

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
FEBRUARY 25, 2019 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, February 25, 2019 at 7:00 p.m.** at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the second floor Council Chambers.

AGENDA

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Dan von Bargen, Jack Arnett, Kristin Burkart, Garan Chivinski, and Rod Galbraith

Excused - Council Members Rick Verhaalen and Patricia Thome
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES* - February 11, 2019
7. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals or a future Council agenda item.
8. NEW BUSINESS
 - A. Oath of Office – Patrol Officer Samuel T. Peters
 - * B. Consider Resolution No. 2019-03 transferring funds from Public Works and General Government to Culture and Recreation, Conservation and Development and General Government; and action thereon
 - * C. Consider reclassification of Director of Parks, Recreation and Forestry to Director of Parks, Recreation and Forestry/Assistant City Administrator; and action thereon (Personnel Comm. 02/05/19)
 - * D. Consider revised Policy CC-3: Constituency Service Requests; and action thereon
 - * E. Consider replacing part-time Treasurer's Office employee; and action thereon
 - F. Consider Mayor O'Keefe's appointments of Scott Gonwa and Judy Guse to the ad hoc Dispatch Consolidation Committee; and action thereon

- * G. Consider payment of bills dated 01/25/19 through 02/15/19, transfers for the period 02/07/19 through 02/20/19; and payroll for the period 02/02/19 through 02/15/19; and action thereon

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

02/21/19 ckm

**CITY OF CEDARBURG
COMMON COUNCIL
February 11, 2019**

**CC20190211-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 11, 2019, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor O'Keefe called the meeting to order at 7:03 p.m.

Roll Call: Present - Mayor Michael O'Keefe, Common Council – Council Members Dan von Barga, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garon Chivinski, Patricia Thome, Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Police Captain Glenn Lindberg, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

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

APPROVAL OF MINUTES

Motion made by Council Member Thome, seconded by Council Member von Barga, to approve the minutes of the January 28, 2019 meeting as presented. Motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

NEW BUSINESS

CONSIDER MAYOR'S APPOINTMENTS TO AD HOC DISPATCH CONSOLIDATION COMMITTEE; AND ACTION THEREON

Mayor O'Keefe explained that the City has a responsibility to review and decide if the Cedarburg Police Department Dispatch should be consolidated with Ozaukee County. He is forming an ad hoc Dispatch Consolidation Committee and is presenting Council Members Galbraith and Chivinski, along with himself and two citizens (to be appointed at a later date) as members.

Council Member Galbraith said the idea of the Committee is to have an objective impartial outlook and gather facts, which should include input from Police Chief Frank and Fire Chief Vahsholtz. The Committee should move along in an expedient manner because it could involve potential changes and resources that can affect employees. It is important to move along at a pace that doesn't put those people in a position where it could be detrimental to the Department or its status.

Motion made by Council Member Verhaalen, seconded by Council Member Thome, to form the ad hoc Dispatch Consolidation Committee with Mayor O'Keefe and Council Members Galbraith and

Chivinski as current members with two open positions to be appointed at a later date. Motion carried without a negative vote.

**CONSIDER POSSIBLE AMENDMENT TO TID NO. 4 DEVELOPER'S AGREEMENT;
AND ACTION THEREON**

City Attorney Herbrand explained that the Community Development Authority was given an update on the TID No. 4 Development and remediation by DJ Burns earlier this evening. A proposed first amendment to the Developer's Agreement is before the Common Council this evening. As the remediation process continues, issues are coming up along the way. The amendment involves the removal and elimination of an escrow agent to distribute the funds that are due to the developer. Title companies that normally serve as escrow agents are not used to being involved in a project of this type. Staff wants to consider eliminating the escrow agent, at an estimated cost of \$6,000 year or \$18,000 for the three year life of the remediation of the site. There is oversight by the environmental consultant and staff. The developer, staff and consultant supports this request. The second aspect of the Amendment to the Developer's Agreement is grounds maintenance at the site, primarily snow removal. This item was overlooked during negotiations. The Community Development Authority proposed an amount not to exceed \$50,000 over the three year life of the remediation to fund snow removal. Mr. Burns will have the office building completed on the southern end by the end of this year and snow removal on this parcel will be eliminated. All snow removal will end no later than September 2021. It will also end on any parcel if someone takes occupancy of a portion or a portion is sold. With the additional \$50,000, the total cost of the project, including the developer's incentive, is \$3,378,000.

In answer to Council Member von Barga's question, City Attorney Herbrand stated that Mr. Burns sought some proposals for snow removal at about \$20,000 per year for two years and \$10,000 for the remainder of this year.

Council Member Arnett stated that he felt rushed on this decision. It may be said that there should be more than two bids and he asked for clarification on where the funds would come from.

City Administrator/Treasurer Mertes explained that the City has borrowed exactly what is needed to pay the developer. Attorney Herbrand, staff time, Chris Bonniwell from GHD, Ehlers, and Attorney Buck Sweeny's time has been funded from the General Fund and this will continue. The previous maintenance that was done on the site by the City has been written off. These amounts are sitting in the TID for possible payment at the end of the life of the TID. Attorney Herbrand added that the TID has an anticipated shortfall because it is a superfund site.

DJ Burns explained that it is common to fund as-you-go on a project such as this with an expectation to recoup all of the costs. Over 27 years the City will incur costs and have those repaid by the tax proceeds. He also added that it is not an unheard mechanism that a TIF goes through five or ten amendment changes and the project costs might go up.

Council Member Arnett asked if there were any other costs that are not enumerated. He does not want DJ Burns to come back every six months with additional costs. He would like to know in advance so the costs can be anticipated.

DJ Burns explained that after meeting with City Administrator/Treasurer Mertes and City Attorney Herbrand, a provision has been worked out. He is not seeking full reimbursement for all expected weed control and snow costs. He has agreed to take responsibility for weed control and any snow removal costs above \$50,000.

Council Member Verhaalen expressed concern for additional expenses on this project and questioned why the City cannot continue to do the snow removal.

City Attorney Herbrand said that there is municipal law that states that City Departments should not be competing with private services. Furthermore, the City does not want to exert control over the site. He explained that this argument came about with a line item in the exhibit to the Development Agreement that refers City services, snow removal, weed control, etc. during the initial three years of remediation and it has a TBD cost. City Attorney Herbrand said this does not legally bind the City to pay for the costs; however, DJ Burns would take the opposite approach. Attorney Herbrand said that the City should have had this conversation during the year long negotiations and he may have proposed something along the lines of this proposal.

In answer to Council Member Verhaalen's question, City Attorney Herbrand stated that the title for the property transferred to DJ Burns in September 2018.

DJ Burns said the cost was identified as a carrying cost for the first three years when he is not making any revenue. That is why it is specific to a three year period while he is working with the EPA and DNR and would allow him to move forward. The City has historically plowed the sidewalks and portions of the drives and parking lots for fourteen years prior to his ownership. Snow removal will either fall to a contractor or to a property owner. The two bids he received for snow removal are from local businesses and only good up to 50 inches of snow per season. He agrees to cover the balance of the snow removal and any weed control.

Council Member Thome stated that \$50,000 is generous and she is inclined to a 50% split in costs.

In answer to Council Member Verhaalen's concern, City Attorney Herbrand stated that this amendment will create a new exhibit with all TBD lines changed to numbers.

Council Member Galbraith suggested settling on an amount to finish this year and to seek additional bids for the remaining two years.

Council Member Verhaalen preferred to postpone this decision.

Mayor O'Keefe was in favor of seeing more bids; however, he thought not exceeding \$50,000 was reasonable.

In answer to Council Member Burkart's question, City Administrator/Treasurer Mertes said that snow removal was never discussed. City Attorney Herbrand said that if it had been discussed he would have included some language similar to what is being proposed tonight.

Council Member Burkart was in favor of postponing this decision for additional bids.

In answer to Council Member Thome's question, City Attorney Herbrand explained that the Community Development Authority suggested that he discuss with Attorney Sweeny whether the City would incur any additional liability by making these payments directly to the developer. City Attorney Herbrand will follow through with that opinion.

Motion made by Council Member Verhaalen to postpone a portion of the amendment regarding snow removal (4F) for additional bids.

Council Member Chivinski explained that this property is in his district and all his neighbors want to see this project succeed. He said that mistakes happen. As much as he wants the project to succeed, he also understands healthy skepticism and push back. The City's investment in this property needs to be protected by making sure that good decisions are being made. As much as he does not want this project sidetracked or to fail, the City needs to make sure they are doing due diligence. He appreciates the discussion this evening.

Council Member Galbraith was in favor of coming to an agreement for the remainder of this year.

Council Members Thome and von Bargaen would agree to an amount not to exceed \$50,000.

Council Member Burkart seconded the motion to postpone this item for additional bids.

City Attorney Herbrand explained that if the City is inclined to postpone a portion of the amendment it would be better to postpone the entire amendment to a date certain and give direction to DJ Burns as to what is expected in the interim.

Council Member Burkart withdrew her second to the motion because she misunderstood and was unclear of the actual motion.

Motion made by Council Member Verhaalen, to postpone a decision on the amendment to the TID No. 4 Developer's Agreement to the next Common Council meeting on February 25 at the latest. Motion died for lack of a second.

Motion made by Council Member von Bargaen, seconded by Council Member Galbraith, to approve the amendment to TID No. 4 Developer's Agreement including the not-to-exceed amount of \$50,000 for snow plowing, with invoices to be paid upon receipt over three years and contingent upon seeking the advice of the Environmental Attorney.

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

CONSIDER PAYMENT OF BILLS DATED 01/25/19 THROUGH 02/01/19, TRANSFERS FOR THE PERIOD 01/24/19 THROUGH 02/06/19; AND PAYROLL FOR THE PERIOD 01/19/19 THROUGH 02/01/19; AND ACTION THEREON

Motion made by Council Member Burkart, seconded by Council Member Galbraith, to approve payment of the bills dated 01/25/19 through 02/01/19, transfers for the period 01/24/19 through

02/06/19; and payroll for the period 01/19/19 through 02/01/19. Motion carried without a negative vote.

CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Galbraith, seconded by Council Member Verhaalen, to approve new Operator License applications for the period ending June 30, 2019 for Jason D. Demczak, Emilee L. Koller, Kaylyn T. Thomas, and Cristian A. Tyrpak. Motion carried without a negative vote.

ADMINISTRATOR'S REPORT - None

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome and Verhaalen advised that they will not be able to attend the February 25, 2019 Common Council meeting.

MAYOR'S REPORT - None

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Galbraith, to adjourn the meeting at 8:07 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

CITY OF CEDARBURG

MEETING DATE: February 25, 2018

ITEM NO: 8. B.

TITLE: Consider Resolution No. 2019-03 transferring funds from Public Works and General Government to Culture and Recreation, Conservation and Development and General Government; and action thereon

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

Savings were realized in the Public Works Storm Sewer salary account and the City Attorney services that are being transferred to the other departments to cover their overage. Other funds used for year-end appropriations are the funds received or revenues, not previously budgeted.

The Senior Center trip costs were higher than budgeted which were covered by the trip fees; both line items are being increased to reflect actual activity for the year.

The Parks, Recreation and Forestry Salaries account was over budget for the extra forestry work completed.

The Mayor's Office was over budget due to the enhancement awards program.

The Legacy Bench program was over budget on the expenditures which were covered by the donations received; both line items are being increased to reflect actual activity for the year.

STAFF RECOMMENDATION: Adopt resolution

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Balanced budget

ATTACHMENTS: Resolution No. 2019-03

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

FOR MORE INFORMATION CONTACT: Christy, 376-3907

**CITY OF CEDARBURG
RESOLUTION NO. 2019-03**

**A Resolution Transferring Funds from Public Works and General Government to
Culture & Recreation, City Planning and Mayor's Office**

WHEREAS, certain authorized expenditures within the adopted 2018 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 2018 City of Cedarburg budget:

<u>APPROPRIATION</u>	<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
	Transfer from:		
Public Works	100-533440-111	Storm Sewer - Salaries	\$47,500
General Government	100-514100-315	Clerk's Office – Postage	\$ 790
	100-516100-211	City Attorney	\$ 2,350
	Increase:		
Public Charges for Services	100-467435	Senior Center Fees	\$17,000
Commercial Revenues	100-485550	Donations	\$ 6,660
	Transfer to:		
General Government	100-513100-343	Mayor's Office - Awards	\$ 790
Culture & Recreation	100-555510-111	Parks, Recreation & Forestry – Salaries	\$47,500
	100-555510-384	Parks, Recreation & Forestry Legacy Bench Program	\$ 6,660
	100-555140-390	Senior Center – Other Expense	\$17,000
Conservation & Development	100-566310-210	Planning – Professional Services	\$ 2,350

Passed and adopted this 25th day of February 2019

Attest:

Mike O'Keefe, Mayor

Constance K. McHugh, City Clerk

Approved as to form:

Michael Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: February 25, 2019

ITEM NO: 8. C.

TITLE: Consider reclassification of Director of Parks, Recreation and Forestry to Director of Parks, Recreation and Forestry/Assistant City Administrator; and action thereon

ISSUE SUMMARY: In an effort to start succession planning the reclassification of a position is being suggested. This will help with the transfer of knowledge of the Administrator position.

The Assistant Administrator position is not a permanent position, just a reclassification currently. Director Hilvo is working on his Master of Public Administration. This opportunity will help him with his course work and gain experience in the field while helping the City with succession planning.

The job description was reviewed and approved by CVMIC. The City can reclassify positions.

Director Hilvo is not asking for a pay increase and is shifting some of his duties to the two other Recreation Department staff members to allow time for the assistant administrator duties.

STAFF RECOMMENDATION: Reclassify position

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Unanimous recommendation from the Personnel Committee on February 5, 2019.

BUDGETARY IMPACT: None

ATTACHMENTS: Minutes from the Personnel Committee meeting on 2/5/19, memo from Council Member Thome, job description and list of duties to be transferred.

INITIATED/REQUESTED BY: Christy Mertes

FOR MORE INFORMATION CONTACT: City Administrator/Treasurer Christy Mertes, 375-7606 or Director of Parks, Recreation and Forestry Mikko Hilvo, 375-7917

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
FEBRUARY 5, 2019**

**PER20190205-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, February 5, 2019 at City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 7:07 p.m. by Council President Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Garan Chivinski, Rod Galbraith

Also Present - Mayor Mike O'Keefe, City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Director of Parks, Recreation and Forestry Mikko Hilvo, Assessor Cathy Timm, and Library Director Linda Pierschalla

STATEMENT OF PUBLIC NOTICE

Council President Thome verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who had requested copies, and by posting in accordance with the Wisconsin Open Meetings law.

APPROVAL OF MINUTES

Motion made by Council Member Chivinski, seconded by Council Member Galbraith, to approve the minutes of the October 10, 2018 Personnel Committee meeting. Motion carried unanimously.

CONSIDER CREATION OF ASSISTANT CITY ADMINISTRATOR POSITION

Council Member Thome said staff has been working on succession planning. Working with Mayor O'Keefe, Council Member Thome, and City Administrator/Treasurer Mertes; Director Hilvo has put together an option that creates a combined position of Assistant City Administrator and Director of Parks, Recreation and Forestry.

Director Hilvo said he has been working on his Master of Public Administration (MPA) degree since 2016 and will complete the program in December of 2019. During this time he has implemented his school projects at the City. The creation of a combined position would help the City grow and he, as Assistant City Administrator, would assist City Administrator/Treasurer Mertes and the Common Council.

Council Member Thome said this is not a budget item, as there will not be any additional pay to Director Hilvo in this combined capacity. He has adjusted the responsibilities in his office to accommodate time spent in this position. She also said the Assistant City Administrator position is not a permanent position going forward. If the current City Administrator leaves or retires, Director Hilvo would be free to apply if interested, with no guarantee of the job.

Council Member Galbraith said this is a great concept, but he is concerned about the perception of creating this position for one person. He asked if there is a need to create this position, or if it could be an assignment that is worked out between City Administrator/Treasurer Mertes and Director Hilvo.

Director Hilvo said the title gives the position merit.

Council Member Galbraith said this make sense, and agreed that the title is important but stressed he does not want this to seem like this is a position created just for Director Hilvo.

Council Member Chivinski said that he supports this concept 100% but also wants to avoid the perception of an unfair process. He also suggested that the concept of this position and process be presented to CVMIC for their input.

Motion made by Council Member Galbraith, seconded by Council Member Thome, to recommend the creation of an Assistant City Administrator position contingent upon input from CVMIC. Motion carried unanimously. If CVMIC has no issues with the concept, the proposal will be moved to the Common Council. If there are issues, this matter will return to the Personnel Committee.

DISCUSS PARAMETERS FOR HEALTH INSURANCE FOR 2020

City Administrator/Treasurer Mertes said staff is looking for direction in terms of health insurance plans for 2020.

Council Member Galbraith said that he would like to see all that is on the table. I.e., what options providers will offer, what plans are available, and pricing for different levels of coverage. He does not want to only see pricing for the current health insurance plan.

Council Member Chivinski said this topic must be on the table during budget discussions. The Council needs to make an effort to look at the different options available.

City Administrator/Treasurer Mertes said staff can start looking at plan options and providers with the assistance of the City's consultant after the audit is completed.

Council Member Thome said that she would like to know from the consultant the degree to which employees may lose their doctors if the Council selects a different health insurance plan. She also said this information will be paired with a compensation study Director Hilvo will be doing in the spring as part of a school project.

Council Member Galbraith suggested the health insurance consultant present options to the Personnel Committee.

City Administrator/Treasurer Mertes said she will have the consultant get started on health insurance options and arrange a time when the consultants can meet with the Personnel Committee.

CONSIDER REVISED DRESS CODE

City Administrator/Treasurer Mertes said Director Hilvo drafted a revised Dress Code for City employees that is more detailed and up-to-date than what currently exists. The proposal has been circulated and staff provided comments. Staff is now asking for input from the Committee.

Council Member Chivinski said that a dress code is important for employees in public service and he would err on the conservative side. He suggested removing all gender specific recommendations in the policy.

It was the consensus that staff should make changes based on comments received from staff and the Committee and present a revised policy to CVMIC for review. The Personnel Committee will again review the proposal after review by CVMIC.

ADJOURNMENT

Motion made by Council Member Galbraith, seconded by Council Member Chivinski, to adjourn the meeting at 8:05 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC
City Clerk

To: Council Members and Mayor O'Keefe

From: Patricia Thome

Subject: Creation of Assistant City Administrator Position

Date: February 20, 2019

Last year the Personnel Committee briefly discussed succession planning for key City staff positions. As a result, Mikko Hilvo created a proposal for an Assistant City Administrator (ACA) role. At that point we didn't pursue the proposal.

Toward the end of 2018 the Mayor, Christy, Mikko and I began to discuss the proposal and the benefits to the City as well as to staff. We took it to the Personnel Committee this month and it was approved with a minor question attached to the approval. Christy was asked to research that, and she will report at the Council meeting.

Christy has performed a dual role as City Treasurer and City Administrator for several years. Mikko has nearly completed his MPA. Both Christy and Mikko are interested in the creation of the position. That position provides several benefits to the City as well as to Christy and Mikko individually.

You have the proposal in front of you tonight with the parameters that Christy, Mikko, the Mayor and I discussed, and the Personnel Committee reviewed.

Since I can't be at the meeting, I wanted to pass along my thoughts in support of the creation of the ACA position. I view this as an opportunity to utilize valuable training that Mikko is acquiring. It will benefit the City. This will take some of the burden off of Christy in areas that she and Mikko have identified together and give him experience in areas where he would like to grow. Both Mikko and Christy will speak to this fully at the Council meeting.

In addition to the list of shared duties, I would also like Mikko to participate along with our City Planner and City Engineer, in future discussion with developers of our Highway 60 project or other economic development opportunities.

Again, I believe that this is a great use of the skills and expertise that we have available to us. It allows us to assist a valuable employee in his career growth. It reduces the burden on our City Administrator/Treasurer. There are no commitments beyond what you see in front of you tonight.

Sorry I will miss the meeting!

Pat

Job Description

Human Resource Use Only
Position Number:
Contract Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Assistant City Administrator/Parks, Recreation, & Forestry Director

Department: City Hall/Parks, Recreation, & Forestry

Division: n/a

Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: City Administrator/Treasurer

Directly Supervises: 6 FTE Parks, Recreation, & Forestry Staff

POSITION PURPOSE

This position is 75% as Director of Parks, Recreation, & Forestry and 25% Assistant Administrator.

As the Assistant City Administrator this person is responsible for assisting and facilitating the City Administrator in management of the City. The nature of the work performed requires the Assistant City Administrator to establish and maintain effective working relationships with other City employees, Council members, business and community groups, outside contractors, various agencies, representatives of the media, and the general public.

As the Director of Parks, Recreation, and Forestry this person performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round, city-wide park, recreation and forestry program.

ESSENTIAL DUTIES

- Assists City Administrator in the management of the City, including attending various meetings as the City's representative. Keeps the City Administrator informed of relevant matters.
- In collaboration with the City Administrator, the Assistant City Administrator is responsible for providing leadership and strategic direction for the City including assisting with the development and implementation of short-and-long range goals.
- Assists City Administrator in selection of department heads.
- Meet with various departmental staff to identify and resolve complex organizational issues.
- Provide leadership and coordination for complex, large-scale and smaller-scale special projects.
- Responsible for specialized assignments as directed by the City Administrator and carries them out to successful completion.
- Review of the City budget for presentation to the City Council with the City Administrator.

- Meet with the City Administrator and other department heads to discuss issues and objectives, to determine strategies and approaches, and to brief on current activities and challenges.
- Attends City Council meetings and work sessions and prepares reports and makes presentations to the City Council or Advisory Committees as needed.
- Serve as a liaison between City departments, community groups and other levels of government for the purpose of communicating goals and objectives.
- Assist in the development of the City's strategic plan as well as strategies to achieve stated goals. Help develop systems and reports to monitor progress of strategic plan goals.
- Provides accurate and complete information in a timely manner to all affected personnel, ensures communication channels are open, and encourages two-way communication.
- Perform the duties of the City Administrator, as assigned, during the City Administrator's absence.
- Maintains a good working relationship with various outside agencies including the Chamber of Commerce, Festivals, non-profits within the City, consultants, and vendors.
- Responds to and follows up with general inquires and complaints from citizens and general public.
- Performs other duties that are consistent with the tasks of the position and as may be assigned by the City Administrator.
- Responsible for all Parks, Recreation, & Forestry operations.

OTHER DUTIES

Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: B.S. in Public Administration or Parks and Recreation Management or related field.
Preferred MPA or working towards a degree in public administration.

Experience: Ten years of progressively responsible experience in City operations as a department head. Extensive supervisory experience.

Certifications/Licenses: CPRP

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of municipal operations; parks, recreation, and forestry operations, human resources, budget development/management, and policy development.

BACKGROUND CHECKS and DRUG TEST - Condition of Employment

PHYSICAL DEMANDS

- Manual Dexterity:** Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.
- Physical Effort:** Work requires handling average weight materials or equipment sometimes for long periods of time.
- Working Conditions:** Office and outside work required. Some work may be strenuous and in cold or hot weather conditions.

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

Assistant Administrator duties

- Personnel policies – update and create new as necessary
- Safety training and policies – take lead on safety committee
- TIDs – participate on next creation
- EAP program – oversight – work with representative from program to promote use by employees and to coordinate speakers for employee meetings
- Employee benefits – work with the employee health insurance and wellness committee on future plans and wellness tracking program
- Shared services – consider public and private partnerships
- Hiring – help with the hiring of department heads as retirements occur
- Wellness program – work with Aurora, employee committee and health insurance consultant to promote and coordinate employee meetings
- Attend council meetings – Quarterly, as needed
- Newsletter oversight – work with administrative assistant on newsletter to improve, coordinate with website and potentially deliver more than 2x's per year
- Work with Chamber on branding initiative, meet with City Departments to promote the story and start implementing changes. Includes updating City's website
- Monthly meetings with administrator – we will meet the first Monday of the month to stay up to date on issues or projects
- Budget – work on document, creating new process to start deliberation with Council earlier in the year

CITY OF CEDARBURG

MEETING DATE: February 25, 2019

ITEM NO: 8. D.

TITLE: Consider revised Policy CC-3: Constituency Service Requests; and action thereon

ISSUE SUMMARY: CC-3 was last updated in 1998 and the use of the old service request system ended in 2008. The new city app was developed to help monitor service requests and has become widely used in the past year. This new policy will guide city staff on how to handle the requests coming through the app or how to enter the request in the app if a resident either emails, calls, or comes in to city hall with a request.

STAFF RECOMMENDATION: Adopt revised policy

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: Revised CC-3 policy

INITIATED/REQUESTED BY: Mikko Hilvo

FOR MORE INFORMATION CONTACT: Director of Parks, Recreation and Forestry Mikko Hilvo, 375-7917

CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL
REVISED

SUBJECT: CONSTITUENCY SERVICE REQUESTS

CC-3

General:

The need to efficiently respond to citizen requests for service or complaints, is a very important aspect of municipal government. In Cedarburg, a system of receiving citizen service requests, suggestions or complaints and responsibly attempting to respond to the requester's concerns is deemed to be one of the primary purposes of municipal government and is worthy of a prescribed procedure to assure positive results for both the citizen and the City. The purpose of utilizing a citizen service request app is to create a more exact and informative trail of action history ensuring each citizen contact is properly addressed. It provides computerized data for infrastructure tracking and pinpointing recurring problems. It is a record of actions taken about the contact, including correspondence and responsibility assignments.

Procedure:

It is the responsibility of City employees to give the utmost consideration and maintain a level of responsiveness to all citizen service requests while projecting a professional, courteous, capable and friendly image. A high priority status is to be placed on all citizen requests, in conjunction with regularly planned maintenance schedules, and a prompt response will be given to the constituent regarding the City's plan for completion of their request.

When receiving a citizen contact, MyCivic App shall be used to record the citizen's request in the following manner.

1. Enter the constituent's service request or complaint and record the pertinent information using MyCivic App either on your smartphone or desktop computer.

(A citizen may also enter the request online or through the app directly. The assigned person from each department will be responsible for checking the requests and assigning them to the appropriate staff.)

2. Thank the caller for informing the City about the situation. If appropriate, apologize on the City's behalf for any inconvenience or trouble caused. Do not acknowledge liability on the City's part or speculate as to the cause or who is to blame. Assure the caller that the City will investigate the situation and will do whatever it can to rectify the situation, if possible. Do not promise any specific result at this stage of the procedure.

3. Emailed Response

- a. An acknowledgment email is sent directly to the constituent, if they provided it, reassuring them that their request, suggestion or complaint is being handled, advising what is being done or when action will be taken.

4. Responsible Party

- a. Each contact type has an assigned Responsible Party who is responsible for performing the necessary follow-up action. Responsible Parties will use the staff app to note what actions were taken and any comments. The Responsible Party shall oversee the carrying out of requests and assure prompt attention to resident service requests.

5. Re-assignment and Closing of Contacts

- a. Reassignment can be done through the app by the department receiving the initial request.
- b. Contacts are closed automatically when all follow-up action is completed and no further action is necessary.

6. Reports

- a. Monthly reports are forwarded to the City Administrator.
- b. Annual reports will be provided to the common council.

7. City or area wide issues

- a. In the event of a City-wide or area-wide situation which may generate citizen calls (such as sewer problems, extensive street work and associated detour routes), the appropriate Department Head shall notify and update City Hall personnel of the actions being taken so that accurate information can be given to the caller. These items and garbage complaints should not be recorded in the app.

Approved: 6/9/86
Adopted: 6/30/86
Revised: 1/87
Revised: 3/9/98
Revised: 2/25/19

CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL
CURRENT

SUBJECT: CONSTITUENCY SERVICE REQUESTS

CC-3

General: The need to efficiently respond to citizen requests for service or complaints, is a very important aspect of municipal government. In Cedarburg, a system of receiving citizen service requests, suggestions or complaints and responsibly attempting to respond to the caller's concerns is deemed to be one of the primary purposes of municipal government and is worthy of a prescribed procedure to assure positive results for both the citizen and the City. The purpose of the Citizen Action and Response Ensured (C.A.R.E.) program is to create a more exact and informative trail of action history ensuring each citizen contact is properly addressed. It provides computerized data for infrastructure tracking and pinpointing recurring problems. It is a record of actions taken about the contact, including correspondence, responsibility assignments, and any actions taken in response to the constituent's contact.

Procedure: It is the responsibility of City employees to give the utmost consideration and maintain a level of responsiveness to all citizen service requests while projecting a professional, courteous, capable and friendly image. A high priority status is to be placed on all citizen requests, in conjunction with regularly planned maintenance schedules, and a prompt written response will be given to the constituent regarding the City's plan for completion of their request.

When receiving a citizen contact, C.A.R.E. shall be used to record the citizen's request in the following manner:

1. Enter the constituent's service request or complaint and record the pertinent information using the C.A.R.E. program.

- a. Constituent's Name
- b. Address
- c. Home Phone
- d. Work Phone
- e. Aldermanic District (optional)
- f. Comments/Description of Contact
- g. Contact Code (list of reasons contacting City).
- h. Assign Responsible Party (supervisor responsible for handling any work required by constituent's contact).

- i. Location for Service.
- j. Write a brief description of the problem under comments.

2. Thank the caller for informing the City about the situation. If appropriate, apologize on the City's behalf for any inconvenience or trouble caused. Do not acknowledge liability on the City's part or speculate as to the cause or who is to blame. Assure the caller that the City will investigate the situation and will do whatever it can to rectify the situation, if possible. Do not promise any specific result at this stage of the procedure.

3. Letters and Forms Created

a. An acknowledgment letter shall be sent to the constituent reassuring them that their request, suggestion or complaint is being handled, advising what is being done or when action will be taken. An interim letter should be sent after the initial letter if a significant delay in the follow-up action is required explaining the reason for the delay.

b. Copies of all correspondence shall be routed to the Building Inspection Division to be placed in the property file with completed responsibility forms. A copy of the response letter will also be forwarded to the City Clerk's Office for distribution to the Council Member in whose District the service was requested.

c. Each contact type has an assigned Responsible Party who is responsible for performing the necessary follow-up action. Responsible Parties will use the C.A.R.E. form to note what actions were taken and any comments, and will return it to the department secretary for entering the final action and contact closing. The Responsible Party shall oversee the carrying out of requests and assure prompt attention to resident service requests.

d. Reassignment forms shall be prepared by the employee receiving the initial citizen contact in cases involving multiple actions required by multiple parties, or in cases where inspection by the initial Responsible Party reveals another problem suitable for handling by another City department.

e. Contacts are closed when all follow-up action is completed and no further action is necessary.

f. A final letter shall be sent to the constituent when the contact is closed. A self-addressed, postage paid evaluation postcard will be enclosed for comments on performance of the City and the employee(s) responsible for fulfilling the request.

g. Monthly reports on open contacts are forwarded to the City Administrator.

4. In the event of a City-wide or area-wide situation which may generate citizen calls (such as sewer problems, extensive street work and associated detour routes), the appropriate Department Head shall notify and update City Hall personnel of the actions being taken so that accurate information can be given to the caller. These items and garbage complaints should not be recorded on the C.A.R.E. system.

Approved: 6/9/86
Adopted: 6/30/86
Revised: 1/87
Revised: 3/9/98

When the next revision to Policy CC-3 is done, add Snow and Ice complaints are processed through the C.A.R.E. program, but do not receive acknowledgement letters. Snow and Ice complaints are taken care of on the same day and by entering them into C.A.R.E. we are tracking problem areas.

CITY OF CEDARBURG

MEETING DATE: February 25, 2019

ITEM NO: 8. E.

TITLE: Consider replacing part-time Treasurer's Office employee; and action thereon

ISSUE SUMMARY: Our newest part-time Accountant II has given her two-week notice. Her last day will be March 1.

Being an accountant, she became bored with the position. The goal was to have her work on our quarterly financials and become more involved with the audit. Twenty hours a week did not allow her time to work on anything other than reception duties and accounts payable.

Sandy, who is currently the part time Clerk's Office and Administrator's Administrative Assistant is interested in full time employment. She has experience in accounts payable and has been doing a great job on the second floor. She helped the Treasurer's Office with tax collection. Through her experience in the Clerk's Office she is also knowledgeable in cash receipts.

Our request is to hire Sandy on as a full-time employee, 4 hours in the Clerk's/Administrator's Offices and 4 hours in the Treasurer's Office as Accountant I.

In order to keep up with the daily processing, we are also requesting a part-time employee to help with filing and cash receipts when Sandy is not in the Treasurer's Office. This position would be 10 hours a week.

This solution does not resolve the issue of a backup for the payroll position.

STAFF RECOMMENDATION: Approve replacement of the part time Accountant II with the creation of the full-time position along with an additional part-time employee.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Making Sandy a full-time employee at the same rate of pay would increase the budget by \$5,032.

The additional 10 hours per week part time employee would be \$5,600 to \$6,720.

Total increase not to exceed \$11,760.

ATTACHMENTS: Job description for Accountant I position.

INITIATED/REQUESTED BY: Christy Mertes

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

**CITY OF CEDARBURG
POSITION DESCRIPTION**

Class Title: Accountant I

Department: City Treasurer's Office

Division:

Last Revised: 3/10/2006

Band Number: 2

Union: Yes

Bargaining Unit: Clerical

Location: City Hall

GENERAL PURPOSE

Performs a variety of routine clerical and accounting work in accounts receivable, accounts payable and general administrative work. Performs public contact work both by phone and in person.

SUPERVISION RECEIVED

Works under the general supervision of the City Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Processes accounts payable including typing of checks and purchase orders; codes, enters and processes cash receipts and disbursements via computer terminal; performs filing and other clerical work; issues receipts for monies collected by other departments and turned in to the City Treasurer's Office; issues dog and cat licenses; updates and maintains such records; prepares monthly voucher list for Common Council meetings.

Assists the City Treasurer with tax collection prior to payment deadline; collects payment of property taxes; issues receipts; prepares tax search reports for mortgage companies; prepares quarterly investment report.

Greets and directs persons entering City Hall and provides information as requested; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Answers all incoming telephone calls, connects calls to requested individual or department or ascertains from the caller the appropriate department; answers questions of a general nature or dealing with specific information such as scheduled recreation programs, meeting dates, community activities.

Collects, updates and maintains cash and investment records, including interest allocation; responsible for reconciliations of cash and investment accounts (with exception of General Fund checking); prepares monthly sales tax reports; prepares reconciliations for assigned accounts and year-end audit work papers as required.

Annually prepares 1099 tax forms and filing.

~~Backup for payroll.~~

Backup for Recreation Department selling discount tickets and taking registrations.

Backup for Engineering and Building Inspection phones.

Performs other duties as may be requested and as time allows.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent with additional specialized course work in general office practices such as typing, filing, accounting and bookkeeping

Necessary Knowledge, Skills and Abilities:

(B) Working knowledge of accounting; working knowledge of modern office practices and procedures.

(C) Skill in operation of listed tools and equipment; skill in dealing with the public.

(D) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally; ability to work independently on routine tasks without supervision in a physical setting involving numerous and continual interruptions; ability to make mature judgments and use tact and courtesy when dealing with people.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The employee must be able to perform the essential functions of this position.

This description was given to employee on _____.

Received: _____
Employee

CITY OF CEDARBURG
TRANSFER LIST
2/7/19-2/20/19

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
2/7/2019	\$1,400,000.00	PWSB Money Market
2/11/2019	\$2,209.66	Light & Water-January usage
2/13/2019	\$183,000.00	PWSB Payroll
2/14/2019	\$2,542.63	PR#4 ICMA contributions for 1/27/19-2/9/19
2/14/2019	\$4,524.73	PR#4 North Shore Bank contributions for 1/27/19-2/9/19
2/14/2019	\$6,170.31	Health Savings Accounts-contributions for 1/27/19-2/9/19
2/14/2019	\$440.00	Police Union-contributions for 1/27/19-2/9/19
2/15/2019	\$1,477.82	State of Wisconsin-child support payment
2/18/2019	\$565.19	Light & Water-January usage
2/19/2019	\$12,493.65	State of Wisconsin-January sales tax
	<u>\$1,613,423.99</u>	

PWSB PAYROLL CHECKING ACCOUNT		
2/15/2019	\$138,461.44	Payroll for 1/27/19-2/9/19
2/15/2019	\$58,247.23	Payroll taxes for 1/27/19-2/9/19
	<u>\$196,708.67</u>	

PWSB TAX COLLECTION ACCOUNT		
2/7/2019	\$330,000.00	PWSB Money Market

PWSB MONEY MARKET ACCOUNT		
2/20/2019	\$544,611.56	Tax settlement with Ozaukee County
2/20/2019	\$2,770,176.52	Tax settlement with Cedarburg School District
	<u>\$3,314,788.08</u>	

BMO HARRIS TEMPORARY INVESTMENT ACCOUNT		
2/20/2019	\$5,660.59	Tax settlement with M-T School District
2/20/1959	\$377,637.49	Tax settlement with MATC
	<u>\$383,298.08</u>	

BMO HARRIS TAX COLLECTION		
2/7/2019	\$285,000.00	BMO Harris Money Market

BMO HARRIS ONLINE TAX COLLECTION		
2/7/2019	\$160,000.00	BMO Harris Money Market

CITY OF CEDARBURG

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111300 PWSB CheckingPaid Chk# 030846 1/25/2019 **BOEHLKE BOTTLED GAS CORP.**

G 221-161500 FUEL INVENTORY (\$720.12) U0015780 DPW - FUEL

G 221-161500 FUEL INVENTORY (\$582.65) U0015882 DPW - FUEL

Total BOEHLKE BOTTLED GAS CORP. (\$1,302.77)Paid Chk# 030925 2/8/2019 **ADP, LLC.**

G 100-212000 ACCOUNTS PAYABLE \$476.39 529564536 TREAS - PAYROLL PROCESSING

Total ADP, LLC. \$476.39Paid Chk# 030926 2/8/2019 **AIRGAS USA LLC**

G 100-212000 ACCOUNTS PAYABLE \$63.55 9958539228 DPW - RENTAL

Total AIRGAS USA LLC \$63.55Paid Chk# 030927 2/8/2019 **BAKER & TAYLOR AV PRE PROCESS**

G 260-212000 ACCOUNTS PAYABLE \$119.78 H25084840 LIBR - VIDMASS

Total BAKER & TAYLOR AV PRE PROCESS \$119.78Paid Chk# 030928 2/8/2019 **BASSETT MECHANICAL**

G 240-212000 ACCOUNTS PAYABLE \$342.00 656700C REC - POOL CONTRACT

Total BASSETT MECHANICAL \$342.00Paid Chk# 030929 2/8/2019 **BEAR GRAPHICS, INC.**

G 100-212000 ACCOUNTS PAYABLE \$132.53 0815214 CLERKS - ELECTION SUPPLIES

Total BEAR GRAPHICS, INC. \$132.53Paid Chk# 030930 2/8/2019 **BEYER S HARDWARE STORE**

G 100-212000 ACCOUNTS PAYABLE \$11.69 145458 DPW - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$33.00 145496 DPW - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$24.07 145531 DPW - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$5.84 145729 EM - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$8.09 145754 PD - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$17.77 145767 PD - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$14.82 145771 PARKS - SUPPLIES

G 260-212000 ACCOUNTS PAYABLE \$45.85 145777 LIBR - SUPPLIES

G 601-212000 ACCOUNTS PAYABLE \$42.87 145784 CWRC - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$2.50 145868 EM - SUPPLIES

G 601-212000 ACCOUNTS PAYABLE \$22.93 145881 CWRC - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$26.36 145954 PARKS - SUPPLIES

Total BEYER S HARDWARE STORE \$255.79Paid Chk# 030931 2/8/2019 **BOEHLKE BOTTLED GAS CORP.**

G 221-212000 ACCOUNTS PAYABLE \$734.05 U0780609 DPW - FUEL

Total BOEHLKE BOTTLED GAS CORP. \$734.05Paid Chk# 030932 2/8/2019 **BURKE TRUCK & EQUIPMENT INC**

G 100-212000 ACCOUNTS PAYABLE \$310.18 24340 DPW - EQUIPMENT

G 100-212000 ACCOUNTS PAYABLE \$741.43 24397 DPW - EQUIPMENT

CITY OF CEDARBURG

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G 100-212000	ACCOUNTS PAYABLE	\$422.59	24526	DPW - EQUIPMENT
Total	BURKE TRUCK & EQUIPMENT INC	\$1,474.20		

Paid Chk# 030933 2/8/2019 BUSINESS CARD

G 100-212000	ACCOUNTS PAYABLE	(\$0.33)	547497016471	PD - POSTNET
G 100-212000	ACCOUNTS PAYABLE	\$182.00	547497016471	PD - POSTNET
G 100-212000	ACCOUNTS PAYABLE	\$20.56	547497016471	PD - POSTNET
G 100-212000	ACCOUNTS PAYABLE	\$174.03	547497016471	PD - QDOBA/POLITO'S/GRAZIES/COBBLESTONE
G 100-212000	ACCOUNTS PAYABLE	\$33.98	547497016471	PD - THE STORE
G 100-212000	ACCOUNTS PAYABLE	\$29.00	547497016471	PD - JH VALLEY INN
G 100-212000	ACCOUNTS PAYABLE	\$130.00	547497016471	PD - WCPA
G 601-212000	ACCOUNTS PAYABLE	\$39.87	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE	\$8.49	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE	\$115.00	547497017552	CWRC - WWOA REGISTRATION
G 601-212000	ACCOUNTS PAYABLE	\$14.99	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE	\$160.00	547497017552	CWRC - CSWEA SEMINAR
G 601-212000	ACCOUNTS PAYABLE	\$158.98	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE	\$5.98	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE	\$77.25	547497017552	CWRC - WWOA REGISRTATION
G 100-212000	ACCOUNTS PAYABLE	\$59.00	547497017691	PD - POSTNET
G 100-212000	ACCOUNTS PAYABLE	\$82.00	547497017691	PD - KALAHARI
G 260-212000	ACCOUNTS PAYABLE	\$135.00	547497036652	LIBR - ALA CONFERENCE
G 260-212000	ACCOUNTS PAYABLE	\$157.35	547497036652	LIBR - DISCOUNT SCHOOL SUPPLY
G 260-212000	ACCOUNTS PAYABLE	\$30.00	547497036652	LIBR - CEDARBURG CHAMBER
G 260-212000	ACCOUNTS PAYABLE	\$167.09	547497036652	LIBR - MATTERHACKERS
G 260-212000	ACCOUNTS PAYABLE	\$138.89	547497036652	LIBR - COMPANY LOGO
G 260-212000	ACCOUNTS PAYABLE	\$42.00	547497036652	LIBR - ALA MEMBERSHIP
G 260-212000	ACCOUNTS PAYABLE	\$14.39	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$111.00	547497036652	LIBR - SURVEYMONKEY
G 260-212000	ACCOUNTS PAYABLE	(\$27.96)	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$0.99	547497036652	LIBR - APPLE
G 260-212000	ACCOUNTS PAYABLE	\$0.99	547497036652	LIBR - APPLE
G 260-212000	ACCOUNTS PAYABLE	\$95.90	547497036652	LIBR - MAKE PRINTABLE
G 260-212000	ACCOUNTS PAYABLE	\$194.85	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$51.66	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$19.96	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$27.96	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$25.00	547497036652	LIBR - WLA
G 260-212000	ACCOUNTS PAYABLE	\$100.00	547497036652	LIBR - USPS
G 100-212000	ACCOUNTS PAYABLE	\$200.00	547497045650	EM - WEM CONFERENCE
G 100-212000	ACCOUNTS PAYABLE	\$200.00	547497045650	EM - WEM CONFERENCE
G 100-212000	ACCOUNTS PAYABLE	\$58.99	547497045650	EM - O'REILLY
G 100-212000	ACCOUNTS PAYABLE	\$82.00	547497045650	EM - KALAHARI
G 100-212000	ACCOUNTS PAYABLE	\$82.00	547497045650	EM - KALAHARI
G 100-212000	ACCOUNTS PAYABLE	\$265.00	547497071160	FOREST - INTL SOC ARBORICULTURE
G 100-212000	ACCOUNTS PAYABLE	\$97.27	547497071160	FOREST - MUTUAL SCREW & SUPPLY
G 100-212000	ACCOUNTS PAYABLE	\$180.00	547497071160	FOREST - INTL SOC ARBORICULTURE
G 100-212000	ACCOUNTS PAYABLE	\$221.76	547497071160	FOREST - INTL SOC ARBORICULTURE

CITY OF CEDARBURG

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G 100-212000	ACCOUNTS PAYABLE	\$490.00	547497071160	FOREST - INTL SOC ARBORICULTURE
G 100-212000	ACCOUNTS PAYABLE	\$221.76	547497071160	FOREST - INTL SOC ARBORICULTURE
G 100-212000	ACCOUNTS PAYABLE	\$13.08	547497071160	FOREST - INTL SOC ARBORICULTURE
G 220-212000	ACCOUNTS PAYABLE	\$60.00	547497075809	REC - NRPA
G 220-212000	ACCOUNTS PAYABLE	\$99.99	547497075809	REC - POMS/BEST BUY
G 100-212000	ACCOUNTS PAYABLE	\$405.00	547497075809	REC - WPRA
G 220-212000	ACCOUNTS PAYABLE	\$99.00	547497075809	REC - NRPA
G 220-212000	ACCOUNTS PAYABLE	\$159.00	547497075809	REC - NRPA
G 220-212000	ACCOUNTS PAYABLE	\$175.00	547497075809	REC - NRPA
G 100-212000	ACCOUNTS PAYABLE	\$20.60	547497075809	REC - WI CITY COUNCIL MGMT
G 100-212000	ACCOUNTS PAYABLE	\$86.99	547497075809	REC - DOG WASTE DEPOT
G 220-212000	ACCOUNTS PAYABLE	\$168.95	547497075809	REC - AMAZON
G 220-212000	ACCOUNTS PAYABLE	\$29.99	547497075809	REC - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$243.22	547497075809	REC - PEST APPLICATOR TRNG
G 100-212000	ACCOUNTS PAYABLE	\$200.00	547497075809	REC - POMS/BEST BUY
G 220-212000	ACCOUNTS PAYABLE	\$15.00	547497075809	REC - PLUGNPAY
G 100-212000	ACCOUNTS PAYABLE	\$87.97	547497087126	DPW - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$124.56	547497087126	DPW - OFFICE MAX
G 100-212000	ACCOUNTS PAYABLE	\$262.68	547497087126	DPW - OFFICE MAX
G 100-212000	ACCOUNTS PAYABLE	\$127.60	547497087126	DPW - DULUTH
G 100-212000	ACCOUNTS PAYABLE	\$41.97	547497087126	DPW - OFFICE MAX
G 100-212000	ACCOUNTS PAYABLE	\$225.00	547497400680	ADMIN - WCMA CONFERENCE
G 100-212000	ACCOUNTS PAYABLE	\$123.72	547497400680	ADMIN - WCMA CONFERENCE
G 100-212000	ACCOUNTS PAYABLE	\$25.00	547497400680	TREAS - WGFOA DUES
G 100-212000	ACCOUNTS PAYABLE	\$85.00	547497400680	TREAS - GFOA WEBINAR
G 100-212000	ACCOUNTS PAYABLE	\$42.20	547497401607	PD - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$34.17	547497401607	PD - DOA EPAY
G 100-212000	ACCOUNTS PAYABLE	\$150.00	547497401607	PD - USPS
G 100-212000	ACCOUNTS PAYABLE	\$19.00	547497401607	PD - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$15.99	547497401607	PD - STAMPS.COM
G 100-212000	ACCOUNTS PAYABLE	\$40.96	547497401607	PD - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$107.96	547497401607	PD - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$130.00	547497950250	PD - WI CHIEF OF POLICE DUES
G 100-212000	ACCOUNTS PAYABLE	\$140.00	547497950250	PD - MCDONALDS GIFT CARDS
Total BUSINESS CARD		\$8,234.23		

Paid Chk# 030934 2/8/2019 CARDMEMBER SERVICE

G 100-212000	ACCOUNTS PAYABLE	\$1,027.80	479842006067	REC - SAFETY EQUIPMENT
G 220-212000	ACCOUNTS PAYABLE	\$1,152.65	479842006067	REC - SAFETY EQUIPMENT
G 601-212000	ACCOUNTS PAYABLE	\$140.91	479842006067	CWRC - SUPPLIES
Total CARDMEMBER SERVICE		\$2,321.36		

Paid Chk# 030935 2/8/2019 CENSKY, JON

G 100-212000	ACCOUNTS PAYABLE	\$6,127.65	19-0001	PLAN - JAN SERVICES
Total CENSKY, JON		\$6,127.65		

Paid Chk# 030936 2/8/2019 CENTER MASS INC

G 100-212000	ACCOUNTS PAYABLE	\$150.00	REGISTRATIO PD - NATIONAL PARTROL RIFLE CONFERENCE	
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G 100-212000	ACCOUNTS PAYABLE	\$150.00	REGISTRATIO PD - NATIONAL PARTROL RIFLE CONFERENCE
	Total CENTER MASS INC	\$300.00	
Paid Chk# 030937	2/8/2019	CINTAS CORPORATION	
G 100-212000	ACCOUNTS PAYABLE	\$141.39	184201840 DPW - UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$141.39	184203358 DPW - UNIFORMS
G 260-212000	ACCOUNTS PAYABLE	\$36.56	184204395 LIBR - SUPPLIES
	Total CINTAS CORPORATION	\$319.34	
Paid Chk# 030938	2/8/2019	CINTAS FIRST AID & SAFETY	
G 100-212000	ACCOUNTS PAYABLE	\$112.18	5012703953 DPW - FIRST AID SUPPLIES
	Total CINTAS FIRST AID & SAFETY	\$112.18	
Paid Chk# 030939	2/8/2019	CITY OF FARMINGTON HILLS	
G 100-212000	ACCOUNTS PAYABLE	\$150.00	NAAAC19-84 PD - TRAINING NAAAC
G 100-212000	ACCOUNTS PAYABLE	\$150.00	NAAAC19-84 PD - TRAINING NAAAC
	Total CITY OF FARMINGTON HILLS	\$300.00	
Paid Chk# 030940	2/8/2019	CNA SURETY	
G 100-212000	ACCOUNTS PAYABLE	\$30.00	64476253N PD - K. RACINE
	Total CNA SURETY	\$30.00	
Paid Chk# 030941	2/8/2019	CONLEY MEDIA, LLC	
G 100-212000	ACCOUNTS PAYABLE	\$77.49	265190119 CLERKS - LEGAL PUBLICATION
	Total CONLEY MEDIA, LLC	\$77.49	
Paid Chk# 030942	2/8/2019	CORELOGIC COMML REAL ESTATE SV	
G 100-212000	ACCOUNTS PAYABLE	\$2,230.13	REFUND REFUND - ADAM HEITZKEY
G 100-212000	ACCOUNTS PAYABLE	\$5,826.55	REFUND REFUND - EDWARD MATEJOV
	Total CORELOGIC COMML REAL ESTATE SV	\$8,056.68	
Paid Chk# 030943	2/8/2019	CSI	
G 100-212000	ACCOUNTS PAYABLE	\$17.58	5539 DPW - PARTS
	Total CSI	\$17.58	
Paid Chk# 030944	2/8/2019	CULLIGAN OF WEST BEND	
G 100-212000	ACCOUNTS PAYABLE	\$78.00	337790 PD - SALT
	Total CULLIGAN OF WEST BEND	\$78.00	
Paid Chk# 030945	2/8/2019	DAVIS, SUSAN	
G 220-212000	ACCOUNTS PAYABLE	\$85.00	REFUND REC - REFUND CANCELLED CLASS
	Total DAVIS, SUSAN	\$85.00	
Paid Chk# 030946	2/8/2019	EGELHOFF LAWNMOWER SERVICE	
G 601-212000	ACCOUNTS PAYABLE	\$1.80	251176 CWRC - PARTS
G 601-212000	ACCOUNTS PAYABLE	\$13.10	251313 CWRC - PARTS
	Total EGELHOFF LAWNMOWER SERVICE	\$14.90	
Paid Chk# 030947	2/8/2019	FASTENAL COMPANY	

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G 100-212000 ACCOUNTS PAYABLE \$871.75 WISAU108371 DPW - PARTS

G 100-212000 ACCOUNTS PAYABLE \$228.82 WISAU108484 DPW - PARTS

Total FASTENAL COMPANY \$1,100.57

Paid Chk# 030948 2/8/2019 FIT FORCE, INC.

G 100-212000 ACCOUNTS PAYABLE \$495.00 REGISRTATIO PD - TRAINING COURSE

Total FIT FORCE, INC. \$495.00

Paid Chk# 030949 2/8/2019 FIVE CORNERS DODGE

G 100-212000 ACCOUNTS PAYABLE \$941.16 49513 PD - REPAIR

Total FIVE CORNERS DODGE \$941.16

Paid Chk# 030950 2/8/2019 GALL PLUMBING, INC

G 100-212000 ACCOUNTS PAYABLE \$143.00 15416 PD - REPAIR

Total GALL PLUMBING, INC \$143.00

Paid Chk# 030951 2/8/2019 GENERAL COMMUNICATIONS, INC.

G 100-212000 ACCOUNTS PAYABLE \$248.25 264674 DPW - SERVICES

Total GENERAL COMMUNICATIONS, INC. \$248.25

Paid Chk# 030952 2/8/2019 HAJEK, MICHAEL

G 100-212000 ACCOUNTS PAYABLE \$108.15 REFUND 2018 PROPERTY TAX REFUND

Total HAJEK, MICHAEL \$108.15

Paid Chk# 030953 2/8/2019 HARTFORD POLICE DEPT

G 100-212000 ACCOUNTS PAYABLE \$70.00 CKREQ PD - REGISTRATION G. LINDBERG

Total HARTFORD POLICE DEPT \$70.00

Paid Chk# 030954 2/8/2019 HOME DEPOT CREDIT SERVICES

G 601-212000 ACCOUNTS PAYABLE \$84.05 603532201041 CWRC - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$66.88 603532201041 DPW - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$615.84 603532201041 DPW - SUPPLIES

G 601-212000 ACCOUNTS PAYABLE \$37.61 603532201041 CWRC - SUPPLIES

Total HOME DEPOT CREDIT SERVICES \$804.38

Paid Chk# 030955 2/8/2019 JANI-KING OF MILWAUKEE/ROYAL F

G 260-212000 ACCOUNTS PAYABLE \$1,463.40 MIL01190700 LIBR - MAINTENANCE

G 260-212000 ACCOUNTS PAYABLE \$897.00 MIL02190374 LIBR - MAINTENANCE

G 100-212000 ACCOUNTS PAYABLE \$368.00 MIL02190510 DPW - FEB SERVICES

Total JANI-KING OF MILWAUKEE/ROYAL F \$2,728.40

Paid Chk# 030956 2/8/2019 KANOPY, INC.

G 260-212000 ACCOUNTS PAYABLE \$30.00 146193-PPU LIBR - PUBLICATION

Total KANOPY, INC. \$30.00

Paid Chk# 030957 2/8/2019 LANGE ENTERPRISES

G 100-212000 ACCOUNTS PAYABLE \$161.10 68112 BI - NUMBER TILES

Total LANGE ENTERPRISES \$161.10

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Paid Chk# 030958 2/8/2019 LARK UNIFORM OUTFITTERS INC

G 100-212000 ACCOUNTS PAYABLE \$77.80 282844 PD - UNIFORMS

Total LARK UNIFORM OUTFITTERS INC \$77.80

Paid Chk# 030959 2/8/2019 LAROSA LANDSCAPE COMPANY

G 260-212000 ACCOUNTS PAYABLE \$591.40 68759 LIBR - MAINTENANCE/SALT

Total LAROSA LANDSCAPE COMPANY \$591.40

Paid Chk# 030960 2/8/2019 LETTERS & SIGNS

G 400-212000 ACCOUNTS PAYABLE \$410.00 3788 PARKS - LOGO ON NEW TRUCK

G 100-212000 ACCOUNTS PAYABLE \$535.00 3788 PARKS - LOGO ON NEW TRUCK

G 100-212000 ACCOUNTS PAYABLE \$404.00 3796 PARKS - SIGNS

Total LETTERS & SIGNS \$1,349.00

Paid Chk# 030961 2/8/2019 LIGHT & WATER

G 100-212000 ACCOUNTS PAYABLE \$984.54 007218 PARKS - REPAIRS

Total LIGHT & WATER \$984.54

Paid Chk# 030962 2/8/2019 LUBNER, BENJAMIN T

G 100-212000 ACCOUNTS PAYABLE \$51.49 REFUND 2018 PROPERTY TAX REFUND

Total LUBNER, BENJAMIN T \$51.49

Paid Chk# 030963 2/8/2019 MORTON SALT INC

G 100-212000 ACCOUNTS PAYABLE \$31,130.13 5410759844 DPW - ROAD SALT

Total MORTON SALT INC \$31,130.13

Paid Chk# 030964 2/8/2019 MTAW

G 100-212000 ACCOUNTS PAYABLE \$55.00 288 TREAS - MTAW DUES 2019

G 100-212000 ACCOUNTS PAYABLE \$55.00 289 TREAS - MTAW DUES 2019

G 100-212000 ACCOUNTS PAYABLE \$55.00 446 TREAS - MTAW DUES 2019

Total MTAW \$165.00

Paid Chk# 030965 2/8/2019 NAPA AUTO PARTS

G 100-212000 ACCOUNTS PAYABLE \$505.43 5269-989030 DPW - PARTS

G 100-212000 ACCOUNTS PAYABLE \$38.49 5269-989294 DPW - PARTS

G 100-212000 ACCOUNTS PAYABLE \$160.48 5269-989366 DPW - PARTS

G 100-212000 ACCOUNTS PAYABLE (\$27.50) 5269-989406 DPW - PARTS

G 100-212000 ACCOUNTS PAYABLE \$33.10 5269-990731 DPW - PARTS

G 100-212000 ACCOUNTS PAYABLE \$22.69 5269-991089 DPW - PARTS

G 100-212000 ACCOUNTS PAYABLE \$46.99 5269-991204 DPW - PARTS

G 100-212000 ACCOUNTS PAYABLE \$3.99 5269-991715 EM - PARTS

G 100-212000 ACCOUNTS PAYABLE \$106.98 5269-991984 DPW - PARTS

Total NAPA AUTO PARTS \$890.65

Paid Chk# 030966 2/8/2019 NEWMAN CHEVROLET

G 400-212000 ACCOUNTS PAYABLE \$470.00 08688 DPW - BACK UP CAMERA

G 400-212000 ACCOUNTS PAYABLE \$57.50 161786 DPW - DEFLECTOR PKG

Total NEWMAN CHEVROLET \$527.50

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Paid Chk# 030987 2/8/2019 NOWAK, STACIE

G 220-212000	ACCOUNTS PAYABLE	\$80.00	REFUND	REC - CLASS CANCELLATION
Total NOWAK, STACIE		\$80.00		

Paid Chk# 030988 2/8/2019 OFFICE DEPOT

G 100-212000	ACCOUNTS PAYABLE	\$56.42	265074861001	CLERKS - ELECTION SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$31.98	266881715001	TREAS - SUPPLIES
Total OFFICE DEPOT		\$88.40		

Paid Chk# 030969 2/8/2019 OLSEN S PIGGLY WIGGLY

G 100-212000	ACCOUNTS PAYABLE	\$40.45	36477	EMPREL - MONTHLY MTG
Total OLSEN S PIGGLY WIGGLY		\$40.45		

Paid Chk# 030970 2/8/2019 ONTECH SYSTEMS, INC

G 100-212000	ACCOUNTS PAYABLE	\$669.00	39041	PARKS - SYSTEM MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE	\$1,516.00	39059	TECH - LAPTOP, WARRANTY
G 100-212000	ACCOUNTS PAYABLE	\$601.54	39098	TECH - IT SUPPORT
Total ONTECH SYSTEMS, INC		\$2,786.54		

Paid Chk# 030971 2/8/2019 PITNEY BOWES INC

G 100-212000	ACCOUNTS PAYABLE	\$112.51	3308081401	CLERKS - MONTHLY LEASE
Total PITNEY BOWES INC		\$112.51		

Paid Chk# 030972 2/8/2019 QUALITY STATE OIL CO.,INC.

G 221-212000	ACCOUNTS PAYABLE	\$1,912.90	1245267	DPW - OIL
G 221-212000	ACCOUNTS PAYABLE	\$4,806.54	1245268	DPW - OIL
G 100-212000	ACCOUNTS PAYABLE	\$365.00	2828350	DPW - OIL
G 100-212000	ACCOUNTS PAYABLE	\$124.64	2829176	DPW - OIL
Total QUALITY STATE OIL CO.,INC.		\$7,209.08		

Paid Chk# 030973 2/8/2019 R.A. SMITH NATIONAL

G 100-212000	ACCOUNTS PAYABLE	\$3,864.00	141916	CEDAR PLACE APTS - CONST. INSPECTION
Total R.A. SMITH NATIONAL		\$3,864.00		

Paid Chk# 030974 2/8/2019 RICOH USA, INC

G 100-212000	ACCOUNTS PAYABLE	\$991.08	9026994949	PD - LEASE PAYMENT
Total RICOH USA, INC		\$991.08		

Paid Chk# 030975 2/8/2019 ROUTE 961 TRAINING

G 100-212000	ACCOUNTS PAYABLE	\$100.00	1034	PD - TRAINING PATROL COURSE
Total ROUTE 961 TRAINING		\$100.00		

Paid Chk# 030976 2/8/2019 RUEKERT & MIELKE

G 601-212000	ACCOUNTS PAYABLE	\$3,855.30	126412	CWRC - TECH SUPPORT
Total RUEKERT & MIELKE		\$3,855.30		

Paid Chk# 030977 2/8/2019 STATE OF WI-DSPS-93086

G 100-212000	ACCOUNTS PAYABLE	\$100.00	493383	CH - BOILER REGISTRATION
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Total STATE OF WI-DSPS-93086	\$100.00		
 Paid Chk# 030978 2/8/2019 SYMBIONT			
G 601-212000 ACCOUNTS PAYABLE	\$1,500.00	48337	CWRC - DEC-2018 SERVICES
Total SYMBIONT	\$1,500.00		
 Paid Chk# 030979 2/8/2019 TIME WARNER CABLE-PO BOX 4639			
G 100-212000 ACCOUNTS PAYABLE	\$19.88	104043035528	PD - TV
G 100-212000 ACCOUNTS PAYABLE	\$6.63	104043044333	DPW - TV
Total TIME WARNER CABLE-PO BOX 4639	\$26.51		
 Paid Chk# 030980 2/8/2019 TRUCK COUNTRY OF WISC			
G 100-212000 ACCOUNTS PAYABLE	\$404.10	X207018432:0	DPW - PARTS
Total TRUCK COUNTRY OF WISC	\$404.10		
 Paid Chk# 030981 2/8/2019 UNIFIRST CORPORATION			
G 100-212000 ACCOUNTS PAYABLE	\$44.01	0961053734	DPW - SUPPLIES
G 100-212000 ACCOUNTS PAYABLE	\$46.01	0961054854	DPW - SUPPLIES
G 601-212000 ACCOUNTS PAYABLE	\$48.35	0961055991	CWRC - SUPPLIES
G 100-212000 ACCOUNTS PAYABLE	\$46.01	0961055995	DPW - SUPPLIES
Total UNIFIRST CORPORATION	\$184.38		
 Paid Chk# 030982 2/8/2019 USA BLUEBOOK			
G 601-212000 ACCOUNTS PAYABLE	\$19.82	793340	CWRC - PARTS
Total USA BLUEBOOK	\$19.82		
 Paid Chk# 030983 2/8/2019 VILLAGE OF GRAFTON			
G 100-212000 ACCOUNTS PAYABLE	\$186.66	62134	REC - SHARE OF REPAIRS
Total VILLAGE OF GRAFTON	\$186.66		
 Paid Chk# 030984 2/8/2019 VISUAL IMAGE PHOTOGRAPHY, INC.			
G 260-212000 ACCOUNTS PAYABLE	\$195.00	6846	LIBR - NEWSLETTER
Total VISUAL IMAGE PHOTOGRAPHY, INC.	\$195.00		
 Paid Chk# 030985 2/8/2019 WALT'S PETROLEUM SERVICE INC			
G 100-212000 ACCOUNTS PAYABLE	\$490.00	100697	DPW - SERVICE
Total WALT'S PETROLEUM SERVICE INC	\$490.00		
 Paid Chk# 030986 2/8/2019 WASTE MANAGEMENT OF WISCONSIN			
G 100-212000 ACCOUNTS PAYABLE	\$17,154.72	6309967-2275-	DPW - MONTHLY SERVICES
G 100-212000 ACCOUNTS PAYABLE	\$35,524.26	6309967-2275-	DPW - MONTHLY SERVICES
Total WASTE MANAGEMENT OF WISCONSIN	\$52,678.98		
 Paid Chk# 030987 2/8/2019 WCPPA-BUTLER PD			
G 100-212000 ACCOUNTS PAYABLE	\$190.00	2019-BAST15	PD - BEHAVIOR TRNG
Total WCPPA-BUTLER PD	\$190.00		
 Paid Chk# 030988 2/8/2019 ZIMBRIC, LUKE			
G 220-212000 ACCOUNTS PAYABLE	\$45.00	REFUND	REC - REFUND CLASS CANCELLATION

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Total ZIMBRIC, LUKE \$45.00

Paid Chk# 030991 2/15/2019 ACL LABORATORIES

G 100-212000 ACCOUNTS PAYABLE \$14.21 A6618-201901 PD - VENOUS DRAW

Total ACL LABORATORIES \$14.21

Paid Chk# 030992 2/15/2019 AECOM TECHNICAL SERVICES INC

G 400-212000 ACCOUNTS PAYABLE \$318.54 2000169557 COMPLIANCE

Total AECOM TECHNICAL SERVICES INC \$318.54

Paid Chk# 030993 2/15/2019 ASSOCIATED BENEFIT & RISK CON.

G 100-212000 ACCOUNTS PAYABLE \$385.00 16810 JAN CONSULTING

G 100-212000 ACCOUNTS PAYABLE \$1,539.00 16810 TREAS - CONSULTING

Total ASSOCIATED BENEFIT & RISK CON. \$1,924.00

Paid Chk# 030994 2/15/2019 AT&T

G 100-212000 ACCOUNTS PAYABLE \$194.44 414Z45632001 PD - TELEPHONE

Total AT&T \$194.44

Paid Chk# 030995 2/15/2019 AT&T MOBILITY

G 100-212000 ACCOUNTS PAYABLE \$2,432.00 287289051101 PD - WIRELESS PHONE

Total AT&T MOBILITY \$2,432.00

Paid Chk# 030996 2/15/2019 BAKER & TAYLOR AUDIOBOOK PRE

G 260-212000 ACCOUNTS PAYABLE \$50.52 2034285503 LIBR - AUDIO BOOKS

Total BAKER & TAYLOR AUDIOBOOK PRE \$50.52

Paid Chk# 030997 2/15/2019 BAKER & TAYLOR AV PRE PROCESS

G 260-212000 ACCOUNTS PAYABLE \$91.82 H24709240 LIBR - VIDMASS

G 260-212000 ACCOUNTS PAYABLE \$86.84 H25339740 LIBR - VIDMASS

G 260-212000 ACCOUNTS PAYABLE \$19.13 H25656780 LIBR - VIDMASS

G 260-212000 ACCOUNTS PAYABLE \$75.39 H25745120 LIBR - VIDMASS

G 260-212000 ACCOUNTS PAYABLE \$25.13 H25834440 LIBR - VIDMASS

G 260-212000 ACCOUNTS PAYABLE \$73.29 H25961530 LIBR - VIDMASS

G 260-212000 ACCOUNTS PAYABLE \$128.78 H26282880 LIBR - VIDMASS

Total BAKER & TAYLOR AV PRE PROCESS \$500.38

Paid Chk# 030998 2/15/2019 BAKER & TAYLOR BOOKS

G 260-212000 ACCOUNTS PAYABLE \$400.13 2034254755 LIBR - BOOKS

G 260-212000 ACCOUNTS PAYABLE \$429.46 2034288639 LIBR - BOOKS

G 260-212000 ACCOUNTS PAYABLE \$25.00 2034288639 LIBR - BOOKS

G 260-212000 ACCOUNTS PAYABLE \$52.45 2034288640 LIBR - BOOKS

G 260-212000 ACCOUNTS PAYABLE \$364.30 2034307968 LIBR - BOOKS

G 260-212000 ACCOUNTS PAYABLE \$468.61 2034317537 LIBR - BOOKS

G 260-212000 ACCOUNTS PAYABLE \$16.03 2034317538 LIBR - BOOKS

G 260-212000 ACCOUNTS PAYABLE \$451.19 2034317667 LIBR - BOOKS

Total BAKER & TAYLOR BOOKS \$2,207.17

Paid Chk# 030999 2/15/2019 BEST HEATING & AIR CONDITION

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G 100-212000 ACCOUNTS PAYABLE	\$651.09	17876	FD - SEVICE
Total BEST HEATING & AIR CONDITION	\$651.09		

Paid Chk# 031000 2/15/2019 BEYER S HARDWARE STORE

G 601-212000 ACCOUNTS PAYABLE	\$49.40	146038	EM - SUPPLIES
G 100-212000 ACCOUNTS PAYABLE	\$12.06	146097	EM - SUPPLIES
G 100-212000 ACCOUNTS PAYABLE	\$28.78	146126	EM - SUPPLIES
G 100-212000 ACCOUNTS PAYABLE	\$5.92	146157	EM - SUPPLIES
Total BEYER S HARDWARE STORE	\$96.16		

Paid Chk# 031001 2/15/2019 BOEHLKE BOTTLED GAS CORP.

G 221-212000 ACCOUNTS PAYABLE	\$582.65	U0015882	DPW - FUEL
Total BOEHLKE BOTTLED GAS CORP.	\$582.65		

Paid Chk# 031002 2/15/2019 BOLD TECHNOLOGIES

G 100-212000 ACCOUNTS PAYABLE	\$666.87	18190	PD - ALARM SERVICES
Total BOLD TECHNOLOGIES	\$666.87		

Paid Chk# 031003 2/15/2019 BOND TRUST SERVICES

G 350-212000 ACCOUNTS PAYABLE	\$145,000.00	47811	DEBT PAYMENT
G 350-212000 ACCOUNTS PAYABLE	\$38,080.11	47811	DEBT PAYMENT
Total BOND TRUST SERVICES	\$183,080.11		

Paid Chk# 031004 2/15/2019 BUBLITZ CREATIVE

G 100-212000 ACCOUNTS PAYABLE	\$75.00	3845	TECH - WEBITE SECURITY
G 100-212000 ACCOUNTS PAYABLE	\$75.00	3845	PD - WEBITE SECURITY
Total BUBLITZ CREATIVE	\$150.00		

Paid Chk# 031005 2/15/2019 CHAMBER OF COMMERCE-CAP IMPR

G 210-212000 ACCOUNTS PAYABLE	\$5,555.50	CKREQ	ROOM TAX - Q42018 CAP EXPEND
Total CHAMBER OF COMMERCE-CAP IMPR	\$5,555.50		

Paid Chk# 031006 2/15/2019 CHAMBER OF COMMERCE-GEN VISITO

G 210-212000 ACCOUNTS PAYABLE	\$16,666.49	CKREQ	ROOM TAX - Q42018 GENERAL VIS OPERATIONS
Total CHAMBER OF COMMERCE-GEN VISITO	\$16,666.49		

Paid Chk# 031007 2/15/2019 CHOJNACKI, STEVEN

G 100-212000 ACCOUNTS PAYABLE	\$81.75	REIMBURSE	PD - SUPPLIES
Total CHOJNACKI, STEVEN	\$81.75		

Paid Chk# 031008 2/15/2019 COLUMBIA - ST. MARYS

G 100-212000 ACCOUNTS PAYABLE	\$125.00	REFUND	2018 PROPERTY TAX REFUND
Total COLUMBIA - ST. MARYS	\$125.00		

Paid Chk# 031009 2/15/2019 COMPLETE OFFICE OF WISCONSIN

G 100-212000 ACCOUNTS PAYABLE	\$52.60	25759	PD - SUPPLIES
Total COMPLETE OFFICE OF WISCONSIN	\$52.60		

Paid Chk# 031010 2/15/2019 CSM CORPORATE WORX - SAUKVILLE

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G 100-212000	ACCOUNTS PAYABLE	\$656.00	31819	PD - OFFICER PHYSICALS
Total	CSM CORPORATE WORX - SAUKVILLE	\$656.00		
Paid Chk#	031011	2/15/2019	CULLIGAN OF WEST BEND	
G 100-212000	ACCOUNTS PAYABLE	\$78.00	502X03316504	PD - SALT/INSPECT
G 260-212000	ACCOUNTS PAYABLE	\$87.50	502X03344407	LIBR - MAINTENANCE
Total	CULLIGAN OF WEST BEND	\$165.50		
Paid Chk#	031012	2/15/2019	DEMCO	
G 260-212000	ACCOUNTS PAYABLE	\$132.79	6544404	LIBR - SUPPLIES
Total	DEMCO	\$132.79		
Paid Chk#	031013	2/15/2019	FERRIS, JOE	
G 100-212000	ACCOUNTS PAYABLE	\$48.74	REFUND	2018 PROPERTY TAX REFUND
Total	FERRIS, JOE	\$48.74		
Paid Chk#	031014	2/15/2019	FIVE CORNERS DODGE	
G 100-212000	ACCOUNTS PAYABLE	\$35.47	49756	PD - CAR #1
Total	FIVE CORNERS DODGE	\$35.47		
Paid Chk#	031015	2/15/2019	GALL PLUMBING, INC	
G 100-212000	ACCOUNTS PAYABLE	\$168.00	15442	PD - REPAIR
Total	GALL PLUMBING, INC	\$168.00		
Paid Chk#	031016	2/15/2019	GODFREY & KAHN	
G 601-212000	ACCOUNTS PAYABLE	\$533.50	735022	CWRC - LEGAL SERVICES
Total	GODFREY & KAHN	\$533.50		
Paid Chk#	031017	2/15/2019	GUS WIRTH JR.	
G 100-212000	ACCOUNTS PAYABLE	\$330.00	REFUND	REFUND FALSE FIRE ALARMS
Total	GUS WIRTH JR.	\$330.00		
Paid Chk#	031018	2/15/2019	HOUSEMAN & FEIND, LLP	
G 350-212000	ACCOUNTS PAYABLE	\$520.00	44551	AMCAST
G 100-212000	ACCOUNTS PAYABLE	\$2,812.20	44579	MONOPOLE LEASE
G 350-212000	ACCOUNTS PAYABLE	\$39.00	44579	AMCAST
G 100-212000	ACCOUNTS PAYABLE	\$48.75	44579	POLICE
G 100-212000	ACCOUNTS PAYABLE	\$1,344.47	44581	TRAFFIC
Total	HOUSEMAN & FEIND, LLP	\$4,764.42		
Paid Chk#	031019	2/15/2019	JAMES IMAGING SYSTEMS	
G 100-212000	ACCOUNTS PAYABLE	\$388.35	24225284	TECH - 1ST FLOOR COPIER
G 100-212000	ACCOUNTS PAYABLE	\$348.90	24225284	TECH - 2ND FLOOR COPIER
G 100-212000	ACCOUNTS PAYABLE	\$330.68	24225284	REC - COPIER
Total	JAMES IMAGING SYSTEMS	\$1,067.93		
Paid Chk#	031020	2/15/2019	JM BRENNAN, INC.	
G 100-212000	ACCOUNTS PAYABLE	\$414.90	SALES000103	COMPLEX - GYM BOILER REPAIR
G 100-212000	ACCOUNTS PAYABLE	\$407.81	SALES000104	COMPLEX - GYM BOILER REPAIR

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Total JM BRENNAN, INC. \$822.71

Paid Chk# 031021 2/15/2019 KIESLERS POLICE SUPPLY, INC

G 100-212000 ACCOUNTS PAYABLE \$553.00 IN101666 PD - PISTOLS/SUPPLIES

Total KIESLERS POLICE SUPPLY, INC \$553.00

Paid Chk# 031022 2/15/2019 KRUEGER, JAMES R

G 100-212000 ACCOUNTS PAYABLE \$879.01 REFUND 2018 PROPERTY TAX REFUND

Total KRUEGER, JAMES R \$879.01

Paid Chk# 031023 2/15/2019 LAFORCE INC.

G 100-212000 ACCOUNTS PAYABLE \$283.80 1089195 PARKS - SUPPLIES

Total LAFORCE INC. \$283.80

Paid Chk# 031024 2/15/2019 LARK UNIFORM OUTFITTERS INC

G 100-212000 ACCOUNTS PAYABLE \$57.95 283269 PD - UNIFORMS

G 100-212000 ACCOUNTS PAYABLE \$140.90 283273 PD - UNIFORMS

G 100-212000 ACCOUNTS PAYABLE \$1,877.95 283276 PD - UNIFORMS

G 100-212000 ACCOUNTS PAYABLE \$19.90 283280 PD - UNIFORMS

Total LARK UNIFORM OUTFITTERS INC \$2,096.70

Paid Chk# 031025 2/15/2019 LAROSA LANDSCAPE COMPANY

G 260-212000 ACCOUNTS PAYABLE \$315.24 68864 LIBR - MAINTENANCE

Total LAROSA LANDSCAPE COMPANY \$315.24

Paid Chk# 031026 2/15/2019 LIGHT & WATER

G 601-212000 ACCOUNTS PAYABLE \$10,555.06 007270 CWRC - FEB BILLING

Total LIGHT & WATER \$10,555.06

Paid Chk# 031027 2/15/2019 MILWAUKEE JOURNAL SENTINEL

G 260-212000 ACCOUNTS PAYABLE \$564.05 MJ0019140 LIBR - SUBSCRIPTION

Total MILWAUKEE JOURNAL SENTINEL \$564.05

Paid Chk# 031028 2/15/2019 NATHAN BUTZLER

G 100-212000 ACCOUNTS PAYABLE \$25.00 SERVICEAWA EMPREL - 5 YEAR SERVICE AWARD

Total NATHAN BUTZLER \$25.00

Paid Chk# 031029 2/15/2019 OFFICE DEPOT

G 100-212000 ACCOUNTS PAYABLE \$29.99 266881439001 TREAS - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$201.02 267973814001 TREAS - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$21.78 267974205001 TREAS - SUPPLIES

G 260-212000 ACCOUNTS PAYABLE \$131.69 268739735001 LIBR - SUPPLIES

G 100-212000 ACCOUNTS PAYABLE \$62.23 270834535001 TREAS - SUPPLIES

Total OFFICE DEPOT \$446.71

Paid Chk# 031030 2/15/2019 OLIVER FIONTAR LLC

G 350-212000 ACCOUNTS PAYABLE \$142,841.50 500 DRAW #8 AMCAST

Total OLIVER FIONTAR LLC \$142,841.50

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Paid Chk# 031031 2/15/2019 PACE ANALYTICAL SERVICES, INC.

G 601-212000	ACCOUNTS PAYABLE	\$21.00	1940062282	CWRC - SUPPLIES
Total PACE ANALYTICAL SERVICES, INC.		\$21.00		

Paid Chk# 031032 2/15/2019 PIEPERPOWER, INC

G 601-212000	ACCOUNTS PAYABLE	\$14,277.00	709526	CWRC - REPAIR
Total PIEPERPOWER, INC		\$14,277.00		

Paid Chk# 031033 2/15/2019 R.A. SMITH NATIONAL

G 100-212000	ACCOUNTS PAYABLE	\$4,291.58	141923	CONST INSP - GLEN AT CEDAR CREEK
Total R.A. SMITH NATIONAL		\$4,291.58		

Paid Chk# 031034 2/15/2019 RICOH USA, INC

G 100-212000	ACCOUNTS PAYABLE	\$110.15	5055836388	PD - MAINTENANCE
Total RICOH USA, INC		\$110.15		

Paid Chk# 031035 2/15/2019 RNOW INC

G 601-212000	ACCOUNTS PAYABLE	\$685.00	2019-55144	CWRC - PARTS
Total RNOW INC		\$685.00		

Paid Chk# 031036 2/15/2019 SEILER INSTRUMENT & MFG

G 100-212000	ACCOUNTS PAYABLE	\$2,495.00	INV-376661	PARKS - REPAIR
Total SEILER INSTRUMENT & MFG		\$2,495.00		

Paid Chk# 031037 2/15/2019 STREICHER S POLICE EQUIPMENT

G 100-212000	ACCOUNTS PAYABLE	\$937.98	11331643	PD - UNIFORMS/SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$26.99	11351542	PD - UNIFORMS/SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$205.97	11351544	PD - UNIFORMS/SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$20.98	11351578	PD - UNIFORMS/SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$24.99	11351688	PD - UNIFORMS/SUPPLIES
Total STREICHER S POLICE EQUIPMENT		\$1,216.91		

Paid Chk# 031038 2/15/2019 SUNSET LAW ENFORCEMENT

G 100-212000	ACCOUNTS PAYABLE	\$3,500.00	0002726-IN	PD - SUPPLIES
Total SUNSET LAW ENFORCEMENT		\$3,500.00		

Paid Chk# 031039 2/15/2019 TIME WARNER CABLE-PO BOX 4639

G 100-212000	ACCOUNTS PAYABLE	\$14.88	708014601020	FD - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$29.77	708014601020	DPW - TELEPHONE
G 220-212000	ACCOUNTS PAYABLE	\$29.77	708014601020	REC - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$14.88	708014601020	SRCTR - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$14.88	708014601020	PLAN - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$22.33	708014601020	EM - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$22.33	708014601020	TREAS - TELEPHONE
G 240-212000	ACCOUNTS PAYABLE	\$37.21	708014601020	POOL - TELEPHONE
G 601-212000	ACCOUNTS PAYABLE	\$59.54	708014601020	CWRC - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$22.33	708014601020	ENG - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$14.88	708014601020	ASSESS - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$37.21	708014601020	CLERK - TELEPHONE

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G 100-212000	ACCOUNTS PAYABLE	\$7.44	708014601020	ADMIN - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$7.44	708014601020	MAYOR - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$66.98	708014601020	CH - TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$14.88	708014601020	BI - TELEPHONE
Total	TIME WARNER CABLE-PO BOX 4639	\$416.75		
Paid Chk# 031040 2/15/2019 TRAFFIC ANALYSIS & DESIGN, INC				
G 100-212000	ACCOUNTS PAYABLE	\$2,162.00	12150	ENG - PROF SERVICES
Total	TRAFFIC ANALYSIS & DESIGN, INC	\$2,162.00		
Paid Chk# 031041 2/15/2019 TRANS UNION LLC				
G 100-212000	ACCOUNTS PAYABLE	\$40.00	01906941	PD - MONTHLY SERVICE
Total	TRANS UNION LLC	\$40.00		
Paid Chk# 031042 2/15/2019 TRANSUNION RISK & ALTERNATIVE				
G 100-212000	ACCOUNTS PAYABLE	\$75.00	428298	PD - MONTHLY SERVICE
Total	TRANSUNION RISK & ALTERNATIVE	\$75.00		
Paid Chk# 031043 2/15/2019 UNEMPLOYMENT INSURANCE				
G 700-212000	ACCOUNTS PAYABLE	\$181.55	000009373560	UNEMPL INSURANCE - JANUARY
Total	UNEMPLOYMENT INSURANCE	\$181.55		
Paid Chk# 031044 2/15/2019 UNIFIRST CORPORATION				
G 601-212000	ACCOUNTS PAYABLE	\$48.35	0961057131	CWRC - EQUIPMENT
Total	UNIFIRST CORPORATION	\$48.35		
Paid Chk# 031045 2/15/2019 VERIZON WIRELESS				
G 100-212000	ACCOUNTS PAYABLE	\$284.17	9823186085	PD - TELEPHONE
Total	VERIZON WIRELESS	\$284.17		
Paid Chk# 031046 2/15/2019 WASTE MANAGEMENT OF WI-MN				
G 100-212000	ACCOUNTS PAYABLE	\$120.00	6316314-2275-	DPW - MAINTENANCE
Total	WASTE MANAGEMENT OF WI-MN	\$120.00		
Paid Chk# 031047 2/15/2019 WE ENERGIES				
G 100-212000	ACCOUNTS PAYABLE	\$2,395.92	FEB2019	DPW FACILITY
G 100-212000	ACCOUNTS PAYABLE	\$199.67	FEB2019	BOY SCOUT HOUSE
G 100-212000	ACCOUNTS PAYABLE	\$212.38	FEB2019	GIRL SCOUT HOUSE
G 601-212000	ACCOUNTS PAYABLE	\$11.51	FEB2019	SEWER - KENZIE #11
G 260-212000	ACCOUNTS PAYABLE	\$1,113.21	FEB2019	LIBRARY
G 100-212000	ACCOUNTS PAYABLE	\$47.44	FEB2019	DPW - ELECTRIC
G 601-212000	ACCOUNTS PAYABLE	\$14.34	FEB2019	SEWER - EVERGREEN #7
G 601-212000	ACCOUNTS PAYABLE	\$247.49	FEB2019	SEWER - PARK LANE CWRC
G 240-212000	ACCOUNTS PAYABLE	\$24.65	FEB2019	POOL
G 100-212000	ACCOUNTS PAYABLE	\$753.80	FEB2019	FD
G 100-212000	ACCOUNTS PAYABLE	\$1,172.54	FEB2019	CH
G 601-212000	ACCOUNTS PAYABLE	\$12.91	FEB2019	SEWER - HIGHLAND #8
G 100-212000	ACCOUNTS PAYABLE	\$141.43	FEB2019	EM
G 601-212000	ACCOUNTS PAYABLE	\$502.21	FEB2019	SEWER - PARK LANE CONTROL BLDG

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G 601-212000	ACCOUNTS PAYABLE	\$10.90	FEB2019	SEWER - DORCHESTER #4
G 240-212000	ACCOUNTS PAYABLE	\$9.57	FEB2019	POOL
G 601-212000	ACCOUNTS PAYABLE	\$10.90	FEB2019	SEWER - KEUP #10
G 100-212000	ACCOUNTS PAYABLE	\$9.57	FEB2019	PD
G 100-212000	ACCOUNTS PAYABLE	\$1,305.84	FEB2019	PD
G 100-212000	ACCOUNTS PAYABLE	\$1,464.69	FEB2019	GYM
G 100-212000	ACCOUNTS PAYABLE	\$1,280.89	FEB2019	FD
G 100-212000	ACCOUNTS PAYABLE	\$1,362.44	FEB2019	LINCOLN BLDG

Total WE ENERGIES \$12,304.30

Paid Chk# 031048 2/15/2019 WI DEPT OF JUSTICE

G 100-212000	ACCOUNTS PAYABLE	\$35.00	L4603T	PD - TIME
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Total WI DEPT OF JUSTICE \$35.00

Paid Chk# 031049 2/15/2019 WIL-KIL PEST CONTROL

G 100-212000	ACCOUNTS PAYABLE	\$46.00	356429	COMPLEX - MONTHLY SERVICE
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Total WIL-KIL PEST CONTROL \$46.00

Paid Chk# 031050 2/15/2019 WMCA

G 100-212000	ACCOUNTS PAYABLE	\$35.00	REGISTRATIO CLERKS - WMCA MEETING
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Total WMCA \$35.00

Paid Chk# 031051 2/15/2019 XYLEM WATER SOLUTIONS

G 601-212000	ACCOUNTS PAYABLE	\$1,040.00	3558A51765	CWRC - SUPPLIES
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Total XYLEM WATER SOLUTIONS \$1,040.00

111300 PWSB Checking \$572,134.63

Fund Summary

111300 PWSB Checking

100 GENERAL FUND	\$168,455.29
210 ROOM TAX FUND	\$22,221.99
220 RECREATION PROGRAMS FUND	\$2,199.35
221 FUEL SYSTEM - WASH BAY	\$6,733.37
240 SWIMMING POOL FUND	\$413.43
260 LIBRARY FUND	\$9,766.61
350 TIF DISTRICT FUND #4	\$326,480.61
400 CAPITAL IMPROVEMENTS FUND	\$1,256.04
601 WATER RECYCLING CENTER	\$34,426.39
700 RISK MANAGEMENT FUND	\$181.55
	\$572,134.63



City of Cedarburg

City Administrator's Report

February 21, 2019

Department News

The following information is provided to keep the Common Council and staff informed on some of the activities and events of the City. Points of clarification may be addressed during the City Administrator's Report portion of the agenda; however, if discussion of any of these items is necessary, placement on a future Council agenda should be directed.

Engineering & Public Works— The 2019 Sidewalk Replacement bids along with Columbia Mills Dam bids are due February 26. The bids for the 2019 Street and Utility project are due on March 5. The Highland Lift Station project will be bid in March.

Parks, Recreation & Forestry— The outfield fencing at Adlai Horn Park will be installed within the next couple of weeks and the park should open on April 1.

Director Hilvo continues to work with CIVIC Plus on the new enhanced City website and will facilitate a training for staff on April 9.

A no school day tubing trip to Sunburst is planned for tomorrow for boys and girls in grades 3—9.

The Forestry crew is working in Willowbrooke Park.

Clerk—The Spring Primary Election resulted in a 13.4% turnout.

Water Recycling Center—The Department is working on lining the main sewer and rebuilding a clarifier.

Library— Director Pierschalla attended Library Legislation Day in Madison on February 12.

The Friends of the Library held their Winter fiction book sale at the Library during Winter Festival.

Training— Superintendent Hackert attended management training at CVMIC on Tuesday and a Government Affairs Seminar on Thursday.

Superintendent Westphal and Crewperson David Schwantes attended the Wisconsin Arborist Association Annual Conference in Green Bay this week.

Administrator— Tuesday, I attended the Ladies Who Lead luncheon; Wednesday, I submitted the final tax settlement for January; and Friday, I will participate in the Mid-Moraine Municipal Court Nominating and Finance Committee meetings.

Respectfully submitted,

Christy Mertes
City Administrator/Treasurer