

**CITY OF CEDARBURG  
MEETING OF COMMON COUNCIL  
NOVEMBER 30, 2020 – 7:00 P.M.**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, November 30, 2020 at 7:00 p.m.** The meeting will be held online utilizing the zoom app. Information on how to access the meeting is attached to the meeting packet or can be requested by emailing: [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us).

**AGENDA**

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome, Barbara Lythjohan
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS\*\* Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item.
7. APPROVAL OF MINUTES – October 26, 2020 and November 9, 2020 Common Council minutes\*
8. NEW BUSINESS
  - A. Consider Ordinance No. 2020-14 levying property taxes on the General, Debt Service, Special Revenue, and Capital Improvement Funds for fiscal year 2021; and action thereon\*
  - B. Consider Ordinance No. 2020-15 appropriating the necessary funds for the operation of the Government and Administration of the City of Cedarburg for fiscal year 2021; and action thereon\*
  - C. Consider Ordinance No. 2020-16 appropriating the necessary funds for the 2021 Capital Improvement budget; and action thereon\*

- D. Consider Ordinance No. 2020-17 establishing the user charge schedule and appropriating the necessary funds for the Sewerage Fund for the operation of the Waste Recycling Center for fiscal year 2021; and action thereon\*
- E. Consider Ordinance No. 2020-18 appropriating the necessary funds for the operation of the Special Revenue Funds and adopting the indicated budgets for fiscal year 2021; and action thereon\*
- F. Consider Ordinance No. 2020-19 Increasing Allocated Funds in the Capital Improvement Fund for the Swimming Pool Improvements; and action thereon\*
- G. Consider Ordinance No. 2020-20 Increasing Allocated Funds in the General Fund, Water Recycling Fund and Library Special Revenue Fund; and action thereon\*
- H. Consider contract proposal from Symbiont Engineers for schematic layout of the future Water Recycling Center on the Zarling parcel and alternatives for conveyance from the existing center; and action thereon\*
- I. Consider contract proposal from Graef to complete Dam Break Hydraulic Analysis for the Woolen Mill Dams; and action thereon\*
- J. Consider changes to City Organizational Chart; and action thereon\*
- K. Discuss Covid-19 impact on Cedarburg and how to reduce the spread; and action thereon
- L. Consider the appointment of Jonathan P. Dunne as agent for Toto's Inc. dba Otto's Wine and Spirits-Cedarburg at W63 N157 Washington Avenue; and action thereon\*\*\*
- M. Consider payment of bills dated 11/06/2020 through 11/20/2020, transfers for the period 11/06/2020 through 11/24/2020 and payroll period 10/18/2020 through 10/31/2020; and action thereon\*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report\*
- B. Third Quarter Financial Report\*

10. COMMUNICATIONS

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

11. ADJOURNMENT

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

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

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

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

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

11/24/20

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



## **CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19**

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



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

## **CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC**

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



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

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

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

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



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

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

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

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

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

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

**CITY OF CEDARBURG  
COMMON COUNCIL  
October 26, 2020**

**CC20201026-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held online on Monday, October 26, 2020, utilizing the Zoom app.

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

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

                         Excused -       Barbara Lythjohan

                         Also Present -       City Administrator Mikko Hilvo, City Attorney Michael Herbrand, City Clerk Tracie Sette, City Planner Jon Censky, City Director of Engineering and Public Works Tom Wiza, and interested citizens and news media.

**STATEMENT OF PUBLIC NOTICE**

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

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**APPROVAL OF MINUTES**

Motion made by Council Member Thome, seconded by Council Member Bubnitz, to approve the October 12, 2020 minutes. Motion carried without a negative vote with Council Member Lythjohan excused.

**PUBLIC HEARING**

**OPEN PUBLIC HEARING REGARDING RESOLUTION NO. 2020-22 AMENDING THE COMPREHENSIVE LAND USE PLAN – 2025; CLOSE PUBLIC HEARING**

Upon Mayor O’Keefe opening the public hearing, Planner Censky explained the application submitted to the Plan Commission on June 1, 2020 for the development of the former Baehmann Driving Range property located at W73 N1122 Washington Avenue and asked for feedback to help guide the final design. At the September 3, 2020 meeting, the Plan Commission reviewed the applicant’s final proposal and since it reflected the discussion and feedback they offered at the

June 1st meeting, the Commission recommended amending the Land Use Plan and rezoning the property in accordance with Resolution No. 2020-22 and Ordinance No. 2020-12. More specifically, the request is to amend the use classification for this site, as shown on the City of Cedarburg 2025 Comprehensive Land Use Plan, from the Commercial, Industrial/Manufacturing, Medium-Density Residential (3.6 to 5.2 units/acre) and High-Density (10.9 to 16.1 units/acre) classifications to the Medium-Density Residential (3.6 to 5.2 units/acre) and High-Density Two-Family (5.2 to 10.8 units/acre) as shown on his attached concept plan (note: the single-family areas shown in light green and brown on their plan both fall within the Medium-Density Residential range and the two-family component falls within the High-Density Residential range).

Erica Turner – W66N732 Madison Ave – inquired as to the definition of high-density housing. She suggested apartments would offer more affordable housing. A representative from Neuman Development explained they do not offer apartments but support various lot sizes and duplex units to offer more affordable housing.

Ron Busch – N17W7074 Berkshire St – inquired about the tree line currently located on the property and hoped it will remain after construction is finished.

Ron Pace – N108W7169 Berkshire St – asked if a traffic impact study was done.

A motion was made by Council Member Bublitz to close the Public Hearing regarding Resolution 2020-22, seconded by Council Member Thome. Motion carried without a negative vote with Council Member Lythjohan excused.

**OPEN PUBLIC HEARING REGARDING ORDINANCE NO. 2020-12 TO REZONE THE 55.287 ACRE PARCEL LOCATED AT W73 N1122 WASHINGTON AVENUE; CLOSE PUBLIC HEARING**

Upon Mayor O’Keefe opening the public hearing, Planner Censky explained the applicant is requesting to rezone the (above) property from the P-1 (temporary) Zoning District to Rs-4 Residential Single-Family at the south end of the project (shown in light green on the plan) which matches the zoning of the lands directly to the south and Rs-5 Residential Single-Family District north thereof (shown in brown on the plan). The Rd-1 Two-Family Zoning District will be applied along the Washington Avenue frontage (shown in blue on the plan) at the northwest area of the site. The area shown as “Baehmann Park” will remain zoned P-1 Park and the stand of woods at the south east corner will be zoned A-1. Finally, the PUD Overlay District will be applied across the entire project area to tie this together as one unified 113-unit residential project. The project will consist of 15 townhouse building (30 units) within the proposed Rd-1 District, 36 single-family lots ranging in size from 10,400sf to 26,500sf within the proposed Rs-4 District and 47 single-family lots ranging in size from 8,400sf to 18,900sf within the proposed Rs-5 District.

This project will include all standard public road improvements with sidewalks, a future road at the northeast corner of the project connecting the City’s Business Park roadway to Hilltop Drive in the Town of Cedarburg, parkland dedication shown on the plan as the Baehmann Park and the



wooded preservation area at the southeast corner. The road rights-of-way and public parks will be dedicated to the City through the platting process.

In accordance with the PUD Ordinance, the Plan Commission through its review and the Common Council through its approval, must acknowledge any departure from the standards of the base underlying Zoning District:

**Rs-4 Single-Family Residential District, Sec. 13-1-45**

Code Sec	City Code Requirement	Applicant Requested Departure
(e)	<i>Lots shall be not less than ninety (90) feet in width at the setback line.</i>	Lots to be less than <b>eighty (80) feet</b> in width at the setback line.
(f)(5)	<i>The sum total of the floor area of the principal building and all accessory buildings shall not exceed thirty-six percent (36%) of the lot area; and the lot coverage for the principal buildings and accessory buildings shall not exceed thirty percent (30%) of the lot area.</i>	The sum total of the floor area of the principal building and all accessory buildings shall not exceed <b>forty percent (40%)</b> of the lot area; and the lot coverage for the principal buildings and accessory buildings shall not exceed <b>thirty-five percent (35%)</b> of the lot area.
(g)(1)	<i>There shall be a minimum setback of twenty-five (25) feet from the ROW of all streets.</i>	For corner lots there shall be a minimum <b>fifteen (15) feet</b> from the side street ROW.
(g)(2)	<i>There shall be a side yard on each side of the principal buildings of not less than eight (8) feet in width.</i>	Side yards on each side of all principal buildings shall not be less than <b>seven and one half (7.5) feet</b> .

**Rs-5 Single-Family Residential District, Sec. 13-1-46**

Code Sec	City Code Requirement	Applicant Requested Departure
(e)	<i>Lots shall be a minimum of 8,400 square feet in size.</i>	Lots to be a minimum of <b>8,000</b> square feet in size.
(f)(5)	<i>The sum total of the floor area of the principal building and all accessory buildings shall not exceed thirty-six percent (36%) of the lot area; and the lot coverage for the principal buildings and accessory buildings shall not exceed thirty percent (30%) of the lot area.</i>	The sum total of the floor area of the principal building and all accessory buildings shall not exceed <b>forty percent (40%)</b> of the lot area; and the lot coverage for the principal buildings and accessory buildings shall not exceed <b>thirty-five percent (35%)</b> of the lot area.
(g)(1)	<i>There shall be a minimum setback of twenty-five (25) feet from the ROW of all streets.</i>	For corner lots there shall be a minimum <b>fifteen (15) feet</b> from the side street ROW.

**Rd-1 Two-Family Residential District, Sec. 13-1-50**

Zero lot line development (*Conditional Use Required*), Sec 13-1-50(d)

Code Sec	City Code Requirement	Applicant Requested Departure
(d)(2)(a)	<i>Lots shall be a minimum of 6,000 square feet in size.</i>	Lots to be a minimum of <b>4,000</b> square feet in size.
(d)(2)(a)	<i>Lots shall be not less than fifty (50) feet in width at the setback line.</i>	Lots to be not be less than <b>thirty-three and one half (33.5) feet</b> in width at the setback line.
(d)(2)(b)	<i>There shall be a minimum setback of thirty (30) feet from the ROW of all streets.</i>	For corner lots there shall be a minimum <b>twenty-five (25) feet</b> from the side street ROW.
(d)(2)(b)	<i>There shall be a side yard on one side of the principal buildings of not less than ten (10) feet.</i>	Side yards on one side of all principal buildings shall not be less than <b>seven and one half (7.5) feet</b> .
(f)(4)	<i>The sum of the floor area of the principal two (2) family building and all accessory buildings shall not exceed forty percent (40%) of the lot area.</i>	The sum of the floor area of the principal two (2) family building and all accessory buildings shall not exceed <b>sixty percent (60%)</b> of the lot area

Council Member Arnett appreciated the engineering and planning that went into this plan and is in support of the project.

Council Member Burkhart acknowledged that while this project will alleviate housing inventory problems, she is not in favor of this project and the deviations from current Code.



Council Member Bublitz expressed concern for smaller lot sizes but is in support of this project. Tim Seeke – N108 W7152 Berkshire St – expressed concerns about proper drainage for this project and is hopeful the dead ash trees will be removed.

A discussion ensued regarding storm sewer utility lines running between lot numbers 29 & 30 versus lot 30 & 31. Director Wiza expressed concerns with the ability to fit utility trucks between lots 30 & 31 and requested the lines be installed between lots 29 & 30.

A motion was made by Council Member Bublitz to close the Public Hearing regarding Ordinance 2020-12, seconded by Council Member Thome. Motion carried without a negative vote with Council Member Lythjohan excused.

### **NEW BUSINESS**

#### **CONSIDER RESOLUTION NO. 2020-22 AMENDING THE COMPREHENSIVE LAND USE PLAN – 2025; AND ACTION THEREON**

A motion was made by Council Member Bublitz to approve Resolution 2020-22 to amend the Comprehensive Land Use Plan – 2025, seconded by Council Member Thome. Motion carried without a negative vote with Council Member Lythjohan excused.

#### **CONSIDER ORDINANCE NO. 2020-12 TO REZONE THE 55.287 ACRE PARCEL LOCATED AT W73 N1122 WASHINGTON AVENUE; AND ACTION THEREON**

A motion was made by Council Member Thome to approve Ordinance 2020-12 to rezone 55.287 acre parcel located at W73 N1122 Washington Ave to RS4, RS5, P1, A1, RD4, the PUD overlay district and to include comments above regarding storm sewer management, seconded by Council Member Arnett. Motion carried with one negative vote from Council Member Burkhart with Council Member Lythjohan excused.

#### **CONSIDER GRANTING A TIME EXTENSION TO SUPER-WESTERN FOR COMPLETION OF THE HWY 60 BUSINESS PARK GRADING; AND ACTION THEREON**

The City awarded a contract to Super-Western to grade the HWY 60 Business Park. The contract had about a two-month window to complete the work, and the urgency was mostly related to preparing the Wilo site. Super-Western has been focusing on the Wilo site, and that area will be complete by the Nov. 1st deadline. Other areas of the business park, however, will need more time. Super-Western is requesting a contract time extension based on the following:

- Delays in the issuance of required DOT permits for work along Hwy 60.
- Delays associated with the We Energies abandonment of an existing buried electric service.
- The presence of buried debris in the south pond which has complicated grading operations.
- Wet weather

Super-Western is requesting the contract substantial completion date be moved to November 20, 2020.

A motion was made by Council Member Arnett to grant the extension to Super-Western for completion of the Hwy 60 Business Park grading, seconded by Council Member Thome. Motion carried without a negative vote with Council Member Lythjohan excused.

**CONSIDER ORDINANCE NO. 2020-136 ANNEXING THE 3.768 ACRES AT 6620 SUSAN LANE IN THE TOWN OF CEDARBURG TO THE CITY OF CEDARBURG; AND ACTION THEREON**

City Planner Censky explained to the Council Members that last February 24, 2020 the Council referred the applicant's annexation petition to the Plan Commission for their review and recommendation as is required by State Law. Due to the uncertainty of the economic climate earlier this year, the applicant held off on pursuing annexation until now. Accordingly, now that the applicant's comfort level on the economy is higher, he presented his petition to the Plan Commission on September 3, 2020 and received a positive recommendation to annex the site and that was by unanimous vote.

Section 13-1-40(f) requires that annexed areas be placed in the Rs-1 Single-Family Zoning District until an ordinance is created for permanent zoning. Ultimately, the applicant will pursue rezoning the property to the Rs-4 Single-Family District to match adjacent zoning. Staff recommends approval, subject to the site being zoned Rs-1 Single-Family Residential District.

A motion was made by Council Member Thome to approve Ordinance 2020-13 annexing 3.768 acres at 6620 Susan Lane in the Town of Cedarburg to the City of Cedarburg, seconded by Council Member Bublitz. Motion carried with Council Member Lythjohan excused.

**DISCUSS THE PROPOSED COMPLETION OF SUSAN LANE AND OPENING THE ROAD TO THROUGH TRAFFIC IN 2021; AND ACTION THEREON**

Matt Hahm is in the process of annexing a 3.77-acre parcel on the north side of Susan Lane between Holly Lane and Susan Court. The development plan calls for 7 single family lots on a cul de sac street connecting to Susan Lane. When this project is developed, it would leave a mere 150-foot gap of Town land on the north side of Susan Lane. Since Susan Lane is shown on the Official City Map as a continuous street, staff is recommending that the Susan Lane pavement be completed as part of the development. The south half of the pavement would be paid by the City, as the fronting property is City owned, and the north half would be borne by the developer. This would be established as part of the developer's agreement, which will ultimately be presented to the Common Council when the final plat is submitted. The Council discussed concerns of increased traffic speeds on Susan Lane once this project is complete. A final development agreement is forthcoming.

Members of the community expressed concerns with traffic speed as well as noise control on Susan Lane.

A motion was made by Council Member Verhaalen to open the road to through traffic on Susan Lane in 2021, seconded by Council Member Burkart. Motion carried with Council Members Arnett, Burkart, Verhaalen, Simpson and Thome voting aye, Council Member Bublitz opposed and Council Member Lythjohan excused.

**CONSIDER MAYORAL APPOINTMENTS FOR PUBLIC ART COMMISSION; AND ACTION THEREON**

With the unfortunate passing of Paul Yank, Mayor O’Keefe was happy to recommend the appointment of Susan Hale to the Public Arts Commission. Ms. Hale is an accomplished artist and is known throughout the Midwest.

A motion was made by Council Member Bublitz to approve the appointment of Susan Hale to the Public Arts Commission, seconded by Council Member Arnett. Motion carried without a negative vote with Council Member Lythjohan excused.

**CONSIDER ENGINEERING PROPOSALS RECEIVED FOR THE 2021 STREET UTILITY AND ASPHALT REPAIR PROJECTS; AND ACTION THEREON**

Staff requested proposals from a total of five engineering consulting firms for design of the 2021 Street and Utility Project and the 2021 Asphalt Pavement Repair Project. A detailed request for Proposal (RFP) was sent to each firm, and the scope of work has been well defined. All five firms submitted responsive proposals, and the lowest overall fee for design services was submitted by R.A. Smith. The 2021 Street and Utility Project includes the reconstruction of Evergreen Boulevard from Western Road to Bridge Road. Evergreen Boulevard will receive new asphalt pavement and open graded base from curb to curb, with spot replacement of defective sidewalk and curb. Storm sewer will be replaced in segments as well as some of the catch basins and leads. The 2021 Asphalt Pavement Repair Project includes Washington Avenue from Hamilton Road to Center Street. Washington Avenue will receive a new surface layer of asphalt pavement over the existing concrete base from curb to curb, with spot replacement of defective concrete base, sidewalk, and curb. Staff recommends award of the engineering design for the 2021 projects to R.A. Smith based on their low fee of \$24,200.00.

A motion was made by Council Member Thome to award the engineering project to R.A. Smith, seconded by Council Member Burkart. Motion carried without a negative vote with Council Member Lythjohan excused.

**CONSIDER OVERVIEW OF 2021 BUDGET**

A discussion ensued about the 2021 City budget. Administrator Hilvo explained health insurance costs may be increased at a rate higher than 12%. He will know soon and inform the Council. Since it is not an option to increase taxes, the Council discussed the need to find alternative ways to cut the budget. No action was taken by the Council.

**CONSIDER CLASS “B” FERMENTED MALT BEVERAGE LICENSE APPLICATION OF DK ENTERPRISES INC., W62 N601 WASHINGTON AVENUE, FOR DARYL KRANICH, AGENT, PREMISES TO BE LICENSED: W62 N601 WASHINGTON AVENUE, KNOWN AS CREAMY PIG; AND ACTION THEREON**

Motion made by Council Member Bublitz, seconded by Council Member Simpson, to approve a Class “B” Fermented Malt Beverage License to DK Enterprises, Inc. W62 N601 Washington Avenue, for Daryl Kranich, agent, premises to be licensed: W62 N601 Washington Avenue, known as Creamy Pig. Motion carried without a negative vote with Council Member Lythjohan excused.

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

Motion made by Council Member Bublitz, seconded by Council Member Simpson, to approve new Operator License applications for the period ending June 30, 2021 for Tyler J. Bell and renewal Operator License applications for the period ending June 30, 2021 for Anne E. Johnson and Benjamin Voith. Motion carried without a negative vote with Council Member Lythjohan excused.

Motion made by Council Member Burkhart, seconded by Council Member Bublitz, to approve the request from Wollersheim Winery Inc (Cedar Creek Winery) to add a contiguous portion of the Cedar Creek Settlement to their premise description in which a portion is being relinquished by Donna Taylor (Cream & Crepe Café). Motion carried without a negative vote with Council Member Lythjohan excused.

**CONSIDER PAYMENT OF BILLS DATED 10/09/2020 THROUGH 10/16/2020, TRANSFERS FOR THE PERIOD 10/10/2020 THROUGH 10/23/2020 AND PAYROLL PERIOD 10/04/2020 THROUGH 10/17/2020; AND ACTION THEREON**

Motion made by Council Member Thome, seconded by Council Member Bublitz, to approve payment of bills dated 10/09/2020 through 10/16/2020, transfers for the period 10/10/2020 through 10/23/2020, and payroll for period 10/04/2020 through 10/17/2020. Motion carried without a negative vote with Council Member Lythjohan excused.

**ADMINISTRATOR’S REPORT**

In addition to the report included with the Council packet, Administrator Hilvo wanted to inform the Council of a new video on the City’s website depicting trick or treat in the City this year.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** – n/a

**COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Bublitz explained that Mequon/Thiensville schools will be changing the method of teaching to virtual learning next week due to Covid concerns. It is her hope everyone stays safe so kids may remain in school.

**MAYOR REPORT**

Mayor O'Keefe highlighted the book Lab Girl, which he explained is a good inspirational book. The Library currently is holding a reading event with this book and the Mayor encourages people to check out a copy. He also wished to thank Mary Sheffield for her years of service with the City and wishes her well with future endeavors.

**ADJOURNMENT**

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to adjourn the meeting at 9:10 p.m. Motion carried without a negative vote with Council Member Lythjohan excused.

Tracie Sette  
City Clerk

**CITY OF CEDARBURG  
COMMON COUNCIL  
November 9, 2020**

**CC20201109-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held online on Monday, November 9, 2020, utilizing the Zoom app.

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

Roll Call:           Present - Mayor Michael O'Keefe, Council Members Sherry Bublitz (8:02 p.m.), Jack Arnett, Kristin Burkart, Rick Verhaalen, Patricia Thome, Barbara Lythjohan

Excused - Council Member Robert Simpson

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Payroll/Human Resources Kelly Livingston, Library Director Linda Pierschalla, Parks, Recreation, and Forestry Director Danny Friess, Director of Engineering and Public Works Tom Wiza, Assistant Engineer Mike Wieser, Police Chief Thomas Frank, Fire Chief Jeff Vahsholtz, Water Recycling Center Superintendent Eric Hackert, Forrester Kevin Westphal, 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.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**- None

**APPROVAL OF MINUTES**

The October 26, 2020 minutes will be presented at the November 30, 2020 meeting for approval.

**PUBLIC HEARING – PROPOSED 2021 CITY BUDGET**

Mayor O'Keefe opened the public hearing on the proposed 2021 City Budget at 7:02 p.m.

City Administrator Hilvo explained that the proposed budget requires a \$0.01 rate increase. The priorities for 2021 are Streets, Forestry Operations, and Public Safety. The increase will result in a \$2.80 increase on the average home price of \$280,000. An increase of \$13,103 increases the tax rate by \$0.01.

City Administrator Hilvo presented the proposed 2021 City Budget as follows:

- The total increase in the levy is \$384,475; 3.7% increase;
- The 2020 growth allowed for a levy increase of \$376,655, which would keep the same rate; the levy limit will allow an increase of \$517,941, or an additional \$133,466 over what is currently proposed;
- The assessed value increased from \$1,310,325,200 to \$1,356,239,540, which is a \$45,914,340 increase, or 3.5%;
- The largest levy increase is in the TIF District and Debt Service Levy. TIF District increase is \$54,178; 157.7%. The Debt Service increase is \$252,801; 15.2%.

Major General Fund changes from 2020:

- Expenditures:
  - General Government decreased (\$101,940); (7.76%);
  - Public Safety increased \$255,475; 5.86%;
  - Engineering/Public Works increased \$63,736; 2.31%;
  - Parks, Recreation & Forestry increased \$34,169; 3.69%;
  - Conservation & Development decreased (\$27,443); (26.26%);
  - Transfers to funds increased \$384,800.
- Individual Departmental increases and decreases were reviewed; summary of changes include:
  - Elimination of longevity pay resulting in a \$43,018 savings annually beginning 2021.
  - Health insurance premium increase of \$151,057 or 23.5%.
  - Decrease in employee relations based on reduction in professional services. Increase in Administration for annual salary increase; professional membership dues and travel/training requirements.
  - Decrease in Clerk's budget due to fewer elections.
  - Contracting for Assessor services resulted in a \$59,642 annual savings.
  - Non-renewal of health insurance consultant contract for a savings of \$18,400. Loss of interest income, office fees, license fees, and room tax funds has led to a decrease in revenue.
  - Public Works State transportation revenues increased by \$98,098; 12.23%.
  - Police Department budget increased for full staffing levels for 2021 and salary increases.
  - The Fire Department budget increased for a full year of a full-time firefighter/AEMT and adding one (1) full-time staff in July 2021. The Department will have a part-time Chief, full-time Fire Inspector/Firefighter/AEMT, and two (2) full-time Firefighter/AEMT by August 2021.
  - Building Inspection expects a slight decrease in revenues in 2021. This is a self-supporting department that is estimated to bring in revenue of \$4,885 after covering all building inspection costs.
  - Engineering/Public Works is increasing due to City Engineer retirement payouts and SEH telecom consulting fees.
  - Parks, Recreation & Forestry's increase of net revenue in the amount of \$36,777 (4.76%) will help in funding forestry operations in 2021. \$30,000 has been added for tree planting and \$50,000 has been added for stump grinding in contracted services.
  - Recreation programs fund balance is used for supporting the pool operation in 2021 in the amount of \$6,982.
  - A levy increase of \$20,000 was given to the Library to assist with paying for annual raises, retirement payouts, and books.



- Non-renewal of the Economic Development Coordinator contract results in savings of \$27,443 or a 28.06% decrease.
- Initial Department budget requests that were removed were reviewed.
- Revenues:
  - Property Taxes increased \$145,222; 2.09%;
  - Intergovernmental Revenues increased \$111,014; 8.36%;
  - Regulation and Compliance decreased (\$2,296); (0.61%);
  - Law and Order Violations remain the same;
  - Public Charges for Services decreased (\$4,100); (3.33%);
  - Intergovernmental Charges increased \$32,155; 12.47%;
  - Commercial Revenues decreased (\$64,978); (18.50%).
- Proposed use of Fund Balance (\$483,800) for 2021 includes:
  - \$70,000 transfer to Capital for accounting software;
  - \$200,000 transfer to Capital for storm sewers;
  - \$100,000 transfer to Capital for streets;
  - \$13,800 transfer to Capital for file server;
  - \$100,000 for Dam repairs;
  - The total estimated Fund Balance at the end of 2020 is \$3,822,682; minimum required unassigned fund balance per City policy is \$1,616,524; maximum unassigned fund balance per City policy is \$2,424,786.

**Capital Improvement Fund – Seven Year Funding Plan:**

- The levy is decreasing by 3.3% in 2021;
- The capital improvement fund levy is 15.21% of the total levy;
- Full amount needs to be levied to fund purchase/projects rather than keeping it consistent from year to year and avoiding any expenditure restraint issues;
- Public Works streets, equipment and storm sewers make up majority of expenditures each year (67% in 2020 and 74% in 2021);
- Dam Repair (Woolen Mill Dam) budgeted for 2021 in the amount of \$600,000. \$300,000 from the Environmental Reserve Fund and 50% matching DNR Grant Funding of \$300,000. No effect on tax rate.

**Tax Incremental Districts:**

- TID No. 3 – Mill and Washington Development – Developer paid \$25,000 to City for administration and TID creation charges incurred when the TID was created. Site is proposed to add value in January 2021 after completion of Townhomes; no payment on value added until 2022.
- TID No. 4 – Amcast Remediation – No increment in 2021. Expenditures for 2021 are estimated at \$689,710 with an ending fund balance of \$206,915 at the end of 2021.
- TID No. 5 – Arrabelle Development – Proposed tax increment is budgeted at \$228,646 with a developer's incentive payment of \$224,021 in 2021.
- TID No. 6 – Hwy 60 Business Park – Borrowing revenue is \$6,467,832 in 2020 with expenditures estimated at \$1,590,845. End of 2020 fund balance is estimated at \$4,876,987. 2021 budgeted revenues are \$1,985,045 with expenditures of \$6,498,017. Ending fund balance for 2021 is budgeted to be \$364,015.

**Debt Service:**

- The debt service levy is increasing \$252,801 for a total levy of \$1,917,470;
- Equalized Tax Rate is \$1.24/\$1,000 of value;
- The City has \$21,460,558 in outstanding debt.

**Special Revenue Funds:**

- Cemetery is estimated to end 2020 with an increase of \$38,151 to the fund balance;
- Room tax revenue decreased considerably in 2020 and is expected to remain lower than normal for 2021;
- Recreation Programs – ending fund balance for 2021 is proposed at \$88,349;
- Swimming Pool – no increase in the levy, due to use of Rec Program fund balance;
- Park sub-divider deposit fund – estimated fund balance for the end of 2021 is \$417,638.

**Special Revenue Fund – Library:**

- The 2021 proposed levy is \$758,194;
- The Library levy is 12.19% of the total levy;
- Revenues are increasing 3.06%; expenditures are increasing by 8.44%;
- The largest tax supported special revenue fund is the Library;
- The levy is increasing for the cost of operations for the year, to help sustain the fund balance;
- A fund balance decrease of \$50,310 is projected for 2021;
- Capital projects for the Library have been included in the 7-year Capital plan to maintain the building.

**Internal Service – Risk Management:**

- Accounts for all insurance costs of the City;
- Revenues are transfers from other funds, dividend income and insurance and wage recoveries increased by 0.83%;
- Expenditures are premiums and claims, legal fees associated with claims increased by 2.48%, due to property insurance, employment practices and boiler insurance. Workers' compensation insurance decreased by 2.35%.

**Water Recycling Center:**

- The Water Recycling Center is not supported by taxes but user fees;
- New rates were established for 2020 to help fund the collection and equipment replacement funds to reduce borrowing in the future;
- The flow rate is remaining the same at \$7.55/1,000 gallons;
- The holding tank and septage hauler fees are remaining the same, \$9.44/1,000 gallons and \$49.50/1,000 gallons respectively;
- The monthly connection fee is remaining the same at \$15/month;
- Revenues are decreasing by 2.80%; expenditures are increasing by 2.76%;
- Projected Fund Balance at the end of 2021 is \$16,460,278.

Mayor O'Keefe was impressed with only a \$0.01 increase even though the health insurance premium increase was more than projected.

In answer to Council Member Arnett's question, City Administrator Hilvo explained that the increased health insurance premium costs were covered by not replacing a Public Works vehicle (\$80,000) as planned.

Council Member Thome thanked Finance Director/Treasurer Mertes, City Administrator Hilvo, and staff for a great budget and thorough presentation.

Mayor O'Keefe opened the discussion for public comment.

DeWayna Cherrington, N32 W7512 Cedar Pointe Ct., serves as President on the Library Board. She stated that she was pleased in the investments and priorities made by the Common Council including major repairs to streets and investing in the parks and forestry. These are some of the reasons that people want to live in Cedarburg, to enjoy the vistas and well-maintained infrastructure. As we welcome visitors to our community it shows them what we care about. The Library is another major reason to be proud of Cedarburg. It is a factor in making Cedarburg a special place to live. The Library offers so many things that make our lives good. It is one of the few places you can enjoy free internet service without purchasing anything; which aids students, those seeking employment, businessmen and women, and senior citizens. The Friends of the Library Book Store is the only place to browse and purchase books in the City. They help to create a healthy community by offering relationship building in groups and classes and discussions in person or via zoom. They train individuals and have available some of the newest technology available. All of this is offered by professionally trained staff who have multiple advanced degrees among them. The Board has known for years that they were not able to pay staff a comparable wage compared to nearby communities. The Board thanked City Administrator Hilvo for his work on researching the areas compensation for professional staff. She thanked the Council's Personnel Committee for their recommendations. They are now inching their way forward and this year they will be able to boost the Librarians' compensation to a comparable range. They still have many financial concerns as the new building is not so new anymore. They are looking towards additional maintenance of the structure and replacement of equipment. The Library is also far below the recommended expenditure on materials, books, periodicals, and websites that the State recommends for a City our size. At her house, they know that quality counts and costs a bit more. Many of her friends and neighbors are happy that the Council is looking to boost the tax levy so Cedarburg can maintain its high level of services and quality of life.

Motion made by Council Member Thome, seconded by Council Member Burkart, to close the public hearing at 7:34 p.m. Motion carried without a negative vote with Council Members Bublitz and Simpson excused.

## **NEW BUSINESS**

### **CONSIDER PROPOSED 2021 BUDGET; DISCUSSION AND DIRECTION THEREON**

City Administrator Hilvo asked for any further direction of the Common Council on the proposed 2021 budget, as the final budget will be presented at the November 30 meeting for final approval.

Council Member Burkart thanked City Administrator Hilvo, Department Heads, and staff for listening to the Council Members concerns and presenting this final budget. She understood that it was a struggle, and it is appreciated.

Mayor O’Keefe explained that discussion on this proposed 2021 budget has been a long drawn out process that began in June. The Council has been working hard up to this point; which is why there has not been many comments tonight by the Council Members.

Motion made by Council Member Thome, seconded by Council Member Lythjohan, to approve the proposed 2021 Budget as presented. Motion carried on a roll call vote with Council Members Arnett, Burkart, Verhaalen, Thome, and Lythjohan voting aye and Council Members Bublitz and Simpson excused.

Council Member Arnett explained that \$483,000 was used from the fund balance for this budget. This would have resulted in another 35¢ increase, if levied.

**CONSIDER RESOLUTION NO. 2020-23 FOR MARY SHEFFIELD; ECONOMIC DEVELOPMENT COORDINATOR; AND ACTION THEREON**

Motion made by Council Member Thome, seconded by Council Member Arnett, to approve Resolution No. 2020-23 honoring Economic Development Coordinator Mary Sheffield. Motion carried without a negative vote with Council Members Bublitz and Simpson excused.

**CONSIDER VACATION OF BACKYARD UTILITY EASEMENT FOR CEDARWOOD SUBDIVISION; AND ACTION THEROEN**

Director of Engineering and Public Works Wiza explained that Ryan Olsen has purchased a vacant lot in Cedarwood Subdivision on Park Circle, and he intends to build a house on it in the future. When Cedarwood Subdivision was originally platted in 1962, the plat included a 20-foot utility easement which ran through the middle of the backyards on lots 7 through 12. At Mr. Olsen’s request, staff investigated the purpose for this easement and discovered that no City utilities run through this section. Staff also requested a utility location for these properties, and found that there is no buried electric, telephone, or cable tv within the easement. Everything is located in the front yard or street right-of-way. Given that the easement contains no utilities and has been encroached on by many other properties in the subdivision, staff is recommending vacating this easement.

Council Member Verhaalen recused himself from this item.

In answer to Council Member Arnett’s question, Director Wiza said that there is sanitary sewer between lots 5 and 6 and they are not part of the vacation.

City Attorney Herbrand added that this is a partial release of easement for lots 7 – 12.

Motion made by Council Member Burkart, seconded by Council Member Lythjohan, to vacate the backyard utility easement for lots 7-12 in the Cedarwood Subdivision. Motion carried without a negative vote with Council Member Verhaalen recused and Council Member Simpson excused.

**MAYOR'S REPORT – PROCLAMATION FOR CHAMBER OF COMMERCE – 75<sup>TH</sup> ANNIVERSARY**

Mayor O'Keefe congratulated and expressed appreciation to the Chamber of Commerce for their contributions to the City of Cedarburg.

Motion made by Council Member Thome, seconded by Council Member Burkart, to accept the Proclamation recognizing the Chamber of Commerce on their 75<sup>th</sup> Anniversary. Motion carried without a negative vote with Council Member Simpson excused.

**NEW BUSINESS – CONTINUED**

**DISCUSSION ON WOOLEN MILLS DAM; AND ACTION THEREON**

City Administrator Hilvo explained that the estimated cost of repairs is \$800,000 but could change based on DNR requirements. The 2021 budget includes \$300,000 from the environmental reserves fund, \$100,000 from Fund Balance, and \$400,000 from a matching DNR grant. A Cedarburg Dam Perpetuity Fund does exist to assist with dam repairs in the future but would not be able to help with repairs in 2021.

City Administrator Hilvo explained that another option is to hire a consulting firm to do a feasibility study on the effects of dam removal. The estimated cost is \$38,100 (base) up to \$66,600 with other optional tasks. There is potential for grant funding through the Fund for Lake Michigan for the feasibility study. This would require that the Council considers removal of the dam or dams and approve staff to apply for the grant. The pre-proposal application was due October 31; however, there is still time to get an application completed in time for their December Board meeting. Actual costs of dam removal have not been determined but based on several studies it is less expensive to remove a dam than repair it. With a deadline approaching for a grant application on a feasibility study and a DNR deadline of either dam repairs or removal of December 2021, it is important for the Council to evaluate the importance of the dam(s) in Cedarburg. If the City chooses to repair the dams, the DNR would need a plan provided to them by April 2021.

Mayor O'Keefe stated that while only a discussion of the Woolen Mills dam is on the agenda tonight, the Council's actions regarding it are greatly impactful on the entire dam issue; he felt a discussion of the Cedarburg dams in general is acceptable.

Mayor O'Keefe explained that there are three dams in the City of Cedarburg, the Woolen Mills Dam near the Cedar Creek Settlement and mill, the Columbia Mills Dam near the BMO Harris Bank at Columbia Road and Highland Drive, and the Ruck Dam near Portland Road and Columbia Road – visible from the patio of Rebellion Brewing, certainly one of the best spots in all of Cedarburg. The City conducted necessary repairs on the Columbia Mills dam in late 2019 to early 2020, in conjunction with the construction of a new water treatment lift station, and the City is set there. He further stated that the Council needs to determine their course of action for the Woolen Mills dam.

Mayor O'Keefe stated that Cedarburg was founded in its existing location due to the existence of Cedar Creek, allowing for the use of hydropower and our dams to power the woolen and grist (or grain) mills. Cedarburg is here because of the dams. They are greatly admired and appreciated for

their beauty as well as their historic significance by visitors and citizens alike. Photos and paintings of Cedarburg's aesthetic beauty often feature our gorgeous dams.

Mayor O'Keefe explained that he received emails and phone calls from many persons responsible for keeping Cedarburg the uniquely historic and vibrant community it is today. There has been unanimous support for the dams from those astute and wise enough to have launched our historic preservation movement and many of the other brilliant ideas that have made Cedarburg the incredible place it is today. Cedarburg did not happen by accident. And it did not become the place it is today by listening to outsiders who have an agenda beyond the best interests of our Community.

Mayor O'Keefe stated that this issue is so important to the future of Cedarburg that he wanted to make his position perfectly clear by saying that, *"I was elected on a vow to preserve and protect the historic integrity of this City, and I will fight to keep our precious dams.* As Mayor of the City of Cedarburg, I will do everything in my power to thwart any effort to remove these beautiful dams and will support their repair and preservation. I do not support a dam removal study. Why should we spend \$40-60 thousand dollars in taxpayer money or seek a monetary grant to conduct a study of something we should not do, something we should have no intention of doing? It would be like conducting a study to measure the ramifications of removing our historic mills, or churches, or the Interurban Bridge? We might as well conduct a study to explore the effects of banning coffee, pizza, and caramel apples! Ridiculous."

Mayor O'Keefe concluded that Citywide surveys have shown a vast majority of Cedarburg citizens love our dams and want to keep them. They are willing to spend tax dollars to ensure these incredible structures remain for our children and grandchildren to enjoy and cherish. He expressed hope for continuing this process tonight by learning of and approving a plan to provide needed repairs to the Woolen Mills dam.

Director Wiza explained that the main issue is that the floodplain mapping for Cedar Creek is in the process of being updated. The new maps and models are not yet approved, and thus revised stream flow and floodplain data is unavailable. DNR must review and approve the dam repair plans, but they cannot provide the necessary design parameters to the City's consultant. Since the construction needs to be done in late summer and fall when stream flow is typically lowest, the work will have to be postponed until 2021. DNR has granted a time extension for plan completion until April 30, 2021 with repairs completed by the end of 2021.

In answer to Council Member Verhaalen's question, Director Wiza confirmed that the City had seepage issues repaired on the Woolen Mill dam approximately six or seven years ago.

Council Members Arnett, Burkart, Lythjohan, Thome and Bublitz explained that they heard from many of their constituents and people in the community that are against removing the dams. The consensus was the dams are part of Cedarburg and our identity and most people want to see them stay.

In answer to Mayor O'Keefe's question regarding removal of the dams and disrupting the water flow after cleanup, Director Wiza explained that extensive cleanup was done between Ruck Dam and the Columbia Mills Dam along with an impressive cleanup north of Ruck Dam in 1995. Whatever PCBs that still exist would settle in crevasses and would be covered and not cause any harm as long as there is no further disruption. There were no detectible PCBs north of the Woolen Mills Dam.

Cheryl Nenn of the Milwaukee Riverkeeper stated that keeping the dams is a big decision and there is a benefit to consider removal. She opined that budget increases will be involved in maintaining the dams. She said there are funds available for the study; however, if the City is not serious about removal; they should not use the funds.

Mayor O'Keefe stated that it is good government to listen to the people of Cedarburg and there is a sincere desire to retain the dams.

Eric Stelter, N54 W5989 Portland Road, stated that the City is concerned about the cost to retain the dams; however, they fail to realize the costs that can equalize those costs such as maintenance of the roads. The dams are part of the infrastructure and the appeal of Cedarburg. The costs of maintaining the dams over the years is no more than the cost of maintaining the roads. The costs are just being realized up front. The long-term negative affects to removing the dams in Cedarburg would be way beyond the costs of maintaining them.

Paul Hayes, N63 W5795 Columbia Road, stated he is a happy taxpayer who lives on the pond of Columbia Mill. Seven days ago, there were two immature snow geese on the pond. They would not be there without the pond, and the pond would not be there without the dam.

Gus Wirth, N48 W6000 Spring Street, stated that the dams are important to Cedarburg and are part of its history.

Tom Kubala, N67 W5475 Columbia Road, said he has the minority opinion on the dams in that he is a lover of quality water, and as water is foundational to healthy eco-systems everywhere, he has to say that the dams should be removed for that sake. He imagines the creek looking very much like it does below the Columbia Mill dam where the water flows over the rocks. Of the many artists who paint dams; he thought more paint where the creek moves over rocks and is possibly much more beautiful. Beyond beauty the ecological health of water is of supreme importance and he hoped the City would consider this.

Sampson Daniel Parsons, N69 W5819 Bridge Road, asked if Council Members were aware that children in Cedarburg were prohibited by ordinance to go to the park and play in their river? He thought children deserve a healthy river to play in. He opined that spending their parent's money to keep that from happening is very hard to defend. This keeps happening repeatedly. The only defense that has ever been offered is that the dams are historic; but they are not. The dams are not historic because in 2003 the Wisconsin Historical Society declined Cedarburg's request for historical designation, but over many years Council Members keep claiming they are. This is incorrect information that has been passed down. He stated that the Woolen Mills dam was not built in 1864 by Hilgen; it was built in 1939. What ever might remain of the 1864 dam is buried upstream in water and sediment. Without the defense of preserving history, what is the defense? The river has paid its dues as well. It deserves to be a river again. The constant and very expensive repairs needed for these obsolete dams are repairs that none of the original dam builders would ever pay for a dam that did not work. He believed they would be strongly against residents paying to repair their dams that did not do any work. There is only one component left at the Woolen Mill dam, the original 1864 dam, and that is the limestone millrace wall. The current engineering plans developed by Graeff would destroy it and replace it with concrete. Destroying the only remaining piece of existing history at the site, in the name of preserving history, makes no sense. Mr. Parsons said that he has never heard a Council



Member reference the Public Trust Doctrine or the Water Quality Act. Cedarburg still has an ordinance prohibiting anyone from entering their own public river. Kids deserve a healthy river to play in and not think about video games. If you give a child a butterfly net and a bucket and a healthy river, they will explore and learn all day. These are childhood memories that will last a lifetime. To prevent this from happening is impossible to defend. Choosing to continually be uninformed of options is hard to believe.

Chris Smith, N105 W7325 Chatham Street, explained that this his sixth address in Cedarburg as a lifelong resident and as a sixth generation descendent of Mr. Frederick Hilgen. He has listened to the arguments and engaged in many online debates with people on this subject. He believes the dams create the historical legacy of Cedarburg and they preserve the current and future legacy of Cedarburg. He does not believe there are studies that can assuredly say this is what would happen if you remove the dams to the waterways, or between where they are not and where they will not be. His opinion is that so many businesses thrive because of the tourist that come to Cedarburg on top of the generations that continue to live here and choose Cedarburg as their home, the expenses that may be incurred to preserve the dams are worth it unless they are proven to be an ecological damage to the area.

Council Member Burkart would like clarification on the ordinance prohibiting people from entering the creek is a liability issue. As far as being ill-informed, the citizens of Cedarburg did speak, and they want to spend the money to repair the dam. The people who voted for her spoke and she did not appreciate being called ill-informed.

Mayor O'Keefe opined that the historical significance of the dams is debatable. He feels that the dams and Cedarburg are of historical significance.

Gus Wirth, N48 W6000 Spring Street, stated that Hilgen Spring park was a big draw in the past because of the rivers and of course the woolen mills made all the blankets for the Civil War.

Council Member Arnett explained that near the Woolen Mills dam; people are in the river during the pumpkin races in knee high silt that would need to be trucked out of there. Even though there may be dam grants available to remove it, he questioned if the grants would cover the City's legal costs if one person on Sheboygan Road filed a lawsuit against the City? There are too many questions to talk about removing the dams.

Motion made by Council Member Arnett, that the Common Council recognizes that Cedarburg's dams are historically significant and shall be preserved for future generations. The Council hereby instructs City staff to take all actions necessary to preserve city owned Cedarburg Dams. This shall remain the position of the City of Cedarburg until modified by the Common Council. Motion was seconded by Council Member Thome.

In answer to Council Member Verhaalen's question regarding the motion, Atty Herbrand said the motion does not arguably bind future Councils.

Motion carried on a roll call vote with Council Members Verhaalen, Burkart, Arnett, Bublitz, Lythjohan and Thome voting in favor and Council Member Simpson excused.

**CONSIDER CLASS “B” FERMENTED MALT BEVERAGE AND “CLASS B” INTOXICATING LIQUOR LICENSE APPLICATION OF OLD FASHIONED FOODS INC., 650 FURNACE STREET, MAYVILLE, WI 53050, JESSICA YOUSO, AGENT, PREMISES TO BE LICENSED: N56 W6339 CENTER STREET, KNOWN AS OLD FASHIONED CHEESE; AND ACTION THEREON**

City Administrator Hilvo clarified that the purchase of the Morton’s Wiscons Inn building will depend upon the granting of this license.

In answer to Council Member Arnett’s question on how the proposed owner would intend to use the license, Jessica Youso said that their current store has been in the family for 42 years and they are currently looking at expanding. With the concept that people can have samples to pair their wine and cheese, along with offering imported liquors. They will not have a full-fledged restaurant; however, they want to offer food highlighting their product.

In answer to Mayor O’Keefe’s question, Jessica Youso stated that a Class “B” Fermented Malt Beverage and “Class C” Wine license will not allow extra sampling and extended options when ordering food. Attorney Regan explained that their current business model offers the opportunity for people to buy beer and wine to take home.

Council Member Burkart struggles with the concerns of a few of the Council Member’s regarding full usage of this type of license.

Council Member Thome was satisfied that Old Fashioned Cheese will be serving liquor along with beer and wine.

Attorney Regan explained that Old Fashioned Cheese is very well financed because it is a large company. The Mayville business is very successful and profitable and lack of financing or working capital will not be a problem for starting this business.

Council Member Arnett thanked the applicants for choosing Cedarburg. Historically, the City has lacked a sufficient number of “Class B” Intoxicating Liquor licenses and the Council has had debates whether sampling is full use of this license.

Attorney Regan stated that Old Fashioned Cheese will not be a typical bar and open late; however, the license will be fully utilized.

Council Member Burkart was satisfied that people will be able to purchase a drink when ordering their cheese plates and other offerings.

Mayor O’Keefe made a plea to the Wisconsin legislature to redefine the rules and perhaps even consider a waiver for additional liquor licenses for a tourist City such as Cedarburg. The City is unique and is not only enjoyed by the residents but tourists also.

Council Member Thome stated that the Old Fashioned Foods website indicates that liquor and food is served at their current location.

Jessica Youso said that the current Mayville location is too small and is primarily used for private parties. The Cedarburg location will be an expansion and have more to offer.

Council Member Bublitz recalled previous discussions and she agrees with Council Member Verhaalen's past comment that the City does not have the right to stand in the way of anyone who wants to try and start a business in Cedarburg. She is in favor if patrons can enjoy a cocktail with their product

Motion made by Council Member Verhaalen, seconded by Council Member Thome, to approve the issuance of a Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor license to Old Fashioned Foods Inc., 650 Furnace Street, Mayville, WI 53050, Jessica Youso, agent, premises to be licensed: N56 W6339 Center Street, known as Old Fashioned Cheese contingent upon them taking ownership and occupancy and the agent of Morton's surrendering the existing license to the City. Motion carried without a negative vote with Council Member Simpson excused.

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

Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to approve new Operator License applications for the period ending June 30, 2021 for Nicole Niesing and Richard Sauthoff and renewal Operator License applications for the period ending June 30, 2021 for Sara Borchardt, Dawn Brooks, and Chris Morton. Motion carried without a negative vote with Council Member Simpson excused.

#### **CONSIDER PAYMENT OF BILLS DATED 10/17/2020 THROUGH 10/24/2020, TRANSFERS FOR THE PERIOD 10/24/2020 THROUGH 11/06/2020 AND PAYROLL PERIOD 10/18/2020 THROUGH 10/31/2020; AND ACTION THEREON**

Motion made by Council Member Bublitz, seconded by Council Member Lythjohan, to approve payment of bills dated 10/17/2020 through 10/24/2020, transfers for the period 10/24/2020 through 11/06/2020 and payroll for the period 10/18/2020 through 10/31/2020. Motion carried without a negative vote with Council Member Simpson excused.

#### **ADMINISTRATOR'S REPORT**

City Administrator Hilvo explained that the Community Tree Lighting will be modified this year to prevent a large gathering and details will follow. The Santa House is going up; however, there will be no in-person visits with Santa.

He thanked the Brand Implementation Team that was disbanded last month. The Economic Development Board will continue some of this work. There is \$2,000 in remaining funds available, that is not taxpayer money.

#### **COMMENTS AND SUGGESTIONS FROM CITIZENS**

Sampson Daniel Parsons, N69 W5819 Bridge Road, reiterated his concern for children having healthy water available to them and his opinion that the dams should be removed.

Gus Wirth, N48 W6000 Spring Street, asked that the Common Council review the pedestrian crossing at the corner of Columbia Road and Washington Avenue. He also asked review of internally lit signs

**COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Bublitz thanked City Clerk Sette and staff for a well-run election with a record number turnout of voters.

Council Member Arnett echoed the appreciation for the Brand Implementation Team. Council Member Arnett recognized Barber Vic, who recently passed away, for his long-time presence and contribution in Cedarburg; he will be missed.

**MAYOR REPORT**

Mayor O'Keefe thanked City Clerk Sette, Deputy Clerk Kletzien, and Administrative Assistant Welch for the handling of absentee voting at City Hall and keeping the process open. He also thanked the many volunteers and poll workers for risking their personal safety for democracy.

**ADJOURNMENT**

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to adjourn the meeting at 9:09 p.m. Motion carried without a negative vote with Council Member Simpson excused.

Amy D. Kletzien, MMC/WCPC  
Deputy City Clerk

## CITY OF CEDARBURG

**MEETING DATE:** November 30, 2020

**ITEM NO: 8**

**TITLE:**

**ISSUE SUMMARY:** The borrowing for the swimming pool improvements was approved by the Common Council but no funds were appropriated in the adopted budget. This ordinance creates the funding source and expenditure line item.

The additional costs due to the City dealing with the COVID-19 pandemic were not part of the adopted 2020 budget. The CARES Act provided funding to pay for these expenditures, hazard pay, sanitizing, cleaning, PPE, additional cleaning, supplies and signage to keep the employees and visitors to City buildings safe. This ordinance allocates funds to the grant revenue account and the departments that incurred additional expenditures during the year.

**STAFF RECOMMENDATION:** Adopt ordinances

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**BUDGETARY IMPACT:** Budget shortfall if not adopted by amount of borrowing and grant.

**ATTACHMENTS:** Ordinance 2020- and 2020-

**INITIATED/REQUESTED BY:** Christy Mertes, Finance Director/Treasurer

**FOR MORE INFORMATION CONTACT:** Christy 262-376-3907

**ORDINANCE NO. 2020-14**

**An Ordinance Levying Property Taxes for the General,  
Debt Service, Special Revenue and Capital Improvement  
Funds of the City of Cedarburg for the Year 2021**

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

SECTION 1. There is hereby levied a tax of \$10,825,405 on all the taxable property, within the City of Cedarburg as returned by the Assessor in the year 2020, for the uses and purposes set forth in the 2021 budgets as set forth below, and the City Clerk is hereby authorized and directed to spend this tax on the current tax roll of the City of Cedarburg.

SECTION 2. The tax to be levied will fund the following purposes:

General Fund (Operating)	\$6,220,091
Capital Improvements	1,625,000
Special Revenue (Library)	758,194
TIF Districts	88,498
Debt Service	1,917,470
Special Revenue (Pool)	69,216

Subtotal Total	<u>\$10,678,469</u>
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Other Taxing Bodies TIF Portion:

Cedarburg Schools	\$111,966
Ozaukee County	20,324
M.A.T.C	14,646

<b><u>Total</u></b>	<b><u>\$10,825,405</u></b>
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SECTION 3. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 30<sup>th</sup> day of November, 2020

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

Attest:

\_\_\_\_\_  
Tracie Sette, City Clerk

Approved as to form:

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Michael P. Herbrand, City Attorney



## ORDINANCE NO. 2020-15

### **An Ordinance Appropriating the Necessary Funds for the Operation of the Government and Administration of the City of Cedarburg for the Year 2021**

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

SECTION 1. There is hereby appropriated out of the receipts of the City of Cedarburg for the year 2021, including monies received from the General Property Tax Levy and other revenues, as monies may be designated to the various accounts and purposes for the operation of the City as set forth below:

#### EXPENDITURES

General Government	\$ 1,212,241
Public Safety	4,618,068
Engineering and Public Works	2,822,344
Parks and Recreation	959,872
Conservation and Development	77,058
Subtotal General Fund	\$ 9,689,583
Debt Service	2,079,970

TOTAL EXPENDITURES                      \$ 11,769,553

SECTION 2. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 30<sup>th</sup> day of November 2020.

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

Attest:

\_\_\_\_\_  
Tracie Sette, City Clerk

Approved as to form:

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

**ORDINANCE NO. 2020-16**

**An Ordinance Appropriating the Necessary Funds for  
the 2021 Capital Improvement Budget**

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

SECTION 1. There is hereby appropriated out of the receipts of the City of Cedarburg Capital Improvement Fund for the year 2021, monies as may be designated to the various accounts and purposes in the budget as set forth below:

**EXPENDITURES**

General Government	\$ 168,800
Public Safety	81,000
Public Works	1,779,147
Parks and Recreation	50,256
Environmental	810,000
Transfers to Other Funds	50,000

**TOTAL EXPENDITURES** \$ 2,939,203

**TID EXPENDITURES**

#3	\$ 1,100
#4	689,710
#5	225,021
#6	6,498,017

**TOTAL TID EXPENDITURES** \$ 7,413,848

**GRAND TOTAL** **\$ 10,353,051**

SECTION 2. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 30<sup>th</sup> day of November, 2020.

---

Michael O'Keefe, Mayor

Attest:

---

Tracie Sette, City Clerk

Approved as to form:

---

Michael P. Herbrand, City Attorney

**ORDINANCE NO. 2020-17**

**An Ordinance Establishing the User Fee Schedule and  
Appropriating the Necessary Funds from  
the Sewerage Fund for the Operation of the  
Water Recycling Center of the City of Cedarburg**

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

SECTION 1. There is hereby appropriated out of the receipts of the City of Cedarburg Sewerage Fund for the year 2021, monies as may be designated to the various funds and purposes in the budgets attached hereto.

Operating Expenditures	\$2,859,137
Debt Service	63,463
Capital Expenditures	<u>610,000</u>
Total	\$3,532,600

SECTION 2. The sewer user charges are established as set forth below:

Monthly connection fee:	\$15.00
Flow rate per 1,000 gallons:	\$ 7.55
Holding tank rate per 1,000:	\$ 9.14
Septic tank rate per 1,000 gallons:	\$49.50
Administrative fee per truckload:	\$10.00

SECTION 3. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 30<sup>th</sup> day of November, 2020.

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

Attest:

\_\_\_\_\_  
Tracie Sette, City Clerk

Approved as to form:

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

**ORDINANCE NO. 2020-18**

**An Ordinance Appropriating the Necessary Funds for  
the Operation of the Special Revenue Funds  
and Adopting the Indicated Budgets**

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

SECTION 1. There is hereby appropriated out of the receipts of the City of Cedarburg Special Revenue Funds for the year 2021, monies as may be designated to the various accounts and purposes in the budgets for each fund as set forth below:

EXPENDITURES

Cemetery	\$ 45,454
Room Tax	50,000
Recreation Programs (self-supporting)	271,673
Swimming Pool	338,153
Library	1,083,539
 TOTAL	 <u>\$1,788,819</u>

SECTION 2. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 30<sup>th</sup> day of November, 2020.

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

Attest:

\_\_\_\_\_  
Tracie Sette, City Clerk

Approved as to form:

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

**CITY OF CEDARBURG  
ORDINANCE NO. 2020-19**

**An Ordinance Increasing Allocated Funds in the General Fund, Water Recycling Fund and Library  
Special Revenue Fund**

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

SECTION 1. According to Wisconsin Statutes no appropriations may remain over expended at year-end within the annual budget and funds in excess of the budget were spent in order to deal with the COVID-19 Pandemic. The funding from the State of WI Road to Recovery Act grant funding needs to be allocated into the 2020 budget;

SECTION 2. The authorized expenditures within the adopted 2020 Annual Budget need to be increased;

<u>APPROPRIATION</u>	<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
Increase – State Grant-Cares Act	100-435435	General Fund COVID	\$124,176
Increase – State Grant-Cares Act	601-435435	WRC COVID	\$1,548
Increase – State Grant-Cares Act	260-435435	Library COVID	\$20,601
Increase – State Grant-Cares Act	100-514200-310	Election Supplies	\$9,223
Increase – Public Safety	100-522120-111	Patrol Salaries	\$51,268
Increase – Public Safety	100-522230-111	Fire Dept. Salaries	\$32,068
Increase – Culture, Recreation	100-555510-390	Parks, Rec & Forestry Other	\$3,647
Increase – Public Works	100-533210-350	Garage Operating Supplies	\$5,771
Increase – Special Revenue Fund	260-555110-350	Library Operating Supplies	\$20,601
Increase – Water Recycling Center	601-573825-372	WRC Operations-Safety Equip.	\$1,548
Increase – General Government	100-518100-390	Complex Other Exp.	\$31,422

SECTION 3. These monies are hereby designated for use for the above-mentioned purpose.

SECTION 4. This ordinance shall take effect and be in force from and after its passage and publication.

Passed and adopted this 30<sup>th</sup> day of November 2020.

Countersigned:

\_\_\_\_\_  
Michael O’Keefe, Mayor

\_\_\_\_\_  
Tracie Sette, City Clerk

Approved as to form:

\_\_\_\_\_  
Michael Herbrand, City Attorney

**CITY OF CEDARBURG  
ORDINANCE NO. 2020-20**

**An Ordinance Increasing Allocated Funds in the Capital Improvement Fund for the Swimming Pool Improvements**

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

SECTION 1. According to Wisconsin Statutes no appropriations may remain over expended at year-end within the annual budget and funds in excess of the budget were spent in order to deal with an aging pool facility. A borrowing was completed to fund the project.

SECTION 2. The authorized expenditures within the adopted 2020 Annual Budget need to be increased;

<u>APPROPRIATION</u>	<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
Increase – Other Financing Sources	400-491000	Proceeds from Borrowing	\$280,000
Increase – Culture & Recreation	400-555320-865	Swimming Pool Improvements	\$280,000

SECTION 3. These monies are hereby designated for use for the above mentioned purpose.

SECTION 4. This ordinance shall take effect and be in force from and after its passage and publication.

Passed and adopted this 30<sup>th</sup> day of November 2020.

Countersigned:

\_\_\_\_\_  
Michael O’Keefe, Mayor

\_\_\_\_\_  
Tracie Sette, City Clerk

Approved as to form:

\_\_\_\_\_  
Michael Herbrand, City Attorney



**CITY OF CEDARBURG**

**MEETING DATE:** November 30th, 2020

**ITEM NO:** 8.H.

**TITLE:** Consider contract proposal from Symbiont Engineers for schematic layout of the future Water Recycling Center on the Zarling parcel and alternatives for conveyance from the existing center; and action thereon.

**ISSUE SUMMARY:** The Water Recycling Center is continuing the process of investigating the layout of the Zarling parcel for future placement of a new center to come in compliance with strict WPDES requirements.

**STAFF RECOMMENDATION:**

Acceptance of the proposal from Symbiont Engineering to continue working with WRC staff on studying the site.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

The Public Works and Sewerage Commission approved the proposal at the November 12<sup>th</sup> meeting.

**BUDGETARY IMPACT:** Budgeted funds.

**ATTACHMENTS:**

- Symbiont proposal.

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

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

Mr. Thomas Wiza, P.E.  
Director of Engineer & Public Works  
City of Cedarburg  
W63 N645 Washington Ave  
P.O. Box 49  
Cedarburg, WI 53012

November 4, 2020

**RE: Proposal for Conceptual Development of Site Plan for a  
New Water Recycling Center for the City of Cedarburg, Wisconsin  
Symbiont Proposal No. 37117**

Dear Mr. Wiza,

Symbiont Science, Engineering and Construction, Inc. (Symbiont) is pleased to provide this proposal to the City of Cedarburg (City) for development of a conceptual site plan for a new Water Recycling Center (WRC) to be located on the property located along Pioneer Road West of Highway C. This proposal was prepared in response to a request made during a phone call with Mr. Eric Hackert on October 12, 2020.

## PROJECT UNDERSTANDING/BACKGROUND

The City of Cedarburg (City) purchased land many years ago for the purpose of constructing a new water recycling center (WRC). Recently, a council person approached the

complex.

## SCOPE OF WORK

Symbiont proposes to execute the following tasks to support developing a conceptual site plan.

### Task 1 – Data Review

The first task for this project will involve reviewing data in support of determining the wastewater flows and waste loadings expected for equipment sizing. Normally, a new facility plan would be prepared and submitted to WDNR that details the design criteria and parameters associated with a treatment facility before a new treatment plant is designed.

In lieu of preparing a new facility plan, Symbiont proposes to review the following data sources:

- SEWRPC 2050 Regional population projections to estimate the potential residential discharges to the new WRC
- City zoning plans to estimate the regions for projected industrial growth
- The previous facility plan to gather the various design parameters used to determine both design flow/loadings and associated peaking factors
- Census information on the currently population of the City
- WRC records to support of estimating per capita flows

This approach does not replace the need for preparing a facility plan for the new WRC. However, this approach will serve to reasonably estimate the future influent design flows and loadings that can be used to estimate the necessary infrastructure of the new WRC.

In place of a rigorous review by the Department of Natural Resources on potential long term WPDES effluent discharge permit limits, Symbiont proposes to use the following pollutant concentrations for equipment sizing:

Wastewater Quality Parameter Concentration	
BOD <sub>5</sub>	10 mg/l
TSS	
TN	
TP	

consequences of the Milwaukee River TMDL. The other listed parameters anticipate future restrictive limits to provide a conservative estimate for the treatment process requirements.

In addition, Symbiont will use a drone to map the entire land area for the new WRC and provide a more accurate mapping of the property to use in illustrating buildings and equipment. The aerial images collected by the drone will be used to help position the new WRC on the site along with identified any areas of concern.

## Task 2 – Future Treatment Unit Processes

The focus of this task is to develop a list of the potential treatment unit processes identified by Symbiont and selected by the City. Any treatment plant can be divided into several unique treatment unit processes to accomplish the overall treatment goals and objectives. There are a multitude of equipment options within each treatment unit process. In order to

estimate the land area requirements for each treatment unit process, Symbiont will host a workshop (virtual or in person) with treatment plant staff to review the following:

- Preliminary/Primary Treatment consisting of screening, grit removal, and clarification
- Secondary Treatment consisting of the activated sludge process and secondary clarification/solids separation
- Tertiary Treatment consisting of filtration and disinfection
- Sludge treatment consisting of thickening, dewatering, and digestion or other solids destruction.

Responses from the plant staff will identify the technologies to be used for treatment processes and help guide Symbiont design staff to determine treatment infrastructure (tanks and building) sizes and special layout of technologies. Symbiont will prepare meeting notes that will summarize the proposed treatment equipment alternatives for the various unit processes and the agreed upon selections for conceptual layout purposes.

### **Task 3 – Wastewater Conveyance Options**

This task involves a preliminary assessment of the options available to convey wastewater to the new WRC location. Symbiont will evaluate a gravity option and a pumped option to convey wastewater from the current WRC location to the proposed new WRC site. Using

Symbiont will prepare a site layout for the new WRC based on the information collected in Tasks 1 – 2 along with a process flow diagram of the proposed overall treatment process. Symbiont will host a workshop with plant staff (location to be determined) to review the process flow diagram, wastewater conveyance options, and initial site layout. The workshop will provide the WRC staff an opportunity to provide feedback on the site layout and wastewater conveyance options. The goal of the workshop is to settle on a site layout that can help estimate the land area to be reserved for a future WRC. After the workshop, Symbiont will prepare a final technical report that summarizes the treatment process and wastewater conveyance options and estimates the land area needed for the future WRC. This information can then be sent to City planners as they consider the Council person's request for land in support of a new sports complex.

**Note that this conceptual layout for a new WRC does not include the critical geotechnical evaluation of the site that would be required to confirm soil bearing capacities for the proposed systems. This task would be conducted as part of future facilities planning.**

Deliverable: Technical report, process flow diagram and site layout for a new WRC at the Pioneer Rd location.

## ASSUMPTIONS/EXCLUSIONS

### Assumptions

The following assumptions apply to this proposal:

- The WRC staff will provide Symbiont with an electronic copy of the most recent facility plan along with an electronic file summary of treatment plant operating data from the past two years of operation.
- All treatment plant data that is to be analyzed, such as effluent flow rate, will be provided by way of electronic files compatible with Microsoft Office software.
- The WRC staff will provide Symbiont information regarding depth to bedrock at or around the existing and proposed WRC locations, if available.

## PROJECT SCHEDULE

The coronavirus has created considerable uncertainty with respect to business as usual. Under normal circumstances Symbiont would follow the below schedule for implementing this project. As we have no way of knowing the future impact of the coronavirus, we will strive to meet the dates proposed. Significant business interruptions by the coronavirus may require the schedule to be extended. We will promptly communicate any delays due to the coronavirus as soon as they are foreseeable.

Symbiont is prepared to begin work on this project within 2 weeks of receiving a purchase order or signed proposal. Symbiont believes that this project will take between 8 to 12 weeks to complete after all information is received.

Assuming the award of the contract will occur on or before November 13, 2020, the anticipated project schedule is as follows:

Task	Description	Anticipated Completion
1	Receive Signed Contract	November 20, 2020
2	Task 1 – Data Review	December 11, 2020
3	Task 2 – Future Treatment Unit Process Workshop	Before December 18, 2020
4	Task 3 & 4 – Wastewater Conveyance Options and Conceptual Site Layout	January 15, 2021
5	Workshop on Site Layout and Wastewater Conveyance	Before January 22, 2021
6	Completion of the Technical Report including wastewater conveyance	January 29, 2021

## COMPENSATION

Symbiont will complete the above-described Scope of Work on a time and materials basis not to exceed \$28,100.

We will keep the City apprised of the project status and budget. We will not exceed the proposed project fee without prior authorization from the City.

## TERMS AND CONDITIONS


Provided within this proposal are our Terms and Conditions of Agreement (Form S-1 08/2019), which are 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 professional services for the completion of the Preliminary Compliance Alternatives Plan for Total Phosphorus for the Village of Grafton. 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®



Jonathan R. Butt, P.E.  
Project Manager

SYMBIONT®



PROPOSAL NO. 37117 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.*

A decorative graphic consisting of multiple thin, light gray lines that form a series of overlapping, wavy curves across the middle of the page.

# Attachment – Terms and Conditions



**SYMBIONT® SCIENCE, ENGINEERING AND CONSTRUCTION, INC.  
TERMS AND CONDITIONS OF AGREEMENT**

These Terms and Conditions of Agreement form the Agreement under which services are to be performed by Symbiont Science, Engineering and Construction, Inc. (hereinafter referred to as Symbiont) upon acceptance of the attached Proposal by the Client. The Scope of Work, Project Cost and Project Schedule sections of the attached Proposal are incorporated by reference into these Terms and Conditions of Agreement and are part of the Agreement.

**Article 1. Scope of Work**

It is understood that the Scope of Work and the Project Schedule defined in the Proposal are based, in part, on the information provided by the Client. If this information is incomplete or inaccurate, or if site conditions are encountered which materially vary from those indicated by the Client, or if the Client directs Symbiont to change the original scope of work established by the Proposal, a written amendment to this Agreement equitably adjusting the costs and/or performance time thereunder, shall be executed by the Client and Symbiont as soon as practicable in accordance with Article 28 below. In the event that the Client and Symbiont cannot agree upon the terms and conditions of such amendment, either party may terminate this Agreement immediately upon written notice to the other in accordance with Article 9, Termination.

Symbiont shall perform only the services specified in the Scope of Work portion of the Proposal or an amendment thereto as referenced above. Services provided by Symbiont shall be subject to the provisions of this Agreement, including these Terms and Conditions of Agreement, any supplemental conditions incorporated herein, and any written amendments as referenced above. Symbiont shall invoice its costs, and Client shall provide payment for all services provided in accordance with Article 2 below.

**Article 2. Fees, Billing and Payment**

Symbiont's fee estimate is effective for thirty (30) days from the date of the Proposal. Thereafter, Symbiont shall have the right to modify its fee estimate. The Client recognizes that Symbiont's fee estimate does not include potentially applicable sales and use taxes. Tax-exempt certificates are to be submitted with the Contract / Purchase Order. Taxes will be added to all invoices as applicable, unless/until a properly completed and valid tax-exemption form is received.

The Client recognizes that time is of the essence with respect to payment of Symbiont's invoices, and that timely payment is a material part of the consideration of this Agreement.

Invoices will be submitted (using one method of submittal) by Symbiont no more frequently than monthly, and shall be due and payable within thirty (30) calendar days of the invoice date. If the Client objects to all or any portion of an invoice, the Client shall so notify Symbiont within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute. In the event that Symbiont and the Client cannot resolve the dispute regarding invoiced amounts within thirty (30) days after receipt by Symbiont of the aforementioned notice, the dispute shall be submitted to dispute resolution pursuant to Article 11, below.

Payment shall be made via electronic means (EFT/ACH) directly to Symbiont. A remittance advice or payment notification to [accounting@symbiontengineer.com](mailto:accounting@symbiontengineer.com) is required. Where electronic means are not available or not feasible, payment shall be mailed to:

Symbiont  
Attn: Accounts Receivable  
6737 W Washington Street, Suite 3440  
Milwaukee, WI 53214

The Client shall pay an additional charge of one-and-one-half (1.5) percent (or the maximum percentage allowed by law, whichever is lower) of the invoiced amount per month for any payment received by Symbiont more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute and resolved in favor of Client. Payment of invoices is in no case subject to unilateral discounting or setoffs by the Client.

Application of the percentage rate indicated above as a consequence of the Client's late payments does not constitute any willingness on Symbiont's part to finance the Client's operation and no such willingness should be inferred.

If the Client fails to pay undisputed invoiced amounts within thirty (30) calendar days of the date of the invoice, Symbiont may at any time, without waiving any other claim against the Client or the right to pursue any other remedy against the Client and without thereby incurring any liability to the Client, suspend this Agreement, as provided for in Article 8, Suspension, or terminate this Agreement, as provided for in Article 9, Termination.



### **Article 3. Confidentiality**

Symbiont and Client shall hold confidential all business or technical information obtained from the other or its affiliates under this Agreement for a period of five (5) years after obtaining such information, and during that period shall not disclose such information without the other's consent except to the extent required for (1) performance of services under this Agreement; (2) compliance with professional standards of conduct for preservation of the public safety, health and welfare; (3) compliance with any law, regulation, ordinance, subpoena, court order or governmental request; (4) protection of the disclosing party against claims or liabilities arising from performance of services under this Agreement; and (5) to the extent reasonably necessary to effectuate the services of advisors, attorneys, or accountants for Symbiont and Client. In the event disclosure may be required for any of the foregoing reasons, the disclosing party will, except where immediate notification is required by law or regulation or is, in the judgment of Symbiont's counsel required to limit Symbiont's liability, notify the other party in advance of disclosure. The parties' obligations hereunder shall not apply to information in the public domain or information lawfully acquired on a non-confidential basis from others.

### **Article 4. Independent Contractor Relationship**

The relationship between the Client and Symbiont created under this Agreement is that of principal and independent contractor. Symbiont shall serve as an independent consultant to the Client and shall be responsible for selecting the means and methods that services will be provided under this Agreement. It is specifically understood that, irrespective of any assignability provisions, Symbiont may retain subcontractors to perform services usually and customarily performed by subcontractors. Should Symbiont determine it appropriate or necessary to rely on a subcontractor where it is not customary to do so, Symbiont shall obtain prior written approval or subsequent written confirmation from the Client.

### **Article 5. Standard of Care**

Symbiont will perform the Services in accordance with the standards of care and diligence normally practiced by consulting firms performing services of a similar nature in the same locale.

### **Article 6. Timeliness of Performance**

Symbiont acknowledges that timely performance of its services is an important element of this Agreement. Symbiont will put forth its best effort to complete the work according to the schedule attached in the Proposal.

If Symbiont discerns that the schedule shall not be met for any reason, it shall so notify the Client as soon as practically possible so that a mutually agreed on revised schedule can be established.

### **Article 7. Force Majeure**

Symbiont shall not be considered in default because of any delays in the completion of the work due to causes beyond the control and without the fault or negligence of Symbiont or its subcontractors, including but not restricted to, an act of God or of a public enemy, fire, flood, area-wide strike, freight embargo, unusually severe weather, governmental action, or supplier delay. In the event Symbiont has knowledge of any actual or potential delay, Symbiont shall notify Client in writing of such cases of delay and their probable extent and, upon such notification, Symbiont's performance obligations hereunder shall be suspended.

### **Article 8. Suspension**

Upon fourteen (14) calendar days written notice to Symbiont, the Client may suspend Symbiont's work.

If payment of Symbiont's invoices is not maintained on a thirty (30) calendar-day current basis by the Client, Symbiont may, by fourteen (14) calendar days' written notice to the Client, suspend further work until payment is restored to a current basis.

Suspension for any reason exceeding forty-five (45) calendar days shall, at Symbiont's or Client's option, make this Agreement subject to renegotiation or termination, as provided for elsewhere in this Agreement. Any suspension shall extend the time schedule for performance in a manner that is satisfactory to both the Client and Symbiont, and Symbiont shall be compensated for services performed and charges incurred prior to the suspension date, regardless of the reason for the suspension.



#### **Article 9. Termination**

The Client or Symbiont may terminate this Agreement for reasons identified elsewhere in the Agreement. Either party may also terminate this Agreement upon written notice to the other party in the event that the other party becomes insolvent, files a petition in bankruptcy, is adjudicated bankrupt, has an assignee, referee, receiver or trustee appointed in any creditor action, has a petition in bankruptcy filed against it which is not vacated within thirty (30) days or suffers any action analogous thereto.

In the event such termination becomes necessary, the party effecting termination shall so notify the other party, and termination will become effective fourteen (14) calendar days after receipt of the termination notice. Irrespective of which party shall effect termination or the cause therefore, the Client shall within thirty (30) calendar days of termination remunerate Symbiont for services rendered and costs reasonably incurred, in accordance with Symbiont's fee schedule. Costs shall include those incurred up to the time of termination.

#### **Article 10. Notice to Parties**

All notices required or permitted under this Agreement shall be in writing and shall be made to the parties' usual place of business.

#### **Article 11. Dispute Resolution**

Client and Symbiont shall provide written notice of a dispute within a reasonable time after the event giving rise to the dispute. Client and Symbiont agree to negotiate any dispute between them in good faith for a period of 30 days following such notice. Client and Symbiont may agree to submit any dispute to mediation, but such mediation shall not be required as a prerequisite to initiating a lawsuit to enforce this Agreement. Either party shall have the right to litigate the claim, dispute or other matter in question in any state or federal court located in Milwaukee County, Wisconsin. In connection therewith, each party agrees to submit to the jurisdiction of such court.

In the event that legal action is brought by either party against the other in the Courts (including action to enforce or interpret any aspect of this agreement), the prevailing party shall be reimbursed by the other for the prevailing party's legal costs, in addition to whatever other judgments or settlement sums, if any, may be due. Such legal costs shall include, but not be limited to, reasonable attorney's fees, court costs, expert witness fees, and other documents expenses, in addition to any other relief to which it may be entitled. Client and Symbiont agree to seek recourse only against each other as incorporated (or similar business entities) and not each other's officers, employees, directors or shareholders.

Neither party will be responsible to the other for special or consequential damages including but not limited to, loss of profits, loss of investment or business interruption.

#### **Article 12. Choice of Law**

This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin, without reference to conflicts of law principles. Each party hereto consents to the exclusive jurisdiction of the state and federal courts located in Milwaukee County, Wisconsin for any actions, suits or proceedings arising out of or relating to this Agreement.

#### **Article 13. Limitation of Liability**

The Client agrees that the limit of Symbiont's liability for its or its agents', employees' or other representatives' acts, errors, or omissions relating to or arising out of the Agreement, including without limitation, negligent acts, or omissions, shall not exceed the amount of Symbiont's insurance coverage as listed below in Article 14.

#### **Article 14. Insurance**

Symbiont shall maintain the following insurance coverage during the time it is performing services hereunder.

- A. Worker's Compensation:  
of a form and in an amount as required by state law
- B. Employer's Liability:
  - \$1,000,000 each accident
  - \$1,000,000 disease, each employee
  - \$1,000,000 disease, policy limit



C. Commercial General Liability (bodily injury and property damage — combined single limit):  
\$1,000,000 annual aggregate

D. Combined Errors and Omissions and Contractors Pollution Liability:  
\$1,000,000 each incident  
\$2,000,000 annual aggregate

#### **Article 15. Indemnification**

Symbiont agrees to indemnify and hold harmless Client, its directors, officers, stockholders, employees, agents, successors and assigns, from and against any and all claims, demands, causes of action, liability and costs which arise out of or result from any negligent act, omissions, or willful misconduct of Symbiont or Symbiont's employees, agents or subcontractors in the performance of services under this Agreement; provided, however, Symbiont will not be obligated to indemnify Client with respect to costs or damages to the extent such costs or damages are caused by or incurred as a result of gross negligence or intentional misconduct of Client or Client's agents or employees.

Client agrees to indemnify and hold harmless Symbiont, its directors, officers, stockholders, employees, agents, successors and assigns, from and against any and all claims, demands, causes of action, liability and costs which arise out of or result from any negligent act, omissions, or willful misconduct of Client or Client's employees or agents; provided, however, Client will not be obligated to indemnify Symbiont with respect to costs or damages to the extent such costs or damages are caused by or incurred as a result of gross negligence or intentional misconduct of Symbiont or Symbiont's agents, employees, or subcontractors.

#### **Article 16. Review of Drawings of Contractors**

In the course of performing services under this Agreement, Symbiont may be asked to review drawings and specifications from contractors engaged to perform work in connection with the project for which the Proposal is submitted. Any such review shall be limited to a review of the general conformance with the design concept of the project and the general compliance with information given in the contractor's documents and as may otherwise be noted by Symbiont on such drawings and specifications. Such review shall in no way limit the liability of the contractor or be deemed an indication that Symbiont has accepted or approved the drawings and specifications in any manner.

#### **Article 17. Ownership and Use of Documents and Concepts**

Client acknowledges that Symbiont reports, drawings, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other similar documents ("Records") are instruments of professional services, not products.

Symbiont will retain these Records for a period of three (3) years following completion of this project. During this time, Symbiont will reasonably make available these records to the Client. Symbiont may charge a reasonable fee in addition to its professional fees for storing, retrieving, or copying such records.

CADD files and any other electronic data submitted by Symbiont shall be reviewed by Client for comparison to the paper contract documents including plans, drawings and specifications. Client shall notify Symbiont within ten (10) business days of any defects it discovers in the files or any inconsistencies between the electronic files and the paper contract documents.

Symbiont shall not be responsible for any deviations, alterations, modifications or additions in the electronic data in comparison to the paper contract documents or any reuse of the electronic data by Client or any other party for this project, or any other project without the prior express written consent of Symbiont. Client shall defend, indemnify and hold completely harmless Symbiont against any claims, damages, or losses arising out of any deviations, alterations, modifications, or additions in the electronic data in comparison to the paper contract documents or any reuse by Client of the electronic data without prior express written consent of Symbiont.

All documents, including the electronic files that are transferred by Symbiont to Client are Instruments of Service of Symbiont created for this project only, and are not intended to be deemed a sale of the files and data, and NO REPRESENTATION OR WARRANTY IS MADE, EITHER EXPRESS OR IMPLIED, CONCERNING THE MERCHANTABILITY OF THE FILES AND DATA OR THEIR FITNESS FOR A PARTICULAR PURPOSE.

Copies of documents that may be relied upon by Client are limited to only the printed copies (also known as hard copies) that contain original signatures and seals of the professional employee(s) of Symbiont. Files in electronic media format of text, data, graphic, or of other types that are furnished by Symbiont to Client are only for the convenience of Client and shall not be construed as containing original signatures and seals of the professional employee(s) of Symbiont. Any conclusion or information obtained or derived from such electronic files will be at the Client's sole risk.



Symbiont is not responsible for damages arising out of the use by the Client or the Client's agents of any Symbiont data or report for any purpose other than its original purpose as defined in the Proposal.

While Client agrees that any patentable or copyrightable concepts developed by Symbiont as a result of this Agreement shall remain the sole and exclusive property of Symbiont, Client shall retain a right, without the right to grant sublicenses under any patents or copyrights of Symbiont, to use any information or recommendations generated by Symbiont during the performance of this Agreement. Client shall have the right to assign such right to any party who buys from client the assets of Client relating to the information or recommendations generated by Symbiont under this Agreement. Nothing in this Article 17 shall restrict Symbiont from using any methods, techniques, or concepts developed by it under this Agreement for its benefit or the benefit of any third party.

#### **Article 18. Buried Utilities**

In those situations where Symbiont performs subsurface exploration, the Client, to the extent of its knowledge, will furnish to Symbiont information identifying the type and location of utilities and other man-made objects beneath the surface of the project site. Symbiont will take reasonable precautions to avoid damaging these utilities or objects. Prior to penetrating the site's surface, Symbiont will furnish Client a plan indicating the locations intended for penetration. Symbiont will not be responsible for damages arising out of contact with unidentified subsurface utilities or objects.

#### **Article 19. Extent of Study**

Client recognizes that actual environmental conditions may vary from conditions encountered at locations where Symbiont makes visual observations, obtains samples, or performs other explorations as part of its services under this Agreement. Symbiont's failure to discover potential environmental contamination or other environmental conditions through appropriate techniques does not guarantee the absence of environmental contamination or other environmental conditions at a site.

#### **Article 20. Hazardous Substances**

In the event that services performed under this Agreement involve hazardous substances, as defined in 40 CFR Part 302, including hazardous waste, whether or not such involvement was known or contemplated at the time this Agreement was made or when services performed by Symbiont commenced under this Agreement, the following additional terms and conditions shall apply to this Agreement.

Any and all samples collected or received by Symbiont or its subcontractors on behalf of the Client which contain hazardous substances including hazardous waste will be, after completion of testing and at Client's expense, either returned to the Client, or using a manifest signed by the Client as a generator, be transported to a location selected by the Client for final disposal. The Client shall pay all costs associated with the storage, transport, and disposal of all such samples. The Client agrees and recognizes that Symbiont is acting as a bailee and at no time assumes title to any such samples or substances.

Symbiont warrants that when making hazardous waste determinations on behalf of Client, Symbiont will use the standard of care and diligence normally practiced by consulting firms performing similar services in the same locale. Symbiont, if requested by Client, will gather bids from various hazardous waste transporters and/or treatment, storage or disposal facilities (TSDFs) that are appropriately licensed or permitted by state, federal and/or local authorities to accept the waste generated by the Client. Client acknowledges that although Symbiont may gather bids from various hazardous waste transporters or TSDFs, that Client has ultimately selected such transporter or TSDF. Client understands that Symbiont has not conducted regulatory compliance audits on such transporters or TSDFs nor does Symbiont make any other warranties or representations other than expressly written in this paragraph related to such transporters or TDSFs. Client acknowledges that Symbiont at no time assumes title to waste generated from Client's facility or site.

Client acknowledges that Symbiont has no responsibility as an operator, arranger, generator, treater, storer, transporter, or disposer of hazardous substances found or identified in conjunction with work performed hereunder.

#### **Article 21. Third Party Rights**

Except as specifically stated in this Agreement, this Agreement does not create any rights or benefits to parties other than Client and Symbiont. The services provided by Symbiont hereunder are for the Client only.

#### **Article 22. Assignment**

Neither party to this Agreement shall assign its duties and obligations hereunder without the prior consent of the other party except as provided in Article 4.



#### **Article 23. Lien Notice**

As required by the Wisconsin Construction Lien Law, Symbiont hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to Symbiont, are those who contract directly with Client or those who give Client notice within sixty (60) days after they first perform, furnish, or procure labor, services, materials, plans or specifications for construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specification for construction, and should give a copy of each notice received to the mortgage lender, if any. Symbiont agrees to cooperate with Client and Client's lender, if any, to see that all potential lien claimants are duly paid.

If the project site is in a state other than Wisconsin, Symbiont and its subcontractors may also have lien rights on Client's land and building if not paid.

#### **Article 24. Waiver**

No waiver by Symbiont of any term or condition set forth herein or the breach by the Client of any such term or condition, whether by conduct or otherwise, in any one or more instances, shall be deemed or construed as a further or continuing waiver of any such term, condition or breach or a waiver of any other term, condition or breach.

#### **Article 25. Headings**

The subject headings in this Agreement are for convenience only and are not determinative of the substance of the subject clause.

#### **Article 26. Entire Agreement**

The parties agree that this Agreement, together with proposals and attachments, represents the entire and integrated agreement between the Client and Symbiont and supersedes all prior communications, negotiations, representations, quotations, offers or agreements, either written or oral between the parties hereto, with respect to the subject matter hereof, and no agreement or understanding varying or extending this Agreement shall be binding upon either Party, other than by a written agreement signed by both the Client and Symbiont. If additional documents represent the agreement of the parties, such documents must be itemized in Symbiont's proposal. The parties agree that the provisions of these terms and conditions of this Agreement shall control over and govern as to any subsequent form or document signed by the Parties, such as Owner's Purchase Orders, Work Orders, etc. and that such documents may be issued by Owner to Symbiont as a matter of convenience to the Parties without altering any of the terms or provisions hereof.

#### **Article 27. Severability**

If any provision or part of a provision of this Agreement is declared to be invalid by any tribunal of competent jurisdiction, such part shall be deemed automatically adjusted, if possible, to conform to the requirements for validity, but if such adjustment is not possible, it shall be deemed deleted from this Agreement as though it had never been included herein. In either case, the balance of any such provision and of this Agreement shall remain in full force and effect.

#### **Article 28. Contract Amendments**

Any amendments to the Proposal or these Terms and Conditions of Agreement shall be executed by means of a written contract amendment, signed by the Client and Symbiont. Changes to the Agreement will not become effective until the contract amendment has been signed by both parties. The contract amendment will document the specific changes to the Agreement along with any resulting adjustment in cost and/or schedule.

#### **Article 29. Execution of Agreement**

These Terms and Conditions of Agreement are cross referenced in Symbiont's Proposal and are accepted when the Proposal is executed by the Client or when the Client authorizes Symbiont to proceed with the Scope of Work. Client's representative represents that he/she is duly authorized to enter into and sign this Agreement. The parties agree that Symbiont's Proposal may be executed by Client and delivered to Symbiont via facsimile or other electronic means, and such facsimile or other electronic copy will constitute an original.



## CITY OF CEDARBURG

**MEETING DATE:** November 30, 2020

**ITEM NO:** 8.I.

**TITLE:** Consider contract proposal from Graef to complete dam break hydraulic analysis for Woolen Mills Dam; and action thereon.

**ISSUE SUMMARY:** The Wisconsin DNR has informed the City that an updated dam break analysis is needed for the Woolen Mills Dam. DNR is in the process of finalizing new floodplain modelling and mapping for Cedar Creek, and they are requiring the City to prepare an updated dam break analysis based on the new hydraulic data. Staff requested and received a proposal from Graef to complete that study.

**STAFF RECOMMENDATION:** Award the contract to Graef to complete the DNR required dam break analysis for an estimated \$9,800.00.

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

**BUDGETARY IMPACT:** Estimated fee: \$9,800.00

**ATTACHMENTS:** Copy of Graef proposal.  
Copy of DNR correspondence

**INITIATED/REQUESTED BY:** DNR

**FOR MORE INFORMATION CONTACT:** Tom Wiza 262-375-7610

**From:** Stern, Andrea K - DNR <Andrea.Stern@wisconsin.gov>  
**Sent:** Friday, October 30, 2020 8:37 AM  
**To:** Schneider, Brian <brian.schneider@graef-usa.com>  
**Cc:** Lourigan, Tanya L - DNR <Tanya.Lourigan@wisconsin.gov>; Margovsky, Konstantin E - DNR <Konstantin.Margovsky@wisconsin.gov>; Scott, Michelle M - DNR <Michelle.Scott@wisconsin.gov>  
**Subject:** RE: Cedarburg, Woolen Mill Dam

Hi Brian,

I am so sorry that it took so long to get this information to you.

DNR looked into the alternate capacity analysis questions for the Woolen Mills Dam in Cedarburg, as you've requested. Like I have previously discussed, the DNR never assigned a hazard rating based upon the results of the Dam Failure Analysis (DFA). This made it impossible to know how much flow the Woolen Mills Dam is required to pass.

After reviewing hydrologic and hydraulic (H&H) information currently available, DNR has concluded that the hazard rating and resulting spillway capacity requirement cannot be accurately or safely made with an outdated DFA model. DNR requests that a new DFA is submitted for review and approval. Please note, this cost can be included in the grant if a change order is requested. We recommend having the consulting engineer talk with DNR about the available H&H data prior to starting the DFA.

DNR also recommends that the community take into consideration floodplain management practices that incorporate the new Milwaukee river floodplain modeling when assessing the spillway capacity of the dam. In other words, any proposed spillway capacity design could either negatively impact the mapped floodplain on the west side of the dam (e.g., overland floodway), or it could be designed to reduce the effect that it will have on the community.

Thanks,  
Andrea

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Andrea Stern  
(262) 282 - 0694  
[Andrea.Stern@wisconsin.gov](mailto:Andrea.Stern@wisconsin.gov)

**From:** Schneider, Brian <brian.schneider@graef-usa.com>  
**Sent:** Friday, February 14, 2020 5:16 PM  
**To:** Stern, Andrea K - DNR <Andrea.Stern@wisconsin.gov>  
**Subject:** RE: Cedarburg, Woolen Mill Dam

Hi Andrea,

We did not find information determining the 100-yr storm event needed to be passed. We are simply proposing it as a spillway capacity under NR 333.06(2)(b).

Let me know if you have any other questions.

Thanks,

**Brian Schneider, P.E., MBA, LEED AP**

**GRÄEF**

275 West Wisconsin Avenue, Suite 300  
Milwaukee, Wisconsin 53203





One Honey Creek Corporate Center  
125 South 84<sup>th</sup> Street, Suite 401  
Milwaukee, WI 53214-1470  
414 / 259 1500  
414 / 259 0037 fax  
[www.graef-usa.com](http://www.graef-usa.com)

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November 20, 2020

Thomas A. Wiza, P.E.  
Director of Engineering and Public Works  
City of Cedarburg  
W63 N645 Washington Avenue  
Cedarburg, WI 53012-0049

Subject: Proposal for Dam Failure Analysis, Woolen Mill Dam, Cedarburg, Wisconsin

Tom:

We are very pleased to provide you with this proposal for professional services. When accepted, this proposal will become the formal Agreement between Graef-USA Inc. (GRAEF) and the City of Cedarburg (Client).

This proposal is for a Dam Failure Analysis of the Woolen Mill Dam (Project). It is subject to GRAEF's Standard Terms and Conditions, a copy of which is attached and incorporated by reference.

It is our understanding that the nature of the Project is to complete a Dam Failure Analysis for the Woolen Mill Dam in order to provide the information needed by the Wisconsin Department of Natural Resources (WDNR) to determine the Dam Hazard Rating and capacity requirements for the dam.

For this Project, GRAEF proposes to provide the following Basic Services:

- Evaluate potential failure modes and available hydraulic models and discuss recommended failure modes and the recommended model in a teleconference with the WDNR and provide a memo to the WDNR summarizing the overall analysis methodology.
- Perform the Dam Failure Analysis based on hydrologic and hydraulic data provided by the WDNR as well as physical data previously field collected for the dam.
- Complete the failure analysis and review the findings with the City.
- Upon approval by the City, submit the Dam Failure Analysis to the WDNR.
- Complete revisions and modifications to the analysis as requested by the WDNR.
- Deliverables to include:
  - Hydraulic Shadow Map using two-foot topography and recent aerial photography as a background;
  - Floodway Data Table;
  - Hydraulic Shadow Profile; and
  - Recommendation for Hazard Rating based on the hydraulic shadow.

For this Project, it is our understanding that the City of Cedarburg will provide the following services, items and/or information:



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- Availability for conference calls, as needed.

GRAEF will endeavor to perform the proposed Basic Services within five to six weeks of written authorization to proceed, subject to availability and response time from the WDNR.

For all Basic Services, City of Cedarburg agrees to compensate GRAEF on a time and materials basis for \$9,800. This cost will not be exceeded by more than 10% without additional written authorization from the City.

At your written request, GRAEF will provide the following scope as Additional Services:

- Complete a stability analysis for the existing dam.
- Prepare for and attend public meetings.

For all Additional Services, City of Cedarburg agrees to compensate GRAEF as determined when the scope of services would be authorized.

To accept this proposal, please sign and date both of the enclosed copies and return one to us. Upon receipt of an executed copy, GRAEF will commence work on the Project.



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GRAEF-USA Inc. looks forward to providing the above-mentioned services to City of Cedarburg. If you have any questions regarding our proposal, please give me a call at (414) 266-9284.

Sincerely,

**Graef-USA Inc.**

(for)

Ryan Van Camp, P.E.  
Hydraulic Engineer

**Accepted by:** City of Cedarburg

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Brian Schneider, P.E.  
Project Manager

\_\_\_\_\_  
(Title)

Date:

BWS:bws

X:\ML\2019\20190096\Project Management\Contracts\Dam Failure Analysis Proposal 11-20-20.docx

Attachments: Standard Terms and Conditions

cc: File

## CITY OF CEDARBURG

**MEETING DATE:** November 19, 2020

**ITEM NO: 8.J.**

**TITLE:** Consider changes to the City Organizational Chart; and action thereon,

**ISSUE SUMMARY:** With current organizational changes it is necessary to update the organizational chart for the City. The following changes were made:

- 1) Changed interim Administrator to Administrator
- 2) Added “Contracted” to Assessor and Planning
- 3) Added Fire Chief under Administrator and Police and Fire Commission
- 4) Added Fire Inspector/AEMT, Firefighter/AEMT, and Volunteer Staff under Fire Chief
- 5) Added DPW crew leader under Public Works Superintendent
- 6) Added Parks Director as the Administrative Supervisor of Parks and Forestry Crew
- 7) Added Public Works Superintendent as the Direct Supervisor of Parks and Forestry Crew
- 8) Changed Planner and Building Inspector to be under Administrator instead of Engineer
- 9) Changed Library Director to be under the Library Board

**STAFF RECOMMENDATION:** Staff recommends updating the organizational chart.

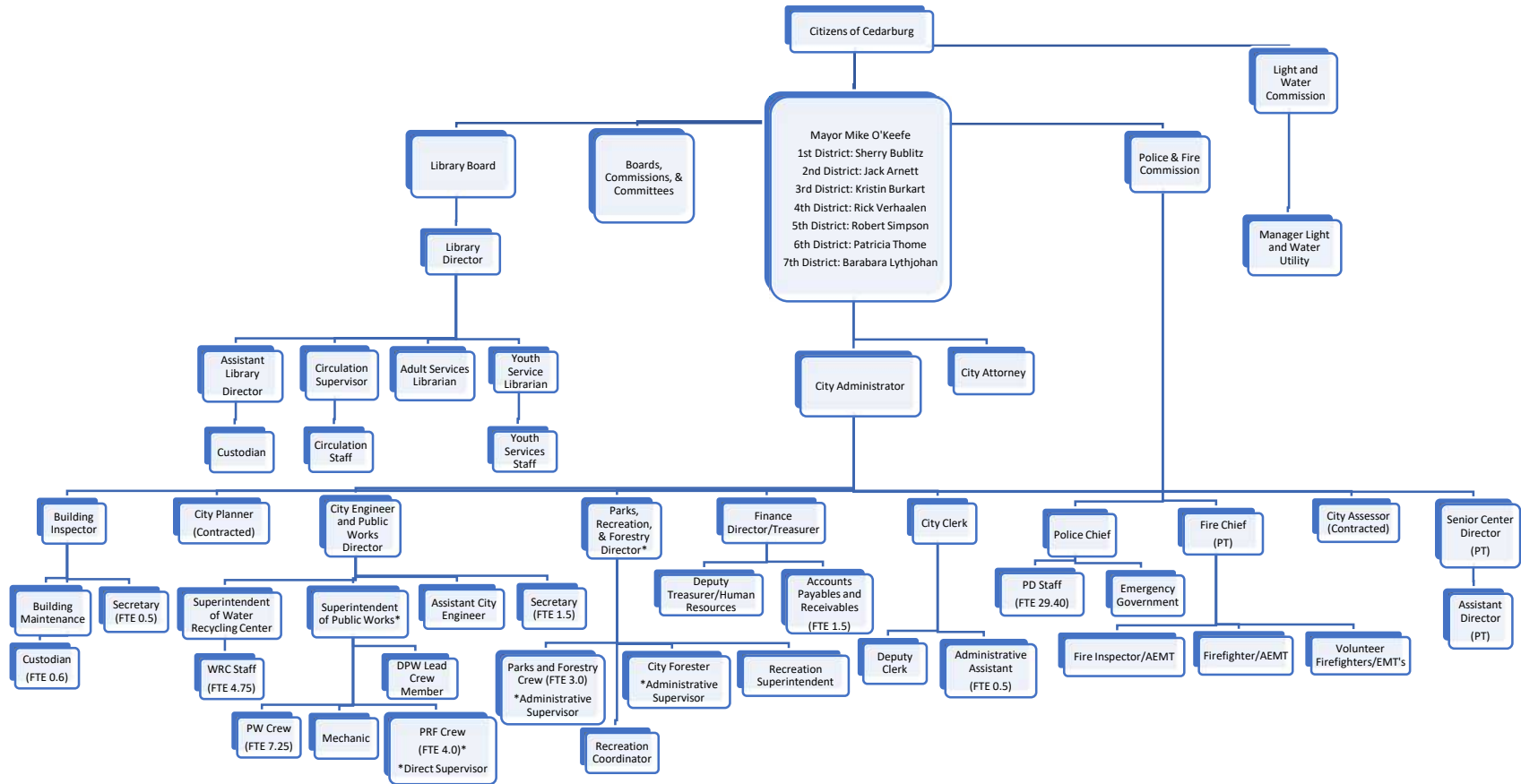
**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**BUDGETARY IMPACT:** None

**ATTACHMENTS:** Current Organizational Chart, Revised Organizational Chart

**INITIATED/REQUESTED BY:** Mikko Hilvo, City Administrator

**FOR MORE INFORMATION CONTACT:** Mikko Hilvo, City Administrator



## CITY OF CEDARBURG

**MEETING DATE:** November 30, 2020

**ITEM NO: 8.K.**

**TITLE:** Discuss COVID-19 impact on Cedarburg and how to reduce the spread

**ISSUE SUMMARY:** Some Council Members have asked Staff to include this agenda item. This will be a discussion regarding how the Cedarburg community as a whole may control the number of active Covid-19 cases during the holiday season.

**STAFF RECOMMENDATION:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** n/a

**BUDGETARY IMPACT:** n/a

**ATTACHMENTS:** n/a

**INITIATED/REQUESTED BY:** Council members

**FOR MORE INFORMATION CONTACT:**

**CITY OF CEDARBURG**  
**TRANSFER LIST**  
11/6/20-11/24/20

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
PWSB CHECKING ACCOUNT		
11/6/2020	\$571.58	Superior Vision November premiums
11/6/2020	\$3,098.16	Miinnesoty Life - December premiums
11/9/2020	\$970.62	AFLAC October premiums
11/19/2020	\$1,551.16	PR#24 ICMA
11/19/2020	\$4,097.29	PR#24 North Shore Bank
11/19/2020	\$6,081.02	PR#24 Health Savings Accounts
11/19/2020	\$440.00	PR#24 Police Union
11/19/2020	\$346.15	PR#24 State of Wisconsin-child support
11/19/2020	\$250.00	PR#24 Wis Deferred Comp
	<hr/>	
	\$17,405.98	

PWSB PAYROLL CHECKING ACCOUNT

11/20/2020	\$144,169.07	Payroll for 10/18/20-10/31/20 paid 11/06/20
11/20/2020	<u>\$61,001.12</u>	Payroll taxes for 10/18/20-10/31/20 paid 11/06/20
	\$205,170.19	

PWSB MONEY MARKET ACCOUNT

11/6/2020	\$250,000.00	from PWSB Checking
11/18/2020	\$300,000.00	to PWSB checking
11/20/2020	\$50,000.00	to PWSB checking

## CITY OF CEDARBURG

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**\*Check Detail Register©**

Batch: 110620AP,110620USC,111320AP,111320WE,112020AP,112020RECFUND

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>111300 PWSB Checking</b>					
<b>36348</b>	11/06/20	<b>APPLIED INDUSTRIAL TECHNOLOGIE</b>			
G 601-185334		SECONDARY TREATME	\$2,563.16	7019944846	CWRC-OUTFALL SEWER PIPES
G 601-185340		OUTFALL SEWER PIPES	\$3,076.32	7019960665	CWRC-OUTFALL SEWER PIPES
		Total	\$5,639.48		
<b>36349</b>	11/06/20	<b>AT&amp;T MOBILITY</b>			
E 100-522410-225		TELEPHONE/COMMUNI	\$123.67	10192020	PD-WIRELESS
		Total	\$123.67		
<b>36350</b>	11/06/20	<b>BAYCOM INC</b>			
E 100-522110-240		REPAIR AND MAINTENA	\$160.00	EQUIPINV_0	PD-REPAIR & MAINTENANCE
		Total	\$160.00		
<b>36351</b>	11/06/20	<b>ERIN CALLAHAN BLUM</b>			
E 100-555140-210		PROFESSIONAL SERVIC	\$216.00	CK REQ	SR CTR-INSTRUCTOR FEE-WATERCOLOR
		Total	\$216.00		
<b>36352</b>	11/06/20	<b>BOBCAT OF JANESVILLE</b>			
E 100-555510-240		REPAIR AND MAINTENA	\$29.04	02-167275	PARKS-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$52.28	02-167500	DPW-MAINTENANCE PARTS
		Total	\$81.32		
<b>36353</b>	11/06/20	<b>BOEHLKE BOTTLED GAS CORP.</b>			
G 221-161500		FUEL INVENTORY	\$680.43	99217	DPW-FUEL INVENTORY
		Total	\$680.43		
<b>36354</b>	11/06/20	<b>BRAUN THYSENKRUPP ELEVATOR</b>			
E 100-518100-240		REPAIR AND MAINTENA	\$232.02	12002	COMPLEX-MAINTENANCE NOV & DEC 2020
		Total	\$232.02		
<b>36355</b>	11/06/20	<b>BURKE TRUCK &amp; EQUIPMENT CO.</b>			
E 100-533210-353		MAINTENANCE PARTS	\$313.70	27231	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$42.16	27238	DPW-MAINTENANCE PARTS
		Total	\$355.86		
<b>36356</b>	11/06/20	<b>CEDARBURG FIRE DEPARTMENT</b>			
E 100-514200-310		OFFICE SUPPLIES	\$108.00	2020-1028	ELECTIONS-OFFICE SUPPLIES-GLOVES
		Total	\$108.00		
<b>36357</b>	11/06/20	<b>CEDARBURG LIGHT &amp; WATER</b>			
E 700-519400-524		INSURANCE CLAIMS - 20	\$920.15	7919	INSURANCE CLAIM-2020
G 100-256201		DUE TO L&W IMPACT FE	\$2,007.82	CK REQ	WTR IMPACT FEE CONDO DEVELOPMENT N13W6608 CEDARBURG TRAIL BLDG #6
G 100-256201		DUE TO L&W IMPACT FE	\$2,007.82	CK REQ	WTR IMPACT FEE CONDO DEVELOPMENT N13W6612 CEDARBURG TRAIL BLDG #6
G 100-256201		DUE TO L&W IMPACT FE	\$2,007.82	CK REQ	WTR IMPACT FEE KORNDORFER HOMES N82W4923 TERN TERRACE LOT #19
G 100-256201		DUE TO L&W IMPACT FE	\$2,007.82	CK REQ	WTR IMPACT FEE CEDARBURG LAND & CATTLE LLC N52W6296 MILL STREET
G 100-256201		DUE TO L&W IMPACT FE	\$2,007.82	CK REQ	WTR IMPACT FEE CEDARBURG LAND & CATTLE LLC N52W6298 MILL STREET



## CITY OF CEDARBURG

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$10,959.25		
<b>36358</b>	11/06/20	<b>CEDARBURG SCHOOL DISTRICT</b>			
E 220-555390-228		SCHOOL DISTRICT FEE	\$140.00	CK REQ	REC-FACILITY USAGE SEPT-DEC 2020
Total			\$140.00		
<b>36359</b>	11/06/20	<b>JON CENSKY</b>			
E 100-566310-210		PROFESSIONAL SERVIC	\$5,955.08	20-0010	PLAN-OCTOBER 2020
Total			\$5,955.08		
<b>36360</b>	11/06/20	<b>CHAMBER OF COMMERCE</b>			
E 210-566700-721		CHAMBER TOURISM & D	\$4,936.67	CK REQ	ROOM TAX-CAPITAL EXPENDITURES 3RD QTR 20290
Total			\$4,936.67		
<b>36361</b>	11/06/20	<b>CHAMBER OF COMMERCE</b>			
E 210-566700-721		CHAMBER TOURISM & D	\$14,810.02	CK REQ	ROOM TAX-3RD QTR 2020
Total			\$14,810.02		
<b>36362</b>	11/06/20	<b>CINTAS CORP</b>			
E 100-533210-350		OPERATING SUPPLIES	\$188.44	5039650147	DPW-OPERATING SUPPLIES
Total			\$188.44		
<b>36363</b>	11/06/20	<b>COMPLETE OFFICE OF WISCONSIN</b>			
E 100-518100-350		OPERATING SUPPLIES	\$195.93	781133	COMPLEX-COFFEE
E 100-515600-310		OFFICE SUPPLIES	\$3.56	792490	TREAS-INK REFILL-RED
E 100-514100-310		OFFICE SUPPLIES	\$3.96	793488	CLERKS-STAMP INK REFILL
Total			\$203.45		
<b>36364</b>	11/06/20	<b>CONLEY MEDIA, LLC</b>			
E 260-555110-322		DONATION EXPENDITU	\$262.50	6441020	LIBR-DONATIONS
E 100-514100-325		LEGAL PUBLICATIONS	\$278.68	7321020	CLERK-LEGAL PUBLICATIONS
Total			\$541.18		
<b>36365</b>	11/06/20	<b>DIGITAL EDGE OF GRAFTON</b>			
E 100-514200-310		OFFICE SUPPLIES	\$104.00	17785	ELECTIONS-OFFICE SUPPLIES
Total			\$104.00		
<b>36366</b>	11/06/20	<b>ROBIN DORSCHNER</b>			
R 220-467319		BASKETBALL FEES	\$160.00	CK REQ	REC-REFUND GIRLS BBALL CANCELLED
Total			\$160.00		
<b>36367</b>	11/06/20	<b>DSI RECYCLING SYSTEMS INC.</b>			
E 100-533210-353		MAINTENANCE PARTS	\$94.00	56879	DPW-MAINTENANCE PARTS
Total			\$94.00		
<b>36368</b>	11/06/20	<b>EGELHOFF LAWNMOWER SERVICE</b>			
E 100-555510-240		REPAIR AND MAINTENA	\$115.55	277537	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$78.90	277579	PARKS-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$24.40	277648	DPW-MAINTENANCE PARTS
Total			\$218.85		
<b>36369</b>	11/06/20	<b>EMC INSURANCE COMPANIES</b>			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 700-519400-510		PROPERTY INSURANCE	\$16.00	D-07860515	PROPERTY INSURANCE
		Total	\$16.00		
<b>36370</b>	11/06/20	<b>ENVIRONMENTAL PRODUCTS &amp; SYS</b>			
E 601-573830-340		MAINTENANCE SUPPLIE	\$156.60	201643	CWRC-MAINTENANCE SUPPLIES
		Total	\$156.60		
<b>36371</b>	11/06/20	<b>FASTENAL COMPANY</b>			
E 100-533210-353		MAINTENANCE PARTS	\$965.17	WISAU12018	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$277.03	WISAU12020	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$194.35	WISAU12031	DPW-MAINTENANCE PARTS
		Total	\$1,436.55		
<b>36372</b>	11/06/20	<b>FIVE CORNERS DODGE</b>			
E 100-522120-240		REPAIR AND MAINTENA	\$153.31	71034	PD-MAINTENANCE-TIRES 2016 EXPLORER
		Total	\$153.31		
<b>36373</b>	11/06/20	<b>FREISTADT AUTOMOTIVE INC</b>			
E 100-522120-240		REPAIR AND MAINTENA	\$100.00	11392	PD-MAINTENANCE-2018 INTERCEPTOR
		Total	\$100.00		
<b>36374</b>	11/06/20	<b>TRACY GEIGER</b>			
R 220-486000		MISCELLANEOUS REVE	\$150.00	CK REQ	REC-REFUND MAD SCIENCE CLASS
		Total	\$150.00		
<b>36375</b>	11/06/20	<b>GRUBER, LAURA</b>			
E 220-555390-290		MAINT/CONTRACTED S	\$150.00	CK REQ	REC-OCTOBER 2020 STAY HOME ALONE
		Total	\$150.00		
<b>36376</b>	11/06/20	<b>HACH COMPANY</b>			
E 601-573825-370		LAB SUPPLIES	\$479.50	12175813	CWRC-LAB SUPPLIES
		Total	\$479.50		
<b>36377</b>	11/06/20	<b>HOME DEPOT CREDIT SERVICES</b>			
E 100-555510-240		REPAIR AND MAINTENA	\$59.86	3692	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$10.48	3692	PARKS-REPAIR & MAINTENANCE
E 100-514200-310		OFFICE SUPPLIES	\$251.94	3692	ELECTIONS-OFFICE SUPPLIES PLEXI SHIELDS
E 100-518100-240		REPAIR AND MAINTENA	\$147.00	3692	COMPLEX-REPAIR & MAINTENANCE
E 100-518100-240		REPAIR AND MAINTENA	\$81.43	3692	COMPLEX-REPAIR & MAINTENANCE
		Total	\$550.71		
<b>36378</b>	11/06/20	<b>JET VAC ENVIRONMENTAL</b>			
E 601-573835-360		COLLECTION SYSTEM M	\$344.83	0000003295	CWRC-COLLECTION SYSTEM MAINT
		Total	\$344.83		
<b>36379</b>	11/06/20	<b>JM BRENNAN, INC.</b>			
E 100-518100-240		REPAIR AND MAINTENA	\$625.00	SALES00012	COMPLEX-MAINTENANCE
E 100-518100-240		REPAIR AND MAINTENA	\$625.00	SALES00012	COMPLEX-MAINTENANCE-GYM
		Total	\$1,250.00		
<b>36380</b>	11/06/20	<b>JOSEPH JACOBS</b>			
E 100-522310-210		PROFESSIONAL SERVIC	\$240.00	20-020	BI-ELECTRICAL INSP 10/9, 23, 26

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Batch: 110620AP,110620USC,111320AP,111320WE,112020AP,112020RECREFUND

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$240.00		
<b>36381</b>	11/06/20	<b>GARY KLINKA</b>			
E 100-522310-330		TRAVEL & TRAINING	\$50.00	CK REQ	BI-CONT. EDUCATION
Total			\$50.00		
<b>36382</b>	11/06/20	<b>JASON KUCKKAN</b>			
R 220-467319		BASKETBALL FEES	\$160.00	CK REQ	REC-REFUND-BBALL
Total			\$160.00		
<b>36383</b>	11/06/20	<b>LAROSA LANDSCAPE COMPANY</b>			
E 100-522100-340		MAINTENANCE SUPPLIE	\$524.16	0007869-IN	PD-MAINTENANCE
Total			\$524.16		
<b>36384</b>	11/06/20	<b>LETTERS &amp; SIGNS</b>			
E 100-533311-363		SIGNS	\$288.00	4503	DPW-SIGNS
Total			\$288.00		
<b>36385</b>	11/06/20	<b>MASTER PRINTWEAR</b>			
E 220-555390-347		SUPPLIES AND EXPENS	\$301.00	8983	REC-SUPPLIES & EXPENSES
E 100-513100-343		AWARDS, SUPPLIES	\$300.00	9107	MAYOR-AWARDS, SUPPLIES
Total			\$601.00		
<b>36386</b>	11/06/20	<b>HOLLIE MILAM</b>			
R 220-467319		BASKETBALL FEES	\$320.00	CK REQ	REC-REFUND-GIRLS BBALL
Total			\$320.00		
<b>36387</b>	11/06/20	<b>LINDSAY MONGOVEN</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	RE-REFUND BBALL LEAGUE
Total			\$150.00		
<b>36388</b>	11/06/20	<b>NAPA AUTO PARTS</b>			
E 100-533210-353		MAINTENANCE PARTS	\$14.98	5269-097833	DPW-MAINTENANCE PARTS
E 601-573845-240		REPAIR AND MAINTENA	\$37.35	5269-098495	CWRC-REPAIR & MAINTENANCE
Total			\$52.33		
<b>36389</b>	11/06/20	<b>NASSCO, INC.</b>			
E 260-555110-310		OFFICE SUPPLIES	\$153.99	S2683291.00	LIBR-OFFICE SUPPLIES
Total			\$153.99		
<b>36390</b>	11/06/20	<b>NEWMAN CHEVROLET</b>			
E 100-533210-353		MAINTENANCE PARTS	\$36.00	169425	DPW-MAINTENANCE PARTS
Total			\$36.00		
<b>36391</b>	11/06/20	<b>OFFICE DEPOT</b>			
E 100-566310-310		OFFICE SUPPLIES	\$5.29	12991256900	PLAN-SIGN HOLDER
E 100-515600-310		OFFICE SUPPLIES	\$69.38	12991336200	TREAS-FILE JACKETS
E 100-522110-310		OFFICE SUPPLIES	\$71.04	13020687600	PD-OFFICE SUPPLIES
E 100-566310-310		OFFICE SUPPLIES	\$21.99	13066612900	PLAN-HEADSET
E 100-514100-312		COMPUTER/COPIER SU	\$42.99	13066707500	CLERKS-COPY PAPER
E 100-522110-310		OFFICE SUPPLIES	\$107.11	13351851100	PD-OFFICE SUPPLIES
E 100-522110-310		OFFICE SUPPLIES	\$13.99	13351944000	PD-OFFICE SUPPLIES

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$331.79		
<b>36392</b>	11/06/20	<b>OLIVER FIONTAR LLC</b>			
E 350-566710-227		DEVELOPERS INCENTIV	\$28,466.25	620	TIF #4 - DRAW #46
E 350-566710-227		DEVELOPERS INCENTIV	\$6,191.86	621	TIF #4 - DRAW #46
Total			\$34,658.11		
<b>36393</b>	11/06/20	<b>OLSENS PIGGLY WIGGLY</b>			
E 260-555110-308		PROGRAM SUPPLIES	\$26.78	39421	LIBR-PROGRAM SUPPLIES
E 100-522410-350		OPERATING SUPPLIES	\$13.63	39439	EM-OPERATING SUPPLIES
E 100-522410-350		OPERATING SUPPLIES	\$35.09	39508	EM-OPERATING SUPPLIES
E 100-522410-350		OPERATING SUPPLIES	\$23.46	39512	EM-OPERATING SUPPLIES
Total			\$98.96		
<b>36394</b>	11/06/20	<b>ONTECH SYSTEMS, INC</b>			
E 100-514700-380		EQUIPMENT/CAPITAL O	\$845.00	51966	TECH-EQUIPMENT-LAPTOP AK
E 100-514700-210		PROFESSIONAL SERVIC	\$1,140.96	52068	TECH-PROFESSIONAL SERVICES
Total			\$1,985.96		
<b>36395</b>	11/06/20	<b>ORKIN COMMERCIAL SERVICES</b>			
E 260-555110-290		MAINT/CONTRACTED S	\$75.25	204609385	LIBR-MAINTENANCE
Total			\$75.25		
<b>36396</b>	11/06/20	<b>PROQUEST LLC</b>			
E 260-555110-319		PUBLICATIONS AND SU	\$1,782.48	70634657	LIBR-PUBLICATIONS
Total			\$1,782.48		
<b>36397</b>	11/06/20	<b>QUALITY STATE OIL CO.,INC.</b>			
E 100-533210-351		GAS AND OIL EXPENSE	\$213.97	2886095	DPW-GAS & OIL
Total			\$213.97		
<b>36398</b>	11/06/20	<b>R&amp;B SUPPLY CO.INC.</b>			
E 100-533210-353		MAINTENANCE PARTS	\$375.80	75198	DPW-MAINTENANCE PARTS
Total			\$375.80		
<b>36399</b>	11/06/20	<b>RICOH USA, INC</b>			
E 100-522110-240		REPAIR AND MAINTENA	\$491.08	34172367	PD-COPIERS
E 100-522110-240		REPAIR AND MAINTENA	\$500.00	34173221	PD-COPIERS
Total			\$991.08		
<b>36400</b>	11/06/20	<b>RNR WATER, LLC</b>			
E 350-566710-210		PROFESSIONAL SERVIC	\$312.50	8	TID #4-PROFESSIONAL SERVICES
Total			\$312.50		
<b>36401</b>	11/06/20	<b>ROTARY CLUB OF CEDARBURG</b>			
E 100-522110-330		TRAVEL & TRAINING	\$227.00	2031	PD-OCT-DEC 2020 DUES
Total			\$227.00		
<b>36402</b>	11/06/20	<b>SCHMITZ READY MIX, INC.</b>			
E 100-533440-240		REPAIR AND MAINTENA	\$24.90	9702448-IN	DPW-STORM REPAIR & MAINTENACE
Total			\$24.90		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>36403</b>	11/06/20	<b>KURT SCHOESSOW</b>			
E 100-533210-353		MAINTENANCE PARTS	\$454.42	421	DPW-MAINTENANCE PARTS #74
		Total	\$454.42		
<b>36404</b>	11/06/20	<b>CRAIG WIESEN</b>			
E 100-522120-240		REPAIR AND MAINTENA	\$600.00	101720	PD-REPAIR & MAINTENANCE
		Total	\$600.00		
<b>36405</b>	11/06/20	<b>STREICHER'S POLICE EQUIPMENT</b>			
E 100-522120-346		UNIFORMS	\$202.50	11460279	PD-UNIFORMS
		Total	\$202.50		
<b>36406</b>	11/06/20	<b>TIME WARNER CABLE</b>			
E 100-522110-225		TELEPHONE/COMMUNI	\$434.00	1102520	PD-INTERNET
		Total	\$434.00		
<b>36407</b>	11/06/20	<b>TIRES UNLIMITED AUTOMOTIVE</b>			
E 100-522120-240		REPAIR AND MAINTENA	\$584.00	28651	PD-REPAIR & MAINTENANCE-2018 INTERCEPTOR
		Total	\$584.00		
<b>36408</b>	11/06/20	<b>TMS INTERNATIONAL LLC</b>			
E 100-533440-240		REPAIR AND MAINTENA	\$15.32	10224632	DPW-STORM REPAIR & MAINTENANCE
		Total	\$15.32		
<b>36409</b>	11/06/20	<b>ANTHONY YOUNG</b>			
E 100-522110-225		TELEPHONE/COMMUNI	\$300.00	121	PD-TELEPHONE
		Total	\$300.00		
<b>36410</b>	11/06/20	<b>TOTAL ENERGY SYSTEMS</b>			
E 100-522230-240		REPAIR AND MAINTENA	\$472.00	354933	FD-MAINTNANCE
		Total	\$472.00		
<b>36411</b>	11/06/20	<b>TRANSUNION RISK &amp; ALTERNATIVE</b>			
E 100-522110-225		TELEPHONE/COMMUNI	\$50.00	428298	PD-OCTOBER 2020 FEE
		Total	\$50.00		
<b>36412</b>	11/06/20	<b>U.S. CELLULAR</b>			
E 601-573825-225		TELEPHONE/COMMUNI	\$28.75	400091334	CWRC-TABLET
E 100-522310-225		TELEPHONE/COMMUNI	\$59.25	400091334	BI-TELECOM
E 100-533210-225		TELEPHONE/COMMUNI	\$28.75	400091334	DPW-TABLET
E 601-573825-225		TELEPHONE/COMMUNI	\$19.61	400091334	CWRC-TELECOM
E 601-573825-225		TELEPHONE/COMMUNI	\$54.25	400091334	CWRC-TELECOM
E 100-555510-225		TELEPHONE/COMMUNI	\$28.75	400091334	PARKS-TABLET
E 100-555510-225		TELEPHONE/COMMUNI	\$28.75	400091334	PARKS-TABLET
E 100-533210-225		TELEPHONE/COMMUNI	\$72.43	400091334	DPW-HOTSPOT
E 601-573825-225		TELEPHONE/COMMUNI	\$28.75	400091334	CWRC-TABLET
E 100-555510-225		TELEPHONE/COMMUNI	\$28.75	400091334	PARKS-TABLET
E 100-555510-225		TELEPHONE/COMMUNI	\$28.75	400091334	PARKS-TABLET
E 100-533210-225		TELEPHONE/COMMUNI	\$28.75	400091334	DPW-IPAD
E 100-533110-225		TELEPHONE/COMMUNI	\$22.01	400091334	ENG-TELECOM
E 100-533210-225		TELEPHONE/COMMUNI	\$54.25	400091334	DPW-TELECOM

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E 100-533110-225		TELEPHONE/COMMUNI	\$37.21	400091334	CH-TELECOM
E 100-533110-225		TELEPHONE/COMMUNI	\$59.25	400091334	ENG-TELECOM
E 100-555145-225		TELEPHONE/COMMUNI	\$20.93	400091334	SC-TELECOM
E 100-555510-225		TELEPHONE/COMMUNI	\$54.25	400091334	PARKS-TELECOM
E 601-573825-225		TELEPHONE/COMMUNI	\$54.25	400091334	CWRC-DUTY PHONE
		Total	\$737.69		
<b>36413</b>	11/06/20	<b>UNIFIRST CORPORATION</b>			
E 100-522100-340		MAINTENANCE SUPPLIE	\$55.50	096 1145558	PD-MAINTENANCE SUPPLIES
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1153754	CWRC-SAFETY EQUIPMENT
E 100-533210-350		OPERATING SUPPLIES	\$43.89	096 1153756	DPW-OPERATING
E 100-518100-240		REPAIR AND MAINTENA	\$104.19	096 1153762	COMPLEX-REPAIR & MAINTENANCE
E 100-522100-340		MAINTENANCE SUPPLIE	\$56.33	096 1153763	PD-MAINTENANCE SUPPLIES
		Total	\$338.26		
<b>36414</b>	11/06/20	<b>VALU RITE CORPORATION</b>			
E 100-515400-210		PROFESSIONAL SERVIC	\$1,125.00	CK REQ	ASSESSOR-COMM. MAINTENANCE
		Total	\$1,125.00		
<b>36415</b>	11/06/20	<b>VORPAHL FIRE &amp; SAFETY</b>			
E 601-573845-240		REPAIR AND MAINTENA	\$323.77	215289751	CWRC-REPAIR & MAINTENANCE
		Total	\$323.77		
<b>36416</b>	11/06/20	<b>WAYSIDE NURSERIES, INC.</b>			
G 100-239837		DEVELOPERS DEPOSIT-	\$1,900.00	158045	PARKS-DEVELOPERS TREE PLANTING-CEDAR PLACE APTS
G 100-239837		DEVELOPERS DEPOSIT-	\$760.00	158125	PARKS-DEVELOPERS TREE PLANTING-CEDAR PLACE APTS
		Total	\$2,660.00		
<b>36417</b>	11/06/20	<b>WISCONSIN DEPT OF JUSTICE</b>			
E 100-522110-225		TELEPHONE/COMMUNI	\$126.00	202010	PD-SEPT & OCT 2020
		Total	\$126.00		
<b>36418</b>	11/13/20	<b>ADVANCED DISPOSAL-</b>			
E 100-533311-350		OPERATING SUPPLIES	\$211.04	WB16036	DPW-ROLL-OFF EXCHANGE
		Total	\$211.04		
<b>36419</b>	11/13/20	<b>AIRGAS USA LLC</b>			
E 100-533210-353		MAINTENANCE PARTS	\$32.86	9974771337	DPW-CYLINDER RENTAL OCTOBER 2020
		Total	\$32.86		
<b>36420</b>	11/13/20	<b>AMERICAN DEFENSE MFG LLC</b>			
E 100-522120-380		EQUIPMENT/CAPITAL O	\$2,100.00	100887	PD-EQUIPMENT
		Total	\$2,100.00		
<b>36421</b>	11/13/20	<b>APPLIED INDUSTRIAL TECHNOLOGIE</b>			
E 601-573830-340		MAINTENANCE SUPPLIE	\$3,351.14	7020104295	CWRC-MAINTENANCE SUPPLIES
		Total	\$3,351.14		
<b>36422</b>	11/13/20	<b>BADGER STATE WASTE, LLC</b>			
E 601-573825-294		SLUDGE HAULING	\$19,726.00	2850	CWRC-SLUDGE HAULING-OCTOBER 2020

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$19,726.00		
<b>36423</b>	11/13/20	<b>BAKER &amp; TAYLOR AUDIOBOOK PRE</b>			
E 260-555110-319		PUBLICATIONS AND SU	\$69.57	2035490206	LIBR-PUBLICATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$29.54	2035521960	LIBR-PUBLICATIONS
Total			\$99.11		
<b>36424</b>	11/13/20	<b>BAKER &amp; TAYLOR BOOKS</b>			
E 260-555110-319		PUBLICATIONS AND SU	\$59.00	2035403256	LIBR-PUBLICATIONS
Total			\$59.00		
<b>36425</b>	11/13/20	<b>BAXTER &amp; WOODMAN</b>			
E 100-555510-290		MAINT/CONTRACTED S	\$140.00	0215614	PARKS-CONTRACTED SERVICES
Total			\$140.00		
<b>36426</b>	11/13/20	<b>BUDIAC PLUMBING INC</b>			
E 100-518100-380		EQUIPMENT/CAPITAL O	\$1,692.50	36579	COMPLEX-INSTALL TOUCHLESS BUBBLER-COVID
Total			\$1,692.50		
<b>36427</b>	11/13/20	<b>CARDMEMBER SERVICE</b>			
E 100-522410-350		OPERATING SUPPLIES	\$464.90	0513	EM-OPERATING SUPPLIES
R 100-486000		MISCELLANEOUS REVE	(\$600.00)	6174	POINTS REDEEMED
R 601-486000		MISCELLANEOUS REVE	(\$550.00)	6174	POINTS REDEEMED
E 100-514200-310		OFFICE SUPPLIES	\$548.61	6174	ELECTIONS-OFFICE SUPPLIES
E 100-519200-343		AWARDS, SUPPLIES	\$79.89	6182	EE-RETIREMENT PARTY-CATHY TIMM
E 220-555390-347		SUPPLIES AND EXPENS	\$99.77	6182	REC-SUPPLIES & EXPENSES
E 220-555390-394		POMS EXPENSES	\$298.43	6182	REC-POMS
E 100-514700-380		EQUIPMENT/CAPITAL O	\$3,119.96	6190	TECH-TVS MEETING ROOMS/CHAMBERS-COVID
E 100-555220-347		SUPPLIES AND EXPENS	\$132.31	6190	PARKS-SUPPLIES & EXPENSES
E 220-555390-330		TRAVEL & TRAINING	\$175.00	6190	REC-TRAINING
E 220-555390-347		SUPPLIES AND EXPENS	\$68.48	6190	REC-SUPPLIES & EXPENSES
E 100-514700-380		EQUIPMENT/CAPITAL O	(\$330.02)	6190	TECH-EQUIPMENT
E 601-573825-312		COMPUTER/COPIER SU	\$47.59	6208	CWRC-COMPUTER
E 601-573825-370		LAB SUPPLIES	\$19.88	6208	CWRC-LAB SUPPLIES
E 601-573825-372		SAFETY EQUIPMENT	\$132.12	6208	CWRC-SAFETY EQUIPMENT
E 601-573830-340		MAINTENANCE SUPPLIE	\$50.58	6208	CWRC-MAINTENANCE SUPPLIES
E 601-573830-342		JANITORIAL SUPPLIES	\$51.90	6208	CWRC-JANITORIAL SUPPLIES
E 601-573835-360		COLLECTION SYSTEM M	\$1.13	6208	CWRC-COLLECTION SYSTEM MAINTENANCE
E 601-573840-340		MAINTENANCE SUPPLIE	\$502.26	6208	CWRC-MAINTENANCE SUPPLIES
E 601-573845-240		REPAIR AND MAINTENA	\$835.49	6208	CWRC-REPAIR & MAINTENANCE
E 601-573850-330		TRAVEL & TRAINING	\$85.79	6208	CWRC-TRAVEL & TRAINING
E 100-522230-240		REPAIR AND MAINTENA	\$363.55	6216	FD-REPAIR & MAINTENANCE
E 100-533210-350		OPERATING SUPPLIES	\$2,141.39	6216	DPW-OPERATING
E 100-533210-353		MAINTENANCE PARTS	\$555.02	6216	DPW-MAINTENANCE PARTS
E 100-533311-240		REPAIR AND MAINTENA	\$329.97	6216	DPW-REPAIR & MAINTENANCE
E 100-533311-350		OPERATING SUPPLIES	\$653.14	6216	DPW-OPERATING
E 100-533440-240		REPAIR AND MAINTENA	\$82.02	6216	DPW-REPAIR & MAINTENANCE
E 100-514700-385		EQUIPMENT OUTLAY	\$47.33	6621	TECH-HDMI CABLES
E 100-519200-343		AWARDS, SUPPLIES	\$152.98	6621	EE-BREAKROOM EQUIPMENT
E 100-514100-310		OFFICE SUPPLIES	\$47.44	6621	ELECTIONS-OFFICE SUPPLIES

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 260-555110-310		OFFICE SUPPLIES	\$572.25	6639	LIBR-OFFICE SUPPLIES
E 260-555110-315		POSTAGE	\$55.00	6639	LIBR-POSTAGE
E 260-555110-322		DONATION EXPENDITU	\$506.58	6639	LIBR-DONATION EXPENDITURES
E 260-555110-382		LIBRARY TECHNOLOGY	\$10.98	6639	LIBR-TECHNOLOGY
E 260-555110-310		OFFICE SUPPLIES	\$43.96	6639	LIBR-OFFICE SUPPLIES
E 100-522110-240		REPAIR AND MAINTENA	\$188.37	6779	PD-REPAIR & MAINTENANCE
E 100-522110-390		OTHER EXPENSES	\$20.00	6779	NOTARY EPAY
E 100-522120-330		TRAVEL & TRAINING	\$913.28	6779	PD-TRAVEL & TRAINING
E 100-522120-330		TRAVEL & TRAINING	\$446.22	6779	PD-TRAVEL & TRAINING
E 100-522120-351		GAS AND OIL EXPENSE	\$36.60	6779	PD-GAS & OIL EXPENSE
E 100-522130-330		TRAVEL & TRAINING	(\$788.23)	6779	PD-TRAVEL & TRAINING
E 100-522110-330		TRAVEL & TRAINING	\$225.00	6779	PD-TRAVEL & TRAINING
		Total	\$11,836.92		
<b>36428</b>	11/13/20	<b>CEDARBURG LIGHT &amp; WATER</b>			
G 100-256201		DUE TO L&W IMPACT FE	\$2,007.82	CK REQ	WTR IMPACT FEE DAN & VALERIE SALZMAN N65W7275 CLEVELAND ST
		Total	\$2,007.82		
<b>36429</b>	11/13/20	<b>CINTAS CORP</b>			
E 260-555110-350		OPERATING SUPPLIES	\$66.57	4066517697	LIBR-OPERATING
		Total	\$66.57		
<b>36430</b>	11/13/20	<b>CIVIC PLUS</b>			
E 100-514100-210		PROFESSIONAL SERVIC	\$300.00	205716	TECH-PROFESSIONAL SERVICES-CONVERT TO WEBFORMS
		Total	\$300.00		
<b>36431</b>	11/13/20	<b>COMPLETE OFFICE OF WISCONSIN</b>			
E 100-522310-310		OFFICE SUPPLIES	\$30.48	798160	BI-2021 CALENDARS
E 100-566310-310		OFFICE SUPPLIES	\$10.79	798160	PLAN-2021 CALENDARS
E 100-514100-310		OFFICE SUPPLIES	\$34.07	798160	CLERKS-2021 CALENDARS
E 100-518100-350		OPERATING SUPPLIES	\$41.79	798160	COMPLEX-2021 CALENDARS
E 100-522410-310		OFFICE SUPPLIES	\$29.97	798160	EM-2021 CALENDARS
E 100-533110-310		OFFICE SUPPLIES	\$19.15	798160	ENG-2021 CALENDARS
E 100-555510-310		OFFICE SUPPLIES	\$46.54	798160	PARKS & REC-2021 CALENDARS
E 100-533210-350		OPERATING SUPPLIES	\$45.93	798160	DPW-2021 CALENDARS
E 100-555140-310		OFFICE SUPPLIES	\$8.45	798160	SRCTR-2021 CALENDARS
E 100-555140-310		OFFICE SUPPLIES	\$40.12	798160	TREASURER-2021 CALENDARS
E 601-573830-350		OPERATING SUPPLIES	\$88.33	798160	CWRC-2021 CALENDARS
		Total	\$395.62		
<b>36432</b>	11/13/20	<b>CONCORD GROUP</b>			
E 353-566710-210		PROFESSIONAL SERVIC	\$8,645.00	2020E951/07	BUSINESS PARK PROF. SERVICES
		Total	\$8,645.00		
<b>36433</b>	11/13/20	<b>CONLEY MEDIA, LLC</b>			
E 260-555110-322		DONATION EXPENDITU	\$262.50	6441020	LIBR-DONATIONS-SHORT PAID INVOICE
		Total	\$262.50		
<b>36434</b>	11/13/20	<b>E.L.S. LANDSCAPING &amp; LAWN</b>			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 260-555110-290		MAINT/CONTRACTED S	\$230.50	16304	LIBR-MAINTENANCE
		Total	\$230.50		
<b>36435</b>	11/13/20	<b>FIVE CORNERS DODGE</b>			
E 100-522120-240		REPAIR AND MAINTENA	\$71.63	71291	PD-REPAIR-2016 FORD B&W
		Total	\$71.63		
<b>36436</b>	11/13/20	<b>GENERAL COMMUNICATIONS, INC.</b>			
E 100-522120-240		REPAIR AND MAINTENA	\$125.00	287784	PD-REPAIR & MAINTENANCE
		Total	\$125.00		
<b>36437</b>	11/13/20	<b>HI-LINE</b>			
E 100-533210-353		MAINTENANCE PARTS	\$198.53	10815563	DPW-MAINTENANCE
		Total	\$198.53		
<b>36438</b>	11/13/20	<b>IBS OF SOUTHEASTERN WISCONSIN</b>			
E 601-573840-340		MAINTENANCE SUPPLIE	\$1,743.45	100684061	CWRC-MAINTENANCE SUPPLIES
		Total	\$1,743.45		
<b>36439</b>	11/13/20	<b>KANOPY, INC.</b>			
E 260-555110-319		PUBLICATIONS AND SU	\$336.00	220869	LIBR-PUBLICITAIONS
		Total	\$336.00		
<b>36440</b>	11/13/20	<b>LANGE ENTERPRISES</b>			
E 100-522310-310		OFFICE SUPPLIES	\$218.47	74486	BI-OFFICE SUPPLIES
		Total	\$218.47		
<b>36441</b>	11/13/20	<b>MATHESON TRI-GAS</b>			
E 100-533210-353		MAINTENANCE PARTS	\$33.42	51716898	DPW-MAINTENANCE PARTS
		Total	\$33.42		
<b>36442</b>	11/13/20	<b>OSI ENVIRONMENTAL, INC.</b>			
R 100-463101		PUBLIC WORKS FEES	\$75.00	1052085	DPW-DISPOSAL FEES
		Total	\$75.00		
<b>36443</b>	11/13/20	<b>OZAUKEE ACE HARDWARE</b>			
E 100-533210-350		OPERATING SUPPLIES	\$73.19	164676	DPW-MAINTENANCE PARTS
		Total	\$73.19		
<b>36444</b>	11/13/20	<b>OZAUKEE COUNTY TREASURER</b>			
G 100-243300		DUE TO COUNTY - DOG	\$971.50	CK REQ	2020 DOG LICENSES
		Total	\$971.50		
<b>36445</b>	11/13/20	<b>OZAUKEE DISPOSAL CORPORATION</b>			
E 601-573830-297		REFUSE COLLECTION	\$1,525.00	IN61693	CWRC-DUMPSTER PICKUP OCTOBER 2020
		Total	\$1,525.00		
<b>36446</b>	11/13/20	<b>PROFESSIONAL SERVICE INDUSTRIE</b>			
E 353-566710-210		PROFESSIONAL SERVIC	\$13,267.00	00732953	TIF #6 PROF SERVICES
		Total	\$13,267.00		
<b>36447</b>	11/13/20	<b>QUALITY STATE OIL CO.,INC.</b>			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-533110-351		GAS AND OIL EXPENSE	\$35.16	4602383	DPW-GAS & OIL EXPENSE
		Total	\$35.16		
<b>36448</b>	11/13/20	<b>SHARP ELECTRONICS CORPORATION</b>			
E 100-514700-385		EQUIPMENT OUTLAY	\$626.40	SH411793	TECH-COPIERS-NOVEMBER 2020
		Total	\$626.40		
<b>36449</b>	11/13/20	<b>SOUTHSIDE TIRE CO., INC.</b>			
E 100-533210-353		MAINTENANCE PARTS	\$240.00	854284	DPW-MAINTENANCE PARTS
		Total	\$240.00		
<b>36450</b>	11/13/20	<b>STREICHER'S POLICE EQUIPMENT</b>			
E 100-522120-347		SUPPLIES AND EXPENS	\$119.99	11462175	PD-SUPPLIES & EXPENSES
		Total	\$119.99		
<b>36451</b>	11/13/20	<b>SYNCHRONY BANK</b>			
G 100-239837		DEVELOPERS DEPOSIT-	\$359.10	3155	DEVELOPERS DEPOSIT-TREE PLANTINGS
		Total	\$359.10		
<b>36452</b>	11/13/20	<b>THE UNIFORM SHOPPE</b>			
E 100-522120-346		UNIFORMS	\$63.80	304077	PD-UNIFORMS
E 100-522120-346		UNIFORMS	\$317.00	304078	PD-UNIFORMS
E 100-522120-346		UNIFORMS	\$21.95	304079	PD-UNIFORMS
E 100-522120-346		UNIFORMS	\$21.95	304080	PD-UNIFORMS
		Total	\$424.70		
<b>36453</b>	11/13/20	<b>TIME WARNER CABLE</b>			
E 100-533210-350		OPERATING SUPPLIES	\$8.84	3301	DPW-ADAPTERS
		Total	\$8.84		
<b>36454</b>	11/13/20	<b>VEY, VICTOR</b>			
R 100-463101		PUBLIC WORKS FEES	\$25.00	CK REQ	APPLIANCE PICKUP REFUND
		Total	\$25.00		
<b>36455</b>	11/13/20	<b>WE ENERGIES</b>			
E 100-555510-224		NATURAL GAS	\$45.43	045	BOY SCOUT HOUSE
E 100-522230-224		NATURAL GAS	\$244.73	082	FD
E 601-573840-340		MAINTENANCE SUPPLIE	\$10.56	176	SEWER - DORCHESTER #4
E 100-555510-224		NATURAL GAS	\$72.69	213	GIRL SCOUT HOUSE
E 601-573840-340		MAINTENANCE SUPPLIE	\$12.75	229	SEWER - EVERGREEN #7
E 601-573825-224		NATURAL GAS	\$31.28	296	SEWER - PARK LANE CONTROL BLDG
E 240-555320-224		NATURAL GAS	\$24.65	384	POOL
E 601-573825-224		NATURAL GAS	\$156.00	423	SEWER - PARK LANE CWRC
E 100-518100-224		NATURAL GAS	\$386.78	425	GYM
E 260-555110-224		NATURAL GAS	\$566.20	477	LIBRARY
E 100-522410-224		NATURAL GAS	\$49.46	522	EM
E 100-522100-224		NATURAL GAS	\$370.00	610	PD
E 100-518100-224		NATURAL GAS	\$327.68	666	LINCOLN BLDG
E 601-573840-340		MAINTENANCE SUPPLIE	\$10.63	804	SEWER - KENZIE #11
E 601-573840-340		MAINTENANCE SUPPLIE	\$10.56	866	SEWER - KEUP #10
E 601-573840-340		MAINTENANCE SUPPLIE	\$13.11	928	SEWER - GARFIELD #9

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-573840-340		MAINTENANCE SUPPLIE	\$15.63	943	SEWER - HIGHLAND #8
E 100-518100-224		NATURAL GAS	\$307.36	952	CH
E 100-533210-224		NATURAL GAS	\$119.46	957	DPW FACILITY
E 100-522230-224		NATURAL GAS	\$309.49	971	FD
E 240-555320-224		NATURAL GAS	\$12.01	991	POOL
E 100-522100-224		NATURAL GAS	\$24.21	994	PD
		Total	\$3,120.67		
<b>36456</b>	11/20/20	<b>ADVANCED DISPOSAL-</b>			
R 100-463101		PUBLIC WORKS FEES	\$425.10	E1000145796	DPW-ROLLOFF EXCHANGE
		Total	\$425.10		
<b>36457</b>	11/20/20	<b>ASCENSION WISCONSIN AT WORK</b>			
E 100-522130-210		PROFESSIONAL SERVIC	\$34.00	161949	PD-HEARING SCREENING
		Total	\$34.00		
<b>36458</b>	11/20/20	<b>BADGER SWIMPOOLS, INC.</b>			
E 400-555320-865		SWIMMING POOL	\$26,665.00	900-20-17	POOL-CAPITAL IMPROVEMENT
		Total	\$26,665.00		
<b>36459</b>	11/20/20	<b>BAKER &amp; TAYLOR BOOKS</b>			
E 260-555110-322		DONATION EXPENDITU	\$35.00	2035561192	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$282.76	2035561192	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$462.29	2035576752	LIBR-DONATIONS
E 260-555110-322		DONATION EXPENDITU	\$54.72	2035576753	LIBR-DONATIONS
E 260-555110-322		DONATION EXPENDITU	\$50.00	2035586803	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$150.12	2035586803	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$65.00	2035599484	LIBR-DONATIONS
E 260-555110-322		DONATION EXPENDITU	\$326.35	2035599484	LIBR-DONATIONS
E 260-555110-322		DONATION EXPENDITU	\$120.00	2035611404	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$183.13	2035611404	LIBR-PUBLICATIONS
		Total	\$1,729.37		
<b>36460</b>	11/20/20	<b>BAYCOM INC</b>			
E 100-522110-240		REPAIR AND MAINTENA	\$550.00	SRVCE3083	PD-REPAIR & MAINTENANCE 911
		Total	\$550.00		
<b>36461</b>	11/20/20	<b>BEYER'S HARDWARE</b>			
E 100-555510-240		REPAIR AND MAINTENA	\$6.10	159386	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$8.35	159387	PARKS-REPAIR & MAINTENANCE
E 100-522120-380		EQUIPMENT/CAPITAL O	\$1.88	159387	PD-EQUIPMENT
E 100-555510-240		REPAIR AND MAINTENA	\$11.69	159654	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$17.61	159685	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$2.50	159697	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$18.22	159714	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$26.98	159716	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$13.49	159726	PARKS-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$26.24	159816	DPW-MAINTENANCE PARTS
E 100-555510-240		REPAIR AND MAINTENA	\$26.09	159876	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$41.37	159884	PARKS-REPAIR & MAINTENANCE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-555510-240		REPAIR AND MAINTENA	\$11.23	159887	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$0.59	159928	PARKS-REPAIR & MAINTENANCE
E 100-522120-380		EQUIPMENT/CAPITAL O	\$9.67	159929	PD-EQUIPMENT
E 100-533210-353		MAINTENANCE PARTS	\$10.04	159995	DPW-MAINTENANCE PARTS
E 100-555510-240		REPAIR AND MAINTENA	\$4.76	160049	PARKS-REPAIR & MAINTENANCE
E 100-522230-240		REPAIR AND MAINTENA	\$18.57	160146	FD-REPAIR AND MAINTENANCE
E 100-522230-240		REPAIR AND MAINTENA	\$57.58	160147	FD-REPAIR AND MAINTENANCE
E 100-518100-240		REPAIR AND MAINTENA	\$26.73	160184	COMPLEX-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$56.18	160197	DPW-MAINTENANCE PARTS
E 100-555510-240		REPAIR AND MAINTENA	\$3.41	160603	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$13.30	160623	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$15.27	160630	PARKS-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$8.07	160632	DPW-MAINTENANCE PARTS
E 100-555510-240		REPAIR AND MAINTENA	\$23.40	160677	PARKS-REPAIR & MAINTENANCE
E 100-522120-240		REPAIR AND MAINTENA	\$9.84	160708	PD-REPAIR & MAINTENANCE
E 100-522410-350		OPERATING SUPPLIES	\$31.48	160738	EM-OPERATING SUPPLIES
E 100-518100-350		OPERATING SUPPLIES	\$31.96	160764	COMPLEX-OPERATING SUPPLIES
E 100-522410-350		OPERATING SUPPLIES	\$23.39	160770	EM-OPERATING SUPPLIES
E 100-522110-390		OTHER EXPENSES	\$3.86	160826	PD-OTHER
E 100-533210-353		MAINTENANCE PARTS	\$22.92	160907	DPW-MAINTENANCE PARTS
E 100-555510-240		REPAIR AND MAINTENA	\$5.61	160954	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$56.05	160960	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$6.12	160962	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$35.48	160964	PARKS-REPAIR & MAINTENANCE
E 200-544210-230		GROUPS MAINTENAN	\$30.28	160971	CEMETERY-GROUPS MAINTENANCE
E 601-573825-370		LAB SUPPLIES	\$7.37	160988	CWRC-LAB SUPPLIES
E 100-522310-310		OFFICE SUPPLIES	\$11.69	161009	BI-OFFICE SUPPLIES
E 100-533210-353		MAINTENANCE PARTS	\$4.49	161039	DPW-MAINTENANCE PARTS
E 200-544210-230		GROUPS MAINTENAN	\$1.61	161046	CEMETERY-GROUPS MAINTENANCE
E 200-544210-230		GROUPS MAINTENAN	\$18.89	161052	CEMETERY-GROUPS MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$29.67	161072	PARKS-REPAIR & MAINTENANCE
E 601-573840-340		MAINTENANCE SUPPLIE	\$8.80	161079	CWRC-MAINTENANCE SUPPLIES
E 100-555510-240		REPAIR AND MAINTENA	\$111.34	161107	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$58.54	161122	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$22.29	161128	PARKS-REPAIR & MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$12.59	161137	PARKS-REPAIR & MAINTENANCE
Total			\$1,003.59		
<b>36462</b>	11/20/20	<b>BOBCAT OF JANESVILLE</b>			
E 100-533210-353		MAINTENANCE PARTS	\$313.35	02-168585	DPW-MAINTENANCE PARTS
Total			\$313.35		
<b>36463</b>	11/20/20	<b>BOEHLKE BOTTLED GAS CORP.</b>			
G 221-161500		FUEL INVENTORY	\$698.23	103348	DPW-FUEL INVENTORY
Total			\$698.23		
<b>36464</b>	11/20/20	<b>BOLD TECHNOLOGIES</b>			
E 100-522110-240		REPAIR AND MAINTENA	\$700.21	24992	PD-MANITOU ALARM SUPPORT
Total			\$700.21		

# CITY OF CEDARBURG

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Batch: 110620AP,110620USC,111320AP,111320WE,112020AP,112020RECFUND

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>36465</b>	11/20/20	<b>TRACY BROGELMAN</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	REC-YOUTH BBALL CANCELLATION
		Total	\$150.00		
<b>36466</b>	11/20/20	<b>RENITA BURRELL</b>			
R 220-467319		BASKETBALL FEES	\$160.00	CK REQ	REC-GIRLS BBALL PROGRAM CANCELLED
		Total	\$160.00		
<b>36467</b>	11/20/20	<b>CEDARBURG LIGHT &amp; WATER</b>			
E 601-573835-360		COLLECTION SYSTEM M	\$12,572.13	7938	CWRC-SEWERAGE NOVEMBER 2020
G 100-256201		DUE TO L&W IMPACT FE	\$2,007.82	CK REQ	WTR-IMPACT FEE-HOMES BY TOWNE N82W4948 TERN TERRACE
		Total	\$14,579.95		
<b>36468</b>	11/20/20	<b>CROWLEY CONSTRUCTION CORP.</b>			
E 100-533311-240		REPAIR AND MAINTENA	\$1,350.00	11881	DPW-STREET REPAIR & MAINTENANCE
		Total	\$1,350.00		
<b>36469</b>	11/20/20	<b>DIGITAL EDGE OF GRAFTON</b>			
E 100-522110-313		PRINTING-NEWSLETTE	\$276.00	17824	PD-PRINTING
		Total	\$276.00		
<b>36470</b>	11/20/20	<b>JEFF EVANOFF</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	REC-YOUTH BBALL CANCELLATION
		Total	\$150.00		
<b>36471</b>	11/20/20	<b>EXTREME SKI &amp; BIKE</b>			
E 100-522120-240		REPAIR AND MAINTENA	\$49.99	1000000139	PD-REPAIR
		Total	\$49.99		
<b>36472</b>	11/20/20	<b>E-Z WINDOW CLEANING</b>			
E 100-522230-240		REPAIR AND MAINTENA	\$227.75	36652	FD-REPAIR & MAINTENANCE
		Total	\$227.75		
<b>36473</b>	11/20/20	<b>JANE GREENLEE</b>			
R 220-467319		BASKETBALL FEES	\$160.00	CK REQ	REC-GIRLS BBALL CANCELLATION
		Total	\$160.00		
<b>36474</b>	11/20/20	<b>HOPE GROTH</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	REC-YOUTH BBALL CANCELLATION
		Total	\$150.00		
<b>36475</b>	11/20/20	<b>HEIN ELECTRIC SUPPLY CO</b>			
E 100-533210-350		OPERATING SUPPLIES	\$276.60	755870-00	DPW-OPERATING SUPPLIES
		Total	\$276.60		
<b>36476</b>	11/20/20	<b>HOUSEMAN &amp; FEIND, LLP</b>			
E 353-566710-212		ATTORNEY/CONSULTAN	\$6,778.75	60016	TID #6 LEGAL
E 350-566710-212		ATTORNEY/CONSULTAN	\$120.00	60016	TID #4 LEGAL
E 100-516100-211		EXTRAORDINARY SERVI	\$2,955.00	60016	EXTRAORDINARY SERVICES
E 100-522110-212		ATTORNEY/CONSULTAN	\$1,791.00	60098	LEGAL-PD

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Batch: 110620AP,110620USC,111320AP,111320WE,112020AP,112020RECFUND

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$11,644.75		
<b>36477</b>	11/20/20	<b>IBS OF SOUTHEASTERN WISCONSIN</b>			
E 100-533210-353		MAINTENANCE PARTS	\$124.95	100684063	DPW-MAINTENANCE PARTS
Total			\$124.95		
<b>36478</b>	11/20/20	<b>JFTCO, INC</b>			
E 100-533210-353		MAINTENANCE PARTS	\$361.98	PIMK007397	DPW-MAINTENANCE PARTS
Total			\$361.98		
<b>36479</b>	11/20/20	<b>JM BRENNAN, INC.</b>			
E 100-518100-240		REPAIR AND MAINTENA	\$485.00	SALES00012	COMPLEX-MAINTENANCE
Total			\$485.00		
<b>36480</b>	11/20/20	<b>LAURA LINDEMANN</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	REC-YOUTH BBALL CANCELLATION
Total			\$150.00		
<b>36481</b>	11/20/20	<b>LUBRICATION ENGINEERS INC.</b>			
E 601-573845-240		REPAIR AND MAINTENA	\$2,496.77	IN435173	CWRC-REPAIR & MAINTENANCE
Total			\$2,496.77		
<b>36482</b>	11/20/20	<b>MASTER PRINTWEAR</b>			
E 220-555390-394		POMS EXPENSES	\$336.00	9106	REC-POMS
Total			\$336.00		
<b>36483</b>	11/20/20	<b>MICHAEL BAIER</b>			
E 100-519200-343		AWARDS, SUPPLIES	\$75.00	CK REQ	15 YEAR SERVICE AWARD
Total			\$75.00		
<b>36484</b>	11/20/20	<b>MID-AMERICA STEEL DRUM CO.</b>			
E 601-573840-340		MAINTENANCE SUPPLIE	\$187.50	0717177-IN	CWRC-MAINTENANCE SUPPLIES
E 601-573835-360		COLLECTION SYSTEM M	\$946.25	0717177-IN	CWRC-COLLECTION SYSTEM MAINT
E 601-573830-342		JANITORIAL SUPPLIES	\$295.20	0717177-IN	CWRC-JANITORIAL SUPPLIES
Total			\$1,428.95		
<b>36485</b>	11/20/20	<b>NORTH CENTRAL LABORATORIES</b>			
E 601-573825-370		LAB SUPPLIES	\$470.20	446676	CWRC-LAB SUPPLIES
Total			\$470.20		
<b>36486</b>	11/20/20	<b>OFFICE DEPOT</b>			
E 260-555110-310		OFFICE SUPPLIES	\$71.20	13367752200	LIBR-OFFICE SUPPLIES
Total			\$71.20		
<b>36487</b>	11/20/20	<b>OLIVER FIONTAR LLC</b>			
E 350-566710-227		DEVELOPERS INCENTIV	\$64,560.00	622	TIF #4 - DRAW #47
E 350-566710-227		DEVELOPERS INCENTIV	\$8,351.99	622	TIF #4 - DRAW #47
Total			\$72,911.99		
<b>36488</b>	11/20/20	<b>ONTECH SYSTEMS, INC</b>			
E 100-514700-210		PROFESSIONAL SERVIC	\$276.96	52636	TECH-ENG & CLERK ISSUES

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Batch: 110620AP,110620USC,111320AP,111320WE,112020AP,112020RECFUND

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$276.96		
<b>36489</b>	11/20/20	<b>PACE ANALYTICAL SERVICES, INC.</b>			
E 601-573825-370		LAB SUPPLIES	\$25.00	2040092880	CWRC-LAB SUPPLIES
Total			\$25.00		
<b>36490</b>	11/20/20	<b>SARAH PINZL</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	REC-YOUTH BBALL CANCELLATION
Total			\$150.00		
<b>36491</b>	11/20/20	<b>MICHELLE PLEW</b>			
R 220-467327		SOLAR RECREATION	\$65.00	CK REQ	REC-CANCELLED OUT - SOLAR REC
Total			\$65.00		
<b>36492</b>	11/20/20	<b>REFRIGERANT DEPOT LLC</b>			
R 100-463101		PUBLIC WORKS FEES	\$100.00	1001	DPW-APPLIANCE RECYCLING
R 100-463101		PUBLIC WORKS FEES	\$100.00	1002	DPW-APPLIANCE RECYCLING
Total			\$200.00		
<b>36493</b>	11/20/20	<b>RICOH USA, INC</b>			
E 100-522110-240		REPAIR AND MAINTENA	\$115.05	5060740803	PD-COPIERS
Total			\$115.05		
<b>36494</b>	11/20/20	<b>ROAD EQUIPMENT PARTS CENTER</b>			
E 100-533210-353		MAINTENANCE PARTS	\$147.97	WM802360	DPW-MAINTENANCE PARTS
Total			\$147.97		
<b>36495</b>	11/20/20	<b>CARLA SCHREINER</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	REC-YOUTH BBALL CANELLATION
Total			\$150.00		
<b>36496</b>	11/20/20	<b>JULIE SCHUELE</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	REC-YOUTH BBALL CANCELLATION
Total			\$150.00		
<b>36497</b>	11/20/20	<b>STAPLES</b>			
E 100-511100-390		OTHER EXPENSES	\$6,750.00	8060180806	COUNCIL-IPADS
E 100-514200-310		OFFICE SUPPLIES	\$149.39	8060180806	ELECTIONS-OFFICE SUPPLIES
E 100-514100-310		OFFICE SUPPLIES	\$58.38	8060180806	CLERKS-OFFICE SUPPLIES
Total			\$6,957.77		
<b>36498</b>	11/20/20	<b>SYMBIONT</b>			
G 601-185335		ADVANCED TREATMEN	\$9,655.00	51515	CWRC-PRELIM STORAGE TANK REPLACEMENT
G 601-185335		ADVANCED TREATMEN	\$1,660.00	51516	CWRC-NEW COAGULANT SYSTEM PLANS & SPECS
Total			\$11,315.00		
<b>36499</b>	11/20/20	<b>KELLI TAFFORA</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	REC-YOUTH BBALL CANCELLATION
Total			\$150.00		
<b>36500</b>	11/20/20	<b>TIME WARNER CABLE</b>			
E 100-518100-225		TELEPHONE/COMMUNI	\$66.85	110520	CH-TELEPHONE

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Batch: 110620AP,110620USC,111320AP,111320WE,112020AP,112020RECFUND

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-513100-225		TELEPHONE/COMMUNI	\$7.42	110520	MAYOR-TELEPHONE
E 100-513200-225		TELEPHONE/COMMUNI	\$7.42	110520	ADMIN-TELEPHONE
E 100-514100-225		TELEPHONE/COMMUNI	\$37.12	110520	CLERK-TELEPHONE
E 100-515600-225		TELEPHONE/COMMUNI	\$22.27	110520	TREAS-TELEPHONE
E 100-515400-225		TELEPHONE/COMMUNI	\$14.85	110520	ASSESSOR-TELEPHONE
E 100-522310-225		TELEPHONE/COMMUNI	\$14.85	110520	BI-TELEPHONE
E 100-533110-225		TELEPHONE/COMMUNI	\$22.27	110520	ENG-TELEPHONE
E 100-566310-225		TELEPHONE/COMMUNI	\$14.85	110520	PLAN-TELEPHONE
E 100-533210-225		TELEPHONE/COMMUNI	\$29.70	110520	DPW-TELEPHONE
E 220-555390-225		TELEPHONE/COMMUNI	\$29.70	110520	REC-TELEPHONE
E 100-555140-225		TELEPHONE/COMMUNI	\$14.85	110520	SRCTR-TELEPHONE
E 601-573825-225		TELEPHONE/COMMUNI	\$59.40	110520	CWRC-TELEPHONE
E 100-522410-225		TELEPHONE/COMMUNI	\$22.27	110520	EG-TELEPHONE
E 100-522230-225		TELEPHONE/COMMUNI	\$14.85	110520	FD-TELEPHONE
E 240-555320-225		TELEPHONE/COMMUNI	\$37.12	110520	POOL-TELEPHONE
E 100-555510-220		Internet	\$96.98	110720	GYM-INTERNET
E 100-555510-220		Internet	\$113.74	110920	INTERNET-CEDAR CREEK PARK
E 100-522410-220		Internet	\$134.98	111420	EM-INTERNET
E 240-555320-210		PROFESSIONAL SERVIC	\$134.98	111520	POOL-INTERNET
E 100-514700-220		Internet	\$1,046.45	111620	CH-INTERNET
E 100-522110-225		TELEPHONE/COMMUNI	\$424.28	2301	PD-TELEPHONE
E 100-522110-225		TELEPHONE/COMMUNI	\$62.92	2801	PD-DIGITAL ADAPTERS
Total			\$2,430.12		
<b>36501</b>	11/20/20	<b>CHERYL TORBECK</b>			
R 220-467319		BASKETBALL FEES	\$320.00	CK REQ	REC-GIRLS BBALL-CHARGED TWICE ONLINE
Total			\$320.00		
<b>36502</b>	11/20/20	<b>TRANS UNION LLC</b>			
E 100-522110-240		REPAIR AND MAINTENA	\$50.00	10006029	PD-MONTHLY SERVICE
Total			\$50.00		
<b>36503</b>	11/20/20	<b>UNIFIRST CORPORATION</b>			
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1154793	CWRC-SAFETY EQUIPMENT
E 100-533210-350		OPERATING SUPPLIES	\$49.51	096 1154795	DPW-OPERATING
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1155833	CWRC-SAFETY EQUIPMENT
E 100-533210-350		OPERATING SUPPLIES	\$49.51	096 1155835	DPW-OPERATING
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1156873	CWRC-SAFETY EQUIPMENT
E 100-533210-350		OPERATING SUPPLIES	\$49.51	096 1156875	DPW-OPERATING
E 601-573830-342		JANITORIAL SUPPLIES	\$73.50	096 1156880	CWRC-JANITORIAL SUPPLIES
Total			\$457.08		
<b>36504</b>	11/20/20	<b>VANTAGE FINANCIAL</b>			
E 400-555510-620		DEBT SERVICE - INTER	\$538.86	35812	GRAPPLE TRUCK INTEREST-DECEMBER 2020
E 400-555510-610		DEBT SERVICE - PRINCI	\$3,069.14	35812	GRAPPLE TRUCK PRINCIPAL-DECEMBER 2020
Total			\$3,608.00		
<b>36505</b>	11/20/20	<b>HEIDI WENDT</b>			
R 220-467319		BASKETBALL FEES	\$150.00	CK REQ	REC-YOUTH BBALL CANCELLATION
Total			\$150.00		



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Batch: 110620AP,110620USC,111320AP,111320WE,112020AP,112020RECREFUND

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>36506</b>	11/20/20	<b>WM CORPORATE SERVICES, INC.</b>			
E 100-533710-290		MAINT/CONTRACTED S	\$36,248.52	6564608-227	CH-GARBAGE
E 100-533730-290		MAINT/CONTRACTED S	\$17,520.93	6564608-227	CH-RECYCLING
		Total	\$53,769.45		
		<b>111300 PWSB Checking</b>	<b>\$398,219.42</b>		

**Fund Summary**

<b><u>111300 PWSB Checking</u></b>	
100 GENERAL FUND	\$133,619.59
200 CEMETERY FUND	\$50.78
210 ROOM TAX FUND	\$19,746.69
220 RECREATION PROGRAMS FUND	\$4,593.38
221 FUEL SYSTEM - WASH BAY	\$1,378.66
240 SWIMMING POOL FUND	\$208.76
260 LIBRARY FUND	\$6,910.22
350 TIF DISTRICT FUND #4	\$108,002.60
353 TIF DISTRICT #6	\$28,690.75
400 CAPITAL IMPROVEMENTS FUND	\$30,273.00
601 WATER RECYCLING CENTER	\$63,808.84
700 RISK MANAGEMENT FUND	\$936.15
	<b>\$398,219.42</b>



City of Cedarburg

# City Administrator's Report

November 25, 2020

## 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 final grading work is being completed on the Hwy. 60 Business Park for work to be done in 2021. The next phase of contracts will go out for bid, with the opening on December 17.

The Public Works crew will be working on leaf pickup through Thanksgiving.

**Police**—The Department has had a few officers test positive for COVID; however, they have been spread out and has not caused any disruption in service.

**Senior Center**—The Center is closed this week, due to a COVID exposure. The van service is also suspended this week.

**Water Recycling Center**—The lab was audited two weeks ago and they did very well. The DNR may be nominating Cedarburg for lab of the year.

**Treasurer**— The Department is preparing for tax collection in December.

**Library**— If due to COVID the library has a reduction in staff and service levels, the Library Board will hold a special meeting and determine library closure and return to curbside pickup service for a period of time.

**Clerk** — The Department spent time reconciling the Presidential election with the County and began preparing for a possible recount. Fortunately, Ozaukee County was not included in the recount.

**City Administrator**— To avoid a large gathering under the current circumstances, the Annual Holiday Luncheon for employees will not take place this year .

Respectfully submitted,

Mikko Hilvo  
City Administrator



# **City of Cedarburg**

## **2020 Third Quarter**

### **Financial Report**

Prepared By:  
Christy Mertes, Finance Director/Treasurer  
Kelly Livingston, Deputy Treasurer/Human Resources  
Kathy Huebl, Accounts Receivable/Accountant II

# Memorandum

**To:** Mike O'Keefe, Mayor  
Common Council

**From:** Christy Mertes, Finance Director/Treasurer

**Date:** October 20, 2020

**Re:** September 30, 2020 Financial Report

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The following pages are the third quarter 2020 financial report for the City of Cedarburg for your review. Included with this report are the following financial statements:

- General Fund (Section A)
- Special Revenue Funds (Section B)
- Capital Improvements (Section C)
- Water Recycling Center (Section D)
- Department Salary Analysis (Section E)
- Cash and Investments (Section F)
- Accounts Receivable and Special Assessments (Section G)
- Environmental (Section H)
- Risk Management (Section I)
- Debt Service Fund (Section J)
- TIF #3, #4, #5 and #6 (Section K)
- Light & Water (Section L)

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

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**City of Cedarburg**  
General Fund  
Third Quarter Financial Report  
September 30, 2020

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

**Revenues**

At the end of the third quarter revenues totaled \$8,664,857; 91% realized.

**Property taxes** were 100% realized in January. **Property tax equivalent** from Light & Water is accrued and paid monthly; currently 75% realized.

The **Intergovernmental Revenues** at the end of the quarter were \$958,399; 72% realized. This category includes State Aids. The larger aid payments are received through installments while the smaller payments are one-time only. At the end of the third quarter 75% of the State transportation aids have been received and the personal property aid, recycling grant, cable franchise fee aid and computer aid were received in full. The Police Department DOT grant was also received in the amount of \$3,812. There was also a CARES Act grant for the Clerk's Office for additional expenditures incurred due to COVID 19 in the amount of \$9,223. CARES Act funding of \$17,159 was received in October for all other City spending on the pandemic.

**Regulation and Compliance Revenues** totaled \$392,079; 87% realized. Permits are 129% realized.

Court penalties and costs are 53% realized at the end of the third quarter.

Cable franchise fees are received 30 days after the quarter ends. This revenue is down this year due to the new State law restricting the amount a municipality may collect. The revenue will decrease another 0.5% for 2021. At the end of the third quarter payments totaled \$65,838; 49% realized.

**Public Charges for Services** are 50% realized; in the amount of \$61,450. Police Department fees are 88% realized. Also included in this category are the Public Works' fees; 54% realized. Included in the Public Works fees account are the recycling cart upgrades and appliance pick up fees. Park rental fees totaled \$7,766; 111% realized at the end of the quarter. Senior Center fees which include the senior van and tour sales are \$12,543 at quarter end; 50% realized. The Senior Center trips have been cancelled for the year so those revenues will be down; however, the loss in revenues will be offset by lower expenditures.

**Intergovernmental Charges** are \$146,634 or 60% realized at the end of the quarter. Included in this category are the quarterly billings to the Town for the Fire and EMS shared services and the Cedarburg School District payments for the crossing guards' and school safety officer payroll expenditures. The revenue for the crossing guards will be under budget for the year due to the early school closing; however, this will be offset by lower crossing guard wages. The actual Fire and EMS expenditures are charged out to the Town for reimbursement based on a formula.

**Interdepartmental Charges** are \$14,845 at quarter end; 99% realized. Fees charged are for the Water Recycling Center, room tax, TIF, and CDBG administrative services. Room tax administrative fees are collected the month after the quarter end when the funds are distributed to the Chamber of Commerce Tourism, Promotion and Development Committee. The Room Tax revenues are 60% realized after the two quarters being collected.

**Commercial Revenues** include interest, rent, donations and the sale of City property. These revenues are \$332,855; 95% realized. Interest revenue is 46% realized; \$54,245 at quarter end. The interest rates have dropped since the first of the year and the account will end up under budget at year end.

**General Fund**  
Third Quarter Financial Report

**Expenditures**

At the end of the third quarter expenditures are expected to be 75% expended. Expenditures totaled \$6,469,451 and 68% expended. The budget amounts include the 2019 encumbrances for goods or services that were carried over to 2020. The Council approved these changes to the budget at the February 24th meeting. Encumbrances included purchases for Elections, Assessor's Office and Public Works that were not completed in 2019. In total \$17,000 was carried over from 2019.

**General Government** expenditures at the end of the third quarter are \$866,692; 66% expended. General Government includes the Council, Mayor, Clerk, Treasurer, audit, legal, Assessor, and City Hall Departments.

**Public Safety** expenditures are \$3,034,869; 70% expended, at quarter end. The departments were all in line with their budget for the quarter except for the Police Station. Expenditures for the station are 83% expended, mostly in part due to repairs and maintenance account that is \$8,593 over budget on September 30. There was an unexpected sprinkler system repair of \$8,700 in August.

**Public Works** expenditures are \$1,823,173; 65% expended. In total the department is in line with the budget.

**The Parks, Forestry & Recreation Department** expenditures to date are \$676,143; 73% expended. Parks, Recreation and Forestry salaries are 85% expended at the end of the quarter.

**Conservation and Development** expenditures are \$68,574 at quarter end, 66% expended, for City planning and economic development services. The last day for the contracted economic development coordinator was October 28 which will result in a savings in the professional services account at year end.

**City of Cedarburg  
General Fund  
Third Quarter Financial Report Summary  
As of September 30, 2020**

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2020 Budget</b>	<b>% Realized/ Expended</b>
<b>Revenues</b>				
Taxes—General Government	\$5,954,081	\$6,107,595	\$6,107,595	100.00%
Tax Equivalent—Utility	594,000	651,000	857,396	75.93%
Intergovernmental Revenues	834,548	958,399	1,327,656	72.19%
Regulation and Compliance	507,784	392,079	448,775	87.37%
Public Charges for Services	106,175	62,009	123,060	50.39%
Intergovernmental Charges	148,308	146,634	242,894	60.37%
Interdepartmental Charges	12,749	14,845	15,050	98.64%
Commercial Revenues	367,358	332,855	351,140	94.79%
Public Improvement Revenues	2,094	0	0	0.00%
<b>Total Revenues</b>	<b>\$8,527,097</b>	<b>\$8,665,416</b>	<b>\$9,473,566</b>	<b>91.47%</b>
<b>Expenditures</b>				
General Government	\$830,494	\$866,692	\$1,319,181	65.70%
Public Safety	3,067,836	3,034,869	4,362,593	69.57%
Public Works	1,923,261	1,823,173	2,785,608	65.45%
Parks, Forestry & Recreation	794,609	676,143	925,703	73.04%
Conservation & Development	75,003	68,574	104,501	65.62%
Operating Transfers Out	252,000	0	0	
<b>Total Expenditures</b>	<b>\$6,691,203</b>	<b>\$6,469,451</b>	<b>\$9,197,586</b>	<b>68.12%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>1,835,894</b>	<b>2,195,965</b>	<b>(24,020)</b>	
<b>Beginning Fund Balance</b>		<b>3,356,206</b>	<b>3,356,206</b>	
<b>Fund Balance, End of Quarter/Budget</b>		<b>\$5,552,171</b>	<b>\$3,332,186</b>	

**General Fund  
Third Quarter Financial Report  
As of September 30, 2020**

	<b>September</b>			
	<b>2019</b>	<b>2020</b>	<b>2020</b>	<b>% Realized/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Expended</b>
<b>Revenues</b>				
<b>Taxes:</b>				
General property	\$5,954,081	\$6,107,595	\$6,107,595	100.00%
Tax equivalent—Light & Water	594,000	651,000	857,396	75.93%
Real Estate Tax Land Use Penalty	0	0	0	0.00%
Total Taxes	6,548,081	6,758,595	6,964,991	97.04%
<b>Intergovernmental Revenues:</b>				
State Shared Revenues	30,645	0	204,124	0.00%
Expenditure Restraint	181,615	230,669	200,041	115.31%
<b>State grants:</b>				
Personal Property Aid	39,214	39,213	39,213	100.00%
State Aid Cable Franchise Fees	0	14,955	14,955	100.00%
Recycling	37,907	37,903	38,000	99.74%
Police training/other	1,000	3,812	8,160	46.72%
State computer aids	21,048	21,048	21,048	100.00%
State Grant - Elections		9,223		
<b>Transportation Aids:</b>				
General highway aids	523,119	601,586	802,115	75.00%
Total Intergovernmental	834,548	958,399	1,327,656	72.19%
<b>Regulation and Compliance:</b>				
Licenses	54,925	51,723	56,725	91.18%
Permits	326,095	241,002	187,450	128.57%
Court penalties & costs	38,351	24,757	47,000	52.67%
Parking violations	14,087	8,759	23,000	38.08%
Cable television fees	73,426	65,838	134,600	48.91%
Total Regulation and Compliance	507,784	392,079	448,775	87.37%
<b>Public Charges for Services:</b>				
General government	11,238	10,067	13,310	75.63%
Police Department fees, alarm, false alarm	11,703	12,108	13,750	88.06%
Public Works fees	28,989	18,966	35,000	54.19%
Park fees	8,244	8,325	7,000	118.93%
Senior Center fees	46,001	12,543	54,000	23.23%
Total Public Charges for Services	106,175	62,009	123,060	50.39%



**General Fund  
Third Quarter Financial Report  
As of September 30, 2020**

	<b>September</b>			
	<b>2019</b>	<b>2020</b>	<b>2020</b>	<b>% Realized/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Expended</b>
<b>Intergovernmental Charges:</b>				
Sanitation—Town	667	667	2,165	30.81%
Fire—Operating Expense—Town	115,608	124,563	184,265	67.60%
Fire/EMS Dispatching—Town	2,116	2,303	3,500	65.80%
Emergency Management—Town	0	202	0	0.00%
Crossing Guards—School	29,917	18,899	50,000	37.80%
City of Mequon—Reimbursement for Services	0	0	2,964	0.00%
Total Intergovernmental Charges for Services	148,308	146,634	242,894	60.37%
<b>Interdepartmental Charges:</b>				
Sewer—Admin	10,250	10,250	10,250	100.00%
Room Tax—Admin	1,752	2,089	3,500	59.69%
CDBG—Admin	288	425	0	0.00%
WLF—Admin	459	2,081	1,300	160.08%
Total Interdepartmental Charges	12,749	14,845	15,050	98.64%
<b>Commercial Revenues:</b>				
Interest on investments	117,280	65,245	140,750	46.36%
Change in Market Value	52,614	47,534	0	0.00%
Interest on Special Assessments	575	268	400	67.00%
Interest—Delinquent taxes	50	4,153	0	0.00%
Rental charges	9,264	8,844	13,000	68.03%
Rent—City Prop.—Water Tower	159,974	209,454	173,490	120.73%
Sale of City property	100	0	0	0.00%
Prior year/Miscellaneous	14,789	(26,530)	10,000	-265.30%
Donations	12,712	23,887	13,500	176.94%
Total Commercial Revenues	367,358	332,858	351,140	94.79%
<b>Operating Transfers In:</b>				
Transfer from Rec Programs	13,500			
Transfer from Debt Service	244,965			
Total Transfers In	258,465	0	0	
<b>Public Improvement Revenues:</b>				
Special Assessments	2,094	0	0	0.00%
Total Revenues	8,785,562	8,665,416	9,473,566	91.47%

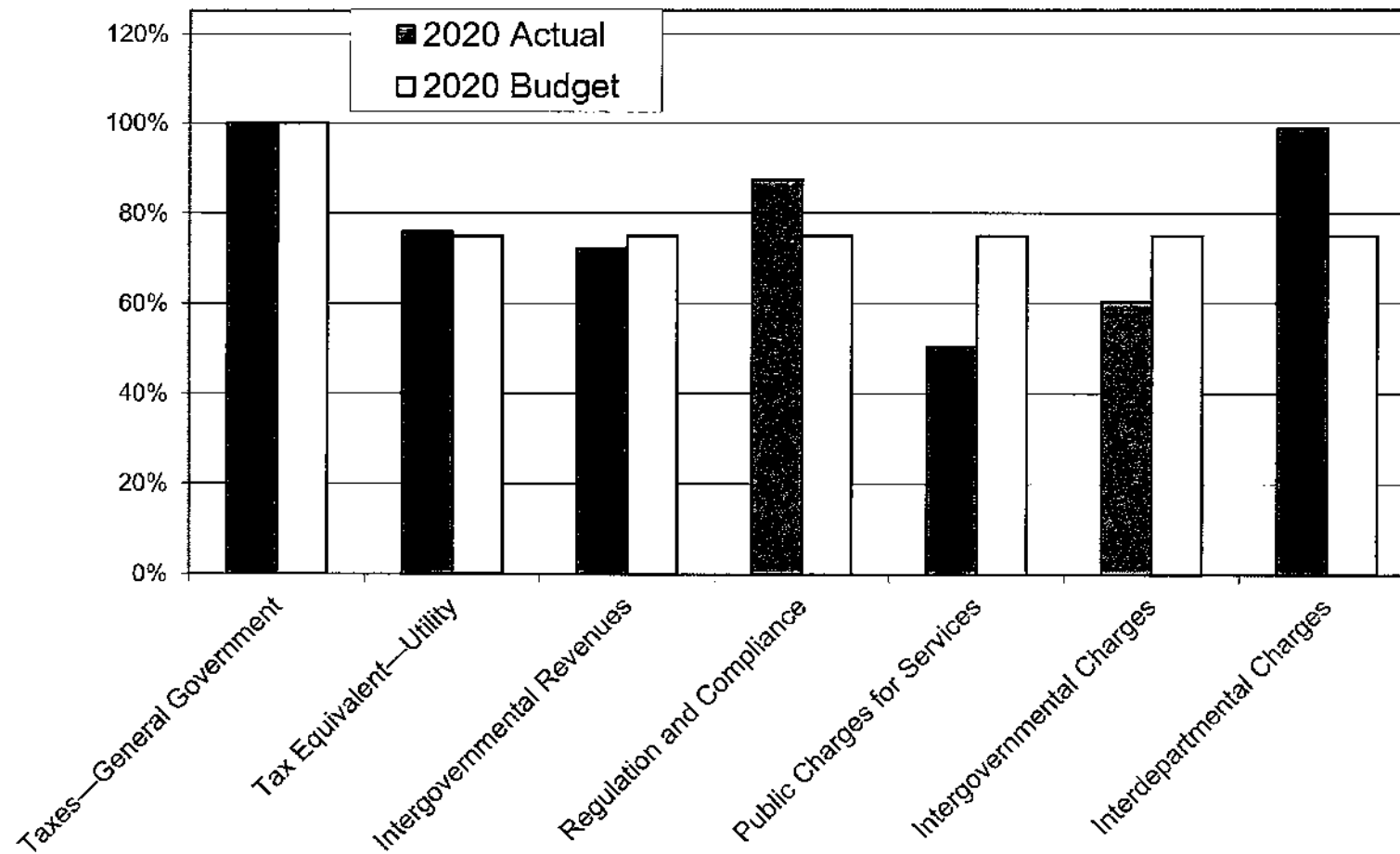
**General Fund  
Third Quarter Financial Report  
As of September 30, 2020**

	<b>September</b>			
	<b>2019</b>	<b>2020</b>	<b>2020</b>	<b>% Realized/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Expended</b>
<b>Expenditures</b>				
<b>General Government:</b>				
Council	\$20,139	\$19,483	\$25,412	76.67%
Mayor	4,918	4,843	8,423	57.50%
Administrator	68,916	101,947	138,727	73.49%
City Clerk	192,935	159,868	244,334	65.43%
Elections	15,803	32,074	41,758	76.81%
Information Technology	67,792	54,130	74,375	72.78%
Assessor	101,049	101,496	150,192	67.58%
Treasurer	140,201	203,771	284,753	71.56%
Independent Audit	27,750	28,500	29,000	98.28%
City Attorney	25,587	22,442	55,000	40.80%
City Hall	152,936	125,565	225,866	55.60%
Employee Relations	3,730	4,395	32,975	13.33%
Property & Liab. Insurance	7,738	8,158	8,366	97.51%
Total General Government	830,494	866,892	1,319,181	65.70%
<b>Public Safety:</b>				
Police Department:				
Station	60,603	81,228	98,132	82.77%
Administration	699,261	810,042	1,043,006	77.66%
Patrol	1,548,302	1,466,940	2,214,346	66.25%
Investigative	201,061	184,937	290,104	63.75%
Fire Department	419,940	355,117	520,219	68.26%
Building Inspection	122,565	121,165	167,539	72.32%
Weights & Measures	2,000	2,000	2,000	100.00%
Auxiliary Police	14,104	13,440	27,247	49.33%
Total Public Safety	3,067,836	3,034,869	4,362,593	69.57%
<b>Public Works:</b>				
Engineering/PW Admin	160,953	135,744	204,116	66.50%
Mach & Equip/Garage	284,508	301,128	381,921	78.85%
Street Maintenance	502,100	514,034	743,496	69.14%
Streets Ineligible	4,170	4,241	24,200	17.52%
Street Lighting	198,289	190,344	270,000	70.50%
Traffic Control/Signals	5,787	6,103	8,150	74.88%
Storm Sewers	97,249	70,084	211,487	33.14%
Snow & Ice Control	130,966	91,031	138,700	65.63%
Solid Waste Collection	319,828	290,042	461,820	62.80%
Groundwater Monitoring	2,000	2,000	6,500	30.77%
Recycling	217,411	218,422	334,218	65.35%
Nuisance Control	0	0	1,000	0.00%
Total Engineering/Public Works	1,923,261	1,823,173	2,785,608	65.45%

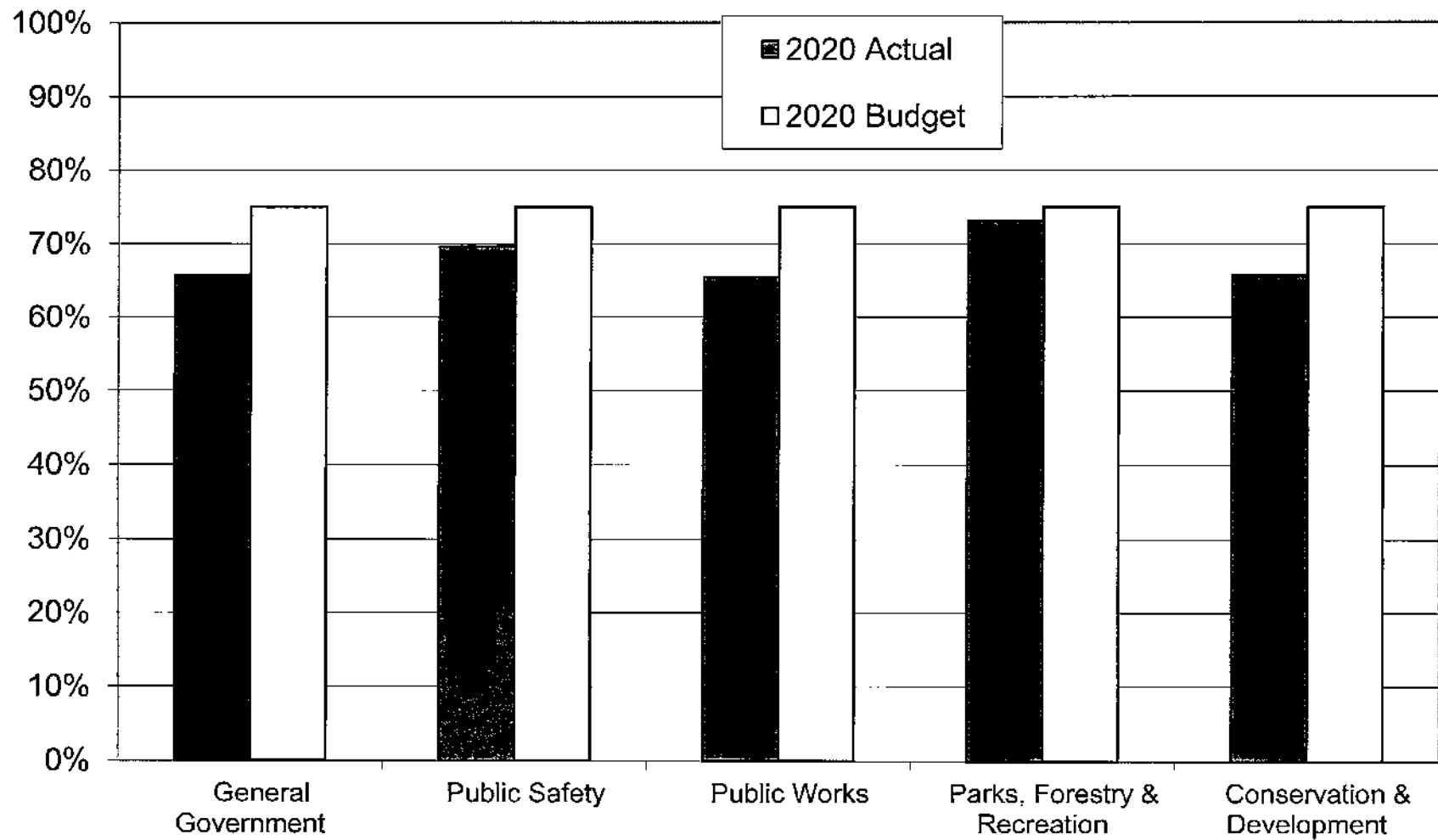
**General Fund  
Third Quarter Financial Report  
As of September 30, 2020**

	<b>September</b>			
	<b>2019</b>	<b>2020</b>	<b>2020</b>	<b>% Realized/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Expended</b>
<b>Parks, Recreation &amp; Forestry:</b>				
Senior Center	90,690	52,295	105,079	49.77%
Senior Van	1,938	787	2,902	27.12%
Celebrations	40,566	32,277	45,456	71.01%
Parks & Forestry	661,415	590,784	772,266	76.50%
Total Culture & Recreation	794,609	676,143	925,703	73.04%
<b>Conservation and Development:</b>				
City Planning	75,003	68,574	104,501	65.62%
Total Conservation & Development	75,003	68,574	104,501	65.62%
<b>Operating Transfers Out:</b>				
Transfer to Capital Improvements	252,000			
Total Expenditures	\$6,943,203	\$6,469,451	\$9,497,586	68.12%

## City of Cedarburg - Revenues September 30, 2020



## City of Cedarburg - Expenditures September 30, 2020



***City of Cedarburg***  
***Cemetery Fund***  
***Quarter Ended***  
***September 30, 2020***

**Revenues**

The Cemetery fund revenues at the end of the third quarter total \$63,096.74, which includes the rent of the house at Immanuel Cemetery, the sale of cemetery lots, monument and marker fees and interest income. Twenty-two lots were sold during the third quarter, for a year-to-date total of seventy-six. Interest income is from investments at the State Local Government Investment Pool, long term investments and money market accounts.

From every lot sale, \$75 is set aside for perpetual care of the cemetery. At the end of the quarter, the fund had a balance of \$117,975.

**Expenditures**

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

At the end of the quarter, total expenditures are expected to be 75% expended. Actual expenditures were 39% expended.

**City of Cedarburg**  
**CEMETERY FUND**  
Special Revenue Fund  
Quarter Ended September 30, 2020

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Earned/ Expended</b>
<b>Revenues</b>			
Sale of property	\$7,200	\$45,600.00	633%
Monuments & Markers	1,200	1,700.00	142%
Interest Income	1,500	2,267.68	151%
Rental Income	11,940	8,965.00	75%
Miscellaneous Revenue	1,200	2,435.00	203%
Change in Market Value	0	2,129.06	0%
<b>Total Revenues</b>	<b>\$23,040</b>	<b>\$63,096.74</b>	<b>274%</b>
<b>Expenditures</b>			
Salaries	\$6,635	\$3,988.75	60%
Overtime	250	0.00	0%
Part-time Salaries/Seasonal	7,400	5,085.88	69%
FICA	1,093	694.20	64%
Retirement	465	279.02	60%
Health Insurance	674	3,695.81	548%
Life Insurance	3	0.00	0%
Workers' Comp Insurance	475	474.75	100%
Professional Services	23,500	1,465.00	6%
Electric	550	358.24	65%
Water Service	500	455.06	91%
Grounds Maintenance	2,800	428.76	15%
Repair & Maintenance	2,000	768.20	38%
House Maintenance	1,000	323.94	32%
Operating Supplies	900	593.28	66%
Property Insurance	258	258.05	100%
<b>Total Expenditures</b>	<b>\$48,503</b>	<b>\$18,868.94</b>	<b>39%</b>
<b>Net Change in Fund Balance</b>	<b>(25,463)</b>	<b>44,227.80</b>	
<b>Fund Balance, Beginning of Year</b>	<b>\$255,687</b>	<b>\$262,634.65</b>	
<b>Reserved to Date for Perpetual Care</b>	<b>113,175</b>	<b>117,975.00</b>	
<b>Unreserved Fund Balance</b>	<b>117,049</b>	<b>188,887.45</b>	
<b>Fund Balance, End of Quarter</b>	<b>\$230,224</b>	<b>\$306,862.45</b>	

**City of Cedarburg**  
**Room Tax Fund**  
Quarter Ended  
September 30, 2020

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

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

	Budget	Actual	% of Budget Earned/ Expended
<b>Revenues</b>			
Room taxes	\$ 70,000	17,035.43	24%
<b>Expenditures</b>			
Chamber of Commerce—Tourism	\$ 66,500	15,964.03	24%
Excess of Revenues Over Expenditures	\$ 3,500	1,071.40	
<b>Transfers</b>			
Transfer to General Fund	\$ 3,500	2,089.06	
Fund Balance, Beginning of Year	\$ 2,004	\$ 2,004.20	
Fund Balance, End of Quarter	\$ 2,004	\$ 986.54	



**City of Cedarburg**  
**Recreation Programs Fund**  
*Quarter Ended September 30, 2020*

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

Revenues are over expected budget at the end of the quarter at 82.46% earned. A total of \$6,200.00 has been received for sponsorship of the recreation brochure.

Expenditures are 71% expended. Workers' compensation and property insurance are both paid in full in January.

The fund balance is used for future equipment purchases.

**City of Cedarburg**  
**RECREATION PROGRAMS FUND**  
Special Revenue Fund  
Quarter Ended September 30, 2020

	Budget	Actual	% of Budget Earned/ Expended
<b>Revenues</b>			
Gym Rentals	\$3,000	\$2,764.19	92.14%
Athletic Field Rentals	300	-	0.00%
Summer/Winter Rec Fees	60,000	99,122.35	165.20%
WPRA Ticket Sales	5,000	190.75	3.82%
Youth Football Registration	3,500	5,130.00	146.57%
Safety Training	6,500	3,465.00	53.31%
Basketball Fees	26,000	1,400.00	5.38%
Softball Fees	12,000	11,584.28	96.54%
Volleyball Fees	1,200	1,184.61	98.72%
Aquatic Fitness	5,000	2,508.50	50.17%
Concession Revenues	800	-	0.00%
Special Rec Events	1,000	-	0.00%
Solar Recreation	8,000	3,591.50	44.89%
Summer Sand Volleyball	1,800	130.00	7.22%
Summer Soccer	20,000	10,320.00	51.60%
Banner Advertising	700	-	0.00%
Poms Revenue	58,991	50,678.56	85.91%
Total Body Fitness	12,000	7,045.00	58.71%
Civic Band Revenue	3,000	-	0.00%
Recreation Brochure Sponsorships	5,500	6,200.00	112.73%
Donations	4,000	1,217.88	30.45%
Miscellaneous Revenue	15,000	3,149.33	21.00%
Transfer from General Fund	1,000	-	0.00%
<b>Total Revenues</b>	<b>\$254,291</b>	<b>\$209,681.95</b>	<b>82.46%</b>
<b>Expenditures</b>			
Part-time Salaries/Seasonal	\$105,000	\$91,457.78	87.10%
Exercise Fitness Salaries	7,000	2,828.00	40.40%
PICA	8,568	7,211.34	84.17%
EAP Administration	60	-	0.00%
Workers Comp Insurance	3,605	3,604.91	100.00%
Telephone	900	632.08	70.23%
School District Fees	25,000	12,225.00	48.90%
Maintenance/Contracted Services	28,000	10,950.89	39.11%
Recreation Brochure	4,500	2,316.00	51.47%
Professional Publications	200	-	0.00%
Travel & Training	700	60.00	8.57%
Transportation	4,000	-	0.00%
Supplies & Expenses	27,825	34,194.63	122.89%
WPRA Tickets	4,500	178.00	3.96%
Solar Recreation	6,050	5,748.00	95.01%
Safety Equipment	3,000	1,396.58	46.55%
Equipment/Capital	4,500	3,984.50	88.54%
Civic Band Expenses	4,000	-	0.00%
Other Expenses	-	130.08	0.00%
Poms Expense	20,000	5,652.88	28.26%
Property Insurance	947	946.67	99.97%
<b>Total Expenditures</b>	<b>\$258,355</b>	<b>\$183,517.34</b>	<b>71.03%</b>
<b>Net Change in Fund Balance</b>	<b>(4,064)</b>	<b>26,164.61</b>	
<b>Fund Balance, Beginning of Year</b>	<b>\$94,509</b>	<b>\$94,509.30</b>	
<b>Fund Balance, End of Quarter</b>	<b>\$90,445</b>	<b>\$120,673.91</b>	

**City of Cedarburg**  
**Community Development Block Grant**  
*Quarter Ended September 30, 2020*

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

**Revenues**

The revenues for this fund include loan repayments. Active loans are to Kettle Moraine Appliance, K. Smith Fitness and Ken Theiler d/b/a Temperature Pro. Interest from the State of Wisconsin Investment Pool, certificates of deposit, money market and interest on the loans is also included.

**Expenditures**

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

The U.S. Department of Housing and Urban Development (HUD) reviewed the State of Wisconsin's Revolving Loan Fund (RLF) program the week of May 14, 2018. The program has been shut down and the State is working with municipalities to close out the program and return the funds.

Actual	
<b>Revenues</b>	
Interest Income	\$7,827.24
Loan Repayments/Reimbursements	22,528.79
Loan Interest	730.74
Change in Market Value	7,830.34
Total Revenues	\$38,917.11
<b>Expenditures</b>	
Grant Administration	1,465.39
Total Expenditures	\$1,465.39
Net Change in Fund Balance	37,451.72
Fund Balance, Beginning of Year	\$1,011,439.59
Fund Balance, End of Quarter	\$1,048,891.31

***City of Cedarburg***  
***Swimming Pool Fund***  
Quarter Ended  
*September 30, 2020*

The Swimming Pool is funded by user fees along with subsidizing from the City. The swimming pool was not opened in 2020 due to Covid-19, however repairs were done.

**Revenues**

The only revenues for the quarter are \$69,216.00, which is from the budgeted real estate taxes.

**Expenditures**

Even though the swimming pool was closed for 2020, there are still necessary expenditures including salaries and benefits for full time employee and public works employees doing maintenace. Other expenditures include utilities, licenses, permits, supplies and insurance. Total expenditures to date are \$72,401.96, 21.5% expended.

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

City of Cedarburg  
**SWIMMING POOL FUND**  
Special Revenue Fund  
Quarter Ended September 30, 2020

	% of Budget		
	Budget	Actual	Earned/ Expended
<b>Revenues</b>			
Real Estate Taxes	69,216	69,216.00	100.0%
Fees	82,763	0.00	0.0%
Passes	92,000	0.00	0.0%
Lessons	21,000	0.00	0.0%
Exercise	5,500	0.00	0.0%
Uniforms/Misc.	2,400	0.00	0.0%
Concessions	47,000	0.00	0.0%
Swim Team	4,500	0.00	0.0%
Banner Program	1,400	0.00	0.0%
Rent-City Property	4,000	0.00	0.0%
Transfer from General Fund	7,944	0.00	0.0%
<b>Total Revenues</b>	<b>\$337,723</b>	<b>\$69,216.00</b>	<b>20.5%</b>
<b>Expenditures</b>			
<b>Swimming Pool</b>			
Salaries	\$29,418	\$18,992.27	64.6%
Part-time Salaries / Seasonal	115,000	0.00	0.0%
Maintenance/PW Salaries	16,000	1,353.12	8.5%
Maintenance/Part-time	2,800	0.00	0.0%
FICA	12,486	1,556.37	12.5%
Retirement	3,066	1,373.31	44.8%
Health Insurance	11,948	13,712.20	114.8%
Life Insurance	3	0.00	0.0%
Workers' Comp Insurance	5,754	5,754.46	100.0%
<b>Total Salaries and Benefits</b>	<b>\$196,475</b>	<b>\$42,741.73</b>	<b>21.8%</b>
<b>Other Expenses</b>			
Professional Services	2,970	2,207.84	74.3%
Internet	540	134.98	25.0%
Electric	16,500	2,908.41	17.6%
Natural Gas	12,000	436.95	3.6%
Telephone	440	377.78	85.9%
Water Service	9,760	1,576.00	16.1%
Maint/Contracted Services	2,000	885.00	44.3%
License & Permits	400	0.00	0.0%
Travel & Training	600	363.00	60.5%
Maintenance Supplies	16,000	10,939.95	68.4%
Uniforms	2,500	0.00	0.0%
Operating Supplies	20,000	0.00	0.0%
Equipment/Capital Outlay	19,607	6,987.80	35.6%
Other Expenses	1,200	90.00	7.5%
Property Insurance	2,752	2,752.52	100.0%
<b>Total Other Expenses</b>	<b>\$107,269</b>	<b>\$29,660.23</b>	<b>27.7%</b>
<b>Swimming Pool Concessions</b>			
Part-Time Salaries / Seasonal	12,500	0.00	0.0%
FICA	1,050	0.00	0.0%
License & Permits	330	0.00	0.0%
Operating Supplies	19,000	0.00	0.0%
Equipment/Capital Outlay	750	0.00	0.0%
<b>Total Concessions</b>	<b>\$33,630</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>\$337,374</b>	<b>\$72,401.96</b>	<b>21.5%</b>
Change in Fund Balance	349	(3,185.96)	0.0%
Fund Balance, Beginning of Year	\$0	\$0.20	
Fund Balance, End of Quarter	<b>\$349</b>	<b>(3,185.76)</b>	

**City of Cedarburg**  
**Parks & Playgrounds Fund**  
*Quarter Ended September 30, 2020*

**Revenues**

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

**Expenditures**

There are no budgeted expenditures for 2020.

	Budget	Actual
<b>Revenues</b>		
Subdivider Park Fees	\$0	\$23,161.76
Park Equipment Impact Fees	0	82,772.76
Interest	4,000	1,006.98
<b>Total</b>	<b>\$4,000</b>	<b>\$106,941.50</b>
<b>Other Financing Uses</b>		
Transfer to Capital Improvements	\$0	\$0.00
<b>Net Change in Fund Balance</b>	<b>4,000</b>	<b>106,941.50</b>
<b>Fund Balance, Beginning of Year</b>	<b>\$308,384</b>	<b>\$308,384.28</b>
Subdivider Park Fees	192,369	295,310.50
Equipment Replacement Reserve	120,015	120,015.00
<b>Fund Balance, End of Quarter</b>	<b>\$312,384</b>	<b>\$415,325.78</b>

***City of Cedarburg***  
***Library Fund***  
Quarter Ended September 30, 2020

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

Revenues are at 104% of budget due to the fact that the real estate tax revenue and county reimbursement are both received in the first quarter. Donations are over budget with \$22,393.88 received year-to-date. Donations were received from the Friends of the Library and several memorials.

Expenditures include salaries and benefits, contractual services, utilities, and publications. At the end of the quarter, expenses are expected to be 75% expended. In total, expenditures are at 81% expended; over budget, due to unforeseen expenditures to create a safe environment for the staff and visitors of the library due to the COVID-19 pandemic. Workers' compensation and property insurance premiums are paid in full in January.

**LIBRARY FUND**  
Special Revenue Fund  
Quarter Ended September 30, 2020

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Earned/ Expended</b>
<b>Revenues</b>			
Real Estate Taxes	\$738,194	\$738,194.00	100%
Library Grants		\$24,000.00	0%
Fees & Fines	21,000	5,621.03	27%
County Reimbursement	213,849	229,221.18	107%
Photocopies—Taxable	2,300	875.39	38%
Library Donations	5,000	22,393.88	448%
Rent-City Property	1,000	435.00	44%
<b>Total Revenues</b>	<b>\$981,343</b>	<b>\$1,020,740.48</b>	<b>104%</b>
<b>Expenditures</b>			
Salaries	\$389,514	\$281,639.04	72%
Bonuses	\$925	\$263.36	81%
Part-time Salaries/Seasonal	125,000	98,905.39	79%
Maint/PW Salaries	18,312	5,009.05	27%
Sick Pay Out	472	0.00	0%
FICA	40,923	28,658.27	70%
Retirement	29,550	20,642.95	70%
Health Insurance	112,124	85,533.93	76%
Life Insurance	149	118.93	80%
Longevity	1,323	0.00	0%
EAP Admin	100	48.00	48%
Workers' Comp Insurance	922	921.84	100%
<b>Total Salaries and Benefits</b>	<b>\$718,714</b>	<b>\$521,740.76</b>	<b>73%</b>
Attorney/Consultant	275	0.00	0%
Electric	23,689	14,501.24	61%
Marketing	1,000	9,474.77	947%
Natural Gas	7,000	2,940.03	42%
Telephone	2,500	3,667.03	147%
Water Service	2,135	1,128.92	53%
Repair & Maintenance	10,000	8,474.06	85%
Maint/Contracted Services	51,000	52,561.05	103%
Program Supplies	1,000	206.18	21%
Office Supplies	8,000	16,676.92	208%
Computer Supplies	3,000	7,341.46	245%
Postage	1,000	268.65	27%
Publications & Subscriptions	90,000	60,713.61	67%
Prof Publications	1,600	901.00	56%
Donation Expenditures	5,000	11,623.82	232%
Travel & Training	6,000	2,157.32	36%
Grant Expenditures	0	24,234.75	0%
Operating Supplies	4,000	7,945.97	199%
Equipment/Capital Outlay	8,000	8,907.55	111%
Shared System Services	23,000	23,625.55	103%
Library Technology	5,000	5,318.67	106%
Employment Expenses	200	353.74	177%
Property Insurance	7,164	7,414.70	103%
<b>Total Non Personnel Services</b>	<b>\$260,563</b>	<b>\$270,436.99</b>	<b>104%</b>
<b>Total Expenditures</b>	<b>\$979,277</b>	<b>\$792,177.75</b>	<b>81%</b>
<b>Net Change in Fund Balance</b>	<b>2,066</b>	<b>228,562.73</b>	
<b>Fund Balance, Beginning of Year</b>	<b>\$57,682</b>	<b>\$57,682.71</b>	
<b>Fund Balance, End of Quarter</b>	<b>\$59,748</b>	<b>\$286,245.44</b>	



**City of Cedarburg**  
**Fuel System-Wash Bay**  
*Quarter Ended September 30, 2020*

**Revenues**

This fund was started in 2018. Revenues are generated by billing City departments for use of the fuel system and wash bay.

**Expenditures**

Expenditures include repair and maintenance of the fuel system and wash bay and equipment/capital outlay.

	Budget	Actual
<b>Revenues</b>		
Public Works Fees	\$2,000	\$2,641.79
Total Revenues	\$2,000	\$2,641.79
<b>Expenditures</b>		
Repair & Maintenance	5,000	2,807.71
Equipment/Capital Outlay		
Total Expenditures	\$5,000	\$2,807.71
Net Change in Fund Balance	(3,000)	(165.92)
Fund Balance, Beginning of Year	\$5,307	\$5,306.95
Fund Balance, End of Quarter	\$2,307	\$5,141.03

**City of Cedarburg  
Capital Improvement Fund  
September 30, 2020  
Third Quarter Financial Report**

The report that follows compares the annual adjusted budget to the actual revenues and expenditures for the quarter ending September 30, 2020. The last column shows the percent of revenues recognized and the percent of the budget expended. The comments below highlight some of the activity for the fund.

**Revenues**

Revenues through the end of the third quarter were \$2,117,107; 121% realized.

The property taxes are the largest revenue at \$1,680,000; 96% of total budgeted revenues. Real estate taxes were recognized in full the first quarter.

Library impact fees of \$60,610 were collected through the end of the third quarter.

Interest income of \$8,176 was earned; 68% realized at the end of the quarter. The change in market value for long term investments was \$9,449.

The DNR grant for the 2019 dam repairs was recognized in the amount of \$183,702 in the first quarter of 2020. The funds have not been received to date.

To date, funds of \$75,748 have been received for sale of City property at auction in April and September.

**Expenditures**

A truck purchase was not completed in 2019 and the funding through an encumbrance was carried over into 2020 in the amount of \$229,665.

Total expenditures through the third quarter are \$1,513,418 or 71% expended.

The Complex improvements of \$53,193 were completed in July for the Lincoln Building boiler replacement.

The Police Department expended \$53,193 on video equipment; 39% expended. The 911 system upgrade has been encumbered because it is not expected to be completed until March 2021 in the amount of \$98,640.

DPW expenditures are 69% expended at the end of the quarter. Street project costs incurred to date total \$689,414. Expenditures for equipment total \$226,605; 63% expended. Stormwater projects are 66% expended at the end of the quarter.

The Prochnow landfill monitoring expenditures for the year to date are \$2,699. 2019 dam repair was completed in 2020, expenditures to date total \$22,178.

The Parks & Forestry Department expenditures to date total \$240,766; 162% expended. Pool expenditures were authorized by the Common Council on June 8<sup>th</sup>. Expenditures through the third quarter totaled \$111,509. A budget allocation for the project and bond proceeds will be done by year end.

The Transfer to Debt Service to offset the Library debt payments with impact fees was made in June.

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

	<b>2020 APPROVED BUDGET</b>	<b>2020 ACTUAL</b>	<b>PERCENT REALIZED/ EXPENDED</b>
<b>Revenues</b>			
Property Taxes	1,680,000	1,680,000	100.00%
Special Assessments	972	25,212	2593.83%
DNR Grant - dams		183,702	
Library Impact Fees		60,610	
Interest Income	12,000	8,176	68.13%
Change in Market Value		9,449	
Sale/Rent of Property	60,000	75,748	126.25%
Charges to Light & Water		74,210	
Total Revenues	\$1,752,972	\$2,117,107	120.77%
<b>Expenditures</b>			
<b>City Hall Complex</b>			
Complex Improvements	\$55,000	\$53,120	96.58%
<b>Police Department</b>			
Station Improvements	\$137,000	\$53,193	38.83%
Vehicle Replacements	92,000		0.00%
Total Police Department	\$229,000	\$53,193	23.23%
<b>Fire Department</b>			
Station Improvements	\$80,000		0.00%

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

	<b>2020 APPROVED BUDGET</b>	<b>2020 ACTUAL</b>	<b>PERCENT REALIZED/ EXPENDED</b>
<b>Public Works</b>			
Equip. Replacement	\$359,665	\$226,605	63.00%
Street Improvements	912,000	689,414	75.59%
Sidewalk Replacements	60,000	28,679	47.80%
NR216 Compliance	40,000	4,759	11.90%
Stormwater Improvements	149,957	99,005	66.02%
Total Public Works	\$1,521,622	\$1,048,462	68.90%
<b>Environmental Expenses</b>			
Prochnow	\$10,000	\$2,699	26.99%
Dam - engineering and repairs		22,178	
Total Environmental Expenses	\$10,000	\$24,877	248.77%
<b>Parks and Recreation</b>			
Vehicle Replacements	\$148,296	\$129,257	87.16%
Swimming Pool		\$111,509	
Total Parks and Recreation	\$148,296	\$240,766	162.36%
<b>Operating Transfers Out</b>			
Transfer to Debt Service	\$93,000	\$93,000	100.00%
Total Transfers Out	93,000	93,000	100.00%
Total Expenditures	\$2,136,918	\$1,513,418	70.82%
<b>Excess of Revenues Over/(Under)</b>			
Expenditures	(383,946)	603,689	
Beginning Fund Balance	\$725,077	\$725,077	
Ending Fund Balance	\$341,131	\$1,328,766	

**City of Cedarburg**  
**Water Recycling Center**

Quarter Ended  
September 30, 2020

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

**Revenues**

Revenues at the end of the quarter are above budget. In total, revenues are expected to be 75% earned. The actual percentage was 79.05% received. Interest for the year reflects revenue for monies invested in the money markets, state pool, plus investment earnings from investments at US Bank.

**Expenditures**

Expenses are below budget at the end of the quarter with 70.32% expended.

**Gallons Billed**

The report shows gallons billed for 2019 and the current year. The graph shows the monthly variances for the current year and for the past three years.

**Status of Capital Projects**

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

**Replacement Fund Investment Activity**

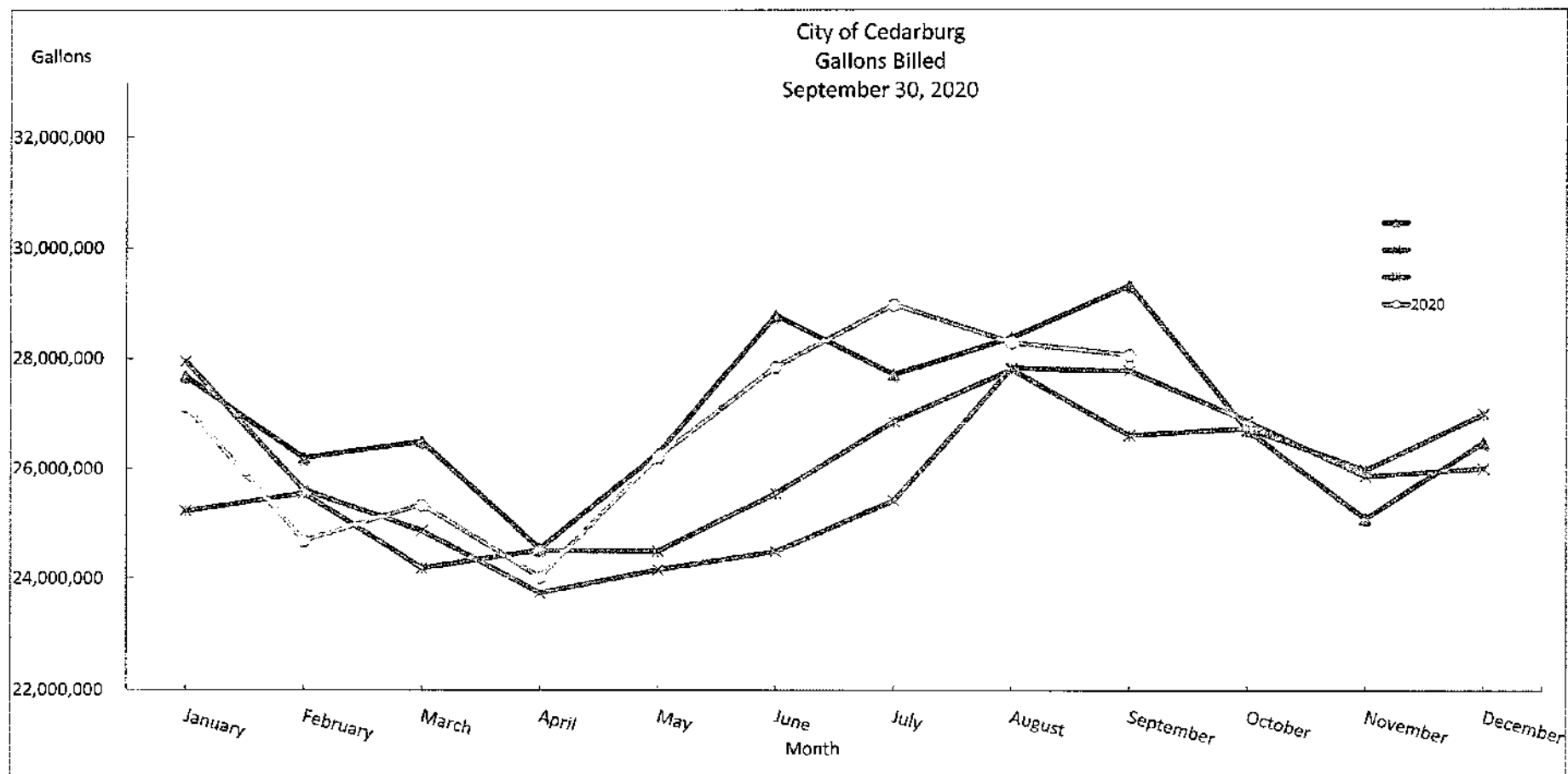
This schedule shows the investments by fund. It also shows the monthly allocations for the collection system and wastewater treatment plant replacements. It also reflects interest earned and any transfers that were made.

**CITY OF CEDARBURG**  
**WATER RECYCLING CENTER**  
**QUARTER ENDED SEPTEMBER 30, 2020**

	<b>ACTUAL SEPTEMBER 2019</b>	<b>ACTUAL SEPTEMBER 2020</b>	<b>ADOPTED BUDGET 2020</b>	<b>ACTUAL 2020</b>	<b>% OF BUDGET EARNED/ EXPENDED</b>
<b>Revenues</b>					
Public Charge for Services					
Residential	\$136,176.07	\$180,639.30	\$2,127,320	\$1,553,425.57	73.02%
Commercial	38,658.90	51,440.80	622,715	433,534.36	69.62%
Industrial	25,456.83	37,999.50	409,685	322,218.99	78.65%
Public Authority	6,215.64	7,099.10	95,722	60,299.59	62.99%
Water Remediation	1,973.29			(1,973.29)	
Misc. Revenue	300.00	0.00	1,000	200.00	0.00%
Sewer Connection Fee	21,240.36	8,865.48	10,000	100,298.16	0.00%
Reserve Capacity Fee	9,891.08	4,128.24	5,000	46,705.44	0.00%
Septage Hauler Fee	11,274.51	12,483.96	60,000	53,147.19	88.58%
Rent—City Property		0.00	1	1.00	0.00%
Sale of City Property		0.00	0	6,294.93	
Interest/Change in Market Value	3,683.82	1,274.74	24,100	78,562.48	325.99%
Total Revenues	\$254,870.50	\$303,931.12	\$3,355,543	\$2,652,714.42	79.05%
<b>Expenditures</b>					
Administrative Labor & Benefits	\$22,448.08	\$29,325.44	\$331,878.00	\$237,364.05	71.52%
General Labor & Benefits	25,679.49	24,972.22	363,782.00	274,367.49	75.42%
Collection System Labor & Benefits	11,404.73	11,485.40	129,213.00	111,514.21	86.30%
WWTP Operations:					
Sludge Hauling	23,191.00	21,875.00	300,000.00	161,584.50	53.86%
Coagulants	0.00	0.00	14,000.00	14,796.49	105.69%
Other	15,859.04	10,693.13	165,500.00	116,104.51	70.15%
WWTP Maintenance	5,474.60	2,293.85	73,000.00	60,752.72	83.22%
Collection System	2,465.87	19,866.14	28,400.00	36,534.51	128.64%
Lift Stations	3,357.82	11,469.69	63,500.00	39,880.20	62.80%
Transportation	3,286.72	615.73	12,000.00	4,745.74	39.55%
Administrative Services	13,074.41	(200.76)	268,972.00	151,871.29	56.46%
Debt Service-Principal	0.00	0.00	45,000.00	0.00	0.00%
Debt Service-Interest	9,737.50	9,400.00	19,138.00	18,244.65	95.33%
Depreciation Expense	85,833.33	85,833.33	1,030,000.00	772,499.97	0.00%
Total Expenses	\$221,812.59	\$227,629.17	\$2,844,383.00	\$2,000,260.33	70.32%
<b>NET CHANGE IN FUND BALANCE</b>					
	\$33,057.91	\$76,301.95	\$511,160.00	\$652,454.09	

**CITY OF CEDARBURG**  
**WATER RECYCLING CENTER**  
**SUMMARY REPORT AS OF SEPTEMBER 2020**

	<b>SEPTEMBER 2019</b>	<b>SEPTEMBER 2020</b>	<b>2020</b>
Septage Haulers	474,200	494,250	4,681,900
Light & Water Billing			
Gallons			
Residential	17,924,560	19,497,953	168,443,763
Commercial	3,000,463	2,722,166	22,615,501
Industrial	4,642,008	4,981,388	42,214,212
Public Authority	1,051,042	866,762	7,349,207
Total	26,618,073	28,068,269	240,622,683





**City of Cedarburg**  
**Water Recycling Center**  
*Capital Projects 2020*

<b>Project Description</b>	<b>Project Budget To Date</b>	<b>Total Project Costs to date</b>	<b>Funding</b>
<b>Collection System Reconstruction</b>			
Engineering for 2021 Street Projects	30,000	5,255.42	Collection System Reconstruction Fund
2020 Street and Utility Projects	315,000	254,324.28	Collection System Reconstruction Fund
Sewer Lining Laterals and Repairs	50,000	40,396.50	Collection System Reconstruction Fund
Replace 3 check valves at Garfield Lift Station	60,000	15,988.25	Collection System Reconstruction Fund
Total to date	455,000	315,964.45	
<b>Treatment Plant</b>			
Replace UV Bulbs (Bank A)	10,000	10,274.84	WWTP Replacement Fund
New Air Conditioners on Control Building	50,000		WWTP Replacement Fund
New Ferrous Chloride Delivery System	250,000	33,458.86	WWTP Replacement Fund
Misc Equipment	40,000		WWTP Replacement Fund
Total to date	350,000	43,733.70	
Grand Total—Capital Budget	\$805,000	\$359,698.15	

## City of Cedarburg

Water Recycling Center

### Analysis 2020 Replacement Fund and Investment Activity

	WWTF Replacement	Collection Sys. Reconstruction	WWTP	Impact Fees Biosolids	Connection Fees	Unrestricted Investments	Total Sewer Fund
Beginning Balance, January 1, 2020	\$2,201,578.86	\$523,817.67	\$227,338.36	\$2,394.13	\$481,638.62	\$2,189,135.48	\$5,625,903.12
Interest Earnings	29,513.57	6,002.34	942.68	92.72	2,004.67	57,424.21	\$95,980.19
Monthly allocations	501,374.97	600,000.03				(1,101,375.00)	\$0.00
Impact fees						0.00	\$0.00
Disbursements:							\$0.00
Transfers for invoices	(138,805.09)	(561,129.63)				699,934.72	\$0.00
Net cash flows/due to due from settlements						136,802.04	\$136,802.04
Ending balance, September 30, 2020	\$2,593,662.31	\$568,690.41	\$228,281.04	\$2,486.85	\$483,643.29	\$1,981,921.45	\$5,858,685.35

**City of Cedarburg  
Salaries and Benefits  
Quarter Ended  
September 30, 2020**

This report exhibits total salary and benefit expenses by department for the quarter ended September 30, 2020. Included are General Fund, Special Revenue Funds and Water Recycling Center salaries. Benefit expenses include FICA, pension, sick payout, health insurance, life insurance, longevity, and workers' compensation insurance amounts.

At the end of the quarter, departments are expected to be 75% expended. The total salary and benefit expenses are \$5,656,578.19, 68.1% expended. In total, salaries and benefits are below the budget level at the end of the quarter.

Elections benefits are over budget for FICA expense that is paid for election workers that are also crossing guards.

Police Administration salaries are 95% expended due to the Captain's retirement in January. The patrol overtime account is over expended due to being down two officers at the beginning of the year.

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

Swimming Pool and Swimming Pool Concessions are below budget due to the pool being closed for the summer.

The Library Maintenance salaries is below budget because the current part-time maintenance worker was not hired until June 11<sup>th</sup>. A cleaning service was used previously.

There were two workers' compensation claims filed in the third quarter, the total year-to-date is seven claims. None of these claims resulted in any time lost.

**CITY OF CEDARBURG**

**Salary Expense  
September 30, 2020**

Department	Budget	Actual	Percent Expended
<b>General Government</b>			
<b>Council</b>			
Salaries	\$16,800	\$12,092.61	71.98%
Benefits	1,312	952.23	72.58%
Total	18,112	13,044.84	72.02%
<b>Mayor</b>			
Salaries	6,000	4,384.63	73.08%
Benefits	469	345.06	73.57%
Total	6,469	4,729.69	73.11%
<b>Administrator</b>			
Salaries	100,000	72,880.00	72.88%
Benefits	37,067	28,374.50	76.55%
Total	137,067	101,254.50	73.87%
<b>City Clerk</b>			
Salaries	139,983	103,393.91	73.86%
Benefits	70,141	34,047.47	48.54%
Total	210,124	137,441.38	65.41%
<b>Elections</b>			
Salaries	30,009	14,063.08	46.86%
Benefits	49	238.94	487.63%
Total	30,058	14,302.02	47.58%
<b>Assessor</b>			
Salaries	77,057	55,723.20	72.31%
Benefits	38,180	22,285.36	58.37%
Total	115,237	78,008.56	67.69%
<b>Treasurer/Financial</b>			
Salaries	163,627	123,435.50	75.44%
Benefits	54,891	34,740.97	63.29%
Total	218,518	158,176.47	72.39%

**CITY OF CEDARBURG**

**Salary Expense  
September 30, 2020**

Department	Budget	Actual	Percent Expended
<b>General Government</b>			
<b>CITY HALL</b>			
Salaries	73,683	52,289.27	70.97%
Overtime	2,000	183.28	9.16%
Benefits	28,049	18,570.48	66.21%
Total	103,732	71,043.03	68.49%
<b>Employee Relations</b>			
EAP	2,300	1,464.50	63.67%
Total General Government	\$841,617	\$579,464.99	68.85%
<b>Public Safety</b>			
<b>Police Station</b>			
Salaries	\$20,689	\$15,498.56	74.91%
Overtime	400	374.51	93.63%
Benefits	8,239	8,899.66	108.02%
Total	29,328	24,772.73	84.47%
<b>Police Administration</b>			
Salaries	209,638	199,927.16	95.37%
Office/Dispatch Salaries	412,970	305,363.48	73.94%
Overtime	5,000	1,694.84	33.90%
Benefits	277,491	188,145.35	67.80%
Total	905,099	695,130.83	76.80%
<b>Police Patrol</b>			
Salaries	1,375,468	908,413.95	66.04%
Crossing Guards	46,700	16,436.07	35.20%
Overtime	51,253	53,759.88	104.89%
Billable Wages	(75,000)	(40,865.42)	54.49%
Benefits	704,928	425,531.09	60.37%
Total	2,103,349	1,363,275.57	64.81%
<b>Investigative</b>			
Salaries	184,709	123,845.96	67.05%
Overtime	5,629	1,103.03	19.60%
Billable Wages	(1,500)	0.00	0.00%
Benefits	92,516	53,527.22	57.86%
Totals	281,354	178,476.21	63.43%

**CITY OF CEDARBURG**

**Salary Expense  
September 30, 2020**

Department	Budget	Actual	Percent Expended
<b>Fire Station</b>			
Salaries	81,219	40,283.04	49.60%
Overtime	2,500	0.00	0.00%
Part time Salaries	53,061	29,572.82	55.73%
Benefits	77,140	48,152.23	62.42%
<b>Total</b>	<b>213,920</b>	<b>118,008.09</b>	<b>55.16%</b>
<b>Building Inspection</b>			
Salaries	107,586	77,801.92	72.32%
Benefits	48,674	31,124.19	63.94%
<b>Total</b>	<b>156,260</b>	<b>108,926.11</b>	<b>69.71%</b>
<b>Total Public Safety</b>	<b>\$3,689,310</b>	<b>\$2,488,589.54</b>	<b>67.45%</b>
<b>Public Works</b>			
<b>Engineering/PW Admin</b>			
Salaries	\$112,450	\$81,306.96	72.30%
Benefits	41,903	26,874.50	64.14%
<b>Total</b>	<b>154,353</b>	<b>108,181.46</b>	<b>70.09%</b>
<b>M&amp;E/Garage</b>			
Salaries	77,047	70,915.25	92.04%
Part time salaries	4,500	4,260.00	94.67%
Overtime	1,050	456.95	43.52%
Benefits	36,768	27,737.96	75.44%
<b>Total</b>	<b>119,365</b>	<b>103,370.16</b>	<b>86.60%</b>
<b>Streets Improvements</b>			
Salaries	356,806	251,280.71	70.43%
Overtime	45,500	23,674.18	52.03%
Part Time Salaries	6,900	6,065.00	87.90%
Benefits	269,567	169,000.72	62.69%
<b>Total</b>	<b>678,773</b>	<b>450,020.61</b>	<b>66.30%</b>
<b>Storm Sewers</b>			
Salaries	134,507	25,243.95	18.77%
Overtime	1,000	246.05	24.61%
Benefits	29,480	14,025.47	47.58%
<b>Total</b>	<b>164,987</b>	<b>39,515.47</b>	<b>23.95%</b>
<b>Recycling</b>			
Salaries	94,380	61,382.97	65.04%
Overtime	500	351.55	70.31%
Benefits	16,922	14,012.37	82.81%
<b>Total</b>	<b>111,802</b>	<b>75,746.89</b>	<b>67.75%</b>
<b>Total Public Works</b>	<b>\$1,229,280</b>	<b>\$776,834.59</b>	<b>63.19%</b>

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**CITY OF CEDARBURG**

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**Salary Expense  
September 30, 2020**

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Department	Budget	Actual	Percent Expended
<b>Culture/Recreation</b>			
<b>Senior Center</b>			
Salaries	\$56,100	\$35,311.67	62.94%
Benefits	6,712	4,351.72	64.83%
Total	62,812	39,663.39	63.15%
<b>Celebrations</b>			
Salaries	20,000	12,475.73	62.38%
Overtime	4,000	704.47	17.61%
Benefits	3,456	1,861.46	53.86%
Total	27,456	15,041.66	54.78%
<b>Parks &amp; Forestry</b>			
Salaries	359,298	304,501.53	84.75%
Overtime	14,211	5,969.80	42.01%
Part time Maint/PW Salaries	40,000	36,643.98	91.61%
Benefits	147,772	102,820.03	69.58%
Total	561,281	449,935.34	80.16%
Total Culture/Recreation	\$651,549	\$504,640.39	77.45%
Total General Fund	\$6,411,756	\$4,349,529.51	67.84%

**CITY OF CEDARBURG**

**Salary Expense  
September 30, 2020**

Department	Budget	Actual	Percent Expended
Other Funds			
Cemetery Fund			
Salaries	\$6,635	\$3,988.75	60.12%
Overtime	250	0.00	0.00%
Part time Salaries	7,400	5,085.88	68.73%
Benefits	2,710	5,143.78	189.81%
<b>Total</b>	<b>16,995</b>	<b>14,218.41</b>	<b>83.66%</b>
Recreation Programs—Fund			
Part time Salaries	105,000	91,457.78	87.10%
Exercise/Fitness	7,000	2,828.00	40.40%
Benefits	12,233	10,816.25	88.42%
<b>Total</b>	<b>124,233.00</b>	<b>105,102.03</b>	<b>84.60%</b>
Swimming Pool—Fund			
Salaries	29,418	18,992.27	64.56%
Part time Salaries/Seasonal	115,000	0.00	0.00%
Maintenance/PW Salaries	16,000	1,353.12	8.46%
Maintenance/Part time Salaries	2,800	0.00	0.00%
Benefits	33,257	22,396.34	67.34%
<b>Total</b>	<b>196,475</b>	<b>42,741.73</b>	<b>21.75%</b>
Swimming Pool Concessions			
Part time Salaries	12,500	0.00	0.00%
Benefits	1,050	0.00	0.00%
<b>Total</b>	<b>13,550</b>	<b>0.00</b>	<b>0.00%</b>
Library			
Salaries	389,839	281,902.40	72.31%
Part time Salaries	125,000	98,905.39	79.12%
Maintenance/PW Salaries	18,312	5,009.05	27.35%
Benefits	185,563	135,923.92	73.25%
<b>Total</b>	<b>718,714</b>	<b>521,740.76</b>	<b>72.59%</b>
<b>Total Other Funds</b>	<b>\$1,069,967</b>	<b>\$683,802.93</b>	<b>63.91%</b>
<b>Total Salaries and Benefits</b>	<b>\$7,481,723</b>	<b>\$5,033,332.44</b>	<b>67.28%</b>



**CITY OF CEDARBURG**

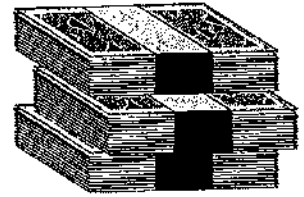
**Salary Expense**

**September 30, 2020**

Department	Budget	Actual	Percent Expended
<b>Sewer Utility</b>			
Administrative			
Salaries	\$256,233	\$180,262.29	70.35%
Benefits	75,645	57,101.76	75.49%
Totals	331,878	237,364.05	71.52%
General Labor			
Salaries	246,182	184,583.30	74.98%
Overtime	5,000	7,015.53	140.31%
Benefits	112,600	82,768.66	73.51%
Total	363,782	274,367.49	75.42%
Collection System			
Salaries	104,180	79,059.03	75.89%
Overtime	4,000	2,668.95	66.72%
Benefits	21,033	29,786.23	141.62%
Totals	129,213	111,514.21	86.30%
Total Sewer Utility	\$824,873	\$623,245.75	75.56%
Grand Total	\$8,306,596	\$5,656,578.19	68.10%

***City of Cedarburg***  
***Cash and Investments Summary***  
As of September 30, 2020

Attached is the report of cash and investments for the City of Cedarburg as of September 30, 2020. Included on the schedule of investments are the financial institutions where bank deposits have been placed; the yield of the particular deposit account or investment; and the balance or cost of the account or investment.



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

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

The weighted average yield for outstanding investments September 30, 2020 for all funds (exclusive of the Capital Improvement Economic Development Funds) is 0.94% which compares to the yield on outstanding investments on June 30, 2020 of 0.87%. The State Investment Pool yield for September 30, 2020 was 0.13%. Rates continue to decline. Page F-6 includes a graph of our combined investment yields and the LGIP over the past twelve months.

**CITY OF CEDARBURG**  
**Schedule of Cash and Investments**  
**September 30, 2020**

<b>Institution &amp; Type of Investment</b>	<b>Interest Yield</b>	<b>Balance/Cost</b>
<b>General Fund (100)</b>		
<b>BMO Harris</b>		
Money market	0.20%	\$605,581.86
Tax collection		5,294.41
Tax collection—Online		126,361.20
<b>Port Washington State Bank</b>		
Money market account	0.14%	828,689.91
Checking	0.05%	145,904.39
Tax collection	0.14%	5,152.49
Payroll	0.05%	2,805.61
<b>State Investment Pool</b>		
	0.13%	757,231.90
<b>US Bank Investments</b>		
	1.56%	2,383,336.65
<b>Commerce State Bank</b>		
Checking account		4,020.10
Business checking	0.50%	445,163.69
<b>Cornerstone Bank</b>		
Combo business money market	0.15%	544,527.88
Business checking		5,475.25
<b>Total General Fund</b>		<b>\$5,859,545.34</b>

**CITY OF CEDARBURG**  
**Schedule of Cash and Investments**  
**September 30, 2020**

<b>Institution &amp; Type of Investment</b>	<b>Interest Yield</b>	<b>Balance/Cost</b>
<b>Cemetery Fund (200)</b>		
State Investment Pool	0.13%	160,998.27
Port Washington State Bank		
Money market	0.14%	3,192.59
US Bank Investments	1.22%	106,819.77
Total Cemetery Fund		\$271,010.63
<b>Community Development Block Grant (230)</b>		
State Investment Pool	0.13%	285,406.08
US Bank Investments	1.07%	713,768.20
Total Community Dev Block Grant		\$999,174.28
<b>Parks &amp; Playground (250)</b>		
State Investment Pool	0.13%	415,325.78
<b>Debt Service (300)</b>		
State Investment Pool	0.13%	43,520.81
<b>Capital Improvements (400)</b>		
State Investment Pool	0.13%	103,776.64
Port Washington State Bank		
Money market account	0.33%	54,840.88
US Bank Investments	1.53%	539,551.20
Total Capital Improvements		\$698,168.72

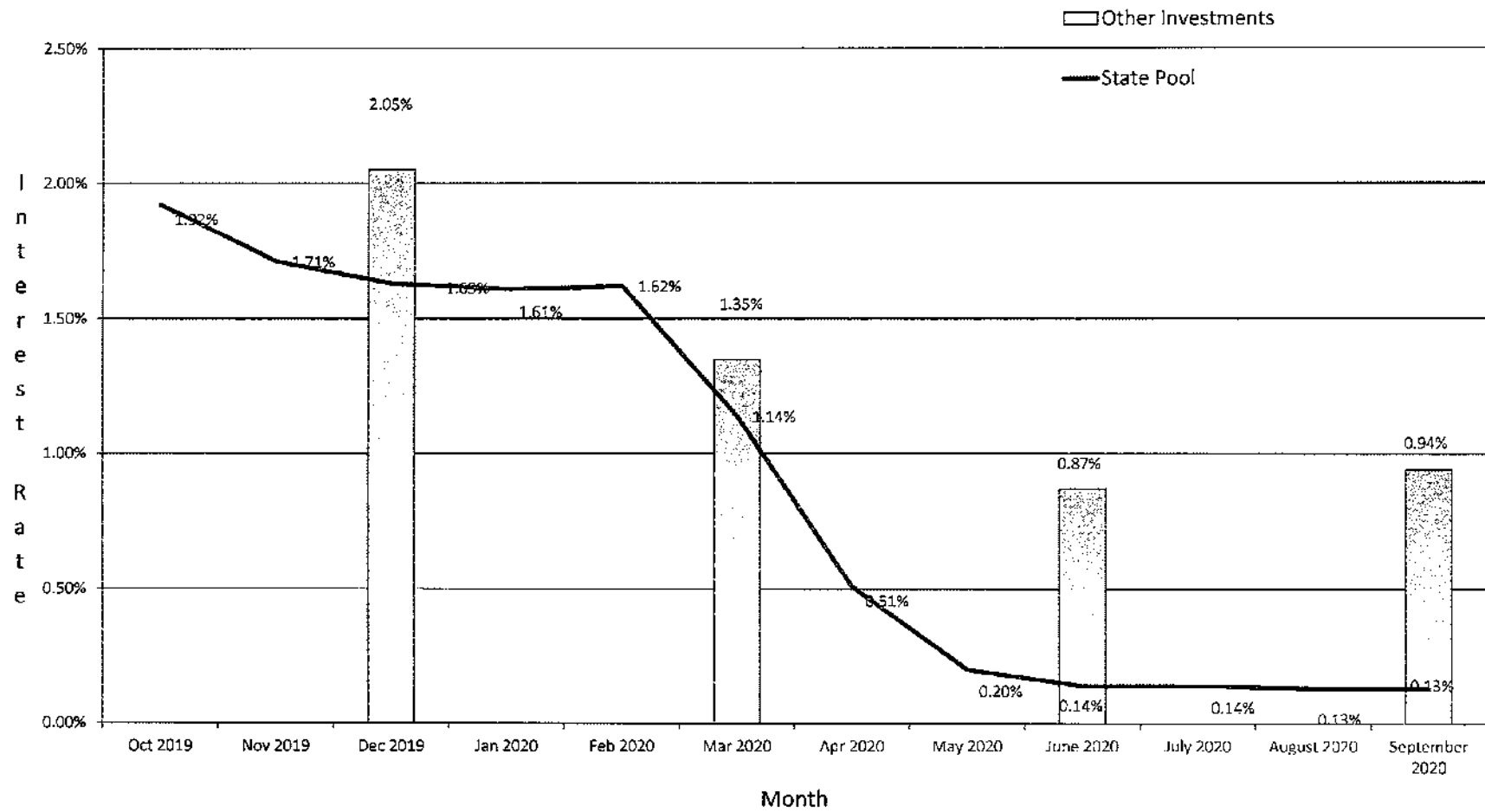
**CITY OF CEDARBURG**  
**Schedule of Cash and Investments**  
**September 30, 2020**

<b>Institution &amp; Type of Investment</b>	<b>Interest Yield</b>	<b>Balance/Cost</b>
<b>CI-Economic Development (400)</b>		
State Investment Pool	0.13%	13,978.02
<b>Water Recycling Center Fund (601)</b>		
State Investment Pool		
Sewer Unrestricted	0.13%	1,140.26
WWTF Repl. Fund	0.13%	34,209.56
Collection System Repl.	0.13%	15,697.73
WWTP Impact Fee Investment	0.13%	228,281.04
Biosolids Impact Fee Investment	0.13%	248,685.00
Sewer Connection Fees	0.13%	483,643.29
Port Washington State Bank		
Money Market	0.33%	(91,704.48)
US Bank Investments	1.52%	1,188,842.27
<b>Wastewater Equipment Replacement Fund</b>		
Port Washington State Bank		
Money Market	0.33%	1,855,336.11
US Bank Investments	1.52%	648,408.31
<b>Collection System</b>		
Port Washington State Bank		
Money Market	0.33%	378,278.25
US Bank Investments	1.52%	108,047.76
<b>Total Sewer Fund</b>		<b>\$5,098,865.10</b>

**CITY OF CEDARBURG**  
**Schedule of Cash and Investments**  
**September 30, 2020**

<b>Institution &amp; Type of Investment</b>	<b>Interest Yield</b>	<b>Balance/Cost</b>
<b>Risk Management Fund (700)</b>		
Port Washington State Bank		
Money market account	0.33%	253,952.23
US Bank Investments	1.57%	865,538.40
<b>Total Risk Management Fund</b>		<b>\$1,119,490.63</b>

# City of Cedarburg Investment Yield



**CITY OF CEDARBURG**  
**Accounts Receivable**  
**2020 Third Quarter Financial Report**

**GENERAL FUND**

At the end of the third quarter, there was \$52,570.17 outstanding in General Fund accounts receivable. The billings include the invoice to the Town of Cedarburg for the third quarter shared services, Fire Inspection Fees that were placed on the tax roll and current, billings to the School District, Fire Department and Light and Water.

**SPECIAL REVENUE FUEL SYSTEM**

The Fuel System account had \$6,222.84 outstanding at the end of September. These are invoices for the School District, Light and Water and Fire Department fuel usage and car washes for the months of July, August, and September.

**FIRE DEPARTMENT EMS PAYROLL**

At the end of September, an invoice was prepared for \$8,904.68 to the Fire Department for their EMS personnel third quarter payroll.

**CAPITAL IMPROVEMENTS**

At the end of the quarter, there was \$68,752.76 outstanding in Capital Fund accounts receivable. This includes the invoices for 2017, 2018 & 2019 sidewalk replacements that are on 5 year payment plans. Payments are due by October 31<sup>st</sup> of each year. Other billings included Light and Water's portion of costs during the 2020 Street and Utility Project along with invoices to property owners for the sidewalk, drive approach and sump pump lateral replacements as part of the 2020 Street Project.

**WATER RECYCLING FUND**

The WRC Fund had \$8,268.67 outstanding for August and September septage hauler invoices.

**RISK MANAGEMENT FUND**

No activity to report.

**CONTINGENT UPON ANNEXATION CHARGES/SPECIAL ASSESSMENTS**

This report also includes listings of current charges on Town properties that were included in the various City street and utility projects throughout the years and are payable contingent upon annexation into the City. The interest charged was updated with the June 30, 2020 Construction Cost Index factor.





[illegible]

221-131000

\$6,222.84

**ACCOUNTS RECEIVABLE**  
**Fire Department EMS**  
**2020 Third Quarter Financial Report**

Account No: 270-131000					
DATE	NAME	INVOICE	AMOUNT	STATUS	PURPOSE
9/30/2020	Cedarburg Fire Dept.	14582	8,904.68		3rd Quarter 2020 EMS Payroll
Total			\$8,904.68		

## 400-131000

Total	\$68,752.76
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**ACCOUNTS RECEIVABLE**  
**Water Recycling Center**  
**2020 Third Quarter Financial Report**  
601-131000

Account No. 601-131000					
DATE	NAME	INVOICE	AMOUNT	STATUS	PURPOSE
9/18/2020	Arnolds Sanitation Tech.	14542	2,611.23		August 2020 Septage Hauling
9/30/2020	Arnolds Sanitation Tech.	14579	1,552.69		September 2020 Septage Hauling
9/30/2020	Kons Septic LLC	14580	1,445.08		September 2020 Septage Hauling
9/30/2020	Quality Removal	14581	1,900.95		September 2020 Septage Hauling
9/30/2020	Schulteis Pumping	14583	758.72		September 2020 Septage Hauling
			\$8,268.67		



**CHARGES CONTINGENT UPON ANNEXATION  
GENERAL FUND  
2020 THIRD QUARTER FINANCIAL REPORT  
SEPTEMBER 30, 2020**

ACCOUNT 100-126100								
NAME	PROPERTY ADDRESS AND TAX			BALANCE ON ACCOUNT	INTEREST RATE / CCI*	INTEREST AMOUNT	AMOUNT DUE AS OF 9/30/2020	
	KEY NUMBER	ORIGINAL						
TOWN OF CEDARBURG								
Ammons, Michael - 3/25/1970 953 Keup Road Cedarburg WI 53012	03-023-12-007.00 953 Keup Road Cedarburg WI	1,386.00		1,386.00	2.35	1,871.10	3,257.10	
FORMULA: 3/25/1970 CCI 1381 March 1980 CCI 3237 (10 yr max) 3237/1381 = 2.35								
TOTAL KEUP ROAD CHARGES				\$1,386.00	\$1,386.00	\$1,871.10	\$3,257.10	
PARKVIEW MEADOWS NO. 3								
CITY OF CEDARBURG Bentz, Roger & Mabel & Franelen - 1/7/91 1051 Wauwatosa Road Cedarburg WI 53012	13-040-0140.000 Between Wauwatosa & Poplar-18.23 acres vacant land	\$115,657.82		\$115,657.82	CCI* 1.32	\$37,010.50	\$152,668.32	
FORMULA: 1/7/1991 CCI 4777 January 2001 CCI 6281 (10 yr max) 6281/4777 = 1.32								
TOTAL PARKVIEW MEADOWS NO. 3				\$115,657.82	\$115,657.82	1.32	\$37,010.50	\$152,668.32
WESTERN & WAUWATOSA SEWER & WATER CONSTRUCTION - 2010								
Water Laterals and Engineering/Admin Fees								
CCI Effective Date: October 11, 2010								
TOWN OF CEDARBURG			WATER LATERALS	ENG/ADMIN FEES 15%		CCI*		
Jams Realty-Cedarburg Inc	506 Wauwatosa Road	03-027-11-022.00	\$1,972.00	\$2,094.35	\$4,066.35	1.28	\$1,146.38	\$5,212.73
Wollner, Richard & Lorraine	7508 Western Avenue	03-027-11-021.00	\$1,972.00	\$2,094.35	\$4,066.35	1.28	\$1,146.38	\$5,212.73
Herkowski, Joseph & Andrea	7450 Western Avenue	03-027-11-008.00	\$1,972.00	\$2,094.35	\$4,066.35	1.28	\$1,146.38	\$5,212.73
Kuhn, Mechthild	7421 Western Avenue	03-034-06-027.00	\$1,972.00	\$2,094.35	\$4,066.35	1.28	\$1,146.38	\$5,212.73
FORMULA: October 11, 2010 CCI 8921 September 30, 2020 CCI /8921=1.28 Change formula below 1.28 Water lateral charges are to be reimbursed to Light and Water (100-256200) when properties annex into the City. Engineering/Admin Fees should be recorded to 100-423204								
TOTAL WESTERN & WAUWATOSA CHARGES				\$7,888.00	\$8,377.40	\$16,265.40	\$4,585.53	\$20,850.93
TOTAL CHARGES - GENERAL FUND				\$124,931.82	\$8,377.40	\$133,309.22	\$43,467.12	\$176,776.34
*CCI: Construction Cost Index Factor								

ACCOUNT 300-126100

CHARGES CONTINGENT UPON ANNEXATION  
DEBT SERVICE  
2020 THIRD QUARTER FINANCIAL REPORT  
SEPTEMBER 30, 2020

NAME	TAX KEY NUMBER	ORIGINAL AMOUNT	ANNUAL INTEREST RATE	INTEREST AMOUNT	AMOUNT DUE AS OF 9/30/2020
<b>Keup Road—9/30/1992</b>					
<b>1992 Sanitary Sewer &amp; Watermain Extension</b>					
<b>CCI Effective date: September 30, 1992</b>					
Lynn Woltring 987 Keup Road 09/30/92	03-023-12-001.00 Invoice# 3435	\$14,059.07	1.31 CCI*	\$4,358.31	\$18,417.38
Harold Woltring 5314 Thornapple Lane 09/30/92	03-023-12-033.00 Invoice# 3437	12,045.56	1.31 CCI*	3,734.12	15,779.68
FORMULA: 9/30/1992 CCI 5042 <b>September 2002 CCI 6589 (10 Yr Max.)</b> 6589/5042 = 1.31					
Total Keup Road Charges		\$26,104.63		\$8,092.44	\$34,197.07
<b>Portland Road—9/30/1992</b>					
<b>Portland Road Lift Station and Force Main</b>					
<b>CCI Effective date: September 30, 1992</b>					
Portland Road Lift Station and Force Main	Future annexations	\$31,244.71	1.31 CCI*	\$9,685.86	\$40,930.57
FORMULA: 9/30/1992 CCI 5042 <b>September 2002 CCI 6589 (10 Yr Max.)</b> 6589/5042 = 1.31					
Total Portland Road Charges		\$31,244.71		\$9,685.86	\$40,930.57
<b>Total Charges—Debt Service</b>		<b>\$57,349.34</b>		<b>\$17,778.30</b>	<b>\$75,127.64</b>
*Construction Cost Index (CCI)					

## ACCOUNT 400 126100

**CHARGES CONTINGENT UPON ANNEXATION  
CAPITAL FUND  
2020 THIRD QUARTER FINANCIAL REPORT  
SEPTEMBER 30, 2020**

NAME	PROPERTY ADDRESS			TAX KEY NO.	ORIGINAL AMOUNT	BALANCE ON ACCOUNT	ANNUAL INTEREST RATE	INTEREST AMOUNT	AMOUNT DUE AS OF 9/30/2020				
PROCHNOW LANDFILL													
Water line extension to Town Residents				JE#1470	Prochnow Landfill Property	\$107,365.00	\$107,365.00		\$107,365.00				
TOTAL PROCHNOW LANDFILL						\$107,365.00	\$107,365.00	\$0.00	\$107,365.00				
TOWN OF CEDARBURG 2003 Keup Road Reconstruction - Project 2000-11 2003 <sup>1</sup>													
CCI effective date: October 1, 2003													
Ammons, Michael				2314	953 Keup Road	03-023-12-007.00	\$4,021.81	\$4,021.81	CCI* 1.43	\$1,729.38	\$5,751.19		
Woltring, Harold & Gladys				2315	5314 Thornapple Lane	03-023-12-033.00	3,687.82	3,687.82	1.43	1,585.76	5,273.58		
Woltring, Lynn				2316	987 Keup Road	03-023-12-001.00	4,087.91	4,087.91	1.43	1,757.80	5,845.71		
FORMULA: 10/1/2003 CCI 6771 October 2013 CCI 9689 (10 yr Max.) 9689/6771 = 1.43													
TOTAL 2003 KEUP ROAD RECONSTRUCTION						\$11,797.54	\$11,797.54	\$5,072.94	\$16,870.48				
Pioneer Road - TID No. 1													
CCI effective date: April 21, 1993													
03-34-15-04 THRU 07 <sup>2</sup>													
Korneisel, Kirk				6610	Pioneer Road	03-034-15-011.00	\$13,168.81	\$13,168.81	CCI* 1.29	\$3,818.95	\$16,987.76		
Wiley, David & Aimee				6620	Pioneer Road	03-034-15-010.00	12,932.09	12,932.09	1.29	3,750.31	16,682.40		
Harold H & Patricia A Steffen Family Trst				6634	Pioneer Road	03-034-15-009.00	13,175.12	13,175.12	1.29	3,820.78	16,995.90		
FORMULA: 4/21/1993 CCI 5167 April 2003 CCI 6635 (10 yr Max.) 6635/5167 = 1.29													
TOTAL PIONEER ROAD - TID NO. 1						\$39,276.02	\$39,276.02	\$11,390.04	\$50,666.06				
TOTAL CHARGES - CAPITAL										\$158,438.56	\$158,438.56	\$16,462.98	\$174,901.54
*Construction Cost Index (CCI)													
(1) Represents charges against parcels in the Town for curb & gutter, sidewalk, drive apron and lighting. Collection of these charges will be done at time of annexation.													
(2) Represents charges against parcels in the Town. Collection of these charges will be done at time of annexation.													



ACCOUNT 601 126100  
CHARGES CONTINGENT UPON ANNEXATION  
SEWER FUND  
2020 THIRD QUARTER FINANCIAL REPORT  
SEPTEMBER 30, 2020

NAME	PROPERTY ADDRESS	TAX KEY NUMBER	ORIGINAL AMOUNT	BALANCE AMOUNT	ANNUAL INTEREST RATE	INTEREST AMOUNT	AMOUNT DUE AS OF 9/30/2020
<b>KEUP ROAD - PART A - SANITARY SEWER</b>							
<b>1999 Sanitary Sewer &amp; Watermain</b>							
<b>CCI Effective date: January 1, 2000</b>							
					CCI*		
Murphy, Brian	781 Keup Road	03-060-01-07.000	\$9,836.48	\$9,836.48	1.42	\$4,131.32	\$13,967.80
Juech, James & Mary	765 Keup Road	03-060-01-05.000	8,602.73	8,602.73	1.42	3,613.15	\$12,215.88
Islo, Spencer & Patek, Ann	755 Keup Road	03-060-01-04.000	8,602.73	8,602.73	1.42	3,613.15	12,215.88
Schefchik Jr., Emil	789 Keup Road	03-060-01-07.001	10,330.60	10,330.60	1.42	4,338.85	14,669.45
7900 LLC	708 Keup Road	03-026-03-017.00	2,433.97	2,433.97	1.42	1,022.27	3,456.24
FORMULA: January 2000 CCI 6130 January 2010 CCI 8660 (10 Yr. Max.) 8660/6130 = 1.42							
\$35,219.91, is being held by Light and Water. These charges are due in full within 30 days upon adoption of an annexation ordinance.							
<b>TOTAL KEUP ROAD - PART A - SANITARY SEWER</b>			<b>\$39,806.51</b>	<b>\$39,806.51</b>		<b>\$16,718.74</b>	<b>\$56,525.25</b>
<b>WASHINGTON AVENUE - SEWER</b>							
<b>CCI Effective date: April 2, 1992</b>							
CCI*							
Bentz, Roger & Franelen	1051 Wauwatosa Road	13-040-0140.000	\$18,524.10	\$18,524.10	1.31	\$5,742.47	\$24,266.57
4/2/1992		Between Wauwatosa & Poplar-18.23 acres vacant land					
FORMULA: April 1992 CCI 4946 April 2002 CCI 6480 (10 Yr. Max) 6480/4946 = 1.31							
<b>TOTAL WASHINGTON AVENUE</b>			<b>\$18,524.10</b>	<b>\$18,524.10</b>		<b>\$5,742.47</b>	<b>\$24,266.57</b>
<b>HAMILTON ROAD-SEWER</b>							
<b>CCI Effective date: September 3, 1986</b>							
Molinaro, Tony		Base,Pavement,					
(New owner: Bishop Family Trust		Curb & Gutter,					
243 E Hamilton Road		Sanitary Sewer,					
9/3/1986		Storm Sewer & Eng.	\$33,371.00	\$33,371.00	CCI* 1.33	\$11,012.43	\$44,383.43
		03-050-0030.006					
FORMULA: September 1986 CCI 4295 September 1996 CCI 5683 (10 Yr. Max) 5683/4295 = 1.33							
<b>TOTAL HAMILTON ROAD-SEWER</b>				<b>\$33,371.00</b>		<b>\$11,012.43</b>	<b>\$44,383.43</b>
<b>WESTERN &amp; WAUWATOSA SEWER &amp; WATER CONSTRUCTION - 2010</b>							
<b>Sanitary Sewer Mains and Laterals</b>							
<b>CCI Effective Date: October 11, 2010</b>							
<b>TOWN OF CEDARBURG</b>			<b>SANITARY SEWER MAIN</b>	<b>SANITARY SEWER LAT.</b>		CCI*	
Jams Realty-Cedarburg Inc	506 Wauwatosa Rd	03-027-11-022.00	\$9,242.23	\$2,748.09	\$11,990.32	1.28	\$3,380.30
Wollner, Richard & Lorraine	7508 Western Ave	03-027-11-021.00	\$9,242.23	\$2,748.09	\$11,990.32	1.28	\$3,380.30
Herkowski, Joseph & Andrea	7450 Western Ave	03-027-11-008.00	\$9,242.23	\$2,748.09	\$11,990.32	1.28	\$3,380.30
Kuhn, Mechthild	7421 Western Ave	03-034-06-027.00	\$9,242.23	\$2,748.09	\$11,990.32	1.28	\$3,380.30
FORMULA: October 2010 CCI 8921 SEPTEMBER 30, 2020 CCI 11436 11436/8921 = 1.28							
<b>TOTAL WESTERN &amp; WAUWATOSA CHARGES</b>			<b>\$36,968.92</b>	<b>\$10,992.36</b>	<b>\$47,961.28</b>	<b>\$13,521.20</b>	<b>\$61,482.48</b>
<b>TOTAL CHARGES - SEWER FUND</b>			<b>\$95,299.53</b>	<b>\$10,992.36</b>	<b>\$139,662.89</b>	<b>\$46,994.84</b>	<b>\$186,657.73</b>
CCI* Construction Cost Index							

Environmental Expenditures  
September 30, 2020

	2015	2016	2017	2018	2019	2020	Total
Beginning Balance	178,148.33	157,010.61	149,766.86	117,064.19	89,748.07	159,188.28	
<u>Revenues</u>							
Property Tax	10,000.00	20,000.00			10,000.00	10,000.00	50,000.00
Proceeds from Borrowing					430,000.00		430,000.00
State Grant-dams						183,702.00	183,702.00
Total	10,000.00	20,000.00	-	-	440,000.00	193,702.00	663,702.00
<u>Expenditures</u>							
Prochnow/Blank	17,910.39	27,243.75	19,345.17	27,316.12	20,402.12	2,699.00	114,916.55
Dams	13,227.33		13,357.50		350,157.67	22,178.50	398,921.00
Total	31,137.72	27,243.75	32,702.67	27,316.12	370,559.79	24,877.50	488,960.05
Ending Balance	157,010.61	149,766.86	117,064.19	89,748.07	159,188.28	328,012.78	

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# *City of Cedarburg*

## Internal Service Fund *Third Quarter Financial Report* September 30, 2020

The Internal Service Fund accounts for all risk management activities of the City. Included in the fund are premiums and claims for:

- General Liability Insurance
- Auto Physical Damage Insurance
- Property Insurance
- Excess Liability Insurance
- Employment Practices Insurance
- Workers' Compensation Insurance
- Boiler & Machinery Insurance

Revenues include interest income, charges to other funds for their premiums, dividends, and insurance recoveries.

The interest income and change in market value revenues total \$29,731.71 at the end of the quarter.

Insurance recoveries recorded include a Police Department auto accident from 2019 and a Light & Water claim. And reimbursement from an employee's workers' comp claim.

The CVMIC auto physical damage and liability dividend was received in March in the amount of \$16,520.

Transfers from other funds are for the annual premiums and were charged out in full in January.

Insurance premiums were paid in full in January.

At the end of the quarter claim expenditures are \$43,689.42.

The 2016 claims expenditures are legal costs for a sidewalk fall claim.

The 2019 claims are from Public Works' vehicle claims.

The 2020 claim expenditure is for legal fees, mailbox repairs and the garage door repair at Public Works.

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**CITY OF CEDARBURG**  
**INTERNAL SERVICE FUND - RISK MANAGEMENT**  
**FINANCIAL REPORT**  
**September 30, 2020**

	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2020 BUDGET</b>	<b>PERCENT OF BUDGET</b>
<b>Revenues</b>				
Interest Income	\$ 15,198.25	\$ 12,492.00	\$ 10,000	124.92%
Change in Market Value	18,732.33	17,239.71		0.00%
Dividend Income (from CVMIC)	13,404.00	16,520.00	13,403	123.26%
Insurance Recoveries	9,231.40	6,940.04		0.00%
Charges to General Fund	249,871.15	248,041.58	251,245	98.72%
Charges to Cemetery Fund	716.41	732.80	733	99.97%
Charges to Recreation Programs Fund	4,741.97	4,551.58	4,552	99.99%
Charges to Swimming Pool Fund	9,378.19	8,506.98	8,507	100.00%
Charges to Library	7,592.51	8,336.54	8,337	99.99%
Transfer from Sewer Fund	27,598.47	36,594.80	36,595	100.00%
<b>Total Revenues</b>	<b>\$356,464.68</b>	<b>\$359,956.03</b>	<b>\$333,372</b>	<b>107.97%</b>
<b>Expenses</b>				
<b>Insurance Premiums/Costs:</b>				
Worker's Compensation	\$ 148,821.00	\$129,973.44	\$ 156,010	83.31%
Unemployment Compensation	1,050.17	3,755.60		0.00%
Property/Auto Insurance	69,681.06	71,895.00	74,848	96.05%
General Liability Insurance	65,841.00	67,472.00	66,192	101.93%
Employment Practices Insurance	14,025.00	12,031.75	14,726	81.70%
Boiler Insurance	1,196.00	2,471.00	1,417	174.38%
2016 Liability Claims Paid	2,262.05	11,133.53		0.00%
2018 Liability Claims Paid	6,502.50		5,000	0.00%
2019 Liability Claims Paid	8,100.61	24,580.11	5,000	491.60%
2020 Liability Claims Paid		7,975.78	15,000	53.17%
<b>Total Expenses</b>	<b>\$317,479.39</b>	<b>\$331,288.21</b>	<b>\$ 338,193</b>	<b>97.96%</b>
<b>Net Gain/(Loss)</b>	<b>\$38,985.29</b>	<b>\$28,667.82</b>	<b>(\$4,821)</b>	
<b>Fund Balance, January 1</b>	<b>\$890,184.78</b>	<b>\$848,025.89</b>	<b>\$848,026</b>	
<b>Fund Balance, Quarter End/Budget</b>	<b>\$929,170.07</b>	<b>\$876,693.71</b>	<b>\$843,205</b>	

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# ***City of Cedarburg***

Debt Service Fund

September 30, 2020

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

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

Revenues include the tax levy, interest revenue and police impact fees. At the end of the third quarter \$1,664,669 was received from property taxes and \$605.72 from interest revenue. The Build America Bond reimbursement and police impact fees were also received; \$1,328.51 and \$69,336.84, respectively.

The transfer from Capital Improvements from the Library impact fees to help pay down the debt was completed in the second quarter.

The expenditures for the year to date include the debt principal and interest payments. Payments are in March (principal and interest) and September (interest). A total of \$1,819,885.01 was expended in principal and interest payments.

**City of Cedarburg  
Debt Service Fund  
Third Quarter Financial Report  
September 30, 2020**

	2019 Actual	2020 Actual	2020 Budget	Percent of Budget
<b>Revenues</b>				
Property Taxes	\$ 1,817,184.00	\$ 1,664,669.00	\$ 1,664,669	100.00%
Interest Revenue	10,269.01	605.72	3,000	20.19%
Police Impact Fee	46,149.97	69,336.84		
Build America Bond Reimbursement	2,587.62	1,328.51	1,331	99.81%
Transfer from Capital Improvement	100,000.00	93,000.00	93,000	100.00%
Total Revenues	\$ 1,976,190.60	\$ 1,828,940.07	\$ 1,762,000	103.80%
<b>Expenditures</b>				
2007 G.O. Capital Improvement Notes				
2007 TIF Note				
2010 G.O. Capital Improvement Notes	98,686.17	98,686.17	98,686	100.00%
2012 G.O. Note	556,850.00	550,725.00	550,725	100.00%
2015 G.O. Notes	454,650.00	451,500.00	451,500	100.00%
2016 G.O. Notes	541,537.50	540,950.00	540,950	100.00%
2018 State Trust Fund Loan	36,073.84	36,073.84	36,074	100.00%
2018 G.O. Bonds	151,707.49	141,950.00	141,950	100.00%
2018 TIF #4 Bonds			246,895	
Transfer out to TIF	244,965.00			
Total Expenditures	\$ 2,084,470.00	\$ 1,819,885.01	\$ 2,066,780.00	88.05%
Beginning Fund Balance	\$43,211.96	\$102,335.34	\$102,335	
Ending Fund Balance	(\$65,067.44)	\$111,390.40	(\$202,445)	

**City of Cedarburg**  
***Tax Incremental Districts #3, #4, #5 and #6***  
***2020 Third Quarter Financial Report***

This report reflects the activity since creation and the year to date for TIDs #3, #4, #5 and #6.

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

Project Revenues

As in 2019, there was value added to the TIF because of the increase in the market value. The tax increment was realized in the first quarter; \$527.

Project Costs

The only costs through the end of the quarter are administrative; \$934. The developer incentive will only be paid out after the City has recovered its costs from the tax increment.

At the end of the quarter, the District has a deficit of \$26,151.

The **TID #4** was approved on September 14, 2017. It is a proposed 8.42 acre blighted area district created to facilitate the redevelopment of the former Meta Mold Aluminum Company (Amcast) manufacturing site. The site is part of a larger property included on the United States Environmental Protection Agency National Priorities List. The project is expected to be open for the full 27 years.

Project Revenues

As in 2019, there was no value added to the TIF but there was investment income of \$10,938 for the year to date.

Project Costs

The administrative costs to date; City staff, financial consultant and legal fees, total \$12,975. The payments of the developer incentive for the year to date totaled \$605,386. The repayment of City advance is for the borrowing; annual principal and interest payments. At the end of the quarter expenditures totaled \$865,256.

At the end of the quarter, the District has a fund balance of \$939,197.

TID Reports (continued)  
September 30, 2020

The **TID #5** was approved on February 12, 2018. It is a proposed 4.25 acre blighted area district created to facilitate redevelopment on five parcels owned by the St. Francis Borgia congregation. The project consists of razing the St. Francis Borgia elementary school and church rectory followed by necessary site preparation for the construction of two buildings supporting 60 high end apartment units, a building with 9 townhouse style units and a single family home site by HSI Properties.

Project Revenues

For 2020 there was tax increment of \$90,710 which was paid out to the developer in August less the City expenditures from 2019.

Project Costs

The administrative costs to date are City staff, financial consultant, and legal fees for a total of \$3,349. The payment of the developer incentive was made in August in the amount of \$90,710. At the end of the quarter expenditures totaled \$94,059.

At the end of the quarter the fund balance is a deficit of \$4,471.

The **TID #6** was approved on May 21, 2020. It is a proposed industrial district comprised of approximately 60 acres of City owned land located on State Highway 60. The District was created to pay the costs of public infrastructure and other expenditures needed to develop the land for use as a business park.

Project Revenues

There were no revenues for the district in the second quarter.

Project Costs

The costs to date are administrative, engineering, wetland mitigation and legal fees. The payments for the quarter totaled \$180,783.

At the end of the quarter, the District has a negative fund balance of \$622,344.



City of Cedarburg			
Tax Incremental Financing District No. 3			
Historical Summary of Sources, Uses and Status of Funds			
	Year Ended December 31, 2019	Quarter Ended September 30, 2020	From Date of Creation
Project Revenues (sources):			
Tax increments	390	527	1,374
Total revenues	<u>390</u>	<u>527</u>	<u>1,374</u>
Project Costs (uses):			
Cash Grant (Development Incentive)	0	0	0
Repayment of City Advance	0	0	0
Interest on City Advance	0	0	0
Administrative Expense	(3,355)	934	27,525
Total costs	<u>(3,355)</u>	934	<u>27,525</u>
Net sources (uses)	3,745	(407)	(26,151)
Beginning fund balance	<u>(28,589)</u>	<u>(25,744)</u>	<u>0</u>
Ending fund balance	<u>(\$24,844)</u>	<u>(\$26,151)</u>	<u>(\$26,151)</u>

**City of Cedarburg****Tax Incremental Financing District No. 3****Historical Summary of Project Costs, Project Revenues  
and Net Cost to be recovered through Tax Increments**

	<u>Year Ended</u> <u>December 31, 2019</u>	<u>Quarter Ended</u> <u>September 30, 2020</u>	<u>From Date</u> <u>of Creation</u>
<b>Project Costs:</b>			
Cash Grant (Development Incentive)	0	0	0
Repayment of City Advance	0	0	0
Interest on City Advance	0	0	0
Administrative Expense	(3,355)	934	27,525
<b>Total costs</b>	<u>(3,355)</u>	<u>934</u>	<u>27,525</u>
<b>Project Revenues:</b>			
Tax increments	390	527	1,374
State Personal Property Aid	1	0	1
<b>Total revenues</b>	<u>391</u>	<u>527</u>	<u>1,375</u>
<b>Net costs recoverable through tax increments</b>	<b>(\$3,746)</b>	<b>\$407</b>	<b>\$26,150</b>

City of Cedarburg		
Tax Incremental Financing District No. 3		
Detailed Summary of Project Costs		
Through September 30, 2020		
	<u>Actual</u>	<u>Project Plan Estimate</u>
Cash Grant (Development Incentive)	0	310,234
Repayment of City Advance	0	23,000
Interest on City Advance	0	2,060
Administrative Expense	<u>27,525</u>	<u>63,000</u>
Total project costs	<u>\$27,525</u>	<u>\$398,294</u>

City of Cedarburg			
Tax Incremental Financing District No. 3			
Project Budget vs. Actual			
Through September 30, 2020			
	<u>Project Budget</u>	<u>As of September 30, 2020</u>	<u>Project To Date</u>
Project Revenues (sources):			
Tax increments	\$585,574	\$527	\$1,374
State Personal Property Aid		<u>0</u>	<u>0</u>
Total revenues	<u>\$585,574</u>	<u>\$527</u>	<u>\$1,374</u>
Project Costs (uses):			
Cash Grant (Development Incentive)	\$310,234	\$0	\$0
Repayment of City Advance	25,060	0	0
Interest on City Advance	2,060	0	0
Administrative Expense	<u>63,000</u>	<u>934</u>	<u>27,525</u>
Total expenditures	<u>\$400,354</u>	<u>\$934</u>	<u>\$27,525</u>

City of Cedarburg			
Tax Incremental Financing District No. 4			
Historical Summary of Sources, Uses and Status of Funds			
	Year Ended <u>December 31, 2019</u>	Quarter Ended <u>September 30, 2020</u>	From Date <u>of Creation</u>
Project Revenues (sources):			
Tax increments	\$0	\$0	\$0
Investment Income	42,695	10,938	53,633
Proceeds from borrowing	0	0	3,415,000
Total revenues	<u>42,695</u>	<u>10,938</u>	<u>3,468,633</u>
Project Costs (uses):			
Cash Grant (Development Incentive)	782,108	605,386	1,838,658
Repayment of City Advance	244,965	246,895	578,616
Interest on City Advance	1,676	0	2,244
	0	0	0
Administrative Expense	16,656	12,975	109,916
Total costs	<u>1,045,405</u>	<u>865,256</u>	<u>2,529,434</u>
Net sources (uses)	(1,002,710)	(854,318)	939,199
Beginning fund balance	<u>2,796,227</u>	<u>1,793,515</u>	0
Ending fund balance	<u>\$1,793,517</u>	<u>\$939,197</u>	<u>\$939,199</u>

City of Cedarburg			
Tax Incremental Financing District No. 4			
Historical Summary of Project Costs, Project Revenues and Net Cost to be recovered through Tax Increments			
	Year Ended <u>December 31, 2019</u>	Quarter Ended <u>September 30, 2020</u>	From Date <u>of Creation</u>
Project Costs:			
Cash Grant (Development Incentive)	\$782,108	\$605,386	\$1,838,658
Debt Issuance Costs	244,965	246,895	578,616
Interest on City Advance	1,676	0	2,244
Projected Unrecovered Interest Expense	0	0	0
Administrative Expense	16,656	12,975	109,916
Total costs	<u>1,045,405</u>	<u>865,256</u>	<u>2,529,434</u>
Project Revenues:			
Tax increments	\$0	\$0	\$0
Proceeds from borrowing	0	0	3,415,000
Investment Income	42,695	10,938	53,633
Total revenues	<u>42,695</u>	<u>10,938</u>	<u>3,468,633</u>
Net costs recoverable through tax increments	(\$1,002,710)	(\$854,318)	\$939,199

City of Cedarburg		
Tax Incremental Financing District No. 4		
Detailed Summary of Project Costs		
Through September 30, 2020		
	<u>Actual</u>	<u>Project Plan Estimate</u>
Cash Grant (Development Incentive)	1,838,658	3,328,000
Debt Issuance Costs/Payments	578,616	97,000
Interest on City Advance	2,244	1,374,298
Projected Unrecovered Interest Expense		(337,766)
Administrative Expense	<u>109,916</u>	<u>84,000</u>
Total project costs	<u>\$2,529,434</u>	<u>\$4,545,532</u>

City of Cedarburg			
Tax Incremental Financing District No. 4			
Project Budget vs. Actual			
Through September 30, 2020			
	<u>Project Budget</u>	<u>As of September 30, 2020</u>	<u>Project To Date</u>
Project Revenues (sources):			
Tax increments	\$4,528,892	\$0	\$0
Investment Income		10,938	53,633
Proceeds from borrowing		<u>0</u>	<u>3,415,000</u>
Total revenues	<u>\$4,528,892</u>	<u>\$10,938</u>	<u>\$3,468,633</u>
Project Costs (uses):			
Cash Grant (Development Incentive)	\$3,328,000	\$605,386	\$1,838,658
Debt Issuance Costs	97,000	246,895	578,616
Interest on City Advance	1,374,298	0	2,244
Projected Unrecovered Interest Expense	(337,766)	0	
Administrative Expense	<u>84,000</u>	<u>12,975</u>	<u>109,916</u>
Total expenditures	<u>\$4,545,532</u>	<u>\$865,256</u>	<u>\$2,529,434</u>



City of Cedarburg			
Tax Incremental Financing District No. 5			
Historical Summary of Sources, Uses and Status of Funds			
	Year Ended <u>December 31, 2019</u>	Quarter Ended <u>September 30, 2020</u>	From Date <u>of Creation</u>
Project Revenues (sources):			
Tax increments	0	90,710	90,710
Public Charges for Services	0	9,243	22,243
Total revenues	<u>0</u>	<u>99,953</u>	<u>112,953</u>
Project Costs (uses):			
Cash Grant (Development Incentive)	0	90,710	90,710
Administrative Expense	498	3,349	26,714
Total costs	<u>498</u>	<u>94,059</u>	<u>117,424</u>
Net sources (uses)	(498)	5,894	(4,471)
Beginning fund balance	<u>0</u>	<u>(498)</u>	<u>0</u>
Ending fund balance	<u>(\$498)</u>	<u>\$5,396</u>	<u>(\$4,471)</u>

City of Cedarburg			
Tax Incremental Financing District No. 5			
Historical Summary of Project Costs, Project Revenues and Net Cost to be recovered through Tax Increments			
	Year Ended <u>December 31, 2019</u>	Quarter Ended <u>September 30, 2020</u>	From Date <u>of Creation</u>
Project Costs:			
Cash Grant (Development Incentive)	0	90,710	90,710
Administrative Expense	498	3,349	26,714
Total costs	<u>498</u>	<u>94,059</u>	<u>117,424</u>
Project Revenues:			
Tax increments	0	90,710	90,710
Public Charges for Services	0	9,243	22,243
Total revenues	<u>0</u>	<u>99,953</u>	<u>112,953</u>
Net costs recoverable through tax increments	\$498	(\$5,894)	\$4,471

City of Cedarburg		
Tax Incremental Financing District No. 5		
Detailed Summary of Project Costs		
Through September 30, 2020		
	<u>Actual</u>	<u>Project Plan Estimate</u>
Cash Grant (Development Incentive)	90,710	1,925,000
Administrative Expense	<u>26,714</u>	<u>56,500</u>
Total project costs	<u>\$117,424</u>	<u>\$1,981,500</u>

City of Cedarburg			
Tax Incremental Financing District No. 5			
Project Budget vs. Actual			
Through September 30, 2020			
	<u>Project Budget</u>	<u>As of September 30, 2020</u>	<u>Project To Date</u>
Project Revenues (sources):			
Tax increments	\$4,466,366	\$90,710	\$90,710
Public Charges for Services		<u>9,243</u>	<u>22,243</u>
Total revenues	<u>\$4,466,366</u>	<u>\$90,710</u>	<u>\$90,710</u>
Project Costs (uses):			
Cash Grant (Development Incentive)	\$1,925,000	\$90,710	\$90,710
Administrative Expense	<u>56,500</u>	<u>3,349</u>	<u>26,714</u>
Total expenditures	<u>\$1,981,500</u>	<u>\$94,059</u>	<u>\$117,424</u>

City of Cedarburg		
Tax Incremental Financing District No. 6		
Historical Summary of Sources, Uses and Status of Funds		
	Quarter Ended <u>September 30, 2020</u>	From Date <u>of Creation</u>
Project Revenues (sources):		
Tax increments	\$0	\$0
Proceeds from Borrowing	0	0
Interest	0	0
Land Sales	0	0
Total revenues	0	<u>0</u>
Project Costs (uses):		
Public Infrastructure	364,096	364,096
Debt Financing Costs	0	0
Administrative Expense	258,248	258,248
Total costs	<u>622,344</u>	<u>622,344</u>
Net sources (uses)	(622,344)	(622,344)
Beginning fund balance	<u>0</u>	<u>0</u>
Ending fund balance	<u>(\$622,344)</u>	<u>(\$622,344)</u>

**City of Cedarburg**

Tax Incremental Financing District No. 6

**Historical Summary of Project Costs, Project Revenues  
and Net Cost to be recovered through Tax Increments**

	<b>Year Ended <u>September 30, 2020</u></b>	<b>From Date <u>of Creation</u></b>
<b>Project Costs:</b>		
Public Infrastructure	\$364,096	\$364,096
Debt Financing Costs	0	0
Administrative Expense	258,248	258,248
<b>Total costs</b>	<b><u>622,344</u></b>	<b><u>622,344</u></b>
<b>Project Revenues:</b>		
Tax increments	\$0	\$0
Proceeds from Borrowing	0	0
Interest	0	0
Land Sales	0	0
<b>Total revenues</b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Net costs recoverable through tax increments</b>	<b>\$622,344</b>	<b>\$622,344</b>

City of Cedarburg		
Tax Incremental Financing District No. 6		
Detailed Summary of Project Costs		
Through September 30, 2020		
	<u>Actual</u>	<u>Project Plan Estimate</u>
Public Infrastructure	364,096	8,218,272
Debt Financing Costs		13,837,750
Administrative Expense/Professional Serv.	<u>258,248</u>	<u>174,352</u>
Total project costs	<u>\$622,344</u>	<u>\$22,230,374</u>

City of Cedarburg			
Tax Incremental Financing District No. 6			
Project Budget vs. Actual			
Through September 30, 2020			
	<u>Project Budget</u>	<u>As of September 30, 2020</u>	<u>Project To Date</u>
Project Revenues (sources):			
Tax Increment	\$11,394,550	\$0	\$0
Proceeds from Borrowing	9,410,000	0	0
Interest	137,041	0	0
Land Sales	<u>1,875,000</u>	<u>0</u>	<u>0</u>
Total revenues	<u>\$22,816,591</u>	<u>\$0</u>	<u>\$0</u>
Project Costs (uses):			
Public Infrastructure	\$8,218,272	\$364,096	\$364,096
Debt Financing Costs	13,837,750	258,248	258,248
Administrative Expense	<u>174,352</u>	<u>0</u>	<u>0</u>
Total expenditures	<u>\$22,230,374</u>	<u>\$622,344</u>	<u>\$622,344</u>



**CEDARBURG LIGHT & WATER COMMISSION**

Investments Outstanding as of September, 2020

**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	9/3/2020	9/3/2021	1.00%	Port Washington State Bank	\$483,439.33	Reserve for Future Capital Projects
Certificate of Deposit	1/23/2020	1/23/2021	2.00%	Port Washington State Bank	\$330,535.82	Reserve for Future Capital Projects
Certificate of Deposit	3/27/2020	3/27/2021	1.75%	Port Washington State Bank	\$332,450.76	Reserve for Future Capital Projects
Certificate of Deposit	11/27/2019	11/27/2020	2.25%	Port Washington State Bank	\$523,658.80	Reserve for Future Capital Projects
State Investment Pool:						
Account # 1 - System Revenue			0.13%	LGIP	\$721,927.50	For Operating Expense & Future Capital Projects
Account # 3 - Special Redemption Fund			0.13%	LGIP	\$0.00	For Principal & Interest Payments Final Bond payment was made October 2005
Account # 4 - Depreciation Fund				LGIP	\$0.00	Was required by 1994 Bond Issue; new Bond Issue not required. Dollars were transferred to Account #1.
Account # 6 - Liability Insurance Reserve			0.13%	LGIP	\$76,108.26	Reserve for Future Liability Claims
Account # 8 - Impact Fee Reserve			0.13%	LGIP	\$101.89	Reserve for Impact Fee Revenues
				Total LGIP	<u>\$798,137.65</u>	
<b>TOTAL LIGHT &amp; WATER INVESTMENTS</b>					<u><u>\$2,468,222.36</u></u>	

<u>Bank Balances as of September 30, 2020</u>	<u>Daily Interest Rate</u>	<u>Institution</u>	<u>Amount</u>	
Checking		Port Washington State Bank	\$489,214.82	with Checks Outstanding & Stubs "in transit"
Money Market Account	0.24%	Port Washington State Bank	\$7,998,316.90	\$581,064.42 is reserved for Impact Fee Revenues



Cedarburg Light & Water  
Consolidated Balance Sheet  
For the Nine Months Ending 9/30/2020

	Balance 9/30/2020 Current Month	Balance 2020 First of Year	Difference
<b>ASSETS AND OTHER DEBITS</b>			
<b>UTILITY PLANT</b>			
Utility Plant - Utility Financed (101-107)	\$44,590,768.06	\$43,068,942.41	\$1,521,825.65
Utility Plant - Contributed (101-107)	12,378,140.56	12,272,067.93	106,072.63
Less: Accum. Provision for Depr. & Amort. - Utility Financed (111-116)	(16,435,231.14)	(15,328,346.32)	(1,106,884.82)
Less: Accum. Provision for Depr. & Amort. - Contributed (111-116)	(3,985,391.68)	(3,812,495.57)	(172,896.11)
<b>Net Utility Plant</b>	<b>36,548,285.80</b>	<b>36,200,168.45</b>	<b>348,117.35</b>
<b>Total Net Utility Plant</b>	<b>36,548,285.80</b>	<b>36,200,168.45</b>	<b>348,117.35</b>
<b>OTHER PROPERTY AND INVESTMENTS</b>			
Nonutility Property (121)	346,829.13	346,829.13	0.00
Less: Accum. Provision for Depr. and Amort. of Nonutility Property (122)	(307,481.33)	(307,481.33)	0.00
<b>Net Nonutility Property</b>	<b>39,347.80</b>	<b>39,347.80</b>	<b>0.00</b>
Special Funds (125-128)	2,450,298.17	2,422,227.74	28,070.43
<b>Total Other Property and Investments</b>	<b>2,489,645.97</b>	<b>2,461,575.54</b>	<b>28,070.43</b>
<b>CURRENT AND ACCRUED ASSETS</b>			
Cash and Working Funds (131)	217,782.24	338,607.44	(120,825.20)
Working Funds (135)	700.00	700.00	0.00
Temporary Cash Investments (136)	7,998,316.90	7,264,781.84	733,535.06
Customer Accounts Receivable (142)	1,542,556.87	1,208,109.72	334,447.15
Other Accounts Receivable (143)	35,717.44	234,388.16	(198,670.72)
Receivables from Municipality (145)	3,436.76	39,084.28	(35,647.52)
Materials and Supplies (151-163)	792,803.89	659,997.74	132,806.15
Prepayments (165)	22,823.73	5,051.92	17,771.81
Interest and Dividends Receivable (171)	17,924.19	16,024.52	1,899.67
Miscellaneous Current and Accrued Assets (174)	(347,301.00)	(347,301.00)	0.00
<b>Total Current and Accrued Assets</b>	<b>10,284,761.02</b>	<b>9,419,444.62</b>	<b>865,316.40</b>
<b>DEFERRED DEBITS</b>			
Other Deferred Debits (182-186)	1,450,513.96	1,453,365.01	(2,851.05)
<b>Total Deferred Debits</b>	<b>1,450,513.96</b>	<b>1,453,365.01</b>	<b>(2,851.05)</b>
<b>Total Assets and Other Debits</b>	<b>\$50,773,206.75</b>	<b>\$49,534,553.62</b>	<b>\$1,238,653.13</b>



Cedarburg Light & Water  
Consolidated Balance Sheet  
For the Nine Months Ending 9/30/2020

	<u>Balance</u> <u>9/30/2020 Current Month</u>	<u>Balance</u> <u>2020 First of Year</u>	<u>Difference</u>
<b>LIABILITIES AND OTHER CREDITS</b>			
<b>PROPRIETARY CAPITAL</b>			
Capital Paid in by Municipality (200)	183,254.21	183,254.21	0.00
Unappropriated Earned Surplus - Non-Contributed (216.1)	37,291,749.04	37,291,749.04	0.00
Unappropriated Earned Surplus - Contributed (216.2)	8,753,296.24	8,753,296.24	0.00
Current Earnings - Non-Contributed (217.1)	1,061,762.56	0.00	1,061,762.56
Current Earnings - Contributed (217.2)	(70,702.58)	0.00	(70,702.58)
<b>Total Proprietary Capital</b>	<b>47,219,359.47</b>	<b>46,228,299.49</b>	<b>991,059.98</b>
<b>CURRENT AND ACCRUED LIABILITIES</b>			
Accounts Payable (232)	676,541.81	686,801.44	(9,259.63)
Payables to Municipality (233)	277,178.64	219,087.80	58,090.84
Customer Deposits (235)	66,381.43	76,636.43	(10,255.00)
Taxes Accrued (236)	497,740.85	497,740.85	0.00
Interest Accrued (237)	3,548.37	4,375.45	(827.08)
Tax Collections Payable (241)	47,050.93	24,078.33	22,972.60
Miscellaneous Current and Accrued Liabilities (242)	12,646.03	5,230.29	7,415.74
<b>Total Current and Accrued Liabilities</b>	<b>1,681,088.06</b>	<b>1,512,950.59</b>	<b>68,137.47</b>
<b>DEFERRED CREDITS</b>			
Customer Advances for Construction (252)	630,795.95	438,277.83	192,518.12
Other Deferred Credits (253)	1,339,171.11	1,355,025.71	(15,854.60)
<b>Total Deferred Credits</b>	<b>1,969,967.06</b>	<b>1,793,303.54</b>	<b>176,663.52</b>
<b>Total Liabilities and Other Credits</b>	<b>\$50,770,414.59</b>	<b>\$49,534,553.62</b>	<b>\$1,235,860.97</b>



Cedarburg Light & Water  
Consolidated Income Statement  
For the Nine Months Ending 9/30/2020

	<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>
<b>UTILITY OPERATING INCOME</b>						
Operating Revenues (400)	\$10,306,241.70	\$10,273,196.34	\$33,045.36	0.32%	\$10,227,224.13	\$79,017.57
<b>Operating Expenses</b>						
Operation and Maintenance Expense (401-402)	7,636,623.66	7,977,950.06	(341,326.40)	(4.28%)	7,633,819.57	2,804.09
Depreciation Expense (403)	972,910.17	1,014,450.75	(41,540.58)	(4.09%)	959,335.92	13,574.25
Taxes (408)	710,834.57	727,929.00	(17,094.43)	(2.35%)	662,187.99	48,646.58
<b>Total Operating Expenses</b>	<b>9,320,368.40</b>	<b>9,720,329.81</b>	<b>(399,961.41)</b>	<b>(4.11%)</b>	<b>9,255,343.48</b>	<b>65,024.92</b>
<b>Net Operating Income (Loss)</b>	<b>985,873.30</b>	<b>552,866.53</b>	<b>433,006.77</b>	<b>78.32%</b>	<b>971,880.65</b>	<b>13,992.65</b>
<b>Utility Operating Income (Loss)</b>	<b>985,873.30</b>	<b>552,866.53</b>	<b>433,006.77</b>	<b>78.32%</b>	<b>971,880.65</b>	<b>13,992.65</b>
<b>OTHER INCOME</b>						
Income from Merchandising, Jobbing and Contract Work (415-416)	169.07	(30,000.06)	30,169.13	(100.56%)	0.00	169.07
Income from Nonutility Operations (417)	0.00	2,250.00	(2,250.00)	(100.00%)	0.00	0.00
Interest and Dividend Income (419)	82,655.14	120,750.03	(38,094.89)	(31.55%)	168,961.78	(86,306.64)
Miscellaneous Nonoperating Income (421)	112,316.65	309,225.06	(196,908.41)	(63.68%)	(21,451.37)	133,768.02
<b>Total Other Income</b>	<b>195,140.86</b>	<b>402,225.03</b>	<b>(207,084.17)</b>	<b>(51.48%)</b>	<b>147,510.41</b>	<b>47,630.45</b>
<b>Total Income</b>	<b>1,181,014.16</b>	<b>955,091.56</b>	<b>225,922.60</b>	<b>23.65%</b>	<b>1,119,391.06</b>	<b>61,623.10</b>
<b>MISCELLANEOUS INCOME DEDUCTIONS</b>						
Other Income Deductions (426)	185,398.54	183,460.95	1,937.59	1.06%	172,319.58	13,078.96
<b>Total Miscellaneous Income Deductions</b>	<b>185,398.54</b>	<b>183,460.95</b>	<b>1,937.59</b>	<b>1.06%</b>	<b>172,319.58</b>	<b>13,078.96</b>
<b>Income Before Interest Charges</b>	<b>995,615.62</b>	<b>771,630.61</b>	<b>223,985.01</b>	<b>29.03%</b>	<b>947,071.48</b>	<b>48,544.14</b>
<b>INTEREST CHARGES</b>						
Other Interest Expense (431)	0.00	1,425.06	(1,425.06)	(100.00%)	0.00	0.00
<b>Total Interest Charges</b>	<b>0.00</b>	<b>1,425.06</b>	<b>(1,425.06)</b>	<b>(100.00%)</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>995,615.62</b>	<b>770,205.55</b>	<b>225,410.07</b>	<b>29.27%</b>	<b>947,071.48</b>	<b>48,544.14</b>
<b>EARNED SURPLUS</b>						
Unappropriated Earned Surplus (Beginning of Year) (216)	46,045,045.28	936,395.00	45,108,650.28	4,817.27%	44,698,371.27	1,346,674.01
Balance Transferred from Income (433)	995,615.62	661,327.47	334,288.15	50.55%	947,051.38	48,564.24
Miscellaneous Credits to Surplus (434)	0.00	0.00	0.00	0.00%	1,000.27	(1,000.27)
Appropriations of Income to Municipal Funds—Debit (439)	4,555.64	9,000.00	(4,444.36)	(49.38%)	7,126.78	(2,571.14)
<b>Total Unappropriated Earned Surplus End of Year (216)</b>	<b>\$47,036,105.26</b>	<b>\$1,588,722.47</b>	<b>\$45,447,382.79</b>	<b>2,860.62%</b>	<b>\$45,639,296.14</b>	<b>\$1,396,809.12</b>