

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
MARCH 11, 2019 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, March 11, 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 Barga, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, and Rod Galbraith

Excused - Council Member Patricia Thome
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES* - February 25, 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. Accept and adopt the results of the Branding Initiative as presented by the Branding Steering Committee
 - * B. Review of 2018 Annual Stormwater Compliance Report; and action thereon
 - * C. Consider Ordinance No. 2019-05 authorizing the State of WI to distribute payments for State property tax credits directly to the City; and action thereon
 - * D. Consider the option of combining the Organizational Meeting scheduled for April 16, 2019 with another regularly scheduled Council Meeting; and action thereon
 - * E. Consider request to replace City Clerk; and action thereon
 - *** F. Consider License/Permit Applications; and action thereon
 1. Consider approval of new Operator License applications for the period ending June 30, 2019 for Desiree N. Devine, Shelby L. Neelis, Logan T. Sheckles, and Heather L. Zimel

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 26, July 14, September 1, and October 6, 2019 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 July 31, 2019 thorough August 4, 2019, 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 1, 2019, 8:00 a.m. to 3:00 p.m.

- * G. Consider payment of bills dated 02/22/19 through 03/01/19, transfers for the period 02/21/19 through 03/06/19; and payroll for the period 02/16/19 through 03/01/19; and action thereon

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- * A. Administrator’s Report
- * B. Building Inspector’s Report – February 2019

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

**CITY OF CEDARBURG
COMMON COUNCIL
February 25, 2019**

**CC20190225-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 25, 2019, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor O’Keefe called the meeting to order at 7:00 p.m.

Roll Call: Present - Mayor Michael O’Keefe, Common Council – Council Members Dan von Bargen, Jack Arnett, Kristin Burkart, Garan Chivinski, Rod Galbraith

Excused - Council Members Patricia Thome and Rick Verhaalen

Also Present - City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Police Chief Tom Frank, Parks, Recreation and Forestry Director Mikko Hilvo, Patrol Officers Dustin Koehler, Steve Chojnacki, Tom Develice and Samuel Peters, City Attorney Michael Herbrand, Police and Fire Commissioners Bob Carroll and Linda Krieg; interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor O’Keefe’s request, City Clerk McHugh 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 von Bargen, to approve the minutes of the February 11, 2019 meeting as presented. Motion carried with Council Members Verhaalen and Thome excused.

OATH OF OFFICE – PATROL OFFICER SAMUEL T. PETERS

City Clerk McHugh administered the oath of office to Patrol Officer Samuel T. Peters.

CONSIDER RESOLUTION NO. 2019-03 TRANSFERRING FUNDS FROM PUBLIC WORKS AND GENERAL GOVERNMENT TO CULTURE AND RECREATION, CONSERVATION AND DEVELOPMENT AND GENERAL GOVERNMENT

City Administrator/Treasurer Mertes said that at the end of the year no appropriations may remain over-expended within the annual budget. A resolution has been drafted that transfers funds to cover 2018 overages.

Motion made by Council Member Arnett, seconded by Council Member von Bargen, to adopt Resolution No. 2019-3 transferring funds from Public Works and General Government to Culture

and Recreation, Conservation and Development and General Government within the 2018 budget. Motion carried with Council Members Verhaalen and Thome excused.

CONSIDER RECLASSIFICATION OF DIRECTOR OF PARKS, RECREATION AND FORESTRY TO DIRECTOR OF PARKS, RECREATION AND FORESTRY/ASSISTANT CITY ADMINISTRATOR

City Administrator/Treasurer Mertes said during staff succession planning last year Director Hilvo indicated a willingness to learn her job as City Administrator and is working on his Master of Public Administration (MPA) degree. This will help the transfer of knowledge of the Administrator position. The Assistant Administrator position will not be a permanent position, just a reclassification. There will be no pay increase and Director Hilvo will be shifting some duties to other employees in his department. There is no guarantee of a future position for Director Hilvo.

Council Member Burkart said Director Hilvo does a great job of thinking outside of the box. She said she feels this reclassification will be beneficial to the City.

Council Member von Barga said he agrees with Council Member Burkart. It has been his experience that incumbents can do a great job in terms of cross training; however, there can also be a bias when the position becomes open and the organization is looking to hire.

Council Member Chivinski said this was discussed at the Personnel Committee and it was made very clear that this job reclassification will not give Director Hilvo a hiring advantage if the Administrator position becomes available. He would have to go through the normal hiring process. Council Member Chivinski said he is in support of this concept as Director Hilvo is well qualified.

Council Member Galbraith said the Personnel Committee considered the fact that this may look like favoritism and determined it is not. He said he does not look at this as unfair, but something that is beneficial to both the City and Director Hilvo. Should the Administrator position become available in the future all applicants will be considered and the best one selected.

Mayor O'Keefe said this also does not prevent Director Hilvo from moving on to an Administrator position in another community if the opportunity arises.

Motion made by Council Member von Barga, seconded by Council Member Chivinski, to reclassify the Director of Parks, Recreation and Forestry to Director of Parks, Recreation and Forestry/Assistant City Administrator. Motion carried with Council Members Verhaalen and Thome excused.

CONSIDER REVISED POLICY CC-3: CONSTITUENCY SERVICE REQUESTS

Policy CC-3 was last updated in 1998 and the use of the old constituent service request ended in 2008. A new MyCivic app was developed in 2018 to assist with monitoring service requests. The revised policy will guide staff on how to handle the requests coming in through the app.

Motion made by Council Member Burkart, seconded by Council Member Galbraith, to adopt revised Policy CC-3: Constituency Service Requests. Motion carried with Council Members Verhaalen and Thome excused.

CONSIDER REPLACING PART-TIME TREASURER'S OFFICE EMPLOYEE

City Administrator/Treasurer Mertes said the newly hired Accountant II has resigned and her last day is March 1. She is an accountant but found the job to be boring because she only had time to do accounts payable. The goal was to have this person become more involved in quarterly financials and the audit. Twenty hours per week did not allow this person to work on anything more than accounts payable, reception duties, and collecting taxes. She is proposing that the part-time Administrative Assistant in the Clerk's and Administrator's Offices be hired full-time as she has experience in accounts payable and has been doing a great job. This would be a budgetary increase of \$5,032, which would be the costs of benefits for a full-time position.

In addition, City Administrator/Treasurer Mertes said she is requesting a part-time employee to help with filing and cash receipting in the Treasurer's Office. The 10 hour a week job would have a budget impact of \$5,600 to \$6,720, for a total impact of \$11,760.

Council Member Galbraith asked if the duties and goals of the two part-time employees who were recently hired changed. He suggested hiring another part-time employee with the same skill set that was sought when this employee was hired last fall. City Administrator/Treasurer Mertes said the duties did not change but the Treasurer's Office employee got bored as she is a CPA but found no time for more complicated tasks. Succession planning was the goal with the two part-time employees and it was hoped more accounting work could be accomplished with a person who had an accounting background. There simply was not enough time with the part-time, 20 hour per week position.

Council Member Galbraith said the City needs to meet its goals and this does not sound the like solution. The person that is resigning seems to have a different skill set than what was desirable when she was hired. Council Member Burkart said she agrees with Council Member Galbraith that a person with more of an accounting background is needed.

City Administrator/Treasurer Mertes said a person is needed in the Treasurer's office as there are more retirements coming.

Council Member von Barga said he is less inclined to approve the hiring of an additional person at 10 hours per week if the two positions are combined into a full-time position. He said there is merit in full-time employees because they are more vested in the organization. There can be a benefit if a person with the right skill set is selected.

Council Member Galbraith said he needs more information to make an informed decision.

Council Member Burkart said it may be a good time for the Council to discuss having separate Administrator and Treasurer positions.

Council Member Chivinski said it is a good time to look at all positions in the organization and the duties associated with the positions. Once all the pieces are known the Council can make a deliberate decision. He said he generally prefers hiring full-time employees. He suggested the Personnel Committee review this issue.

Council Member Galbraith suggested the remaining part-time employee work additional hours or a limited term employee (LTE) be hired until this matter can be looked at. He agreed that the overall organization of the City should be discussed.

City Administrator/Treasurer Mertes said she will ask the part-time employee in the Administrator's and Clerk's Offices to pick up additional hours or seek a (LTE), while staying within the budgeted amount.

Motion made by Council Member Burkart, seconded by Council Member Arnett, to send this matter to the Personnel Committee for review. The motion carried with Council Members Verhaalen and Thome excused.

CONSIDER MAYOR O'KEEFE'S APPOINTMENTS OF SCOTT GONWA AND JUDY GUSE TO THE AD HOC DISPATCH CONSOLIDATION COMMITTEE

Motion made by Council Member Arnett, seconded by Council Member von Barga, to approve the appointment of Scott Gonwa and Judy Guse to the ad hoc Dispatch Consolidation Committee. Motion carried with Council Members Verhaalen and Thome excused.

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

Motion made by Council Member Arnett, seconded by Council Member Chivinski, to approve payment of the 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. Motion carried with Council Members Verhaalen and Thome excused.

ADMINISTRATOR'S REPORT

City Administrator/Treasurer Mertes said the Cedarburg School Board approved funding two-thirds of the cost of a Police liaison officer.

She will be attending the WCMA winter conference February 27 – March 1.

The auditors will be at City Hall next week.

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Arnett said the Council will be asked at the next meeting to accept and adopt the results of the Branding Initiative as presented by the Branding Steering Committee.

Council Member Chivinski said his children enjoyed the igloo building event at Winter Fest that was started by Director Hilvo and staff.

MAYOR'S REPORT

Mayor O'Keefe thanked the Clerk's Office for another successful election on February 19.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 8:12 p.m. Motion carried with Council Members Verhaalen and Thome excused.

Constance K. McHugh, MMC/WCPC
City Clerk

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Reporting Information

Submittal Type: Annual Report

Project Name:

County: Ozaukee

Municipality: Cedarburg City

Facility Number: 25526

Reporting Year: 2018

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following items as appropriate using the attachments tab above
 - a. Construction Site Pollution Control Annual Report Summary
 - b. Illicit Discharge Detection and Elimination Annual Report Summary
 - c. Leaf and Yard Waste Management
 - d. Municipal Cooperation Attachment
 - e. Municipal Facility Inspections
 - f. Pollution Prevention Annual Report Summary
 - g. Post-Construction Storm Water Management Annual Report Summary
 - h. Public Education and Outreach Annual Report Summary
 - i. Public Involvement and Participation Annual Report Summary
 - j. Storm Water Consortium/Group Report
 - k. Storm Sewer System Map Annual Report Attachment
 - l. Storm Water Quality Management Annual Report Attachment
 - m. TMDL Attachment
 - n. Winter Road Maintenance
 - o. Other Annual Report Attachment
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: Cedarburg City

Facility ID # or (FIN): 25526

Updated Information: Check to update mailing address information

Mailing Address: P O Box 49

Mailing Address 2:

City: Cedarburg

State: Wisconsin

Zip Code: 53012-0049 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: Thomas

Last Name: Wiza

Select to **update** current contact information

Title: Director of Engineering

Mailing Address: W63 N645 Washington Avenue

Mailing Address 2: P.O. Box 49

City: Cedarburg

State: WI

Zip Code: 53012 xxxxx or xxxxx-xxxx

Phone Number: 262-375-7610 Ext: xxx-xxx-xxxx

Email: twiza@ci.cedarburg.wi.us

Additional Contacts Information (Optional)

I&E Program

IDDE Program

**Individual with responsibility for:
(Check all that apply)**

- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code: xxxxx or xxxxx-xxxx

Phone Number: Ext: xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

Yes No

Public Education and Outreach: Respect Our Waters (Jacob Fincher, Sweetwater)

Public Involvement and Participation: Respect our Waters-Sweetwater, Mid-Moraine Water Quality Collective

Illicit Discharge Detection and Elimination: AECOM

Construction Site Pollutant Control: _____

Post-Construction Storm Water Management: _____

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes No

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Social media posts	50 - 99	100 +	<input checked="" type="radio"/> Yes <input type="radio"/> No
Active distribution of print media (mailings, newsletters, etc)	20 - 49	100 +	<input checked="" type="radio"/> Yes <input type="radio"/> No
Passive print media (brochures at front desk, posters, etc.)	1 - 9	20 - 49	<input type="radio"/> Yes <input checked="" type="radio"/> No
Government event (public hearing, council meeting, etc.)	1 - 9	10 - 19	<input type="radio"/> Yes <input checked="" type="radio"/> No
Signage	100 +	100 +	<input type="radio"/> Yes <input checked="" type="radio"/> No
Workshops	20 - 49	100 +	<input checked="" type="radio"/> Yes <input type="radio"/> No
Website	1 - 9	100 +	<input checked="" type="radio"/> Yes <input type="radio"/> No
Direct one-on-one communication	50 - 99	100 +	<input checked="" type="radio"/> Yes <input type="radio"/> No
Informational booth at event	20 - 49	100 +	<input checked="" type="radio"/> Yes <input type="radio"/> No
Educational activities (School presentations, summer camps, etc)	20 - 49	100 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

For detailed info see Attachment 1

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	1 - 9	50 - 99	<input type="radio"/> Yes <input checked="" type="radio"/> No

<u>Government event (public hearing, council meeting, etc.)</u>	<u>1 - 9</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Workshops</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	<u>50 - 99</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Targeted group training (contractors, consultants, etc.)</u>	<u>10 - 19</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>10 - 19</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Direct one-on-one communication</u>	<u>50 - 99</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

For detailed info see attachment 1

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>1 - 9</u>	<u>50 - 99</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Government event (public hearing, council meeting, etc.)</u>	<u>1 - 9</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Workshops</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Direct one-on-one communication</u>	<u>50 - 99</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Targeted group training (contractors, consultants, etc.)</u>	<u>10 - 19</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>10 - 19</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	<u>50 - 99</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

For detailed info see attachment 1

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

For detailed info see attachment 1

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>1 - 9</u>	<u>50 - 99</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Government event (public hearing, council meeting, etc.)</u>	<u>1 - 9</u>	<u>10 - 19</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	<u>50 - 99</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters)</u>	<u>10 - 19</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Targeted group training (contractors, consultants, etc.)</u>	<u>10 - 19</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Workshops</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Direct one-on-one communication</u>	<u>50 - 99</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

For detailed info see attachment 1

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

For detailed info see attachment 1

Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Targeted group training (contractors, consultants, etc.)</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

For detailed info see attachment 1

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

Topic: Other (describe):

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Select...	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

The City is a contributing member of Sweet Water, the Wisconsin League of Municipalities Storm Water Group, and the Mid-Moraine Water Quality Collective.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Annual storm water report is presented to the Mayor and Common Council.

Municipal Officials

Storm water issues are typically discussed with Public Works and Sewerage Commission members at their monthly meeting.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Public Works Superintendent inspects the public works yard quarterly to identify any water pollution concerns. Crews are directed to report any spills or illicit discharges.

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	1 - 9	10 - 19	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other: Elected officials

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	1 - 9	10 - 19	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other: Elected officials

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Presentation of Storm Water Information	1 - 9	1 - 9	<input type="radio"/> Yes <input checked="" type="radio"/> No
Government Event (Public Hearing, Council Meeting, etc)	1 - 9	1 - 9	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other: Elected Officials

Topic: Volunteer Opportunities			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Storm drain stenciling	1 - 9	50 - 99	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

Topic: Other (describe) : <input type="text"/>			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Select...	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic .

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

c. Brief Public Involvement and Participation program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

City provided 65 stainless steel plaques to a Cedarburg Elementary School teacher for use in a st...

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? Unsure
-
- d. How many illicit discharge complaints did the municipality receive? Unsure
- e. From the complaint received, how many were confirmed illicit discharges? Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year? Unsure
-
- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. Unsure
- Verbal Warning
 Written Warning (including email)
 Notice of Violation
 Civil Penalty/ Citation

No Enforcement Action Taken

Additional Information: _____

h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

See 2018 Illicit Discharge Detection and Elimination Program Annual Report prepared by AECOM.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? Unsure
- c. Do the above numbers include sites <1 acre? Yes No Unsure
- d. How many erosion control inspections did the municipality complete in the reporting year? Unsure
- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. Unsure
- | | |
|---|---------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="17"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="2"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input type="checkbox"/> Civil Penalty/ Citation | <input type="text"/> |
| <input checked="" type="checkbox"/> Stop Work Order | <input type="text" value="0"/> |
| <input type="checkbox"/> Forfeiture of Deposit | <input type="text"/> |
| <input type="checkbox"/> No Authority | <input type="text"/> |
| <input type="checkbox"/> Other - Describe below | <input type="text"/> |

f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Erosion control inspections associated with building construction are handled by the Building Inspector. Larger sites are monitored by the Engineering Department.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new construction sites with new structural storm water management practices* have received local approvals? Unsure

*Structural practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state (such as ponds, swales, infiltration basins, permeable pavement, catch basin sumps, etc.)

- b. How many privately owned storm water facility inspections were completed in the reporting year? Unsure

- c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Unsure
Check all that apply and enter the number of each used in the reporting year.

- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="3"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="2"/> |
| <input type="checkbox"/> Notice of Violation | <input type="text"/> |
| <input type="checkbox"/> Civil Penalty/ Citation | <input type="text"/> |
| <input type="checkbox"/> Forfeiture of Deposit | <input type="text"/> |
| <input checked="" type="checkbox"/> Complete Maintenance | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Bill Responsible Party | <input type="text" value="0"/> |
| <input type="checkbox"/> No Authority | <input type="text"/> |
| <input type="checkbox"/> Other - Describe below | <input type="text"/> |

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Private storm water ponds are most often inspected after heavy rainfall events.

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities ? Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year ? Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year? Unsure
- d. What elements are looked at during inspections (200 character limit)?

City owned hydrodynamic separators are vacuumed out annually. Storm water pond outlets are checked and cleaned after heavy rainfall events. Catch basins with sumps are typically cleaned annually.

- e. How many of these facilities required maintenance? Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) Not Applicable

- f. How many inspections of municipal properties been conducted in the reporting year? Unsure
- g. Have amendments to the SWPPPs been made? Yes No Unsure
- h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* Not Applicable

- i. Did the municipality conduct street sweeping/cleaning during the reporting year? Yes No Unsure
- j. If known, how many tons of material was removed? Unsure
- k. Does the municipality have a low hazard exemption for this material? Yes No
- l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency? Yes No - Explain _____ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

- m. Did the municipality conduct catch basin sump cleaning during the reporting year?
 Yes No Unsure
- n. How many catch basin sumps were cleaned in the reporting year? Unsure
- o. If known, how many tons of material was collected? Unsure
- p. Does the municipality have a low hazard exemption for this material?
 Yes No
- q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
 Yes
 No - Explain _____
 Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

- r. Does the municipality conduct curbside leaf collection?
 Yes No Unsure
- s. Does the municipality notify homeowners about pickup?
 Yes No Unsure
- t. Where are the residents directed to store the leaves for collection?
 Pile on terrace Pile in street Bags on terrace Unsure
 Other - Describe _____
- u. What is the frequency of collection?
 Weekly from late September to December 1st.
- v. Is collection followed by street sweeping/cleaning?
 Yes No Unsure

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? Unsure
- x. Provide amount of de-icing products used by month last winter season?
 Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="31"/>	<input type="text" value="56"/>	<input type="text" value="174"/>	<input type="text" value="195"/>	<input type="text" value="34"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="1200"/>	<input type="text" value="2200"/>	<input type="text" value="4800"/>	<input type="text" value="1800"/>	<input type="text" value="1200"/>
<u>Chem-melt</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="text" value="1440"/>	<input type="text" value="150"/>	<input type="text" value="0"/>

- y. Was salt applying machinery calibrated in the reporting year? Yes No Unsure

- z. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

If yes, describe what training was provided (200 character limit):

Public Works crew received training on salt spreader calibration and proper use of liquid anti-icing and deicing agents.

When: 11-1-18

How many attended: 16

Internal (Staff) Education & Communication

- aa. Has training or education on SWPPPs for municipal facilities been held for municipal or other personnel? Yes No Unsure

If yes, describe what training was provided (200 character limit):

Certain public works crew members are instructed how to maintain the bio-swales and hydrodynamic separator at the public works yard.

When:

How many attended:

- ab. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year? Yes No Unsure

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

- b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

The City retained AECOM to update our Storm Water Quality Management Plan. The storm water quality model and all storm water related maps were updated as part of that project.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/17)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------	-----------------------	----------------------	-----------------

Element: Public Education and Outreach

2,000	2,000	2,000	<u>General revenue fund</u>
-------	-------	-------	-----------------------------

Element: Public Involvement and Participation

1,000	1,000	1,000	<u>General revenue fund</u>
-------	-------	-------	-----------------------------

Element: Illicit Discharge Detection and Elimination

3,000	5,000	5,000	<u>General revenue fund</u>
-------	-------	-------	-----------------------------

Element: Construction Site Pollutant Control

19,335	7,280	7,280	<u>Permit fee and/or deposit/escrow</u>
--------	-------	-------	---

Element: Post-Construction Storm Water Management

2,000	2,000	2,000	<u>General revenue fund</u>
-------	-------	-------	-----------------------------

Element: Pollution Prevention

122,642	120,700	63,000	<u>General revenue fund</u>
---------	---------	--------	-----------------------------

Element: Storm Water Quality Management

32,954	33,000	19,500	<u>General revenue fund</u>
--------	--------	--------	-----------------------------

32,954	33,000	19,500	<u>Grants</u>
--------	--------	--------	---------------

322,143	325,000	325,000	<u>General revenue fund</u>
---------	---------	---------	-----------------------------

Element: Storm Sewer System Map

5,000	5,000	5,000	<u>General revenue fund</u>
-------	-------	-------	-----------------------------

Other (describe)

Sweetwater

579 579 579 General revenue fund

Other (describe)

Mid-Moraine Water Quality Collective

2,234 2,500 2,500 General revenue fund

Other (describe)

Wisconsin League of Municipalities

400 400 400 General revenue fund

Please provide a justification for a "0" entered in the Fiscal Analysis

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

Mercury Marine has completed the dredging of Cedar Creek to remove PCB's

b : Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Cedarburg made final revisions to our storm water management and erosion control ordinances per DNR direction. (see attached)

Do not close your work until you SAVE.

Form 3400-224 (09/17)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[StormSystemMap36x48_NAD83.pdf](#)

Attach Documents

AR_EOFIN

 File Attachment

[2018ROWAttachmentI003.pdf](#)

AR_EOFIN

 File Attachment

[2018ROWAttachmentII003.pdf](#)

AR_IPFIN

 File Attachment

[2018ROWeReport.pdf](#)

AR_IDDEFIN

 File Attachment

[2018CedarburgIDDE_Final_Report.pdf](#)

AR_MuniFacInspFIN

 File Attachment

[2018publicworksfacilityquarterlyinspections.pdf](#)

AR_TMDLFIN

 File Attachment

[Cedarburg_SWMP_Final_Report_w_Appendices002.pdf](#)

AR_PPFIN

 File Attachment

[2018STORMWATERPOLLUTIONPREVENTION.pdf](#)

AR_OtherFIN

 File Attachment

[Ord2019-03-StormwaterManagement.pdf](#)

AR_OtherFIN

 File Attachment

[Ord2019-04-ErosionControl.pdf](#)

(To remove additional items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with Municipality's Governing Body.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Cedarburg City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

CITY OF CEDARBURG

MEETING DATE: March 11, 2019

ITEM NO: 8. C.

TITLE: Consider Ordinance No. 2019-05 authorizing the State of WI to distribute payments for State property tax credits directly to the City; and action thereon.

ISSUE SUMMARY: Because the state credits combined total over \$3 million the City is eligible to receive the funds directly.

STAFF RECOMMENDATION: Approve Ordinance No. 2019-05

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Potential for additional interest earnings on funds before final distribution to other taxing jurisdictions.

ATTACHMENTS: Ordinance No. 2019-05

INITIATED/REQUESTED BY: Christy Mertes

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

ORDINANCE NO. 2019-05

**An Ordinance Authorizing Tax Credits
to be Paid Directly to the City**

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

SECTION 1. Section 3-1-17 of the Municipal Code of the City of Cedarburg is hereby created as follows:

SEC. 3-1-17 TAX CREDITS TO BE PAID DIRECTLY TO THE CITY

The City of Cedarburg receives more than \$3,000,000 in payments from the State of Wisconsin for the state school levy, lottery and gaming, and first dollar property tax credits.

Pursuant to State Statutes 79.10(7m)(cm)1.a. (2017 Wisconsin Act 59), municipalities receiving greater than \$3,000,000 in State property tax credits may notify the State Department of Administration and the State Department of Revenue that the municipality approves the direct distribution of the property tax credits to the municipality until or unless the ordinance is repealed, or the property tax credits to be distributed no longer exceed \$3,000,000 annually.

By passage of this Ordinance, the City of Cedarburg hereby notifies the State Department of Administration and the State Department of Revenue to make such direct payments in 2020 and for all subsequent years. Further, the City Clerk shall send a copy of this Ordinance to the Wisconsin Departments of Administration and Revenue.

SECTION 2. This ordinance shall take effect upon its passage and publication as provided by law.

Passed and adopted this 11th day of March 2019.

Michael O'Keefe, Mayor

Countersigned:

Constance K. McHugh, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: March 11, 2019

ITEM NO: 8. D.

TITLE: Consider the option of combining the Organizational Meeting scheduled for April 16, 2019 with another regularly scheduled Council Meeting; and action thereon

ISSUE SUMMARY: The regularly scheduled Council Meetings in April are the 8th and 29th. In addition, according to State Statutes and the City Code, the Council shall meet on the third Tuesday of April for the purpose of organization. This would mean the Council must meet on April 16th as well. The City Code also states:

SEC. 2-2-10 MEETINGS OF THE COMMON COUNCIL

(a) **Annual Organization Meeting.** Following a regular City election, the Common Council shall meet on the third Tuesday of April for the purpose of organization. *If the positions of Council Member are uncontested and incumbents are re-elected, the Council shall have the option of combining the Organizational Meeting with the regularly scheduled meeting taking place on the second Monday of April.* (Ord. 2005-05)

The meeting on April 16th also falls during the week of Spring Break for the Cedarburg School District. Due to possible vacations and other work schedules the Council may wish to combine the Organizational Meeting with the April 8th or April 29th meetings. Because technically Council Members do not take office until April 16, the election results not being certified until April 8 and the period for a possible recount not expiring until 5 p.m. on April 11, the better option, if meetings are combined, is to combine the organizational meeting with the April 29th meeting.

Council Member Arnett has indicated he will not be attendance at the April 16th meeting.

STAFF RECOMMENDATION: N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: N/A

ATTACHMENTS: None

INITIATED/REQUESTED BY: Connie McHugh, City Clerk

FOR MORE INFORMATION CONTACT: Connie McHugh, 376-3919

CITY OF CEDARBURG

MEETING DATE: March 11, 2019

ITEM NO: 8. E.

TITLE: Consider request to replace City Clerk; and action thereon

ISSUE SUMMARY: The City Clerk has announced that she plans to retire early June. We would like to post the position this week and then start interviewing mid-April. City policy requires an internal posting for two weeks. This will allow for some training time for the new clerk with Connie.

STAFF RECOMMENDATION: Approve replacing City Clerk

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Already budgeted, no additional impact expected

ATTACHMENTS: Job description

INITIATED/REQUESTED BY: Christy Mertes

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

Job Description

Human Resource Use Only

Position Number: Contract Step/Grade Effective Date:

POSITION IDENTIFICATION

Position Title: City Clerk

Department: City Clerk's Office

Division: Administration

Workweek: Monday-Friday 7:30 a.m. – 4:30 p.m. and evening meetings

SUPERVISORY RELATIONSHIPS

Reports to: City Administrator

Directly Supervises: Deputy City Clerk, Administrative Assistant and Election Officials

POSITION PURPOSE

Under general supervision of the City Administrator, the City Clerk performs all functions and duties defined under Wisconsin State Statute 62.09 (11) in his/her capacity as City Clerk. This statutory position requires considerable judgment and is responsible for the administration of the daily affairs of the Clerk's office consistent with State Statutes and Municipal Ordinances.

ESSENTIAL DUTIES

- Performs all statutory duties of the position of City Clerk per State of Wisconsin Statutes and local ordinances.
- Plans, organizes, directs, and administers the activities of the Office of the City Clerk.
- Prepares ordinances and resolutions.
- Serves as official custodian of city records and maintains care and custody of the corporate seal; responds to open records requests pertaining to official records; certifies and records official record of legal documents, ordinances, resolutions, municipal code book, and other documents into permanent record.
- Serves as Clerk to the Common Council; attends regular and special meetings of the Common Council and Personnel Committee and maintains an accurate account of proceedings; prepares or directs the preparation of Common Council agendas, minutes, meeting notices, packets, and related proceedings and publications.
- Carries out Mayoral and Common Council directives and prepares necessary correspondence; provides research support to the Mayor and Common Council.
- Manages and oversees all election activities; supervises the registration of voters, training of election officials, and tabulation of official results; publishes election notices and administers required election activities. Provides candidates for elected office with information on City election processes.

- Supervises administration of various license and permit applications and oversees license and permit issuance process upon approval of the Common Council.
- Serves as secretary for the Board of Review and arranges court reporter upon request.
- Serves as secretary for the Board of Appeals.
- Administers oaths of office.
- Countersigns all contracts with the city upon verification of required funding and approval.
- Provides suggestions for increased effectiveness and enhanced productivity of the Clerk's Office and its function.
- Delegates responsibility to appropriate office staff as necessary.
- Is designated as the Records Custodian of all city "Public Records" created or maintained by his/her office and not held by another designated "records custodian", e.g. Police Chief designee for Police Department records, Fire Chief designee for fire department records, Treasurer designee for Treasurer Department records, etc.

OTHER DUTIES

Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: Graduation from an accredited 4-year college or university with a degree in business or public administration, or a closely related field;

Experience: Previous experience as a Wisconsin Municipal Clerk in a strong customer service setting is preferred.

A combination of education and experience that can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position may also be considered.

Certifications/Licenses: Wisconsin Certified Municipal Clerk within five (5) years

Other Requirements: Wisconsin Notary

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Microsoft Office, use of copy machine, printers, fax machine, and other office equipment.

Knowledge of Federal, State, and local laws and ordinances related to the duties of the position.

Possess strong managerial skills and the ability to communicate successfully with staff and the public.

Be familiar with, interpret, and apply organization policies, laws, rules, and regulation.

Possession of valid Wisconsin driver's license or ability to obtain.

BACKGROUND CHECKS and DRUG TEST - Condition of Employment

PHYSICAL DEMANDS

Physical Effort: Work requires handling average weight materials or equipment, but not for sustained periods.

Working Conditions: Normal office conditions.

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

**CITY OF CEDARBURG
TRANSFER LIST
2/21/19-3/6/19**

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
2/25/2019	\$1,500.00	Pitney Bowes-postage
2/25/2019	\$37,252.78	Light & Water-February usage
2/25/2019	\$1,787.03	Light & Water-February usage
2/28/2019	\$209,000.00	PWSB Payroll
2/28/2019	\$2,525.80	PR#5 ICMA contributions for 2/10/19-2/23/19
2/28/2019	\$4,649.29	PR#5 North Shore Bank contributions for 2/10/19-2/23/19
2/28/2019	\$7,230.31	Health Savings Accounts-contributions for 2/10/19-2/23/19
2/28/2019	\$440.00	Police Union-contributions for 2/10/19-2/23/19
2/28/2019	\$69,794.67	WRS-January remittance
3/1/2019	\$1,477.82	State of Wisconsin-child support payment
3/1/2019	\$176,623.75	DTC-interest payment
3/4/2019	\$2,789.24	Light & Water-January usage
3/4/2019	\$79,466.62	WCA-March health insurance premiums
3/4/2019	\$5,881.30	MetLife-March dental insurance premiums
3/4/2019	\$532.63	Superior Vision-March vision insurance premiums
3/4/2019	\$300,000.00	PWSB Payroll
3/5/2019	\$911.88	Aflac-February premiums
3/6/2019	\$3,050.20	Minnesota Life-April life insurance premiums
	<u>\$904,913.32</u>	

PWSB PAYROLL CHECKING ACCOUNT

3/1/2019	\$149,043.11	Payroll for 2/10/19-2/23/19
3/1/2019	\$60,430.74	Payroll taxes for 2/10/19-2/23/19
3/5/2019	\$290,000.00	PWSB Checking
	<u>\$499,473.85</u>	

PWSB MONEY MARKET ACCOUNT

2/22/2019	\$500,000.00	PWSB Checking
3/1/2019	\$1,432,227.49	DTC-principal debt payments
	<u>\$1,932,227.49</u>	

PWSB INTERNAL SERVICE MONEY MARKET

2/25/2019	\$12,315.02	PWSB Money Market
-----------	-------------	-------------------

CITY OF CEDARBURG

03/04/19 12:33 PM

Page 1

***Check Detail Register©**

FEBRUARY 2019

Check Amt Invoice Comment

111300 PWSB Checking				
Paid Chk#	031052	2/22/2019	A LYNEIS ELECTRIC LLC	
G 100-212000	ACCOUNTS PAYABLE		\$305.38 5632	COMPLEX-SERVICE CALL
	Total A LYNEIS ELECTRIC LLC		\$305.38	
Paid Chk#	031053	2/22/2019	AECOM TECHNICAL SERVICES INC	
G 400-212000	ACCOUNTS PAYABLE		\$936.49 2000173757	TMDL EVALUATION
	Total AECOM TECHNICAL SERVICES INC		\$936.49	
Paid Chk#	031054	2/22/2019	AERZEN USA CORPORATION	
G 601-212000	ACCOUNTS PAYABLE		\$715.72 SEPI-19-00040 CWRC - OIL	
	Total AERZEN USA CORPORATION		\$715.72	
Paid Chk#	031055	2/22/2019	ARLINGTON INTERNATIONAL	
G 100-212000	ACCOUNTS PAYABLE		\$300.00 CK REQ	SRCTR-TICKETS
	Total ARLINGTON INTERNATIONAL		\$300.00	
Paid Chk#	031056	2/22/2019	AXON ENTERPRISE INC	
G 100-212000	ACCOUNTS PAYABLE		\$448.00 SI-1575545	PD - HOLSTER
	Total AXON ENTERPRISE INC		\$448.00	
Paid Chk#	031057	2/22/2019	BADGER BUS TOUR & TRAVEL	
G 100-212000	ACCOUNTS PAYABLE		\$60.00 85065	SRCTR-ONEIDA CASINO TRIP
	Total BADGER BUS TOUR & TRAVEL		\$60.00	
Paid Chk#	031058	2/22/2019	BADGER STATE WASTE, LLC	
G 601-212000	ACCOUNTS PAYABLE		\$20,863.50 2271	CWRC-MONTHLY DISPOSAL
	Total BADGER STATE WASTE, LLC		\$20,863.50	
Paid Chk#	031059	2/22/2019	BURKE TRUCK & EQUIPMENT INC	
G 400-212000	ACCOUNTS PAYABLE		\$45,340.00 24296	DPW-DUMP TRUCK #96
G 400-212000	ACCOUNTS PAYABLE		\$47,497.50 24296	DPW-DUMP TRUCK #90
	Total BURKE TRUCK & EQUIPMENT INC		\$92,837.50	
Paid Chk#	031060	2/22/2019	DAMARC QUALITY INSPECTION SVCS	
G 100-212000	ACCOUNTS PAYABLE		\$60.00 41088	COMPLEX-BOILER INSPECTION
G 100-212000	ACCOUNTS PAYABLE		\$60.00 41089	COMPLEX-BOILER INSPECTION
G 100-212000	ACCOUNTS PAYABLE		\$60.00 41090	COMPLEX-BOILER INSPECTION
	Total DAMARC QUALITY INSPECTION SVCS		\$180.00	
Paid Chk#	031061	2/22/2019	FIVE CORNERS DODGE	
G 100-212000	ACCOUNTS PAYABLE		\$71.01 50133	PD-CAR #6
	Total FIVE CORNERS DODGE		\$71.01	
Paid Chk#	031062	2/22/2019	FORESTRY SUPPLIERS	
G 100-212000	ACCOUNTS PAYABLE		(\$64.50) 467832-00	EARPLUGS
G 100-212000	ACCOUNTS PAYABLE		\$79.95 475846-00	PARKS-VEST
	Total FORESTRY SUPPLIERS		\$15.45	

CITY OF CEDARBURG

03/04/19 12:33 PM

Page 2

***Check Detail Register©**

FEBRUARY 2019

Check Amt Invoice Comment

Paid Chk# 031063 2/22/2019 GENERAL COMMUNICATIONS, INC.
 G 400-212000 ACCOUNTS PAYABLE \$4,537.00 265794 EM-SUPPLIES PO#EM896
 Total GENERAL COMMUNICATIONS, INC. \$4,537.00

Paid Chk# 031064 2/22/2019 GRAINGER
 G 100-212000 ACCOUNTS PAYABLE \$14.41 9048610183 COMPLEX-VALVE
 Total GRAINGER \$14.41

Paid Chk# 031065 2/22/2019 HERMANS SHOP
 G 100-212000 ACCOUNTS PAYABLE \$35.00 1123 PD-TIRE REPAIR Car #2
 Total HERMANS SHOP \$35.00

Paid Chk# 031066 2/22/2019 HOME PAGES
 G 100-212000 ACCOUNTS PAYABLE \$330.00 AGREEMENT SRCTR-ADVERTISING
 Total HOME PAGES \$330.00

Paid Chk# 031067 2/22/2019 JOE JACOBS
 G 100-212000 ACCOUNTS PAYABLE \$300.00 19-003 BI-FEBRUARY SERVICES
 Total JOE JACOBS \$300.00

Paid Chk# 031068 2/22/2019 KIESLERS POLICE SUPPLY, INC
 G 100-212000 ACCOUNTS PAYABLE \$133.03 IN102597 PD-SUPPLIES
 Total KIESLERS POLICE SUPPLY, INC \$133.03

Paid Chk# 031069 2/22/2019 LAI, LTD
 G 601-212000 ACCOUNTS PAYABLE \$8,034.83 19-16138 CWRC-SUPPLIES
 Total LAI, LTD \$8,034.83

Paid Chk# 031070 2/22/2019 LARK UNIFORM OUTFITTERS INC
 G 100-212000 ACCOUNTS PAYABLE \$108.95 283906 PD-DOG BADGE
 Total LARK UNIFORM OUTFITTERS INC \$108.95

Paid Chk# 031071 2/22/2019 LAROSA LANDSCAPE COMPANY
 G 260-212000 ACCOUNTS PAYABLE \$268.73 68983 LIBR-MONTHLY MAINTENANCE
 Total LAROSA LANDSCAPE COMPANY \$268.73

Paid Chk# 031072 2/22/2019 LTC CLEVELAND (LAKESHORE TECH)
 G 100-212000 ACCOUNTS PAYABLE \$165.00 LTC-SF-00006 PD-TRAINING
 Total LTC CLEVELAND (LAKESHORE TECH) \$165.00

Paid Chk# 031073 2/22/2019 M SQUARED ENGINEERING LLC
 G 601-212000 ACCOUNTS PAYABLE \$1,618.75 19027 ENG-DRAWINGS
 G 400-212000 ACCOUNTS PAYABLE \$1,618.75 19027 ENG-DRAWINGS
 Total M SQUARED ENGINEERING LLC \$3,237.50

Paid Chk# 031074 2/22/2019 MOEGENBURG WINDOW CLEAN-CHUCK
 G 100-212000 ACCOUNTS PAYABLE \$110.00 FEB2019 COMPLEX-MONTHLY MAINTENANCE
 Total MOEGENBURG WINDOW CLEAN-CHUCK \$110.00

CITY OF CEDARBURG

03/04/19 12:33 PM

Page 3

***Check Detail Register©**

FEBRUARY 2019

Paid Chk#	Date	Vendor	Account	Check Amt	Invoice	Comment
Paid Chk# 031075 2/22/2019 MONARCH LIBRARY SYSTEM						
		G 260-212000	ACCOUNTS PAYABLE	\$42.50	414545	LIBR-BROCHURES
		G 260-212000	ACCOUNTS PAYABLE	\$20.00	414554	LIBR-BOOKMARKS
		Total	MONARCH LIBRARY SYSTEM	\$62.50		
Paid Chk# 031076 2/22/2019 MULCAHY SHAW WATER, INC.						
		G 601-212000	ACCOUNTS PAYABLE	\$3,204.23	321670	CWRC-CABLE
		Total	MULCAHY SHAW WATER, INC.	\$3,204.23		
Paid Chk# 031077 2/22/2019 NASSCO, INC.						
		G 260-212000	ACCOUNTS PAYABLE	\$252.80	S2433728.001	LIBR-SUPPLIES
		Total	NASSCO, INC.	\$252.80		
Paid Chk# 031078 2/22/2019 NORTH CENTRAL LABORATORIES						
		G 601-212000	ACCOUNTS PAYABLE	\$139.26	418823	CWRC-SUPPLIES
		Total	NORTH CENTRAL LABORATORIES	\$139.26		
Paid Chk# 031079 2/22/2019 NORTH WOODS						
		G 601-212000	ACCOUNTS PAYABLE	\$159.85	218788	CWRC-SUPPLIES
		Total	NORTH WOODS	\$159.85		
Paid Chk# 031080 2/22/2019 OFFICE DEPOT						
		G 100-212000	ACCOUNTS PAYABLE	\$175.96	272541461001	PD-SUPPLIES
		Total	OFFICE DEPOT	\$175.96		
Paid Chk# 031081 2/22/2019 OLSEN S PIGGLY WIGGLY						
		G 260-212000	ACCOUNTS PAYABLE	\$16.96	36535	LIBR-TEEN EVENT
		Total	OLSEN S PIGGLY WIGGLY	\$16.96		
Paid Chk# 031082 2/22/2019 ONTECH SYSTEMS, INC						
		G 100-212000	ACCOUNTS PAYABLE	\$98.00	39389	SONIC WALL
		G 100-212000	ACCOUNTS PAYABLE	(\$59.00)	39404	LENOVO ADAPTER
		G 100-212000	ACCOUNTS PAYABLE	\$278.70	39438	IT-LAPTOP SETUP
		Total	ONTECH SYSTEMS, INC	\$317.70		
Paid Chk# 031083 2/22/2019 OWEN S OFFICE SUPPLIES						
		G 100-212000	ACCOUNTS PAYABLE	\$28.00	27933	PD-SUPPLIES
		G 100-212000	ACCOUNTS PAYABLE	\$80.36	27933	FOR-FORMS
		Total	OWEN S OFFICE SUPPLIES	\$108.36		
Paid Chk# 031084 2/22/2019 OZAUKEE ACE HARDWARE						
		G 100-212000	ACCOUNTS PAYABLE	\$15.35	158306	EM-SUPPLIES
		Total	OZAUKEE ACE HARDWARE	\$15.35		
Paid Chk# 031085 2/22/2019 OZAUKEE DISPOSAL CORPORATION						
		G 601-212000	ACCOUNTS PAYABLE	\$1,525.00	IN51099	
		Total	OZAUKEE DISPOSAL CORPORATION	\$1,525.00		
Paid Chk# 031086 2/22/2019 QUALITY RESOURCE GROUP, INC						

CITY OF CEDARBURG

03/04/19 12:33 PM

Page 4

***Check Detail Register©**

FEBRUARY 2019

			Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE		\$78.95	1686298	PD-SUPPLIES
	Total QUALITY RESOURCE GROUP, INC		\$78.95		
<hr/>					
Paid Chk# 031087	2/22/2019	SHORT ELLIOTT HENDRICKSON INC			
G 400-212000	ACCOUNTS PAYABLE		\$1,624.18	363663	MONOPOLE
	Total SHORT ELLIOTT HENDRICKSON INC		\$1,624.18		
<hr/>					
Paid Chk# 031088	2/22/2019	STREICHER S POLICE EQUIPMENT			
G 100-212000	ACCOUNTS PAYABLE		\$54.99	11352357	PD-UNIFORMS
	Total STREICHER S POLICE EQUIPMENT		\$54.99		
<hr/>					
Paid Chk# 031089	2/22/2019	SUNSET LAW ENFORCEMENT			
G 100-212000	ACCOUNTS PAYABLE		\$165.00	0002756-IN	PD-SUPPLIES
	Total SUNSET LAW ENFORCEMENT		\$165.00		
<hr/>					
Paid Chk# 031090	2/22/2019	SYMBIONT			
G 601-212000	ACCOUNTS PAYABLE		\$560.00	48497	CWRC-JANUARY SERVICES
	Total SYMBIONT		\$560.00		
<hr/>					
Paid Chk# 031091	2/22/2019	TACTICAL DEFENSE INSTITUTE			
G 100-212000	ACCOUNTS PAYABLE		\$493.00	7088	PD-MAINTENANCE
E 100-522120-240	REPAIR AND MAINTENANCE		(\$493.00)	7088	PD - MAINTENANCE
	Total TACTICAL DEFENSE INSTITUTE		\$0.00		
<hr/>					
Paid Chk# 031092	2/22/2019	TIME WARNER CABLE			
G 100-212000	ACCOUNTS PAYABLE		\$1,026.50	702696601021	CH-INTERNET
E 100-514700-220	Internet		(\$1,026.50)	702696601021	CH-INTERNET
G 240-212000	ACCOUNTS PAYABLE		\$134.98	709737801021	POOL-INTERNET
E 240-555320-210	PROFESSIONAL SERVICES		(\$134.98)	709737801021	POOL-INTERNET
	Total TIME WARNER CABLE		\$0.00		
<hr/>					
Paid Chk# 031093	2/22/2019	TIME WARNER CABLE-PO BOX 4639			
G 100-212000	ACCOUNTS PAYABLE		\$410.51	709872301020	PD-PHONE
	Total TIME WARNER CABLE-PO BOX 4639		\$410.51		
<hr/>					
Paid Chk# 031094	2/22/2019	UNIFIRST CORPORATION			
G 601-212000	ACCOUNTS PAYABLE		\$48.35	096 1058280	CWRC-SUPPLIES
G 601-212000	ACCOUNTS PAYABLE		\$45.53	096 1058292	CWRC-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$88.30	096 1059427	COMPLEX-REPAIRS
	Total UNIFIRST CORPORATION		\$182.18		
<hr/>					
Paid Chk# 031095	2/22/2019	VALU RITE CORPORATION			
G 100-212000	ACCOUNTS PAYABLE		\$1,125.00	CK REQ	ASSESSOR-MONTHLY CONTRACT
	Total VALU RITE CORPORATION		\$1,125.00		
<hr/>					
Paid Chk# 031096	2/22/2019	VAN LANGEN MICHAEL			
G 100-212000	ACCOUNTS PAYABLE		\$9.00	CK REQ	PD-REFUND OF DMV FEES
	Total VAN LANGEN MICHAEL		\$9.00		

CITY OF CEDARBURG

03/04/19 12:33 PM

Page 5

***Check Detail Register©**

FEBRUARY 2019

	Check Amt	Invoice	Comment
Paid Chk# 031097 2/22/2019 WALDSCHMIDTS TOWN & COUNTRY			
G 601-212000 ACCOUNTS PAYABLE	\$163.60	657709	FOR-BELTS
Total WALDSCHMIDTS TOWN & COUNTRY	\$163.60		
Paid Chk# 031098 2/22/2019 WE ENERGIES			
G 601-212000 ACCOUNTS PAYABLE	\$51.07	1215-012-928	SEWER-GARFIELD #9
Total WE ENERGIES	\$51.07		
111300 PWSB Checking	\$144,409.95		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	\$5,125.35
240 SWIMMING POOL FUND	\$0.00
260 LIBRARY FUND	\$600.99
400 CAPITAL IMPROVEMENTS FUND	\$101,553.92
601 WATER RECYCLING CENTER	\$37,129.69
	\$144,409.95

CITY OF CEDARBURG

03/04/19 12:41 PM

Page 1

***Check Detail Register©**

FEBRUARY 2019

Check Amt Invoice Comment

111300 PWSB Checking

Paid Chk# 031099 3/1/2019 ADP

G 100-212000	ACCOUNTS PAYABLE	\$478.62	530436813	TREAS - PAYROLL PROCESSING
G 100-212000	ACCOUNTS PAYABLE	\$462.16	530437821	TREAS - PAYROLL PROCESSING
G 100-212000	ACCOUNTS PAYABLE	\$512.56	5304381515	TREAS - PAYROLL PROCESSING
Total ADP		\$1,453.34		

Paid Chk# 031100 3/1/2019 ADVANCED DISPOSAL

G 100-212000	ACCOUNTS PAYABLE	\$352.83	E10001320434	DPW - JANUARY SVCS
Total ADVANCED DISPOSAL		\$352.83		

Paid Chk# 031101 3/1/2019 AIRGAS USA LLC

G 100-212000	ACCOUNTS PAYABLE	\$61.50	9956363914	DPW - RENTAL
G 100-212000	ACCOUNTS PAYABLE	\$35.26	9959273750	DPW - RENTAL
Total AIRGAS USA LLC		\$96.76		

Paid Chk# 031102 3/1/2019 AT&T

G 100-212000	ACCOUNTS PAYABLE	\$48.47	262375760302	DPW - PHONE
G 260-212000	ACCOUNTS PAYABLE	\$184.60	262375760302	LIBR - PHONE
G 601-212000	ACCOUNTS PAYABLE	\$65.52	262375760302	CWRC - PHONE
G 100-212000	ACCOUNTS PAYABLE	\$66.91	262375760302	CH - PHONE
G 100-212000	ACCOUNTS PAYABLE	\$51.13	262375760302	FD - PHONE
G 100-212000	ACCOUNTS PAYABLE	\$62.25	262375762402	PD - PHONE
Total AT&T		\$478.88		

Paid Chk# 031103 3/1/2019 AT&T LONG DISTANCE

G 100-212000	ACCOUNTS PAYABLE	\$6.67	836841746	PD - LONG DISTANCE
G 100-212000	ACCOUNTS PAYABLE	\$91.23	836841746	LIBR - LONG DISTANCE
G 260-212000	ACCOUNTS PAYABLE	\$107.94	836841746	LIBR - LONG DISTANCE
Total AT&T LONG DISTANCE		\$205.84		

Paid Chk# 031104 3/1/2019 AT&T MOBILITY

G 100-212000	ACCOUNTS PAYABLE	\$1,326.24	287289051101	PD - PHONE
Total AT&T MOBILITY		\$1,326.24		

Paid Chk# 031105 3/1/2019 BAKER & TAYLOR AV PRE PROCESS

G 260-212000	ACCOUNTS PAYABLE	\$20.43	H26440880	LIBR - VIDMASS
G 260-212000	ACCOUNTS PAYABLE	\$222.04	H26687160	LIBR - VIDMASS
G 260-212000	ACCOUNTS PAYABLE	\$175.08	H26892180	LIBR - VIDMASS
Total BAKER & TAYLOR AV PRE PROCESS		\$417.55		

Paid Chk# 031106 3/1/2019 BAKER & TAYLOR BOOKS

G 260-212000	ACCOUNTS PAYABLE	\$309.59	2034338625	LIBR - BOOKS
G 260-212000	ACCOUNTS PAYABLE	\$15.00	2034338625	LIBR - BOOKS
G 260-212000	ACCOUNTS PAYABLE	\$454.28	2034346950	LIBR - BOOKS
G 260-212000	ACCOUNTS PAYABLE	\$16.60	2034346951	LIBR - BOOKS
G 260-212000	ACCOUNTS PAYABLE	\$467.37	2034354128	LIBR - BOOKS
G 260-212000	ACCOUNTS PAYABLE	\$264.45	2034354129	LIBR - BOOKS

CITY OF CEDARBURG

03/04/19 12:41 PM

Page 2

*Check Detail Register©

FEBRUARY 2019

Check Amt Invoice Comment

Total BAKER & TAYLOR BOOKS \$1,527.29

Paid Chk# 031107 3/1/2019 BEYER S HARDWARE STORE

G 100-212000	ACCOUNTS PAYABLE	\$299.40	145160	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$299.40	145160	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$8.09	145407	REC - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$11.29	145422	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$47.47	145827	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$74.51	145914	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$20.61	145951	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$47.94	145977	COMPLEX - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$4.49	146007	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$26.95	146017	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$13.09	146109	REC - SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$31.49	146118	CWRC - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$0.87	146156	REC - SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$47.87	146168	CWRC - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$66.54	146190	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$38.55	146207	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$15.53	146236	EM - SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$7.72	146276	CWRC - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$11.59	146282	EM - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$36.40	146287	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$15.29	146289	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$7.40	146310	EM - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$16.13	146326	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$11.68	146355	EM - SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$34.19	146359	CWRC - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$38.68	146377	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$46.38	146383	PD - SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$25.62	146384	LIBR - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$1.89	146441	COMPLEX - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$19.77	146443	EM - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$5.07	146457	DPW - SUPPLIES
Total BEYER S HARDWARE STORE		\$1,331.70		

Paid Chk# 031108 3/1/2019 BIRCHWOOD CB

G 260-212000	ACCOUNTS PAYABLE	\$290.00	99396	LIBR - NOVEMBER 2018 SERVICES
Total BIRCHWOOD CB		\$290.00		

Paid Chk# 031109 3/1/2019 BLUM, ERIN

G 100-212000	ACCOUNTS PAYABLE	\$320.00	CKREQ	SRCTR - CLASS INSTRUCTION
Total BLUM, ERIN		\$320.00		

Paid Chk# 031110 3/1/2019 BOARD OF COMM OF PUBLIC LANDS

G 300-212000	ACCOUNTS PAYABLE	\$7,881.91	0000017354	LOAN PAYMENT
G 300-212000	ACCOUNTS PAYABLE	\$25,602.61	0000017354	LOAN PAYMENT
G 300-212000	ACCOUNTS PAYABLE	\$10,471.23	0000017354	LOAN PAYMENT

CITY OF CEDARBURG

***Check Detail Register©**

FEBRUARY 2019

			Check Amt	Invoice	Comment
G 300-212000	ACCOUNTS PAYABLE		\$90,804.26	0000017354	LOAN PAYMENT
Total BOARD OF COMM OF PUBLIC LANDS			\$134,760.01		
Paid Chk# 031111 3/1/2019 BOEHLKE BOTTLED GAS CORP.					
G 221-212000	ACCOUNTS PAYABLE		\$750.57	U0016294	DPW - FUEL
Total BOEHLKE BOTTLED GAS CORP.			\$750.57		
Paid Chk# 031112 3/1/2019 BRAKE & EQUIPMENT COMPANY					
G 100-212000	ACCOUNTS PAYABLE		\$105.00	010380	DPW - SUPPLIES
Total BRAKE & EQUIPMENT COMPANY			\$105.00		
Paid Chk# 031113 3/1/2019 BURKE TRUCK & EQUIPMENT INC					
G 100-212000	ACCOUNTS PAYABLE		\$1,162.88	24323	DPW - PO#903
G 100-212000	ACCOUNTS PAYABLE		\$429.28	24616	DPW - EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE		\$462.07	24681	DPW - EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE		\$92.90	24819	DPW - EQUIPMENT
Total BURKE TRUCK & EQUIPMENT INC			\$2,147.13		
Paid Chk# 031114 3/1/2019 BUSINESS CARD					
G 100-212000	ACCOUNTS PAYABLE		\$8.00	547497016471	PD - RECOGNITION SPECIALISTS
G 100-212000	ACCOUNTS PAYABLE		\$182.00	547497016471	PD - KALAHARI
G 100-212000	ACCOUNTS PAYABLE		\$19.23	547497016471	PD - JIMMY JOHNS
G 100-212000	ACCOUNTS PAYABLE		\$189.90	547497016471	PD - TOP PACK DEFENSE
G 100-212000	ACCOUNTS PAYABLE		\$24.68	547497016471	PD - PORTILLOS
G 100-212000	ACCOUNTS PAYABLE		\$595.00	547497016471	PD - ALICE TRAINING INST.
G 601-212000	ACCOUNTS PAYABLE		\$13.45	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE		\$89.99	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE		\$182.49	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE		\$1.63	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE		\$263.88	547497017552	CWRC - AMAZON
G 601-212000	ACCOUNTS PAYABLE		\$12.99	547497017552	CWRC - AMAZON
G 100-212000	ACCOUNTS PAYABLE		\$1,128.01	547497017691	PD - EXPEDIA
G 100-212000	ACCOUNTS PAYABLE		\$260.00	547497017691	PD - SIG SAUER
G 260-212000	ACCOUNTS PAYABLE		\$0.99	547497036652	LIBR - ICLLOUD
G 260-212000	ACCOUNTS PAYABLE		\$133.25	547497036652	LIBR - KAPCO
G 260-212000	ACCOUNTS PAYABLE		\$219.00	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE		\$220.00	547497036652	LIBR - ALA DUES
G 260-212000	ACCOUNTS PAYABLE		\$9.30	547497036652	LIBR - USPS
G 260-212000	ACCOUNTS PAYABLE		\$19.96	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE		\$79.88	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE		\$173.88	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE		\$49.88	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE		\$40.95	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE		\$100.00	547497036652	LIBR - SP FILAMENTONE.COM
G 260-212000	ACCOUNTS PAYABLE		\$33.98	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE		\$25.00	547497036652	LIBR - FESTIVALS
G 260-212000	ACCOUNTS PAYABLE		\$25.00	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE		\$50.00	547497036652	LIBR - USPS

CITY OF CEDARBURG

03/04/19 12:41 PM

Page 4

*Check Detail Register©

FEBRUARY 2019

		Check Amt	Invoice	Comment
G 260-212000	ACCOUNTS PAYABLE	\$64.98	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$59.00	547497036652	LIBR - LIVE 365
G 260-212000	ACCOUNTS PAYABLE	\$0.99	547497036652	LIBR - ICLOUD
G 260-212000	ACCOUNTS PAYABLE	\$19.99	547497036652	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$19.99	547497036652	LIBR - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$54.43	547497071160	FOREST - AMAZON
G 100-212000	ACCOUNTS PAYABLE	(\$221.76)	547497071160	FOREST - FILSON
G 220-212000	ACCOUNTS PAYABLE	\$975.00	547497075809	REC - JESTER FUN ENTERTAINMENT
G 100-212000	ACCOUNTS PAYABLE	\$40.38	547497075809	REC - OFFICE MAX
G 220-212000	ACCOUNTS PAYABLE	\$15.00	547497075809	REC - PLUGNPLAY
G 100-212000	ACCOUNTS PAYABLE	\$175.98	547497087126	DPW - WALMART
G 100-212000	ACCOUNTS PAYABLE	\$43.23	547497087126	DPW - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$555.00	547497400607	PD - IAED
G 100-212000	ACCOUNTS PAYABLE	\$404.89	547497400607	PD - CAMBRIA
G 100-212000	ACCOUNTS PAYABLE	\$10.48	547497400607	PD - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$15.99	547497400607	PD - USPS
G 100-212000	ACCOUNTS PAYABLE	\$150.00	547497400607	PD - USPS
G 100-212000	ACCOUNTS PAYABLE	\$24.99	547497400607	PD - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$179.90	547497400607	PD - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$738.14	547497400607	PD - BEST BUY
G 100-212000	ACCOUNTS PAYABLE	\$20.00	547497400680	CLERKS - DFI ONLINE
G 100-212000	ACCOUNTS PAYABLE	\$80.90	547497400680	ADMIN - SALS/WCMA MTG
G 100-212000	ACCOUNTS PAYABLE	\$499.42	547497400680	BI - DOA DOC SALES
G 100-212000	ACCOUNTS PAYABLE	\$24.54	547497950250	PD - MACYS
G 100-212000	ACCOUNTS PAYABLE	\$147.30	547497950250	PD - MACYS
G 100-212000	ACCOUNTS PAYABLE	\$98.00	547497950250	PD - MACK WELDON
G 100-212000	ACCOUNTS PAYABLE	\$215.42	547497950250	PD - KALAHARI
G 100-212000	ACCOUNTS PAYABLE	\$52.12	547497950250	PD - MONKS BAR
Total BUSINESS CARD		\$8,616.62		
Paid Chk# 031115 3/1/2019 CENTER MASS INC				
G 100-212000	ACCOUNTS PAYABLE	\$139.00		REGISTRATIO PD - RIFLE CONFERENCE
G 100-212000	ACCOUNTS PAYABLE	\$38.00		REGISTRATIO PD - RIFLE CONFERENCE
Total CENTER MASS INC		\$177.00		
Paid Chk# 031116 3/1/2019 CINTAS CORPORATION				
G 100-212000	ACCOUNTS PAYABLE	\$141.39	184204823	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$141.39	184206338	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$141.39	184207807	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$141.39	184209307	DPW - SUPPLIES
Total CINTAS CORPORATION		\$565.56		
Paid Chk# 031117 3/1/2019 CINTAS FIRST AID & SAFETY				
G 100-212000	ACCOUNTS PAYABLE	\$26.85	5012915775	DPW - SUPPLIES
Total CINTAS FIRST AID & SAFETY		\$26.85		
Paid Chk# 031118 3/1/2019 COMPLETE OFFICE OF WISCONSIN				
G 100-212000	ACCOUNTS PAYABLE	\$325.00	48462	CLERKS - PAPER

CITY OF CEDARBURG

***Check Detail Register©**

FEBRUARY 2019

			Check Amt	Invoice	Comment
Total COMPLETE OFFICE OF WISCONSIN			\$325.00		
Paid Chk#	031119	3/1/2019 CONLEY MEDIA, LLC			
G 100-212000	ACCOUNTS PAYABLE		\$489.79	265190219	CLERKS - LEGAL NOTICES
Total CONLEY MEDIA, LLC			\$489.79		
Paid Chk#	031120	3/1/2019 EGELHOFF LAWNMOWER SERVICE			
G 601-212000	ACCOUNTS PAYABLE		\$12.30	251716	CWRC - SUPPLIES
G 601-212000	ACCOUNTS PAYABLE		\$3.20	251873	CWRC - SUPPLIES
Total EGELHOFF LAWNMOWER SERVICE			\$15.50		
Paid Chk#	031121	3/1/2019 ELITE SPORTS CLUB			
G 220-212000	ACCOUNTS PAYABLE		\$596.80	02152019	REC - TENNIS LESSONS
Total ELITE SPORTS CLUB			\$596.80		
Paid Chk#	031122	3/1/2019 ENGINEERED SECURITY SOLUTIONS			
G 100-212000	ACCOUNTS PAYABLE		\$512.13	45104	DPW - PARTS
Total ENGINEERED SECURITY SOLUTIONS			\$512.13		
Paid Chk#	031123	3/1/2019 EVEN,FRANK			
G 100-212000	ACCOUNTS PAYABLE		\$63.99	8897	EM - CAR WASHES
Total EVEN,FRANK			\$63.99		
Paid Chk#	031124	3/1/2019 FASTENAL COMPANY			
G 100-212000	ACCOUNTS PAYABLE		\$871.71	WISAU108650	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$23.99	WISAU108914	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$222.88	WISAU108938	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$154.38	WISAU109054	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$154.49	WISAU109114	DPW - SUPPLIES
Total FASTENAL COMPANY			\$1,427.45		
Paid Chk#	031125	3/1/2019 FIRST ADVANTAGE OCC HEALTH SVC			
G 100-212000	ACCOUNTS PAYABLE		\$10.48	2508631809	EMPREL - DRUG TEST
Total FIRST ADVANTAGE OCC HEALTH SVC			\$10.48		
Paid Chk#	031126	3/1/2019 FIVE CORNERS DODGE			
G 100-212000	ACCOUNTS PAYABLE		\$3.45	119754	PD - PARTS
G 100-212000	ACCOUNTS PAYABLE		\$71.01	50357	PD - PARTS
Total FIVE CORNERS DODGE			\$74.46		
Paid Chk#	031127	3/1/2019 FOX VALLEY TECH COLLEGE-PO2277			
G 100-212000	ACCOUNTS PAYABLE		\$490.00	TPB00005063	PD - TUITION
Total FOX VALLEY TECH COLLEGE-PO2277			\$490.00		
Paid Chk#	031128	3/1/2019 GEMPLER S			
G 100-212000	ACCOUNTS PAYABLE		\$86.97	SJ04367134	DPW - UNIFORMS
Total GEMPLER S			\$86.97		
Paid Chk#	031129	3/1/2019 GENERAL COMMUNICATIONS, INC.			

CITY OF CEDARBURG

03/04/19 12:41 PM

Page 6

***Check Detail Register©**

FEBRUARY 2019

			Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE		\$120.00	265224	DPW - REPAIR
	Total GENERAL COMMUNICATIONS, INC.		\$120.00		
Paid Chk# 031130	3/1/2019	GRAEF			
G 400-212000	ACCOUNTS PAYABLE		\$4,337.25	0102114	DAMS ENV FUND
	Total GRAEF		\$4,337.25		
Paid Chk# 031131	3/1/2019	GRAINGER			
G 100-212000	ACCOUNTS PAYABLE		\$35.04	806361093	PD - PARTS
	Total GRAINGER		\$35.04		
Paid Chk# 031132	3/1/2019	HI-LINE			
G 100-212000	ACCOUNTS PAYABLE		\$296.99	10682622	DPW - PARTS
	Total HI-LINE		\$296.99		
Paid Chk# 031133	3/1/2019	HOME DEPOT CREDIT SERVICES			
G 100-212000	ACCOUNTS PAYABLE		\$13.67	603532201041	EM - SUPPLIES
	Total HOME DEPOT CREDIT SERVICES		\$13.67		
Paid Chk# 031134	3/1/2019	JANI-KING OF MILWAUKEE/ROYAL F			
G 260-212000	ACCOUNTS PAYABLE		\$914.94	MIL03190383	LIBR - MARCH BILLING
	Total JANI-KING OF MILWAUKEE/ROYAL F		\$914.94		
Paid Chk# 031135	3/1/2019	KEMIRA WATER SOLUTIONS, INC.			
G 601-212000	ACCOUNTS PAYABLE		\$2,926.98	9017623067	CWRC - SUPPLIES
	Total KEMIRA WATER SOLUTIONS, INC.		\$2,926.98		
Paid Chk# 031136	3/1/2019	LAKESIDE INTERNATIONAL LLC-MIL			
G 100-212000	ACCOUNTS PAYABLE		\$622.24	3068792P	DPW - PARTS
G 100-212000	ACCOUNTS PAYABLE		\$37.70	3068794P	DPW - PARTS
	Total LAKESIDE INTERNATIONAL LLC-MIL		\$659.94		
Paid Chk# 031137	3/1/2019	LAROSA LANDSCAPE COMPANY			
G 260-212000	ACCOUNTS PAYABLE		\$397.98	69102	LIBR - SNOW REMOVAL
	Total LAROSA LANDSCAPE COMPANY		\$397.98		
Paid Chk# 031138	3/1/2019	LIGHT & WATER			
G 100-212000	ACCOUNTS PAYABLE		\$1,761.54	CKREQ	DELINQUENT UTILITIES FROM TAX ROLL 2018
G 100-212000	ACCOUNTS PAYABLE		\$2,484.72	CKREQ	2010 WATER LATERALS AND INTEREST
G 100-212000	ACCOUNTS PAYABLE		\$5,919.87	IMPACT FEES	IMPACT FEES
	Total LIGHT & WATER		\$10,166.13		
Paid Chk# 031139	3/1/2019	MID-STATE EQUIPMENT			
G 100-212000	ACCOUNTS PAYABLE		\$387.56	H29143	DPW - PARTS
G 100-212000	ACCOUNTS PAYABLE		\$84.84	H29552	DPW - PARTS
	Total MID-STATE EQUIPMENT		\$472.40		
Paid Chk# 031140	3/1/2019	MORTON SALT INC			
G 100-212000	ACCOUNTS PAYABLE		\$7,134.52	5401786275	DPW - BULK SALT

CITY OF CEDARBURG

03/04/19 12:41 PM

Page 7

***Check Detail Register©**

FEBRUARY 2019

			Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE		\$5,461.43	5401788249	DPW - BULK SALT
G 100-212000	ACCOUNTS PAYABLE		\$2,842.19	5401789938	DPW - BULK SALT
Total MORTON SALT INC			\$15,438.14		
Paid Chk# 031141 3/1/2019 NAPA AUTO PARTS					
G 100-212000	ACCOUNTS PAYABLE		\$46.99	5269-992158	DPW - PARTS
G 100-212000	ACCOUNTS PAYABLE		\$26.57	5269-993308	DPW - PARTS
G 100-212000	ACCOUNTS PAYABLE		\$35.72	5269-993529	DPW - PARTS
G 100-212000	ACCOUNTS PAYABLE		\$16.93	5269-995029	DPW - PARTS
G 100-212000	ACCOUNTS PAYABLE		\$61.72	5269-995667	DPW - PARTS
Total NAPA AUTO PARTS			\$187.93		
Paid Chk# 031142 3/1/2019 NORTH WOODS					
G 100-212000	ACCOUNTS PAYABLE		\$613.57	218075	DPW - PO #901
Total NORTH WOODS			\$613.57		
Paid Chk# 031143 3/1/2019 OFFICE DEPOT					
G 100-212000	ACCOUNTS PAYABLE		\$89.99	264031306001	EM - LABELER
G 260-212000	ACCOUNTS PAYABLE		\$119.90	264031306001	LIBR - SUPPLIES
Total OFFICE DEPOT			\$209.89		
Paid Chk# 031144 3/1/2019 OLSEN S PIGGLY WIGGLY					
G 100-212000	ACCOUNTS PAYABLE		\$63.21	36028	DPW - EMP FOOD FOR SNOW
G 100-212000	ACCOUNTS PAYABLE		\$36.04	36529	DPW - EMP FOOD FOR SNOW
G 100-212000	ACCOUNTS PAYABLE		\$48.31	36628	ER - EE MEETING
Total OLSEN S PIGGLY WIGGLY			\$147.56		
Paid Chk# 031145 3/1/2019 OUTDOOR LIGHTING CONST. CO., I					
G 700-212000	ACCOUNTS PAYABLE		\$6,207.50	8377	WASH/PIONEER TRAFFIC SIGNAL REPAIRS
Total OUTDOOR LIGHTING CONST. CO., I			\$6,207.50		
Paid Chk# 031146 3/1/2019 PENWORTHY COMPANY					
G 260-212000	ACCOUNTS PAYABLE		\$946.65	0549074-IN	LIBR - BOOKS
Total PENWORTHY COMPANY			\$946.65		
Paid Chk# 031147 3/1/2019 POLICEONE.COM					
G 100-212000	ACCOUNTS PAYABLE		\$495.00	52332	PD - TASER RECERTIFICATION - KELL
Total POLICEONE.COM			\$495.00		
Paid Chk# 031148 3/1/2019 QUALITY STATE OIL CO.,INC.					
G 100-212000	ACCOUNTS PAYABLE		\$101.60	3046876	DPW - JANUARY SERVICES
Total QUALITY STATE OIL CO.,INC.			\$101.60		
Paid Chk# 031149 3/1/2019 ROLAND MACHINERY EXCHANGE					
G 100-212000	ACCOUNTS PAYABLE		\$485.60	47000937	DPW - PARTS
G 100-212000	ACCOUNTS PAYABLE		\$621.76	47001047	DPW - PARTS
Total ROLAND MACHINERY EXCHANGE			\$1,107.36		
Paid Chk# 031150 3/1/2019 ROOB, LAUREN					

CITY OF CEDARBURG

03/04/19 12:41 PM

Page 8

***Check Detail Register©**

FEBRUARY 2019

			Check Amt	Invoice	Comment
G 220-212000	ACCOUNTS PAYABLE		\$30.00	CKREQ	REC - REFUND TUBING TRIP
	Total ROOB, LAUREN		\$30.00		
<hr/>					
Paid Chk# 031151	3/1/2019	SETTLERS INN			
G 100-212000	ACCOUNTS PAYABLE		\$548.75	906195	CLERKS - ELECTION FOOD
	Total SETTLERS INN		\$548.75		
<hr/>					
Paid Chk# 031152	3/1/2019	SHEFFIELD, MARY			
G 100-212000	ACCOUNTS PAYABLE		\$2,297.50	CKREQ	ED - FEBRUARY SERVICES
	Total SHEFFIELD, MARY		\$2,297.50		
<hr/>					
Paid Chk# 031153	3/1/2019	STATE OF WI-DSPS-93086			
G 100-212000	ACCOUNTS PAYABLE		\$50.00	495180	CH - COMP
	Total STATE OF WI-DSPS-93086		\$50.00		
<hr/>					
Paid Chk# 031154	3/1/2019	STERN ENTERPRISES			
G 100-212000	ACCOUNTS PAYABLE		\$598.00	1728	DPW - PO #906
	Total STERN ENTERPRISES		\$598.00		
<hr/>					
Paid Chk# 031155	3/1/2019	TACTICAL SOLUTIONS-PUBLIC SAFE			
G 100-212000	ACCOUNTS PAYABLE		\$493.00	7088	PD - CERTIFICATIONS
	Total TACTICAL SOLUTIONS-PUBLIC SAFE		\$493.00		
<hr/>					
Paid Chk# 031156	3/1/2019	TIME WARNER CABLE-PO BOX 4639			
G 100-212000	ACCOUNTS PAYABLE		\$1,026.50	702696601021	POOL - INTERNET
G 100-212000	ACCOUNTS PAYABLE		\$117.48	707258501022	DPW - INTERNET
G 100-212000	ACCOUNTS PAYABLE		\$117.48	707258501022	DPW - INTERNET
G 100-212000	ACCOUNTS PAYABLE		\$134.98	707260101021	EM - INTERNET
G 240-212000	ACCOUNTS PAYABLE		\$134.98	709737801216	POOL - INTERNET
	Total TIME WARNER CABLE-PO BOX 4639		\$1,531.42		
<hr/>					
Paid Chk# 031157	3/1/2019	TOWN SQUARE PUBLICATIONS			
G 260-212000	ACCOUNTS PAYABLE		\$795.00	5308	LIBR - BOOKS
	Total TOWN SQUARE PUBLICATIONS		\$795.00		
<hr/>					
Paid Chk# 031158	3/1/2019	U.S. CELLULAR			
G 601-212000	ACCOUNTS PAYABLE		\$20.50	0294096548	CWRC - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$20.79	0294096548	PARKS - TELECOM
G 601-212000	ACCOUNTS PAYABLE		\$20.79	0294096548	CWRC - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$51.29	0294096548	BI - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$20.79	0294096548	DPW - TELECOM
G 601-212000	ACCOUNTS PAYABLE		\$1.82	0294096548	CWRC - TELECOM
G 601-212000	ACCOUNTS PAYABLE		\$46.29	0294096548	CWRC - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$20.79	0294096548	PARKS - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$11.70	0294096548	CH - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$20.79	0294096548	PARKS - TELECOM
G 601-212000	ACCOUNTS PAYABLE		\$23.26	0294096548	CWRC - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$30.80	0294096548	EM - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$46.29	0294096548	PARKS - TELECOM

CITY OF CEDARBURG

***Check Detail Register©**

FEBRUARY 2019

		Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE	\$1.46	0294096548	ENG - TELECOM
G 601-212000	ACCOUNTS PAYABLE	\$46.29	0294096548	CWRC - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$20.79	0294096548	EM - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$1.90	0294096548	SRCTR - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$0.50	0294096548	EM - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$3.02	0294096548	ENG - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$46.29	0294096548	DPW - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$20.79	0294096548	DPW - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$20.79	0294096548	PARKS - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$30.79	0294096548	EM - TELECOM
Total U.S. CELLULAR		\$528.52		
Paid Chk# 031159 3/1/2019 U.S. POSTAL SERVICE				
G 100-212000	ACCOUNTS PAYABLE	\$235.00	MAILING FEE	CLERKS - POSTAGE
Total U.S. POSTAL SERVICE		\$235.00		
Paid Chk# 031160 3/1/2019 UNIFIRST CORPORATION				
G 100-212000	ACCOUNTS PAYABLE	\$46.01	0961057135	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$46.01	0961058284	DPW - SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$48.35	0961059415	CWRC - EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE	\$46.01	0961059419	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$46.33	0961059428	PD - SUPPLIES
Total UNIFIRST CORPORATION		\$232.71		
Paid Chk# 031161 3/1/2019 WITMER PUBLIC SAFETY GROUP				
G 100-212000	ACCOUNTS PAYABLE	\$369.89	E1810054	DPW - SUPPLIES
Total WITMER PUBLIC SAFETY GROUP		\$369.89		
Paid Chk# 031162 3/1/2019 ZUERN BUILDING PRODUCTS				
G 100-212000	ACCOUNTS PAYABLE	\$46.88	135861	REC - REPAIRS
Total ZUERN BUILDING PRODUCTS		\$46.88		
111300 PWSB Checking		\$212,594.93		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	\$53,813.53
220 RECREATION PROGRAMS FUND	\$1,616.80
221 FUEL SYSTEM - WASH BAY	\$750.57
240 SWIMMING POOL FUND	\$134.98
260 LIBRARY FUND	\$7,073.49
300 DEBT SERVICE FUND	\$134,760.01
400 CAPITAL IMPROVEMENTS FUND	\$4,337.25
601 WATER RECYCLING CENTER	\$3,900.80
700 RISK MANAGEMENT FUND	\$6,207.50
\$212,594.93	



City of Cedarburg

City Administrator's Report

March 7, 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— Four bids were received for the Columbia Mills Dam repair with the lowest bid at \$290,000. This information has been sent to the DNR to review for grant approval.

The Sidewalk Repair bids were received within range. The 2019 Street & Utility bids were opened on Tuesday, March 5. These bids will be presented at the March 13 meeting of the Public Works and Sewerage Commission.

Director Wiza and Assistant Engineer Weiser participated in a stormwater consultation meeting with the School District on Wednesday.

Superintendent Bublitz commended the Public Works crew on their snow removal efforts during this difficult winter. The Department is currently doing curb cuts in troubled areas.

Parks, Recreation & Forestry— The Department is working on the activity guide. The Youth Basketball program is winding down. Wi-Fi will be installed in the Community Gym on March 5.

The plumbing at Adlai Horn Park is being installed.

The Safety Committee is working on a respirator policy.

City Administrator/Treasurer Mertes, Director Hilvo and Economic Development Coordinator Sheffield are coordinating the release of the branding information.

The Forestry crew has been working on snow and ice control with Public Works and tree pruning in Willowbrooke Park. The grapple truck is in service on the bike path east of Keup Road.

Superintendent Westphal is working on revising the street tree planting policy.

Clerk— Absentee voting for the Spring Election will begin March 13.

Police—The School District approved sharing the cost of a Safety Officer with the City of Cedarburg. The Department has begun the background procedure to add an entry level position within a month.

Library— The nine members of the Five-Year Strategic Planning Committee met last week. There is an opening for a part-time circulation staff member. Director Pierschalla attended the Public Art Committee meeting to discuss adding art outside the Library on the south side. The ceiling is leaking on the second floor of the Library and will require some work to repair it.

Assessor—Assessor Timm is entering personal property, finishing up 2018 inspections and working on 2019 assessments.

Light & Water—The Utility is designing the new water tower on Wauwatosa Road and Sherman Road. The auditors are at the Utility this week.

Fire—The Department went through a comprehensive ISO audit and the results should be available in four months. The Fire Department expects to retain the highest rating possible for a volunteer department and remain in the top 15% in the nation.

Training— Assessor Timm attended assessment software training last week. I attended the WCMA conference last week.

Administrator— The Judy Jepson collection is ready to be moved to the Community Gym.

Tuesday, I had a conference call with the Town of Cedarburg and Synergy regarding the shared phone system.

A part-time temporary hire through Baker & Tilly will be working on accounts payable in the Treasurer's office beginning the week of March 11.

I will be working on filling the Senior Center Director position.

Personnel Committee meetings are scheduled for March 19 to discuss positions in the Treasurer's office and upcoming retirements and April 3 to discuss available insurance plans and options with Associated.

Attorney Mike Herbrand and I are working on the US Cellular and AT&T monopole leases.

Respectfully submitted,



Christy Mertes
City Administrator/Treasurer

2019 PERMIT SUMMARY BY MONTH

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Coops	1												1
Single Family	3	3											6
Addition/Alteration	8	6											14
Commercial Additions/Alterati	2	1											3
Pools	1												1
Heat/Vent	13	22											35
Signs	1	2											3
Plumbing	33	41											74
Electrical	32	33											65
Occupancy	6	16											22
TOTAL VALUE TO CITY	1,540,926	1,148,680											2,689,606
INSPECTIONS													
JOE JACOBS	12	6											18
MICHAEL BAIER	175	229											