

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
FEBRUARY 26, 2018 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on Monday, February 26, 2018 at **7:00 p.m.** at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the second floor Council Chambers.

AGENDA

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL:** Present – Common Council – Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Patricia Thome

Excused - Mayor Kip Kinzel and Council Member Mike O'Keefe
5. **STATEMENT OF PUBLIC NOTICE**
6. **APPROVAL OF MINUTES*** - February 12, 2018
7. **COMMENTS AND SUGGESTIONS FROM CITIZENS**** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals or a future Council agenda item.
8. **NEW BUSINESS**
 - A. Oath of Office: Police Officers Steven Chojnacki and Benjamin Buckenberger
 - * B. Consider design proposals received for replacement of the Highland lift station; and action thereon (Public Works & Sewerage Comm., 02/08/18)
 - * C. Consider engineering services proposal from Graef for Woolen Mills Dam inspection and DNR Dam Grant application; and action thereon
 - * D. Consider Ordinance No. 2018-03 increasing the allocated funds in the General Fund, Cemetery and Capital Improvement Fund for the 2018 budget and action thereon
 - * E. Consider Resolution No. 2018-05 transferring funds from Public Safety and Public Works to General Government and Culture and Recreation; and action thereon

- * F. Consider Resolution No. 2018-06 implementing a municipal-wide energy management policy; and action thereon
- * G. Consider payment of bills for the period 02/08/18 through 02/16/18, transfers for the period 02/07/18 through 02/21/18, and payroll for the period 01/28/18 through 02/10/18; and action thereon
- *** H. Consider License Applications; and action thereon
 - 1. Consider approval of new Operators License applications for the period ending June 30, 2018 for Tyler J. Bell, Carrie G. Mueller, Lindsey K. Vang;
 - 2. Authorize granting of temporary Class “B” licenses to Cedarburg Fireman’s Park, Inc. for Maxwell Street Days, Firemen’s Park, W65 N796 Washington Avenue, for May 27, July 15, September 2, and October 7, 2018 from 6:00 a.m. to 10:00 p.m.
 - 3. Authorize granting of temporary Class “B” /”Class B” license to Cedarburg Fireman’s Park, Inc. for the Ozaukee County Fair, Firemen’s Park, W65 N796 Washington Avenue, for August 1, 2018 thorough August 5, 2018, 8:00 a.m. to 12:00 a.m.
 - 4. Authorize granting of temporary Class “B” license to Cedarburg Fireman’s Park, Inc. for Raceway Revisited event, Firemen’s Park, W65 N796 Washington Avenue, for June 2, 2018, 8:00 a.m. to 5:00 p.m.

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- * A. Administrator’s Report

10. COMMUNICATIONS

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

11. ADJOURNMENT

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

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

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

02/22/18 ckm

**CITY OF CEDARBURG
COMMON COUNCIL
February 12, 2018**

**CC20180212-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 12, 2018, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor Kinzel called the meeting to order at 7:00 p.m.

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

Vacant - Aldermanic District 5

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, City Planner Jon Censky, Deputy City Clerk Amy Kletzien, 1st Aldermanic District candidate Sara Dunstone, 3rd Aldermanic District candidates Kristin Burkart and Ryan Hammetter, 5th Aldermanic District candidates Garan Chivinski and Vera Brissman, David Ferrell and Tony DeRosa from HSI Properties, Todd Taves and Frank Roman from Ehlers, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

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

APPROVAL OF MINUTES

Motion made by Council Member Arnett, seconded by Council Member Dieffenbach, to approve the minutes of the January 29, 2018 meeting as presented. Motion carried without a negative vote with Aldermanic District 5 vacant.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member O’Keefe, seconded by Council Member Thome, to adjourn to closed session at 7:01p.m. pursuant to State Statutes 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider a Tax Incremental Financing (TIF) Development Agreement with HSI Properties regarding the St. Francis Borgia site at N44 W6035 – N43 W6005 Hamilton Road. Approval of January 29, 2018 closed session minutes. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Thome, and O’Keefe voting aye, and Aldermanic District 5 vacant.

RECONVENE TO OPEN SESSION

Motion made by Council Member Dieffenbach, seconded by Council Member Czarnecki, to reconvene to open session at 8:25 p.m. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Thome, and O'Keefe voting aye, and Aldermanic District 5 vacant.

NEW BUSINESS

CONSIDER PLANNED UNIT DEVELOPMENT AGREEMENT (PLAN COMM. 02/05/18) AND TAX INCREMENTAL FINANCING (TIF) DEVELOPMENT AGREEMENT WITH HSI PROPERTIES REGARDING THE ST. FRANCIS BORGIA SITE AT N44 W6035 – N43 W6005 HAMILTON ROAD; AND ACTION THEREON

City Attorney Herbrand explained that the first agreement is a Planned Unit Development agreement. This agreement covers the infrastructure improvements, zoning changes, and the site improvements on the St. Francis Borgia site. This agreement was viewed and recommended for approval by the Plan Commission on February 5, 2018. The terms of the agreement are dictated by the Zoning Code and have a commencement date of July 31, 2018 and completion date by the end of 2019. It shows all of the public improvements that will go into the site. There are no roads; however, there will be some sidewalks, street trees and stormwater. There are also private improvements that include the shared parking agreement with the church and also a relocation of the monument sign at the intersection of Hamilton Road and Washington Avenue. The agreement outlines terms on the impact fees. The Developer is given a small credit towards the impact fees for the existing structures on the property. There are a few small changes from what the Plan Commission reviewed and the most notable change is that the developer has asked for permission to have occupancy of each building as they are developed. This was approved by Building Inspector Baier and Section 12 Q was added to allow the developer to seek occupancy permits for each building so long as the buildings have been inspected by the Building Inspector and the Fire Inspector and they deem them safe for fire and life systems along with safe exterior access.

City Attorney Herbrand stated that the Tax Incremental Financing (TIF) Development agreement is also before the Council. This agreement sets forth all of the financing terms related to the creation of the TIF district and remains the same as shown in the packet. There is one change related to the clawback provision, that while the municipal revenue obligation exists, if there is a sale of the property or a cash out refinancing of the property, the City will be allowed to do clawback calculations and if the rate of return is 450 basis points higher than the projected rate of return this also will trigger the clawback provision. These terms will be in effect for the life of the municipal revenue obligation.

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to approve the Planned Unit Development agreement with HSI Properties regarding the St. Francis Borgia site at N44 W6035 – N43 W6005 Hamilton Road. Motion carried with Council Members Czarnecki, Arnett, Verhaalen, Thome and O'Keefe voting in favor, Council Member Dieffenbach opposed, and Aldermanic District 5 vacant.

Motion made by Council Member Czarnecki, seconded by Council Member Arnett, to approve the Tax Incremental Financing (TIF) Development agreement with HSI Properties regarding the St. Francis Borgia site at N44 W6035 – N43 W6005 Hamilton Road including the change to the

clawback provision that if there is a sale of the property or a cash out refinancing of the property the City will be allowed to do clawback calculations and if the rate of return is 450 basis points higher than the projected rate of return this also will trigger the clawback provision. These terms will be in effect for the life of the municipal revenue obligation.

In answer to Council Member Dieffenbach's question, Mr. Taves explained that the \$4.4 million figure is what the property is projected to generate in tax increment if it were to remain open for its entire allowable 27 year statutory life. The current TIF will be \$1.9 million for all of the entities. Council Member Dieffenbach expressed concern for the amount of the TIF and questioned how a project this size did not know until the last minute that they need almost \$2 million of assistance.

Motion carried with Council Members Czarnecki, Arnett, Verhaalen, Thome and O'Keefe voting in favor, Council Member Dieffenbach opposed, and Aldermanic District 5 vacant.

CONSIDERATION OF RESOLUTION NO. 2018-04 APPROVING THE PROJECT PLAN AND ESTABLISHING THE BOUNDARIES FOR AND THE CREATION OF TAX INCREMENTAL DISTRICT NO. 5, CITY OF CEDARBURG, WISCONSIN; AND ACTION THEREON

Mr. Taves stated that Resolution No. 2018-04 serves to create Tax Incremental District No. 5 that will provide the source of funds for the development agreement the Common Council has approved. If this resolution is approved by the Common Council it will still be subject to approval by the Joint Review Board on February 27. The costs of the TIF are limited to the payment of \$1.925 million. An incentive for this project will be paid out, as tax increments are realized over the length of the district. Although the District would generate over \$4 million, if left open for its entire 27 year life; the \$1.925 million is projected to be fully repaid by 2032. If there are no other project cost obligations, the District would be projected to close. This explains the difference between the \$4 million and \$1.925 million.

In answer to Council Member Verhaalen's question, City Administrator/Treasurer Mertes explained that the church is included in the boundaries because the sign needs to be moved. City Attorney Herbrand added that there is a small section where the sidewalk is being moved into public right-of-way in addition to the sign.

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to approve Resolution No. 2018-04 approving the Project Plan and establishing the boundaries for and the creation of Tax Incremental District No. 5, City of Cedarburg, Wisconsin. Motion carried with Council Members Czarnecki, Arnett, Verhaalen, Thome and O'Keefe in favor, Council Member Dieffenbach opposed, and Aldermanic District 5 vacant.

CONSIDER PLANNED UNIT DEVELOPMENT (PUD) OVERLAY EXTENSION FOR THE ST. FRANCIS BORGIA SITE AT N44 W6035 - N43 W6005 HAMILTON ROAD; AND ACTION THEREON

Planner Censky explained that the Zoning Code requires a building permit be issued within one year of a PUD zoning establishment or the PUD is automatically discontinued. Because the deadline is near for this one year period on March 13 and the applicant has not secured a building permit, he is asking for an extension. Planner Censky stated that since the applicant is diligently working towards securing a building permit, he recommends approval.

Motion made by Council Member Czarnecki, seconded by Council Member Arnett, to accept the Planned Unit Development (PUD) extension for the St. Francis Borgia Site at N44 W6035 – N43 W6005 Hamilton Road. Motion carried with Council Members Czarnecki, Arnett, Verhaalen, Thome and O'Keefe in favor, Council Member Dieffenbach opposed, and Aldermanic District 5 vacant.

CONSIDER CERTIFIED SURVEY MAP (CSM) FOR THE ST. FRANCIS BORGIA SITE AT N44 W6035 – N43 W6005 HAMILTON ROAD; AND ACTION THEREON

Planner Censky explained that the survey information that was received by the City indicates that the public sidewalk north of the church, which wraps around from Washington Avenue to Hamilton Road, actually crosses the church's private property. As part of the process, through the recording of the Certified Survey Map, the City is asking that the applicant dedicate sufficient right-of-way so that the public sidewalk is at least one foot in the right-of-way. This was reviewed and recommended by the Plan Commission by unanimous vote.

Motion made by Council Member Czarnecki, seconded by Council Member Arnett, to approve the Certified Survey Map (CSM) for the St. Francis Borgia site at N44 W6035 – N43 W6005 Hamilton Road. Motion carried without a negative vote with Aldermanic District 5 vacant.

CONSIDER ORDINANCE NO. 2018-02 INCREASING THE ALLOCATED FUNDS IN THE RECREATION PROGRAM SPECIAL REVENUE FUND TO THE POOL FUND; AND ACTION THEREON

City Administrator/Treasurer Mertes explained that this Ordinance is transferring money from the Special Revenue Recreation Programs fund to the Pool fund because there was a deficit at the end of the year.

Motion made by Council Member Dieffenbach, seconded by Council Member Arnett, to adopt Ordinance No. 2018-02 increasing the allocated funds in the Recreation Program Special Revenue fund to the Pool fund. Motion carried without a negative vote with Aldermanic District 5 vacant.

CONSIDER PAYMENT OF BILLS FOR THE PERIOD 01/23/18 THROUGH 02/05/18, TRANSFERS FOR THE PERIOD 01/23/18 THROUGH 02/06/18, AND PAYROLL FOR THE PERIOD 01/14/18 THROUGH 01/27/18 AND ACTION THEREON

Motion made by Council Member Dieffenbach, seconded by Council Member Arnett, to approve the payment of bills for the period 01/23/18 through 02/05/18, transfers for the period 01/23/18 through 02/06/18, and payroll for the period 01/14/18 through 01/27/18. Motion carried without a negative vote with Aldermanic District 5 vacant.

CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON

Motion made by Council Member O'Keefe, seconded by Council Member Thome, to approve a new Operators License application for the period ending June 30, 2018 for Benjamin J. Dereszynski. Motion carried without a negative vote with Aldermanic District 5 vacant.

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to approve issuance of a Festival Celebration permit to Festivals of Cedarburg, Inc. for Strawberry Festival to

be held on Saturday, June 23, 2018 from 10:00 a.m. to 8:30 p.m. and on Sunday, June 24, 2018 from 10:00 a.m. to 5:00 p.m. Motion carried without a negative vote with Aldermanic District 5 vacant.

Council Member Czarnecki offered an amendment to add the approval of issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Wine and Harvest Festival to be held on Saturday, September 15, 2018 from 10:00 a.m. to 8:30 p.m. and Sunday, September 16, 2018 from 10:00 a.m. to 5:00 p.m. and issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Oktoberfest to be held on Saturday, October 13, 2018 from 11:00 a.m. to 8:00 p.m. and Sunday, October 14, 2018 from 10:00 a.m. to 5:00 p.m. The amendment was accepted by Council Member Thome and Council Member O'Keefe.

Motion carried without a negative vote with Aldermanic District 5 vacant.

ADMINISTRATOR'S REPORT

City Administrator/Treasurer Mertes reminded the Council Members that they need to complete the Security Awareness Training by March 9, as mandated by Ozaukee County.

In answer to Council Member Dieffenbach's question, City Attorney Herbrand stated that the City does not yet have the title for the Highland Drive lift station.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Dieffenbach reminded the Council of the Spring Primary Election on February 20, 2018.

MAYOR'S REPORT

Mayor Kinzel issued a Proclamation to the Cedarburg Lions Club, commending them for their community blood drives and receiving the 5,000th donor on February 8, 2018.

ADJOURNMENT

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to adjourn the meeting at 8:45 p.m. Motion carried without a negative vote with Aldermanic District 5 vacant.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

CITY OF CEDARBURG

MEETING DATE: February 26, 2018

ITEM NO: 8. B.

TITLE: Consider design proposals received for replacement of the Highland lift station; and action thereon.
(Public Works and Sewerage Commission, 2/08/18)

ISSUE SUMMARY: Staff requested proposals from three engineering consulting firms to design a new sanitary sewer pump station to replace the existing Highland Drive facility. A detailed Request for Proposal (RFP) was sent to each firm, and the scope of work has been well defined. All three firms submitted responsive proposals, and the lowest overall fee for service was submitted by Symbiont. A summary of the proposal fees is included with your agenda.

Acquisition of the site for the new lift station is still underway, but staff is recommending we move forward with the design contract, as it will take 3 to 4 months to complete the design and get the project out for bid.

STAFF RECOMMENDATION: Staff is comfortable working with any of the three firms who submitted proposals, and given that Symbiont had the lowest design fee, we are recommending Symbiont to complete the lift station design.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission recommended award of the Highland lift station design contract to Symbiont at their February 8th meeting.

BUDGETARY IMPACT: \$65,205.00 plus shop drawing review and construction inspection on an hourly basis as needed. From equipment replacement fund.

ATTACHMENTS: Summary spreadsheet of engineering proposal fees.
Public Works and Sewerage Comm. minutes of 2/08/18 meeting

INITIATED/REQUESTED BY: Tom Wiza/Eric Hackert

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

Highland Drive Lift Station

City of Cedarburg Engineering RFP Cost Breakdown

	Symbiont	Ruekert & Mielke, Inc.	Cedar Corporation
Lift Station and Site Design Services (Lump Sum)	\$ 57,325.00	\$ 62,900.00	\$ 73,950.00
Construction Staking (Lump Sum)	\$ 2,420.00	\$ 4,800.00	\$ 2,500.00
Asbuilt Preparation (Lump Sum)	\$ 1,500.00	\$ 4,000.00	\$ 2,500.00
Subtotal =	\$ 61,245.00	\$ 71,700.00	\$ 78,950.00
Shop Drawing Review (Not to Exceed)	\$ 3,960.00	\$ 2,460.00	\$ 7,500.00
Total =	\$ 65,205.00	\$ 74,160.00	\$ 86,450.00

Shop Drawing Review (Per Hour)	\$102-\$130	\$112-\$156	\$90-\$125
Construction Inspection (Per Hour)	\$102.30	\$85	\$91

Proposals Submitted February 1, 2018

Discharge Policy” but the Public Works and Sewerage Commission may approve requests on a case-by-case basis if there are no good alternatives.

After taking some elevations, we believe installing 10 feet of 3” PVC pipe under the sidewalk and daylighting through the curb face may be the best option available.

Director Wiza proposed that the property owner be responsible for the cost of removing and replacing the sidewalk slab and the pipe material, but that Public Works Department cut the curb head and place the pipe in conjunction with the annual sidewalk contract. There will be no core drilling and she would have to replace the sidewalk slab.

Motion made by Commissioner Guse, seconded by Council Member O’Keefe, to allow resident Lundsten to put in 10 feet of 3” PVC pipe under the sidewalk if she pays for the sidewalk slab replacement. The motion carried unanimously, with Commissioner Oakes, Commissioner Beck and Commissioner Schumacher excused.

CONSIDER ENGINEERING DESIGN PROPOSALS RECEIVED FOR REPLACEMENT OF THE HIGHLAND LIFT STATION; AND ACTION THEREON

Staff requested proposals for design of the new highland lift station. Request for proposals were sent to three engineering consultants. These included Ruekert and Mielke, Symbiont and Cedar Corporation. The proposals were due February 1st and copies were be e-mailed to Commissioners prior to this meeting and also handed out at the beginning of the meeting. Staff also met with all consultants to make sure they all had a good understanding of the project.

Symbiont did submit the lowest bid at \$65,205 and we have been working with this company recently. CWRC Superintendent Hackert and Symbiont are working on the permit. All the bidders do have similar qualifications.

We still have not acquired the site; the City Attorney is working with the Attorney from BMO Harris. He has forwarded the City’s offer to purchase the lift station site to BMO Harris Bank, but nothing is finalized.

Motion made by Commissioner Guse, seconded by Commissioner Graham to recommend the Common Council award the Highland Road Lift Station contract to Symbiont. The motion carried unanimously, with Commissioner Oakes, Commissioner Beck and Commissioner Schumacher excused.

REPORTS

Update on Public Works Operations

CITY OF CEDARBURG

MEETING DATE: February 26, 2018

ITEM NO: 8. C.

TITLE: Consider engineering services proposal from Graef for Woolen Mills Dam inspection and DNR Dam Grant application; and action thereon

ISSUE SUMMARY: We received the attached notice from DNR advising that a formal inspection of the Woolen Mills Dam must be completed in 2018. Since we are already planning to complete some concrete maintenance and scour repairs later this year, any other required repairs identified in this inspection can be added to our work scope. Attached is Graef's proposal to perform the inspection.

In addition, I have asked Graef to provide a proposal for assembling a DNR Municipal Dam Grant application for both the Woolen Mills and Columbia Mills Dams. This grant could potentially provide 50% matching funds for the cost of repairs up to \$400,000. There is no guarantee Cedarburg will be awarded the grant, as we would be competing with other communities, but I believe it is worth a try.

Graef's cost to complete the dam inspection is \$2,850, and preparation of the dam grant application is \$2,000.

STAFF RECOMMENDATION: Staff recommends awarding the engineering services to Graef.

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

BUDGETARY IMPACT: \$2,850 for the Woolen Mills Dam inspection and \$2,000 for grant application assistance, all from the Environmental Fund.

ATTACHMENTS: Copy of Graef's proposal
Copy of DNR letter

INITIATED/REQUESTED BY: Tom Wiza

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



One Honey Creek Corporate Center
125 South 84th Street, Suite 401
Milwaukee, WI 53214-1470
414 / 259 1500
414 / 259 0037 fax
www.graef-usa.com

collaborāte / formulāte / innovāte

February 21, 2018

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

Subject: Proposal for Additional Engineering Services, Woolen Mill and Columbia Mill Dams, Cedarburg, Wisconsin

Tom:

Per your request, Graef-USA Inc. (GRAEF) is pleased to provide this proposal for services to the City of Cedarburg (Client). An executed copy of this proposal will become our Agreement.

This proposal is for professional engineering services for the Columbia Mill and Woolen Mill Dams (Project). This proposal is subject to the existing City of Cedarburg Standard Terms and Conditions.

It is our understanding that the nature of the Project is to complete an inspection of the Woolen Mill Dam and prepare a combined Municipal Dam Grant Application for the Woolen Mill and Columbia Mill Dams.

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

Woolen Mill Dam Inspection

- Review existing documentation for the dam construction, modifications and past inspections, including inspections for repairs.
- Visual inspection and photo documentation of dam components including:
 1. Upstream and downstream faces of concrete/earthen dam
 2. Millrace inlet and control structure
 3. Probing of below water elements (not including dive inspection)
- Prepare Dam Inspection Report in DNR accepted format including coded photos and field survey forms.
- If deficiencies are noted, provide general repair recommendations and schedule as required by the DNR
- Discuss draft report with City of Cedarburg.
- Provide certification of Dam Inspection and copy of Dam Inspection Report to the Wisconsin Department of Natural Resource



collaborāte / formulāte / innovāte

Municipal Dam Grant Application

Assist the City of Cedarburg with the completion of a combined Municipal Dam Grant Application for the Woolen Mill and Columbia Mill Dams including preparation of a cost estimate, completion of dam priority rankings and assistance with development of grant resolutions (see attached example).

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

- Access to the dam and availability of operator at the time of field measurements;
- Map showing the property lines for each dam and proof of ownership; and
- Signed resolutions.

GRAEF will endeavor to perform the proposed Basic Services per the following schedule provided authorization is received by February 26, 2018, subject to weather conditions:

- Complete Woolen Dam field inspection by March 21, 2018;
- Provide draft report by April 1, 2018; and
- Submit Municipal Dam Grant Application by April 26, 2018.

At your written request, GRAEF will provide the following Additional Services for additional compensation as detailed below:

- Design repairs, if needed, as a result of the inspection of the Woolen Mill Dam or the addition of a retaining wall on the left bank of the Columbia Mill Dam; and
- Survey work needed to create site boundary maps.

For all Basic Services, City of Cedarburg agrees to compensate GRAEF on a lump sum basis as follows:

Woolen Mill Dam Inspection	\$2,850
Municipal Dam Grant Application	\$2,000

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

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

GRAEF-USA Inc. looks forward to providing the above-mentioned services to City of Cedarburg.

If you have any questions regarding our proposal, please give me a call at (414) 266-9284.

Sincerely,

Tom Wiza

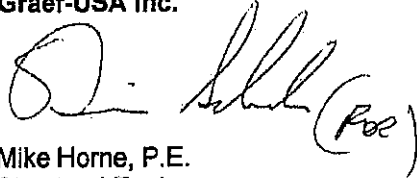
-2-

February 21, 2018

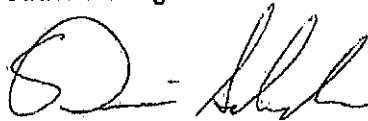


collaborate / formulate / innovate

Graef-USA Inc.



Mike Horne, P.E.
Structural Engineer



Brian Schneider, P.E.
Project Manager

Accepted by: City of Cedarburg

(Signature)

(Printed)

(Title)

Date:

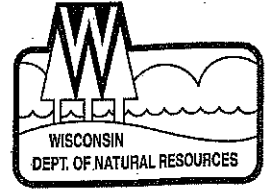
Attachments: Sample Resolution for Participation in Municipal Dam Grant Program

Cc: File

F:\Cedarburg\City of Cedarburg Woolen Mills Inspection and Dam Grants 2-21-18.docx

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
141 NW Barstow Street
Room 180
Waukesha, WI 53188

Scott Walker, Governor
Daniel L. Meyer, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



February 5, 2018

RECEIVED

City of Cedarburg
Tom Wiza
PO Box 49
Cedarburg WI 53012

FEB 8 - 2018

CITY OF CEDARBURG

Subject: Schedule for required Dam Inspections in Ozaukee County, WI.
Cedarburg Woolen Mill Dam, Key Sequence Number 168, Field File #45.01

Dear Dam Owner,

I am writing to inform you that you are responsible for hiring a registered professional engineer in 2018 to inspect your dam. When you have chosen your engineer, please have him or her contact me prior to scheduling the inspection to determine how best to review the DNR files for the dam. Once your consultant engineer has inspected the dam, the consultant has 90 days in which to submit an inspection report to the DNR for review and concurrence of the required maintenance or repairs.

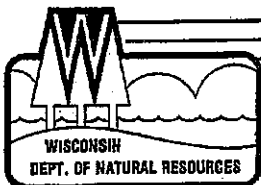
Your full inspection schedule for the next 10 years is available on our Dam Safety web pages at <http://dnr.wi.gov/topic/Dams/damSearch.html>. You may also find information about hiring engineers and other important information related to dams and the inspection program such as checklists required for the submittal, report templates and timeframes.

We are constantly improving the validity of information in the database of all dams in the state of Wisconsin. If you see inconsistencies or errors that have not been corrected, please call me at (262) 574-2188, or email me at andrea.stern@wisconsin.gov.

To stay in touch with what's going on in the Wisconsin Dam Safety Program, subscribe to Dam Safety News/Dam Information - electronic newsletter highlighting news and updates for dam owners, consultants, and other interested parties. To sign up please visit us at <http://dnr.wi.gov/topic/Dams/newsletters.html>.

Sincerely,

Andrea Stern
WM Engineer
Southeast Region



Fact Sheet

STATE OF WISCONSIN • DEPARTMENT OF NATURAL RESOURCES
BUREAU OF WATERSHED MANAGEMENT

OWNING A DAM IN WISCONSIN RESPONSIBILITY OF OWNERS

- **DAM OWNERS MAY BE RESPONSIBLE FOR INJURIES, DEATH OR DAMAGES CAUSED BY THEIR DAMS**
- **SAFE DAMS PROTECT DAM OWNERS AND REDUCE OWNER LIABILITY**
- **THE PUBLIC AND THE RESOURCES BENEFIT FROM SAFE DAMS**

Dam ownership carries significant legal responsibility. The dam owner must be aware of that responsibility and how to conscientiously deal with it. This fact sheet addresses general legal matters to help you, as the owner of a dam in Wisconsin, minimize exposure to liability due to ownership and/or operation. This fact sheet is intended to provide general guidance and is not intended to answer specific legal questions, nor should it be considered legal advice or counsel. Dam owners and operators are encouraged to obtain competent legal counsel when dealing with specific issues. Further information is available on our web pages <http://dnr.wi.gov/org/water/wm/dsfm/dams/index.html>.

LIABILITY: A dam owner must first be familiar with the legal obligation to maintain a dam in a safe and reasonable condition. The general rule is that a dam owner is responsible for its safety, and liability can be imposed upon a dam owner for failure to maintain, repair or operate the dam in a safe and proper manner. State law requires that an owner have a permit to construct, repair and/or operate a dam. Additional state or federal regulations for operation may apply if the dam is located on a navigable stream.

Dams create risk. The great energy stored in the water behind a dam can cause injuries and damage in the event of a dam failure. In addition to failure, dams can be hazardous to unwary boaters or adventurous children, who may try to go on, over or through the dam. Owners of dams must be responsible for maintaining a dam in a safe condition to reduce the risk a dam creates.

INSPECTION: Inspection is an integral part of proper maintenance for a dam. An owner is required to regularly inspect all parts of a dam, from the spillway to the embankments, from upstream to downstream and side to side. An owner of a large dam is also required to hire an engineer registered in the State of Wisconsin to

inspect the dam on a schedule established by the Department based on the hazard rating for the dam. A high hazard dam must be inspected every two years and a significant hazard dam must be inspected every 3-4 years. Low hazard dams must be inspected every 10 years. Our web pages have information about the inspection requirements and schedules, as well as how to hire an engineering consultant and what the inspections and reports should cover.

ALTERATIONS OR ADDITIONS: Modifications to a dam will require input from the DNR regional Water Management Engineer. Minor repairs that do not affect the structural integrity or hydraulic capacity of the dam are often approved with minimal paperwork, but most repairs, alterations and reconstructions require submittal of plans and specifications for review and formal approval prior to start of work. Alterations and additions include raising or enlarging the dam, creating or removing a spillway, or adding hydroelectric power generation facilities to an existing dam. Ch. 31.12, Wisconsin State Statutes, and Ch. NR 333, Wisconsin Administrative Code, provide standards for plans and specifications for construction of large dams. Please see

our web pages for links to these and other pertinent documents.

BUYING OR SELLING PROPERTY WITH A DAM (DAM TRANSFER):

Both the seller of property on which a dam is located, and the buyer of the property, must cooperate to complete a dam transfer application. An inspection is required prior to transferring the property and dam, as well as any repairs needed to bring the dam into compliance with safety standards. The buyer must show financial capability to maintain the dam and a permit may be required. Realtors, attorneys, and lenders are required by law to advise clients of these requirements. If dam transfer requirements are not met, the real estate transaction may be nullified.

Our transfer requirements are available in Ch. 140 of our Water Regulation and Zoning Guidebook: <http://dnr.wi.gov/org/water/wm/dsfm/dams/publications.html>

EMERGENCY ACTION PLAN/INSPECTION, OPERATION & MAINTENANCE PLAN:

An Emergency Action Plan (EAP) is required for the area downstream of the dam. This plan identifies affected downstream properties and resources available for responding to an emergency situation. It is required so that during flooding or imminent failure of the dam, a series of well-planned steps can guide the owner, operator, and emergency workers through a process to minimize the potential for loss of life or property damage.

An Inspection, Operation and Maintenance Plan (IOM) is required for all large dams in the State of Wisconsin. This plan should include water level orders and specifications, an operation schedule, a maintenance schedule, and the current names and telephone numbers of the operators and key people in the county and local municipalities. Maintenance should include all areas identified on the "Dam Inspection Checklists" which are used to inspect the dam.

Examples and templates of both the EAP and the IOM are available on the dam safety web pages. We also have fact sheets available to provide more detail about EAPs and IOMs.

LEVELS AND FLOWS: As a dam owner, you are responsible for maintaining the pool elevation behind your dam within authorized levels. If no formal levels have been established, you must hold the pool at the historically maintained level. State law requires a minimum release of water through a dam, and in some cases a specific minimum flow rate has been established to protect fish and water quality. If a minimum flow has been established for your dam, you are responsible for meeting this requirement.

If water level complaints are received by the department, the DNR may hold a hearing to determine the appropriate minimum and maximum levels for the flowage. Chapter 130 of our Water Regulation and Zoning Guidebook, available on the DNR website, (<http://dnr.wi.gov/org/water/wm/dsfm/dams/publication.s.html>) summarizes your obligations to maintain levels and flows in more detail.

DAM ABANDONMENT AND REMOVAL: A DNR permit is required before you abandon your dam. A dam abandonment permit will be issued with conditions that require dam removal, and in most cases allows the public to comment on the application and environmental impacts of the removal. This permit and public process works to preserve any rights which may have been acquired on the flowage by riparian owners or the public, and to ensure minimum removal standards.

Dam abandonment and removal is a viable option for owners faced with potential major repairs to their dams. Dam removal has been found to be much less expensive to an owner than repair or reconstruction of a dam, and many owners are choosing to restore the streams to their pre-dam condition by removing aged structures. We have much additional information about dam abandonment and removal on our web pages, including case histories of recent dam removals and links to resources for help with funding dam removals.

SUMMARY: The DNR seeks to promote safe dams and prevent dam failures through inspections, voluntary maintenance by dam owners, and repair orders when necessary. Owning, maintaining and operating a dam are complex processes and most owners need guidance and education to understand their responsibility to reduce risk.

Department of Natural Resources
Watershed Management, WT/3
101 South Webster Street
Box 7921
Madison, WI 53707-7921

Visit the Wisconsin DNR
on the Web at <http://www.dnr.wi.gov>
or the Dam Safety Program web page
<http://dnr.wi.gov/org/water/wm/dsfm/dams/>

CITY OF CEDARBURG

MEETING DATE: February 26, 2018

ITEM NO: 8. D.

TITLE: Consider Ordinance No. 2018-03 increasing the allocated funds in the General Fund, Cemetery and Capital Improvement Fund for the 2018 budget and action thereon.

ISSUE SUMMARY: The ordinance is for the encumbrances from 2017. These are projects/purchases that were budgeted in 2017 and not completed. The purchases/projects will be completed in 2018.

STAFF RECOMMENDATION: Adopt ordinance.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Balanced budget

ATTACHMENTS: Ordinance No. 2018-03 and list of uses

INITIATED/REQUESTED BY: Christy Mertes, City Administrator/Treasurer

FOR MORE INFORMATION CONTACT: Christy 376-3907

**CITY OF CEDARBURG
ORDINANCE NO. 2018-03**

An Ordinance Increasing Allocated Funds in the General Fund, Cemetery and Capital Improvements

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

SECTION 1. According to Wisconsin Statutes no appropriations may remain over expended at year-end within the annual budget and funds encumbered from 2017 need to be allocated into the 2018 budget;

SECTION 2. The authorized expenditures within the adopted 2018 Annual Budget need to be increased;

<u>APPROPRIATION</u>	<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
Increase – Street Improvements	100-533311-240	Repair & Maintenance	\$1,859
Increase – Elections	100-514200-310	Supplies	\$2,000
Increase – Emergency Management	100-522410-380	Equipment	\$500
Increase – City Hall Complex	100-518100-240	Repair & Maintenance	\$5,700
Increase – City Hall Complex	100-518100-380	Capital Outlay	\$12,900
Increase – Cemetery	200-544210-240	Repair & Maintenance	\$1,186
Increase – Cemetery	200-544210-230	Grounds Maintenance	\$250
Increase – Parks & Forestry	400-555510-811	Trailer purchase	\$5,000
Increase – Street Improvements	400-533311-854	2018 street projects	\$20,700

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

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

Passed and adopted this 26th day of February, 2018.

Kip Kinzel, Mayor

Countersigned:

Constance K. McHugh, City Clerk

Approved as to form:

Michael Herbrand, City Attorney

2017 encumbrances
General Fund

B&B Trailers	1,859.00	100-533311-240	Trailer purchase
Bear Graphics	2,000.00	100-514200-310	election supplies
Ontech	500.00	100-522410-380	Computer replacement
Pichler Painting	5,700.00	100-518100-240	exterior painting complex
Pichler Painting	12,900.00	100-518100-380	exterior painting complex
total general fund	<u>22,959.00</u>		
Cemetery			
L&H Tree Service	1,186.00	200-544210-240	Tree removal in Immanuel
L&H Tree Service	250.00	200-544210-230	Tree removal in Immanuel
total cemetery	<u>1,436.00</u>		
Capital			
B&B Trailers	5,000.00	400-555510-811	Trailer purchase
FirstChoice Tree Care	20,700.00	400-533311-854	pre construction tree pruning
total capital	<u>25,700.00</u>		

CITY OF CEDARBURG

MEETING DATE: February 26, 2018

ITEM NO: 8. E.

TITLE: Consider Resolution No. 2018-05 transferring funds from Public Safety and Public Works to General Government and Culture and Recreation; and action thereon

ISSUE SUMMARY: At the end of the year no appropriations may remain over expended within the annual budget.

The savings were realized in the Police Department Patrol section and Public Works Street Improvements overtime accounts. Other funds used for year-end appropriations are the funds received but not previously budgeted.

With the change in accounting for the Senior Center trips and adding the Senior Van to the General Fund, the budget needs to reflect the trip fees and expenditures and all the activity of the Senior Van.

The legal fees in General Fund were over budget by \$29,285 for the year but General Government offset a portion of that, the balance of \$12,000 needs to be appropriated from another department.

The Parks, Recreation and Forestry Salaries and Celebrations Other Expenses accounts were over budget. Park, Recreation and Forestry Salaries overage is due to the allocation of the employees on projects throughout the year. The Celebrations account was over budget due to the donation of \$10,000 from Mercury Marine for the fireworks. The revenue was recorded as a donation and then an expenditure in Celebrations, the same account as the City contribution to the Chamber of Commerce.

STAFF RECOMMENDATION: Adopt resolution

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Balanced budget

ATTACHMENTS: Resolution No. 2018-05

INITIATED/REQUESTED BY: Christy Mertes, City Administrator/Treasurer

FOR MORE INFORMATION CONTACT: Christy 376-3907

**CITY OF CEDARBURG
RESOLUTION NO. 2018-05**

**A Resolution Transferring Funds from Public Safety and Public Works to
General Government and Culture and Recreation**

WHEREAS, certain authorized expenditures within the adopted 2017 Annual Budget need to be reallocated; and

WHEREAS, according to Wisconsin Statutes no appropriations may remain over expended at year-end within the annual budget;

NOW, THEREFORE, BE IT RESOLVED that the following appropriation transfer be authorized within the 2017 City of Cedarburg budget:

<u>APPROPRIATION</u>	<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
	Transfer from:		
Public Works	100-533311-112	Street Improvements - OT	\$25,000
Public Safety	100-522120-111	Patrol Salaries	\$15,000
	Increase:		
Public Charges for Services	100-467435	Senior Center Fees	\$5,000
	100-488800	Senior Van Receipts	\$5,000
Commercial Revenues	100-485550	Donations	\$20,000
	Transfer to:		
General Government	100-516100-211	City Attorney Services	\$12,000
Culture & Recreation	100-555510-111	Parks, Recreation & Forestry – Salaries	\$10,000
	100-555220-390	Celebrations – Other	\$10,000
	100-555140-390	Senior Center – Other Expense	\$34,900
	100-555145-351	Senior Van – Gas & Oil Expense	\$3,100

Passed and adopted this 26th day of February 2018.

Attest:

Kip Kinzel, Mayor

Constance K. McHugh, City Clerk

Approved as to form:

Michael Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: February 26, 2018

ITEM NO: 8. F.

TITLE: Consider Resolution No. 2018-06 implementing a municipal-wide energy management policy; and action thereon

ISSUE SUMMARY: This partnership with WPPI began in 2013 with resolution 2013-07 making the City eligible to receive energy efficiency incentives through Light & Water/WPPI Entergy Utility and Municipal Program.

The resolution from 2013 has expired and to keep the relationship a new resolution needs to be adopted.

STAFF RECOMMENDATION: Approve Resolution No. 2018-06

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Potential cost savings in the future

ATTACHMENTS: Resolution No. 2018-06

INITIATED/REQUESTED BY: Christy Mertes

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

Resolution No. 2018-06

A Resolution Implementing A City -Wide Energy Management Policy

WHEREAS, the City of Cedarburg and Cedarburg Light and Water are committed to an environmentally responsible community and municipally owned and operated utility dedicated to improving global and local quality of life through active environmental stewardship; and

WHEREAS, it is more cost-effective to use less electricity and natural gas than it is to generate and/or purchase electricity and natural gas for the operation of the City of Cedarburg and Cedarburg Light and Water facilities; and

WHEREAS, Cedarburg Light and Water and WPPI Energy have developed and implemented mutually beneficial energy efficiency, conservation and renewable energy programs, projects and educational activities designed to increase community energy efficiency, promote clean air and water and reduce waste; and

WHEREAS, Cedarburg Light and Water already promotes these initiatives through its local energy efficiency programs and partnership with WPPI Energy and Focus on Energy; and

WHEREAS, implementing a municipal-wide energy management policy will require that the City of Cedarburg and Cedarburg Light and Water make a commitment of financial and human resources toward initiatives that save energy and money for the long-term.

NOW, THEREFORE, BE IT RESOLVED, that the City of Cedarburg and Cedarburg Light and Water will set a goal to curb use of electricity, natural gas and water in municipal facilities by 5% from levels measured in 2017 by the end of 2022.

BE IT FURTHER RESOLVED, that the City of Cedarburg and Cedarburg Light and Water will demonstrate the effectiveness of energy efficiency, conservation and renewable resource development and further seek to instill a strong conservation ethic within the community that will help establish the City of Cedarburg as a leader in these areas.

Passed and adopted this 26th day of February, 2018.

Kip Kinzel, Mayor

Attest: _____
Constance K. McHugh, City Clerk

Approved as to form:

Michael Herbrand, City Attorney

CITY OF CEDARBURG TRANSFER LIST

2/7/18-2/21/18

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
2/12/2018	\$2,539.87	Light & Water-February charges
2/14/2018	\$197,000.00	PWSB Payroll
2/15/2018	\$440.00	Union Dues for 1/28/18-2/10/18
2/15/2018	\$3,396.79	ICMA for 1/28/18-2/10/18
2/15/2018	\$4,620.06	Health Savings Accounts for 1/28/18-2/10/18
2/15/2018	\$5,468.92	ICMA-contributions for 1/28/18-2/10/18
2/19/2018	\$25,749.86	Light & Water-Cycle 3
2/20/2018	\$13,305.06	State of Wisconsin-February sales tax
2/21/2018	\$1,248.66	CVMIC-pollution liability insurance
	<u>\$253,769.22</u>	
PWSB PAYROLL ACCOUNT		
2/16/2018	\$138,995.68	Payroll for 1/28/18-2/10/18
2/16/2018	\$58,169.22	Payroll taxes for 1/28/18-2/10/18
	<u>\$197,164.90</u>	
PWSB MONEY MARKET ACCOUNT		
2/20/2018	\$402,330.72	Ozaukee County-tax settlement
2/20/2018	\$1,031,291.01	Cedarburg School District-tax settlement
2/20/2018	\$281,396.24	MATC-tax settlement
	<u>\$1,715,017.97</u>	
BMO HARRIS-TEMPORARY INVESTMENT ACCOUNT		
2/20/2018	\$4,377.33	Mequon-Thiensville School District-tax settlement
2/20/2018	\$1,000,000.00	Cedarburg School District-tax settlement (partial)
	<u>\$1,004,377.33</u>	

CITY OF CEDARBURG

02/16/18 8:23 AM

Page 1

***Check Detail Register©**

FEBRUARY 2018

	Check Amt	Invoice	Comment
111300 PWSB Checking			
Unpaid ADP, LLC.			
E 100-515600-210 PROFESSIONAL SERVICES	\$460.24	508435419	TREAS-1/27/18 PAYROLL
Total ADP, LLC.	\$460.24		
Unpaid ASSESSMENT TECHNOLOGIES OF WI			
E 100-515400-312 COMPUTER/COPIER SUPPLIE	\$1,861.16	7491	ASSESSOR-RENEW MD PROF ANNUAL SITE
Total ASSESSMENT TECHNOLOGIES OF WI	\$1,861.16		
Unpaid BAKER & TAYLOR AV PRE PROCESS			
E 260-555110-319 PUBLICATIONS AND SUBSCRI	\$183.40	B81021110	LIBR-DVDS
Total BAKER & TAYLOR AV PRE PROCESS	\$183.40		
Unpaid BARTON SMALL ENGINE, LLC			
E 100-555510-240 REPAIR AND MAINTENANCE	\$120.96	222081	PARKS-BLADE/HYDRO OIL FILTER
Total BARTON SMALL ENGINE, LLC	\$120.96		
Unpaid BEYER S HARDWARE STORE			
G 100-212500 ACCRUED VOUCHERS PAYABLE	\$149.86	135635	DPW-MIRR ROSETTE/BUD/BULBS
G 100-212500 ACCRUED VOUCHERS PAYABLE	\$4.02	135680	DPW-HARDWARE
G 100-212500 ACCRUED VOUCHERS PAYABLE	\$61.69	135721	DPW-ENAMEL/SPRAY PAINT
G 100-212500 ACCRUED VOUCHERS PAYABLE	\$13.36	135821	DPW-CPVC CAP/FPT ADAPTER
G 100-212500 ACCRUED VOUCHERS PAYABLE	\$51.73	135866	DPW-ANTIFREEZE BLEND
G 100-212500 ACCRUED VOUCHERS PAYABLE	\$4.48	135979	DPW-CLR TUBING
G 100-212500 ACCRUED VOUCHERS PAYABLE	\$7.65	136203	DPW-HARDWARE
E 100-555510-240 REPAIR AND MAINTENANCE	\$4.50	136771	PARKS-HARDWARE
E 100-555510-240 REPAIR AND MAINTENANCE	\$6.29	136785	PARKS-POLY BRUSH
E 100-555510-240 REPAIR AND MAINTENANCE	\$13.93	136822	PARKS-1/8X325' PROOF CHAIN
E 100-555510-240 REPAIR AND MAINTENANCE	\$44.31	137021	PARKS-SWIVEL CASTERS/USB ADAPTER/HARDWARE
E 100-555510-240 REPAIR AND MAINTENANCE	\$4.85	137082	PARKS-AP TOWELETTES
E 601-573830-340 MAINTENANCE SUPPLIES	\$7.13	137156	CWRC-BRS CMP SLEEVE
E 601-573830-340 MAINTENANCE SUPPLIES	\$33.69	137181	CWRC-4 WIRE ROLLER FRAME/WALL SCRAPER
Total BEYER S HARDWARE STORE	\$407.49		
Unpaid BOLD TECHNOLOGIES			
E 100-522110-240 REPAIR AND MAINTENANCE	\$635.10	14047	PD-SUS-MAN-ALAR MANITOU ALARM SUPPORT
Total BOLD TECHNOLOGIES	\$635.10		
Unpaid BRUCK LAW OFFICES, S.C.			
G 100-215914 COURT ORDERED DEDUCTIONS	\$225.87		GARNISHMEN PAYROLL GARNISHMENT
Total BRUCK LAW OFFICES, S.C.	\$225.87		
Unpaid BRUGGINKS, INC			
E 100-533440-240 REPAIR AND MAINTENANCE	\$725.00	1-517599	DPW-RT-120F/FECON MULCHING HEAD RENTALS
Total BRUGGINKS, INC	\$725.00		
Unpaid CAPELLE, ANGELA M			
G 100-261400 OVERPAYMENT OF TAXES	\$80.88		TAX REFUND OVERPAYMENT OF 2017 TAXES

CITY OF CEDARBURG

02/16/18 8:23 AM

Page 2

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
Total CAPELLE, ANGELA M		\$80.88		
Unpaid	CHARTIER, LEE			
G 100-261400	OVERPAYMENT OF TAXES	\$1,056.24	TAX REFUND	OVERPAYMENT OF 2017 TAXES
Total CHARTIER, LEE		\$1,056.24		
Unpaid	CHEMTREAT INC			
E 100-518100-380	EQUIPMENT/CAPITAL OUTLA	\$459.70	2547040	COMPLEX-CONDUCTIVITY METER
Total CHEMTREAT INC		\$459.70		
Unpaid	CINTAS CORPORATION			
E 100-533210-350	OPERATING SUPPLIES	\$127.31	184123771	DPW-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$127.31	184126835	DPW-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$127.31	1844125299	DPW-UNIFORMS
Total CINTAS CORPORATION		\$381.93		
Unpaid	COATES, JOHN C			
G 100-261400	OVERPAYMENT OF TAXES	\$9,095.50	TAX REFUND	OVERPAYMENT OF 2017 TAXES
Total COATES, JOHN C		\$9,095.50		
Unpaid	COMMUNITY PRINTING INC.			
E 100-555510-310	OFFICE SUPPLIES	\$104.00	25751	PARKS-EMPLOYEE TIME SHEETS
Total COMMUNITY PRINTING INC.		\$104.00		
Unpaid	COMPLETE OFFICE OF WISCONSIN			
E 100-515600-310	OFFICE SUPPLIES	\$114.47	253516	TREAS-FILE JACKETS/1099 TAX FORMS
E 100-533110-350	OPERATING SUPPLIES	\$231.75	253516	ENG-MESH CHAIR-D DRUMEL
Total COMPLETE OFFICE OF WISCONSIN		\$346.22		
Unpaid	COPPS, EMILY			
G 100-261400	OVERPAYMENT OF TAXES	\$86.19	TAX REFUND	OVERPAYMENT OF 2017 TAXES
Total COPPS, EMILY		\$86.19		
Unpaid	CZAJKOWSKI, GINGER			
R 220-467329	SUMMER SOCCER	\$45.00	REFUND	REC-MIGHTY MITES PROGRAM CANCELLATION
Total CZAJKOWSKI, GINGER		\$45.00		
Unpaid	EGLHOFF LAWNMOWER SERVICE			
E 100-555510-240	REPAIR AND MAINTENANCE	\$183.50	237054	PARKS-SAW CHAINS/OIL
Total EGLHOFF LAWNMOWER SERVICE		\$183.50		
Unpaid	ENVIRONMENTAL SYSTEMS			
E 100-555510-390	OTHER EXPENSES	\$1,000.00	93414728	PARKS-PKS819-ARCGIS ONLINE NAMED USER LEVEL 2 LICENSE
Total ENVIRONMENTAL SYSTEMS		\$1,000.00		
Unpaid	FASTENAL COMPANY			
E 100-533210-353	MAINTENANCE PARTS	\$18.69	WISAU98263	DPW-ALUM SLEEVE
E 100-518100-350	OPERATING SUPPLIES	\$71.80	WISAU98292	COMPLEX-TRPRBLKRBRSACT

CITY OF CEDARBURG

02/16/18 8:23 AM

Page 3

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
Total FASTENAL COMPANY		\$90.49		
Unpaid	FILTER, AUDREY			
R 100-463101	PUBLIC WORKS FEES	\$40.00	REFUND	REFUND OF APPLIANCE PICKUP FEE-ITEMS GONE BEFORE PICKUP
Total FILTER, AUDREY		\$40.00		
Unpaid	FORESTRY SUPPLIERS			
E 100-555510-240	REPAIR AND MAINTENANCE	\$103.44	302977-00	PARKS-RODEO HERBICIDE
Total FORESTRY SUPPLIERS		\$103.44		
Unpaid	FOX VALLEY TECH COLLEGE-PO2277			
E 100-522130-330	TRAVEL & TRAINING	\$250.00	TRAINING	DEATH INVESTIGATION ACADEMY-DET. RYAN FITTING STUDENT ID# 120522476
Total FOX VALLEY TECH COLLEGE-PO2277		\$250.00		
Unpaid	GFOA			
E 100-515600-390	OTHER EXPENSES	\$280.00	APPLICATION	2018 GFOA BUDGET AWARD APPLICATION
Total GFOA		\$280.00		
Unpaid	HARTFORD POLICE DEPT			
E 100-522120-330	TRAVEL & TRAINING	\$95.00	IN-SERVICE	PD-IN-SERVICE DAYS-SGT. J. KELL
Total HARTFORD POLICE DEPT		\$95.00		
Unpaid	HEAVY EQUIPMENT SPECIALISTS			
E 100-533210-353	MAINTENANCE PARTS	\$103.94	25966	DPW-FITTINGS/ENDS
Total HEAVY EQUIPMENT SPECIALISTS		\$103.94		
Unpaid	HOLLAND HEATING AND A/C			
R 100-443505	HEATING/AIR COND PERMITS	\$55.00	REFUND	PERMIT REFUND-WORK CANCELLED
R 100-443501	ELECTRICAL PERMITS	\$50.00	REFUND	PERMIT REFUND-WORK CANCELLED
Total HOLLAND HEATING AND A/C		\$105.00		
Unpaid	HOUSEMAN & FEIND, LLP			
E 100-522110-212	ATTORNEY/CONSULTANT	\$1,363.02	42735	PD-TRAFFIC-JANUARY 2018 SERVICES
E 100-516100-211	EXTRAORDINARY SERVICES	\$801.00	42748	AMCAST-JANUARY 2018 SERVICES
E 100-522110-212	ATTORNEY/CONSULTANT	\$80.00	42755	PD-HIRING INQUIRY
E 601-573850-211	EXTRAORDINARY SERVICES	\$380.00	42755	CWRC-HIGHLAND LS
G 100-239253	DEVELOPERS AGREE-CEDAR PL	\$779.00	42755	CEDAR PLACE
E 100-516100-211	EXTRAORDINARY SERVICES	\$4,074.00	42755	HIS DEV. AGREEMENT
E 100-516100-211	EXTRAORDINARY SERVICES	\$133.00	42755	AMCAST
E 400-533750-841	PROCHNOW	\$133.00	42755	PROCHNOW
E 100-516100-211	EXTRAORDINARY SERVICES	\$3,153.08	42755	AWH, CC, PC, CELL LEASES, PIONEER RD PROPERTY
Total HOUSEMAN & FEIND, LLP		\$10,896.10		
Unpaid	IBS OF SOUTHEASTERN WISCONSIN			
E 100-533210-353	MAINTENANCE PARTS	\$338.85	100672760	DPW-3 BATTERIES 31-MHD
Total IBS OF SOUTHEASTERN WISCONSIN		\$338.85		

CITY OF CEDARBURG

02/16/18 8:23 AM

Page 4

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
Unpaid	INFOSEND, INC.			
E 601-573850-320	PROF PUBLICATIONS AND DU	\$52.79	132615	CWRC-2018 SEWER RATES INSERT FEE
	Total INFOSEND, INC.	\$52.79		
Unpaid	JAMES IMAGING SYSTEMS, INC.			
E 100-555510-350	OPERATING SUPPLIES	\$185.13	22106579	REC- COPIER RENTAL
E 100-514700-385	EQUIPMENT OUTLAY	\$213.56	22106579	2ND FLOOR-COPIER RENTAL
E 100-514700-385	EQUIPMENT OUTLAY	\$213.56	22106579	1ST FLOOR-COPIER RENTAL
	Total JAMES IMAGING SYSTEMS, INC.	\$612.25		
Unpaid	JOHN P. LOCHEN CO., INC.			
E 100-555510-240	REPAIR AND MAINTENANCE	\$52.20	T26615	PARKS-ASSY ROLLER ANTI-SC
	Total JOHN P. LOCHEN CO., INC.	\$52.20		
Unpaid	LIGHT AND WATER			
E 601-573850-216	L&W BILLING	\$10,066.47	6835	FEBRUARY 2018 SEWERAGE BILLING BY WATER DEPT
G 100-256201	DUE TO L&W IMPACT FEES	\$1,856.42	WTR IMPACT	WTR IMPACT FEE-W56N1176 JAMES CIR LOT#15
G 100-256201	DUE TO L&W IMPACT FEES	\$1,917.68	WTR IMPACT	WTR IMPACT FEE-W56N1172 JAMES CIR
G 100-256201	DUE TO L&W IMPACT FEES	\$1,917.68	WTR IMPACT	WTR IMPACT FEE-N114W5886 JAMES CIR LOT #31
	Total LIGHT AND WATER	\$15,758.25		
Unpaid	MALLERY & ZIMMERMAN, SC.			
E 100-522110-212	ATTORNEY/CONSULTANT	\$174.00	33493	PD-JANUARY 2018-PERSONNEL ISSUE
E 100-516100-211	EXTRAORDINARY SERVICES	\$510.00	33494	JANUARY 2018 LEGAL-AWH/S. BANAS
	Total MALLERY & ZIMMERMAN, SC.	\$684.00		
Unpaid	MASTER PRINTWEAR			
E 220-555390-394	POMS EXPENSES	\$312.00	1513	REC-POMS APPAREL
	Total MASTER PRINTWEAR	\$312.00		
Unpaid	MENTZEL, TYLER			
R 220-467326	SPECIAL REC EVENTS	\$50.00	REFUND	WINTER KICKBALL TOURNEY CANCELLATION
	Total MENTZEL, TYLER	\$50.00		
Unpaid	MIDWEST EQUIPMENT SALES & SVC			
E 100-533210-353	MAINTENANCE PARTS	\$220.25	012632	DPW-CASTER WHEEL FOR STERTIL-KONI ADAPTER-HOIST
	Total MIDWEST EQUIPMENT SALES & SVC	\$220.25		
Unpaid	MINNESOTA/WISCONSIN PLAYGROUND			
E 400-555510-861	PARK IMPROVEMENTS	\$15,050.00	DEPOSIT	PARKS-DEPOSIT FOR CEDAR FOREST PRODUCTS
	al MINNESOTA/WISCONSIN PLAYGROUND	\$15,050.00		
Unpaid	NAPA AUTO PARTS			
E 100-533210-353	MAINTENANCE PARTS	\$23.97	5269-919068	DPW-NITRILE DISPOS. GLOVES
E 100-533210-353	MAINTENANCE PARTS	\$29.99	5269-926738	DPW-VEH#52-BRAKE PADS
E 100-533210-353	MAINTENANCE PARTS	(\$5.00)	5269-926756	DPW-CREDIT-CORE DEPOSIT
E 100-533210-353	MAINTENANCE PARTS	\$13.69	5269-926987	DPW-VEH#13-NAPAGOLD FUEL FILTER

CITY OF CEDARBURG

02/16/18 8:23 AM

Page 5

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
E 100-533210-353	MAINTENANCE PARTS	\$27.07	5269-927261	DPW-VEH#51 BRAKE PADS/OIL FILTER
E 100-533210-351	GAS AND OIL EXPENSE	\$54.83	5269-927635	DPW-VEH#9-FUEL/OIL/AIR FILTERS
E 100-533210-353	MAINTENANCE PARTS	\$165.81	5269-927695	DPW-WHEEL BEARING & HUB ASSMBLY
	Total NAPA AUTO PARTS	\$310.36		
Unpaid	OLSEN S PIGGLY WIGGLY			
E 100-533210-330	TRAVEL & TRAINING	\$76.71	34430	DPW-SNOW REMOVAL TRAINING-REFRESHMENTS
E 260-555110-308	PROGRAM SUPPLIES	\$45.61	34432	LIBR-FEBRUARY PROGRAM REFRESHMENTS
	Total OLSEN S PIGGLY WIGGLY	\$122.32		
Unpaid	OLSEN, CHRISTOFFER			
G 100-261400	OVERPAYMENT OF TAXES	\$2,465.70		TAX REFUND OVERPAYMENT OF 2017 TAXES
	Total OLSEN, CHRISTOFFER	\$2,465.70		
Unpaid	OZAUKEE DISPOSAL CORPORATION			
E 601-573830-297	REFUSE COLLECTION	\$1,525.00	IN45124	CWRC-JANUARY 2018 DUMPSTER PICKUP
	Total OZAUKEE DISPOSAL CORPORATION	\$1,525.00		
Unpaid	PACE ANALYTICAL SERVICES, INC.			
E 601-573825-217	OUTSIDE LAB TESTING	\$50.00	1840047195	CWRC-KJELDAHL NITROGEN
	Total PACE ANALYTICAL SERVICES, INC.	\$50.00		
Unpaid	QUALITY STATE OIL CO., INC.			
G 100-161500	FUEL INVENTORY	\$5,326.87	12337126	DPW-ULSD CLEAR
G 100-161500	FUEL INVENTORY	\$4,410.80	1237125	DPW-REG UNL GAS RFG
	Total QUALITY STATE OIL CO., INC.	\$9,737.67		
Unpaid	RNOW INC			
E 601-573835-296	COLLECTION SYSTEM TELEVI	\$545.00	2018-53181	CWRC-LEVEL 1 PUSH CAMERA SERVICE
	Total RNOW INC	\$545.00		
Unpaid	SCHAUER ARTS CENTER			
E 100-555140-390	OTHER EXPENSES	\$150.00	256668	SR TOUR-DEPOSIT-12/7/18 CHRISTMAS W/NELSONS
E 100-555140-390	OTHER EXPENSES	\$150.00	256669	SR TOUR-DEPOSIT-12/7/18 CHRISTMAS W/NELSONS
	Total SCHAUER ARTS CENTER	\$300.00		
Unpaid	SHORT ELLIOTT HENDRICKSON INC			
E 400-518100-806	CITY HALL IMPROVEMENTS	\$440.16	345284	MONOPOLE PROJ. 141581-ENGINEERING SERVICES
	Total SHORT ELLIOTT HENDRICKSON INC	\$440.16		
Unpaid	STATE OF WI DOR-BOX 8971			
G 850-246000	DUE TO COUNTY - ST/CO PROP T	\$133.42	LOTTERY CR	TAX KEY 131460116000-LOTTERY CREDIT/INTEREST
	Total STATE OF WI DOR-BOX 8971	\$133.42		
Unpaid	TIME WARNER CABLE-PO BOX 4639			
E 100-514700-220	Internet	\$1,026.50	702696601021	CH OFC-INTERNET
E 240-555320-210	PROFESSIONAL SERVICES	\$159.99	709737801020	POOL-INTERNET-BLDG CP APT LL
	Total TIME WARNER CABLE-PO BOX 4639	\$1,186.49		

CITY OF CEDARBURG

02/16/18 8:23 AM

Page 6

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
Unpaid	UNIFIRST CORPORATION			
E 601-573825-372	SAFETY EQUIPMENT	\$48.35	096 1000711	CWRC-UNIFORMS
E 260-555110-290	MAINT/CONTRACTED SERVIC	\$5.23	096 1000728	LIBR-MOP HANDLE
	Total UNIFIRST CORPORATION	\$53.58		
Unpaid	VALU RITE CORPORATION			
E 100-515400-210	PROFESSIONAL SERVICES	\$1,125.00	CONTRACT	ASSESSOR-FEBRUARY 2018 COMMERCIAL SERVICES
	Total VALU RITE CORPORATION	\$1,125.00		
Unpaid	VINCO INC			
E 400-518100-806	CITY HALL IMPROVEMENTS	\$162,840.00	PAY REQ #2	WESTERN ROAD MONOPOLE-PAY REQ #2
	Total VINCO INC	\$162,840.00		
Unpaid	WE ENERGIES-PO BOX 90001			
E 100-522410-224	NATURAL GAS	\$143.61	0073-603-522	EM-WESTERN
E 100-522230-224	NATURAL GAS	\$1,277.54	0461-777-971	FD-MEQUON
E 100-555510-224	NATURAL GAS	\$202.50	1010-312-045	BOY SCOUT HOUSE
E 100-555510-224	NATURAL GAS	\$181.93	1201-902-213	GIRL SCOUT HOUSE
E 601-573840-224	NATURAL GAS	\$154.26	1215-012-928	CWRC-GARFIELD ST LS #9
E 601-573840-224	NATURAL GAS	\$12.30	1231-799-804	CWRC-KENZIE WAY LS #11
E 260-555110-224	NATURAL GAS	\$1,257.50	2664-690-477	LIBR-HANOVER AVE
E 100-533210-222	ELECTRIC	\$47.07	3090-975-495	DPW-ELECTRIC-HWY 60
E 601-573840-224	NATURAL GAS	\$13.79	3226-404-229	CWRC-EVERGREEN CT LS #7
E 601-573825-224	NATURAL GAS	\$208.89	3676-352-296	CWRC-PARK LN-UV
E 240-555320-224	NATURAL GAS	\$26.35	3800-407-384	POOL-EVERGREEN BLVD
E 100-522230-224	NATURAL GAS	\$792.49	3867-586-082	FD-MEQUON AVE
E 100-518100-224	NATURAL GAS	\$1,206.15	4273-838-952	CH-WASHINGTON AVE
E 601-573840-224	NATURAL GAS	\$13.78	4840-580-943	CWRC-HIGHLAND DR LS #8
E 100-518100-224	NATURAL GAS	\$1,393.54	6030-376-666	LINCOLN BLDG
E 601-573825-224	NATURAL GAS	\$572.85	6058-143-423	CWRC-PARK LN CONTROL BLDG
E 100-533210-224	NATURAL GAS	\$2,408.27	6625-353-957	PW FAC-JOHNSON AVE
E 601-573840-224	NATURAL GAS	\$11.65	6625-972-176	CWRC-DORCHESTER LS #4
E 240-555320-224	NATURAL GAS	\$10.23	6829-107-991	POOL-EVERGREEN BLVD STE 2
E 601-573840-224	NATURAL GAS	\$11.65	7009-148-866	CWRC-KEUP RD LS #10
E 100-518100-224	NATURAL GAS	\$1,568.19	9472-045-425	GYM-WASHINGTON AVE
	Total WE ENERGIES-PO BOX 90001	\$11,514.54		
Unpaid	WELLS, PATRICK			
G 100-261400	OVERPAYMENT OF TAXES	\$172.75	TAX REFUND	OVERPAYMENT OF 2017 TAXES
	Total WELLS, PATRICK	\$172.75		
Unpaid	ZIMPEL, JEFFREY M.			
G 100-261400	OVERPAYMENT OF TAXES	\$73.47	TAX REFUND	OVERPAYMENT OF 2017 TAXES
	Total ZIMPEL, JEFFREY M.	\$73.47		
	111300 PWSB Checking	\$255,148.40		

CITY OF CEDARBURG

02/16/18 8:23 AM

Page 7

***Check Detail Register©**

FEBRUARY 2018

Check Amt Invoice Comment

Fund Summary**111300 PWSB Checking**

100 GENERAL FUND	\$60,748.91
220 RECREATION PROGRAMS FUND	\$407.00
240 SWIMMING POOL FUND	\$196.57
260 LIBRARY FUND	\$1,491.74
400 CAPITAL IMPROVEMENTS FUND	\$178,463.16
601 WATER RECYCLING CENTER	\$13,707.60
850 FIDUCIARY FUND	\$133.42
	\$255,148.40

CITY OF CEDARBURG
***Check Detail Register©**

02/12/18 10:04 AM
Page 1

FEBRUARY 2018

	Check Amt	Invoice	Comment
111300 PWSB Checking			
Unpaid			
		AT&T	
E 100-522110-225 TELEPHONE/COMMUNICATIO	\$193.46	414Z45-63209	PD-PHONE
Total AT&T	\$193.46		
111300 PWSB Checking	\$193.46		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	\$193.46
	\$193.46

*This check replaces Check No. 27824
which was damaged in city's
Postage machine.*

CITY OF CEDARBURG

02/08/18 4:15 PM

Page 1

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
111300 PWSB Checking				
Unpaid	ASSOCIATED BENEFIT & RISK CON.			
E 100-515600-210	PROFESSIONAL SERVICES	\$1,533.00	7480	TREAS-FEBRUARY 2018 CONSULT. SERVICES
G 100-156200	DUE FROM LIGHT & WATER	\$383.00	7480	L&W-FEBRUARY 2018 CONSULTING SERVICES
Total	ASSOCIATED BENEFIT & RISK CON.	\$1,916.00		
Unpaid	AT&T			
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$193.46	414Z45-63209	PD-PHONE
Total	AT&T	\$193.46		
Unpaid	AUTO BRAKE CLUTCH & GEAR CO.			
E 100-533210-353	MAINTENANCE PARTS	\$44.40	441443	DPW-VELVAC 3-WAY SOLENO
E 100-533210-353	MAINTENANCE PARTS	\$44.40	441560	DPW-VELVAC 3-WAY SOLENO
E 100-533210-353	MAINTENANCE PARTS	\$39.50	442108	DPW-DEXTER
Total	AUTO BRAKE CLUTCH & GEAR CO.	\$128.30		
Unpaid	AXLEY BRYNELSON, LLP			
E 100-516100-211	EXTRAORDINARY SERVICES	\$1,795.00	720476	AMCAST-DECEMBER 2017 SERVICES
Total	AXLEY BRYNELSON, LLP	\$1,795.00		
Unpaid	BADGER THERMAL UNLIMITED, LLC			
E 100-518100-240	REPAIR AND MAINTENANCE	\$220.22	36431	COMPLEX-MEPCO STEAM TRAPS/COVER
E 100-518100-240	REPAIR AND MAINTENANCE	\$141.55	36459	COMPLEX-TUNSTALL REPAIR KIT FOR HOFFMAN #17C
Total	BADGER THERMAL UNLIMITED, LLC	\$361.77		
Unpaid	BEYER S HARDWARE STORE			
E 200-544210-230	GROUPS MAINTENANCE	\$59.29	136733	CEM-FLUORO ORG MARKING PAINT
E 100-533210-353	MAINTENANCE PARTS	\$4.25	136831	DPW-HARDWARE
E 100-533210-353	MAINTENANCE PARTS	\$17.09	136861	DPW-IVY SELF GFCI
E 100-533210-353	MAINTENANCE PARTS	\$34.43	136864	DPW-SEAL TAPE/BRS STREET ELBOW
E 100-518100-350	OPERATING SUPPLIES	\$10.79	136958	COMPLEX-MAP-PRO CYLINDER
E 100-533210-353	MAINTENANCE PARTS	(\$2.14)	136973	DPW-CREDIT-RETURNED FERRULES/STOPS
E 100-522410-350	OPERATING SUPPLIES	\$5.92	137022	EM-LED NIGHT LIGHTS
E 100-533210-353	MAINTENANCE PARTS	\$6.08	137047	DPW-HARDWARE
E 100-533210-353	MAINTENANCE PARTS	\$19.77	137105	DPW-FEED SCOOP/WHT TOUCH CAN
E 100-522410-380	EQUIPMENT/CAPITAL OUTLA	\$16.19	137122	EM-HARDWARE
Total	BEYER S HARDWARE STORE	\$171.67		
Unpaid	BOEHLKE BOTTLED GAS CORP.			
G 100-161500	FUEL INVENTORY	\$786.13	U0015577	DPW-MOTOR FUEL
Total	BOEHLKE BOTTLED GAS CORP.	\$786.13		
Unpaid	CEDARBURG OVERHEAD DOOR CO.			
E 100-533210-210	PROFESSIONAL SERVICES	\$615.00	61612	DPW-TREDLE HOSE & BAFFER ON CAR WASH
Total	CEDARBURG OVERHEAD DOOR CO.	\$615.00		
Unpaid	GENSKY, JON			
E 100-566310-210	PROFESSIONAL SERVICES	\$6,264.00	CONTRACT	PLANNING-JANUARY 2018 SERVICES

CITY OF CEDARBURG
***Check Detail Register©**

02/08/18 4:15 PM
Page 2

FEBRUARY 2018

		Check Amt	Invoice	Comment
Total CENSKY, JON		\$6,264.00		
Unpaid	CHAMBER OF COMMERCE-CAP IMPR			
G 210-212500	ACCRUED VOUCHERS PAYABLE	\$105.29	ROOM TAXES	CAPITAL-2017 3RD QTR ADDITIONAL ROOM TAX REVENUE
G 210-212500	ACCRUED VOUCHERS PAYABLE	\$5,337.25	ROOM TAXES	CAPITAL-2017 4TH QTR ROOM TAX REVENUE
Total CHAMBER OF COMMERCE-CAP IMPR		\$5,442.54		
Unpaid	CHAMBER OF COMMERCE-GEN VISITO			
G 210-212500	ACCRUED VOUCHERS PAYABLE	\$315.86	ROOM TAXES	GEN'L VISITOR-2017 3RD QTR ADD'L ROOM TAX REVENUE
G 210-212500	ACCRUED VOUCHERS PAYABLE	\$16,011.74	ROOM TAXES	GEN'L VISITOR-2017 4TH QTR ROOM TAX REVENUE
Total CHAMBER OF COMMERCE-GEN VISITO		\$16,327.60		
Unpaid	CHEMINDUSTRIAL SYSTEMS INC			
E 100-533210-353	MAINTENANCE PARTS	\$99.91	5452/0000	DPW-NIPPLE MPT/EL STREET FPT/CAM FPT
E 100-533210-353	MAINTENANCE PARTS	\$27.13	5456/0000	DPW-CAM FPT/COUPLING
Total CHEMINDUSTRIAL SYSTEMS INC		\$127.04		
Unpaid	CHEN, XIAOZHONG			
G 100-261400	OVERPAYMENT OF TAXES	\$95.68	TAX REFUND	OVERPAYMENT OF 2017 TAXES
Total CHEN, XIAOZHONG		\$95.68		
Unpaid	CONLEY MEDIA, LLC			
E 260-555110-395	EMPLOYMENT EXPENSES	\$201.40	1467940118	LIBR-JANUARY 2018 JOB ADS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$39.00	2057754	LIBR-2018 RENEWAL-NEWSGRAPHIC
E 100-514100-325	LEGAL PUBLICATIONS	\$71.01	265190118	CLERKS-JANUARY 2018 LEGAL NOTICES
E 100-514100-325	LEGAL PUBLICATIONS	\$191.60	7320118	CLERKS-JANUARY 2018 TID #5 LEGAL NOTICES
Total CONLEY MEDIA, LLC		\$503.01		
Unpaid	CONNECT CELL			
E 100-522310-225	TELEPHONE/COMMUNICATIO	\$67.42	CONNDIN2417	B.I.-OTTERBOX CASE/PUREGEAR TEMP GLASS
Total CONNECT CELL		\$67.42		
Unpaid	CUMMINS SALES & SERVICE NPOWER			
E 601-573840-340	MAINTENANCE SUPPLIES	\$61.82	F6-23	CWRC-LIGHT-INDICATING
Total CUMMINS SALES & SERVICE NPOWER		\$61.82		
Unpaid	DEMOYA, KIMBER			
G 100-261400	OVERPAYMENT OF TAXES	\$84.88	TAX REFUND	OVERPAYMENT OF 2017 TAXES
Total DEMOYA, KIMBER		\$84.88		
Unpaid	FASTENAL COMPANY			
E 100-518100-240	REPAIR AND MAINTENANCE	\$104.36	WISAU98009	COMPLEX-RDHELIX DRILL SET
E 100-533210-353	MAINTENANCE PARTS	\$531.94	WISAU98153	DPW-S/S HCS 18-8
Total FASTENAL COMPANY		\$636.30		
Unpaid	FIVE CORNERS DODGE			
E 100-522120-240	REPAIR AND MAINTENANCE	\$39.27	36173	PD-VEH #5-INSPECTION/ROTATE TIRES

CITY OF CEDARBURG

02/08/18 4:15 PM

Page 3

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
Total FIVE CORNERS DODGE		\$39.27		
Unpaid	FORESTRY SUPPLIERS			
E 100-555510-240	REPAIR AND MAINTENANCE	\$22.78	300980-00	PARKS-THERMAL GLOVES
Total FORESTRY SUPPLIERS		\$22.78		
Unpaid	GALL PLUMBING, INC			
E 100-522100-240	REPAIR AND MAINTENANCE	\$1,153.80	14538	PD-REPAIR FLUSH VALVES/RESET 2 TOILETS
Total GALL PLUMBING, INC		\$1,153.80		
Unpaid	GEMPLER S			
E 100-555510-240	REPAIR AND MAINTENANCE	\$28.00	\$103997453	PARKS-COLD PROTECTION GLOVES
Total GEMPLER S		\$28.00		
Unpaid	GOLLNICK & SONS TREE SERVICE			
E 100-533440-240	REPAIR AND MAINTENANCE	\$650.00	16980	DPW-TREE REMOVAL-BUCKINGHAM CT
Total GOLLNICK & SONS TREE SERVICE		\$650.00		
Unpaid	HEIN ELECTRIC SUPPLY CO			
E 100-522100-240	REPAIR AND MAINTENANCE	\$299.52	439893-00	PD-250 WATT BULBS
Total HEIN ELECTRIC SUPPLY CO		\$299.52		
Unpaid	HOKANSON, MICHAEL J.			
G 100-261400	OVERPAYMENT OF TAXES	\$22.13	TAX REFUND	OVERPAYMENT OF 2017 TAXES
Total HOKANSON, MICHAEL J.		\$22.13		
Unpaid	KETTLE MORaine APPLIANCE & TV			
E 100-518100-240	REPAIR AND MAINTENANCE	\$30.00	113613	COMPLEX-WATER VALVE
Total KETTLE MORaine APPLIANCE & TV		\$30.00		
Unpaid	LA ROSA LANDSCAPE			
E 260-555110-290	MAINT/CONTRACTED SERVIC	\$222.36	60377	LIBR-JAN 2018 SHOVEL/DE-ICE
Total LA ROSA LANDSCAPE		\$222.36		
Unpaid	LARK UNIFORM OUTFITTERS INC			
E 100-522120-346	UNIFORMS	\$64.95	257080	PD-GOLD RETIREMENT BADGE FOR RICK LEACH
E 100-522120-346	UNIFORMS	\$84.80	258920	PD-HASHMARKS/WHISTLE CHAINS
E 100-522110-346	UNIFORMS	\$82.95	259373	PD-MENS PANTS
E 100-522110-346	UNIFORMS	\$115.90	259599	PD-FLY-47W66 LAPD NAVY
E 100-522120-346	UNIFORMS	\$97.75	259611	PD-SGT STRIPES/WHISTLE/SNAKE CHAIN
E 100-522120-346	UNIFORMS	\$204.60	259618	PD-SHIRT/HASHMARKS/COLLAR BRASS
E 100-522120-346	UNIFORMS	\$894.50	259632	PD-SHIRT/FUR HAT
E 100-522120-346	UNIFORMS	\$164.90	259679	PD-STREETGEAR CARGO PANTS
E 100-522120-346	UNIFORMS	\$27.00	259712	PD-SGT STRIPES/HASHMARK
E 100-522120-346	UNIFORMS	\$12.95	259865	PD-TEARDROP BADGE W/CHAIN
Total LARK UNIFORM OUTFITTERS INC		\$1,750.30		
Unpaid	LAWSON PRODUCTS			
E 601-573830-340	MAINTENANCE SUPPLIES	\$157.62	930555962	CWRC-HEAT SEAL SUPER BUTTS

CITY OF CEDARBURG

02/08/18 4:15 PM

Page 4

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
Total LAWSON PRODUCTS		\$157.62		
Unpaid	LINCOLN CONTRACTORS SUPPLY			
E 100-533440-240	REPAIR AND MAINTENANCE	\$92.97	L49083	DPW-RATCHET LOAD BINDER
Total LINCOLN CONTRACTORS SUPPLY		\$92.97		
Unpaid	M SQUARED ENGINEERING LLC			
E 400-533311-854	STREET IMPROVEMENTS	\$7,541.25	18003	2018 ST & UTIL. PROJECT ENGINEERING
Total M SQUARED ENGINEERING LLC		\$7,541.25		
Unpaid	MID-STATE EQUIPMENT			
E 100-533210-353	MAINTENANCE PARTS	\$187.00	H10651	DPW-MOUNTING PLATE
Total MID-STATE EQUIPMENT		\$187.00		
Unpaid	MONARCH LIBRARY SYSTEM			
E 260-555110-381	SHARED SYSTEM SERVICES	\$14,891.38	414127	LIBR-SHARED SERVICES
Total MONARCH LIBRARY SYSTEM		\$14,891.38		
Unpaid	MYCORRHIZAL APPLICATIONS, INC.			
E 100-555510-240	REPAIR AND MAINTENANCE	\$362.45	9000004241	PARKS-MYCOAPPLY 40#
Total MYCORRHIZAL APPLICATIONS, INC.		\$362.45		
Unpaid	NAPA AUTO PARTS			
E 100-533210-351	GAS AND OIL EXPENSE	\$30.52	5269-925215	DPW-VEH #48-OIL/FUEL FILTERS
E 100-533210-351	GAS AND OIL EXPENSE	\$3.89	5269-925286	DPW-VEH# 53-OIL FILTER
E 100-533210-351	GAS AND OIL EXPENSE	\$64.63	5269-925919	DPW-VEH #13-WINDSHIELD WASH/AIR FILTER
E 100-533210-351	GAS AND OIL EXPENSE	\$6.96	5269-926139	DPW-VEH#2-OIL FILTER
E 100-533210-351	GAS AND OIL EXPENSE	\$30.86	5269-926182	DPW-CEM MOWER-FILTERS
E 100-533210-351	GAS AND OIL EXPENSE	\$14.72	5269-926191	DPW-VEH#2-FUEL FILTER
E 100-533210-351	GAS AND OIL EXPENSE	\$14.78	5269-926344	DPW-SHED-8F CRW FT WRN
E 100-533210-353	MAINTENANCE PARTS	\$107.91	5269-926726	DPW-VEH #52-OIL FILTER/BATTERY
Total NAPA AUTO PARTS		\$274.27		
Unpaid	NELSON TACTICAL			
E 100-522120-380	EQUIPMENT/CAPITAL OUTLA	\$9,198.29	1703	PD-STRIKER WEAPONS
Total NELSON TACTICAL		\$9,198.29		
Unpaid	OLSEN S PIGGLY WIGGLY			
E 100-522110-330	TRAVEL & TRAINING	\$33.02	34348	PD-1/28/18 EMD TRAINING AT FD REFRESHMENTS
Total OLSEN S PIGGLY WIGGLY		\$33.02		
Unpaid	OZAUKEE ACE HARDWARE			
E 100-518100-240	REPAIR AND MAINTENANCE	\$5.39	153906	COMPLEX-SOCKET ADAPTER 1/2" HEX
Total OZAUKEE ACE HARDWARE		\$5.39		
Unpaid	OZAUKEE COUNTY CLERK OF COURTS			
R 100-451101	COURT PENALTIES & COSTS	\$150.00	BOND	PD-KELLY J PAPE 3/8/81 BOND
Total OZAUKEE COUNTY CLERK OF COURTS		\$150.00		

CITY OF CEDARBURG

02/08/18 4:15 PM

Page 5

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
Unpaid	PITNEY BOWES GLOBAL FINANCIAL			
E 100-514100-240	REPAIR AND MAINTENANCE	\$112.51	3305388816	CLERKS-EQUIPMENT LEASE
Total	PITNEY BOWES GLOBAL FINANCIAL	\$112.51		
Unpaid	SAN-A-CARE, INC.			
E 100-533311-240	REPAIR AND MAINTENANCE	\$577.41	456629	DPW-BUC SYM GRNCERT
Total	SAN-A-CARE, INC.	\$577.41		
Unpaid	SHERRILL, INC.			
E 100-555510-240	REPAIR AND MAINTENANCE	\$277.96	INV-400916	PARKS-ZUBAT PROF 330MM/LARGE TEETH
Total	SHERRILL, INC.	\$277.96		
Unpaid	ST. BRENDANS INN			
E 601-573850-330	TRAVEL & TRAINING	\$219.00	CONFERENC	CWRC-CVMIC TRAINING-DENNIS G/MIKE K
Total	ST. BRENDANS INN	\$219.00		
Unpaid	STREICHER S POLICE EQUIPMENT			
E 100-522120-346	UNIFORMS	\$676.90	11299145	PD-NEW HIRE EQUIPMENT
Total	STREICHER S POLICE EQUIPMENT	\$676.90		
Unpaid	TIME WARNER CABLE-PO BOX 4639			
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$16.56	303552801-60	PD-TV BOX ADAPTER
E 100-533210-350	OPERATING SUPPLIES	\$5.52	304433301-00	DPW-TV BOX ADAPTER
E 100-518100-225	TELEPHONE/COMMUNICATIO	\$66.41	708014601012	CH-PRI
E 100-513100-225	TELEPHONE/COMMUNICATIO	\$7.38	708014601012	MAYOR-PRI
E 100-513200-225	TELEPHONE/COMMUNICATIO	\$7.38	708014601012	ADMIN-PRI
E 100-514100-225	TELEPHONE/COMMUNICATIO	\$36.89	708014601012	CLERK-PRI
E 100-515600-225	TELEPHONE/COMMUNICATIO	\$22.13	708014601012	TREAS-PRI
E 100-515400-225	TELEPHONE/COMMUNICATIO	\$14.75	708014601012	ASSESSOR-PRI
E 100-522310-225	TELEPHONE/COMMUNICATIO	\$14.75	708014601012	BLDG INSP-PRI
E 100-533110-225	TELEPHONE/COMMUNICATIO	\$22.13	708014601012	ENG-PRI
E 100-566310-225	TELEPHONE/COMMUNICATIO	\$14.75	708014601012	PLAN-PRI
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$29.51	708014601012	DPW-PRI
E 220-555390-225	TELEPHONE/COMMUNICATIO	\$29.51	708014601012	REC-PRI
E 100-555140-225	TELEPHONE/COMMUNICATIO	\$14.75	708014601012	SR CTR-PRI
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$59.02	708014601012	CWRC-PRI
E 100-522410-225	TELEPHONE/COMMUNICATIO	\$22.13	708014601012	EM-PRI
E 100-522230-225	TELEPHONE/COMMUNICATIO	\$14.75	708014601012	FD-PRI
E 240-555320-225	TELEPHONE/COMMUNICATIO	\$36.89	708014601012	POOL-PRI
Total	TIME WARNER CABLE-PO BOX 4639	\$435.21		
Unpaid	TRANS UNION LLC			
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$57.52	01807857	PD-REPORTS
Total	TRANS UNION LLC	\$57.52		
Unpaid	TRANSUNION RISK & ALTERNATIVE			
G 100-212500	ACCRUED VOUCHERS PAYABLE	\$25.00	428298	PD-DECEMBER 2017 TLOXP
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$25.00	428298	PD-JANUARY 2018 TLOXP

CITY OF CEDARBURG

02/08/18 4:15 PM

Page 6

***Check Detail Register©**

FEBRUARY 2018

		Check Amt	Invoice	Comment
Total TRANSUNION RISK & ALTERNATIVE		\$50.00		
Unpaid	UNEMPLOYMENT INSURANCE			
E 700-519400-393	UNEMPLOYMENT COMPENSA	\$381.29	000008804958	JANUARY 2018 UNEMPLOYMENT INSURANCE
Total UNEMPLOYMENT INSURANCE		\$381.29		
Unpaid	UNIFIRST CORPORATION			
E 601-573825-372	SAFETY EQUIPMENT	\$48.35	096 0999665	CWRC-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$48.20	086 0999670	DPW-UNIFORMS
Total UNIFIRST CORPORATION		\$96.55		
Unpaid	VERIZON WIRELESS			
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$655.75	9800753547	PD-PHONE
Total VERIZON WIRELESS		\$655.75		
Unpaid	WANDERNHAUS			
G 210-131300	ACCRUED ACCOUNTS RECEIVAB	\$47.34	REFUND	REFUND-OVERPAYMENT OF 2017 4TH QTR ROOM TAXES
Total WANDERNHAUS		\$47.34		
Unpaid	WASTE MANAGEMENT OF WISCONSIN			
E 100-533710-290	MAINT/CONTRACTED SERVIC	\$34,818.48	6173382-2275-	RUBBISH-JANUARY 2018
E 100-533730-290	MAINT/CONTRACTED SERVIC	\$16,837.04	6173382-2275-	RECYCLING-JANUARY 2018
Total WASTE MANAGEMENT OF WISCONSIN		\$51,655.52		
Unpaid	WI DEPT OF JUSTICE-TIME 93136			
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$378.00	455TIME00000	PD-TIME ACCESS/OFFCERSUPPT
Total WI DEPT OF JUSTICE-TIME 93136		\$378.00		
Unpaid	WIL-KIL PEST CONTROL			
E 100-518100-240	REPAIR AND MAINTENANCE	\$43.75	3302425	LINCOLN BLDG-JANUARY 2018 SERVICES
Total WIL-KIL PEST CONTROL		\$43.75		
Unpaid	ZARNOTH BRUSH WORKS INC			
E 100-533440-295	STREET SWEEPING	\$1,554.80	0168261-IN	DPW-GUTTER BROOMS/DIRT SHOE/SCRAPER
Total ZARNOTH BRUSH WORKS INC		\$1,554.80		
111300 PWSB Checking		\$129,908.93		

CITY OF CEDARBURG
***Check Detail Register©**

02/08/18 4:15 PM
Page 7

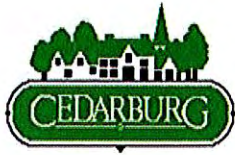
FEBRUARY 2018

Check Amt Invoice Comment

Fund Summary

111300 PWSB Checking

100 GENERAL FUND	\$84,143.27
200 CEMETERY FUND	\$59.29
210 ROOM TAX FUND	\$21,817.48
220 RECREATION PROGRAMS FUND	\$29.51
240 SWIMMING POOL FUND	\$36.89
260 LIBRARY FUND	\$15,354.14
400 CAPITAL IMPROVEMENTS FUND	\$7,541.25
601 WATER RECYCLING CENTER	\$545.81
700 RISK MANAGEMENT FUND	\$381.29
	\$129,908.93



City of Cedarburg

City Administrator's Report

February 22, 2018

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 monopole installation is complete and restoration will follow.

The Department is working on the highland lift station, dams, and the 2018 Street & Utility project.

Bids for the 2018 Sidewalk program will be opened on February 27.

The Public Works crew worked on Festival clean-up early in the week.

Parks, Recreation & Forestry— The Forestry crew attended an Arborist conference on Monday and Tuesday. 890 trees have been pruned to-date.

The Prairie View Shelter was approved and should be completed by early August.

The Spring Activity Guide includes some new programs and will be released on April 1.

Library— Director Pierschalla filled the open positions for Youth Services Assistant Librarian, Circulation Library Aide, and part-time custodian. She will be interviewing for the Reference & Adult Services Librarian this week.

The Friends of the Cedarburg Library earned \$3,000 at their book sale during Winter Festival. The Friends budget \$12,000 a year for the Library, which enables the Cedarburg Public Library to expand their programming and services.

Clerk— The Spring Primary election was held on Tuesday, February 20.

Light & Water—Environmental closure of the former power plant on Mequon Avenue will be completed in late spring.

Senior Center— The Center's Mega Rummage Sale will be held on Saturday, February 24 (9 am—3 pm).

Police— Patrol Officer Benjamin Buckenberger began working for the Department last Monday. Brian Emmerich has been promoted to Patrol Sergeant.

Administrator— Tuesday, I attended the Ladies Who Lead Luncheon through the Chamber; Wednesday, I participated in a conference call with the WCMA membership committee; and Thursday, I participated in a payments fraud webinar. The auditing firm will be here the week of March 5 for the year-end audit.

Respectfully submitted,

Christy Mertes
City Administrator