

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
September 30, 2019 – 7:00 P.M.**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, September 30, 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, Rick Verhaalen, Garan Chivinski, Patricia Thome and Rod Galbraith

It is possible that members of and possibly a quorum of members of the Community Development Authority and Joint Review Board may be in attendance at the Common Council meeting.

No business will be conducted by the Community Development Authority or Joint Review Board and no action will be taken. Attendance is for the purpose of information gathering.

5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES - September 9, 2019 Common Council Meeting*
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. TID No. 4 - Amcast update from Developer DJ Burns
9. NEW BUSINESS
 - A. Consider Resolution 2019-02 commending retiring Canine Officer Jake; and action thereon*
 - B. Consider request to begin the process to hire up to two entry-level Police Officers, due to anticipated retirements; and action thereon*

- C. Consider approval of Sara Dunstone's request for land division and development agreement for a three-lot development at N50 W7404 Western Road; and action thereon (Plan Commission, 9/10/19)*
- D. Consider Ordinance 2019-14 prohibiting parking for 1,035 feet on the east side of Sheboygan Road from Washington Ave north and repealing restricted parking hours; and action thereon (Public Works & Sewerage Commission, 9/12/19)*
- E. Consider proposal from Symbiont for a new cemetery records/GIS agreement; and action thereon (Public Works & Sewerage Commission, 9/12/19)*
- F. Consider overview of 2020 budget and possible borrowing for streets; and direction thereon*
- G. Consider approval of new copier lease agreement with James Imaging for copiers in City Hall; and action thereon*
- H. Consider reappointment of Ronald Stadler, at his new law firm of Jackson Lewis P.C., as counsel for matters involving general labor; and action thereon *
- I. Consider approval of new Finance Director/Treasurer position and restructure City Administrator and Finance Director/Treasurer job duties, effective January 1, 2020; and action thereon (Personnel Committee, 9/23/19)*
- J. Consider reclassification of Parks & Forestry Superintendent to City Forester and creating one superintendent position at the Public Works facility; and action thereon (Personnel Committee, 9/23/19)*
- K. Consider License/Permit Applications; and action thereon***
 - 1. Consider approval of new Operator License applications for the period ending June 30, 2020 for: Rebekah J. Batchelder, David A. Bretsch, Robin L. Hammetter, Luz M. Martin
 - 2. Consider the appointment of Allen L. Naparalla as agent for Chiselled Grape Winery LLC at W64 N713 Washington Avenue.
- L. Consider payment of bills dated 09/05/19 through 09/20/19, transfers for the period 09/04/19 through 09/27/19 and payroll for the period 08/25/19 through 09/21/19; and action thereon*

10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report*
 - 1. Second Quarter Financial Statement*
- B. Fire Inspector's Report*

11. COMMUNICATIONS

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

12. ADJOURNMENT – CLOSED SESSION

It is anticipated that the Common Council will adjourn to closed session pursuant to:

- State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of a public employee subject to the jurisdiction or authority of the governing body. More specifically, to:
 - Discuss compensation offers for Finance Director/Treasurer, Interim City Administrator, and Interim Parks, Recreation, and Forestry Director
- Approval of September 9, 2019 closed session minutes

13. RECONVENE TO OPEN SESSION

14. ADJOURNMENT

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

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

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

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

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO
ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES.
PLEASE CONTACT THE CITY CLERK'S OFFICE AT (262) 375-7606
E-MAIL: cityhall@ci.cedarburg.wi.us

09/26/19 cwv

**CITY OF CEDARBURG
COMMON COUNCIL
September 9, 2019**

**CC20190909-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, September 9, 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 Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski (via speakerphone), Patricia Thome, Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Tom Wiza, Parks, Recreation & Forestry Director/Assistant City Administrator Mikko Hilvo, Water Recycling Superintendent Eric Hackert, Library Director Linda Pierschalla, 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 Bublitz, to approve the minutes of the August 26, 2019 meeting. Council Member Verhaalen requested a change to his comment on page 3, paragraph 4, first sentence to read: Council Member Verhaalen stated that he had received complaints about the road condition of ~~the McKinley Boulevard and Garfield Street intersection~~ Garfield Street between McKinley Boulevard and Filmore Avenue and it had been suggested to him that construction vehicles had contributed to the deterioration. Motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

NEW BUSINESS

CONSIDER REQUEST FOR COUNTRY IN THE BURG MUSIC EVENT AT CEDAR CREEK PARK ON AUGUST 29, 2020 AND FUTURE YEARS; AND ACTION THEREON

Director of Parks, Recreation & Forestry/Assistant City Administrator Hilvo explained that Alex Uhan, Founder of Country in the Burg, ran an excellent event. Speaking for the parks side of the event, it went very smooth and the park was fully restored by Tuesday with no indication of an event taking place. He further explained that Alex Uhan is requesting to hold the country music

event again next year with a goal of it becoming an annual event in Cedarburg. The requested date for 2020 is August 29. He is also requesting that for future years beyond 2020, the City allow the event to be held in Cedarburg the weekend before Labor Day weekend.

Alex Uhan thanked the Common Council for allowing the event to happen. The event went above their expectations and the positive feedback has been fantastic. He announced that Country in the Burg will be donating \$50,000 to three charitable organizations (Mel's Charities - \$15,000, Wounded Warrior Project - \$15,000, Children's Hospital of Wisconsin - \$15,000 and \$5,000 will be donated to Kip Moore's Children's Foundation). His two main goals for Country in the Burg are to bring in a new crowd and group of people to the businesses in Cedarburg and to give back to the community and charities. There were 22 states represented at the event with over 1,400 people driving from at least an hour away.

Council Member Arnett said that he read a statement at the last Council meeting in support of Country in the Burg. He spoke to the businesses personally and heard first hand of the positive impact from the event. The Inns were 100% occupied and the restaurants were busy. The Police Chief and Fire Chief said that the event was well run. His constituents enjoyed the event. It is a great way to showcase the City. There were a few complaints; however, the benefits far outweigh those concerns.

Council Member Thome has heard positive feedback from most of her constituents. She reinforced that the City will only permit one year at a time.

In answer to Council Member Thome's question, Alex Uhan explained that Kip Moore finished his performance at 10:41 p.m. and people were out of the park by 11:00 p.m.

Council Member Thome stated that the normal cutoff time for events in Cedar Creek Park is 10:00 p.m. and asked how this will be addressed because the neighbors do not want this happening on a regular basis.

Council Member Burkart said that she heard the same concern about music past 10:00 p.m.

Alex Uhan said that he would like the ending time to be 11:00 p.m. for Country in the Burg.

Motion made by Council Member Arnett, seconded by Council Member Verhaalen, to approve the request for Country in the Burg music event at Cedar Creek Park on August 29, 2020 with future years subject to the permitting and never going past 11 p.m. and confirming with City staff that this does not violate any City noise ordinance.

Council Member Burkart said that 11 p.m. is late for area residents. She observed the event from the American Legion Post and was very impressed on how well it was run.

Alex Uhan said that Kip Moore was told to do a 75 minute to 90 minute performance and he began a few minutes late at 9:10 p.m. Their goal was to end the performance at 10:30 p.m. and have the park cleared by 11:00 p.m.

Council Member Arnett made an amendment to his motion that the music ends at 10:30 p.m. Council Member Verhaalen agreed to the amendment.

There was no public comment.

Council Member Thome said that the City will need to address the equity across-the-board as well as the residential concerns.

In answer to Council Member Galbraith's question, City Attorney Herbrand said the Council is approving the date and parameters of the permit for 2020 and the applicant will still need to go through the annual permitting process each year. If there are any issues in the future, the permitting process may have more scrutiny than other times.

Council Member Galbraith explained that there are a number of events that produce noise in Cedarburg throughout the year that is accepted by the residents. If it does not violate the noise ordinance, he is in favor of Country in the Burg being cleared from the park by 11:00 p.m.

Council Member Bublitz said these types of events should be reviewed on a case-by-case basis. This is a good event for Cedarburg.

Mayor O'Keefe noted that he lives near the fairgrounds and each year at Country Fair time and during Maxwell Street days, his road is congested. These events are for the greater good of the City and Country in the Burg is a charitable event.

Motion carried as amended without a negative vote.

PRESENTATION - LIBRARY ANNUAL REPORT

Library Director Pierschalla presented the highlights of the 2018 Annual Library Report that is submitted to the Wisconsin Department of Public Instruction and the Cedarburg Library Board.

The Library opened the door on their new building five years ago; accumulating the following service benchmarks:

- 984,405 books and media items checked out.
- 438,979 children's books and media items checked out.
- 61,035 e-books checked out digitally.
- 38,251 e-audiobooks checked out digitally.
- 46,339 people attended programs/events.
- 13,981 children/teens/adults attended summer programs.
- 638,196 people entering the building.
- 8,825 Cedarburg residents owning a library card.
- 4,160 non-residents owning a Cedarburg library card.

The 2018 service benchmarks were reviewed. Director Pierschalla stated that she works one shift per week at the reference desk and that the Library is an essential service for the City.

Return on Investment

- The per capita expenditure for library service from the City budget is \$62.11, or \$5.18 a month.
- Average Cedarburg family of four pays \$248/year, or \$20.70/month for library service.
- Average use by a family of four in one month costs \$611 in services.

Looking Forward

- The Library Board developed the following Technology Vision Statement:
 - The CPL Board of Trustees is committed to supporting, updating, and funding technology in three broad areas:
 - Leading edge “innovative” technology that attracts current and new users and makes CPL an important part of the regional technology hub.
 - The behind-the-scenes “infrastructure” that staff rely on for library operations.
 - The practical “daily use” technology that enjoys frequent use and high levels of public engagement.

2018 Outcome Goals Accomplished

- Adobe Creative Suite is available.
- Digital Conversion Lab allows people to convert old family slides and film to digital format and save to USB drives.
- Virtual Reality Equipment was purchased to use for programs, classes and events. Collaborated with high school students and clients of Portal Industries.
- Microsoft Software Classes have been taught by a staff member.
- Coding and Design Classes were implemented this summer. Educational programs and games for all ages were taught by a staff member.
- Drones were part of the coding classes and were used in summer 2018.

CPL Radio

- The radio station has been very successful and can be listened to from your computer or smart phone via SoundCloud. It is one of very few library internet radio stations.
- Programming includes and has included:
 - Recorded children’s storytimes and programs.
 - Recorded adult programs: Bridge the Divide, Local History, Local Culture, Local News.
 - Community radio programs: high school students/Cultural Center Blueburg Café/local people talking about their favorite books/interviews at the Humane Society/local pro golfer golf show Smash Factor with Andy Fish/local comedy show/audiobooks/old time radio/local winter Jack Henke reading from his book of News Graphic columns/Jerry Anderson and History Spaces/Digital Confidence for small business, local residents who are marketing professionals developed a program to help small business owners use technology for marketing their projects.

5 Year Strategic Plan

- Members of the Library Board are working with a consultant from WI Library Services agency in Madison to craft a 5-year strategic plan for the Library to use in 2020-2025 to guide all services. This is funded by the Friends of the Library.

Monarch Library System

- The Monarch Library System includes the 31 public libraries in Dodge, Ozaukee, Sheboygan and Washington Counties and Lakeland College.
- Cedarburg residents have access via the Monarch catalog to over a million items that are delivered 5 days a week. The Library System is an excellent example of resource sharing among four counties to reduce costs and increase services.
- Some of the services provided by Monarch Library System to its member libraries include:
 - Van delivery to four counties
 - ILS administration
 - Public information design
 - Continuing education workshops
 - Group purchasing
 - IT services
 - Member grants
 - Consulting services
 - Mobile application
 - Makerspace equipment available for loan to member libraries

Thank you Cedarburg Friends of the Library for the Following Contributions:

- Summer Reading Program - \$3,750
- Year-round programs - \$2,250
- Extra copies of bestsellers - \$2,000
- Staff support - \$1,000
- Various other projects - \$7,000

Thank you 2018 Library Board of Trustees

- Sue Karlman, DeWayna Cherrington, Debra Goeks, Todd Bugnacki, Joycelyn Russo, Meghan Wielebski and Council Member Garan Chivinski.

Council Member Arnett said that he is impressed that 8,825 residents hold a library card, considering the total population of the City is 11,628. He is also pleased that the Library Board is exploring the idea of a Joint Library Board.

Director Pierschalla explained that the Library Board will be discussing a Joint Library Board again at the September meeting.

Council Member Bublitz commented that although there is no collaboration with the Town regarding the Library Board, the collaboration happening with the School District is phenomenal. There is sharing of resources and it is saving the taxpayers money.

NEW BUSINESS - CONTINUED

CONSIDER PROPOSED 2020 WATER RECYCLING CENTER BUDGET, DISCUSSION; AND DIRECTION THEREON

Superintendent Hackert explained that the Water Recycling Center budget is an enterprise fund that stands alone and does not require taxpayer money. He referenced articles in *The Municipality* that explained issues across the State that utilities are experiencing, such as underfunded replacement funds and phosphorous issues. Superintendent Hackert reviewed the 2019 Significant Accomplishments; 2020 Objectives to be accomplished; Long Term Objectives; and Budget Variances. He highlighted that the replacement of sludge pumps and controls was done by the staff and that saved the City close to \$35,000 in labor costs. He further highlighted some costly items that will need to be done next year and long-term. Superintendent Hackert provided a lift station summary and added that the Dorchester and Evergreen Lift Stations are buried in the ground and are confined spaces that should be replaced. The operating budget has increased \$60,000 from the previous year, mainly due to salaries and benefits. Looking forward at the equipment replacement fund and the sewer collection replacement fund, the City does not currently have any replacement funds available. Eventually the Center will need to be replaced. The Sewerage Commission has recommended putting some money aside for these upcoming costs instead of borrowing. They proposed an increase in rates to add \$400,000 each to the collection replacement fund and the equipment replacement fund. Last year residents paid \$380 (approximately \$1.05/day per household) for services. The proposed increase would raise this rate by \$80/year or \$.21/day).

In answer to Council Member Arnett's question, Superintendent Hackert explained that impact fees are not covering costs for replacements.

In answer to Council Member Galbraith's question, Superintendent Hackert explained that residential and business customers pay equally. The City has one business that is a large user of water and they will notice an increase.

Superintendent Hackert referenced an article about Grafton that outlines how their residents will be paying an \$18/per \$1,000 rate increase over the next 14 years because of borrowing.

The City of Cedarburg will have large expenses as the facility ages and eventually requires replacement.

Superintendent Hackert is meeting with a consultant on Thursday to look at phosphorous filtration equipment that is added to the budget, which will require \$3 million over three years for filters.

In answer to Council Member Arnett's questions, Director Wiza explained that it would help to eliminate the sprinkling credit as some communities are eliminating this credit. The two items that are driving the increase in rates is phosphorous regulations and a future treatment plant. The City can wait to borrow the money when needed or start putting some money away for future expenses which would reduce the borrowing costs. In regard to a joint facility between Cedarburg and Grafton, it is unlikely at this point. Director Wiza added that regulatory agencies could take the position of asking communities to build regional plants to make it easier for regulation in the future.

Currently, the City has a \$15 fixed fee and charges \$5.40/\$1,000 gallons of water. Superintendent Hackert is proposing a raise to \$7.55/\$1,000 gallons.

Council Member Galbraith stated that sewer and water is a fundamental service and he is in favor of the increase. It is a reasonable investment compared to others.

Mayor O'Keefe is in favor of building reserves for future expenses, which will reduce borrowing. It was the consensus of the Common Council to support the rate increase in the 2020 budget.

CONSIDER LICENSE/PERMIT APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Galbraith, seconded by Council Member Verhaalen, to approve new Operator License applications for the period ending June 30, 2020 for: Allen Naparalla, Marcene Jacobs and Geoffrey Krueger. Motion carried without a negative vote.

Motion made by Council Member Galbraith, seconded by Council Member Verhaalen, to approve renewal Operator License applications for the period ending June 30, 2020 for Blake Klug. Motion carried without a negative vote.

Motion made by Council Member Burkart, seconded by Council Member Thome, to authorize issuance of a Class "B" fermented malt beverage license and "Class C" wine license for Cedars 3.2 at W63 N676-678 Washington Avenue. Motion carried without a negative vote.

CONSIDER PAYMENT OF BILLS DATED 08/23/19 THROUGH 08/30/19, TRANSFERS FOR THE PERIOD 08/26/19 THROUGH 09/04/19; AND PAYROLL FOR THE PERIOD 08/11/19 THROUGH 08/24/19; AND ACTION THEREON

Motion made by Council Member Burkart, seconded by Council Member Bublitz, to approve payment of bills dated 08/23/19 through 08/30/19, transfers for the period 08/26/19 through 09/04/19; and payroll for the period 08/11/19 through 08/24/19. Motion carried without a negative vote.

ADMINISTRATOR'S REPORT

City Administrator/Treasurer Mertes is meeting with Department Heads next week to review their budgets. The levy limit worksheet has been received.

Superintendent Bugnacki sent an email commending the Police Department for their presence and involvement during the first week of school.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Burkart expressed appreciation for the Police officer presence at the schools.

Council Member Arnett explained that a branding story magnet was distributed to Light & Water customers in their bills. There will be a limited number of magnets available at the end of the month for customers who receive their bills on-line, if they wish to pick one up at the Utility.

Council Member Verhaalen suggested looking into the Premier Resort Tax or similar program that would allow tourist money to be used for partial funding of maintenance on the City's roads. He also encouraged the Council Members to talk to their representatives in regard to an amendment to the Premier Resort Tax.

MAYOR'S REPORT

Mayor O'Keefe said that many great things are happening in Cedarburg. The recent Country in the Burg and Relay Life events were both very positive events for the Community.

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member Thome, seconded by Council Member Bublitz, to adjourn to closed session at 8:18 p.m. pursuant to State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of a public employee subject to the jurisdiction or authority of the governing body, more specifically, to discuss administration structure (City Administrator/Assistant Administrator) and discuss bonus pay (Administrative Assistant). Approval of June 10, August 12, and August 26, 2019 closed session minutes. Motion carried unanimously on a roll call vote.

RECONVENE TO OPEN SESSION

Motion made by Council Member Arnett, seconded by Council Member Burkart, to reconvene to open session at 9:59 p.m. Motion carried unanimously on a roll call vote.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 9:59 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

RESOLUTION NO. 2019-02

A Resolution Commending Retiring Canine Officer Jake

WHEREAS, Jake became the first Canine member of the Cedarburg Police Department in January 2009; and

WHEREAS, over his ten-year career, Canine Jake was deployed 358 times resulting in the following arrests/contacts: 189 Marijuana, 13 Cocaine/Crack, 16 Heroin, 5 Ecstasy/MDMA, 2 LSD/Acid, 27 Oxycodone/other pill, and 145 Drug Paraphernalia; and

WHEREAS, Jake was involved in 109 school searches for the Cedarburg and surrounding School Districts; and

WHEREAS, Jake recovered numerous firearms and handguns from vehicles and took them off of the streets; and

WHEREAS, Jake used his considerable tracking abilities in locating numerous suspects or lost and missing individuals; and

WHEREAS, Jake has proven to be popular with the public, having demonstrated his abilities in over 50 presentations to civic groups, church groups, Boy Scouts, Girl Scouts, Shop with a Cop, Kids to Kids Christmas, Cedarburg Fire Department Safety Days, and Cedarburg Police Academy; and

WHEREAS, Jake has given uncompromising dedication to his handler, Sergeant Brian Emmrich; and

WHEREAS, Jake retired from the Cedarburg Police Department on January 24, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Cedarburg, members of the Cedarburg Police and Fire Commission, the men and women of the Cedarburg Police Department, and the citizens of the City of Cedarburg join in expressing their sincere appreciation to Jake for his dedicated service as a Police Canine and wish him a long and happy retirement with Sergeant Emmrich.

Passed and adopted this 30th day of September 2019.



Michael O'Keefe, Mayor

Attest:



Claire Woodall-Vogg, City Clerk

CITY OF CEDARBURG

MEETING DATE: September 30, 2019

ITEM NO: 9.B.

TITLE: Consider request to begin the process to hire up to two entry-level Police Officers, due to anticipated retirements; and action thereon

ISSUE SUMMARY: With two officers' anticipated retirements in January 2020, the Cedarburg Police Department will be two officer positions below the authorized staffing level of 21. I am requesting permission to begin the process to hire one patrol officer and possibly a second officer, contingent upon the other officer's retirement. The process to hire an officer will run 6 to 9 months in length.

STAFF RECOMMENDATION: Authorize the hiring of one officer to fill the vacancy created by Captain Lindberg following his retirement and authorize the hiring of a second officer, contingent upon the other officer's retirement.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT: Positive impact as each new officer will generally take 4 years to reach the top pay level.

ATTACHMENTS: None

INITIATED/REQUESTED BY: Chief Thomas J. Frank

FOR MORE INFORMATION CONTACT: Chief Frank, 262-375-7620

CITY OF CEDARBURG

MEETING DATE: September 30, 2019

ITEM NO: 9.C.

TITLE: Consider approval of Sara Dunstone's request for land division and development agreement for a three-lot development at N50 W7404 Western Road; and action thereon (Plan Commission, 9/10/19)*

ISSUE SUMMARY: The applicant is requesting approval of the Certified Survey Map that will serve to divide her recently annexed parcel located at the northeast corner of Webster Avenue and Western Road into three separate lots of 12,000 square feet each in size. She is also requesting review and approval of the Development Agreement which will serve as the contract between the City and the applicant and summarizes the City's commitment and the Developer's responsibilities.

As Council members will recall, this site was annexed into the City in September 2018 and at your August 12, 2019 meeting, you rezoned the site to the Rs-3 District, paving the way for the applicant to request approval to divide her property into the three separate lots being proposed herein.

As part of this project, the applicant will be required to extend public sewer and water utilities to each lot and to pave Webster Avenue. Because this is a unique situation where the west half of Webster Avenue is in the Town of Cedarburg and the east half is in the City and since this road will never be extended to the north as it dead-ends at the High School's athletic fields, the proposed improvements will not reflect all City roadway standards. More specifically, the development agreement as drafted will require that Webster Avenue be improved only to the applicant's north property line using a rural cross section with the asphalt pavement being 5" thick, 24' wide and with two-foot crushed stone shoulders. Staff notes that because of the rural cross-section, sidewalks and curb and gutter are not feasible and instead, the draft agreement requires roadside ditches and a drainage collection system that will tie into the stormwater pipe in Western Road. Furthermore, street trees will only be required along the Western Road frontage and the only street light addition will be an extension arm added to the existing light pole at the corner of Western Road and Webster Avenue.

STAFF RECOMMENDATION: Staff's review of the Certified Survey Map indicates compliance with the dimensional requirements of the Rs-3 Zoning district and therefore we recommend approval of the CSM and the Development Agreement subject to:

- The developer to extend sanitary sewer and water main to the north limits of the property.
- Water main to be installed in accordance with Cedarburg Light & Water requirements.
- Webster Avenue be improved to the north property line with a rural cross-section of asphalt pavement, 5" thick and 24' wide with 2" crushed stone shoulders.
- Payment of all impact fees as shown in the development agreement.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: At their September 10, 2019 meeting, the Plan Commission recommended approval by unanimous vote

BUDGETARY IMPACT: Fees associated with the annexation pursuant to Ordinance Nos. 2017-32, 2017-33 and 2017-34 were **\$27,971.88**

ATTACHMENTS:

- Minutes from the September 10, 2019 Plan Commission meeting.
- Certified Survey Map
- Development Agreement

INITIATED/REQUESTED BY: Sara Dunstone, Owner

FOR MORE INFORMATION CONTACT: Jonathan P. Censky, City Planner, 262-375-7610

DEVELOPMENT AGREEMENT
Dunstone Single Family Development-Webster Avenue
Cedarburg, Wisconsin

THIS DEVELOPMENT AGREEMENT (this "Agreement") is made as of the ____ day of September, 2019, by and between the CITY OF CEDARBURG, a Wisconsin municipal corporation (the "City") and Linmar Property Group (the "Developer").

RECITATIONS

0.1 The Developer owns the Property (as hereinafter defined). The tax key number of the Property is provided in Exhibit A;

0.2 The Developer desires to develop 2 new single-family lots on the Property and record a Certified Survey Map (as hereinafter defined) as provided in Exhibit B to dedicate public road right-of-way and create easements for public utilities;

0.3 The Property is zoned RS-3 and City Ordinance § 13-1-44 lot specifications and setbacks will apply.

0.4 The Certified survey map(CSM) and development agreement require review and approval by the Plan Commission and Common Council. The Development Agreement shall address, without limitation, the following items:

- (a) Timetables for performance/completion of the Improvements (as hereinafter defined);
- (b) Performance requirements, standards and assurances for all Improvements;
- (c) Inspection requirements;
- (d) Provisions for lapsing of specific plan approval milestones;
- (f) Agreements, provisions and/or covenants or additional deed restrictions to be recorded against the lot(s) within the CSM governing the use, maintenance and continued preservation and protection of the Development and any of its common services;

- (g) Exhibits, drawings or other attachments that depict Improvements, including but not limited to sewer and water facilities, fixtures and landscaping and their relative locations in the Development area as well as design and engineering details as necessary to document to a reasonable degree of specificity the type, character and nature of Improvements to be made within the Development.

0.5 The Developer has caused engineering, planning and design services to be performed in preparation for construction of certain Improvements for the Development and will cause additional such services to be performed as the site is developed; and

0.6 The Developer intends to contract for installation of certain other site Improvements; and

0.7 The City shall cause inspections and approvals of the Improvements being dedicated to the City during installation by Developer based on the City approved civil engineering plans.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitations, which are acknowledged to be true and correct, the mutual covenants, representations and warranties set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Article 1

Definitions

The following terms, whenever used in this Agreement, shall have the following meanings:

1.01 "Contract Documents" means all documents now or hereafter evidencing contracts with the Developer or its contractors, sub-contractors or affiliates for construction and installment of the required Improvements set forth in the Improvement Plans and all addenda and amendments thereto.

1.02 "Improvements" means the improvements as described in § 4.02 below, to be installed for the benefit of the Development by the Developer (or by contract with the Developer, whether under the Contract Documents as described in § 1.01, or otherwise).

1.03 "Certified Survey Map" means the Certified Survey Map presented to the Cedarburg Common Council on September 30, 2019 and other pertinent authorities for final approval and recording with the Ozaukee County Register of Deeds Office. For purposes of this Agreement, the Certified Survey Map is comprised of the Development site, certain land to be dedicated to the City and those public roadway areas adjacent to the Development. A true and complete copy of the Certified Survey Map is attached hereto as Exhibit "B" and is incorporated herein by reference.

1.04 "Improvement Plans" means the improvement, grading and landscape plans prepared by M-Squared Engineering with last revision dated September ___, 2019 submitted by the Developer as approved by the City, along with any approved amendments or supplements. A true and complete copy of the Improvement Plans is attached hereto as Exhibit "C" and is incorporated herein by reference.

1.05 "Financial Guarantee" means one or more letters of credit or development bonds issued in conformity with the terms and conditions of this Agreement in the amount determined by the "Schedule of Values for Financial Guarantees" with respect to the Property.

1.06 "Property" means all the real property as described on Exhibit "A".

1.07 "Development" means the two new single-family lots created on the Property.

Article 2

Term

The term of this Agreement shall commence upon due execution hereof by or on behalf of all parties.

Article 3

Developer's Representations and Warranties

The Developer represents and warrants that:

3.01 Good Title. The Developer owns all of the Property free and clear of all liens and encumbrances other than encumbrances shown on the title policy for the Property and mortgages for the purpose of developing the Property, and that it has retained sufficient rights in and to the balance of the Property so as to make all provisions of this Agreement valid and enforceable against the Developer and all successors in interest.

3.02 Contract Documents. The Developer has examined the Contract Documents, is familiar with the specifications set forth therein, and has determined that they are adequate and sufficient for the Developer's purposes.

3.04 Authority. The Developer has received all required approvals to enter into this Agreement and the signatures below shall bind the Developer.

Article 4

Duties of the Developer

4.01 Storm Water Pond Maintenance Agreement. (not applicable).

4.02 Construction Duties of the Developer. The Developer shall construct and install underground utilities in Webster Avenue to the north limits of the property. The Developer shall construct and install the Improvements and pay all costs therefore, pursuant to the applicable Contract Documents and Improvement Plans, as follows:

- (a) Site Grading. Grade the site pursuant to the Improvement Plans and § 14-1-73(c) of the City of Cedarburg Zoning Code as approved by the City Engineer. Prior to the installation of all underground electric and telecommunication facilities, the Developer shall certify to the City that the grading has been completed in compliance with the aforementioned Improvement Plans. In the event that the actual grade is not in compliance, Developer shall pay all costs associated with relaying the underground electrical services.
- (b) Sanitary Sewerage Systems. Developer agrees to pay for and install all onsite sanitary sewerage facilities including all sewer mains and service laterals necessary to serve the Development as depicted in the Improvement Plans. All sanitary sewer mains shall be dedicated to the City.
- (c) Water Supply Facilities. Developer agrees to pay for and install all onsite water supply facilities including all water mains, service laterals and appurtenances necessary to serve the Development as depicted in the Improvement Plans as approved by the City. All water mains shall be dedicated to the City.
- (d) Storm Water Drainage Facilities. Developer agrees to pay for and install all onsite storm water drainage facilities pursuant to § 14-2 necessary to serve the Development as depicted in the Improvement Plans as approved by the City. The storm sewer shall be dedicated to the City
- (e) Private Utilities. Developer shall file preliminary plans and Developer agrees to pay for and install private underground gas mains, electric lines, cable television, and telephone cables, pursuant to § 14-1-59.
- (f) Record Drawings. Prepare record drawings for those portions of the above work that are being dedicated to the City, pursuant to § 14-1-52(e). Provide full sized prints on 4 mil mylar as well as an electronic version in Auto Cad.
- (g) Curb and Gutter. (not applicable)
- (h) Sidewalks and Walking Paths. (not applicable)
- (i) Street Improvement. Developer agrees to pay for and install a 24-foot wide 5"-thick hot-mix asphalt pavement with two-foot wide crushed stone shoulders as shown on the Improvement Plans and pursuant to § 14-1-53. Such street improvements shall be dedicated to the City.
- (j) Street Lamps. Developer shall contract with Cedarburg Light & Water to arrange for the installation of a street light at the intersection Western Road and Webster Avenue, pursuant to § 14-1-60. The street light shall be dedicated to the City.

- (k) Landscaping Other Than Street Trees. Developer shall pay for and install 6” of topsoil, grass seed, fertilizer, and straw matting on all disturbed turf areas within the road right-of-way.
- (o) Street Trees. Developer shall pay for two ornamental street trees along the frontage on the north side of Western Road, as shown on the Improvements Plans and pursuant to § 14-1-62. The City Forester will select the tree species and contract out the tree planting as part of the annual street tree program. All such trees shall be dedicated to the City.
- (p) Erosion Control. Developer shall pay for, install and maintain erosion control using best management practices and pursuant to § 14-1-63, Chapter 14-2, and Chapter 15-2. Developer must comply with all applicable DNR permits, the City's Erosion Control Permit, and the Storm Water Management Permit.

4.03 Time for Completion. Each of the items in § 4.02 above shall be completed on the dates specified in this Agreement.

4.04 Impact and Connection Fees. Subject to the provisions of any State of Wisconsin law, prior to issuance of any building permit for single-family homes on the newly created lots, the following impact and connection fees will be due for each new home:

WWTF Reserve Capacity Fee	\$ 676.21 per unit
Library Building Fee	\$ 877.52 per unit
Police Station Fee	\$ 1,003.88 per unit
Park Facilities Fee	\$ 1,198.42 per unit
Water Supply Facilities Fee	\$ 1,973.29 per unit
Sanitary Sewer Connection Fee	\$ 1,452.17 per unit

The fees set forth above are based on the City’s rates for 2019.

All of the above impact and connection fees are subject to an annual adjustment pursuant to § 3-6-9 of the Code of Ordinances.

4.05 Developer Payments.

(a) Parkland Dedication and Fee in Lieu of Parkland Dedication.

Developer shall pay a parkland fee-in-lieu of land dedication equivalent to **\$889.35 per new lot created**. This fee is due in full upon approval of the Certified Survey Map.

(b) City Street Trees. The Developer shall pay the City of Cedarburg for furnishing and planting 2 street trees at \$300.00 each for a total of **\$600.00**. The City Forestry Department will hold these funds in a segregated street tree account and will

purchase and plant street trees when the roadway improvements are completed. This charge is due in full upon approval of the Certified Survey Map.

- (c) Other Improvement Costs. Developer is responsible to pay for all reasonable engineering, administrative and legal fees associated with the Development, during the installation of public utilities, including the cost of construction inspection, materials testing, preparation of as-built drawings, and other fees associated therewith.
- (d) Account Statements. Developer shall review and approve all engineering, inspection, and attorney draw requests received by the City and pertaining to the Improvements. The City shall provide copies of each such request with supporting documentation to the Developer.
- (e) Recording Fees. Developer shall pay to the Register of Deeds for Ozaukee County all recording fees due for the recording of the Certified Survey Map, and any separate dedication instruments and grants of easements as are directly attributable to the Development.

4.06 Financial Guarantee. Developer shall provide an irrevocable letter of credit or an approved development bond to the City, which shall not expire prior to fourteen (14) months following the completion of all Improvements being dedicated to the City shown on the Improvement Plans, for the estimated costs of the installation of all such Improvements including: erosion control, site grading, public roadway improvements, utilities, landscaping, inspection and engineering fees. The Developer may apply for a reduction of the Financial Guarantee pursuant to § 14-1-51 of the Cedarburg Zoning Code Regulations. The City shall be authorized from time to time to draw against the Financial Guarantee for costs incurred and due the City pursuant to this Agreement if the Developer has not made payments or not completed required work in a timely manner as determined by the City Engineer.

The amount of the Financial Guarantee shall be based on the Bids/Estimates for the Improvements as set forth in the Schedule of Values in § 4.07 of this Agreement.

4.07 Schedule of Values for Financial Guarantee. Developer shall provide the Financial Guarantee which shall be dated no later than seven (7) days prior to the commencement of construction of the Improvements, in the amounts set forth in § 4.06 and the Schedule of Values attached hereto. The Financial Guarantee shall be sufficient to cover the estimated costs to complete the Improvements for the Development that are being dedicated to the City based on § 4.02 and the Schedule of Values for the Development which include, but are not limited to, the required sewer and water main extensions.

[SCHEDULE OF VALUES FOR FINANCIAL GUARANTEE ON NEXT PAGE]

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

SCHEDULE OF VALUES FOR FINANCIAL GUARANTEE

<u>Item</u>	ESTIMATED COST
Grading and restoration of Webster Avenue right-of-way	7,000
Erosion control including silt fence, tracking pad, ditch checks, and straw matting.	3,000
Sanitary Sewer and laterals	42,600
Water Main and laterals	33,800
Storm sewer connection to Western Road	7,500
Bedrock removal for underground utilities	10,000
Webster Avenue shouldering	2,500
Webster Avenue asphalt pavement	15,000
Webster Avenue/Western Road Street Light	2,500
Installation of buried gas, electric, telephone, cable TV	10,000
Lot Piping and survey layout (Owner's Surveyor)	1,500
Legal Fees (City)	2,000
Inspection Fees (including but not limited to City Administration fees)	4,000
Sub Total of Construction and Related Costs	\$141,400
Add 20% additional Contingency	28,280
THE SCHEDULE OF VALUES FOR EACH LINE ITEM IS BASED ON ESTIMATES. ACTUAL LINE ITEM COSTS MAY VARY. THE TOTAL FINANCIAL GUARANTEE IS AVAILABLE TO THE CITY FOR COMPLETION OF EACH LINE ITEM. THE CITY IS NOT ACTING IN A FIDUCIARY CAPACITY AS TO THE FINANCIAL GUARANTEE.	
TOTAL FINANCIAL GUARANTEE	<u>\$169,680</u>

4.08 Completion Schedule. Developer shall complete the Improvements being dedicated to the City no later than December 31, 2020.

4.09 Quality of Work.

- (a) All work performed under the provisions of this Agreement shall be done in a workmanlike manner in accordance with prevailing standards in the construction industry and all Improvements being dedicated to the City shall be done in accordance with established standards and specifications of the City as directed by the City Engineer.
- (b) The City shall have the right during the course of construction of Improvements being dedicated to the City under this Agreement to direct the Developer to issue contract change orders to be paid by Developer, and to amend the plans and specifications, but only to the extent required to assure that construction will conform to City standards and specifications. All contract change orders proposed by Developer involving public rights of way or easements shall be approved by the City.

Article 5

Indemnification

5.01 Indemnification Agreement.

- (a) In addition to, and not to the exclusion or prejudice of, any other provision of this Agreement, the Developer shall indemnify and hold harmless the City, its officers, agents and employees, and shall defend the same, from and against any and all liability, claims, loss, damages, interest, action, suits, judgments, costs, expenses, reasonable attorneys' fees and the like, to whomsoever owed and by whomsoever and whenever brought or obtained, which may in any manner result from the work performed or the responsibilities of the Developer under this Agreement, expressly including, though not limited to, negligence and the breach of any duty whether imposed by statutes, ordinances, regulations, order, decree or law of any other sort or by contract, on the part of the Developer or its officers, employees, agents or independent contractors, in carrying out the work and in supervising and safeguarding the same in any respect whatever, and including claims arising under

any federal, state or local law, including Worker's Compensation laws and including negligence and the breach of any duty whether imposed by statutes, ordinances, regulations, order, decree or law of any other sort or by contract, on the part of the Developer or its officers, employees, agents or independent contractors, in carrying out the work and in supervising and safeguarding the same in any respect.

- (b) If a claim is made against the City related to work performed by the Developer or the responsibilities of the Developer under this Agreement, the City agrees that it shall, within ten (10) days of its notice thereof, notify the Developer and any liability insurance carrier, which has been designated by the Developer. The Developer shall thereafter provide full cooperation in defense of the claim. The Developer shall, at the option of the City, defend any claim on behalf of the City in which case the Developer or its insurer is authorized to act on behalf of the City in responding to any claim to the extent of this indemnity. Such authorization includes the right to investigate, negotiate, settle and litigate any such claim and control of the defense thereof subject to the approval of the City.

5.02 Extent of Damages. In every case, but not as a limitation on the liability of the Developer to the City, where judgment is recovered against the City on any such claim as provided in this Article 5, if notice has been given to Developer under § 5.01 above, any judgment thereon shall be conclusive upon the Developer as to the amount of damages and as to its liability therein; provided, however, notwithstanding anything to the contrary contained herein, the City shall reserve and maintain all of its rights and remedies to pursue recovery of all legal and equitable remedies.

5.03 Limitations as to Financial Guarantee. It is expressly understood and agreed by the City, unless specifically directed and authorized by the Developer, that the Financial Guarantee as required of the Developer pursuant to § 4.06 above, is not subject to any draw by the City, or any other party or person, to pay for any, or all, claims for personal injury and property damage arising from the construction or installation of such Improvements, but that the Financial Guarantee is exclusively limited to the payment for the Improvements not provided for by the Developer pursuant to the terms hereof, and for no other purposes.

Article 6

Compliance

6.01 Compliance With Law and Regulations. The Developer shall, in the performance of this Agreement, comply with, and give all stipulations and representations required by all applicable federal, state and local laws, ordinances and regulations. The Developer shall also require such compliance, stipulations and representations with respect to any contract entered into by Developer with others pertaining to the work covered by this Agreement.

6.02 Public Records Law. Developer understands that the City is bound by the Wisconsin Public Records Law, Wis. Stat. § 19.21, *et. seq.* Pursuant to Wisc. Stat. § 19.36(3), City may be obligated to produce, to a third party, the records of the Developer that are “produced or collected” by Developer under this Agreement (“Records”). Developer is further directed to Wis. Stat. § 19.21, *et. seq.*, for the statutory definition of Records subject to disclosure under this paragraph, and Developer acknowledges that it has read and understands that definition.

Irrespective of any other term of this Agreement, Developer is (1) obligated to retain Records for seven years from the date of the Record's creation, and (2) produce such Records to City if, in City's determination, City is required to produce the Records to a third party in response to a public records request. Developer's failure to retain and produce records as required by this paragraph shall constitute a material breach of this Agreement, and Developer must defend and hold the City harmless from liability due such breach.

Article 7

Conditions and Waivers

Except as otherwise provided in this Agreement, the City shall have no duty to issue building permits for construction of buildings unless and until all the following have occurred:

7.01 Improvements. Construction of the Improvements for the Development are completed pursuant to § 4.02, and the sanitary sewer and water main Improvements are dedicated and accepted by the City, in accordance with the schedule specified in Section 4.09.

7.02 Impact Fees. The Developer has paid the fees referenced in 4.05 (a) and (b) and all impact and connection fees for the issuance of a building permit have been paid.

7.03 Grading Complete. The Developer has completed the work required on the Improvement Plans to rough grade, which shall accommodate proper and positive surface water drainage substantially in accordance with the Improvement Plans.

Article 8

Additional Terms

8.01 Time is of Essence. The times of performance of the terms and requirements of this Agreement and of the satisfaction and waiver of the conditions hereof are essential to the whole of this Agreement.

8.02 Dedication. Subject to the applicable provisions of the City Ordinances, as amended, upon the final approvals of the Common Council and recording of the Certified Survey Map, the lands therein dedicated for public use by the Developer may be accepted by the City. Additionally, the Developer shall, without charge to the City, upon completion of all of the Improvements being dedicated to the City pursuant to § 4.02, unconditionally give, grant, convey, and fully dedicate the same to the City, and its successors and assigns forever, free and clear of all encumbrances whatsoever, including, without limitation, any and all structures, mains, conduits, pipes, lines, equipment, and appurtenances pertaining to such Improvements together with any and all necessary and required easements for access and repairs thereto. After such Dedication, the City shall be solely responsible for the maintenance, repair and replacement of such Improvements and have the right to connect or integrate other Improvements or public facilities to the Improvements hereunder as the City decides, without payment or award to, or consent required of, the Developer.

8.03 No Waiver: Remedies. No failure on the part of either party to exercise, and no delay in exercising any right, power, or remedy under this Agreement or the Contract Documents shall operate as a waiver thereof; nor shall any single or partial exercise of any right under this Agreement or the Contract Documents preclude any other or further exercise thereof or the exercise of any other right. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

8.04 Notices. All notices and other communications provided for under this Agreement shall be in writing (including telefax communications) and mailed (certified), sent by facsimile, or personally delivered:

If to the City, as follows:

Thomas Wiza
Director of Engineering and Development
Cedarburg City Hall
W63 N645 Washington Avenue
Cedarburg, WI 53012
Fax: (262) 387-2051

With a copy to:

Attorney Timothy S. Schoonenberg
Houseman and Feind, LLP
Attorneys at Law
1650 9th Avenue
Grafton, WI 53024
Fax: (262) 377-6080

If to Developer, as follows:

Linmar Property Group
Sara Dunstone
7404 Western Road
Cedarburg, WI 53012

With a copy to:

or, as to each party, at such other address as shall be designated by such party in a written notice to the other party in accordance herewith. Delivery of all such notices and communications shall be deemed complete, (a) if mailed, when deposited in the mail for certified mail, return receipt requested, postage prepaid, or (b) if sent by facsimile, when confirmed as being received by the party to whom faxed or delivered, or (c) when personally delivered.

8.05 Force Majeure. The obligations of either of the parties hereunder shall be suspended to the extent that it is hindered or prevented from complying therewith because of labor disturbances, including strikes and lockouts, acts of God, fires, storms, accidents, or any cause whatsoever beyond the control of the parties.

8.06 Amendments. No amendment, modification, termination, or waiver of any provision of this Agreement, nor consent to any departure from this Agreement shall in any event be effective unless the same shall be in writing and signed by both parties, and it shall be effective only in the specific instance and for the specific purpose for which given.

8.07 Assignment. This Agreement, and the interests hereunder, shall not be assigned except with the prior, written consent of the City.

Linmar Property Group

by: _____
Sara Dunstone, Linmar Property Group

STATE OF WISCONSIN)
) ss
COUNTY OF MILWAUKEE)

Personally came before me this ____ day of September ____, 2019, the above-named Sara Dunstone, to me known to be the person who executed the foregoing instrument and acknowledged the same on behalf of _____ by its authority.

Notary Public, State of Wisconsin
My commission: _____

Drafted by:
City of Cedarburg

After recording, please return to:
Claire Woodall-Vogg, City Clerk
City of Cedarburg
P.O. Box 49
Cedarburg, WI 53012-0049

EXHIBIT A

Legal Description of Property

[To be inserted]

The Tax Key Number for the Property is _____.

EXHIBIT B

Certified Survey Map

[To be inserted]

EXHIBIT C

Improvements Plans Completed by M-Squared Engineering

[To be inserted]

MAY 21 2019

CITY OF CEDARBURG

OZAUKEE COUNTY CERTIFIED SURVEY MAP NO. _____

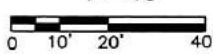
THAT PART OF THE SOUTHWEST 1/4
OF THE SOUTHWEST 1/4 OF SECTION 27, TOWNSHIP 10 NORTH, RANGE 21 LOT 12
EAST, CITY OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN

CIDER MILL HOMESITES
13-162-0012.000

UNPLATTED LANDS
03-027-11-009.00

BEARINGS ARE REFERENCED
TO WISCONSIN STATE PLANE
COORDINATE SYSTEM SOUTH
ZONE SOUTH LINE OF THE
SW 1/4 27-10-21
RECORDED AS N 87°07'24" E

1"=40'



CURRENT ZONING AS OF
JUNE 15, 2018: R-3
PROPOSED ZONING: R-3

SETBACKS:
FRONT 25'
SIDE 8'
REAR 25'

NOTE 1: 50' PREVIOUSLY
TRANSFERRED TO CITY OF
CEDARBURG BY QUIT
CLAIM DEED DOC. 253937

NOTE 2: AREA TO BE
DEDICATED FOR ROADWAY
PURPOSES. SEE DETAIL
SHEET 2 OF 5.

WEBSTER AVE.
(55' R.O.W.)

WESTERN AVE.
(40' R.O.W.)

LEGEND

- SET 3/4" X 18" LONG REBAR
WEIGHING 1.502 LB./FT.
- FND. 1" I.P.
- R.O.W RIGHT OF WAY
- P.O.B. POINT OF BEGINNING
- SETBACK LINE
- PROPOSED PROPERTY LINE



MAY 21 2019

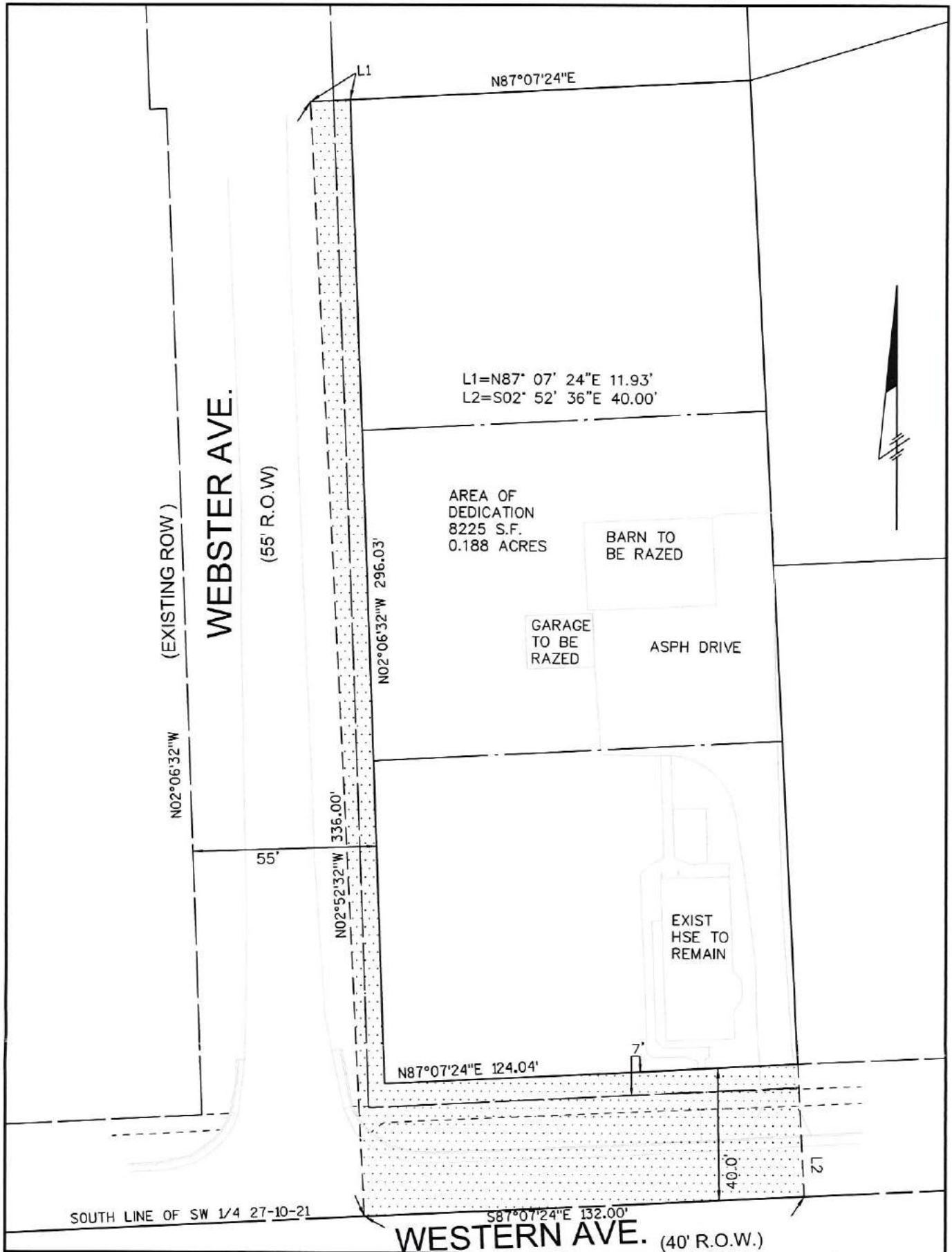
CITY OF CEDARBURG

OZAUKEE COUNTY CERTIFIED SURVEY MAP NO. _____

THAT PART OF THE SOUTHWEST 1/4
OF THE SOUTHWEST 1/4 OF SECTION 27, TOWNSHIP 10 NORTH, RANGE 21
EAST, CITY OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN

DETAIL OF DEDICATION

1"=40'



LEGEND

- FUTURE R.O.W. (RIGHT OF WAY)
- EXISTING R.O.W. (RIGHT OF WAY)
- ▨ AREA OF DEDICATION



THIS INSTRUMENT WAS DRAFTED BY ANTHONY J. GROMACKI, PLS-2090

SHEET 2 OF 5

MAY 21 2019

CITY OF CEDARBURG

OZAUKEE COUNTY CERTIFIED SURVEY MAP NO. _____

THAT PART OF THE SOUTHWEST 1/4
OF THE SOUTHWEST 1/4 OF SECTION 27, TOWNSHIP 10 NORTH, RANGE 21
EAST, CITY OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN

SURVEYOR: ANTHONY J. GROMACKI, RLS-2090
M SQUARED ENGINEERING, LLC
W62 N215 WASHINGTON AVE
CEDARBURG, WI 53012
1-262-376-4246 FAX 1-262-375-2274

OWNER: LINMAR PROPERTY GROUP
SARA DUNSTONE
7404 WESTERN AVE
CEDARBURG, WI 53012

LOT 23, CIDER MILL HOMESITES:
THOMAS K AND PATRICIA H PTAK
N50 W7384 WESTERN ROAD
CEDARBURG, WI 53012
13-162-0023.00

LOT 12, CIDER MILL HOMESITES:
RONALD AND PATRICIA MALLIET 2014 REV TRUST
W73 N531 CIDER MILL CT.
CEDARBURG, WI 53012
13-162-0012.00

LOT 13, CIDER MILL HOMESITES:
MARK R AND SARAH L GOING
W73 N527 CIDER MILL HOMESITES
CEDARBURG, WI 53012
13-162-0013.00

PLATTED LANDS:
EUGENE A AND MARY C DEBROUX
542 WEBSTER AVE
CEDARBURG, WI 53012
03-027-11-009.00

SURVEYOR'S CERTIFICATE:

I, ANTHONY J. GROMACKI, PROFESSIONAL LAND SURVEYOR, S-2090, DO HEREBY CERTIFY: THAT BY THE DIRECTION OF SARA DUNSTONE, I HAVE SURVEYED, DIVIDED AND MAPPED THE LAND SHOWN AND DESCRIBED HEREON, BEING A PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 27, TOWNSHIP 10 NORTH, RANGE 21 EAST, CITY OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN, WHICH IS BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST 1/4 OF SAID SECTION 27; THENCE N87°07'24"E ALONG THE SOUTH LINE OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 27, 528.00 FEET TO THE POINT OF BEGINNING; THENCE N02°52'36"W 336.00 FEET; THENCE N87°07'24"E 132.00 FEET; THENCE S02°52'36"E 336.00 FEET TO THE SOUTH LINE OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 27; THENCE S87°07'24"W ALONG SAID SOUTH LINE 132.00 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 1.02 ACRES TOTAL, 0.83 ACRES WITHOUT RIGHT OF WAY.

I HAVE MADE THE SURVEY, LAND DIVISION, AND MAP BY THE DIRECTION OF THE OWNERS OF SAID LAND.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE LAND DIVISION THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH THE PROVISION OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE CITY OF CEDARBURG LAND DIVISION ORDINANCE IN SURVEYING, DIVIDING AND MAPPING THE SAME.

DATED THIS _____, DAY OF _____, 2018.

ANTHONY J. GROMACKI
REGISTERED LAND SURVEYOR, S-2090

OWNER'S CERTIFICATE OF DEDICATION:

I, SARA DUNSTONE, HEREBY CERTIFY THAT I HAVE CAUSED THE LAND SHOWN AND DESCRIBED HERON TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP. I ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY s236.10 OR s 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION:

CITY OF CEDARBURG PLAN COMMISSION
CITY OF CEDARBURG COMMON COUNCIL

SARA DUNSTONE - OWNER

STATE OF WISCONSIN)
OZAUKEE COUNTY)s.s.

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2018, THE ABOVE NAMED, SARA DUNSTONE. KNOWN TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

(NOTARY SEAL) _____ NOTARY PUBLIC, _____ COUNTY, WISCONSIN.



MY COMMISSION EXPIRES _____

MAY 21 2019

CITY OF CEDARBURG

OZAUKEE COUNTY CERTIFIED SURVEY MAP NO. _____

THAT PART OF THE SOUTHWEST 1/4
OF THE SOUTHWEST 1/4 OF SECTION 27, TOWNSHIP 10 NORTH, RANGE 21
EAST, CITY OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN

CITY OF CEDARBURG PLAN COMMISSION APPROVAL:

APPROVED BY THE CITY OF CEDARBURG PLAN COMMISSION

ON THIS _____ DAY OF _____, 2018.

KIP KINZEL, MAYOR

CONSTANCE MCHUGH, CITY CLERK

CITY OF CEDARBURG COMMON COUNCIL APPROVAL:

APPROVED BY THE CITY OF CEDARBURG COMMON COUNCIL

ON THIS _____ DAY OF _____, 2018.

KIP KINZEL, MAYOR

CONSTANCE MCHUGH, CITY CLERK



RECEIVED

MAY 21 2019

CITY OF CEDARBURG

OZAUKEE COUNTY CERTIFIED SURVEY MAP NO. _____

THAT PART OF THE SOUTHWEST 1/4
OF THE SOUTHWEST 1/4 OF SECTION 27, TOWNSHIP 10 NORTH, RANGE 21
EAST, CITY OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN

CONSENT OF MORTGAGEE:

I, _____, MORTGAGEE OF THE LANDS AS REPRESENTED ON THIS CERTIFIED SURVEY MAP DO
HEREBY CONSENT TO THE SURVEYING, DIVIDING AND MAPPING OF THE LANDS AS REPRESENTED ON THIS
CERTIFIED SURVEY MAP, AND DO HEREBY CONSENT TO THE ABOVE CERTIFICATE OF

WITNESS THE HAND AND SEAL OF _____, MORTGAGEE,

THIS _____ DAY OF _____, 2018

IN THE PRESENCE OF:

WITNESS

MORTGAGEE

STATE OF WISCONSIN)
OZAUKEE COUNTY)s.s.

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2018, THE ABOVE NAMED, SARA
DUNSTONE KNOWN TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND
ACKNOWLEDGED THE SAME.

(NOTARY SEAL) _____ NOTARY PUBLIC, _____ COUNTY, WISCONSIN.

MY COMMISSION EXPIRES _____



Since the August meeting, Planner Censky stated that staff had a change of thought on how to manage this unique property. Due to the size and length of the building, this site is unlike any other site in the area as it has one owner with multiple uses. It includes residential and/or commercial in the front first floor, residential apartments in the front second floor, and residential apartments in the rear of the building. The front two-thirds of the building will continue to be in the B-3 district, and Planner Censky is proposing the back be zoned Rm-1, and then apply a PUD over the entire site. Commissioners will also need to consider an amendment to the Land Use Plan, changing from commercial to high medium density.

Commissioner Strautmanis questioned PUD status. Planner Censky said he believes changes being made to the site has been an improvement, and that designating a PUD will tie the whole building together as one. Commissioner Strautmanis clarified with Planner Censky that Cedarburg maintains base zoning and the PUD is an overlay to that. Commissioner Cain likes the way this is being resolved rather than amending the zoning code language, with the understanding that this is specific to this situation.

Action:

A motion was made by Commissioner Cain, seconded by Commissioner Strautmanis, to approve the request for Land Use Map Amendment and the rezoning recommendation. The motion carried without a negative vote.

**LAND DIVISION APPROVAL AND DEVELOPMENT AGREEMENT
RECOMMENDATION FOR THREE-LOT DEVELOPMENT LOCATED AT N50 W7404
WESTERN ROAD – SARA DUNSTONE**

Planner Censky stated the review of the Development Agreement indicates that the three lots are in full compliance with the Rs-3 district. The Agreement was drafted by Tom Wiza, Director of Engineering & Public Works, and will be subject to improvements required as listed on the Staff Report. Commissioner Cain questioned as to whether the paved road ends north of the property line on Webster Avenue. Planner Censky stated that because the road dead ends at the high school athletics field it will not be extended. Petitioner Sara Dunstone confirmed that the road will taper down from the asphalt. Commissioner Burgoyne clarified that everything is agreed on with the developer and owner.

Action:

A motion was made by Commissioner Burgoyne, seconded by Council Member Thome, to approve the Certified Survey Map and Development agreement. The motion carried without a negative vote.

CITY OF CEDARBURG

MEETING DATE: September 30, 2019

ITEM NO: 9.D.

TITLE: Consider Ordinance No. 2019-14 prohibiting parking for 1035 feet on the east side of Sheboygan Road from Washington Avenue north, and repealing restricted parking hours; and action thereon. (Public Works and Sewerage Comm. 9/12/19)

ISSUE SUMMARY: Parking on Sheboygan Road is presently prohibited on the east side of the street from Washington Avenue to a point 264 feet north of Washington Avenue. Continuing from that point north to Willowbrooke Drive, parking is restricted from 8:00 AM to 6:00 PM.

Due to the narrow width of Sheboygan Road at this location, we have received a number of traffic complaints about the street parking especially during Maxwell Street Days and some of the downtown events. The Police Department also expressed concerns, and thus the issue was placed on the Public Works and Sewerage Commission agenda.

STAFF RECOMMENDATION: Staff concurs with the recommendation of the Public Works and Sewerage Commission but has fine-tuned the parking prohibition dimension to terminate at a driveway, which is 1035 feet north of Washington Avenue.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Commission recommended prohibiting parking on the east side of Sheboygan Road from Washington Avenue to a point approximately 1,000 feet north of Washington Avenue.

BUDGETARY IMPACT: \$500 for new signs

ATTACHMENTS: Copy of proposed ordinance
Minutes of Public Works and Sewerage Comm. 9/12/19

INITIATED/REQUESTED BY: Residents and Cedarburg Police

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

ORDINANCE NO. 2019-14

An Ordinance Amending Prohibited Parking on the East Side of Sheboygan Road at Washington Avenue North and Repealing Restricted Parking Hours

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

SECTION 1. Section 10-1-27(a) of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

(a) **Parking Prohibited Zones**

(15) On the west side of Sheboygan Road for a distance of ninety (90) feet from the Northeast curb of Washington Avenue at its junction with Sheboygan Road, and on the east side of Sheboygan Road for a distance of ~~two hundred and sixty-four (264)~~ one-thousand and thirty-five (1,035) feet from the southeast curb of Washington Avenue at its junction with Sheboygan Road.

Section 10-1-29 of the Code of Ordinances of the City of Cedarburg is hereby repealed as follows:

Sec. 10-1-29 Miscellaneous Restricted Parking Hours on Certain Streets

(c) ~~On the east side of Sheboygan Road from the intersection of Sheboygan Road with Washington Avenue beginning at a distance of two hundred and sixty-four (264) feet north of the southeast intersection to a point which is at the end of a line which is perpendicular to the west side of Sheboygan Road and ends at the south curb of Willowbrooke Drive at its intersection with Sheboygan Road between the hours of 8:00 a.m. and 6:00 p.m. At the discretion of the Chief of Police, during Maxwell Street Days, Ozaukee county Fair, and other city festivals, parking may be allowed in all or part of this restricted area.~~

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 30th day of September, 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
September 12, 2019**

**PW/SEW20190912-1
UNAPPROVED**

A meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Thursday September 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, Gary Graham, Council Member Kristin Burkart

Excused - Charles Schumacher, Bob Dries, Bill Oakes, Judy Guse

Also Present - Director of Engineering Tom Wiza, Secretary Kim Esselmann, Public Works Superintendent Joel Bublitz

STATEMENT OF PUBLIC NOTICE

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

APPROVAL OF MINUTES

Motion made by Commissioner Beck, seconded by Commissioner Graham, to approve the minutes of August 8, 2019. The motion carried unanimously with Commissioners Oakes, Guse, Schumacher and Dries excused

COMMENTS AND SUGGESTIONS FROM CITIZENS

No comments or suggestions were offered at this time.

CONSIDER REQUEST TO PROHIBIT PARKING ON THE EAST SIDE OF SHEBOYGAN ROAD FROM WASHINGTON AVENUE TO WILLOWBROOKE DRIVE; AND ACTION THEREON

The City has received concerns/complaints from residents that Sheboygan Road just north of Washington Avenue, is too narrow to accommodate on-street parking on both sides. Parking is presently prohibited from 8:00 AM to 6:00 PM on the east side, but the city have observed backups and gridlock during the fair and other evening events.

The Police Department supports a permanent prohibition of street parking on the east side from Washington Avenue to Willowbrooke Drive.

Motion made by Mayor O'Keefe, seconded by Commissioner Beck, to have a no parking zone 1000' feet north on the east side of Sheboygan Road from Washington Avenue. The motion carried unanimously with Commissioners Oakes, Guse, Schumacher and Dries excused

DISCUSS 2020 ENGINEERING AND PUBLIC WORKS OPERATING AND CAPITAL BUDGET; AND ACTION THERON

The operating budgets of Public Works, Health and Sanitation, Engineering, Cemetery and Conservation and Development were discussed.

A new cemetery records/GIS program was discussed. It will cost a one-time fee of \$11,500.00 through Symbiont. This is a change from Ruekert and Meilke.

Motion made by Commissioner Beck, second by Commissioner Graham, to recommend the Common Council accept the operating and capital budgets as presented. The motion carried unanimously with Commissioners Oakes, Guse, Schumacher and Dries excused

REPORTS

Update on Public Works Operations

Superintendent Bublitz updated the Commissioners that the Country in the Burg went well with set up and take down. Not much was required from DPW.

Street sweeping, painting, sink holes and catch basins are all being worked on.

Wine and Harvest festival is next and Superintendent Bublitz is going to make a summer and winter chart showing where man hours are being spent. Although Festivals pays for their time, it still takes away from the work needed to be done throughout the City during these events.

Update on Water Recycling Plant Operations and Discussion of Monthly Reports

Director Wiza reported the effluent & influent report for August.

Director of Engineering Tom Wiza also explained that the wet well has been completed on the Highland Drive lift station.

Identify Future Agenda Items

Discuss signage at the Interurban trail crossing at Pioneer Road.

ADJOURNMENT

A motion was made by Commissioner Graham, seconded by Commissioner Beck, to adjourn the meeting at 8:21 p.m. The motion carried unanimously with Commissioners Oakes, Guse, Schumacher and Dries excused

Kim Esselmann
Building Inspection/Public Works Secretary

CITY OF CEDARBURG

MEETING DATE: September 30, 2019

ITEM NO: 9.E.

TITLE: Consider proposal from Symbiont for a new cemetery records/GIS agreement; and action thereon.

ISSUE SUMMARY: Symbiont has provided a proposal to convert our existing cemetery records and mapping to a mobile ArcGIS Online platform. The City has converted to this format for all of our other GIS mapping, and this should reduce annual software subscription costs, and make the information more available and usable for staff and the public.

STAFF RECOMMENDATION: Staff recommends the Common Council award the GIS contract to Symbiont in the amount of \$11,500.00.

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

BUDGETARY IMPACT: \$11,500.00 from the Cemetery Special Revenue Fund.

ATTACHMENTS: Copy of Symbiont proposal
Copy of Cemetery budget

INITIATED/REQUESTED BY: Tom Wiza

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

August 15, 2019

Kim Esselmann
City of Cedarburg
W63 N645 Washington Avenue
Cedarburg, WI 53012

**RE: Proposal for Consulting Services Related to
Cemetery GIS Application Development for City of Cedarburg, Wisconsin
Symbiont Proposal No. 36134**

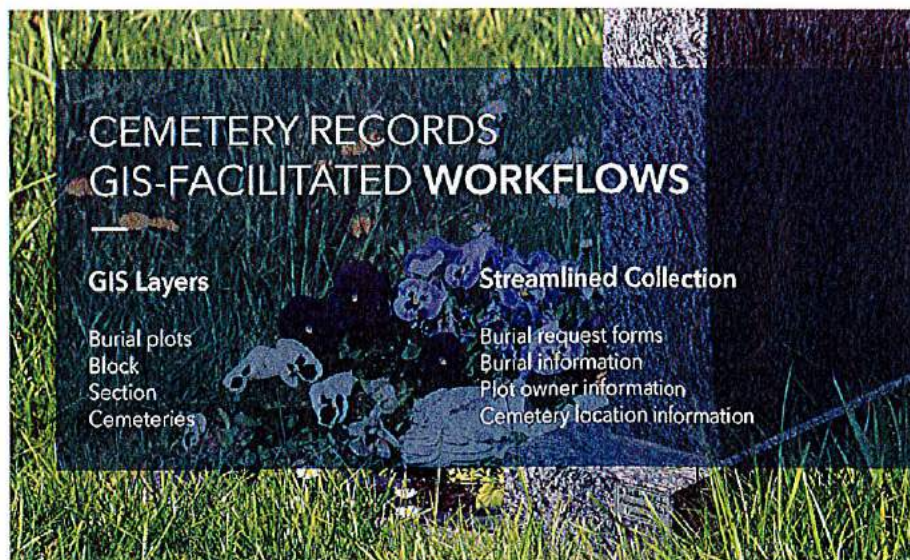
Dear Ms. Esselmann,

Symbiont Science, Engineering and Construction, Inc. (Symbiont) is providing the City of Cedarburg (Cedarburg) with this proposal for the development of a new Cemetery Records GIS application to be used on the City's existing ArcGIS Online (AGOL) subscription. The development will include the conversion of the existing cemetery GIS records, eliminating the need for reoccurring costs associated with the current Ruekert-Mielke system.

PROJECT UNDERSTANDING/BACKGROUND

Cedarburg Cemetery Records Department staff are currently using a Geocortex based GIS built by Ruekert-Mielke to map cemetery assets. Outside of the GIS, City staff record burial request and owner information on static forms. Cedarburg seeks to migrate their current GIS to AGOL to allow staff to view, document, and update burial information, plot owner information, and cemetery location information.

Based on our discussions with Cedarburg, the GIS will be upgraded to enable staff to complete the following workflows utilizing the GIS:



Cedarburg will retain all capabilities included in the current GIS and will gain the following capabilities:

- Ability for users to view, create, and edit burial records easily, and in real-time.
- Perform burial plot and occupant information queries quickly and efficiently.
- Maintain control over cemetery and burial plot information.
- Display cemetery layers and information in a public-facing GIS application.

SCOPE OF WORK

The following tasks have been developed based on the recommendations Symbiont made in the GIS assessment completed in spring 2019. These tasks will be completed to assist Cedarburg in achieving their GIS system goals. Refer to Appendix C for assumptions inherent in the development of this proposal.

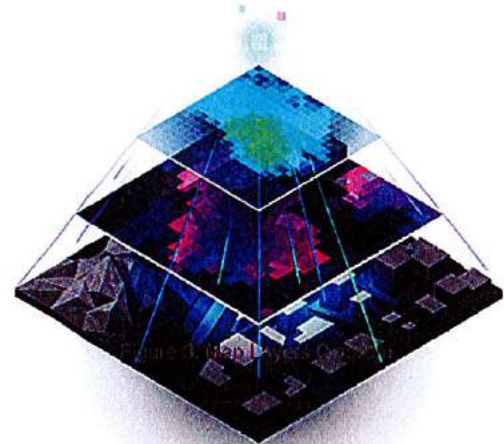
Task 1 – System Review & Project Visioning

In continuing our system review, Symbiont will perform the following additional tasks:

1. Obtain current GIS data from Ruekert-Mielke-built ArcGIS Online (AGOL) system in shapefile or file geodatabase format.
2. Conduct a kickoff meeting with Cedarburg staff and project stakeholders to review and discuss the proposed implementation path, existing data, proposed data model, and project priorities.
3. Schedule monthly phone conference meetings to discuss project status and future needs.

Task 2 – GIS Updates

Following completion of the proposed system review, Symbiont will work with Cedarburg staff to customize Cedarburg's existing GIS. Symbiont will convert the existing cemetery and burial data into a new database schema. The GIS data model will provide staff with a standardized template for the storage of GIS data in a centralized geodatabase, which will provide a template for future data updates that can be performed by Cedarburg staff.



This task will include the creation of the GIS-based burial request form, as well as the burial information and plot owner information forms. These forms will be based on the current digital forms in the existing GIS used by Cedarburg. Symbiont may recommend best

practice modifications to the forms if appropriate. Customizing the existing data will include defining required map layers, attributes, and domains (drop-downs).

Deliverable: GIS data model outlining data scheme for GIS asset data layers, delivered electronically

Task 3 – App Buildout

To enable Cedarburg staff to begin accessing the system prior to January 2020, Symbiont will perform application implementation in conjunction with GIS design. Symbiont will support Cedarburg in AGOL license acquisition using the City's existing AGOL page. The required layers in the GIS will be published to AGOL and be made available for viewing and editing.

Cedarburg will maintain consistent and complete control over its GIS content. For management and configuration of the AGOL site, Symbiont will be provided access via an administrative account. Identified below are the proposed applications, as well as the recommended technology for accessing each.

Full-Feature GIS Viewer Creation for Office Use

Symbiont will create Cedarburg's internal full-feature GIS viewer using ESRI's Web AppBuilder.

Type	Tool	Description
Office	Cedarburg Cemetery GIS Editor App	Browser-based application that contains access to all Cedarburg Cemetery GIS datasets, query tools, exporting, printing, etc. Plus the ability to edit attributes, feature geometry and add related records using the Smart Editor.
Office	Cedarburg Cemetery Public GIS Viewer	App with public access to Cemetery GIS datasets, query tools and printing. No editing capabilities will be enabled on the GIS Viewer application.

The Cedarburg Cemetery GIS Editor app, will allow staff to view, edit, and update GIS features using the Smart Editor widget. The Smart Editor allows staff to add and edit new and existing burial information. Utilizing built-in data queries and filters, staff will have the ability to search, view and analyze cemetery burial records and burial plot information quickly and easily.

The Cedarburg Cemetery GIS Viewer will be available to the public to view burial plots and cemetery burial record details. Users will be able to filter, query and print burial plot and cemetery burial record details. The Web AppBuilder Editor and Viewer applications will be accessible via internet browsers, tablets, and smartphone devices for all users. Editing capabilities will only be available to staff with editing rights. The public will not have data editing capabilities.

Deliverable: Browser-based GIS Viewer and GIS Edit App

Task 4 – Expert Guidance

Symbiont will provide one- two-hour training session for Cedarburg staff where they will learn the basic functions of the Web Application such as changing base maps, layer control, and printing maps. Users will also learn more advanced functions such as exporting data, editing features, and filtering and querying data.

Ongoing expert guidance will be available for Cedarburg staff, and we will be available to continue working with Cedarburg to identify future GIS needs. Ongoing expert guidance fees will be based on the hourly rates outlined in the Compensation section.

PROJECT SCHEDULE

The proposed project schedule is detailed below.

	Task	Anticipated Completion
	Anticipated Project Initiation	October 1, 2019
1	System Review & Project Visioning	October 15, 2019
2-3	GIS Design and App Buildout	November 30, 2019
4	Expert Guidance	December 31, 2019

COMPENSATION

Symbiont will complete the above-described Scope of Work for a lump sum fee of \$11,500.

The following cost breakdown is provided for informational purposes only. Symbiont reserves the right to reallocate budget between tasks.

	Task	Fee
1	System Review & Project Visioning	\$1,250
2	GIS Updates	\$4,500
3	App Buildout	\$4,500
4	Expert Guidance (One Training Session)	\$1,250
	Total	\$ 11,500

Additional Service Rates	GIS Lead	\$175/hr
	Specialist II	\$76 - \$87/hr

Additional services can be negotiated if work outside of the proposed scope is desired. The cost of any additional services would be charged on a time-and-material basis at the rates listed above.

The above cost table does not include the ArcGIS Online subscription required for the project. With the long-term view that Cedarburg will own their GIS, it will be Cedarburg's responsibility to purchase the ArcGIS Online user license(s) and credits. The cost for a Creator User Type account (required to create and administer the AGOL site) is \$500 per year. Blocks of 1,000 user credits cost \$100 and are purchased as needed, typically once per year.

We will keep Cedarburg apprised of the project status and budget. We will not exceed the proposed project fee nor initiate any out of scope services without prior authorization from Cedarburg.

The costs in this proposal exclude any sales and use tax, goods and services tax, value added tax, or any other similar taxes. Upon award of the contract, Symbiont will request that the client provide an exemption certificate for the project. The final cost of the project will increase to include the cost of all applicable taxes if exemptions do not apply.

This proposal is valid for 30 days from the date on the proposal.

TERMS AND CONDITIONS

Provided within this proposal are our Terms and Conditions of Agreement (Form S-1 8/2019) which is an integral part of our contract for professional services. Please indicate your acceptance of this proposal (and the Terms and Conditions herein) by having an authorized representative sign one copy and returning it to Symbiont.

Symbiont's clients frequently issue purchase orders (P.O.s) as a matter of convenience for tracking their accounts payable. However, it is expressly understood by your company and Symbiont that none of the terms and conditions associated with your company's P.O. shall be deemed effective and that in the case of such conflict, the terms and conditions set forth in Symbiont's Terms and Conditions of Agreement (previously referenced) shall be deemed effective and agreed to between your company and Symbiont and that Symbiont's acceptance of a P.O. shall not be deemed to be an acceptance of the terms or conditions of such P.O.

We appreciate the opportunity to offer our GIS services for your cemetery assets. Please contact us if you have any questions regarding this proposal. We look forward to working with you on this and future projects.

Sincerely,

SYMBIONT®



Ryan C. Eckdale-Dudley, GISP
Director of Business Development

SYMBIONT®



Mary A. Recktenwalt, P.E.
Environmental Discipline Manager

PROPOSAL NO. 36134 ACCEPTED BY:

CLIENT: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

Symbiont considers the project approach, design, pricing, data, and other business considerations contained in this proposal to be proprietary and confidential business information to be used solely for the purpose of evaluating the proposal. This document and the information contained herein shall not be used for any purpose other than as stated above and shall not be used, duplicated, or disclosed to any other party without Symbiont's prior written consent.

	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Revenues	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% CHANGE 2020/2019
465500 Property Sales	7,650	16,200	10,825	7,200	7,200	7,200	0.00%
465550 Monuments & Markers	850	4,250	2,450	1,000	1,600	1,200	20.00%
481100 Interest Income	1,260	37	4,564	1,500	3,000	1,500	0.00%
482170 Rental Income	11,940	11,940	11,740	11,940	11,940	11,940	0.00%
486000 Cemetery—Misc. Revenue	2,664	3,910	2,180	1,200	3,380	1,200	0.00%
487000 Change in Market Value		(230)	(524)		1,694		#DIV/0!
544210							
Personnel	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
111 Salaries (.08 FTE)	12,065	10,386	8,143	6,635	6,635	6,635	0.00%
112 Overtime	95	0	0	250	250	250	0.00%
125 Part time/Seasonal (.53 FTE)	11,170	7,646	5,352	7,400	7,400	7,400	0.00%
151 Social Security	1,798	1,379	1,013	1,093	1,093	1,093	0.00%
152 Retirement	836	725	545	451	451	465	3.10%
154 Health Insurance	3,358	4,276	2,022	672	672	672	0.00%
155 Life Insurance	0	0	0	3	3	3	0.00%
159 Longevity	386	0	0	0			0.00%
165 Workers' Comp. Insurance	920	891	546	499	499	475	-4.81%
544210							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
210 Professional Services	10,818	12,627	10,681	23,500	23,500	23,500	0.00%
222 Electric	403	485	479	550	550	550	0.00%
226 Water Service	543	625	581	500	500	500	0.00%
230 Grounds Maintenance	2,771	2,621	3,965	2,800	2,800	2,800	0.00%
240 Repair & Maintenance	295	814	1,908	2,000	2,000	2,000	0.00%
245 House Maintenance	611	1,335	444	1,000	1,000	1,000	0.00%
350 Operating Supplies	606	900	226	900	900	900	0.00%
380 Equipment	3,631						
510 Property/Liability Insurance	400	396	217	223	223	258	15.70%
940 Transfer to Capital Improvement Fund			7,000			10,000	
Fund Balance	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	
Designated Cemetery Fund Balance	\$171,873	\$160,174	\$146,487	\$121,451	\$127,425	\$91,064	
Designated for Perpetual Care	104,700	107,400	109,200	108,600	108,600	109,500	

CITY OF CEDARBURG

MEETING DATE: September 30, 2019

ITEM NO: 9.F.

TITLE: Consider overview of 2020 budget and possible borrowing for streets; and direction thereon

ISSUE SUMMARY: The 2020 proposed street budget is \$1 million more than the 2019 projects. With the needed increase in the levy we are not able to stay under the State levy limit or the expenditure restraint program. Council directed that borrowing was to be avoided, but also at the July budget meeting streets were made a priority. Besides agreeing to a short-term borrowing, Council will also need to accept a large increase in the tax rate to pay for this borrowing.

STAFF RECOMMENDATION: N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: 2020 budget increase to debt service; interest expense of approximately \$10,000.

ATTACHMENTS: Debt schedule for proposed debt

INITIATED/REQUESTED BY: Christy Mertes

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

City of Cedarburg

\$1,060,000 General Obligation Notes

SINGLE PURPOSE

Dated March 1, 2020 Assumes Aa3 Delavan sale of 8/22/19 + .25

Sources & Uses

Dated 03/01/2020 | Delivered 03/01/2020

Sources Of Funds

Par Amount of Bonds	\$1,060,000.00
Est. Int. Earnings	1,000.00
Total Sources	\$1,061,000.00

Uses Of Funds

Total Underwriter's Discount (1.000%)	10,600.00
Costs of Issuance	47,350.00
Deposit to Project Construction Fund	1,000,000.00
Rounding Amount	3,050.00
Total Uses	\$1,061,000.00

City of Cedarburg

\$1,060,000 General Obligation Notes

SINGLE PURPOSE

Dated March 1, 2020 Assumes Aa3 Delavan sale of 8/22/19 + .25

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/01/2020	-	-	-	-	-
03/01/2021	90,000.00	1.250%	16,233.50	106,233.50	-
09/01/2021	-	-	7,554.25	7,554.25	113,787.75
03/01/2022	100,000.00	1.280%	7,554.25	107,554.25	-
09/01/2022	-	-	6,914.25	6,914.25	114,468.50
03/01/2023	105,000.00	1.300%	6,914.25	111,914.25	-
09/01/2023	-	-	6,231.75	6,231.75	118,146.00
03/01/2024	105,000.00	1.330%	6,231.75	111,231.75	-
09/01/2024	-	-	5,533.50	5,533.50	116,765.25
03/01/2025	105,000.00	1.350%	5,533.50	110,533.50	-
09/01/2025	-	-	4,824.75	4,824.75	115,358.25
03/01/2026	105,000.00	1.410%	4,824.75	109,824.75	-
09/01/2026	-	-	4,084.50	4,084.50	113,909.25
03/01/2027	110,000.00	1.470%	4,084.50	114,084.50	-
09/01/2027	-	-	3,276.00	3,276.00	117,360.50
03/01/2028	110,000.00	1.670%	3,276.00	113,276.00	-
09/01/2028	-	-	2,357.50	2,357.50	115,633.50
03/01/2029	115,000.00	2.000%	2,357.50	117,357.50	-
09/01/2029	-	-	1,207.50	1,207.50	118,565.00
03/01/2030	115,000.00	2.100%	1,207.50	116,207.50	-
09/01/2030	-	-	-	-	116,207.50
Total	\$1,060,000.00	-	\$100,201.50	\$1,160,201.50	-

Yield Statistics

Bond Year Dollars	\$6,015.00
Average Life	5.675 Years
Average Coupon	1.6658603%
Net Interest Cost (NIC)	1.8420865%
True Interest Cost (TIC)	1.8470804%
Bond Yield for Arbitrage Purposes	1.6590432%
All Inclusive Cost (AIC)	2.7201279%

IRS Form 8038

Net Interest Cost	1.6658603%
Weighted Average Maturity	5.675 Years

CITY OF CEDARBURG

MEETING DATE: September 30, 2019

ITEM NO: 9.G.

TITLE: Consider approval of new copier lease agreement with James Imaging for copiers in City Hall; and action thereon*

ISSUE SUMMARY: The City of Cedarburg's lease with James Imaging for the three copiers in City Hall is up at the end of this year. As a result, Clerk Woodall-Vogg set up meetings and obtained bids for a new contract. She met with four companies and obtained three bids. One bid (through MBM, a Xerox distributor) was immediately disqualified, as the base payment for new machines was over twice that of the two other bids. Office Copying Equipment (OCE) and James Imaging both provided leases that either matched or were competitive with the state-negotiated contract. The difference between the two bids was nominal (~\$10 a month), but James Imaging would allow the City to exit their current lease and receive new machines within the next two weeks.

STAFF RECOMMENDATION: Clerk Woodall-Vogg and Administrator Mertes recommend that we sign the new lease with James Imaging. Clerk Woodall-Vogg has negotiated a much lower base price than the City previously had and is also able to transfer over some software from the current machines at no charge. Additionally, it will be easier for staff if new machines are delivered and installed in October, rather than in December during tax season.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT: The City will save an estimated \$300 per month with the new lease, a savings of nearly \$19,000 over the five-year term of the lease.

ATTACHMENTS:

- James Imaging Lease Agreement

INITIATED/REQUESTED BY: Claire Woodall-Vogg, City Clerk

FOR MORE INFORMATION CONTACT: Claire Woodall-Vogg, 262-375-7606



Value Lease Agreement

APPLICATION NO.

AGREEMENT NO.

3375 Intertech Drive • Brookfield, WI 53045 • Phone: 262.781.7700 • Fax: 262.781.9900

The words Lessee, you and your refer to Client. The words Lessor, we, us and our refer to James Imaging Systems, Inc.

CLIENT INFORMATION

FULL LEGAL NAME

STREET ADDRESS

Cedarburg, City of (City Hall)

W63 N645 Washington Avenue

CITY

STATE

ZIP

PHONE

FAX

Cedarburg

WI

53012 (262) 375-7600

0

BILLING NAME (IF DIFFERENT FROM ABOVE)

BILLING STREET ADDRESS

CITY

STATE

ZIP

E-MAIL

cwoodall-vogg@ci.cedarburg.wi

EQUIPMENT DESCRIPTION & TERM AND PAYMENT SCHEDULE

MAKE, MODEL NUMBER & INCLUDED ACCESSORIES	SERIAL NO.	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		MONTHLY IMAGE ALLOWANCE PER MACHINE (IF NOT CONSOLIDATED)		EXCESS PER IMAGE CHARGE*	
			B&W	COLOR	B&W	COLOR	B&W	COLOR
Toshiba E-STUDIO5015AC		<input type="checkbox"/>						
Toshiba E-STUDIO5015AC		<input type="checkbox"/>						
Toshiba E-STUDIO5015AC		<input type="checkbox"/>						
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		<input type="checkbox"/>						
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		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
Service Lock for 63 Mo.		<input type="checkbox"/>						
		<input type="checkbox"/>						
TOTAL MONTHLY IMAGE ALLOWANCE (IF CONSOLIDATED)					22,000	0	0.004200	0.042000

EQUIPMENT LOCATION

*plus applicable taxes

63 MINIMUM PAYMENTS* OF \$ 387.40

The lease contract payment ("Minimum Payment") period is monthly unless otherwise indicated.

METER FREQUENCY: MONTHLY IF NOT CHECKED ☒ OTHER: QrtlySEE THE ATTACHED: ☐ SCHEDULE A ☐ BILLING SCHEDULE**END OF LEASE OPTIONS**

You may choose one of the following options within the area you check and initial at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing. If no box is checked and initialed, then Fair Market Value will be your end of lease option. Leases with \$1.00 purchase options will not be renewed. To the extent that any purchase option indicates that the purchase price will be the "Fair Market Value" (or "FMV"), such term means the value of the Equipment in continued use.

- ☒ 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1, 2) Renew the Agreement per paragraph 1, or 3) Return the Equipment per paragraph 2. _____ Client's Initials
- ☐ 1) Purchase the Equipment for \$1.00. _____ Client's Initials

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.**LESSOR ACCEPTANCE**

James Imaging Systems, Inc.

LESSOR

SIGNATURE

TITLE

DATED

CLIENT ACCEPTANCE

By signing below, you certify to Lessor that you have received, read, and agree to all terms and conditions on this page and on the second page of this two-page Agreement.

Cedarburg, City of (City Hall)

CLIENT (as referenced above)

SIGNATURE

TITLE

DATED

39-6005410

FEDERAL TAX I.D. #

PRINT NAME

ACCEPTANCE OF DELIVERY

You certify that all the Equipment listed above has been received, installed, inspected, and is fully operational and unconditionally accepted.

Cedarburg, City of (City Hall)

CLIENT (as referenced above)

SIGNATURE

TITLE

DATE OF DELIVERY

22217 (2012 v1)

Page 1 of 2

Rev. 09/02/2016

1. **AGREEMENT:** For business purposes only, you agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries (the "Equipment") and/or agree that you have requested that we finance certain licensed software and services for you ("Financed Items"), which are included in the word "Equipment" unless separately stated), all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement and any supplement, which (with the acceptance certification) is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. This Agreement becomes valid upon execution by us. Unless otherwise stated in an addendum hereto, this Agreement will renew for month-to-month term(s) unless you (a) provide us written notice between 90 and 150 days (before the end of any term) that you want to purchase or return the Equipment and (b) you timely purchase or return the Equipment in accordance with paragraph 3 of this Agreement. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others.

2. **RENT, TAXES AND FEES:** You agree to pay the amounts payable under the terms of this Agreement (each, a "Payment") when due, plus any applicable sales, use and property taxes. ~~The base Payment will be adjusted proportionately upward or downward (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the shipping charges or taxes differ from the estimate given to you; and (3) to comply with the tax laws of the state in which the Equipment is located.~~ If we pay any taxes, insurance or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. By the date the first Payment is due, you agree to pay us an origination fee, as shown on our invoice or addendum, to cover us for all closing costs. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. You cannot pay off this Agreement or return the Equipment prior to the end of the term without our consent. If we consent, we may charge you, in addition to the other amounts owed, an early termination fee equal to 5% of the price of the Equipment. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** We are the owner of the Equipment and have sole title to the Equipment (excluding Financed Items). We do not own any software that is included with the Financed Items and cannot transfer any interest in such software to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. At your expense, you agree to keep the Equipment (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, you agree to either purchase the Equipment for the purchase option stated on page 1 or return all but not less than all of the Equipment (excluding Financed Items) and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. If this Agreement is deemed to be a secured transaction, you grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1). You will not change your state of organization, headquarters or residence without providing prior written notice to us so that we may amend or file a new UCC-1. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk of loss, with us as lender's loss payee, in an amount not less than the original cost until this Agreement is terminated. You also agree to obtain a general public liability insurance policy with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. Your insurance policy(s) will provide for 10 days advance written notice to us of any modification or cancellation. You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, we have the option, but not the obligation, to do so as provided in either (A) or (B) below, as determined in our discretion: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum. (B) We may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. **NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT.** We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. Unless we have otherwise agreed in writing, no such loss or destruction of or damage to the Equipment will relieve you from your payment obligations under this Agreement. You agree to promptly notify us in writing of any loss or damage. If the Equipment is destroyed and we have not otherwise agreed in writing, at our election, you will either repair or replace the damaged/destroyed Equipment with comparable equipment acceptable to us, or pay to us (a) all past due amounts and (b) all remaining Payments for the unexpired term, plus our booked residual (both discounted at 2%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.

5. **ASSIGNMENT: YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** Without our prior written consent, you shall not reorganize or merge with any other entity or transfer all or a substantial part of your ownership interests or assets. We may sell, assign, or transfer our rights under this Agreement, in whole or in part, without notice. You agree that if we sell, assign or transfer an interest in this Agreement and/or the Equipment hereunder, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us. You shall cooperate with us in executing any documentation reasonably required by us or our assignee to effectuate any such assignment. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay the Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other entity, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge equal to: 1) the greater of 10% of the Payment which is late or \$26.00 or 2) if less, the maximum charge allowed by law. If you are ever in default, at our option, we may require that you pay 1) all past due amounts, and 2) all remaining Payments for the unexpired term, plus our booked residual (both discounted at 2%). We may recover interest on any unpaid amount, from the due date, at the rate of 18% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) at your expense, return the Equipment to us to a location we specify, and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed by you to us, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment, if any, will be credited against the amounts you owe us under this Agreement. **YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement, in the hands of our assignee, is, or shall be treated as, a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-507 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

7. **INSPECTIONS AND REPORTS:** We will have the right, at any reasonable time, to inspect the Equipment and any documents relating to its use, maintenance and repair. Within 30 days after our request, you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement submitted to us shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains.

8. **FAXED OR SCANNED DOCUMENTS, MISC.:** You agree to submit the original duly-signed documents to us via overnight courier the same day of the facsimile or scanned transmission of the documents. The original of this Agreement shall be that copy which bears your facsimile or original signature, and which bears our original signature. You waive the right to challenge the authenticity or binding effect of any faxed or scanned copy or signature thereon. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing any telephone number, now or in the future, for a cell phone or other wireless device, you are expressly consenting to receiving communications, regardless of their purpose, at that number, including, but not limited to, prerecorded or artificial voice message calls, text messages, and calls made by an automatic dialing system from us and our affiliates and agents. These calls and messages may incur access fees from your provider.

9. **WARRANTY DISCLAIMERS:** **YOU AGREE THAT YOU HAVE SELECTED EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. YOU ARE UNCONDITIONALLY OBLIGATED TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.**

10. **LAW, JURY WAIVER:** **Agreements, promises and commitments made by us, concerning loans and other credit extensions must be in writing, express consideration and be signed by us to be enforceable.** This Agreement may be modified only by written agreement and not by course of performance. This Agreement will be governed by and construed in accordance with the law of the state of our principal place of business or, if we assign this Agreement, our assignee's principal place of business. You consent to jurisdiction and venue of any state or federal court in the state in which we, or, if we assign this Agreement, our assignee, has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

11. **MAINTENANCE AND SUPPLIES:** The charges established by this Agreement include payment for the use of the Equipment, accessories, maintenance by supplier during normal business hours, inspection, adjustment, parts replacement, drums, cleaning material required for proper operation and toner and developer. Paper and staples must be separately purchased by you. If necessary, the service and supply portion of this Agreement may be assigned by us. We may charge you a supply freight fee to cover our costs of shipping supplies to you.

12. **EXCESS CHARGES AND COST ADJUSTMENTS:** You agree to comply with our billing procedures including, but not limited to, providing us with periodic meter readings on the Equipment. If you make more than the applicable allowed images in any period, you agree to pay us an additional amount equal to the number of excess images made during such period, multiplied by the applicable Excess Charge. Regardless of the number of images made each month, you will never pay less than the Minimum Payment. ~~At the end of the first 12 months after commencement of this Agreement, and once each successive 12-month period thereafter, we may increase the Payment and the Excess Charge by a maximum of 15% of the existing Payment or Excess Charge. Images made on equipment marked as not financed under this Agreement will be included in determining your image and Excess Charges.~~

13. **UPGRADE AND DOWNGRADE PROVISION:** AFTER COMMENCEMENT OF THE AGREEMENT AND UPON YOUR WRITTEN REQUEST, AT OUR SOLE DISCRETION, WE MAY REVIEW YOUR IMAGE VOLUME AND PROPOSE OPTIONS FOR UPGRADING OR DOWNGRADING THE EQUIPMENT TO ACCOMMODATE YOUR BUSINESS NEEDS.

14. **TRANSITION BILLING:** In order to facilitate an orderly transition, including installation and training, and to provide a uniform billing cycle, the start date of this Agreement (the "Effective Date") will be a date after the certification of acceptance of the Equipment, as shown on the first invoice. The payment for this transition period will be based on the Minimum Payment provision of a 30-day calendar month, and will be included on your first invoice.

CITY OF CEDARBURG

MEETING DATE: September 30, 2019

ITEM NO: 9.H.

TITLE: Consider reappointment of Ronald Stadler, at his new law firm of Jackson Lewis P.C., as counsel for matters involving general labor; and action thereon

ISSUE SUMMARY: The City has utilized outside counsel from Ronald Stadler for many years, primarily for matters involving general labor. He became employed at Jackson Lewis P.C. in May of 2019. This letter of engagement and fee agreement reflects his current hourly rate at his new firm.

STAFF RECOMMENDATION: Retain Ronald Stadler as an attorney for general labor matters.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: \$320/hour for Ronald Stadler's services, only to be utilized with City Administrator's prior approval

ATTACHMENTS: Engagement Letter and Fee Agreement from Jackson Lewis

INITIATED/REQUESTED BY: Christy Mertes, City Administrator

FOR MORE INFORMATION CONTACT: Christy Mertes, 262-375-7606



Representing Management Exclusively in Workplace Law and Related Litigation

Jackson Lewis P.C.
330 E. Kilbourn Avenue
Suite 560
Milwaukee WI 53202
Tel 414-944-8900
Fax 414-944-8901
www.jacksonlewis.com

ALBANY, NY	GREENVILLE, SC	MINNEAPOLIS, MN	PROVIDENCE, RI
ALBUQUERQUE, NM	HARTFORD, CT	MONMOUTH COUNTY, NJ	RALEIGH, NC
ATLANTA, GA	HONOLULU, HI*	MORRISTOWN, NJ	RAPID CITY, SD
AUSTIN, TX	HOUSTON, TX	NEW ORLEANS, LA	RICHMOND, VA
BALTIMORE, MD	INDIANAPOLIS, IN	NEW YORK, NY	SACRAMENTO, CA
BIRMINGHAM, AL	JACKSONVILLE, FL	NORFOLK, VA	SALT LAKE CITY, UT
BOSTON, MA	KANSAS CITY REGION	OMAHA, NE	SAN DIEGO, CA
CHICAGO, IL	LAS VEGAS, NV	ORANGE COUNTY, CA	SAN FRANCISCO, CA
CINCINNATI, OH	LONG ISLAND, NY	ORLANDO, FL	SAN JUAN, PR
CLEVELAND, OH	LOS ANGELES, CA	PHILADELPHIA, PA	SEATTLE, WA
DALLAS, TX	MADISON, WI	PHOENIX, AZ	ST. LOUIS, MO
DAYTON, OH	MEMPHIS, TN	PITTSBURGH, PA	TAMPA, FL
DENVER, CO	MIAMI, FL	PORTLAND, OR	WASHINGTON DC REGION
DETROIT, MI	MILWAUKEE, WI	PORTSMOUTH, NH	WHITE PLAINS, NY
GRAND RAPIDS, MI			

*through an affiliation with Jackson Lewis P.C., a Law Corporation

MY DIRECT DIAL IS: (414) 944-8930
MY EMAIL ADDRESS IS: RONALD.STADLER@JACKSONLEWIS.COM

September 26, 2019

**PERSONAL AND CONFIDENTIAL; ATTORNEY-CLIENT
AND ATTORNEY WORK-PRODUCT PRIVILEGED MATERIAL**

VIA E-MAIL – cmertes@cedarburg.wi.us

Ms. Christy Mertes, CMTW
City of Cedarburg
PO Box 49
Cedarburg, WI 53012

Re: Confirmation of Engagement and Fee Agreement

Dear Christy:

We are pleased that the City of Cedarburg (“Cedarburg”) has decided to retain Jackson Lewis P.C. (herein “the Firm”) for legal services in connection with matters described below. This letter details the scope of our client relationship and outlines the fees for our services.

A. Scope of Services

As we discussed, we will represent Cedarburg in general labor matters (the “matters”). We will do our best to serve Cedarburg efficiently. While we cannot guarantee the success or outcome of any given matter, we will strive to vigorously represent Cedarburg. I will have primary responsibility for handling these matters and will utilize other attorneys and legal assistants in the firm in the best exercise of my professional judgment. If, at any time, you have any questions, concerns or comments, please contact me.

B. Fees

We charge for our time on an hourly basis, in one-tenth hour increments. We will invoice Cedarburg at our regular hourly rates for the work performed on Cedarburg's behalf. Our schedule of hourly rates for attorneys and other members of our professional staff is based on years of experience, level of professional attainment and geographic location. Currently, our hourly rates in the Milwaukee office range from \$275 to \$594 for attorneys. My current hourly rate is \$320. Jon Sacks, who will assist in this matter, has a current hourly rate of \$275. These hourly rates may be subject to periodic increases over time. Any changes in billing rates will be reflected in the invoice after any revised rates go into effect. We charge for all services rendered, including but not limited to, telephone calls, conferences, court and agency hearings, and other proceedings. Our entire billing process is explained in "A Word About Our Invoices," a copy of which is enclosed.

C. Client Cooperation

Cedarburg understands and agrees that, in order for us to represent it effectively, it is necessary for Cedarburg to assist and cooperate with the Firm. Cedarburg agrees to (1) make itself (including its employees if applicable) available to discuss issues as they arise in this matter; (2) attend and participate in meetings, preparation sessions, court proceedings and other activities in connection with the representation; (3) provide complete and accurate information and documents to us on a timely basis; (4) make timely payment to any experts or vendors retained in connection with our services; and (5) advise whether there is an agreement to arbitrate the subject claim(s), either as set forth in a stand-alone arbitration agreement, an employee handbook, an employment application or otherwise.

D. Protection of Client Confidences – High Tech Communication Devices

We are always mindful of our central obligation to preserve the secrets and confidences of our clients. To that end, it is important that we agree from the outset what kinds of communications technology we will employ in the course of this Engagement. Unless Cedarburg specifically directs us to the contrary, for purposes of this Engagement, we agree that it is appropriate for us to use fax machines and e-mail in the course of the Engagement without any encryption or other special protections. In that regard, if there is a specific e-mail address which you would like us to use to communicate with you, other than your current Company e-mail address, please let us know. Please also notify the Firm if Cedarburg has any other requests or requirements in connection with the methods of telecommunication, or persons to be included or copied in the circulation of documents relating to the Engagement.

E. Termination of Representation

Cedarburg may terminate this representation at any time, with or without cause. We also reserve the right to withdraw at any time to the fullest extent permitted by the applicable ethical rules. Any termination of our representation of Cedarburg would be subject to such approval as may be required from any court(s) in which we are appearing on Cedarburg's behalf. In the event of termination by either of us, fees and costs for work performed prior to termination will still be payable as provided for in this letter.

Following any termination of representation, client files will be released only following delivery to the Firm of a signed release letter containing appropriate directions and an acknowledgment of the obligation to pay outstanding fees. Cedarburg will be charged for the reasonable costs of retrieval, assembly, copying, processing and transfer of all files or materials, including Electronically Stored Information ("ESI").

Upon termination of representation, the Firm reserves the right to maintain Cedarburg's legal file in electronic format only.

F. Preservation of Documentation

Should a claim be received by Cedarburg, Cedarburg must take immediate steps to identify, preserve and collect all relevant information until the matter is completely resolved. This information includes all paper and all ESI related to the claim. ESI includes, but is not limited to, the following: e-mails, text messages and other electronic communications, word processing files, spreadsheets, PowerPoints, photos and other images, SharePoint, voicemail, databases, data files and archive files, regardless of whether the information is contained on servers, laptop and desktop computers, back-up tapes, home and personal computers, cloud storage systems, or portable ESI storage devices such as iPhones, Android phones, Blackberries and other smart phones, iPads, iPods, thumb drives, CD's, DVD's, and portable hard drives. This also will likely include any and all relevant surveillance tapes and recordings.

Cedarburg must also immediately suspend any document retention/destruction policy and put in place a "Litigation Hold." This Litigation Hold is designed to ensure that relevant electronic evidence is preserved and not destroyed, altered, modified, disposed of, or in any way compromised. Therefore, any individuals who may have relevant information or documents related to a matter must comply with this litigation hold.

Although this may seem like an onerous task, document retention is critical for the defense of a matter and to ensure Cedarburg complies with its legal obligation to preserve and produce relevant information. A failure to preserve documents or electronic data could have dire

consequences in a matter. For example, in addition to monetary sanctions, Cedarburg may be precluded from using certain evidence at trial or the court may allow a jury to draw negative inferences against Cedarburg. Under a worst case scenario, the court may award a judgment in favor of the claimant. Therefore, if Cedarburg has any doubt regarding whether paper or electronic data falls within the scope of a "Litigation Hold", it should err on the side of preservation and contact us.

G. Advance Conflict of Interest Waiver

Because of the size, geographical reach and the broad scope of the Firm's legal practice, it is possible that attorneys in one or more of the Firm's offices or departments may now or in the future represent parties in matters in which their interests are adverse to those of Cedarburg or its affiliates, or have contractual or other dealings with Cedarburg. As a condition of our representation, Cedarburg agrees that the Firm may represent other parties in matters in which their interests are adverse to those of Cedarburg or its affiliates and waives any conflict that would otherwise exist in such matters, provided that (i) any matter in which the Firm represents an adverse party is not substantially related to the Firm's work for Cedarburg, and (ii) if appropriate, an ethical wall is created to separate the other matter from the matters the Firm is handling for Cedarburg.

H. Potential Insurance Coverage

As employment defense counsel, the Firm cannot provide an opinion with respect to the extent or terms of Cedarburg's coverage under any employment practices liability insurance, directors and officers or other insurance policies or programs (on an ongoing basis or otherwise). We urge Cedarburg to review this matter with its internal counsel, insurance broker or anyone else with whom it wishes to discuss the possibility of other insurance being applicable, e.g., an excess liability insurance policy, homeowners or personal insurance or any other form or kind of insurance including workers compensation insurance. As with any insurance policy, prompt and complete notice should be given, as required by the policy and by applicable law. Failure to do so could adversely affect the existence of or eligibility for any insurance coverage.

Further, please note that, in many instances, punitive damages may not be covered by Cedarburg's insurance policies. There may also be other policy exclusions, as well as limits respecting any coverage(s). Again, please address any exclusions, or limits on coverage for the subject claim(s), with Cedarburg's carrier(s), insurance broker, or legal counsel.

I. Dispute Resolution

City of Cedarburg and Jackson Lewis P.C. agree that any dispute between us arising out of, or relating to, this agreement, or the breach thereof, shall be resolved by binding arbitration between the parties. This includes, but is not limited to any claims regarding attorney's fees or costs under this agreement or regarding a claim of attorney malpractice, that is, whether any legal services Jackson Lewis P.C. has rendered, under this agreement or otherwise, were improperly, negligently, or incompetently rendered, or otherwise rendered in breach of a contractual or ethical duty.

Cedarburg understands and acknowledges that, by agreeing to binding arbitration, it waives and thereby eliminates the right to submit the dispute for determination by a court and thereby also waives the right to a jury trial. Cedarburg acknowledges that it has been informed that the grounds for appeal of an arbitration award are very limited compared to a court judgment or jury verdict. Consequently, Cedarburg should carefully consider whether arbitration is acceptable to it and should consult with independent counsel.

Arbitration shall be in accordance with the Uniform Arbitration Act of (insert state). The dispute will be resolved by a single arbitrator to be selected by the parties.¹

The arbitrator must be an attorney in good standing in (insert state). The cost of the arbitration shall be shared by the parties, but the arbitrator shall have the right to allocate costs in the final award.

¹ *If in the opinion of any party, there arises a problem or unreasonable delay with the administration of the dispute, including but not limited to scheduling any hearing, any party upon 10 days written notice to the other, shall have the right and power to notify and engage the American Arbitration Association (AAA) to commence formal administration of the proceeding before the AAA in accordance with its then prevailing rules. The award rendered by the arbitrator(s) shall be final and may be confirmed in any court having jurisdiction thereof.*

* * * *

If the foregoing is acceptable to Cedarburg, please sign below and return a copy of this letter to me.

If you have any questions at any time regarding the scope of our representation, the handling of any matter or the content of any invoice, please contact me at once. We are pleased to be of service to Cedarburg.

Very truly yours,
JACKSON LEWIS P.C.

/s/ Ronald S. Stadler

Ronald S. Stadler

RSS/tnm

Agreed to and Accepted by:

CITY OF CEDARBURG

By: Christy Mertes, CMTW

Title: City Administrator/Treasurer

Date: _____

A WORD ABOUT OUR INVOICES . . .

Invoices are sent to our clients monthly or pursuant to an insurance carrier's guidelines if applicable. Billings for services rendered on your matter(s) and for reasonable expenses incurred on your behalf are sent approximately three to four weeks after the completion of the month in which the work is performed.

As more fully discussed in the engagement letter, for any threatened or actual claim, please verify whether there is insurance of any kind that may cover the actual or potential claim and if there is, please provide prompt and complete notice to us and to the insurance carrier.

Subject to applicable guidelines, we charge for all services rendered on your matter(s) including, but not limited to, our time on telephone calls, conferences, court and agency hearings, and other proceedings. These include reimbursement for travel-related expenses, such as lodging, meals, air travel, cab fares, auto expenses, parking fees, tolls and mileage. All third party charges (e.g. filing, trial, and court reporter fees) are the responsibility of the client and should be paid directly by the client. Payment for our services and expenses described are expected upon receipt of our invoice. We are confident our clients make every effort to pay us promptly.

We do our utmost to provide quality and professional service to our clients. In return, we expect timely payment for services rendered. A monthly service charge of one and a half percent (1.5%) is added to the unpaid balance of any invoice not paid within ninety (90) days after it is rendered.

Electronic discovery related charges will be billed directly by the vendor who provides these services, including those of our preferred vendor, Kroll Ontrack, Inc. These nonlegal services and expert witness charges are provided under separate agreement between you and the vendor or expert. The non-legal services that might be necessary for electronic discovery include: forensic collection of electronically stored information ("ESI") from your computer systems, computer forensic and other technical consulting, ESI processing, ESI uploading and search/review software hosting, ESI production, training, and project management services. You are responsible for making timely payment of their invoices so as to avoid any disruption in our legal services. Charges by Kroll or other e-services providers will be invoiced on our invoices or separately.

The above terms shall apply to each invoice unless the Firm and the client have agreed, in writing, to a modification of the billing arrangements.

Please forward all payments to our lock box:

**JACKSON LEWIS P.C.
P.O. BOX 416019
BOSTON, MASSACHUSETTS 02241-6019**

We also accept electronic payment of our invoices. If you choose to pay your invoice by electronic transfer, please include the invoice number in the transfer information and send payment to:

**Bank name - Citibank Private Bank
153 East 53rd Street, 23rd Floor
New York, NY 10022**

ABA Routing no. – 021000089

Account name - Jackson Lewis P.C.

Account no. – 37252332

Swift Code – CITI-US33

***Send confirmation of payments via [email to Epayments@jacksonlewis.com](mailto:Epayments@jacksonlewis.com)**

CREDIT CARDS - <https://www.jacksonlewis.com/payments/>

Please note, the Firm prohibits anyone from Jackson Lewis P.C. from processing credit card information on behalf of a client.

Our foreign - based clients must ensure payment is made via international money order payable in U.S. dollars. If payment is by regular check drawn on a foreign bank, we will add \$30.00 to our bill for banking charges. If you have any questions about our billing procedures or any time or disbursement charges, please speak to the attorney responsible for your matter.

CITY OF CEDARBURG

MEETING DATE: September 30, 2019

ITEM NO: 9.I.

TITLE: Consider approval of new Finance Director/Treasurer position and restructure City Administrator and Finance Director/Treasurer job duties, effective January 1, 2020; and action thereon (Personnel Committee, 9/23/19)

ISSUE SUMMARY: Under this proposed restructuring, the City Administrator duties would be concentrated on personnel oversight, economic development, and staff training. The Finance Director/Treasurer position will encompass the duties of Treasurer and focus on the budget, accounting, and investments. The current Administrator/Treasurer has been faced with the task of doing two full-time jobs at once, and this proposed restructuring will be more effective for city operations in the long term.

STAFF RECOMMENDATION: None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Personnel Committee initiated and supports this recommendation.

BUDGETARY IMPACT: None

ATTACHMENTS: City Administrator Job Description
Finance Director/Treasurer Job Description
Personnel Committee Minutes, 9/23/2019

INITIATED/REQUESTED BY: Personnel Committee

FOR MORE INFORMATION CONTACT: Claire Woodall-Vogg, City Clerk , 262-375-7606

Job Description

Human Resource Use Only

Position Number:
Contract Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: City Administrator

Department: City Hall

Division: n/a

Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m., with other times as necessary for meetings or other functions.)

SUPERVISORY RELATIONSHIPS

Reports to: Mayor/Common Council

Directly Supervises: Exercises supervision over municipal employees either directly or through subordinate supervisors except where supervisory authority is otherwise vested by Wisconsin Statutes or Cedarburg ordinances.

POSITION PURPOSE

Performs administrative duties in accordance with § 2-3-3. This includes the day-to-day supervision of the administrative aspects of city government.

ESSENTIAL DUTIES

- Prepares the annual budget by providing revenue estimates, payroll and benefit cost estimates and other essential information; assists other departments with budget preparation
- Reports regularly to Mayor and Common Council on the current financial condition and future needs of the City; develops and implements budget procedures
- Reviews budget requests submitted by each department and prepares annual operating, capital improvements and debt service budgets for Common Council review and approval.
- Monitors revenues and expenditures; researches alternative funding sources
- Coordinates financial advisors, bond counsel and rating agencies on debt issues. Analyzes and prepares reports on the fiscal impact of various proposals.

Administrative

- Plans, organizes, coordinates and directs the municipal administration of the City of Cedarburg
- Provides leadership and direction in the development of short- and long-range plans. Gathers, interprets, and prepares data for studies, reports and recommendations. Coordinates department activities with other departments and agencies as needed.

Personnel

- Manages and supervises all departments, agencies and offices of the City to achieve goals within available resources
- Recruits, evaluates and recommends the appointment of city officers and department heads to the Mayor and Common Council
- Advises department heads in the recruiting, training and evaluation of employees. Evaluates positions and organizational structure
- Develops classification and salary schedules, job evaluation, performance evaluation procedures and rating forms

- Negotiates with collective bargaining units and brings tentative agreements to the Common Council for ratification
- Advises department heads on personnel matters
- Reviews grievance appeals
- Drafts policies for consideration by the Personnel Committee
- Evaluates and coordinates health insurance and other employee benefit plans
- Promotes organizational improvement through employee career development, recognition programs and personal contact.

Common Council

- Attends all meetings of the Common Council and committees, boards and commissions as may be required
- Reviews Common Council meeting agendas
- Confers with and prepares reports, analyses, options and recommendations for the Mayor, Council Members, advisory boards and commissions on operational or policy matters as requested
- Assists citizens and city staff in bringing policy matters to the attention of the Common Council for resolution
- Keeps abreast of changes in state and/or federal laws having an impact on the City
- Attends meetings of other governmental agencies and civic groups on behalf of the City. Monitors and coordinates the administration of all matters pending before the Common Council
- Drafts reports, resolutions, proclamations and routine ordinances.

Risk Management

- Coordinates the City's liability, property and other insurance needs with appropriate insurance companies
- Investigates minor incidents and issues necessary work orders to appropriate departments to correct hazard situations
- Assures that proper records are maintained and that damage, injury and incident reports are promptly submitted to insurance carriers
- Consults with the City Attorney regarding all legal matters and questions
- Confers with the City Attorney in approving all liability claims
- Confers with third-party administrator regarding all other claims for investigation and recommendation to the Common Council
- Provides loss control and safety information to departments and leads overall safety efforts.

Citizen Relations

- Initiates work orders and monitors service request/complaint forms for prompt resolution by appropriate department
- Assists with preparation of brochures and other informational pieces, newsletters, mass mailings, flyers, brochures and other printed information for content, accuracy and visual appearance
- Responds to surveys and inquiries from other municipalities
- Represents the City through membership and participation in various organizations.
- Representative of Advisory Committee of Mid Moraine Municipal Court

Purchasing

- Reviews and approves purchase requisitions
- Drafts/approves requests for proposals
- Assists department heads in the preparation of specifications and the scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations
- Analyzes bids with department heads

- Prepares bid recommendation for presentation to Common Council.

Other

- Assures that all laws and ordinances are faithfully executed.
- Recommends for adoption by the Council such measures as City Administrator may deem necessary or expedient.
- Prepares and submits to the Council such reports as may be required by that body or as City Administrator may deem it advisable to submit.
- Executes any other duties as assigned by Mayor and Common Council.
- Coordinates with City Clerk enhancements/maintenance of City Website & Service Request App.

OTHER DUTIES

Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a degree in public administration, business, political sciences, urban affairs, or a closely related field; a master's degree in public administration or business administration

Experience: Seven (7) to Ten (10) years of increasingly responsible municipal management experience at a department head or higher level, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Candidates must possess proven managerial, interpersonal, and leadership skills to direct a City team serving a full-service community.

Certifications/Licenses: MPA

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of municipal operations, human resources, budget development/management, and policy development.

BACKGROUND CHECKS and DRUG TEST - Condition of Employment

PHYSICAL DEMANDS

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

Physical Effort: Work requires handling average weight materials or equipment sometimes for long periods of time.

Working Conditions: Office and outside work required. Some work may be strenuous and in cold or hot weather conditions.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.

Job Description

Human Resource Use Only

Position Number:
Contract Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Finance Director/Treasurer

Department: Finance

Division: n/a

Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m., with other times as necessary for meetings or other functions.)

SUPERVISORY RELATIONSHIPS

Reports to: City Administrator

Directly Supervises: 2.5 FTE Treasurers office staff

POSITION PURPOSE

Performs highly responsible management and administrative work directing and coordinating the varied functions of the City's Finance Department. Work involves administering the central accounting system and the data processing functions of the City. Work is reviewed through written reports, for the attainment of goals and objectives, and adherence to established policies and procedures. This position also serves the statutory position of the Treasurer and performs the duties of the Comptroller. Work is performed under the executive direction of the City Administrator.

ESSENTIAL DUTIES

- Directs and/or performs the collection, disbursement, accounting, reporting and management of all funds and all other duties required in Wis. Stats. §62.09 (9).
- Works with the City Administrator and ad hoc Debt/Investment Committee regarding the investment of city funds in accordance with investment policies, goals, and local, state and federal regulations.
- Maintains accurate and detailed financial records of the City's general fund, special revenue funds, debt service fund, capital projects funds, proprietary funds and other special account groups.
- Supervises and/or prepares and enters journal entries on a monthly basis, invoices property owners for deferred assessments and developer improvements financed through letters of credit.
- Performs all duties of the Comptroller as required in Wis. Stats. §62.09 (10).
- In cooperation with the investment advisor (if any), directs the investment of idle funds
- Analyzes daily and longer-term cash flow needs
- Obtains best interest rates from financial institutions and brokers to achieve maximum interest earnings consistent with adopted investment policy
- Answers cash management and investment related questions.
- Oversees the routing of invoices from suppliers and vendors for department head approval
- Receives approved requisitions and oversees issuance of purchase orders
- Maintains fixed asset records.
- Directs the collection of property taxes
- Documents and distributes pro-rated share of collected tax revenues to other taxing districts
- Prepares and submits the annual statement of taxes and indebtedness to the Wisconsin Department of Revenue.
- Prepares monthly Trial Balance reports of investments, special funds

- Oversees the preparation of workers compensation reports and claims
- Maintains reports and submits physical damage claims involving accidents to municipal vehicles
- Maintains property and liability insurance records
- Oversees health insurance inquiries and coordinates renewals and program management with City Administrator
- Oversees the payroll function
- Assists with interpretation of employee union agreements and personnel code specifications as they relate to pay and benefits
- Serves as alternate agent for Department of Employee Trust Funds
- Signs reports and required forms for Social Security, Wisconsin Retirement Fund and life insurance programs.
- Prepares or directs preparation of quarterly financial reports for use of Common Council and management
- Prepares for the annual audit by the City's accounting firm
- Makes journal entries preliminary to the closing of books for the prior fiscal year
- Reconciles accounts
- Provides or reviews documents for auditor review pertaining to accounts and funds, tax roll, accounts receivable and payable, delinquent personal property taxes and special assessments, outstanding checks, and other financial information.
- Prepares annual financial statements in conjunction with annual audit
- Prepares or directs preparation of State financial reports for various purposes.
- Reviews long-range revenue and expenditure trends
- Identifies possible alternative revenue sources
- Maintains debt payment schedules
- Coordinates with City Assessor regarding property assessment/tax levy matters.
- Prepares the annual budget by providing revenue estimates, payroll and benefit cost estimates and other essential information
- Assists other departments with budget preparation
- Attendance at budget review meetings with department heads and boards/commissions
- Coordinating preparation of the budget document
- Attends all relevant meetings of the Common Council, boards and commissions, and offers recommendations as to all fiscal matters; performs other duties as required.
- Serves as the City's voting representative to the Cities and Villages Mutual Insurance Co;
- Directs management of City Hall computer system
- Responsible for system operation including network software and hardware
- Assists City Hall personnel with hardware and software questions and problems

PERIPHERAL DUTIES

- Composes, inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Serves as a back-up to related accounting positions.

OTHER DUTIES

Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: B.S. in Accounting, Public Finance or a closely related field.

Experience: Four (4) to six (6) years of extensive, progressively responsible experience in a municipal financial administrative position in a similarly sized agency; or an equivalent combination of training and/or experience.

Recommended Certifications: C.P.A designation is preferred.

KNOWLEDGE, SKILLS, & ABILITIES

-
- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures.
 - Knowledge of accounting practices and administrative policies.
 - Knowledge of modern office practices and accounting equipment.
 - Knowledge of municipal bonds and contracts and available investment opportunities. Knowledge of data processing principles and practices.
 - Knowledge of supervisory principles and practices and ability to direct and coordinate staff activities.
 - Knowledge of the principles, practices and processes of municipal budgeting.
 - Ability to formulate and install methods, procedures, forms and record systems.
 - Ability to prepare complex financial reports in a timely and accurate manner.
 - Ability to supervise maintenance of complex administrative records and prepare reports. Ability to maintain satisfactory working relationships with employees, government officials, private organizations, and the general public.
 - Ability to supervise professional and clerical staff, including assignment of work and review of same.
 - Ability to be effective in written and oral communication in contacts with local, state and federal officials and the general public.
-

BACKGROUND CHECKS and DRUG TEST - Condition of Employment

PHYSICAL DEMANDS

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

Physical Effort: Work requires handling average weight materials or equipment sometimes for long periods of time.

Working Conditions: Office and outside work required. Some work may be strenuous and in cold or hot weather conditions.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
September 23, 2019**

**PER20190923-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Monday, September 23, 2019 at City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 6:00 p.m. by Committee Chair Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Sherry Bublitz, Rod Galbraith

Also Present - Mayor Mike O'Keefe, Council Member Jack Arnett, City Administrator/Treasurer Christy Mertes, City Clerk Claire Woodall-Vogg, Assistant Administrator/Director of Parks, Recreation and Forestry Mikko Hilvo, Public Works Superintendent Joel Bublitz, Parks & Forestry Superintendent Kevin Westphal, Recreation Supervisor Danny Friess, City Assessor Cathy Timm, employees Jason Scheer, Dave Schwantes, and Jeff Schmitz.

STATEMENT OF PUBLIC NOTICE

Council Member Thome 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 had requested copies, and by posting in accordance with the Wisconsin Open Meetings law.

APPROVAL OF MINUTES

Motion made by Council Member Bublitz, seconded by Council Member Galbraith, to approve the minutes of the July 8, 2019 Personnel Committee meeting. Motion carried without a negative vote.

CONSIDER CREATION OF NEW FINANCE DIRECTOR POSITION AND RESTRUCTURE CITY ADMINISTRATOR AND FINANCE DIRECTOR JOB DUTIES, EFFECTIVE JANUARY 1, 2020

Council Member Thome explained that the issues before the Personnel Committee this evening would go to the Common Council for a vote on September 30, 2019. She explained that the Administrator/Treasurer position was created 11 years ago out of an emergency need and that Administrator/Treasurer Mertes has been doing the work of two full-time positions for a long time. The Committee would like to separate the positions into two, which will better suit the City's needs and cater to the strengths of staff.

Assistant Administrator/Director Hilvo explained that the City Administrator duties will be concentrated on personnel, economic development, and staff training. The Finance Director duties will focus on the budget, accounting, and investments.

Administrator/Treasurer Mertes expressed concern that the Director of Finance job responsibilities need to clearly articulate that the position will be fulfilling the statutory roles of Treasurer and Comptroller under state law. Clerk Woodall-Vogg stated that she agreed with Administrator/Treasurer Mertes' concern.

Council Member Galbraith suggested that the City's attorney for personnel matters review the issue and job descriptions before the Council votes.

Motion made by Council Member Thome, seconded by Council Member Bublitz, to recommend the creation of a new Finance Director position and restructuring the City Administrator and Finance Director job duties, effective January 1, 2020, subject to review by the City's attorney for personnel matters. Motion carried without a negative vote.

CONSIDER INTERIM APPOINTMENTS RESULTING FROM RESTRUCTURING, EFFECTIVE JANUARY 1, 2020

Council Member Thome stated that the Committee is recommending Assistant Administrator/Director Hilvo to be appointed as Interim City Administrator for a 12-month term. She praised Assistant Administrator/Director Hilvo for the strong relationships and partnerships that he has created throughout the City. He has exhibited excellent leadership by creating multiple financial opportunities for the Parks, Recreation & Forestry Department, served as the lead liaison on the Mercury Marine cleanup in Adlai Horn Park, created a comprehensive compensation study, driven the website updates and the use of a City application, as well as initiated the pre-budget meeting between staff and Council in July. The City has already benefited from his work ethic and creativity. He will be completing his Master's in Public Administration this December, prior to his interim appointment.

Council Member Thome stressed that Administrator/Treasurer Mertes has served the City well beyond the position she was hired for and has kept the City on track with her leadership. She has won numerous awards for the City's annual budget, as well as adapted to many changes within Cedarburg and led the staff through those changes. In her new position, she will be able to focus on her passion of finance and accounting, and the City will benefit from Administrator/Treasurer Mertes no longer working what should be two full-time positions. Her finance and accounting expertise will be invaluable to Assistant Administrator/Director Hilvo and to the City.

Based upon Assistant Administrator/Director Hilvo's recommendation, Council Member Thome stated that the Committee is recommending current Recreation Supervisor/Office Manager Danny Friess be appointed as Interim Parks, Recreation & Forestry Director. She noted that the Parks & Recreation Department will likely need to hire an administrative assistant for the interim appointment period.

Motion made by Council Member Galbraith, seconded by Council Member Bublitz, to recommend the appointment of Christy Mertes as Finance Director, Mikko Hilvo as Interim City Administrator for a 12-month period, and Danny Friess as Interim Director of Parks, Recreation, and Forestry for a 12-month period, effective January 1, 2020. Motion carried without a negative vote.

CONSIDER BUDGET AND REQUEST FOR PROPOSALS (RFP) APPLICATION FOR EXECUTIVE SEARCH AGENCY SERVICES

Council Member Thome explained that Assistant Administrator/Director Hilvo's appointment is an interim position, and the Personnel Committee is adding money into the 2020 budget for a search firm if those services are deemed warranted after the first six months.

Council Member Galbraith, while praising the decision to split the two positions and Assistant Administrator/Director Hilvo's willingness to lead in the interim, encouraged the Committee to move forward with an executive search firm regardless of Assistant Administrator/Director Hilvo's performance. He will be considered by the search firm as a candidate if he performs as anticipated during the interim.

Council Member Bublitz stated that she is happy to budget money for an executive search firm but wants to go into 2020 with open minds and provide Assistant Administrator/Director Hilvo the opportunity to prove himself. Cedarburg is a community that will benefit from Assistant Administrator/Director Hilvo's skills, leadership, and existing knowledge of the City. This is an opportunity to focus on economic development and the City needs someone who will fight for Cedarburg. Assistant Administrator/Director Hilvo brings passion to the position, and she would like to give him a chance in the role and reconsider whether a search firm's services are needed in June of 2020.

Council Member Arnett asked for the projected cost of an executive search agency. Administrator/Treasurer Mertes said that the estimate is \$18,000 - \$22,000.

Council Member Galbraith confirmed that the enclosed RFP was a draft and should not be voted for approval at this meeting. Clerk Woodall-Vogg confirmed that she put a draft together based on several different RFPs for executive search agencies at the City Administrator's request, and that the RFP application did not need to proceed at this meeting.

Motion made by Council Member Bublitz, seconded by Council Member Thome, to recommend that the Council budget up to \$22,000 for an executive search agency in the 2020 Budget. Motion carried without a negative vote.

CONSIDER RECLASSIFICATION OF PARKS & FORESTRY SUPERINTENDENT TO CITY FORESTER AND CREATE ONE SUPERINTENDENT POSITION AT THE PUBLIC WORKS FACILITY

Assistant Administrator/Director Hilvo explained that the reclassification request is based on the needs for effective communication and oversight at the Public Works facility. Over a year ago, Assistant Administrator/Director Hilvo began supervising the Horticulturist and Parks Maintenance staff directly so that the Parks & Forestry Superintendent could focus on forestry operations in the field. It was critical for Cedarburg to have two full-time staff in the field on forestry operations because of the Emerald Ash Borer situation.

The Parks, Recreation and Forestry Director cannot be present at the Public Works facility on a daily basis, so there has been confusion figuring out who Parks and Forestry staff report to for daily assignments and oversight. Assistant Administrator/Director Hilvo is proposing that all Parks and Forestry staff report to the Public Works Superintendent, Joel Bublitz, for daily assignments. The Director of Parks, Recreation, and Forestry and the Director of Public Works would work with the Public Works Superintendent to determine workflow and priorities. Assistant Administrator/Director Hilvo thinks that this structure will create a more cohesive team and eliminate the divide between Parks, Forestry, and Public Works.

In response to Council Member Thome's question, Superintendent Bublitz said he does not yet have an opinion on the change and was present to listen and understand more about it. He agreed that it has been difficult not to have a supervisor on-site for the Horticulturist and Parks staff for the past year.

Parks & Forestry Superintendent Westphal asked if he could clarify who he would be reporting to in this new structure. Assistant Administrator/Director Hilvo said that the City Forester would report to the Public Works Superintendent on a daily basis, as well as to the Parks, Recreation, and Forestry Director. In response, Superintendent Westphal said that he did not understand the need for this change, as he has been a supervisor for twenty three (23) years, worked as the Parks & Forestry Superintendent for fifteen (15) years, had zero personnel issues during that time, and in his last performance review he was considered an outstanding employee.

Council Member Galbraith stated that he does not view this as a reflection on anyone's performance, including Superintendent Westphal, but rather a change in the chain of command for more efficient workflow and communication.

Further discussion ensued between the Personnel Committee, Assistant Administrator/Director Hilvo, and Superintendent Westphal regarding the merits of the proposed change. Superintendent Westphal suggested that if this change was to take place, the position of sole superintendent be posted internally for applicants, as with any other position in the City. Council Member Thome affirmed her trust in the management decisions of Assistant Administrator/Director Hilvo. Council Member Galbraith stated that this change seems to be one designed for efficiency and is really a management decision.

Motion made by Council Member Galbraith, seconded by Council Member Bublitz, to recommend reclassification of the Parks & Forestry Superintendent to City Forester and create one Superintendent position at the Public Works Facility. Motion carried without a negative vote.

2020 HEALTH INSURANCE UPDATE

Administrator/Treasurer Mertes informed the Committee that there will be a 14% increase in health insurance rates in 2020. As a result, the City is going to market and the Personnel Committee will have to readdress the health insurance situation. She has a meeting on October 11th with ABRC and the Personnel Committee should reconvene after that date. Clerk Woodall-Vogg will send out a meeting survey.

ADJOURNMENT

Motion made by Council Member Bublitz, seconded by Council Member Galbraith, to adjourn the meeting at 7:11 p.m. Motion carried without a negative vote.

Claire Woodall-Vogg
City Clerk

CITY OF CEDARBURG

MEETING DATE: September 30, 2019

ITEM NO: 9.J.

TITLE: Consider reclassification of Parks & Forestry Superintendent to City Forester and creating one superintendent position at the Public Works facility; and action thereon (Personnel Committee, 9/23/19) *

ISSUE SUMMARY: Over a year ago, Assistant Administrator/Director Hilvo began supervising the Horticulturist and Parks Maintenance staff directly so that the Parks & Forestry Superintendent could focus on forestry operations in the field. It was critical for Cedarburg to have two full-time staff in the field on forestry operations because of the Emerald Ash Borer situation.

The Parks, Recreation and Forestry Director cannot be present at the Public Works facility on a daily basis, so there has been confusion figuring out who Parks and Forestry staff report to for daily assignments and oversight. Assistant Administrator/Director Hilvo is proposing that all Parks and Forestry staff report to the Public Works Superintendent, Joel Bublitz, for daily assignments. The Director of Parks, Recreation, and Forestry and the Director of Public Works would work with the Public Works Superintendent to determine workflow and priorities. Assistant Administrator/Director Hilvo thinks that this structure will create a more cohesive team and eliminate the divide between Parks, Forestry, and Public Works.

STAFF RECOMMENDATION: Assistant Administrator/Director Hilvo recommends that the Council approve this request for more efficient operations at the Public Works garage and so that the Forester may remain in the field.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Personnel Committee supports this recommendation.

BUDGETARY IMPACT: None

ATTACHMENTS: Personnel Committee Minutes, 9/23/2019 (see previous agenda item)
City Forester Job Description

INITIATED/REQUESTED BY: Mikko Hilvo, Assistant Administrator/Parks, Recreation and Forestry Director

FOR MORE INFORMATION CONTACT: Mikko Hilvo, 262-375-7917

Job Description

Human Resource Use Only

Position Number:
Contract Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: City Forester
Department: Parks, Recreation, & Forestry
Division: Parks & Forestry
Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Director of Parks, Recreation, & Forestry
Directly Supervises: 1 FT Forestry Staff. 2 Seasonal Staff

POSITION PURPOSE

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Forestry Division's forestry functions and equipment. Oversees the planting, care and protection of all trees and shrubs in street parkways, boulevards, parks and other public property in the City of Cedarburg, and manages the control of disease or dangerous conditions effecting public and private trees throughout the City. This is a full-time position that works in the field 75% as a working supervisor and is on twenty-four hour call.

ESSENTIAL DUTIES

- Performs managerial duties of the forestry division and assists with budget preparation.
- Plans daily work forestry crew schedules and assigns personnel as required.
- Initiates or approves purchase requisitions, reviews and approves invoices, assures efficient use of budgeted funds, personnel, materials, facilities, and time.
- Administers and enforces policies, work rules, regulations, and disciplinary action consistent with City policy.
- Directs staff training.
- Directs the City forestry program.
- Performs duties as the City Weed Commissioner.
- Initiates and coordinates plans to control invasive plant and insect species.
- Recommends major equipment purchases to the Director.
- Investigates citizen complaints and service requests.
- Serves as backup Public Works Superintendent in his/her absence.

OTHER DUTIES

Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: Associates or B.S. in urban forestry or related field.

Experience: Three years of progressively responsible experience in forestry operations and graduation from an accredited college or university.
Supervisory Experience

Certifications/Licenses: Certified Arborist

Other Requirements: Must possess a valid CDL Wisconsin drivers license, Pesticide Applicator license preferred.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of forestry operations, snow removal operations, and budgeting.

BACKGROUND CHECKS and DRUG TEST - Condition of Employment

PHYSICAL DEMANDS

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

Physical Effort: Work requires handling average weight materials or equipment sometimes for long periods of time.

Working Conditions: Office and outside work required. Some work may be strenuous and in cold or hot weather conditions.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.

CITY OF CEDARBURG
TRANSFER LIST
9/4/19-9/27/19

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
9/11/2019	\$3,176.89	Light & Water-August charges
9/11/2019	\$198,000.00	PWSB Payroll
9/12/2019	\$6,450.31	Health Savings Accounts-contributions for 8/25/19-9/7/19
9/12/2019	\$2,360.39	ICMA-contributions for 8/25/19-9/7/19
9/12/2019	\$3,882.82	North Shore Bank-contributions for 8/25/19-9/7/19
9/12/2019	\$495.00	Police Association-union dues for 8/25/19-9/7/19
9/12/2019	\$1,263.21	State of Wisconsin-child support payment
9/16/2019	\$1,500.00	PWSB Payroll
9/18/2019	\$348.27	Light & Water-August charges
9/19/2019	\$46,832.59	State of Wisconsin-August sales tax
9/25/2019	\$51,110.63	Light & Water-August charges
9/25/2019	\$207,000.00	PWSB Payroll
9/25/2019	\$1,288.62	Aflac-August premiums
9/26/2019	\$6,753.31	Health Savings Accounts-contributions for 8/25/19-9/7/19
9/26/2019	\$2,306.28	ICMA-contributions for 8/25/19-9/7/19
9/26/2019	\$3,940.37	North Shore Bank-contributions for 8/25/19-9/7/19
9/26/2019	\$495.00	Police Association-union dues for 8/25/19-9/7/19
9/26/2019	\$1,263.21	State of Wisconsin-child support payment
	<u>\$538,466.90</u>	

PWSB PAYROLL CHECKING ACCOUNT		
9/13/2019	\$139,477.88	Payroll for 8/25/19-9/7/19
9/13/2019	\$58,236.45	Payroll taxes for 8/25/19-9/7/19
9/15/2019	\$1,654.67	Additional 2nd quarter taxes
9/27/2019	\$147,506.70	Payroll for 9/8/19-9/21/19
9/27/2019	\$59,158.73	Payroll taxes for 9/8/19-9/21/19
	<u>\$406,034.43</u>	

PWSB MONEY MARKET ACCOUNT		
9/11/2019	\$300,000.00	PWSB Checking
9/25/2019	\$300,000.00	PWSB Checking
	<u>\$600,000.00</u>	

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111300 PWSB Checking				
Paid Chk#	032795	9/5/2019	WISCONSIN PARK & REC-6737 WISC	
G	220-212000	ACCOUNTS PAYABLE	\$7,416.26	CK REQ REC-WPRA TICKET SALES
Total	WISCONSIN PARK & REC-6737 WISC		\$7,416.26	
Paid Chk#	032796	9/5/2019	ALS WINDOW CLEANING LLC	
G	100-212000	ACCOUNTS PAYABLE	\$2,705.00	102773 LIBRARY-WINDOW CLEANING
G	260-212000	ACCOUNTS PAYABLE	\$1,850.00	102773 COMPLEX-WINDOW CLEANING
Total	ALS WINDOW CLEANING LLC		\$4,555.00	
Paid Chk#	032797	9/5/2019	AMERICAN RED CROSS-HEALTH/SAFE	
G	220-212000	ACCOUNTS PAYABLE	\$247.00	22217334 REC-SAFETY EQUIPMENT
Total	AMERICAN RED CROSS-HEALTH/SAFE		\$247.00	
Paid Chk#	032798	9/5/2019	AT&T LONG DISTANCE	
G	100-212000	ACCOUNTS PAYABLE	\$4.52	836841746 PD-LONG DISTANCE
G	260-212000	ACCOUNTS PAYABLE	\$45.84	836841746 LIBRARY-LONG DISTANCE
G	100-212000	ACCOUNTS PAYABLE	\$511.47	836841746 L&W-LONG DISTANCE
Total	AT&T LONG DISTANCE		\$561.83	
Paid Chk#	032799	9/5/2019	AT&T MOBILITY	
G	100-212000	ACCOUNTS PAYABLE	\$24.47	287293794226 EM-WIRELESS
Total	AT&T MOBILITY		\$24.47	
Paid Chk#	032800	9/5/2019	BADGER POPCORN & CONCESSION	
G	240-212000	ACCOUNTS PAYABLE	\$1,001.90	439936 POOL-CONCESSIONS
Total	BADGER POPCORN & CONCESSION		\$1,001.90	
Paid Chk#	032801	9/5/2019	BADGER STATE WASTE, LLC	
G	601-212000	ACCOUNTS PAYABLE	\$23,191.00	2448 CWRC-MONTHLY DISPOSAL AUGUST 2019
Total	BADGER STATE WASTE, LLC		\$23,191.00	
Paid Chk#	032802	9/5/2019	BADGER TRUCK CENTER, INC.	
G	100-212000	ACCOUNTS PAYABLE	\$147.24	759744 DPW-MAINTENANCE PARTS
Total	BADGER TRUCK CENTER, INC.		\$147.24	
Paid Chk#	032803	9/5/2019	BANNER SALES AND CONSULTING,	
G	100-212000	ACCOUNTS PAYABLE	\$409.00	26624 PARKS-CONTRACTED SERVICES
Total	BANNER SALES AND CONSULTING,		\$409.00	
Paid Chk#	032804	9/5/2019	BEYER S HARDWARE STORE	
G	200-212000	ACCOUNTS PAYABLE	\$34.97	150562 CEMETERY-SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$17.08	150603 PARKS-SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$9.89	150607 PARKS-REPAIR
G	100-212000	ACCOUNTS PAYABLE	\$7.45	150623 PARKS-REPAIR
G	100-212000	ACCOUNTS PAYABLE	\$42.26	150637 PARKS-PAINT
G	100-212000	ACCOUNTS PAYABLE	\$53.60	150647 DPW-MAINTENANCE PARTS
G	100-212000	ACCOUNTS PAYABLE	\$13.49	150703 PARKS-PAINT
G	200-212000	ACCOUNTS PAYABLE	\$33.70	150723 CEMETERY-MAINTENANCE

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G 100-212000	ACCOUNTS PAYABLE	\$34.92	150740	COMPLEX-HARDWARE
G 601-212000	ACCOUNTS PAYABLE	\$4.12	150744	CWRC-PUSH CAM
G 100-212000	ACCOUNTS PAYABLE	\$6.29	150750	COMPLEX-PRIMER
G 100-212000	ACCOUNTS PAYABLE	\$20.93	150765	EM-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$8.99	150778	PARKS-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$30.55	150791	COMPLEX-SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$9.89	150800	CWRC-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$74.17	150821	DPW-OPERATING SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$23.96	150822	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$17.99	150835	PD-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$24.99	150836	EM-OPERATING SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$14.39	150867	PD-BROOM CAR #4
G 100-212000	ACCOUNTS PAYABLE	\$3.14	150889	EM-OPERATING SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$15.29	150892	CWRC-MAINTENANCE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$3.75	150900	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$44.59	150946	DPW-OPERATING SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$29.79	150952	COMPLEX-SUPPLIES
G 200-212000	ACCOUNTS PAYABLE	\$4.96	150960	CEMETERY-HARDWARE
G 601-212000	ACCOUNTS PAYABLE	\$71.58	151038	CWRC-PAINTING SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$22.53	151041	COMPLEX-DRILL BITS
G 601-212000	ACCOUNTS PAYABLE	\$16.18	151050	CWRC-OIL
G 100-212000	ACCOUNTS PAYABLE	\$125.18	151072	DPW-OPERATING SUPPLIES
Total BEYER S HARDWARE STORE		\$820.62		
<hr/>				
Paid Chk# 032805 9/5/2019 BOEHLKE BOTTLED GAS CORP.				
G 221-212000	ACCOUNTS PAYABLE	\$583.97	U0160701	DPW-FUEL INVENTORY
G 221-212000	ACCOUNTS PAYABLE	\$548.70	U0160701	DPW-FUEL INVENTORY
Total BOEHLKE BOTTLED GAS CORP.		\$1,132.67		
<hr/>				
Paid Chk# 032806 9/5/2019 BRAUN THYSSENKRUPP ELEVATOR				
G 100-212000	ACCOUNTS PAYABLE	\$224.61	150152	COMPLEX-BI-MONTHLY SERVICES
Total BRAUN THYSSENKRUPP ELEVATOR		\$224.61		
<hr/>				
Paid Chk# 032807 9/5/2019 BURKE TRUCK & EQUIPMENT CO.				
G 100-212000	ACCOUNTS PAYABLE	\$46.26	25376	DPW-MAINTENANCE PARTS
Total BURKE TRUCK & EQUIPMENT CO.		\$46.26		
<hr/>				
Paid Chk# 032808 9/5/2019 BUSINESS CARD				
G 601-212000	ACCOUNTS PAYABLE	\$575.00	1764	CWRC-TRAINING
G 601-212000	ACCOUNTS PAYABLE	\$586.78	1764	CWRC-SAFETY EQUIPMENT
G 601-212000	ACCOUNTS PAYABLE	\$125.35	1764	CWRC-MAINTENANCE
G 601-212000	ACCOUNTS PAYABLE	\$77.25	1764	CWRC-TRAINING
G 601-212000	ACCOUNTS PAYABLE	\$15.75	1764	CWRC-SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$0.92	1764	CWRC-COLLECTIONS
G 601-212000	ACCOUNTS PAYABLE	\$319.13	1764	CWRC-MAINTENANCE
G 601-212000	ACCOUNTS PAYABLE	\$96.89	1764	CWRC-LIFT STATION MAINTENANCE
G 601-212000	ACCOUNTS PAYABLE	\$113.67	1764	CWRC-LIFT STATION MAINTENANCE KEUP RD
G 601-212000	ACCOUNTS PAYABLE	\$156.25	1764	CWRC-MAINTENANCE

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G 601-212000	ACCOUNTS PAYABLE	\$14.49	1764	CWRC-MAINTENANCE
G 601-212000	ACCOUNTS PAYABLE	\$133.78	1764	CWRC-SAFETY EQUIPMENT
G 601-212000	ACCOUNTS PAYABLE	\$88.96	1764	CWRC-LIFT STATION MAINTENANCE JOHNSON
G 100-212000	ACCOUNTS PAYABLE	\$232.95	3318	PD-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$150.00	3318	PD-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE	\$139.98	3318	PD-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE	\$17.99	3318	PD-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE	\$141.58	3367	COMPLEX-BULBS
G 220-212000	ACCOUNTS PAYABLE	\$36.99	3413	REC-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$9.44	3413	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$21.97	3413	REC-FAKE TATTOOS KIDS
G 220-212000	ACCOUNTS PAYABLE	\$159.98	3413	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$79.78	3413	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$126.59	3413	REC-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$24.00	3413	REC-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$386.26	3413	REC-EQUIPMENT
G 240-212000	ACCOUNTS PAYABLE	\$89.99	3413	POOL-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$9.99	3413	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$15.00	3413	REC-PLUG & PLAY
G 100-212000	ACCOUNTS PAYABLE	\$3.37	5957	EM-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$223.24	5957	EM-REPAIR
G 100-212000	ACCOUNTS PAYABLE	\$86.47	5957	EM-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$9.44	6193	DPW-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$58.61	6193	DPW-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$109.30	6193	DPW-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$120.44	6193	DPW-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$35.89	6193	DPW-MAINTENANCE PARTS
G 260-212000	ACCOUNTS PAYABLE	(\$67.20)	7141	LIBR-OPERATING SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$89.80	7141	LIBR-OPERATING SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$80.71	7141	LIBR-OPERATING SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$205.58	7141	LIBR-OFFICE SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$59.00	7141	LIBR-OPERATING SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$33.94	7141	LIBR-OFFICE SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$33.26	7141	LIBR-PROGRAM SUPPORT
G 260-212000	ACCOUNTS PAYABLE	\$89.97	7141	LIBR-OPERATING SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$0.99	7141	LIBR-ICLOUD
G 260-212000	ACCOUNTS PAYABLE	\$100.00	7141	LIBR-STAFF BONUS- GIFT CARDS
G 260-212000	ACCOUNTS PAYABLE	\$0.99	7141	LIBR-TECHNOLOGY
G 260-212000	ACCOUNTS PAYABLE	\$180.00	7141	LIBR-OPERATING SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$136.30	8215	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$126.70	8215	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$252.00	8215	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$18.34	8215	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$78.23	8215	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$88.27	8215	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$897.50	9962	PD-TRAVEL & TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$150.00	9967	PD-TRAVEL & TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$295.00	9967	PD-TRAVEL & TRAINING

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G 100-212000	ACCOUNTS PAYABLE		\$800.00	9967	PD-TRAVEL & TRAINING
G 100-212000	ACCOUNTS PAYABLE		\$150.00	9967	PD-TRAVEL & TRAINING
	Total BUSINESS CARD		\$8,392.85		
Paid Chk# 032809 9/5/2019 CARDMEMBER SERVICE					
G 100-212000	ACCOUNTS PAYABLE		\$143.96	6166	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE		\$25.00	6166	REC-SUPPLIES
	Total CARDMEMBER SERVICE		\$168.96		
Paid Chk# 032810 9/5/2019 CDW GOVERNMENT, INC.					
G 100-212000	ACCOUNTS PAYABLE		\$179.88	TNK6065	ENG-MONITOR-VICKI
	Total CDW GOVERNMENT, INC.		\$179.88		
Paid Chk# 032811 9/5/2019 CEDARBURG CHAMBER OF COMMERCE					
G 100-212000	ACCOUNTS PAYABLE		\$200.00	11066	BRANDING- BANNER WASHINGTON AVE
	Total CEDARBURG CHAMBER OF COMMERCE		\$200.00		
Paid Chk# 032812 9/5/2019 CEDARBURG LIGHT & WATER					
G 100-212000	ACCOUNTS PAYABLE		\$213.77	007467	SIGNAL REPAIR AND MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$1,006.94	007467	SIGNAL REPAIR AND MAINTENANCE
	Total CEDARBURG LIGHT & WATER		\$1,220.71		
Paid Chk# 032813 9/5/2019 CENSKY, JON					
G 100-212000	ACCOUNTS PAYABLE		\$6,031.26	19-0008	PLAN-AUGUST 2019
	Total CENSKY, JON		\$6,031.26		
Paid Chk# 032814 9/5/2019 CINTAS CORP					
G 100-212000	ACCOUNTS PAYABLE		\$122.15	5014080268	DPW-FIRST AID SUPPLIES
	Total CINTAS CORP		\$122.15		
Paid Chk# 032815 9/5/2019 CONLEY MEDIA, LLC					
G 100-212000	ACCOUNTS PAYABLE		\$285.01	265190819	CLERK-LEGAL NOTICES
	Total CONLEY MEDIA, LLC		\$285.01		
Paid Chk# 032816 9/5/2019 COSTCO MEMBERSHIP					
G 601-212000	ACCOUNTS PAYABLE		\$60.00	5885	CWRC-MEMBERSHIP
G 100-212000	ACCOUNTS PAYABLE		\$60.00	5885	DPW-MEMBERSHIP
G 220-212000	ACCOUNTS PAYABLE		\$60.00	5885	PARKS-MEMBERSHIP
	Total COSTCO MEMBERSHIP		\$180.00		
Paid Chk# 032817 9/5/2019 CRETEX SPECIALTY PRODUCTS INC					
G 100-212000	ACCOUNTS PAYABLE		\$174.00	031666	DPW-STORM REPAIR/MAINTENANCE
	Total CRETEX SPECIALTY PRODUCTS INC		\$174.00		
Paid Chk# 032818 9/5/2019 DATACOMM PLUS					
G 260-212000	ACCOUNTS PAYABLE		\$1,620.91	66861	LIBR-MAINTENANCE
	Total DATACOMM PLUS		\$1,620.91		
Paid Chk# 032819 9/5/2019 DORNER INC.					

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G 400-212000	ACCOUNTS PAYABLE		\$2,425.96	2019-01 3 FIN	STORMWATER IMPROVEMENTS
G 601-212000	ACCOUNTS PAYABLE		\$3,470.91	2019-01 3 FIN	STREET IMPROVEMENTS
G 400-212000	ACCOUNTS PAYABLE		\$36,588.81	2019-01 3 FIN	STREET IMPROVEMENTS
G 400-212000	ACCOUNTS PAYABLE		\$317.35	2019-01 3 FIN	LIGHT & WATER
Total DORNER INC.			\$42,803.03		
<hr/>					
Paid Chk# 032820	9/5/2019	ELITE K-9			
G 100-212000	ACCOUNTS PAYABLE		\$2,164.96	199128A	PD-SEAT INSERT FOR RANGER
Total ELITE K-9			\$2,164.96		
<hr/>					
Paid Chk# 032821	9/5/2019	GRAEF			
G 400-212000	ACCOUNTS PAYABLE		\$705.50	0104907	DAMS-ENVIRONMENTAL FUND
Total GRAEF			\$705.50		
<hr/>					
Paid Chk# 032822	9/5/2019	GRAINGER			
G 100-212000	ACCOUNTS PAYABLE		\$34.34	9277678877	COMPLEX-CENTER DRILL
Total GRAINGER			\$34.34		
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Paid Chk# 032823	9/5/2019	HEIN ELECTRIC SUPPLY CO			
G 100-212000	ACCOUNTS PAYABLE		\$129.86	617555-00	DWP-OPERATING SUPPLIES
Total HEIN ELECTRIC SUPPLY CO			\$129.86		
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Paid Chk# 032824	9/5/2019	INTERSTATE POWER SYSTEMS INC			
G 100-212000	ACCOUNTS PAYABLE		\$22.50	R041020409:0	SHORT PAY OF INVOICE
G 601-212000	ACCOUNTS PAYABLE		\$22.50	R041020409:0	SHORT PAY OF INVOICE
Total INTERSTATE POWER SYSTEMS INC			\$45.00		
<hr/>					
Paid Chk# 032825	9/5/2019	JANI-KING OF MILWAUKEE/ROYAL F			
G 100-212000	ACCOUNTS PAYABLE		\$375.36	MIL09190494	DPW-SEPTEMBER 2019
Total JANI-KING OF MILWAUKEE/ROYAL F			\$375.36		
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Paid Chk# 032826	9/5/2019	JOE JACOBS			
G 100-212000	ACCOUNTS PAYABLE		\$435.00	19-012	BI-AUGUST 2019
Total JOE JACOBS			\$435.00		
<hr/>					
Paid Chk# 032827	9/5/2019	JOHN M. ELLSWORTH CO.,INC.			
G 601-212000	ACCOUNTS PAYABLE		\$65.02	0644236-IN	CWRC-MAINTENANCE SUPPLIES
Total JOHN M. ELLSWORTH CO.,INC.			\$65.02		
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Paid Chk# 032828	9/5/2019	KASDORF, LEWIS & SWIETLIK, S.C			
G 700-212000	ACCOUNTS PAYABLE		\$2,222.05	526448	2016 SYLVESTER-159.233308
Total KASDORF, LEWIS & SWIETLIK, S.C			\$2,222.05		
<hr/>					
Paid Chk# 032829	9/5/2019	LANGE ENTERPRISES			
G 100-212000	ACCOUNTS PAYABLE		\$246.31	70040	BI-NUMBER TILES
Total LANGE ENTERPRISES			\$246.31		
<hr/>					
Paid Chk# 032830	9/5/2019	LANNON STONE PRODUCTS, INC.			
G 100-212000	ACCOUNTS PAYABLE		\$205.25	1225771	DPW-STORM REPAIR & MAINTENANCE

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G 100-212000	ACCOUNTS PAYABLE		\$156.21	1225772	DPW-STORM REPAIR & MAINTENANCE
Total	LANNON STONE PRODUCTS, INC.		\$361.46		
<hr/>					
Paid Chk#	032831	9/5/2019	LENNY S POOL SERVICE		
G 240-212000	ACCOUNTS PAYABLE		\$481.66	155561	POOL-CHEMICALS
G 240-212000	ACCOUNTS PAYABLE		\$13.50	155647	POOL-CHEMICALS
Total	LENNY S POOL SERVICE		\$495.16		
<hr/>					
Paid Chk#	032832	9/5/2019	LIESENER SOILS INC.		
G 100-212000	ACCOUNTS PAYABLE		\$522.00	0173129-IN	PARKS-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$174.00	0173180-IN	PARKS-MAINTENANCE
Total	LIESENER SOILS INC.		\$696.00		
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Paid Chk#	032833	9/5/2019	MASTER PRINTWEAR		
G 220-212000	ACCOUNTS PAYABLE		\$139.00	6128	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE		\$2,486.00	6129	REC-FLAG FOOTBALL
Total	MASTER PRINTWEAR		\$2,625.00		
<hr/>					
Paid Chk#	032834	9/5/2019	MID MORaine MUNICIPAL COURT		
G 100-212000	ACCOUNTS PAYABLE		\$878.00	CK REQ	BOND ERICH S. LUBNER 3S813KD75T & 3S813KD75V
Total	MID MORaine MUNICIPAL COURT		\$878.00		
<hr/>					
Paid Chk#	032835	9/5/2019	MID-AMERICAN RESEARCH CHEMICAL		
G 601-212000	ACCOUNTS PAYABLE		\$789.00	0673620-IN	CWRC-SUPPLIES
Total	MID-AMERICAN RESEARCH CHEMICAL		\$789.00		
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Paid Chk#	032836	9/5/2019	NAPA AUTO PARTS		
G 100-212000	ACCOUNTS PAYABLE		(\$53.27)	5269-024724	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE		\$119.25	5269-026018	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE		\$2.50	5269-026573	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE		\$31.96	5269-026845	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE		\$4.64	5269-027023	DPW-MAINTENANCE PARTS
Total	NAPA AUTO PARTS		\$105.08		
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Paid Chk#	032837	9/5/2019	OFFICE DEPOT		
G 100-212000	ACCOUNTS PAYABLE		\$7.84	364442933001	TREAS-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$39.29	364442933001	ENG-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$24.29	364443493001	TREAS-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$5.69	366045484001	ENG-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$9.43	366045484001	TREAS-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$17.99	366046327001	TREAS-MONITOR STAND
G 100-212000	ACCOUNTS PAYABLE		\$30.38	366046328001	TREAS-OFFICE SUPPLIES
Total	OFFICE DEPOT		\$134.91		
<hr/>					
Paid Chk#	032838	9/5/2019	PAYNE & DOLAN, INC.PO BOX 781		
G 100-212000	ACCOUNTS PAYABLE		\$403.64	1633377	DPW-STORM REPAIR AND MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$1,163.03	1634319	DPW-STORM REPAIR AND MAINTENANCE
Total	PAYNE & DOLAN, INC.PO BOX 781		\$1,566.67		

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Paid Chk#	032839	9/5/2019	PETTY CASH-LIBRARY		
G	260-212000	ACCOUNTS PAYABLE	\$22.20	CK REQ	LIBR-POSTAGE
G	260-212000	ACCOUNTS PAYABLE	\$43.94	CK REQ	LIBR-PROGRAM SUPPLIES
	Total	PETTY CASH-LIBRARY	\$66.14		
Paid Chk#	032840	9/5/2019	PORT-A-JOHN		
G	200-212000	ACCOUNTS PAYABLE	\$85.00	1303811-IN	CEMETERY
	Total	PORT-A-JOHN	\$85.00		
Paid Chk#	032841	9/5/2019	REINDERS,INC.		
G	100-212000	ACCOUNTS PAYABLE	\$488.18	1798749-00	DPW-STORM REPAIR & MAINTENANCE
	Total	REINDERS,INC.	\$488.18		
Paid Chk#	032842	9/5/2019	RIVER RUN COMPUTERS		
G	100-212000	ACCOUNTS PAYABLE	\$431.13	91515	PD-1 YEAR MAINTENANCE
	Total	RIVER RUN COMPUTERS	\$431.13		
Paid Chk#	032843	9/5/2019	ROAD EQUIPMENT PARTS CENTER		
G	100-212000	ACCOUNTS PAYABLE	\$346.89	905128	DPW-MAINTENANCE PARTS
	Total	ROAD EQUIPMENT PARTS CENTER	\$346.89		
Paid Chk#	032844	9/5/2019	SAM S CLUB DIRECT		
G	240-212000	ACCOUNTS PAYABLE	\$375.86	58612	POOL-CONCESSIONS
	Total	SAM S CLUB DIRECT	\$375.86		
Paid Chk#	032845	9/5/2019	SANDMASTERS		
G	100-212000	ACCOUNTS PAYABLE	\$3,513.75	10453	CH-FLOORS GYME
	Total	SANDMASTERS	\$3,513.75		
Paid Chk#	032846	9/5/2019	SITEONE LANDSCAPE SUPPLY		
G	100-212000	ACCOUNTS PAYABLE	\$134.64	94095003-001	PARKS-MAINTENANCE
	Total	SITEONE LANDSCAPE SUPPLY	\$134.64		
Paid Chk#	032847	9/5/2019	SNAP-ON INDUSTRIAL		
G	100-212000	ACCOUNTS PAYABLE	\$393.77	ARV/40899670	DPW-MAINTENANCE PARTS
	Total	SNAP-ON INDUSTRIAL	\$393.77		
Paid Chk#	032848	9/5/2019	SOUTHSIDE TIRECO., FRANKLIN		
G	100-212000	ACCOUNTS PAYABLE	\$448.04	848746	DPW-MAINTENANCE PARTS
	Total	SOUTHSIDE TIRECO., FRANKLIN	\$448.04		
Paid Chk#	032849	9/5/2019	STAAB CONSTRUCTION CORPORATION		
G	601-212000	ACCOUNTS PAYABLE	\$195,085.82	2017-04	HIGHLAND LIFT STATION
	Total	STAAB CONSTRUCTION CORPORATION	\$195,085.82		
Paid Chk#	032850	9/5/2019	STREICHER S POLICE EQUIPMENT		
G	100-212000	ACCOUNTS PAYABLE	\$69.95	11384411	PD-SUPPLIES
	Total	STREICHER S POLICE EQUIPMENT	\$69.95		

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Paid Chk#	032851	9/5/2019	SUPERIOR CHEMICAL CORP.		
G	100-212000	ACCOUNTS PAYABLE	\$66.86	237408	PARK-MAINTENANCE
	Total	SUPERIOR CHEMICAL CORP.	\$66.86		
Paid Chk#	032852	9/5/2019	THOMPSON, LES HARRISON CT		
G	100-212000	ACCOUNTS PAYABLE	\$400.00	CK REQ	SRCTR-WATERCOLOR WORKSHOP
	Total	THOMPSON, LES HARRISON CT	\$400.00		
Paid Chk#	032853	9/5/2019	UNIFIRST CORPORATION		
G	601-212000	ACCOUNTS PAYABLE	\$58.87	09 1088802	DPW-OPERATING SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$58.26	093 1086626	DPW-OPERATING SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$58.26	096 1087691	DPW-OPERATING SUPPLIES
G	601-212000	ACCOUNTS PAYABLE	\$76.85	096 1088791	CWRC-SAFETY EQUIPMENT
G	100-212000	ACCOUNTS PAYABLE	\$57.61	096 1088795	DPW-OPERATING SUPPLIES
	Total	UNIFIRST CORPORATION	\$309.85		
Paid Chk#	032854	9/5/2019	VILLAGE OF GRAFTON-SR CTR		
G	100-212000	ACCOUNTS PAYABLE	\$1,552.95	62327	SRCTR-FIRESIDE ANNIE TICKETS
G	100-212000	ACCOUNTS PAYABLE	\$464.36	62330	SRCTR-EAA TRIP
G	100-212000	ACCOUNTS PAYABLE	\$777.24	62331	SRCTR-BREWERS TRIP
	Total	VILLAGE OF GRAFTON-SR CTR	\$2,794.55		
Paid Chk#	032855	9/5/2019	WASTE MANAGEMENT OF WISCONSIN		
G	100-212000	ACCOUNTS PAYABLE	\$17,154.72	6393166-2275-	COMPLEX-RECYCLING
G	100-212000	ACCOUNTS PAYABLE	\$35,524.26	6393166-2275-	COMPLEX-RUBBISH
	Total	WASTE MANAGEMENT OF WISCONSIN	\$52,678.98		
Paid Chk#	032856	9/5/2019	WASTEBUILT		
G	601-212000	ACCOUNTS PAYABLE	\$890.23	3387198	CWRC-MAINTENANCE
	Total	WASTEBUILT	\$890.23		
Paid Chk#	032857	9/5/2019	WCTC		
G	100-212000	ACCOUNTS PAYABLE	\$485.00	S0697941	PD-TRAINING
	Total	WCTC	\$485.00		
Paid Chk#	032858	9/5/2019	WIL-KIL PEST CONTROL		
G	100-212000	ACCOUNTS PAYABLE	\$45.00	3718755	CH-MONTHLY MAINTENANCE
G	100-212000	ACCOUNTS PAYABLE	\$46.00	3718758	LINCOLN BLDG-MONTHLY MAINTENANCE
	Total	WIL-KIL PEST CONTROL	\$91.00		
Paid Chk#	032859	9/5/2019	WMCA		
G	100-212000	ACCOUNTS PAYABLE	\$30.00	CK REQ	CLERKS-DISTRICT MEETING
	Total	WMCA	\$30.00		
Paid Chk#	032860	9/5/2019	WPRA - CONFERENCES		
G	100-212000	ACCOUNTS PAYABLE	\$300.00	109	PARKS-TRAINING
G	100-212000	ACCOUNTS PAYABLE	\$300.00	113	PARKS-TRAINING
	Total	WPRA - CONFERENCES	\$600.00		

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Paid Chk#	032862	9/13/2019	ADVANCED TURF SOLUTIONS	
E 220-555390-290	MAINT/CONTRACTED SERVIC	\$9,350.00	JORD0000559	REC-CONTRACTED SERVICES
Total	ADVANCED TURF SOLUTIONS	\$9,350.00		
Paid Chk#	032862	9/13/2019	AECOM TECHNICAL SERVICES INC	
G 400-212000	ACCOUNTS PAYABLE	\$4,060.65	60582333	BMP ANALYSIS
Total	AECOM TECHNICAL SERVICES INC	\$4,060.65		
Paid Chk#	032863	9/13/2019	AIRGAS USA LLC	
G 100-212000	ACCOUNTS PAYABLE	\$30.77	9964354809	DPW-MAINTENANCE PARTS
Total	AIRGAS USA LLC	\$30.77		
Paid Chk#	032864	9/13/2019	AMERICAN SIGNAL CORP.	
G 100-212000	ACCOUNTS PAYABLE	\$204.83	0009577-IN	PD-SIREN MAINTENANCE
Total	AMERICAN SIGNAL CORP.	\$204.83		
Paid Chk#	032865	9/13/2019	BAKER & TAYLOR AUDIOBOOK PRE	
G 260-212000	ACCOUNTS PAYABLE	\$19.76	2034713843	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$42.25	2034735317	LIBR-PUBLICATIONS
Total	BAKER & TAYLOR AUDIOBOOK PRE	\$62.01		
Paid Chk#	032866	9/13/2019	BAKER & TAYLOR AV VIDMASS	
G 260-212000	ACCOUNTS PAYABLE	\$73.71	H3783500	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$20.09	H37852610	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$42.34	H38153930	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$16.49	H38195640	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$25.13	H38224710	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$28.66	H38348980	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$12.89	H38613400	LIBR-PUBLICATIONS
Total	BAKER & TAYLOR AV VIDMASS	\$219.31		
Paid Chk#	032867	9/13/2019	BAKER & TAYLOR BOOKS	
G 260-212000	ACCOUNTS PAYABLE	\$192.53	2034738008	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$17.00	2034738008	LIBR-FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE	\$17.00	2034745040	LIBR-FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE	\$16.00	2034745040	LIBR-GENERAL DONATION
G 260-212000	ACCOUNTS PAYABLE	\$70.46	2034745040	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$17.00	2034761165	LIBR-FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE	\$443.09	2034761165	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$15.48	2034761166	LIBR-PUBLICATIONS
Total	BAKER & TAYLOR BOOKS	\$788.56		
Paid Chk#	032868	9/13/2019	BEYER S HARDWARE STORE	
G 240-212000	ACCOUNTS PAYABLE	\$62.05	150839	POOL-MAINTENANCE
G 240-212000	ACCOUNTS PAYABLE	\$53.96	150840	POOL-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE	\$3.86	150864	PARKS-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$4.94	150887	PARKS-SUPPLIES
G 240-212000	ACCOUNTS PAYABLE	(\$22.49)	150976	POOL-MAINTENANCE

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G 100-212000	ACCOUNTS PAYABLE	\$5.39	150997	PARKS-SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$4.04	151055	LIBR-PROGRAM SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$17.99	151055	LIBR-OFFICE SUPPLIES
G 240-212000	ACCOUNTS PAYABLE	\$158.30	151065	POOL-SUPPLIES
G 240-212000	ACCOUNTS PAYABLE	\$92.68	151071	POOL-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$17.53	151162	PD-REPAIR
G 100-212000	ACCOUNTS PAYABLE	\$18.61	151167	COMPLEX-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$3.86	151232	PD-GUN REPAIR
G 240-212000	ACCOUNTS PAYABLE	\$53.89	151234	POOL-SUPPLIES
G 200-212000	ACCOUNTS PAYABLE	\$17.52	151258	CEMETERY-PAINT
G 100-212000	ACCOUNTS PAYABLE	\$13.94	151327	DPW-MAINTENANCE PARTS
Total BEYER S HARDWARE STORE		<u>\$506.07</u>		
<hr/>				
Paid Chk# 032869	9/13/2019	BIGS EASY LIFT		
G 601-212000	ACCOUNTS PAYABLE	\$1,065.00	66628	CWRC-MANHOLD ADJUSTMENT
Total BIGS EASY LIFT		<u>\$1,065.00</u>		
<hr/>				
Paid Chk# 032870	9/13/2019	BIRCHWOOD SNOW & LANDSCAPE		
G 260-212000	ACCOUNTS PAYABLE	\$290.00	104975	LIBR-MAINTENANCE CONTRACT
Total BIRCHWOOD SNOW & LANDSCAPE		<u>\$290.00</u>		
<hr/>				
Paid Chk# 032871	9/13/2019	BLOCH HEATING & AIR CONDITIONI		
G 100-212000	ACCOUNTS PAYABLE	\$100.00	61491	EM-MAINTENANCE
Total BLOCH HEATING & AIR CONDITIONI		<u>\$100.00</u>		
<hr/>				
Paid Chk# 032872	9/13/2019	CINTAS CORP		
G 100-212000	ACCOUNTS PAYABLE	\$188.31	5014681041	DPW-OPERATING SUPPLIES
Total CINTAS CORP		<u>\$188.31</u>		
<hr/>				
Paid Chk# 032873	9/13/2019	CINTAS CORPORATION		
G 100-212000	ACCOUNTS PAYABLE	\$144.65	4028723669	DPW-OPERATING SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$144.65	4029219141	DPW-OPERATING SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$144.65	4029763395	DPW-OPERATING SUPPLIES
Total CINTAS CORPORATION		<u>\$433.95</u>		
<hr/>				
Paid Chk# 032874	9/13/2019	COMPLETE OFFICE OF WISCONSIN		
G 100-212000	ACCOUNTS PAYABLE	\$277.00	444591	CLERK-COPIER PAPER
Total COMPLETE OFFICE OF WISCONSIN		<u>\$277.00</u>		
<hr/>				
Paid Chk# 032875	9/13/2019	CONLEY MEDIA, LLC		
G 100-212000	ACCOUNTS PAYABLE	\$108.00	2129638	PD-1 YR SUBSCRIPTION
G 100-212000	ACCOUNTS PAYABLE	\$106.00	CK REQ	SRCTR-1 YR SUBSCRIPTION
Total CONLEY MEDIA, LLC		<u>\$214.00</u>		
<hr/>				
Paid Chk# 032876	9/13/2019	CSM CORPORATE WORX - SAUKVILLE		
G 100-212000	ACCOUNTS PAYABLE	\$102.00	32737	PD-NEW EMPLOYEE TESTING
otal CSM CORPORATE WORX - SAUKVILLE		<u>\$102.00</u>		
<hr/>				
Paid Chk# 032877	9/13/2019	CULLIGAN OF WEST BEND		

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G 200-212000	ACCOUNTS PAYABLE		\$76.50	502X03585009	CEMETERY-RENTAL
	Total CULLIGAN OF WEST BEND		\$76.50		
Paid Chk# 032878	9/13/2019	DMI LIMOUSINE SERVICE, INC			
G 220-212000	ACCOUNTS PAYABLE		\$784.88	117	REC-CONTRACTED SERVICES - POLAR EXPRESS
	Total DMI LIMOUSINE SERVICE, INC		\$784.88		
Paid Chk# 032879	9/13/2019	DYBLE, BEVERLY			
G 100-212000	ACCOUNTS PAYABLE		\$300.00	CK REQ	PARKS-TREE REFUND
	Total DYBLE, BEVERLY		\$300.00		
Paid Chk# 032880	9/13/2019	FASTENAL COMPANY			
G 100-212000	ACCOUNTS PAYABLE		\$105.00	WISAU112919	DPW-MAINTENANCE PARTS
	Total FASTENAL COMPANY		\$105.00		
Paid Chk# 032881	9/13/2019	FINDAWAY			
G 260-212000	ACCOUNTS PAYABLE		\$1,757.09	294579	LIBR-PUBLICATIONS
	Total FINDAWAY		\$1,757.09		
Paid Chk# 032882	9/13/2019	FORESTRY SUPPLIERS			
G 100-212000	ACCOUNTS PAYABLE		\$23.07	591056-00	PARKS-MAINTENANCE
	Total FORESTRY SUPPLIERS		\$23.07		
Paid Chk# 032883	9/13/2019	GALLS, LLC-DBA LARK UNIFORMS			
G 100-212000	ACCOUNTS PAYABLE		\$119.98	013449391	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE		\$31.00	013560021	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE		\$55.78	013568926	PD-UNIFORMS
	Total GALLS, LLC-DBA LARK UNIFORMS		\$206.76		
Paid Chk# 032884	9/13/2019	GENERAL COMMUNICATIONS, INC.			
G 100-212000	ACCOUNTS PAYABLE		\$328.00	273536	PD-BATTERY FOR HARRIS
	Total GENERAL COMMUNICATIONS, INC.		\$328.00		
Paid Chk# 032885	9/13/2019	GREY HOUSE PUBLISHING			
G 260-212000	ACCOUNTS PAYABLE		\$149.60	955540	LIBR-PUBLICATIONS
	Total GREY HOUSE PUBLISHING		\$149.60		
Paid Chk# 032886	9/13/2019	HILGENDORF MEMORIALS			
G 100-212000	ACCOUNTS PAYABLE		\$160.00	116124258	LEGACY BENCH-GRAVEN
	Total HILGENDORF MEMORIALS		\$160.00		
Paid Chk# 032887	9/13/2019	HOUSEMAN & FEIND, LLP			
G 100-212000	ACCOUNTS PAYABLE		\$3,491.35	45592	LEGAL SERVICES-AUGUST
G 400-212000	ACCOUNTS PAYABLE		\$190.00	45592	PROCHNOW
G 100-212000	ACCOUNTS PAYABLE		\$1,170.75	45592	LEGAL SERVICES-AUGUST
	Total HOUSEMAN & FEIND, LLP		\$4,852.10		
Paid Chk# 032888	9/13/2019	IAED			
G 100-212000	ACCOUNTS PAYABLE		\$100.00	CK REQ	PD-TRAINING

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Total IAED			\$100.00		
Paid Chk# 032889 9/13/2019 IBS OF SOUTHEASTERN WISCONSIN					
G 100-212000 ACCOUNTS PAYABLE			(\$70.00)	100678996	DPW-MAINTENANCE PARTS
G 100-212000 ACCOUNTS PAYABLE			\$103.95	100678996	DPW-MAINTENANCE PARTS
Total IBS OF SOUTHEASTERN WISCONSIN			\$33.95		
Paid Chk# 032890 9/13/2019 JACKSON CONCRETE INC.					
G 100-212000 ACCOUNTS PAYABLE			\$327.00	0101028-IN	DWP-STORM REPAIR & MAINTENANCE
G 100-212000 ACCOUNTS PAYABLE			\$372.00	0101090-IN	DWP-STORM REPAIR & MAINTENANCE
Total JACKSON CONCRETE INC.			\$699.00		
Paid Chk# 032891 9/13/2019 JANA CUETO					
G 260-212000 ACCOUNTS PAYABLE			\$100.00	CK REQ	LIBR-REFUND- LOST ITEM FOUND
Total JANA CUETO			\$100.00		
Paid Chk# 032892 9/13/2019 JFTCO, INC.					
G 100-212000 ACCOUNTS PAYABLE			\$142.99	C 117721	DPW-MAINTENANCE PARTS
Total JFTCO, INC.			\$142.99		
Paid Chk# 032893 9/13/2019 KANOPY, INC.					
G 260-212000 ACCOUNTS PAYABLE			\$257.00	165601	LIBR-PUBLICATIONS
Total KANOPY, INC.			\$257.00		
Paid Chk# 032894 9/13/2019 LANGE ENTERPRISES					
G 100-212000 ACCOUNTS PAYABLE			\$238.39	70006	DPW-SIGNS
Total LANGE ENTERPRISES			\$238.39		
Paid Chk# 032895 9/13/2019 LINCOLN CONTRACTORS SUPPLY					
G 100-212000 ACCOUNTS PAYABLE			\$242.00	M41196	DPW-MAINTENANCE PARTS
G 100-212000 ACCOUNTS PAYABLE			\$72.51	M42191	DPW-MAINTENANCE PARTS
Total LINCOLN CONTRACTORS SUPPLY			\$314.51		
Paid Chk# 032896 9/13/2019 MASTER PRINTWEAR					
G 220-212000 ACCOUNTS PAYABLE			\$187.00	6221	REC-SUPPLIES-ADULT SOFTBALL
Total MASTER PRINTWEAR			\$187.00		
Paid Chk# 032897 9/13/2019 MATHESON TRI-GAS					
G 100-212000 ACCOUNTS PAYABLE			\$24.18	51512840	DPW-MAINTENANCE PARTS
Total MATHESON TRI-GAS			\$24.18		
Paid Chk# 032898 9/13/2019 MOEGBURG WINDOW CLEAN-CHUCK					
G 100-212000 ACCOUNTS PAYABLE			\$110.00	1	COMPLEX-WINDOW CLEANING
Total MOEGBURG WINDOW CLEAN-CHUCK			\$110.00		
Paid Chk# 032899 9/13/2019 MUNSON FENCE DIVISION					
G 220-212000 ACCOUNTS PAYABLE			\$2,396.00	0053231	REC-PICKLEBALL FENCING
Total MUNSON FENCE DIVISION			\$2,396.00		

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Paid Chk#	032900	9/13/2019	NAPA AUTO PARTS		
G 100-212000	ACCOUNTS PAYABLE		\$8.14	5269-029909	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE		\$4.70	5269-029922	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE		\$17.34	5269-029938	DPW-MAINTENANCE PARTS
Total NAPA AUTO PARTS			\$30.18		
Paid Chk#	032901	9/13/2019	NEWMAN CHEVROLET		
G 100-212000	ACCOUNTS PAYABLE		\$16.50	164708	DPW-MAINTENANCE PARTS
Total NEWMAN CHEVROLET			\$16.50		
Paid Chk#	032902	9/13/2019	OFFICE DEPOT		
G 260-212000	ACCOUNTS PAYABLE		\$312.88	367628513001	LIBR-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$25.99	372025403001	BI-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$39.86	372025403001	EM-OFFICE SUPPLIES
Total OFFICE DEPOT			\$378.73		
Paid Chk#	032903	9/13/2019	OLIVER FIONTAR LLC		
G 350-212000	ACCOUNTS PAYABLE		\$14,630.00	530	TIF #4-DRAW #19
Total OLIVER FIONTAR LLC			\$14,630.00		
Paid Chk#	032904	9/13/2019	OLSEN S PIGGLY WIGGLY		
G 260-212000	ACCOUNTS PAYABLE		\$30.02	37649	LIBR-FRIENDS DONATION-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$14.33	37692	PD-SUPPLIES
Total OLSEN S PIGGLY WIGGLY			\$44.35		
Paid Chk#	032905	9/13/2019	ONTECH SYSTEMS, INC		
G 100-212000	ACCOUNTS PAYABLE		\$459.00	42937	TECH-NEW COMPUTERS
G 220-212000	ACCOUNTS PAYABLE		\$216.00	42937	REC-COMPUTER MAINTENANCE
Total ONTECH SYSTEMS, INC			\$675.00		
Paid Chk#	032906	9/13/2019	OWEN S OFFICE SUPPLIES		
G 100-212000	ACCOUNTS PAYABLE		\$54.50	28847	REC-SUPPLIES
Total OWEN S OFFICE SUPPLIES			\$54.50		
Paid Chk#	032907	9/13/2019	OZAUKEE ACE HARDWARE		
G 200-212000	ACCOUNTS PAYABLE		\$43.38	160446	CEMETERY-MAINTENANCE
Total OZAUKEE ACE HARDWARE			\$43.38		
Paid Chk#	032908	9/13/2019	OZAUKEE DISPOSAL CORPORATION		
G 601-212000	ACCOUNTS PAYABLE		\$1,525.00	IN54663	CWRC-DUMPSTER PICKUP
Total OZAUKEE DISPOSAL CORPORATION			\$1,525.00		
Paid Chk#	032909	9/13/2019	PROFESSIONAL SUPPLY		
G 100-212000	ACCOUNTS PAYABLE		\$103.46	974996	DPW-MAINTENANCE PARTS
Total PROFESSIONAL SUPPLY			\$103.46		
Paid Chk#	032910	9/13/2019	RUEKERT & MIELKE		
G 601-212000	ACCOUNTS PAYABLE		\$1,767.40	128689	CWRC-2019 SCADA SERVICE

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Total RUEKERT & MIELKE			\$1,767.40		
Paid Chk#	032911	9/13/2019	SILK SCREEN SPECIALISTS, INC.		
G 100-212000	ACCOUNTS PAYABLE		\$360.00	24214	PD-K9 TEE SHIRTS
Total SILK SCREEN SPECIALISTS, INC.			\$360.00		
Paid Chk#	032912	9/13/2019	STAPLES ADVANTAGE		
G 100-212000	ACCOUNTS PAYABLE		(\$19.49)	8055255856	ENG-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$168.61	8055582037	CLERKS-OFFICE SUPPLIES
Total STAPLES ADVANTAGE			\$149.12		
Paid Chk#	032913	9/13/2019	SYMBIONT		
G 601-212000	ACCOUNTS PAYABLE		\$13,084.04	49421	HIGHLAND LIFT STATION-CONSTR. ENGR.
Total SYMBIONT			\$13,084.04		
Paid Chk#	032914	9/13/2019	TACTICAL SOLUTIONS-PUBLIC SAFE		
G 100-212000	ACCOUNTS PAYABLE		\$407.00	7464	PD-CERTIFICATION OF RADAR UNITS
Total TACTICAL SOLUTIONS-PUBLIC SAFE			\$407.00		
Paid Chk#	032915	9/13/2019	TEAMVIEWER GMBH		
G 601-212000	ACCOUNTS PAYABLE		\$499.80	2105648741	CWRC-1 YR SUBSCRIPTION
Total TEAMVIEWER GMBH			\$499.80		
Paid Chk#	032916	9/13/2019	TIME WARNER CABLE-PO BOX 4639		
G 100-212000	ACCOUNTS PAYABLE		\$6.63	3301	DPW-DIGITAL ADAPTERS
G 100-212000	ACCOUNTS PAYABLE		\$19.88	6001	PD-DIGITAL ADAPTERS
G 100-212000	ACCOUNTS PAYABLE		\$434.00	709864401082	PD-INTERNET
Total TIME WARNER CABLE-PO BOX 4639			\$460.51		
Paid Chk#	032917	9/13/2019	TRANSUNION RISK & ALTERNATIVE		
G 100-212000	ACCOUNTS PAYABLE		\$50.00	428298-20190	PD-AUGUST 2019 FEE
Total TRANSUNION RISK & ALTERNATIVE			\$50.00		
Paid Chk#	032918	9/13/2019	ULINE		
G 100-212000	ACCOUNTS PAYABLE		\$113.86	111877917	PD-SUPPLIES
Total ULINE			\$113.86		
Paid Chk#	032919	9/13/2019	UNEMPLOYMENT INSURANCE		
G 700-212000	ACCOUNTS PAYABLE		\$304.00	000009715059	UNEMPLOYMENT COMPENSATION
Total UNEMPLOYMENT INSURANCE			\$304.00		
Paid Chk#	032920	9/13/2019	UNIFIRST CORPORATION		
G 601-212000	ACCOUNTS PAYABLE		\$76.85	096 1089843	CWRC-SAFETY EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE		\$57.61	096 1089847	DPW-OPERATING SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$97.58	096 1089855	COMPLEX-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$51.55	096 1089856	PD-MAINTENANCE SUPPLIES
Total UNIFIRST CORPORATION			\$283.59		
Paid Chk#	032921	9/13/2019	USA BLUEBOOK		

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G 601-212000	ACCOUNTS PAYABLE		\$226.92	996092	CWRC-LAB SUPPLIES
	Total USA BLUEBOOK		\$226.92		
Paid Chk# 032922 9/13/2019 VANTAGE FINANCIAL					
G 400-212000	ACCOUNTS PAYABLE		\$3,608.00	45306	PARKS-GRAPPLE TRUCK
	Total VANTAGE FINANCIAL		\$3,608.00		
Paid Chk# 032923 9/13/2019 WASTE MANAGEMENT OF WI-MN					
G 100-212000	ACCOUNTS PAYABLE		\$2,274.53	0057014-2286-	DPW-SWEEPING
	Total WASTE MANAGEMENT OF WI-MN		\$2,274.53		
Paid Chk# 032924 9/13/2019 WAYSIDE NURSERIES, INC.					
G 601-212000	ACCOUNTS PAYABLE		\$412.00	144336	CWRC-GARFIELD LIFT STATION
	Total WAYSIDE NURSERIES, INC.		\$412.00		
Paid Chk# 032925 9/13/2019 WHITE RICE ADVERTISING & PR,					
G 100-212000	ACCOUNTS PAYABLE		\$2,202.32	8214-1	BRANDING-STREET PIECES
G 100-212000	ACCOUNTS PAYABLE		\$1,040.00	8214-2	BRANDING-RIVOLI
G 100-212000	ACCOUNTS PAYABLE		\$2,234.98	8227	BRANDING-MAGNETS
	Total WHITE RICE ADVERTISING & PR,		\$5,477.30		
Paid Chk# 032926 9/13/2019 WI DEPT OF JUSTICE-TIME 93136					
G 100-212000	ACCOUNTS PAYABLE		\$196.00	L4603T	PD-TIME ACCESS
	Total WI DEPT OF JUSTICE-TIME 93136		\$196.00		
Paid Chk# 032927 9/13/2019 WISCONSIN LIBRARY ASSOC.					
G 260-212000	ACCOUNTS PAYABLE		\$159.00	7758	LIBR-PROFESSIONAL DUES
G 260-212000	ACCOUNTS PAYABLE		\$231.00	7759	LIBR-TRAINING
	Total WISCONSIN LIBRARY ASSOC.		\$390.00		
Paid Chk# 032928 9/13/2019 WISCONSIN LIFTING SPEC.INC.					
G 100-212000	ACCOUNTS PAYABLE		\$72.20	I193953	DPW-STORM REPAIR & MAINTENANCE
	Total WISCONSIN LIFTING SPEC.INC.		\$72.20		
Paid Chk# 032930 9/20/2019 ACL LABORATORIES					
E 100-522130-210	PROFESSIONAL SERVICES		\$26.80	320L1458099	PD-BLOOD DRAW
	Total ACL LABORATORIES		\$26.80		
Paid Chk# 032931 9/20/2019 ASSOCIATED BENEFIT & RISK CON.					
E 100-514700-210	PROFESSIONAL SERVICES		\$1,533.00	17147	OCTOBER CONSULTING
G 100-156200	DUE FROM LIGHT & WATER		\$383.00	17147	OCTOBER CONSULTING
	Total ASSOCIATED BENEFIT & RISK CON.		\$1,916.00		
Paid Chk# 032932 9/20/2019 AXON ENTERPRISE INC					
E 100-522110-240	REPAIR AND MAINTENANCE		\$1,575.00	SI-1609452	PD-MAINTENANCE
	Total AXON ENTERPRISE INC		\$1,575.00		
Paid Chk# 032933 9/20/2019 BAKER & TAYLOR AV VIDMASS					
E 260-555110-319	PUBLICATIONS AND SUBSCRI		\$434.14	H38646200	LIBR-PUBLICATIONS

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E 260-555110-319	PUBLICATIONS AND SUBSCRI		\$25.10	H38859540	LIBR-PUBLICATIONS
Total	BAKER & TAYLOR AV VIDMASS		\$459.24		
Paid Chk#	032934	9/20/2019	CEDARBURG ATHLETIC BOOSTER CLU		
E 220-555390-394	POMS EXPENSES		\$129.00	CK REQ	REC-POMS EXPENSE
tal	CEDARBURG ATHLETIC BOOSTER CLU		\$129.00		
Paid Chk#	032935	9/20/2019	CEDARBURG LIGHT & WATER		
E 601-573835-360	MANHOLE ADJUSTMENT		\$200.96	007491	CWRC-HYDRANT WATER
Total	CEDARBURG LIGHT & WATER		\$200.96		
Paid Chk#	032936	9/20/2019	CINTAS CORP		
E 260-555110-290	MAINT/CONTRACTED SERVIC		\$36.56	4030055804	LIBR-MAINTENANCE
Total	CINTAS CORP		\$36.56		
Paid Chk#	032937	9/20/2019	CITY CEDARBURG-PETTY CASH		
E 100-555140-310	OFFICE SUPPLIES		\$8.44	CK REQ	SRCTR-OFFICE SUPPLIES
E 100-555140-330	TRAVEL & TRAINING		\$10.43	CK REQ	SRCTR-TRAINING-WORKING LUNCH
E 100-522410-330	TRAVEL & TRAINING		\$9.96	CK REQ	EM-ICE FOR CEDARBURG IN THE BURG
E 100-555140-390	OTHER EXPENSES		\$50.00	CK REQ	SRCTR-DRIVER TIP-FIRESIDE BUDDY HOLLY
E 100-555140-390	OTHER EXPENSES		\$50.00	CK REQ	SRCTR-DRIVER TIP FIRESIDE
Total	CITY CEDARBURG-PETTY CASH		\$128.83		
Paid Chk#	032938	9/20/2019	EGELHOFF LAWMOWER SERVICE		
E 100-533210-353	MAINTENANCE PARTS		\$20.30	259824	DPW-MAINTENANCE PARTS
Total	EGELHOFF LAWMOWER SERVICE		\$20.30		
Paid Chk#	032939	9/20/2019	EXTINGUISHERS AT RANDOM LLC		
E 100-522120-240	REPAIR AND MAINTENANCE		\$163.00	1	PD-MAINTENANCE
Total	EXTINGUISHERS AT RANDOM LLC		\$163.00		
Paid Chk#	032940	9/20/2019	FASTENAL COMPANY		
E 601-573830-340	MAINTENANCE SUPPLIES		\$143.18	WISAU112771	CWRC-MAINTENANCE SUPPLIES
E 601-573830-340	MAINTENANCE SUPPLIES		\$35.96	WISAU112830	CWRC-MAINTENANCE SUPPLIES
Total	FASTENAL COMPANY		\$179.14		
Paid Chk#	032941	9/20/2019	GALL GEAR		
E 220-555390-394	POMS EXPENSES		\$264.00	2165	REC-POMS EXPENSES
Total	GALL GEAR		\$264.00		
Paid Chk#	032942	9/20/2019	GHD SERVICES, INC		
E 350-566710-210	PROFESSIONAL SERVICES		\$752.25	1018127	AUGUST OVERSIGHT
Total	GHD SERVICES, INC		\$752.25		
Paid Chk#	032943	9/20/2019	GUETZKE & ASSOCIATES, INC.		
E 100-522230-240	REPAIR AND MAINTENANCE		\$202.31	9449700-IN	FD-REPAIR & MAINTENANCE
G 100-136100	ACCTS REC - FIRE DEPARTMENT		\$670.69	9449700-IN	FD
Total	GUETZKE & ASSOCIATES, INC.		\$873.00		

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Paid Chk#	032944	9/20/2019	JOE JACOBS		
E	100-522310-310	OFFICE SUPPLIES	\$345.00	19-013	BI-SEPTEMBER 2019
		Total JOE JACOBS	\$345.00		
Paid Chk#	032945	9/20/2019	JOHNSON SCHOOL BUS, INC.		
E	220-555390-336	TRANSPORTATION	\$903.00	IVN52366	REC-TRANSPORTATION
		Total JOHNSON SCHOOL BUS, INC.	\$903.00		
Paid Chk#	032946	9/20/2019	MID-MORAINES ASSOCIATION-JACKSON		
E	100-511100-330	TRAVEL & TRAINING	\$21.00	CK REQ	COUNCIL MEMBER BURKART-ASSOCIATION DINNER MEETING
E	100-513200-330	TRAVEL & TRAINING	\$21.00	CK REQ	MIKKO HILVO-ASSOCIATION DINNER MEETING
E	100-533210-330	TRAVEL & TRAINING	\$21.00	CK REQ	JOEL BUBLITZ-ASSOCIATION DINNER MEETING
		total MID-MORAINES ASSOCIATION-JACKSON	\$63.00		
Paid Chk#	032947	9/20/2019	MONARCH LIBRARY SYSTEM		
E	260-555110-319	PUBLICATIONS AND SUBS	\$314.29	414722	LIBR-PUBLICATIONS
E	260-555110-381	SHARED SYSTEM SERVICES	\$3,544.85	414746	LIBR-PUBLICATIONS
		Total MONARCH LIBRARY SYSTEM	\$3,859.14		
Paid Chk#	032948	9/20/2019	MUNSON FENCE DIVISION		
E	220-555390-347	SUPPLIES AND EXPENSES	\$3,856.00	0053284	REC-WINDSCREEN PICKLEBALL COURTS
		Total MUNSON FENCE DIVISION	\$3,856.00		
Paid Chk#	032949	9/20/2019	OLSEN S PIGGLY WIGGLY		
E	240-555321-350	OPERATING SUPPLIES	\$22.41	37188	POOL-SUPPLIES
E	240-555321-350	OPERATING SUPPLIES	\$11.65	37317	POOL-SUPPLIES
E	240-555321-350	OPERATING SUPPLIES	\$11.29	37450	POOL-SUPPLIES
E	240-555321-350	OPERATING SUPPLIES	\$5.38	37457	POOL-SUPPLIES
E	240-555321-350	OPERATING SUPPLIES	\$257.35	37489	POOL-SUPPLIES
E	260-555110-330	TRAVEL & TRAINING	\$37.05	37730	LIBR-TRAINING
E	100-555140-210	PROFESSIONAL SERVICES	\$25.79	37753	SRCRT-SPECIAL EVENT
		Total OLSEN S PIGGLY WIGGLY	\$370.92		
Paid Chk#	032950	9/20/2019	ONTECH SYSTEMS, INC		
E	100-514700-380	EQUIPMENT/CAPITAL OUTLA	\$35.00	43269	TECH-DENNIS BUDD COMPUTER
		Total ONTECH SYSTEMS, INC	\$35.00		
Paid Chk#	032951	9/20/2019	ORKIN COMMERCIAL SERVICES		
E	260-555110-290	MAINT/CONTRACTED SERVIC	\$74.25	18422642	LIBR-MAINTENANCE
		Total ORKIN COMMERCIAL SERVICES	\$74.25		
Paid Chk#	032952	9/20/2019	PACE ANALYTICAL SERVICES, INC.		
E	601-573825-370	LAB SUPPLIES	\$21.00	1940072033	CWRC-LAB SUPPLIES
		Total PACE ANALYTICAL SERVICES, INC.	\$21.00		
Paid Chk#	032953	9/20/2019	RK CONSTRUCTION & INSPECTION,		
E	100-522310-210	PROFESSIONAL SERVICES	\$300.00	12	BI-12 INSPECTIONS 8/19-8/23/19

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Total RK CONSTRUCTION & INSPECTION,			\$300.00		
Paid Chk#	032954	9/20/2019	SHERRILL, INC.		
E	100-555510-240	REPAIR AND MAINTENANCE	\$84.08	INV-485001	PARKS-REPAIR
Total SHERRILL, INC.			\$84.08		
Paid Chk#	032955	9/20/2019	SHORT ELLIOTT HENDRICKSON INC		
E	100-533110-210	PROFESSIONAL SERVICES	\$748.31	373861	ENG-PROFESSIONAL SERVICES
Total SHORT ELLIOTT HENDRICKSON INC			\$748.31		
Paid Chk#	032956	9/20/2019	SYMBIONT		
G	601-185334	SECONDARY TREATMENT EQUIP	\$165.00	49483	CWRC-PROFESSIONAL SERVICES
Total SYMBIONT			\$165.00		
Paid Chk#	032957	9/20/2019	TAPCO		
E	100-522410-350	OPERATING SUPPLIES	\$75.00	I648310	EM-CONE COLLARS
Total TAPCO			\$75.00		
Paid Chk#	032958	9/20/2019	TEAM SNAP		
E	220-555390-394	POMS EXPENSES	\$518.96	INV00032660	REC-POMS EXPENSE
Total TEAM SNAP			\$518.96		
Paid Chk#	032959	9/20/2019	TIME WARNER CABLE-PO BOX 4639		
E	240-555320-380	EQUIPMENT/CAPITAL OUTLA	\$68.34	707259401090	GYM-INTERNET
E	100-518100-225	TELEPHONE/COMMUNICATIO	\$68.00	708014601050	CH-TELEPHONE
E	100-513100-225	TELEPHONE/COMMUNICATIO	\$7.56	708014601050	MAYOR-TELEPHONE
E	100-513200-225	TELEPHONE/COMMUNICATIO	\$7.56	708014601050	ADMIN-TELEPHONE
E	100-514100-225	TELEPHONE/COMMUNICATIO	\$37.79	708014601050	CLERK-TELEPHONE
E	100-515600-225	TELEPHONE/COMMUNICATIO	\$22.68	708014601050	TREAS-TELEPHONE
E	100-522310-225	TELEPHONE/COMMUNICATIO	\$15.12	708014601050	BI-TELEPHONE
E	100-515400-225	TELEPHONE/COMMUNICATIO	\$15.12	708014601050	ASSESSOR-TELEPHONE
E	100-533110-225	TELEPHONE/COMMUNICATIO	\$22.68	708014601050	ENG-TELEPHONE
E	100-566310-225	TELEPHONE/COMMUNICATIO	\$15.12	708014601050	PLAN-TELEPHONE
E	100-533210-225	TELEPHONE/COMMUNICATIO	\$30.24	708014601050	DPW-TELEPHONE
E	220-555390-225	TELEPHONE/COMMUNICATIO	\$30.24	708014601050	REC-TELEPHONE
E	100-555140-225	TELEPHONE/COMMUNICATIO	\$15.12	708014601050	SRCTR-TELEPHONE
E	601-573825-225	TELEPHONE/COMMUNICATIO	\$60.47	708014601050	CWRC-TELEPHONE
E	100-522410-225	TELEPHONE/COMMUNICATIO	\$22.68	708014601050	EM-TELEPHONE
E	100-522230-225	TELEPHONE/COMMUNICATIO	\$15.12	708014601050	FD-TELEPHONE
E	240-555320-225	TELEPHONE/COMMUNICATIO	\$37.79	708014601050	POOL-TELEPHONE
E	100-555510-220	Internet	\$84.61	722273501090	INTERNET-CEDAR CREEK
Total TIME WARNER CABLE-PO BOX 4639			\$576.24		
Paid Chk#	032960	9/20/2019	TRANS UNION LLC		
E	100-522110-225	TELEPHONE/COMMUNICATIO	\$61.82	08906640	PD-MONTHLY SERVICE
Total TRANS UNION LLC			\$61.82		
Paid Chk#	032961	9/20/2019	VALU RITE CORPORATION		
E	100-515400-210	PROFESSIONAL SERVICES	\$1,125.00	CK REQ	ASSESSOR-COMM. MAINTENANCE

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E 100-515400-219	REVALUATION	\$1,083.33	CK REQ	ASSESSOR-REVALUATION
Total	VALU RITE CORPORATION	\$2,208.33		
<hr/>				
Paid Chk# 032962	9/20/2019	VISUAL IMAGE PHOTOGRAPHY, INC.		
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$170.95	7617	LIBR-PUBLICATIONS
Total	VISUAL IMAGE PHOTOGRAPHY, INC.	\$170.95		
<hr/>				
Paid Chk# 032963	9/20/2019	WAUWATOSA WEST TROJAN DANCE TE		
E 220-555390-394	POMS EXPENSES	\$1,370.00	CK REQ	REC-POMS DANCE ENTRY FEE
al	WAUWATOSA WEST TROJAN DANCE TE	\$1,370.00		
	111300 PWSB Checking	\$476,422.87		

Fund Summary

<u>111300 PWSB Checking</u>	
100 GENERAL FUND	\$116,764.77
200 CEMETERY FUND	\$296.03
220 RECREATION PROGRAMS FUND	\$30,828.64
221 FUEL SYSTEM - WASH BAY	\$1,132.67
240 SWIMMING POOL FUND	\$2,775.51
260 LIBRARY FUND	\$13,405.62
350 TIF DISTRICT FUND #4	\$15,382.25
400 CAPITAL IMPROVEMENTS FUND	\$47,896.27
601 WATER RECYCLING CENTER	\$245,415.06
700 RISK MANAGEMENT FUND	\$2,526.05
	<hr/>
	\$476,422.87



City of Cedarburg

City Administrator's Report

September 26, 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 Highland Lift Station work is progressing. Highland Road is expected to be open for through-traffic by the end of November.

Assistant Engineer Weiser is working on the RFP for the 2020 Street & Utility Project.

The Public Works crew is working on Festival cleanup, street sweeping, catch basins, crack sealing, and brush pick up. Leaf pick up will begin the second week in October and run through Thanksgiving.

Senior Center — Director Suppinger is planning fall events (Oktoberfest and Annual Turkey Dinner). She is researching a new light up panel for the elevator at the Center.

Clerk — City Clerk Woodall-Vogg is working on new copier contracts for replacement in October.

Library — The Strategic Planning Committee met on Monday to review the draft. The Library Board met on Wednesday and discussed a Joint Library Board. Director Pierschalla will be replacing three part-time aides who left their positions.

Parks, Recreation & Forestry — The Glen at Cedar Creek has hired a contractor to remove dead ash trees within their development (the area is not being clear-cut).

The Forestry crew finished service request pruning and began small removals and Grapple truck removals. Superintendent Westphal is working on fall tree planting and Code enforcement issues.

Light & Water — Electronic and appliance recycling events through the Utility may not be possible beginning 2020, due to vendors not wanting to participate in on-site events.

Police Department — The Cops & Bobbers event was a big success with 22 participants. K9 Ranger will be attending apprehension training. Ranger's Facebook page has been very popular and has generated a lot of support and donations.

City Administrator — The City will be reviewing health insurance programs this fall, due to a 14% increase in premiums with our current carrier for 2020.

I am working on the budget and have a meeting on the Prochnow property this week.

City Hall employees will have a clean-up day on October 2.

Respectfully submitted,

Christy Mertes
City Administrator/Treasurer

Memorandum

To: Mike O'Keefe, Mayor
Common Council

From: Christy Mertes, City Administrator/Treasurer

Date: September 25, 2019

Re: 2019 Second Quarter Financial Report

The following pages are the second quarter financial report for the City of Cedarburg for your review. Included with this report are the following financial statements:

- Accounts Receivable
- General Fund
- Department Salary Analysis
- Special Revenue Funds
- Debt Service Fund
- TIF #3, #4 and #5
- Capital Improvements
- Environmental
- Water Recycling Center
- Risk Management
- Light & Water

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

CITY OF CEDARBURG
CASH INVESTMENT BALANCES
June 30, 2019

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Act Code	Last Dim Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
BAL SHT 111120 CSB checking FD					
100-111120	CSB checking FD	\$5,115.73	\$0.00	\$0.00	\$5,115.73
270-111120	CSB checking FD	\$4,989.43	\$0.00	\$0.00	\$4,989.43
BAL SHT 111120	CSB checking FD	\$10,105.16	\$0.00	\$0.00	\$10,105.16
BAL SHT 111122 M&I CHECKING					
270-111122	M&I CHECKING	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 111122	M&I CHECKING	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 111125 HARRIS ONLINE TAX COLLECTION					
100-111125	HARRIS ONLINE TAX COLLECTION	\$141,938.99	\$210,135.14	\$347,722.33	\$4,351.80
BAL SHT 111125	HARRIS ONLINE TAX COLLECTION	\$141,938.99	\$210,135.14	\$347,722.33	\$4,351.80
BAL SHT 111130 HARRIS TAX COLLECTION - COL					
100-111130	HARRIS TAX COLLECTION - COL	\$661,257.53	\$316,018.51	\$971,879.31	\$5,396.73
BAL SHT 111130	HARRIS TAX COLLECTION - COL	\$661,257.53	\$316,018.51	\$971,879.31	\$5,396.73
BAL SHT 111140 HARRIS TAX COLLECTION - FALLS					
221-111140	HARRIS TAX COLLECTION - FALLS	\$0.00	\$0.00	\$0.00	\$0.00
850-111140	HARRIS TAX COLLECTION - FALLS	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 111140	HARRIS TAX COLLECTION - FALLS	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 111300 PWSB Checking					
100-111300	PWSB Checking	\$1,834,241.24	\$10,659,504.94	\$13,595,629.21	-\$1,101,883.03
200-111300	PWSB Checking	\$0.00	\$13,340.00	\$5,569.61	\$7,770.39
210-111300	PWSB Checking	\$0.00	\$39,197.41	\$38,410.55	\$786.86
220-111300	PWSB Checking	\$0.00	\$172,678.65	\$63,210.74	\$109,467.91
221-111300	PWSB Checking	\$0.00	\$23,416.33	\$76,809.79	-\$53,393.46
230-111300	PWSB Checking	\$0.00	\$35,592.82	\$22,806.06	\$12,786.76
240-111300	PWSB Checking	\$0.00	\$104,905.83	\$61,646.92	\$43,258.91
250-111300	PWSB Checking	\$0.00	\$30,900.15	\$3,561.49	\$27,338.66
260-111300	PWSB Checking	\$0.00	\$253,897.65	\$116,260.30	\$137,637.35
270-111300	PWSB Checking	\$0.00	\$10,747.65	\$0.00	\$10,747.65
300-111300	PWSB Checking	-\$11,533.10	\$149,276.46	\$137,743.36	\$0.00
350-111300	PWSB Checking	\$0.00	\$737,139.65	\$633,976.81	\$103,162.84
351-111300	PWSB Checking	\$0.00	\$0.00	\$150.00	-\$150.00
352-111300	PWSB Checking	\$0.00	\$0.00	\$840.00	-\$840.00
400-111300	PWSB Checking	\$11,533.10	\$1,080,772.06	\$667,189.85	\$425,115.31
601-111300	PWSB Checking	\$0.00	\$1,125,000.03	\$1,011,658.34	\$113,341.69
700-111300	PWSB Checking	\$0.00	\$59,953.95	\$39,573.56	\$20,380.39
850-111300	PWSB Checking	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 111300	PWSB Checking	\$1,834,241.24	\$14,496,323.58	\$16,475,036.59	-\$144,471.77
BAL SHT 111310 PWSB Payroll Checking					
100-111310	PWSB Payroll Checking	\$1,171.53	\$2,967,548.52	\$2,628,263.44	\$340,456.61
200-111310	PWSB Payroll Checking	\$0.00	\$980.61	\$7,582.14	-\$6,601.53
220-111310	PWSB Payroll Checking	\$0.00	\$10,900.53	\$48,160.52	-\$37,259.99
240-111310	PWSB Payroll Checking	\$0.00	\$5,278.18	\$51,438.64	-\$46,160.46
260-111310	PWSB Payroll Checking	\$0.00	\$86,586.11	\$329,034.50	-\$242,448.39
270-111310	PWSB Payroll Checking	\$0.00	\$10,315.86	\$43,104.06	-\$32,788.20
601-111310	PWSB Payroll Checking	\$0.00	\$383,621.01	\$357,893.13	\$25,727.88
BAL SHT 111310	PWSB Payroll Checking	\$1,171.53	\$3,465,230.82	\$3,465,476.43	\$925.92

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CASH INVESTMENT BALANCES

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Act Code	Last Dim Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
BAL SHT 111311 PWSB Credit/Debit Cards					
100-111311	PWSB Credit/Debit Cards	\$0.00	\$0.00	\$0.00	\$0.00
260-111311	PWSB Credit/Debit Cards	\$6,968.40	\$28.50	\$0.00	\$6,996.90
BAL SHT 111311	PWSB Credit/Debit Cards	\$6,968.40	\$28.50	\$0.00	\$6,996.90
BAL SHT 111320 CSB MM FD					
100-111320	CSB MM FD	\$115,075.23	\$0.00	\$0.00	\$115,075.23
270-111320	CSB MM FD	\$143,070.48	\$0.00	\$0.00	\$143,070.48
BAL SHT 111320	CSB MM FD	\$258,145.71	\$0.00	\$0.00	\$258,145.71
BAL SHT 111330 Cornerstone MM FD					
100-111330	Cornerstone MM FD	\$90,268.53	\$0.00	\$0.00	\$90,268.53
BAL SHT 111330	Cornerstone MM FD	\$90,268.53	\$0.00	\$0.00	\$90,268.53
BAL SHT 111400 COMMERCE STATE BANK CHECKING					
100-111400	COMMERCE STATE BANK CHECKING	\$171,189.94	\$42,877.62	\$210,000.00	\$4,067.56
BAL SHT 111400	COMMERCE STATE BANK CHECKIN	\$171,189.94	\$42,877.62	\$210,000.00	\$4,067.56
BAL SHT 111500 CDBG CHECKING					
300-111500	CDBG CHECKING	\$0.00	\$0.00	\$0.00	\$0.00
400-111500	CDBG CHECKING	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 111500	CDBG CHECKING	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 112000 TAX COLLECTION INV PARTNERSHIP					
100-112000	TAX COLLECTION INV PARTNERSHIP	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 112000	TAX COLLECTION INV PARTNERSHI	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 112110 WWTF REPLACEMENT FUND					
601-112110	WWTF REPLACEMENT FUND	\$94,065.95	\$1,219.63	\$0.00	\$95,285.58
BAL SHT 112110	WWTF REPLACEMENT FUND	\$94,065.95	\$1,219.63	\$0.00	\$95,285.58
BAL SHT 112111 COLLECTION SYSTEM REPLACEMENT					
601-112111	COLLECTION SYSTEM REPLACEMENT	\$15,280.30	\$191.95	\$0.00	\$15,472.25
BAL SHT 112111	COLLECTION SYSTEM REPLACEMEN	\$15,280.30	\$191.95	\$0.00	\$15,472.25
BAL SHT 112113 WWTP IMPACT FEE INVESTMENTS					
601-112113	WWTP IMPACT FEE INVESTMENTS	\$172,115.91	\$16,176.42	\$27.01	\$188,265.32
BAL SHT 112113	WWTP IMPACT FEE INVESTMENTS	\$172,115.91	\$16,176.42	\$27.01	\$188,265.32
BAL SHT 112114 BIOSOLIDS IMPACT FEE INVEST.					
601-112114	BIOSOLIDS IMPACT FEE INVEST.	\$2,340.72	\$29.40	\$0.00	\$2,370.12
BAL SHT 112114	BIOSOLIDS IMPACT FEE INVEST.	\$2,340.72	\$29.40	\$0.00	\$2,370.12
BAL SHT 112115 SEWER CONNECTION FEE					
601-112115	SEWER CONNECTION FEE	\$361,802.55	\$35,994.75	\$0.00	\$397,797.30
BAL SHT 112115	SEWER CONNECTION FEE	\$361,802.55	\$35,994.75	\$0.00	\$397,797.30
BAL SHT 112140 SENIOR VAN INVESTMENTS					
100-112140	SENIOR VAN INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 112140	SENIOR VAN INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 112300 TAX CHECKING CORNERSTONE					
100-112300	TAX CHECKING CORNERSTONE	\$89,417.97	\$14,654.65	\$100,000.00	\$4,072.62
BAL SHT 112300	TAX CHECKING CORNERSTONE	\$89,417.97	\$14,654.65	\$100,000.00	\$4,072.62

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CASH INVESTMENT BALANCES

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Act Code	Last Dim Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
BAL SHT 113005 T&A INVESTMENTS - LIBRARY					
100-113005	T&A INVESTMENTS - LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00
260-113005	T&A INVESTMENTS - LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113005 T&A INVESTMENTS - LIBRARY					
		\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113007 T&A INVESTMENTS-CITY HALL					
100-113007	T&A INVESTMENTS-CITY HALL	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113007 T&A INVESTMENTS-CITY HALL					
		\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113050 T&A INVESTMENTS - PARKS					
220-113050	T&A INVESTMENTS - PARKS	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113050 T&A INVESTMENTS - PARKS					
		\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113052 T&A INVESTMENTS - CEMETERY					
200-113052	T&A INVESTMENTS - CEMETERY	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113052 T&A INVESTMENTS - CEMETERY					
		\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113055 FD LOSA - T&A INVESTMENTS					
850-113055	FD LOSA - T&A INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113055 FD LOSA - T&A INVESTMENTS					
		\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113100 TEMPORARY INVESTMENTS-ST POOL					
100-113100	TEMPORARY INVESTMENTS-ST POOL	\$499,124.33	\$1,116,188.09	\$1,176,505.15	\$438,807.27
200-113100	TEMPORARY INVESTMENTS-ST POOL	\$156,722.02	\$1,922.73	\$0.00	\$158,644.75
230-113100	TEMPORARY INVESTMENTS-ST POOL	\$271,742.92	\$9,491.05	\$0.00	\$281,233.97
250-113100	TEMPORARY INVESTMENTS-ST POOL	\$253,641.79	\$5,939.78	\$0.00	\$259,581.57
300-113100	TEMPORARY INVESTMENTS-ST POOL	\$129,246.49	\$270,171.44	\$0.00	\$399,417.93
351-113100	TEMPORARY INVESTMENTS-ST POOL	\$0.00	\$0.00	\$0.00	\$0.00
400-113100	TEMPORARY INVESTMENTS-ST POOL	\$326,134.69	\$2,136.05	\$218,623.16	\$109,647.58
601-113100	TEMPORARY INVESTMENTS-ST POOL	\$0.00	\$100,451.45	\$45,372.95	\$55,078.50
700-113100	TEMPORARY INVESTMENTS-ST POOL	\$40.02	\$0.48	\$0.00	\$40.50
BAL SHT 113100 TEMPORARY INVESTMENTS-ST PO					
		\$1,636,652.26	\$1,506,301.07	\$1,440,501.26	\$1,702,452.07
BAL SHT 113110 ST POOL INV - RESTRICTED CI					
250-113110	ST POOL INV - RESTRICTED CI	\$33,477.00	\$0.00	\$0.00	\$33,477.00
400-113110	ST POOL INV - RESTRICTED CI	\$13,606.76	\$166.92	\$14.30	\$13,759.38
BAL SHT 113110 ST POOL INV - RESTRICTED CI					
		\$47,083.76	\$166.92	\$14.30	\$47,236.38
BAL SHT 113120 TEMP INV - CI LIBRARY IMPACT					
400-113120	TEMP INV - CI LIBRARY IMPACT	\$6,523.57	\$96.71	\$0.00	\$6,620.28
BAL SHT 113120 TEMP INV - CI LIBRARY IMPACT					
		\$6,523.57	\$96.71	\$0.00	\$6,620.28
BAL SHT 113200 T&A INVESTMENTS - PROCHNOW					
400-113200	T&A INVESTMENTS - PROCHNOW	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113200 T&A INVESTMENTS - PROCHNOW					
		\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113400 TEMPORARY INVEST - HARRIS MM					
100-113400	TEMPORARY INVEST - HARRIS MM	\$664,979.92	\$1,284,036.22	\$616,355.29	\$1,332,660.85
850-113400	TEMPORARY INVEST - HARRIS MM	\$911,164.77	\$0.00	\$911,164.77	\$0.00
BAL SHT 113400 TEMPORARY INVEST - HARRIS MM					
		\$1,576,144.69	\$1,284,036.22	\$1,527,520.06	\$1,332,660.85
BAL SHT 113550 TEMP INV MM CORNERSTONE					
100-113550	TEMP INV MM CORNERSTONE	\$155,107.46	\$100,252.99	\$0.00	\$255,360.45

CITY OF CEDARBURG

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CASH INVESTMENT BALANCES

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Act Code	Last Dim Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
BAL SHT 113550	TEMP INV MM CORNERSTONE	\$155,107.46	\$100,252.99	\$0.00	\$255,360.45
BAL SHT 113720	ASSOCIATED BANK TAX COLLECTION				
100-113720	ASSOCIATED BANK TAX COLLECTION	\$100,160.08	\$248.53	\$0.00	\$100,408.61
200-113720	ASSOCIATED BANK TAX COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00
400-113720	ASSOCIATED BANK TAX COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 113720	ASSOCIATED BANK TAX COLLECTIO	\$100,160.08	\$248.53	\$0.00	\$100,408.61
BAL SHT 113900	PWSB TAX COLLECTION				
100-113900	PWSB TAX COLLECTION	\$429,827.92	\$644,891.64	\$1,070,589.96	\$4,129.60
BAL SHT 113900	PWSB TAX COLLECTION	\$429,827.92	\$644,891.64	\$1,070,589.96	\$4,129.60
BAL SHT 113910	PWSB MONEY MARKET				
100-113910	PWSB MONEY MARKET	\$4,128,595.95	\$6,574,829.87	\$10,595,724.13	\$107,701.69
200-113910	PWSB MONEY MARKET	\$1,716.88	\$1,439.78	\$0.00	\$3,156.66
300-113910	PWSB MONEY MARKET	\$0.00	\$5,458.88	\$5,458.88	\$0.00
350-113910	PWSB MONEY MARKET	\$0.00	\$2,664,980.54	\$417,660.89	\$2,247,319.65
400-113910	PWSB MONEY MARKET	\$53,289.95	\$635.32	\$0.00	\$53,925.27
601-113910	PWSB MONEY MARKET	\$653,215.27	\$368,497.88	\$501,904.43	\$519,808.72
700-113910	PWSB MONEY MARKET	\$259,039.50	\$2,986.28	\$12,315.02	\$249,710.76
850-113910	PWSB MONEY MARKET	\$7,879,815.57	\$0.00	\$7,879,815.57	\$0.00
BAL SHT 113910	PWSB MONEY MARKET	\$12,975,673.12	\$9,618,828.55	\$19,412,878.92	\$3,181,622.75
BAL SHT 113911	CI Lib-rary PWSB MM				
400-113911	CI Lib-rary PWSB MM	\$57,668.29	\$688.26	\$0.00	\$58,356.55
BAL SHT 113911	CI Lib-rary PWSB MM	\$57,668.29	\$688.26	\$0.00	\$58,356.55
BAL SHT 113912	WWTP Eq Repl - PWSB mm				
601-113912	WWTP Eq Repl - PWSB mm	\$1,472,287.67	\$137,289.83	\$209,408.67	\$1,400,168.83
BAL SHT 113912	WWTP Eq Repl - PWSB mm	\$1,472,287.67	\$137,289.83	\$209,408.67	\$1,400,168.83
BAL SHT 113913	Collection Sys PWSB mm				
601-113913	Collection Sys PWSB mm	\$1,512,762.52	\$307,103.46	\$57,063.50	\$1,762,802.48
BAL SHT 113913	Collection Sys PWSB mm	\$1,512,762.52	\$307,103.46	\$57,063.50	\$1,762,802.48
BAL SHT 114000	OTHER INVESTMENTS				
100-114000	OTHER INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
200-114000	OTHER INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
250-114000	OTHER INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
270-114000	OTHER INVESTMENTS	\$500,000.00	\$0.00	\$0.00	\$500,000.00
351-114000	OTHER INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
400-114000	OTHER INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
601-114000	OTHER INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
700-114000	OTHER INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 114000	OTHER INVESTMENTS	\$500,000.00	\$0.00	\$0.00	\$500,000.00
BAL SHT 114110	WWTF REPLACEMENT - OTHER INV				
601-114110	WWTF REPLACEMENT - OTHER INV	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 114110	WWTF REPLACEMENT - OTHER INV	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 114112	COLL SYSTEM - OTHER INVEST				
601-114112	COLL SYSTEM - OTHER INVEST	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 114112	COLL SYSTEM - OTHER INVEST	\$0.00	\$0.00	\$0.00	\$0.00

CITY OF CEDARBURG

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CASH INVESTMENT BALANCES

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Act Code	Last Dim Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
BAL SHT 114200 OTHER INV MM-COMM ST BNK					
100-114200	OTHER INV MM-COMM ST BNK	\$20,933.42	\$210,594.25	\$0.00	\$231,527.67
351-114200	OTHER INV MM-COMM ST BNK	\$0.00	\$0.00	\$0.00	\$0.00
BAL SHT 114200 OTHER INV MM-COMM ST BNK		\$20,933.42	\$210,594.25	\$0.00	\$231,527.67
BAL SHT 114350 US BANK INVESTMENTS					
100-114350	US BANK INVESTMENTS	\$2,215,449.73	\$61,671.24	\$0.00	\$2,277,120.97
200-114350	US BANK INVESTMENTS	\$99,952.76	\$2,645.69	\$180.38	\$102,418.07
230-114350	US BANK INVESTMENTS	\$674,932.71	\$16,751.47	\$0.00	\$691,684.18
400-114350	US BANK INVESTMENTS	\$505,835.36	\$12,061.36	\$0.00	\$517,896.72
601-114350	US BANK INVESTMENTS	\$1,112,654.63	\$28,060.98	\$443.62	\$1,140,271.99
700-114350	US BANK INVESTMENTS	\$804,905.00	\$22,930.45	\$0.00	\$827,835.45
BAL SHT 114350 US BANK INVESTMENTS		\$5,413,730.19	\$144,121.19	\$624.00	\$5,557,227.38
BAL SHT 114351 US BANK INV - EQUIP REPL					
601-114351	US BANK INV - EQUIP REPL	\$606,882.88	\$15,276.61	\$241.96	\$621,917.53
BAL SHT 114351 US BANK INV - EQUIP REPL		\$606,882.88	\$15,276.61	\$241.96	\$621,917.53
BAL SHT 114352 US BANK INV - COLL SYS					
601-114352	US BANK INV - COLL SYS	\$101,075.87	\$2,597.87	\$40.30	\$103,633.44
BAL SHT 114352 US BANK INV - COLL SYS		\$101,075.87	\$2,597.87	\$40.30	\$103,633.44
		\$30,522,824.13	\$32,571,375.07	\$45,289,024.60	\$17,805,174.60

100-131000

Total	\$ 89,423.65
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Account No. 221-131000					
DATE	NAME	INVOICE	AMOUNT	STATUS	PURPOSE
6/30/2019	Light and Water	13614	1,572.81		L&W April-May 2019 Fuel usage
Total			\$1,572.81		

[illegible]

ACCOUNTS RECEIVABLE
Water Recycling Center
2nd Quarter 2019 Financial Report
601-131000

Account No. 601-131000					
DATE	NAME	INVOICE	AMOUNT	STATUS	PURPOSE
6/30/2019	Dorner Inc	13602	254.71		Use of CWRC Jet/Vac
6/30/2019	Arnold's Environmental	13603	2,806.35		May Septage Hauling
6/30/2019	Kons Septic	13604	920.35		May Septage Hauling
6/30/2019	Quality Removal	13605	2,998.15		May Septage Hauling
Total			\$6,979.56		

CITY OF CEDARBURG
GENERAL FUND
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	Q2 2019 Budget	% Earned/ Expended
Revenues				
Taxes — General Government	6,133,050.00	5,954,081.00	5,954,081.00	100.00%
Tax Equivalent — Utility	384,000.00	393,000.00	833,280.00	47.16%
Real Estate Tax Land Use Penalty	-	-	-	
Intergovernmental Revenues	341,105.78	426,866.77	1,184,366.00	36.04%
Regulation and Compliance	315,380.76	244,694.56	469,630.00	52.10%
Public Charges for Services	63,076.50	59,567.61	98,780.00	60.30%
Intergovernmental Charges	111,467.22	148,308.45	224,429.00	66.08%
Interdepartmental Charges	4,488.02	3,659.21	16,050.00	22.80%
Commercial Revenues	182,447.34	278,808.71	282,066.00	98.85%
Public Improvement Revenues	-	2,094.35	-	
Other Financing Resources	-	-	13,500.00	0.00%
	\$ 7,535,015.62	\$ 7,511,080.66	\$ 9,076,182.00	82.76%
Expenditures				
General Government	509,318.51	582,290.92	1,108,485.00	52.53%
Public Safety	1,950,523.15	2,044,280.01	4,202,115.00	48.65%
Public Works	1,142,078.60	1,227,552.12	2,707,069.00	45.35%
Parks, Forestry & Recreation	495,208.99	498,293.09	988,293.00	50.42%
Conservation & Development	66,539.54	44,858.91	102,493.00	43.77%
Transfers to Other Funds	75,000.00	-	252,000.00	0.00%
	\$ 4,238,668.79	\$ 4,397,275.05	\$ 9,360,455.00	23.68%
Revenues Over/(Under) Expenditures	\$ 3,296,346.83	\$ 3,113,805.61	\$ (284,273.00)	
Beginning Fund Balance		\$ 2,849,239.81	\$ 2,849,239.81	
Fund Balance, End of Quarter/Budget		\$ 5,963,045.42	\$ 2,564,966.81	

GENERAL FUND
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Tax Revenue				
General property	6,133,050.00	5,954,081.00	5,954,081.00	100.00%
Tax equivalent — Light & Water	384,000.00	393,000.00	833,280.00	47.16%
Real Estate Tax Land Use Penalty	-	-	-	
	<u>\$ 6,517,050.00</u>	<u>\$ 6,347,081.00</u>	<u>\$ 6,787,361.00</u>	<u>93.51%</u>
Intergovernmental Revenues				
State Shared Revenues	-	-	204,298.00	0.00%
Fire insurance dues	-	-	-	
Expenditure Restraint	-	-	181,615.00	0.00%
Personal Property Aid	-	39,213.90	39,213.00	100.00%
Recycling	37,841.10	37,907.11	38,000.00	99.76%
Police Training	-	1,000.00	2,700.00	37.04%
State Computer Aid	-	-	21,048.00	0.00%
Forestry Grant	7.50	-	-	
General highway aids	303,257.18	348,745.76	697,492.00	50.00%
	<u>\$ 341,105.78</u>	<u>\$ 426,866.77</u>	<u>\$ 1,184,366.00</u>	<u>36.04%</u>
Regulation and Compliance				
Licenses	34,001.66	30,630.00	40,125.00	76.34%
Permits	218,663.73	136,160.36	181,810.00	74.89%
Court Penalties & Costs	16,242.81	24,887.64	44,500.00	55.93%
Parking violations	13,487.50	11,529.50	23,000.00	50.13%
Fire/Building Inspections and Plan Reviews	7,256.50	4,995.00	32,195.00	15.51%
Cable Television Fees	25,728.56	36,492.06	148,000.00	24.66%
	<u>\$ 315,380.76</u>	<u>\$ 244,694.56</u>	<u>\$ 469,630.00</u>	<u>52.10%</u>
Public Charges for Services				
General Government and State Forfeitures	4,683.01	6,227.23	7,620.00	81.72%
Police Department Fees, Alarm, False Alarms	9,072.77	8,752.98	13,750.00	63.66%
Public Works Fees	10,834.68	6,424.43	13,500.00	47.59%
Park Fees	4,425.42	5,661.04	7,000.00	80.87%
Senior Center Fees and Receipts	26,397.72	29,212.83	48,200.00	60.61%
Miscellaneous Fees and Central Duplicating	7,662.90	3,289.10	8,710.00	37.76%
	<u>\$ 63,076.50</u>	<u>\$ 59,567.61</u>	<u>\$ 98,780.00</u>	<u>60.30%</u>
Intergovernmental Charges				
Sanitation — Town	1,483.19	666.60	2,165.00	30.79%
Fire Operating Expense — Town	85,373.03	115,608.35	165,700.00	69.77%
Fire/EMS Dispatching — Town	1,890.00	2,116.00	3,500.00	60.46%
Emergency Management — Town	-	-	100.00	0.00%
Crossing Guards — School	22,721.00	29,917.50	50,000.00	59.84%
City of Mequon — Reimbursement for Services	-	-	2,964.00	0.00%
	<u>\$ 111,467.22</u>	<u>\$ 148,308.45</u>	<u>\$ 224,429.00</u>	<u>66.08%</u>
Interdepartmental Charges				
Sewer — Admin	2,442.08	2,214.32	11,250.00	19.68%
Room Tax — Admin	729.71	698.11	3,500.00	19.95%
CDBG — Admin	665.02	288.21	-	
TIF — Admin	651.21	458.57	1,300.00	35.27%
	<u>\$ 4,488.02</u>	<u>\$ 3,659.21</u>	<u>\$ 16,050.00</u>	<u>22.80%</u>

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Commercial Revenues				
Interest on Investments	46,647.57	87,083.41	70,828.00	122.95%
Change in Market Value	(21,768.39)	41,459.06	5,000.00	829.18%
Interest on Special Assessments	2.63	545.65	-	
Interest — Delinquent taxes	272.30	42.92	500.00	8.58%
Rental Charges	6,513.87	4,245.43	13,000.00	32.66%
Rent — City Prop. — Water Tower	142,987.03	125,350.96	158,738.00	78.97%
Sale of City property	-	-	-	
Prior Year/Miscellaneous	6,088.13	14,619.28	20,000.00	73.10%
Donations	1,704.20	5,462.00	14,000.00	39.01%
	\$ 182,447.34	\$ 278,808.71	\$ 282,066.00	98.85%

Public Improvement Revenues				
Special Assessments	-	2,094.35	-	
	\$ -	\$ 2,094.35	\$ -	

Other Financing Resources				
Transfer from Recreation Programs	-	-	13,500.00	0.00%
	\$ -	\$ -	\$ 13,500.00	0.00%

TOTAL REVENUES	\$ 7,535,015.62	\$ 7,511,080.66	\$ 9,076,182.00	82.76%
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General Government				
Council	15,744.39	14,823.16	25,215.00	58.79%
Mayor	2,656.99	3,156.35	7,420.00	42.54%
Administrator	48,235.31	46,782.49	102,113.00	45.81%
City Clerk	106,193.59	136,097.78	225,579.00	60.33%
Elections	15,227.61	15,919.82	22,535.00	70.64%
Information Technology	31,981.08	52,325.34	66,280.00	78.95%
Assessor	65,904.15	63,973.47	145,104.00	44.09%
Treasurer	84,419.62	92,213.37	194,155.00	47.49%
Independent Audit	27,250.00	27,750.00	28,000.00	99.11%
City Attorney	20,365.15	15,194.25	55,000.00	27.63%
City Hall	79,908.28	103,998.66	224,450.00	46.33%
Employee Relations	2,528.72	2,318.72	4,800.00	48.31%
Property & Liab. Insurance	8,903.62	7,737.51	7,834.00	98.77%
	\$ 509,318.51	\$ 582,290.92	\$ 1,108,485.00	52.53%

Public Safety				
Police Station	49,056.06	33,473.36	96,578.00	34.66%
Police Administration	467,625.19	452,828.09	1,035,206.00	43.74%
Police Patrol	966,304.95	1,018,464.56	2,130,099.00	47.81%
Police — Investigative	137,342.83	127,661.10	280,450.00	45.52%
Fire Department	240,611.74	321,284.19	470,666.00	68.26%
Building Inspection	76,588.96	79,606.46	163,049.00	48.82%
Weights & Measures	2,000.00	2,000.00	2,000.00	100.00%
Emergency Management	10,993.42	8,962.25	24,067.00	37.24%
	\$ 1,950,523.15	\$ 2,044,280.01	\$ 4,202,115.00	48.65%

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Engineering and Public Works				
Engineering/PW Admin	91,712.01	115,962.51	214,190.00	54.14%
Mach & Equip/Garage	207,336.88	205,251.20	367,763.00	55.81%
Street Maintenance	327,640.19	344,141.69	733,084.00	46.94%
Streets Ineligible	4,090.96	4,169.57	5,450.00	76.51%
Street Lighting	139,592.68	131,823.42	270,000.00	48.82%
Traffic Control/Signals	1,406.31	4,838.36	8,150.00	59.37%
Storm Sewers	41,004.65	54,632.04	211,575.00	25.82%
Snow & Ice Control	39,792.36	71,054.03	133,323.00	53.29%
Solid Waste Collection	174,092.40	177,621.30	435,066.00	40.83%
Groundwater Monitoring	-	2,000.00	6,500.00	30.77%
Recycling	115,136.16	116,058.00	320,968.00	36.16%
Nuisance Control	274.00	-	1,000.00	0.00%
	\$ 1,142,078.60	\$ 1,227,552.12	\$ 2,707,069.00	45.35%
Parks, Recreation & Forestry				
Senior Center	40,860.75	63,797.97	108,631.00	58.73%
Senior Van	1,446.86	1,195.96	2,929.00	40.83%
Celebrations	15,883.11	13,258.27	48,085.00	27.57%
Parks & Forestry	437,018.27	420,040.89	828,648.00	50.69%
	\$ 495,208.99	\$ 498,293.09	\$ 988,293.00	50.42%
Conservation and Development				
City Planning	66,539.54	44,858.91	102,493.00	43.77%
	\$ 66,539.54	\$ 44,858.91	\$ 102,493.00	43.77%
Other Financing Uses				
Transfer to Other Funds	75,000.00	-	252,000.00	0.00%
	\$ 75,000.00	\$ -	\$ 252,000.00	0.00%
TOTAL EXPENDITURES	\$ 4,238,668.79	\$ 4,397,275.05	\$ 9,360,455.00	46.98%

CITY OF CEDARBURG
SALARY EXPENSE
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	Percent Expended
Council				
Salaries	8,261.72	7,477.11	16,800.00	44.51%
Benefits	7,482.67	7,346.05	8,415.00	87.30%
	<u>\$ 15,744.39</u>	<u>\$ 14,823.16</u>	<u>\$ 25,215.00</u>	<u>58.79%</u>
Mayor				
Salaries	1,615.39	2,769.24	6,000.00	46.15%
Benefits	1,041.60	387.11	1,420.00	27.26%
	<u>\$ 2,656.99</u>	<u>\$ 3,156.35</u>	<u>\$ 7,420.00</u>	<u>42.54%</u>
Administrator				
Salaries	34,196.28	34,607.92	78,860.00	43.89%
Benefits	14,039.03	12,174.57	23,253.00	52.36%
	<u>\$ 48,235.31</u>	<u>\$ 46,782.49</u>	<u>\$ 102,113.00</u>	<u>45.81%</u>
City Clerk				
Salaries	59,239.54	94,609.58	130,924.00	72.26%
Part time salaries	8,414.07	8,272.92	18,596.00	44.49%
Benefits	38,539.98	33,215.28	76,059.00	43.67%
	<u>\$ 106,193.59</u>	<u>\$ 136,097.78</u>	<u>\$ 225,579.00</u>	<u>60.33%</u>
Elections				
Salaries	11,482.60	11,246.73	15,144.00	74.27%
Overtime	135.96	0.00	0.00	
Benefits	3,609.05	4,673.09	7,391.00	63.23%
	<u>\$ 15,227.61</u>	<u>\$ 15,919.82</u>	<u>\$ 22,535.00</u>	<u>70.64%</u>
Assessor				
Salaries	34,185.60	34,576.64	75,550.00	45.77%
Benefits	31,718.55	29,396.83	69,554.00	42.26%
	<u>\$ 65,904.15</u>	<u>\$ 63,973.47</u>	<u>\$ 145,104.00</u>	<u>44.09%</u>
Treasurer/Financial				
Salaries	39,891.13	34,345.41	73,691.00	46.61%
Part time salaries	0.00	8,039.85	19,519.00	41.19%
Benefits	44,528.49	49,828.11	100,945.00	49.36%
	<u>\$ 84,419.62</u>	<u>\$ 92,213.37</u>	<u>\$ 194,155.00</u>	<u>47.49%</u>
City Hall				
Salaries	33,867.39	36,973.09	72,230.00	51.19%
Overtime	1,079.81	1,171.26	2,000.00	58.56%
Part time Salaries	0.00	0.00	352.00	0.00%
Benefits	44,961.08	65,854.31	149,868.00	43.94%
	<u>\$ 79,908.28</u>	<u>\$ 103,998.66</u>	<u>\$ 224,450.00</u>	<u>46.33%</u>
Total General Government	<u>\$ 418,289.94</u>	<u>\$ 476,965.10</u>	<u>\$ 946,571.00</u>	<u>50.39%</u>

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	Percent Expended
Police Station				
Salaries	\$8,819.12	\$5,585.06	\$20,283.00	27.54%
Overtime	\$0.00	\$0.00	\$400.00	0.00%
Benefits	\$40,236.94	\$27,888.30	\$75,895.00	36.75%
	\$ 49,056.06	\$ 33,473.36	\$ 96,578.00	34.66%
Police Administration				
Salaries	92,273.36	93,988.88	205,731.00	45.69%
Office/Dispatch Salaries	160,690.20	163,039.82	393,175.00	41.47%
Overtime	8,022.75	5,851.45	4,129.00	141.72%
Benefits	206,638.88	189,947.94	432,171.00	43.95%
	\$ 467,625.19	\$ 452,828.09	\$ 1,035,206.00	43.74%
Police Patrol				
Salaries	574,054.95	617,513.34	1,301,004.00	47.46%
Crossing Guards	24,156.72	26,680.32	36,553.00	72.99%
Overtime	13,203.18	17,728.58	48,480.00	36.57%
Benefits	354,890.10	356,542.32	744,062.00	47.92%
	\$ 966,304.95	\$ 1,018,464.56	\$ 2,130,099.00	47.81%
Investigative				
Salaries	78,122.31	83,931.01	178,476.00	47.03%
Overtime	3,459.91	167.85	5,519.00	3.04%
Benefits	55,760.61	43,562.24	96,455.00	45.16%
	\$ 137,342.83	\$ 127,661.10	\$ 280,450.00	45.52%
Fire Station				
Salaries	23,539.20	24,469.52	53,552.00	45.69%
Part time Salaries	4,617.54	25,096.10	54,101.00	46.39%
Benefits	212,455.00	271,718.57	363,013.00	74.85%
	\$ 240,611.74	\$ 321,284.19	\$ 470,666.00	68.26%
Building Inspection				
Salaries	47,731.20	48,671.02	105,485.00	46.14%
Benefits	28,857.76	30,935.44	57,564.00	53.74%
	\$ 76,588.96	\$ 79,606.46	\$ 163,049.00	48.82%
Total Public Safety	\$ 1,937,529.73	\$ 2,033,317.76	\$ 4,176,048.00	48.69%

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	Percent Expended
Public Works				
Engineering/PW Admin				
Salaries	54,243.66	56,889.76	119,881.00	47.46%
Benefits	37,468.35	59,072.75	94,309.00	62.64%
	\$ 91,712.01	\$ 115,962.51	\$ 214,190.00	54.14%
M&E/Garage				
Salaries	47,922.16	40,596.47	75,526.00	53.75%
Overtime	411.14	964.16	1,050.00	91.82%
Part time salaries	0.00	0.00	13,500.00	0.00%
Benefits	159,003.58	163,690.57	277,687.00	58.95%
	\$ 207,336.88	\$ 205,251.20	\$ 367,763.00	55.81%
Streets Improvements				
Salaries	138,346.34	159,701.23	349,842.00	45.65%
Overtime	27,114.34	28,961.62	45,500.00	63.65%
Part Time Salaries	4,180.14	0.00	6,900.00	0.00%
Benefits	157,999.37	155,478.84	330,842.00	46.99%
	\$ 327,640.19	\$ 344,141.69	\$ 733,084.00	46.94%
Storm Sewers				
Salaries	17,824.49	22,447.77	131,880.00	17.02%
Overtime	43.62	294.73	1,000.00	29.47%
Benefits	23,136.54	31,889.54	78,695.00	40.52%
	\$ 41,004.65	\$ 54,632.04	\$ 211,575.00	25.82%
Recycling				
Salaries	22,310.58	22,670.50	92,539.00	24.50%
Overtime	75.76	118.05	1,700.00	6.94%
Benefits	92,749.82	93,269.45	226,729.00	41.14%
	\$ 115,136.16	\$ 116,058.00	\$ 320,968.00	36.16%
Total Public Works	\$ 782,829.89	\$ 836,045.44	\$ 1,847,580.00	45.25%

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	Percent Expended
Senior Center				
Salaries	22,476.79	38,945.64	57,837.00	67.34%
Benefits	18,383.96	24,852.33	50,794.00	48.93%
	\$ 40,860.75	\$ 63,797.97	\$ 108,631.00	58.73%
Celebrations				
Salaries	4,711.82	4,305.89	20,000.00	21.53%
Overtime	556.09	709.07	4,000.00	17.73%
Part time salaries	-	-	2,500.00	
Benefits	10,615.20	8,243.31	21,585.00	38.19%
	\$ 15,883.11	\$ 13,258.27	\$ 48,085.00	27.57%
Parks & Forestry				
Salaries	223,036.99	209,651.84	379,216.00	55.29%
Part Time and Seasonal Salaries	47.00	-	50,000.00	0.00%
Overtime	2,093.15	2,001.01	14,211.00	14.08%
Maintenance/PW Salaries	11,059.75	2,847.07	-	
Benefits	200,781.38	205,540.97	385,221.00	53.36%
	\$ 437,018.27	\$ 420,040.89	\$ 828,648.00	50.69%
Total Culture/Recreation	\$ 493,762.13	\$ 497,097.13	\$ 985,364.00	50.45%
TOTAL GENERAL FUND	\$ 3,632,411.69	\$ 3,843,425.43	\$ 7,955,563.00	48.31%
Cemetery Fund				
Salaries	4,623.90	1,937.79	6,635.00	29.21%
Overtime	-	-	250.00	0.00%
Part time Salaries	1,663.32	2,552.25	7,400.00	34.49%
Benefits	4,695.64	4,734.54	34,191.00	13.85%
	\$ 10,982.86	\$ 9,224.58	\$ 48,476.00	19.03%
Recreation Programs—Fund				
Part time Salaries	36,464.90	40,592.21	105,000.00	38.66%
Exercise/Fitness	3,726.00	3,922.90	7,000.00	56.04%
Benefits	77,773.20	67,121.03	153,083.00	43.85%
	\$ 117,964.10	\$ 111,636.14	\$ 265,083.00	42.11%
Swimming Pool—Fund				
Salaries	11,687.93	11,786.24	28,841.00	40.87%
Part time Salaries/Seasonal	12,987.58	16,456.88	119,195.00	13.81%
Maintenance/PW Salaries	9,278.86	10,387.82	16,000.00	64.92%
Maintenance/Part time Salaries	958.38	560.00	2,800.00	20.00%
Benefits	73,174.22	73,928.77	141,050.00	52.41%
	\$ 108,086.97	\$ 113,119.71	\$ 307,886.00	36.74%

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	Percent Expended
Swimming Pool Concessions				
Part time Salaries	1,220.38	959.19	11,000.00	8.72%
Benefits	9,090.69	7,630.07	20,922.00	36.47%
	\$ 10,311.07	\$ 8,589.26	\$ 31,922.00	26.91%
Library				
Salaries	165,880.24	174,179.03	385,795.00	45.15%
Part time Salaries	57,858.27	57,095.37	120,222.00	47.49%
Maintenance/PW Salaries	4,971.14	3,172.17	17,972.00	17.65%
Benefits	219,573.49	220,511.99	439,944.00	50.12%
	\$ 448,283.14	\$ 454,958.56	\$ 963,933.00	47.20%
TOTAL OTHER FUNDS	\$ 695,628.14	\$ 697,528.25	\$ 1,617,300.00	43.13%
WRC Administrative Labor				
Salaries	112,945.92	111,433.08	248,996.00	44.75%
Benefits	35,999	36,182	77,522	46.67%
	\$ 148,944.48	\$ 147,615.51	\$ 326,518.00	45.21%
WRC General Labor				
Salaries	106,850.78	110,084.20	247,468.00	44.48%
Overtime	2,809.87	1,527.85	5,000.00	30.56%
Benefits	54,842.12	53,722.07	88,072.00	61.00%
	\$ 164,502.77	\$ 165,334.12	\$ 340,540.00	48.55%
WRC Collection System Labor				
Salaries	47,033.34	48,682.94	100,086.00	48.64%
Overtime	1,303.23	884.93	4,000.00	22.12%
Benefits	19,687.91	17,046.50	39,146.00	43.55%
	\$ 68,024.48	\$ 66,614.37	\$ 143,232.00	46.51%
Total Sewer Utility	\$ 381,471.73	\$ 379,564.00	\$ 810,290.00	46.84%
TOTAL SALARIES AND BENEFITS	\$ 4,709,511.56	\$ 4,920,517.68	\$ 10,383,153.00	47.39%

CITY OF CEDARBURG
SPECIAL REVENUE FUND - CEMETERY
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Revenues				
Sale of property	3,625.00	4,200.00	7,200.00	58%
Monuments & Markers	650.00	1,000.00	1,000.00	100%
Interest Income	2,086.90	2,694.01	1,500.00	180%
Rental Income	5,970.00	6,965.00	11,940.00	58%
Miscellaneous Revenue	600.00	2,170.00	1,200.00	181%
Change in Market Value	(1,090.83)	1,694.03	-	
	\$11,841.07	\$ 18,723.04	\$ 22,840.00	

Expenditures				
Salaries	4,623.90	1,937.79	6,635.00	29.21%
Overtime	-	-	250.00	0.00%
Part-time Salaries/Seasonal	1,663.32	2,552.25	7,400.00	34.49%
FICA	461.85	343.48	1,093.00	31.43%
Retirement	309.88	126.92	451.00	28.14%
Health Insurance	985.00	322.00	672.00	47.92%
Life Insurance	-	-	3.00	0.00%
Workers' Comp Insurance	546.07	498.77	499.00	99.95%
Professional Services	2,544.00	-	23,500.00	0.00%
Electric	240.11	237.84	550.00	43.24%
Water Service	174.82	215.15	500.00	43.03%
Grounds Maintenance	111.21	799.23	2,800.00	28.54%
Repair & Maintenance	(1,147.15)	1,659.83	2,000.00	82.99%
House Maintenance	210.00	239.54	1,000.00	23.95%
Operating Supplies	43.12	74.14	900.00	8.24%
Property Insurance	216.73	217.64	223.00	97.60%
Transfer to Capital Improvements	-	-	-	
	\$10,982.86	\$ 9,224.58	\$ 48,476.00	19.03%

Net Change in Fund Balance	\$ 858.21	\$ 9,498.46	\$ (25,636.00)
Fund Balance, Beginning of Year		\$ 255,687.41	\$ 255,687.41
Reserved to Date for Perpetual Care		\$ 109,725.00	\$ 110,100.00
Unreserved Fund Balance		\$ 155,460.87	\$ 119,951.41
Fund Balance, End of Quarter/Year		\$ 265,185.87	\$ 230,051.41

CITY OF CEDARBURG
SPECIAL REVENUE FUND - ROOM TAX
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Revenues				
Room taxes	14,594.13	14,050.98	70,000.00	20.07%
	<u>\$14,594.13</u>	<u>\$14,050.98</u>	<u>\$70,000.00</u>	<u>20.07%</u>
Expenditures				
Transfer to General Fund	729.71	698.11	3,500.00	19.9%
Chamber of Commerce — Tourism	13,864.43	13,264.12	66,500.00	19.9%
	<u>\$14,594.14</u>	<u>\$13,962.23</u>	<u>\$70,000.00</u>	<u>19.9%</u>

Excess of Revenues Over Expenditures	\$ (0.01)	\$ 88.75	\$ -
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Fund Balance, Beginning of Year	\$ 483.87	\$ 483.87
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Fund Balance, End of Quarter/Year	\$ 572.62	\$ 483.87
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CITY OF CEDARBURG
SPECIAL REVENUE FUND - RECREATION PROGRAMS
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Revenues				
Gym Rentals	2,818.45	4,525.13	2,000.00	226.26%
Athletic Field Rentals	-	-	300.00	0.00%
Summer/Winter Rec Fees	65,203.96	79,484.10	60,000.00	132.47%
WPRA Ticket Sales	435.50	1,209.00	5,000.00	24.18%
Youth Football Registration	2,045.00	2,360.00	4,000.00	59.00%
Safety Training	4,435.00	3,715.00	6,120.00	60.70%
Basketball Fees	830.00	-	24,000.00	0.00%
Softball Fees	10,517.62	10,838.64	12,000.00	90.32%
Volleyball Fees	-	-	1,200.00	0.00%
Aquatic Fitness	2,621.45	1,915.00	5,000.00	38.30%
Concession Revenues	559.00	-	800.00	0.00%
Special Rec Events	228.85	-	1,000.00	0.00%
Solar Recreation	120.00	-	8,000.00	0.00%
Summer Sand Volleyball	1,405.00	305.00	1,800.00	16.94%
Summer Soccer	11,535.00	13,072.00	20,000.00	65.36%
Banner Advertising	350.00	-	700.00	0.00%
Poms Revenue	34,552.40	32,536.00	58,991.00	55.15%
Total Body Fitness	6,359.00	7,405.50	12,000.00	61.71%
Civic Band Revenue	-	-	3,000.00	0.00%
Recreation Brochure Sponsorships	2,345.85	1,100.00	5,500.00	20.00%
Tennis	2,160.00	130.00	-	
Youth Center Receipts	-	129.00	500.00	25.80%
Donations	2,615.96	8,252.49	4,000.00	206.31%
Miscellaneous Revenue	6,005.29	8,101.76	15,000.00	54.01%
Transfer from General Fund	-	-	1,000.00	0.00%
	\$ 157,143.33	\$ 175,078.62	\$ 251,911.00	69.50%

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Expenditures				
Part-time Salaries/Seasonal	36,464.90	40,592.21	105,000.00	38.66%
Exercise Fitness Salaries	3,726.00	3,922.90	7,000.00	56.04%
FICA	3,074.60	3,405.41	8,568.00	39.75%
EAP Administration	-	-	60.00	0.00%
Workers Comp Insurance	4,298.46	3,926.18	3,926.00	100.00%
Telephone	177.10	418.82	900.00	46.54%
School District Fees	14,060.00	12,450.00	25,000.00	49.80%
Maintenance/Contracted Services	16,689.95	7,168.78	28,000.00	25.60%
Recreation Brochure	2,065.00	2,155.00	4,000.00	53.88%
Professional Publications	30.00	-	200.00	0.00%
Transportation	-	-	4,000.00	0.00%
Travel and Training	-	648.00	700.00	
Supplies & Expenses	19,207.27	22,956.91	25,825.00	88.89%
WPRA Tickets	-	-	4,500.00	0.00%
Solar Recreation	7,728.00	4,012.00	6,050.00	66.31%
Tennis	-	-	-	
Safety Equipment	1,520.65	1,484.65	3,000.00	49.49%
Civic Band Expenses	-	241.11	4,000.00	6.03%
Other Expenses	-	53.93	-	
Poms Expense	8,113.51	7,384.45	20,000.00	36.92%
Property Insurance	808.66	815.79	854.00	95.53%
Transfer to General Fund	-	-	13,500.00	0.00%
	\$ 117,964.10	\$ 111,636.14	\$ 265,083.00	42.11%

Net Change in Fund Balance	\$ 39,179.23	\$ 63,442.48	\$ (13,172.00)
Fund Balance, Beginning of Year		\$ 93,229.16	\$ 93,229.16
Fund Balance, End of Quarter/ Budget Year		\$ 156,671.64	\$ 80,057.16

CITY OF CEDARBURG
SPECIAL REVENUE FUND - FUEL SYSTEM WASH BAY
 SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Revenues				
Public Works Fees	954.23	1,980.61	-	
	<u>\$954.23</u>	<u>\$1,980.61</u>	<u>\$ -</u>	
Expenditures				
Repair & Maintenance	-	-	-	
Equipment/Capital Outlay	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

Net Change in Fund Balance	\$954.23	\$1,980.61	\$ -
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Fund Balance, Beginning of Year	\$1,748.28	\$ -
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Fund Balance, End of Quarter	\$3,728.89	\$ -
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CITY OF CEDARBURG
SPECIAL REVENUE FUND - COMMUNITY DEVELOPMENT BLOCK GRANT
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018		Q2 2019
	Actual		Actual
Revenues			
Interest Income	7,627.24		9,354.29
Loan Repayments/Reimbursements	16,148.98		17,332.81
Loan Interest	2,224.46		927.20
Change in Market Value	(8,011.75)		10,783.06
	\$ 17,988.93	\$	38,397.36
Expenditures			
Grant Disbursements	-		-
Grant Administration	2,505.02		288.21
	\$ 2,505.02	\$	288.21
Net Change in Fund Balance	\$ 15,483.91	\$	38,109.15
Fund Balance, Beginning of Year		\$	947,307.55
Fund Balance, End of Quarter		\$	985,416.70

CITY OF CEDARBURG
SPECIAL REVENUE FUND - SWIMMING POOL
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018	Q2 2019	2019	% Earned/
	Actual	Actual	Budget	Expended
Revenues				
Real Estate Taxes	69,652	67,429	68,844	97.94%
Fees	16,006	7,507	82,763	9.07%
Passes	76,290	64,858	92,000	70.50%
Lessons	12,680	12,600	21,000	60.00%
Exercise	3,300	2,655	5,000	53.10%
Uniforms/Misc.	-	980	2,400	40.83%
Concessions	10,549	5,450	46,000	11.85%
Swim Team	4,320	3,497	4,500	77.71%
Banner Program	1,400	700	2,800	25.00%
Rent of City Property	1,180	525	3,000	17.50%
Transfer from General Fund	-	-	11,500	0.00%
	\$ 195,376.61	\$ 166,199.94	\$ 339,807.00	48.91%
Expenditures				
Salaries	11,687.93	11,786.24	28,841.00	40.87%
Part-time Salaries / Seasonal	12,987.58	16,456.88	119,195.00	13.81%
Maintenance/PW Salaries	9,278.86	10,387.82	16,000.00	64.92%
Maintenance/Part-time	958.38	560.00	2,800.00	20.00%
FICA	2,664.93	2,990.47	12,763.00	23.43%
Retirement	1,504.49	1,681.10	2,937.00	57.24%
Health Insurance	5,687.45	6,433.43	11,925.00	53.95%
Life Insurance	-	-	3.00	0.00%
Workers' Comp Insurance	7,539.29	6,886.33	6,886.00	100.00%
Professional Services	3,162.80	2,913.02	2,970.00	98.08%

	Q2 2018	Q2 2019	2019	% Earned/
	Actual	Actual	Budget	Expended
Internet	-	539.92	-	
Electric	3,731.65	4,203.37	16,500.00	25.47%
Natural Gas	3,572.21	5,991.56	12,000.00	49.93%
Telephone	221.36	185.89	440.00	42.25%
Water Service	3,240.06	3,267.41	9,760.00	33.48%
Maint/Contracted Services	1,403.35	1,711.14	2,000.00	85.56%
License & Permits	400.00	400.00	400.00	100.00%
Travel & Training	380.00	-	600.00	0.00%
Maintenance Supplies	6,916.50	7,448.07	16,000.00	46.55%
Uniforms	291.20	980.50	2,500.00	39.22%
Operating Supplies	14,522.98	15,020.60	20,000.00	75.10%
Equipment/Capital Outlay	15,087.68	10,102.78	19,607.00	51.53%
Other Expenses	368.91	681.32	1,200.00	56.78%
Property Insurance	2,479.36	2,491.86	2,559.00	97.38%
Swimming Pool Concessions	\$10,311	\$8,589	\$31,922	26.91%
	\$ 118,398.04	\$ 121,708.97	\$ 339,808.00	35.82%

Change in Fund Balance	\$ 76,978.57	\$ 44,490.97	\$ (1.00)
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Fund Balance, Beginning of Year	\$ 7,281.32	\$ 7,281.32
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Fund Balance, End of Quarter/Year	\$ 51,772.29	\$ 7,280.32
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CITY OF CEDARBURG
SPECIAL REVENUE FUND - PARKS & PLAYGROUNDS
 SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	Budget	% Earned/ Expended
Revenues				
Subdivider Park Fees	39,609.45	3,783.75	-	
Park Equipment Impact Fees	65,020.07	25,951.75	-	
Interest	1,129.67	3,542.94	500.00	708.59%
	<u>\$105,759.19</u>	<u>\$ 33,278.44</u>	<u>\$ 500.00</u>	<u>6655.69%</u>
Expenditures				
Transfer to Capital Improvements	\$0	\$0	\$80,000	0.00%
	<u>\$0</u>	<u>\$0</u>	<u>\$80,000</u>	<u>0.00%</u>

Net Change in Fund Balance	\$105,759.19	\$ 33,278.44	\$ (79,500.00)
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Fund Balance, Beginning of Year	\$ 287,118.79	\$ 287,118.79
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Fund Balance, End of Quarter/Year	\$ 320,397.23	\$ 207,618.79
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CITY OF CEDARBURG
SPECIAL REVENUE FUND - LIBRARY
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018	Q2 2019		% Earned/
	Actual	Actual	Budget	Expended
Revenues				
Real Estate Taxes	722,194.00	722,194.00	722,194.00	100.00%
Library Grants	11,300.00	-	11,300.00	0.00%
Fees & Fines	9,835.05	9,017.49	22,000.00	40.99%
County Reimbursement	205,719.83	212,191.76	212,192.00	100.00%
Photocopies—Taxable	1,149.61	1,122.16	2,400.00	46.76%
Library Donations	4,818.50	7,366.18	5,000.00	147.32%
Rent-City Property	322.50	912.50	700.00	130.36%
	\$ 955,339.49	\$ 952,804.09	\$ 975,786.00	97.64%
Expenditures				
Salaries	165,880.24	174,179.03	385,470.00	45.19%
Bonuses	-	-	325.00	0.00%
Part-time Salaries/Seasonal	57,858.27	57,095.37	120,222.00	47.49%
Maint/PW Salaries	4,971.14	3,172.17	17,972.00	17.65%
Sick Pay Out	-	-	718.00	0.00%
FICA	17,318.84	17,706.06	40,415.00	43.81%
Retirement	13,282.89	12,807.28	34,604.00	37.01%
Health Insurance	56,215.08	57,731.52	112,032.00	51.53%
Life Insurance	59.38	63.42	126.00	50.33%
Longevity	-	-	3,591.00	0.00%
EAP Admin	-	100.00	100.00	100.00%
Workers' Comp Insurance	1,143.48	979.48	949.00	103.21%
Attorney/Consultant	-	-	275.00	0.00%
Electric	9,053.36	8,350.38	23,225.00	35.95%
Marketing	-	85.00	200.00	42.50%
Natural Gas	3,556.01	3,383.16	7,200.00	46.99%
Telephone	1,045.78	1,393.49	2,500.00	55.74%
Water Service	934.74	900.61	1,860.00	48.42%
Repair & Maintenance	4,244.58	2,981.01	7,000.00	42.59%
Maint/Contracted Services	32,928.21	33,659.21	50,000.00	67.32%
Program Supplies	303.12	497.00	1,000.00	49.70%
Office Supplies	7,143.50	5,329.75	8,000.00	66.62%
Computer Supplies	438.99	809.19	2,000.00	40.46%
Postage	185.12	159.30	600.00	26.55%
Publications & Subscriptions	33,076.47	37,208.11	88,000.00	42.28%
Prof Publications	946.46	962.00	1,600.00	60.13%
Donation Expenditures	2,661.50	5,979.55	3,000.00	199.32%
Travel & Training	1,240.09	3,443.91	6,000.00	57.40%
LSTA Grant Expenditure	6,329.04	-	6,329.00	0.00%
Operating Supplies	2,658.77	1,470.37	3,000.00	49.01%
Equipment/Capital Outlay	1,878.63	506.26	5,000.00	10.13%
Shared System Services	14,911.03	15,396.19	20,600.00	74.74%
Library Technology	1,192.36	1,840.72	3,000.00	61.36%
Employment Expenses	251.40	155.99	200.00	78.00%
Property Insurance	6,574.66	6,613.03	6,820.00	96.97%
	\$ 448,283.14	\$ 454,958.56	\$ 963,933.00	47.20%
Net Change in Fund Balance				
	\$ 507,056.35	\$ 497,845.53	\$ 11,853.00	
Fund Balance, Beginning of Year				
	\$ 60,413.26	\$ 60,413.26		
Fund Balance, End of Quarter/Year				
	\$ 558,258.79	\$ 72,266.26		

CITY OF CEDARBURG
DEBT SERVICE FUND
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	Budget	% Earned/ Expended
Revenues				
Property Taxes	1,502,211.00	1,817,184.00	1,817,184.00	100.00%
Interest Revenue	782.41	7,627.18	-	
Police Impact Fee	54,465.83	21,739.13	-	
Build America Bond Reimbursement	3,786.73	2,587.62	2,601.00	99.49%
Transfer from Capital Improvement	58,741.00	-	100,000.00	0.00%
Proceeds/Premium from Borrowing	47,376.20	-	-	
	\$ 1,667,363.17	\$ 1,849,137.93	\$ 1,919,785.00	96.32%
Expenditures				
2010 G.O. Notes	98,686.17	98,686.17	98,686.00	100.00%
2012 G.O. Note	532,362.50	529,862.50	556,850.00	95.15%
2015 G.O. Notes	365,200.00	431,850.00	454,650.00	94.99%
2016 G.O. Notes	455,806.25	457,156.25	541,538.00	84.42%
2018 State Trust Fund Loan	-	36,073.84	36,074.00	100.00%
2018 G.O. Bonds	-	134,907.49	151,707.00	88.93%
2018 TIF #4 Bonds	-	-	244,965.00	0.00%
	\$ 1,452,054.92	\$ 1,688,536.25	\$ 2,084,470.00	81.01%

Revenues Over/(Under) Expenditures	\$ 215,308.25	\$ 160,601.68	\$ (164,685.00)
Beginning Fund Balance	\$ 176,454.39	\$ 176,454.39	
Fund Balance, End of Quarter/Budget	\$ 337,056.07	\$ 11,769.39	

CITY OF CEDARBURG
TAX INCREMENTAL FINANCING DISTRICT NO. 4
HISTORICAL SUMMARY OF SOURCES, USES, AND STATUS OF FUNDS

	Year Ended Dec 31, 2018	Quarter Ended June 30, 2019	From Date of Creation
Sources			
Tax increments	-	-	
Investment Income	-	15,164.83	15,164.83
Proceeds from borrowing	3,415,000.00	-	3,415,000.00
	<u>\$ 3,415,000.00</u>	<u>\$ 15,164.83</u>	<u>\$ 3,430,164.83</u>
Uses			
Cash Grant (Development Incentive)	451,164.00	416,088.45	867,252.45
Repayment of City Advance	86,756.00	172,412.50	259,168.50
Interest on City Advance	568.00	38,080.11	38,648.11
Administrative Expense	23,523.00	7,632.94	31,155.94
	<u>\$ 562,011.00</u>	<u>\$ 634,214.00</u>	<u>\$ 1,196,225.00</u>
Net Sources (Uses)	\$ 2,852,989.00	\$ (619,049.17)	2,233,940
Beginning Fund Balance	\$ 2,796,226.88		
Ending Fund Balance	\$ 2,177,177.71		

CITY OF CEDARBURG
TAX INCREMENTAL FINANCING DISTRICT NO. 5
HISTORICAL SUMMARY OF SOURCES, USES, AND STATUS OF FUNDS

Year Ended Quarter Ended From Date
Dec 31, 2018 June 30, 2019 of Creation

Sources

Tax increments	-	-	
Public Charges for Services	13,000.00	-	13,000.00
	\$ 13,000.00	\$ -	\$13,000.00

Uses

Cash Grant (Development Incentive)	-	-	-
Administrative Expense	22,867.00	276.50	23,143.50
	\$ 22,867.00	\$ 276.50	\$23,143.50

Net Sources (Uses)	\$ (9,867.00)	\$ (276.50)	(10,144)
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Beginning Fund Balance	\$ (9,867.62)		
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Ending Fund Balance	\$ (10,144.12)		
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CITY OF CEDARBURG
TAX INCREMENTAL FINANCING DISTRICT NO. 3
HISTORICAL SUMMARY OF SOURCES, USES, AND STATUS OF FUNDS

	Year Ended Dec 31, 2018	Quarter Ended June 30, 2019	From Date of Creation
Sources			
Tax increments	288.57	390.45	1,136.02
Proceeds from borrowing	-	-	
	<u>\$ 288.57</u>	<u>\$ 390.45</u>	<u>\$ 1,136.02</u>
Uses			
Cash Grant (Development Incentive)	-	-	
Repayment of City Advance	-	-	
Interest on City Advance	-	-	
Administrative Expense	5,261.00	(3,616.39)	31,591
	<u>\$ 5,261.00</u>	<u>\$ (3,616.39)</u>	
Net Sources (Uses)	\$ (4,972.43)	\$ 4,006.84	
Beginning Fund Balance		\$(29,488.75)	
Ending Fund Balance		\$(25,481.91)	

CITY OF CEDARBURG
CAPITAL IMPROVEMENT FUND
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Revenues				
Property Taxes	915,000.00	1,235,000.00	1,235,000.00	100.00%
Street Improvements	-	-	-	
Equipment Replacement Reserve	-	-	-	
Storm Water Reserve	-	-	-	
Environmental	-	-	-	
Proceeds from Borrowing	1,512,078.45	-	50,000.00	0.00%
Special Assessments	-	397.07	-	
Local Road Improvements Grant	-	-	48,000.00	0.00%
Stormwater Grant	-	-	256,500.00	0.00%
DNR Grant - dams	-	-	-	
Library Impact Fees	47,610.19	19,002.89	-	
Interest Income	8,107.99	8,111.38	10,000.00	81.11%
Change in Market Value	(3,773.53)	7,658.94	-	
Transfer from General Fund	75,000.00	-	252,000.00	0.00%
Transfer from Cemetery	-	-	-	
Transfer from Parks/Playgrounds	-	-	80,000.00	0.00%
Sale/Rent of Property	1,665.00	24,262.50	30,000.00	80.88%
Miscellaneous	-	-	-	
Donations	-	-	-	
	<u>\$ 2,555,688.10</u>	<u>\$ 1,294,432.78</u>	<u>\$ 1,961,500.00</u>	<u>65.99%</u>
Expenditures				
City Hall Improvements	301,617.51	4,875.56	-	
Police Department Vehicle Replacements	54,644.90	34,695.69	40,000.00	86.74%
Fire Department Station Improvements	-	-	75,000.00	0.00%
Emergency Management Vehicle Replacements	-	5,062.00	-	
Emergency Management Siren Upgrades	20,891.95	5,222.98	22,000.00	23.74%
Equipment Replacement	23,950.00	291,237.00	510,000.00	57.11%
Street Improvements	260,538.05	6,950.00	710,000.00	0.98%
Sidewalk Replacements	45,128.18	48,870.38	45,000.00	108.60%
NR216 Compliance	15,794.94	8,200.84	40,000.00	20.50%
Stormwater Improvements	187,353.92	-	205,770.00	0.00%
Storm Sewer Capital Planning	520.00	-	-	
Prochnow	12,552.83	17,822.12	10,000.00	178.22%
Dam Studies	5,127.50	118,189.19	750,000.00	15.76%
Parks & Rec Vehicle Replacements	61,004.13	24,414.07	2.00	6.54%
Park Improvements	68,490.91	-	6,000.00	0.00%
Playground Equipment Replacement	-	85,959.23	80,000.00	59.57%
Transfer to Debt Service	58,741	0	100,000	0.00%
Paying Agent Fee	52,953	0	0	0.00%
	<u>\$ 1,169,308.92</u>	<u>\$ 651,499.06</u>	<u>\$ 2,593,772.00</u>	<u>25.12%</u>

Revenues Over/(Under) Expenditures	\$ 1,386,379.18	\$ 642,933.72	\$ (632,272.00)
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Beginning Fund Balance	\$ 807,661.48	\$ 807,661.48
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	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Ending Fund Balance	\$ 1,450,595.20	\$ 175,389.48		

ENVIRONMENTAL EXPENDITURES

	2015	2016	2017	2018	2019	Total
Revenues						
Property Tax	10,000.00	20,000.00			10,000.00	40,000.00
Proceeds from Borrowing					500,000.00	500,000.00
Transfer from Prochnow Trust Account				13,772.68		13,772.68
Total	\$ 10,000.00	\$ 20,000.00	\$ -	\$ 13,772.68	\$ 510,000.00	\$ 553,772.68
Expenditures						
Prochnow/Blank	17,910.39	27,243.75	19,649.17	40,784.80	17,822.12	123,410.23
Dams	13,227.33		13,357.50		118,189.19	144,774.02
	\$ 31,137.72	\$ 27,243.75	\$ 33,006.67	\$ 40,784.80	\$ 136,011.31	\$ 268,184.25

Beginning Balance	\$ 178,148.33	\$ 157,010.61	\$ 149,766.86	\$ 116,760.19	\$ 89,748.07	
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Ending Balance	\$ 157,010.61	\$ 149,766.86	\$ 116,760.19	\$ 89,748.07	\$ 463,736.76	
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CITY OF CEDARBURG
WATER RECYCLING CENTER
SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018 Actual	Q2 2019 Actual	2019 Budget	% Earned/ Expended
Revenues				
Special Assessment Revenue	-	11,990.32	-	
Residential Revenue	730,986.40	777,047.89	1,658,224.00	46.86%
Commercial Revenue	211,707.29	221,018.33	453,076.00	48.78%
Industrial Revenue	163,642.07	140,624.42	372,878.00	37.71%
Public Authority Revenue	34,111.91	34,132.15	71,809.00	47.53%
Misc. Revenue	682.36	254.71	-	
Sewer Connection Fee	70,318.66	31,405.55	-	
Reserve Capacity Fee	32,745.72	13,967.40	-	
Septage Hauler Fee	25,542.80	26,146.48	45,000.00	58.10%
Rent—City Property	1.00	1.00	1.00	100.00%
Sale --- City Property	-	15,000.00	-	
Interest	28,940.95	105,473.57	24,100.00	437.65%
	\$ 1,298,679.16	\$ 1,377,061.82	\$ 2,625,088.00	52.46%

Expenditures				
Administrative Labor & Benefits	148,944.48	147,615.51	326,518.00	45.21%
General Labor & Benefits	164,502.77	165,334.12	340,540.00	48.55%
Collection System Labor & Benefits	68,024.48	66,614.37	143,232.00	46.51%
Sludge Hauling	38,520.00	119,976.50	280,000.00	42.85%
Coagulants	2,569.16	6,065.29	14,200.00	42.71%
Other	59,760.80	62,025.15	171,000.00	36.27%
WWTP Maintenance	31,330.52	37,928.23	67,000.00	56.61%
Collection System	9,331.39	6,081.91	28,400.00	21.42%
Lift Stations	16,825.49	46,653.34	63,500.00	73.47%
Transportation	5,440.25	7,038.81	12,000.00	58.66%
Administrative Services	135,588.64	99,800.36	1,264,602.00	7.89%
Contingency Reserve	-	-	40,000.00	0.00%
Debt Service-Principal	-	-	55,000.00	0.00%
Debt Service-Interest	10,475.00	10,075.00	27,809.00	36.23%
Depreciation Expense	514,999.98	514,999.98	-	
	\$ 1,206,312.96	\$ 1,290,208.57	\$ 2,833,801.00	45.53%

Revenues Over/(Under) Expenditures	\$ 92,366.20	\$ 86,853.25	\$ (208,713.00)	
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Fund Balance, Beginning of Year	\$ 17,283,620.80	\$ 17,283,620.80		
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Fund Balance, End of Quarter/Budget Year	\$ 17,370,474.05	\$ 17,074,907.80		
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CITY OF CEDARBURG
INTERNAL SERVICE FUND - RISK MANAGEMENT
 SECOND QUARTER ENDED JUNE 30, 2019

	Q2 2018	Q2 2019	2019 % Earned/	
	Actual	Actual	Budget	Expended
Revenues				
Interest Income	8,232.90	10,328.67	10,000.00	103.29%
Change in Market Value	(9,091.46)	15,588.54	-	
Dividend Income (from CVMIC)	25,173.00	13,404.00	13,404.00	100.00%
Insurance Recoveries	15,635.18	9,231.40	-	
Charges to General Fund	278,049.24	249,871.15	252,474.00	98.97%
Charges to Cemetery Fund	762.80	716.41	716.00	100.06%
Charges to Recreation Programs Fund	5,107.12	4,741.97	4,742.00	100.00%
Charges to Swimming Pool Fund	10,018.65	9,378.19	9,378.00	100.00%
Charges to Library	7,718.14	7,592.51	7,593.00	99.99%
Transfer from WRC Fund	38,874.93	27,598.47	36,598.00	75.41%
	\$ 380,480.50	\$ 348,451.31	\$ 334,905.00	104.04%
Expenses				
Worker's Compensation	177,678.00	148,821.00	179,422.00	82.94%
Unemployment Compensation	742.60	245.09	-	
Property/Auto Insurance	65,224.00	69,312.00	68,367.00	101.38%
General Liability Insurance	63,588.00	65,841.00	64,810.00	101.59%
Employment Practices Insurance	12,349.65	14,025.00	14,965.00	93.72%
Boiler Insurance	1,366.00	1,196.00	1,421.00	84.17%
2011 Liability Claims Paid	-	-	-	
2013 Liability Claims Paid	-	-	-	
2016 Liability Claims Paid	562.40	-	-	
2017 Liability Claims Paid	7,468.30	-	5,000.00	0.00%
2018 Liability Claims Paid	51,890.37	6,502.50	5,000.00	130.05%
2019 Liability Claims Paid	-	7,775.84	15,000.00	51.84%
	\$ 380,869.32	\$ 313,718.43	\$ 353,985.00	88.62%

Net Gain/(Loss)	\$ (388.82)	\$ 34,732.88	\$ (19,080.00)
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Fund Balance, January 1	\$ 974,819.86	\$ 974,819.86
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Fund Balance, Quarter End/Budget	\$1,009,552.74	\$ 955,739.86
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CEDARBURG LIGHT & WATER COMMISSION

Investments Outstanding as of June, 2019

INFORMATION SENT TO CITY OF CEDARBURG QUARTERLY

<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Annual Yield Interest Rate</u>	<u>Institution</u>	<u>Amount</u>	<u>Purpose</u>
Certificate of Deposit	9/19/2018	9/19/2019	2.57%	Port Washington State Bank	\$484,609.30	Reserve for Future Capital Projects
Certificate of Deposit	1/23/2019	1/23/2020	2.65%	Port Washington State Bank	\$320,833.36	Reserve for Future Capital Projects
Certificate of Deposit	3/27/2019	3/27/2020	2.65%	Port Washington State Bank	\$322,961.39	Reserve for Future Capital Projects
Certificate of Deposit	11/27/2018	11/27/2019	2.72%	Port Washington State Bank	\$508,092.81	Reserve for Future Capital Projects
State Investment Pool:						
Account # 1 - System Revenue			2.42%	LGIP	\$711,374.22	For Operating Expense & Future Capital Projects
Account # 3 - Special Redemption Fund			2.42%	LGIP	\$0.00	For Principal & Interest Payments Final Bond payment was made October 2005
Account # 4 - Depreciation Fund				LGIP	\$0.00	Was required by 1994 Bond Issue; new Bond Issue not required. Dollars were tranferred to Account #1.
Account # 6 - Liability Insurance Reserve			2.42%	LGIP	\$75,811.31	Reserve for Future Liability Claims
Account # 8 - Impact Fee Reserve			2.42%	LGIP	\$100.40	Reserve for Impact Fee Revenues
				Total LGIP	<u>\$787,285.93</u>	
TOTAL LIGHT & WATER INVESTMENTS					<u><u>\$2,423,782.79</u></u>	

<u>Bank Balances as of June 30, 2019</u>	<u>Daily Interest Rate</u>	<u>Institution</u>	<u>Amount</u>	
Checking		Port Washington State Bank	\$412,884.40	with Checks Outstanding & Stubs "in transit"
Money Market Account	2.60%	Port Washington State Bank	\$6,494,468.38	\$289,373.67 is reserved for Impact Fee Revenues



Cedarburg Light & Water
Consolidated Balance Sheet
For the Six Months Ending 6/30/2019

	<u>Balance 6/30/2019 Current Month</u>	<u>Balance 2019 First of Year</u>	<u>Difference</u>
ASSETS AND OTHER DEBITS			
UTILITY PLANT			
Utility Plant - Utility Financed (101-107)	\$43,030,822.17	\$42,387,970.29	\$642,851.88
Utility Plant - Contributed (101-107)	11,967,154.93	11,996,119.45	(28,964.52)
Less: Accum. Provision for Depr. & Amort. - Utility Financed (111-116)	(15,123,663.61)	(14,412,430.76)	(711,232.85)
Less: Accum. Provision for Depr. & Amort. - Contributed (111-116)	(3,710,594.53)	(3,599,286.48)	(111,308.05)
Net Utility Plant	36,163,718.96	36,372,372.50	(208,653.54)
Total Net Utility Plant	36,163,718.96	36,372,372.50	(208,653.54)
OTHER PROPERTY AND INVESTMENTS			
Nonutility Property (121)	353,528.69	353,528.69	0.00
Less: Accum. Provision for Depr. and Amort. of Nonutility Property (122)	(305,816.28)	(305,816.28)	0.00
Net Nonutility Property	47,712.41	47,712.41	0.00
Special Funds (125-128)	2,400,480.47	2,380,965.77	19,514.70
Total Other Property and Investments	2,448,192.88	2,428,678.18	19,514.70
CURRENT AND ACCRUED ASSETS			
Cash and Working Funds (131)	121,665.29	324,287.81	(202,622.52)
Working Funds (135)	700.00	700.00	0.00
Temporary Cash Investments (136)	6,494,468.38	5,806,463.60	688,004.78
Customer Accounts Receivable (142)	1,113,742.41	1,177,135.99	(63,393.58)
Other Accounts Receivable (143)	63,139.18	63,916.74	(777.56)
Receivables from Municipality (145)	7,213.37	45,857.63	(38,644.26)
Materials and Supplies (151-163)	867,126.15	659,342.02	207,784.13
Prepayments (165)	37,395.12	4,878.16	32,516.96
Interest and Dividends Receivable (171)	23,302.32	13,068.09	10,234.23
Miscellaneous Current and Accrued Assets (174)	283,186.00	283,186.00	0.00
Total Current and Accrued Assets	9,011,938.22	8,378,836.04	633,102.18
DEFERRED DEBITS			
Other Deferred Debits (182-186)	819,093.97	828,687.90	(9,593.93)
Total Deferred Debits	819,093.97	828,687.90	(9,593.93)
Total Assets and Other Debits	\$48,442,944.03	\$48,008,574.62	\$434,369.41



Cedarburg Light & Water
Consolidated Balance Sheet
For the Six Months Ending 6/30/2019

	<u>Balance</u> <u>6/30/2019 Current Month</u>	<u>Balance</u> <u>2019 First of Year</u>	<u>Difference</u>
LIABILITIES AND OTHER CREDITS			
PROPRIETARY CAPITAL			
Capital Paid in by Municipality (200)	183,254.21	183,254.21	0.00
Unappropriated Earned Surplus - Non-Contributed (216.1)	36,002,291.51	36,002,291.51	0.00
Unappropriated Earned Surplus - Contributed (216.2)	8,696,079.76	8,696,079.76	0.00
Current Earnings - Non-Contributed (217.1)	505,725.94	0.00	505,725.94
Current Earnings - Contributed (217.2)	(139,633.23)	0.00	(139,633.23)
Total Proprietary Capital	45,247,718.19	44,881,625.48	366,092.71
CURRENT AND ACCRUED LIABILITIES			
Accounts Payable (232)	659,886.13	706,441.07	(46,554.94)
Payables to Municipality (233)	200,216.25	197,863.82	2,352.43
Customer Deposits (235)	75,522.43	54,992.43	20,530.00
Taxes Accrued (236)	452,579.85	452,579.85	0.00
Interest Accrued (237)	2,532.00	2,659.77	(127.77)
Tax Collections Payable (241)	64,616.52	24,909.58	39,706.94
Miscellaneous Current and Accrued Liabilities (242)	(12,274.06)	2,083.94	(14,358.00)
Total Current and Accrued Liabilities	1,443,079.12	1,441,530.46	1,548.66
DEFERRED CREDITS			
Customer Advances for Construction (252)	337,166.86	269,384.93	67,781.93
Other Deferred Credits (253)	1,414,979.86	1,416,033.75	(1,053.89)
Total Deferred Credits	1,752,146.72	1,685,418.68	66,728.04
Total Liabilities and Other Credits	\$48,442,944.03	\$48,008,574.62	\$434,369.41



Cedarburg Light & Water
Consolidated Income Statement
For the Six Months Ending 6/30/2019

	<u>Current Year</u>	<u>Budget</u>	<u>Current Year to Budget \$ Variance</u>	<u>Current Year to Budget % Variance</u>	<u>Prior Year</u>	<u>Current Year to Prior Year Variance</u>
UTILITY OPERATING INCOME						
Operating Revenues (400)	\$6,074,690.18	\$6,162,590.32	(\$87,900.14)	(1.43%)	\$6,229,107.53	(\$154,417.35)
Operating Expenses						
Operation and Maintenance Expense (401-402)	4,594,226.76	4,920,322.44	(326,095.68)	(6.63%)	4,768,643.23	(174,416.47)
Depreciation Expense (403)	639,557.28	657,196.02	(17,638.74)	(2.68%)	607,910.58	31,646.70
Taxes (408)	443,611.38	473,929.98	(30,318.60)	(6.40%)	435,046.32	8,565.06
Total Operating Expenses	5,677,395.42	6,051,448.44	(374,053.02)	(6.18%)	5,811,600.13	(134,204.71)
Net Operating Income (Loss)	397,294.76	111,141.88	286,152.88	257.47%	417,507.40	(20,212.64)
Utility Operating Income (Loss)	397,294.76	111,141.88	286,152.88	257.47%	417,507.40	(20,212.64)
OTHER INCOME						
Income from Nonutility Operations (417)	0.00	1,500.00	(1,500.00)	(100.00%)	490.00	(490.00)
Interest and Dividend Income (419)	110,065.59	94,000.02	16,065.57	17.09%	56,463.37	53,602.22
Miscellaneous Nonoperating Income (421)	(24,753.51)	0.00	(24,753.51)	0.00%	(25,834.85)	1,081.34
Total Other Income	85,312.08	95,500.02	(10,187.94)	(10.67%)	31,118.52	54,193.56
Total Income	482,606.84	206,641.90	275,964.94	133.55%	448,625.92	33,980.92
MISCELLANEOUS INCOME DEDUCTIONS						
Miscellaneous Amortization (425)	0.00	40,703.58	(40,703.58)	(100.00%)	0.00	0.00
Other Income Deductions (426)	114,879.72	119,374.98	(4,495.26)	(3.77%)	113,410.86	1,468.86
Total Miscellaneous Income Deductions	114,879.72	160,078.56	(45,198.84)	(28.24%)	113,410.86	1,468.86
Income Before Interest Charges	367,727.12	46,563.34	321,163.78	689.74%	335,215.06	32,512.06
INTEREST CHARGES						
Other Interest Expense (431)	0.00	450.00	(450.00)	(100.00%)	0.00	0.00
Total Interest Charges	0.00	450.00	(450.00)	(100.00%)	0.00	0.00
Net Income	367,727.12	46,113.34	321,613.78	697.44%	335,215.06	32,512.06
EARNED SURPLUS						
Unappropriated Earned Surplus (Beginning of Year) (216)	44,698,371.27	1,082,207.00	43,616,164.27	4,030.30%	42,245,010.88	2,453,360.39
Balance Transferred from Income (433)	367,707.02	474,197.46	(106,490.44)	(22.46%)	335,215.06	32,491.96
Miscellaneous Credits to Surplus (434)	1,000.00	0.00	1,000.00	0.00%	0.00	1,000.00
Appropriations of Income to Municipal Funds--Debit (439)	2,614.31	6,000.00	(3,385.69)	(56.43%)	2,138.68	475.63



Cedarburg Light & Water
Consolidated Income Statement
For the Six Months Ending 6/30/2019

	Current Year	Budget	Current Year to Budget \$ Variance	Current Year to Budget % Variance	Prior Year	Current Year to Prior Year Variance
Total Unappropriated Earned Surplus End of Year (216)	<u>\$45,064,463.98</u>	<u>\$1,550,404.46</u>	<u>\$43,514,059.52</u>	<u>2,806.63%</u>	<u>\$42,578,087.26</u>	<u>\$2,486,376.72</u>

Occupant Name	Location Zone	Address	Last Completed Date
Bridge - 4 Unit Apartments	City of Cedarburg	N69 W6833 Bridge Road	8/1/2019
Bridge - 4 Unit Apartments	City of Cedarburg	N69 W6855 Bridge Road	8/1/2019
Bridge - Alpine Gift Haus	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Anvil Pub & Grille	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Artscape Studio	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Cedar Creek Antiques	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Creekside Antiques	City of Cedarburg	N69 W6333 Bridge Road	8/1/2019
Bridge - Deni Storm Photography	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Dime A Dance	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Dorothy Gallun & Assoc	City of Cedarburg	N70 W5336 Bridge Road	8/1/2019
Bridge - GHD	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - I Am A Force 4 Good	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Masterworks	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Refabulous	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Sandra Pape Art Studio	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Summer Sounds	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - The Farm Mercantile	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - The Olive Sprig	City of Cedarburg	N70 W6364 Bridge Road	8/23/2019
Bridge - VACANT	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Bridge - Volcano	City of Cedarburg	N70 W6340 Bridge Road	8/23/2019
Lincoln - Flying Fur	City of Cedarburg	N28 W5901 Lincoln Boulevard	8/1/2019
Wash Ave - Anytime Fitness	City of Cedarburg	W63 N143 Washington Avenue	8/9/2019
Wash Ave - Elements Unleashed	City of Cedarburg	W63 N712 Washington Avenue	8/23/2019
Wash Ave - Jewelry Works	City of Cedarburg	W63 N706 Washington Avenue	8/23/2019
Wash Ave - Mother Loving Potions	City of Cedarburg	W63 N706 Washington Avenue	8/23/2019
Wash Ave - Special Events	City of Cedarburg	Washington Avenue	8/24/2019
Wash Ave - The Shinery	City of Cedarburg	W63 N706 Washington Avenue	8/23/2019
Wash Ave - VACANT	City of Cedarburg	W63 N706 Washington Avenue	8/23/2019