receipt to the subject, and enter the transaction in the register. Tape the register receipt to the back of the carbon copy in the receipt book.
2. Pull a Call for Service on the F2 screen.
  - a. Location is CPD
  - b. CFS code is FPRINT
  - c. Put reason in comment section (bartender, teaching, bank, etc.)
  - d. Add name
  - e. Svc is W (walk-in)
  - f. Transmit
3. Advise the shift supervisor there is a fingerprint request in the lobby.
2. If the subject is not on in-house, after the call is pulled, update all info, then cancel the call and restack it so the information transfers to RMS.
3. Assign an officer to the call.
4. For bartenders:
  - a. Run 10-27
  - b. Run Criminal History (code E, Attention: Chief Frank/BT)
  - c. Check in-house records
  - d. Check CCAP
  - e. Put all with yellow form (from City Hall) in Chief's mailbox.

When Chief brings up applications, follow instructions for each:

#### **Application for License Direct Sellers & Solicitors**

(Any time a criminal history is run, log on CIBR Checks Excel spreadsheet found on Windows menu pinned to Excel files. **ALWAYS** check spreadsheet before running!)

1. 27
2. Criminal History
  - a. Time System/Most Common/WI CHRI – Name, Sex/Race, DOB – Identification Segment
  - b. Purpose Code E
  - c. Attention: Chief Frank/Permit
3. CCAP (<https://wcca.wicourts.gov>) – print any relevant cases
4. In-house check
  - a. Open contact from each department
  - b. Print activity pages that show OWIs or any contact where they are a suspect and/or arrested.

#### **Authorization for Release of Information**

1. 27
2. Criminal History
  - a. Time System/Most Common/WI CHRI – Name, Sex/Race, DOB – Identification Segment
  - b. Purpose Code E
  - c. Attention: Chief Frank/Background
3. CCAP (<https://wcca.wicourts.gov>) – print any relevant cases
4. In-house check
  - a. Open contact from each department
  - b. Print activity pages that show OWIs or any contact where they are a suspect and/or arrested.

#### **Application for Temporary Class B / Class B Retailer's License**

1. 27 on ALL listed subjects
2. Criminal History
  - a. Time System/Most Common/WI CHRI – Name, Sex/Race, DOB – Identification Segment
  - b. Purpose Code: E
  - c. Attention: Chief Frank/BT



3. CCAP (<https://wcca.wicourts.gov>) – print any cases
4. In-house check
  - a. Open contact from each department
  - b. Print activity pages that show OWIs or any contact where they are a suspect and/or arrested.

#### 15 Day Checks

1. For equipment, registration, or insurance violations.
2. When an officer issues a 15day, enter it in 15day Excel file.
3. When subject comes in to get a 15day checked off from OUR department:
  - a. Pull a CFS
  - b. CFS code is AC (assist citizen)
  - c. Enter 15day number in the Comment section.
  - d. Enter the person's name.
  - e. Enter Src code as W (for walk-in)
  - f. Transmit
    1. If it is for expired registration, run the plate and if in order, go to f3
    2. If for no/no proof of insurance, verify subject had insurance at the time of the stop and that the insurance is for the vehicle listed on the 15 day and go to f3
    3. Tell subject it's taken care of and assign yourself to the call and write "Checked okay" in the notes; no need for an officer
  - g. If Dispatch is unable to sign off, advise shift supervisor there's a 15day check in the lobby
  - h. Assign officer
  - i. If officer advises it's ok, write "checked ok" in notes when clearing officer.
  - j. Remove entry from Excel 15day file.
4. If subject comes in with 15day from another department:
  - a. Pull CFS
  - b. CFS code is AC
  - c. Enter 15day check for (reason) for (department that issued)
  - d. Enter Src code as W
  - e. Transmit
  - f. Advise shift supervisor there is a 15day check in the lobby.

#### Parking Tickets

1. Enter written warnings in RMS under Traffic – Citation Entry.
2. Enter written parking cites in RMS under Traffic - Parking Entry.
3. Fill in red fields on Main tab. Enter fine amount on Fine/Notices tab.
4. The Ticket# is the number printed on the cite. Put a P before the number for a regular cite and a W before the number for a winter parking cite.

When accepting payment of parking ticket:

1. Make sure the back of the ticket is filled out with name and address.
2. Follow parking ticket fee schedule:

#### **Winter Parking Ticket:**

If paid within 5 days: \$11  
 If paid 6-15 days: \$21  
 If paid after 16-28: \$31  
 If paid after 28 days: \$41

#### **All other Parking Tickets:**

If paid within 5 days: \$20  
 If paid 6-15 days: \$30  
 If paid 16-28 days: \$40  
 If paid after 28 days: \$50

3. We will accept cash, check, or money orders. Subjects can use the GPS website if they want to pay by credit card, but advise them there is a fee. If they use GPS, write the Reference# (NOT Approval#) on the receipt.
4. Write out a receipt from the parking receipt book and give to the subject.
5. Enter the ticket in the register. Tape the register receipt to the back of the carbon copy in the receipt book.
6. Write the amount paid and the date and put in the drawer.
7. For suspended vehicles:
  - a. Go to the blue spindle and find the suspended ticket and find total owed.
  - b. Pull the ticket, sign and date it in the appropriate area, and fax the DOT Satisfaction Copy to TVRP.
  - c. Enter the cite into the register like in #5.
8. If someone comes in to complain about a parking ticket they received, or comes in to pay but says they don't think they should have gotten the ticket, tell them that they can fill out a Request to Review Parking Ticket form if they wish to. Make sure they know there is no guarantee their ticket will get dismissed, but their case will be heard. The fee stays at whatever it was on the date when form was filled out.
9. Log person in CAD as "P TO PAY PARKING TICKET", or "P PARKING REVIEW".

Winter Parking Ord. 10-1-33

1. December 1<sup>st</sup> – March 31<sup>st</sup>: ½ hour parking between 2am and 6am
2. Allowed 6 permissions per residence per winter unless approved by Chief and must be logged into the Winter Parking Excel file.
3. When a lot of snow is expected, all permissions are denied (check with shift supervisor).
4. During snow emergencies, vehicles must park on the even-numbered side of the street on even days, and odd-numbered side on odd days, and vehicles cannot park on the street between midnight and 6am.
5. Pull a CFS.
6. Assign officers that did WP and log when they are 10-24 and how many cites/warnings they issued and for which side (even if they had zero).
7. During the first week of December, warnings are usually given. These do not need to be entered.
8. All cites are entered in RMS in the Traffic – Parking Entry section.
9. All cites will be entered by the 3<sup>rd</sup> shift dispatcher, unless the shift is excessively busy. Do not wait until the end of the shift to enter the cites. If officer(s) have not brought the cites in and the shift is almost over, remind officer(s) that you need to enter the cites so you need the cites brought in.

Recovered/Found Property

(163 for 2018)

1. Get the location where the property was found.
2. Get the 10-27, phone number, and address of the person who turned in the property. Ask subject if he/she wants the property if no one claims it within 90 days and include that info in the CFS.
3. Pull a Call For Service. Be sure to include all info.
4. If the property has a serial number, run the serial number on the Time system.
5. Create a case before closing the CFS. Dispo as FIN, unless it's evidence for a report. No report needs to be done; just need a case number to enter the property.
6. Enter found property in RMS.
  - a. Go to Property.
  - b. Go to Property Edit/Entry.
  - c. Enter Case#.
  - d. Click on Add New Property Report.
  - e. Complete red fields and relevant fields.
  - f. Reason is found property.
  - g. Enter owner if known.
  - h. On the Recovered tab:
    1. Do not use the "Hold" field.
    2. Dispo is always "Sent to property room".
    3. Enter storage location (most things can be Dispatch Temporary).
    4. Hit "Save" not "Save and Close".
  - i. Adding additional property when the owner is the same:
    1. On the Main tab, "Add new" button by the property number.
    2. Sequence numbers will be created.
    3. Repeat property entry procedure.
7. Approving found property:
  - a. Go to Report Details.
  - b. Click on "Update Status" tab.
  - c. Click on the "Action" drop down box.

## ARREST PROCEDURE

### Officer procedure

1. If there is a problem with license status or subject has a warrant, when you advise the officer his 10-27 is available, also state "10-89" so he knows there is a problem.
2. Log when the 2<sup>nd</sup> officer checks out at the scene.
3. Log when the officer goes 10-80.
4. Do status checks every 5 minutes.

### Time system

1. After the officer advises he is 10-80, run a criminal history:
  - a. Most Common, 0799 - WI CHRI – Name, Sex/Race & DOB
  - b. Purpose Code: C
  - c. Attention: Officer (Name)/Arrest/Incident Number (year not necessary)
  - d. Last Name
  - e. First Name
  - f. Middle Initial (if s/he has one)
  - g. Sex
  - h. Race
  - i. DOB
  - j. Do not print the return unless it comes back with no record.
2. Run the State Identification Number (if applicable) and print return.
3. Run the FBI number (if applicable) and print return.

### Booking sheet

1. Fill out and print a booking sheet.
  - a. Found in the Z drive, in the CPD forms folder, named "Booking New".
2. Attach the 10-27, 10-28 (if applicable), and criminal history to the booking sheet and give all paperwork to the officer.

### Police Report/Property Inventory Log book

1. Fill in the Complaint number, date, and time of the arrest.
2. If unsure of which officer is assigned to the complaint, ask the Shift Supervisor.
3. Fill in the location of the arrest.
4. Fill in the type of complaint. Do not use 10-codes.
5. Fill in the PI number if applicable.
- 6.

### CAD

#### F2 – Take Call

1. Enter Location
  - a. Can be an address, an intersection, or a business name
  - b. Address must validate before call can be closed
  - c. For apartments: enter the address, a comma, then the apartment number
2. Enter **CFS code**
  - a. Police or Fire
  - b. Can enter both for the same call if applicable
3. Enter **priority** (empty box at end of CFS box, after magnifying glass for both Police and Fire) if it doesn't auto-fill. If you enter the wrong priority, it will tell you what it should be at the bottom of the screen.
4. In the **Comment** section, write a brief overview of what the caller tells you. Include the important info that officers need to know, like whether there are weapons in the residence, if anyone has been drinking/doing drugs, if the suspect has left the area, etc.
5. Enter the **Name** if you have it. When you enter a name and tab out of the boxes, if the subject is on in-house, double-click the correct name. To change/update the info, click on the pencil. If subject is not on in-house, once you start typing in the last name box, there will be two activity boxes, address,

- DOB, gender, and phone number boxes that appear. Fill in as much info as you can. This can also be updated on the next (F3) screen.
6. Enter **Plate** if applicable.
  7. Enter Source (Src). 9=911, P=Phone, O=Officer Initiated, F=Fax, T=Teletype, W=Walk-in, I=Confidential Reporter, A=Alarm Panel, R=Radio, M=Mail (To get a list of options, click the down arrow after the box.)
  8. **If the call is not in the City**, click on either Dispatch Units and type in officer(s)' radio number(s);  
**Or**  
Click Service By:
    - a. Click on the Agency drop down box.
    - b. Choose the agency (CPD or CFD) that will be handling the call.
    - c. Enter the CFS code for the call.
    - d. Click Add (unclick if another jurisdiction is also listed in the Name section).
    - e. *Note: Use this method to assign yourself to calls. If you use the Dispatch Units method, the call will transfer to the agency of the jurisdiction the call is in.*
  9. Click Xmit to transfer it to the F3-Dispatch screen.

### F3 – Dispatch

1. Shows active units.
2. Dispatch calls from this screen.
3. To dispatch a pending call (top area):
  - a. Double click on the call. At the bottom of the screen, it will read Dispatch and have boxes. Type in the radio number of the officer(s) you want to dispatch to the call.
  - b. On the Command> line, type DI (for dispatch). Boxes will appear with Units and Dispatch To. In the Units box(es), add the officer(s) radio number(s) you want to dispatch to the call. In the Dispatch To, type \* plus the number of the call (no zeroes before, no space between; ie, \*10041).
  - c. Click Xmit button.
4. To add names or plates:
  - a. Right click on the active call. Click Update Call. Click Add Names or Add Plates.
  - b. Enter the information and update addresses, phone numbers, etc.
  - c. Plus the information down until it appears in the bottom half of the screen. (Do this for each name or plate.) When done, click Xmit button to save and update call.
5. Hot Comments: Right click on active call. Click Hot Comments (choose officer if multiple assigned). Type in the information officer gives, then click Xmit (or F12).
6. Update Call:
  - a. Right click to get to Update Call screen.
  - b. To change location, delete information in the Location box and change it to the correct address.
  - c. To create incident, click the Create Case box (for reports needed).
7. If a unit is called off or doesn't respond, type PU in the Command> line. This will PreEmpt the unit and take them off the call. (Works for Police and Fire.)
8. For Fire/Rescue calls:
  - a. When Rescue is enroute to hospital, on the Command> line, type EH.
  - b. Units, Location Help, Location, and Comments boxes appear.
  - c. Under Units, type in the unit number going to the hospital (151, 152, THFD).
  - d. If going to Aurora Grafton, click the AMC button. If going to SMO, click the SMO button. If going to another hospital out of the area, type the name in the Location box.
  - e. In the Comments box, write STARTING MILEAGE and the mileage you are given.
  - f. Click Xmit to save and timestamp.
  - g. When unit arrives at the hospital, double click the unit and type in ENDING MILEAGE and the mileage you are given in the Comment box.  
**Or**, on the Command> line, type AH, then add the unit number in the Units box and in the Comment box, write in the ending mileage.
9. When Fire/Rescue units are returning, type RE in the Command> box, then the unit number, and Xmit.
10. When units are back at their station, double click on the unit to clear.

#### **Incident Reports**

1. Records
2. Reports Status
3. Double click on report
  - a. If report doesn't show up, follow instructions on previous page.
4. Tab through Date & Time
5. Save and close
6. PDF form opens
7. Click on Case Data tab
  - a. Enter CFS code(s)
  - b. Click on green plus sign
  - c. Another window will open.
  - d. Enter Attempted/Completed drop down box
  - e. The window will close.
  - f. Enter Police Force Used
  - g. Tab through Occurred At (for date and time).
  - h. Save and Close.
8. Click on Names
  - a. Enter last name, first name and tab out
  - b. Select name (make sure all information is completed/accurate)
  - c. Complete Activity box
  - d. Plus/Add name
  - e. Repeat for all names included in report
  - f. Save and close
9. Suspect tab
  - a. This should only be used for partial identity matches; ie, male/white, 6ft, 180 lbs; we don't use this.
10. Property tab
  - a. **Do not use;** property gets entered through property section
11. Vehicles tab
  - a. Enter plate number and tab out
  - b. Verify/add all info for vehicle
  - c. Save and Close
  - d. Add Activity type (choose closest type)
  - e. Plus/Add vehicle
  - f. Save and close
12. Summary tab
  - a. Write a short synopsis of the details of the incident
  - b. Save and close
13. Narrative tab
  - a. Use for entering typed reports
14. Attachments tab
  - a. Do not use
15. Report Comments tab
  - a. Do not use

#### **Warrant Entry (through RMS)**

**Note: All warrants need to be entered on the Time System, on in-house, and on the Active Warrant Excel spreadsheet. To make it easier, entering the warrant on the Time System can be done through RMS as follows:**

1. Run 27 and criminal history.
  - a. Purpose Code C
  - b. Attention: Chief Frank/Warrants
2. Go to Name Search in RMS.
3. Type in the name of the subject of the warrant.
  - a. Make sure complete Name (Last, First, full Middle) and Address are completed.

4. Under the Main tab, make sure all fields are filled in.
  - a. DOB, Sex, Race/Ethnic, SS#, DL/State, License Type, DL exp date, Birth State/County, State#, FBI#, Resident, Birth Country, Fingerprint, Additional Numbers (Alien Registration Number, Out of State Ident Number)
  - b. If any are unknown, LEAVE BLANK!
5. Under the Physical tab, make sure all fields are filled in.
  - a. Height, Weight, Eyes, Hair
  - b. Scars/Marks/Tattoos (for glasses, enter in this area; don't click the Glasses or Contacts box because it will cause an error message). Make sure ALL S/M/T are entered from Criminal History.
6. Under the Alias tab, make sure all alias names (from Criminal History) are entered as applicable.
7. Under the Info tab, make sure everything is filled in and there are no duplications of DL numbers, and the DL Exp field is filled in.
8. Save all changes.
9. Go to **Warrant/Warrant Entry**.
  - a. Fill in Issued date (date on warrant, not date we received warrant, if different).
  - b. Type (Civil Process Local Ordinance)
  - c. Status (Active/Open)
  - d. Court Case # - enter the Citation Number (listed on warrant).
  - e. Enter Name. All info will auto-fill (make sure all info is updated BEFORE choosing the name).
  - f. Main tab:
    - i. Service Limit (if applicable)
    - ii. Caution Remarks (if applicable)
    - iii. Want/Charge: enter offense. MUST be filled in (OWI, DC, OAS, etc).
    - iv. Geo Restriction (Within Adjacent Counties of ORI)
    - v. Check the Detailed charges box. (This will take you to the Charges tab: see g.)
  - g. Charges tab: Enter statute or description of offense then hit Tab, and a list of offenses to choose from will be shown. For most, we will use 785.01(1)(b) – Contempt of Court-Disobey Order. Fill in the Bail section with bond amount. Make sure it transfers over to the Main tab.
10. Narrative tab: this is the wording that goes in the Miscellaneous field on the Time System.
  - a. Make sure the offense is listed
  - b. If DL is ID Card Only, type that into this field
  - c. If no DL issued but subject has DL number, put "No DL issued, DL number is (the number)"
11. Once everything is completed, click the Save button. The system will automatically fill in the Want/Warrant number.
12. **If you entered or are planning to enter the warrant through the Time System, STOP!** If you're entering the warrant onto the Time System through RMS, continue with #13.
13. Go to the NCIC Field (won't show up until you Save) and select CIB only and Submit.
14. A message stating, "Warrant NCIC 2520-Message Sent Successfully" will appear with an "Ok" box at the bottom. Click the Ok box.
15. The response will go through (it may take a little while, be patient).
16. Go to CAD and click the NCIC Response tab to get your entry.
17. If there are any supplemental names or multiple scars/marks/tattoos, go back into the NCIC tab and click Supplement Report, then Submit. Go to CAD on the NCIC tab to make sure all items went through.
  - a. If for any reason this didn't work, go back and click Supplement Report Cancel, submit.
  - b. If you have to go back into your entry fields, make sure to save any changes before attempting to go back and enter the supplement again.
18. Go to the received messages (in CAD) and print the most thorough entry (it doesn't always have the most up-to-date entry last).
19. Click Print to print the Warrant Worksheet.
  - a. Click the print icon.
  - b. Select Warrant Worksheet
  - c. Change the box of "Enter Geographic Restrictions or None": to K (for Adjacent Counties)
  - d. Click the print icon.
  - e. The Warrant Worksheet will appear.
  - f. Click the print icon to print.
20. Status tab: use for Detainers
  - a. Choose from drop down box (Detainer)
  - b. Update date field
  - c. New Location is the ORI of where the subject is currently in custody

- d. Save (This will change the status of the warrant to Detainer, but will not add a detainer on the original warrant. To add the detainer, use the Time System.)
21. Clear tab: (to cancel the in-house warrant entry)
  - a. Disposition (choose from the drop-down fields, will either be Bail Posted or Other)
  - b. Date – tab through and current date and time will auto-fill.
  - c. By PF (should auto-populate with your computer number)
  - d. Remarks: enter "Bond posted at (department)" or "Mid-Moraine called to cancel", "Taken to OZSO Jail by (department)"
  - e. Save in the Clear tab, then Save and Close the entry.
22. All warrants and detainers will need to be cancelled through the Time System regardless of how/where they were entered.

#### **New Registration (Title Transfers)**

Need signed title (completely filled out) and any supporting paperwork (lien release, trust papers, heir papers) and DL for each owner.

1. In the CVR program, choose Transactions at the top of the page
2. Transfer Vehicle Ownership
3. Click from drop down box if lienholder or not
4. Select owner type
5. Enter DL#
6. Click Search Owner
7. Select from the pop up menu and the customer information will fill in
8. If co-owner, click box for yes and choose and/or and repeat 5-7
9. Click yes if leased vehicle
10. Enter VIN and hit TAB
11. Year, Make, Body, and Vehicle Type will fill in
12. Enter color of vehicle
13. Only enter secondary color if vehicle is two-toned or a convertible with different colored roof
14. Enter date of sale
15. Enter Odometer reading, if applicable
16. Enter Odometer Reading Date, if applicable
17. Enter Status (Actual Mileage, Not Actual, Exceeds Mechanical Limits, Tampering Verified, or Exempt)
18. Enter Sale Amount
19. Select Issue type (New Issue or Transfer)
20. Select Registration Type
21. Select Plate Type
22. Enter Prior Title Number
23. Enter Prior Title Date
24. Enter Vehicle Tax County
25. Click box for Pend Deal, then click Save Transaction on bottom right corner
26. Click Submit
27. Click Transmit
28. Reviewing Deal (number) – Field Review : check over information and then click Transmit
29. Reviewing Deal (number) – Pending: check over information and then click Agree & Transmit
30. Once transaction is completed, MV1 form should print. If it doesn't, go to Step 31.
31. Print MV1 form by clicking on Additional Forms, click box in front of MV1 form, then click Download Selected Forms on bottom right corner
32. A new tab will open; click on the new tab.
33. Hit Print icon on top right corner
34. Choose pages 3-4
35. Change number of copies to 4
36. Print the temporary registration by clicking the Registration/Receipt Button on the top
37. If a juvenile is buying the vehicle; then a parent needs to sign Page 2 and it needs to be notarized
38. The four copies of the MV1 form:
  - 1 copy goes with pull tag on spindle on east wall
  - 1 is signed by owner and sent in with title



- 1 goes to owner
- 1 goes with payment into bag
- 39. Give the customer the MV1 form, the WI temporary certificate of registration, the plate assigned to him/her, month and year sticker (if new plates), and receipt of payment. Tell customer the title will be mailed by DMV and he/she should get it in about 2 weeks.
- 40. Fees are according to vehicle type and cost of vehicle and our fees are built in.
- 41. Enter in Excel spreadsheet (Z drive / CPD FORMS / CHECKS AND COURT AND CVR FORMS)
- 42. Put payment in the blue bag.
- 43. Put the signed MV1 form, the title, and any supporting paperwork such as a lien release (must be in that order) in the envelope.

#### Renewals

- 1. Need plate number, VIN number, and DL.
- 2. In the CVR program in the top black bar, choose Transactions, Renew Vehicle Registration
- 3. Enter DL # and hit tab, or enter Last Name, First Name, and Middle Name and click "Search Owner" and choose from pop up box
- 4. Address, Zip Code, and City/State will automatically fill in
- 5. To change address, skip address verification and enter new address as primary
- 6. If second owner, click button in front of And or Or (however vehicle is registered) and do Step 2
- 7. Enter VIN, Plate Type, and Plate #
- 8. Click Submit
- 9. Takes you to Reviewing Deal (6-digit #) – Completed
- 10. Do not click the "Print this Page" button; choose "Registration/Receipt" and print that
- 11. Fill out the info on the Registration Renewal tab on the CVR software.
- 12. After submitting the info to CVR, the certificate will print. Verify that the info is correct and give the customer the certificate of registration and the year sticker.
- 13. The cost is according to vehicle type, plus our fee of \$10 (add \$10 to the total that prints on the top).
- 14. DMV charges a late fee of \$10 if renewed after expiration date.
- 15. Customer gets one copy of form, one copy goes with receipt number written on top right corner with payment and put in bag. Give customer a new year sticker.
- 16. No paperwork needs to be submitted to CVR.
- 17. Enter in Excel spreadsheet (Z drive / CPD Forms / CHECKS AND COURT AND CVR FORMS)

#### TYPING REPORTS (GO 24.03)

(635 in 2018, plus hundreds of supplements)

- 1. All complaints will need narratives.
- 2. Paperwork for reports needing to be typed should be in the top basket on the back desk of the office. If not there, check Pam's front desk.
- 3. In ProPhoenix Records, go to Records tab.
- 4. Click on Reports Status.
- 5. Select the report for which you will be typing a narrative or supplement.
- 6. Double click on report to open it.
  - a. If in Keypunch mode, a dialog box will appear stating, "This report was assigned to keypunch. Do you want to start editing the report?" Select yes to edit report.
  - b. If not in Keypunch mode, open report, click on Report Details (left top). Click Update Status tab. Under Action, change to Send to Transcriber; this will change it to Keypunch mode.
- 7. If report is not already typed, select Narrative to bring up the text management screen.
  - a. It is highly recommended that reports are typed in a Word document and pasted into the Narrative due to spelling/grammar check issues with ProPhoenix.
- 8. Paste report into the Narrative and click Save and Close when finished.
- 9. If a name is given in the dictation that is not already in the report, add the name and other information **to the original report, NOT to the supplement!**
  - a. If report is approved:
    - i. Go to Report Details.

- ii. Update Status.
  - iii. Action-More Info Needed
  - iv. Choose a reason/enter comments.
  - v. Once report opens, add names like normal.
  - vi. Approve report when finished.
10. Change status to Ready to Submit.
  - a. Click on Report Details
  - b. Click on Update Status tab.
  - c. Under Action, change to Ready to Submit.
  - d. If in OnHold status, change to Send to Transcriber (puts it into Key punch), then repeat to change to Ready to Submit.
11. Print a copy of the first page of report, stamp "Ready to Submit" on it, and put in officer's mailbox. The whole report doesn't need to be printed, unless a copy is needed for someone else. (A final copy is printed after the supervisor reviews and approves the report.)
12. In the transcription module, right click on the completed report.
  - a. Select Change Status
  - b. Select Transcription Finished
  - c. DO NOT DELETE!
13. Any paperwork should be paper clipped to the header and placed on Pam's desk.
  - a. On the upper right side, write the date the report was typed, and the officer's initials/your initials.
  - b. If any citations were issued, write "**Citations issued**" on the header sheet.
  - c. If a copy is given to another officer, write "**Copy to \*\*\***" on the top of the header and highlight it. On the officer's copy, write "**\*\*\* FYI**" and highlight it.
  - d. If the subject is in jail, put a **red sticker** (from Pam's desk) on the report.
  - e. If charges need to go to the district attorney, note "**Forward to District Attorney**" on the top of the header. Pam will take care of the paperwork and issuing charges, but she needs to know that it needs to be done.
  - f. If an officer states that a report needs to go to the Department of Human Services, write "**Forward to DHS**" on the header so Pam can take care of it.
  - g. If a letter is dictated with the report, type the letter and print a copy for the officer and for whom the letter is addressed. Type out an envelope and put both letters in the officer's mailbox with a note for him to review and sign and mail. \*\*If the letter is not typed, do not delete the dictation and note that a letter was dictated and needs to be typed. Standard letters to parents (that are not dictated) will be taken care of by Pam.
14. Leave ones that need action on top of the pile.
15. Pam will review the reports and file them and take any further action necessary.

**Copies of reports:**

1. The Detective Sergeant gets copies of drug, theft, vandalism, criminal damage, and graffiti reports.
2. The Juvenile Detective gets copies of juvenile reports if officer indicates in dictation that he is forwarding the report to him.
3. Sergeant Spaeth gets copies of any report involving use of force, hands on, or pointing of gun or Taser.
4. Officer Koehler gets copies of any reports involving drug activity or arrests.

**To pull a Supplement report**

1. Records
2. Case Search
3. Enter **Case#** and hit Tab
4. Click on **Reporting** tab.
5. Click **Add Report**.
6. Select report Type (supplemental)
7. In the "Reported by PF" field, enter **the officer's** 4-digit computer number.
8. Tab over to date and time and tab through both fields if not filled in.
9. Click Save and Close.
10. Report will open.

11. Add Case Data.
12. Add Narrative (not Summary!).

Open Door/Window (GO 2.08 VIII. F.) (212 for 2018)

1. The officer will call out that he found an open door or window and give the location (business name) and which door/window (front, back, NE side, etc.). Ask officer if the door can be secured.
2. Find out which officer is responding for back up.
3. Dispatch calls key holder:
  - a. Ask if anyone should be in the building
  - b. Ask if he/she would like officers to check the building
    - i. If yes, ask key holder if he/she would like to respond or if he/she would like officer to secure if possible.
    - ii. If key holder is responding, find out ETA and what type of vehicle he/she will be driving.
    - iii. If not, officers don't check building.
4. If no contact is made, officers check building and secure if possible.
5. If key holder advises he/she does NOT want an officer to check the building, advise officers and verify door can be secured.
6. Do NOT call city-owned businesses or schools. For schools, print the CFS and put in Juvenile Detective's mailbox so he can make them aware of it.
7. Check status every 5-7 minutes, unless they advise it's not needed.

Traffic Stops (GO 18.01, GO 18.05) (3,559 in 2018)

1. The officer should give the location, license plate, color, make and model of vehicle.
2. Run 10-28 and update in CAD and hold until officer asks for 10-27.
3. When officer asks for 27, read back 10-28 and officer will give 10-27 info. If officer advises 27 on registered owner, there is no need to read the 28 back. If 27 is ready, give the officer the info.
4. Run the 10-27 and advise the officer when 10-27 is available. If the subject has a warrant, is revoked, suspended, or has no valid DL, advise 10-89.
5. If the subject does have a warrant, confirm with agency if not GEO-restricted.
6. If the officer is out for more than 5 minutes, check status. Check every 5 minutes afterwards, unless the officer advises it is not needed.
7. If the traffic stop becomes a pursuit, see pursuit policy (General Order 16.02).

Vehicle Lockout (GO 18.03 IV. B) (152 in 2018)

1. Get location and vehicle info, and whether vehicle is running or not.
2. Advise the caller there is a \$10 charge if entry is gained if subject is not a city resident or doesn't work in the city, and officers cannot accept payment on scene. A waiver needs to be signed in either case.
3. Get owner/caller 10-27 info.
4. Enter the lockout in RMS under Traffic – Parking Entry if charged; Traffic – Citation Entry for no charge. Put an "L" in front of the Ticket#. Do not include any zeroes before the number. Ex: L1234, not L01234.

Appendix F.

**JOB DESCRIPTION**

|                         |                 |                    |                 |
|-------------------------|-----------------|--------------------|-----------------|
| <b>Title:</b>           | Jailer/Clerical | <b>Department:</b> | Police          |
| <b>Reports to:</b>      | Shift Commander | <b>Location:</b>   | City Hall       |
| <b>FLSA:</b>            | Non-Exempt      |                    |                 |
| <b>Shift:</b>           | All             | <b>Status:</b>     | Full-Time       |
| <b>Bargaining Unit:</b> | None            | <b>Date:</b>       | September, 2012 |

**JOB SUMMARY**

Responsible for the admitting, processing, monitoring, safety and release of prisoners and for fundamental clerical and administrative functions which support police department operations. With limited supervision, the jailer/clerk is responsible for data entry, records system, TIME System operations, telephone operations, customer service, monetary transactions and communications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

**Jailer Duties**

- Accept, process and release prisoners.
- Supervise and care for prisoners being held in the holding cells, to include continuous CCTV monitoring and periodic in-person checks.
- Recognize and respond to sick or injured prisoners and other emergencies that may occur in the holding cell area.

**Clerical and Administrative Duties**

- Answer administrative and internal phone lines.
- Transfer all calls requiring the dispatch of police personnel to the Dispatch Center.
- Provide the caller with requested information to satisfy the caller's needs or route calls or forward messages to appropriate department personnel.
- Condense to writing any request for information that cannot be handled in a timely matter that is not an emergency, including the name, address and phone number. Forward this information to the appropriate person or assigned supervisor.
- Monitor police radio frequencies and respond to requests for service by police personnel.
- Assist citizens that walk in, insuring that their needs are handled in an efficient and satisfactory manner.
- Maintain building security by limiting building access beyond the lobby to authorized personnel only.
- Receives stolen/lost and found property, completing the necessary forms.
- Enter and retrieve information from records management systems, file and maintain records and conduct cash register transactions.
- Wisconsin TIME System operations, to include monitoring, accessing and data entry/update/cancellation.

- Other duties that may be assigned from time to time, including assisting other Departmental staff when necessary.
- Regular full-time attendance at this position is required.

**SUPERVISION RECEIVED AND/OR EXERCISED**

- Reports to the Shift Commander.

**QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience**

- High school diploma and valid Wisconsin Driver's License.
- Ability to obtain Basic 120-hour Jail Officer certification.

**Language Skills**

- Ability to effectively communicate verbally and in writing.
- Verbally respond to inquiries made by citizens, employees and officials.

**Reasoning Ability**

- Apply common-sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Deal with problems involving several concrete variables in or from standardized situations.
- Apply rational judgment under stressful conditions.

**Other Qualifications**

- Thorough working knowledge of Microsoft Office software and their applications.
- Ability to effectively meet and deal with the public.
- Ability to maintain confidentiality or sensitive information.
- Have, or have the ability to obtain, a valid Wisconsin Drivers License.
- Ability to add, subtract, multiply and divide all units of measure.
- Perform the four operations with like common and decimal fractions.
- Perform arithmetic operations involving all American monetary units.

**Equipment Used:**

- Telephone, typewriter, calculator and other standard desktop equipment.
- Copy machine, fax machine, adding machine, cash register, teletype, CCTV monitors, radio equipment and microfiche.
- Computer and related equipment. Software to include word processing, spreadsheets, databases and other miscellaneous applications.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 40 pounds.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Inside office environment, holding cell area.
- Noise level is usually moderate.
- Exposure to atmospheric conditions, such as dust and poor ventilation.
- Listens and responds to emotional, sometimes angry, citizens and employees.
- Subject to verbal and physical abuse as may be rendered by violators taken into custody.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**AD HOC DISPATCH REVIEW COMMITTEE**  
**June 4, 2019**

**MISC20190604-1**  
**UNAPPROVED**

A regular meeting of the ad hoc Dispatch Review Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, June 4, 2019 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers.

The meeting was called to order by Mayor O’Keefe at 7:04 p.m.

Roll Call: Present - Mayor Michael O’Keefe, Council Members Garan Chivinski and Rod Galbraith, Scott Gonwa, Robert Simpson (arrived 7:07 p.m.)

Also Present - Council Members Kristin Burkart, Jack Arnett and Patricia Thome, City Administrator/Treasurer Mertes, Deputy City Clerk Amy Kletzien, Police Chief Thomas Frank, Fire Chief Jeff Vahsholtz, Dispatcher Bill Esselmann, interested citizens and news media

**STATEMENT OF PUBLIC NOTICE**

Mayor O’Keefe acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

**APPROVAL OF MINUTES**

Motion made by Scott Gonwa, seconded by Council Member Galbraith, to approve the minutes from the April 4, April 7 and April 25, 2019 meetings. Motion carried without a negative vote with Robert Simpson excused.

**NEW BUSINESS**

**Review Feasibility Study of Dispatch Consolidation June 2019; and Possible Recommendation to Common Council**

Director of Parks, Recreation & Forestry/Assistant Administrator Hilvo presented an overview of the Feasibility Study of Dispatch Consolidation (the full study is on the City Website).

**Purpose of the study**

- To obtain and provide information on whether the City of Cedarburg should consolidate dispatch services with the Ozaukee County Sheriff’s Office (OZSO)
- The two primary questions needed to be answered if consolidation were to occur:
  - How much money would the City save?
  - Is the OZSO able to provide the same level of service as is currently provided by Cedarburg Dispatch?

**Reason to consider consolidation**

- The current 911 system needs to be upgraded in 2020 at a cost of \$85,000
- Other cost savings
- Better service

**Methodology**

- Review of Dispatch Committee meeting minutes
- Gathering and examining documents and records provided by various departments



- Citizen surveys and interviews
- Analysis of data collected
- Comparative analysis of data
- Fact finding
- Report preparation

#### Options

- Move dispatch services to OZSO and eliminate other services dispatchers currently provide
- Move dispatch services to OZSO but retain current staff to keep all other current services provided by dispatchers
- No change to dispatch services

#### Assessment of Operations

- Physical comparison
- General operations
- Method of operations
- Emergency call answering times
- Dispatching times
- CAD function comparison
- Mobile function comparison
- RMS function comparison
- GPS
- Supervision and quality control

#### Interviews, Surveys, and Review of Articles

- Departments currently serviced by OZSO
- Departments that recently switched to OZSO (Grafton)
- Citizen interviews and survey responses
- Local business owners interviews

#### Current Services Provided by CPD Dispatch

- Lobby services
  - Safe haven, security, DOT remote service center, meeting room access, officer assistance, cash payments, walk-in traffic, unofficial visitor center, on-site medication drop off.
- Clerical duties
- Severe weather siren notification
- After hours emergency contact center
- Community alarms
- MABAS/EMS dispatch
- Telecare program
- My Civic notifications
- Equipment loan center
- Security camera monitoring
- Certified Call Center for Missing and Exploited Children
- Back up for crossing guards

#### Cost Analysis

- To cover non-dispatch related duties and to keep the current level of services the police department would have to keep the six (6) dispatchers as public safety specialists.
- 4-2-5-2 schedule

- 7:00 a.m., 3:00 p.m., 11:00 p.m. with power shifts at 3:00 p.m. or 10:00 a.m. and 6:00 p.m. as manpower allows
- Total staff required and cost
  - 6 staff each working 40 hours per week
  - Total cost: \$446,028
- Currently the Department operates with 5 dispatchers but is in the process of hiring the 6<sup>th</sup> one to cover all the shifts. In order to have cost savings and continue to provide the same level of services the residents are accustomed to, the cost savings are very minimal.

#### Future Expenditures

- 2020 costs: \$85,000 to upgrade the 911 system to remote off the County
- This amounts to \$0.067 of the tax rate which would be **\$18.50** for the average priced home in Cedarburg (\$276,000)
- This is a one-time cost to upgrade the 911 system
 

*\*Note: For every \$12,620 spent, the tax rate goes up \$.01.*

#### Analysis of Options

##### Option 1

##### Move dispatch service to OZSO and eliminate other services dispatchers currently provide

- Current cost of dispatch operations:
  - \$446,028 – includes all of the clerical duties and other tasks dispatchers provide in addition to dispatch duties and keeping the station open 24/7
- Cost to Cedarburg residents having OZSO provide these services:
  - Currently the cost would be \$0
  - There are costs that the Sheriff's Department might incur for upgrades that would then be passed on to all County taxpayers
  - County Board or Sheriff's Department could require contributions from municipalities in the future as the Board or Sheriff changes since they are all elected positions
  - As Sheriff's Department adds staff to cover services these costs would be passed on to county residents, which include Cedarburg
- Cost savings:
  - \$446,028 + \$85,000 (2020 upgrades): \$531,028 in 2020
  - \$0.42 rate decrease in 2020. \$116 decrease in taxes for a home valued at \$276,000
  - \$0.35 rate decrease for future years. \$96.60 decrease in taxes for a home valued at \$276,000
- Services lost:
  - All services listed under "Other Services provided by Cedarburg Dispatch"
  - Local control
- Revenue lost:
  - \$7,000/year from alarm monitoring fees. This would also increase the fees to local businesses and homeowners depending on where they would get the service from.
- Increased Cost to City:
  - Increase in fees to the City to monitor the 8 sites that are currently monitored at no cost by the PD, but would have to be contracted out. Estimated cost is around \$1,900 - \$2,000 annually
  - Lobby upgrades: Estimated at \$25,000
  - Increased costs for after hours monitoring for Light and Water Utility, DPW, Water Recycling Center, and Parks and Forestry. (Unknown costs)

- Total cost savings to the City:
  - Cost savings – Revenue Lost – Increased cost to the City = \$446,028 - \$7,000 - \$25,000 = \$414,028
  - Property tax savings for Cedarburg homeowners: \$0.33 rate decrease; \$91.08 decrease in taxes for a home valued at \$276,000
- This option would require police officers to devote many hours off the road completing reports and other clerical duties that will still need attention

#### Option 2

##### Move dispatch services to OZSO but hire public safety specialists to keep other services provided by dispatchers currently

- Current costs: \$446,028 (Includes all of the dispatch and clerical duties, other tasks and keeping the station open 24/7)
- Cost savings: \$85,000 in 2020 for 911 upgrades
- Services lost:
  - Local control
  - Knowledge of community
- Total cost savings to the City: \$85,000. One time savings of \$18.50 for a home valued at \$276,000

#### Option 3

##### No change in dispatch services

- Current Costs:
  - \$446,028 – includes all of the clerical duties and other tasks dispatchers provide in addition to dispatch duties and keeping the station open 24/7
  - The tax rate for dispatch services is \$0.35 which amounts to \$96.60 in taxes for a home valued at \$276,000
- Additional cost for dispatch upgrades (2020): \$85,000
- One time cost for Cedarburg homeowners:
  - This amounts to \$0.067 of the tax rate which would be \$18.50 for a home in Cedarburg valued at \$276,000

Director/Assistant Administrator Hilvo took questions and discussion ensued.

In answer to Mayor O’Keefe’s question in regard to why other area communities have switched to Ozaukee County dispatch services and why the City should not, Director/Assistant Administrator Hilvo said that Cedarburg is unique and the employees have a very good working relationship between all of the departments. They rely on each other to get things done in the community. He relies on dispatch to take forestry calls and he trusts that the local dispatchers can help them with a good end result. He does not think it is worth saving \$18.50 to disturb this cohesiveness.

Mayor O’Keefe said the report does not address the issue of the citizens being double taxed for dispatch services and the report may be somewhat skewed. He appreciates the work that Director/Assistant Administrator Hilvo put into the feasibility study; however, he does not see the other side of story. He thought it would be fair to mention that the County has four to six dispatchers, with one being exclusively assigned to Cedarburg unless needed elsewhere. He thinks the Cedarburg dispatchers do a great job but four people are better than two in a critical situation.

Council Member Galbraith said that Director/Assistant Administrator Hilvo may have been put on the spot in a short time period to complete the feasibility study. He said that a further review would include more information to make a decision. He added that crime does not care about a small town and it is moving north. He questioned whether the City is best prepared to deal with this as we currently operate. This has been his motivation all along. Council Member Galbraith said that his history is in law enforcement and that was his priority on the committee but he also realizes that the Fire Department does much for the community and he appreciates that. He expressed concern for not spending enough time studying and educating the community on all of the options. Council Member Galbraith wished there were more options to vote on for a unified decision.

Director/Assistant Administrator Hilvo agreed that more time could have been spent gathering information. Normally a consultant is hired and the process takes six months to one year.

Council Member Chivinski said there are very many variables and unknowns right now. This conversation began because of the need for an \$85,000 upgrade. This has also been an opportunity to look at a broader perspective. The movement in crime and the advance in technological tools for the future are unknown. The present dispatch services are delicately balanced and something to be proud of. He is in favor of increased dispatch personnel and technological options through the Ozaukee County dispatch; however, the City would not have any control and he trusts the City's abilities to have control over police and fire services. He saw no reason to preemptively give up local dispatch now but was in favor of periodically reviewing these services.

Scott Gonwa said that his experience comes from 35 years of service as a firefighter. He said that there are only a small number of local community dispatch centers in the state. Technological advances have allowed centralized dispatch and provide strength in numbers. He expressed concern for large incidents. A former alderman stated that consolidating dispatch is inevitable but not right now and he found this interesting. He said that the Police and Fire Chiefs should possibly look at altering their structure in the future.

Robert Simpson said that it may have been helpful to interview the chiefs from Mequon, West Bend and Germantown who are not in favor of centralized dispatch.

Director Hilvo said that it would be a key point to have these conversations, if there was more time. He is hearing that maybe it is too soon to make the switch but it should be further reviewed for the future.

Mayor O'Keefe said the Committee Members need to decide if they want to approve the Feasibility Study and make a recommendation to the Common Council. He said he would vote in favor of accepting the report with the following additions:

- The benefit of increased County personnel during a critical incident
- The benefit of increased effectiveness with the exchange of information between all dispatchers in one room
- Include that City residents currently do pay for County dispatch; however, it is not utilized. The local property taxes pay for local dispatch.

In answer to Council Member Chivinski's question in regard to a previous study, City Administrator/Treasurer Mertes said that County-wide discussions took place between the Chiefs and Administration. Sub committees also discussed software, personnel and building costs. The results showed that the savings was mostly in the software and hardware and not necessarily in the staffing.

In answer to Robert Simpson's question, City Administrator/Treasurer Mertes said that discussions took place over a two year period. Mr. Simpson said this Committee's decision may be too rushed without enough information.

Council Member Galbraith explained that as of 2011 all communities share the same software system and there is a lot of shared data.

Council Member Chivinski said that this is a good starting point and discussions should continue with future Common Councils and personnel.

Mayor O'Keefe started this discussion because of an \$85,000 request for an upgrade. He wants to have a public meeting with the Common Council and personnel in July to discuss next year's budget earlier. Mayor O'Keefe asked if anyone on the Committee wanted to add items that should be included in the feasibility study.

Council Member Galbraith said that if the City makes a change to County dispatch it should be known that the City will not continue to fund six local positions to realize the full savings. Other expenses need to be considered such as training, equipment, overtime, hiring practices and maintaining staff that would be saved.

Mayor O'Keefe said that this decision is not just about saving an \$85,000 expenditure and it is not saving \$446,000 either, as this figure is not accurate.

Robert Simpson was concerned that none of the Department Heads are in favor of consolidated dispatch. These directors are in charge and it is hard for him to say that he knows more than the Department Heads.

Mayor O'Keefe opened the meeting to public comment.

Ann Denk, W62 N598 Washington Avenue, said that she talked to Chiefs and key personnel in the surrounding areas and they all overwhelming were against consolidation because there are more reasons not to do it, than to do it. She expressed concern for the loss of local control. Police Chief Frank and Fire Chief Vahsholtz know our community best and we need to trust them. It is not best for the City to have direction and policies come from Ozaukee County even though they are very professional. She is also opposed to the delay in response time. During her research, she had not expected to hear from someone that a far more professional way to consolidate, in a situation like this, is to do it under an independent umbrella and she agreed with this if consolidation is inevitable. Most people were not concerned about double taxation. Ann Denk asked how much the average citizen pays to the County for dispatch service? She added that the \$85,000 being discussed is already in the general fund and is not a matter of raising taxes.

Mayor O'Keefe asked this question of the County and they were not able to give him a figure.

Council Member Thome said that she was on the Council in 2014 and she knows that City Administrator/Treasurer Mertes was involved in consolidation conversations. She asked that this information be made available and added to the feasibility study. In addressing Robert Simpson's concern, Council Member Thome said that she serves on the Light & Water Commission and has conversations with General Manager Lythjohan in regard to there being more pieces of information to be added. Each year, Cedarburg has many more visitors than area communities and she believes that the

local dispatchers can instinctively visualize where help is needed. The decision that is made will be final and she is not convinced that the City should move forward with a consolidated dispatch.

Bill Esselmann, N49 W7411 Western Rd., said that he believed the Committee has been skewed from day one. He agreed with Mr. Simpson that conversations did not take place with anyone from Washington County who decided not to go with central dispatch. He said that both sides of the coin should be heard.

Police Chief Frank thanked the Committee for spending the time to take a serious look at consolidated dispatch. It is an important decision for the community and he assured them that whatever decision is made their department will make it happen and work their hardest to provide public safety service. He said he is very confident that the Department's Dispatch Center provides a very good service. Communication issues are very minimal under the current service. The dispatchers offer a much greater service than just answering telephones.

Fire Chief Vahsholtz echoed Chief Frank's statements. The Common Council will be making a decision that will affect the future of how the City does business. He may be biased; however, the departments have always given 100 percent and provided the best service possible for the community. He is not saying that Ozaukee County cannot provide the service, but he knows from his experience that local safety personnel are providing a great service for the community. He does not want to jump into this decision too quickly. He said that it would be worthwhile to do more research and consider a different structure in consolidated services if it is going to happen in the future. Although, Director Hilvo did a great job of compiling data in the timeframe that he was given, it may be worthwhile to hire a consultant because there is more information that is needed. He concluded by saying that whatever decision is made, the Fire Department will continue to provide the best possible service under any circumstance.

In answer to Mayor O'Keefe's question regarding an inevitable change to paid Fire Department personnel, Chief Vahsholtz said that there will still be a benefit to local dispatch services. Even though all of the fire departments in the area work together and help each other, local control is still important.

Council Member Galbraith agreed that a legitimate concern about consolidated dispatch is the idea of one person vs. a separate board being in control. He wants to commit to an official process over the next year or two to look at this situation in a holistic point of view.

Motion made by Mayor O'Keefe to accept the Feasibility Study compiled by Director of Parks, Recreation & Forestry/Assistant Administrator Hilvo and forward it to the Common Council as amended to include more information as recommended. Motion was seconded by Council Member Chivinski and carried with Mayor O'Keefe, Robert Simpson, Council Member Chivinski and Scott Gonwa voting in favor and Council Member Galbraith opposed.

Mayor O'Keefe asked the Committee what recommendation they want to make to the Common Council in regard to dispatch services. If the City decides to retain local dispatch, they need to support the decision by funding it and reviewing the compensation of the current dispatchers to see how it compares to the County and local communities. The Department has four dispatchers with 19 plus years of experience each. It is important to look ahead at possible retirements and keeping the department excellent.

Motion made by Council Member Chivinski to recommend maintaining the Cedarburg dispatch while committing to actively revisit consolidated dispatch appropriately with continual updates.

Mayor O'Keefe said that these discussions were necessary and done with the best intentions. He thanked Chief Frank and Chief Vahsholtz for providing exemplary services. He believes local control of dispatch services is the path to take at this point because we are a busy community and will benefit from this decision.

Motion was seconded by Mayor O'Keefe.

Council Member Galbraith offered an amendment to include action by the Common Council to consider continued feasibility review along with adding other possible options for the 2020 budget.

Mayor O'Keefe feared the indecision and non-permanence of this amendment harms the dispatch center. People need to know if they will have a job for the next three or four years, as to not lose talent and employees. Mayor O'Keefe and the Committee did not support the amendment.

Motion carried with Mayor O'Keefe, Robert Simpson, Council Member Chivinski and Scott Gonwa voting in favor and Council Member Galbraith opposed.

#### **Schedule Next Meeting Date; and Action Thereon**

No further meetings will be scheduled unless the Common Council makes a recommendation to meet again.

#### **ADJOURNMENT**

Motion made by Council Member Chivinski, seconded by Scott Gonwa, to adjourn the meeting at 8:51 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC  
Deputy City Clerk



## CITY OF CEDARBURG

**MEETING DATE:** June 24, 2019

**ITEM NO: 9. C.**

**TITLE:** Consider Ordinance No. 2019-10 establishing a stop sign for eastbound traffic on Sandhill Trails at the intersection with Bobolink Avenue; and action thereon (Public Works & Sewerage Comm. 6/12/19)

**ISSUE SUMMARY:** The City currently has a yield sign for eastbound Sandhill Trails at Bobolink Avenue. The centerline of Bobolink Avenue is the municipal boundary between Grafton and Cedarburg, and just recently, Grafton erected a stop sign for westbound Oak Street, which is opposite our Sandhills Trails.

There may be sight distance considerations that influenced their decision, but we certainly cannot have a yield sign for eastbound traffic and a stop sign for westbound traffic at this intersection. Therefore, staff temporarily changed our yield sign to a stop sign, and the Public Works and Sewerage Commission has since recommended the stop sign be made permanent. To be enforceable, the Common Council must add this stop sign to our Ordinance.

**STAFF RECOMMENDATION:** Adopt Ordinance No. 2019-10.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION:** The Public Works & Sewerage Commission at its meeting of June 12, 2019 recommended a stop sign for eastbound Sandhill Trails at Bobolink Avenue.

**BUDGETARY IMPACT:** Estimated \$100 for the stop sign

**ATTACHMENTS:**

- Copy of proposed ordinance
- Minutes of June 12, 2019 Public Works & Sewerage Commission meeting

**INITIATED/REQUESTED BY:** Tom Wiza

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

**ORDINANCE NO. 2019-10**

**An Ordinance Placing A Stop Sign on  
Sandhill Trails At Bobolink Avenue**

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

**SECTION 1.** Section 10-1-15(b) of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

- (b) **Stop Signs Authorized**  
(185) Sandhill Trails at Bobolink Avenue (east)

**Section 2.** Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

Passed and adopted by the Common Council of the City of Cedarburg this 24<sup>th</sup> day of June, 2019.

\_\_\_\_\_  
Michael O'Keefe, Mayor

Attest:

\_\_\_\_\_  
Claire Woodall-Vogg, City Clerk

Approved as to form:

\_\_\_\_\_  
Michael P. Herbrand, City Attorney

**CITY OF CEDARBURG  
PUBLIC WORKS AND SEWERAGE COMMISSION  
June 12, 2019**

**PW/SEW20190612-1  
UNAPPROVED MINUTES**

A meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Wednesday, June 12, 2019 at Cedarburg City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 7:00 p.m. by Mayor O'Keefe.

Roll Call: Present - Mayor Michael O'Keefe, Sandra Beck, Ryan Hammetter, Bob Dries, Council Member Kristin Burkart, Gary Graham, Charles Schumacher

Absent - Judy Guse, Bill Oakes

Also Present - Director of Engineering & Public Works Tom Wiza, Cedarburg Water Recycling Center Superintendent Eric Hackert, Secretary Kim Esselmann and Cedarburg Water Recycling Center Operator Dennis Grulkowski and resident Megan Olsen

**STATEMENT OF PUBLIC NOTICE**

Secretary Esselmann confirmed that proper legal notice of the meeting had been given.

**APPROVAL OF MINUTES**

Motion made by Commissioner Dries, seconded by Commissioner Graham, to approve the minutes of January 9, 2019. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

Motion made by Commissioner Dries, seconded by Commissioner Graham, to approve the minutes of April 29, 2019 as corrected. Charles Schumacher was present at this meeting. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

No comments or suggestions were offered at this time.

**ELECTION OF VICE CHAIRPERSON; AND ACTION THEREON**

Motion made by Commissioner Beck, seconded by Commissioner Schumacher to reelect Commissioner Oakes as the Vice Chairperson. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

### **REVIEW AND CERTIFY CODE OF ETHICS; AND ACTION THEREON**

Motion made by Mayor O'Keefe, seconded by Commissioner Graham to certify that all Commissioners present have read and acknowledge the City of Cedarburg Code of Ethics. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

### **DISCUSS POSSIBLE SAFETY IMPROVEMENTS AT THE PIONEER ROAD/INTERURBAN TRAIL CROSSING; AND ACTION THEREON**

Staff has received numerous calls and e-mails requesting additional safety improvements at the Pioneer Road/Interurban Trail crossing, in light of the recent accident involving a motorist and bicyclist. The accident resulted in a fatality.

Pioneer Road at this location is under County jurisdiction, so staff recommends that the City wait to find out what if any improvements the County may consider making. It is possible that the County may be eligible for a Highway Safety Improvement Grant through the state.

Should the County conclude that the signage in place is adequate, then the City would have the option of requesting a permit from the County to make improvements, such as rapid flashing beacons, and supplemental overhead signage mounted on cantilevered trombone arms.

The downside to this course of action is that the County permit will come with an indemnification clause, which could effectively transfer liability for any crossing improvements to the City.

Motion made by Commissioner Schumacher, seconded by Commissioner Graham to approach Ozaukee County to do a safety study of the Pioneer Road/Interurban Trail crossing and get the results of that study back to us. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

Motion made by Council Member Burkart, seconded by Mayor O'Keefe to put out bigger stop signs on each side of the interurban trail at the Pioneer Road crossing. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

### **DISCUSS POSSIBLE VACATION OF BACKYARD UTILITY EASEMENT OF CEDARWOOD SUBDIVISION; AND ACTION THEREON**

Cedarwood Subdivision was platted in 1962 and created the single family lots on Park Circle. There is one vacant lot remaining that was never built on, but a potential buyer is now proposing to construct a home on that lot.

When the subdivision was platted, it included a "20-foot utility easement" through the middle of the backyards of the lots with creek frontage. It appears that this easement was never used for utilities, has been encroached upon by many property owners, and really no longer serves a purpose. The potential buyer of the vacant lot is proposing a

home that would also encroach upon the easement, and thus he is requesting if the City would consider vacating the easement.

Cedarburg Light and Water has stated that they have no use for the easement, and staff sees no potential to route sanitary or storm sewer piping through it, as all of the existing homes are served by utilities which are located in Park Circle.

The last thing we have checked, through a diggers-hotline request, is whether there is any existing buried phone or cable TV wires in the easement.

Per diggers-hotline, there are no utilities in the 20 foot easement.

Motion made by Commissioner Dries, seconded by Commissioner Hammetter to recommend the Common Council approve to vacate the 20 foot utility easement on lots seven, eight, nine, ten, eleven and twelve of the Cedarwood Subdivision. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

**CONSIDER CHANGING THE EXISTING YIELD SIGN TO A STOP SIGN FOR EASTBOUND SANDHILL TRAILS (OAK STREET IN GRAFTON) AT BOBOLINK AVENUE; AND ACTION THEREON**

Last year the City reviewed and ultimately installed traffic signage for the Sandhill Trails Subdivision. A yield sign was erected for eastbound Sandhill Trails at Bobolink Avenue.

Just recently the Village of Grafton approved a stop sign for westbound Oak Street at Bobolink, which is now opposite our yield sign. Staff is not certain what factors went into the Village decision to place the stop sign, but there may have been sight distance issues.

Bottom line, we can't have a stop sign for eastbound traffic and a yield sign for westbound traffic at this intersection. Therefore, the Police Chief has requested we change our yield sign to a stop sign. This is a simple change, and we will put the yield sign back in our sign inventory. In addition, the Common Council will need to amend the Ordinance to make it enforceable.

Motion made by Commissioner Dries, seconded by Commissioner Schumacher to approve the traffic control signage for Sandhill Trails at Bobolink Avenue as presented. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

**CONSIDER CITY COST SHARING PROPOSAL FOR PAVEMENT MAINTENANCE ON PUBLIC ACCESS EASEMENT ALONG THE WEST BAND OF CEDAR CREEK JUST NOTH OF COLUMBIA ROAD; AND ACTION THEREON**

The City has a continuous public access easement that runs behind the Washington Avenue businesses from the parking lot adjacent to Delicately Delicious, south to Columbia Road. The easement operates as a one-way southbound route for motorists.

All of the recorded easement documents state that the City is responsible for maintenance of the easement. That's fairly simple if we need to patch a pothole, but we have recently been approached by business owners who would like to repave their back parking area, and question how to coordinate that with paving of the City's 25-foot easement. Typically the easement bisects their parking areas.

It would make no sense for businesses to pave on either side of our easement, and there is no way for the City to coordinate a publicly bid paving project with their work. There's also about a half dozen different business owners, and it is doubtful we could request them all to repave at the same time.

It was suggested by a business owner that perhaps the City could reimburse them for a 25-foot strip of pavement for the width of their lot. They would have to obtain a unit price bid for the paving, and staff would need to review it in advance.

While there is little precedence for this, the businesses would have one seamless pavement which would be more durable, and in the end, it should be a cost savings for all involved.

Motion by Commissioner Hammetter, seconded by Mayor O'Keefe to recommend the Common Council evaluate the cost sharing of the public access easement, which runs behind the Washington Avenue businesses, for repaving and compensation to the business owners for the 25 foot easement in the 2020 budget. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

### **DISCUSSION OF SEWER BACKUP AT W51 N664 HIGHLAND DRIVE; AND ACTION THEREON**

Director Wiza explained that this resident has had several sewer backups. He called and demanded the city come and clean up this backup as it was the city's fault due to the work going on at the dam and lift station. It was explained to him by Cedarburg Water Recycling Center Superintendent Eric Hackert that there is currently no work going on at the lift station that should interrupt or backup his sewer.

Motion by Mayor O'Keefe, seconded by Commissioner Beck to have Director Wiza contact the homeowner suggest he put in a grinder pump when they lay the new lateral during the Highland Road and Utility project in the year 2021. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

### **REPORTS**

#### **Update on Public Works Operations**

Director Wiza updated the Commissioners that PLM (Parking Lot Maintenance) is milling off about 2 inches and repaving southbound Washington Avenue to Elm Street.

Director Wiza also stated that one of the underground waterways under Portland Road by the feed mill is starting to collapse. Not sure how we are going to repair this.

## **Update on Water Recycling Plant Operations and Discussion of Monthly Reports**

Superintendent Hackert reported the effluent & influent report for March, April and May

Superintendent Hackert stated the Cedarburg Water Recycling Center Operator Dennis Grulkowski finished and passed CVMIC supervision school and he finished and passed CVMIC management school

Superintendent Hackert reported on the 2018 Compliance Maintenance Annual Report. Motion made by Mayor O'Keefe, seconded by Commissioner Dries to accept the report as presented and to recommend the Common Council approve a resolution accepting the CMAR report. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

Superintendent Hackert explained that they replaced sludge pumps with about a \$10,000 savings by doing to work themselves.

Superintendent Hackert stated that the raw pumps at the Garfield lift station were replaced and changed the rings. Highland lift station is starting its work, Cedarburg Light and Water is moving the electrical boxes.

Superintendent Hackert and Dennis Grulkowski showed the new GIS system and did a demo of the system.

## **Identify Future Agenda Items**

The Mayor took a consensus of the group present and the Public Works and Sewerage Commission meeting will remain the second Thursday of each month.

## **ADJOURNMENT**

A motion was made by Commissioner Beck, seconded by Commissioner Hammetter, to adjourn the meeting at 8:40 p.m. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

Kim Esselmann  
Building Inspection/Public Works Secretary



## CITY OF CEDARBURG

**MEETING DATE:** June 24, 2019

**ITEM NO:** 9. D.

**TITLE:** Consider recommendation of Police Chief to deny new operator's license application of Michael J. Moralez; and action thereon

**ISSUE SUMMARY:** Michael J. Moralez applied with the City Clerk's office for an operator's license to serve fermented beverages and intoxicating liquors on 6/7/19.

Mr. Moralez previously held an operator's license. On July 25, 2016, the Common Council denied his application for renewal based on the recommendation of the Police Chief due to a recent conviction for having sex with a child age 16 or older on multiple occasions. Mr. Moralez was entitled to a hearing before the Council to present evidence and testimony as to why his license should be renewed. After the hearing, the Council again voted against renewal on August 29, 2016.

If the Council chooses to deny Mr. Moralez's new application, he will not be entitled to a hearing before the Council since this application is for a new operator's license and not a renewal (Mun. Code, Section 7-2-24 (c)(1)).

**STAFF RECOMMENDATION:**

Police Chief Frank continues to recommend denial of the application since Mr. Moralez's previous crimes involved supplying alcohol and marijuana to a minor.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** n/a

**BUDGETARY IMPACT:** n/a

**ATTACHMENTS:**

- Memo from Police Chief Frank

**INITIATED/REQUESTED BY:** Michael J. Moralez

**FOR MORE INFORMATION CONTACT:** Claire Woodall-Vogg, City Clerk, 262-375-7606

**Cedarburg Police  
Department**

**To:** Mayor O'Keefe and the Cedarburg Common Council  
**From:** Thomas J. Frank, Chief of Police *TJF*  
**cc:**  
**Date:** 06/13/19  
**Re:** Recommendation of denial application of license to serve  
fermented beverages and intoxicating liquors

---

It is my recommendation to deny the application submitted by Michael J. Moralez for a license to serve fermented malt beverages and intoxicating liquors. Mr. Moralez has been convicted Sexual intercourse with a child age 16 or older. The crime was investigated by the Cedarburg Police Department and also involved Mr. Moralez suppling alcohol and marijuana to the minor. The arrest date was in 2015.

## CITY OF CEDARBURG

**MEETING DATE:** June 24, 2019

**ITEM NO:** 9. E.

**TITLE:** Consider issuance of a Transient Entertainment License to Rainbow Valley Rides, Inc. for the Ozaukee County Fair on July 31 (1:00 p.m. to 11:00 p.m.), August 1, 2, & 3 (10:00 a.m. to 11:00 p.m.), and August 4, 2019 (10:00 a.m. to 7:00 p.m.) and the request to waive the requirement for a Clean Up Bond as requested by Agricultural Society; and action thereon

**ISSUE SUMMARY:** Rainbow Valley Rides, Inc. has applied for a Transient Entertainment License for the Ozaukee County Fair. A request has been received from the Ozaukee County Agricultural Society to waive the requirement of a clean-up bond. According to Sec. 7-6-1(d)(3) of the Municipal Code, the Council has the option to waive this requirement, which has been done for the past twenty four years.

**STAFF RECOMMENDATION:** Authorize issuance of license and waive clean-up bond requirement (contingent upon review and approval of employees as submitted to Police Chief).

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

**BUDGETARY IMPACT:** \$250 in fees to be paid (\$50 per day), which is included in the 2019 budget.

**ATTACHMENTS:**

- Letter from Ozaukee County Agricultural Society
- Application from Rainbow Valley Rides, Inc.
- Amended application from Rainbow Valley Rides, Inc.

**INITIATED/REQUESTED BY:** Rainbow Valley Rides, Inc. and the Ozaukee County Agricultural Society

**FOR MORE INFORMATION CONTACT:** Claire Woodall-Vogg, City Clerk 262-376-3919



## **Ozaukee County Agricultural Society**

Sponsors of

### **OZAUKEE COUNTY FAIR**

**Cedarburg, Wisconsin 53012**

City of Cedarburg  
City Clerk's Office  
Washington Ave  
Cedarburg, WI 53012

Regarding:      Ozaukee County Fair Carnival  
                     Rainbow Valley Rides  
                     Clean up Bond

The Ozaukee County Agricultural Society sponsors the Ozaukee County Fair, would like to request a waiver of the cleanup bond required of our carnival for the 2016 Ozaukee County Fair. Fair dates are July 31<sup>st</sup> - August 4<sup>th</sup>, 2019.

As the Ozaukee County Agricultural Society is sponsoring the Fair, all our vendors are responsible to us to leave the grounds in the condition they found them.

Ultimately, our organization sees to it that this is what happens.

Thank you.

Sincerely,  
Ozaukee County Agricultural Society, Inc.  
*Jody Brzezinski*  
Jody Brzezinski  
Secretary, Ozaukee County Agricultural Society  
Office: 262-375-6185  
Cell: 262-442-8261  
Email: [jobreezy2@yahoo.com](mailto:jobreezy2@yahoo.com)

**APPLICATION FOR LICENSE  
TRANSIENT & TEMPORARY PUBLIC ENTERTAINMENT**  
(Section 7-6 of City of Cedarburg Municipal Code)

CITY OF CEDARBURG  
W63 N645 Washington Avenue  
P.O. Box 49  
Cedarburg, Wisconsin 53012

Phone (262) 375-7606  
Fax (262) 375-7906

NAME OF OWNER Ronald J. Kedrowicz  
(first) (middle initial) (last)

NAME OF BUSINESS/COMPANY Rainbow Valley Rides, Inc.

PERMANENT ADDRESS P.O. Box 60 Almond, WI 54909

PHONE NO. (715) 366-2073 or 715-592-4526

NAME(S) & ADDRESS(ES) OF PERSON IN CHARGE:

Ronald J. Kedrowicz 11/8/66  
(first) (middle) (last) (date of birth)

LOCATON OF ENTERTAINMENT Cedarburg Firemen's Park and  
Ozaukee County Fairgrounds

TYPE OF ENTERTAINMENT Carnival

DATE(S) 7/31/19 - 8/4/19 TIME: From Wed. Noon-11pm, Thurs. - Sat. 10am-11pm to Sun. 10am-7pm

NAME, ADDRESS & TELEPHONE NUMBER OF SPONSOR: Ozaukee County Agricultural Society  
President

Mark E. Larson 414-477-8136  
(first) (middle) (last) (phone no.)

P.O. Box 173 Cedarburg WI 53012  
(street) (city) (state)

LAST THREE CITIES, TOWNS OR VILLAGES WHERE SIMILAR ACTIVITIES WERE CONDUCTED,  
INCLUDING DATES OF ACTIVITIES: (NAME, ADDRESSES, PHONE NO., SPONSORS)

PLACE(S) & PHONE NUMBER(S) WHERE APPLICANT CAN BE CONTACTED FOR AT LEAST  
SEVEN DAYS AFTER LEAVING THIS CITY:

HEALTH CERTIFICATES FOR FOOD HANDLERS FILED WITH CITY CLERK (IF FOOD AND/OR  
DRINK IS PREPARED, HANDLED AND SOLD):

month/day/year

**REQUIREMENTS:**

LICENSE FEE - \$50 per day

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# APPLICATION FOR LICENSE TRANSIENT & TEMPORARY PUBLIC ENTERTAINMENT (Section 7.6 of City of Cedarburg Municipal Code)

CITY OF CEDARBURG  
W63 N645 Washington Avenue  
P.O. Box 49  
Cedarburg, Wisconsin 53012

Phone (262) 375-7600  
Fax (262) 375-7900

NAME OF OWNER Schmidt St. Redeemer  
(first) (middle initial) (last)

NAME OF BUSINESS COMPANY Rainbow Valley Riders Inc.

PERMANENT ADDRESS P.O. Box 60 Altona, WI 54909

PHONE NO. (715) 346-2673 715-342-4526

NAME(S) & ADDRESS(ES) OF PERSON IN CHARGE:  
Ronald St. Redeemer 11/5/46  
(first) (middle) (last) (date of birth)

LOCATION OF ENTERTAINMENT Cedarburg Farmers Park and  
Ozaukee County Fairgrounds

TYPE OF ENTERTAINMENT Carnival

DATE(S) 7/31/19 8/1/19 TIME From Wed. Noon-11pm Thurs. - Sat. 10am-11pm to Sun. 10am-7pm

NAME, ADDRESS & TELEPHONE NUMBER OF SPONSOR: Ozaukee County Agricultural Society

Mark G. Larsen 414-477-8136  
(first) (middle) (last) (phone no.)

P.O. Box 173 Cedarburg WI 53012  
(street) (city) (state)

LAST THREE CITIES, TOWNS OR VILLAGES WHERE SIMILAR ACTIVITIES WERE CONDUCTED,  
INCLUDING DATES OF ACTIVITIES: (NAME, ADDRESSES, PHONE NO., SPONSORS)

St. John Vianney - 1753 N. Calhoun Rd. Brookfield, WI 53045 JK - 262-776-8440

Dee Jensen Fest - 5151 W. Layton, Greentield, WI 53220 Julie - 414-281-9152

St. Romans - 1710 W. Belvidere, Mil - WI 53221 Russ - 414-531-2422

PLACE(S) & PHONE NUMBER(S) WHERE APPLICANT CAN BE CONTACTED FOR AT LEAST  
SEVEN DAYS AFTER LEAVING THIS CITY:

Teri Redeemer 715-340-3596 Chip Redeemer 715-340-3541

HEALTH CERTIFICATES FOR FOOD HANDLERS FILED WITH CITY CLERK (IF FOOD AND/OR  
DRINK IS PREPARED, HANDLED AND SOLD):



DATE OF LAST STATE INSPECTION OF AMUSEMENT RIGS AND OTHER MECHANICAL DEVICES 2018

THE CITY RESERVES THE RIGHT TO REQUIRE INSPECTION OF ALL TENTS BY THE CEDARBURG FIRE INSPECTION

### REQUIREMENTS

**LICENSE FEE** - \$10 per day

**BOND OR INSURANCE** - Applicants who are nonresidents of Crawford County, Wisconsin, or residents of said county whose principal place of business is located outside of Wisconsin, shall file with the City Clerk a Clean Up Bond in favor of the City of Cedarburg in the principal sum of \$5,000 which shall be maintained in full force and effective for a period of one year commencing on the date of issuance of license.

**INSURANCE** - A certificate of liability insurance naming the City of Cedarburg as an additional insured in the amount of not less than \$1,000,000 for personal injury and property damage coverage shall also be filed with the City Clerk with the condition that the applicant shall indemnify and save harmless the City and its officers and agents and citizens against any injuries and damages resulting or arising from the conducting of any public entertainment for which the license is issued or from the performance by the applicant or his agents of any negligence incident to or pay of subjects, costs and expenses that may be recovered against the City or any of its officers or agents by reason of the conduct of such public entertainment, together with the cost of defending any such action against the City, including actual attorney's fees.

**EMPLOYEE LIST** - Five days prior to entering the City of Cedarburg, a list of each person employed or otherwise engaged in such entertainment shall be provided to the Chief of Police, Cedarburg Police Department, 1774 N444 Wisconsin Road. (Tel: (262) 375-7020, Fax: (262) 375-7414) Also, 100% in writing with the City, the applicant shall provide to the Chief of Police an updated list of each person employed or otherwise engaged in entertainment. If a person is not reported to the Chief of Police within 30 days, the applicant may not show. This list shall include the full first middle and last name, date of birth, driver's license number (including state) and current residence of each person.

I voluntarily grant the City of Cedarburg the right to investigate the statements I have made in this application. I understand the City of Cedarburg will be doing a background check on each employee pursuant to Ordinance No. 2007-27. I hereby certify that the above statements are true and correct.

Teri Redrowicz  
Signature

6-18-19  
Date

#### FOR OFFICE USE ONLY

|   |                |
|---|----------------|
| Date application received                                 | <u>6-18-19</u> |
| Date Certificate of Insurance received                    | <u>Waive</u>   |
| Date Clean Up Bond received (if applicable)               | <u>6-24-19</u> |
| Date of Common Council action                             | <u>6-17-19</u> |
| Date of approval of employee list by Chief of Police      | <u>N/A</u>     |
| Date fee paid (\$50/day, max <u>\$250</u> )               |                |
| Health Certificate received (if applicable)               |                |
| Date and State inspection of rides & mechanical devices   |                |
| Date of Fire Inspector's approval of tent (if applicable) |                |

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## CITY OF CEDARBURG

**MEETING DATE:** June 24, 2019

**ITEM NO:** 9.G.

**TITLE:** Consider contract for audit services with Baker Tilly for 2019, 2020 and 2021; and action thereon

**ISSUE SUMMARY:** The service contract with Baker Tilly ended with the 2018 audit. In order to have a resource for accounting questions throughout the year, the City needs to contract with a firm.

The 2019 audit was \$31,500 and the proposed 2020 audit cost is \$32,500. The proposal includes a \$1,000 increase annually.

**STAFF RECOMMENDATION:** Approve contract for audit services for the years of 2019-2021.

The Treasurer's Office staff is comfortable with Baker Tilly at this time and is currently working with them to update our fixed asset list.

The first year with Baker Tilly there were major changes made to the City's records. Baker Tilly has learned the City's processes and procedures over the last three years; it is a huge learning curve for both parties.

One of the reasons we switched to Baker Tilly for the 2016 audit was to use the same auditors as Light & Water. This makes the audit report compilation more efficient. Light & Water is happy with Baker Tilly and doesn't have plans at this time to change auditors.

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

**BUDGETARY IMPACT:** None for 2019, \$1,000 increase necessary in 2020 budget.

**ATTACHMENTS:** Baker Tilly engagement letter

**INITIATED/REQUESTED BY:** Christy Mertes

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

Baker Tilly Virchow Krause, LLP  
777 E Wisconsin Ave, 32nd Fl  
Milwaukee, WI 53202-5313

T: +1 (414) 777 5500  
F: +1 (414) 777 5555

bakertilly.com

June 10, 2019

Ms. Christy Mertes  
City of Cedarburg  
W63 N645 Washington Avenue  
Cedarburg, WI 53012

Dear Ms. Mertes:

Thank you for using Baker Tilly Virchow Krause, LLP ("Baker Tilly" or "we" or "our") as your auditors.

The purpose of this letter (the "Engagement Letter") is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the City of Cedarburg ("you" or "your").

### **Service and Related Report**

We will audit the basic financial statements of the City of Cedarburg as of and for the years ended December 31, 2019, 2020 and 2021, and the related notes to the financial statements. Upon completion of our audit, we will provide the City of Cedarburg with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the City of Cedarburg, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- > Combining and Individual Fund Financial Statements

Accounting standards generally accepted in the United States of America provide for certain required supplementary information ("RSI"), such as management's discussion and analysis, to supplement the City of Cedarburg's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Cedarburg's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- > Management's Discussion and Analysis
- > Budget Comparison Schedules
- > Pension - related schedules

#### **Our Responsibilities and Limitations**

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America ("GAAS"). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and the audit committee or equivalent group charged with governance of their responsibilities.

The audit will include obtaining an understanding of the City of Cedarburg and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal controls or to identify deficiencies in internal control. However, during the audit, we will communicate to management and the audit committee or equivalent group charged with governance internal control matters that are required to be communicated under professional standards.

We will design our audit to obtain reasonable, but not absolute, assurance of detecting errors or fraud that would have a material effect on the financial statements as well as other illegal acts having a direct and material effect on financial statement amounts. An audit is not designed to detect error or fraud that is immaterial to the financial statements. Our audit will not include a detailed audit of transactions, such as would be necessary to disclose errors or fraud that did not cause a material misstatement of the financial statements. It is important to recognize that there are inherent limitations in the auditing process. Audits are based on the concept of selective testing of the data underlying the financial statements, which involves judgment regarding the areas to be tested and the nature, timing, extent and results of the tests to be performed. Our audit is not a guarantee of the accuracy of the financial statements and, therefore, is subject to the limitation that material errors or fraud or other illegal acts having a direct and material financial statement impact, if they exist, may not be detected. Because of the characteristics of fraud, particularly those involving concealment through collusion, falsified documentation and management's ability to override controls, an audit designed and executed in accordance with GAAS may not detect a material fraud. Further, while effective internal control reduces the likelihood that errors, fraud or other illegal acts will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot ensure that errors, fraud or other illegal acts, if present, will be detected. However, we will communicate to you, as appropriate, any such matters that we identify during our audit.

We are also responsible for determining that the audit committee or equivalent group charged with governance is informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that the audit committee or equivalent group charged with governance receives copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

### **Management's Responsibilities**

The City of Cedarburg's management is responsible for the financial statements referred to above. In this regard, management is responsible for establishing policies and procedures that pertain to the maintenance of adequate accounting records and effective internal controls over financial reporting, the selection and application of accounting principles, the authorization of receipts and disbursements, the safeguarding of assets, the proper recording of transactions in the accounting records, and for reporting financial information in conformity with accounting principles generally accepted in the United States of America ("GAAP").

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us in the management representation letter (i) about all known or suspected fraud affecting the City of Cedarburg involving: (a) management, (b) employees who have significant roles in internal control over financial reporting, and (c) others where the fraud or illegal acts could have a material effect on the financial statements; and (ii) of its knowledge of any allegations of fraud or suspected fraud affecting the City of Cedarburg received in communications from employees, former employees, analysts, grantors, regulators, or others.



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You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the City of Cedarburg complies with the laws and regulations applicable to its activities.

As part of management's responsibility for the financial statements and the effectiveness of its system of internal control over financial reporting, management is responsible for making available to us, on a timely basis, all of your original accounting records and related information and for the completeness and accuracy of that information and your personnel to whom we may direct inquiries. As required by GAAS, we will make specific inquiries of management and others about the representations embodied in the financial statements and the effectiveness of internal control over financial reporting. GAAS also requires that we obtain written representations covering audited financial statements from certain members of management. The results of our audit tests, the responses to our inquiries, and the written representations, comprise the evidential matter we intend to rely upon in forming our opinion on the financial statements.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the "Act"). Baker Tilly is not recommending an action to the City of Cedarburg; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

#### **Nonattest Services**

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services. For purposes of this letter, nonattest services include services that *Government Auditing Standards* refers to as nonaudit services.

Nonattest services that we will be providing are as follows:

- > Financial statement preparation
- > Adjusting journal entries
- > Compiled regulatory reports

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None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

In addition to the audit services discussed above, we will compile the annual Financial Report Form to the Wisconsin Department of Revenue and the TIF Financial Statements. See Addendums A and B attached, which are an integral part of this Engagement Letter.

#### **Other Documents**

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

If you intend to reproduce or publish the financial statements in an official statement, unless we establish a separate agreement to be involved in the issuance, any official statements issued by the City of Cedarburg must contain a statement that Baker Tilly is not associated with the official statement, which shall read "Baker Tilly Virchow Krause, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Baker Tilly Virchow Krause, LLP, has also not performed any procedures relating to this official statement."

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.



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The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation, or professional standards to make certain documentation available to regulators, the City of Cedarburg hereby authorizes us to do so.

### Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from the City of Cedarburg's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason the City of Cedarburg is unable to provide such schedules, information, and assistance, Baker Tilly and you will mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

| Year | Financial Audit | State Report | Optional - TIF<br>Compilation<br>Reports (each) |
|------|-----------------|--------------|---|
| 2019 | \$ 32,500       | \$ 1,500     | \$ 750  |
| 2020 | 33,500          | 1,500        | 750   |
| 2021 | 34,500          | 1,500        | 750   |

The annual financial audit above includes auditing services related to the City's governmental funds and Wastewater Utility. Our fee includes preparation of the financial statements, preparation of a management letter, and a presentation to the Common Council. In addition, our fee includes the necessary time to incorporate the Fire and EMS Departments into the City's trial balance. In addition, our fees are based on the assumption that your books, records and reports will not require material audit adjustments. Material adjustments, in excess of 10 annually, will be billed at \$375 per journal entry. Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision, and billing arrangements we use in connection with these professionals.

Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these service providers, but are committed to maintaining the confidentiality and security of your information.

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Any additional services that may be requested, and we agree to provide, may be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the City of Cedarburg, unless otherwise prohibited. In the event we are requested by the City of Cedarburg or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the City of Cedarburg, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

Our fees are based on known circumstances at the time of this Engagement Letter. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at the City of Cedarburg, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This Engagement Letter currently includes all auditing and accounting standards and the current single audit guidance in effect as of the date of this letter.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course, be happy to provide the City of Cedarburg with any other services you may find necessary or desirable.

### **Legal Terms**

In no event shall either party be liable for any punitive damages arising out of or related to this Engagement Letter, even if the other party has been advised of the possibility of such damages.

### **Resolution of Disagreements**

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association ("AAA") under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

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If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act ("FAA") and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no pre hearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from AAA, Judicial Arbitration & Mediation Services ("JAMS"), the Center for Public Resources or any other internationally or nationally recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award non monetary or equitable relief and will not have the right to award punitive damages. The award of the arbitration shall be in writing and shall be accompanied by a well reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. In no event shall a demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim would be barred under the applicable statute of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

#### **Limitation on Damages and Indemnification**

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, its personnel or agents, that is not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

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The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

#### **Other Matters**

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that the City of Cedarburg will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve (12) months following the date of the conclusion of this engagement. If the City of Cedarburg violates this non-solicitation clause, the City of Cedarburg agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

Baker Tilly Virchow Krause, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly Virchow Krause, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Virchow Krause, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter constitutes the entire agreement between the City of Cedarburg and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the City of Cedarburg's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

Ms. Christy Mertes  
City of Cedarburg

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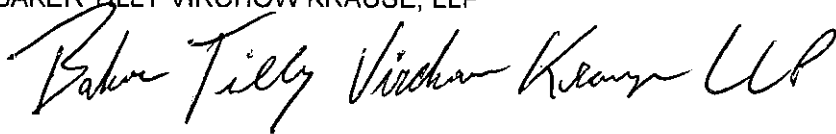
This agreement shall be governed by and construed in accordance with the laws of the state of Illinois, without giving effect to the provisions relating to conflict of laws.

We appreciate the opportunity to be of service to you.

If there are any questions regarding this Engagement Letter, please contact Paul J. Frantz, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and determining that the engagement has been completed in accordance with professional standards. Paul J. Frantz is available at 414 777 5506, or at paul.frantz@bakertilly.com.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

A handwritten signature in black ink that reads "Baker Tilly Virchow Krause LLP". The signature is written in a cursive, flowing style.

Enclosure

The services and terms as set forth in this Engagement Letter are agreed to by:

\_\_\_\_\_  
Official's Name

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **ADDENDUM A**

We will perform the following services:

1. We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the years ended December 31, 2019, 2020 and 2021. Upon completion of the compilation of the annual Financial Report Form, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the City of Cedarburg, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

Our report on the annual Financial Report Form of the City of Cedarburg is presently expected to read as follows:

Management is responsible for the Financial Report Form C for the years ended December 31, 2019-2021 included in the accompanying prescribed form. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial report form C included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the Financial Report form C included in the prescribed form.

The Financial Report Form C included in the accompanying prescribed form is presented in accordance with the requirements of the Wisconsin Department of Revenue, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Wisconsin Department of Revenue and is not intended to be and should not be used by anyone other than this specified party.

### **Our Responsibilities and Limitations**

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.



## **Management's Responsibilities**

The City of Cedarburg's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the Financial Report Form C included in the form prescribed by the Wisconsin Department of Revenue, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the Financial Report Form C, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.



## ADDENDUM B

We will perform the following services:

1. We will compile, from information you provide, the Tax Incremental District's ("district") financial statements. Upon completion of the compilation of the Balance Sheet, the Historical Summary of Project Costs, Project Revenues and Net Costs to be Recovered Through Tax Increments and Historical Summary of Sources, Uses, and Status of Funds of the Tax Incremental District No. 3, 4 and 5 of the City of Cedarburg from the date the district was created through December 31, 2019, 2020 and 2021, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the City of Cedarburg, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the Tax Incremental District's financial statements to you as a result of this engagement.

Our report on the Tax Incremental District's financial statements is presently expected to read as follows:

Management is responsible for the accompanying Balance Sheet, Historical Summary of Project Costs, Project Revenues and Net Costs to be Recovered Through Tax Increments and Historical Summary of Sources, Uses and Status of Funds of the City of Cedarburg's Tax Incremental District No. 3, 4 and 5 ("district") as of and for the years ended December 31, 2019, 2020 and 2021 and from the date of creation through December 31, 2019, 2020, 2021, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with *Statements on Standards of Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

As discussed in Note 1, the financial statements present only the transactions of the district and do not purport to, and do not, present fairly the financial position of the City of Cedarburg, the changes in its financial position, or, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economical, or historical context.

### Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.

## **Management's Responsibilities**

The City of Cedarburg's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with GAAP, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

**CITY OF CEDARBURG**  
**TRANSFER LIST**  
6/7/19-6/21/19

| <b>Date</b>                  | <b>Amount</b>       | <b>Transfer to</b>                                       |
|------------------------------|---------------------|--|
| <b>PWSB CHECKING ACCOUNT</b> |                     |  |
| 6/7/2019                     | \$83,558.78         | WCA-June health insurance premiums                       |
| 6/7/2019                     | \$6,034.82          | MetLife-June dental insurance premiums                   |
| 6/7/2019                     | \$547.20            | Superior Vision-June vision insurance premiums           |
| 6/11/2019                    | \$2,716.42          | Light & Water-May charges                                |
| 6/17/2019                    | \$911.85            | Aflac-May premiums                                       |
| 6/17/2019                    | \$3,123.31          | Minnesota Life-July life insurance premiums              |
| 6/17/2019                    | \$14,385.11         | State of Wisconsin-May sales tax                         |
| 6/18/2019                    | \$421.34            | Light & Water-May charges                                |
| 6/20/2019                    | \$6,323.31          | Health Savings Accounts-contributions for 6/2/19-6/15/19 |
| 6/20/2019                    | \$2,270.05          | ICMA-contributions for 6/2/19-6/15/19                    |
| 6/20/2019                    | \$4,341.14          | North Shore Bank-contributions for 6/2/19-6/15/19        |
| 6/20/2019                    | \$467.50            | Police Association-contributions for 6/2/19-6/15/19      |
| 6/20/2019                    | \$1,477.82          | State of Wisconsin-child support payment                 |
|                              | <u>\$126,578.65</u> |  |

|                                      |                    |                            |
|--------------------------------------|--------------------|----------------------------|
| <b>PWSB PAYROLL CHECKING ACCOUNT</b> |                    |                            |
| 6/21/2019                            | \$163,440.93       | Payroll for 6/2/19-6/15/19 |
| 6/21/2019                            | <u>\$62,568.80</u> | Payroll for 6/2/19-6/15/19 |
|                                      | \$226,009.73       |                            |

|                                  |                     |               |
|----------------------------------|---------------------|---------------|
| <b>PWSB MONEY MARKET ACCOUNT</b> |                     |               |
| 6/14/2015                        | \$100,000.00        | PWSB Checking |
| 6/19/2019                        | <u>\$224,000.00</u> | PWSB Payroll  |
|                                  | \$324,000.00        |               |

# CITY OF CEDARBURG

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| <b>111300 PWSB Checking</b> |   |            |                                       |                                   |
| Paid Chk#                   | 031981                                      | 6/7/2019   | <b>ADELMAN</b>                        |                                   |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$4,345.00 | 300495                                | LIBR-MAINTENANCE                  |
|                             | <b>Total ADELMAN</b>                        | \$4,345.00 |                                       |                                   |
| Paid Chk#                   | 031982                                      | 6/7/2019   | <b>APEX SOFTWARE</b>                  |                                   |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$235.00   | 305141                                | ASSESSOR-COMPUTER/COPIER SUPPLIES |
|                             | <b>Total APEX SOFTWARE</b>                  | \$235.00   |                                       |                                   |
| Paid Chk#                   | 031983                                      | 6/7/2019   | <b>BAKER &amp; TAYLOR AV VIDMASS</b>  |                                   |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$25.13    | H34936580                             | LIBR-PUBLICATIONS                 |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$38.63    | H35009600                             | LIBR-PUBLICATIONS                 |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$50.81    | H35282260                             | LIBR-PUBLICATIONS                 |
|                             | <b>Total BAKER &amp; TAYLOR AV VIDMASS</b>  | \$114.57   |                                       |                                   |
| Paid Chk#                   | 031984                                      | 6/7/2019   | <b>BAKER &amp; TAYLOR BOOKS</b>       |                                   |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$187.40   | 2034550330                            | LIBR-PUBLICATIONS                 |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$35.00    | 2034550330                            | LIBR-PUBLICATIONS                 |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$131.30   | 2034555853                            | LIBR-PUBLICATIONS                 |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$30.00    | 2034555853                            | LIBR-DONATIONS                    |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$115.00   | 2034556169                            | LIBR-DONATIONS                    |
| G 260-212000                | ACCOUNTS PAYABLE                            | \$257.27   | 2034556169                            | LIBR-PUBLICATIONS                 |
|                             | <b>Total BAKER &amp; TAYLOR BOOKS</b>       | \$755.97   |                                       |                                   |
| Paid Chk#                   | 031985                                      | 6/7/2019   | <b>BAKER TILLY VIRCHOW KRAUSE LLP</b> |                                   |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$3,075.00 | BT1432273                             | AUDIT-PROF FEES                   |
| G 352-212000                | ACCOUNTS PAYABLE                            | \$250.00   | BT1432273                             | TIF#3 PROF FEES                   |
|                             | <b>Total BAKER TILLY VIRCHOW KRAUSE LLP</b> | \$3,325.00 |                                       |                                   |
| Paid Chk#                   | 031986                                      | 6/7/2019   | <b>BEYER S HARDWARE STORE</b>         |                                   |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$11.69    | 147647                                | PARKS-REPAIR                      |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$14.93    | 147891                                | PARKS-SUPPLIES                    |
| G 240-212000                | ACCOUNTS PAYABLE                            | \$4.49     | 147926                                | PARKS-SUPPLIES                    |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$48.58    | 148093                                | PARKS-SUPPLIES                    |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$85.55    | 148259                                | DPW-REPAIR                        |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$11.63    | 148262                                | PARKS-SUPPLIES                    |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$14.20    | 148367                                | PARKS-SUPPLIES                    |
| G 400-212000                | ACCOUNTS PAYABLE                            | \$198.00   | 148405                                | WILLOWBROOKE                      |
| G 200-212000                | ACCOUNTS PAYABLE                            | \$39.75    | 148420                                | CEMETERY-MAINTENANCE              |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$21.58    | 148424                                | PARKS-SUPPLIES                    |
| G 220-212000                | ACCOUNTS PAYABLE                            | \$37.62    | 148427                                | POOL-SUPPLIES                     |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$24.29    | 148437                                | PARKS-TOOLS                       |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$31.49    | 148539                                | EM-MAINTENANCE                    |
| G 240-212000                | ACCOUNTS PAYABLE                            | \$261.48   | 148560                                | POOL-REPAIR                       |
| G 240-212000                | ACCOUNTS PAYABLE                            | \$17.52    | 148563                                | POOLS-MAINTENANCE                 |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$17.09    | 148568                                | EM-MAINTENANCE                    |
| G 240-212000                | ACCOUNTS PAYABLE                            | \$9.89     | 148577                                | POOL-EQUIPMENT                    |
| G 100-212000                | ACCOUNTS PAYABLE                            | \$27.86    | 148699                                | DPW-MAINTENANCE                   |

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| G 601-212000                        | ACCOUNTS PAYABLE | \$1.80     | 148715                     | CWRC-MAINTENANCE     |
| G 200-212000                        | ACCOUNTS PAYABLE | \$66.96    | 148726                     | CEMETERY-MAINTENANCE |
| <b>Total BEYER S HARDWARE STORE</b> |                  | \$946.40   |                            |                      |
| <hr/>                               |                  |            |                            |                      |
| Paid Chk#                           | 031987           | 6/7/2019   | <b>BUDIAC PLUMBING INC</b> |                      |
| G 100-212000                        | ACCOUNTS PAYABLE | \$240.00   | 33466                      | FD-RP TESTING        |
| <b>Total BUDIAC PLUMBING INC</b>    |                  | \$240.00   |                            |                      |
| <hr/>                               |                  |            |                            |                      |
| Paid Chk#                           | 031988           | 6/7/2019   | <b>BUSINESS CARD</b>       |                      |
| G 100-212000                        | ACCOUNTS PAYABLE | (\$149.99) | 3318                       | PD-MAINTENANCE       |
| G 100-212000                        | ACCOUNTS PAYABLE | \$17.99    | 3318                       | PD-MAINTENANCE       |
| G 100-212000                        | ACCOUNTS PAYABLE | \$50.30    | 3318                       | PD-MAINTENANCE       |
| G 100-212000                        | ACCOUNTS PAYABLE | \$149.99   | 3318                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$159.98   | 3318                       | PD-EQUIPMENT         |
| G 100-212000                        | ACCOUNTS PAYABLE | \$269.99   | 3318                       | PD-EQUIPMENT         |
| G 100-212000                        | ACCOUNTS PAYABLE | \$93.99    | 3318                       | PD-EQUIPMENT         |
| G 100-212000                        | ACCOUNTS PAYABLE | \$150.00   | 3318                       | PD-MAINTENANCE       |
| G 100-212000                        | ACCOUNTS PAYABLE | \$99.02    | 3318                       | PD-MAINTENANCE       |
| G 100-212000                        | ACCOUNTS PAYABLE | (\$52.78)  | 3318                       | PD-MAINTENANCE       |
| G 100-212000                        | ACCOUNTS PAYABLE | \$49.17    | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$37.08    | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$30.27    | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$62.16    | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$56.85    | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$40.00    | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$831.68   | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$59.03    | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$53.34    | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$13.42    | 8215                       | PD-GAS/OIL           |
| G 100-212000                        | ACCOUNTS PAYABLE | \$10.50    | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | (\$0.62)   | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | (\$2.36)   | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | (\$10.50)  | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$210.00   | 8215                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$31.58    | 9962                       | PD-EXPENSE           |
| G 100-212000                        | ACCOUNTS PAYABLE | \$32.90    | 9967                       | PD-GAS/OIL           |
| G 100-212000                        | ACCOUNTS PAYABLE | (\$11.43)  | 9967                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$6.66     | 9967                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$36.26    | 9967                       | PD-GAS/OIL           |
| G 100-212000                        | ACCOUNTS PAYABLE | \$82.00    | 9967                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$82.00    | 9967                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$36.52    | 9967                       | PD-GAS/OIL           |
| G 100-212000                        | ACCOUNTS PAYABLE | \$9.43     | 9967                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$7.79     | 9967                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$442.39   | 9967                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$13.00    | 9967                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | (\$166.60) | 9967                       | PD-TRAINING          |
| G 100-212000                        | ACCOUNTS PAYABLE | \$7.49     | 9967                       | PD-TRAINING          |

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| G 100-212000               | ACCOUNTS PAYABLE | \$16.24    | 9967    | PD-TRAINING |
| G 100-212000               | ACCOUNTS PAYABLE | \$25.11    | 9967    | PD-TRAINING |
| G 100-212000               | ACCOUNTS PAYABLE | \$33.77    | 9967    | PD-GAS/OIL  |
| G 100-212000               | ACCOUNTS PAYABLE | \$38.03    | 9967    | PD-TRAINING |
| G 100-212000               | ACCOUNTS PAYABLE | \$12.29    | 9967    | PD-TRAINING |
| G 100-212000               | ACCOUNTS PAYABLE | \$285.73   | 9967    | PD-TRAINING |
| G 100-212000               | ACCOUNTS PAYABLE | (\$17.70)  | 9967    | PD-TRAINING |
| G 100-212000               | ACCOUNTS PAYABLE | \$20.62    | 9967    | PD-TRAINING |
| <b>Total BUSINESS CARD</b> |                  | \$3,252.59 |         |             |

Paid Chk# 031989 6/7/2019 **CARDMEMBER SERVICE**

|                                 |                  |            |      |                   |
|---------------------------------|------------------|------------|------|-------------------|
| G 240-212000                    | ACCOUNTS PAYABLE | \$48.67    | 6166 | POOL-EQUIPMENT    |
| G 240-212000                    | ACCOUNTS PAYABLE | (\$37.91)  | 6166 | POOL-EQUIPMENT    |
| G 601-212000                    | ACCOUNTS PAYABLE | \$205.92   | 6166 | CWRC-SUPPLIES     |
| G 240-212000                    | ACCOUNTS PAYABLE | \$57.96    | 6166 | POOL-EQUIPMENT    |
| G 100-212000                    | ACCOUNTS PAYABLE | \$29.74    | 6166 | PARKS-REPAIR      |
| G 220-212000                    | ACCOUNTS PAYABLE | \$150.50   | 6166 | POOL-SUPPLIES     |
| G 240-212000                    | ACCOUNTS PAYABLE | \$51.96    | 6166 | POOL-EQUIPMENT    |
| G 220-212000                    | ACCOUNTS PAYABLE | \$53.93    | 6166 | POOL-COSTCO       |
| G 240-212000                    | ACCOUNTS PAYABLE | \$136.63   | 6166 | POOL-EQUIPMENT    |
| G 240-212000                    | ACCOUNTS PAYABLE | \$68.84    | 6166 | POOL-EQUIPMENT    |
| G 240-212000                    | ACCOUNTS PAYABLE | \$17.55    | 6166 | POOL-EQUIPMENT    |
| G 100-212000                    | ACCOUNTS PAYABLE | \$75.89    | 6166 | DPW-SUPPLIES      |
| G 240-212000                    | ACCOUNTS PAYABLE | \$22.48    | 6166 | POOL-EQUIPMENT    |
| G 100-212000                    | ACCOUNTS PAYABLE | \$49.90    | 6166 | POOL-MAINTENANCE  |
| G 240-212000                    | ACCOUNTS PAYABLE | \$150.75   | 6166 | POOL-UNIFORMS     |
| G 100-212000                    | ACCOUNTS PAYABLE | \$87.99    | 6166 | PARKS-MAINTENANCE |
| G 240-212000                    | ACCOUNTS PAYABLE | \$100.85   | 6166 | POOL-UNIFORMS     |
| G 240-212000                    | ACCOUNTS PAYABLE | \$36.97    | 6166 | POOL-EQUIPMENT    |
| G 240-212000                    | ACCOUNTS PAYABLE | \$446.90   | 6166 | POOL-UNIFORMS     |
| <b>Total CARDMEMBER SERVICE</b> |                  | \$1,755.52 |      |                   |

Paid Chk# 031990 6/7/2019 **CARLIN SALES CORPORATION**

|                                       |                  |         |           |                   |
|---------------------------------------|------------------|---------|-----------|-------------------|
| G 100-212000                          | ACCOUNTS PAYABLE | \$60.36 | 363557-00 | PARKS-MAINTENANCE |
| <b>Total CARLIN SALES CORPORATION</b> |                  | \$60.36 |           |                   |

Paid Chk# 031991 6/7/2019 **CEDARBURG POLICEMEN S ASSOC.**

|   |                  |            |        |                      |
|---|------------------|------------|--------|----------------------|
| G 100-212000                              | ACCOUNTS PAYABLE | \$1,800.75 | CK REQ | PD-RETIREMENT SPAETH |
| <b>Total CEDARBURG POLICEMEN S ASSOC.</b> |                  | \$1,800.75 |        |                      |

Paid Chk# 031992 6/7/2019 **CEDARBURG SCHOOL DISTRICT**

|              |                  |            |            |                          |
|--------------|------------------|------------|------------|--------------------------|
| G 220-212000 | ACCOUNTS PAYABLE | \$2,750.00 | DECJANFEB2 | REC-SCHOOL DISTRICT FEES |
| G 220-212000 | ACCOUNTS PAYABLE | \$320.00   | FEBMAR2019 | REC-SCHOOL DISTRICT FEES |
| G 220-212000 | ACCOUNTS PAYABLE | \$300.00   | FEBMAR2019 | REC-SCHOOL DISTRICT FEES |
| G 220-212000 | ACCOUNTS PAYABLE | \$540.00   | FEBMAR2019 | REC-SCHOOL DISTRICT FEES |
| G 220-212000 | ACCOUNTS PAYABLE | \$390.00   | FEBMAR2019 | REC-SCHOOL DISTRICT FEES |
| G 220-212000 | ACCOUNTS PAYABLE | \$640.00   | FEBMAR2019 | REC-SCHOOL DISTRICT FEES |
| G 220-212000 | ACCOUNTS PAYABLE | \$100.00   | JAN2019    | REC-SCHOOL DISTRICT FEES |

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| G 220-212000 | ACCOUNTS PAYABLE                     |          | \$200.00                             | JAN2019     | REC-SCHOOL DISTRICT FEES                 |
| G 220-212000 | ACCOUNTS PAYABLE                     |          | \$120.00                             | JAN2019     | REC-SCHOOL DISTRICT FEES                 |
| G 220-212000 | ACCOUNTS PAYABLE                     |          | \$240.00                             | JAN2019     | REC-SCHOOL DISTRICT FEES                 |
| G 220-212000 | ACCOUNTS PAYABLE                     |          | \$330.00                             | JAN2019     | REC-SCHOOL DISTRICT FEES                 |
| G 220-212000 | ACCOUNTS PAYABLE                     |          | \$5,100.00                           | JANFEBMAR2  | REC-SCHOOL DISTRICT FEES                 |
| <b>Total</b> | <b>CEDARBURG SCHOOL DISTRICT</b>     |          | <b>\$11,030.00</b>                   |             |  |
| Paid Chk#    | 031993                               | 6/7/2019 | <b>CENSKY, JON</b>                   |             |  |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$6,517.62                           | 19-005      | PLAN-MAY 2019                            |
| <b>Total</b> | <b>CENSKY, JON</b>                   |          | <b>\$6,517.62</b>                    |             |  |
| Paid Chk#    | 031994                               | 6/7/2019 | <b>CINTAS CORPORATION</b>            |             |  |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$141.94                             | 184559881   | DWP-OPERATING SUPPLIES                   |
| <b>Total</b> | <b>CINTAS CORPORATION</b>            |          | <b>\$141.94</b>                      |             |  |
| Paid Chk#    | 031995                               | 6/7/2019 | <b>E.L.S. LANDSCAPING &amp; LAWN</b> |             |  |
| G 260-212000 | ACCOUNTS PAYABLE                     |          | \$672.00                             | CH REQ      | LIBR-30% DEPOSIT ON LANDSCAPE FOR STAIRS |
| G 260-212000 | ACCOUNTS PAYABLE                     |          | \$1,065.00                           | CH REQ      | LIBR-30% DEPOSIT ON LANDSCAPE FOR CIRCLE |
| <b>Total</b> | <b>E.L.S. LANDSCAPING &amp; LAWN</b> |          | <b>\$1,737.00</b>                    |             |  |
| Paid Chk#    | 031996                               | 6/7/2019 | <b>EGELHOFF LAWNMOWER SERVICE</b>    |             |  |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$76.40                              | 254829      | DPW-PARTS                                |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$10.95                              | 254830      | PARKS-EQUIP REPAIR                       |
| <b>Total</b> | <b>EGELHOFF LAWNMOWER SERVICE</b>    |          | <b>\$87.35</b>                       |             |  |
| Paid Chk#    | 031997                               | 6/7/2019 | <b>FASTENAL COMPANY</b>              |             |  |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$137.23                             | WISAU110964 | DPW-PARTS                                |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$23.07                              | WISAU110965 | DPW-PARTS                                |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$114.99                             | WISAU110966 | DPW-OPERATING SUPPLIES                   |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$20.98                              | WISAU110967 | DPW-PARTS                                |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$52.75                              | WISAU111030 | DPW-PARTS                                |
| <b>Total</b> | <b>FASTENAL COMPANY</b>              |          | <b>\$349.02</b>                      |             |  |
| Paid Chk#    | 031998                               | 6/7/2019 | <b>GALLS LLC</b>                     |             |  |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$241.52                             | 012778003   | EM-UNIFORMS                              |
| <b>Total</b> | <b>GALLS LLC</b>                     |          | <b>\$241.52</b>                      |             |  |
| Paid Chk#    | 031999                               | 6/7/2019 | <b>GERBER LEISURE PRODUCTS, INC.</b> |             |  |
| G 240-212000 | ACCOUNTS PAYABLE                     |          | \$512.00                             | 6136        | POOL-SLIDE REPAIR                        |
| <b>Total</b> | <b>GERBER LEISURE PRODUCTS, INC.</b> |          | <b>\$512.00</b>                      |             |  |
| Paid Chk#    | 032000                               | 6/7/2019 | <b>GODFREY &amp; KAHN</b>            |             |  |
| G 601-212000 | ACCOUNTS PAYABLE                     |          | \$1,082.00                           | 740423      | ENG-EXTRAORDINARY SERVICES               |
| <b>Total</b> | <b>GODFREY &amp; KAHN</b>            |          | <b>\$1,082.00</b>                    |             |  |
| Paid Chk#    | 032001                               | 6/7/2019 | <b>GORDIE BOUCHER FORD OF THIENS</b> |             |  |
| G 100-212000 | ACCOUNTS PAYABLE                     |          | \$119.96                             | 38630       | DPW-PARTS                                |
| <b>Total</b> | <b>GORDIE BOUCHER FORD OF THIENS</b> |          | <b>\$119.96</b>                      |             |  |



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| Paid Chk# | 032002       | 6/7/2019                               | IIMC                           |                                   |
| G         | 100-212000   | ACCOUNTS PAYABLE                       | \$170.00                       | CK REQ CLERK-ANNUAL MEMBERSHIP    |
|           | <b>Total</b> | <b>IIMC</b>                            | \$170.00                       |                                   |
| Paid Chk# | 032003       | 6/7/2019                               | INKMANN, SUSAN                 |                                   |
| G         | 220-212000   | ACCOUNTS PAYABLE                       | \$50.00                        | CK REQ REC-REFUND VOLLEYBALL CAMP |
|           | <b>Total</b> | <b>INKMANN, SUSAN</b>                  | \$50.00                        |                                   |
| Paid Chk# | 032004       | 6/7/2019                               | J R BOEHLKE INC                |                                   |
| G         | 100-212000   | ACCOUNTS PAYABLE                       | \$99.00                        | 6744 PARKS-PROFESSIONAL SERVICES  |
| G         | 200-212000   | ACCOUNTS PAYABLE                       | \$725.00                       | 6839 CEMETERY-IMMANUEL            |
| G         | 200-212000   | ACCOUNTS PAYABLE                       | \$740.00                       | 6927 CEMETERY-ZUR RUHE            |
|           | <b>Total</b> | <b>J R BOEHLKE INC</b>                 | \$1,564.00                     |                                   |
| Paid Chk# | 032005       | 6/7/2019                               | JOHNSON CONTROLS FIRE PROT     |                                   |
| G         | 260-212000   | ACCOUNTS PAYABLE                       | \$634.04                       | 20934913 LIBR-MAINTENANCE         |
|           | <b>Total</b> | <b>JOHNSON CONTROLS FIRE PROT</b>      | \$634.04                       |                                   |
| Paid Chk# | 032006       | 6/7/2019                               | JOHNSONS GARDENS               |                                   |
| G         | 100-212000   | ACCOUNTS PAYABLE                       | \$71.90                        | 95379752 PARKS-LANDSCAPE SUPPLIES |
|           | <b>Total</b> | <b>JOHNSONS GARDENS</b>                | \$71.90                        |                                   |
| Paid Chk# | 032007       | 6/7/2019                               | JOHNSONS NURSERY, INC.         |                                   |
| G         | 100-212000   | ACCOUNTS PAYABLE                       | \$1,474.00                     | 50411 PARKS-TREES                 |
| G         | 100-212000   | ACCOUNTS PAYABLE                       | \$254.00                       | 50411 PARKS-TREES                 |
|           | <b>Total</b> | <b>JOHNSONS NURSERY, INC.</b>          | \$1,728.00                     |                                   |
| Paid Chk# | 032008       | 6/7/2019                               | KJ S ULTRASONIC BLIND CLEANING |                                   |
| G         | 100-212000   | ACCOUNTS PAYABLE                       | \$1,628.17                     | 4254 COMPLEX-BLINDS               |
|           | <b>Total</b> | <b>KJ S ULTRASONIC BLIND CLEANING</b>  | \$1,628.17                     |                                   |
| Paid Chk# | 032009       | 6/7/2019                               | KRIER SOD CO.                  |                                   |
| G         | 100-212000   | ACCOUNTS PAYABLE                       | \$250.00                       | 24750 PARKS-REPAIR                |
|           | <b>Total</b> | <b>KRIER SOD CO.</b>                   | \$250.00                       |                                   |
| Paid Chk# | 032010       | 6/7/2019                               | LEATHERS & ASSOCIATES, INC.    |                                   |
| G         | 400-212000   | ACCOUNTS PAYABLE                       | \$245.54                       | 11057 PARKS-WILLOWBROOKE          |
|           | <b>Total</b> | <b>LEATHERS &amp; ASSOCIATES, INC.</b> | \$245.54                       |                                   |
| Paid Chk# | 032011       | 6/7/2019                               | LEE RECREATION, LLC            |                                   |
| G         | 400-212000   | ACCOUNTS PAYABLE                       | \$3,750.00                     | 12040-19 PARKS-WILLOWBROOKE       |
|           | <b>Total</b> | <b>LEE RECREATION, LLC</b>             | \$3,750.00                     |                                   |
| Paid Chk# | 032012       | 6/7/2019                               | LINCOLN CONTRACTORS SUPPLY     |                                   |
| G         | 400-212000   | ACCOUNTS PAYABLE                       | \$856.74                       | R35631 PARKS-WILLOWBROOKE         |
|           | <b>Total</b> | <b>LINCOLN CONTRACTORS SUPPLY</b>      | \$856.74                       |                                   |
| Paid Chk# | 032013       | 6/7/2019                               | MASTER PRINTWEAR               |                                   |
| G         | 240-212000   | ACCOUNTS PAYABLE                       | \$122.00                       | 5384 REC-UNIFORMS                 |

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| G 220-212000     | ACCOUNTS PAYABLE                       |                                  | \$534.00    | 5389         | REC-SUPPLIES                    |
|                  | <b>Total MASTER PRINTWEAR</b>          |                                  | \$656.00    |              |                                 |
| Paid Chk# 032014 | 6/7/2019                               | <b>MONARCH LIBRARY SYSTEM</b>    |             |              |                                 |
| G 260-212000     | ACCOUNTS PAYABLE                       |                                  | \$516.69    | 414649       | LIBR-SHARED SERVICES            |
|                  | <b>Total MONARCH LIBRARY SYSTEM</b>    |                                  | \$516.69    |              |                                 |
| Paid Chk# 032015 | 6/7/2019                               | <b>NAPA AUTO PARTS</b>           |             |              |                                 |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$10.69     | 5269-012241  | DPW-PARTS                       |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$22.44     | 5269-013108  | DPW-PARTS                       |
|                  | <b>Total NAPA AUTO PARTS</b>           |                                  | \$33.13     |              |                                 |
| Paid Chk# 032016 | 6/7/2019                               | <b>NORTH SHORE BANK</b>          |             |              |                                 |
| G 601-212000     | ACCOUNTS PAYABLE                       |                                  | \$3,171.78  | CK REQ       | RETIREMENT PAYOUT TO HRA DRUMEL |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$25,476.70 | CK REQ       | RETIREMENT PAYOUT TO HRA SPAETH |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$9,515.34  | CK REQ       | RETIREMENT PAYOUT TO HRA DRUMEL |
|                  | <b>Total NORTH SHORE BANK</b>          |                                  | \$38,163.82 |              |                                 |
| Paid Chk# 032017 | 6/7/2019                               | <b>OFFICE DEPOT</b>              |             |              |                                 |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$36.49     | 318817114001 | CLERKS-USB DATASTICKS           |
|                  | <b>Total OFFICE DEPOT</b>              |                                  | \$36.49     |              |                                 |
| Paid Chk# 032018 | 6/7/2019                               | <b>OLSEN S PIGGLY WIGGLY</b>     |             |              |                                 |
| G 240-212000     | ACCOUNTS PAYABLE                       |                                  | \$12.83     | 37104        | POOL-OPERATING SUPPLIES         |
|                  | <b>Total OLSEN S PIGGLY WIGGLY</b>     |                                  | \$12.83     |              |                                 |
| Paid Chk# 032019 | 6/7/2019                               | <b>ONTECH SYSTEMS, INC</b>       |             |              |                                 |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$2,772.00  | 41380        | TECH-OFFICE FOR NEW COMPUTERS   |
|                  | <b>Total ONTECH SYSTEMS, INC</b>       |                                  | \$2,772.00  |              |                                 |
| Paid Chk# 032020 | 6/7/2019                               | <b>OWEN S OFFICE SUPPLIES</b>    |             |              |                                 |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$524.50    | 28446        | TREAS-#10 W ENVELOPES           |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$485.00    | 28446        | CH-INVENTORY #10 W ENVEL        |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$65.25     | 28453        | SRCTR-SUPPLIES                  |
|                  | <b>Total OWEN S OFFICE SUPPLIES</b>    |                                  | \$1,074.75  |              |                                 |
| Paid Chk# 032021 | 6/7/2019                               | <b>PLAYGROUND PLASTICS</b>       |             |              |                                 |
| G 400-212000     | ACCOUNTS PAYABLE                       |                                  | \$1,172.00  | 1512         | PARKS-WILLOWBROOKE              |
|                  | <b>Total PLAYGROUND PLASTICS</b>       |                                  | \$1,172.00  |              |                                 |
| Paid Chk# 032022 | 6/7/2019                               | <b>POMP S TIRE SERVICE, INC.</b> |             |              |                                 |
| G 100-212000     | ACCOUNTS PAYABLE                       |                                  | \$317.98    | 430081009    | DPW-MAINTENANCE                 |
|                  | <b>Total POMP S TIRE SERVICE, INC.</b> |                                  | \$317.98    |              |                                 |
| Paid Chk# 032023 | 6/7/2019                               | <b>SAM S CLUB DIRECT</b>         |             |              |                                 |
| G 240-212000     | ACCOUNTS PAYABLE                       |                                  | \$126.72    | 8612         | POOL-MEMBERSHIP FEE             |
|                  | <b>Total SAM S CLUB DIRECT</b>         |                                  | \$126.72    |              |                                 |
| Paid Chk# 032024 | 6/7/2019                               | <b>SCHMITZ READY MIX, INC.</b>   |             |              |                                 |

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| G 100-212000     | ACCOUNTS PAYABLE                         | \$60.90                               | 9700763      | DPW-MAINTENANCE                       |
|                  | <b>Total SCHMITZ READY MIX, INC.</b>     | \$60.90                               |              |                                       |
| Paid Chk# 032025 | 6/7/2019                                 | <b>SEKAS, BARBARA</b>                 |              |                                       |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$10.00                               | CK REQ       | PD-OVERPAYMENT DMV FUNDS              |
|                  | <b>Total SEKAS, BARBARA</b>              | \$10.00                               |              |                                       |
| Paid Chk# 032026 | 6/7/2019                                 | <b>SHERWIN INDUSTRIES, INC.</b>       |              |                                       |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$211.20                              | SC042500     | DPW-STREET REPAIR                     |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$216.70                              | SC042533     | DPW-STREET REPAIR                     |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$237.60                              | SC042603     | DPW-STREET REPAIR                     |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$232.70                              | SC042649     | DPW-STREET REPAIR                     |
|                  | <b>Total SHERWIN INDUSTRIES, INC.</b>    | \$898.20                              |              |                                       |
| Paid Chk# 032027 | 6/7/2019                                 | <b>SITEONE LANDSCAPE SUPPLY</b>       |              |                                       |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$23.72                               | 91468991-001 | PARKS-REPAIR                          |
|                  | <b>Total SITEONE LANDSCAPE SUPPLY</b>    | \$23.72                               |              |                                       |
| Paid Chk# 032028 | 6/7/2019                                 | <b>STAAB CONSTRUCTION CORPORATION</b> |              |                                       |
| G 400-212000     | ACCOUNTS PAYABLE                         | \$100,130.00                          | 2017-03      | ENG-DAMS-ENV FUND                     |
|                  | <b>al STAAB CONSTRUCTION CORPORATION</b> | \$100,130.00                          |              |                                       |
| Paid Chk# 032029 | 6/7/2019                                 | <b>TAPCO</b>                          |              |                                       |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$1,989.00                            | I636142      | DPW-TRAFFIC SIGNAL MAINT. CONTRACT    |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$409.10                              | I636524      | DPW-SIGNS                             |
|                  | <b>Total TAPCO</b>                       | \$2,398.10                            |              |                                       |
| Paid Chk# 032030 | 6/7/2019                                 | <b>THIERFELDER, BETH</b>              |              |                                       |
| G 220-212000     | ACCOUNTS PAYABLE                         | \$21.12                               | CK REQ       | REC-CIVIC BAND                        |
| G 220-212000     | ACCOUNTS PAYABLE                         | \$54.99                               | CK REQ       | REC-CIVIC BAND                        |
|                  | <b>Total THIERFELDER, BETH</b>           | \$76.11                               |              |                                       |
| Paid Chk# 032031 | 6/7/2019                                 | <b>THOMPSON, LES HARRISON CT</b>      |              |                                       |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$450.00                              | CK REQ       | SRCTR-WATERCOLOR WORKSHOP INSTRUCTION |
|                  | <b>Total THOMPSON, LES HARRISON CT</b>   | \$450.00                              |              |                                       |
| Paid Chk# 032032 | 6/7/2019                                 | <b>TNT AUTO BODY</b>                  |              |                                       |
| G 700-212000     | ACCOUNTS PAYABLE                         | \$3,731.35                            | 134          | FD-INSURANCE CLAIM 2019               |
|                  | <b>Total TNT AUTO BODY</b>               | \$3,731.35                            |              |                                       |
| Paid Chk# 032033 | 6/7/2019                                 | <b>U. S. CELLULAR-DEPT 0205</b>       |              |                                       |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$16.10                               | 0309401973   | PARKS-TABLET                          |
| G 601-212000     | ACCOUNTS PAYABLE                         | \$0.94                                | 0309401973   | CWRC-HESS                             |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$16.10                               | 0309401973   | DPW-TABLET                            |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$46.60                               | 0309401973   | BI                                    |
| G 601-212000     | ACCOUNTS PAYABLE                         | \$534.00                              | 0309401973   | CWRC-NEW TABLET                       |
| G 601-212000     | ACCOUNTS PAYABLE                         | \$16.10                               | 0309401973   | CWRC-TABLET                           |
| G 601-212000     | ACCOUNTS PAYABLE                         | \$20.50                               | 0309401973   | CWRC-HIGHLAND LIFT                    |
| G 100-212000     | ACCOUNTS PAYABLE                         | \$26.10                               | 0309401973   | EM-CARD                               |

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| G 100-212000                               | ACCOUNTS PAYABLE | \$16.10     | 0309401973                           | PARKS-TABLET                      |
| G 100-212000                               | ACCOUNTS PAYABLE | \$16.10     | 0309401973                           | PARKS-TABLET                      |
| G 601-212000                               | ACCOUNTS PAYABLE | \$16.10     | 0309401973                           | CWRC-TABLET                       |
| G 601-212000                               | ACCOUNTS PAYABLE | \$536.47    | 0309401973                           | CWRC-NEW TABLET                   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$16.10     | 0309401973                           | PARKS-TABLET                      |
| G 100-212000                               | ACCOUNTS PAYABLE | \$0.74      | 0309401973                           | EM                                |
| G 601-212000                               | ACCOUNTS PAYABLE | \$165.65    | 0309401973                           | CWRC-DUTY PHONE                   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$41.60     | 0309401973                           | PARKS-CELL                        |
| G 601-212000                               | ACCOUNTS PAYABLE | \$165.60    | 0309401973                           | CWRC-HACKERT                      |
| G 100-212000                               | ACCOUNTS PAYABLE | \$16.10     | 0309401973                           | EM-TABLET                         |
| G 100-212000                               | ACCOUNTS PAYABLE | \$2.42      | 0309401973                           | SRCTR-VAN                         |
| G 100-212000                               | ACCOUNTS PAYABLE | \$26.10     | 0309401973                           | EM-CARD                           |
| G 100-212000                               | ACCOUNTS PAYABLE | \$4.70      | 0309401973                           | ENG                               |
| G 100-212000                               | ACCOUNTS PAYABLE | \$16.10     | 0309401973                           | CH                                |
| G 100-212000                               | ACCOUNTS PAYABLE | \$41.60     | 0309401973                           | DPW                               |
| G 100-212000                               | ACCOUNTS PAYABLE | \$2.98      | 0309401973                           | ENG-WIZA                          |
| G 100-212000                               | ACCOUNTS PAYABLE | \$16.10     | 0309401973                           | DPW-TABLET                        |
| <b>Total U. S. CELLULAR-DEPT 0205</b>      |                  | \$1,777.00  |                                      |                                   |
| <hr/>                                      |                  |             |                                      |                                   |
| Paid Chk#                                  | 032034           | 6/7/2019    | <b>U.S. POSTAL SERVICE</b>           |                                   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$356.00    | 1                                    | CLERKS-PO BOX RENTAL              |
| <b>Total U.S. POSTAL SERVICE</b>           |                  | \$356.00    |                                      |                                   |
| <hr/>                                      |                  |             |                                      |                                   |
| Paid Chk#                                  | 032035           | 6/7/2019    | <b>ULINE</b>                         |                                   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$75.15     | 108751717                            | PD-OFFICE SUPPLIES                |
| <b>Total ULINE</b>                         |                  | \$75.15     |                                      |                                   |
| <hr/>                                      |                  |             |                                      |                                   |
| Paid Chk#                                  | 032036           | 6/7/2019    | <b>UNIFIRST CORPORATION</b>          |                                   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$61.22     | 096 1072694                          | DPW-OPERATING                     |
| G 100-212000                               | ACCOUNTS PAYABLE | \$47.47     | 096 1072702                          | PD-SUPPLIES                       |
| G 601-212000                               | ACCOUNTS PAYABLE | \$55.67     | 096 1073760                          | CWRC-SAFETY EQUIP                 |
| G 100-212000                               | ACCOUNTS PAYABLE | \$46.22     | 096 1073764                          | DPW-OPERATING                     |
| G 601-212000                               | ACCOUNTS PAYABLE | \$55.67     | 096 1074824                          | CWRC-SAFETY EQUIPMENT             |
| G 100-212000                               | ACCOUNTS PAYABLE | \$46.22     | 096 1074828                          | DWP-OPERATING                     |
| <b>Total UNIFIRST CORPORATION</b>          |                  | \$312.47    |                                      |                                   |
| <hr/>                                      |                  |             |                                      |                                   |
| Paid Chk#                                  | 032037           | 6/7/2019    | <b>USA BLUEBOOK</b>                  |                                   |
| G 601-212000                               | ACCOUNTS PAYABLE | \$626.83    | 903583                               | CWRC-LAB SUPPLIES                 |
| <b>Total USA BLUEBOOK</b>                  |                  | \$626.83    |                                      |                                   |
| <hr/>                                      |                  |             |                                      |                                   |
| Paid Chk#                                  | 032038           | 6/7/2019    | <b>W.H. JACKLIN, INC.</b>            |                                   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$3,672.00  | 4826                                 | PD-ANNUAL CONTRACT 5/1/19-4/30/20 |
| <b>Total W.H. JACKLIN, INC.</b>            |                  | \$3,672.00  |                                      |                                   |
| <hr/>                                      |                  |             |                                      |                                   |
| Paid Chk#                                  | 032039           | 6/7/2019    | <b>WASTE MANAGEMENT OF WISCONSIN</b> |                                   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$35,524.26 | 6358871-2275-                        | COMPLEX-RUBBISH & RECYCLING       |
| G 100-212000                               | ACCOUNTS PAYABLE | \$17,154.72 | 6358871-2275-                        | COMPLEX-RUBBISH & RECYCLING       |
| <b>Total WASTE MANAGEMENT OF WISCONSIN</b> |                  | \$52,678.98 |                                      |                                   |

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| Paid Chk#                                     | 032040           | 6/7/2019    | <b>WAYSIDE NURSERIES, INC.</b>          |                                     |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$1,169.00  | 136832                                  | PARKS-TREES                         |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$165.00    | 136832                                  | PARKS-DEV DEPOSIT TREES             |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$140.00    | 137379                                  | PARKS-REPAIRS                       |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$300.00    | 137958                                  | PARKS-TREES                         |
| <b>Total WAYSIDE NURSERIES, INC.</b>          |                  | \$1,774.00  |   |                                     |
| Paid Chk#                                     | 032041           | 6/7/2019    | <b>WISCONSIN COACH LINES</b>            |                                     |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$950.00    | 24842                                   | SRCTR-TOURS - GREEN BAY             |
| <b>Total WISCONSIN COACH LINES</b>            |                  | \$950.00    |   |                                     |
| Paid Chk#                                     | 032042           | 6/7/2019    | <b>WISCONSIN DNR-PO BOX 93192</b>       |                                     |
| G 601-212000                                  | ACCOUNTS PAYABLE | \$9,880.55  | 246002680-20                            | CWRC-2019 WI DNR ENVIRONMENTAL FEES |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$1,500.00  | 246053940-20                            | ENG-STATE STORMWATER FEE            |
| <b>Total WISCONSIN DNR-PO BOX 93192</b>       |                  | \$11,380.55 |   |                                     |
| Paid Chk#                                     | 032043           | 6/7/2019    | <b>ZIPS TRUCK EQUIPMENT</b>             |                                     |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$307.02    | 68932                                   | DPW-PARTS                           |
| <b>Total ZIPS TRUCK EQUIPMENT</b>             |                  | \$307.02    |   |                                     |
| Paid Chk#                                     | 032044           | 6/7/2019    | <b>ZUERN BUILDING PRODUCTS</b>          |                                     |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$61.43     | 139867                                  | PARK-REPAIR                         |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$32.04     | 150381                                  | PARK-REPAIR                         |
| <b>Total ZUERN BUILDING PRODUCTS</b>          |                  | \$93.47     |   |                                     |
| Paid Chk#                                     | 032046           | 6/14/2019   | <b>AECOM TECHNICAL SERVICES INC</b>     |                                     |
| G 400-212000                                  | ACCOUNTS PAYABLE | \$2,808.83  | 2000218940                              | ENG-BMP ANALYSIS                    |
| <b>Total AECOM TECHNICAL SERVICES INC</b>     |                  | \$2,808.83  |   |                                     |
| Paid Chk#                                     | 032047           | 6/14/2019   | <b>BADGER STATE WASTE, LLC</b>          |                                     |
| G 601-212000                                  | ACCOUNTS PAYABLE | \$29,582.00 | 2374                                    | CWRC-MONTHLY DISPOSAL               |
| <b>Total BADGER STATE WASTE, LLC</b>          |                  | \$29,582.00 |   |                                     |
| Paid Chk#                                     | 032048           | 6/14/2019   | <b>BAKER &amp; TAYLOR AUDIOBOOK PRE</b> |                                     |
| G 260-212000                                  | ACCOUNTS PAYABLE | \$48.27     | 2034574671                              | LIBR-PUBLICATIONS                   |
| <b>Total BAKER &amp; TAYLOR AUDIOBOOK PRE</b> |                  | \$48.27     |   |                                     |
| Paid Chk#                                     | 032049           | 6/14/2019   | <b>BAKER &amp; TAYLOR BOOKS</b>         |                                     |
| G 260-212000                                  | ACCOUNTS PAYABLE | \$32.00     | 2034563107                              | LIBR-DONATIONS                      |
| G 260-212000                                  | ACCOUNTS PAYABLE | \$235.52    | 2034563107                              | LIBR-PUBLICATIONS                   |
| <b>Total BAKER &amp; TAYLOR BOOKS</b>         |                  | \$267.52    |   |                                     |
| Paid Chk#                                     | 032050           | 6/14/2019   | <b>BEYER S HARDWARE STORE</b>           |                                     |
| G 100-212000                                  | ACCOUNTS PAYABLE | \$21.73     | 147424                                  | DPW-PARTS                           |
| G 240-212000                                  | ACCOUNTS PAYABLE | \$18.84     | 147751                                  | POOL-MAINTENANCE                    |
| G 240-212000                                  | ACCOUNTS PAYABLE | \$30.18     | 147894                                  | POOL-MAINTENANCE                    |
| G 240-212000                                  | ACCOUNTS PAYABLE | \$6.29      | 147959                                  | POOL-MAINTENANCE                    |
| G 240-212000                                  | ACCOUNTS PAYABLE | \$31.90     | 148145                                  | POOL-MAINTENANCE                    |
| G 240-212000                                  | ACCOUNTS PAYABLE | \$19.78     | 148178                                  | POOL-MAINTENANCE                    |

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| G 240-212000                                | ACCOUNTS PAYABLE | (\$2.27)    | 148198                                | POOL-MAINTENANCE             |
| G 240-212000                                | ACCOUNTS PAYABLE | \$141.24    | 148231                                | POOL-MAINTENANCE             |
| G 240-212000                                | ACCOUNTS PAYABLE | \$70.59     | 148525                                | POOL-MAINTENANCE             |
| G 240-212000                                | ACCOUNTS PAYABLE | \$9.40      | 148565                                | POOL-MAINTENANCE             |
| G 100-212000                                | ACCOUNTS PAYABLE | \$32.16     | 148670                                | DPW-PARTS                    |
| G 100-212000                                | ACCOUNTS PAYABLE | \$386.07    | 148705                                | WILLOWBROOK                  |
| G 601-212000                                | ACCOUNTS PAYABLE | \$8.86      | 148728                                | CWRC-SUPPLIES                |
| G 100-212000                                | ACCOUNTS PAYABLE | \$5.84      | 148742                                | EM-GAS AND OIL               |
| G 240-212000                                | ACCOUNTS PAYABLE | \$14.20     | 148755                                | POOL-MAINTENANCE             |
| G 100-212000                                | ACCOUNTS PAYABLE | \$39.56     | 148780                                | DPW-PARTS                    |
| G 200-212000                                | ACCOUNTS PAYABLE | \$29.21     | 148794                                | CEMETARY-SUPPLIES            |
| G 240-212000                                | ACCOUNTS PAYABLE | \$15.90     | 148809                                | POOL-MAINTENANCE             |
| G 601-212000                                | ACCOUNTS PAYABLE | \$8.95      | 148915                                | CWRC-SUPPLIES                |
| G 240-212000                                | ACCOUNTS PAYABLE | \$14.83     | 148916                                | POOL-MAINTENANCE             |
| G 601-212000                                | ACCOUNTS PAYABLE | \$9.06      | 148920                                | CWRC-SUPPLIES                |
| <b>Total BEYER S HARDWARE STORE</b>         |                  | \$912.32    |                                       |                              |
| <hr/>                                       |                  |             |                                       |                              |
| Paid Chk#                                   | 032051           | 6/14/2019   | <b>BIRCHWOOD CB</b>                   |                              |
| G 260-212000                                | ACCOUNTS PAYABLE | \$290.00    | 103827                                | LIBR-MAINTENANCE             |
| <b>Total BIRCHWOOD CB</b>                   |                  | \$290.00    |                                       |                              |
| <hr/>                                       |                  |             |                                       |                              |
| Paid Chk#                                   | 032052           | 6/14/2019   | <b>BONAFIDE SECURITY SOLUTIONS</b>    |                              |
| G 100-212000                                | ACCOUNTS PAYABLE | \$35.10     | 4232052219                            | COMPLEX-MAINTENANCE          |
| <b>Total BONAFIDE SECURITY SOLUTIONS</b>    |                  | \$35.10     |                                       |                              |
| <hr/>                                       |                  |             |                                       |                              |
| Paid Chk#                                   | 032053           | 6/14/2019   | <b>BUBLITZ PLUMBING &amp; HEATING</b> |                              |
| G 240-212000                                | ACCOUNTS PAYABLE | \$692.02    | 20082                                 | POOL-REPAIR                  |
| <b>Total BUBLITZ PLUMBING &amp; HEATING</b> |                  | \$692.02    |                                       |                              |
| <hr/>                                       |                  |             |                                       |                              |
| Paid Chk#                                   | 032054           | 6/14/2019   | <b>CEDARBURG LIGHT &amp; WATER</b>    |                              |
| G 100-212000                                | ACCOUNTS PAYABLE | \$40.00     | 007382                                | PARKS-CONTRACT BEHLING FIELD |
| G 601-212000                                | ACCOUNTS PAYABLE | \$1,422.08  | 007393                                | CWRC-HYDRANT WATER           |
| G 601-212000                                | ACCOUNTS PAYABLE | \$12,362.16 | 007394                                | CWRC-SEWER BILLING           |
| <b>Total CEDARBURG LIGHT &amp; WATER</b>    |                  | \$13,824.24 |                                       |                              |
| <hr/>                                       |                  |             |                                       |                              |
| Paid Chk#                                   | 032055           | 6/14/2019   | <b>CEDARBURG SCHOOL DISTRICT</b>      |                              |
| G 220-212000                                | ACCOUNTS PAYABLE | \$1,080.00  | 31019                                 | REC-SCHOOL DISTRICT FEES     |
| G 220-212000                                | ACCOUNTS PAYABLE | \$340.00    | 61019                                 | REC-SCHOOL DISTRICT FEES     |
| <b>Total CEDARBURG SCHOOL DISTRICT</b>      |                  | \$1,420.00  |                                       |                              |
| <hr/>                                       |                  |             |                                       |                              |
| Paid Chk#                                   | 032056           | 6/14/2019   | <b>CINTAS CORP</b>                    |                              |
| G 100-212000                                | ACCOUNTS PAYABLE | \$173.35    | 5013962620                            | DPW-OPERATING                |
| <b>Total CINTAS CORP</b>                    |                  | \$173.35    |                                       |                              |
| <hr/>                                       |                  |             |                                       |                              |
| Paid Chk#                                   | 032057           | 6/14/2019   | <b>CINTAS CORPORATION</b>             |                              |
| G 100-212000                                | ACCOUNTS PAYABLE | \$144.64    | 18431324                              | DPW-OPERATING                |
| <b>Total CINTAS CORPORATION</b>             |                  | \$144.64    |                                       |                              |
| <hr/>                                       |                  |             |                                       |                              |
| Paid Chk#                                   | 032058           | 6/14/2019   | <b>CODE 2 K-9 SERVICES, LLC</b>       |                              |

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| G 100-212000     | ACCOUNTS PAYABLE                      |                                | \$875.00    | 1006         | PD-TRANSPORT NEW CANINE          |
|                  | <b>Total CODE 2 K-9 SERVICES, LLC</b> |                                | \$875.00    |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032059 | 6/14/2019                             | <b>CULLIGAN OF WEST BEND</b>   |             |              |                                  |
| G 200-212000     | ACCOUNTS PAYABLE                      |                                | \$76.50     | 502X03473305 | CEMETERY-RENTAL                  |
|                  | <b>Total CULLIGAN OF WEST BEND</b>    |                                | \$76.50     |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032060 | 6/14/2019                             | <b>DEMCO</b>                   |             |              |                                  |
| G 260-212000     | ACCOUNTS PAYABLE                      |                                | \$306.18    | 6624558      | LIBR-OFFICE SUPPLIES             |
|                  | <b>Total DEMCO</b>                    |                                | \$306.18    |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032061 | 6/14/2019                             | <b>DIGITAL EDGE OF GRAFTON</b> |             |              |                                  |
| G 240-212000     | ACCOUNTS PAYABLE                      |                                | \$225.00    | 15205        | POOL-BANNERS                     |
| G 100-212000     | ACCOUNTS PAYABLE                      |                                | \$94.00     | 15259        | POOL-BANNERS                     |
| G 100-212000     | ACCOUNTS PAYABLE                      |                                | \$34.00     | 15259        | ED-OFFICE SUPPLIES               |
| G 100-212000     | ACCOUNTS PAYABLE                      |                                | \$68.00     | 15259        | CLERKS-OFFICE SUPPLIES           |
| G 100-212000     | ACCOUNTS PAYABLE                      |                                | \$34.00     | 15259        | CLERKS-OFFICE SUPPLIES           |
|                  | <b>Total DIGITAL EDGE OF GRAFTON</b>  |                                | \$455.00    |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032062 | 6/14/2019                             | <b>EHLERS &amp; ASSOCIATES</b> |             |              |                                  |
| G 100-212000     | ACCOUNTS PAYABLE                      |                                | \$3,300.00  | 80331        | TREAS-CONTINUING DISCLOSURE      |
|                  | <b>Total EHLERS &amp; ASSOCIATES</b>  |                                | \$3,300.00  |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032063 | 6/14/2019                             | <b>EMERALD TREE CARE, LLC</b>  |             |              |                                  |
| G 100-212000     | ACCOUNTS PAYABLE                      |                                | \$25,453.34 | 31974        | PARKS-CONTRACTED SERVICES        |
|                  | <b>Total EMERALD TREE CARE, LLC</b>   |                                | \$25,453.34 |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032064 | 6/14/2019                             | <b>ENGLEDOW, KJERSTI</b>       |             |              |                                  |
| G 220-212000     | ACCOUNTS PAYABLE                      |                                | \$60.00     | CK REQ       | REC-VOLLEYBALL CAMP CANCELLATION |
|                  | <b>Total ENGLEDOW, KJERSTI</b>        |                                | \$60.00     |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032065 | 6/14/2019                             | <b>ERICKSON, GLENN</b>         |             |              |                                  |
| G 220-212000     | ACCOUNTS PAYABLE                      |                                | \$60.00     | CK REQ       | REC-VOLLEYBALL CAMP CANCELLATION |
|                  | <b>Total ERICKSON, GLENN</b>          |                                | \$60.00     |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032066 | 6/14/2019                             | <b>ETI CORP</b>                |             |              |                                  |
| G 100-212000     | ACCOUNTS PAYABLE                      |                                | \$224.00    | 534          | CLERK-CWV LICENSE 5/1/19-4/30/20 |
|                  | <b>Total ETI CORP</b>                 |                                | \$224.00    |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032067 | 6/14/2019                             | <b>FORWARD CONTRACTORS INC</b> |             |              |                                  |
| G 400-212000     | ACCOUNTS PAYABLE                      |                                | \$48,870.38 | 2019-02      | ENG-SIDEWALK REPLACEMENT         |
|                  | <b>Total FORWARD CONTRACTORS INC</b>  |                                | \$48,870.38 |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032068 | 6/14/2019                             | <b>GALL PLUMBING, INC</b>      |             |              |                                  |
| G 260-212000     | ACCOUNTS PAYABLE                      |                                | \$245.00    | 15786        | LIBR-REPAIR                      |
|                  | <b>Total GALL PLUMBING, INC</b>       |                                | \$245.00    |              |                                  |
| <hr/>            |                                       |                                |             |              |                                  |
| Paid Chk# 032069 | 6/14/2019                             | <b>GHD SERVICES, INC</b>       |             |              |                                  |
| G 350-212000     | ACCOUNTS PAYABLE                      |                                | \$777.25    | 1000968      | MAY PROJECT OVERSIGHT            |



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| <b>Total GHD SERVICES, INC</b>             |                  | <b>\$777.25</b>   |                                      |   |
| Paid Chk#                                  | 032070           | 6/14/2019         | <b>GLOBAL EQUIPMENT COMPANY, INC</b> |   |
| G 240-212000                               | ACCOUNTS PAYABLE | \$2,421.86        | 114324931                            | POOL-EQUIPMENT                            |
| G 240-212000                               | ACCOUNTS PAYABLE | \$254.75          | 114397512                            | POOL-EQUIPMENT                            |
| G 240-212000                               | ACCOUNTS PAYABLE | \$779.40          | 114408467                            | POOL-EQUIPMENT                            |
| <b>Total GLOBAL EQUIPMENT COMPANY, INC</b> |                  | <b>\$3,456.01</b> |                                      |   |
| Paid Chk#                                  | 032071           | 6/14/2019         | <b>GRAEF</b>                         |   |
| G 400-212000                               | ACCOUNTS PAYABLE | \$2,768.90        | 0103765                              | ENG-DAMS ENV. FUND                        |
| <b>Total GRAEF</b>                         |                  | <b>\$2,768.90</b> |                                      |   |
| Paid Chk#                                  | 032072           | 6/14/2019         | <b>GRAINGER</b>                      |   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$111.42          | 9183844951                           | PARKS-REPAIR                              |
| G 100-212000                               | ACCOUNTS PAYABLE | \$51.46           | 9189537104                           | PARKS-REPAIR                              |
| G 200-212000                               | ACCOUNTS PAYABLE | \$19.58           | 9193453744                           | CEMETERY-REPAIR                           |
| G 100-212000                               | ACCOUNTS PAYABLE | \$36.31           | 9200819127                           | PARKS-REPAIR                              |
| <b>Total GRAINGER</b>                      |                  | <b>\$218.77</b>   |                                      |   |
| Paid Chk#                                  | 032073           | 6/14/2019         | <b>GREAT LAKES COCA-COLA DISTR</b>   |   |
| G 240-212000                               | ACCOUNTS PAYABLE | \$62.40           | 2702207143                           | POOL-OPERATING                            |
| <b>Total GREAT LAKES COCA-COLA DISTR</b>   |                  | <b>\$62.40</b>    |                                      |   |
| Paid Chk#                                  | 032074           | 6/14/2019         | <b>HARTMAN SAND AND GRAVEL CO.</b>   |   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$164.50          | 21030                                | DPW-STREET REPAIR & MAINTENANCE           |
| <b>Total HARTMAN SAND AND GRAVEL CO.</b>   |                  | <b>\$164.50</b>   |                                      |   |
| Paid Chk#                                  | 032075           | 6/14/2019         | <b>HEIN ELECTRIC SUPPLY CO</b>       |   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$38.78           | 585767-00                            | PD-SUPPLIES                               |
| <b>Total HEIN ELECTRIC SUPPLY CO</b>       |                  | <b>\$38.78</b>    |                                      |   |
| Paid Chk#                                  | 032076           | 6/14/2019         | <b>HOUSEMAN &amp; FEIND, LLP</b>     |   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$1,341.00        | 45246                                | TRAFFIC                                   |
| G 400-212000                               | ACCOUNTS PAYABLE | \$573.50          | 45269                                | PROCHNOW                                  |
| G 352-212000                               | ACCOUNTS PAYABLE | \$440.00          | 45269                                | TID 3 AMENDMENT FOR EXTENSION             |
| G 100-212000                               | ACCOUNTS PAYABLE | \$5,789.30        | 45269                                | CBD,FIRE AGREEMENT, CELL LEASES, MEETINGS |
| <b>Total HOUSEMAN &amp; FEIND, LLP</b>     |                  | <b>\$8,143.80</b> |                                      |   |
| Paid Chk#                                  | 032077           | 6/14/2019         | <b>J R BOEHLKE INC</b>               |   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$307.68          | 6925                                 | PARKS-CONTRACTED SERVICES                 |
| <b>Total J R BOEHLKE INC</b>               |                  | <b>\$307.68</b>   |                                      |   |
| Paid Chk#                                  | 032078           | 6/14/2019         | <b>JOE JACOBS</b>                    |   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$540.00          | 19-009                               | BI-JUNE 2019                              |
| <b>Total JOE JACOBS</b>                    |                  | <b>\$540.00</b>   |                                      |   |
| Paid Chk#                                  | 032079           | 6/14/2019         | <b>JOHNSONS GARDENS</b>              |   |
| G 100-212000                               | ACCOUNTS PAYABLE | \$32.75           | 95380016                             | PARKS-FLOWER BASKETS                      |

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| <b>Total JOHNSONS GARDENS</b>               |                  | <b>\$32.75</b>     |                                       |  |
| Paid Chk#                                   | 032080           | 6/14/2019          | <b>KAWCZYNSKI, JENNIFER</b>           |  |
| G 100-212000                                | ACCOUNTS PAYABLE | \$160.00           | CK REQ                                | OCCUPANCY PERMIT - OCCUPANCY NOT GRANTED |
| <b>Total KAWCZYNSKI, JENNIFER</b>           |                  | <b>\$160.00</b>    |                                       |  |
| Paid Chk#                                   | 032081           | 6/14/2019          | <b>LAROSA LANDSCAPE COMPANY</b>       |  |
| G 100-212000                                | ACCOUNTS PAYABLE | \$588.00           | 0000280-IN                            | PD-PROFESSIONAL                          |
| G 240-212000                                | ACCOUNTS PAYABLE | \$143.20           | 0000451-IN                            | POOL-PROFESSIONAL SERVICES               |
| <b>Total LAROSA LANDSCAPE COMPANY</b>       |                  | <b>\$731.20</b>    |                                       |  |
| Paid Chk#                                   | 032082           | 6/14/2019          | <b>LENNY S POOL SERVICE</b>           |  |
| G 240-212000                                | ACCOUNTS PAYABLE | \$259.35           | 153961                                | POOL-OPERATING CHEMICALS                 |
| G 240-212000                                | ACCOUNTS PAYABLE | \$130.20           | 154102                                | POOL-OPERATING CHEMICALS                 |
| G 240-212000                                | ACCOUNTS PAYABLE | \$130.20           | 154277                                | POOL-OPERATING CHEMICALS                 |
| <b>Total LENNY S POOL SERVICE</b>           |                  | <b>\$519.75</b>    |                                       |  |
| Paid Chk#                                   | 032083           | 6/14/2019          | <b>MAKING THE CUT TREE SERVICES</b>   |  |
| G 100-212000                                | ACCOUNTS PAYABLE | \$16,000.00        | 1178                                  | PARKS-CONTRACT SERVICES                  |
| <b>Total MAKING THE CUT TREE SERVICES</b>   |                  | <b>\$16,000.00</b> |                                       |  |
| Paid Chk#                                   | 032084           | 6/14/2019          | <b>MMS GOVERNMENT SOLUTIONS LLC</b>   |  |
| G 240-212000                                | ACCOUNTS PAYABLE | \$381.25           | 55361319                              | POOL-OTHER EXPENSES                      |
| G 240-212000                                | ACCOUNTS PAYABLE | \$75.07            | 55494407                              | POOL-OTHER EXPENSES                      |
| <b>Total MMS GOVERNMENT SOLUTIONS LLC</b>   |                  | <b>\$456.32</b>    |                                       |  |
| Paid Chk#                                   | 032085           | 6/14/2019          | <b>MORaine PARK TECHNICAL COLLEGE</b> |  |
| G 220-212000                                | ACCOUNTS PAYABLE | \$137.00           | N00437150                             | REC-SAFETY TRAINING                      |
| <b>Total MORaine PARK TECHNICAL COLLEGE</b> |                  | <b>\$137.00</b>    |                                       |  |
| Paid Chk#                                   | 032086           | 6/14/2019          | <b>NAPA AUTO PARTS</b>                |  |
| G 100-212000                                | ACCOUNTS PAYABLE | \$12.95            | 5269-013329                           | DPW-PARTS                                |
| G 100-212000                                | ACCOUNTS PAYABLE | \$4.42             | 5269-013382                           | DPW-PARTS                                |
| <b>Total NAPA AUTO PARTS</b>                |                  | <b>\$17.37</b>     |                                       |  |
| Paid Chk#                                   | 032087           | 6/14/2019          | <b>ODENWALD, CHRISTIE</b>             |  |
| G 220-212000                                | ACCOUNTS PAYABLE | \$60.00            | CK REQ                                | REC-VOLLEYBALL CAMP CANCELLATION         |
| <b>Total ODENWALD, CHRISTIE</b>             |                  | <b>\$60.00</b>     |                                       |  |
| Paid Chk#                                   | 032088           | 6/14/2019          | <b>OFFICE DEPOT</b>                   |  |
| G 260-212000                                | ACCOUNTS PAYABLE | \$165.53           | 319982443001                          | LIBR-OFFICE SUPPLIES                     |
| G 260-212000                                | ACCOUNTS PAYABLE | \$6.51             | 319983037001                          | LIBR-PUBLICATIONS                        |
| <b>Total OFFICE DEPOT</b>                   |                  | <b>\$172.04</b>    |                                       |  |
| Paid Chk#                                   | 032089           | 6/14/2019          | <b>OLIVER FIONTAR LLC</b>             |  |
| G 350-212000                                | ACCOUNTS PAYABLE | \$11,765.62        | 515                                   | TIF #4-DRAW #14                          |
| G 350-212000                                | ACCOUNTS PAYABLE | \$26,388.75        | 517                                   | TIF #4-DRAW #14                          |
| <b>Total OLIVER FIONTAR LLC</b>             |                  | <b>\$38,154.37</b> |                                       |  |

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| Paid Chk#                                  | 032090           | 6/14/2019 | <b>OLSEN S PIGGLY WIGGLY</b>         |            |                                  |
| G 260-212000                               | ACCOUNTS PAYABLE |           | \$24.78                              | 36798      | LIBR-DONATIONS FRIENDS           |
| G 100-212000                               | ACCOUNTS PAYABLE |           | \$12.00                              | 36865      | SRCTR-WATER FOR TOURS            |
| G 100-212000                               | ACCOUNTS PAYABLE |           | \$11.54                              | 36865      | SRCTR-WATER&SNACKS SR. GAMES     |
| G 260-212000                               | ACCOUNTS PAYABLE |           | \$12.76                              | 37145      | LIBR-DONATIONS FRIENDS           |
| G 220-212000                               | ACCOUNTS PAYABLE |           | \$10.75                              | 37155      | REC-SUPPLIES                     |
| G 220-212000                               | ACCOUNTS PAYABLE |           | \$10.76                              | 37166      | REC-SUPPLIES                     |
| <b>Total OLSEN S PIGGLY WIGGLY</b>         |                  |           | \$82.59                              |            |                                  |
| Paid Chk#                                  | 032091           | 6/14/2019 | <b>ONTECH SYSTEMS, INC</b>           |            |                                  |
| G 240-212000                               | ACCOUNTS PAYABLE |           | \$118.44                             | 41243      | POOL                             |
| <b>Total ONTECH SYSTEMS, INC</b>           |                  |           | \$118.44                             |            |                                  |
| Paid Chk#                                  | 032092           | 6/14/2019 | <b>OWEN S OFFICE SUPPLIES</b>        |            |                                  |
| G 100-212000                               | ACCOUNTS PAYABLE |           | \$48.50                              | 28463      | FORESTRY-OFFICE SUPPLIES         |
| <b>Total OWEN S OFFICE SUPPLIES</b>        |                  |           | \$48.50                              |            |                                  |
| Paid Chk#                                  | 032093           | 6/14/2019 | <b>OZAUKEE ACE HARDWARE</b>          |            |                                  |
| G 240-212000                               | ACCOUNTS PAYABLE |           | \$18.51                              | 159171     | POOL-REPAIR                      |
| G 100-212000                               | ACCOUNTS PAYABLE |           | \$31.98                              | 159504     | DPW-SUPPLIES                     |
| <b>Total OZAUKEE ACE HARDWARE</b>          |                  |           | \$50.49                              |            |                                  |
| Paid Chk#                                  | 032094           | 6/14/2019 | <b>OZAUKEE COUNTY CLERK OFCOURTS</b> |            |                                  |
| G 100-212000                               | ACCOUNTS PAYABLE |           | \$150.00                             | CK REQ     | PD-ERIK S. DEUTSCH CASE 19-11812 |
| <b>Total OZAUKEE COUNTY CLERK OFCOURTS</b> |                  |           | \$150.00                             |            |                                  |
| Paid Chk#                                  | 032095           | 6/14/2019 | <b>OZAUKEE DISPOSAL CORPORATION</b>  |            |                                  |
| G 601-212000                               | ACCOUNTS PAYABLE |           | \$1,525.00                           | IN53200    | CWRC-DUMPSTER PICKUP             |
| <b>Total OZAUKEE DISPOSAL CORPORATION</b>  |                  |           | \$1,525.00                           |            |                                  |
| Paid Chk#                                  | 032096           | 6/14/2019 | <b>PITNEY BOWES GLOBAL FINANCIAL</b> |            |                                  |
| G 100-212000                               | ACCOUNTS PAYABLE |           | \$112.51                             | 3308919970 | CLERK-POSTAGE MACHINE            |
| <b>Total PITNEY BOWES GLOBAL FINANCIAL</b> |                  |           | \$112.51                             |            |                                  |
| Paid Chk#                                  | 032097           | 6/14/2019 | <b>PLAYGROUND PLASTICS</b>           |            |                                  |
| G 400-212000                               | ACCOUNTS PAYABLE |           | \$255.00                             | 1513       | WILLOWBROOKE                     |
| G 400-212000                               | ACCOUNTS PAYABLE |           | \$61.81                              | 1520       | WILLOWBROOKE                     |
| <b>Total PLAYGROUND PLASTICS</b>           |                  |           | \$316.81                             |            |                                  |
| Paid Chk#                                  | 032098           | 6/14/2019 | <b>POMP S TIRE SERVICE, INC.</b>     |            |                                  |
| G 100-212000                               | ACCOUNTS PAYABLE |           | \$170.00                             | 430082706  | DPW-MAINTENANCE PARTS            |
| <b>Total POMP S TIRE SERVICE, INC.</b>     |                  |           | \$170.00                             |            |                                  |
| Paid Chk#                                  | 032099           | 6/14/2019 | <b>PORT-A-JOHN</b>                   |            |                                  |
| G 200-212000                               | ACCOUNTS PAYABLE |           | \$85.00                              | 1299819-IN | CEMETARY                         |
| G 100-212000                               | ACCOUNTS PAYABLE |           | \$85.00                              | 1299820-IN | PARKS                            |
| <b>Total PORT-A-JOHN</b>                   |                  |           | \$170.00                             |            |                                  |
| Paid Chk#                                  | 032100           | 6/14/2019 | <b>ROLLER, MARK J.</b>               |            |                                  |

**CITY OF CEDARBURG**

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| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$25.00    | CK REQ       | APPLIANCE PICKUP REFUND              |
|                  | <b>Total ROLLER, MARK J.</b>               |                                      | \$25.00    |              |                                      |
| Paid Chk# 032101 | 6/14/2019                                  | <b>SAN-A-CARE, INC.</b>              |            |              |                                      |
| G 240-212000     | ACCOUNTS PAYABLE                           |                                      | \$143.96   | 491874       | POOL-MAINTENANCE                     |
|                  | <b>Total SAN-A-CARE, INC.</b>              |                                      | \$143.96   |              |                                      |
| Paid Chk# 032102 | 6/14/2019                                  | <b>SHERRILL, INC.</b>                |            |              |                                      |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$98.66    | INV-467037   | PARKS-REPAIR & MAINTENANCE           |
|                  | <b>Total SHERRILL, INC.</b>                |                                      | \$98.66    |              |                                      |
| Paid Chk# 032103 | 6/14/2019                                  | <b>SITEONE LANDSCAPE SUPPLY</b>      |            |              |                                      |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$714.94   | 91743713-001 | FORESTRY-STUMP REMOVAL               |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$412.38   | 91743713-001 | DPW-MAINTENANCE                      |
|                  | <b>Total SITEONE LANDSCAPE SUPPLY</b>      |                                      | \$1,127.32 |              |                                      |
| Paid Chk# 032104 | 6/14/2019                                  | <b>STENZ, GEORGIA</b>                |            |              |                                      |
| G 220-212000     | ACCOUNTS PAYABLE                           |                                      | \$60.00    | CK REQ       | REC-VOLLEYBALL CAMP CANCELLATION     |
|                  | <b>Total STENZ, GEORGIA</b>                |                                      | \$60.00    |              |                                      |
| Paid Chk# 032105 | 6/14/2019                                  | <b>STREICHER S POLICE EQUIPMENT</b>  |            |              |                                      |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$46.98    | I1363700     | PD-UNIFORMS                          |
|                  | <b>Total STREICHER S POLICE EQUIPMENT</b>  |                                      | \$46.98    |              |                                      |
| Paid Chk# 032106 | 6/14/2019                                  | <b>TAPCO</b>                         |            |              |                                      |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$605.80   | I638233      | DPW-SIGNS                            |
|                  | <b>Total TAPCO</b>                         |                                      | \$605.80   |              |                                      |
| Paid Chk# 032107 | 6/14/2019                                  | <b>TIME WARNER CABLE-PO BOX 4639</b> |            |              |                                      |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$434.00   | 709864401052 | PD-INTERNET                          |
|                  | <b>Total TIME WARNER CABLE-PO BOX 4639</b> |                                      | \$434.00   |              |                                      |
| Paid Chk# 032108 | 6/14/2019                                  | <b>UNEMPLOYMENT INSURANCE</b>        |            |              |                                      |
| G 700-212000     | ACCOUNTS PAYABLE                           |                                      | \$63.54    | 000009574228 | UNEMPLOYEMENT                        |
|                  | <b>Total UNEMPLOYMENT INSURANCE</b>        |                                      | \$63.54    |              |                                      |
| Paid Chk# 032109 | 6/14/2019                                  | <b>UNIFIRST CORPORATION</b>          |            |              |                                      |
| G 601-212000     | ACCOUNTS PAYABLE                           |                                      | \$55.67    | 096 1075910  | CWRC-SAFETY EQUIPMENT                |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$46.22    | 096 1075914  | DPW-OPERATING                        |
| G 601-212000     | ACCOUNTS PAYABLE                           |                                      | \$45.53    | 096 1075922  | CWRC-SUPPLIES                        |
|                  | <b>Total UNIFIRST CORPORATION</b>          |                                      | \$147.42   |              |                                      |
| Paid Chk# 032110 | 6/14/2019                                  | <b>VANTAGE FINANCIAL</b>             |            |              |                                      |
| G 400-212000     | ACCOUNTS PAYABLE                           |                                      | \$3,608.00 | 42107        | PARKS-SECURITY DEPOSIT GRAPPLE TRUCK |
| G 400-212000     | ACCOUNTS PAYABLE                           |                                      | \$3,608.00 | 42977        | PARKS-GRAPPLE TRUCK - JULY 2019      |
|                  | <b>Total VANTAGE FINANCIAL</b>             |                                      | \$7,216.00 |              |                                      |
| Paid Chk# 032111 | 6/14/2019                                  | <b>WAAO MARSHFIELD WI</b>            |            |              |                                      |

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| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$50.00      | CK REQ       | ASSESSOR-ANNUAL MEMBERSHIP AUGUST 2019-JULY 2020 |
|                  | <b>Total WAAO MARSHFIELD WI</b>            |                                      | \$50.00      |              |  |
| Paid Chk# 032112 | 6/14/2019                                  | <b>WIL-KIL PEST CONTROL</b>          |              |              |  |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$44.75      | 3641563      | COMPLEX-MAINTENANCE                              |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$46.00      | 3641566      | COMPLEX-LINCOLN BLDG                             |
|                  | <b>Total WIL-KIL PEST CONTROL</b>          |                                      | \$90.75      |              |  |
| Paid Chk# 032113 | 6/14/2019                                  | <b>WMCA</b>                          |              |              |  |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$70.00      | CK REQ       | CLERKS-TRAINING                                  |
|                  | <b>Total WMCA</b>                          |                                      | \$70.00      |              |  |
| Paid Chk# 032114 | 6/14/2019                                  | <b>YOUNG, AMANDA</b>                 |              |              |  |
| G 220-212000     | ACCOUNTS PAYABLE                           |                                      | \$60.00      | CK REQ       | REC-VOLLEYBALL CAMP CANCELLATION                 |
|                  | <b>Total YOUNG, AMANDA</b>                 |                                      | \$60.00      |              |  |
| Paid Chk# 032115 | 6/14/2019                                  | <b>ZUERN BUILDING PRODUCTS</b>       |              |              |  |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$314.16     | 154638       | PARKS-REPAIR                                     |
|                  | <b>Total ZUERN BUILDING PRODUCTS</b>       |                                      | \$314.16     |              |  |
| Paid Chk# 032117 | 6/17/2019                                  | <b>BETTY BRINN CHILDRENS MUSEUM</b>  |              |              |  |
| G 220-212000     | ACCOUNTS PAYABLE                           |                                      | \$250.00     | CK REQ       | REC-FIELD TRIP                                   |
|                  | <b>Total BETTY BRINN CHILDRENS MUSEUM</b>  |                                      | \$250.00     |              |  |
| Paid Chk# 032118 | 6/17/2019                                  | <b>TIME WARNER CABLE-PO BOX 4639</b> |              |              |  |
| G 100-212000     | ACCOUNTS PAYABLE                           |                                      | \$69.37      | 707259401060 | GYM-INTERNET                                     |
|                  | <b>Total TIME WARNER CABLE-PO BOX 4639</b> |                                      | \$69.37      |              |  |
|                  | <b>111300 PWSB Checking</b>                |                                      | \$492,922.10 |              |  |

### Fund Summary

|                               |              |
|-------------------------------|--------------|
| <b>111300 PWSB Checking</b>   |              |
| 100 GENERAL FUND              | \$185,356.44 |
| 200 CEMETERY FUND             | \$1,782.00   |
| 220 RECREATION PROGRAMS FUND  | \$14,060.67  |
| 240 SWIMMING POOL FUND        | \$8,375.07   |
| 260 LIBRARY FUND              | \$9,469.82   |
| 350 TIF DISTRICT FUND #4      | \$38,931.62  |
| 352 TIF DISTRICT FUND #3      | \$690.00     |
| 400 CAPITAL IMPROVEMENTS FUND | \$168,906.70 |
| 601 WATER RECYCLING CENTER    | \$61,554.89  |
| 700 RISK MANAGEMENT FUND      | \$3,794.89   |
|                               | \$492,922.10 |





City of Cedarburg

# City Administrator's Report

June 20, 2019

## 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**— The Sidewalk Repair, Asphalt Repair, and Phase 1 of the Columbia Mills Dam projects are completed. The 2019 Street & Utility and the Highland Lift Station projects are underway.

The Public Works crew is working on crack sealing, street sweeping, drain tile replacement on Evergreen Blvd., preparing for Strawberry Festival, and street painting.

**Parks, Recreation & Forestry**— The Kick-off to Summer event in Cedar Creek Park on June 8, in collaboration with the Library, was a huge success. Summer soccer camps began this week and the pool is now open 7 days/week.

There was a ribbon cutting event for the new Willowbrooke Playground equipment on Wednesday.

The roof work on the Cedar Creek Park and Zeunert Park shelters will be done in the fall with the Lion's Club.

The Forestry Crew is working on stump grinding (60 of 300 are completed). They were also called out last week Friday to clean up trees and debris from wind damage. A planter was installed in the park area north of Sal's Pizza.

**Clerk**— The Personnel Committee will meet on July 8 at 5 p.m., prior to the Common Council meeting.

Liquor and Operator Renewal Licenses are ready for pick up in the Clerk's office over the next two weeks.

**Water Recycling Center**— The Utility completed the sludge pump replacements and are involved in the Highland Lift Station project.

**Light & Water**— The Utility is still advertising for a Journeyman.

The use of fluoride in the City water will be discussed at an August Council meeting, at the request of a citizen.

**Senior Center**— Director Suppinger attended the Ozaukee Senior Conference at Grafton High School on Tuesday and the Awards breakfast this morning for the wrap-up of the Senior games. The Senior Center will be closed Friday while Strawberry Festival preparations begin in the parking lot.

**Library**—The Summer Reading program began on June 10 and 831 children are registered to-date (200 of these registrations were taken during the Kick-off to Summer event in the park). The young adult/adult program has 200 people registered to-date.

The Friends of the Library will be holding their annual used book sale in the Community Gym on July 11-13. The Library's 5th Anniversary in the new building is the same week with events being held at the Library.

Director Pierschalla will be at the American Library Association Conference in Washington, DC from June 19-26.

**Assessor**—The Annual Assessment report has been submitted to the State.

**Administrator**— The Health Insurance Committee will be meeting on June 25 to discuss insurance options and to make a recommendation to the Personnel Committee for 2020. A Budget meeting with Department Heads and the Common Council is scheduled for July 15.

Last Tuesday, I attended Government Finance Officers Association training. This week (Wednesday—Friday), I am attending the Wisconsin City/County Manager Association summer conference in LaCrosse.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Christy", with a stylized flourish extending from the end.

Christy Mertes  
City Administrator/Treasurer



| Occupant Name                                      | Location Zone     | Address                      | Last Completed Date |
|--|-------------------|------------------------------|---------------------|
| Columbia - Harris Bank                             | City of Cedarburg | N69 W5269 Columbia Road      | 5/2/2019            |
| Columbia - Harris Bank Annex                       | City of Cedarburg | N70 W5185 Columbia Road      | 5/2/2019            |
| Columbia - Hefner's Custard                        | City of Cedarburg | N71 W5184 Columbia Road      | 5/2/2019            |
| Columbia - Levy & Levy Attorney                    | City of Cedarburg | N61 W6058 Columbia Road      | 5/2/2019            |
| Columbia - Muscle & Movement Therapy               | City of Cedarburg | N69 W5289 Columbia Road      | 5/2/2019            |
| Columbia - Paloma Product Marketing                | City of Cedarburg | N71 W5216 Columbia Road      | 5/2/2019            |
| Columbia - Trinity Lutheran Church                 | City of Cedarburg | N60 W6047 Columbia Road      | 5/2/2019            |
| Columbia - WI Title & Abstract                     | City of Cedarburg | N61 W6088 Columbia Road      | 5/2/2019            |
| Doerr - Dorem, LLC                                 | City of Cedarburg | W57 N14371 Doerr Way         | 5/3/2019            |
| Doerr - Dorem, LLC "The High Bay"                  | City of Cedarburg | W57 N14333 Doerr Way         | 5/3/2019            |
| Doerr - Weil Pump (Wilo)                           | City of Cedarburg | W57 N14373 Doerr Way         | 5/3/2019            |
| Cleveland - St. Nicholas Orthodox Church           | City of Cedarburg | N65 W6503 Cleveland Street   | 5/6/2019            |
| Commerce - Ambrose Engineering                     | City of Cedarburg | N66 W215 Commerce Court      | 5/6/2019            |
| Commerce - Amy's Candy Kitchen                     | City of Cedarburg | N19 W6725 Commerce Court     | 5/6/2019            |
| Commerce - Chay's Tae Kwon Do                      | City of Cedarburg | N19 W6733 Commerce Court     | 5/6/2019            |
| Commerce - L.S. Research Inc.                      | City of Cedarburg | W66 N220 Commerce Court      | 5/6/2019            |
| Commerce - Salon Beatrice                          | City of Cedarburg | N19 W6733 Commerce Court     | 5/6/2019            |
| Wash Ave - Amish Furniture Storage                 | City of Cedarburg | W63 N171 Washington Avenue   | 5/6/2019            |
| Wash Ave - Amish Storage                           | City of Cedarburg | W63 N173 Washington Avenue   | 5/6/2019            |
| Wash Ave - Fabson Engineering                      | City of Cedarburg | W63 N133 Washington Avenue   | 5/6/2019            |
| Wash Ave - Four In Tune                            | City of Cedarburg | W63 N147 Washington Avenue   | 5/6/2019            |
| Wash Ave - George Webb                             | City of Cedarburg | W63 N151 Washington Avenue   | 5/6/2019            |
| Wash Ave - Kettle Moraine Appliance                | City of Cedarburg | W63 N127 Washington Avenue   | 5/6/2019            |
| Wash Ave - Morningstar Montessori                  | City of Cedarburg | W63 N131 Washington Avenue   | 5/6/2019            |
| Wash Ave - Temperature Pro                         | City of Cedarburg | W63 N143 Washington Avenue   | 5/6/2019            |
| Wash Ave - Wittenberg Floor Covering               | City of Cedarburg | W63 N139 Washington Avenue   | 5/6/2019            |
| Wash Ave - Advent Lutheran Church                  | City of Cedarburg | W63 N642 Washington Avenue   | 5/10/2019           |
| Wash Ave - Amish Craftsmen Guild II                | City of Cedarburg | W64 N707 Washington Avenue   | 5/10/2019           |
| Wash Ave - Anytime Fitness                         | City of Cedarburg | W61 N297.3 Washington Avenue | 5/10/2019           |
| Wash Ave - Best Cleaners                           | City of Cedarburg | W62 N253 Washington Avenue   | 5/10/2019           |
| Wash Ave - Birchwood Wells                         | City of Cedarburg | W63 N646 Washington Avenue   | 5/10/2019           |
| Wash Ave - Bloch Appliance                         | City of Cedarburg | W61 N297 Washington Avenue   | 5/10/2019           |
| Wash Ave - Carr Services, LLC (Thrivent Financial) | City of Cedarburg | W61 N297 Washington Avenue   | 5/10/2019           |

|  |                   |                              |           |
|--|-------------------|------------------------------|-----------|
| Wash Ave - Cedarburg Popcorn Company                 | City of Cedarburg | W63 N631 Washington Avenue   | 5/10/2019 |
| Wash Ave - Corky's Cedarburg Service LLC             | City of Cedarburg | W62 N245 Washington Avenue   | 5/10/2019 |
| Wash Ave - Elements Unleashed                        | City of Cedarburg | W63 N712 Washington Avenue   | 5/10/2019 |
| Wash Ave - FastTrack                                 | City of Cedarburg | W62 N271 Washington Avenue   | 5/10/2019 |
| Wash Ave - Ginkgo Leaf Studio                        | City of Cedarburg | W63 N672.3 Washington Avenue | 5/10/2019 |
| Wash Ave - Hampton Court Apartments (East Building)  | City of Cedarburg | W64 N14261 Washington Avenue | 5/10/2019 |
| Wash Ave - Hampton Court Apartments (North Building) | City of Cedarburg | W64 N14273 Washington Avenue | 5/10/2019 |
| Wash Ave - Hampton Court Apartments (South Building) | City of Cedarburg | W64 N14243 Washington Avenue | 5/10/2019 |
| Wash Ave - Hampton Court Apartments (West Building)  | City of Cedarburg | W64 N14255 Washington Avenue | 5/10/2019 |
| Wash Ave - Jewelry Works                             | City of Cedarburg | W63 N706 Washington Avenue   | 5/10/2019 |
| Wash Ave - Kuhefuss House                            | City of Cedarburg | W63 N627 Washington Avenue   | 5/10/2019 |
| Wash Ave - Mother Loving Potions                     | City of Cedarburg | W63 N706 Washington Avenue   | 5/10/2019 |
| Wash Ave - Owen's Office Products                    | City of Cedarburg | W62 N265 Washington Avenue   | 5/10/2019 |
| Wash Ave - Pawz Pet Salon                            | City of Cedarburg | W62 N263 Washington Avenue   | 5/10/2019 |
| Wash Ave - Relief Accupuncture                       | City of Cedarburg | W62 N265 Washington Avenue   | 5/10/2019 |
| Wash Ave - Ritz Nails                                | City of Cedarburg | W61 N297.5 Washington Avenue | 5/10/2019 |
| Wash Ave - Santa Fe Shop                             | City of Cedarburg | W63 N680 Washington Avenue   | 5/10/2019 |
| Wash Ave - Sissy & Me                                | City of Cedarburg | W63 N684 Washington Avenue   | 5/10/2019 |
| Wash Ave - Up The Creek                              | City of Cedarburg | W63 N698 Washington Avenue   | 5/10/2019 |
| Wash Ave - VACANT                                    | City of Cedarburg | W63 N706 Washington Avenue   | 5/10/2019 |
| Wash Ave - Valley Skin Studios                       | City of Cedarburg | W63 N672.1 Washington Avenue | 5/10/2019 |
| Wash Ave - Wave Management                           | City of Cedarburg | W63 N674.1 Washington Avenue | 5/10/2019 |
| Center - Carr Studios Photography, LLC               | City of Cedarburg | N56 W6351A Center Street     | 5/13/2019 |
| Hanover - Cedarburg Medical Clinic                   | City of Cedarburg | W63 N545 Hanover Avenue      | 5/13/2019 |
| Hanover - Family Vision Center                       | City of Cedarburg | W63 N543 Hanover Avenue      | 5/13/2019 |
| Hanover - Luminous Medspa                            | City of Cedarburg | W63 N547 Hanover Avenue      | 5/13/2019 |
| Hanover - VIP  | City of Cedarburg | W63 N582 Hanover Avenue      | 5/13/2019 |
| Pioneer - VACANT                                     | City of Cedarburg | N143 W5775 Pioneer Rd. Road  | 5/13/2019 |
| Turner - US Bank                                     | City of Cedarburg | N61 W6312 Turner Street      | 5/13/2019 |
| Wash Ave - Amy's Candy Kitchen                       | City of Cedarburg | W62 N579 Washington Avenue   | 5/13/2019 |
| Wash Ave - Apartments                                | City of Cedarburg | W62 N557 Washington Avenue   | 5/13/2019 |
| Wash Ave - Bella Lei                                 | City of Cedarburg | W62 N560 Washington Avenue   | 5/13/2019 |
| Wash Ave - Carroll Law Office                        | City of Cedarburg | W62 N562 Washington Avenue   | 5/13/2019 |
| Wash Ave - Cedarburg Family Wellness Center          | City of Cedarburg | W62 N225 Washington Avenue   | 5/13/2019 |

|  |                   |                              |           |
|--|-------------------|------------------------------|-----------|
| Wash Ave - Cedarburg Toy Company             | City of Cedarburg | W62 N583 Washington Avenue   | 5/13/2019 |
| Wash Ave - Cedarburg Woolen Mill             | City of Cedarburg | W62 N580 Washington Avenue   | 5/13/2019 |
| Wash Ave - Close to the Heart                | City of Cedarburg | W62 N555 Washington Avenue   | 5/13/2019 |
| Wash Ave - Generations Consignment           | City of Cedarburg | W62 N556 Washington Avenue   | 5/13/2019 |
| Wash Ave - Gustav Building                   | City of Cedarburg | W62 N562 Washington Avenue   | 5/13/2019 |
| Wash Ave - Insurance Outfitters              | City of Cedarburg | W61 N306.3 Washington Avenue | 5/13/2019 |
| Wash Ave - Just Poppy Inn                    | City of Cedarburg | W62 N595 Washington Avenue   | 5/13/2019 |
| Wash Ave - M Squared Engineering LLC         | City of Cedarburg | W62 N215 Washington Avenue   | 5/13/2019 |
| Wash Ave - McCutcheon's Barber Shop          | City of Cedarburg | W62 N566 Washington Avenue   | 5/13/2019 |
| Wash Ave - News Graphic/M Magazine           | City of Cedarburg | W61 N306.4 Washington Avenue | 5/13/2019 |
| Wash Ave - Ozaukee Eye Center Clinic         | City of Cedarburg | W62 N221 Washington Avenue   | 5/13/2019 |
| Wash Ave - PJ Schmidt Investments            | City of Cedarburg | W62 N570 Washington Avenue   | 5/13/2019 |
| Wash Ave - Realty Executives Integrity       | City of Cedarburg | W61 N306.6 Washington Avenue | 5/13/2019 |
| Wash Ave - Starbucks                         | City of Cedarburg | W61 N306.1 Washington Avenue | 5/13/2019 |
| Wash Ave - The Chocolate Factory             | City of Cedarburg | W62 N577 Washington Avenue   | 5/13/2019 |
| Wash Ave - The Paperie & Co.                 | City of Cedarburg | W62 N585 Washington Avenue   | 5/13/2019 |
| Wash Ave - The Pink Llama Gallery            | City of Cedarburg | W62 N580 Washington Avenue   | 5/13/2019 |
| Wash Ave - VACANT                            | City of Cedarburg | W62 N563 Washington Avenue   | 5/13/2019 |
| Wash Ave - Washington House Inn              | City of Cedarburg | W62 N573 Washington Avenue   | 5/13/2019 |
| Wash Ave - Washington Square Apartments      | City of Cedarburg | W62 N563 Washington Avenue   | 5/13/2019 |
| Commerce - Fusion Spas                       | City of Cedarburg | W65 N210 Commerce Court      | 5/14/2019 |
| Cardinal - Alliance Medical Corporation      | City of Cedarburg | W59 N249 Cardinal Avenue     | 5/16/2019 |
| Doerr - BMO Harris Bank                      | City of Cedarburg | W57 N14280 Doerr Way         | 5/16/2019 |
| Garfield - Wastewater Lift Station           | City of Cedarburg | N17 W5289 Garfield Street    | 5/16/2019 |
| James - Glen @ Cedar Creek Clubhouse         | City of Cedarburg | W59 N1156 James Circle       | 5/16/2019 |
| Park - Cedarburg Waste Water Treatment Plant | City of Cedarburg | W54 N370 Park Lane           | 5/16/2019 |
| Wash Ave - Bohemia                           | City of Cedarburg | W62 N583 Washington Avenue   | 5/22/2019 |
| Wash Ave - Boulangerie DuMonde               | City of Cedarburg | W62 N588 Washington Avenue   | 5/22/2019 |
| Wash Ave - C.A. Daniels Construction Inc.    | City of Cedarburg | W63 N175 Washington Avenue   | 5/22/2019 |
| Wash Ave - Excalibur Flooring                | City of Cedarburg | W63 N161 Washington Avenue   | 5/22/2019 |
| Wash Ave - Handen Distillery                 | City of Cedarburg | W62 N590 Washington Avenue   | 5/22/2019 |
| Wash Ave - Heirloom Wisconsin                | City of Cedarburg | W62 N590 Washington Avenue   | 5/22/2019 |
| Wash Ave - Heritage Lighting                 | City of Cedarburg | W62 N572 Washington Avenue   | 5/22/2019 |
| Wash Ave - Koehler Agency                    | City of Cedarburg | W62 N582 Washington Avenue   | 5/22/2019 |

|   |                   |                              |           |
|---|-------------------|------------------------------|-----------|
| Wash Ave - Nouveau                        | City of Cedarburg | W62 N594 Washington Avenue   | 5/22/2019 |
| Wash Ave - RA Smith National              | City of Cedarburg | W62 N588 Washington Avenue   | 5/22/2019 |
| Wash Ave - Scentsory Bath & Body Boutique | City of Cedarburg | W62 N596 Washington Avenue   | 5/22/2019 |
| Wash Ave - Schroeder House                | City of Cedarburg | W62 N589 Washington Avenue   | 5/22/2019 |
| Wash Ave - Stippich Selin & Cain          | City of Cedarburg | W62 N588 Washington Avenue   | 5/22/2019 |
| Wash Ave - Weeds                          | City of Cedarburg | W62 N588 Washington Avenue   | 5/22/2019 |
| Wash Ave - Wyndrose Jewelry               | City of Cedarburg | W62 N600 Washington Avenue   | 5/22/2019 |
| Wash Ave - Beyers True Value              | City of Cedarburg | W61 N278 Washington Avenue   | 5/24/2019 |
| Wash Ave - Blount Orthopaedic Associates  | City of Cedarburg | W62 N206 Washington Avenue   | 5/24/2019 |
| Wash Ave - BMO Harris Bank                | City of Cedarburg | W62 N209 Washington Avenue   | 5/24/2019 |
| Wash Ave - Coin Laundry                   | City of Cedarburg | W63 N150 Washington Avenue   | 5/24/2019 |
| Wash Ave - Commerce State Bank            | City of Cedarburg | W61 N301 Washington Avenue   | 5/24/2019 |
| Wash Ave - Common Areas                   | City of Cedarburg | W61 N306.6 Washington Avenue | 5/24/2019 |
| Wash Ave - Dairy Queen                    | City of Cedarburg | W63 N170 Washington Avenue   | 5/24/2019 |
| Wash Ave - Edward Jones Investments       | City of Cedarburg | W62 N179.2 Washington Avenue | 5/24/2019 |
| Wash Ave - Family Practice Associates     | City of Cedarburg | W62 N179.1 Washington Avenue | 5/24/2019 |
| Wash Ave - KinderCare Learning Center     | City of Cedarburg | W62 N218 Washington Avenue   | 5/24/2019 |
| Wash Ave - Orthopedic Hospital of WI      | City of Cedarburg | W62 N204 Washington Avenue   | 5/24/2019 |
| Wash Ave - Out and Out                    | City of Cedarburg | W61 N305 Washington Avenue   | 5/24/2019 |
| Wash Ave - Salon Noir                     | City of Cedarburg | W61 N306.2 Washington Avenue | 5/24/2019 |
| Wash Ave - Subway                         | City of Cedarburg | W62 N202 Washington Avenue   | 5/24/2019 |
| Wash Ave - Apartments                     | City of Cedarburg | W62 N540 Washington Avenue   | 5/28/2019 |
| Wash Ave - Coldwell Banker                | City of Cedarburg | W61 N517 Washington Avenue   | 5/28/2019 |
| Wash Ave - Jet Vance Salon                | City of Cedarburg | W61 N521 Washington Avenue   | 5/28/2019 |
| Wash Ave - LaTulipe, LLC                  | City of Cedarburg | W63 N633A Washington Avenue  | 5/28/2019 |
| Wash Ave - Lillie's                       | City of Cedarburg | W62 N553 Washington Avenue   | 5/28/2019 |
| Wash Ave - Lilly Pad                      | City of Cedarburg | W62 N539 Washington Avenue   | 5/28/2019 |
| Wash Ave - Mantel Orthodontics            | City of Cedarburg | W61 N529.4 Washington Avenue | 5/28/2019 |
| Wash Ave - McDonald's                     | City of Cedarburg | W62 N270 Washington Avenue   | 5/28/2019 |
| Wash Ave - Partnership Bank               | City of Cedarburg | W61 N529.2 Washington Avenue | 5/28/2019 |
| Wash Ave - Partnership Bank Office        | City of Cedarburg | W61 N529.1 Washington Avenue | 5/28/2019 |
| Wash Ave - Real Fitness                   | City of Cedarburg | W61 N513 Washington Avenue   | 5/28/2019 |
| Wash Ave - Samse Insurance                | City of Cedarburg | W62 N536 Washington Avenue   | 5/28/2019 |
| Wash Ave - The Student Union              | City of Cedarburg | W62 N542 Washington Avenue   | 5/28/2019 |

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| Evergreen - Cedarburg High School                | City of Cedarburg | W68 N611 Evergreen Boulevard | 5/29/2019 |
| Harrison - Parkview School                       | City of Cedarburg | W72 N853 Harrison Avenue     | 5/29/2019 |
| Keup - Thorson Elementary School                 | City of Cedarburg | W51 N932 Keup Road           | 5/29/2019 |
| Madison - Westlawn Elementary School             | City of Cedarburg | W64 N319 Madison Avenue      | 5/29/2019 |
| Turner - Rachel's Roses                          | City of Cedarburg | N61 W6321 Turner Street      | 5/29/2019 |
| Wauwatosa - Webster Transitional School          | City of Cedarburg | W75 N624 Wauwatosa Road      | 5/29/2019 |
| Concord - Cedar View Apartments (North Bldg)     | City of Cedarburg | N142 W6227 Concord Street    | 5/31/2019 |
| Concord - Cedar View Apartments (South Building) | City of Cedarburg | N142 W6229 Concord Street    | 5/31/2019 |
| Layton - Layton Terrace Apartments               | City of Cedarburg | N143 W6413 Layton Street     | 5/31/2019 |
| Layton - Layton Terrace Apartments               | City of Cedarburg | N143 W6449 Layton Street     | 5/31/2019 |
| Layton - Layton Terrace Apartments               | City of Cedarburg | N143 W6487 Layton Street     | 5/31/2019 |
| Wash Ave - 4 Unit Apartment                      | City of Cedarburg | W62 N616 Washington Avenue   | 5/31/2019 |
| Wash Ave - Apartments                            | City of Cedarburg | W63 N14332 Washington Avenue | 5/31/2019 |
| Wash Ave - Apartments                            | City of Cedarburg | W63 N14344 Washington Avenue | 5/31/2019 |
| Wash Ave - Armbruster Jewelers                   | City of Cedarburg | W62 N620 Washington Avenue   | 5/31/2019 |
| Wash Ave - Cedar View Apartments (East Building) | City of Cedarburg | W63 N14258 Washington Avenue | 5/31/2019 |
| Wash Ave - Cedar View Apartments (West Building) | City of Cedarburg | W63 N14260 Washington Avenue | 5/31/2019 |
| Wash Ave - Cedarburg Coffee Roastery             | City of Cedarburg | W62 N603 Washington Avenue   | 5/31/2019 |
| Wash Ave - Condos (North Group - West Building)  | City of Cedarburg | W63 N14354 Washington Avenue | 5/31/2019 |
| Wash Ave - Condos (South Group - West Building)  | City of Cedarburg | W63 N14316 Washington Avenue | 5/31/2019 |
| Wash Ave - Consignment Store                     | City of Cedarburg | W62 N634 Washington Avenue   | 5/31/2019 |
| Wash Ave - Fiddleheads                           | City of Cedarburg | W62 N605 Washington Avenue   | 5/31/2019 |
| Wash Ave - JJ's Plumbing                         | City of Cedarburg | W63 N130A Washington Avenue  | 5/31/2019 |
| Wash Ave - Penzey's Spice                        | City of Cedarburg | W62 N604 Washington Avenue   | 5/31/2019 |
| Wash Ave - Schwai's Meat & Sausage               | City of Cedarburg | W62 N601 Washington Avenue   | 5/31/2019 |
| Wash Ave - Sid Prom Agency                       | City of Cedarburg | W61 N512 Washington Avenue   | 5/31/2019 |