CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
May 11, 2020 – 7:00 P.M.

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, May 11, 2020 at 7:00 p.m.** This 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.

AGENDA

1. CALL TO ORDER - Mayor Mike O'Keefe

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome, 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 – April 21, 2020 and April 27, 2020 Common Council Minutes*

8. PRESENTATIONS

   A. Presentation of the 2019 Audit Report; and direction thereon*

9. NEW BUSINESS

   A. Consider Resolution No. 2020-10 creating Tax Incremental District No. 6, approve its Project Plan and establishing its boundaries; and action thereon*

   B. Consider 2020 Compliance Maintenance Annual Report (CMAR) for the Water Recycling Center and Resolution No. 2020-11 accepting the report; and action thereon*

   C. Consider award of contract for the 2020 Sidewalk Mud-jacking program; and action thereon*

   D. Consider relocation order for water and sewer utility extension pursuant to Wis. Statute across Dorion Rettmann property; and action thereon*

E. Consider proposal received from Single Source for easement appraisal services associated with the Hwy 60 Business Park; and action thereon*

F. Consider encouraging the Cedarburg Police Department to use reasonable discretion in enforcement of the Safer at Home directive (subject to Supreme Court decision); and action thereon*

G. Consider change in enforcement of temporary sign ordinance and possibly allow banners on public structures; and action thereon*

H. Consider allowing businesses to set up temporary tents on their premises; and action thereon*

I. Consider the process to develop questions for the 5th District Aldermanic vacancy and filling the position; and action thereon*

J. Consider License/Permit Applications; and action thereon

1. Consider application for period ending June 30, 2020 for Bozemans LLC, 223 Aqua View Road, Erik B. Knuth, Agent, premises to be licensed: N50 W5586 Portland Road, known as Bozemann's Bar for a Class "B" fermented malt beverage and "Class B" intoxicating liquor (on or off-premise consumption) license; action thereon***

2. Consider approval of 2020-2021 alcohol, operator, and cigarette licenses (see attached list) *

K. Consider payment of bills dated 04/23/20 through 04/30/20, transfers for the period 04/25/20 through 05/08/20 and payroll period 04/19/20 through 05/02/20; and action thereon*

L. Review and certify Code of Ethics; and action thereon*

10. <u>REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS</u>

A. Administrator's Report*

11. <u>COMMUNICATIONS</u>

A. Comments and suggestions from citizens

B. Comments and announcements by Council Members

C. Mayor Report

12. <u>ADJOURN TO CLOSED SESSION</u>

It is anticipated the Common Council will adjourn to closed session pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session (more specifically, Item 11B),

A. Approval of April 21, 2020 and April 29, 2020 closed session minutes

B. Discussion of Highway 60 Business Park

C. Consider Developer's Agreement

13. RECONVENE TO OPEN SESSION

14. NEW BUSINESS – CONTINUED

M. Consider approval of Developer's Agreement; and action thereon

15. 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.

05/08/20 adk

To request reasonable accommodation, contact the Clerk's Office, (262) 375-7606, email: 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: Download in App Store Download in Google Play

Here are the procedures for public to be able to view a meeting live through zoom.

1. Contact the City Administrator, Mikko Hilvo, 2 hours in advance of the meeting you wish to attend via zoom by emailing him at mhilvo@ci.cedarburg.wi.us.

2. In your email Subject line please put down the meeting that you wish to attend (example: Common Council Meeting on 3-30-20 at 7:00pm).

3. Provide your Name, Address, Email, Phone Number to him via email with a request to join the meeting.

4. You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.

5. All public participants will have their microphone muted.

6. If, during public comment, anyone wishes to talk they should request to do so through the chat feature or by using the "hand" to wave at the meeting organizer. The administrator of the meeting will unmute you at the appropriate time and ask you to make your comments.

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

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

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

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

Here are the procedures for staff and board members to utilize zoom.

1. The City Administrator, Mikko Hilvo, will email a meeting invite to each staff and board member 24 hours prior to the meeting.

2. If another staff member, council member, or presenter needs access to the meeting and the ability to discuss an item they should request to get a meeting invite by emailing mhilvo@ci.cedarburg.wi.us at minimum 6 hours prior to the meeting.

3. In your email Subject line please put down the meeting that you wish to attend. (Example: Common Council Meeting on 3-30-20 at 7:00pm)

4. Provide your Name, Address, Email, Phone Number and reason for attending the meeting to the administrator.

5. All agendas and documents that need to be shared during the meeting will be sent to members ahead of time and also provided electronically to the meeting organizer (City Administrator).
6. All meetings will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.

7. All staff and/or board members will have their microphones on unless they mute it themselves. All public participants will have their microphone muted except during public comments or if they use the chat feature asking the administrator for permission to speak.

8. All Votes will be done through roll call.

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

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

CITY OF CEDARBURG **CC20200421-1**
COMMON COUNCIL **UNAPPROVED**
April 21, 2020

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held online on Monday, April 21, 2020, utilizing the Zoom app.

Mayor O'Keefe called the meeting to order at 7:05 p.m.

Roll Call: Present - Mayor Michael O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome, Barbara Lythjoha

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Tom Wiza, Light & Water General Manager Dale Lythjohan, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

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

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

OATHS OF OFFICE

Deputy City Clerk Kletzien administered the oaths of office to Council Members Sherry Bublitz (1st Aldermanic District), Kristin Burkart (3rd Aldermanic District), Garan Chivinski (5th Aldermanic District) and Barbara Lythjohan (7th Aldermanic District).

ELECTION OF COMMON COUNCIL PRESIDENT

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to nominate Council Member Thome as Council President.

Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to nominate Council Member Burkart as Council President.

Mayor O'Keefe asked for any additional nominations.

The Common Council voted by ballot which resulted in four votes for Council Member Thome and two votes for Council Member Burkart and one Council Member abstainng, Council Member Thome was elected Common Council President.

ELECTION OF COMMON COUNCIL REPRESENTATIVE TO PLAN COMMISSION

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to nominate Council Member Thome as Common Council Representative to Plan Commission.

Mayor O'Keefe asked for any additional nominations.

Motion carried without a negative vote.

NEW BUSINESS

DESIGNATION OF CITY'S OFFICIAL NEWSPAPER FOR ENSUING YEAR; AND ACTION THEREON

Motion made by Council Member Thome, seconded by Council Member Burkart, to designate the *News Graphic* as the City's official newspaper for the ensuing year. Motion carried without a negative vote.

CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Burkart, seconded by Council Member Thome, to approve a new Operator License application for the period ending June 30, 2020 for Summer L. Cielak. Motion carried without a negative vote.

ADMINISTRATOR'S REPORT

City Administrator Hilvo reported that City employees are responding appropriately to COVID-19 to stay safe and stop the spread and provided the following updates:

- He is working with Department Heads and looking for ways to save money to offset the loss in revenues. In general, conference and training budgets will not be used, due to the cancellation of conferences.
- City Hall will remain closed until May 26.
- Library is working on a plan for material distribution and providing resources from 8 a.m. – 4 p.m. daily.
- Public Works crew will be switching from split shifts to full crew shifts in a safely manner.
- Water Recycling Center is working split shifts.
- Building Inspection is not experiencing loss in revenue.
- Parks and Recreation took registrations for the Summer Playground program and it filled in a half day and resulted in $100,000 in revenue. The virtual 50K run has over 180 participants from 11 states to-date. The Department is watching for direction on pool activities this summer and will decide with area communities if the pools should open for a partial season. Tennis and pickleball activities are allowed and will be opened soon. The playgrounds and restrooms continue to be closed.
- Police Department received a $59,000 grant for their 911 system. Due to the COVID-19 pandemic, the hiring process is on hold for three officers; resulting in a $19,000 savings per month. Crossing guards are not working which is a $7,500 savings.

- Attended a zoom meeting with The League of Municipalities regarding the outlook for resuming municipal activities. The current date is May 26; however, there needs to be a decline in coronavirus cases over 14 days. Test, trace and isolate guidelines should be followed for new cases. There was a discussion on the possibility of an increase in shared revenues to municipalities to offset costs related to COVID-19.

Council Member Burkart said that the Parks and Recreation Department is doing a good job of thinking outside the box and appreciates the increase in revenue with virtual activities.
In answer to Council Member Lythjohan's question, City Administrator Hilvo explained that with three new hires on hold there is some overtime involved for police officers; however, crews have been smaller on each shift.

Mayor O'Keefe stated that overtime is cheaper than hiring someone new and paying benefits; however, it can burn out the crew.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Verhaalen read the following statement:
"In five years as a Council member I have been on the losing side of the vote on several issues. I would be disappointed, but that is how democracy works, and I moved on.

At the April 13th Common Council meeting, we were to address the agenda item about Cedarburg Baseball installing a permanent fence at Grant Schoen Field in Adlai Horn Park. Instead it became a two hour ordeal, criticizing Cedarburg Baseball, the Director of Parks and Recreation, the former Director of Parks and Recreation, the Park and Recreation Board, and myself, basically anyone that was involved in the Parks and Rec decision to approve a permanent fence.

I was told I should have known better, knowing how contentious the process was leading to the June 12, 2017 plan for Adlai Horn Park. Since only three of the current Common Council were here back then, let me give a brief summary from my perspective:

In 2015 Cedarburg Baseball presented a plan that included expanding the park to include two baseball fields and more than triple the number of parking spaces. Initially the neighborhood group, or at least the ones I spoke with, wanted the park returned to how it was prior to it being used by Mercury Marine for remediation. Obviously, the two sides were worlds apart. As the discussions progressed, and the neighborhood group gained momentum, the idea of returning the park to the way it was wasn't enough. They started to attack Cedarburg Baseball and myself. They created a "bad guy" because it's easier to vote against the bad guy. Cedarburg Baseball didn't expect and weren't prepared to counter the lack of respect and venom that was lofted at them. Cedarburg Baseball leadership, to their own admission, was in over their heads and lost the will to fight. The neighborhood group now wanted to remove baseball amenities that had been in the park for years, and publicly approved - a permanent fence and the practice field. At one point a plan was presented to me that did not include a baseball field at all, instead a water fountain in the middle of the park.

Cedarburg Baseball returned to the new Horn Park minus a permanent outfield fence that they had paid for previously, and a practice field. In its place they were allowed to purchase a temporary fence and put up and down. The tennis courts and baseball field would be shifted to the west, not to keep the outfield from flooding, but to make sure there would never be enough space for the practice field to go back in that park.

In the June 12, 2017 meeting, I asked if the bullet items presented were set in stone. The answer I received was, I quote, "the proposed park is being approved in concept this evening and there may be some small changes or tweaking to the plan". One of those changes was replacing the two tennis courts with one tennis court and four pickleball courts. This was unanimously approved by the Parks and Recreation Board at the October 4, 2017 meeting. The Horn neighborhood group wasn't given special notice then. What they were given was an agenda item at the next Park and Recreation for a "motion to reconsider the four pickle ball courts". Fortunately, enough pickle ball supporters showed up and we now have a thriving pickleball group that has since erected their own wind screens around the pickleball courts. Contrary to what was said at the April 13th Council meeting, that item never went to the Common Council. Are we to follow different rules because this change involved baseball?

Cedarburg baseball went through all steps required of them; went before the Park and Recreation Board in a meeting posted like every other meeting in the City, where the fence was discussed, and received approval with a unanimous vote. That wasn't enough, the neighborhood group had to be treated differently again, because they weren't being heard. Why, because they needed to be treated differently than all other City residents? What transpired at the last Council meeting is what I had experienced back in 2017- the discussion about the merits of a permanent fence never took place. Instead the attacks now included the makeup of the Park and Recreation Board and the process of how a bullet point in a previous meeting was not honored.

On April 9th a very vocal member of the neighborhood group who challenged my credibility, sent an email, mostly challenging my involvement, but also stating, I quote, "I personally don't have a serious issue with CSB installing a permanent fence for their field. I am not happy with the process they used to get it approved. I am also not pleased that it may be 6' high. I believe a 4' high fence would be sufficient." End quote. Apparently when the April 13 meeting started to turn against Cedarburg Baseball and a permanent fence, the compromise was no longer needed. As was the case back in 2016-2017, once the momentum changed, there was no longer a need to compromise.

As for people being heard- I did not hear one mention from any Council Member that they heard from constituents supporting a permanent fence. I know that most, if not all, Council Members were contacted by people in support of the permanent fence. Where was their voice? Maybe it just wasn't loud enough.

The City is run by employees, appointed board members and elected officials. All three have to listen to residents and make sure their voices are heard. In the past few weeks, all three of these groups have had to listen to residents. Unfortunately, listening to complaints has, at times, turned into verbal abuse. We have talked about retaining quality employees. Add taking verbal abuse to the job requirement, and that will become much more difficult. Appointed Committee members can quit, but as the Mayor knows, getting quality people to sit on committees is also challenging. I would hope that the City will look into setting guidelines for City employees and committee members that outline a course of action

they can take when faced with being yelled at, insulted and verbally abused. No employee, regardless of who they work for, should have to tolerate it.

This past week again has reminded me that there is minimal support for youth baseball and that one small, vocal, disrespectful group can influence policy for the entire City. I can live with not being on the winning side of a Council decision, but when a discussion about the actual agenda item barely takes place, and is instead replaced with demonizing the group making the proposal and the people on the board that voted for it, then I have a difficult time just moving on."

Council Member Arnett spoke with Library Director Pierschalla last week about allowing citizens to use library resources to help citizens navigate unemployment and provide resources for businesses to get back on track. Another round of available federal funds is possible, and they will need help navigating the process.

Council Member Arnett asked the Council Members to email him with one or two ideas to help support local businesses, that could be discussed at the next Economic Development Board meeting.

Council Member Bublitz stated that the Festival Board will be meeting on Thursday to discuss Strawberry Festival.

MAYOR'S REPORT

Mayor O'Keefe stated that the Fire Department has canceled the first two Maxwell Street dates of the season and are hoping that they can recover some of this loss in the remaining two dates. In regard to the Economic Development Board helping businesses he explained that the City does not have any money to help out. He will talk to Finance Director/Treasurer Mertes about looking into available loans for businesses.

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member Bublitz, seconded by Council Member Lythjohan, adjourn to closed session at 7:40 p.m. pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, discussion of Highway 60 Business Park. Approval of closed session minutes of March 9, 2020 and March 30, 2020. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome and Lythjohan voting aye.

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 8:56 p.m. Motion carried unanimously on a roll call vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

CITY OF CEDARBURG **CC20200427-1**
COMMON COUNCIL **UNAPPROVED**
April 27, 2020

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held online on Monday, April 27, 2020, utilizing the Zoom app.

Mayor O'Keefe called the meeting to order at 7:05 p.m.

Roll Call: Present - Mayor Michael O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome, Barbara Lythjohan

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Tom Wiza, Light & Water General Manager Dale Lythjohan, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

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

COMMENTS AND SUGGESTIONS FROM CITIZENS

Steve Brill, W69 N419 Fox Pointe Avenue, read the following statement:
Mayor & Council Members,
I understand you may be close to authorizing repairs to one or two structures in Cedar Creek. Going back to 2001 I have commented at Common Council meetings appealing for the "Restoration of Cedar Creek." We are appreciative of finally having an opportunity to present a new vision for Cedar Creek. A waterway that when restored will respect its history but move us forward for another Century. Often described as dams, these structures are actually man-made "impediments" as they are not truly a dam as I know. A dam has the capacity to hold back and release water. These impediments hold back sediment suspended in the water and only allow water to flow over the top of their structure. There really is not any control of the water levels taking place. These impediments contribute to the poor water quality above and below the structures! The structures can be repaired but will eventually need to be removed as the DNR Setback Rules Do Not allow for new structures to be built! Unless there is a severe safety hazard to the public, we are asking you to delay any repairs to the structures. We are asking for a cohesive plan to be developed for the restoration of Cedar Creek. This would be a transparent process with the inclusion of property owners, City Staff & Elected Officials, WI DNR Officials, Engineers...I envision both private & public Engineers, along with College Students, Business Owners, Local Residents & Volunteers. I am asking you to open your minds and be forward thinking...
First and foremost, this is not about just cutting a hole in the structures or demolishing them and letting Cedar Creek create its own path. This is about "Restoring Cedar Creek".... Man-made structures would be removed, soils would be cleaned. In place of the man-made structures, we have the

opportunity to select natural materials to create numerous waterfalls to control the elevation changes! The water channel can be narrow and wide at strategic places. At areas where the water channel narrows, people are invited to wade or even take a dip! There is a potential to have a "Natural Walking Path" open to all regardless of ability! Fish and birds will be numerous! There is a movement all across the country to restore the water quality of small creeks and river watersheds. Many of them include the removal of structures and impediments like we have in Cedar Creek (Wausau...Whitewater Park; Milwaukee County...North Ave, Estabrook Park Dams; Grafton....(2) structures; Stoughton WI....; Approved project Iowa...; dozens of projects Colorado.)

Funding:
Grants: Federal/DNR
Local Taxpayer Money Budgeted for repairs, repurposed to the restoration!
Sell 115 acres of land @ 1838 Pioneer Road...Tax Key # 130360300200....Market value of over $1.5 million

I get it, you like status quo or just do not see the need to do something so drastic. Cedarburg is always slow to embrace change. A positive example of change is the closure of Washington Ave during Strawberry and Harvest Festivals...There was a grass roots effort to close Washington Ave....Citizens sought to involve Police, Fire, Festival Staff, Business Owners, etc.....Surprisingly for over 3 years the Fire Department and Washington Avenue Business Owners were very reluctant to close the street! Ultimately with a cohesive plan set in place, the street was closed! I think we can all agree the street closure was a win/win for everyone! Locally the movement to restore Cedar Creek is picking up steam. A website has been created RESTORECEDARCREEK.ORG. They are ready to let their voice be heard and take an active role in the restoration of Cedar Creek.

We are asking you to please budget funds that allow for developing a cohesive restoration of Cedar Creek, which includes the removal of man-made structures. A plan that will make a positive impact on the watershed, wildlife, property & business owners and our Community

Thank you, Steve Brill
W69 N419 Fox Pointe Ave, Cedarburg, WI 53012

Final public comments:
I asked Common Council Members to be transparent on what the City is going to do with the farmland Cedarburg owns on Pioneer Road!

APPROVAL OF MINUTES

Motion made by Council Member Bublitz, seconded by Council Member Burkart, to approve the April 13, 2020 Common Council minutes. Motion carried without a negative vote.

PUBLIC HEARING

CONSIDER ORDINANCE NO. 2020-06 REZONING THE 59.21 ACRE PARCEL LOCATED AT N1300 W6603 STATE HIGHWAY 60 FROM TEMPORARY RS-1 SINGLE FAMILY RESIDENTIAL DISTRICT TO M-3 BUSINESS PARK DISTRICT; AND ACTION THEREON

Mayor O'Keefe called the public hearing open at 7:08 p.m.

Planner Censky explained that City records indicate that when this site was annexed into the City from the Town of Cedarburg in 2005, it was placed in the Rs-1 Residential (Temporary) District, as required by Code, until public facilities were available and the use of the property was certain. Since it has now been decided to move ahead with the planning and development of the Highway 60 Business Park, this site must be rezoned to reflect that use. Accordingly, to proceed with the future business park, Council Members must rezone the property from Rs-1 Temporary Zoning to the permanent M-3 Business Park Zoning, as indicated in the attached Ordinance. Since the M-3 District is consistent with the "Industrial and Manufacturing" classification of the Comprehensive Land Use Plan – 2025, no change to that plan is needed. He added that the Plan Commission reviewed this request at their March 2, 2020 meeting and recommended approval by unanimous vote.

There was no public comment.

Motion made by Council Member Thome, seconded by Council Member Arnett, to close the public hearing.

Motion made by Council Member Arnett, seconded by Council Member Thome, to adopt Ordinance No. 2020-06 rezoning the 59.21-acre parcel located at N1300 W6603 State Highway 60 from Temporary RS-1 Single Family Residential District to M-3 Business Park District. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome and Lythjohan voting aye.

PRESENTATIONS

PRESENTATION ON THE POSITIVE EFFECT OF DAM REMOVALS FOR A COMMUNITY

Marty Melchior, Principal Ecologist & Fisheries Biologist with Inter-Fluve, said that it is not his position to advocate one way or another to remove a dam; however, he provides the following information to municipalities to help guide their decision.

Dam Impacts

- Fragmentation – aquatic organism passage
- Thermal pollution
- Persistence of lentic conditions vs. lotic
- Sediment accumulation upstream
- Accumulation of toxic chemicals
- Sediment starvation downstream
- Flooding
- Potential failure
- Public Safety/attractive nuisance issues
- Long term repair/replacement costs

Scoping an Urban Dam Removal Project – Dam removal typically includes

- Feasibility study ($10-50K)
    - Cost estimates
    - Concepts
    - Potential hurdles
- Public outreach
- Design
- Construction
- Maintenance and Monitoring

Feasibility and Design: long-term benefits vs. short-term impacts

- Public Safety/Aesthetics
- Water Quality
- Connectivity/passage
- Habitat Complexity
- Three potential long-term impacts if not managed well
    - Contaminants
    - T&E losses/Invasive species
    - Infrastructure

Design Considerations in Dam Removal

- Desktop Analysis – Existing Date Review
- Property Boundaries
- Fluvial Geomorphic Assessment
- Field Data Collection – Survey
- Sediment Volume Estimation
- Sediment Management
    - Most dam removals include some combination of active and passive sediment management
- Contaminant Testing

Public Engagement

- Hydrology and Hydraulics
    - Hydrology: Magnitudes and probabilities of flows
    - Hydraulics: Depths and velocities of flows
- Storage vs. Run of River
    - Flood/Power Storage Potential
        - has storage volume and flow through a controlled outlet
            - only 15% of dams in US are flood control; most of these in West
        - flood control is consistently the most misunderstood concepts in dam removal, but also the most concerning to residents
    - Run of River
        - Has full impoundment and constant flow over spillway

Construction

- Hydraulic Modeling

- Infrastructure Protection
- Assess Infrastructure – Bridges, Retaining Walls, Utilities
- Structural Evaluation
- T&E Species plan
- Site-specific issues
- Recreational access considerations
- Demolition plan
- Construction Management

Maintenance and Monitoring

- Restoration Design – Public perception is often based on intermediate stages of restoration and outmoded methods of removal.

Mr. Melchior provided some general dam removal costs. He has worked on removing 50 dams, 350 river restorations, and has three or four projects going at one time.

In answer to Council Member Bublitz's question, Mr. Melchior said that only approximately three times out of 50 the DNR may not have concerns about sediment.

In answer to Mayor O'Keefe's question, Mr. Melchior said the work done by Mercury Marine and flow rate would not be affected because the hydraulics of the river are not affected down stream from the dam removal. During the removal process there may be a pulse of water that could affect part of the design process.

In answer to Council Member Verhaalen's question, Mr. Melchoir said he has worked with communities that have had remediation work done, similar to that done by Mercury Marine, and they do take that work into consideration.

In answer to Council Member Arnett's questions, Mr. Melchoir explained that there are some grants available and funding of up to 25% - 50%, depending on where the money is coming from. He said that the feasibility study helps a community by providing a cost estimate.

In answer to Council Member Lythjohan's question, Mr. Melchoir said that he has not had an instance yet where the dam should be left as is. Mr. Melchoir said that he provides the science and the engineering, and the community makes the decision on whether or not to remove a dam.

PRESENTATION ON THE VALUE THAT THE DAMS PROVIDE CEDARBURG

Paul Hayes provided the following presentation: The Best Dammed City in Wisconsin

Remarks before the Cedarburg Common Council. Monday April 27, 2020.
Paul G. Hayes, N63W5795 Columbia Rd., Cedarburg, WI 53012.

The story of Cedarburg's dams is a story of immigrant settlers who saw the opportunity in the water of Cedar Creek, which falls 80 feet in less than a mile. They built three mill dams to put that water to work and the city grew up around them. The dams were the reason the town is where it is and why it looks the way it does. My street, Columbia Road, was named for Columbia Mill dam, not the other

way around. The first dam builder in the 1840s gave Cedarburg its name for the white cedar trees that grow in the exposed limestone on each side of Cedar Creek. I can't find another place in the United States where three pioneer dams are so close together. All three can be visited in an hour's stroll. Visitors often carry cameras or canvases, paints and easels. Pictures of our dams hang on the walls of many homes. The dams are a big reason for Cedarburg's popularity as a tourist destination. This summer, starting on May 8 and running through August 30, the Cedarburg Art Museum will feature the work of five area artists who were commissioned to paint Cedarburg's historic mills as additions to its permanent collection. Because of the times, it will be shown online until further notice. I have written about Cedarburg's dams for 25 years. And for 25 years I have heard from people who don't like dams. So enough with nostalgia and history. Let's address the critics.
Opponents of dams want to remove abandoned, useless, deteriorating and possibly dangerous dams because of their expense and because of their environmental impact and for safety reasons. So do I. Wisconsin has 3,900 dams, many of which should be removed. But Cedarburg's pioneer dams are an exception and because they are an irreplaceable feature of Cedarburg's exceptional character they are not abandoned or useless . Here are the arguments against dams.

--The dams block the passage of fish**.**

This is true. But in some cases, this may be a benefit. Our minnows, crappie, perch, bass, bluegill, sunfish, pike, bullheads, suckers and, yes, carp are self-sustaining species similar to those in the Cedar lakes of Washington County, the source of Cedar Creek. They are sustained by the pond. That is true also for our turtles, frogs and crayfish, muskrats, mallards and geese. Once established, some species reproduce in or around the pond. We have plenty of fish which explains why nice days seldom pass without anglers on the banks. The dams indeed block the upstream migration of fish, but these are mostly introduced Lake Michigan species of steelhead, coho and Chinook salmon on their seasonal upstream runs to die. It also includes the parasitic sea lamprey, which we certainly don't want. The migration argument is moot for the City of Cedarburg for as long as the privately-owned Nail Factory dam downstream in the town of Cedarburg remains. I do not know if the owner has been approached.

--The dams degrade the natural environment.

Dams do not necessarily *degrade* the environment. They *change* it, and the changes often enable new uses and recreation and therefore new supporters. We live on Columbia Mill pond, a 15-acre lake formed by the Columbia Mill dam. There are 41 houses that surround the pond, both on Columbia Road on Edgewater. There are about 20 piers, and at least 30 boats, mostly kayaks but also canoes, rowboats and paddleboats. Kayaks have already appeared on the pond this spring. It's a pleasant way for neighbors to get together even while practicing social distancing. In summer, vehicles pull into Adlai Horn Park bringing more kayaks to be launched from the park for a day of recreation. Two new fishing platforms at Adlai Horn park are in use almost every nice day by kids and adults. This winter found at least three hockey rinks on the ice on Columbia Mill pond, all heavily used by both adults and kids. If snow covers the ice, the pond and Adlai Horn Park become cross country ski trails. Upstream, Woolen Mill Pond is where annual Giant Pumpkin Charity Regatta takes place during Wine and Harvest Festival and where the annual Winter Fest bed races are held on ice. Many homeowners on Sheboygan Road and Riveredge Drive also have piers and launch their own kayaks, canoes and paddle boats. If the dams were removed, these activities would vanish. Apparently, the only users would be white-water kayakers and occasional fly fishermen during the salmon run. Far fewer people would use the creek.

--The dams no long function as intended when they were built.

That's half true. They no longer channel the water to power mills, but they still maintain water levels in the ponds.

--The ponds will eventually fill with silt and either they will become marshes or they will require expensive dredging.

That is true. Three summers ago, Mercury Marine Outboard Motor Co., which had polluted the pond decades ago with PCBs, paid more than $20 million to remove hundreds of tons of polluted silt from Columbia Mill Pond, trucking thousands of it to landfills. The water behind my house was deepened from less than a foot to as deep as seven feet. It rescued the pond from what was becoming a weed-choked swamp to a healthy flowing and deep waterway. The previous dredging of the pond had occurred in the 1940s, according to Al Hoffmann, our late neighbor. That dredging kept the pond usable for more than 70 years. If past is prologue, we won't need to have this conversation for another 65 years. I don't believe I'll be joining you. And it improved habitat for some species. Our neighbor Roger Sundell, a dedicated birder, had this to say about the rejuvenated pond: "Many more species of birds are resident here now, or nest here now, than before, and raise their young, or find haven here during spring and fall migration.'' Last summer, the first year of the freshened pond, an osprey regularly fished the pond. Just this evening after the rain, I saw my first kildeer of the season. They showed up first last year and nested on the newly-planted Lenore Horn Island. Here is a side note: Thanks to the dams, not all of the PCBs reached the Milwaukee River and Lake Michigan.

--The dams are costly to repair and maintain.

That is true, but I believe removing the dams would cost much more not only for the demolition itself, which would require heavy equipment and produce hundreds of tons of waste rock and concrete to be transported and disposed of If the three dams were removed, the water level of the creek would drop 18 feet at Woolen Mill Dam, 17 feet at Ruck Dam and 15 feet at Columbia Mill Dam. The least affected probably would be the Woolen Mill Pond, but my guess is that it would narrow from about 60 feet now to about 12 to 20 feet, depending on rainfall and snowmelt, exposing much unstable bank. Questions of ownership and maintenance responsibility for the newly exposed land -- whether the city or the property owners -- would be sure to arise. This would be especially sensitive for the owners on the banks of Ruck Pond, the Washington Avenue merchants on the right bank and the residents and enterprises on Edgewater and Mequon Streets on the left bank. The now narrow creek would run between two steep banks and be so far below grade as to be largely inaccessible. The banks would have to be stabilized and I suspect that strong fencing would be needed on both sides of the creek for safety. The greatest expense would occur at Columbia Mill Pond. Removing the dam would drain the lake, leaving almost 15 acres of uneven, boulder-strewn flood`plain that would take many years to grade, plant and develop into parkland. I believe the cost of doing so would be at least several millions, far more than the $320,000 cost of repairing the Columbia Mill dam a year ago.
Which brings me to the question of why we are having this conversation at all. Columbia Mill Dam was recently repaired. Ruck dam was judged to be sound when Ruck Pond was dredged in 1994. Repairs to the Woolen Mill dam are in the planning and engineering stage. We have not discussed another positive aspect of Cedarburg's dams: Property values up and down the creek are rising, as are property taxes, good news for the city. A house is now being built on one of the last empty lots on Columbia Pond. Every season brings evidence of remodeled and improved existing homes all because

the residents love what the pioneer dam builders did for us, whether they know the history of not. Dams are human artifacts, and, like all things created by humans, they are destined to vanish if they become useless and neglected. To survive, they must have human attention, investment and be valued. Our dams are useful, for reasons I've already discussed, they are aesthetic, both visually and musically. And they are educational, telling us about the human uses of energy before the age of petroleum. In this time of oil insecurity and global warming we should be thinking creatively about such matters. The dams fit our exceptional little city, which flourishes because the farsighted leaders among us saw the worth of the sturdy stone mills and downtown buildings and preserved Cedarburg as a living, outdoor museum of life in Wisconsin from the days of pioneer settlement to World War I. In my opinion, we are the best dammed City in Wisconsin. Let's keep it that way.

NEW BUSINESS

CONSIDER AWARD OF ENGINEERING SERVICES CONTRACT FOR NR-216 STORM WATER COMPLIANCE; AND ACTION THEREON

Director Wiza explained that AECOM has been assisting the City with storm water management planning and general DNR program compliance over the years. For 2020 the City is asking them to complete the storm water illicit discharge detection and elimination (IDDE) field screening report, and also prepare a storm water pollution prevention plan for the Public Works facility. Both are permit requirements from the DNR and it is beyond what staff can do.

Motion made by Council Member Burkart, seconded by Council Member Thome, to award the engineering services contract to AECOM in an amount not to exceed $11,700 for the NR-216 Storm Water Compliance. Motion carried without a negative vote.

CONSIDER MAYOR O'KEEFE'S APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS AND COMMITTEES; AND ACTION THEREON

Motion made by Council Member Lythjohan, seconded by Council Member Bublitz, to approve Mayor O'Keefe's appointments to various Boards, Commissions and Committees as listed:

Board of Appeals – 3 year term

Aaron Olejniczak	(04/20/23)	
Megan Torres	(04/30/23)	First Alternate
Tim Schelwat	(04.30/23)	Second Alternate
Jay Stutz, Chair		

Board of Review – 5 year term

Eric Hofhine, Chair	(04/30/25)
Julia Oliver	(04/30/25)

Economic Development – 3 year term

Michael Pahl	(04/30/23)
Brett Krzykowski	(04/30/23)

Landmarks Commission – 3 year term, Alt. 1 year term
Doug Yip, Alternate (04/30/21)

Library Board – 3 year term
Dewayna Cherrington (04/30/23)

Parks, Recreation and Forestry Board – 2 year term
Glenn Herold (04/30/22)
Terry Wagner (04/30/22)

Plan Commission – 3 year term
Sig Strautmanis (04/30/23)

Public Art Commission – 2 year term
Lisa Brobst (04/30/22)
Sue Schrader (04/30/22)
Paul Yank (04/30/22)

Council Member Sherry Bublitz (1st District)
Library Board
Personnel Committee
Festival Committee Liaison

Council Member Jack Arnett (2nd District)
Community Development Authority
Economic Development Board

Council Member Kristin Burkart (3rd District)
Public Works and Sewerage Commission
Representative to Mid-Moraine Municipal Association

Council Member Rick Verhaalen (4th District)
Parks, Recreation & Forestry Board
Ad hoc Mayor's Community Enhancement Award Committee

Council Member Garan Chivinski (5th District)
Public Art Commission
Mid-Moraine Municipal Association (Alternate)

Council Member Patricia Thome (6th District)
(Council President)
(Plan Commission/Council Representative)
Personnel Committee – Chair
Light & Water Commission

Council Member Barbara Lythjohan (7th District)
Landmarks Commission

Personnel Committee
Ad hoc Debt/Investment Committee

Motion carried without a negative vote.

CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Council Member Burkart, seconded by Council Member Lythjohan, to approve issuance of a 6-month Class "B" Beer license to Cedars III LLC, Michael Kowalkowski, Agent, for Cedars III Concession Stand, N52 W5925 Portland Road, from May 1, 2020 to October 31, 2020. Motion carried without a negative vote.

CONSIDER PAYMENT OF BILLS DATED 04/09/20 THROUGH 04/16/20, TRANSFERS FOR THE PERIOD 04/13/20 THROUGH 04/24/20 AND PAYROLL PERIOD 04/05/20 THROUGH 04/18/20; AND ACTION THEREON

Motion made by Council Member Bublitz, seconded by Council Member Thome, to approve payment of bills dated 04/09/20 through 04/16/20, transfers for the period 04/1/20 through 04/24/20 and payroll period 04/05/20 through 04/18/20. Motion carried without a negative vote.

ADMINISTRATOR'S REPORT

City Administrator Hilvo explained that the City is following the COVID-19 guidelines. There will most likely be phases of opening through June and July. The City is working with the Chamber of Commerce on a citizen survey.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Steve Brill, S69 N419 Fox Pointe Avenue, said that he was impressed with City Administrator Hilvo's approach to providing both sides of the City's dams and he encouraged the City to hire him as the permanent Administrator. He appreciated that the City had the foresight to purchase the land on Pioneer Road 20 years ago.

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Chivinski announced that he bought a house in the Town of Cedarburg and will be stepping down from the City Council on May 13, 2020. He stated that representing his neighbors has been one of the greatest and most unexpected honors of his life. He added that he has been amazed and humbled by this community's superb public servants and elected officials. He thanked the Council Members for sharing their encouragement, insight and experience.

The Mayor and Common Council Members thanked Council Member Chivinski for his service and stated that it was a pleasure to have him on the Council.
Council Member Arnett asked the Common Council to provide any ideas on moving forward in the City after COVID-19. He believes the business park will be the foundation to rebuilding the economy.

MAYOR'S REPORT- None

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member Burkart, seconded by Council Member Lythjohan, to adjourn to closed session at 8:24 p.m. pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, discussion of Highway 60 Business Park. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome and Lythjohan voting aye.

RECONVENE TO OPEN SESSION

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to reconvene to open session at 8:55 p.m. Motion carried unanimously on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome, and Lythjohan voting aye.

NEW BUSINESS – CONTINUED

CONSIDER PETITION OF THE CITY OF CEDARBURG TO CONSTRUCT AND MAINTAIN AN EXTENSION OF THE CITY OF CEDARBURG'S SEWER SYSTEM TO SERVE LIMITED PARCELS WITHIN THE TOWN OF CEDARBURG; AND ACTION THEREON

City Attorney Herbrand explained that the petition is to be presented to the Town of Cedarburg at their May 6 Town Board meeting to request their approval to extend sewer services to Circle B Recreation as part of an easement to accommodate the Business Park.

Motion made by Council Member Burkart, seconded by Council Member Chivinski, to approve the petition of the City of Cedarburg to construct and maintain an extension of the City of Cedarburg's sewer system to serve limited parcels within the Town of Cedarburg. Motion carried without a negative vote.

ADJOURNMENT

Motion made by Council Member Chivinski, seconded by Council Member Thome, to adjourn the meeting at 9:00 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

2019 Financial Highlights Presented to the City of Cedarburg

Paul J. Frantz, CPA, Partner
Baker Tilly Virchow Krause, LLP
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Milwaukee, WI 53202
tel 414 777 5506, fax 414 777 5555
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Presentation to the Common Council of the City of Cedarburg

May 11, 2020

- **Audit Objective**
  - The objective of our audit was to express our opinion on the financial statements of the City of Cedarburg as December 31, 2019.

- **Reports Issued**
  - Financial Statements
    - Includes expressed audit opinion
  - Communication to Those Charged with Governance and Management
    - Includes all communications required under professional standards
    - Includes comments and recommendations resulting from our audit
    - Includes Information applicable to future audits

- **Financial Statements**
  - Audit opinion (pages 1 – 2)
    - Unmodified opinion, commonly referred to as a “clean” opinion
    - Highest level of assurance you can receive from your auditor.
    - The financial statements are fairly presented in accordance with generally accepted accounting principles.
    - All appropriate disclosures have been properly reflected in the financial statements.
  - Management’s Discussion and Analysis (pages 3 – 18)

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Presentation to the Common Council of the City of Cedarburg

May 11, 2020

- **Financial Statements**
  - Financial Highlights
    - Governmental Funds

	General Fund	Capital Imp Fund	TID No. 4 District	Debt Service Fund	Nonmajor Govt Funds
Revenues	$ 8,936,994	$ 1,522,786	$ 42,695	$ 1,910,351	$ 2,545,156
Expenditures	9,309,176	2,085,422	1,045,406	1,839,506	2,419,542
Excess (deficiency)	(372,182)	(562,636)	(1,002,711)	70,845	125,614
Other sources/(uses)	892,238	480,050	-	(144,965)	(78,140)
Change in fund balance	520,056	(82,586)	(1,002,711)	(74,120)	47,474
Fund balance					
Beginning of year	2,836,152	807,662	2,796,227	176,455	2,513,407
End of year	$ 3,356,208	$ 725,076	$ 1,793,516	$ 102,335	$ 2,560,881
Fund Balance consist of:					
Nonspendable	$ 480,532	$ 3,608	$ -	$ -	$ 895
Restricted	-	-	1,793,516	102,335	1,377,152
Assigned	133,949	721,468	-	-	1,218,942
Unassigned (deficit)	2,741,727	-	-	-	(36,108)
Total	$ 3,356,208	$ 725,076	$ 1,793,516	$ 102,335	$ 2,560,881

Health of General Fund Reserves:

Budgeted Expenditures for 2019	$ 9,112,455	
Uassigned Fund Balance in GF	2,741,727	
	30%	Recommended range 10-25%

Budgetary Compliance

A summary of the general fund budget to actual results follows:

	Final Budget	Actual	Variance
Revenues	8,242,402	8,936,994	694,592
Expenditures	9,112,455	9,309,176	196,721
Other sources/(uses)	570,421	892,238	321,817
Change in fund balance	(299,632)	520,056	819,688
Fund balance:			
Beginning of year		2,836,152	
End of year		$ 3,356,208	

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Presentation to the Common Council of the City of Cedarburg

May 11, 2020

- **Financial Statements**
  - Financial Highlights
    - Proprietary Funds

	Light and Water Utility	Sewer Utility	Internal Service Fund - Risk
Operating Revenues	$ 13,410,627	$ 2,664,199	$ 322,585
Operating Expenditures (includes depreciation)	(11,960,723)	(2,849,900)	(523,863)
Operating Income	1,449,904	(185,701)	(201,278)
Nonoperating Revenues (Expenses), net	232,871	175,510	74,485
Capital Contributions	461,237	52,755	-
Transfers out	(852,556)	-	-
Change in net position	1,291,456	42,564	(126,793)
Net Position			
Beginning of year	45,342,142	17,283,622	974,819
End of year	$ 46,633,598	$ 17,326,186	$ 848,026
Available Cash in Utilities			
Unrestricted Cash	$ 9,600,639	$ 2,608,376	$ 1,123,695
Restricted Cash	425,678	3,017,652	-
	$ 10,026,317	$ 5,626,028	$ 1,123,695

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Presentation to the Common Council of the City of Cedarburg

May 11, 2020

- **Financial Statements**
  - Financial Highlights
    - Long-Term Debt

Type of debt	Governmental Activities	Business-type Activites	Total
General obligation bonds and notes	$ 17,659,050	$ 865,000	$ 18,524,050
Premiums	235,607	22,828	258,435
Capital leases	155,879	-	155,879
Accumulated sick pay	497,756	468,102	965,858
Pollution remediation liability	409,600	-	409,600
Net pension liability	1,260,272	475,238	1,735,510
Other long-term liabilities	-	41,978	41,978
	$ 20,218,164	$ 1,873,146	$ 22,091,310

Statutory debt limit (5% of equalized value)	$ 71,664,745
Capacity for additional general obligation debt	$ 53,140,695
Percentage of capacity to debt limit	74%

- **Communication to those charged with governance and management**
  - Material weaknesses
    - Internal Controls over Financial Reporting
  - Two way communication regarding your audit
  - Other comments and recommendations
  - Required communication to those charged with governance

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Presentation to the Common Council of the City of Cedarburg

May 11, 2020

It is a pleasure to serve you. While we work with the City's management and staff in reviewing the financial data and preparing the financial statements, our contract is with the Council and our responsibility is to report to the Council. Accordingly, if any Council member has any questions or comments concerning our audit, the financial statements, any of the reports presented, or any thing else covered, please contact me at 414.777.5506 or paul.frantz@bakertilly.com.

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Reporting and insights from 2019 audit:

City of Cedarburg

May 5, 2020

Executive summary

We have completed our audit of the financial statements of the City of Cedarburg ("the City") for the year ended December 31, 2019, and have issued our report thereon dated May 5, 2020. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your City's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

Additionally, we have included information on key risk areas the City should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

- Paul Frantz, CPA, Partner: paul.frantz@bakertily.com or +1 (414) 777 5506
- Jaimie Krueger, CPA, Manager: Jaimie.krueger@bakertilly.com or +1 (414) 777 5445

Sincerely,

Baker Tilly Virchow Krause, LLP

Paul Frantz, CPA, Partner

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THIS COMMUNICATION IS INTENDED SOLELY FOR THE INFORMATION AND USE OF THOSE CHARGED WITH GOVERNANCE, AND, IF APPROPRIATE, MANAGEMENT, AND IS NOT INTENDED TO BE AND SHOULD NOT BE USED BY ANYONE OTHER THAN THESE SPECIFIED PARTIES.

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Audit objectives

Audit objectives

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the City's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of those charged with governance:
  - Are free from material misstatement
  - Present fairly, in all material respects, and in accordance with accounting principles generally accepted in the United States of America

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of those charged with governance, including:

- Qualitative aspects of the City's accounting practice including policies, accounting estimates and financial statement disclosures
- Significant difficulties encountered
- Disagreements with management
- Corrected and uncorrected misstatements
- Internal control matters
- Significant estimates
- Other findings or issues arising from the audit

Management's responsibilities

Management		Auditor
	Prepare and fairly present the financial statements	Our audit does not relieve management or those charged with governance of their responsibilities
	Establish and maintain effective internal control over financial reporting	An audit includes consideration of internal control over financial reporting, but not an expression of an opinion on those controls
	Provide us with written representations at the conclusion of the audit	See Appendix B for a copy of management's representations

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Audit status

Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

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Audit approach and results

Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of the City and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates
- Implementation of new accounting standards
- Areas of complexity including capital assets and debt

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about the City's current year results.

Implementation of GASB No. 84 reporting fiduciary activities

During the current year, your government implemented GASB Statement No. 84 – *Fiduciary Activities*. This standard was issued to provide a clear foundation and reduce inconsistencies in reporting of fiduciary activities. Implementation of this standard required the evaluation of various activities and application of specific criteria to determine the fiduciary activities that required reporting. As a result of this standard you will note the following changes in your financial statements from prior years:

- Reclassification of agency fund activities as custodial funds
- Change in the activity that is reported through the tax collection custodial fund
- Presentation of additions and deductions on the statement of changes in fiduciary net position for all fiduciary funds, including custodial funds

Implementation of GASB No. 88 financial reporting for debt disclosures

During the current year, your government implemented GASB Statement No. 88 – *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. Implementation of this standard required the evaluation of the City's outstanding debt issues and application of specific criteria to identify Direct Borrowings and Direct Placements. This standard requires additional note disclosures related to the debt obligations of your government.

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Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor's professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion

Other key areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other key areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension liability	Long-term debt
Capital assets including infrastructure	Net position calculations	Financial reporting and required disclosures

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Internal control matters

We considered the City's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinions on the financial statements. We are not expressing an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We identified the following deficiency as a material weakness:

- **Financial Statement Close Process**

Properly designed systems of internal control provide your organization with the ability to process and record accurate monthly and year-end transactions and annual financial reports.

Our audit includes a review and evaluation of the internal controls relating to financial reporting. Common attributes of a properly designed system of internal control for financial reporting are as follows:

- There is adequate staffing to prepare financial reports throughout the year and at year-end.
- Material misstatements are identified and corrected during the normal course of duties.
- Complete and accurate financial statements, including footnotes, are prepared.
- Financial reports are independently reviewed for completeness and accuracy.

Our evaluation of the internal controls over financial reporting has identified control deficiencies that are considered material weakness surrounding the preparation of financial statements and footnotes, adjusting journal entries identified by the auditors, and an independent review of financial reports.

Management has not prepared financial statements that are in conformity with generally accepted accounting principles. In addition, material misstatements in the general ledger were identified during the financial audit.

This level of internal control over financial reporting can be a difficult task for governments that operate with only enough staff to process monthly transactions and reports, and often rely on their audits to prepare certain year-end audit entries and financial statements.

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Other comments and recommendations

- **Departmental Controls**

As part of our annual audit process, we focus our efforts on the primary accounting systems, internal controls, and procedures used by the City. This is in keeping with our goal to provide an audit opinion which states that the financial statements of the City are correct in all material respects.

In some cases, the primary system of accounting procedures and controls of the City are supported by smaller systems which are decentralized, and reside within a department or location. In many cases, those systems are as simple as handling cash collections and remitting those collections to the City treasurer. (For example, this would be the case in a typical municipal swimming pool.) In other cases, the department may send invoices or statements of amounts due, and track collections of those amounts in a standalone accounts receivable system.

Generally, the more centralized a function is, the easier it is to design and implement accounting controls that provide some level of checks and balances. That is because you are able to divide certain tasks over the people available to achieve some segregation of duties. For those tasks that are decentralized, it is usually very difficult to provide for proper segregation of duties. Therefore, with one person being involved in most or all aspects of a transaction, you lose the ability to rely on the controls to achieve the safeguarding of assets and reliability of financial records.

As auditors, we are required to communicate with you on a variety of topics. Since there is now more emphasis on internal controls and management's responsibilities, we believe it is appropriate to make sure that you are informed about the lack of segregation of duties that may occur at departments or locations that handle cash or do miscellaneous billing. Examples in your City that fit this situation include the following:

Parks and Recreation
Library
Police department
DPW
Fire department

As you might expect, similar situations are common in most governments.

As auditors, we are required to focus on the financial statements at a highly summarized level and our audit procedures support our opinion on those financial statements. Departments or locations that handle relatively smaller amounts of money are not the primary focus of our audit. Yet, because of the lack of segregation of duties, the opportunity for loss is higher there than in centralized functions that have more controls.

Because management is responsible for designing and implementing controls and procedures to detect and prevent fraud, we believe that is important for us to communicate this information to you. We have no knowledge of any fraud that has occurred or is suspected to have occurred within the departments mentioned above. However, your role as the governing body is to assess your risk areas and determine that the appropriate level of controls and procedures are in place. As always, the costs of controls and staffing must be weighed against the perceived benefits of safeguarding your assets.

Without adding staff or splitting up the duties, your own day-to-day contact and knowledge of the operation are also important mitigating factors.

- **Tracking Capital Assets (from 12/37/17 communication)**

This point has been addressed.

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Required communications

Qualitative aspect of accounting practices

- Accounting policies: Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City are described in Note I to the financial statements, the City changed accounting policies related to financial reporting for fiduciary activities by adopting Governmental Accounting Standards Board (GASB) No. 84 – *Fiduciary Activities* and financial reporting for debt disclosures by adopting Governmental Accounting Standards Board (GASB) No. 88 – *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, respectively, effective January 1, 2019. We noted no transactions entered into by the City during the year for which accounting policies are controversial or for which there is a lack of authoritative guidance or consensus or diversity in practice.

- Accounting estimates: Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Accrued compensated absences	Evaluation of hours earned and accumulated in accordance with employment policies and average wage per hour rates	Reasonable in relation to the financial statements as a whole
Net pension liability and related deferrals	Evaluation of information provided by the Wisconsin Retirement System (modify as necessary)	Reasonable in relation to the financial statements as a whole
Pollution remediation liability	Key assumptions set by management with the assistance of a third party actuary	Reasonable in relation to the financial statements as a whole
Depreciation	Evaluate estimated useful life of the asset and original acquisition value	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates, noted above.

- Financial statement disclosures: The disclosures in the financial statements are neutral, consistent and clear.

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Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the City or that otherwise appear to be unusual due to their timing, size or nature.

Difficulties encountered during the audit

We encountered no significant difficulties in dealing with management and completing our audit.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management's consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The Appendix includes copies of other material written communications, including a copy of the management representation letter.

Uncorrected misstatements and corrected misstatements

Professional standards require us to accumulate misstatements identified during the audit, other than those that are clearly trivial and to communicate accumulated misstatements to management. Management is in agreement with the misstatements we have identified, and they have been corrected in the City's financial statements. The table below summarizes the material corrected misstatements that, in our judgment, may not have been detected except through our auditing procedures. The internal control matters section of this report describes the effects on the financial reporting process indicated by the corrected misstatements, other than those that we consider to be of a lesser magnitude than significant deficiencies and material weaknesses.

The following is a summary of material financial statement misstatements (audit adjustments):

Description	Amount
To record tax collection for GASB 84 implementation	$12,489,067
Adjust capital assets and depreciation	319,447
To record capital lease proceeds	190,000

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit.

Fraud

We did not identify any known or suspected fraud during our audit.

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Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the City's ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date the financial statements are issued or available to be issued, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor's report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the City that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the City's related parties.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

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Nonattest services

The following nonattest services were provided by Baker Tilly:

- Financial statement preparation
- Adjusting journal entries
- Compiled regulatory reports

In addition, we prepared GASB No. 34 conversion entries which are summarized in the “Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position” and the “Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities” in the financial statements.

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

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Accounting changes relevant to the City

Accounting changes relevant to the City

Future accounting standards updates

GASB Statement Number	Description	Potentially Impacts you	Effective Date
87	Leases	✓	12/31/20
89	Accounting for Interest Incurred before the End of a Construction Period	✓	12/31/20
91	Conduit Debt	✓	12/31/21

Further information on upcoming GASB pronouncements

Preparing for the new lease standard

GASB's new single model for lease accounting will be effective for the upcoming year. This standard will require governments to identify and evaluate contracts that convey control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Contracts meeting the criteria for control, term and other items within the standard will result in recognizing a right to use asset and lease liability or a receivable and deferred inflow of resources.

We recommend the City review this standard and start planning now as to how this will affect your financial reporting. We recommend that you begin by completing an inventory of all contracts that might meet the definition of a lease. The contract listing should include key terms of the contracts such as:

- Description of contract
- Underlying asset
- Contract term
- Options for extensions and terminations
- Service components, if any
- Dollar amount of lease

In addition, the City should begin to establish a lease policy to address the treatment of common lease types, including a dollar threshold for each lease. We are available to discuss this further and help you develop an action plan.

Learn more about GASB 87.

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Planning for the new conduit debt reporting

Conduit debt includes arrangements where there are three separate parties involved including a third party that is obligated for payment, a debt holder or lender and an issuing party which is often a government. This standard provides additional criteria for identifying and classifying conduit debt with the intent of providing consistency in how the debt is recorded and reported in governmental financial statements. The City should identify any existing debt arrangements involving third party obligors and evaluate how those arrangements will be reported under the new standard in order to determine the potential impact of this standard on future financial reporting.

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Trending challenges for organizations

Trending challenges for organizations

Management and the governing body of the City must keep the future in mind as they evaluate strategies to achieve future growth. Keeping a balance between risk and sustainability is key, and organizations need to think beyond their immediate needs to their long term goals. Economic uncertainty, coupled with key risk areas and fast paced technology change, make strategic planning complex. Begin the discussion with your management team to find your path to your future.

2020 strategic risks for boards

Evaluating and mitigating the greatest risks

Public sector organizations face a multitude of internal and external risks in an evolving landscape. Risks can stem from strategy, finances, legal situations, operations, regulatory compliance, information technology, economic environment, and/or fraud, waste and abuse.

By employing a risk assessment, areas with the greatest needs and highest risks are evaluated. Then a risk mitigation plan can be developed and deployed.

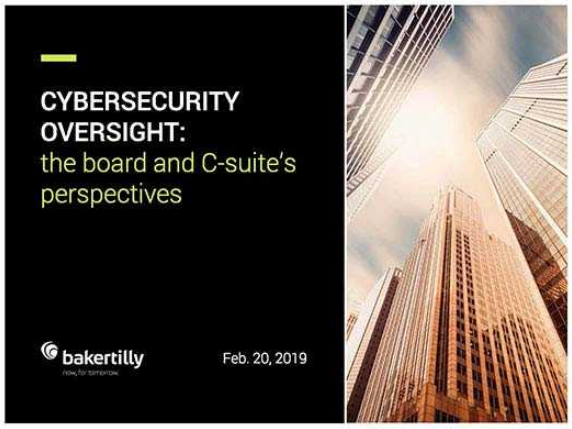
Learn about risk assessment types, tools and strategies.

Cybersecurity

Operational reporting on cybersecurity effectiveness

As boards engage management in cybersecurity risk discussions, directors should expect management to produce reports on the effectiveness of the organization's cybersecurity-risk management program. Management can (and should) collect and analyze relevant performance measures and metrics to determine if cybersecurity safeguards and controls are operating as intended, and whether any corrective action should be taken to strengthen management's risk-mitigation approaches. While not an exhaustive list, some key processes on which management should report include these:

- Incident management
- Risk management and governance
- Independent assurance on the cybersecurity program



WATCH: On demand webinar about board governance over cybersecurity.

Learn more about cybersecurity risk management.

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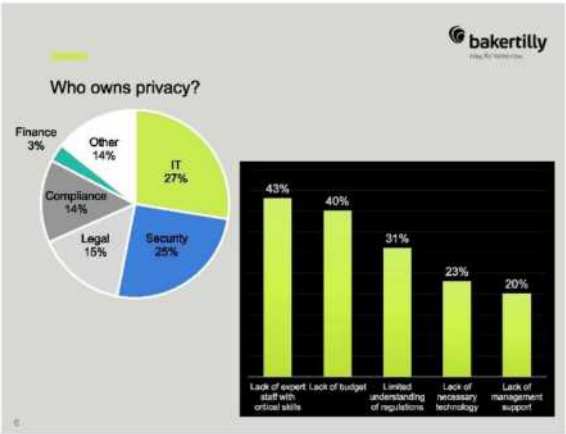
Data privacy

Elevating privacy risks to the forefront of board agendas

Organizations around the world are still scrambling to comply with the General Data Protection Regulation in the European Union, which went into effect in May 2018. While the data privacy regulatory environment changes rapidly, organizations can take proactive steps to ensure that they stay informed of the existing regulations and of those developing on the near horizon.

Adequate oversight remains a key part of staying on top of data privacy developments. Some regulations specify oversight requirements, and can depend on the type of the organization, the quantity and type of personal data processed, and the locations where operations take place. In many cases, a data protection officer (DPO) must lead the effort. Since the DPO is responsible for overseeing practices related to data protection strategy and implementation, having one in place early on will help ensure that the privacy program is comprehensive and consistent.

Learn more about data privacy risk management.



WATCH: On demand webinar about a risk-based approach to oversight, compliance and management of privacy

The talent problem

Establishing a lifeline for your shifting workforce

Employee recruitment and retention challenges are an all too common struggle in the public sector:

- Aging workers with institutional knowledge retire
- High demand for small qualified candidate pool
- Perception of geographic disadvantages
- Wage/benefit competition with private sector
- Lean operations exclude investments in recruitment, on-the-job training and technology
- Unclear growth and career advancement tracks

Download

Sustainable organizations must have a robust workforce development and succession planning program. Learn how to get started and incorporate a workforce/succession planning program with existing operational practices.

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Innovation

Anticipating disruptive innovation and digital transformation

To stay competitive and relevant in a rapidly changing business landscape, organizations in every industry must navigate an increasingly disruptive, technology-enabled environment. Companies that do not address and embrace new and emerging technologies will be less competitive or may even face obsolescence.

Given these challenges to companies, what does innovation mean in this era of digital transformation? Innovation now involves finding the right problems worth solving; building new offerings, business models, and experiences; and generating value at scale for customers.

Furthermore, the rapid digital transformation of advanced technologies such as blockchain, robotic process automation (RPA), and artificial intelligence (AI) now portend similar effects in industries from financial services and healthcare to communications and manufacturing. Boards must become knowledgeable about these digital disruption trends in order to be able to conduct meaningful oversight that management can use successfully as the company embraces new technologies.

Anticipating Disruptive Innovation and Digital Transformation

To stay competitive and relevant in a rapidly changing business landscape, organizations in every industry must navigate an increasingly disruptive, technology-enabled environment.

Read the blog post.

Learn more about innovation opportunities.

Public sector executive recruitment

Navigating recruitments and smart hiring

Competing for top executive talent in the public sector space takes industry knowledge, familiarity with the general applicant pool and experience navigating recruitments. Search consultants draw upon their understanding of organizational management and human resources to serve as a successful agent for government entities. In turn, public sector organizations can adopt a foundational understanding about search firms to ensure optimal collaboration on hiring opportunities.

Read the three part series to learn what your entity should be thinking about and how Baker Tilly can help.

Three part series on public sector executive recruitment

Navigate the changing workforce landscape with confidence, read the executive recruitment series.

1. Five myths about search firms
2. Recruiting for difficult positions
3. Hiring recommendations for government entities

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Customer experience

Finding your edge in a competitive market

All industries are facing an increasingly competitive marketplace due to more connected consumers, partners and vendors. Where a company may have had a geographic advantage in the past, they now need to be able to compete against non-local organizations.

One of the key factors in maintaining your place in the market is ensuring a positive, fast and easy customer experience. Whether this means enhancing your customer support services through online chat bots or developing a mobile app to allow your customer access to their information around the clock, your organization needs to take your customer experience strategy seriously. Management and board members should understand where your experience is currently and what strategies you are evaluating to enhance it.

Learn more about why your customer experience is so important.

Operational and organizational sustainability

Aligning resources with strategy

As new demands confront the public sector industry, it's easy to solve an immediate problem instead of pausing to take a holistic view. Rippling inefficiencies, increasing financial pressures, taxing staff resources and plummeting constituent satisfaction can pile atop organizations already facing pressure to improve efficiency, effectiveness, relevance and financial viability.

An operational review follows a systematic, strategic approach to understanding an entity's operations and performance. Opportunities to improve processes, bolster internal controls and reduce costs are uncovered in order to realign organizational resources and strategic objectives.

Learn invaluable methods for executing an operational review while maintaining day-to-day operations.

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Appendix A: Client service team

Client service team

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Appendix B: Management representation letter

[Insert copy of management rep letter]

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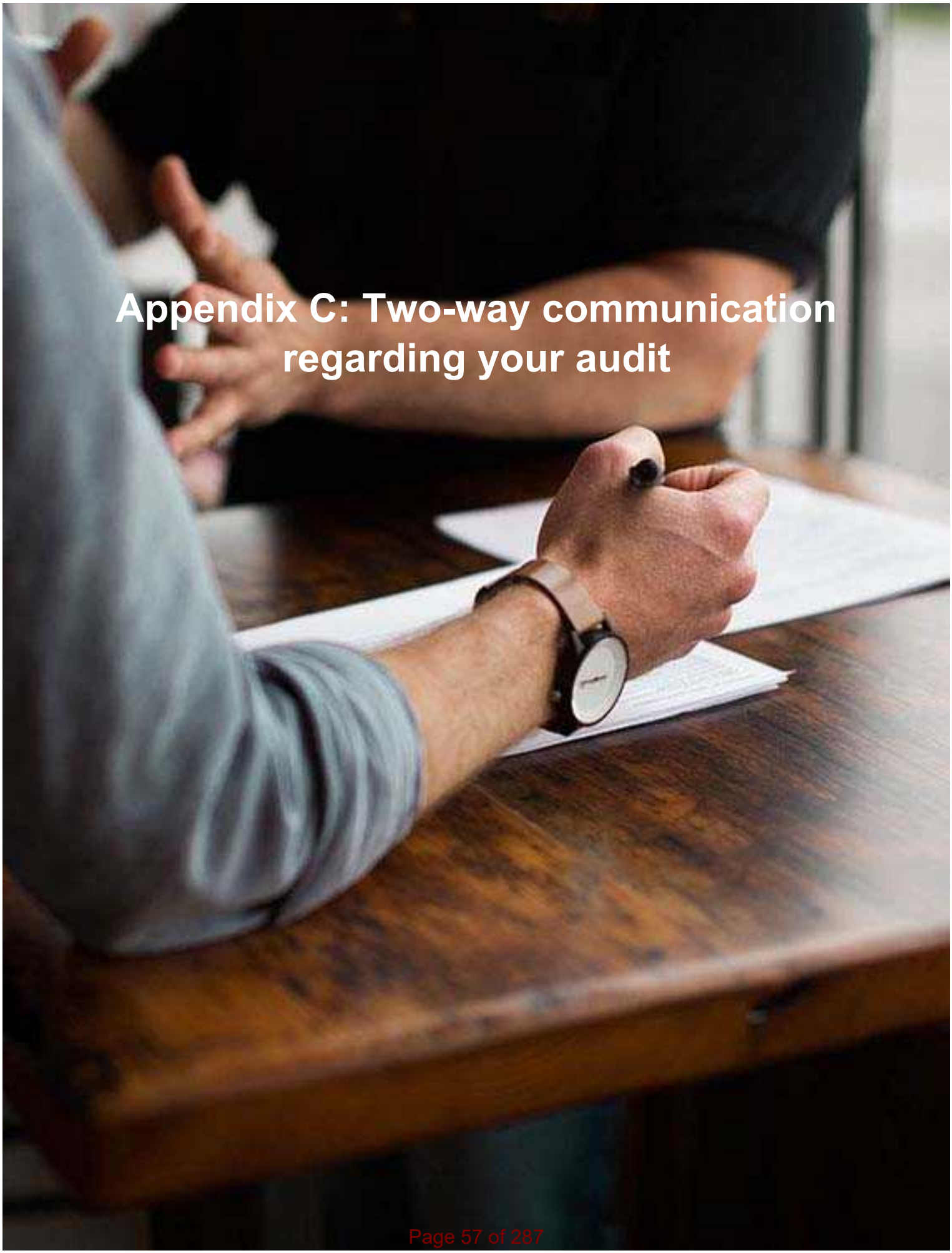
Appendix C: Two-way communication regarding your audit



As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.

b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:

   - Identify types of potential misstatements.
   - Consider factors that affect the risks of material misstatement.
   - Design tests of controls, when applicable, and substantive procedures.

c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs.

d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America.

We are very interested in your views regarding certain matters. Those matters are listed here:

a. We typically will communicate with your top level of management unless you tell us otherwise.

b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.

c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.

d. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?

e. Have you had any significant communications with regulators or grantor agencies?

f. Are there other matters that you believe are relevant to the audit of the financial statements?

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Also, is there anything that we need to know about the attitudes, awareness, and actions of the governing body concerning:

a. The entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?

b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of October-December, and sometimes early January. Our final financial fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing, and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.

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CITY OF CEDARBURG

Cedarburg, Wisconsin

FINANCIAL STATEMENTS

Including Independent Auditor's Report

As of and for the Year Ended December 31, 2019

CITY OF CEDARBURG

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CITY OF CEDARBURG

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INDEPENDENT AUDITORS' REPORT

INDEPENDENT AUDITORS' REPORT

To the Common Council
City of Cedarburg
Cedarburg, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Cedarburg, Wisconsin, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City of Cedarburg's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City of Cedarburg's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City of Cedarburg's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Cedarburg, Wisconsin, as of December 31, 2019 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Baker Tilly Virchow Krause, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.

To the Common Council
City of Cedarburg

Emphasis of Matters

As discussed in Note I, City of Cedarburg adopted the provisions of GASB Statement No. 84, *Fiduciary Activities,* effective January 1, 2019. Our opinions are not modified with respect to this matter.

As discussed in Note I, City of Cedarburg adopted the provisions of GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements,* effective January 1, 2019. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Cedarburg's basic financial statements. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

Baker Tilly Virchow Krause, LLP

Milwaukee, Wisconsin
May 5, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

City of Cedarburg
Ozaukee County, Wisconsin

Management's Discussion and Analysis
As of and for the Year Ended December 31, 2019
(unaudited)

As management of the City of Cedarburg, we offer readers of the City of Cedarburg's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2019. We encourage the reader to consider the information presented here in conjunction with the City's financial statements, which begin on page 19 of this report.

THE FINANCIAL HIGHLIGHTS

When revenues exceed expenses, the result is an increase in net position. When expenses exceed revenues, the result is a decrease in net position. This relationship between revenues and expenses reflects the City's operating results. The City's net position as shown in the statement of net position is used to measure the City's financial health or financial position. Over time, increases or decreases in the City's net position, as measured in the statement of activities, are one indicator of whether its financial health is improving or deteriorating. However, the City's goal is to provide services that improve the quality of life for our residents, not to generate profits as companies do. For this reason, you will need to consider many other non-financial factors, such as the condition of our roads, parks, etc., in assessing the overall health of our City.

- The assets and deferred outflows of resources of the City of Cedarburg exceeded liabilities and deferred inflows of resources as of December 31, 2019, by $120,479,148 (net position). Of this amount, $15,260,988 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors. Total net position includes all infrastructure and other capital assets of the City as a whole.
- The City of Cedarburg's total net position increased by $3,060,000. Of this amount, $1,725,980 was from the governmental activities; the balance $1,334,020 was from business-type activities. Sewer Utility net position increased by $42,564 and the Light & Water Utility net position increased by $1,291,456.
- As of December 31, 2019, the City of Cedarburg's governmental funds reported a combined ending fund balance of $8,538,016, a decrease of $591,887 from the prior year. The TID #4 project alone had a decrease of $1,002,711 due to project costs from the 2018 borrowing proceeds. As of December 31, 2019, the unassigned fund balance for the General Fund was $2,741,727. The City policy states that unassigned General Fund fund balance should be between two and three months of General Fund expenditures, or approximately $1.6 million and $2.4 million.
- There were no borrowings in 2019 compared to three in 2018. The City paid $1,691,407 of principal on outstanding debt this year compared to $1,327,102 in 2018. The City's outstanding General Obligation debt totaled $18,524,050.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City of Cedarburg's basic financial statements. These basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Government-wide financial statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the City of Cedarburg's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City of Cedarburg's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between the four reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Cedarburg is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., delinquent personal property taxes and earned but unused vacation and sick leave).

Both of the government-wide financial statements distinguish functions of the City of Cedarburg that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City of Cedarburg include general government, public safety, health and human services, public works, culture, recreation and education, and conservation and development. Other funds included are Capital Improvements, TID No. 4, Debt Service, and Internal Service. Non-major governmental funds include Cemetery, Room Tax, Recreation Programs, Fuel System, CDBG Fund, Swimming Pool, Park Impact Fees, Library, Rescue/EMS, and TIF Nos. 3 and 5. The business-type of activities of the City of Cedarburg include the Cedarburg Light & Water Utility and Sewer Utility.

The government-wide financial statements can be found on pages 19-21 of this report.

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Cedarburg, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City of Cedarburg can be divided into three categories: governmental funds, propriety funds and agency fund.

Governmental funds

Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Fund financial statements (continued)

Governmental funds (continued)

Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City of Cedarburg maintains fifteen individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Capital Improvements Fund, TID No. 4 and Debt Service Fund. Data from the remaining eleven governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements found in the section titled Supplementary Information at the end of the report.

The City of Cedarburg adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget. The basic governmental fund financial statements can be found on pages 22-27 of this report.

Proprietary funds

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the electric and water utilities (Light and Water Utility), the Sewer Utility, and the Internal Service Fund which are considered major funds of the City of Cedarburg. The basic proprietary fund financial statements can be found on pages 28-32 of this report.

Custodial funds

Custodial funds are used to account for resources held for the benefit of parties outside the government. Custodial funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City of Cedarburg's programs. The custodial fund maintained by the City of Cedarburg is for the year-end tax collections for other taxing jurisdictions. The basic custodial fund financial statements can be found on pages 33-34.

Notes to the financial statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 35-80 of this report.

Other information

The combining statements referred to earlier in connection with non-major governmental funds and other information related to the individual funds is presented immediately following the required supplementary information. Individual fund statements and schedules can be found on pages 84-87 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Cedarburg, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by $120,479,148 at the end of 2019.

Infrastructure assets of the governmental activities are included within this report. The general capital assets (e.g., land, buildings, machinery, infrastructure, and equipment) of the governmental activities of the City of Cedarburg less outstanding debt equal $50,788,112. The majority of the outstanding debt of the governmental activities funds was incurred for the construction of the Library building in 2013 and the construction of the Public Works garage in 2016.

The largest portion of the City of Cedarburg's net position (82 percent) reflects its investment in capital assets (e.g., land, buildings, building improvements, improvements other than buildings, equipment, infrastructure and construction in progress); less any related debt used to acquire those assets that are still outstanding. The City of Cedarburg uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Cedarburg's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

CITY OF CEDARBURG'S NET POSITION

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Current and other assets	$ 20,982,235	$ 21,998,729	$ 17,548,704	$ 16,873,740	$ 38,530,939	$ 38,872,469
Capital assets	65,509,161	64,277,691	48,739,986	48,145,865	114,249,147	112,423,556
Deferred outflows of resources	3,410,395	1,991,556	1,359,381	722,081	4,769,776	2,713,637
Total assets and deferred outflows	89,901,791	88,267,976	67,648,071	65,741,686	157,549,862	154,009,662
Long-term debt outstanding	18,451,153	20,562,742	1,704,509	1,339,712	20,155,662	21,902,454
Other liabilities	2,793,834	916,320	1,290,678	1,038,290	4,084,512	1,954,610
Deferred Inflows of resources	12,137,440	11,995,530	693,100	737,920	12,830,540	12,733,450
Total liabilities and deferred inflows	33,382,427	33,474,592	3,688,287	3,115,922	37,070,714	36,590,514
Net position:						
Net investment in capital assets	50,788,112	47,763,281	47,852,158	47,211,694	98,640,270	94,974,975
Restricted	3,134,915	2,439,568	3,443,330	3,423,188	6,578,245	5,862,756
Unrestricted	2,596,337	4,590,535	12,664,296	11,990,882	15,260,633	16,581,417
Total net position	56,519,364	54,793,384	63,959,784	62,625,764	120,479,148	117,419,148
Total liabilities and net position	$ 89,901,791	$ 88,267,976	$ 67,648,071	$ 65,741,686	$ 157,549,862	$ 154,009,662

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

An additional portion of the City of Cedarburg's net position (5.5 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted fund balance or $15,260,988 may be used to meet the government's ongoing obligations to citizens or creditors. Of this unrestricted amount, funds are designated for the Revolving Loan Fund, capital improvement projects, cemetery maintenance, and other special revenue fund projects.

The City's net position increased $3,060,000 during the year. The Governmental activities' net position increased by $1,725,980 while the business-type activities' net position increased by $1,334,020.

CITY OF CEDARBURG'S CHANGES IN NET POSITION

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Revenues:						
Program Revenues:						
Charges for Services	$ 2,882,141	$ 3,019,666	$16,074,826	$16,385,304	$ 18,956,967	$ 19,404,970
Operating Grants & Contributions	1,415,147	1,179,585			1,415,147	1,179,585
Capital Grants & Contributions	477,000	908,858	513,992	2,070,679	990,992	2,979,537
General Revenues:						
Property Taxes	9,796,788	9,342,396			9,796,788	9,342,396
Other Taxes	87,925	87,560			87,925	87,560
Grants & Contributions Not Restricted to Specific Programs	534,500	273,622			534,500	273,622
Other	893,966	291,599	434,901	264,892	1,328,867	556,491
Tranfers	852,556	815,431	(852,556)	(815,431)		
Total Revenues	16,940,023	15,918,717	16,171,163	17,905,444	33,111,186	33,824,161
Expenses:						
General Government	1,698,689	1,544,698			1,698,689	1,544,698
Public Protection	5,357,307	4,830,952			5,357,307	4,830,952
Health & Sanitation	46,423	38,179			46,423	38,179
Engineering and Public Works	3,549,348	3,731,914			3,549,348	3,731,914
Culture, Recreation and Education	3,090,096	3,069,802			3,090,096	3,069,802
Conservation and Development	985,325	703,359			985,325	703,359
Interest and Fiscal Charges	486,855	477,349			486,855	477,349
Sewer			2,874,524	2,803,399	2,874,524	2,803,399
Light & Water			11,962,619	12,019,118	11,962,619	12,019,118
Total Expenses	15,214,043	14,396,253	14,837,143	14,822,517	30,051,186	29,218,770
Increase/(Decrease) in Net Position	1,725,980	1,522,464	1,334,020	3,082,927	3,060,000	4,605,391
Net Position - Beginning	54,793,384	53,270,920	62,625,764	59,542,837	117,419,148	112,813,757
Net Position - Ending	$56,519,364	$54,793,384	$63,959,784	$62,625,764	$120,479,148	$117,419,148

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

Governmental activities

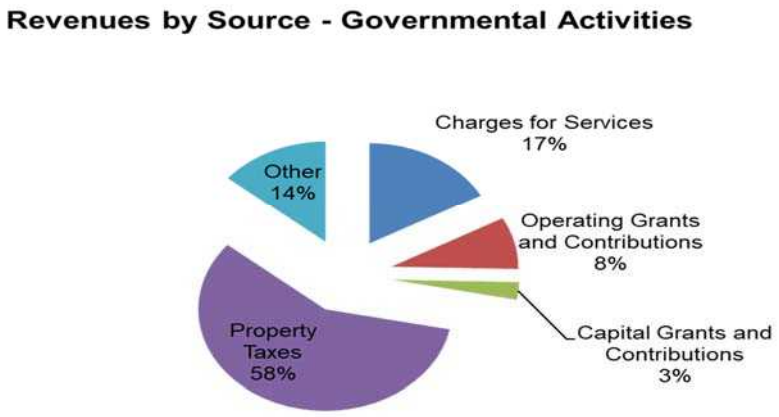
Governmental activities increased the City of Cedarburg's net position by $1,725,980 compared to an increase of $1,522,464 in 2018. Some of the significant changes in revenues and expenditures from 2018 were as follows:

Revenues:

- ◊ Property taxes, the largest revenue source for governmental activities, increased $454,757 or 4.8 percent. The Capital Improvement levy increased by $320,000 and the Debt Service levy increased $314,973 from 2018. To lessen the impact on the City's tax rate, the General Fund levy decreased $178,978. Property taxes have increased to approximately 66 percent of total revenues, reflecting the declining revenues from the State of Wisconsin.
- ◊ Charges for services decreased $137,525 or 4.5 percent. The housing market in Cedarburg improved in 2018 and continued into 2019; however at a slower rate. Building permits alone were $16,372 below 2018 due to new developments in 2018 from Arrabelle and The Glen. The Cedar Place Apartments construction continued into 2019. Due to the new development, impact fees were higher in 2018 than 2019. Park impact fees decreased $69,122, police impact fees decreased $46,282, and library impact fees decreased $42,817 from 2018.
- ◊ Operating grant and contribution revenues increased from 2018 to 2019 by $235,552; 20 percent. State transportation aids increased from 2018 by $90,977 due to the increased street improvement spending by the City and increased funding from the State. There was a $48,217 local road improvement grant in 2019 that is only received every three years. The State grant for EMS increased $9,471 over 2018.
- ◊ Capital grants and contributions decreased $431,858; 48 percent, as a result of a rescue squad donated by the Cedarburg Fire Department Inc. in 2018. There was a fire truck donation in 2019 from the Fire Department at a lesser value.
- ◊ Other revenues increased from 2018 by $1,318,002; 13.2 percent. Interest income increased $158,880; 55.1 percent over 2018, after a 78.0 percent increase in 2018. Intergovernmental revenues not restricted to specific programs increased $260,878 due to receipt of expenditure restraint revenues in 2019 and not in 2018; an increase of $181,615. A new State aid payment was added in 2019 to offset the loss of personal property, adding $39,213 in revenues over 2018.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

Governmental activities (Continued)

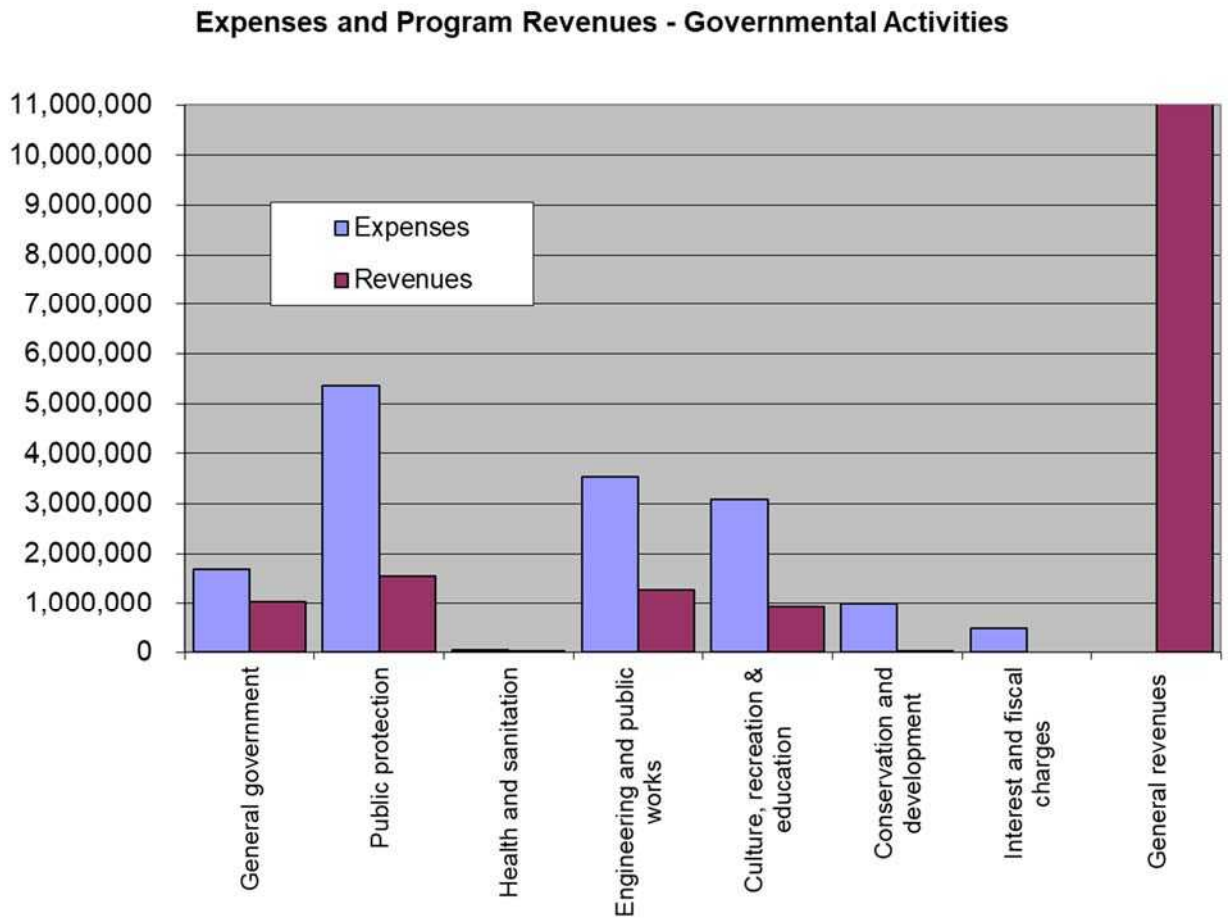


Expenditures:
Governmental activities expenditures increased by $817,790 from 2018.

- ◊ The General Government increased by $153,991 from 2018. The Clerk's Office had a payout for a retirement and the new employee took health insurance and a part time employee became full time adding benefit expenditures; $95,751 over 2018. There was a one-time expenditure for the update of the City website for $12,500 in 2019. In the Assessor's Office work on the revaluation started in the amount of $6,500; there were no expenditures in 2018 for the revaluation.
- ◊ Public Safety expenditures increased $526,355 over 2018. The Fire Department expenditures increased $262,181 due in part to the fire truck purchase.
- ◊ Engineering and Public Works expenditures decreased $182,566 from 2018. Street projects decreased $382,985 from 2018.
- ◊ Health and Human Services increased from 2018 by $8,244.
- ◊ Culture, Recreation and Education increased $20,294 from 2018.
- ◊ Conservation and Development increased $281,966 from 2018 due to the expenditures for the dam. Expenditures for the dams increased by $326,020. Expenditures for the Prochnow Landfill decreased by $20,383 from 2018.
- ◊ Interest and Fiscal Charges decreased $9,506 from 2018 due to the three new borrowings in 2018 and none in 2019.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The following graph is based on the statement of activities found on pages 20-21, property taxes and other general revenues not restricted or applicable to specific programs provide the major revenue sources for governmental activities.



Business-type activities

Business-type activities increased the City of Cedarburg's net position by $1,334,020. Light & Water and Sewer Utilities amounts increased by $1,291,456 and $42,564 respectively. The Light & Water and Sewer Utilities are supported by user charges. The Sewer Utility charge is based on water usage for residential and commercial customers, and effluent volume and strength for our industrial customers. Other revenues include capital contributions of $513,992 and total interest income of $375,481. The charges for services accounted for 94.6 percent of total revenues for the business-type activities in 2019, compared to 87.5 percent in 2018 due to the capital contributions in 2018.

Operating revenues for business-type activities decreased by $310,478 from 2018. Light & Water Utility electric and water revenues decreased $335,939 and the Sewer Utility charges increased by $25,461.

◊ Sewer Utility operating revenues totaled $2,652,209; an increase of $13,471 from 2018. The increase was due to the 40% rate increase and the new residential customers. Sewer connection fees and reserve capacity fees decreased $53,918 and $26,423 respectively due to new construction slowing down slightly from 2018.

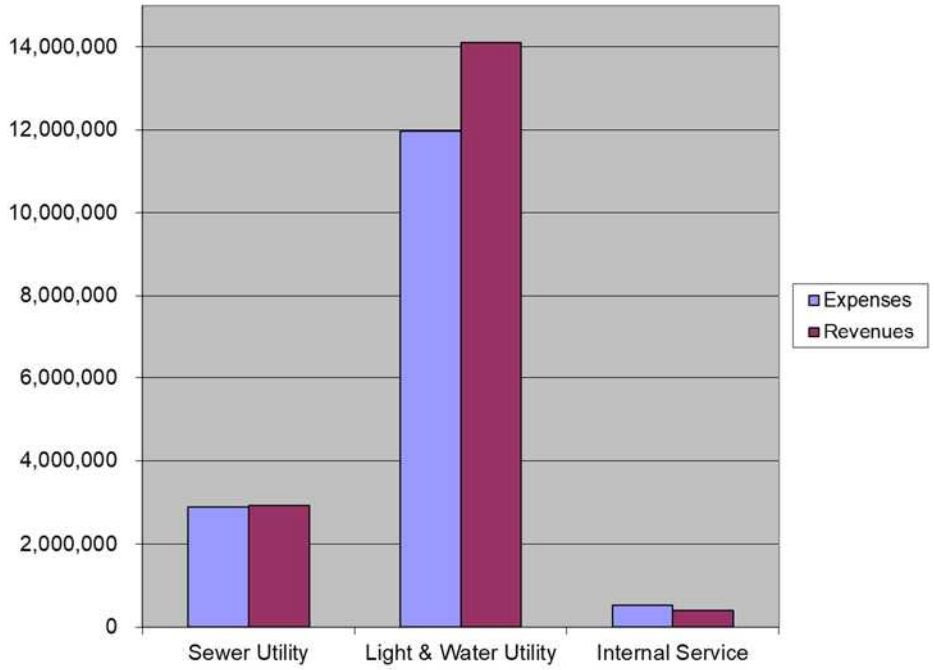
◊ Light and Water Utility operating revenues totaled $13,227,642 for 2019, a decrease of $518,924 from 2018. The electric operating revenues decreased from 2018 by $367,692 because of the decrease in the average cost per kWh in 2019 of 3.3 percent. Water sales increased $24,741 due to the increase in gallons sold from 2018.
◊ Interest revenue increased from 2018 by $80,990 due to the rising interest rates.

Operating expenses for business-type activities, excluding depreciation, decreased by $43,864 from 2018. Depreciation expenses increased $51,797 from 2018.

◊ Sewer Utility operating expenses, excluding depreciation, increased by $40,596 from 2018. Sludge hauling increased $33,371 from 2018 due to the new vendor agreement in 2019. Lab supplies increased $13,093 due to more in-house testing done in 2019.
◊ Light & Water expenses, excluding depreciation, decreased $84,460 from 2018. Electric operating expenses decreased $192,454 due to less electricity purchased ($70,000 less) and the reduced average cost of electricity ($263,000 less). Water expenditures increased from 2018 by $192,454 due to well 6 rehab and no similar work in 2018. There also was an increase in pensions and benefits due to leave accrual and an increase in taxes and deferred expenses related to regulatory pension liability.

Business-type activities (Continued)

The following chart compares the total revenues and expenses by utility for the year.



FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the City of Cedarburg uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the City of Cedarburg's governmental funds is to provide information on the flow of resources into and out of the organization in providing services. Most of the functions of the City are financed through these funds. The reported fund balance of a governmental fund represents a measure of the available spendable resources.

As of December 31, 2019, the City of Cedarburg's governmental funds reported combined ending fund balances of $8,538,016, a decrease of $591,887 from 2018. The General Fund and Capital Improvement Fund increased $520,056 and decreased $82,585 from 2018 respectively. TID No. 4 fund balance decreased $1,002,711 due to the borrowing of $3.4 million for the project in 2018 and only expenditures in 2019 of $1,045,406. Debt Service Fund decreased by $74,120 due to the use of the 2018 impact fees. The non-major governmental funds increased $47,474 due to the CDBG Fund which increased $64,132; due to interest income and loan repayments.

Approximately 31.7 percent of the total fund balance or $2,705,619 constitutes unassigned fund balance, which is available for spending at the government's discretion. The remainder of the fund balance is assigned or restricted to indicate that it is not available for new spending because it has already been reserved or restricted for other items such as contracts and purchase orders of the prior year, debt service, legally restricted assets, impact fees, and non-current loans and notes receivable.

General Fund

The General Fund is the chief operating fund of the City of Cedarburg. As of December 31, 2019, the total fund balance of the General Fund was $3,356,208 of which $2,741,727 was unassigned. This unassigned fund balance represents approximately 29 percent of the total 2020 General Fund budgeted expenditures. Of the assigned fund balance, $17,000 was appropriated for 2020 General Fund budgeted expenditures for recodification and an executive search for the administrator position. City policy requires a minimum of 17 percent and a maximum of 25 percent of General Fund expenditures of the ensuing year in unassigned funds.

The General Fund fund balance increased by $520,056 during 2019. The 2019 original adopted budget for the City of Cedarburg's General Fund identified $200,000 of expenditures over revenues or usage of fund balance. Actual operating expenditures were over budget by $196,721 after the budget amendments were made for the year. Actual operating revenues were over budget by $694,592 which was due to the increase in building permit related fees and investment income.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (Continued)

Governmental Funds

General Fund operating revenues increased by $439,107 (5.2 percent) from 2018. Some of the significant changes in General Fund revenues from the prior year were as follows:

- ◊ Property Tax revenues decreased by $178,978 (2.9 percent) from prior year due to the tax levy decrease.
- ◊ Intergovernmental Revenues increased $318,382 (33.4 percent) from prior year due the Expenditure Restraint revenues and the new personal property tax aid in 2019. In 2018 the City did not qualify for the expenditure restraint revenues.
- ◊ Licenses, Permits and Fees increased $21,756 (3.4 percent) from 2018.
- ◊ Fines, Forfeitures and Penalties increased $9,229 (16.2 percent) from 2018. The change was due to the increase in the court penalties and costs received of $10,111.
- ◊ Public Charges for Services decreased $4,582 (2.7 percent) over prior year.
- ◊ Intergovernmental Charges for Services increased $32,474 (14.2 percent) over 2018.
- ◊ Investment Income and Miscellaneous Revenues increased a total $100,535 (106 percent) from 2018 due to the rising interest rates.

General Fund operating expenditures increased by $459,520 from 2018. Some of the significant changes in General Fund expenditures from the prior year were as follows:

- ◊ General Government expenditures increased $9,687 (0.9 percent) in part due to the Clerk's Office staffing changes and the new website in 2019.
- ◊ Public Safety increased by $328,612 from 2018 (8.2 percent). The Police Department hired an additional officer for the Cedarburg School District of which the City is responsible for one-third of the position in 2019. There were also additional Patrol expenditures for the new hires' training and uniforms in 2019.
- ◊ Public Works expenditures increased $132,453 (5.4 percent) from 2018. More time was spent on storm sewer work than in 2018; a total increase of $26,528. Solid waste and recycling collection increased $22,021 due to the contracted rate increase and increase in residential units. Snow and ice control increased $26,969 from 2018 due to more salt being purchased in 2019.
- ◊ Culture, Recreation and Education decreased $21,258 from 2018. Parks, Recreation and Forestry spending decreased $33,859. Salaries and benefits were less due to time spent on trees and there was no budget for tree replacements in 2019.
- ◊ Conservation and Development decreased $13,357 due to the City participating in a branding initiative in the amount of $15,000 in 2018.

As identified earlier, actual operating revenues were over budgeted revenues by $694,592 due to the Building Inspection Department fees. The final budget outcome for 2019 was a decrease in fund balance of $372,182, compared to the amended budgeted use of fund balance of $870,053.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (Continued)

Governmental Funds (Continued)

Capital Improvements Fund

The Capital Improvement expenditures for 2019 included street and stormwater improvements, environmental remediation, equipment purchases and park improvements. Total expenditures were $2,085,422 and $2,650,266 in 2019 and 2018 respectively. Street improvements were $382,985 more in 2018 than 2019 because of the number of projects being reduced for 2019. In 2018 there was also an expenditure of $327,057 for the construction of a monopole.

The Police Department purchased two vehicles for $73,194 in 2018 and only one in 2019 for $42,017.

The Fire Department concrete work and parking lot maintenance was completed in 2018 in the amount of $118,714 and $61,045 in 2019 for roof replacement.

Emergency Management replaced a vehicle in 2018 of $48,557 and only completed the purchase in 2019 for $5,062.

Public Works equipment purchased in 2019 totaled $298,672 and $227,039 in 2018; $71,633 increase.

Storm Water improvements were $27,369 less than 2018.

Environmental expenditures included the continuing legal and monitoring fees for Prochnow Landfill along with dam engineering costs. Prochnow expenditures decreased $20,383 from 2018; however; expenditures on dams due to DNR mandated modifications expenditures increased $326,020.

Parks, Recreation and Forestry expenditures were up $58,970 from 2018. The Senior Van was replaced in 2018 in the amount of $26,751. The Parks' equipment purchases increased by $123,996 but the park improvements decreased by $107,479. Prairie View Park shelter and restrooms were constructed in 2018. In 2019 Willowbrooke Park equipment was replaced and a roof on the bathroom at Cedar Creek Park.

TID #4 expenditures increased $483,295 due to a full year of expenditures in 2019 and a partial year in 2018.

Debt service expenditures increased in 2019 by $232,049 due to the three borrowings for street improvements and TID #4 in 2018.

There was $58,741 transferred out of the Library reserve account to Debt Service to offset the principal and interest payments on the building debt in 2018 and $100,000 in 2019 for the same purpose. The amount varies from year to year depending on the amount of impact fees collected.

GENERAL FUND BUDGETARY HIGHLIGHTS

Differences between the original budget and the final amended budget are from purchase orders carried over from 2018 into 2019 and any appropriations made during the year. In 2019, there were appropriations to balance the budget due to the overages in the Parks, Recreation and Forestry Department for the Public Works crew work on tree maintenance and for the Senior Center tours revenues and expenditures.

The 2020 adopted budget included the use of fund balance to fund an executive search for a City administrator and recodification of the City's Municipal Code. The net change in the fund balance for 2019 was an increase of $520,056. Actual operating revenues were over budget by $694,592 which was due the increase in building permit related fees and investment income.

Operating expenditures were $196,721 over budget for the year due to Public Safety; the EMS spending of the donated funds for a new fire truck.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The City of Cedarburg's investment in capital assets for its governmental and business-type activities as of December 31, 2019 amounts to $114,249,147 net of accumulated depreciation. This investment in capital assets includes land, buildings and improvements, infrastructure, machinery and equipment, and construction in progress. The City of Cedarburg implemented the infrastructure component of GASB Statement No. 34 for the year ended December 31, 2003.

Major capital asset events that occurred during the year included the following:

- Dam improvements; $355,864
- Last siren replacement for Emergency Management; $20,892
- Police Patrol vehicle; $42,017
- Public works dump trucks; $298,672
- Street Improvements; $635,490
- Park Improvements; $336,365
- Operating transfers to Debt Service; $100,000

City of Cedarburg's Capital Assets

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Land	$ 8,508,524	$ 8,331,524	$ 2,230,641	$ 2,215,918	$ 10,739,165	$ 10,547,442
Buildings and improvements	25,305,923	25,198,297	89,153,256	87,871,082	114,459,179	113,069,379
Infrastructure	48,840,698	47,608,609			48,840,698	47,608,609
Vehicles	7,617,894	7,116,021			7,617,894	7,116,021
Machinery and equipment	4,123,586	4,063,443			4,123,586	4,063,443
Construction in progress	539,577	304,156	1,579,376	70,206	2,118,953	374,362
Accumulated depreciation	(29,427,041)	(28,344,359)	(44,223,287)	(42,011,341)	(73,650,328)	(70,355,700)
Total Capital Assets	$65,509,161	$64,277,691	$48,739,986	$48,145,865	$ 114,249,147	$ 112,423,556

CAPITAL ASSETS AND DEBT ADMINISTRATION (continued)

Long-Term Debt

At the end of the fiscal year, the City of Cedarburg had a total general obligation debt outstanding of $18,254,050 entirely backed by the full faith, credit, and resources of the City. There were three borrowings in 2018: one for capital projects, one for TID No. 4 and one for the monopole construction and no borrowings in 2019. Principal payments for 2019 totaled $1,691,407.

State statutes limit the amount of general obligation debt a governmental entity may issue up to 5 percent of its total equalized valuation. The current debt limitation for the City of Cedarburg is $71,664,745, which significantly exceeds the City's current outstanding general obligation debt. The City has established a policy whereby the City will not issue debt in excess of 4 percent of its total equalized valuation and the total annual debt service for general obligation debt shall not exceed 50 percent of the City's total annual general operating revenues (inclusive of all property tax levies and exclusive of revenues from proprietary entities). As of December 31, 2019, the City of Cedarburg's outstanding debt equaled 25.8 percent of the State authorized debt.

City of Cedarburg's Outstanding Debt

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
General obligation long-term bonds and notes payable	$ 17,659,050	$ 19,305,457	$ 865,000	$ 910,000	$ 18,524,050	$ 20,215,457
Total	$ 17,659,050	$ 19,305,457	$ 865,000	$ 910,000	$ 18,524,050	$ 20,215,457

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The City's elected and appointed officials considered many factors when setting the fiscal year 2020 budget, the State legislative changes, general economic conditions, and public sentiments toward taxation. The City increased the assessed tax rate from $7.76/$1,000 in 2018 to $7.86/$1,000 in 2019; a 1.3 percent increase.

The City's total equalized value for 2019 was $1,433,294,900; 6.4 percent more than 2018.

The Ozaukee County unemployment rate remained at 2.5 percent for 2019. The State unemployment rate for 2019 was 3.5 percent and 3.5 percent nationally. The County is doing well compared to the rest of the State and nation.

Funds were appropriated in the 2020 General Fund budget for the funding of the updating of the municipal code and an executive search for a City administrator.

Sewer flow rate increased from $5.40/1,000 gallons in 2019 to $7.55/1,000 in 2020. The monthly connection fee remained at $15/month for 2020. Holding tank septage haulers' fees increased from the rate of $8.70/1,000 gallons to $9.14/1,000 gallons. The septage tank haulers' rate also increased from $44.91/1,000 gallons to $49.50/1,000 gallons.

The Common Council prioritized streets and public safety for 2020. To fund these projects there was a need for the tax rate increase. Street projects were brought back to their normal level in an attempt to stay on schedule with the City's seven-year plan. As development continues to grow the City's assessed value, pre-funding of street and storm water capital projects should remain a priority.

With increasing costs, State revenue cuts, and State legislative changes it will be another difficult budget preparation year. The new development the City is currently seeing will hopefully help fund future expenditure increases and lost revenues. The State levy limit legislation makes it difficult to fund operations as necessary and causes the City to borrow for capital projects which was not a common practice in prior years

In 2020 the City is seeing added expenditures due to the COVID-19 pandemic. Businesses are shut down and citizens were ordered to stay home by the Governor. In early 2020 the City has seen added expenditures in dealing with this issue for its employees and the citizens; specifically, the April election.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the City Treasurer's Office at the City of Cedarburg, P.O. Box 49, Cedarburg, WI 53012. Other City contact information may be found on our website at www.ci.cedarburg.wi.us.

BASIC FINANCIAL STATEMENTS

CITY OF CEDARBURG

STATEMENT OF NET POSITION
As of December 31, 2019

	Governmental Activities	Business - type Activities	Totals
ASSETS			
Cash and investments	$ 8,337,202	$ 12,209,015	$ 20,546,217
Receivables:			
Taxes	10,362,137	-	10,362,137
Delinquent personal property taxes	54,989	-	54,989
Accounts	465,065	1,467,601	1,932,666
Interest	-	16,025	16,025
Internal balances	342,248	(342,248)	-
Materials and supplies	11,701	659,998	671,699
Prepaid items	13,269	5,052	18,321
Restricted Assets:			
Cash and investments	1,327,000	3,443,330	4,770,330
Loans	68,624	-	68,624
Other assets	-	89,931	89,931
Capital Assets:			
Land	8,508,524	2,230,641	10,739,165
Construction in progress	539,577	1,579,376	2,118,953
Other capital assets, net of depreciation	56,461,060	44,929,969	101,391,029
Total Assets	86,491,396	66,288,690	152,780,086
DEFERRED OUTFLOWS OF RESOURCES			
Unamortized loss on refunding	59,487	-	59,487
Pension related items	3,350,908	1,359,381	4,710,289
Total Deferred Outflows of Resources	3,410,395	1,359,381	4,769,776
LIABILITIES			
Accounts payable and accrued liabilities	825,499	1,028,271	1,853,770
Deposits	85,581	76,636	162,217
Due to other governments	4,112	-	4,112
Accrued interest payable	111,631	17,134	128,765
Noncurrent Liabilities			
Due within one year	1,767,011	168,637	1,935,648
Due in more than one year	18,451,153	1,704,509	20,155,662
Total Liabilities	21,244,987	2,995,187	24,240,174
DEFERRED INFLOWS OF RESOURCES			
Unearned revenue	10,426,431	2,477	10,428,908
Pension related items	1,711,009	690,623	2,401,632
Total Deferred Inflows of Resources	12,137,440	693,100	12,830,540
NET POSITION			
Net investment in capital assets	50,788,112	47,852,158	98,640,270
Restricted	3,134,560	3,443,330	6,577,890
Unrestricted	2,596,692	12,664,296	15,260,988
TOTAL NET POSITION	$ 56,519,364	$ 63,959,784	$ 120,479,148

See accompanying notes to the financial statements.

CITY OF CEDARBURG

STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2019

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Governmental Activities				
General government	$ 1,698,689	$ 795,053	$ 230,595	$ -
Public safety	5,357,307	1,342,830	201,125	-
Public works	3,549,348	50,419	735,399	477,000
Health and human services	46,423	12,935	-	-
Culture, recreation and education	3,090,096	680,674	248,028	-
Conservation and development	985,325	230	-	-
Interest and fiscal charges	486,855	-	-	-
Total Governmental Activities	15,214,043	2,882,141	1,415,147	477,000
Business-type Activities				
Light and Water Utility	11,962,619	13,410,627	-	461,237
Sewer Utility	2,874,524	2,664,199	-	52,755
Total Business-type Activities	14,837,143	16,074,826	-	513,992
Total	$ 30,051,186	$ 18,956,967	$ 1,415,147	$ 990,992

General revenues
Taxes
Property taxes, levied for general purposes
Property taxes, levied for debt service
Property taxes, levied for capital projects
Property taxes, levied for library
Property taxes, levied for other purposes
Other taxes
Intergovernmental revenues not restricted to specific programs
Investment income
Miscellaneous
Total general revenues

Transfers

Change in net position

NET POSITION - Beginning of Year

NET POSITION - END OF YEAR

See accompanying notes to the financial statements.

Net (Expenses) Revenues and Changes in Net Position		
Governmental Activities	Business - type Activities	Totals
$ (673,041)	$ -	$ (673,041)
(3,813,352)	-	(3,813,352)
(2,286,530)	-	(2,286,530)
(33,488)	-	(33,488)
(2,161,394)	-	(2,161,394)
(985,095)	-	(985,095)
(486,855)	-	(486,855)
(10,439,755)	-	(10,439,755)
-	1,909,245	1,909,245
-	(157,570)	(157,570)
-	1,751,675	1,751,675
(10,439,755)	1,751,675	(8,688,080)
5,954,591	-	5,954,591
1,817,184	-	1,817,184
1,235,000	-	1,235,000
722,194	-	722,194
67,819	-	67,819
87,925	-	87,925
534,500	-	534,500
446,805	375,481	822,286
447,161	59,420	506,581
11,313,179	434,901	11,748,080
852,556	(852,556)	-
1,725,980	1,334,020	3,060,000
54,793,384	62,625,764	117,419,148
$ 56,519,364	$ 63,959,784	$ 120,479,148

See accompanying notes to the financial statements.

CITY OF CEDARBURG

BALANCE SHEET
GOVERNMENTAL FUNDS
As of December 31, 2019

	General Fund	Capital Project Funds: Capital Improvements Fund	Capital Project Funds: TIF District No. 4
ASSETS			
Unrestricted cash and investments	$ 3,000,548	$ 825,312	$ 2,029,990
Restricted cash and investments	-	-	-
Receivables:			
Taxes	6,118,819	1,680,000	2
Delinquent personal property taxes	54,989	-	-
Accounts	132,938	210,140	-
Loans	-	-	-
Due from other funds	650,358	73,630	212,314
Materials and supplies	3,702	-	-
Prepaid expenditures	8,766	3,608	-
Advances to other funds	413,075	-	-
TOTAL ASSETS	10,383,195	2,792,690	2,242,306
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
Liabilities			
Accounts payable	$ 73,900	$ 17,112	$ 60,576
Accrued liabilities	322,283	-	-
Deposits	85,581	-	-
Due to other funds	356,807	186,800	-
Due to other governments	4,054	-	-
Advance from other fund	-	-	388,212
Total Liabilities	842,625	203,912	448,788
Deferred Inflows of Resources			
Unavailable revenues	2,244	183,702	-
Unearned revenues	6,182,118	1,680,000	2
Total Deferred Inflows of Resources	6,184,362	1,863,702	2
Fund Balances			
Nonspendable	480,532	3,608	-
Restricted	-	-	1,793,516
Assigned	133,949	721,468	-
Unassigned (deficit)	2,741,727	-	-
Total Fund Balances	3,356,208	725,076	1,793,516
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	$ 10,383,195	$ 2,792,690	$ 2,242,306

See accompanying notes to the financial statements.

Debt Service Fund	Nonmajor Governmental Funds	Total Governmental Funds
$ 138,777	$ 1,218,880	$ 7,213,507
-	1,327,000	1,327,000
1,664,669	898,647	10,362,137
-	-	54,989
-	121,987	465,065
-	68,624	68,624
58,741	120,982	1,116,025
-	7,999	11,701
-	895	13,269
-	-	413,075
1,862,187	3,765,014	21,045,392
$ -	$ 59,477	$ 211,065
-	40,746	363,029
-	-	85,581
95,183	110,723	749,513
-	58	4,112
-	24,863	413,075
95,183	235,867	1,826,375
-	68,624	254,570
1,664,669	899,642	10,426,431
1,664,669	968,266	10,681,001
-	895	485,035
102,335	1,377,152	3,273,003
-	1,218,942	2,074,359
-	(36,108)	2,705,619
102,335	2,560,881	8,538,016
$ 1,862,187	$ 3,765,014	$ 21,045,392

See accompanying notes to the financial statements.

CITY OF CEDARBURG

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
As of December 31, 2019

Total Fund Balances - Governmental Funds	$ 8,538,016
Amounts reported for governmental activities in the statement of net position are different because different because:	
Capital assets used in governmental funds are not financial resources and therefore are not reported in the funds	
Land	8,508,524
Construction in progress	539,577
Other capital assets, net of depreciation	56,461,060
Other long-term assets are not available to pay for current-period expenditures and therefore are unavailable in the funds	
Grant receivable	183,702
Loan receivables	68,624
Interest on advance to TIF District No. 4	2,244
Internal service funds are used by the City to charge the cost of insurance to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the statement of net position.	848,026
Deferred outflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	3,350,908
Deferred inflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	(1,711,009)
Some liabilities, including long-term debt, are not due and payable in the current period and therefore, are not reported in the funds.	
Bonds, notes payable and unamortized premium/(discount)	(18,050,536)
Net pension liability	(1,260,272)
Compensated absences	(497,756)
Unamortized loss on refunding	59,487
Pollution remediation liability	(409,600)
Accrued interest	(111,631)
NET POSITION OF GOVERNMENTAL ACTIVITIES	$ 56,519,364

CITY OF CEDARBURG

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Year Ended December 31, 2019

		Capital Project Funds	
	General Fund	Capital Improvements Fund	TIF District No. 4
REVENUES			
Taxes	$ 5,958,406	$ 1,235,000	$ -
Special assessments	2,094	29,333	-
Intergovernmental	1,271,271	67,132	-
Licenses and permits	624,308	-	-
Fines, forfeitures and penalties	66,082	-	-
Public charges for services	164,541	67,162	-
Intergovernmental charges for services	260,928	-	-
Investment income	195,231	23,573	42,695
Miscellaneous	394,133	100,586	-
Total Revenues	8,936,994	1,522,786	42,695
EXPENDITURES			
Current			
General government	1,057,471	-	-
Public safety	4,355,129	-	-
Public works	2,589,977	-	-
Health and human services	-	-	-
Culture, recreation and education	1,010,325	-	-
Conservation and development	100,255	-	798,765
Capital Outlay	196,019	2,042,968	-
Debt Service			-
Principal	-	34,121	145,000
Interest and fees	-	8,333	101,641
Total Expenditures	9,309,176	2,085,422	1,045,406
Excess (deficiency) of revenues over expenditures	(372,182)	(562,636)	(1,002,711)
OTHER FINANCING SOURCES (USES)			
Transfers in	1,113,964	338,056	-
Transfers out	(276,359)	(100,000)	-
Proceeds from sale of capital assets	54,633	51,994	-
Proceeds of capital leases	-	190,000	-
Total Other Financing Sources (Uses)	892,238	480,050	-
Net Change in Fund Balances	520,056	(82,586)	(1,002,711)
FUND BALANCES (DEFICIT) - Beginning of Year	2,836,152	807,662	2,796,227
FUND BALANCES - END OF YEAR	$ 3,356,208	$ 725,076	$ 1,793,516

See accompanying notes to the financial statements.

Debt Service Fund	Nonmajor Governmental Funds	Total Governmental Funds
$ 1,817,184	$ 874,123	$ 9,884,713
-	-	31,427
2,588	227,318	1,568,309
-	-	624,308
-	20,317	86,399
79,533	1,246,826	1,558,062
-	-	260,928
11,046	63,193	335,738
-	113,379	608,098
1,910,351	2,545,156	14,957,982
-	-	1,057,471
-	393,988	4,749,117
-	263	2,590,240
-	46,100	46,100
-	1,593,033	2,603,358
-	86,305	985,325
-	299,853	2,538,840
1,501,407	-	1,680,528
338,099	-	448,073
1,839,506	2,419,542	16,699,052
70,845	125,614	(1,741,070)
100,000	24,359	1,576,379
(244,965)	(102,499)	(723,823)
-	-	106,627
-	-	190,000
(144,965)	(78,140)	1,149,183
(74,120)	47,474	(591,887)
176,455	2,513,407	9,129,903
$ 102,335	$ 2,560,881	$ 8,538,016

See accompanying notes to the financial statements.

CITY OF CEDARBURG

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2019

Net change in fund balances - total governmental funds	$ (591,887)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However in the statement of net position, the cost of these assets is capitalized and they are depreciated over their estimated useful lives and reported as depreciation expense. in the statement of activities	
Capital outlay is reported as an expenditure in the fund financial statements, but is capitalized in the government-wide statements	2,538,840
Some items reported as outlay were not capitalized	(291,613)
Contributed capital assets	477,000
Depreciation is reported in the government-wide statements	(1,492,757)
Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	
Capital lease issued	(190,000)
Capital lease payments	34,121
Principal repaid	1,646,407
Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
Compensated absences	18,421
Accrued interest on debt	(35,450)
Pollution remediation liability	77,600
Net pension liability	(2,304,725)
Deferred outflows of resources related to pensions	1,440,470
Deferred inflows of resources related to pensions	380,890
Governmental funds report debt premiums and discounts as other financing sources (uses) or expenditures. However, in the statement of net position, these are reported as additions or deductions from long-term debt. These are allocated over the period the debt is outstanding in the statement of activities and are reported as interest expense	
Amortization of debt premiums	20,869
Amortization of loss on refunding	(21,632)
Amortization of debt discount	(2,568)
Receivables not currently available are reported as revenue when collected or currently available in the fund finanical statements but are recognized as revenue when earned in the government-wide financial statements	148,787
Internal service funds are used by the City to charge the cost of insurance to individual funds. The net revenue of the internal service fund is reported in the governmental activities.	(126,793)
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	$ 1,725,980

See accompanying notes to the financial statements.

CITY OF CEDARBURG

STATEMENT OF NET POSITION
PROPRIETARY FUNDS
As of December 31, 2019

	Business-type Activities - Enterprise Funds			Governmental Activities
	Light and Water Utility	Sewer Utility	Totals	Internal Service Fund - Risk Management
ASSETS				
CURRENT ASSETS				
Cash and investments	$ 9,600,639	$ 2,608,376	$ 12,209,015	$ 1,123,695
Receivables:				
Accounts	1,442,498	25,103	1,467,601	-
Interest	16,025	-	16,025	-
Due from other funds	-	303,224	303,224	10,362
Materials and supplies	659,998	-	659,998	-
Prepayments	5,052	-	5,052	-
Other Assets - Commitment to community	12,693	-	12,693	-
Total Current Assets	11,736,905	2,936,703	14,673,608	1,134,057
NON-CURRENT ASSETS				
Restricted Assets - cash and investments	425,678	3,017,652	3,443,330	-
Preliminary survey and investigation	37,890	-	37,890	-
Non-utility property	39,348	-	39,348	-
Capital Assets				
Land	393,560	1,837,081	2,230,641	-
Construction in progress	79,481	1,499,895	1,579,376	-
Property, plant, and equipment	54,867,970	34,285,286	89,153,256	-
Less: Accumulated depreciation	(19,140,842)	(25,082,445)	(44,223,287)	-
Total Noncurrent Assets	36,703,085	15,557,469	52,260,554	-
Total Assets	48,439,990	18,494,172	66,934,162	1,134,057
DEFERRED OUTFLOWS OF RESOURCES				
Pension related items	984,517	374,864	1,359,381	-

See accompanying notes to the financial statements.

	Business-type Activities - Enterprise Funds			Governmental Activities
	Light and Water Utility	Sewer Utility	Totals	Internal Service Fund
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable	$ 741,966	$ 221,568	$ 963,534	$ 251,405
Accrued payroll	-	30,342	30,342	-
Accrued interest payable	4,375	12,759	17,134	-
Deposits	76,636	-	76,636	-
Due to other funds	621,577	23,895	645,472	34,626
Current portion of general obligation debt	-	45,000	45,000	-
Current portion of compensated absences	112,873	10,764	123,637	-
Other current liability	34,395	-	34,395	-
Total Current Liabilities	1,591,822	344,328	1,936,150	286,031
NONCURRENT LIABILITIES				
Compensated absences	304,674	39,791	344,465	-
Customer advances for construction	21,955	-	21,955	-
Deferred compensation	20,023	-	20,023	-
Net pension liability	347,301	127,937	475,238	-
General obligation debt	-	842,828	842,828	-
Total Noncurrent Liabilities	693,953	1,010,556	1,704,509	-
Total Liabilities	2,285,775	1,354,884	3,640,659	286,031
DEFERRED INFLOWS OF RESOURCES				
Unearned revenues	2,477	-	2,477	-
Pension related items	502,657	187,966	690,623	-
Total Deferred Inflows of Resources	505,134	187,966	693,100	-
NET POSITION				
Net investment in capital assets	36,200,169	11,651,989	47,852,158	-
Restricted	425,678	3,017,652	3,443,330	-
Unrestricted	10,007,751	2,656,545	12,664,296	848,026
TOTAL NET POSITION	$ 46,633,598	$ 17,326,186	$ 63,959,784	$ 848,026

See accompanying notes to the financial statements.

CITY OF CEDARBURG

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
For the Year Ended December 31, 2019

	Business-type Activities - Enterprise Funds			Governmental Activities
	Light and Water Utility	Sewer Utility	Totals	Internal Service Fund - Risk Management
OPERATING REVENUES				
Charges for services	$ 13,227,642	$ 2,652,209	$ 15,879,851	$ 308,899
Other operating revenues	182,985	11,990	194,975	13,686
Total Operating Revenues	13,410,627	2,664,199	16,074,826	322,585
OPERATING EXPENSES				
Operation and maintenance	10,414,196	1,633,766	12,047,962	523,863
Depreciation	1,546,527	1,216,134	2,762,661	-
Total Operating Expenses	11,960,723	2,849,900	14,810,623	523,863
Operating Income (Loss)	1,449,904	(185,701)	1,264,203	(201,278)
NONOPERATING REVENUES (EXPENSES)				
Investment income	222,227	153,254	375,481	74,485
Amortization expense	-	(1,342)	(1,342)	-
Interest expense	(1,896)	(23,282)	(25,178)	-
Miscellaneous revenues	12,540	46,880	59,420	-
Total Nonoperating Revenues (Expense)	232,871	175,510	408,381	74,485
Income (Loss) Before Capital Contributions and Transfers	1,682,775	(10,191)	1,672,584	(126,793)
CAPITAL CONTRIBUTIONS AND TRANSFERS				
Capital contribution	461,237	52,755	513,992	-
Transfers	(852,556)	-	(852,556)	-
Total Capital Contributions and Transfers	(391,319)	52,755	(338,564)	-
Change in Net Position	1,291,456	42,564	1,334,020	(126,793)
NET POSITION - Beginning of Year	45,342,142	17,283,622	62,625,764	974,819
NET POSITION - END OF YEAR	$ 46,633,598	$ 17,326,186	$ 63,959,784	$ 848,026

See accompanying notes to the financial statements.

CITY OF CEDARBURG

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
For the Year Ended December 31, 2019

	Business - type Activities - Enterprise Funds			Governmental Activities
	Light and Water Utility	Sewer Utility	Totals	Internal Service Fund - Risk Management
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	$ 13,041,467	$ 2,767,968	$ 15,809,435	$ -
Paid to suppliers for goods and services	(8,924,010)	(873,366)	(9,797,376)	(326,998)
Paid to employees for services	(1,297,764)	(574,099)	(1,871,863)	-
Receipts from municipality	278,123	-	278,123	312,223
Net Cash Flows From Operating Activities	3,097,816	1,320,503	4,418,319	(14,775)
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchase of investment securities	(1,626,965)	(1,007,846)	(2,634,811)	(275,693)
Proceeds from sale and maturities of investment securities	1,603,222	943,397	2,546,619	243,342
Investment income	219,270	153,254	372,524	74,485
Net Cash Flows From Investing Activities	195,527	88,805	284,332	42,134
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Paid to municipality for tax equivalent	(795,000)	-	(795,000)	-
Transfers in (out)	(12,395)	-	(12,395)	-
Net Cash Flows From Noncapital Financing Activities	(807,395)	-	(807,395)	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Debt retired	-	(45,000)	(45,000)	-
Interest paid	-	(19,811)	(19,811)	-
Acquisition and contraction of capital assets	(1,327,968)	(1,940,283)	(3,268,251)	-
Salvage on retirement of plant	43,883	-	43,883	-
Cost of removal of property retired	(56,204)	-	(56,204)	-
Impact fees received	254,574	-	254,574	-
Contributions in-aid-of construction	89,924	52,755	142,679	-
Net Cash Flows From Capital and Related Financing Activities	(995,791)	(1,952,339)	(2,948,130)	-
Net Change in Cash and Cash Equivalents	1,490,157	(543,031)	947,126	27,359
CASH AND CASH EQUIVALENTS - Beginning of Year	6,909,195	4,283,997	11,193,192	259,080
CASH AND CASH EQUIVALENTS - END OF YEAR	$ 8,399,352	$ 3,740,966	$ 12,140,318	$ 286,439

See accompanying notes to the financial statements.

	Business - Type Activities - Enterprise Funds			Governmental Activities
	Light and Water Utility	Sewerage Department	Totals	Internal Service Fund - Risk Management
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FLOWS FROM OPERATING ACTIVITIES				
Operating income (loss)	$ 1,449,904	$ (185,701)	$ 1,264,203	$ (201,278)
Miscellaneous nonoperating activities	10,644	46,880	57,524	-
Adjustments to Reconcile Operating Income to Net Cash Flows From Operating Activities				
Depreciation	1,546,527	1,357,819	2,904,346	-
Depreciation charged to clearing accounts	141,685	(141,685)	-	-
Changes in assets and liabilities:				
Accounts receivable	(201,445)	(13,742)	(215,187)	-
Due from other funds	6,774	70,631	77,405	(10,362)
Prepayments	(174)	1,000	826	-
Materials and supplies	(656)	-	(656)	-
Accounts payable	(56,005)	137,401	81,396	199,181
Accrued payroll and related benefits	12,227	(54)	12,173	-
Due to other funds	21,445	4,319	25,764	(2,316)
Deposits	21,644	-	21,644	-
Accrued interest on deposit	1,715	-	1,715	-
Pension related deferrals	133,704	43,745	177,449	-
Other current liabilities	9,827	(110)	9,717	-
NET CASH FLOWS FROM OPERATING ACTIVITIES	$ 3,097,816	$ 1,320,503	$ 4,418,319	$ (14,775)
RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE STATEMENT OF NET POSITION - PROPRIETARY FUNDS				
Current - cash and investments - unrestricted	$ 9,600,639	$ 2,608,376	$ 12,209,015	$ 1,123,695
Non-current - cash and investments - restricted	425,678	3,017,652	3,443,330	-
Non-cash equivalents	(1,626,965)	(1,885,062)	(3,512,027)	(837,256)
CASH AND CASH EQUIVALENTS	$ 8,399,352	$ 3,740,966	$ 12,140,318	$ 286,439
NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES				
Amortization	$ -	$ 1,342	$ 1,342	$ -
Developer financed additions to utility plant	$ 125,739	$ 52,755	$ 178,494	$ -
Construction related accounts payable	$ -	$ 42,175	$ 42,175	$ -

See accompanying notes to the financial statements.

CITY OF CEDARBURG

STATEMENT OF FIDUCIARY NET POSITION -
CUSTODIAL FUND
As of December 31, 2019

	Custodial Fund
	Tax Collection Fund
ASSETS	
Cash and investments	$ 15,474,174
Taxes receivable	1,517,324
Total Assets	16,991,498
LIABILITIES	
Due to other governments	16,991,498
NET POSITION	
Total Net Position	$ -

See accompanying notes to the financial statements.

CITY OF CEDARBURG

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION -
CUSTODIAL FUND
As of December 31, 2019

	Custodial Fund
	Tax Collection Fund
ADDITIONS	
Tax collections	$ 12,489,066
DEDUCTIONS	
Payments to overlying districts	12,489,066
Change in Net Position	-
NET POSITION - Beginning of Year	-
NET POSITION - END OF YEAR	$ -

See accompanying notes to the financial statements.

CITY OF CEDARBURG

INDEX TO NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

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NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the City of Cedarburg, Wisconsin ("the City") conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

A. Reporting Entity

This report includes all of the funds of the City. The reporting entity for the City consists of the primary government and its component units. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The primary government is financially accountable if (1) it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization, (2) it appoints a voting majority of the organization's governing body and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government, (3) the organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. Certain legally separate, tax exempt organizations should also be reported as a component unit if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents; (2) the primary government or its component units, is entitled to, or has the ability to access, a majority of the economic resources received or held by the separate organization; and (3) the economic resources received or held by an individual organization that the primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to the primary government.

Component units are reported using one of three methods, discrete presentation, blended, or fiduciary. Generally, component units should be discretely presented in a separate column in the financial statements. A component unit should be reported as part of the primary government using the blending method if it meets any one of the following criteria: (1) the primary government and the component unit have substantively the same governing body and a financial benefit or burden relationship exists, (2) the primary government and the component unit have substantively the same governing body and management of the primary government has operational responsibility for the component unit, (3) the component unit serves or benefits, exclusively or almost exclusively, the primary government rather than its citizens, or (4) the total debt of the component unit will be paid entirely or almost entirely from resources of the primary government.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

A. Reporting Entity (cont.)

Discretely Presented Component Unit

Community Development Authority of the City

The government-wide financial statements include the Community Development Authority of the City ("CDA") as a component unit. The CDA is a legally separate organization. The board of the CDA is appointed by the Mayor and confirmed by the Common Council. Wisconsin Statutes provide for circumstances whereby the City can impose its will on the CDA, and also create a potential financial benefit to or burden on the City. The Community Development Authority of the City is part of the reporting entity of the City of Cedarburg. However, the CDA had no financial transactions during 2019 which are material to these financial statements. Also, the CDA does not own any assets nor is it liable for any debt. Therefore, no financial statements are presented in this report. The CDA does not issue separate financial statements.

B. Government-Wide and Fund Financial Statements

In January 2017, the GASB issued statement No. 84 - *Fiduciary Activities*. This statement establishes criteria for identifying fiduciary activities of all state and local governments for accounting and financial reporting purposes and how those activities should be reported. This standard was implemented January 1, 2019.

In March 2018, the GASB issued statement No. 88 - *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements.* This Statement defines debt for purposes of disclosure in notes to financial statements and establishes additional financial statement note disclosure requirements related to debt obligations of governments, including direct borrowings and direct placements. This standard was implemented January 1, 2019.

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (cont.)

Government-Wide Financial Statements (cont.)

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The City does not allocate indirect expenses to functions in the statement of activities. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

Fund Financial Statements

Financial statements of the City are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position/fund balance, revenues, and expenditures/expenses.

Funds are organized as major funds or nonmajor funds within the governmental and proprietary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

a. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10% of the corresponding total for all funds of that category or type, and

b. The same element of the individual governmental or enterprise fund that met the 10% test is at least 5% of the corresponding total for all governmental and enterprise funds combined.

c. In addition, any other governmental or enterprise fund that the City believes is particularly important to financial statement users may be reported as a major fund.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following major governmental funds:

General Fund - accounts for the City's primary operating activities. It is used to account for and report all financial resources except those accounted for and reported in another fund.
Debt Service Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditure for the payment of general long-term debt principal, interest, and related costs, other than TID or enterprise debt.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (cont.)

Fund Financial Statements (cont.)

The city reports the following major governmental funds: (cont.)

Capital Improvements Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.
Tax Incremental District (TID) No. 4 Capital Projects Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditures outlined in the TID project plan.

The City reports the following major enterprise funds:

Light and Water Utility - accounts for operations of the electrical and water system.
Sewer Utility - accounts for operations of the sewer system.

The City reports the following nonmajor governmental funds:

Special Revenue Funds - used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes (other than debt service or capital projects).

Cemetery	Room Tax
Recreation Programs	Swimming Pool
Community Development Block Grant (CDBG)	Library
Park Impact Fee	Fuel System
Rescue/EMS	

Capital Projects Funds - used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Tax Incremental Finance (TIF) District No. 3
Tax Incremental Finance (TIF) District No. 5

In addition, the City reports the following fund types:

Internal Service Fund - used to account for and report the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governmental units, on a cost-reimbursement basis.

Risk Management

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. Government-Wide and Fund Financial Statements (cont.)

Fund Financial Statements (cont.)

Custodial Fund - used to account for and report assets controlled by the City and the assets are for the benefit of individuals, private organizations, and/or other governmental units.

Tax Collection Fund

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's light and water and sewer utilities and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred inflows. They are recognized as revenues in the succeeding year when services financed by the levy are being provided.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (cont.)

Fund Financial Statements (cont.)

Intergovernmental aids and grants are recognized as revenues in the period the City is entitled the resources and the amounts are available. Amounts owed to the City which are not available are recorded as receivables and unavailable revenues. Amounts received before eligibility requirements (excluding time requirements) are met are recorded as liabilities. Amounts received in advance of meeting time requirements are recorded as deferred inflows.

Special assessments are recorded as revenues when they become measurable and available as current assets. Annual installments due in future years are reflected as receivables and unavailable revenues. At December 31, 2019, there were $425,649 and $183,245 of City and Sewer Utility, respectively, unrecorded anticipated future assessments which are not recorded as receivables because collection is subject to certain events occurring in the future. No formal repayment schedule has been established.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, special assessments and interest. Other general revenues such as fines and forfeitures, inspection fees, recreation fees, and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as described previously in this note.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Light and Water and Sewer Utilities are charges to customers for sales and services. Special assessments are recorded as receivables and contribution revenue when levied. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

All Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity

1. Deposits and Investments

For purposes of the statement of cash flows, the City considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of City funds is restricted by Wisconsin state statutes. Available investments are limited to:

a. Time deposits in any credit union, bank, savings bank or trust company.

b. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority, or the Wisconsin Aerospace Authority.

c. Bonds or securities issued or guaranteed by the federal government.

d. The local government investment pool.

e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.

f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.

g. Repurchase agreements with public depositories, with certain conditions.

The City has adopted an investment policy. That policy follows the state statute for allowable investments. The Policy addresses custodial credit risk by stating that deposits shall not exceed federal and/or state insurance coverage unless (a) they are collateralized by federal government securities at a rate of 110% of the investment; b) they are collateralized by local mortgages at a rate of 135% of the investments; or c) collateralization has been waived by the Common Council.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on methods and inputs as outlined in Note III. A.No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income. Investment income on commingled investments of municipal accounting funds is allocated based on average balances. The difference between the bank statement balance and carrying value is due to outstanding checks and/or deposits in transit.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2019, the fair value of the City 's share of the LGIP's assets was substantially equal to the amount as reported in these statements.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (cont.)

1. Deposits and Investments (cont.)

See Note III. A. for further information.

2. Receivables

Property taxes are levied in December on the assessed value as of the prior January 1. In addition to property taxes for the city, taxes are collected for and remitted to the state and county governments as well as the local school districts and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as receivables and due to other taxing units on the accompanying statement of fiduciary net position.

Property tax calendar - 2019 tax roll:

Lien date and levy date	December 2019
Tax bills mailed	December 2019
Payment in full, or	January 31, 2020
First installment due	January 31, 2020
Second installment due	July 31, 2020
Personal property taxes in full	January 31, 2020
Tax sale - 2019 delinquent real estate taxes	October 2022

Delinquent real estate taxes as of July 31 are paid in full by the county, which assumes the collection thereof. No provision for uncollectible accounts receivable has been made for the light and water and sewer utilities because they have the right by law to place substantially all delinquent bills on the tax roll, and other delinquent bills are generally not significant.

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as "due to and from other funds." Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the governmental-wide financial statements as internal balances.

In the governmental fund financial statements, advances to other funds are offset equally by a nonspendable fund balance account which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation or by a restricted fund balance account, if the funds will ultimately be restricted when the advance is repaid.

The City has received state grant funds for economic development loan programs to various businesses and individuals. The City records a loan receivable when the loan has been made and funds have been disbursed. The amount recorded as economic development loans receivable has not been reduced by an allowance for uncollectible accounts.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (cont.)

2. Receivables (cont.)

It is the City's policy to record unavailable revenue for the net amount of the receivable balance. As loans are repaid, revenue is recognized. When new loans are made from the repayments, expenditures are recorded. Interest received from loan repayments is recognized as revenue when received in cash. Any unspent loan repayments at year end are presented as restricted fund balance in the fund financial statements.

3. Material and Supplies and Prepaid Items

Governmental fund inventories, if material, are recorded at cost based on the FIFO method using the purchases method of accounting. Proprietary fund inventories are generally used for construction and/or for operation and maintenance work. They are not for resale. They are valued at cost based on weighted average, and charged to construction and/or operation and maintenance expense when used.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. Restricted Assets

Mandatory segregations of assets are presented as restricted assets. Such segregations are required by bond agreements and other external parties. Current liabilities payable from these restricted assets are so classified. The excess of restricted assets over current liabilities payable from restricted assets will be used first for retirement of related long-term debt. The remainder, if generated from earnings, is shown as restricted net position.

5. Capital Assets

Government-Wide Statements

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than $5,000 for general capital assets and $500 for infrastructure assets, and an estimated useful life in excess of one year. All capital assets are valued at historical cost, or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (cont.)

5. Capital Assets (cont.)

Government-Wide Statements (cont.)

Additions to and replacements of capital assets of business-type activities are recorded at original cost, which includes material, labor, overhead, and an allowance for the cost of funds used during construction when significant. For tax-exempt debt, the amount of interest capitalized equals the interest expense incurred during construction netted against any interest revenue from temporary investment of borrowed fund proceeds. No interest was capitalized during the current year. The cost of renewals and betterments relating to retirement units is added to plant accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

Buildings	25-99	Years
Land improvements	15	Years
Equipment	7-15	Years
Computer equipment	5-10	Years
Infrastructure - traffic signals	15	Years
Infrastructure - all other	60	Years
Vehicles	4-10	Years
Electric plant in service	5-40	Years
Water plant in service	4-77	Years
Sewer plant in service	10-80	Years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (cont.)

6. Other Assets

Designated investments - the Light and Water Commission has internally designated $2,345,547 of cash and investments for future construction projects and monthly operating reserves.

Commitment to community - the Light and Water Utility charges fees to all customers as required by the 1999 Energy Reliablity Act and 2006 Act 141. Revenues generated from the fees are used to fund energy conservation and low-income energy assistance ("Committment to Community") programs. The Utility is acting as an agent administering the program so net collections and expenses associated with the program are recorded as a current liability or asset on the statement of net position.

Preliminary survey and investigation - the balance represents initial project engineering costs related to utility plant construction. The balance will be capitalized upon commencement of the project.

Non-Utility property - the Light and Water Utility in 2006, 2008, and 2015 transferred infrastructure and land no longer in utility use; specifically, the SW, Layton, and Lincoln Substations land, building and equipment and land from a well on Fair Street that was abandoned long ago. These assets, excluding land, are fully depreciated at December 31, 2019. Costs to construct a fitness area and the cost of fitness equipment and flooring was recorded as nonutility property in 2011. Costs were partially offset in 2011 and will continue to be so in future years through fees collected from users of the fitness room. During 2019, land was moved to utility property for a new substation.

7. Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position/fund balance that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

A deferred charge on refunding arises from the advance refunding of debt. The difference between the cost of the securities placed in trust for future payments of the refunded debt and the net carrying value of that debt is deferred and amortized as a component of interest expense over the shorter of the term of the refunding issue or the original term of the refunded debt. The unamortized amount is reported as a deferred outflow of resources in the government-wide and proprietary fund financial statements.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (cont.)

8. Compensated Absences

Under terms of employment, employees are granted sick leave and vacations in varying amounts. Only benefits considered to be vested are disclosed in these statements. Sick leave pay earned and not taken is cumulative. Sick leave is earned at the rate of 1.25 working days for each month of service up to a maximum of 15 days for police department employees and 12 days for all other employees per year and a total of 120 days. Upon death, the employee or their estate shall be paid, at the current wage rage, 50% of the accumulated unused sick leave pay benefits. 100% will be paid upon retirement or disability.All employees who have reached the maximum allotment of 120 sick days shall be compensated 30% of any sick days accumulated over 120. This compensation shall be paid in the first check of the following year at the previous year's rate. At December 31, 2019, 50% of the accumulated sick leave pay benefits estimated to be paid out for all employees is recorded as a liability in the government-wide financial statements.

All vested vacation and sick leave pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements, and are payable with expendable resources. Employees earn vacation in varying amounts based on length of service. Generally, City employees are not allowed to accumulate vacation pay. Light and Water Utility employees are allowed to accumulate unused vacation pay, which is recorded as an expense of the Light and Water Utility Enterprise Fund when earned.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2019, are determined on the basis of current salary rates and include salary related payments.

9. Long-Term Obligations

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bonds payable, accrued compensated absences, net pension liability and pollution remediation liability.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debts (plus any premiums) are reported as other financing sources and payments of principal and interest are reported as expenditures. The accounting in proprietary funds is the same as it is in the government-wide statements.

10. Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position/fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (cont.)

11. Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

b. Restricted net position - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.

c. Unrestricted net position - All other net positions that do not meet the definitions of "restricted" or "net investment in capital assets."

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Statements

Governmental fund balances are displayed as follows:

a. Nonspendable - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.

b. Restricted - Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.

c. Committed - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the Common Council. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Common Council that originally created the commitment.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (cont.)

11. Equity Classifications (cont.)

Fund Statements (cont.)

d. Assigned - Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The Common Council has, by resolution, adopted a financial policy authorizing the Administrator/Treasurer to assign amounts for a specific purpose. Assignments may take place after the end of the reporting period.

e. Unassigned - Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those purposes.

Proprietary fund equity is classified the same as in the government-wide statements.

The City considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents / contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the City would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

See Note III. I. for further information.

12. Pension

For purposes of measuring the net pension asset (liability), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (cont.)

13. Basis for Existing Rates

Sewer Utility

Sewer rates are changed on January 1 of each year. The rates as of January 1, 2019 were $5.40 per 1,000 gallons of flow with a $15 connection fee. For January 1, 2020, the sewer use charge will increase to $7.55 per 1,000 gallons with a $15 monthly connection fee.

Electric Utility

Current electric rates were approved by the PSCW effective May 1, 2016. The rates are designed to provide a 5.0% return on rate base.

Water Utility

Current water rates were approved by the PSCW effective January 1, 2015 designed to provide a 5.5% return on rate base.

NOTE II - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgetary Information

A budget has been adopted for the General Fund, Capital Improvement Fund, Debt Service Fund, Special Revenue Fund - Cemetery, Special Revenue Fund - Room Tax, Special Revenue Fund - Recreation Programs, Special Revenue Fund - Swimming Pool, Special Revenue Fund - Park Impact Fee and Special Revenue Fund - Library. A budget has not been formally adopted for Special Revenue Fund - Community Development Block Grant, Special Revenue Fund - Rescue/EMS, Special Revenue Fund - Fuel System, Capital Project Fund - TIF No. 3 Fund, Capital Project Fund - TIF No. 4 Fund and Capital Project Fund - TIF No. 5. Wisconsin Statute 65.90 requires that an annual budget be adopted for all funds.

NOTE II - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (cont.)

B. Excess Expenditures and Other Financing Uses Over Appropriations

Funds	Budgeted Expenditures	Actual Expenditures	Excess Expenditures Over Budget
Room Tax Fund	$ 70,000	$ 82,590	$ 12,590
Recreation Programs Fund	265,083	316,553	51,470
Library Fund	963,933	974,070	10,137

The City controls expenditures at the function level for the General Fund. For all other funds the City controls expenditures at the fund level. Some individual funds experienced expenditures which exceeded appropriations. The detail of those items can be found in the City's year-end budget to actual report.

C. Deficit Balances

Generally accepted accounting principles require disclosure of individual funds that have deficit balances at year end.

As of December 31, 2019, the following individual funds held a deficit balance:

Fund	Amount	Reason
TIF District No. 3 Fund	$ 25,742	Expenditures exceeded revenues
TIF District No. 5 Fund	10,366	Expenditures exceeded revenues

TIF district deficits are anticipated to be funded with future incremental taxes levied over the life of the districts, which is 27 years for the districts created before October 1, 1995, and 23 years for districts created thereafter through September 30, 2004. Beginning October 1, 2004, the life of new districts varies by type of district (20-27 years) and may be extended in some cases. TIF District No. 3 and TIF District No. 5 fund deficits are anticipated to be funded with future contributions, general tax revenues, or long-term borrowing.

D. Limitations On The City's Tax Levy

Wisconsin law limits the City's future tax levies. Generally the City is limited to its prior tax levy dollar amount (excluding TIF Districts), increased by the greater of the percentage change in the City's equalized value due to new construction or zero percent. Changes in debt service from one year to the next are generally exempt from this limit with certain exceptions. The City is required to reduce its allowable levy by the estimated amount of fee revenue it collects for certain services, if those services were funded in 2013 by the property tax levy. Levies can be increased above the allowable limits if the amount is approved by referendum.

NOTE III - DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

The City's deposits and investments at year end were comprised of the following:

	Carrying Value	Statement Balances	Associated Risks
Deposits	$ 31,976,754	$ 32,203,686	Custodial credit
US agencies	5,111,527	5,111,527	Custodial credit, interest rate and investments highly sensitive to interest rate changes
State and local bonds	277,237	277,237	Credit, custodial credit, interest rate and investments highly sensitive to interest rate changes
Corporate bonds	398,941	398,941	Credit, custodial credit, interest rate, concentration of credit and investements highly sensitive to interest rate changes
LGIP	2,784,344	2,784,344	Credit
US treasuries	241,067	241,067	Custodial credit, interest rate and investments highly sensitive to interest rate changes
Petty cash	851	-	N/A
Total Deposits and Investments	$ 40,790,721	$ 41,016,802	

Reconciliation to financial statements	
Per statement of net position	
Unrestricted cash and investments	$ 20,546,217
Restricted cash and investments	4,770,330
Per statement of net position - custodial fund	
Tax Collection Fund	15,474,174
Total Deposits and Investments	$ 40,790,721

Deposits in each local and area bank are insured by the FDIC in the amount of $250,000 for time and savings accounts (including NOW accounts) and $250,000 for demand deposit accounts (interest-bearing and noninterest-bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of $250,000 for the combined amount of all deposit accounts.

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

A. Deposits and Investments (cont.)

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of $400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has not been considered in computing custodial credit risk.

The Securities Investor Protection Corporation (SIPC), created by the Securities Investor Protection Act of 1970, is an independent government-sponsored corporation (not an agency of the U.S. government).

SIPC membership provides account protection up to a maximum of $500,000 per customer, of which $100,000 may be in cash. $500,000 of the City's investments are covered by SIPC.

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The valuation methods for recurring fair value measurements are as follows:

- Market Value

	December 31, 2019			
Investment Type	Level 1	Level 2	Level 3	Total
US agencies	$ -	$ 5,111,527	$ -	$ 5,111,527
US treasuries	241,067	-	-	241,067
State and local bonds	-	277,237	-	277,237
Corporate bonds	-	398,941	-	398,941
Total	$ 241,067	$ 5,787,705	$ -	$ 6,028,772

Custodial Credit Risk

Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the City's deposits may not be returned to the City.

As of December 31, 2019, $31,351,641 of the City's total bank balances were exposed to custodial credit risk as follows:

Uninsured and uncollateralized	$ 5,505,120
Uninsured and collateral held by the pledging financial institution's trust department or agent not in the City's name	25,846,521
Total	$ 31,351,641

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

A. *Deposits and Investments* (cont.)

Custodial Credit Risk (cont.)

Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

The City does not have any investments exposed to custodial credit risk.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

As of December 31, 2019, the City's investments were rated as follows:

Investment Type	Moody's Investors Services
State and local bonds	A1 through AAA

The City also held investments in the following which are not rated:

LGIP
Corporate bonds

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the value of an investment.

As of December 31, 2019, the City's investments were as follows:

		Maturity (In Years)		
Investment Type	Fair Value	Less than 1	1-3	4
US agencies	$ 5,111,527	$ 1,550,209	$ 2,828,068	$ 733,250
US treasuries	241,067	-	139,211	101,856
State and local bonds	277,237	-	277,237	-
Corporate bonds	398,941	199,457	199,484	-
Totals	$ 6,028,772	$ 1,749,666	$ 3,444,000	$ 835,106

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

A. DEPOSITS AND INVESTMENTS (cont.)

Investments Highly Sensitive to Interest Rate Changes

At December 31, 2019, the City held $5,111,527, $241,067, $277,237 and $398,941 in US agencies, US treasuries, state and local bonds and corporate bonds respectively. With all fixed income securities, as interest rates rise, the values will fall. The longer the time to maturity, the more sensitive the value will be to a change in interest rates. The longest time to maturity on any holding is 4 years maturing October 15, 2024.

See Note I.D.1. for further information on deposit and investment policies.

B. RECEIVABLES

All of the receivables on the balance sheet are expected to be collected within one year, except for delinquent personal property taxes of $54,989.

Governmental funds report *unavailable or unearned revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of *unavailable revenue* and *unearned revenue* reported in the governmental funds were as follows:

	Unearned	Unavailable
Property taxes receivable for subsequent year	$ 10,426,431	$ -
Loan receivables	-	68,624
Interest on advance to TIF District No. 4	-	2,244
Grant receivable	-	183,702
Total Unearned/Unavailable Revenue for Governmental Funds	$ 10,426,431	$ 254,570

C. RESTRICTED ASSETS

The following represent the balances of the restricted assets:

Equipment Replacement Account

The sewer utility established an equipment replacement account to be used for significant mechanical equipment replacement as required by the Wisconsin Department of Natural Resources.

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

C. RESTRICTED ASSETS (cont.)

Impact Fee Account

The light and water utility and sewer utility has received impact fees which must be spent in accordance with the local ordinance and state statutes. Any unspent funds must be refunded to the current property owner.

Community Development Block Grant

Restricted assets have been reported in connection with monies from the Community Development Block Grant (CDBG) federal program. These monies have been used to fund local community development activities in the City providing loans to local businesses. Outstanding loans have an interest rate of 2.00% and repayment goes through June 1, 2022.

Following is a list of restricted assets at December 31, 2019:

	Restricted Assets
Equipment replacement account	$ 2,306,281
Light and Water impact fee account	425,678
Sewer impact fee account	711,371
CDBG account	1,012,560
CDBG receivables	68,624
Park impact fee account	314,440
Total	$ 4,838,954

D. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities				
Capital assets not being depreciated				
Land	$ 8,331,524	$ 177,000	$ -	$ 8,508,524
Construction in progress	304,156	674,606	439,185	539,577
Total Capital Assets Not Being Depreciated	8,635,680	851,606	439,185	9,048,101

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

D. Capital Assets (cont.)

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities (cont.)				
Capital assets being depreciated				
Buildings and Improvements	$ 25,198,297	$ 107,626	$ -	$ 25,305,923
Infrastructure	47,608,609	1,232,089	-	48,840,698
Vehicles	7,116,021	876,512	374,639	7,617,894
Machinery and Equipment	4,063,443	95,579	35,436	4,123,586
Total Capital Assets Being Depreciated	83,986,370	2,311,806	410,075	85,888,101
Total Capital Assets	92,622,050	3,163,412	849,260	94,936,202
Less: Accumulated depreciation for				
Buildings and Improvements	(4,353,289)	(639,877)	-	(4,993,166)
Infrastructure	(16,655,023)	(453,920)	-	(17,108,943)
Vehicles	(4,581,728)	(341,296)	374,639	(4,548,385)
Machinery and Equipment	(2,754,319)	(57,664)	35,436	(2,776,547)
Total Accumulated Depreciation	(28,344,359)	(1,492,757)	410,075	(29,427,041)
Net Capital Assets Being Depreciated	55,642,011	819,049	-	56,461,060
Total Governmental Activities Capital Assets, Net of Accumulated Depreciation	$ 64,277,691	$ 1,670,655	$ 439,185	$ 65,509,161

Depreciation expense was charged to functions as follows:

Governmental Activities	
General goverment	$ 46,435
Public safety	224,334
Public works	853,258
Health and human services	323
Culture, recreation and education	368,407
Total Governmental Activities Depreciation Expense	$ 1,492,757

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

D. Capital Assets (cont.)

Business-type Activities

	Beginning Balance	Additions	Deletions	Ending Balance
Sewer				
Capital assets not being depreciated				
Land	$ 1,837,081	$ -	$ -	$ 1,837,081
Construction in progress	58,660	1,441,235	-	1,499,895
Total Capital Assets Not Being Depreciated	1,895,741	1,441,235	-	3,336,976
Capital assets being depreciated				
Plant in service	33,877,376	541,223	133,313	34,285,286
Total Capital Assets Being Depreciated	33,877,376	541,223	133,313	34,285,286
Total Capital Assets	35,773,117	1,982,458	133,313	37,622,262
Less: Accumulated depreciation for				
Plant in service	(23,999,624)	(1,216,134)	133,313	(25,082,445)
Total Accumulated Depreciation	(23,999,624)	(1,216,134)	133,313	(25,082,445)
Net Capital Assets Being Depreciated	9,877,752	(674,911)	-	9,202,841
Net Sewer Capital Assets	$ 11,773,493	$ 766,324	$ -	$ 12,539,817

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

D. Capital Assets (cont.)

Business-type Activities (cont.)

	Beginning Balance	Additions	Deletions	Ending Balance
Light and Water				
Capital assets not being depreciated				
Land	$ 378,837	$ 14,723	$ -	$ 393,560
Construction in progress	11,546	67,935	-	79,481
Total Capital Assets Not Being Depreciated	390,383	82,658	-	473,041
Capital assets being depreciated				
Plant in service	53,993,706	1,432,158	557,894	54,867,970
Total Capital Assets Being Depreciated	53,993,706	1,432,158	557,894	54,867,970
Total Capital Assets	54,384,089	1,514,816	557,894	55,341,011
Less: Accumulated depreciation for				
Plant in service	(18,011,717)	(1,743,224)	614,099	(19,140,842)
Total Accumulated Depreciation	(18,011,717)	(1,743,224)	614,099	(19,140,842)
Net Capital Assets Being Depreciated	35,981,989	(311,066)	(56,205)	35,727,128
Net Light and Water Capital Assets	$ 36,372,372	$ (228,408)	$ (56,205)	$ 36,200,169
Business-type Capital Assets, Net of Accumulated Depreciation	$ 48,145,865	$ 537,916	$ (56,205)	$ 48,739,986

Depreciation expense was charged to functions as follows:

Business-type Activities	
Sewer	$ 1,216,134
Light and Water	1,546,527
Total Business-type Activities Depreciation Expense	$ 2,762,661

Depreciation expense may be different from business-type activity accumulated depreciation additions because of joint metering, salvage, cost of removal, internal allocations, or costs associated with the disposal of assets.

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

E. Interfund Receivables/Payables, Advances and Transfers

Interfund Receivables/Payables

The following is a schedule of interfund receivables and payables including any overdrafts on pooled cash and investment accounts:

Receivable Fund	Payable Fund	Amount
General Fund	Recreation Programs Fund	$ 1,462
Capital Improvement Fund	Risk Management Fund	34,626
General Fund	Debt Service Fund	95,183
Debt Service Fund	Capital Improvement Fund	58,741
Fuel System Fund	General Fund	22,481
General Fund	TIF District No. 3 Fund	840
Fuel System Fund	Cemetary Fund	742
Fuel System Fund	Sewer Fund	14,469
Swimming Pool Fund	General Fund	24,901
General Fund	Room Tax Fund	1,191
General Fund	Sewer Fund	9,426
General Fund	Library Fund	213
General Fund	Fuel System Fund	47,646
General Fund	Swimming Pool Fund	23,079
Library Fund	General Fund	55,798
General Fund	TIF District No. 5 Fund	10,366
General Fund	Light and Water Utility	441,824
General Fund	Cemetary Fund	19,129
Capital Improvement Fund	General Fund	32,948
Capital Improvement Fund	Park Impact Fee Fund	6,056
TIF District No. 4 Fund	General Fund	212,314
TIF District No. 3 Fund	General Fund	1
Sewer Fund	General Fund	929
Sewer Fund	Capital Improvement Fund	128,059
Risk Management Fund	General Fund	7,434
Risk Management Fund	Light and Water Utility	2,928
Fuel System Fund	Light and Water Utility	2,590
Sewer Fund	Light and Water Utility	174,235
Total - Fund Financial Statements		1,429,611
Less: Fund eliminations		(1,087,363)
Total Internal Balances - Government-Wide Statement of Net Position		$ 342,248

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

E. Interfund Receivables/Payables, Advances and Transfers (cont.)

Interfund Receivables/Payables (cont.)

Receivable Fund	Payable Fund	Amount
Governmental Activities	Business-type Activities	$ 471,236
Business-type Activities	Governmental Activities	(128,988)
Total Government-Wide Financial Statements		$ 342,248

All amounts are due within one year.

The principal purpose of these interfunds is collecting items placed on tax roll. All remaining balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Advances

The General Fund is advancing funds to TIF District No. 3 Fund and the TIF District No. 4 Fund. The amount advanced is determined by the deficiency of revenues over expenditures and other financing sources since the district's inception. The General Fund is charging the interest on the advance based on the average outstanding advance balance during the year at a rate of 1%. No repayment schedule has been established.

As of December 31, 2019, the General Fund has advanced $24,863 to the TIF District No. 3 Fund and $388,212 to the TIF District No. 4 Fund.

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

E. Interfund Receivables/Payables, Advances and Transfers (cont.)

Transfers

The following is a schedule of interfund transfers:

Fund Transferred To	Fund Transferred From	Amount	Principal Purpose
General Fund	Light and Water Utility	$ 852,556	Property tax equivalent
Debt Service Fund	Capital Improvement Fund	100,000	Debt service
Capital Improvement Fund	General Fund	252,000	Fund capital purchases
Capital Improvement Fund	Park Impact Fee Fund	86,056	To fund operations
Swimming Pool Fund	General Fund	24,359	To fund operations
General Fund	Debt Service Fund	244,965	To fund operations
General Fund	Recreation Program Fund	13,500	To fund operations
General Fund	Room Tax Fund	2,943	To fund operations
Total - Fund Financial Statements		1,576,379	
Less: Fund eliminations		(723,823)	
Total Transfers - Government-Wide Statement of Activities		$ 852,556	

Fund Transferred To	Fund Transferred From	Amount
Governmental Activities	Business-type Activities	$ 852,556
Business-type Activities	Governmental Activities	-
Total Government-wide Financial Statements		$ 852,556

Generally, transfers are used to (1) move revenues from the fund that collects them to the fund that the budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS

Long-term obligations activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
Governmental Activities					
Bonds and Notes Payable					
General obligation debt	$ 18,820,000	$ -	$ 1,530,000	$ 17,290,000	$ 1,520,000
General obligation notes from direct borrowings and direct placements	485,457	-	116,407	369,050	121,096
(Discounts)/Premiums	253,908	-	18,301	235,607	-
Sub-totals	19,559,365	-	1,664,708	17,894,657	1,641,096
Other Liabilities					
Pollution remediation liability	487,200	-	77,600	409,600	-
Capital leases	-	190,000	34,121	155,879	35,959
Net pension liability	-	1,260,272	-	1,260,272	-
Compensated absences	516,177	-	18,421	497,756	89,956
Total Other Liabilities	1,003,377	1,450,272	130,142	2,323,507	125,915
Total Governmental Activities Long-Term Liabilities	$ 20,562,742	$ 1,450,272	$ 1,794,850	$ 20,218,164	$ 1,767,011
Business-type Activities					
Bonds and Notes Payable					
General obligation debt	$ 910,000	$ -	$ 45,000	$ 865,000	$ 45,000
(Discounts)/Premiums	24,171	-	1,343	22,828	-
Sub-totals	934,171	-	46,343	887,828	45,000
Other Liabilities					
Compensated absences	388,623	192,406	112,927	468,102	123,637
Other long-term liabilities	16,918	25,060	-	41,978	-
Net pension liability	-	475,238	-	475,238	-
Total Other Liabilities	405,541	692,704	112,927	985,318	123,637
Total Business-type Activities Long-Term Liabilities	$ 1,339,712	$ 692,704	$ 159,270	$ 1,873,146	$ 168,637

In accordance with Wisconsin Statutes, total general obligation indebtedness of the City may not exceed 5% of the equalized value of taxable property within the City's jurisdiction. The debt limit as of December 31, 2019, was $71,664,745. Total general obligation debt outstanding at year end was $18,524,050.

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. *LONG-TERM OBLIGATIONS* (cont.)

General Obligation Debt

All general obligation notes and bonds payable are backed by the full faith and credit of the City. Notes and bonds in the governmental funds will be retired by future property tax levies or tax increments accumulated by the debt service fund. Business-type activities debt is payable by revenues from user fees of those funds or, if the revenues are not sufficient, by future tax levies.

Governmental Activities

General Obligation Debt	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance December 31, 2019
GO Notes	6/3/2015	3/1/2015	2.00%	$ 3,470,000	$ 2,280,000
GO Notes	9/5/2012	3/1/2027	0.50 - 2.20%	5,565,000	3,125,000
Build America Bonds - direct	6/3/2010	3/15/2020	4.25%	800,000	94,653
GO Notes	5/18/2016	3/1/2036	1.50 - 3.00%	8,700,000	7,495,000
2018A GO Note	6/28/2018	3/1/2028	3.00%	1,230,000	1,120,000
2018B GO Note	11/14/2018	3/1/2038	3.0-4.25%	3,415,000	3,270,000
2018 State Trust Fund Loan - direct	3/16/2018	3/15/2028	3.50%	300,000	274,397
Total Governmental Activities - General Obligation Debt					$ 17,659,050

Business-type Activities

General Obligation Debt	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance December 31, 2019
GO Notes	5/18/2016	3/1/2036	1.50 - 3.00%	$ 1,005,000	$ 865,000
Total Business-type Activities - General Obligation Debt					$ 865,000

Debt service requirements to maturity are as follows:

	Governmental Activities General Obligation Debt		Business-type Activities General Obligation Debt	
Years	Principal	Interest	Principal	Interest
2020	$ 1,520,000	$ 412,020	$ 45,000	$ 19,138
2021	1,630,000	329,251	45,000	18,462
2022	1,650,000	351,398	45,000	17,675
2023	1,290,000	320,581	45,000	16,775
2024	1,315,000	291,893	45,000	15,875
2025-2029	4,625,000	1,074,218	245,000	65,075
2030-2034	3,310,000	606,191	275,000	37,188
2035-2038	1,950,000	109,650	120,000	3,600
Totals	$ 17,290,000	$ 3,495,202	$ 865,000	$ 193,788

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS (cont.)

Years	Governmental Activities Notes from Direct Borrowings and Direct Placements	
	Principal	Interest
2020	$ 121,096	$ 13,664
2021	27,395	8,678
2022	28,354	7,720
2023	29,347	6,727
2024	30,358	5,716
2025-2028	132,500	11,796
Totals	$ 369,050	$ 54,301

Other Debt Information

Estimated payments of compensated absences, net pension liability and pollution remediation are not included in the debt service requirement schedules. The compensated absences liability, net pension liability and pollution remediation liability attributable to governmental activities will be liquidated primarily by the general fund.

G. LEASE DISCLOSURES

Lessor - Operating Leases

The City of Cedarburg entered into various legal agreements to use a portion of the City's water tower to attach antennae. For the year ended December 31, 2019, the City received $168,774. The terms of the leases are for five years, with a right to extend for four additional five-year terms. The following is a summary of projected revenues for the next five years.

Years	Governmental Activities Principal
2020	$ 221,386
2021	230,714
2022	240,457
2023	215,076
2024	223,928
Totals	$ 1,131,561

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

H. Pollution Remediation Obligations

At year end December 31, 2019, the City was obligated to address the future pollution cleanup activities at Prochnow Landfill, due to federal or state laws and regulations. The City's obligation is to address the pollution remediation because the pollution created an imminent endangerment to public health or welfare or the environment. Examples of expected future remediation activity costs include legal services, site investigation, and required post-remediation monitoring costs. The amount reported as a pollution remediation obligation represents the current value of the cash flows expected to be paid for these activities. Any expected recoveries would be treated separately as a receivable when such reimbursements become measurable. As of December 31, 2019, the obligation was $409,600. The City will recognize these liabilities and related expenses as an operating expense in the government-wide financial statements only when such costs become measurable. Because of this, the liability is subject to change as the City becomes aware of new information which may affect its estimate. Only when actual outlays are made are they recognized in the governmental fund financial statements as expenditures. This will also reduce the amount of the liability on the government-wide financial statements. Actual cost may be higher due to inflation, changes in technology, or changes in regulations.

I. Net Position/Fund Balances

Net position reported on the government wide statement of net position at December 31, 2019, includes the following:

Governmental Activities

Net Investment in Capital Assets	
Land	$ 8,508,524
Construction in progress	539,577
Other capital assets, net of accumulated depreciation	56,461,060
Less: Long-term debt outstanding	(17,659,050)
Plus: Noncapital debt proceeds	3,270,000
Plus: Unamortized refunding loss	59,487
Less: Unamortized debt premium	(235,607)
Less: Capital leases	(155,879)
Total Net Investment in Capital Assets	50,788,112
Restricted	
Community development	1,011,440
Park impact fees	308,384
Library	57,328
TID purposes	1,757,408
Total Restricted	3,134,560
Unrestricted	2,596,692
Total Governmental Activities Net Position	$ 56,519,364

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

I. NET POSITION/FUND BALANCES (cont.)

Governmental Funds

Governmental fund balances reported on the fund financial statements at December 31, 2019, include the following:

		Capital Project Funds				
	General Fund	Capital Improvement Fund	TIF District No. 4	Debt Service Fund	Nonmajor Governmental Funds	Totals
Fund Balances						
Nonspendable:						
Noncurrent receivables	$ 54,989	$ -	$ -	$ -	$ -	$ 54,989
Prepaid and materials and supplies	12,468	3,608	-	-	895	16,971
Advance to other fund	413,075	-	-	-	-	413,075
Restricted for:						
Debt service	-	-	-	102,335	-	102,335
Park impact fees	-	-	-	-	308,384	308,384
Community development	-	-	-	-	1,011,440	1,011,440
Library	-	-	-	-	57,328	57,328
TIF District No. 4	-	-	1,793,516	-	-	1,793,516
Assigned to:						
Revaluations	116,949	-	-	-	-	116,949
Subsequent year purchases	17,000	-	-	-	-	17,000
Capital improvements	-	721,468	-	-	-	721,468
Cemetery	-	-	-	-	262,634	262,634
Room tax	-	-	-	-	2,004	2,004
Recreation programs	-	-	-	-	93,971	93,971
Fuel system	-	-	-	-	5,307	5,307
Rescue/EMS	-	-	-	-	855,026	855,026
Unassigned (deficit):	2,741,727	-	-	-	(36,108)	2,705,619
Total Fund Balances	$ 3,356,208	$ 725,076	$ 1,793,516	$ 102,335	$ 2,560,881	$ 8,538,016

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

I. NET POSITION/FUND BALANCES (cont.)

Business-type Activities

Net Investment in Capital Assets	
Land	$ 2,230,641
Construction in progress	1,579,376
Other capital assets, net of accumulated depreciation	44,929,969
Less: Long-term debt outstanding	(865,000)
Less: Unamortized debt premium	(22,828)
Total Net Investment in Capital Assets	47,852,158
Restricted	
Light and Water impact fees	425,678
Equipment replacement	2,306,281
Sewer impact fees	711,371
Total Restricted	3,443,330
Unrestricted	12,664,296
Total Business-type Activities Net Position	$ 63,959,784

NOTE IV - OTHER INFORMATION

A. Employees' Retirement System

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year (880 hours teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at http://etf.wi.gov/publications/cafr.htm.

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits provided. Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement participants, if hired on or before 12/31/2016) are entitled to retirement benefit based on a formula factor, their average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings period. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at age 55 (50 for protective occupations) and receive an actuarially reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Post-retirement adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2009	(2.1)%	(42.0)%
2010	(1.3)	22.0
2011	(1.2)	11.0
2012	(7.0)	(7.0)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees, including Teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized $509,390 in contributions from the City.

Contribution rates for the plan year reported as of December 31, 2019 are:

Employee Category	Employee	Employer
General (Executives & Elected Officials)	6.7%	6.7%
Protective with Social Security	6.7%	10.7%
Protective without Social Security	6.7%	14.9%

Pension Liability, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2019, the City reported a liability of $1,735,510 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017 rolled forward to December 31, 2018. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net pension liability was based on the City's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2018, the City's proportion was 0.04878200%, which was an increase of 0.00071048% from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the City recognized pension expense of $1,197,906.

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

At December 31, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 1,351,700	$ 2,389,320
Changes in assumptions	292,543	-
Net differences between projected and actual earnings on pension plan investments	2,534,594	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	12,312
Employer contributions subsequent to the measurement date	531,452	-
Totals	$ 4,710,289	$ 2,401,632

$531,452 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year Ended December 31:	Deferred Outflows of Resources and Deferred Inflows of Resources (net)
2020	$ 641,596
2021	159,390
2022	282,261
2023	693,958

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Actuarial assumptions. The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2017
Measurement Date of Net Pension Liability (Asset):	December 31, 2018
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	7.0%
Discount Rate:	7.0%
Salary Increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	Wisconsin 2018 Mortality Table
Post-retirement Adjustments*:	1.9%

** No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.9% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. Based on this experience study, actuarial assumptions used to measure the Total Pension Liability changed from prior year, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality and separation rates. The Total Pension Liability for December 31, 2018 is based upon a roll-forward of the liability calculated from the December 31, 2017 actuarial valuation.

NOTE IV - OTHER INFORMATION (cont.)

A. *EMPLOYEES' RETIREMENT SYSTEM* (cont.)

Long-term expected return on plan assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Core Fund Asset Class	Current Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Global Equities	49%	8.1%	5.5%
Fixed Income	24.5	4.0	1.5
Inflation Sensitive Assets	15.5	3.8	1.3
Real Estate	9	6.5	3.9
Private Equity/Debt	8	9.4	6.7
Multi-Asset	4	6.7	4.1
Total Core Fund	110	7.3	4.7
Variable Fund Asset Class			
U.S Equities	70	7.6	5.0
International Equities	30	8.5	5.9
Total Variable Fund	100	8.0	5.4

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.5%
Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

Single discount rate. A single discount rate of 7.00% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.00% and a long term bond rate of 3.71%. Because of the unique structure of WRS, the 7.00% expected rate of return implies that a dividend of approximately 1.9% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE IV - OTHER INFORMATION (cont.)

A. *EMPLOYEES' RETIREMENT SYSTEM* (cont.)

Sensitivity of the City's proportionate share of the net pension liability (asset) to changes in the discount rate. The following presents the City's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.00 percent, as well as what the City's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00 percent) or 1-percentage-point higher (8.00 percent) than the current rate:

	1% Decrease to Discount Rate (6.00%)	Current Discount Rate (7.00%)	1% Increase to Discount Rate (8.00%)
City's proportionate share of the net pension liability (asset)	$6,897,101	$1,735,510	$(2,102,532)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at http://etf.wi.gov/publications/cafr.htm.

At December 31, 2019, the City reported a payable to the pension plan which represents contractually required contributions outstanding as of the end of the year.

B. *RISK MANAGEMENT*

The City is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; workers compensation; and health care of its employees. The City participates in a public entity risk pool called to provide coverage for losses from torts; theft of, damage to, or destruction of assets; errors and omission; workers compensation; and health care of its employees. However, other risks, such as torts; theft of, damage to, or destruction of assets; errors and omission; workers compensation; and health care of its employees are accounted for and financed by the City in the general fund.

Public Entity Risk Pool

Wisconsin Municipal Insurance Commission (WMIC)
Cities and Villages Mutual Insurance Company (CVMIC)

The WMIC is an intergovernmental cooperation commission created by contract under Section 66.30 of the Wisconsin Statutes. It was created in August, 1987 for the purpose of facilitating the organization, establishment and capitalization of the CVMIC, and has numerous cities and villages as members.

The CVMIC is a municipal mutual insurance company established on September 14, 1987 under Section 611.23 of the Wisconsin Statutes. The CVMIC provides liability insurance coverage to the cities and villages which make up the membership of the WMIC.

The CVMIC is self-insured up to a maximum of $2,000,000 of each insurance risk. Losses paid by CVMIC plus administrative expenses will be recovered through premiums to the participating pool of municipalities. The City's share of such losses is not material.

NOTE IV - OTHER INFORMATION (cont.)

B. *Risk Management* (cont.)

Public Entity Risk Pool (cont.)

Wisconsin Municipal Insurance Commission (WMIC)
Cities and Villages Mutual Insurance Company (CVMIC) (cont.)

Management of each organization consists of a board of directors or officers comprised of representatives elected by each of three classes of participants based on population. The City does not exercise any control over the activities of the agencies beyond the election of the officers and board.

Financial statements of WMIC and CVMIC can be obtained directly from CVMIC's offices.

The City pays an annual premium to CVMIC for its general liability insurance, which provides coverage up to $5,000,000 per occurrence, less the City's retained liability. The City's retained liability is limited to $17,500 per occurrence and an annual aggregate limit of $70,000. An actuarially determined estimate has been recorded for this liability, as well as for claims incurred but not reported at December 31, 2019. A total liability of approximately $247,138 at December 31, 2019, was recorded as claims payable in the insurance internal service fund. Changes in the fund's claims loss liability follow:

	Beginning Balance	Incurred Claims	Claims Paid/ Settled	Ending Balance
2018	$ 92,170	$ 658,171	$ 660,976	$ 89,365
2019	89,365	830,221	672,448	247,138

C. *Commitments and Contingencies*

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments are only reported in governmental funds if it has matured. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred.

From time to time, the City is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the City attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the City's financial position or results of operations.

The City has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

NOTE IV - OTHER INFORMATION (cont.)

C. *Commitments and Contingencies* (cont.)

Long-Term Contracts - WPPI Energy

The electric utility is one of 51 WPPI Energy member municipalities located throughout the State of Wisconsin. On December 1, 1989, each initial WPPI Energy member commenced purchasing electric service from WPPI Energy under a long-term Power Supply Contract for Participating Members (long-term contract). Under the long-term contract, WPPI Energy is obligated to provide and sell, and each member is obligated to take and pay for, the electric power and energy required for the operation of each member's electric utility.

The long-term contract requires all WPPI Energy members to pay for power and energy requirements supplied or made available by WPPI Energy at rates sufficient to cover WPPI Energy's revenue requirement including power supply costs, administrative expenses and debt service. WPPI Energy's subsequent year's operating budget and rates are approved annually by its Board of Directors, consisting of representatives from each member. The members have agreed to charge rates to retail customers sufficient to meet their WPPI Energy obligations. The long-term contract provides that all payments to WPPI Energy constitute operating expenses of the utility payable from any operating and maintenance fund established for that system.

Forty-nine members, representing approximately 98% of WPPI Energy's existing load, have long-term contracts through December 31, 2055. The remaining two members have long-term contracts through December 31, 2037.

WPPI Energy's outstanding debt service obligation to be paid by its members through their wholesale power charges through the remainder of the long-term contract was $324 million as of December 31, 2019.

Claims and Other Legal Procedures

During 2011, the light and water utility added an aeration system at Well #4 due to contamination by vinyl chloride. Parties believed to be responsible for the contamination were notified of the problem and the utility is seeking reimbursement from the potentially responsible parties for costs associated with the aeration system at Well #4 which the utility believes were necessitated because of contamination originating at the closed landfill. This process of seeking and obtaining reimbursement is expected to take several years. During 2014, as part of a water rate application with the PSCW the costs associated with the aeration system at Well #4 were reclassified as utility financed plant and the related contribution reversed allowing these costs to be recovered from rate payers until such time as reimbursement is received from the potentially responsible parties. Although the utility has financed all costs to date of the aeration system at Well #4, cost recovery is expected from the potentially responsible parties. Additional legal and consulting fees incurred after this date may be recoverable in the future.

NOTE IV - OTHER INFORMATION (cont.)

C. Commitments and Contingencies (cont.)

Municipal Revenue Obligation - HSI Arabelle, LLC

In 2018, the City issued a municipal revenue obligation as part of a development agreement. The amount of the obligation was $1,925,000, and is payable to the developer solely from tax increments collected from a specific portion of the development in TIF No. 5.

Payments are scheduled through the year 2046, and carry an interest rate of 0%. The obligation does not constitute a charge upon any funds of the City. In the event that future tax increments are not sufficient to pay off the obligation, the obligation terminates with no further liability to the City. Since the amount of future payments is contingent on the collection of future TIF increments, the obligation is not reported as a liability in the accompanying financial statements. The balance of the commitment outstanding at year end was $1,925,000.

D. Subsequent Events

On November 25, 2019, the City authorized an increase in the sewer use charge of 40% effective January 1, 2020.

In December 2019, a novel strain of coronavirus was reported in Wuhan, Hubei province, China. In the first several months of 2020, the virus, SARS-CoV-2, and resulting disease, COVID-19, spread to the United States, including to areas impacting the City. As of the May XX, 2020, the City's evaluation of the effects of these events is ongoing; however, based on current information we believe this situation will impact investment valuation and decreased investment income and possible declines in revenues such as recreation programs and building inspection fees.

The extent of the impact of COVID-19 on the City's operational and financial performance will depend on future developments, including the duration and spread of the outbreak and related governmental or other regulatory actions.

E. Tax Abatement

Tax abatements are a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax revenues to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.

NOTE IV - OTHER INFORMATION (cont.)

E. TAX ABATEMENT (cont.)

Developer Incentive - Cedarburg Land and Cattle, LLC

In 2014, the city provided a developer incentive as part of TIF District No. 3. The incentive is based on the completed project value or value at January 1, 2020, whichever occurs first, less the base value multiplied by 25%. The developer has committed to creating a total real property tax increment in the project area with an equalized value of at least $950,000. There were no payments made for the year ended December 31, 2019. In the event that future tax increments are not sufficient to pay off the obligation, the obligation terminates with no further liability to the city Since the amount of future payments is contingent on the collection of future TIF increments, the obligation is not reported as a liability in the accompanying financial statements.

Developer Incentive - Oliver Fiontar, LLC

In 2017, the city entered into a development agreement as part of TIF District No. 4. The agreement relates to a property that is at an economic disadvantage to other available sites due to its blighted condition. The City has provided an incentive to the developer for the difference in costs compared to other available sites in an amount not to exceed $3,053,000. Once the funding has been spent the developer is responsible to cover the remaining costs.

In return for the overall minimum equalized property valuation of the development of $10,025,000 for buildings to be constructed or rehabilitated on the sites, the CDA will contribute an amount not to exceed $275,000 toward the redevelopment as developer assistance. This amount shall be based upon the final development plan, expected valuation of same and completion dates for occupancy of all buildings to be constructed. In no event shall any developer assistance payment be due and payable if the developer is in default. This payment will be allocated, prorated and paid pursuant to the following schedule, terms and conditions:

1. $70,000 upon the later of execution of the agreement and final acquisition of the property
2. $70,000 upon proof of razing and removal of all existing buildings on the property; except commercial office building
3. $70,000 upon developer receiving building permits from the City and commencing construction for at least $1,000,000 of new construction
4. $65,000 upon developer showing proof of remediation of the property to the point in time that building occupancy has been granted and reaches a new construction combined equalized value of $4,775,000

In the event that future tax increments are not sufficient to pay off the obligation, the obligation terminates with no further liability to the city. Since the amount of future payments is contingent on the collection of future TIF increments, the obligation is not reported as a liability in the accompanying financial statements. As of December 31, 2019, the City balances of these commitments are $1,815,892 and $275,000.

NOTE IV - OTHER INFORMATION (cont.)

F. Effect of New Accounting Standards on Current-Period Financial Statements

The Governmental Accounting Standards Board (GASB) has approved the following:

- Statement No. 87, *Leases*
- Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
- Statement No. 91, *Conduit Debt Obligations*

When they become effective, application of these standards may restate portions of these financial statements.

G. Mid-Moraine Municipal Court

During 2002, the City became a member of the Mid-Moraine Municipal Court. The Court handles collection of fines, fees and penalties and then distributes them to the originating municipality. The City's share of court expenses is determined based on the number of citations and complaints filed on behalf of the City compared to that of the other participating municipalities. This agreement will terminate on April 30, 2021.

Municipality	% Expenses Paid
City of Cedarburg	3.72 %
Village of Grafton	6.83
Village of Thiensville	2.22
City of West Bend	25.94
Village of Germantown	13.03
City of Hartford	9.73
Village of Kewaskum	2.36
Village of Slinger	6.18
Village of Jackson	4.33
City of Port Washington	5.76
Village of Saukville	4.41
Town of Hartford	0.33
City of Mequon	12.73
Town of Trenton	1.53
Village of Newburg	0.47
Village of Fredonia	0.43
Total	100.00 %

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF CEDARBURG

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET TO ACTUAL - GENERAL FUND
For the Year Ended December 31, 2019

	Budgeted Amounts			Variance with
	Original	Final	Actual	Final Budget
REVENUES				
Taxes	$ 5,954,081	$ 5,954,081	$ 5,958,406	$ 4,325
Special assessments	-	-	2,094	2,094
Intergovernmental	1,184,366	1,184,366	1,271,271	86,905
Licenses and permits	402,130	381,835	624,308	242,473
Fines, forfeitures and penalties	67,500	67,500	66,082	(1,418)
Public charges for services	119,780	145,875	164,541	18,666
Intergovernmental charges for services	252,979	239,479	260,928	21,449
Investment income	76,328	76,328	195,231	118,903
Miscellaneous	185,738	192,938	394,133	201,195
Total Revenues	8,242,902	8,242,402	8,936,994	694,592
EXPENDITURES				
Current				
General government	1,108,025	1,060,505	1,057,471	3,034
Public safety	4,202,115	4,170,615	4,355,129	(184,514)
Public works	2,677,756	2,669,269	2,589,977	79,292
Culture, recreation and education	985,793	1,012,793	1,010,325	2,468
Conservation and development	102,493	101,493	100,255	1,238
Capital Outlay	200,000	97,780	196,019	(98,239)
Total Expenditures	9,276,182	9,112,455	9,309,176	(196,721)
Excess (deficiency) of revenues over (under) expenditures	(1,033,280)	(870,053)	(372,182)	497,871
OTHER FINANCING SOURCES (USES)				
Transfers in	833,280	846,780	1,113,964	267,184
Transfers out	-	(276,359)	(276,359)	-
Proceeds from sale of capital assets	-	-	54,633	54,633
Total Other Financing Sources (Uses)	833,280	570,421	892,238	321,817
Net Change in Fund Balance	$ (200,000)	$ (299,632)	520,056	$ 819,688
FUND BALANCE - Beginning of Year			2,836,152	
FUND BALANCE - END OF YEAR			$ 3,356,208	

See independent auditors' report and accompanying notes to required supplementary information.

CITY OF CEDARBURG

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY/(ASSET) - WISCONSIN RETIREMENT SYSTEM
For the Year Ended December 31, 2019

WRS Fiscal Year End	Proportion of the Net Pension Liability/(Asset)	Proportionate Share of the Net Pension Liability/(Asset)	Covered Payroll	Proprotionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/14	0.046698590%	$ (1,146,730)	$ 5,899,895	19.44%	102.74%
12/31/15	0.046968390%	$ 763,227	$ 6,094,159	12.52%	98.20%
12/31/16	0.047476720%	$ 391,322	$ 6,246,295	6.26%	99.12%
12/31/17	0.048071520%	$ (1,427,300)	$ 6,313,813	22.61%	102.93%
12/31/18	0.048782000%	$ 1,735,510	$ 6,587,856	26.34%	96.45%

SCHEDULE OF EMPLOYER CONTRIBUTIONS - WISCONSIN RETIREMENT SYSTEM
For the Year Ended December 31, 2019

City's Fiscal Year End	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/15	$ 463,416	$ 463,416	$ -	$ 6,094,159	7.60%
12/31/16	$ 463,871	$ 463,871	$ -	$ 6,246,295	7.43%
12/31/17	$ 508,899	$ 508,899	$ -	$ 6,313,813	8.06%
12/31/18	$ 537,092	$ 537,092	$ -	$ 6,587,858	8.15%
12/31/19	$ 531,452	$ 531,452	$ -	$ 6,724,870	7.90%

See independent auditors' report and accompanying notes to required supplementary information.

BUDGETARY INFORMATION

Budgetary information is derived from the annual operating budget and is presented using generally accepted accounting principles and the modified accrual basis of accounting.

The budgeted amounts presented include any amendments made. The city may authorize transfers of budgeted amounts within functions. Transfers between functions and changes to the overall budget must be approved by a two-thirds council action.

Appropriations lapse at year end unless specifically carried over. There was $17,000 carried over to the following year. Budgets are adopted at the function level of expenditure for the general fund and total expenditures for the all other funds.

WISCONSIN RETIREMENT SYSTEM PENSION

The amounts determined for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.

The city is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes of benefit terms. There were no changes of benefit terms for any participating employer in Wisconsin Retirement System.

Change of assumptions. Actuarial assumptions are based upon an experience study conducted in 2018 using experience from 2015 – 2017. Based on the experience study conducted in 2018, actuarial assumptions used to develop Total Pension Liability changed, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality and separation rates.

SUPPLEMENTARY INFORMATION

CITY OF CEDARBURG

NONMAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEET
As of December 31, 2019

	Special Revenue Funds			
	Cemetery Fund	Room Tax Fund	Recreation Programs Fund	Fuel System Fund
ASSETS				
Unrestricted cash and investments	$ 286,514	$ 2,004	$ 110,709	$ -
Restricted cash and investments	-	-	-	-
Receivables:				
Taxes	-	-	-	
Accounts	-	23,829	275	4,672
Loans	-	-	-	-
Materials and supplies	-	-	-	7,999
Prepaid expenses	-	-	540	-
Due from other funds	-	-	-	40,282
Total Assets	$ 286,514	$ 25,833	$ 111,524	$ 52,953
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE (DEFICITS)				
Liabilities				
Accounts payable	$ 2,823	$ 22,638	$ 13,167	$ -
Accrued liabilities	192	-	2,384	-
Due to other funds	19,870	1,191	1,462	47,646
Due to other governments	-	-	-	-
Advance from other funds	-	-	-	-
Total Liabilities	22,885	23,829	17,013	47,646
Deferred Inflows of Resources				
Unavailable revenues	-	-	-	-
Unearned revenues	995	-	-	-
Total Deferred Inflows of Resources	995	-	-	-
Fund Balances (Deficit)				
Nonspendable	-	-	540	-
Restricted	-	-	-	-
Assigned	262,634	2,004	93,971	5,307
Unassigned (deficit)	-	-	-	-
Total Fund Balances (Deficit)	262,634	2,004	94,511	5,307
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES (DEFICITS)	$ 286,514	$ 25,833	$ 111,524	$ 52,953

Special Revenue Funds					Capital Project Funds		
Community Development Block Grant Fund	Swimming Pool Fund	Park Impact Fee Fund	Library Fund	Rescue/EMS	TIF District No. 3	TIF District No. 5	Total Nonmajor Governmental Funds
$ -	$ -	$ -	$ 48,149	$ 771,504	$ -	$ -	$ 1,218,880
1,012,560	-	314,440	-	-	-	-	1,327,000
-	69,216	-	738,194	-	527	90,710	898,647
-	-	-	983	92,228	-	-	121,987
68,624	-	-	-	-	-	-	68,624
-	-	-	-	-	-	-	7,999
-	-	-	355	-	-	-	895
-	24,901	-	55,798	-	1	-	120,982
$ 1,081,184	$ 94,117	$ 314,440	$ 843,479	$ 863,732	$ 528	$ 90,710	$ 3,765,014
$ 1,120	$ 388	$ -	$ 19,301	$ -	$ 40	$ -	$ 59,477
-	1,376	-	28,088	8,706	-	-	40,746
-	23,079	6,056	213	-	840	10,366	110,723
-	58	-	-	-	-	-	58
-	-	-	-	-	24,863	-	24,863
1,120	24,901	6,056	47,602	8,706	25,743	10,366	235,867
68,624	-	-	-	-	-	-	68,624
-	69,216	-	738,194	-	527	90,710	899,642
68,624	69,216	-	738,194	-	527	90,710	968,266
-	-	-	355	-	-	-	895
1,011,440	-	308,384	57,328	-	-	-	1,377,152
-	-	-	-	855,026	-	-	1,218,942
-	-	-	-	-	(25,742)	(10,366)	(36,108)
1,011,440	-	308,384	57,683	855,026	(25,742)	(10,366)	2,560,881
$ 1,081,184	$ 94,117	$ 314,440	$ 843,479	$ 863,732	$ 528	$ 90,710	$ 3,765,014

CITY OF CEDARBURG

NONMAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
For the Year Ended December 31, 2019

	Special Revenue Funds			
	Cemetery Fund	Room Tax Fund	Recreation Programs Fund	Fuel System Fund
REVENUES				
Taxes	$ -	$ 84,110	$ -	$ -
Intergovernmental	-	-	-	-
Fines, forfeitures and penalties	-	-	-	-
Public charges for services	28,950	-	281,393	3,822
Investment income	6,782	-	-	-
Miscellaneous	17,315	-	36,441	-
Total revenues	53,047	84,110	317,834	3,822
EXPENDITURES				
Current				
Public safety	-	-	-	-
Public works	-	-	-	263
Health and human services	46,100	-	-	-
Culture, recreation and education	-	-	303,053	-
Conservation and development	-	79,647	-	-
Capital Outlay	-	-	-	-
Total expenditures	46,100	79,647	303,053	263
Excess (deficiency) of revenues over expenditures	6,947	4,463	14,781	3,559
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	-	(2,943)	(13,500)	-
Total Other Financing Sources (Uses)	-	(2,943)	(13,500)	-
Net Changes in Fund Balances	6,947	1,520	1,281	3,559
FUND BALANCES (DEFICIT) - Beginning of Year	255,687	484	93,230	1,748
FUND BALANCES (DEFICITS) - END OF YEAR	$ 262,634	$ 2,004	$ 94,511	$ 5,307

Special Revenue Funds					Capital Project Funds		
Community Development Block Grant Fund	Swimming Pool Fund	Park Impact Fee Fund	Library Fund	Rescue/EMS Fund	TIF District No. 3	TIF District No. 5	Total Nonmajor Governmental Funds
$ -	$ 67,429	$ -	$ 722,194	$ -	$ 390	$ -	$ 874,123
-	-	-	212,192	15,125	1	-	227,318
-	-	-	20,317	-	-	-	20,317
-	227,749	101,467	2,099	601,346	-	-	1,246,826
32,506	-	5,854	-	13,500	4,551	-	63,193
36,590	8,145	-	14,538	350	-	-	113,379
69,096	303,323	107,321	971,340	630,321	4,942	-	2,545,156
-	-	-	-	393,988	-	-	393,988
-	-	-	-	-	-	-	263
-	-	-	-	-	-	-	46,100
-	317,395	-	972,585	-	-	-	1,593,033
4,964	-	-	-	-	1,196	498	86,305
-	17,568	-	1,485	280,800	-	-	299,853
4,964	334,963	-	974,070	674,788	1,196	498	2,419,542
64,132	(31,640)	107,321	(2,730)	(44,467)	3,746	(498)	125,614
-	24,359	-	-	-	-	-	24,359
-	-	(86,056)	-	-	-	-	(102,499)
-	24,359	(86,056)	-	-	-	-	(78,140)
64,132	(7,281)	21,265	(2,730)	(44,467)	3,746	(498)	47,474
947,308	7,281	287,119	60,413	899,493	(29,488)	(9,868)	2,513,407
$ 1,011,440	$ -	$ 308,384	$ 57,683	$ 855,026	$ (25,742)	$ (10,366)	$ 2,560,881

RESOLUTION NO. 2020-10

RESOLUTION CREATING TAX INCREMENTAL DISTRICT NO. 6, APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES CITY OF CEDARBURG, WISCONSIN

WHEREAS, the City of Cedarburg (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 6 (the "District") is proposed to be created by the City as an industrial district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
b. An economic feasibility study;
c. A detailed list of estimated project costs;
d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
e. A map showing existing uses and conditions of real property in the District;
f. A map showing proposed improvements and uses in the District;
g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
h. A list of estimated non-project costs;
i. A statement of the proposed plan for relocation of any persons to be displaced;
j. A statement indicating how the District promotes the orderly development of the City;
k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Ozaukee County, the Cedarburg School District, and the Milwaukee Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the CDA, on April 27, 2020 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the CDA designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Cedarburg that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 6, City of Cedarburg", are hereby established as specified in Exhibit A of this Resolution.

2. The District is created effective as of January 1, 2020.

3. The Common Council finds and declares that:

   (a) Not less than 50% by area of the real property within the District is suitable for industrial sites within the meaning of Wisconsin Statutes Section 66.1101 and has been zoned for industrial use.

   (b) Based upon the finding stated in 3.a. above, the District is declared to be an industrial district based on the identification and classification of the property included within the District.

   (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.

   (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.

   (e) That there are no parcels to be included within the District that were annexed by the City within the three-year period preceding adoption of this Resolution.

   (f) The City estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).

   (g) The project costs relate directly to promoting industrial development in the District consistent with the purpose for which the District is created.

   (g) Any real property within the District that is found suitable for industrial sites and is zoned for industrial use will remain zoned for industrial use for the life of the District.

4. The Project Plan for "Tax Incremental District No. 6, City of Cedarburg" (see Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2020, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this 11th day of May, 2020.

_____
Michael O'Keefe, Mayor

_____
Amy Kletzien, Deputy City Clerk

April 27, 2020

Project Plan
Tax Incremental District No. 6
[Highway 60 Business Park]

Organizational Joint Review Board Meeting Held:	April 27, 2020
Public Hearing Held:	April 27, 2020
Approval by CDA:	April 27, 2020
Adoption by Common Council:	May 11, 2020
Approval by the Joint Review Board:	May 21, 2020

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SECTION 1:
Executive Summary

Description of District
Tax Incremental District ("TID") No. 6 ("District") is a proposed Industrial District comprising approximately 60 acres of City owned land located on State Highway 60. The District will be created to pay the costs of public infrastructure and other expenditures needed to develop the land for use as a business park ("Project"). In addition to the incremental property value that will be created, the City expects the Project will result in creation or retention of jobs, increased demand for goods and services, and increased collections of income, payroll and sales taxes benefitting the local area, region and state.

Authority
The City is creating the District under the provisions of Wis. Stat. § 66.1105.

Estimated Total Project Cost Expenditures
The City anticipates making total expenditures of approximately $12.82 million ("Project Costs") to undertake the projects listed in this Project Plan ("Plan"). Project Costs include an estimated $8.22 million in public infrastructure expense, $4.43 million in long term interest and finance related expense, and $170,000 for expenses related to the administration of the District.

Incremental Valuation
The Plan assumes that over a ten-year period a total of 562,500 sq. ft. of manufacturing property will be constructed within the District with initial land and improvements value of approximately $42.19 million. Due to the depreciating nature of manufacturing property, the Plan assumes property values will decline by 2% annually, resulting in total incremental value of $30.86 million at the end of the twenty-year life of the District. Creation of this additional value will be made possible by the Project Costs made within the District. A table detailing assumption's as to the development timing and associated values is included in the Economic Feasibility Study located within this Plan.

Expected Termination of District
Based on the Economic Feasibility Study located within Section 9 of this Plan, the City anticipates that the District will generate sufficient tax increment to pay all Project Costs within 19 of its allowable 20 years.

Summary of Findings

As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. That "but for" the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City. In reaching this determination, the City has considered the substantial investment needed to provide the public infrastructure necessary to allow for development within the District. Absent the use of tax incremental financing, the City is unable to fully fund this program of infrastructure improvements. Furthermore, the City recognizes that most manufacturers prefer "shovel ready" sites when considering construction of facilities. It is therefore unlikely that the City's manufacturing tax base will grow but for the use of tax incremental financing.

2. The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the City has considered that industries locating in the District are likely to purchase goods and services from local suppliers for both the construction and operation of their facilities. Employees working within the District are likely to spend locally for goods and services from retailers, restaurants and service companies.

3. The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for creation of the District. Accordingly, the City finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project.

4. Not less than 50% by area of the real property within the District is suitable for industrial sites as defined by Wis. Stat. § 66.1101 and has been zoned for industrial use. Any real property within the District that is found suitable for industrial sites and is zoned for industrial use at the time of creation of the District will remain zoned for industrial use for the life of the District.

5. Based on the foregoing finding, the District is designated as an industrial district.

6. The Project Costs relate directly to promoting industrial development in the District, consistent with the purpose for which the District is created.

7. Improvements to be made in the District are likely to significantly enhance the value of substantially all of the other real property in the District.

8. The equalized value of taxable property in the District, plus the incremental value of all existing tax incremental districts within the City does not exceed 12% of the total equalized value of taxable property within the City.

9. The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).

10. The Plan for the District is feasible and is in conformity with the Master Plan of the City.

SECTION 2:
Preliminary Map of Proposed District Boundary

Map Found on Following Page.

To the extent District boundaries include wetlands identified on a map prepared under Wis. Stat. § 23.32, the wetlands are excluded from the District.

Proposed District Boundary

SECTION 3:
Map Showing Existing Uses and Conditions

Map Found on Following Page.

Existing Uses and Conditions

SECTION 4:
Preliminary Parcel List and Analysis

The proposed District consist of a single parcel owned by the City. Parcel details are as follows:

Parcel #	13-022-02-000.00
Acres	59.33
Value:	Tax-Exempt
Zoned	M-3 Business Park

The entirety of the territory to be located within the District is zoned and suitable for industrial development.

SECTION 5:
Equalized Value Test

The following calculations demonstrate that the City expects to be in compliance with Wis. Stat. § 66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the City.

Calculation of City Equalized Value Limit

City TID IN Equalized Value (Jan. 1, 2019)	$	1,433,294,900
TID Valuation Limit @ 12% of Above Value	**$**	**171,995,388**

Calculation of Value Subject to Limit

Base Value of New District	$	0
Incremental Value of Existing Districts (Jan. 1, 2019)	$	4,782,000
Total Value Subject to 12% Valuation Limit	**$**	**4,782,000**

The parcels to be included within the District is City owned and are tax-exempt. The equalized value of the increment of existing tax incremental districts within the City totals $4,782,000. This value is less than the maximum of $171,995,388 in equalized value that is permitted for the City.

SECTION 6:
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received in connection with the implementation of the Plan. If Project Costs incurred benefit territory outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning, design and construction is completed.

With all Project Costs, the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating City ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

The following is a list of public works and other tax incremental financing eligible Project Costs that the City expects to make, or may need to make, in conjunction with the implementation of the District's Plan. The map found in Section 7 of this Plan along with the Detailed List of Project Costs found in Section 8 provide additional information as to the kind, number and location of potential Project Costs.

Property, Right-of-Way and Easement Acquisition

Land Writedown

The City acquired the property prior to creating the District, therefore the costs of acquisition are not an eligible Project Cost. The City may, however, charge to the District as an eligible Project Cost the amount of any land writedown as a "real property assembly cost" as defined in Wis. Stat. § 66.1105(2)(f)1.c. A land writedown will occur if the City's prior cost to acquire the land plus its costs to make it suitable for development exceed the revenues or other consideration received from the sale or lease of that property, and to the extent that those costs are not otherwise recovered from tax increments.

Acquisition of Rights-of-Way

The City may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The City may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include but are not limited to preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

Site Preparation Activities

Environmental Audits and Remediation

If it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the City related to environmental audits, testing, and remediation are eligible Project Costs.

Demolition

To make sites suitable for development, the City may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development, to provide access, and to control stormwater runoff. The City may need to remove and dispose of excess material or bring in fill material to

provide for proper site elevations. Expenses incurred by the City for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

To allow development to occur, the City may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. **Implementation of the Plan will require that the City construct sanitary sewer improvements outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Plan are eligible Project Costs under Wis. Stat. § 66.1105(2)(f)1 k.**

Water System Improvements

To allow development to occur, the City may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. **Implementation of the Plan will require that the City construct water system improvements outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Plan are eligible Project Costs under Wis. Stat. § 66.1105(2)(f)1 k.**

Stormwater Management System Improvements

Development within the District will cause stormwater runoff. To manage this stormwater runoff, the City may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the City to undertake this work are eligible Project Costs.

Gas Service

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the City to undertake this work are eligible Project Costs.

Communications Infrastructure

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to telephone lines, cable lines and fiber optic cable. Costs incurred by the City to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

To allow development to occur, the City may need to construct or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

To attract development and/or redevelopment consistent with the objectives of this Plan, the City may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the City are eligible Project Costs.

Miscellaneous

Projects Outside the Tax Increment District

Pursuant to Wis. Stat. § 66.1105(2)(f)1.n, the City may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the City's corporate boundaries; and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs and may include any project cost that would otherwise be eligible if undertaken within the District. The City intends to make the following project cost expenditures outside the District:

- Development of the Project will require that certain improvements be made to STH 60, which is located adjacent to the northern boundary of the District.

- Development of the Project may also require that the City pay costs to install road improvements and to mitigate associated wetlands on property located immediately to the west of the District.

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to architectural; environmental; planning; engineering; legal; audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The City may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by City employees relating to the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

SECTION 7:
Map Showing Proposed Improvements and Uses

Map Found on Following Page.

Proposed Improvements and Uses

SECTION 8:
Detailed List of Estimated Project Costs

The following list identifies the Project Costs that the City currently expects to incur in implementing the District's Plan. All projects identified and related costs reflect the best estimates available as of the date of preparation of this Plan. All costs are preliminary estimates and may increase or decrease. Certain Project Costs listed may become unnecessary, and other Project Costs not currently identified may need to be made. (Section 6 details the general categories of eligible Project Costs). Changes in Project Cost totals or the types of Project Costs to be incurred will not require that this Plan be amended. This Plan is not meant to be a budget nor an appropriation of funds for specific Project Costs, but a framework within which to manage Project Costs.

City of Cedarburg
Tax Increment District #6
Estimated Project List

Public Infrastructure (2021)	**Est. Cost**
Wetland Mitigation*	$ 281,310
Erosion Control	$ 75,000
Demolition	$ 62,500
Grading	$ 737,450
Sanitary Sewer System	$ 620,350
Sanitary Pump Station Improvements	$ 139,900
Water Distribution System	$ 434,550
Water Booster Station	$ 750,000
Storm Sewer System	$ 363,170
Storm Water Management Ponds	$ 220,000
Internal Streets	$ 554,300
Ped Pathways	$ 144,400
STH 60 Improvements @ Business Park*	$ 1,043,070
Offsite Connector Road Construction*	$ 200,000
Gas, Electric & Communication Facilities	$ 196,080
Engineering Design	$ 456,240
Construction Phase Services	$ 570,240
Contingency @ 20%	$ 1,369,712
Finance Related Expense (2021)	$ 200,975
Interest on Long Term Debt (2021 - 2041)	$ 4,226,775
Administrative Expense (2021 - 2041)	$ 174,352
Total Projects	**$ 12,820,374**

*Portions or the entirety of these line items may be located in territory outside of, but within 1/2 mile of the District's boundaries and are eligible Project Cost under Wis. Stat. § 66.1105(2)(f)1.n.

SECTION 9:
Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes a forecast of the valuation increases expected within the District, the associated tax increment collections, a summary of how Project Costs would be financed, and a projected cash flow demonstrating that the District is economically feasible.

Key Assumptions

The Plan assumes that over a ten-year period a total of 562,500 sq. ft. of manufacturing property will be constructed within the District with initial land and improvements value of approximately $42.19 million. Due to the depreciating nature of manufacturing property, the Plan assumes property values will decline by 2% annually, resulting in total incremental value of $30.86 million at the end of the twenty-year life of the District. Estimated valuations and timing for construction of the Project are included in Table 1. Assuming the City's current equalized TID Interim tax rate of $19.08 per thousand of equalized value, the Project would generate $11,394,550 in incremental tax revenue over the 20-year term of the District as shown in Table 2.

City of Cedarburg

Tax Increment District #6

Development Assumptions

Construction Year		Industrial Development		Projected Value			Annual Total	Construction Year	
		Sq. Ft.	Acres	Est. Value	Per Sq. Ft.	Per Acre			
1	2021							2021	1
2	2022	250,000	15.00	18,750,000	$75	937,500	18,750,000	2022	2
3	2023						0	2023	3
4	2024	125,000	10.00	9,375,000	$75	937,500	9,375,000	2024	4
5	2025						0	2025	5
6	2026	62,500	5.00	4,687,500	$75	937,500	4,687,500	2026	6
7	2027						0	2027	7
8	2028	62,500	5.00	4,687,500	$75	937,500	4,687,500	2028	8
9	2029						0	2029	9
10	2030	62,500	5.00	4,687,500	$75	937,500	4,687,500	2030	10
11	2031						0	2031	11
12	2032						0	2032	12
13	2033						0	2033	13
14	2034						0	2034	14
15	2035						0	2035	15
16	2036						0	2036	16
17	2037						0	2037	17
18	2038						0	2038	18
19	2039						0	2039	19
20	2040						0	2040	20
	Totals		**40**	**42,187,500**			**42,187,500**		

Table 1 – Development Assumptions

City of Cedarburg

Tax Increment District #6

Tax Increment Projection Worksheet

Type of District	Industrial	
District Creation Date	October 1, 2020	
Valuation Date	Jan 1,	2021
Max Life (Years)	20	
Expenditure Period/Termination	15	10/1/2035
Revenue Periods/Final Year	20	2042
Extension Eligibility/Years	Yes	3
Recipient District	No	

Base Value	0
Appreciation Factor	-2.00%
Base Tax Rate	19.08
Rate Adjustment Factor	

	Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate[1]	Tax Increment
1	2021	0	2022	0	0	2023	$19.08	**0**
2	2022	18,750,000	2023	0	18,750,000	2024	$19.08	**357,742**
3	2023	0	2024	-375,000	18,375,000	2025	$19.08	**350,587**
4	2024	9,375,000	2025	-367,500	27,382,500	2026	$19.08	**522,447**
5	2025	0	2026	-547,650	26,834,850	2027	$19.08	**511,998**
6	2026	4,687,500	2027	-536,697	30,985,653	2028	$19.08	**591,193**
7	2027	0	2028	-619,713	30,365,940	2029	$19.08	**579,369**
8	2028	4,687,500	2029	-607,319	34,446,121	2030	$19.08	**657,218**
9	2029	0	2030	-688,922	33,757,199	2031	$19.08	**644,073**
10	2030	4,687,500	2031	-675,144	37,769,555	2032	$19.08	**720,627**
11	2031	0	2032	-755,391	37,014,164	2033	$19.08	**706,215**
12	2032	0	2033	-740,283	36,273,880	2034	$19.08	**692,091**
13	2033	0	2034	-725,478	35,548,403	2035	$19.08	**678,249**
14	2034	0	2035	-710,968	34,837,435	2036	$19.08	**664,684**
15	2035	0	2036	-696,749	34,140,686	2037	$19.08	**651,390**
16	2036	0	2037	-682,814	33,457,872	2038	$19.08	**638,362**
17	2037	0	2038	-669,157	32,788,715	2039	$19.08	**625,595**
18	2038	0	2039	-655,774	32,132,941	2040	$19.08	**613,083**
19	2039	0	2040	-642,659	31,490,282	2041	$19.08	**600,821**
20	2040	0	2041	-629,806	30,860,476	2042	$19.08	**588,805**
	Totals	**42,187,500**		**-11,327,024**			**Future Value of Increment**	**11,394,550**

Notes:

[1]Rate shown is actual rate for 2019/20 per DOR Form PC-202 (Tax Increment Collection Worksheet).

Table 2 – Tax Increment Projection Worksheet

Financing and Implementation

The City expects to finance the cost of required public improvements with General Obligation debt. At the end of 2019, the City had $18,524,050 in outstanding General Obligation debt principal, which was 25.85% of its limit. The City has $53.14 million in remaining debt capacity; therefore, it can finance the public improvements in this manner.

Given that tax increments will be generated no sooner than the 2023 budget year, and more likely the 2024 budget year, the City expects to capitalize the first 36 months of interest due on the debt. Once the funds borrowed to pay interest are expended, the City will pay debt service from land sale revenue and tax increments collected.

The Project is expected to create a total of 49 developable acres. Of that total, the City expects to provide 15 acres at no cost to a prospective tenant as an incentive to build facilities within the Project. Of the remaining 34 acres, the City anticipates selling 25 acres at an average price of $75,000 per acre during the first ten years of the District's life. No assumptions are made as to the timing of sale or development of the final nine acres. Should tax increment or land sale revenue be insufficient to pay debt service, the City would be obligated to levy a tax to pay the full amount due, or to appropriate other funds for the payment.

Based on the Project Cost expenditures as included within the cash flow exhibit **(Table 3)**, the District is projected to accumulate enough funds by the year 2041 to pay off all Project cost liabilities and obligations. The projected closure is based on the various assumptions noted in this Plan and will vary dependent on actual Project Costs incurred and the actual amount of tax increments collected.

City of Cedarburg

Tax Increment District #6

Cash Flow Projection

Year	Projected Revenues					Expenditures							Balances			Year
	Tax Increments	Interest Earnings/ (Cost)[1]	Proceeds of Long Term Debt	Land Sales[2]	**Total Revenues**	Dated Date: Principal (3/1)	G.O. Bond 9,410,000 03/01/21 Est. Rate	Interest	Public Infrastructure	Finance Related Expense[3]	Admin.	**Total Expenditures**	Annual	Cumulative	Principal Outstanding	
2021			9,410,000	0	**9,410,000**			164,675	8,218,272	200,975	25,000	**8,608,922**	801,078	801,078	9,410,000	2021
2022		8,011		0	**8,011**			329,350			5,000	**334,350**	(326,339)	474,738	9,410,000	2022
2023	0	4,747		750,000	**754,747**			329,350			5,150	**334,500**	420,247	894,986	9,410,000	2023
2024	357,742	8,950		0	**366,692**			329,350			5,305	**334,655**	32,038	927,023	9,410,000	2024
2025	350,587	9,270		375,000	**734,858**	415,000	3.500%	322,088			5,464	**742,551**	(7,694)	919,330	8,995,000	2025
2026	522,447	9,193		0	**531,640**	425,000	3.500%	307,388			5,628	**738,015**	(206,375)	712,955	8,570,000	2026
2027	511,998	7,130		375,000	**894,127**	440,000	3.500%	292,250			5,796	**738,046**	156,081	869,036	8,130,000	2027
2028	591,193	8,690		0	**599,884**	460,000	3.500%	276,500			5,970	**742,470**	(142,587)	726,449	7,670,000	2028
2029	579,369	7,264		375,000	**961,634**	475,000	3.500%	260,138			6,149	**741,287**	220,347	946,796	7,195,000	2029
2030	657,218	9,468		0	**666,686**	490,000	3.500%	243,250			6,334	**739,584**	(72,898)	873,898	6,705,000	2030
2031	644,073	8,739		0	**652,812**	510,000	3.500%	225,750			6,524	**742,274**	(89,462)	784,436	6,195,000	2031
2032	720,627	7,844		0	**728,472**	525,000	3.500%	207,638			6,720	**739,357**	(10,885)	773,551	5,670,000	2032
2033	706,215	7,736		0	**713,950**	545,000	3.500%	188,913			6,921	**740,834**	(26,883)	746,668	5,125,000	2033
2034	692,091	7,467		0	**699,557**	565,000	3.500%	169,488			7,129	**741,616**	(42,059)	704,609	4,560,000	2034
2035	678,249	7,046		0	**685,295**	585,000	3.500%	149,363			7,343	**741,705**	(56,410)	648,198	3,975,000	2035
2036	664,684	6,482		0	**671,166**	605,000	3.500%	128,538			7,563	**741,100**	(69,935)	578,264	3,370,000	2036
2037	651,390	5,783		0	**657,173**	630,000	3.500%	106,925			7,790	**744,715**	(87,542)	490,721	2,740,000	2037
2038	638,362	4,907		0	**643,269**	650,000	3.500%	84,525			8,024	**742,549**	(99,279)	391,442	2,090,000	2038
2039	625,595	3,914		0	**629,509**	675,000	3.500%	61,338			8,264	**744,602**	(115,092)	276,350	1,415,000	2039
2040	613,083	2,764		0	**615,847**	695,000	3.500%	37,363			8,512	**740,875**	(125,028)	151,322	720,000	2040
2041	600,821	1,513		0	**602,335**	720,000	3.500%	12,600			8,768	**741,368**	(139,033)	**12,289**	**0**	**2041**
2042	588,805	123		0	**588,928**						15,000	**15,000**	573,928	586,217	0	2042
Total	**11,394,550**	**137,041**	**9,410,000**	**1,875,000**	**22,816,592**	**9,410,000**		**4,226,775**	**8,218,272**	**200,975**	**174,352**	**22,230,374**				**Total**

Notes:

[1]Assumes interest earnings of 1% on special revenue fund cash balances, and 1% interest charged on any advances received.

[2]Assumes sale proceeds from 25.0 acres of City owned land at $75,000/ acre.

[3]Includes underwriting discount, bond and disclosure counsel, rating fee and municipal advisor fee.

Projected TID Closure

Table 3 – Cash Flow

SECTION 10:
Annexed Property

A tax incremental district cannot include annexed territory unless at least three years have elapsed since the annexation, or certain other requirements are met. None of the property within the proposed District boundary was annexed during the past three years.

SECTION 11:
Estimate of Property to Be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the City estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 12:
Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and City Ordinances

Zoning Ordinances
The proposed Plan is in general conformance with the City's current zoning ordinances. Individual properties may require rezoning at the time of development. Land within the District zoned industrial at the time of District creation will remain in a zoning classification suitable for industrial sites for the life of the District.

Master (Comprehensive) Plan and Map
The proposed Plan is in general conformance with the City's Comprehensive Plan identifying the area as appropriate for industrial development.

Building Codes and Ordinances
Development within the District will be required to conform to State Building Codes and will be subject to the City and State permitting and inspection procedures. The proposed Plan conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 13:
Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 14:
How Creation of the Tax Incremental District Promotes the Orderly Development of the City

Creation of the District and the implementation of the projects in its Plan will promote the orderly development of the City by creating new industrial sites, providing necessary public infrastructure improvements and providing appropriate financial incentives for private development projects. Through use of tax increment financing, the City can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the Projects will be compatible with adjacent land uses. Development of new uses in the District will add to the tax base and will generate positive secondary impacts in the community such as creation or retention of jobs, increased demand for goods and services, and increased collections of income, payroll and sales taxes benefitting the local area, region and state.

SECTION 15:
List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. Examples of non-project costs are:

- A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.

- A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.

- Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

No improvements to be made within the District will benefit property outside the District. Furthermore, there will be no improvements made outside the District that will only partially benefit the District.

SECTION 16:
Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f)

Legal Opinion Found on Following Page.

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IN MEMORIAM
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Donald P. O'Meara

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May 6, 2020

Mr. Todd Taves
Executive Vice President/Financial Advisor
Ehlers & Associates, Inc.
375 Bishops Way, Suite 225
Brookfield, Wisconsin 53005-6202

Re: Tax Incremental District No. 6 Project Plan – City of Cedarburg

Dear Mr. Taves:

At your direction, I have reviewed the Tax Incremental District No. 6 Project Plan. As you know, my review of the Plan is required by Section 66.1105(4)(f), Wis. Stats. This Section requires that a project plan for a tax incremental district include the following information:

1. A statement listing the kind, number and location of all proposed public works or improvements within the district;

2. An economic feasibility study;

3. A detailed list of estimated project costs;

4. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;

5. A map showing the existing uses and conditions of real property in the district;

6. A map showing proposed improvements and uses in the district;

7. Any proposed changes of zoning ordinances, master plan, if any, map, building codes and city ordinances;

8. A list of estimated non-project costs;

9. A statement of the proposed method for relocation of any persons to be displaced; and

10. The plan should further indicate how creation of the tax incremental district promotes the orderly development of the City.

HOUSEMAN & FEIND, LLP

May 6, 2020
Page 2

My review of the Tax Incremental District No. 6 Project Plan indicates that it is complete and complies the requirements of Section 66.1105(f), as identified above. Each of the itemized elements set forth above can be found in the Plan.

Should you have any further questions or concerns with regard to this matter, or this opinion, please do not hesitate to contact me.

Very truly yours,

HOUSEMAN & FEIND, LLP

Michael P. Herbrand
City Attorney

MPH:csp
cc: Mr. Mikko Hilvo, City Administrator
Ms. Amy Kletzien, Deputy City Clerk

SECTION 17:
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4.

Estimated Portion of Taxes that Owners of Taxable Property in Each Taxing Jurisdiction Overlaying District Would pay by Jurisdiction

DOR Form PC-202	2019/20	Percentage
Ozaukee County	8,138	8.92%
City of Cedarburg	34,345	37.64%
Cedarburg School District	43,099	47.24%
MATC	5,657	6.20%
Total	**91,239**	

Revenue Year	Ozaukee County	City of Cedarburg	Cedarburg School District	MATC	Total	Revenue Year
2023	0	0	0	0	0	2023
2024	31,907	134,663	168,989	22,182	357,742	2024
2025	31,269	131,970	165,609	21,739	350,587	2025
2026	46,598	196,663	246,791	32,395	522,447	2026
2027	45,666	192,729	241,855	31,747	511,998	2027
2028	52,729	222,541	279,265	36,658	591,193	2028
2029	51,675	218,090	273,680	35,925	579,369	2029
2030	58,618	247,394	310,454	40,752	657,218	2030
2031	57,446	242,446	304,245	39,937	644,073	2031
2032	64,274	271,263	340,407	44,684	720,627	2032
2033	62,988	265,838	333,599	43,790	706,215	2033
2034	61,728	260,521	326,927	42,914	692,091	2034
2035	60,494	255,310	320,388	42,056	678,249	2035
2036	59,284	250,204	313,981	41,215	664,684	2036
2037	58,098	245,200	307,701	40,391	651,390	2037
2038	56,936	240,296	301,547	39,583	638,362	2038
2039	55,798	235,490	295,516	38,791	625,595	2039
2040	54,682	230,780	289,606	38,015	613,083	2040
2041	53,588	226,165	283,814	37,255	600,821	2041
2042	52,516	221,642	278,137	36,510	588,805	2042
Totals	**1,016,294**	**4,289,205**	**5,382,511**	**706,541**	**11,394,550**	

CITY OF CEDARBURG

MEETING DATE: May 11, 2020 **ITEM NO:** 9.B.

TITLE: Consider 2019 Compliance Maintenance Annual Report (CMAR) for the Cedarburg Water Recycling Center and Resolution No. 2020-11 accepting the Report; and action thereon

ISSUE SUMMARY: The CMAR is a DNR summary report used to determine the effectiveness of the sewerage system to meet DNR permit limits and to indicate areas of the system that may need improvement. In 2019, no points were deducted from any categories in the report. No action for improvement in the system is needed.

STAFF RECOMMENDATION: Acceptance of the 2019 CMAR and adoption of Resolution No. 2020-11.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission will meet on May 14, 2020 and review the CMAR summary and asked to move it to the City Council for action.

BUDGETARY IMPACT: None

ATTACHMENTS: Resolution No. 2020-11
2019 Compliance Maintenance Annual Report Summary
(Complete Report is available in the City Clerk's Office.)

INITIATED/REQUESTED BY: Eric Hackert, CWRC Superintendent

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

CITY OF CEDARBURG
RESOLUTION NO. 2020-11

2019 Compliance Maintenance Annual Report – Wastewater Treatment Facility

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

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

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

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

Passed and adopted this 11th day of May, 2020.

_____
Michael J. O'Keefe, Mayor

Attest:

_____
Amy D. Kletzien, Deputy City Clerk

Approved as to form:

_____
Michael P. Herbrand, City Attorney

2019
Compliance Maintenance Annual Report

Facility Name:	Cedarburg Water Recycling Center
Permit Number:	WI-0020222-08-0
Address:	Cedarburg Water Recycling Center W54 N370 Park Lane Cedarburg, WI 53012
County:	Ozaukee
Current Population Served:	11,530
Person Completing the Form:	Eric Hackert
Title:	Superintendent
Date Completed:	May 5,2020

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.9240	x	168	x	8.34	=	2,691
February	2.3166	x	138	x	8.34	=	2,664
March	2.8036	x	129	x	8.34	=	3,012
April	2.8129	x	135	x	8.34	=	3,169
May	2.7481	x	112	x	8.34	=	2,559
June	2.0298	x	151	x	8.34	=	2,551
July	1.8016	x	166	x	8.34	=	2,501
August	1.5479	x	170	x	8.34	=	2,197
September	1.6203	x	169	x	8.34	=	2,280
October	2.5391	x	131	x	8.34	=	2,782
November	2.3199	x	118	x	8.34	=	2,273
December	2.3522	x	106	x	8.34	=	2,070

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

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

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

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					**0**

0

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

3. Flow Meter

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

● Yes Enter last calibration date (MM/DD/YYYY)

2019-02-19

○ No

If No, please explain:

4. Sewer Use Ordinance

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

● Yes

○ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

○ Yes

● No

If Yes, please explain:

5. Septage Receiving

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

Septic Tanks	Holding Tanks	Grease Traps
● Yes	● Yes	○ Yes
○ No	○ No	● No

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

Septic Tanks

● Yes 8050 gallons

○ No

Holding Tanks

● Yes 6053700 gallons

○ No

Grease Traps

○ Yes 0 gallons

● No

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

Plant performance was slightly enhanced with increase in influent BOD.

6. Pretreatment

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

○ Yes

● No

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

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

o Yes

● No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

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

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

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

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	15	13.5	4	1	0	0
February	15	13.5	3	1	0	0
March	15	13.5	3	1	0	0
April	15	13.5	3	1	0	0
May	10	10	3	1	0	0
June	10	10	3	1	0	0
July	10	10	2	1	0	0
August	10	10	1	1	0	0
September	10	10	0	1	0	0
October	10	10	1	1	0	0
November	15	13.5	2	1	0	0
December	15	13.5	2	1	0	0
* Equals limit if limit is <= 10						
Months of discharge/yr				12		
Points per each exceedance with 12 months of discharge					7	3
Exceedances					0	0
Points					0	0
Total number of points						**0**

0

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

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

2. Flow Meter Calibration

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

● Yes Enter last calibration date (MM/DD/YYYY) 2019-02-19

○ No

If No, please explain:

3. Treatment Problems

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

N/A

4. Other Monitoring and Limits

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

○ Yes

● No

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

- ○ Yes
- ● No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

- ○ Yes
- ○ No
- ● N/A

Please explain unless not applicable:

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

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

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

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	15	13.5	3	1	0	0
February	15	13.5	3	1	0	0
March	15	13.5	3	1	0	0
April	15	13.5	3	1	0	0
May	15	13.5	3	1	0	0
June	15	13.5	2	1	0	0
July	15	13.5	2	1	0	0
August	15	13.5	1	1	0	0
September	15	13.5	1	1	0	0
October	15	13.5	2	1	0	0
November	15	13.5	3	1	0	0
December	15	13.5	2	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					**7**	**3**
Exceedances					0	0
Points					0	0
Total Number of Points						**0**

0

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

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

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

N/A

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

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

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

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	6.4		.01744444	0					
February	6.4		.025875	0					
March	6.4		.02976470	6 0					
April	4		.02172222	2 0					
May	3.3		.01829418	0					
June	3.3		.02082352	9 0					
July	3.3		.02073684	2 0					
August	3.3		.022625	0					
September	3.3		.0245	0					
October	5.7		.08727777	8 0					
November	6.4		.0184375	0					
December	6.4		.01673684	2 0					

Points per each exceedance of Monthly average:	10
Exceedances, Monthly:	0
Points:	0
Points per each exceedance of weekly average (when there is no monthly average):	2.5
Exceedances, Weekly:	0
Points:	0
Total Number of Points	**0**

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

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

0

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

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

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

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	.8	0.194	1	0
February	.8	0.262	1	0
March	.8	0.152	1	0
April	.8	0.206	1	0
May	.8	0.335	1	0
June	.8	0.191	1	0
July	.8	0.317	1	0
August	.8	0.341	1	0
September	.8	0.315	1	0
October	.8	0.334	1	0
November	.8	0.237	1	0
December	.8	0.168	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				**10**
Exceedances				0
Total Number of Points				**0**

0

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

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

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

N/A

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

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Biosolids Quality and Management

1. Biosolids Use/Disposal

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

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

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

1.1.1 If you checked Other, please describe:

N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

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

Outfall No. 002 - AEROBIC LIQUID SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	6.1			<3.1			4.6			<5.7				0	0
Cadmium		39	85	<.36			.61			.79			.96				0	0
Copper		1500	4300	846			805			819			1120				0	0
Lead		300	840	12			10.7			12.5			20.3				0	0
Mercury		17	57	.62			.46			<.19			.79				0	0
Molybdenum	60		75	6.5			6.5			6.7			10.9			0		0
Nickel	336		420	25.9			23			37.[illegible]			45.3			0		0
Selenium	80		100	6.2			<3.9			4.8			10.1			0		0
Zinc		2800	7500	308			290			366			699				0	0

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

Exceedence Points

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

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

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

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

Exceedence Points

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

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- ○ Yes (20 Points)
- ● No (0 Points)

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

N/A

0

4. Pathogen Control (per outfall):

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

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 03/31/2019
Density:	406,091
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 03/31/2019
Density:	578,022
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 03/31/2019
Density:	477,835
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 03/31/2019
Density:	417,386
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 03/31/2019
Density:	290,867
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 03/31/2019
Density:	194,585
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 03/31/2019
Density:	512,821
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	143,566
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	357,357
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	478,723
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	270,506
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	244,200
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	350,116
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	263,966
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	172,987
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

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Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	228,175
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	105,013
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	35,948
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	169,661
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

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Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	96,339
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	124,579
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	143,257
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	196,906
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

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Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	113,960
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	111,810
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	228,551
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	179,434
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	246,133
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

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

- o Yes (40 Points)
- ● No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

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

Outfall Number:	**002**
Method Date:	12/31/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	**002**
Method Date:	03/31/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	**002**
Method Date:	06/30/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	**002**
Method Date:	06/30/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	**002**
Method Date:	09/30/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	**002**
Method Date:	12/31/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	**002**
Method Date:	12/31/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

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

- ○ Yes (40 Points)
- ● No

If yes, what action was taken?

0

6. Biosolids Storage

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

- ● >= 180 days (0 Points)
- ○ 150 - 179 days (10 Points)
- ○ 120 - 149 days (20 Points)
- ○ 90 - 119 days (30 Points)
- ○ < 90 days (40 Points)
- ○ N/A (0 Points)

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

	0
7. Issues 7.1 Describe any outstanding biosolids issues with treatment, use or overall management:	

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

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Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing

1.1 Was your wastewater treatment plant adequately staffed last year?

- ● Yes
- ○ No

If No, please explain:

Could use more help/staff for:

N/A

1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?

- ● Yes
- ○ No

If No, please explain:

2. Preventative Maintenance

2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?

- ● Yes (Continue with question 2) ☐☐
- ○ No (40 points)☐☐

If No, please explain, then go to question 3:

2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?

- ● Yes
- ○ No (10 points)

2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?

- ● Yes
  - ○ Paper file system
  - ○ Computer system
  - ● Both paper and computer system
- ○ No (10 points)

0

3. O&M Manual

3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?

- ● Yes
- ○ No

4. Overall Maintenance /Repairs

4.1 Rate the overall maintenance of your wastewater plant.

- ● Excellent
- ○ Very good
- ○ Good
- ○ Fair
- ○ Poor

Describe your rating:

The Treatment plant continues operate efficiently, but is showing signs of age.

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

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Operator Certification and Education

1. Operator-In-Charge

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

- ● Yes (0 points)
- ○ No (20 points)

Name: ERIC HACKERT

Certification No: 10352

0

2. Certification Requirements

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

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

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)

- ● Yes (0 points)
- ○ No (20 points)

0

3. Succession Planning

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

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

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

0

4. Continuing Education Credits

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: ○ Averaging 6 or more CECs per year. ○ Averaging less than 6 CECs per year. Advanced Certification: ● Averaging 8 or more CECs per year. ○ Averaging less than 8 CECs per year.	

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

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Financial Management

1. Provider of Financial Information

Name: Christy Mertes, City Administrator/Treasurer

Telephone: 262 375-7606 (XXX) XXX-XXXX

E-Mail Address (optional): cmertes@ci.cedarburg.wi.us

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ● Yes (0 points) ☐☐
- ○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2019

- ● 0-2 years ago (0 points) ☐☐
- ○ 3 or more years ago (20 points)☐☐
- ○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ● Yes (0 points)
- ○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2019

- ● 1-2 years ago (0 points)☐☐
- ○ 3 or more years ago (20 points)☐☐
- ○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR		$ 2,173,236.50
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		$ 0.00
3.2.3 Adjusted January 1st Beginning Balance		$ 2,173,236.50
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	$ 280,865.59

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - $ 252,523.23

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year $ 2,201,578.86

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

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

Replaced bar screen. Replaced Highland Lift Station. Replaced Truck #62. Replaced sludge/scum pumps. Rebuilt Clarifier #1 and #2 drives.

3.3 What amount should be in your Replacement Fund? $ 2,201,578.86

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

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

- ● Yes
- ○ No

If No, please explain.

4. Future Planning

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

- ● Yes - If Yes, please provide major project information, if not already listed below.☐☐
- ○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	St. John Ave will have 1444 ft of sewer replaced and 2 manholes.	190000	2024
2	Highland Drive will have 2135 ft of forcemain and sewer replaced and upsized and 7 manholes will be replaced.	375000	2021
3	Sunnyside - Edgewater to Highland	500000	2022
4	Hilgen/Jackson - Washington to Spring	500000	2022
5	Sommerset Road Pioneer to Wirth	165000	2022
6	Replace sanitary on Park Circle.	150000	2020
7	Replace sanitary on Arbor Drive.	120000	2020
8	Rerouting new sanitary line from Farmstead Restaurant from Washington Ave. to Cardinal Lane.	40000	2020
9	Replace UV Bulbs on Bank "B".	10000	2020
10	Replace UV Bulbs Bank "A".	10000	2021
11	Replace check valves at Garfield Lift Station.	20000	2020

5. Financial Management General Comments

Increased User fee for 2020 to replenish our collection and equipment replacement funds.

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

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

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 11

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	24,890	50
February	24,712	78
March	26,680	71
April	24,511	29
May	23,661	16
June	21,307	33
July	20,021	12
August	17,108	7
September	17,220	18
October	19,552	11
November	23,608	8
December	27,948	42
Total	**271,218**	**375**
Average	**22,602**	**31**

6.1.2 Comments:

None.

6.2 Energy Related Processes and Equipment

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

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

6.2.2 Comments:

None.

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

- ● No
- ○ Yes

Year:

By Whom:

Describe and Comment:

6.4 Future Energy Related Equipment

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

Rebuilt Highland Left station with energy efficient pumps, and new VFD drives.

7. Treatment Facility

7.1 Energy Usage

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

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	95,939	59.64	1,609	83.42	1,150	957
February	84,307	64.86	1,300	74.59	1,130	1,091
March	96,119	86.91	1,106	93.37	1,029	1,032
April	96,915	84.39	1,148	95.07	1,019	635
May	104,846	85.19	1,231	79.33	1,322	335
June	96,707	60.89	1,588	76.53	1,264	15
July	103,078	55.85	1,846	77.53	1,330	0
August	100,439	47.98	2,093	68.11	1,475	0
September	96,688	48.61	1,989	68.40	1,414	0
October	94,849	78.71	1,205	86.24	1,100	0
November	95,159	69.60	1,367	68.19	1,395	257
December	99,013	72.92	1,358	64.17	1,543	765
Total	**1,164,059**	**815.55**		**934.95**		**5,087**
Average	**97,005**	**67.96**	**1,487**	**77.91**	**1,264**	**636**

7.1.2 Comments:

None.

7.2 Energy Related Processes and Equipment

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

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

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

7.2.2 Comments:

None.

7.3 Future Energy Related Equipment

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

Evaluating replacement of our three (3) RAS/WAS pumps.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

● No
○ Yes

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

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

9. Energy Efficiency Study

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

○ No
● Yes

☒ Entire facility

Year: 2017

By Whom: Focus on Energy

Describe and Comment:

None.

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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

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Sanitary Sewer Collection Systems

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

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

- ● Yes
- ○ No

If No, explain:

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

- ● Yes
- ○ No (30 points)
- ○ N/A

If No or N/A, explain:

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

☒ Goals [NR 210.23 (4)(a)]

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

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

Did you accomplish them?

- ● Yes
- ○ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)]☐☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

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

Cedarburg Sewer Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2019-11-14

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

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

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

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

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]☐☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]☐☐ **0**

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]☐☐

☒ Special Studies Last Year (check only those that apply):

- ☒ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Managment Plan (SECAP)
- ☒ Lift Station Evaluation Report
- ☐ Others:

2. Operation and Maintenance

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

Cleaning	50.5	% of system/year
Root removal	.8	% of system/year
Flow monitoring	10	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	4	% of system/year
Manhole inspections	50	% of system/year
Lift station O&M	52	# per L.S./year
Manhole rehabilitation	5	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed

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Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services
River or water crossings	0	% of pipe crossings evaluated or maintained

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

None.

3. Performance Indicators

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

38.7	Total actual amount of precipitation last year in inches
3.2	Annual average precipitation (for your location)
59	Miles of sanitary sewer
11	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
10	Number of complaints
2.228	Average daily flow in MGD (if available)
2.8132	Peak monthly flow in MGD (if available)
.003902	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.17	Complaints (number/sewer mile)
1.3	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

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

5. Infiltration / Inflow (I/I)

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

- ○ Yes
- ● No

If Yes, please describe:

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

- ○ Yes
- ● No

If Yes, please describe:

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

Continue to monitor flow, and replace infrastructure as needed.

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

Annually replace and repair sewer mainline and manholes as needed. We are continuing to do small mainline and manhole repairs in-house. Do small relining projects.

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

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Grading Summary

WPDES No: 0020222

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

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

Compliance Maintenance Annual Report

Cedarburg Wastewater Treatment Facility

Last Updated: 5/4/2020 Reporting For: **2019**

Resolution or Owner's Statement

Name of Governing Body or Owner:

Date of Resolution or Action Taken:

Resolution Number:

Date of Submittal:

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

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. = 4.00

CITY OF CEDARBURG

MEETING DATE: May 11, 2020 **ITEM NO:** 9. C.

TITLE: Consider award of contract for the 2020 sidewalk mud-jacking program; and action thereon.

ISSUE SUMMARY: Part of this years' sidewalk program involves raising concrete sidewalk slabs that have settled but are otherwise in good shape. We have some areas primarily on Washington Avenue that need this type of repair, and thus a project was developed and bid out.

A total of four bids were received, with the low bid submitted by Concrete Raising Corporation out of New Berlin. CRC has successfully completed similar work for the City in the past. Their total bid based on estimated unit quantities was $14,070.

STAFF RECOMMENDATION: Staff recommends award of the 2020 concrete slab mud-jacking contract to Concrete Raising Corporation.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Public Works Commission meets May 14th and with only one Common Council meeting in May we did not want to wait another month.

BUDGETARY IMPACT: $30,000 was budgeted for sidewalk repairs in 2020, and just under half of that amount was expended on sidewalk sawing.

ATTACHMENTS: Bid tabulation

INITIATED/REQUESTED BY: Tom Wiza/Mike Wieser

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

City of Cedarburg

2020 Sidewalk Mudjacking Program

BID TAB

	Contractor	Total Base Bid
1	Concrete Raising Corporation	$ 14,070.00
2	Barth Mudjacking LLC	$ 15,725.00
3	Raise Rite Concrete Lifting, Inc	$ 18,500.00
4	Atlas Mudjacking LLC	$ 19,800.00

RELOCATION ORDER
OF THE CITY OF CEDARBURG

The City of Cedarburg, Ozaukee County, Wisconsin, by its City Council, as and for its Relocation Order pursuant to Section 32.05(1) Wis. Stats., hereby resolves as follows:

1. That this Resolution is a Relocation Order in accordance with Section 32.05(1), Wis. Stats., for the purpose of the public improvement project described herein and it shall also serve as a determination of necessity for that project in accordance with Section 32.07(2), Wis. Stats.; and

2. That the City of Cedarburg hereby determines that it is necessary and a public purpose to a extend public water and sewer utilities from, across and under Sheboygan Road/County Highway "I" westward to the eastern boundary of the parcel of land comprising approximately sixty (60) acres of land located on State Highway 60 and proposed to be used as a City Industrial Park, all to be located on the property described on **Exhibit A**, attached hereto and incorporated herein by reference ("Property"), and for purposes of and for the benefit of providing water and sewer service to areas of the City located to the west and south of the Property; and

3. That said public water and sewer extension and appurtenances described herein will be constructed and maintained within the area of the Property identified as the "40' Utility Easement" and "40' Temporary Construction Easement" as set forth on **Exhibit B**, attached hereto and incorporated herein by reference; and

4. That the legal descriptions of the 40' Utility Easement and 40' Temporary Construction Easement are contained in said **Exhibit B**, which is also incorporated herein by reference; and

5. That the City of Cedarburg will acquire an easement interest in the Permanent Access and Utility Easement from the present owners of the Property.

PASSED AND APPROVED this _____ day of _____, 2020.

_____
Michael O'Keefe, Mayor

ATTEST:

_____
Tracie Sette, Clerk

APPROVED AS TO FORM:

_____
Michael P. Herbrand, City Attorney

CERTIFICATION

I hereby certify that on this _____ day of _____, 2020, that the above-described Relocation Order was adopted by a vote of _____ ayes and _____ nays by the City Council for the City of Cedarburg, Wisconsin.

ATTEST:

_____
Tracie Sette, Clerk

APPROVED:

_____
Michael O'Keefe, Mayor

EXHIBIT A

LEGAL DESCRIPTION OF DORION RETTMANN REVOCABLE TRUST PROPERTY

DORION RETTMANN REVOCABLE TRUST PROPERTY

C/O ELSA DIPPMANN

LEGAL DESCRIPTION:

THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 22, TOWNSHIP 10 NORTH, RANGE 21 EAST, IN THE TOWN OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN,

EXCEPTING THEREFROM CERTIFIED SURVEY MAP NO. 1363 AS RECORDED IN VOLUME 7, PAGES 80-81, AS DOCUMENT NO. 329217 AT THE OZAUKEE COUNTY REGISTER OF DEEDS

ALSO EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE STATE OF WISCONSIN IN VOLUME 902, PAGE 855 AT THE OZAUKEE COUNTY REGISTER OF DEEDS, FOR PUBLIC ROAD PURPOSES.

EXHIBIT B

40’ UTILITY EASEMENT

AND

40’ TEMPORARY CONSTRUCTION EASEMENT

EXHIBIT

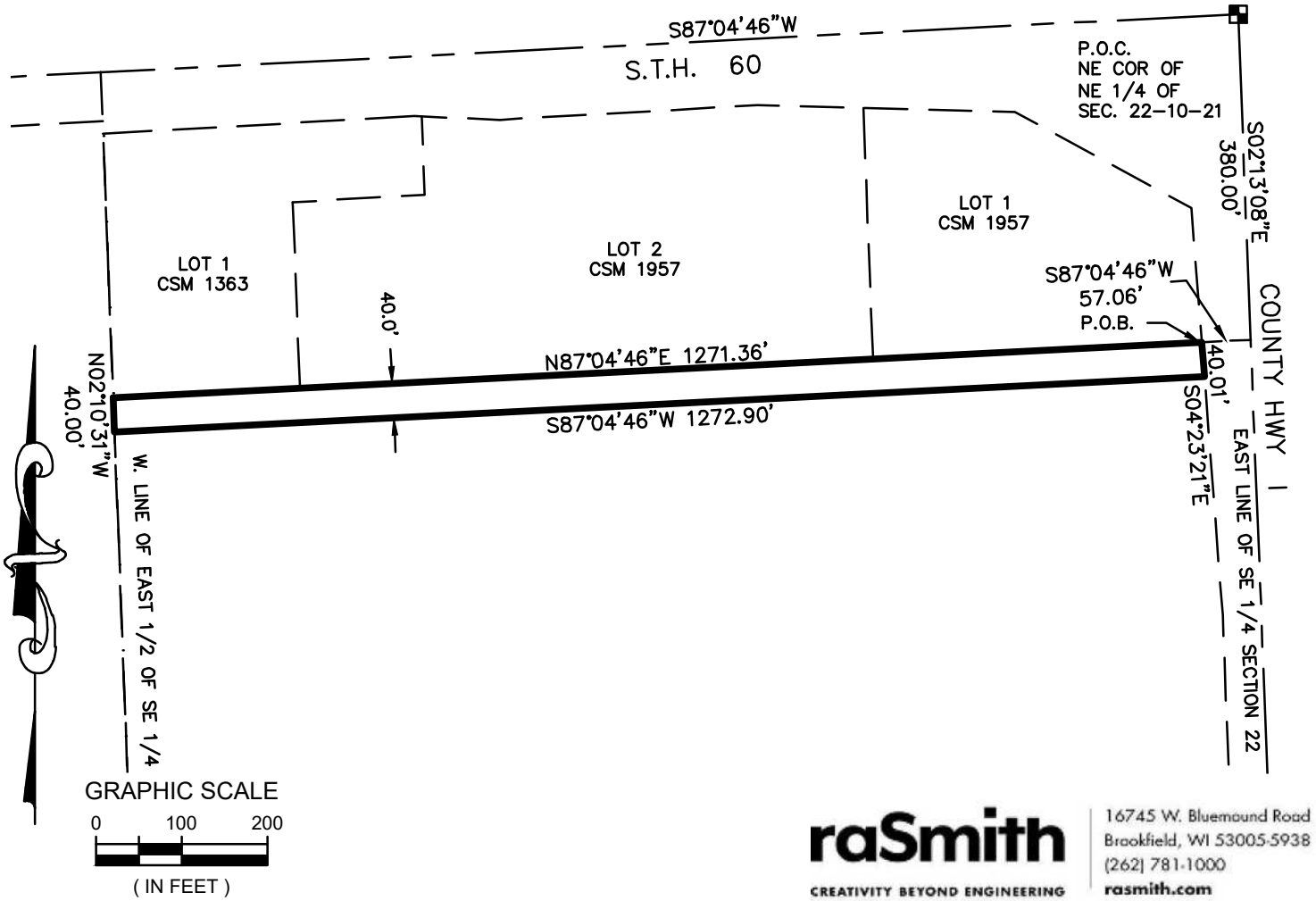
40' UTILITY EASEMENT

Part of the Northeast 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 21 East, in the Town of Cedarburg, Ozaukee County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of the Northeast 1/4 of said Section; thence South 02° 13' 08" East along the East line of said 1/4 Section a distance of 380.00 feet to a point in the extension of the South line of Certified Survey Map No. 1363 and 1957; thence South 87° 04' 46" West along said extension 57.06 feet to a point in the West line of County Trunk Highway I, said point also the point of beginning of lands to be described; thence South 04° 23' 21" East along said West line 40.01 feet to a point; thence South 87° 04' 46" West along a line which is 40.00 feet South of and parallel to the South line of Certified Survey Map 1957 and 1363 a distance of 1272.90 feet to a point in the West line of the East 1/2 of the Northeast 1/4 of said Section; thence North 02° 10' 31" West along said West line 40.00 feet to the Southwest corner of Lot 1 of Certified Survey Map No. 1363; thence North 87° 04' 46" East along said South line and the South line of Certified Survey Map No. 1957 a distance of 1271.36 feet to the point of beginning.

Said land contains 50,885 square feet.

May 5, 2020 Drawing No. 168106-RMK



raSmith
CREATIVITY BEYOND ENGINEERING

16745 W. Bluemound Road
Brookfield, WI 53005-5938
(262) 781-1000
rasmith.com

SHEET 1 OF 1

EXHIBIT

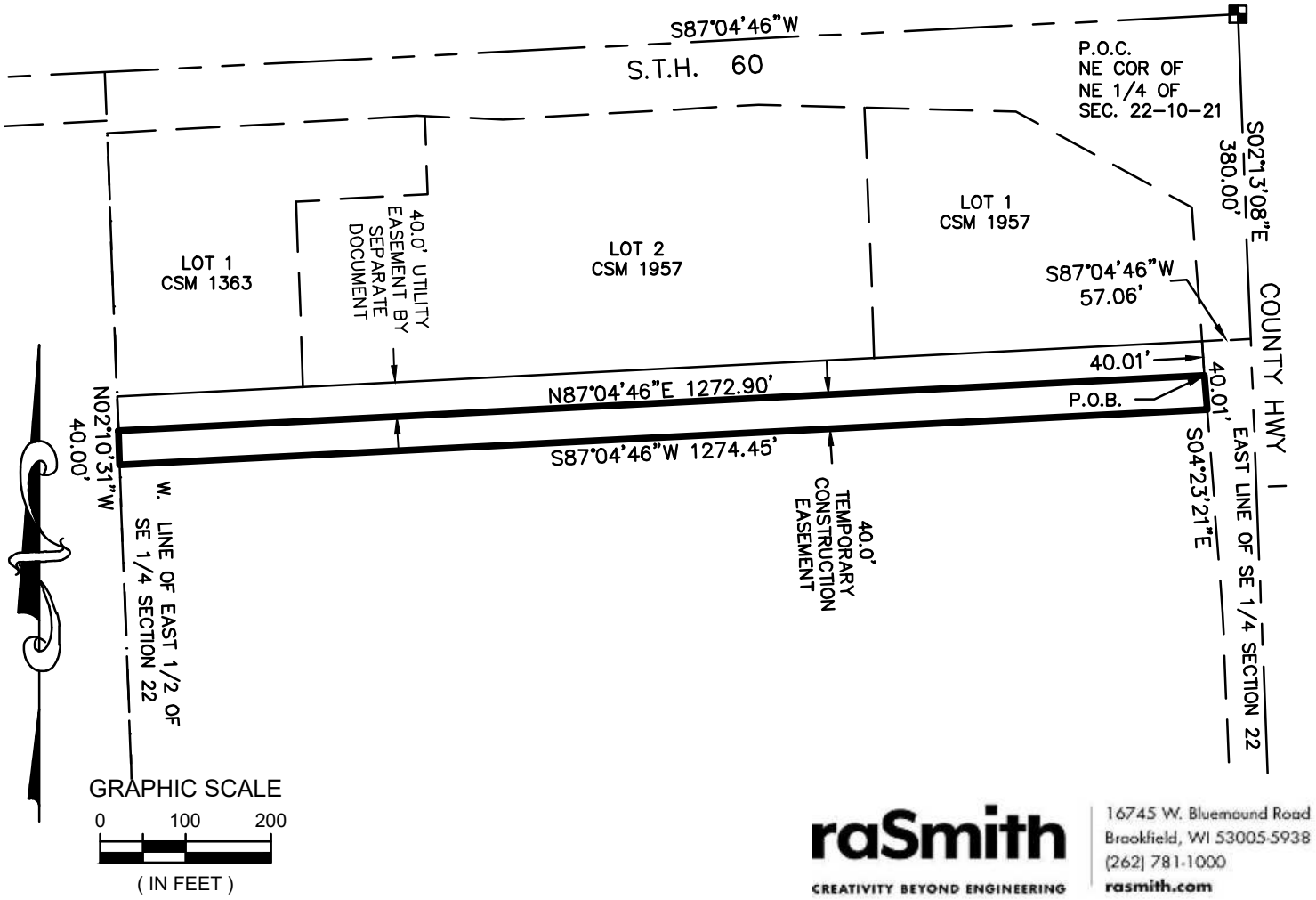
40' TEMPORARY CONSTRUCTION EASEMENT

Part of the Northeast 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 21 East, in the Town of Cedarburg, Ozaukee County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of the Northeast 1/4 of said Section; thence South 02° 13' 08" East along the East line of said 1/4 Section a distance of 380.00 feet to a point in the extension of the South line of Certified Survey Map No. 1363 and 1957; thence South 87° 04' 46" West along said extension 57.06 feet to a point in the West line of County Trunk Highway; thence South 04° 23' 21" East along said West line 40.01 feet to the point of beginning of lands to be described; thence continuing South 04° 23' 21" East along said West line 40.01 feet to a point; thence South 87° 04' 46" West along a line which is 80.00 feet South of and parallel to the South line of Certified Survey Map 1957 and 1363 a distance of 1274.45 feet to a point in the West line of the East 1/2 of the Northeast 1/4 of said Section; thence North 02° 10' 31" West along said West line 40.00 feet to a point which is 40.00 feet South of the South line of Certified Survey Map 1957 and 1363; thence North 87° 04' 46" East along a line which is 40.00 feet South of and parallel to the South line of Certified Survey Map 1957 and 1363 a distance of 1272.90 feet to the point of beginning.

Said land contains 50,885 square feet.

May 7, 2020 Drawing No. 168106-RMK



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Brookfield, WI 53005-5938
(262) 781-1000
rasmith.com

S:\5168106\dwg\ EX201A200.dwg \ TEMPORARY EASEMENT

CITY OF CEDARBURG

MEETING DATE: May 11, 2020 **ITEM NO:** 9. E.

TITLE: Consider proposal received from Single Source for easement appraisal services associated with the HWY 60 Business Park; and action thereon.

ISSUE SUMMARY: Staff has requested a proposal from Single Source to complete required property appraisals and eminent domain documentation required to obtain the necessary utility easements to serve the Hwy 60 business park. The City has worked with Single Source in the past, and they specialize in this area of practice.

STAFF RECOMMENDATION: Staff recommends retaining Single Source to assist with easement acquisition services.

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

BUDGETARY IMPACT: $4,750.00

ATTACHMENTS: Copy of Single Source E-mail proposal

INITIATED/REQUESTED BY: Tom Wiza/Mikko Hilvo/Dale Lythjohan

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

City of Cedarburg - Tom Wiza

From: Hartjes, Troy <Troy.Hartjes@raSmith.com>
Sent: Friday, May 8, 2020 4:35 AM
To: Michael Herbrand
Cc: Henrichs, Bill; City of Cedarburg - Tom Wiza
Subject: RE: Dippmann Property-Easement

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

Tom and Mike,
I hope that this will suffice, but I did get the following from Steve Boll at Single Source:

"Hi Troy;

Nice talking to you today. I will draft a contract between Single Source, Inc and the City later; after approval, but the fees shall be as follows;

1) Before and After appraisal; PLE and TLE: $3,400.
2) Acquisition, either by Deed or Award of damages: $1,350.

Assumptions; 1) City will provide exhibit or plat with accompanying legal description. 2) City will provide relocation order. 3) City will provide title policy for the affected property. 4) City will either provide a review appraiser or City Official to recommend approval of the appraisal report.

Thank you for thinking of Single Source, Inc.

Stay safe!

Steve Boll
Single Source, Inc
250 Bishops Way, Suite 102
Brookfield, Wisconsin 53005
262-789-8300 X3"

CITY OF CEDARBURG

MEETING DATE: May 11, 2020 **ITEM NO:** 9.F.

TITLE: Consider **e**ncouraging the Cedarburg Police Department to use reasonable discretion in enforcement of the Safer At Home directive; and action thereon; **Subject to Supreme Court decision.

ISSUE SUMMARY: The economic impact of COVID-19 on the City is devastating. Local businesses have been forced to cease many day-to-day business operations, creating difficulties in their ability to pay necessary bills. This creates problems for both the local businesses and their supply chain as a whole. Therefore, local businesses and industry are asking for the freedom to choose to open in a manner that would maintain their business while taking extreme safety precautions keeping their employees, customers and the residents of the City safe. Through the use of reasonable discretion by our police department in the enforcement of the Safer At Home Directive with the understanding that the local businesses follow Ozaukee County Health Department and CDC guidelines relating to physical distancing requirements and cleaning of their facilities the businesses would be given an opportunity to chose to open prior to the directive being lifted. The recommended date that the businesses could chose to open would be May 12th. The City is strongly advising all businesses which choose to open to review their options with their insurance carrier, business consultant, and any governing license oversight organizations for potential legal or financial liability.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: Cedarburg Business Reopening Plan, May 4th Blueprint for reopening Washington/Ozaukee Counties, Citizen Survey.

INITIATED/REQUESTED BY: Mayor O'Keefe & Council Member Arnett.

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

CITY OF CEDARBURG ENFORCEMENT DISCRETION PLAN

PURPOSE:

This plan does not suggest that any previously closed business should open or suggest that any resident should unwillingly leave their home during the Safer at Home Order imposed by the Governor.

If your business does not wish to open, please stay closed. If you feel uncomfortable patronizing a business, please stay at home.

The purpose of this plan is to explain the City Council's suggestion to the Cedarburg Police Department and City of Cedarburg staff regarding the enforcement of the Safer at Home Order regarding essential and nonessential businesses, public gatherings, and public parks and buildings. This plan is intended to serve as general guidance which allows residents and local businesses discretion to determine the safest method of addressing the COVID-19 pandemic moving forward. This is not an order to open any business.

WHY HAVE A PLAN:

Cedarburg's efforts in exercising social distancing and other sanitation practices have accomplished the goal of flattening the curve and slowing the spread of this virus, and it is now time to address the negative economic impact the closing of non-essential businesses has had on the community. Local businesses are struggling by being forced to stay closed. While some local restaurants are able to do some curbside and carry-out, many others are not able to offer these options. Local businesses and industry are asking for the freedom to choose to open in a manner which would maintain their business while taking extreme safety precautions keeping their employees, customers, and City residents safe. Hospitals in our area (Aurora-Grafton, Ascension St. Mary's Ozaukee-Mequon) are at less than half capacity, and operations have returned to near normal (beds, staff and PPE), patients are treated safely without hospitals resorting to crisis standards of care and both are planning for the return of non-essential procedures.

ECONOMIC IMPACT:

The economic impact on the City is devastating. Local businesses have been forced to cease many day-to-day business operations, creating difficulties in their ability to pay necessary bills.

Note: This is not an order to open any business. Any business may remain closed. If you or someone you are in close contact with is in a COVID-19 high risk group or you are symptomatic please stay home.

This creates problems for both the local business and their supply chain as a whole. Many businesses owners rely solely on this income for insurance and mortgage payments.

RECOMMENDATION:

The Cedarburg Police Department is duty bound to enforce all laws of the City and State of Wisconsin. The City's nuisance policy can be used to enforce Safer at Home at the local level. The Common Council is recommending the Police Department use reasonable discretion in addressing these violations and investigate all complaints. If enforcement action is warranted, the Police Department has the option to request criminal charges through the Ozaukee County District Attorney for prosecution. The Police Department may take local action to shut down businesses at their discretion. The City recommends to businesses that chose to go against the State issued Safer at Home Order and open, that they follow the directions of public health officials, including the Washington/Ozaukee Health Department, on the safest methods to reopen for business. Portions of the County's plan dated May 4, 2020 is attached below. The effective date of this recommendation would be May 12th to allow businesses to obtain materials and supplies to comply with this County Blueprint for Reopening for the safety of their staff and customers. **The City is strongly advising all businesses which choose to open to review their options with their insurance carrier, business consultant and any governing license oversight organizations for potential legal or financial liability.**

This plan will be reviewed weekly to address changes in the local environment in regards to its impact on the number of confirmed cases and impact on local healthcare systems.

LOCAL BUSINESSES/LARGE VENUES

(These recommendations are taken from the Washington/Ozaukee Public Health Department Blueprint for Reopening Ozaukee and Washington Counties dated May 4, 2020).

Secondary Actions Decisions about opening a business or event should be made with consideration of how difficult it is to trace contacts of a positive case. (The more difficult to trace, the more risk is involved.)

1. Large Businesses/Corporations/Manufacturing - Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC. - Consider special accommodations for personnel who are members of a vulnerable population.

2. Small Businesses (Bookstores, Florists, Garden Centers, etc.) - Limit the number of patrons in the store at one time. - Consider a daily log of individuals who enter. - Maintain physical distancing practices.

Note: This is not an order to open any business. Any business may remain closed. If you or someone you are in close contact with is in a COVID-19 high risk group or you are symptomatic please stay home.

3. Retail Stores - Limit the number of patrons in the store at one time. - Maintain physical distancing practices.

4. Bars, Restaurants and Coffee Shops – Bars, Restaurants and Coffee Shops will be allowed to continue the same level of service as currently allowed including curb-side pick-up and delivery. No earlier than 5/12/20 – Restaurants, Bars and Coffee Shops will be allowed to offer dine in seating under the current guidelines.

- No more than 8 people per table.
- Tables arranged so that patrons at a given table are at least 6 feet from patrons at any other table.
- Individuals seated at a bar should maintain 6-foot distance from each other.

5. Barbers, Hair, Nail Salons and Tattoo Parlors - Keep clients at least 6 feet from each other. - Practice physical distancing practices. All barbers/stylists need to have personal protective equipment on at all times of service including face mask, shields and gloves.

6. Large Venues (Theaters, Sporting Venues, Places of Worship, Museums) – Once the maximum occupancy order is lifted from the current 10, operate under physical distancing protocols not to exceed the current occupancy limit.

7. Similar considerations may need to be implemented in other sectors.

Other considerations include but are not limited to:

1. Maintaining social distance of six feet between people
2. Wearing of a mask to cover mouth and nose.
3. Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer
4. Covering coughs or sneezes (into sleeve or elbow, not hands)
5. Regularly cleaning high-touch surfaces
6. Not shaking hands
7. Following all other public health recommendations issued by Ozaukee County Health Department, Department of Health and Safety, and the U.S. Centers for Disease Control.

Note: This is not an order to open any business. Any business may remain closed. If you or someone you are in close contact with is in a COVID-19 high risk group or you are symptomatic please stay home.

WASHINGTON OZAUKEE
PUBLIC HEALTH DEPARTMENT

Kirsten Johnson, MPH, CPH, CHES
Health Officer/Director

Blueprint for Reopening Washington and Ozaukee Counties
May 4, 2020

The Blueprint was drafted prior to the Badger Bounce Back Plan and is intended to complement the Safer at Home Order. It is NOT intended to be implemented prior to the Safer at Home Order being lifted.

The American Enterprise Institution (AEI), a conservative public policy think tank, released a report co-written by former U.S. Food and Drug Administration commissioner Scott Gottlieb. The report outlines a four-phase "road map to reopening." This blueprint summarizes Phases I and II of AEI's approach as they pertain to reopening Washington and Ozaukee counties.

AEI's Approach

- **Phase I: Slow the Spread**
  - This is the current phase of response.
  - Distancing measures will need to be in place until
    - transmission has measurably slowed down, and
    - healthcare infrastructure is scaled up to safely manage the outbreak and care for the sick
- **Phase II: Reopen, State by State**
  - Individual states can move to Phase II when they can effectively diagnose, manage, and isolate all COVID-19 cases and their contacts
  - Some physical distancing measures and limitations on gatherings must remain in place to prevent transmission from accelerating again
- **Phase III: Establish Protection, Then Lift All Restrictions**
  - Physical distancing restrictions can be lifted when we have either
    - broad surveillance and effective medical treatments, or
    - a safe and effective vaccine
- **Phase IV: Rebuild Our Readiness for the Next Pandemic**
  - We must never again be unprepared to face a new infectious disease threat

Our Approach

Governor Tony Evers' "Safer at Home" order was put into place on March 25, and was extended until May 26th. The order was implemented to encourage Wisconsin residents to stay home, practice physical distancing, and avoid all non-essential travel. Since its inception, no guidance has been provided to indicate what the end of this order means for Wisconsinites. The public deserves a plan to ease and lift restrictions that does not risk the resurgence of the epidemic, resulting in recurring waves of infection and economic depression. This document highlights what should be enacted in order to prevent a potential resurgence.

The Blueprint for Reopening Washington and Ozaukee Counties is a guiding document specifically for Washington and Ozaukee Counties. The Counties are in close proximity to Milwaukee and Chicago. This poses unique challenges, most significantly, increased risk of infection for our residents. The Blueprint is

written by the Washington Ozaukee Public Health Department and prioritizes the public's health while recognizing the impact on the economy.

"The presence of disease kills people and the absence of livelihood also kills people," Emily Bazelon, quoting Amaryta Sen in the New York Times Magazine on Sunday, April 10, 2020.

Phase I: Slow the Spread

The goal of AEI's first phase is to reduce transmission, increase testing, and ensure the health care system can safely treat people. Under this phase, ***stay-at-home orders must be extended to allow time for development of critical infrastructure.*** An extended order would allow health officials to expand diagnostic testing and ramp up contact tracing. It would give hospitals time to build capacity and ensure there are a sufficient number of beds, ventilators for critically ill patients, and appropriate stock of personal protective equipment (PPE). **This pandemic has had a profound impact on the economy; however, it will be far more devastating to our health care system and economy to experience waves of virus resurgence rather than properly return to normal when conditions are safe.**

Maintain Physical Distancing Guidelines

Physical distancing has been marked as one of the key elements to slowing the spread. Chief Medical Officer and State Epidemiologist Dr. Ryan Westergaard, notes that "Without effective treatments or a vaccine, the only way to slow the spread of COVID-19 is through non-pharmaceutical interventions that help us maintain physical distancing." It is estimated that physical distancing has reduced the spread of COVID-19 by 40-50% nationwide.

Expand Testing Criteria

The State of Wisconsin has the capacity to process over 3,000 tests per day; however, testing criteria have limited the number of tests completed statewide to healthcare workers, including first responders, residents of long-term care facilities, and those who are hospitalized or at risk for hospitalization. ***Immediate action should be taken to widen testing criteria in order to accurately identify and track positive cases throughout the community.*** Local health departments would be able to conduct contact tracing on a larger scale and collect data to more accurately demonstrate infection rates.

As of April 2nd, the Washington Ozaukee Public Health Department, through positive case contact tracing, noted the majority of household contacts were also symptomatic. Prior to April 2nd, close contacts of positive cases were rarely symptomatic. This indicates there are many more cases in the community that have not been tested due to current restrictions. While these restrictions have allowed public health to identify numerous high-risk individuals, they neglect to capture cases of community spread. ***Anyone who is a close contact of a positive case should be tested. At minimum, anyone who is symptomatic should be tested, as well as household members of all positive cases.***

Recently, Seattle took steps to increase testing by sending swabs to randomized households to identify a more accurate number of positive cases. Wisconsin should implement a similar study or a serologic study, when accurate serologic tests are available, through the University of Wisconsin School of Medicine and Public Health or the Medical College of Wisconsin to better understand the spread throughout the state.

Strengthen Health Care Infrastructure

An extended stay-at-home order with physical distancing guidelines and an expansion of testing criteria would give the health care system much needed time to recover from resource and human capital

depletion and rebuild hospital capacity to treat patients. Health care infrastructure needed to continue treating patients safely includes the number of beds, ventilator availability, staff availability and sufficient PPE.

The health care system in Washington and Ozaukee Counties have not been stretched to capacity. However, health care systems and hospitals should anticipate a surge when restrictions are lifted.

Phase II: Reopen Washington and Ozaukee Counties – Incrementally

The COVID-19 pandemic has given way to deep economic challenges, as evidenced by record numbers of unemployment applications. Nationwide, at least 250,000 people die every year from poverty in America because of socioeconomic challenges. Now, in a pandemic, there is an open fissure as the burden of socioeconomic distress will spread.

Stay-at-home orders are needed to dramatically slow the spread of the virus, but we also know it comes with economic costs. However, if we had moved forward without interventions, there would be worse economic consequences. ***An example is the Smithfield pork processing plant in Sioux Falls, South Dakota. Over 350 employees contracted COVID-19, forcing the plant to close indefinitely. If cases and outbreaks increase in businesses, there will be an even greater economic burden.***

In order for our economy to safely recover and thrive, there are several key indicators Washington and Ozaukee Counties must meet before reopening to full capacity. If the process of opening is not done incrementally, the impact could be devastating. Lifting restrictions too soon will put additional stress on the health care system and the economy.

Consistent with the AEI recommendations, to move through the reopening phases in Washington and Ozaukee Counties, the following gating criteria must be in place (bolded recommendations HAVE NOT been met):

1. **14+ days of continuous decrease (downward trend) of county-wide positive cases as a percentage of total tests, and a decrease in hospitalizations (local data to be considered),**
2. Hospital capacity and operations back to near normal (beds *and* staff *and* PPE) and patients are treated safely without hospital resorting to crisis standards of care,
3. **Enough testing capacity to test *everyone* who needs testing, and**
4. Capacity to do contact tracing (active monitoring) on *everyone* who tests positive within 24 to 48 hours.

After 14 days in Phase 1, if there is NOT a resurgence in cases and none of the gating criteria are reversed, Washington and Ozaukee Counties can move to Phase 2, and finally Phase 3.

Officials should also consider the implications of major events and activities, including the upcoming Memorial Day weekend and the 4th of July. Many places throughout Wisconsin will experience a surge in visitors, including Washington and Ozaukee Counties. Increased travel will almost certainly result in a resurgence of positive cases. Other events and activities to consider critically include county fairs and festivals. The State should consider travel limitations within Wisconsin to help curb the spread of COVID-19. Additionally, our communities should proceed with extra caution due to our close proximity to major metropolitan areas, where transmission rates are higher.

The Wisconsin Manufacturers & Commerce's proposal, Back-To-Business, suggests an individual company's risk should be measured, with higher risk requiring additional precaution before opening. A risk based approach should be coupled with specific benchmarks to ensure local health departments can respond appropriately to an outbreak.

Even a gradual loosening of restrictions will result in increased community spread. The actions listed below could be taken now.

Immediate Policy Action

Tests must be available to anyone who is symptomatic or needs testing.

Phase 1* - Current

1. Recommend PPE (cloth masks) be worn in public.
2. Resume low transmission risk recreation activities. (Golf)
3. Businesses can begin internal operations to prepare to reopen after the Safer at Home order is lifted, with physical distancing restrictions.

Two caveats:

1. Individuals who are sick must stay home and contact their healthcare provider for testing.
2. Continue to practice good hygiene, sanitation and physical distancing.

Phase 2* – Once all gating criteria are met.

Decisions about opening a business or event should be made based on how difficult it is to trace contacts of a positive case. (The more difficult to trace, the more risk is involved.) Please see companion document, FAQ for additional guidance.

1. Agriculture
   - Community Gardens and Farmers Markets may open with restrictions.
2. Barbers, Hair, Nail Salons and Tattoo Parlors
   - Keep clients at least 6 feet from each other.
   - Practice physical distancing practices.
3. Common Areas
   - Common areas (inside of buildings) in any setting, where personnel are likely to congregate should be closed.
4. Entertainment
   - Festivals, Fairs, Concerts and Parades – postpone summer events with large numbers of attendees.
5. Food Service
   - Bars, Restaurants and Coffee Shops
     i. No more than 6 people per table; tables arranged so that patrons at a given table are at least 6 feet from patrons at any other table.
     ii. Individuals seated at a bar should maintain 6-foot distance from each other.
6. Hotels & Motels
   - May remain open with social distancing, and prohibition on gathering in common areas.
   - Swimming pools, hot tubs and exercise facilities should remain closed.
7. Large Businesses/Corporations/Manufacturing
   - Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC.

- Consider special accommodations for personnel who are members of a vulnerable population.

8. Large Venues (Theaters, Sporting Venues, Places of Worship, Museums, Marinas, Zoos)
   - Operate under physical distancing protocols.
   - Maximum seating at 25% of capacity.
9. Recreation Activities
   - Some outdoor recreation areas may remain open.
   - Participants should practice physical distancing.
   - Local health officials may close public parks and open spaces if it becomes too difficult to ensure physical distancing or the areas are mistreated.
10. Retail Stores
    - Limit the number of patrons in the store at one time to 25% of capacity.
    - Maintain physical distancing practices.
11. Schools, Childcare and Summer Camps
    - Summer school and camps should practice physical distancing and stagger offerings throughout the day to decrease number of students who interact.
    - Assess between summer school and camp sessions. If there is an outbreak, postpone or cancel following session until outbreak is resolved.
12. Shared Rides (Uber/Lyft/busses/etc.)
    - Limit to no more than 10 people per shared ride (applies mainly to busses and shared vans), unless more can be accommodated with 6-foot minimum spacing (some buses).
13. Small Businesses (Bookstores, Florists, Garden Centers, etc.)
    - Limit the number of patrons in the store at one time.
    - Consider a daily log of individuals who enter.
    - Maintain physical distancing practices.
14. Social gatherings
    - Limit social gatherings to no more than 10 people.
15. Travel
    - Minimize non-essential travel.
16. Vulnerable Populations (e.g., 65+ or underlying medical conditions)
    - Continue “Safer at Home” or sheltering in place until vaccine available.
    - Precautions should be made to isolate vulnerable residents.
    - Visits to Long Term Care Facilities should be prohibited. Health Officer orders should continue to be followed.
17. Similar considerations may need to be implemented in other sectors.

Ideal Public Health Actions

1. Officials should adhere to the “Safer at Home” order until May 26, 2020.
   - Under the order, residents should continue to practice physical distancing.
   - Schools should remain closed for the remainder of the Spring 2020 session.
   - Businesses/Employers should promote telework options for nonessential employees, promote social distancing in the workplace, and utilize disinfection guidelines per the CDC.
   - Long-term care facilities should continue to limit visitors and follow orders set forward by local health departments.
   - Residents should limit unnecessary travel (domestic and international).
2. Expand testing and contact tracing.

- Increase testing capacity and conduct active monitoring of all cases.
- All close contacts of a positive case should be tested within 24 to 48 hours. At minimum, anyone who is symptomatic should be tested, as well as household members of all positive cases, as well as essential workers who need to return to work after illness.

3. Strengthen health care infrastructure.
    - Ensure there are a sufficient number of beds.
    - Ensure there are a sufficient number of ventilators for critically ill patients.
    - Restore stock of personal protective equipment.
    - Assure sufficient staffing levels to manage potential resurgence.
4. General Public
    - Wear cloth face covering when outside the home to the extent feasible.
    - Continue to keep 6 feet distance from others to the extent feasible.

Additional Considerations when Safer at Home Expires

Without a plan and clear benchmarks for when restrictions can be eased, we will see a second wave of positive cases.

- What plans are in place to address the likely surge of positive cases, hospitalizations, and deaths?
- Will public and private gatherings of people that are not part of a single household or living unit be allowed? If so, how COVID-19 infection be mitigated?
- If public schools reopen, how will students, faculty, and staff be kept safe from COVID-19?
- If businesses, from restaurants to manufacturing plants, are to open, how will new outbreaks be managed?
- As COVID-19 easily spreads through long-term care facilities, jails, prisons, and other congregate living facilities, will state and local government continue to play a role in reducing the number of COVID-19 outbreaks and infections in such facilities?
- What will the state government do to enhance local and statewide testing and contact tracing?
- Are there safety measures to protect tenants who have been impacted financially once the 60-day eviction and foreclosure ban ends?

***Phases listed in the Blueprint for Washington and Ozaukee Public Health are based on the AEI phases.**

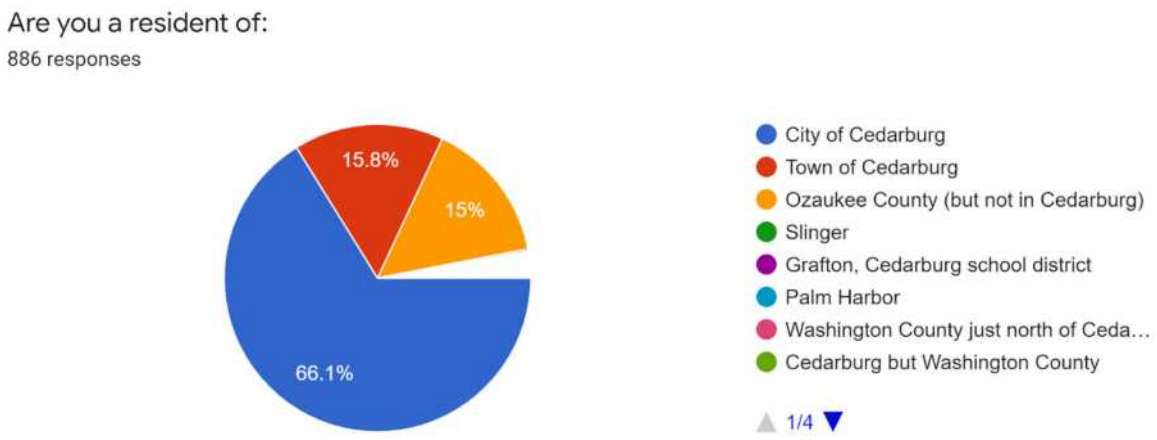
The Badger Bounce Back Plan Phases:
Phase 1: When all gating criteria are met.
Phase 2: Based on 14-day increment of no gating criteria change.
Phase 3: Based on 14-day increment of no gating criteria change.

AEI Phases:
Phase 1: Slow the spread.
Phase 2: All gating criteria met.
Phase 3: All gating criteria consistently met, protections in place (vaccine).

Cedarburg Resident Survey - Summary of Results

The following is a summary of results from the Cedarburg Resident Survey which was conducted over a six day period from April 30th, 2020 to May 5th, 2020. For the first four days, replies were limited to one reply per person. However, this required a Google account to enforce this provision. Subsequently, the settings were changed so that a Google account was not required. Therefore, everyone had a chance to reply. There were no significant differences in the results because of this change. We received 886 replies to the survey.

The following question was to establish residency:



97% of all respondents were residents of Ozaukee County with two thirds of respondents being City of Cedarburg residents.

The following question was asking our residents what might make them more comfortable going to a Cedarburg business.

Which of the following events need to occur for you to feel comfortable patronizing a business in Cedarburg?

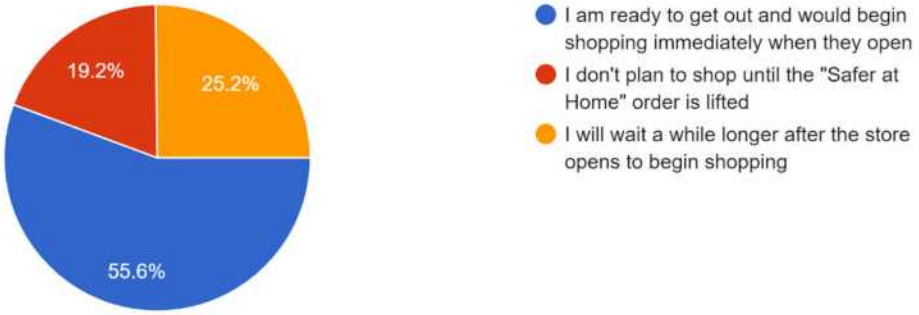
886 responses

Almost half (48.6%) of our residents indicated that nothing needs to happen. They are ready to patronize our businesses immediately. About a quarter (23.3%) wanted to see a reduction in the rate of infections. And almost 20% felt that once the Safer at Home order is lifted, they would feel comfortable.

The following three questions are basically the same, but are seeking to find out residents' attitudes about returning to shopping, restaurants, and taverns.

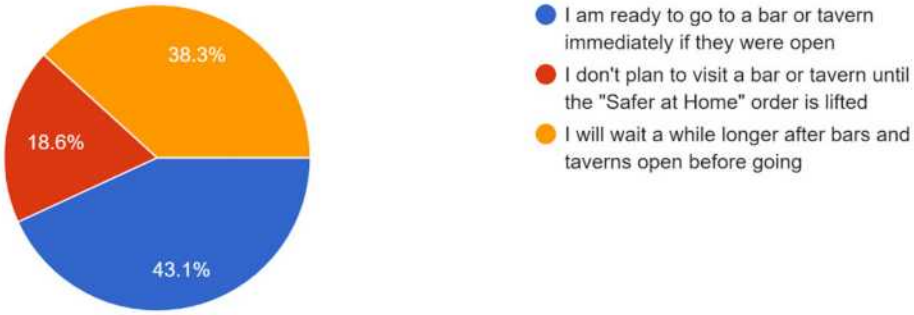
If Cedarburg shops followed the Center for Disease Control (CDC) guidelines, which of the following best describes your willingness to begin shopping again?

886 responses



If Cedarburg restaurants were to open today and followed the CDC guidelines, which of the following best describes your willingness to visit a restaurant?
886 responses

If Cedarburg bars and taverns were open today and following CDC guidelines, which of the following best describes your willingness to visit a bar or tavern?
886 responses

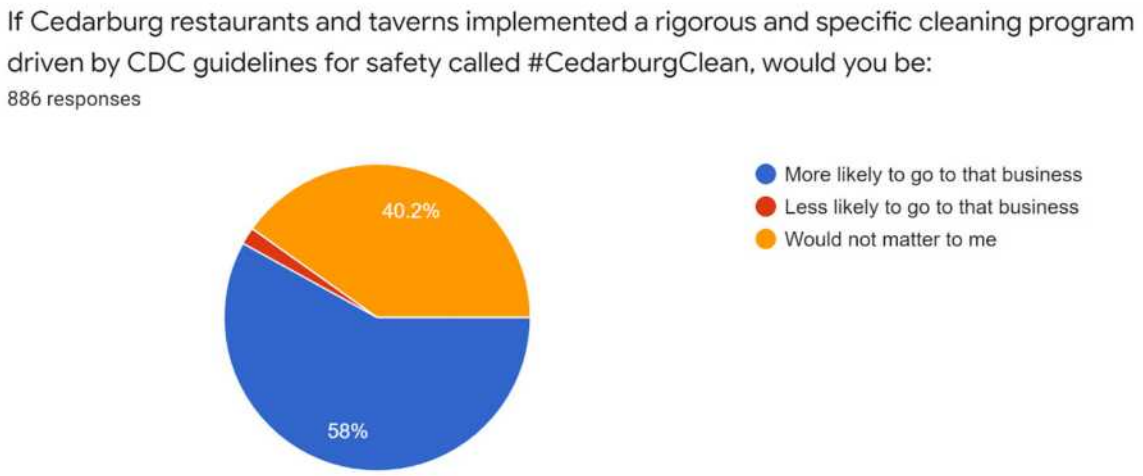


The results show that residents are most likely to return to shops, then restaurants, then taverns.

56% said they would return to shops immediately
48% said they would return to restaurants immediately
43% said they would return to taverns immediately.

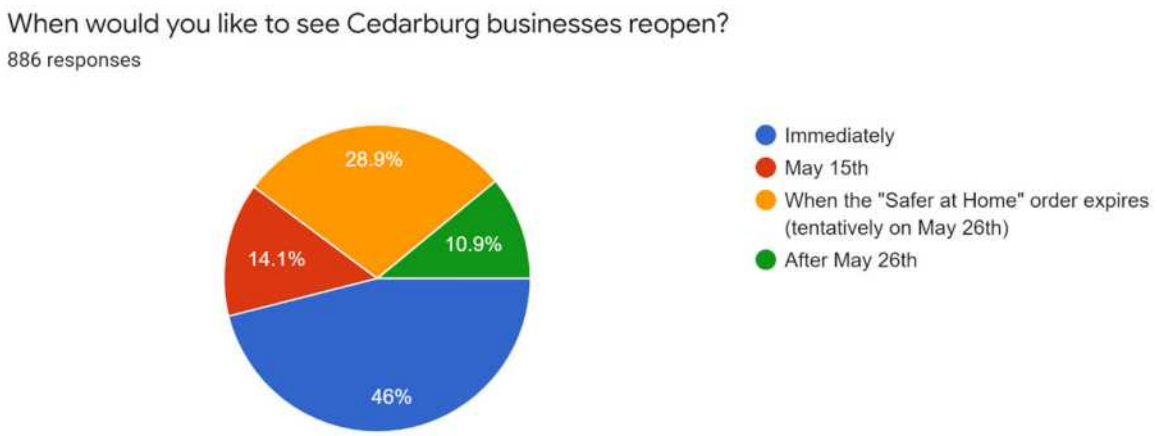
And, generally, about 20% more said they would return to these businesses when Safer at Home is lifted.

The following question is intended to determine if a marketing campaign highlighting cleanliness would be effective in having patrons return to restaurants and taverns.



58% of respondents indicated that they would be more likely to go to that business. When restaurants and taverns reopen, this is an opportunity for them to make their patrons more comfortable as almost 6 in 10 customers would be more likely to attend.

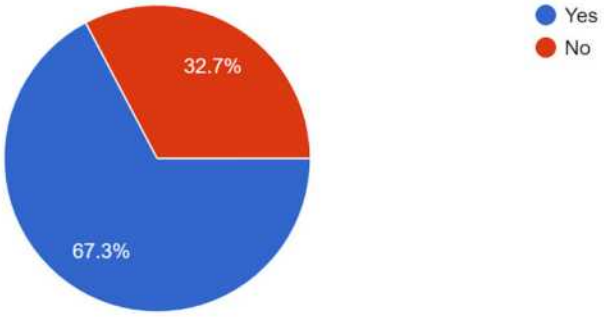
The following question asks our residents when they would like to see Cedarburg businesses reopen.



Almost half (46%) would like things to reopen immediately and 60% want Cedarburg to reopen within 10 days of the close of this survey (May 15th). It seems that our residents will get more comfortable with reopening as time passes.

This is a simple question to gauge current sentiment.

Using CDC guidelines about social distancing, disinfecting, and limiting occupancy, should Cedarburg develop a phased plan to allow businesses to reopen immediately?
886 responses

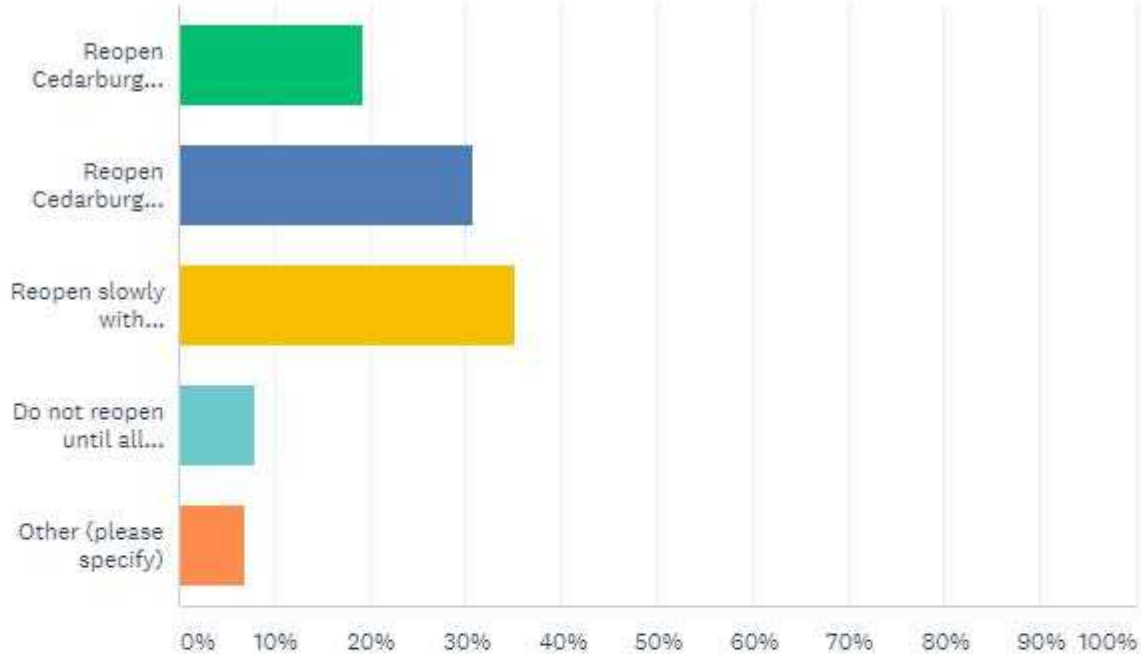


Two thirds of our residents (67%) want Cedarburg to develop a plan to reopen immediately. When sorted by City of Cedarburg residents only, the results are very similar with 66.2% wanting Cedarburg to develop a plan to reopen immediately.

Jack Arnett
May 5, 2020

For my business, I feel it is most important that we:

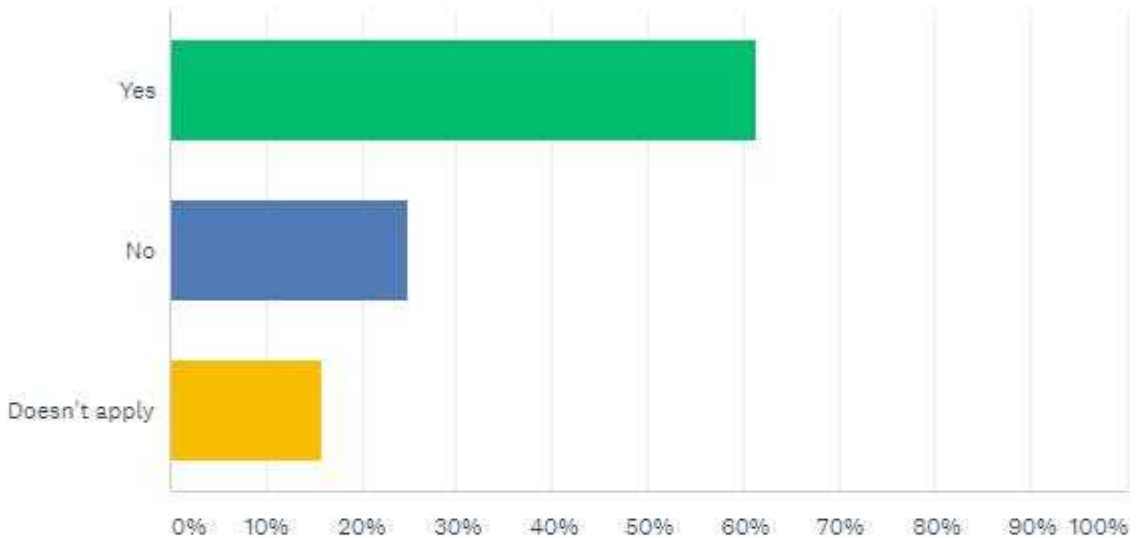
Answered: 88 Skipped: 0



ANSWER CHOICES		RESPONSES	
Reopen Cedarburg businesses without restriction or at the discretion of the business owner		19.32%	17
Reopen Cedarburg businesses while following guidelines set by state government		30.68%	27
Reopen slowly with restrictions in place regarding social distancing		35.23%	31
Do not reopen until all restrictions regarding COVID-19 are lifted		7.95%	7
Other (please specify)	Responses	6.82%	6
TOTAL			88

I have already formulated a plan for my business to reopen, which includes regulations for social distancing, customer capacity restrictions, and follows CDC guidelines.

Answered: 88 Skipped: 0

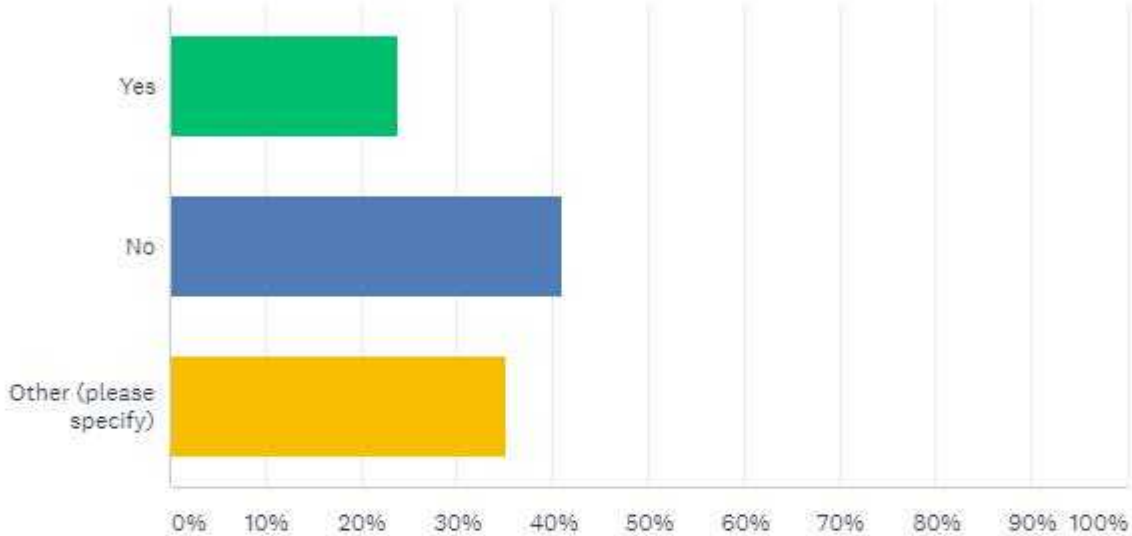


ANSWER CHOICES	RESPONSES	
Yes	61.36%	54
No	25.00%	22
Doesn't apply	15.91%	14
Total Respondents: 88		

Comments (36)

I have not made a reopening plan, and guidelines or a document from the Chamber would be helpful.

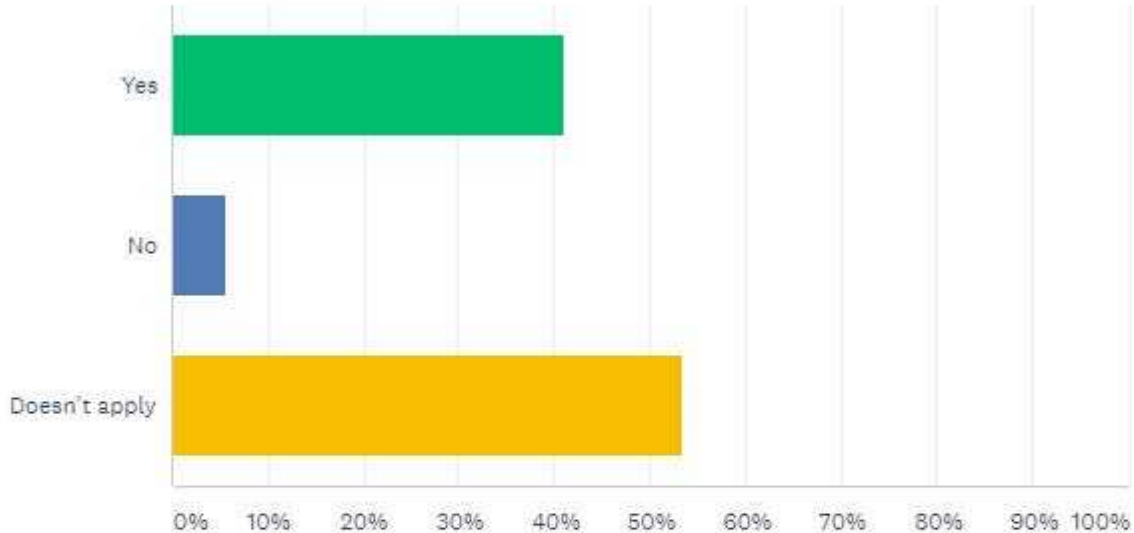
Answered: 88 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	23.86%	21
No	40.91%	36
Other (please specify) Responses	35.23%	31
TOTAL		88

My business doesn't rely on foot traffic or visits from the public, but when it reopens we plan to follow CDC guidelines.

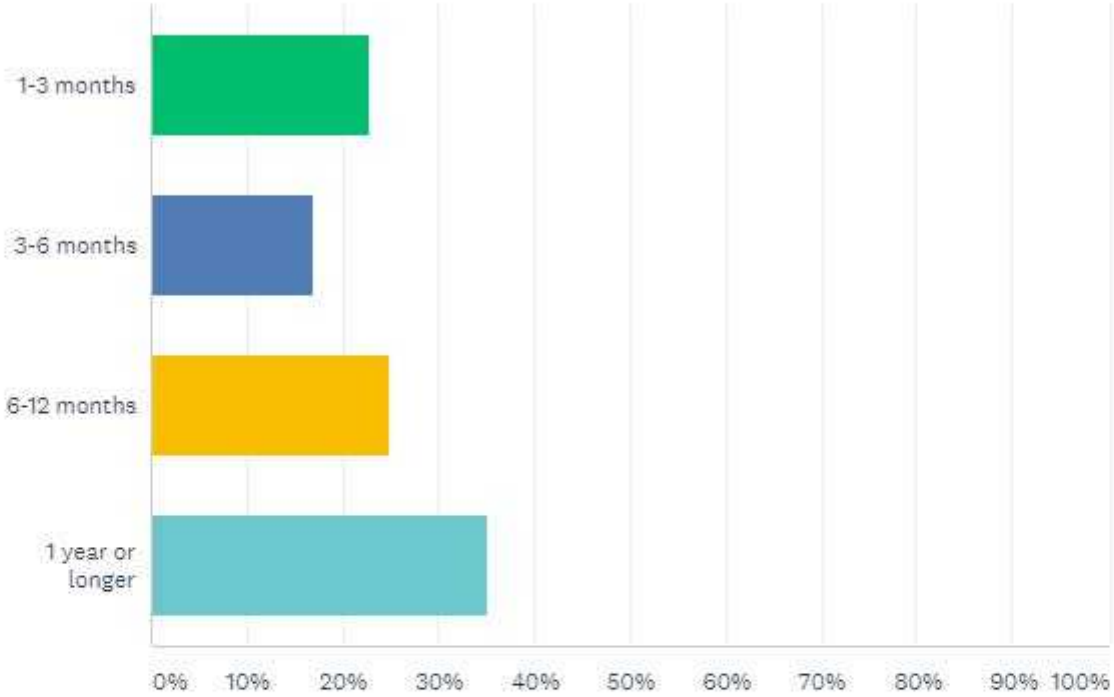
Answered: 88 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	40.91%	36
No	5.68%	5
Doesn't apply	53.41%	47
TOTAL		88

How long do you feel it will take your business to recover from having to close its doors due to the COVID-19 crisis?

Answered: 88 Skipped: 0

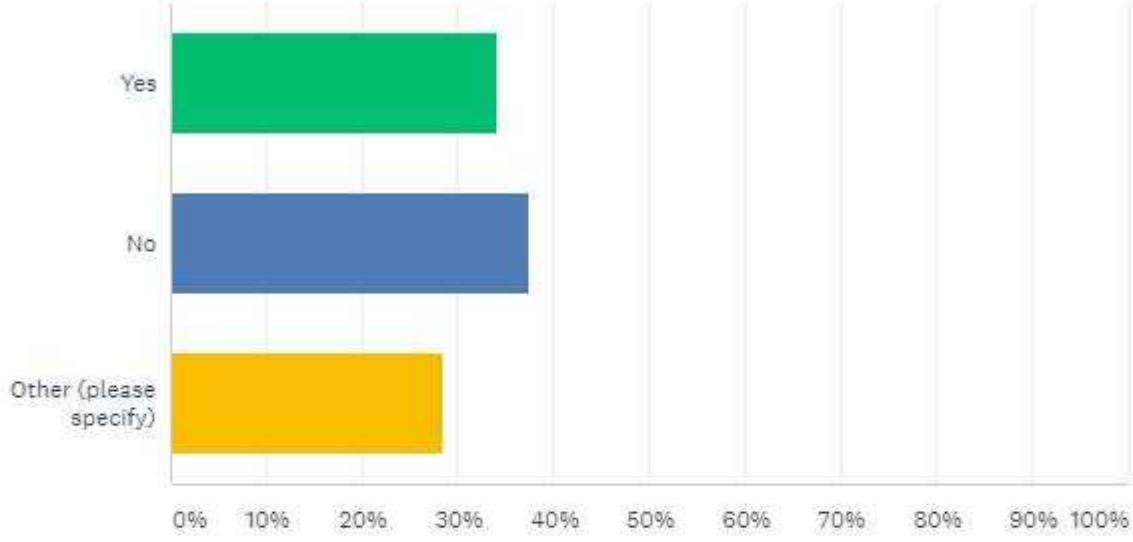


ANSWER CHOICES	RESPONSES	
1-3 months	22.73%	20
3-6 months	17.05%	15
6-12 months	25.00%	22
1 year or longer	35.23%	31
TOTAL		88

Comments (35)

If a local bank offered a low interest, short term loan to help you get your doors back open, would you find that valuable?

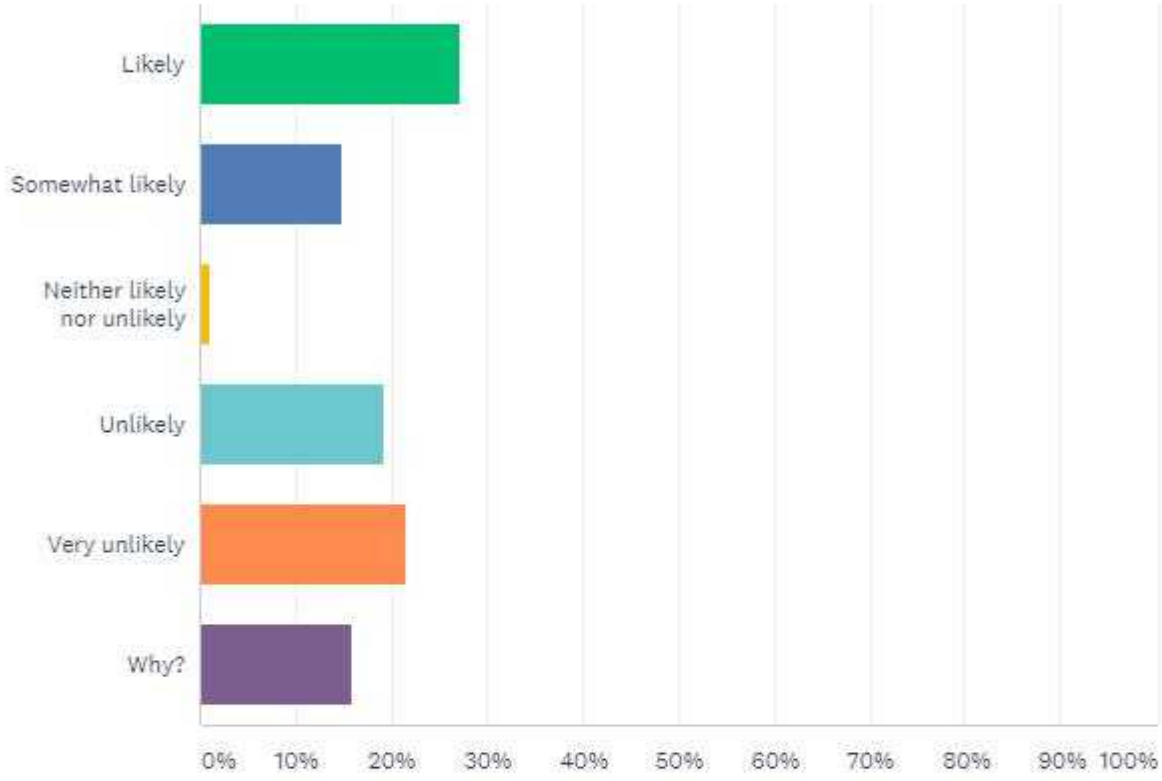
Answered: 88 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		34.09%	30
No		37.50%	33
Other (please specify)	Responses	28.41%	25
TOTAL			88

How likely are you to attend an event like a festival, concert, parade, or other large gathering within the next three months?

Answered: 88 Skipped: 0



ANSWER CHOICES	RESPONSES	
Likely	27.27%	24
Somewhat likely	14.77%	13
Neither likely nor unlikely	1.14%	1
Unlikely	19.32%	17
Very unlikely	21.59%	19
Why? Responses	15.91%	14
TOTAL		88

CITY OF CEDARBURG

MEETING DATE: May 11, 2020 **ITEM NO:** 9.G. & 9.H.

TITLE: Consider change in enforcement of temporary sign ordinance; and action thereon;
Consider allowing businesses to set up temporary tents on their premises; and action thereon;

ISSUE SUMMARY: Our local businesses are continuing to work on providing their services while complying with physical distancing requirements. This will most likely continue even after the Safer At Home directive is lifted. To help them direct patrons and provide additional space to accommodate the physical distancing guidelines we are asking that the Common Council allow temporary signage in the business districts and permit tents and/or increased use of outdoor space next to businesses that wish to provide more outdoor seating for their customers. Businesses would not be allowed to block sidewalks, infringe on public or other private property, and/or create any safety hazards.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: None

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

CITY OF CEDARBURG

MEETING DATE: May 11, 2020 **ITEM NO:** 9. I.

TITLE: Consider the process to develop questions for the 5th District Aldermanic vacancy and filling the position; and action thereon

ISSUE SUMMARY: The Common Council policy on filing aldermanic vacancies states that written questions which have been prepared by Council Members will be provided to each candidate in advance of the oral interviews. The Council needs to discuss the process it will use to develop the questions. I have included a copy of the questions that were used last year when there was a vacancy in Aldermanic District 1.

According to the Policy, the questions are to be distributed to the applicants in advance of the meeting.

STAFF RECOMMENDATION: N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: N/A

ATTACHMENTS: Policy on filling Aldermanic vacancies
Questions used in previous years

INITIATED/REQUESTED BY: Mayor O'Keefe

FOR MORE INFORMATION CONTACT: Mayor O'Keefe, Deputy City Clerk Amy Kletzien

CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL

SUBJECT: FILLING ALDERMANIC POSITION VACANCIES CC-20A

General: In order to provide the citizens of the City of Cedarburg with appropriate representation, a uniform procedure shall be used by the Common Council to fill vacancies in the elected position of alderperson.

Procedures:

1. Whenever an aldermanic position becomes vacant under the conditions listed in Sec. 17.03, Stats., the vacancy is filled by Common Council appointment, except when a recall election is held. An alderperson shall be chosen from interested candidates residing within the affected district. A person so appointed shall hold office until a successor is elected and qualified.

2. a) If a vacancy occurs on or before December 1, and the term does **not** expire the following April, unless otherwise ordered by the Council, a successor is chosen at the spring election.
   b) If the vacancy occurs after December 1 preceding the first Tuesday in April, a successor is appointed and the election is held in April of the second year following the December cutoff date.
   c) If a vacancy occurs between January 1 and May 31 of the second year of the unexpired term, Council appoints a person to fill the vacancy and has the option to order a special election concurrent with the November election.

3. The City Clerk shall advertise the vacant position through a news release and/or paid advertisement in the City's official newspaper.

4. Resumes from interested candidates shall be submitted to the City Clerk in accordance with a stipulated deadline and interviews scheduled before the Common Council. Candidates may submit references from individual citizens within their district. Prior to being considered by the Council, all candidates shall complete and sign a Declaration of Qualifications, in a form deemed acceptable to the City Attorney, and as provided by the City Clerk.

5. Interviews and voting are conducted in Open Session Common Council meetings. As with all open sessions, interested news media and public will be present throughout the entire process. No public input will be taken during the interview or voting process.

6. Written questions which have been prepared by Council Members will be provided to each candidate in advance of the oral

interviews. Candidates will provide oral responses to these questions during the interview process.

7. Interviews will be conducted with questions presented alternately to candidates. All candidates may be present throughout the interview process.

8. After all interviews have concluded, the Council may discuss qualifications of candidates. The Council may recall individual candidates to clarify any issue previously discussed.

9. Each Council Member votes for one candidate. The individual receiving the least number of votes on the first ballot will no longer be considered a candidate and additional balloting continues using the same process until only one candidate receives a majority of votes cast. There may be additional discussion by Council Members between each vote. A candidate must receive a majority of votes from the Council, but not less than three, to be elected. An abstention by a Council Member during the voting process is not considered a vote.

10. In the case of a tie vote for the final two candidates for an aldermanic position, the mayor will break the tie.

11. Following the completion of balloting, a formal motion is in order to appoint the selected candidate to complete the unexpired term of office.

12. Council voting is done by paper ballot and the voting results are announced. Ballots must contain the name of the person voting, as well as the name of the person voted for, so that the vote of each member can be ascertainable.

13. The oath of office is administered by the City Clerk and the responsibilities and term of office are assumed.

Approved:	3/14/94
Adopted:	3/28/94
Revised:	1/26/98
Revised:	2/23/98
Revised:	6/14/04
Revised:	12/8/08
Revised:	8/25/14

QUESTIONS FOR ALDERMANIC DISTRICT 1 CANDIDATES
April 29, 2019

1. What factors have motivated you to seek appointment to the Common Council at this time? With this appointment being until April 2020, are you planning to run for this office in April of 2020?

2. What do you feel the role of local government is? How do you prioritize the duties?

3. What is your point of view regarding growth for Cedarburg?

4. There are generally two approaches to serving as a member of the Common Council:

   I have been elected to this position and must do what is best for the City, or,

   I must follow the will of the majority of my constituents.

   Which of these two approaches do you think most closely describes your position? Why?

5. As a Council Member, how would you deal with a recommendation from a board, commission or committee or department head with which you do not agree?

6. What factors should be considered before proceeding with economic development initiatives?

7. Cedarburg's Historic District and festivals are considered primary tourism attractions. As a Common Council Member, how do you balance supporting these assets along with responsibilities to the residents and taxpayers?

8. What concerns you about the future of our City? And what opportunities do you see?

All applicants will be allowed a two minute closing statement.

CITY OF CEDARBURG

MEETING DATE: May 11, 2020 **ITEM NO:** J. 1.

TITLE: Consider application of Bozemans LLC, 223 Aqua View Road, Erik B. Knuth, Agent, premises to be licensed: N50 W5586 Portland Road, known as Bozeman's Bar for a Class "B" fermented malt beverage and "Class B" intoxicating liquor (on or off-premise consumption) license; and action thereon

ISSUE SUMMARY: Larry Weidmann (L&G Express) has held a Class "B" beer and "Class B" liquor license at N50 W5586 Portland Road for many years. New owners plan to take over the business and have applied for the licenses.

STAFF RECOMMENDATION: N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: $600 annual fee

ATTACHMENTS:

INITIATED/REQUESTED BY: Bozemans LLC, Erik Knuth, Agent

FOR MORE INFORMATION CONTACT: Amy Kletzien, Deputy City Clerk

CONSIDER APPROVAL OF 2020-2021 ALCOHOL, OPERATOR AND CIGARETTE LICENSES FOR:

Class "A" Fermented Malt Beverage and "Class A" Cider Only (Off-Premise Consumption Only):
Speedway LLC, 500 Speedway Drive, Enon, OH 45323, Michael R. Weber, Agent, premises to be licensed: W63 N121 Washington Avenue, known as ***Speedway 4203***.

"Class A" Intoxicating Liquor (off-premise consumption only):
Sunshine Winery LLC, W63 N631 Washington Avenue, Cedarburg, WI 53012, Megan Schelwat, Agent, premises to be licensed: W63 N6331 Washington Avenue, known as ***Sunshine Winery.***

Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor (Off-Premise Consumption Only):
Bonus Inc., dba Olsen's Piggly Wiggly, W61 N286 Washington Avenue, Cedarburg, WI 53012, Ryan L. Olson, Agent, premises to be licensed: W61 N286 Washington Avenue, known as ***Olsen's Piggly Wiggly.***

Toto's Inc., 4600 W. Brown Deer Road, Brown Deer, WI 53223, Krystal L. Poppe, Agent, premises to be licensed: W63 N157 Washington Avenue, known as ***Otto's Wine and Spirits - Cedarburg.***

Super Sales USA Inc., PO Box 493, Cedarburg, WI 53012, Douglas Gall, Agent, premises to be licensed: W62 N174 Washington Avenue, known as ***Citgo Super Sales.***

Wisconsin CVS Pharmacy, LLC, One CVS Drive, M/C 1160, Woonsocket, RI 02895, Dione Jeffrey, Agent, premises to be licensed: W63 N152 Washington Avenue, known as ***CVS Pharmacy #8775.***

Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor (On or Off-Premise Consumption):
Ernie's Wine Bar LLC, N49 W5471 Portland Road, Cedarburg, WI 53012, Benjamin M. Grade, Agent, premises to be licensed: N49 W5471 Portland Road, known as ***Ernie's Wine Bar.***

RCB Group Inc., W63 N699 Washington Avenue, Cedarburg, WI 53012, Richard C. Buser, Agent, premises to be licensed: W63 N699 Washington Avenue, known as ***Maxwell's.***

C. Wieslers Inc., W61 N493 Washington Avenue, Cedarburg, WI 53012, Mike G. Jackson, Agent, premises to be licensed: W61 N493 Washington Avenue, known as ***C. Wieslers.***

North 48 Inc., W62 N599 Washington Avenue, Cedarburg, WI 53012, Jordan Z. Cole, Agent, premises to be licensed: W62 N599 Washington Avenue, known as ***North 48***.

Thomas Restaurant, LLC, W63 N688 Washington Avenue, Cedarburg, WI 53012, Nicole Thomas, Agent, premises to be licensed: W63 N688 Washington Avenue, known as ***Tomaso's.***

Cedars III LLC, W53 N404 Park Lane, Cedarburg, WI 53012, Michael F. Kowalkowski, Agent, premises to be licensed: W53 N404 Park Lane, known as ***Cedars III***.

MacBeebs LLC, Owned by Catherine Heebner, 2512 W. Sunnyside Lane, Mequon, WI 53092, Catherine Heebner, Agent, premises to be licensed: W62 N238 Washington Avenue, known as ***Farmstead.***

Anvil Pub & Grille LLC, N70 W6340 Bridge Road, Cedarburg, WI 53012, Donna M. Taylor, Agent, premises to be licensed: N70 W6340 Bridge Road, known as ***Anvil Pub & Grille.***

Settlers Inn LLC, W63 N657 Washington Avenue, Cedarburg, WI 53012, Joan D. Dorsey, Agent, premises to be licensed: W63 N657 Washington Avenue, known as ***Settlers Inn.***

AT JJ's LLC, W62 N559 Washington Avenue, Cedarburg, WI 53012, Ambur A. Vance, Agent, premises to be licensed: W62 N559 Washington Avenue, known as ***AT JJ's.***

Cedarburg Art Museum & Society, Inc., W63 N675 Washington Avenue, Cedarburg, WI 53012, Samantha Landre, Agent, premises to be licensed: W63 N675 Washington Avenue, known as ***Cedarburg Art Museum.***

Phoa Brothers, Inc., W62 N547 Washington Avenue, Cedarburg, WI 53012, Jimmy Phoa, Agent, premises to be licensed: W62 N547 Washington Avenue, known as ***New Fortune Asian Cuisine.***

GG & KR LLC, W62 N630 Washington Avenue, Cedarburg, WI 53012, Gordon M. Goggin, Agent, premises to be licensed: W62 N630 Washington Avenue, known as ***The Stilt House.***

Le's Pho LLC, W63 N146 Washington Avenue, Cedarburg, WI 53012, Ly Q. Le, Agent, premises to be licensed: W63 N146 Washington Avenue, known as ***Le's Pho.***

Stagecoach 520 LLC, 177 Green Bay Road, Thiensville, WI 53092, Anne M. Conley, Agent, premises to be licensed: W61 N520 Washington Avenue, known as ***Stagecoach Inn/The Five 20 Social Stop.***

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

Class "B" Fermented Malt Beverage (On or Off-Premise Consumption) and "Class C" Wine (On-Premise Consumption):
Donna M. Taylor, 1441 Keup Road, Grafton, WI 53024, premises to be licensed: N70 W6340 Bridge Road, known as ***Cream & Crepe Café.***

E.T.F. Corporation, W61 N514 Washington Avenue, Cedarburg, WI 53012, Judith Fergadakis, Agent, premises to be licensed: W61 N514 Washington Avenue, known as ***P.J. Piper Pancake House.***

J.L. Joyce Enterprises Inc., W63 N144 Washington Avenue, Cedarburg, WI 53012, James P. Joyce, Agent, premises to be licensed: W63 N144 Washington Avenue, known as ***Jim's Grille.***

Famous Sals of Cedarburg Wisconsin Inc., W63 N635 Washington Avenue, Cedarburg, WI 53012, Bekim Elmazi, Agent, premises to be licensed: W63 N635 Washington Avenue, known as ***Sals Famous Pizza.***

Class "B" Fermented Malt Beverage (On or Off-Premise Consumption):
Baehmann's Golf Center Inc., W73 N1122 Washington Avenue, Cedarburg, WI 53012, Kurt Baehmann, Agent, premises to be licensed: W73 N1122 Washington Avenue, known as ***Baehmann's Golf Center.***

"Class B" Winery License (On or Off-Premise Consumption):
Wollersheim Winery Inc., 7876 Hwy 188, PO Box 87, Prairie Du Sac, WI 53578, Steven F. Danner, Agent, premises to be licensed: N70 W6340 Bridge Road, known as ***Cedar Creek Winery.***

The Chiselled Grape Winery LLC, W64 N713 Washington Avenue, Cedarburg, WI 53012, Allen Naparalla, Agent, premises to be licensed: W64 N713 Washington Avenue, known as ***The Chiselled Grape Winery.***

Cigarette Licenses for Period Ending June 30, 2021

Bonus Inc. (Olsen's Piggly Wiggly) W61 N286 Washington Avenu	Super Sales USA, Inc. (Citgo) W62 N174 Washington Avenue
Speedway, LLC (#4203) W63 N121 Washington Avenu	Walgreen Co. (#13620) W62 N190 Washington Avenue

New Operator's Licenses for Period Ending June 30, 2021

Kristin S. Burkart	Elizabeth A. Reissmann	Tami L. Roberts
Melissa A. Korinek	Keaton D. Reissmann	Todd A. Schellinger

Renewal Operator's Licenses for Period Ending June 30, 2021

Tamara J. Behling	Katherine A. Jackson	Troy D. Reissmann
Michael A. Bourbonais	Teri L. Jackson	Zach R. Ringel
Ronald A. Carr	Dennis F. Jaeger	Ann M. Ruska
Shane R. Cassidy	Mark C. Kowalkowski	Timothy W. Schelwat
William W. Conley	Stacy J. Kowalkowski	Tyler T. Schemenauer
Edward J. Dettloff	Samantha J. Landre	Richard S. Siefert
Thomas M. Dorsey	Diane M. Lane	Ashley K. Stephens
Jonathan P. Dunne	James A. Lee	Scott R. Thomas
Arthur E. Filter	James J. Levine	Michele I. Tietz
Grant D. Freese	Robert l. Parson	Clarey Wamhoff
Blaine E. Gibson	Wilson Phoa	Troy A. White
Matthew W. Gifford	Pam Lidington	Joseph P. Willbrandt
Eric E. Grassel	Todd R. Luft	Allison E. Wray
Jill Hepburn	Jason D. Mutza	Jeffrey A. Wrobbel
Brian Jackson	Ronald H. Reimer	

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111300 PWSB Checking				
Paid Chk# 034717	4/23/2020 **ASSOCIATED BENEFIT & RISK CON.**			
E 100-515600-210	PROFESSIONAL SERVICES	$1,533.67	27477	April & May consulting
G 100-156200	DUE FROM LIGHT & WATER	$383.00	27477	April & May consulting
E 100-515600-210	PROFESSIONAL SERVICES	$1,533.67	27499	April & May consulting
G 100-156200	DUE FROM LIGHT & WATER	$383.00	27499	April & May consulting
Total	**ASSOCIATED BENEFIT & RISK CON.**	$3,833.34		
Paid Chk# 034718	4/23/2020 **AUTOMATIC ENTRANCES OF WI.,INC**			
E 260-555110-290	MAINT/CONTRACTED SERVIC	$405.00	9436	Library maintenance
Total	**AUTOMATIC ENTRANCES OF WI.,INC**	$405.00		
Paid Chk# 034719	4/23/2020 **BOERNER, LINDSAY**			
R 220-467310	SUMMER/WINTER REC FEES	$25.00	041320	Rec program refund
Total	**BOERNER, LINDSAY**	$25.00		
Paid Chk# 034720	4/23/2020 **CORE & MAIN LP**			
E 601-573840-340	MAINTENANCE SUPPLIES	$154.00	M187249	WRC Highland Lift station
Total	**CORE & MAIN LP**	$154.00		
Paid Chk# 034721	4/23/2020 **CRESCENT LANDSCAPE SUPPLY INC**			
E 100-555510-240	REPAIR AND MAINTENANCE	$2,150.00	023734	Parks playground chips
Total	**CRESCENT LANDSCAPE SUPPLY INC**	$2,150.00		
Paid Chk# 034722	4/23/2020 **DEPIES, GARY & PATSY**			
R 100-467435	SENIOR CENTER FEES	$196.00	042120	Sr Ctr trip refund Fireside
Total	**DEPIES, GARY & PATSY**	$196.00		
Paid Chk# 034723	4/23/2020 **DIGITAL EDGE OF GRAFTON**			
E 100-522110-313	PRINTING-NEWSLETTERS, ET	$138.00	16995	PD billing forms
E 220-555390-394	POMS EXPENSES	$84.00	16997	Rec - poms exp
Total	**DIGITAL EDGE OF GRAFTON**	$222.00		
Paid Chk# 034724	4/23/2020 **DROESE, LISA**			
R 220-467310	SUMMER/WINTER REC FEES	$40.00	041520	Rec program refund Playground multi children discount
Total	**DROESE, LISA**	$40.00		
Paid Chk# 034725	4/23/2020 **FACILITY IT GROUP INC**			
E 100-522110-240	REPAIR AND MAINTENANCE	$720.00	120420	PD maint service
Total	**FACILITY IT GROUP INC**	$720.00		
Paid Chk# 034726	4/23/2020 **FIVE CORNERS TRUCK & AUTO**			
E 100-522120-240	REPAIR AND MAINTENANCE	$138.89	10446	PD patrol maint
Total	**FIVE CORNERS TRUCK & AUTO**	$138.89		
Paid Chk# 034727	4/23/2020 **GALLS LLC**			
E 100-522130-346	UNIFORMS	$26.77	015400128	PD uniforms
E 100-522120-346	UNIFORMS	($129.90)	015408855	PD uniforms
E 100-522120-346	UNIFORMS	$95.53	015420518	PD uniforms

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E 100-522110-346	UNIFORMS	$106.98	015430393	PD uniforms
E 100-522120-346	UNIFORMS	$58.64	015430397	PD uniforms
	Total GALLS LLC	$158.02		
Paid Chk# 034728	4/23/2020 **HOUSEMAN & FEIND, LLP**			
E 352-566710-212	ATTORNEY/CONSULTANT	$120.00	55068	TID #3 March legal matters
E 100-516100-211	EXTRAORDINARY SERVICES	$4,316.15	55068	March legal matters
E 350-566710-212	ATTORNEY/CONSULTANT	$470.00	55068	Amcast March legal matters
E 601-573850-211	EXTRAORDINARY SERVICES	$640.00	55068	WRC March legal matters
E 353-566710-212	ATTORNEY/CONSULTANT	$1,480.00	55068	Hwy 60 business park March legal matters
E 700-519400-524	INSURANCE CLAIMS - 2020	$130.00	55068	Sylvester March legal matters
E 100-522110-212	ATTORNEY/CONSULTANT	$1,077.29	55088	March legal matters
	Total HOUSEMAN & FEIND, LLP	$8,233.44		
Paid Chk# 034729	4/23/2020 **JOHNSON CONTROLS SECURITY SOLU**			
E 100-518100-240	REPAIR AND MAINTENANCE	$291.58	34150482	Complex quarterly billing 5/1-7/31/20
	tal JOHNSON CONTROLS SECURITY SOLU	$291.58		
Paid Chk# 034730	4/23/2020 **JOSEPH JACOBS**			
E 100-522310-210	PROFESSIONAL SERVICES	$405.00	20-009	BI contracted inspections
	Total JOSEPH JACOBS	$405.00		
Paid Chk# 034731	4/23/2020 **KETTLE MORAINE COATINGS, INC**			
E 601-573835-360	MANHOLE ADJUSTMENT	$75.00	78472	WRC maint
	Total KETTLE MORAINE COATINGS, INC	$75.00		
Paid Chk# 034732	4/23/2020 **LENNY S POOL SERVICE**			
E 240-555320-340	MAINTENANCE SUPPLIES	$1,850.00	156789	Pool concrete repair
	Total LENNY S POOL SERVICE	$1,850.00		
Paid Chk# 034733	4/23/2020 **LETTERS & SIGNS**			
E 100-533311-363	SIGNS	$960.00	4224	PW parks signs
	Total LETTERS & SIGNS	$960.00		
Paid Chk# 034734	4/23/2020 **MCANDREW, JULIA**			
R 220-467310	SUMMER/WINTER REC FEES	$25.00	041320	Rec program refund
	Total MCANDREW, JULIA	$25.00		
Paid Chk# 034735	4/23/2020 **MID-AMERICAN RESEARCH CHEMICAL**			
E 100-518100-350	OPERATING SUPPLIES	$142.00	0693662-IN	Complex hand sanitizer
	tal MID-AMERICAN RESEARCH CHEMICAL	$142.00		
Paid Chk# 034736	4/23/2020 **MONARCH LIBRARY SYSTEM**			
E 260-555110-381	SHARED SYSTEM SERVICES	$15.74	415023	Library telephone first quarter
	Total MONARCH LIBRARY SYSTEM	$15.74		
Paid Chk# 034737	4/23/2020 **Murphy, Anne**			
R 220-486000	MISCELLANEOUS REVENUE	$30.00	041720	Rec program refund stay home alone class

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		Total Murphy, Anne	$30.00		
Paid Chk# 034738	4/23/2020	**NEWMAN CHEVROLET**			
E 400-533210-880	EQUIP REPLACEMENT		$39,367.50	19471	PW 2019 Chevy Silverado
		Total NEWMAN CHEVROLET	$39,367.50		
Paid Chk# 034739	4/23/2020	**NOBILE, LLANIE**			
R 220-467310	SUMMER/WINTER REC FEES		$40.00	041520	Rec refund multi-child discount playground camp
		Total NOBILE, LLANIE	$40.00		
Paid Chk# 034740	4/23/2020	**OAKES, STACI**			
R 220-467310	SUMMER/WINTER REC FEES		$610.00	041520	Rec program refund for summer camp from half day to full day
		Total OAKES, STACI	$610.00		
Paid Chk# 034741	4/23/2020	**OLIVER FIONTAR LLC**			
E 350-566710-227	DEVELOPERS INCENTIVE		$23,105.00	583	TID #4 draw #34 staff time
E 350-566710-227	DEVELOPERS INCENTIVE		$8,236.13	584	TID #4 draw #34 contracted services
		Total OLIVER FIONTAR LLC	$31,341.13		
Paid Chk# 034742	4/23/2020	**ONTECH SYSTEMS, INC**			
E 100-514700-380	EQUIPMENT/CAPITAL OUTLA		$959.88	47740	IT support Adobe license
E 100-514700-380	EQUIPMENT/CAPITAL OUTLA		$1,314.00	47759	IT support bacup license
E 100-514700-210	PROFESSIONAL SERVICES		$108.00	47804	IT support remote access help
E 240-555320-340	MAINTENANCE SUPPLIES		$1,491.38	47804	IT support pool computer setup
		Total ONTECH SYSTEMS, INC	$3,873.26		
Paid Chk# 034743	4/23/2020	**PETERSON, ERIC**			
R 220-467310	SUMMER/WINTER REC FEES		$610.00	041520	Rec program refund for switch from half day to full day playground camp
		Total PETERSON, ERIC	$610.00		
Paid Chk# 034744	4/23/2020	**RAWSKI, MARLEE**			
R 220-467310	SUMMER/WINTER REC FEES		$40.00	041520	Rec program multiple children discount playground camp
		Total RAWSKI, MARLEE	$40.00		
Paid Chk# 034745	4/23/2020	**RI FLOOR EPOXY**			
E 100-555510-240	REPAIR AND MAINTENANCE		$4,500.00	1086	Parks bathroom floors maint
		Total RI FLOOR EPOXY	$4,500.00		
Paid Chk# 034746	4/23/2020	**RICOH USA, INC**			
E 100-522110-240	REPAIR AND MAINTENANCE		$991.08	9028308710	PD copier 5/1-7/31
		Total RICOH USA, INC	$991.08		
Paid Chk# 034747	4/23/2020	**SCHMITZ, ELIZABETH**			
R 220-467310	SUMMER/WINTER REC FEES		$40.00	041520	Rec program refund multi children playground camp discount
		Total SCHMITZ, ELIZABETH	$40.00		
Paid Chk# 034748	4/23/2020	**SNIEG, JUDY**			

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R 100-467435	SENIOR CENTER FEES	$312.00	042120	Sr Ctr trip refund Brewers game and Fireside
	Total SNIEG, JUDY	$312.00		
Paid Chk# 034749	4/23/2020 **TIME WARNER CABLE-PO BOX 4639**			
E 100-522410-220	Internet	$134.98	707260101041	EM internet
E 240-555320-210	PROFESSIONAL SERVICES	$134.98	709737801041	Pool internet
	Total TIME WARNER CABLE-PO BOX 4639	$269.96		
Paid Chk# 034750	4/23/2020 **TIMPERLEY, MEGHAN**			
R 220-467310	SUMMER/WINTER REC FEES	$40.00	041520	Rec program refund multi children discount playground camp
	Total TIMPERLEY, MEGHAN	$40.00		
Paid Chk# 034751	4/23/2020 **U.S. CELLULAR**			
E 601-573825-225	TELEPHONE/COMMUNICATIO	$15.42	367455454	CWRC-TABLET
E 100-522310-225	TELEPHONE/COMMUNICATIO	$45.90	367455454	BI-TELECOM
E 100-533210-225	TELEPHONE/COMMUNICATIO	$15.42	367455454	DPW-TABLET
E 601-573825-225	TELEPHONE/COMMUNICATIO	$5.92	367455454	CWRC-TELECOM
E 601-573825-225	TELEPHONE/COMMUNICATIO	$40.90	367455454	CWRC-TELECOM
E 100-555510-225	TELEPHONE/COMMUNICATIO	$15.42	367455454	PARKS-TABLET
E 100-555510-225	TELEPHONE/COMMUNICATIO	$15.42	367455454	PARKS-TABLET
E 601-573825-225	TELEPHONE/COMMUNICATIO	$15.42	367455454	CWRC-TABLET
E 100-555510-225	TELEPHONE/COMMUNICATIO	$15.42	367455454	PARKS-TABLET
E 100-555510-225	TELEPHONE/COMMUNICATIO	$15.42	367455454	PARKS-TABLET
E 100-533210-225	TELEPHONE/COMMUNICATIO	$15.42	367455454	DPW-IPAD
E 100-533110-225	TELEPHONE/COMMUNICATIO	$5.92	367455454	ENG-TELECOM
E 100-533210-225	TELEPHONE/COMMUNICATIO	$40.92	367455454	DPW-TELECOM
E 100-533110-225	TELEPHONE/COMMUNICATIO	$5.92	367455454	CH-TELECOM
E 100-533110-225	TELEPHONE/COMMUNICATIO	$45.92	367455454	ENG-TELECOM
E 100-555145-225	TELEPHONE/COMMUNICATIO	$5.92	367455454	SC-TELECOM
E 100-555510-225	TELEPHONE/COMMUNICATIO	$40.92	367455454	PARKS-TELECOM
E 601-573825-225	TELEPHONE/COMMUNICATIO	$40.90	367455454	CWRC-DUTY PHONE
	Total U.S. CELLULAR	$402.50		
Paid Chk# 034752	4/23/2020 **VALIANT ELECTRIC, INC**			
E 260-555110-240	REPAIR AND MAINTENANCE	$1,935.00	6011	Library repairs
	Total VALIANT ELECTRIC, INC	$1,935.00		
Paid Chk# 034753	4/23/2020 **VALU RITE CORPORATION**			
E 100-515400-210	PROFESSIONAL SERVICES	$1,125.00	042020	Assessor reva and maint contract
E 100-515400-219	REVALUATION	$866.66	042020	Assessor reva and maint contract
	Total VALU RITE CORPORATION	$1,991.66		
Paid Chk# 034754	4/23/2020 **VERMONT SYSTEMS INC.**			
E 240-555320-380	EQUIPMENT/CAPITAL OUTLA	$191.80	66093	Pool cash drawer
	Total VERMONT SYSTEMS INC.	$191.80		
Paid Chk# 034755	4/23/2020 **WIL-KIL PEST CONTROL**			
E 100-518100-240	REPAIR AND MAINTENANCE	$45.00	3873190	Complex maint - City Hall

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E 100-518100-240	REPAIR AND MAINTENANCE	$46.00	3873193	Complex maint - Lincoln Bldg
	Total WIL-KIL PEST CONTROL	$91.00		
Paid Chk# 034756	4/30/2020 **ADELMAN**			
E 260-555110-290	MAINT/CONTRACTED SERVIC	$5,470.00	305002	library maintenance
	Total ADELMAN	$5,470.00		
Paid Chk# 034757	4/30/2020 **ADP, LLC.**			
E 100-515600-210	PROFESSIONAL SERVICES	$462.24	555771762	payroll processing
E 100-515600-210	PROFESSIONAL SERVICES	$422.56	555772075	payroll processing
E 100-515600-210	PROFESSIONAL SERVICES	$1,076.72	555772758	payroll processing
	Total ADP, LLC.	$1,961.52		
Paid Chk# 034758	4/30/2020 **AHRENS, BECKY**			
R 220-467329	SUMMER SOCCER	$55.00	042820	Rec refund for cancelling out of soccer
	Total AHRENS, BECKY	$55.00		
Paid Chk# 034759	4/30/2020 **ASCAP**			
E 220-555390-347	SUPPLIES AND EXPENSES	$370.33	500610514	REC license fee for 2020 and through 4/21
	Total ASCAP	$370.33		
Paid Chk# 034760	4/30/2020 **AT&T LONG DISTANCE**			
E 260-555110-225	TELEPHONE/COMMUNICATIO	$34.57	836841746	Library long distance
E 100-522110-225	TELEPHONE/COMMUNICATIO	$6.84	836841746	PD long distance
G 100-156200	DUE FROM LIGHT & WATER	$0.31	836841746	L&W long distance
	Total AT&T LONG DISTANCE	$41.72		
Paid Chk# 034761	4/30/2020 **AT&T MOBILITY**			
E 100-522110-225	TELEPHONE/COMMUNICATIO	$1,333.09	287289051101	PD mobile phones
	Total AT&T MOBILITY	$1,333.09		
Paid Chk# 034762	4/30/2020 **AT&TPO BOX 5080**			
E 100-533210-225	TELEPHONE/COMMUNICATIO	$56.61	262375760304	DPW alarms and fax
E 260-555110-225	TELEPHONE/COMMUNICATIO	$355.23	262375760304	Library phones
E 601-573825-225	TELEPHONE/COMMUNICATIO	$116.26	262375760304	WRC telemetry
E 100-518100-225	TELEPHONE/COMMUNICATIO	$96.87	262375760304	CH alarms and fax
E 100-522230-225	TELEPHONE/COMMUNICATIO	$100.08	262375760304	FD fax and alarms
E 100-522110-225	TELEPHONE/COMMUNICATIO	$88.15	262375762404	PD phones
	Total AT&TPO BOX 5080	$813.20		
Paid Chk# 034763	4/30/2020 **AURORA HEALTH CARE**			
E 100-555510-210	PROFESSIONAL SERVICES	$27.00	1795608	Parks pre-employment test
	Total AURORA HEALTH CARE	$27.00		
Paid Chk# 034764	4/30/2020 **BAKER TILLY VIRCHOW KRAUSE LLP**			
E 100-515900-210	PROFESSIONAL SERVICES	$8,000.00	BT1593686	Treas - 2019 audit
	'otal BAKER TILLY VIRCHOW KRAUSE LLP	$8,000.00		
Paid Chk# 034765	4/30/2020 **BEYER S HARDWARE STORE**			

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E 100-533210-350	OPERATING SUPPLIES	$25.17	155263	PW Repair & maintenance
E 100-533210-350	OPERATING SUPPLIES	$4.09	155518	PW Repair & maintenance
E 100-533210-350	OPERATING SUPPLIES	$6.29	155639	PW Repair & maintenance
E 100-533210-350	OPERATING SUPPLIES	$28.49	155674	PW Repair & maintenance
E 100-533210-350	OPERATING SUPPLIES	$21.19	155714	PW Repair & maintenance COVID 19
E 100-533210-350	OPERATING SUPPLIES	$0.41	156123	PW Repair & maintenance
E 100-533210-353	MAINTENANCE PARTS	$7.72	156132	PW Repair & maintenance
E 100-533210-350	OPERATING SUPPLIES	$32.39	156293	PW Repair & maintenance
E 100-522100-240	REPAIR AND MAINTENANCE	$25.41	156314	PD Repair & maintenance
E 100-533210-350	OPERATING SUPPLIES	$84.20	156393	PW Repair & maintenance
Total	**BEYER S HARDWARE STORE**	$235.36		
Paid Chk# 034766	4/30/2020 **BOEHLKE BOTTLED GAS CORP.**			
G 221-161500	FUEL INVENTORY	$312.13	U0162032	Fuel propane
G 221-161500	FUEL INVENTORY	$606.68	U0772583	Fuel propane
Total	**BOEHLKE BOTTLED GAS CORP.**	$918.81		
Paid Chk# 034767	4/30/2020 **CAMERA CORNER CONNECTING POINT**			
E 100-514700-380	EQUIPMENT/CAPITAL OUTLA	$3,089.80	0520497-IN	IT phone licenses
tal	**CAMERA CORNER CONNECTING POINT**	$3,089.80		
Paid Chk# 034768	4/30/2020 **COMPLETE OFFICE OF WISCONSIN**			
E 100-522110-310	OFFICE SUPPLIES	$42.08	635305	PD office supplies
Total	**COMPLETE OFFICE OF WISCONSIN**	$42.08		
Paid Chk# 034769	4/30/2020 **CONLEY MEDIA, LLC**			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	$234.00	357599	Library subscription 1 year
Total	**CONLEY MEDIA, LLC**	$234.00		
Paid Chk# 034770	4/30/2020 **DIGITAL EDGE OF GRAFTON**			
E 100-511100-313	PRINTING-NEWSLETTERS, ET	$53.00	17009	Council business cards Lythjohan
Total	**DIGITAL EDGE OF GRAFTON**	$53.00		
Paid Chk# 034771	4/30/2020 **DSI RECYCLING SYSTEMS INC.**			
E 100-533210-353	MAINTENANCE PARTS	$325.00	55992	PW parts
Total	**DSI RECYCLING SYSTEMS INC.**	$325.00		
Paid Chk# 034772	4/30/2020 **FIVE CORNERS DODGE**			
E 100-522120-240	REPAIR AND MAINTENANCE	$77.36	65315	PD Car 9 repair
Total	**FIVE CORNERS DODGE**	$77.36		
Paid Chk# 034773	4/30/2020 **GENERAL COMMUNICATIONS, INC.**			
E 100-522120-240	REPAIR AND MAINTENANCE	$3,096.00	281834	PD maintenance
E 100-522100-240	REPAIR AND MAINTENANCE	$450.00	281936	PD maintenance
Total	**GENERAL COMMUNICATIONS, INC.**	$3,546.00		
Paid Chk# 034774	4/30/2020 **GIERACHS SERVICE**			
E 100-522110-390	OTHER EXPENSES	$191.00	68846	PD towing

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		Total GIERACHS SERVICE	$191.00		
Paid Chk# 034775	4/30/2020	**GRAINGER**			
E 100-555510-240	REPAIR AND MAINTENANCE		$63.22	9504563124	Parks maintenance
		Total GRAINGER	$63.22		
Paid Chk# 034776	4/30/2020	**GREAT AMERICAN COMFORT SHOES**			
E 100-533210-350	OPERATING SUPPLIES		$1,349.00	0000196	PW uniforms/shoes
E 100-533210-350	OPERATING SUPPLIES		$157.00	0000200	PW uniforms/shoes
		Total GREAT AMERICAN COMFORT SHOES	$1,506.00		
Paid Chk# 034777	4/30/2020	**HOME DEPOT CREDIT SERVICES**			
E 100-514200-380	EQUIPMENT/CAPITAL OUTLA		$539.52	3692	Elections partitions COVID 19
		Total HOME DEPOT CREDIT SERVICES	$539.52		
Paid Chk# 034778	4/30/2020	**HORN PLASTICS INC**			
E 400-533210-996	EQUIPMENT REPLACEMENT-		$4,050.00	INV121113	PW equip
		Total HORN PLASTICS INC	$4,050.00		
Paid Chk# 034779	4/30/2020	**JANI-KING OF MILWAUKEE/ROYAL F**			
E 260-555110-290	MAINT/CONTRACTED SERVIC		$585.36	MIL04200658	Library cleaning extra days
E 260-555110-290	MAINT/CONTRACTED SERVIC		$1,658.52	MIL04200659	Library cleaning extra days
E 100-533210-350	OPERATING SUPPLIES		$382.87	MIL05200368	DPW cleaning for May
		Total JANI-KING OF MILWAUKEE/ROYAL F	$2,626.75		
Paid Chk# 034780	4/30/2020	**KEMIRA WATER SOLUTIONS, INC.**			
E 601-573825-371	COAGULANTS		$3,052.87	9017670122	WRC coagulants
		Total KEMIRA WATER SOLUTIONS, INC.	$3,052.87		
Paid Chk# 034781	4/30/2020	**KLINKA, GARY**			
E 100-522310-330	TRAVEL & TRAINING		$100.00	042420	BI continuing education for M Baier, deck code
		Total KLINKA, GARY	$100.00		
Paid Chk# 034782	4/30/2020	**LARSON, CHANDRA**			
R 220-486000	MISCELLANEOUS REVENUE		$30.00	042720	Rec refund for stay at home alone class
		Total LARSON, CHANDRA	$30.00		
Paid Chk# 034783	4/30/2020	**NASSCO, INC.**			
E 100-522100-340	MAINTENANCE SUPPLIES		$442.85	S2594511.001	PD admin maint
		Total NASSCO, INC.	$442.85		
Paid Chk# 034784	4/30/2020	**OFFICE DEPOT**			
E 100-522110-310	OFFICE SUPPLIES		$228.45	477168391001	PD office supplies
E 100-522110-310	OFFICE SUPPLIES		$17.55	477169054001	PD office supplies
		Total OFFICE DEPOT	$246.00		
Paid Chk# 034785	4/30/2020	**OZAUKEE COUNTY REGISTER OF**			
E 100-514100-311	RECORDING FEES		$30.00	042720	Recording fees for Leach CUP federal firearms license
		Total OZAUKEE COUNTY REGISTER OF	$30.00		

CITY OF CEDARBURG

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APRIL 2020

			Check Amt	Invoice	Comment
Paid Chk# 034786	4/30/2020	**PRIORITY DISPATCH CORP**			
E 100-522110-240	REPAIR AND MAINTENANCE		$1,200.00	SIN255031	PD and FD dispatch system
E 100-522230-290	MAINT/CONTRACTED SERVIC		$1,200.00	SIN255031	PD and FD dispatch system
	Total	**PRIORITY DISPATCH CORP**	$2,400.00		
Paid Chk# 034787	4/30/2020	**R.A. SMITH NATIONAL**			
E 353-566710-210	PROFESSIONAL SERVICES		$9,774.01	150985	TID 6-HWY 60 March engineering
	Total	**R.A. SMITH NATIONAL**	$9,774.01		
Paid Chk# 034788	4/30/2020	**SCHOESSOW, KURT**			
E 400-533210-880	EQUIP REPLACEMENT		$7,567.50	386	PW plow
	Total	**SCHOESSOW, KURT**	$7,567.50		
Paid Chk# 034789	4/30/2020	**SHEFFIELD, MARY**			
E 100-566310-210	PROFESSIONAL SERVICES		$2,343.50	043020	April ED services
	Total	**SHEFFIELD, MARY**	$2,343.50		
Paid Chk# 034790	4/30/2020	**STATE OF WISCONSIN**			
E 100-522310-330	TRAVEL & TRAINING		$40.00	70840	BI Baier credential renewal commercial plmbg insp
	Total	**STATE OF WISCONSIN**	$40.00		
Paid Chk# 034791	4/30/2020	**STREICHER S POLICE EQUIPMENT**			
E 100-522120-346	UNIFORMS		$262.42	I1426199	PD uniforms Emmrich
E 100-522120-346	UNIFORMS		$202.99	I1426721	PD uniforms Kell
	Total	**STREICHER S POLICE EQUIPMENT**	$465.41		
Paid Chk# 034792	4/30/2020	**SWEET WATER**			
E 400-533440-472	NR216 COMPLIANCE		$2,025.00	1498	Storm Water NR216 compliance
	Total	**SWEET WATER**	$2,025.00		
Paid Chk# 034793	4/30/2020	**SYMBIONT**			
G 601-187034	HIGHLAND LIFT STATION		$1,800.00	50499	WRC Highland LS const services
G 601-185334	SECONDARY TREATMENT EQUIP		$96.75	50516	WRC GIS upgrade
G 601-185334	SECONDARY TREATMENT EQUIP		$3,802.50	50584	WRC phosphorus plan
	Total	**SYMBIONT**	$5,699.25		
Paid Chk# 034794	4/30/2020	**THOMPSON, KURT**			
R 100-443500	BUILDING PERMITS		$376.60	042820	BUILDING permit refund
	Total	**THOMPSON, KURT**	$376.60		
Paid Chk# 034795	4/30/2020	**THOMPSON, LES HARRISON CT**			
E 100-555140-210	PROFESSIONAL SERVICES		$275.00	042720	Sr Ctr water color course 2/19 -3/18
	Total	**THOMPSON, LES HARRISON CT**	$275.00		
Paid Chk# 034796	4/30/2020	**TIME WARNER CABLE-PO BOX 4639**			
E 100-514700-220	Internet		$22.87	702696601041	City Hall internet
E 100-533210-350	OPERATING SUPPLIES		$117.48	707258501042	DPW & Parks internet and alarms
E 100-555510-220	Internet		$117.48	707258501042	DPW & Parks internet and alarms

CITY OF CEDARBURG

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APRIL 2020

		Check Amt	Invoice	Comment
Total	**TIME WARNER CABLE-PO BOX 4639**	$257.83		
Paid Chk# 034797	4/30/2020 **WALDSCHMIDTS TOWN & COUNTRY**			
E 601-573830-340	MAINTENANCE SUPPLIES	$688.00	707204	WRC repairs
Total	**WALDSCHMIDTS TOWN & COUNTRY**	$688.00		
Paid Chk# 034798	4/30/2020 **WAUKESHA COUNTY SHERIFF S DEPT**			
E 100-522120-330	TRAVEL & TRAINING	$250.00	2020-TEU29	PD basic SWAT course-B. Buckenberger
otal	**WAUKESHA COUNTY SHERIFF S DEPT**	$250.00		
Paid Chk# 034799	4/30/2020 **WAUKESHA COUNTY SHERIFF S DEPT**			
R 100-462140	POLICE DEPARTMENT FEES	$310.00	042320	PD bond for Brooklyn Reiner 1/3/1997; case 86716/20CM356, CPD case 20-8450
otal	**WAUKESHA COUNTY SHERIFF S DEPT**	$310.00		
	111300 PWSB Checking	$178,660.48		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	$54,471.68
220 RECREATION PROGRAMS FUND	$2,039.33
221 FUEL SYSTEM - WASH BAY	$918.81
240 SWIMMING POOL FUND	$3,668.16
260 LIBRARY FUND	$10,693.42
350 TIF DISTRICT FUND #4	$31,811.13
352 TIF DISTRICT FUND #3	$120.00
353 TIF DISTRICT #6	$11,254.01
400 CAPITAL IMPROVEMENTS FUND	$53,010.00
601 WATER RECYCLING CENTER	$10,543.94
700 RISK MANAGEMENT FUND	$130.00
	$178,660.48

CITY OF CEDARBURG
TRANSFER LIST
'4/25/2020-5/8/2020

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
4/30/2020	$71,504.60	WRS-March remittance
5/4/2020	$2,149.09	Light & Water-April charges
5/6/2020	$187,000.00	PWSB Payroll
5/6/2020	$6,681.54	Health Savings Accounts-contributions for 4/19/2020-5/2/2020
5/6/2020	$1,782.72	ICMA-contributions for 4/19/2020-5/2/2020
5/6/2020	$4,410.88	North Shore Bank-contributions for 4/19/2020-5/2/2020
5/6/2020	$412.50	Police Union-contributions for 4/19/2020-5/2/2020
5/6/2020	$1,115.97	State of Wisconsin-child support
	$275,057.30	
PWSB PAYROLL CHECKING ACCOUNT		
5/8/2020	$130,800.19	Payroll for 4/19/2020-5/2/2020
5/8/2020	$56,378.88	Payroll taxes for 4/19/2020-5/2/2020
	$187,179.07	
PWSB MONEY MARKET ACCOUNT		
4/27/2020	$100,000.00	PWSB Checking

CHAPTER 5

Ethics Code
(Ord. 2004-08)

2-5-1 Declaration of Policy
2-5-2 Responsibility of Public Office
2-5-3 Dedicated Service
2-5-4 Fair and Equal Treatment
2-5-5 Conflict of Interest
2-5-6 Advisory Opinion
2-5-7 Jurisdiction and Application
2-5-8 Sanctions
2-5-9 Distribution of Ethics Code

SEC. 2-5-1 DECLARATION OF POLICY.

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office is not to be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is established in this Chapter a code of ethics for all City of Cedarburg officials and employees whether elected or appointed, paid or unpaid, including members of Council as well as boards, committees and commissions of the City (City agencies). The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Cedarburg and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City.

SEC. 2-5-2 RESPONSIBILITY OF PUBLIC OFFICE.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

SEC. 2-5-3 DEDICATED SERVICE.

(a) Officials and employees should adhere to the rules of work, professionalism and performance established as the standard for their positions by the appropriate authority.

(b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

SEC. 2-5-4 FAIR AND EQUAL TREATMENT.

(a) **Use of Public Property.** No official or employee shall request or permit the unauthorized use of City-owned vehicles, equipment, materials or property for personal convenience or profit.

(b) **Fundraising.** No official or employee shall request or permit the use of city resources, city time or city equipment for the purpose of fundraising. No official or employee shall use his or her position, authority or influence, whether possessed or anticipated, to represent themselves as a city official or employee for private or public fundraising. (Ord. 2007-14)

(b) **Obligations to Citizens.** No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

SEC. 2-5-5 CONFLICT OF INTEREST.

(a) **Financial and Personal Interest Prohibited.** No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Chapter or which would tend to impair independence of or action in the performance of official duties.

(b) **Definitions.**

(1) Financial Interest. Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

(2) Personal Interest. Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

(3) Person. Any individual or legal entity.

(c) **Specific Conflicts Enumerated.**

(1) Incompatible Employment. No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law.

(2) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advance the

financial or other private interests of the official or employee or others.

(3) Gifts and Favors.

a. No public official or employee may use his or her public office to "obtain financial gain" or "anything of value" for the private benefit of himself or herself, for his or her immediate family, or for an organization with which he or she is associated.

b. No person may directly or indirectly offer or give "anything of value" to a local public official or employee if it could reasonably be expected to affect that official's vote, official action or judgment, or if it could be construed as a reward for any official action or inaction on the part of the local public official or employee. No local public official or employee may accept "anything of value" tendered under such circumstances. "Anything of value" is defined as "money or property, favor, service, payment, advance, forbearance, loan or promise of future employment". Legal campaign contributions are exempt from the definitions. An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a City official or employee. This includes any discount on the price of admission, parking, or use of a box at a stadium that is tax exempt from general property taxes. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

c. No local public official or employee may take any official action that affects a matter in which the public official or employee, a member of his or her immediate family, or an organization with which the official or employee is associated has a substantial financial interest.

d. No local public official or employee may use his or her office or position in any way that produces or assists in producing a substantial benefit, either directly or indirectly, for the official or employee, any members of his or her immediate family, or an organization with which the official or employee is associated.

(4) Representing Private Interests Before City Agencies or Courts. No officer or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any City agency. However, members of the Common Council may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.

(d) **Contracts with the City.** No City officer or employee who, in his capacity as such officer or

employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his part shall enter into any contract with the City unless it is within the confines of Sec. 946.13

(e) **Disclosure of Interest in Legislation.**

(1) Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council or the Ethics Board created by this Chapter the nature and extent of such interest.

(2) Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or who serves on a board or committee, shall disclose the nature and extent of such interest.

(3) If there is a conflict of interest for any official or employee, he or she must refrain from participating in any way including discussion, deliberations or action on the item.

SEC. 2-5-6 ADVISORY OPINION.

Any questions as to the interpretation of any provisions of this Code of Ethics Chapter shall be referred to the Personnel Committee serving as the Ethics Board or the City Attorney. The fact that a person seeks an advisory opinion and abides by the material facts as stated, is evidence of intent to comply with the Ethics Code.

SEC. 2-5-7 JURISDICTION AND APPLICATION.

(a) The Personnel Committee shall have administrative jurisdiction over this Code of Ethics Chapter and shall be deemed the Ethics Board pursuant to Section 19.59 (3)(d) Wis. Stats. for that purpose. An individual may request an advisory opinion on the propriety of any matter to which he or she is or may become a party. However, the Personnel Committee has complete discretion as to whether to issue such an opinion. All requests and advisory opinions to the Ethics Board must be in writing.

(b) The Personnel Committee may make recommendations with respect to amendments to this Code of Ethics Chapter.

(c) Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this Chapter, the Personnel Committee shall conduct an investigation of the facts of the complaint; if the investigation indicates there may be a reasonable basis for the complaint justifying further investigation, the Committee shall conduct a public hearing in accordance with the common law requirements of due process, including notice, an opportunity to be heard, an opportunity to cross-examine witnesses and to present testimony and other evidence in support of the accused's position and an opportunity to be represented by counsel or other representatives at the expense of the accused. The Committee shall make written findings of fact and issue a written decision

concerning the propriety of the conduct of the subject official or employee and shall refer the matter to the Common Council for final disposition.

(d) In the event a member of the Personnel Committee is allegedly involved in an Ethics Code violation, the Mayor, subject to the confirmation of the Common Council, shall appoint another Council Member to temporarily replace the member of the Committee who is under investigation.

SEC. 2-5-8 SANCTIONS.

A determination that an official's or employee's actions constitute improper conduct under the provisions of this Chapter may constitute a cause of suspension, removal from office or employment or other action permitted by law.

SEC. 2-5-9 DISTRIBUTION OF ETHICS CODE.

(a) The City Clerk shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City of Cedarburg within thirty (30) days after enactment of this Chapter. Each public official and employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon his duties.

(b) Each public official, the Mayor, the Chairman of each Board, Commission or Committee and, through the City Administrator, the Head of each Department shall, between May 1 and May 31 each year, review the provisions of this Code with his fellow Council, Board, Commission, Committee members or subordinates as the case may be and certify to the City Clerk by June 15 that such annual review had been undertaken. A copy of this Ethics Code Chapter shall be continuously posted on each department bulletin board wherever situated.

CEDARBURG
WISCONSIN
City of Cedarburg

City Administrator's Report
May 7, 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 2020 Street and Utility project is underway.

The Highland Lift Station is finished except for restoration and Highland Road is open to through traffic.

Director Wiza is working on coordination and design work for the Hwy 60 Business Park.

The Sidewalk sawing program is complete with 80 slabs being repaired.

The bids for the Mudjacking program are due on May 5 by 10:00 a.m.

The Public Works Department is staggering their workers from 6 a.m.—2 p.m. and 7 a.m.—3 p.m. to minimize the number of workers together in the Public Works building. The crew is working on trash collection, brush pick up, tree stumping, crack filling, street sweeping, street signs, building a pad at Pleasant Valley site for dumping brush, catch basins, and grass cutting. The wind screens and tennis nets are being installed.

Parks, Recreation & Forestry— The new locks were installed at Cedar Pointe Park on Monday. The scoreboard for Behling Field will be shipped next week and will be installed mid-May. The baseball season will tentatively start at the end of May or early June.

The virtual 50K run was a success and had 230 participants. The Department is offering a Lego Challenge, Clue game, and virtual camping programs.

Arborist Matt Kettner began this week. Part-time summer staff will tentatively start June 1.

Treasurer– Finance Director Mertes is organizing the expenses related to COVID-19. The Audit Report will be presented at the May 11 Council meeting. Room Taxes were due on May 1. Deputy Treasurer/Payroll Officer Livingston is working on payroll next week and asked that any reimbursements be submitted by Monday, May 4.

Fire Department— The Department is working status-quo. They have been coordinating with the Police Department to fulfill requests for drive-by birthday parties.

Police— The Department has opened the lobby for DMV registrations and is a good source of revenue for the City. Brian Murphy has started a Go-Fund-Me page to help pay for materials for the K-9 kennel project.

Building Inspection—The Department is issuing permits and inspecting new construction and commercial projects.

Senior Center—Director Suppinger is keeping in-touch with seniors and offering links to resources. The May/June Senior Newsletter has been mailed. The Senior Center has a trip planned to the Fireside in June that has not been canceled to-date.

Assessor— The Department is in the process of Open Book and is answering questions via email and phone. The Board of Review plans to meet in person practicing social distancing; however, there seems to be some concern and may be held as a joint zoom and in-person meeting.

Clerk — The Spring Primary election needs to be finalized this week.

Library— The Library is providing curbside pick up on Monday—Thursday (10 a.m– 7 p.m.) and Friday (10 a.m.—6 p.m.). The program is very popular and Saturday hours may be added. The book drop is open Mondays and Thursdays. The Library has also been providing unemployment help to citizens. Staff time is being staggered in the building. The Library will be adding plexiglass shields to the service desks.

Water Recycling Center— Full staff worked together this week and were provided with PPE. Signs were removed from the Highland Lift Station project and sewer cleaning continues.

Light & Water— The April 29 Recycling event was canceled. Hydrant flushing continues this week. Sarah Guidinger has started as an Office Associate.

City Administrator— I shared updates and resources on the COVID-19 pandemic that is available on the City website with employees. A survey was distributed to citizens asking for input on opening the City again for business (286 responses were submitted by the second day). The Ozaukee County blueprint was shared with Department Heads and they are looking for a decline over a 14 day period to move forward. Following the guidelines, Strawberry Festival has been canceled and a modified Fourth of July event is being discussed. Departments will be working together to have necessary supplies for employees and visitors to City buildings.

Area Administrators met last week to discuss financial losses in their communities. It is not a critical situation in our City at this time; however, it is important that we watch finances going forward.

Respectfully submitted,

Mikko Hilvo
City Administrator