

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

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

AGENDA

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

Excused - Council Member Patricia Thome, 1st District vacant
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES* - March 11, 2019
7. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals or a future Council agenda item.
8. NEW BUSINESS
 - * A. Consider recommendation of Police Chief to deny new Operators license application of Timothy Spitz; and action thereon
 - * B. Consider award of contract for the Columbia Mills dam project; and action thereon
 - * C. Consider award of contract for the 2019 annual concrete sidewalk replacement program; and action thereon
 - * D. Consider bids received for the 2019 Street and Utility Contract; and action thereon
 - * E. Consider 2019 Status Report on Source Reduction, Improvements, Modifications, and Compliance Alternatives for the Cedarburg Water Recycling Center; and action thereon

- * F. Consider request to replace the Engineering Department Administrative Secretary; and action thereon
- * G. Consider options for replacing part-time Treasurer's Office employee; and action thereon (Personnel Comm. 03/19/19)
- * H. Consider process to fill the 1st District Alderperson vacancy; and action thereon
- *** I. Consider License/Permit Applications; and action thereon
 - 1. Consider approval of new Operator License applications for the period ending June 30, 2019 for Mark S. Adgate, Jessica J. Brokenshire, and David B. End
- * J. Consider payment of bills dated 03/08/19 through 03/15/19, transfers for the period 03/06/19 through 03/15/19; and payroll for the period 03/02/19 through 03/15/19; and action thereon

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- * A. Administrator's Report
- * B. Fire Inspection Report – February 2019

10. COMMUNICATIONS

- ** A. Comments and suggestions from citizens
- B. Comments and announcements by Council Members
- C. Mayor's Report
 - 1. Proclamation – Arbor Day, April 25, 2019

11. ADJOURNMENT-CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statutes 19.85(1)(g) to confer with legal counsel for the Common Council who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved, more specifically, to discuss the Prochnow Landfill. Approval of closed session minutes of January 4, 2019.

12. RECONVENE TO OPEN SESSION

13. 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

03/21/19 ckm

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

**CC20190311-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, March 11, 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 (arrived 7:01 p.m.), Rick Verhaalen, Garan Chivinski, Patricia Thome, Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Parks, Recreation & Forestry/Assistant Administrator Mikko Hilvo, Director of Engineering and Public Works Tom Wiza, Economic Development Coordinator Mary Sheffield, General Manager Dale Lythjohan, Administrative Manager Mari Lauer, Karen Egelhoff from the Cedarburg School District, Economic Development Board Member Greg Zimmerschied, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

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

APPROVAL OF MINUTES

Motion made by Council Member Thome, seconded by Council Member Galbraith, to approve the minutes of the February 25, 2019 meeting as presented. Motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

NEW BUSINESS

ACCEPT AND ADOPT THE RESULTS OF THE BRANDING INITIATIVE AS PRESENTED BY THE BRANDING STEERING COMMITTEE

Mayor O’Keefe welcomed and thanked those in attendance that were involved in the City’s branding initiative.

Council Member Arnett explained that the branding initiative has been underway for approximately 1.5 years and is being presented tonight for acceptance and adoption. The idea began with the Economic Development Board. The Groups that funded the initiative include: Cedarburg Landmark Preservation Society, Ozaukee Bank’s Gift to the Future, Cornerstone Buildings, LLC,

Cedarburg Light & Water, Cedarburg School District and the City of Cedarburg. The Chamber of Commerce did not contribute funds; however, they contributed organizational skills that held the group together.

Council Member Arnett voted to expend the funds because former Mayor Kinzel opined that the initiative would pay for itself. If one house is built as a result of this initiative, those taxes will pay for the entire initiative to-date, in 48 months. Financially, it was a good investment.

Council Member Arnett explained that the group learned that the City of Cedarburg has much to be proud of because the brand is already strong. Cedarburg residents and visitors have a love affair with Cedarburg. This is evident in Facebook posts from people who love Cedarburg and it is part of the City's DNA. Research showed that Cedarburg delivers on things that are important to the residents, businesses and visitors (safety, quality of schools, historic preservation efforts, etc.). It is the group's intention that the entities who speak about Cedarburg can use this story as a common theme; that Cedarburg is an irresistible place to love. Additionally, they want this to be a thread that is weaved through web pages, social media, products, advertising, etc.

There is a committee that will help implement and educate the Community on the new branding, which includes; Director Hilvo, Cori Rice of White Rice Advertising, Chamber of Commerce Executive Director Maggie Dobson, Festivals Executive Director BJ Homayouni, Karen Egelhoff from the Cedarburg School District, Light & Water Administrative Manager Mari Lauer, and Economic Development Coordinator Mary Sheffield.

Council Member Arnett explained that everyone who speaks about Cedarburg is representing what the City is about. Instinctively, if everyone is speaking with the same voice the message will be much stronger.

Council Member Arnett read the following quote: *The level of esteem (respect or admiration) that a City's name evokes has a direct impact on the health of its tourism, festivals, economic development, quality of life, quality of schools, sales receipts and prestige.* He added that the more esteem that is given to Cedarburg the more success these other groups will have. Council Member Arnett said that the group wants the Community to start using the branding information to make their organizations more successful. The City is excited to be behind this effort. He presented a couple of the logos and explained that the information is available on the City website. Council Member Arnett is anxious to see how different entities start to run with this information. This is the starting line and everyone is encouraged to start using the information.

Motion made by Council Member Arnett, seconded by Council Member Thome, to accept and adopt the results of the branding initiative.

Council Member Thome thanked and expressed appreciation to everyone involved in this initiative.

Mayor O'Keefe commended all those involved in the process and he recognized the Economic Development Board for initiating the idea. Mayor O'Keefe added that this where the work really starts.

Motion carried without a negative vote.

REVIEW OF 2018 ANNUAL STORMWATER COMPLIANCE REPORT; AND ACTION THEREON

Director of Engineering and Public Works Wiza explained that as part of the City's NR216 stormwater permit, the City must prepare an annual compliance report for submission to the DNR which documents our stormwater program accomplishments. As in previous years, AECOM has been retained to assist in compiling the necessary information and performing the required water quality testing.

Director Wiza stated that the DNR requires that the report be reviewed with the governing body. Because the document is very lengthy, Director Wiza passed around sections of the report at the meeting and provided the following review:

Permit Conditions Imposed on the City:

- Implement a stormwater public education and outreach program – accomplished with Cedar Post articles brochures and commercials.
- Must inform the public of activities required under the permit – accomplished through the City website and Engineering Department brochures.
- Maintain a program to detect and remove illicit discharges – AECOM assists with dry weather sampling at outfalls.
- Enforce erosion and sediment control for construction sites.
- Monitor post construction water quality controls – best management practices checked/ponds.
- Continue a pollution prevention program.
- Achieve compliance of suspended solids reduction.
- Maintain and update the City storm sewer mapping – the GIS mapping is current.

Annual Accomplishments:

- Cleaned virtually all 1,600 catch basin sumps as well as six hydrodynamic separators (98 tons of sediment were removed that would have gone into Cedar Creek).
- Issued fifty-four erosion control permits and three storm water management permits.
- Provided a full display rack of storm water related information brochures at City Hall.
- Published stormwater articles in the Spring and Fall Cedar Post issues.
- Maintained and updated a stormwater webpage.
- Assisted AECOM with illicit discharge investigations.
- Swept downtown streets weekly and residential streets monthly.
- Collected and disposed of street sweepings.
- Collected and composted approximately 1,000 tons of leaves, brush and yard waste.
- Collected and recycled (or burned) used motor oil.
- Installed 53 new catch basins with two foot sumps which incorporate the “Dump No Waste Drains to Stream” logo on the cast iron curb head.
- Updated storm sewer mapping on GIS.
- Participated in the Sweetwater “Respect Our Waters” program for metropolitan Milwaukee.
- Participate in the Mid-Moraine Water Quality Collective.

Director Wiza encouraged the Common Council to contact him with any questions.

Mayor O'Keefe and Council Member Thome expressed appreciation for Director Wiza's efforts.

Motion made by Council Member Thome, seconded by Council Member von Barga, to accept the 2018 Annual Stormwater Compliance report. Motion carried without a negative vote.

CONSIDER ORDINANCE NO. 2019-05 AUTHORIZING THE STATE OF WISCONSIN TO DISTRIBUTE PAYMENTS FOR STATE PROPERTY TAX CREDITS DIRECTLY TO THE CITY; AND ACTION THEREON

City Administrator/Treasurer Mertes explained that the City has reached the \$3 million mark which enables the City to receive tax credits directly and distribute them to the other taxing jurisdictions.

Motion made by Council Member Thome, seconded by Council Member Chivinski, to adopt Ordinance No. 2019-05 authorizing the State of Wisconsin to distribute payments for State Property Tax Credits directly to the City. Motion carried without a negative vote.

CONSIDER THE OPTION OF COMBINING THE ORGANIZATIONAL MEETING SCHEDULED FOR APRIL 16, 2019 WITH ANOTHER REGULARLY SCHEDULED COUNCIL MEETING; AND ACTION THEREON

City Administrator/Treasurer Mertes stated that there will not be a change in the elected officials in April, which would allow combining meetings if the Common Council agrees.

Motion made by Council Member Burkart, seconded by Council Member Galbraith, to combine the Organizational meeting scheduled for April 16, 2019 with the April 29 regular Common Council meeting. Motion carried without a negative vote.

CONSIDER REQUEST TO REPLACE CITY CLERK; AND ACTION THEREON

City Administrator/Treasurer Mertes requested to replace the City Clerk position, due to Ms. McHugh's retirement. She questioned whether the requirement to ask for approval from the Council to replace a position should be removed because this was instituted when the economy was bad and the City was cutting back.

Council Member Arnett stated that he likes to be informed.

Council Member Verhaalen was in favor of lifting the requirement if there is no budgetary impact.

Council Member Galbraith was in favor also if there were no changes in the position or salary.

Council Member Arnett said that it may be worthwhile to review positions before hiring in case they become obsolete.

City Administrator/Treasurer Mertes asked the Council to trust her to be creative and to make the right decision.

Council Member Thome stated it is important to let the employees do their jobs.

In answer to Mayor O'Keefe's question, City Administrator/Treasurer Mertes said that she would be responsible for replacing any position including a department head if nothing changes.

City Administrator/Treasurer Mertes said each position is posted internally for two weeks before advertising. If a Council Member asked her to hold up on the hiring for further discussion there would be no harm done.

In answer to Council Member Thome's question, City Attorney Herbrand explained that the only role the Common Council plays in hiring a significant position would be to approve the final appointment. City Administrator/Treasurer Mertes added that the Council would play a role in filling the City Administrator position.

Mayor O'Keefe asked if this would include replacing police officers; and City Administrator/Treasurer Mertes indicated that it would. Mayor O'Keefe explained that the Common Council has elected in the past to reduce the Police Department by one officer as a tool in tough economic times to reduce costs.

Council Member Galbraith suggested that the hiring policy be reviewed by the Personnel Committee before the Common Council makes a decision. There are a number of issues that need to be made clear before it moves forward. It was the consensus of the Common Council to have the policy reviewed by the Personnel Committee.

Council Member Thome does not want to become too hands on because employees have been hired to do their jobs and she does not want to micro-manage.

Motion made by Council Member Verhaalen, seconded by Council Member Arnett, to approve the request to replace the City Clerk. Motion carried without a negative vote.

CONSIDER LICENSE/PERMIT APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Galbraith, seconded by Council Member Thome, to approve 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. Motion carried without a negative vote.

Motion made by Council Member Thome, seconded by Council Member Arnett, to 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. Motion carried without a negative vote.

Motion made by Council Member Galbraith, seconded by Council Member Arnett, to 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 through August 4, 2019, 8:00 a.m. to 12:00 a.m. Motion carried without a negative vote.

Motion made by Council Member Galbraith, seconded by Council Member Thome, to 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. Motion carried without a negative vote.

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

Motion made by Council Member Burkart, seconded by Council Member von Bargaen, to approve payment of bills dated 02/22/19 through 3/1/19, transfers for the period 2/21/19 through 3/6/19; and payroll for the period 2/16/19 through 3/1/19. Motion carried without a negative vote.

ADMINISTRATOR'S REPORT - None

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome encouraged the Common Council Members to attend the Cedarburg Fire Department event on March 23.

Council Member von Bargaen said that he was reluctantly resigning his position as 1st District Alderman to return to his home state of Minnesota to pursue new professional opportunities and to be closer to family. He thanked his constituents in the 1st District for entrusting him as their representative, his family and friends for their support, and City Staff for their open door policy and helpfulness. He stated that it has been a pleasure working with fellow Council Members.

MAYOR'S REPORT - None

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Verhaalen, to adjourn the meeting at 7:46 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

Memo

To: Mayor O'Keefe and Cedarburg Common Council
From: Thomas J. Frank, Chief of Police *TF*
Date: March 4, 2019
Re: Recommendation to deny application for operator's license to serve fermented malt beverages and intoxication liquors

It is my recommendation to deny the license application submitted by Timothy Michael Spitz, DOB [REDACTED] based on his arrest and conviction record.

2017 - Credit Card-Fraudulent Use (<=\$2500), a class A misdemeanor, Wisconsin Statutes 943.41(5)(a).

2016 - Vehicle Operator Flee/Elude Officer, a class I felony, Wisconsin Statutes 346.04(3).

946.49(1)(b) Bail Jumping-Felony Felony H Charge Dismissed but Read In

Carry Concealed Weapon, a class A misdemeanor, Wisconsin Statutes 941.23(2).

947.01(1) Disorderly Conduct Misd. B Charge Dismissed but Read In



March 4, 2019

Timothy Michael Spitz
N106 W17085 Juniper Drive
Germantown, WI 53022

Dear Mr. Spitz:

This letter is in regards to your recent application for an Operator's License in the City of Cedarburg. Please be advised that Police Chief Thomas Frank is recommending the Common Council deny your application based on the following arrest and conviction record:

- 2017 - Credit Card Fraudulent Use –a class A misdemeanor
- 2016 – Vehicle Operator Flee/Elude Officer, a class I felony
- Bail jumping – Felony H – charge dismissed but read in
- Disorderly conduct – Misdemeanor B – charge dismissed but read in

The Common Council will consider your application on **Monday, March 25, 2019 at 7:00 p.m.** You are being provided with an opportunity to be present at this meeting to provide any additional information to the Council. Chief Frank or his representative will also be present at the meeting. The meeting will take place in the Council Chambers of City Hall, W63 N645 Washington Avenue.

Please feel free to contact me at (262) 375-7606 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Constance K. McHugh".

Constance K. McHugh
City Clerk

Cc: Chief Thomas Frank
City Administrator/Treasurer Christy Mertes
City Attorney Michael Herbrand

CITY OF CEDARBURG

MEETING DATE: March 25, 2019

ITEM NO: 8. B.

TITLE: Consider award of contract for the Columbia Mills dam project; and action thereon.

ISSUE SUMMARY: Bids were opened for the Columbia Mills Dam repair project on February 26th. A total of four bids were received with the low bid submitted by Staab Construction Corporation, who is out of Marshfield, WI. Staff has checked references and determined that Staab is qualified to complete the project.

Since the City will be receiving a DNR Municipal Dam Grant for 50% of the cost, the bids had to be approved by DNR as well.

Staab's bid of \$297,000 is very competitive and within budget.

Work on the Woolen Mills Dam will be bid out under a separate contract later this year.

STAFF RECOMMENDATION: Staff recommends award of the Columbia Mills Dam repair work to Staab Construction in the amount of \$297,000.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: \$297,000 from the Environmental fund. (with 50% of this amount to be reimbursed through the DNR Municipal Dam Grant.)

ATTACHMENTS:

- Copy of Dam Repair bids
- Copy of DNR Municipal Dam Grant award letter

INITIATED/REQUESTED BY: Tom Wiza

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

City of Cedarburg Columbia Mill Dam Repair Project 2017-03 - Bid Tab

Item #	Description	Staab Construction Corporation	Lunda Construction Company	Drax Inc.	J.F. Brennan Company, Inc.
		Lump Sum	Lump Sum	Lump Sum	Lump Sum
1	Mobilization	\$40,000.00	\$76,000.00	\$48,000.00	\$210,000.00
2	Structural Concrete	\$150,000.00	\$275,000.00	\$305,000.00	\$455,000.00
3	Gates	\$30,000.00	\$16,000.00	\$44,000.00	\$55,000.00
4	Riprap and Restoration	\$10,000.00	\$19,115.00	\$14,650.00	\$63,000.00
5	Fencing	\$67,000.00	\$31,840.00	\$38,000.00	\$77,000.00

Staab Construction Corporation	Lunda Construction Company	Drax Inc.	J.F. Brennan Company, Inc.
Total = \$ 297,000.00	Total = \$ 417,955.00	Total = \$ 449,650.00	Total = \$ 860,000.00



March 14, 2019

► **REQUIRES IMMEDIATE ACTION** ◀
Municipal Dam Grant Program
Grant# DAMM-RR-FF45.02-19
Grant Amount: \$189,420.00

Thomas Wiza, Director of Public Works
City of Cedarburg
Po Box 49
Cedarburg, WI 53012-0049

Dear Mr. Wiza:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: *Columbia Mill Dam Repair*.

The Department is providing cost-sharing of \$172,200 plus a contingency amount of \$17,220 for a total of \$189,420. The amount of this grant has been calculated consistent with ch. NR 335, Wis. Adm. Code, and is based on the total eligible costs of your project. The cost-sharing award is for the eligible engineering and construction costs necessary to complete the repair of the Columbia Mill Dam located across Cedar Creek in the NE ¼ of the SW ¼ of Section 26, Township 10N, Range 21E, Ozaukee County, Wisconsin.

Please review the agreement and return the original signed by the authorized representative **within 30 days of this letter's date** to Kari Beetham at the Bureau of Community Financial Assistance, 101 S Webster St, Madison, WI 53703. The second copy is for your file. Funds will be encumbered when the signed agreement is returned. Please read the items checked below. They apply to your project and grant award.

Grant Award Time Period: March 14, 2019 through March 13, 2020. Eligible project costs incurred prior to March 14, 2019 are limited to those eligible engineering costs identified in s. NR 335.08, Wis. Admin. Code, and approved in the application. Construction costs incurred prior to March 14, 2019 will not be eligible for reimbursement.

Changes to the approved project scope may not be made without prior written approval from the Department. If a change order is necessary, please submit your request in writing to Andrea Stern, DNR Water Management Engineer and copy Kari Beetham, Grant Manager. **Change orders must be approved in writing by the DNR prior to implementation of the change. Also refer to the grant agreement terms and conditions, item # 8.i.**

Andrea Stern
141 NW Barstow Street, Room 180
Waukesha, WI 53178

Kari Beetham, Grant Manager – CF/2
101 S. Webster Street
Madison, WI 53703

CITY OF CEDARBURG

MEETING DATE: March 25, 2019

ITEM NO: 8. C.

TITLE: Consider award of contract for the 2019 annual concrete sidewalk replacement program; and action thereon.

ISSUE SUMMARY: Staff received bids for the 2019 concrete sidewalk replacement project. A total of four bids were received, with the low bid coming from Forward Contractors in the amount of \$51,075.00. The second low bidder was T.P. Concrete, Inc. at \$63,300.00.

Forward Construction completed the city's sidewalk replacement contract last year, and staff believes they are qualified to complete this contract.

STAFF RECOMMENDATION: Staff is recommending award of the 2019 sidewalk contract to Forward Contractors on the basis of their low bid.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission was scheduled to meet March 13th, but the meeting was cancelled due to lack of a quorum. Therefore, this item is brought to the Common Council without a recommendation from the Commission.

BUDGETARY IMPACT: \$45,000 was budgeted for sidewalk repairs.

ATTACHMENTS: Bid tabulation
Location map

INITIATED/REQUESTED BY: Tom Wiza/Mike Wieser

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

City of Cedarburg 2019 Annual Sidewalk Replacement & Concrete Repair Program Bid Tab

Item #	Description	Units	Qty	Forward Contractors		T.P. Concrete, Inc.		D.C. Burbach, Inc.		Rennhack Construction Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Remove & Replace 5" Thick Concrete Sidewalk	SF	6,300	\$ 7.25	\$ 45,675.00	\$ 9.00	\$ 56,700.00	\$ 9.80	\$ 61,740.00	\$ 10.19	\$ 64,197.00
2	Remove & Replace 7" Thick Concrete Sidewalk/Driveway Approach	SF	100	\$ 7.25	\$ 725.00	\$ 9.50	\$ 950.00	\$ 12.40	\$ 1,240.00	\$ 11.35	\$ 1,135.00
3	Remove & Replace Concrete Curb & Gutter	LF	100	\$ 44.25	\$ 4,425.00	\$ 52.00	\$ 5,200.00	\$ 63.30	\$ 6,330.00	\$ 46.95	\$ 4,695.00
4	Full Depth Concrete Sidewalk & Asphalt Pavement Saw Cut	LF	50	\$ 3.00	\$ 150.00	\$ 5.00	\$ 250.00	\$ 10.00	\$ 500.00	\$ 4.50	\$ 225.00
5	Installation 24"x48" Pre-Stamp Cast Iron Detectable Warning Plate Assemblies Manufactured by Neenah Foundry (Plates are furnished by the City)	EA	4	\$ 25.00	\$ 100.00	\$ 50.00	\$ 200.00	\$ 200.00	\$ 800.00	\$ 100.00	\$ 400.00
Totals					\$ 51,075.00		\$ 63,300.00		\$ 70,610.00		\$ 70,652.00

* Forward Contractors bid total different than original bid due to math error

CITY OF CEDARBURG

MEETING DATE: March 25, 2019

ITEM NO: 8. D.

TITLE: Consider bids received for the 2019 Street and Utility Contract; and action thereon.

ISSUE SUMMARY: Staff advertised and received bids for the 2019 Street and Utility Construction Contract. While there appeared to be much contractor interest, with 11 prime contractors taking out plans, in the end we only received 2 bids. The low bid was submitted by Dorner, Inc. in the amount of \$947,559.24.

Dorner, Inc. has an excellent track record with the City, but their bid is roughly \$250,000 over our budget. Several factors contributed to this disparity, but the greatest impact appears to be the Foxcon construction. Many contractors advise that their backlog is full for the year and there simply are not enough contractors to go around. I inquired with a few of our regular bidders about the potential to rebid the project, but they recommended against this, and suggested that the next round of bids would likely be even higher, if we receive any at all.

Cedarburg is not alone in this situation, as Grafton bid out their street and utility project the same day as ours. Their low bid was received from Dorner, Inc. in the amount of \$2,900,000 and they only had two bidders. Their unit pricing was very similar to ours.

STAFF RECOMMENDATION: Staff recommends award of the 2019 Street and Utility Construction Contract to Dorner, Inc. on the basis of their low unit price bid of \$947,559.24. This would, however, create a shortfall of \$42,000 for storm sewer, and \$210,000 for streets.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The March meeting of the Public Works and Sewerage Commission was cancelled due to lack of a quorum, and thus there is no Commission recommendation.

BUDGETARY IMPACT: Based on the low bid received, the street portion of the project is \$660,000 vs. \$450,000 budgeted. The storm sewer items are an additional \$42,000 over budget. The overages could potentially come from the General Fund contingency reserve.

ATTACHMENTS: Bid tabulation spreadsheet
Breakdown by budget
Map of streets to be reconstructed

INITIATED/REQUESTED BY: Tom Wiza

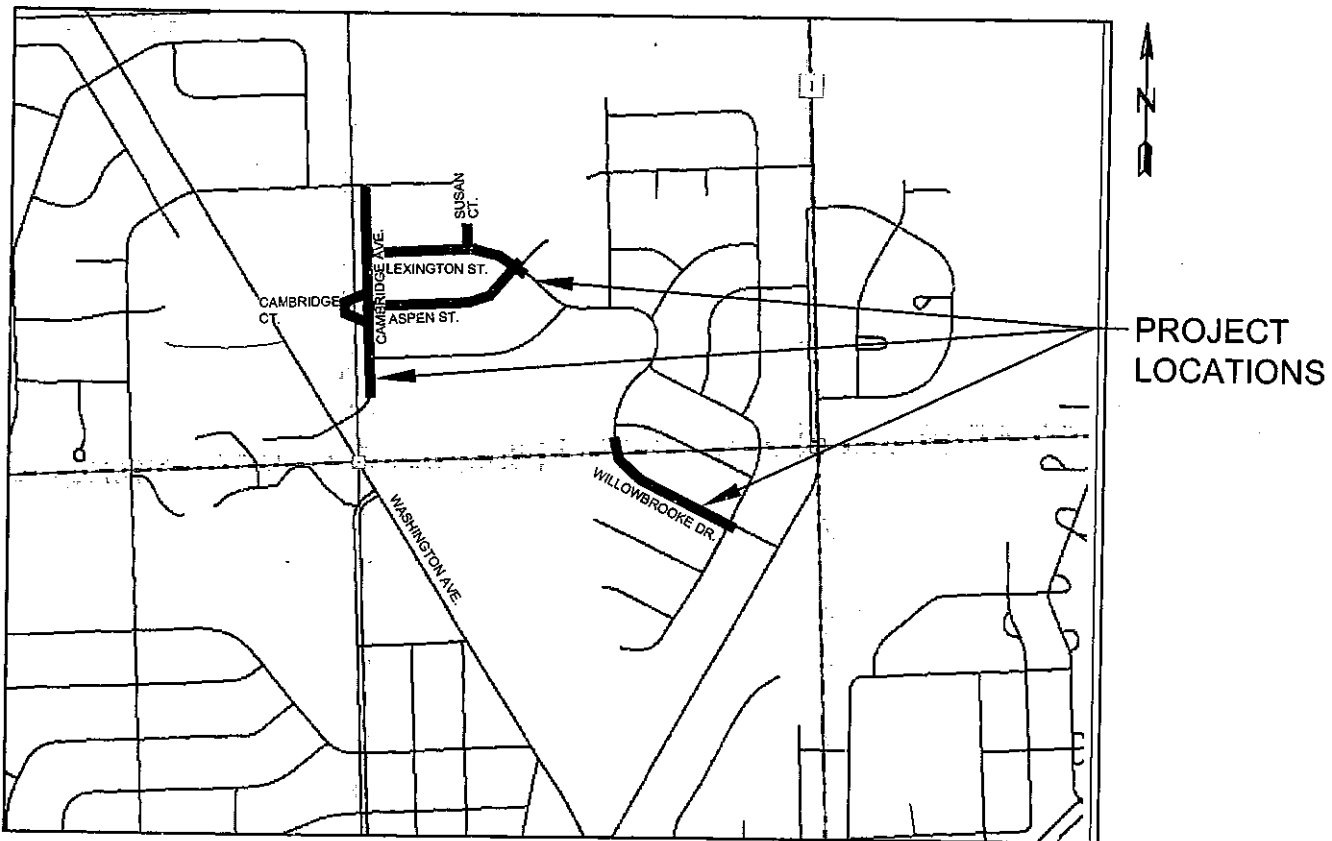
FOR MORE INFORMATION CONTACT: Tom Wiza-Director of Engineering and Public Works
262-375-7610

COMPARISON OF BID PRICES FROM 2018 TO 2019

Hot-mix Asphalt	+23%
Tack Coat	+30%
1-1/4" Crushed Stone	+35%
4" Underdrain	+248%
Finish Grading	+53%
Concrete Sidewalk	+21%
Concrete Curb	+22%
6" Storm Lateral	+43%
Lawn Restoration	+178%

2019 STREET AND CITY OF CEDAR BL CONTRACT

PROJECT NO. 18-127-032



VICINITY MAP

INDEX:

SHEET 1: COVER SHEET
SHEET 2: GENERAL NOTES
SHEETS 3-4: DETAILS
SHEETS 5-6: PLANS AND PROFILES- CAMB
SHEET 7-9: PLANS AND PROFILES- ASPEN
SHEETS 10-12: PLANS AND PROFILES- LEX
SHEETS 13: PLAN AND PROFILE- SUSAN CC
SHEET 14-15: PLAN AND PROFILE- WILLOW
SHEETS 16: STRUCTURE TABLES AND QUAF

City of Cedarburg 2019 Street & Utility Project - Bid Tab

Item #	Description	Units	Quantity	Dorner Inc		Mid City Corporation	
				Unit Price	Total	Unit Price	Total
1	Paving Mobilization	EA	1	\$ 1,890.00	\$ 1,890.00	\$ 5,500.00	\$ 5,500.00
2	Traffic Control	LS	1	\$ 5,408.00	\$ 5,408.00	\$ 11,200.00	\$ 11,200.00
3	Common Excavation	CY	6,100	\$ 14.94	\$ 91,134.00	\$ 21.00	\$ 128,100.00
4	Geogrid	SY	1,500	\$ 2.22	\$ 3,330.00	\$ 3.00	\$ 4,500.00
5	1-1/4" Dense Graded Base Course	TON	3,500	\$ 13.42	\$ 46,970.00	\$ 15.00	\$ 52,500.00
6	3" Dense Graded Base Course	TON	4,500	\$ 15.34	\$ 69,030.00	\$ 15.00	\$ 67,500.00
7	Finish Grading	SY	14,900	\$ 0.92	\$ 13,708.00	\$ 1.00	\$ 14,900.00
8	Hot Mix Asphalt Pavement	TON	4,700	\$ 62.24	\$ 292,528.00	\$ 67.00	\$ 314,900.00
9	Tack Coat	GAL	1,250	\$ 2.27	\$ 2,837.50	\$ 3.00	\$ 3,750.00
10	18"-24" Concrete Curb & Gutter	LF	1,700	\$ 39.00	\$ 66,300.00	\$ 45.00	\$ 76,500.00
11	5" Concrete Sidewalk Remove & Replace	SF	2,500	\$ 8.47	\$ 21,175.00	\$ 10.00	\$ 25,000.00
12	7" Concrete Sidewalk/Driveway Approach Remove & Replace	SY	300	\$ 78.95	\$ 23,685.00	\$ 77.00	\$ 23,100.00
13	Curb Ramp Detectable Warning Field (24"x48")	EA	1	\$ 253.38	\$ 253.38	\$ 425.00	\$ 425.00
14	Sawing Pavement	LF	325	\$ 4.00	\$ 1,300.00	\$ 2.00	\$ 650.00
15	Water for Dust Control	MGAL	100	\$ 41.00	\$ 4,100.00	\$ 27.00	\$ 2,700.00
16	Restoration	SY	600	\$ 18.79	\$ 11,274.00	\$ 11.00	\$ 6,600.00
17	Erosion Matting (Class I, Type B)	SY	12	\$ 5.28	\$ 63.36	\$ 100.00	\$ 1,200.00
18	4" Underdrain	LF	100	\$ 46.00	\$ 4,600.00	\$ 100.00	\$ 10,000.00
19	6" PVC SDR 35 Storm Lateral w/ Granular Backfill	LF	175	\$ 48.00	\$ 8,400.00	\$ 99.00	\$ 17,325.00
20	10"x6" Yard Drain	EA	1	\$ 834.00	\$ 834.00	\$ 500.00	\$ 500.00
21	8" PVC SDR 35 Storm Sewer Pipe w/ Granular Backfill	LF	135	\$ 57.00	\$ 7,695.00	\$ 150.00	\$ 20,250.00
22	12" RCP Storm Sewer Pipe CL V w/ Granular Backfill	LF	35	\$ 54.00	\$ 1,890.00	\$ 185.00	\$ 6,475.00
23	18" RCP Storm Sewer Pipe CL III w/ Granular Backfill	LF	35	\$ 63.00	\$ 2,205.00	\$ 195.00	\$ 6,825.00
24	24" RCP Storm Sewer Pipe CL III w/ Granular Backfill	LF	375	\$ 102.00	\$ 38,250.00	\$ 145.00	\$ 54,375.00
25	24"x36" Catch Basin with Casting	EA	10	\$ 2,139.00	\$ 21,390.00	\$ 1,500.00	\$ 15,000.00
26	48" Storm Manhole with Casting	EA	3	\$ 3,420.00	\$ 10,260.00	\$ 2,000.00	\$ 6,000.00
27	18" RCP Apron Endwall with Grate	EA	1	\$ 1,478.00	\$ 1,478.00	\$ 1,500.00	\$ 1,500.00
28	Type C Inlet Protection	EA	27	\$ 75.00	\$ 2,025.00	\$ 60.00	\$ 1,620.00
29	Replace Valve Box Top Section	EA	5	\$ 818.00	\$ 4,090.00	\$ 250.00	\$ 1,250.00
30	Abandon Water Manhole and Install Valve Box	EA	8	\$ 2,412.00	\$ 19,296.00	\$ 350.00	\$ 2,800.00
31	Replace Existing Hydrant & Lead	EA	2	\$ 6,347.00	\$ 12,694.00	\$ 10,000.00	\$ 20,000.00
32	Alter 1" Copper Water Service	EA	1	\$ 2,275.00	\$ 2,275.00	\$ 4,500.00	\$ 4,500.00
33	8" PVC SDR 35 Sanitary Sewer Relay w/ Granular Backfill	LF	835	\$ 100.00	\$ 83,500.00	\$ 220.00	\$ 183,700.00
34	10" PVC SDR 35 Sanitary Sewer Relay w/ Granular Backfill	LF	30	\$ 179.00	\$ 5,370.00	\$ 475.00	\$ 14,250.00
35	6" PVC SDR 35 Sanitary Lateral Relay w/ Granular Backfill	LF	115	\$ 88.00	\$ 10,120.00	\$ 230.00	\$ 26,450.00
36	6" Sanitary Lateral Reconnect	EA	19	\$ 610.00	\$ 11,590.00	\$ 1,500.00	\$ 28,500.00
37	48" Sanitary Manhole w/ Casting & Internal Seal	VF	41	\$ 398.00	\$ 16,318.00	\$ 170.00	\$ 6,970.00
38	Existing Sanitary Manhole Chimney Repair	EA	13	\$ 1,503.00	\$ 19,539.00	\$ 2,500.00	\$ 32,500.00
39	Existing Storm Manhole Chimney Repair	EA	4	\$ 1,503.00	\$ 6,012.00	\$ 1,875.00	\$ 7,500.00
40	Existing Storm Manhole Adjustment	EA	3	\$ 914.00	\$ 2,742.00	\$ 1,875.00	\$ 5,625.00

Dorner Inc	Mid City Corporation
Total = \$ 947,559.24	Total = \$ 1,212,940.00

Supplemental Unit Prices

Item #	Description	Units	Quantity	Unit Price	Unit Price
36	Rock Excavation	CY		\$ 250.00	\$ 350.00
37	8" Water Main Offset w/ Granular Backfill	EA		\$ 5,000.00	\$ 15,000.00
38	10' x 10' Dirt Bag	EA		\$ 1,000.00	\$ 500.00
39	Slurry Backfill	CY		\$ 200.00	\$ 75.00

Streets					
Item #	Description	Units	Quantity	Unit Price	Total
1	Paving Mobilization	EA	1	\$ 1,890.00	\$ 1,890.00
2	Traffic Control	LS	1	\$ 5,408.00	\$ 5,408.00
3	Common Excavation	CY	6,100	\$ 14.94	\$ 91,134.00
4	Geogrid	SY	1,500	\$ 2.22	\$ 3,330.00
5	1-1/4" Dense Graded Base Course	TON	3,500	\$ 13.42	\$ 46,970.00
6	3" Dense Graded Base Course	TON	4,500	\$ 15.34	\$ 69,030.00
7	Finish Grading	SY	14,900	\$ 0.92	\$ 13,708.00
8	Hot Mix Asphalt Pavement	TON	4,700	\$ 62.24	\$ 292,528.00
9	Tack Coat	GAL	1,250	\$ 2.27	\$ 2,837.50
10	18"-24" Concrete Curb & Gutter	LF	1,700	\$ 39.00	\$ 66,300.00
11	5" Concrete Sidewalk Remove & Replace	SF	2,500	\$ 8.47	\$ 21,175.00
12	7" Concrete Sidewalk/Driveway Approach Remove & Replace	SY	300	\$ 78.95	\$ 23,685.00
13	Curb Ramp Detectable Warning Field (24"x48")	EA	1	\$ 253.38	\$ 253.38
14	Sawing Pavement	LF	325	\$ 4.00	\$ 1,300.00
15	Water for Dust Control	MGAL	100	\$ 41.00	\$ 4,100.00
16	Restoration	SY	600	\$ 18.79	\$ 11,274.00
28	Type C Inlet Protection	EA	27	\$ 75.00	\$ 2,025.00
40	Existing Storm Manhole Adjustment	EA	3	\$ 914.00	\$ 2,742.00
Total =					\$ 659,689.88

Storm Sewer					
Item #	Description	Units	Quantity	Unit Price	Total
17	Erosion Matting (Class I, Type B)	SY	12	\$ 5.28	\$ 63.36
18	4" Underdrain	LF	100	\$ 46.00	\$ 4,600.00
19	6" PVC SDR 35 Storm Lateral w/ Granular Backfill	LF	175	\$ 48.00	\$ 8,400.00
20	10"x6" Yard Drain	EA	1	\$ 834.00	\$ 834.00
21	8" PVC SDR 35 Storm Sewer Pipe w/ Granular Backfill	LF	135	\$ 57.00	\$ 7,695.00
22	12" RCP Storm Sewer Pipe CL V w/ Granular Backfill	LF	35	\$ 54.00	\$ 1,890.00
23	18" RCP Storm Sewer Pipe CL III w/ Granular Backfill	LF	35	\$ 63.00	\$ 2,205.00
24	24" RCP Storm Sewer Pipe CL III w/ Granular Backfill	LF	375	\$ 102.00	\$ 38,250.00
25	24"x36" Catch Basin with Casting	EA	10	\$ 2,139.00	\$ 21,390.00
26	48" Storm Manhole with Casting	EA	3	\$ 3,420.00	\$ 10,260.00
27	18" RCP Apron Endwall with Grate	EA	1	\$ 1,478.00	\$ 1,478.00
32	Alter 1" Copper Water Service	EA	1	\$ 2,275.00	\$ 2,275.00
39	Existing Storm Manhole Chimney Repair	EA	4	\$ 1,503.00	\$ 6,012.00
Total =					\$ 105,352.36

Water					
Item #	Description	Units	Quantity	Unit Price	Total
29	Replace Valve Box Top Section	EA	5	\$ 818.00	\$ 4,090.00
30	Abandon Water Manhole and Install Valve Box	EA	8	\$ 2,412.00	\$ 19,296.00
31	Replace Existing Hydrant & Lead	EA	2	\$ 6,347.00	\$ 12,694.00
Total =					\$ 36,080.00

Wastewater					
Item #	Description	Units	Quantity	Unit Price	Total
33	8" PVC SDR 35 Sanitary Sewer Relay w/ Granular Backfill	LF	835	\$ 100.00	\$ 83,500.00
34	10" PVC SDR 35 Sanitary Sewer Relay w/ Granular Backfill	LF	30	\$ 179.00	\$ 5,370.00
35	6" PVC SDR 35 Sanitary Lateral Relay w/ Granular Backfill	LF	115	\$ 88.00	\$ 10,120.00
36	6" Sanitary Lateral Reconnect	EA	19	\$ 610.00	\$ 11,590.00
37	48" Sanitary Manhole w/ Casting & Internal Seal	VF	41	\$ 398.00	\$ 16,318.00
38	Existing Sanitary Manhole Chimney Repair	EA	13	\$ 1,503.00	\$ 19,539.00
Total =					\$ 146,437.00

TOTAL = \$ 947,559.24

Annual Road Improvement Program								
Revenues	2018	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	19,508	21,508	49,508	120,508	250,508	74,508	187,508	71,508
Property Tax	200,000	525,000	750,000	775,000	850,000	900,000	960,000	1,000,000
General Fund Transfer								
State/Federal Grant								
Debt Proceeds	845,000							500,000
Local Road Improvement Program (LRIP)		48,000				48,000		
Total	1,069,508	594,508	799,508	895,508	1,100,508	1,022,508	1,147,508	1,571,508
Expenditures	2018	2019	2020	2021	2022	2023	2024	2025
Asphalt Repairs—Miscellaneous	50,000	50,000	60,000	60,000	60,000	60,000	60,000	60,000
Sidewalk Program—Replacements	45,000	45,000	30,000	45,000	45,000	30,000	45,000	45,000
St. John Ave.—Cleveland to Western (S,SS,W)							250,000	
Highland—Columbia Road to Portland (S, SS, W)				460,000				
Sunnyside Ln.—Edgewater to Highland(S,SS,W)					115,000			
Birch St.—Edgewater to Sunnyside(S,W)					48,000			
Edgewater Dr.—Sunnyside to Highland(S,W)					178,000			
Jackson/Hilgen—Washington to Hamilton(S,W)					92,000			
Glenwood—Bristol to Arbor (W)			113,000					
Crescent Dr.—Arbor to Sheboygan(W)			126,000					
Arbor Dr.—Tamarack to Willowbrooke(SS)			150,000					
Lynnwood Ln.—Tamarack to Arbor			100,000					
Willowbrooke Dr.—Lynnwood to Arbor		100,000						
Aspen St.—Cambridge to Aspen Ct.		100,000						
Lexington St.—Cambridge to Fieldcrest(SS)		130,000						
Cambridge Ave.—Fieldcrest to Susan		120,000						
Balfour Street(SS)	50,000							
Hampton Ave. and Ct.(SS)	140,000							
Drury Lane(SS)	75,000							
Kingston Ct.	40,000							
Coventry Ct.	40,000							
Harrison Ave.—Coventry to Washington(SS)	95,000							
Sommerset Ave.—Pioneer to Wirth(S)					92,000			
Wirth St.—Sommerset to McKinley(W)					86,000			
St. John Ave.—Bridge to Washington(S,W,SS)							115,000	
Franklin Ave.—Bridge to Walnut(S,W)								71,000

#450,000 BUDGET

#659,689.88 BID

- #209,689.88
STREETS

Annual Road Improvement Program (cont'd)								
Expenditures (cont'd)	2018	2019	2020	2021	2022	2023	2024	2025
Franklin Ave.—Pine to Fair								70,000
Madison Ave - Walnut to Fair(SS)								120,000
Fair St.—Evergreen to Washington(S,W)								74,000
Poplar Ave.—Drury to Washington(SS)	100,000							
Montgomery Ave.—Balfour to south terminus(SS)	128,000							
Monroe Ave.—Linden to Bridge(SS)						93,000		
Linden St.—Pine to Harrison(W)						154,000		
Harrison Ave.—Bridge to Pine(SS,W)						200,000		
Oak St.—Harrison to Pine(W)						115,000		
Hickory St.—Harrison to Pine(W)						85,000		
Pine St.—Hickory to Evergreen(SS)						98,000		
Chatham St.—Wauwatosa to Poplar	95,000							
St. James Ct.	40,000							
Georgetown Dr.—Cedar Ridge to Windsor and Courts(SS)								215,000
Windsor Dr.—Georgetown to Bywater and Court								90,000
Cedar Ridge Dr.—Bridge to Orchard(SS)								225,000
Jefferson Ave.—Bridge to N. terminus							125,000	
Highwood Dr.—Bywater to Woodland							48,000	
Woodland Dr.—Highwood to Cedar Ridge(SS)							160,000	
Meadow Ln.—Appletree to Meadow Ct.(SS)								
Park Cir. (W)			100,000					
Tower Avenue(SS)	145,000							
Garfield St. - Fillmore to McKinley					138,000			
Fillmore Ave. - Hamilton to Garfield					172,000			
Elm Str. - St. John to Washington							48,000	
Alyce St. - Washington to Evergreen							225,000	
Evergreen Blvd. - Western to Lincoln(SS)								515,000
Cottonwood and Windwood Courts								62,000
Thornapple Ln. - Keup Rd. to East City limit				28,000				
Layton St. - Washington to Interurban Trail				52,000				
Park Ln. - Spring to WWTP driveway								55,000
Total	1,043,000	615,000	379,000	215,000	1,025,000	835,000	1,076,000	1,602,000
Balance	21,508	49,508	120,508	1,259,508	74,508	187,508	71,508	18,492
(S) = Sanitary sewer work. (SS) = Storm Sewer work								

Stormwater Capital Projects								
Revenues	2018	2019	2020	2021	2022	2023	2024	2025
Beginning Balance		167,241	117,154	143,794	133,914	150,071	52,894	276,077
Property Tax Support	225,000	150,000	250,000	500,000	460,000	460,000	400,000	400,000
Capital Fund Balance								
DNR Stormwater Grant	33,000	19,500						
Debt Proceeds	55,000							
Total	313,000	216,741	267,154	643,794	643,914	606,071	452,894	676,077
Capital Expenditures	2018	2019	2020	2021	2022	2023	2024	2025
Stormwater Consulting	40,000	40,000	35,000	35,000	35,000	35,000	35,000	35,000
Regional Stormwater Quality BMP				250,000				
Aspen St./Lexington St. Catch Basins		25,000						
Cambridge Ave. stormsewer		38,000						
Arbor Dr./Lynwood Ln. Catch Basins			40,000					
Dredge Willowbrooke Pond					400,000			
Woodland Dr. Storm Sewer							50,000	
Meadow Ln. Storm Sewer								
Cedar Ridge Drive Catch Basins								25,000
Georgetown Drive and Courts Catch Basins								35,000
Tower Ave. Stormsewer and Catch Basins	52,000							
Montgomery/Poplar Catch Basins	40,000							
Meadow Ln. Catch Basins								
St. John Stormsewer and Catch Basins							40,000	
Madison/Franklin Catch Basins								40,000
Johnson Ave.								
Wilshire Pond Dredging						300,000		
Relay Highland Storm Sewer at Columbia		95,000						
Highland—Cedar Creek to Portland				150,000				
Park Circle Catch Basins			15,000					
Sunnyside Ln./Edgewater Dr. Storm Sewer					90,000			
Garfield/Fillmore Catch Basins					30,000			
Sommerset/Wirth Catch Basins					20,000			

BUDGET \$ 63,000

BID \$ 105,352.36

- \$ 42,352.36
STORM

Stormwater Capital Projects (cont'd)								
Capital Expenditures (cont'd)	2018	2019	2020	2021	2022	2023	2024	2025
Balfour, Hampton, Drury, Kingston Ct.	45,000							
Harrison Ave.--Coventry to Washington	50,000							
Monroe Ave.--Walnut to Bridge						45,000		
Pine Street - Hickory to Evergreen						30,000		
Harrison Ave.--Bridge to Pine Catch Basins						35,000		
Alyce Street Catch Basins							25,000	
Evergreen Blvd-Western to Lincoln								100,000
Evergreen Blvd. underdrain	30,000							
Tail Race/Behling Field box culvert								300,000
Engineering (5% of Following Year Construction Total)	10,276	5,770	22,660	29,880	22,840	8,250	26,750	20,000
Total	264,276	203,770	112,660	164,880	197,840	153,250	176,750	555,000
Balance	75,724	11,454	13,794	139,914	46,074	52,824	276,074	121,074

CITY OF CEDARBURG

MEETING DATE: March 25, 2019

ITEM NO: 8. E.

TITLE: Consider 2019 Status Report on Source Reduction, Improvements, Modifications, and Compliance Alternatives for the Cedarburg Water Recycling Center; and action thereon.

ISSUE SUMMARY: The Status Report is a DNR required report used to understand the different ways the city can meet the new phosphorus discharge limits and is a follow up to the Operations Evaluation Report submitted in March of 2018 to the DNR.

STAFF RECOMMENDATION:

Acceptance of the report and to move forward with accepting Symbiont Engineering to work with WRC staff on required DNR Reports for the next three years of our WPDES permit.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission did not meet in March.

BUDGETARY IMPACT: None

ATTACHMENTS:

- Symbiont report for WIDNR

INITIATED/REQUESTED BY: Eric Hackert, CWRC Superintendent

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

TO: Curt Nickels / Wisconsin Department of Natural Resources

FROM: Jon Butt, Anne Hunter, and Tara Meyers / Symbiont

CC: Eric Hackert / City of Cedarburg

DATE: 3/6/2019

SUBJECT: Status Report on Source Reduction, Improvements and Modifications, and Compliance Alternatives for the City of Cedarburg Water Recycling Center for Compliance with Phosphorus Water Quality Based Effluent Limits
Symbiont Project No. W180025

1. SUMMARY AND BACKGROUND

The purpose of this status report is to update the Wisconsin Department of Natural Resources (WDNR) of the investigations carried out by the City of Cedarburg (Cedarburg) in the past year to understand the different ways the city can meet the new phosphorus discharge limits. This report is a follow up to the source reduction and potential plant improvement investigations outlined in the Operations Evaluation Report (OER) submitted in March 2018.

1.1. Permit Background

Cedarburg received a new Wisconsin Pollutant Discharge Elimination System (WPDES) permit that contains a new future total phosphorus (TP) discharge concentration of 0.075 mg/L (6-month average). The permit includes a compliance schedule which requires Cedarburg to submit reports on an annual basis to identify, test, and develop a plan to meet the new TP discharge concentrations. Since the permit was issued, a third-party Total Maximum Daily Load (TMDL) calculation for phosphorus for the Milwaukee River watershed, which includes Cedar Creek, was completed and accepted by the Environmental Protection Agency (EPA). The TMDL calculation determines mass allocations necessary to achieve water quality criteria from all sources of phosphorus. It is anticipated that the mass allocations will replace the future concentration limits in Cedarburg's WPDES permit. Mass allocations for Cedarburg are presented in Table 1-1 below for reference. These allocations are converted into target phosphorus discharge concentrations based on an average design flow of 2.75 MGD.

As provided in Table 1-1, the TMDL limits are the most restrictive during the month of August, with a daily average phosphorus mass discharge of 3.32 lbs/day. This value corresponds to a concentration of 0.14 mg/L at Cedarburg's average design flow. The month of May has the least restrictive mass allocation, with a daily average discharge of 5.14 lbs/day. This value corresponds to a concentration of 0.22 mg/L at Cedarburg's average design flow.

Table 1-1: TMDL Mass Allocations Analysis

	Total Phosphorus				
	Monthly Mass (Lbs)	Days per Month	Daily Average (Lbs/day)	Design Ave Flow (MGD)	Conc (mg/L)
January	115.09	31	3.71	2.75	0.16
February	117.30	28	4.19	2.75	0.18
March	120.42	31	3.88	2.75	0.17
April	127.57	30	4.25	2.75	0.19
May	159.38	31	5.14	2.75	0.22
June	134.94	30	4.50	2.75	0.20
July	120.26	31	3.88	2.75	0.17
August	102.89	31	3.32	2.75	0.14
September	110.09	30	3.67	2.75	0.16
October	107.40	31	3.46	2.75	0.15
November	112.03	30	3.73	2.75	0.16
December	109.72	31	3.54	2.75	0.15
Annual Limit	1437.10				

1.2. Cedarburg Water Recycling Center (CWRC) Background

Cedarburg uses physical, biological, and chemical processes to treat its incoming raw wastewater at its Cedarburg Water Recycling Center (CWRC) prior to discharge to Cedar Creek. The CWRC has a design flow of 2.75 MGD.

Figure 1-1: CWRC Aerial View

Three interceptor sewers collect wastewater from the sewer system that covers the entire City. The three interceptor sewers all converge at manhole 1 located within the property boundary of the treatment plant. Raw sewage passes through a headworks building that includes screening and grit removal. Screened and de-gritted sewage is then pumped to a 3-ring oxidation ditch where it is mixed with return activated sludge. A mass of microorganisms from the returned activated sludge feed on the suspended and dissolved organic wastes contained in the wastewater, aerobically stabilizing the wastewater and aiding in converting ammonia to nitrate. Engineered discs located within each ring rotate to provide mixing and oxygen transfer in support of the aerobic microorganisms.



The mixture of wastewater with microorganisms (commonly referred to as *mixed liquor*) is conveyed to two final clarifiers. Ferrrous chloride is added to the interior ring (ring 3) of the oxidation ditch for phosphorus removal prior to the final clarifiers. The clarifiers allow physical

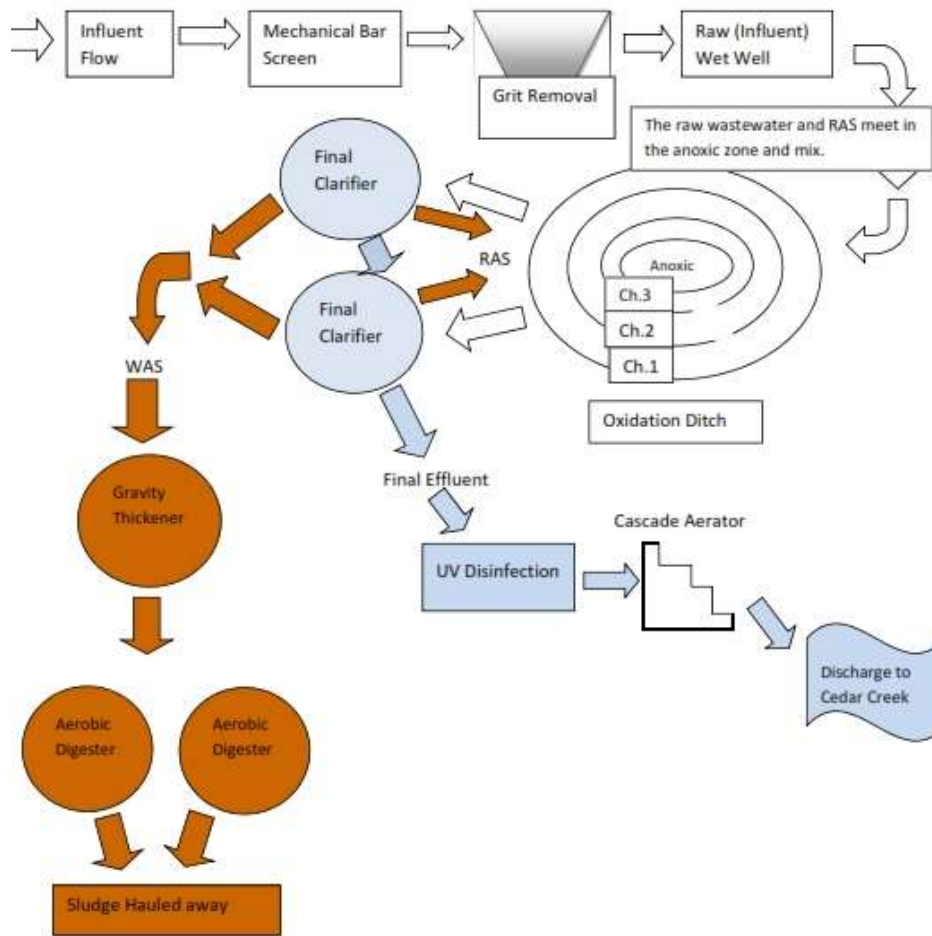
settling and skimming of solids to occur. A portion of the activated sludge microorganisms settling to the bottom of the final clarifiers is then returned to the oxidation ditch to support the treatment process, while the rest is removed from the system.

Wasted solids removed from the treatment processes are collected in a gravity thickener. Thickened solids are transferred to aerobic digesters for solids reduction. Digested sludge is hauled away under a contract with a sludge hauler for disposal.

Final clarifier effluent receives UV disinfection and post-aeration from May thru September before being discharged to Cedar Creek.

A schematic of the flow path through the CWRC is presented in Figure 1-2.

Figure 1-2: CWRC Flow Schematic



Cedarburg examined several ways that the CWRC could potentially meet future TP discharge permit requirements. These options include source reduction measures and plant optimization measures that could be implemented with minimal disruption to normal operations at the existing facility. The results of these investigations are described within the following sections of this report.

2. SOURCE REDUCTION INVESTIGATION

Cedarburg investigated two potential sources that introduce phosphorus into the wastewater collection system to understand if source reduction measures could help the CWRC reduce phosphorus in their effluent. These two sources of phosphorus include an industrial dairy wastewater source and a phosphate-based chemical used for corrosion resistance in the municipal drinking water supply. For reference, Table 2-1 presents influent flow and phosphorus values from three years of data.

Table 2-1: CWRC Influent Flow Characteristics

	Avg. Mon. Flow (MG/month)	Avg. TP Conc. (mg/L)	Avg. TP (lbs/month)	Avg. TP (lbs/yr)
2015	52.6	3.71	1,630	19,558
2016	61.1	3.04	1,548	18,576
2017	64.1	2.78	1,484	17,804

2.1. Industrial Source Reduction

The CWRC receives industrial wastewater from one (1) significant industrial facility. This facility, Kemps LLC (Kemps), is a milk-bottling facility which performs pH adjustment on its wastewater prior to discharging to the sanitary sewer. Cedarburg records monthly flow totals from the Kemps facility and tests grab samples every month to monitor TP, biochemical oxygen demand (BOD), and additional water quality parameters. The flow and TP characteristics of the wastewater discharged to the CWRC are presented in Table 2-2.

Table 2-2: Kemps Wastewater Discharge Flow Characteristics

	Avg. Mon. Flow (MG/month)	Avg. TP Conc. (mg/L)	Avg. TP (lbs/month)	Avg. TP (lbs/yr)
2015	9.51	1.82	145	1736
2016	9.91	1.27	105	1260
2017	11.29	1.68	158	1895

2.2. Drinking Water Chemical Addition

Cedarburg's water utility adds AquaMag® to the potable water supply, which is a blended polyphosphate used to prevent corrosion of lead and copper water pipes. A large portion of any city's drinking water supply eventually enters the wastewater treatment system. Therefore, Cedarburg calculated the maximum percentage of phosphorus in the wastewater influent that can be attributed to the addition of the AquaMag® chemical.

AquaMag® is a proprietary chemical manufactured by Carus Corporation. It is comprised of 33.5% phosphate, of which 30% are readily-treated orthophosphates and 70% are more recalcitrant polyphosphates. The City of Cedarburg produces approximately 1.30 MGD of potable water, which at current dosing rates, corresponds to approximately 10 lbs TP/day, or 3,650 lbs TP/year. The estimated concentration of AquaMag® in the influent of the CWRC is

around 0.68 mg/L, under the assumption that 100% of the chemical added to the water supply is eventually discharged into the wastewater collection system. In reality, less than 100% of the AquaMag® added to the water supply enters the wastewater because a portion of the product is likely retained on the distribution piping walls, is consumed by biological processes, or exits the water supply through other mechanisms.

2.3. Phosphorus Load and Source Reduction Summary

Figure 2-1 is a visual representation of the percentage of TP in the influent of the CWRC that can be attributed to the industrial and drinking water sources described in the previous sections.

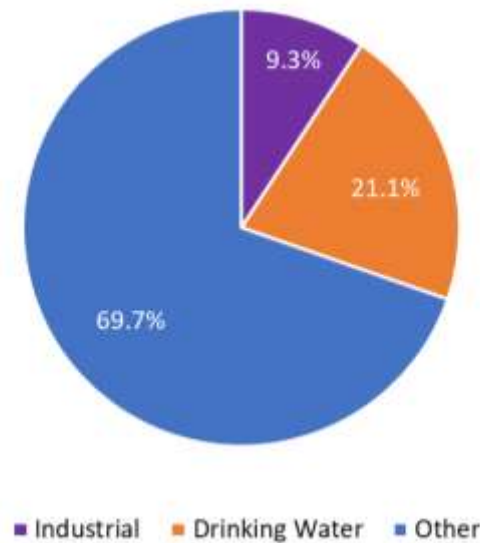


Figure 2-1: Kemps Wastewater Discharge Flow Characteristics

While it appears that there is potential for the CWRC to reduce their influent phosphorus loads by imposing industrial TP discharge limits or by working with the drinking water facility to reduce the use of phosphates as a corrosion inhibitor, it is not likely that such reductions are in the best interest of the CWRC. For instance, TP is needed to maintain a healthy activated sludge population. The target carbon (i.e. food), conventionally represented by BOD, to TP ratio for activated sludge is approximately 100:1. Therefore, phosphorus source reduction should only be further investigated if influent TP is below the target BOD to TP ratio of 100:1. Influent data presented in Figure 2-2 show that the average BOD to TP ratio at the CWRC from 2017 to 2018 was approximately 61.2, which is lower than the target 100:1 ratio. This result signifies that the CWRC influent has a slight excess of phosphorus relative to influent BOD and that TP source reduction measures may offer the potential to slightly reduce the influent phosphorus amount.

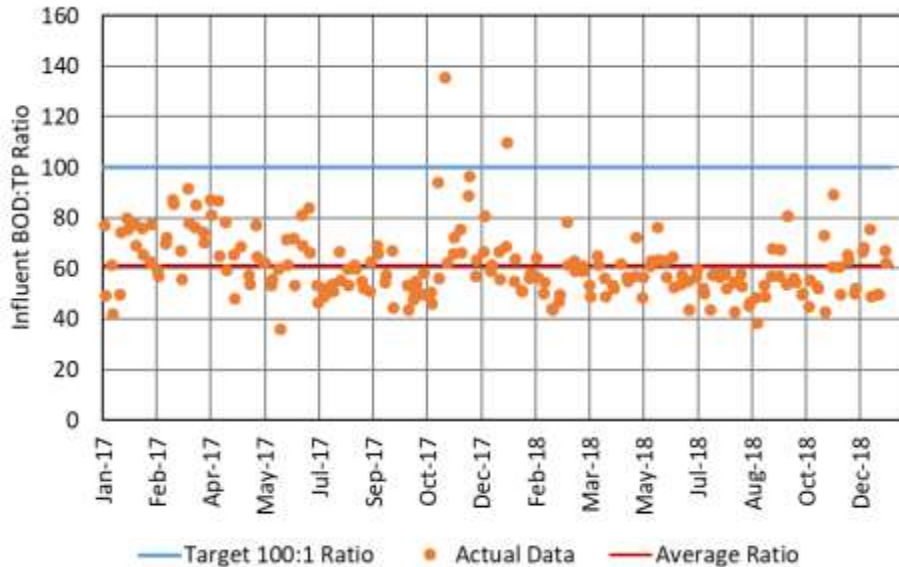


Figure 2-2: Average CWRC Influent BOD:TP Ratio

3. PLANT IMPROVEMENTS AND MODIFICATIONS EVALUATION

Cedarburg carried out a series of investigations to evaluate the potential of plant improvements in reducing effluent phosphorus. These investigations included:

1. Coagulant Investigation
2. Full Scale Coagulant Dose Trial
3. Phosphorus Species Testing
4. In-line Orthophosphate Analyzer Testing
5. Biological Phosphorus Removal Potential

The results from each investigation are summarized within this section.

3.1. Coagulant Investigation

The CWRC currently uses an iron salt (ferrous chloride) to remove phosphorus within the oxidation ditch. The purpose of the coagulant investigation was to compare the phosphorus-capture potential of an iron salt and three (3) other coagulants to evaluate if another coagulant could achieve better phosphorus removal on a cost basis at the CWRC. Based on chemical availability, ferric sulfate was tested instead of ferrous chloride. However, both coagulants are iron salts and, based on coagulation chemistry, are expected to have similar behavior for the purposes of this investigation. The coagulants that were tested include:

1. Ferric Sulfate (ferric)
2. Aluminum Sulfate (alum)
3. Aluminum Chlorohydrate (ACH)
4. Ferric/Amine Polymer Blend (ferric blend)

The coagulants were individually tested on 1000-mL samples of the raw wastewater

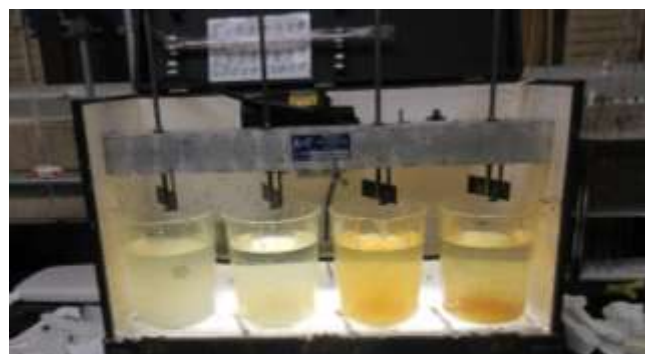


Figure 3-1: Coagulant Investigation Laboratory Setup

influent to the CWRC, using the setup shown in Figure 3-1. Influent samples were tested for orthophosphate and pH and ranged from 1.28 to 1.66 mg/L and 7.94 to 8.03, respectively. Four different coagulant doses (50, 100, 200, and 400 ppm_v) were added to the influent samples and mixed for several minutes, after which the samples were left to settle. Aliquots of the supernatant of the treated samples were then collected and passed through a 0.45-micron filtered syringe and tested for orthophosphate. The final pH values of each sample were also tested and ranged from 6.56 to 7.93.

The phosphorus removal potential of the four coagulants are summarized on a dose and cost basis in Figures 3-2 and 3-3, respectively.

Figures 3-2 and 3-3 demonstrate that the four tested coagulants have the potential to reduce orthophosphate to less than 10% of initial concentrations, or less than approximately 0.2 mg/L. Of the four coagulants, ferric and alum performed similarly from a dose perspective, while alum slightly outperformed ferric and the ferric blend from a coagulant cost perspective. These results suggest that alum has a slight advantage over iron salts in reducing phosphorus in the CWRC effluent. To emphasize, these results are not indicative of the CWRC’s full-scale performance, which will vary depending on factors such as mixing and hydraulic characteristics of the treatment plant. However, the CWRC could potentially consider switching from ferrous chloride to alum to reduce the costs associated with phosphorus removal.

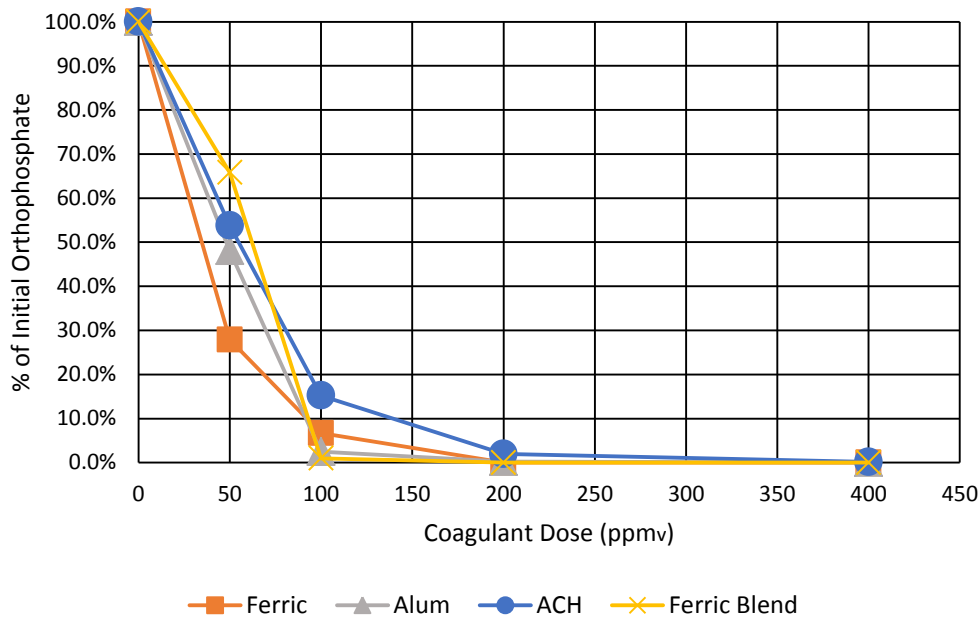


Figure 3-2: Phosphorus Response to Coagulant Dose

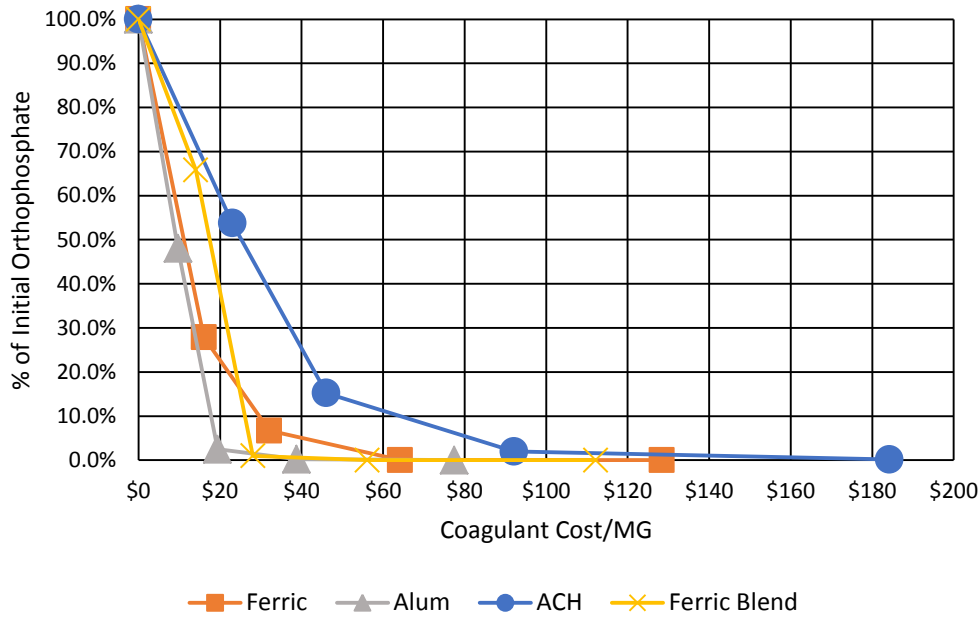


Figure 3-3: Phosphorus Response to Coagulant Cost

3.2. Full-Scale Coagulant Dose Trial

Cedarburg conducted a full-scale coagulant dose trial during the summer of 2018 to evaluate the impact of increasing coagulant dose on effluent phosphorus concentrations. Of the coagulants tested in the lab investigation, alum and the ferric salts appeared to perform similarly in reducing phosphorus in the CWRC samples. However, due to coagulation chemistry, it is expected that the tested ferric salts would perform similarly to the ferrous chloride coagulant currently used by Cedarburg. Therefore, Cedarburg decided to study the impact of increasing their existing coagulant dose, instead of pilot testing a new chemical, to take advantage of existing infrastructure and bulk chemical pricing.

Under normal operating conditions, ferrous chloride is added to channel 3 of the oxidation ditch at the CWRC at a constant 2.6 gph rate. This dose corresponds to approximately 33 ppm_v at the average influent flow rate of 1.9 MGD. For the full-scale trial, CWRC doubled the ferrous chloride dose to 5.2 gph. After two weeks of the increased coagulant dose, the facility tested 24-hour composite samples of the raw wastewater influent and final clarifier effluent for TP, filtered TP, and filtered orthophosphate. Testing continued for ten weeks until the pilot test was complete. The results of the phosphorus testing throughout the pilot test are found in Figure 3-4.

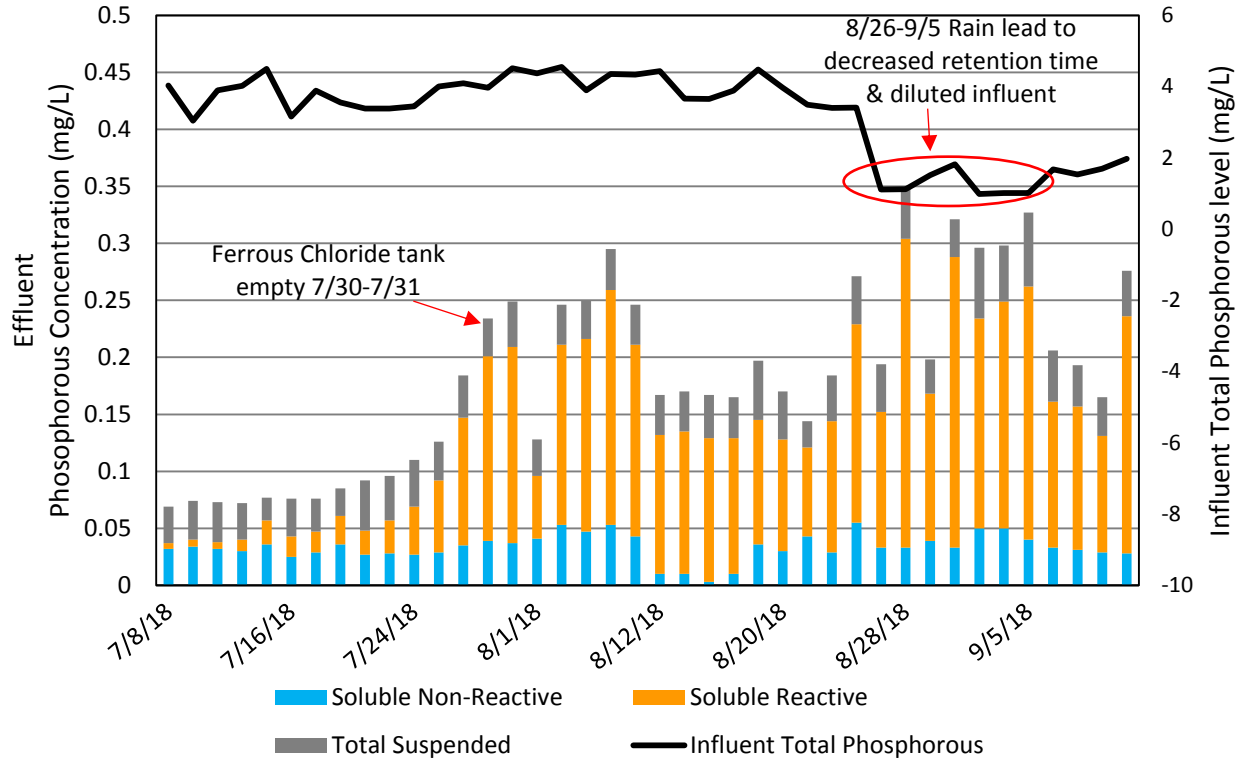


Figure 3-4: Pilot Test Effluent Phosphorus Results

The average influent and effluent TP concentrations during the pilot test were 3.20 and 0.18 mg/L, respectively. For comparison purposes, the average plant influent and effluent TP concentrations from 2015 to 2017 were 3.17 and 0.32 mg/L, respectively. During the pilot test, influent TP concentrations were similar to historical average concentrations, while effluent TP concentrations were approximately 40% lower than historical average values. Therefore, the pilot test results suggest that increased coagulant doses can reduce effluent TP concentrations to some extent.

Though the average effluent TP concentration was 0.18 mg/L, the daily values ranged from 0.07 to 0.35 mg/L during the course of the 12-week pilot test. As noted in Figure 3-4, some of the higher than average effluent TP concentrations can be attributed to known factors including an empty coagulant tank and a heavy rain event. However, there are also unknown factors that contribute to the variation in effluent TP concentrations that make it difficult to predict the extent to which the increased coagulant dose can meet firm discharge limits.

It is also important to note that the purpose of the pilot test was to determine if an increased coagulant dose could improve effluent phosphorus concentrations, and not to optimize the coagulant dose. While it is possible that a higher coagulant dose can further improve effluent TP concentrations, an analysis of the pilot test results does not provide insight to the extent that higher coagulant doses are practical. Further testing and economic analyses would be required to optimize the coagulant dose at the CWRC.

3.3. Phosphorus Species Testing

Cedarburg used the full-scale pilot test results to investigate if soluble non-reactive phosphorus (SNRP) is present in the CWRC influent and effluent. As its name suggests, SNRP is a form of phosphorus that was widely considered to be recalcitrant to typical phosphorus removal mechanisms. Therefore, if too much SNRP is present in the effluent, it may not be possible for the CWRC to meet the proposed TP concentration discharge limits. As seen in Figure 3-4, SNRP is present in every effluent sample taken through the full-scale pilot test, with an average value of 0.03 mg/L. This concentration is lower than the 0.14 mg/L effluent TP concentration calculated from the most restrictive TMDL monthly TP mass limit at the design flow.

Additional analyses were performed to calculate the fractions of phosphorus found in the suspended, soluble reactive, and soluble non-reactive forms in the effluent. These results are presented in Figure 3-5 and show that SNRP makes up approximately 22% of the effluent TP concentration.

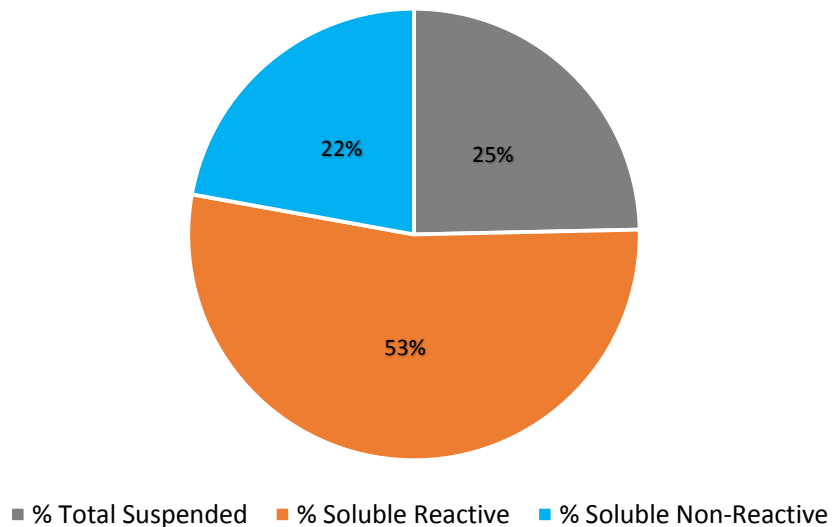


Figure 3-5: Effluent Phosphorus Species Testing

3.4. In-line Orthophosphate Analyzer Testing

Cedarburg tested an in-line orthophosphate analyzer to continuously monitor orthophosphate concentrations in the CWRC effluent during the summer of 2018. The purpose of this test was to evaluate the accuracy of the analyzer and the ease to which the analyzer could be integrated into the CWRC operations. The benefit of the orthophosphate analyzer is that coagulant dose rate can be increased or decreased in response to the analyzer reading, which allows coagulant to be used more efficiently to meet effluent phosphorus discharge concentrations.

Qualitative observations throughout the orthophosphate analyzer test duration demonstrated that the analyzer readings tracked closely to the daily orthophosphate tests conducted on effluent samples. Additionally, the CWRC operating staff found the analyzer was easy to use and maintain. These features increase the likelihood that the analyzer can be successfully implemented to improve CWRC coagulant dosing operations.

It is important to note that the orthophosphate analyzer was tested during the full-scale pilot test, during which increased coagulant doses were added to the CWRC. The average orthophosphate concentration during this timeframe was 0.11 mg/L, which near the lower limit of

detection of the orthophosphate lab tests and the orthophosphate analyzer. Therefore, the lab results and the analyzer inherently have larger margins of error when measuring these low orthophosphate concentrations. Even though the analyzer output was observed to be similar to lab results, the output may deviate from the lab results at higher orthophosphate concentrations. The extent to which these numbers will vary at higher concentrations cannot be predicted without further testing.

Additionally, it should also be emphasized that phosphorus discharge limits are based on TP, rather than orthophosphate concentrations. According to Figure 3-6, approximately 53% of effluent TP is comprised of orthophosphate. This percentage can vary depending on external factors that cannot be controlled by the facility. Further testing is needed before CWRC installs an orthophosphate analyzer to control coagulant dose rates.

3.5. Biological Phosphorus Removal Potential

Cedarburg staff report that they believe at times phosphorus is being removed biologically. But it does not occur in a controlled manner. Cedarburg investigated if biological phosphorus removal (BioP) could be achieved at the CWRC under current operating conditions. This investigation consisted of two components, including:

1. Evaluation of CWRC influent conditions
2. Evaluation of existing CWRC infrastructure and conditions

For successful implementation of a BioP process, it is critical that a minimum BOD:TP ratio of 20:1. As calculated in Section 2.3, the average BOD:TP ratio entering the CWRC is 61.2, which is higher than the minimum ratio. This result suggests that the CWRC influent conditions could support BioP.

To evaluate the existing infrastructure at the CWRC, Cedarburg collected data over the course of three weeks from five different locations throughout the facility. These locations included the raw wet well, anoxic zone/oxidation ditch inlet, and channels 1 through 3 of the oxidation ditch. At each location, dissolved oxygen (DO) was measured with a DO probe and samples were collected to test for orthophosphate. Additionally, the oxidation reduction potential (ORP) was monitored in channel 1, using a stationary ORP probe. The DO, ORP, and orthophosphate data are presented in Figures 3-6, 3-7, and 3-8, respectively.

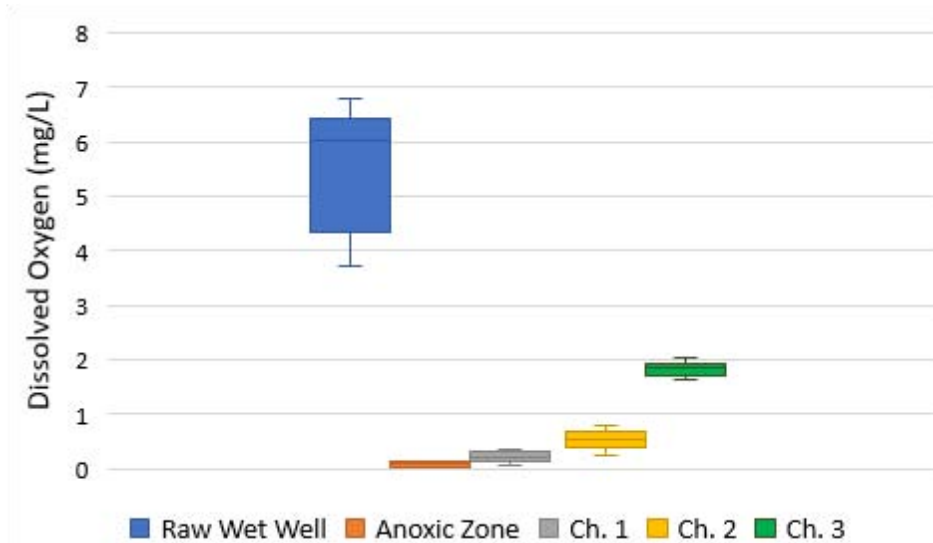


Figure 3-6: Dissolved Oxygen Concentrations throughout CWRC

Figure 3-6 shows that the DO concentration in the influent wet well was high, with an average value of 5.62 mg/L. DO concentrations were lower throughout the rest of the facility, at concentrations of 0.09, 0.22, 0.53, and 1.82 mg/L in the anoxic zone, and channels 1 through 3, respectively. To support BioP, the activated sludge must be exposed to anaerobic conditions for one to three hours¹ before entering the aeration zone to allow phosphorus removal process to occur. At the CWRC, the activated sludge is only exposed to low DO conditions within the anoxic zone, which has a hydraulic retention time (HRT) of 2 hours at an average daily flow of 1.9 MGD. This value is within the one to three-hour time period recommended for BioP processes. Therefore, additional analyses were carried out to evaluate if BioP was occurring during the testing period. It is also important to note that in periods of high flow, the HRT is reduced to times that may not be sustainable for BioP processes.

Aeration is a cyclic process at the CWRC and occurs with aeration disks in two different locations throughout each channel of the oxidation ditch. As the mixed liquor suspended solids (MLSS) moves through the oxidation ditch, DO is consumed before the MLSS reaches the next aeration disk. It is estimated that it takes approximately 5 minutes for the mixed liquor to move from 1 set of aeration discs to the second set within the outer ring. It is theoretically possible that the mixed liquor can be exposed to anaerobic conditions periodically throughout the oxidation ditch, which can also be favorable to BioP processes. As presented in Figure 3-6, DO concentrations in channels 1 through 3 are higher than the anoxic zone, suggesting that the MLSS is never exposed to anaerobic conditions. In addition to DO, ORP is also often measured in activated sludge systems to measure the system's ability to reduce oxygen in low DO environments. For BioP processes, an ORP of less than -150 mV is required in the anaerobic zone to facilitate phosphorus release². As presented in Figure 3-7 below, the ORP in channel 1 ranged between -140 to -190 mV, which indicates that sufficiently anaerobic conditions do sometimes occur within the CWRC. However, the 5 minutes of travel time between aeration discs seems to be too short to contribute to any controlled Bio P process. While it is possible that anaerobic conditions can develop from time to time, it is not possible for the existing infrastructure to support a controllable Bio P process without significant modifications.

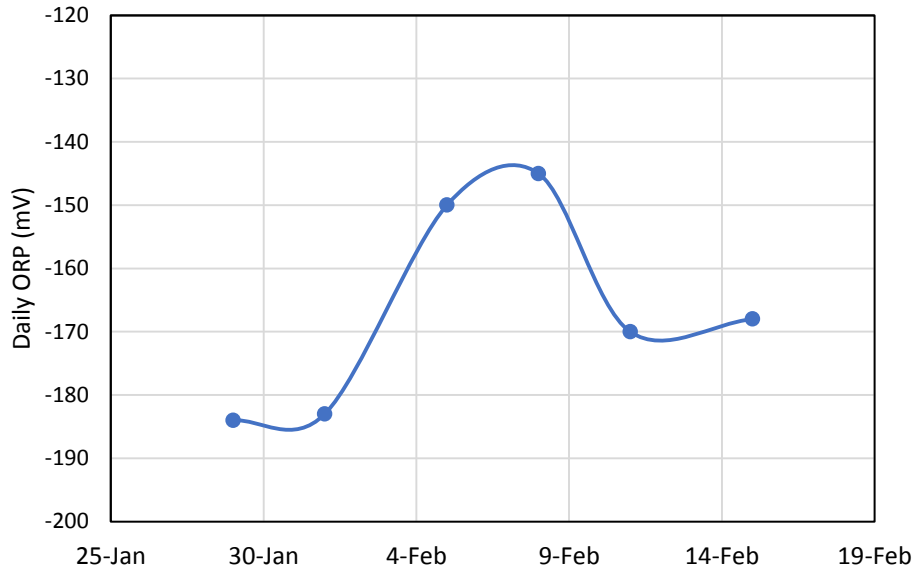


Figure 3-7: Channel 1 Oxidation Reduction Potential

Cedarburg also measured orthophosphate concentrations throughout the facility to verify that phosphorus release was occurring, an important signal that the BioP process is present under existing conditions. In Cedarburg’s case, the most likely location for increased phosphorus concentrations would be within the anoxic zone, prior to entering the oxidation ditch. However, as presented in Figure 3-8, phosphorus release is not apparent in the anoxic zone since orthophosphate concentrations decreased as the water moved through the CWRC. This observation verifies that BioP was not occurring during the test period within the existing infrastructure and operating conditions.

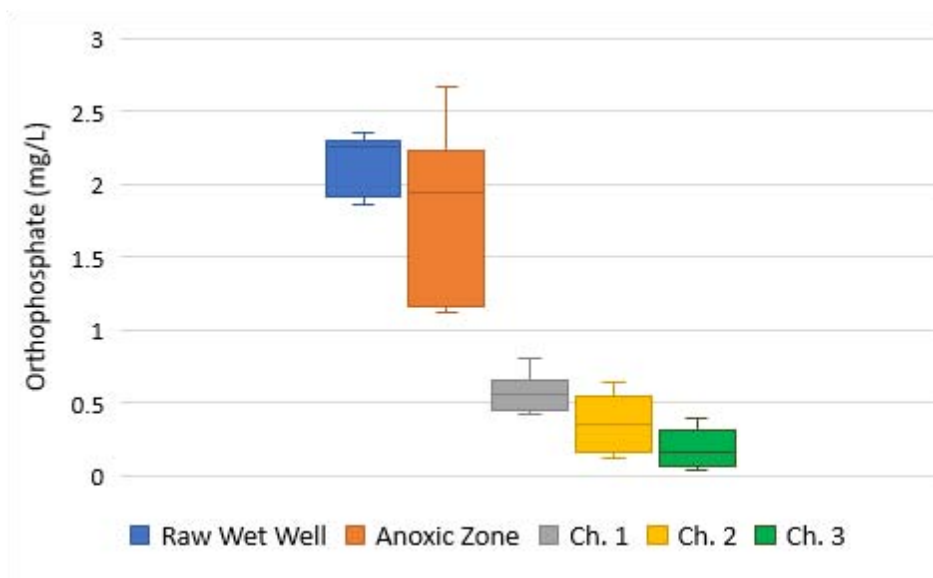
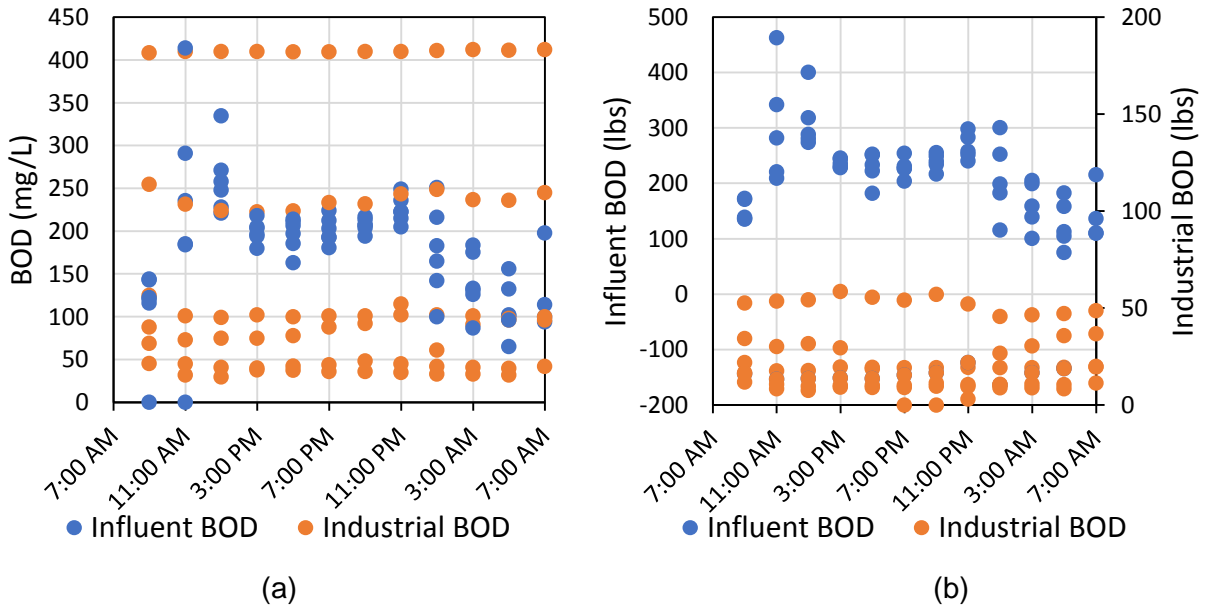


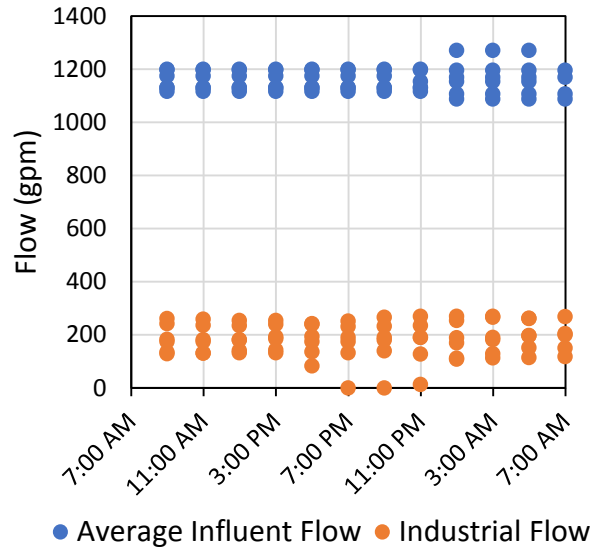
Figure 3-8: Orthophosphate Concentrations throughout CWRC

Another consideration for a successful BioP process is that the bacteria perform best under constant influent flow and loading characteristics. Plant staff have reported that influent BOD

condition can at times be influenced by its major industrial source, Kemp's Dairy. Consequently, flow and BOD data were collected at 2-hour intervals over several 24-hour time periods to understand the impact that the industrial discharges have into the facility. These data are presented in Figure 3-9.

As shown in Figure 3-9a, the BOD concentrations from the industrial discharge ranged from approximately 40 to 410 mg/L, which could be below or above the influent BOD concentrations to the facility. On a mass basis, BOD loadings ranged from 0 to 50 lbs per 2-hour sample collection period. The average BOD loading per 2-hour period was 21.9 lbs, which is approximately 10% of the average influent BOD loading per 2-hour period of 215.7 lbs. However, the industrial to influent BOD loading percentage ranged from 0 to 35.7% in all sampled 2-hour time frames, which is an inconsistent feeding rate for BioP processes. Unfortunately, the data do not show any clear correlations between the industrial discharge BOD loading and the influent BOD loadings. This result makes it difficult to determine the extent to which industrial discharges can be controlled to improve BOD loading in support of a stable BioP process.





(c)

Figure 3-9: Influent and Industrial BOD and Flow Characteristics

4. SUMMARY OF SOURCE REDUCTION, IMPROVEMENTS, AND MODIFICATIONS

The City of Cedarburg conducted several studies to understand available source reduction measures and minor plant improvement options to optimize phosphorus removal within the CWRC. The results from these studies are summarized below:

- Industrial and municipal drinking water phosphorus sources make up approximately 9% and 21% of influent phosphorus loadings to the CWRC. Additionally, BOD to TP ratios in the influent of the CWRC are below the optimal 100:1 ratio, suggesting that TP enters the facility slightly in excess of the activated sludge process needs. Some source reduction measures could potentially benefit the CWRC but requires further investigation and coordination with personnel outside of the CWRC.
- Aluminum and iron-based coagulants have the highest phosphorus-removal potential at the CWRC from both a dose and cost perspective. The CWRC could consider switching coagulants. However, the ferrous chloride coagulant currently used to remove phosphorus at the CWRC has produced good results and performed well during the full-scale pilot trial period.
- Pilot testing suggests that increased coagulant doses can improve phosphorus capture at the CWRC.
- Phosphorus-species testing revealed that SNRP makes up approximately 25% of the TP in the effluent of the CWRC.
- Qualitative observations suggest that the in-line orthophosphate analyzer tracks closely to effluent orthophosphate concentrations measured in the lab. Therefore, installation of an analyzer can likely help the CWRC dose coagulant more efficiently by tracking corresponding effluent orthophosphate concentrations.

- The average CWRC influent BOD to TP ratio is above the minimum 20:1 ratio required for successful BioP processes.
- Existing CWRC infrastructure does not currently support a controllable BioP process, as evidenced by DO, orthophosphate, and ORP measurements throughout the CWRC.
- Qualitative observations suggest that industrial BOD loadings impact the health of the activated sludge process at the CWRC. However, data collected over several 24-hour periods suggest that industrial BOD loadings vary unpredictably on an hourly and daily basis. Additionally, no obvious correlation is present between industrial BOD loadings and CWRC influent conditions. This variation makes it difficult to optimize industrial loading options to equalize BOD loadings to optimize a BioP process.

5. COMPLIANCE ALTERNATIVES

Source reduction and minor plant improvement options have the potential to reduce the effluent TP concentrations. However, it is not anticipated that such options will be sufficient to achieve either the 0.075 mg/L 6-month average TP concentration limit or the mass allocations from the TMDL. It will be necessary for Cedarburg to consider the following alternatives for compliance with the future TP limit.

1. Wastewater treatment plant improvements involving the addition of tertiary filtration, or equivalent
2. Watershed planning (adaptive management)
3. Nutrient trading
4. Multi-Discharge variance (MDV)

The viability of each of the options listed above will be evaluated and presented in the preliminary compliance plan to be submitted in March 2020.

6. REFERENCES

1. "Nutrient Removal – Total Phosphorus", *Wisconsin Department of Natural Resources*, August 2015. <https://dnr.wi.gov/regulations/opcert/documents/StudyGuidePhosphorus.pdf>
2. "Applying oxidation reduction potential sensors in biological nutrient removal systems ORP Management in Wastewater as an Indicator of Process Efficiency", *Hach*, 2006, <https://www.hach.com/cms-portals/hach.com/cms/documents/pdf/Application-CaseHistory-Whitepaper/Applyingoxidationreductionpotentialsensors.pdf>

CITY OF CEDARBURG

MEETING DATE: March 25, 2019

ITEM NO: 8. F.

TITLE: Consider request to replace the Engineering Department Administrative Secretary; and action thereon.

ISSUE SUMMARY: Our Engineering Department Administrative Secretary has announced her retirement effective May 31, 2019. This individual leaves with over thirty years' experience and a wealth of institutional knowledge.

STAFF RECOMMENDATION: Recommend filling the Engineering Department Administrative Secretary position preferably with a one week overlap to facilitate job training.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Fill position within the lower half of the present salary range.

ATTACHMENTS: Position Description

INITIATED/REQUESTED BY: Tom Wiza

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

**CITY OF CEDARBURG
POSITION DESCRIPTION**

Class Title: **Administrative Secretary**

Department: Engineering and Public Works

Division: Engineering and Public Works

Revised: 3/20/2019

Grade Number: 7

Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Department of Engineering and Public Works and its subsidiary divisions, and assisting in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED:

Works under the close supervision of the Director of Engineering and Public Works and City Planner.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs secretarial duties for Engineering, Planning, and Water Recycling Center staff; accepts incoming telephone calls; answers routine inquiries; drafts routine correspondence; returns calls per supervisor direction; processes and tracks utility permits; schedules appointments; distributes department mail; types reports and correspondence; assists in establishing or modifying office procedures for efficiency; maintains department files under the general records management procedures developed by the City Clerk's Office.

Assists the general public by providing information regarding engineering projects, planning and plan commission procedures, land development ordinances, meeting schedules and other information pertinent to the Department of Engineering and Development.

Attends regular and special meetings of the Plan Commission and other such meetings as may be required; records proceedings; types minutes of meetings for staff review; prepares public hearing notices; keeps track of Plan Commission minutes; drafts preliminary meeting agendas for review and approval; prepares and distributes meeting agendas and supporting documents.

Assists in the entry of required data, completion of forms and preparation of materials for grant applications, payment requests, project specifications, contracts and agreements, and similar documents.

Assists in daily typing of correspondence and reports for the Water Recycling Center Superintendent and his/her employees, handles all sewer complaints and contacts the appropriate authority to handle the situation.

Types specifications and bid notices for engineering contracts; mails notices to specified contractors; prepares and types bid tabulation forms.

Serves as back-up to the Building Inspection Secretary; assists with typing and other office requirements as may be requested and as time permits.

Performs other clerical, secretarial and administrative duties as may be requested and as time permits.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent supplemented by vocational/technical courses in secretarial science, business administration or similar areas of study and (B) responsible secretarial or clerical experience providing thorough knowledge of general office management practices.

Necessary Knowledge, Skills and Abilities:

(A) Proficient in computer applications such as Windows 10, Outlook, Word, and Excel. Also competent in the use of GIS for obtaining property information, and creating data bases, mailing lists, images, and document exhibits; the use of Market Drive for property information such as zoning, assessments, building details, etc.; use Dymo LabelWriter to full potential by storing address books; operating and maintaining office machinery such as digital copiers, large format copier, plotter, and digital recorders; working knowledge of modern office practices and procedures.

(B) Skill in operation of listed tools and equipment, typing, and records management.

(C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations; ability to work with minimal supervision and to deal with confidential matters; ability to follow complex procedures and to develop file, operational and record keeping systems; ability to work under constant interruptions.

TOOLS AND EQUIPMENT USED

Telephone; personal computer including word processing, database and spreadsheet software; copy machine; plotter; large format copier; fax machine; calculator; Council Chambers recording, PA system and video systems.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

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

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

This description was given to employee on _____.

Received: _____
Employee

CITY OF CEDARBURG

MEETING DATE: March 25, 2019

ITEM NO: 8. G.

TITLE: Consider options for replacing part-time Treasurer's Office employee; and action thereon (Personnel Comm. 3/19/19)

ISSUE SUMMARY: At the February 25 Common Council meeting, a request was made to fill the accounts payable position by making a current part-time employee full-time. The person would be half-time in the Clerk's/Administrator's Offices and half-time in the Treasurer's Office. With this change in status benefits would be paid and added a cost.

Council recommended the position be reviewed by the Personnel Committee and return to the Council. The Personnel Committee reviewed three options and voted 2 to 1 to recommend option 1, replace the accounts payable position with a full-time employee. A full-time replacement will help with succession planning and allow for a backup of the payroll officer. This person will be trained on payroll and will process the payroll a few times during the year. They will also be required to do the bi-weekly review to insure there is additional oversight on the process and some separation of duties.

The two other options considered were to keep the position to four hours a day with a full-time employee (additional cost) or to replace with a new part-time employee.

The costs are itemized on the following pages. There may be some savings in the General Fund due to two retirements occurring in May and June. For 2018, the General Fund ended the year with an increase in fund balance. Our balance is at the higher end of our policy, so use of these funds for 2019 would not affect our financial stability.

STAFF RECOMMENDATION: Approve the hiring of a full-time employee

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Approve a full-time accounts payable employee

BUDGETARY IMPACT: See attachments

ATTACHMENTS: Option descriptions and cost spreadsheets, Personnel minutes, job descriptions, organizational chart

INITIATED/REQUESTED BY: Christy Mertes

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

Treasurer's Office Options with Cost Estimates

Option 1:

This option would provide the current Deputy Treasurer/Payroll Officer staff member an opportunity to assist in leading the treasurer's office and learning from the City Administrator/Treasurer as part of succession planning for the treasurer's department. It would move the current Accountant II/Accounts Receivables employee to the front to also provide receptionist duties. The department would hire a full-time Accountant II/Accounts Payables employee that will have the KSA's (knowledge, skills, and abilities) to be the back-up for payroll and learn from the current Deputy Treasurer as part of future succession planning.

Cost:

- 1) Increase Deputy Treasurer's salary from \$52,416 to \$55,000 with two staff reporting to her. (+\$2,584)

- 2) Cost of a full-time entry level accountant position. \$45,000.
 - With family insurance (\$20,587) total cost would be \$65,587
 - With single insurance (\$7932) total cost would be \$52,932

Total cost for option 1: \$55,516 - \$68,171 +FICA and WRS
Additional \$31,117 to \$43,773 to 2019 Treasurer's Office budget

Option 2:

This option would make the current Admin/Clerk's Office Assistant full-time splitting duties between the Treasurer's Office and Admin/Clerk's Office. They would handle accounts payable/receptionist duties. The person in this position currently has a bookkeeping background. The issue with this option is that there is no one to backup payroll. Currently the Deputy Treasurer/Payroll Officer is the only person who knows how to do payroll for the City.

Cost:

- 1) Current hourly rate of the Admin/Clerk's Assistant: \$17.88 at 1040 hrs = \$18,595
- 2) Current hourly rate of the open position in the Treasurer's Office: \$23.46 at 1040 hrs = \$24,398
- 3) Addition of 1040 hrs at \$17.88/hr = \$18,595
- 4) Savings from difference in hourly rate \$24,398 - \$18,595 = \$5,803.40
- 5) Insurance
 - a. Family: \$20,587 - \$5803.40 = \$14,784
 - b. Single: \$7932 - \$5803.40 = \$2,129

Total Cost: \$2,129 - \$14,784 + WRS

Option 3:

This option would be to hire a new part-time person for accounts payable/receptionist for the Treasurer's Office. Issue with this is the ability to retain a qualified part-time person in the position. This also would not solve the problem of having a backup for payroll.

Cost:

- 1) Hire a person at a lower rate. $\$20/\text{hr}$ at 1040 hrs = $\$20,800$
- 2) $\$24,398 - \$20,800 = \$3,598$

Estimated Savings: $\$3,598$

Treasurer's Office Replacement Options

Budgeted	Hours	Wages	FICA	WRS	Health ins	Total	General Fund	WRC
23.81	1,040	24,762.40	1,894.32			26,656.72	21,325.38	5,331.34
New Full time in Treasurer's Office								
21.63	2,080	45,000.00	3,442.50	2,947.50	8,399.52	59,789.52	47,831.62	11,957.90
21.63	2,080	45,000.00	3,442.50	2,947.50	21,681.99	73,071.99	58,457.59	14,614.40
					additional cost		26,506.24	single health ins
							37,132.21	family health ins
Full time position between Clerk's/Admin Office and Treasurer's Office								
Treasurer's Office								
17.88	1,040	18,595.20	1,422.53	1,217.99	4,199.76	25,435.48	20,348.38	5,087.10
						Savings	(977.00)	(244.25)
Clerk's Office Current budget								
17.88	1,040	18,595.20	1,422.53			20,017.73	20,017.73	
Clerk's Office shared full time position budget								
17.88	1,040	18,595.20	1,422.53	1,217.99	4,199.76	25,435.48	25,435.48	
					additional cost		5,417.75	

2019 Retirements

	Wages	FICA	WRS	Health Ins	Total	General Fund	WRC
City Clerk							
Current budget	81,278.50	6,217.81	5,323.74	4,800.00	97,620.05		
Replacement							
	69,000.00	5,278.50	4,519.50	8,399.52	87,197.52		
	69,000.00	5,278.50	4,519.50	21,681.99	100,479.99		
	75,000.00	5,737.50	4,912.50	8,399.52	94,049.52		
	75,000.00	5,737.50	4,912.50	21,681.99	107,331.99		
				Additional Cost	(10,422.53)	\$69,000 single health ins.	
					2,859.94	\$69,000 family health ins.	
					(3,570.53)	\$75,000 single health ins.	
					9,711.94	\$75,000 family health ins.	

	Wages	FICA	WRS	Health Ins	Total	General Fund	WRC	
Engineering Secretary Replacement								
Current budget								
23.67	2,080	49,233.60	3,766.37	3,224.80	8,399.52	64,624.29	48,468.22	16,156.07
Replacement \$15-18/hour								
15.00	2,080	31,200.00	2,386.80	2,043.60	8,399.52	44,029.92	33,022.44	11,007.48
					21,681.99	57,312.39	42,984.29	14,328.10
					Savings	(15,445.78)	(5,148.59)	Single health ins.
						(5,483.93)	(1,827.98)	Family health ins.
18.00	2,080	37,440.00	2,864.16	2,452.32	8,399.52	51,156.00	38,367.00	12,789.00
					21,681.99	64,438.47	48,328.85	16,109.62
					Savings	(10,101.22)	(3,367.07)	Single health ins.
						(139.37)	(46.46)	Family health ins.

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
MARCH 19, 2019**

**PER20190319-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, March 19, 2019 at City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 7:00 p.m. by Council President Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Garan Chivinski (arrived 7:05 p.m.), Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Assistant Administrator/Director of Parks, Recreation and Forestry Mikko Hilvo

STATEMENT OF PUBLIC NOTICE

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

APPROVAL OF MINUTES

Motion made by Council Member Galbraith, seconded by Council Member Thome, to approve the minutes of the February 5, 2019 Personnel Committee meeting. Motion carried with Council Member Chivinski excused.

REVIEW AND DISCUSSION OF TREASURER'S OFFICE STAFFING LEVELS

City Administrator/Treasurer Mertes said the request to fill a part-time position in the Treasurer's Office was referred to the Personnel Committee by the Common Council. She and Assistant Administrator Hilvo developed three options to address the staffing needs in the Department. The three options presented were:

Option 1:

This option would provide the current Deputy Treasurer/Payroll/Human Resources staff member an opportunity to assist in leading the Treasurer's Office and learning from the City Administrator/Treasurer as part of succession planning for the Treasurer's Department. It would move the current Accountant II/Receivables employee to the front to also provide receptionist duties. The department would hire a full-time Accountant II/Accounts Payables employee that will have the knowledge, skills, and abilities to act as a backup for payroll and learn from the current Deputy Treasurer/Payroll Officer as part of future succession planning.

Cost:

- 1) Increase Deputy Treasurer's salary from \$52,416 to \$58,000 with two staff reporting to her. (+\$5,584)
- 2) Cost of a full-time entry level accountant position. \$48,000.
 - With family insurance (\$20,587) total cost would be \$68,587
 - With single insurance (\$7,932) total cost would be \$55,932

Total cost for option 1: \$61,516 - \$74,171

Option 2:

This option would make the current Administrator/Clerk's Office Assistant full-time splitting duties between the Treasurer's Office and Clerk's office. They would handle accounts payable/receptionist duties. The person in this position currently has a finance background. The issue with this option is that there is no one to backup payroll. Currently the Deputy Treasurer/Payroll officer is the only person who knows how to do payroll for the City.

Cost:

- 1) Current hourly rate of the Administrator/Clerk's Assistant: \$17.88 at 1,040 hours = \$18,595
- 2) Current hourly rate of the open position in the Treasurer's Office: \$23.46 at 1,040 hours = \$24,398
- 3) Addition of 1,040 hours at \$17.88/hour = \$18,595
- 4) Savings from difference in hourly rate \$24,398 - \$18,595 = \$5,803.40
- 5) Insurance
 - a. Family: \$20,587 - \$5,803.40 = \$14,784
 - b. Single: \$7,932 - \$5,803.40 = \$2,129

Total Cost: \$2,129 - \$14,784

Option 3:

This option would just hire a new part-time person for Accounts Payable/Receptionist for the Treasurer's Office. Issue with this is the ability to retain a qualified part-time person in the position. This also would not solve the problem of having a backup for payroll.

Cost:

- 1) Hire a person at a lower rate. \$20/hour at 1,040 hours = \$20,800
- 2) \$24,398 - \$20,800 = \$3,598

Estimated Savings: \$3,598

Staff is recommending option 1 as this would allow for having a backup employee for payroll, which currently does not exist.

The Committee discussed the three options. Council Member Chivinski said it is time to reinvest into this critical position. He said the Council must recognize this is a turning point in City government.

Council Thome said she supports option 1 because it provides backup for payroll. Council Member Galbraith said he has a hard time supporting spending more money than is budgeted. He said two part-time employees were budgeted, one of those employees has left, and now the proposal to add a full-time employee. He questioned why this was not discussed during the last budget cycle.

Motion made by Council Member Thome, seconded by Council Member Chivinski, to recommend the Common Council approve option 1. Motion carried with Council Members Chivinski and Thome voting aye and Council Member Galbraith voting nay.

CONSIDER POLICY OF STAFF NEEDING AUTHORIZATION TO FILL VACANCIES

City Administrator/Treasurer Mertes said the question was raised at the last Council meeting about whether or not staff should be required to obtain Council approval for filling staff vacancies. She said City Clerk McHugh researched the history of this and found that the Council adopted an ordinance in 2004 requiring authorization. The ordinance was then written into the Personnel Manual when adopted in 2014. She said she is not pursuing a change in this policy at this time.

Council Member Galbraith suggested that vacancies be posted in advance of Council approval of filling vacancies if this is not prohibited in the Personnel Manual.

ADJOURNMENT

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

Constance K. McHugh, MMC/WCPC
City Clerk

Kelly Livingston
Deputy Treasurer/Payroll Officer

DUTIES/RESPONSIBILITIES

DAILY & WEEKLY

Wait on customers-taking payments and other inquiries
Dog/Cat licenses
Answer phones
Enter cash receipts that come from other depts and mail
Sort and distribute Treasurer's office mail
Interact with all employees regarding payroll, benefits etc.
Take care of all employee questions and concerns
Pool Deposits-summer months
Approve AP check runs

BI-WEEKLY

Process payroll-timesheets, manual time sheets, DPW time sheets
Run payroll reports and verify
Process employee reimbursements
Track comp time
Distribute payroll advices
Process payroll interface with Banyon
Process all ach remittances for payroll deductions-HSA, NSB, ICMA, Union
Process all changes to payroll information
Process time off slips and ADP
Process garnishments
Keep track of military pay
Track sick leave, comp time, vacation and personal days

Kelly Livingston
Deputy Treasurer/Payroll Officer

DUTIES/RESPONSIBILITIES

MONTHLY

Create spreadsheets and transmit WRS remittance monthly
Process due to due froms-move funds and journal entry
Balance all checking accounts, do corresponding journal entries and file in binders
and file in binders (currently 17 accounts)
Monthly calculation and journal entries for Fuel and Propane usage
Monthly due to due froms and money transfers
Monthly calculations, allocations and journal entries for Sewer
Balance GovPay statements (online payments for police department and library)
Balance payroll balance sheet accounts
Account analysis
Monthly sewer assets and depreciation schedule
Journal entries for Light & Water ach payments-5 cycles each month
Process, reconcile and submit ach payments for health, dental, vision, life and Aflac
Bill crossing guards
Bill Fire Department
Calculate sales tax, ach payment and journal entry
Journal entries for Elavon statements
Send statistics to Department of Labor monthly
Track and send out letters for exempt withholding
Track and process unemployment
Prepare list of ACH & wire transfers for Council Meetings
Monthly benefit invoices
WRS, Life Insurance and Sales tax for Light & Water
Track and process all fixed and capital assets

QUARTERLY

Create quarterly reports for salaries and benefits, sewer and special revenue funds
Balance quarterly 941 and state withholding
Quarterly Fire Department payroll
Retiree dental and vision insurance

Kelly Livingston
Deputy Treasurer/Payroll Officer

DUTIES/RESPONSIBILITIES

YEARLY

Tax Payments-in person and mail
Coordinate Open Enrollment
Coordinate flu shots
Annual WRS Reporting
Annual CVMIC Workers Comp report
Annual OSHA reporting
Create and maintain Salary budget document
Coordinate Health Risk assessment appointments and attend meetings
Annual audit workpapers-compensated absences, WRS reports, fixed and
capital assets, payroll, depreciation
Calculate and process sick leave payout
Calculate and process longevity
Calculate part time leave
Process ACA forms-1095's and 1094's
Verify and approve W-2's (2018-383 total)
Distribute W-2's
Distribute WRS statements
Calculate charge out rates for departments
Calculate imputed income

Kelly Livingston
Deputy Treasurer/Payroll Officer

DUTIES/RESPONSIBILITIES

OTHER

Process all changes to insurance, retirement etc.-name changes, address changes
Calculate and process retirements and terminations-payouts, benefits
cancellations, changes to payroll
New Hire paperwork and enrollments
Terminations and unenrollment
Cobra insurance and reporting
Back up daily bank deposits
Back up accounts payable
Approve accounts payable in Christy's absence
Back up entering of cash receipts
Bill Festivals
FMLA paperwork
Process and maintain all worker's compensation paperwork and inquires
Create and maintain Vehicle listing
Maintain and update vehicle insurance at CVMIC
Process all salary survey requests
Fill out annual liability paperwork
Enter journal entries
Attend health insurance committee meetings
Back up Building Inspection
Back up Parks & Rec

ACCOUNTANT II/ACCTS RECEIVABLES RESPONSIBILITIES - KATHY HUEBL

Updated

3/14/2019

Accounts Payable - Back Up

All invoices are first approved by either the Administrator/Treasurer or Deputy Treasurer before entering.
Any invoices over \$10,000 must also be approved by the City Clerk.
Process Accounts Payables including entering data, Printing 5 reports, printing paper checks, stuffing envelopes
Enter information on Cash Sheet. Process is done weekly.
Additional Accounts Payables through Agilex Program, entering data, printing on plain paper the 'checks', 5 reports
Enter information on Cash Sheet. Send information to Agilex for virtual credit card payments
Process is done weekly, same time as paper checks.
Email payment information to Agilex via CSV report. Request Deputy Treasurer to do ACH to bank.
Monitor collection of payments via Agilex Report emailed weekly and follow up with vendors.
Do journal entries to record rebates from Agilex
File payable vouchers
Prepare weekly voucher lists for Common Council Packet
Monitor Statements from Vendors monthly Notify Depts of any delinquents
Request from vendors any duplicate invoices.
Receive and distribute invoices that are sent via email to my email address to appropriate Departments.
Prepare annual 1099 tax forms and filings
Maintain list of purchase orders by Dept. Make copies and send out when necessary. Attach to invoices when paid

Accounts Receivables

Enter daily receipts for payments received in mail and walk-ins
Monitor deferred Special Assessments on Installments, prepare annual installment letters for collection.
Place any unpaid installments on the upcoming tax rolls.
Prepare invoice request for quarterly Town of Cedarburg Shared Services
Prepare invoices for various City services to citizens, developers and other City Departments

Banking:

Prepare daily bank deposit from cash register at end of day
Monitor petty cash drawer
Online banking of transfers between bank accounts as needed
Occasional transfers between money markets
Record daily activity on cash sheets
Monitor returned checks from Bank, Collection procedures and File complaints of unpaid worthless checks with CPD

Insurance:

General Liability, personal liability, property damage and auto Claims (Outside)

Initial contact to provide public with claims forms
Notify departments of incidents and obtain necessary investigative information for insurance company (CVMIC)
Prepare file for Insurance Administrators review (Also provide copies to City Attorney)
Work with Clerks Office for claims referred to Council
Prepare allowance/disallowance letters, release forms and check requests
Maintain claims files and fax all City payments made to CVMIC
Review monthly, quarterly and annual reports from CVMIC

City Property/Auto Damage Claims

File claims to CVMIC or EMC Insurance Co.
Prepare claim files and monitor activity

ACCOUNTANT III/ACCTS RECEIVABLES RESPONSIBILITIES - KATHY HUEBL

Updated

3/14/2019

Grants:

Recycling Grant: Prepare applications (by 4/30) and Final reports (by 10/1) bi-annually for all recycling grant submissions to DNR

Reconciliations: Monthly/Daily - all funds

Some of the accounts I monitor on a regular basis:

131000 Accounts Receivable
131300 Accrued Accounts Receivable
151*** Due from Accounts
251*** Due to Accounts
212000 Accounts Payable
212500 Accrued Accounts Payable
121/126 Deferred Special Assessments
118000 Petty Cash (All funds)
123200 Delinquent Personal Property Taxes (GF)
239200-239837 Various Developers Agreement and tree planting accounts
Assist Deputy Treasurer with maintaining spreadsheet of all Capital Improvement expenses for fund 400

JOURNAL ENTRIES:

Monthly Light and Water Sewer Billing
Monthly Light and Water PILOT
Various Others to update accounts as necessary.

Month End:

Do backup of fund accounting system software as needed and close the months
Run the bi-monthly trial balance reports
Email departments the revenue and expense reports every two weeks with a final when month is closed

Room Tax:

Monitor room taxes for City's B&B's and Tourist Houses, quarterly.
Maintain room tax log and calculate distribution of quarterly revenue for City, Chamber & Tourism
Prepare check requests to Visitor Center & Chamber quarterly for their share
Prepare necessary JE's and prepare audit report at EOY.
Prepare Annual Room Tax Report to State in May of each Year

QUARTERLY REPORT/YEAR END REPORT

Prepare the following sections:

C: Capital Improvement Expenses to date
H: Accounts Receivables and Deferred Special Assessments including memos
I: Update Environmental Expenses to date
J: Update Risk Management expenses to date

Audit:

Prepare workpapers on all assigned accounts

Budget:

Assist in the updating of the budget worksheets
Run Year End Trial Balance reports
Update L&W information on Sewer Rate Model Worksheet
Enter budget appropriations throughout the year

ACCOUNTANT II/ACCTS RECEIVABLES RESPONSIBILITIES - KATHY HUEBL

Updated

3/14/2019

Purchasing:

Purchase office supplies for City hall and some outside City departments
Maintain supply of, ordering and distribution of copy paper, envelopes and letterhead
Maintain and order computer supplies and renew certain maintenance contracts
Do monthly JE for all stationary supplies and inventory supplies distributed each month

Computers:

Assist with computer questions
Monitor computer supplies and place orders
Assist departments with computer software issues

Taxes:

Attend annual tax meetings at County with Treasurer
Update the personal property tax bill list for County Treasurer
Prepare the outstanding special assessment, delinq billings and L&W delinquent utilities for tax roll
Assist with the preparation of tax bills for mailing
Assist in retrieving tax payments from local banks when necessary
Assist with tax collection, deposits, reports and recording
Continue to collect delinquent personal property taxes after January 31
Prepare annual chargebacks of prior years delinquent personal property taxes to School, State/Co, and MATC
Provide list of delinquent businesses for Clerks office (Licenses)

Copier:

Part of team in the acquisition of copier for 1st floor
Maintain operation of first floor copier
Order supplies and service

Cross Training:

Assist with answering the main telephone system and greeting the public; Direct calls/visitors or provide information as necessary.
Assist with counter work for collection of daily receipts and Taxes Cash, Check and Credit Cards transactions.
Provide assistance for ALL departments in City Hall,

Assessor's Office	Backup-Prepare Special Assessment & Contemplated Assessment Letters, Provide assessment information to walk-ins or phone calls.
Building Inspection	Issue Yard Waste Cards, Appliance Pickups, Permit pickups
Engineering & Planning	Direct phone calls, visitors
Clerks Office	Process some credit card purchases. Watch stairs when clerks are away.
Recreation	Accept registrations, sell WPROA tickets, Assist as necessary when office is closed.
Maintenance	Lock and unlock outer doors, daily; turn on and off lights on first floor daily, make sure building is locked and secure when maintenance person is off.

WORKERS COMPENSATION CLAIMS - BACKUP

Receive and submit First Reports, claim forms and billings to CVMIC - Via Email
Prepare and maintain claim files
Prepare annual OSHA 300 Compliance report for State
Receipt of quarterly WC reports from CVMIC
Prepare annual report of WC claims for Fire Dept. (New)-Excel

VEHICLE INSURANCE:- BACKUP

Report changes to fleet to CVMIC via internet
Update information on vehicle budget worksheet
Update Fixed Assets worksheet

OTHER:

Monitor Dog and Cat Licensing Program. Prepare necessary reports twice a year for County Clerk's Office
Order Cat License Tags annually

**CITY OF CEDARBURG
POSITION DESCRIPTION**

Class Title: Accountant I

Department: City Treasurer's Office

Division:

Last Revised: 3/10/2006

Band Number: 2

Union: Yes

Bargaining Unit: Clerical

Location: City Hall

GENERAL PURPOSE

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

SUPERVISION RECEIVED

Works under the general supervision of the City Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

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

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

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

Annually prepares 1099 tax forms and filing.

Backup for payroll.

Backup for Recreation Department selling discount tickets and taking registrations.

Backup for Engineering and Building Inspection phones.

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

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

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

Necessary Knowledge, Skills and Abilities:

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

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

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

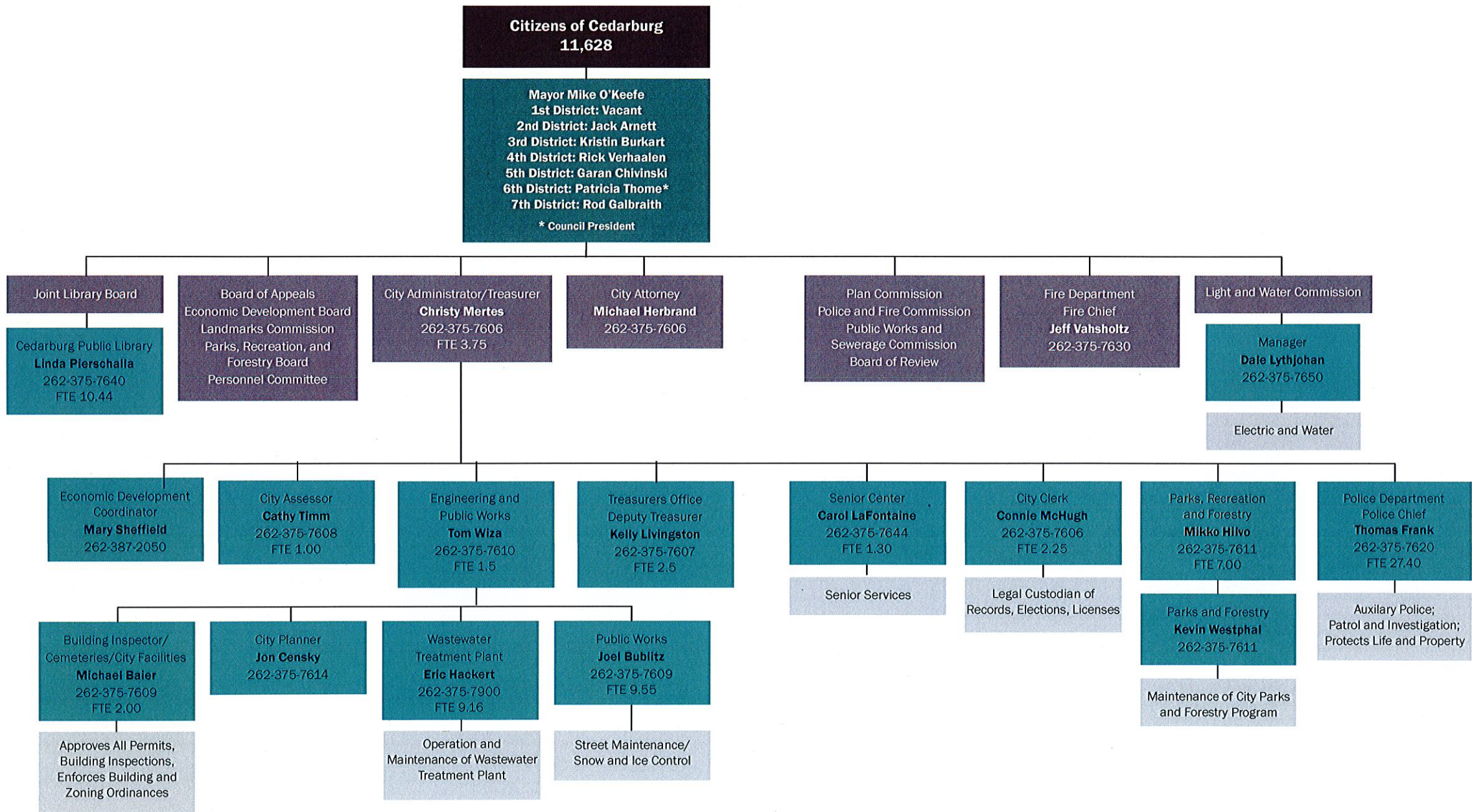
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

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

This description was given to employee on _____.

Received: _____
Employee



**CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL**

SUBJECT: FILLING ALDERMANIC POSITION VACANCIES

CC-20A

General: In order to provide the citizens of the City of Cedarburg with appropriate representation, a uniform procedure shall be used by the Common Council to fill vacancies in the elected position of alderperson.

- Procedures:
1. Whenever an aldermanic position becomes vacant under the conditions listed in Sec. 17.03, Stats., the vacancy is filled by Common Council appointment, except when a recall election is held. An alderperson shall be chosen from interested candidates residing within the affected district. A person so appointed shall hold office until a successor is elected and qualified.
 2.
 - a) If a vacancy occurs on or before December 1, and the term does **not** expire the following April, unless otherwise ordered by the Council, a successor is chosen at the spring election.
 - b) If the vacancy occurs after December 1 preceding the first Tuesday in April, a successor is appointed and the election is held in April of the second year following the December cutoff date.
 - c) If a vacancy occurs between January 1 and May 31 of the second year of the unexpired term, Council appoints a person to fill the vacancy and has the option to order a special election concurrent with the November election.
 3. The City Clerk shall advertise the vacant position through a news release and/or paid advertisement in the City's official newspaper.
 4. Resumes from interested candidates shall be submitted to the City Clerk in accordance with a stipulated deadline and interviews scheduled before the Common Council. Candidates may submit references from individual citizens within their district. Prior to being considered by the Council, all candidates shall complete and sign a Declaration of Qualifications, in a form deemed acceptable to the City Attorney, and as provided by the City Clerk.
 5. Interviews and voting are conducted in Open Session Common Council meetings. As with all open sessions, interested news media and public will be present throughout the entire process. No public input will be taken during the interview or voting process.
 6. Written questions which have been prepared by Council Members will be provided to each candidate in advance of the oral

interviews. Candidates will provide oral responses to these questions during the interview process.

7. Interviews will be conducted with questions presented alternately to candidates. All candidates may be present throughout the interview process.
8. After all interviews have concluded, the Council may discuss qualifications of candidates. The Council may recall individual candidates to clarify any issue previously discussed.
9. Each Council Member votes for one candidate. The individual receiving the least number of votes on the first ballot will no longer be considered a candidate and additional balloting continues using the same process until only one candidate receives a majority of votes cast. There may be additional discussion by Council Members between each vote. A candidate must receive a majority of votes from the Council, but not less than three, to be elected. An abstention by a Council Member during the voting process is not considered a vote.
10. In the case of a tie vote for the final two candidates for an aldermanic position, the mayor will break the tie.
11. Following the completion of balloting, a formal motion is in order to appoint the selected candidate to complete the unexpired term of office.
12. Council voting is done by paper ballot and the voting results are announced. Ballots must contain the name of the person voting, as well as the name of the person voted for, so that the vote of each member can be ascertainable.
13. The oath of office is administered by the City Clerk and the responsibilities and term of office are assumed.

Approved: 3/14/94
Adopted: 3/28/94
Revised: 1/26/98
Revised: 2/23/98
Revised: 6/14/04
Revised: 12/8/08
Revised: 8/25/14

**CITY OF CEDARBURG
TRANSFER LIST
3/7/19-3/15/19**

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
3/14/2019	\$195,000.00	PWSB Payroll
3/14/2019	\$2,533.63	PR#6 ICMA contributions for 2/24/19-3/9/19
3/14/2019	\$4,566.07	PR#6 North Shore Bank contributions for 2/24/19-3/9/19
3/14/2019	\$6,170.31	Health Savings Accounts-contributions for 2/24/19-3/9/19
3/14/2019	\$467.50	Police Union-contributions for 2/24/19-3/9/19
3/14/2019	\$1,477.82	State of Wisconsin-child support payment
3/15/2019	<u>\$14,061.01</u>	State of Wisconsin-February sales tax
	\$224,276.34	
PWSB PAYROLL CHECKING ACCOUNT		
3/15/2019	\$142,083.11	Payroll for 2/24/19-3/9/19
3/15/2019	<u>\$60,430.74</u>	Payroll taxes for 2/24/19-3/9/19
	\$202,513.85	
PWSB MONEY MARKET ACCOUNT		
3/6/2019	\$500,000.00	PWSB Checking
3/15/2019	<u>\$300,000.00</u>	PWSB Checking
	\$800,000.00	

CITY OF CEDARBURG

03/18/19 8:48 AM

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***Check Detail Register©**

MARCH 2019

Check Amt Invoice Comment

111300 PWSB Checking

Paid Chk# 031163 3/8/2019 AMERICAN DEFENSE MFG LLC
 G 100-212000 ACCOUNTS PAYABLE \$1,745.00 1640 PD-EQUIPMENT
Total AMERICAN DEFENSE MFG LLC \$1,745.00

Paid Chk# 031164 3/8/2019 BEYER S HARDWARE STORE
 G 100-212000 ACCOUNTS PAYABLE \$5.38 145613 PD-SUPPLIES
 G 601-212000 ACCOUNTS PAYABLE \$10.79 145613 WRC-SUPPLIES
 G 601-212000 ACCOUNTS PAYABLE \$12.58 146530 WRC-SUPPLIES
Total BEYER S HARDWARE STORE \$28.75

Paid Chk# 031165 3/8/2019 BRAUN THYSSENKRUPP ELEVATOR
 G 100-212000 ACCOUNTS PAYABLE \$224.61 145210 COMPLEX-MAINTENANCE
Total BRAUN THYSSENKRUPP ELEVATOR \$224.61

Paid Chk# 031166 3/8/2019 BUDIAC PLUMBING INC
 G 100-212000 ACCOUNTS PAYABLE \$865.00 32911 COMPLEX-NEW WATER HEATER
Total BUDIAC PLUMBING INC \$865.00

Paid Chk# 031167 3/8/2019 BUSINESS CARD
 G 100-212000 ACCOUNTS PAYABLE \$87.98 2019 FEBRUA PD-OREILLY
 G 100-212000 ACCOUNTS PAYABLE \$1.97 2019 FEBRUA PD-SHIPPING
 G 100-212000 ACCOUNTS PAYABLE \$84.55 2019 FEBRUA PD-BRADY
 G 100-212000 ACCOUNTS PAYABLE \$129.00 2019 FEBRUA PD-HOME DEPOT
 G 100-212000 ACCOUNTS PAYABLE \$38.15 2019 FEBRUA PD GAS NEW SQUAD
 G 100-212000 ACCOUNTS PAYABLE \$116.73 2019 FEBRUA PD
 G 100-212000 ACCOUNTS PAYABLE \$12.97 2019 FEBRUA PD-SHIPPING
Total BUSINESS CARD \$471.35

Paid Chk# 031168 3/8/2019 CARDMEMBER SERVICE
 G 100-212000 ACCOUNTS PAYABLE \$75.98 479851006067 DPW-COSTCO
 G 100-212000 ACCOUNTS PAYABLE \$120.00 479851006067 DPW-TOMASO
Total CARDMEMBER SERVICE \$195.98

Paid Chk# 031169 3/8/2019 CEDARBURG FIRE DEPARTMENT-POBX
 G 100-212000 ACCOUNTS PAYABLE \$53,375.00 QUARTERLY FD-1ST QTR 2019
Total CEDARBURG FIRE DEPARTMENT-POBX \$53,375.00

Paid Chk# 031170 3/8/2019 CENSKY, JON
 G 100-212000 ACCOUNTS PAYABLE \$6,279.12 19-0002 PLAN-FEB2019
Total CENSKY, JON \$6,279.12

Paid Chk# 031171 3/8/2019 CINTAS CORPORATION
 G 260-212000 ACCOUNTS PAYABLE \$36.56 184210335 LIBRARY-SUPPLIES
 G 100-212000 ACCOUNTS PAYABLE \$141.39 184210777 LIBRARY-SUPPLIES
Total CINTAS CORPORATION \$177.95

Paid Chk# 031172 3/8/2019 CITY OF CEDARBURG
 G 100-212000 ACCOUNTS PAYABLE \$17.58 PETTY CASH SRCTR REFRESHMENTS

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G 100-212000	ACCOUNTS PAYABLE		\$14.14	PETTY CASH	SRCTR SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$14.16	PETTY CASH	ADMIN - WCMA MTG
G 100-212000	ACCOUNTS PAYABLE		\$3.69	PETTY CASH	EM-AUTO PARTS
Total CITY OF CEDARBURG			\$49.57		
Paid Chk# 031173 3/8/2019 CULLIGAN OF WEST BEND					
G 200-212000	ACCOUNTS PAYABLE		\$76.50	502X03359405	CEMETERY
Total CULLIGAN OF WEST BEND			\$76.50		
Paid Chk# 031174 3/8/2019 FASTENAL COMPANY					
G 100-212000	ACCOUNTS PAYABLE		\$111.29	WISAU109191	DPW-PARTS
G 100-212000	ACCOUNTS PAYABLE		\$20.08	WISAU109191	DPW-PARTS
G 100-212000	ACCOUNTS PAYABLE		\$327.35	WISAU109229	DPW-PARTS
Total FASTENAL COMPANY			\$458.72		
Paid Chk# 031175 3/8/2019 FIVE CORNERS DODGE					
G 100-212000	ACCOUNTS PAYABLE		\$71.01	50478	PD-OIL CHANGE
Total FIVE CORNERS DODGE			\$71.01		
Paid Chk# 031176 3/8/2019 GENERAL COMMUNICATIONS, INC.					
G 100-212000	ACCOUNTS PAYABLE		\$37.60	266429	PD-REPAIR
Total GENERAL COMMUNICATIONS, INC.			\$37.60		
Paid Chk# 031177 3/8/2019 GRAFTON SENIOR CENTER					
G 100-212000	ACCOUNTS PAYABLE		\$1,289.10	CKREQ	MY FAIR LADY TOUR
Total GRAFTON SENIOR CENTER			\$1,289.10		
Paid Chk# 031178 3/8/2019 JANI-KING OF MILWAUKEE/ROYAL F					
G 100-212000	ACCOUNTS PAYABLE		\$375.36	MIL03190514	DPW-MARCH 2019
Total JANI-KING OF MILWAUKEE/ROYAL F			\$375.36		
Paid Chk# 031179 3/8/2019 JOHNSON CONTROLS FIRE PROT					
G 100-212000	ACCOUNTS PAYABLE		\$231.82	85620648	DPW-SUPPLIES
Total JOHNSON CONTROLS FIRE PROT			\$231.82		
Paid Chk# 031180 3/8/2019 KANOPY, INC.					
G 260-212000	ACCOUNTS PAYABLE		\$214.00	149187-PPU	LIBRARY-PUBLICATIONS
Total KANOPY, INC.			\$214.00		
Paid Chk# 031181 3/8/2019 LAROSA LANDSCAPE COMPANY					
G 260-212000	ACCOUNTS PAYABLE		\$332.95	69173	LIBRARY-SNOW REMOVAL
Total LAROSA LANDSCAPE COMPANY			\$332.95		
Paid Chk# 031182 3/8/2019 LETTERS & SIGNS					
G 100-212000	ACCOUNTS PAYABLE		\$120.00	3808	DPW-SIGNS
Total LETTERS & SIGNS			\$120.00		
Paid Chk# 031183 3/8/2019 NAPA AUTO PARTS					
G 100-212000	ACCOUNTS PAYABLE		\$12.04	5269-996021	DPW-SUPPLIES

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G 100-212000		ACCOUNTS PAYABLE	\$32.87	5269-996021	DPW-SUPPLIES
Total NAPA AUTO PARTS			\$44.91		
Paid Chk# 031184	3/8/2019	NASSCO, INC.			
G 100-212000		ACCOUNTS PAYABLE	\$327.55	S2443566	PARKS-SUPPLIES
Total NASSCO, INC.			\$327.55		
Paid Chk# 031185	3/8/2019	NEW BERLIN MUNICIPAL COURT			
G 100-212000		ACCOUNTS PAYABLE	\$124.00	CKREQ	JERRY LEE HO CASE#AD804773-4
Total NEW BERLIN MUNICIPAL COURT			\$124.00		
Paid Chk# 031186	3/8/2019	NORTH WOODS			
G 100-212000		ACCOUNTS PAYABLE	\$1,494.56	220541	DPW-HOSE
Total NORTH WOODS			\$1,494.56		
Paid Chk# 031187	3/8/2019	OFFICE DEPOT			
G 100-212000		ACCOUNTS PAYABLE	\$29.99	277004595001	TREAS-SUPPLIES
G 100-212000		ACCOUNTS PAYABLE	\$46.17	277004811001	EM-OFFICE SUPPLIES
G 100-212000		ACCOUNTS PAYABLE	\$693.20	277018016001	DPW-TONER
Total OFFICE DEPOT			\$769.36		
Paid Chk# 031188	3/8/2019	PLAY BY DESIGN			
G 400-212000		ACCOUNTS PAYABLE	\$13,500.00	2222019	PARKS-WILLOWBROOK
G 400-212000		ACCOUNTS PAYABLE	\$34,157.16	2222019	PARKS-WILLOWBROOK
Total PLAY BY DESIGN			\$47,657.16		
Paid Chk# 031189	3/8/2019	RECOGNITION SPECIALISTS, INC.			
G 100-212000		ACCOUNTS PAYABLE	\$118.25	32813	EM-PLAQUES
Total RECOGNITION SPECIALISTS, INC.			\$118.25		
Paid Chk# 031190	3/8/2019	ROLAND MACHINERY EXCHANGE			
G 100-212000		ACCOUNTS PAYABLE	\$651.36	47001050	DPW-PARTS
G 100-212000		ACCOUNTS PAYABLE	\$362.05	47001051	DPW-PARTS
Total ROLAND MACHINERY EXCHANGE			\$1,013.41		
Paid Chk# 031191	3/8/2019	SHERRILL, INC.			
G 100-212000		ACCOUNTS PAYABLE	\$229.96	INV-450539	PARKS-SUPPLIES
Total SHERRILL, INC.			\$229.96		
Paid Chk# 031192	3/8/2019	SHERWIN INDUSTRIES, INC.			
G 100-212000		ACCOUNTS PAYABLE	\$931.70	SC041943	DPW-STREET REPAIR
Total SHERWIN INDUSTRIES, INC.			\$931.70		
Paid Chk# 031193	3/8/2019	SOLAR RECREATION			
G 220-212000		ACCOUNTS PAYABLE	\$181.00	2282019	PARKS-SCOREBOARDS
Total SOLAR RECREATION			\$181.00		
Paid Chk# 031194	3/8/2019	SOUTHSIDE TIRECO., FRANKLIN			
G 100-212000		ACCOUNTS PAYABLE	\$1,076.88	846238	DPW-PO#899

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Total		SOUTHSIDE TIRECO., FRANKLIN		\$1,076.88	
Paid Chk#	031195	3/8/2019	STREICHER S POLICE EQUIPMENT		
G	100-212000	ACCOUNTS PAYABLE	\$1,270.00	I1354428	PD-SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$36.00	I1354429	PD-SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$57.99	I1354431	PD-SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$13.99	I1354433	PD-EAR PLUGS
Total		STREICHER S POLICE EQUIPMENT	\$1,377.98		
Paid Chk#	031196	3/8/2019	SUPER SALES INC-CITGO		
G	100-212000	ACCOUNTS PAYABLE	\$63.99	1	EM-CAR WASHES
Total		SUPER SALES INC-CITGO	\$63.99		
Paid Chk#	031197	3/8/2019	TIME WARNER CABLE-PO BOX 4639		
G	100-212000	ACCOUNTS PAYABLE	\$434.00	709844010225	PD-INTERNET
Total		TIME WARNER CABLE-PO BOX 4639	\$434.00		
Paid Chk#	031198	3/8/2019	TRANSUNION RISK AND ALTERNATIV		
G	100-212000	ACCOUNTS PAYABLE	\$50.00	312019	PD-MONTHLY SERVICE
Total		TRANSUNION RISK AND ALTERNATIV	\$50.00		
Paid Chk#	031199	3/8/2019	TRUCK COUNTRY-MILWAUKEE NORTH		
G	100-212000	ACCOUNTS PAYABLE	\$44.61	X207019386:0	DPW-FILTER
Total		TRUCK COUNTRY-MILWAUKEE NORTH	\$44.61		
Paid Chk#	031200	3/8/2019	UNIFIRST CORPORATION		
G	601-212000	ACCOUNTS PAYABLE	\$48.35	096 1060556	CWRC-SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$46.01	096 1060560	DPW-SUPPLIES
Total		UNIFIRST CORPORATION	\$94.36		
Paid Chk#	031201	3/8/2019	W.H. JACKLIN, INC.		
G	100-212000	ACCOUNTS PAYABLE	\$323.40	32509	PD-Maintenance
G	100-212000	ACCOUNTS PAYABLE	\$1,044.66	32509	PD-Maintenance
Total		W.H. JACKLIN, INC.	\$1,368.06		
Paid Chk#	031202	3/8/2019	WASTE MANAGEMENT OF WISCONSIN		
G	100-212000	ACCOUNTS PAYABLE	\$35,524.26	6323151-2275-	Garbage
G	100-212000	ACCOUNTS PAYABLE	\$17,154.72	6323151-2275-	Recycling
Total		WASTE MANAGEMENT OF WISCONSIN	\$52,678.98		
Paid Chk#	031204	3/8/2019	JOSEPH JACOBS		
E	100-522310-210	PROFESSIONAL SERVICES	\$285.00	19-004	Electrical inspections
Total		JOSEPH JACOBS	\$285.00		
Paid Chk#	031205	3/15/2019	A LYNEIS ELECTRIC LLC		
G	100-212000	ACCOUNTS PAYABLE	\$169.48	5704	Sensor at Cedar Creek
G	100-212000	ACCOUNTS PAYABLE	\$819.41	5706	Loss of Power in garage
Total		A LYNEIS ELECTRIC LLC	\$988.89		

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Paid Chk#	031206	3/15/2019	AIRGAS USA LLC		
G 100-212000	ACCOUNTS PAYABLE		\$22.96	9960015591	Rental Cylinders
	Total AIRGAS USA LLC		\$22.96		
Paid Chk#	031207	3/15/2019	ALTEC INDUSTRIES, INC.		
G 100-212000	ACCOUNTS PAYABLE		\$174.01	11124244	Saw Bar/Chain
	Total ALTEC INDUSTRIES, INC.		\$174.01		
Paid Chk#	031208	3/15/2019	ASC PUMPING EQUIPMENT		
G 100-212000	ACCOUNTS PAYABLE		\$610.71	IN00168724	Pump
	Total ASC PUMPING EQUIPMENT		\$610.71		
Paid Chk#	031209	3/15/2019	ASSOCIATED BENEFIT & RISK CON.		
G 100-212000	ACCOUNTS PAYABLE		\$1,533.00	17052	Feb. Consulting
G 100-212000	ACCOUNTS PAYABLE		\$383.00	17052	Feb. Consulting
G 100-212000	ACCOUNTS PAYABLE		\$383.00	17141	March Consulting
G 100-212000	ACCOUNTS PAYABLE		\$1,533.00	17141	March Consulting
	Total ASSOCIATED BENEFIT & RISK CON.		\$3,832.00		
Paid Chk#	031210	3/15/2019	AT&T		
G 100-212000	ACCOUNTS PAYABLE		\$193.46	414Z45632002	March Phone
	Total AT&T		\$193.46		
Paid Chk#	031211	3/15/2019	AXLEY BRYNELSON, LLP		
G 350-212000	ACCOUNTS PAYABLE		\$87.00	758128	Special Counsel
	Total AXLEY BRYNELSON, LLP		\$87.00		
Paid Chk#	031212	3/15/2019	BADGER STATE WASTE, LLC		
G 601-212000	ACCOUNTS PAYABLE		\$25,291.00	2287	Disposal February
	Total BADGER STATE WASTE, LLC		\$25,291.00		
Paid Chk#	031213	3/15/2019	BADGER THERMAL UNLIMITED, LLC		
G 100-212000	ACCOUNTS PAYABLE		\$772.48	140070	Repair Kits
	Total BADGER THERMAL UNLIMITED, LLC		\$772.48		
Paid Chk#	031214	3/15/2019	BEYER S HARDWARE STORE		
G 100-212000	ACCOUNTS PAYABLE		\$51.52	146627	Paint/brush
G 100-212000	ACCOUNTS PAYABLE		\$337.42	146645	Filter/Tape/Parts
G 100-212000	ACCOUNTS PAYABLE		\$44.95	146654	Couplings
G 100-212000	ACCOUNTS PAYABLE		\$5.84	146733	Tool Box
G 100-212000	ACCOUNTS PAYABLE		\$7.18	146756	Container
G 601-212000	ACCOUNTS PAYABLE		\$26.95	146782	Adapter
	Total BEYER S HARDWARE STORE		\$473.86		
Paid Chk#	031215	3/15/2019	BRAUN THYSSENKRUPP ELEVATOR		
G 100-212000	ACCOUNTS PAYABLE		\$776.23	145710	Service Call
	Total BRAUN THYSSENKRUPP ELEVATOR		\$776.23		
Paid Chk#	031216	3/15/2019	BUBLITZ CREATIVE		

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G 100-212000	ACCOUNTS PAYABLE	\$45.00	3860	Website Updates
Total BUBLITZ CREATIVE		\$45.00		
<hr/>				
Paid Chk# 031217	3/15/2019	BURGHARDT SPORTING GOODS		
G 220-212000	ACCOUNTS PAYABLE	\$570.00	BBL005474	Girls Wicking Shirts
Total BURGHARDT SPORTING GOODS		\$570.00		
<hr/>				
Paid Chk# 031218	3/15/2019	BURKE TRUCK & EQUIPMENT INC		
G 100-212000	ACCOUNTS PAYABLE	\$429.28	24616	Tailgate Latch
G 100-212000	ACCOUNTS PAYABLE	\$462.07	24681	Motor
G 100-212000	ACCOUNTS PAYABLE	\$92.90	24819	Tailgate Latch
Total BURKE TRUCK & EQUIPMENT INC		\$984.25		
<hr/>				
Paid Chk# 031219	3/15/2019	CDW GOVERNMENT, INC.		
G 100-212000	ACCOUNTS PAYABLE	\$543.63	RFQ3791	Part-Police Dept.
Total CDW GOVERNMENT, INC.		\$543.63		
<hr/>				
Paid Chk# 031220	3/15/2019	CEDARBURG CHAMBER OF COMMERCE		
G 220-212000	ACCOUNTS PAYABLE	\$250.00	10593	GIFT PARK AND RECS
Total CEDARBURG CHAMBER OF COMMERCE		\$250.00		
<hr/>				
Paid Chk# 031221	3/15/2019	CEDARBURG LIGHT & WATER		
G 601-212000	ACCOUNTS PAYABLE	\$10,555.06	007291	SEWERAGE BILLING MARCH
Total CEDARBURG LIGHT & WATER		\$10,555.06		
<hr/>				
Paid Chk# 031222	3/15/2019	CITIZENOBSERVER, LLC		
E 100-533210-350	OPERATING SUPPLIES	(\$141.39)	18412281	VOID UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$141.39	184212281	Uniforms
Total CITIZENOBSERVER, LLC		\$0.00		
<hr/>				
Paid Chk# 031223	3/15/2019	COLUMBIA ST. MARYS CORPORATE W		
G 100-212000	ACCOUNTS PAYABLE	\$204.00	31956	AUDIOGRAM
Total COLUMBIA ST. MARYS CORPORATE W		\$204.00		
<hr/>				
Paid Chk# 031224	3/15/2019	DAVE SCHMITZ		
G 100-212000	ACCOUNTS PAYABLE	\$2,508.65	530903458	Expanded Payroll
G 100-212000	ACCOUNTS PAYABLE	\$672.28	531328273	Expanded Payroll
Total DAVE SCHMITZ		\$3,080.93		
<hr/>				
Paid Chk# 031225	3/15/2019	DEPARTMENT OF SAFETY &		
G 100-212000	ACCOUNTS PAYABLE	\$55.00	03062019	Baier Credentials
Total DEPARTMENT OF SAFETY &		\$55.00		
<hr/>				
Paid Chk# 031226	3/15/2019	EGELHOFF LAWNMOWER SERVICE		
G 100-212000	ACCOUNTS PAYABLE	\$37.90	251962	Parts
G 100-212000	ACCOUNTS PAYABLE	\$252.60	252134	Saw Chain Parts
Total EGELHOFF LAWNMOWER SERVICE		\$290.50		
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Paid Chk# 031227	3/15/2019	ELITE PROMOTIONS		

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G 100-212000	ACCOUNTS PAYABLE		\$105.80	137017	coloring books
	Total ELITE PROMOTIONS		\$105.80		
Paid Chk# 031228 3/15/2019 FIVE CORNERS DODGE					
G 400-212000	ACCOUNTS PAYABLE		\$525.00	50532	Liner Box - Ram
	Total FIVE CORNERS DODGE		\$525.00		
Paid Chk# 031229 3/15/2019 GHD SERVICES, INC					
G 350-212000	ACCOUNTS PAYABLE		\$728.25	981741	Hamilton Rd.
	Total GHD SERVICES, INC		\$728.25		
Paid Chk# 031230 3/15/2019 GLENDALE POLICE DEPARTMENT					
G 100-212000	ACCOUNTS PAYABLE		\$125.00	19-4645	Penalties
	Total GLENDALE POLICE DEPARTMENT		\$125.00		
Paid Chk# 031231 3/15/2019 HERMANS SHOP					
G 100-212000	ACCOUNTS PAYABLE		\$35.00	1212	Repair
	Total HERMANS SHOP		\$35.00		
Paid Chk# 031232 3/15/2019 HOUSEMAN & FEIND, LLP					
G 350-212000	ACCOUNTS PAYABLE		\$195.00	44733	MUNICIPAL MATTERS
G 400-212000	ACCOUNTS PAYABLE		\$117.00	44733	Prochnow
G 100-212000	ACCOUNTS PAYABLE		\$1,824.75	44733	General Matters
G 350-212000	ACCOUNTS PAYABLE		\$1,210.00	44734	February Services
G 100-212000	ACCOUNTS PAYABLE		\$983.75	44751	03052019
	Total HOUSEMAN & FEIND, LLP		\$4,330.50		
Paid Chk# 031233 3/15/2019 JEFF SCHMITZ					
G 100-212000	ACCOUNTS PAYABLE		\$75.00	11081999	EMPLOYEE SERVICE AWARD
	Total JEFF SCHMITZ		\$75.00		
Paid Chk# 031234 3/15/2019 JENSEN EQUIPMENT					
G 100-212000	ACCOUNTS PAYABLE		\$21.00	J-633290	Impact - service
G 100-212000	ACCOUNTS PAYABLE		\$21.00	J-633291	Impact - service
	Total JENSEN EQUIPMENT		\$42.00		
Paid Chk# 031235 3/15/2019 JOHNSON CONTROLS FIRE PROT					
G 100-212000	ACCOUNTS PAYABLE		\$230.08	20812851	Wet Sprinkler Inspections
	Total JOHNSON CONTROLS FIRE PROT		\$230.08		
Paid Chk# 031236 3/15/2019 KARALYN JAGOW					
G 700-212000	ACCOUNTS PAYABLE		\$296.82	02152019	Claim Settlement
	Total KARALYN JAGOW		\$296.82		
Paid Chk# 031237 3/15/2019 KOHN LAW FIRM					
G 100-212000	ACCOUNTS PAYABLE		\$231.76	18SC000321	Gamishment
	Total KOHN LAW FIRM		\$231.76		
Paid Chk# 031238 3/15/2019 LAFORCE INC.					

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G 100-212000	ACCOUNTS PAYABLE		\$117.60	1090889	ADLAI HORN PARK CORES
Total LAFORCE INC.			\$117.60		
Paid Chk# 031239	3/15/2019	LAI, LTD			
G 601-212000	ACCOUNTS PAYABLE		\$1,395.99	19-16286	FLANGE
Total LAI, LTD			\$1,395.99		
Paid Chk# 031240	3/15/2019	LARK UNIFORM OUTFITTERS INC			
G 100-212000	ACCOUNTS PAYABLE		\$122.85	284862	SHEEPSKIN
G 100-212000	ACCOUNTS PAYABLE		\$24.95	285090	SHEEPSKIN
G 100-212000	ACCOUNTS PAYABLE		\$10.95	285094	SLIDE BAR HOLDER
Total LARK UNIFORM OUTFITTERS INC			\$158.75		
Paid Chk# 031241	3/15/2019	LAROSA LANDSCAPE COMPANY			
G 260-212000	ACCOUNTS PAYABLE		\$141.11	69305	SHOVEL/DEICE
Total LAROSA LANDSCAPE COMPANY			\$141.11		
Paid Chk# 031242	3/15/2019	LIESENER SOILS INC.			
G 100-212000	ACCOUNTS PAYABLE		\$2,100.00	0166832-IN	HAUL SNOW
Total LIESENER SOILS INC.			\$2,100.00		
Paid Chk# 031243	3/15/2019	LOUS GLOVES			
G 601-212000	ACCOUNTS PAYABLE		\$228.00	027343	GLOVES
Total LOUS GLOVES			\$228.00		
Paid Chk# 031244	3/15/2019	MASTER PRINTWEAR			
G 220-212000	ACCOUNTS PAYABLE		\$180.00	4741	caps
G 220-212000	ACCOUNTS PAYABLE		\$220.00	4742	caps
Total MASTER PRINTWEAR			\$400.00		
Paid Chk# 031245	3/15/2019	MATHESON TRI-GAS			
G 100-212000	ACCOUNTS PAYABLE		\$20.16	51429869	oxygen tanks
Total MATHESON TRI-GAS			\$20.16		
Paid Chk# 031246	3/15/2019	MID-AMERICAN RESEARCH CHEMICAL			
G 601-212000	ACCOUNTS PAYABLE		\$599.00	0659457-IN	cleaners
Total MID-AMERICAN RESEARCH CHEMICAL			\$599.00		
Paid Chk# 031247	3/15/2019	MOEGENBURG WINDOW CLEAN-CHUCK			
G 100-212000	ACCOUNTS PAYABLE		\$110.00	03112019	WINDOWS
Total MOEGENBURG WINDOW CLEAN-CHUCK			\$110.00		
Paid Chk# 031248	3/15/2019	NAPA AUTO PARTS			
G 100-212000	ACCOUNTS PAYABLE		\$32.03	5269-997531	PARTS
G 100-212000	ACCOUNTS PAYABLE		\$29.99	5269-997807	PARTS
Total NAPA AUTO PARTS			\$62.02		
Paid Chk# 031249	3/15/2019	NEWMAN CHEVROLET			
G 100-212000	ACCOUNTS PAYABLE		\$16.14	162446	PART

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Total NEWMAN CHEVROLET			\$16.14		
Paid Chk#	031250	3/15/2019	NLD BRAND SOLUTIONS LLC		
G	220-212000	ACCOUNTS PAYABLE	\$255.00	295	T-SHIRTS POMS
Total NLD BRAND SOLUTIONS LLC			\$255.00		
Paid Chk#	031251	3/15/2019	OFFICE DEPOT		
G	100-212000	ACCOUNTS PAYABLE	\$4.04	277379393001	OFFICE SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$17.09	277379393001	OFFICE SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$30.52	277379393001	OFFICE SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$14.54	278190097001	OFFICE SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$40.64	278190097001	OFFICE SUPPLIES
G	100-212000	ACCOUNTS PAYABLE	\$65.64	279197023001	OFFICE SUPPLIES
Total OFFICE DEPOT			\$172.47		
Paid Chk#	031252	3/15/2019	OLIVER FIONTAR LLC		
G	350-212000	ACCOUNTS PAYABLE	\$27,412.50	503	CONSULTING
G	350-212000	ACCOUNTS PAYABLE	\$11,500.00	504	CONSULTING
Total OLIVER FIONTAR LLC			\$38,912.50		
Paid Chk#	031253	3/15/2019	ONTECH SYSTEMS, INC		
G	100-212000	ACCOUNTS PAYABLE	\$600.00	39601	NOTEBOOK
Total ONTECH SYSTEMS, INC			\$600.00		
Paid Chk#	031254	3/15/2019	ORKIN COMMERCIAL SERVICES		
G	260-212000	ACCOUNTS PAYABLE	\$74.00	178090695	HANOVER SERVICE
Total ORKIN COMMERCIAL SERVICES			\$74.00		
Paid Chk#	031255	3/15/2019	OZAUKEE DISPOSAL CORPORATION		
G	601-212000	ACCOUNTS PAYABLE	\$1,525.00	in51674	DUMPSTER
Total OZAUKEE DISPOSAL CORPORATION			\$1,525.00		
Paid Chk#	031256	3/15/2019	OZAUKEE ECONOMIC DEVELOPMENT		
G	100-212000	ACCOUNTS PAYABLE	\$1,500.00	03072019	DUES
Total OZAUKEE ECONOMIC DEVELOPMENT			\$1,500.00		
Paid Chk#	031257	3/15/2019	PITNEY BOWES GLOBAL FINANCIAL		
G	100-212000	ACCOUNTS PAYABLE	\$112.51	3308287563	MARCH LEASE
Total PITNEY BOWES GLOBAL FINANCIAL			\$112.51		
Paid Chk#	031258	3/15/2019	QUALITY STATE OIL CO., INC.		
G	601-212000	ACCOUNTS PAYABLE	\$1,822.12	2832489	OIL
Total QUALITY STATE OIL CO., INC.			\$1,822.12		
Paid Chk#	031259	3/15/2019	RACHEL FAST		
G	220-212000	ACCOUNTS PAYABLE	\$75.00	92865	Refund
Total RACHEL FAST			\$75.00		
Paid Chk#	031260	3/15/2019	RAMBOLL ENVIRON US CORPORATION		

CITY OF CEDARBURG

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G 400-212000	ACCOUNTS PAYABLE		\$4,152.88	1690029495	Prochnow landfill
	tal RAMBOLL ENVIRON US CORPORATION		\$4,152.88		
<hr/>					
Paid Chk# 031261	3/15/2019	ROLAND MACHINERY EXCHANGE			
G 100-212000	ACCOUNTS PAYABLE		\$67.20	47001102	parts
	Total ROLAND MACHINERY EXCHANGE		\$67.20		
<hr/>					
Paid Chk# 031262	3/15/2019	SCHOLASTIC LIBRARY PUBLISHING			
G 260-212000	ACCOUNTS PAYABLE		\$152.10	18674553	BOOKS
G 260-212000	ACCOUNTS PAYABLE		\$382.20	18674577	BOOKS
	Total SCHOLASTIC LIBRARY PUBLISHING		\$534.30		
<hr/>					
Paid Chk# 031263	3/15/2019	STATE OF WISCONSIN DOJ-PO2688+			
G 100-212000	ACCOUNTS PAYABLE		\$91.00	L4603T-FEB	BACKGROUND
	Total STATE OF WISCONSIN DOJ-PO2688+		\$91.00		
<hr/>					
Paid Chk# 031264	3/15/2019	STREICHER S POLICE EQUIPMENT			
G 100-212000	ACCOUNTS PAYABLE		\$12.00	11355946	HOLSTER
G 100-212000	ACCOUNTS PAYABLE		\$41.97	11356046	AMMO
	Total STREICHER S POLICE EQUIPMENT		\$53.97		
<hr/>					
Paid Chk# 031265	3/15/2019	SWEET WATER			
G 400-212000	ACCOUNTS PAYABLE		\$578.94	1406	WATERS PROGRAM
	Total SWEET WATER		\$578.94		
<hr/>					
Paid Chk# 031266	3/15/2019	SYMBIONT			
G 601-212000	ACCOUNTS PAYABLE		\$5,099.75	48654	UPGRADE DASHBOARD
	Total SYMBIONT		\$5,099.75		
<hr/>					
Paid Chk# 031267	3/15/2019	TIME WARNER CABLE-PO BOX 4639			
G 100-212000	ACCOUNTS PAYABLE		\$29.53	708014600120	CABLE CHARGES
G 240-212000	ACCOUNTS PAYABLE		\$36.92	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$14.77	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$22.15	708014600120	CABLE CHARGES
G 601-212000	ACCOUNTS PAYABLE		\$59.07	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$14.77	708014600120	CABLE CHARGES
G 220-212000	ACCOUNTS PAYABLE		\$29.53	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$7.38	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$22.15	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$14.77	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$66.45	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$7.38	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$36.92	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$22.15	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$14.77	708014600120	CABLE CHARGES
G 100-212000	ACCOUNTS PAYABLE		\$14.77	708014600120	CABLE CHARGES
	Total TIME WARNER CABLE-PO BOX 4639		\$413.48		
<hr/>					
Paid Chk# 031268	3/15/2019	TONY YOUNG			

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			Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE		\$400.00	115	TECH HELP
	Total TONY YOUNG		\$400.00		
<hr/>					
Paid Chk#	031269	3/15/2019	TRAFFIC ANALYSIS & DESIGN, INC		
G 100-212000	ACCOUNTS PAYABLE		\$9,288.00	12195	STH 60 ENGR.
	Total TRAFFIC ANALYSIS & DESIGN, INC		\$9,288.00		
<hr/>					
Paid Chk#	031270	3/15/2019	TRANS UNION LLC		
G 100-212000	ACCOUNTS PAYABLE		\$40.00	02906857	BASIC SERVICE
	Total TRANS UNION LLC		\$40.00		
<hr/>					
Paid Chk#	031271	3/15/2019	UNIFIRST CORPORATION		
G 601-212000	ACCOUNTS PAYABLE		\$48.35	0961061709	Uniforms
G 100-212000	ACCOUNTS PAYABLE		\$46.01	0961061713	Pant Riggs
	Total UNIFIRST CORPORATION		\$94.36		
<hr/>					
Paid Chk#	031272	3/15/2019	US BANK-SAFEBOX DEPT		
G 100-212000	ACCOUNTS PAYABLE		\$114.40	206000039138	Safe Deposit Box
	Total US BANK-SAFEBOX DEPT		\$114.40		
<hr/>					
Paid Chk#	031273	3/15/2019	UW-EXTENSION/LOCAL GOVNT CTR		
G 100-212000	ACCOUNTS PAYABLE		\$95.00	03112019	BOR- MCHUGH
	Total UW-EXTENSION/LOCAL GOVNT CTR		\$95.00		
<hr/>					
Paid Chk#	031274	3/15/2019	VANTAGE FINANCIAL		
G 400-212000	ACCOUNTS PAYABLE		\$2,766.07	40775	EQUIPMENT
	Total VANTAGE FINANCIAL		\$2,766.07		
<hr/>					
Paid Chk#	031275	3/15/2019	VERIZON WIRELESS		
G 100-212000	ACCOUNTS PAYABLE		\$456.47	9825138677	PHONE
	Total VERIZON WIRELESS		\$456.47		
<hr/>					
Paid Chk#	031276	3/15/2019	VISUAL IMAGE PHOTOGRAPHY, INC.		
G 260-212000	ACCOUNTS PAYABLE		\$97.50	6944	QUARTERLY BULLETIN
	Total VISUAL IMAGE PHOTOGRAPHY, INC.		\$97.50		
<hr/>					
Paid Chk#	031277	3/15/2019	WE ENERGIES-PO BOX 90001		
G 100-212000	ACCOUNTS PAYABLE		\$169.00	045	BOY SCOUT HOUSE
G 100-212000	ACCOUNTS PAYABLE		\$747.47	082	FD
G 601-212000	ACCOUNTS PAYABLE		\$10.93	176	DORCHESTER
G 100-212000	ACCOUNTS PAYABLE		\$179.77	213	GIRL SCOUT HOUSE
G 601-212000	ACCOUNTS PAYABLE		\$12.42	229	EVERGREEN
G 601-212000	ACCOUNTS PAYABLE		\$229.27	296	CWRC
G 240-212000	ACCOUNTS PAYABLE		\$24.65	384	POOL
G 601-212000	ACCOUNTS PAYABLE		\$454.64	423	CWRC PARK LANE
G 100-212000	ACCOUNTS PAYABLE		\$1,413.01	425	GYM
G 260-212000	ACCOUNTS PAYABLE		\$1,066.54	477	POOL
G 100-212000	ACCOUNTS PAYABLE		\$47.46	495	ST RD 60
G 100-212000	ACCOUNTS PAYABLE		\$161.30	522	EM-WESTERN

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		Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE	\$1,229.35	610	PD
G 100-212000	ACCOUNTS PAYABLE	\$1,289.11	666	LINCOLN BLDG.
G 601-212000	ACCOUNTS PAYABLE	\$10.83	804	SEWER-KENZIE WAY
G 601-212000	ACCOUNTS PAYABLE	\$10.93	866	POOL
G 601-212000	ACCOUNTS PAYABLE	\$43.15	928	GARFILED
G 601-212000	ACCOUNTS PAYABLE	\$11.67	943	HIGHLAND
G 100-212000	ACCOUNTS PAYABLE	\$1,071.21	952	POOL
G 100-212000	ACCOUNTS PAYABLE	\$2,467.65	957	DPW
G 100-212000	ACCOUNTS PAYABLE	\$1,180.15	971	FD
G 240-212000	ACCOUNTS PAYABLE	\$4.70	991	POOL
G 100-212000	ACCOUNTS PAYABLE	\$9.57	994	PD
Total WE ENERGIES-PO BOX 90001		\$11,844.78		
<hr/>				
Paid Chk# 031278	3/15/2019	WIL-KIL PEST CONTROL		
G 100-212000	ACCOUNTS PAYABLE	\$46.00	3580466	MO. SERVICE
Total WIL-KIL PEST CONTROL		\$46.00		
111300 PWSB Checking		\$320,142.76		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	\$171,010.03
200 CEMETERY FUND	\$76.50
220 RECREATION PROGRAMS FUND	\$1,760.53
240 SWIMMING POOL FUND	\$66.27
260 LIBRARY FUND	\$2,496.96
350 TIF DISTRICT FUND #4	\$41,132.75
400 CAPITAL IMPROVEMENTS FUND	\$55,797.05
601 WATER RECYCLING CENTER	\$47,505.85
700 RISK MANAGEMENT FUND	\$296.82
	<hr/>
	\$320,142.76



City of Cedarburg

City Administrator's Report

March 21, 2019

Department News

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

Engineering & Public Works— Work has started on the Highland Lift Station project design and should go out for bid in April.

The grant was received for the Columbia Mills dam project, allowing this project to move forward.

Two bids were received for the 2019 Street and Utility Project.

The City has not experienced any flooding with the high creek flow.

The Public Works crew is helping the Forestry crew with trees and working on pothole patching. The street sweepers are being prepared for service this week.

Parks, Recreation & Forestry— As part of the ash tree removal in the Cedar Creek Conservancy, the trees were dropped last week. They will be removed when funding becomes available.

Clerk— The Department is preparing for the Spring Election on April 2.

Police—The Department has started the selection process for a K-9 officer and a School Safety officer.

The Police & Fire Commission approved the hiring of Patrol Officer Jacob Bolt, with a starting date of April 1.

Library— The Library is working on their quarterly bulletin for April, May and June to announce their programs. The Library is partnering with the Parks and Recreation Department on a Kids Kick-Off to Summer Celebration in Cedar Creek Park.

Assessor—Assessor Timm is working on the 2019 Assessments. Personal Property reporting changes are in the Governor's proposed budget.

Water Recycling Center—A clarifier is down for service. The Department will be doing sewer cleaning in the streets this week.

Administrator—A Personnel Committee meeting was held on Tuesday to discuss staffing in the Treasurer's Office.

Respectfully submitted,

Christy Mertes
City Administrator/Treasurer

Occupant Name	Location Zone	Address	Last Completed Date
Wash Ave - Grace 242	City of Cedarburg	W62 N563 Washington Avenue	2/1/2019
Alyce - 4 Unit Condos	City of Cedarburg	N28 W6348 Alyce Street	2/6/2019
Alyce - Cedar Edge Apartments	City of Cedarburg	N28 W6240 Alyce Street	2/6/2019
Alyce - Cedar Edge Apartments	City of Cedarburg	N28 W6246/W6258 Alyce Street	2/6/2019
Alyce - Cedar Edge Apartments	City of Cedarburg	N28 W6284/W6296 Alyce Street	2/6/2019
Alyce - Cedar Edge Apartments	City of Cedarburg	N28 W6360 Alyce Street	2/6/2019
Alyce - Evergreen Park Apartments #1	City of Cedarburg	N28 W6800 Alyce Street	2/6/2019
Commerce - Parts Badger	City of Cedarburg	W66 N205 Commerce Court	2/6/2019
Lincoln - Evergreen Park Apartments	City of Cedarburg	N30 W6801 Lincoln Boulevard	2/6/2019
Wash Ave - H.O. Keuper	City of Cedarburg	W62 N281 Washington Avenue	2/6/2019
Wash Ave - Kettle Moraine Counseling	City of Cedarburg	W62 N281 Washington Avenue	2/6/2019
Bridge - A Little Pizzazz LLC	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Alpine Gift Haus	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Cedar Creek Antiques	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Cedar Creek Pottery	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Cedar Creek Settlement	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Cedar Creek Trading Post	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Dime A Dance	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Fresh Twist LLC	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Refabulous	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Robin's European Cottage	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - Sandra Pape Art Studio	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - The Cottage at Cedarburg	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Bridge - The Farm Mercantile	City of Cedarburg	N70 W6340 Bridge Road	2/11/2019
Commerce - IBB Technology of America	City of Cedarburg	N19 W6723 Commerce Court	2/15/2019
Bridge - Anvil Pub & Grille	City of Cedarburg	N70 W6340 Bridge Road	2/19/2019
Bridge - Cedar Creek Winery	City of Cedarburg	N70 W6340 Bridge Road	2/19/2019
Bridge - Cream & Crepe Cafe	City of Cedarburg	N70 W6340 Bridge Road	2/19/2019
Hilbert - Peter Wollner Legion Post #288	City of Cedarburg	W57 N481 Hilbert Avenue	2/19/2019
Park - Cedars III	City of Cedarburg	W53 N404 Park Circle	2/19/2019
Portland - Ernie's Wine Bar LLC	City of Cedarburg	N49 W5471 Portland Road	2/19/2019
Portland - L&G Express	City of Cedarburg	N50 W5586 Portland Road	2/19/2019
Wash Ave - Maxwell's	City of Cedarburg	W63 N699 Washington Avenue	2/19/2019

Wash Ave - North 48, Inc.	City of Cedarburg	W62 N599 Washington Avenue	2/19/2019
Wash Ave - The Shinery	City of Cedarburg	W63 N706 Washington Avenue	2/19/2019
Wash Ave - Thirsty Hammer Workshop	City of Cedarburg	W61 N506 Washington Avenue	2/19/2019
Wash Ave - Tomaso's	City of Cedarburg	W63 N688 Washington Avenue	2/19/2019
Wash Ave - Cedarburg Art Museum	City of Cedarburg	W63 N675 Washington Avenue	2/20/2019
Wash Ave - CVS Pharmacy	City of Cedarburg	W63 N152 Washington Avenue	2/20/2019
Wash Ave - Grapes & Tastes	City of Cedarburg	W63 N140 Washington Avenue	2/20/2019
Wash Ave - Jim's Grille	City of Cedarburg	W63 N142/N144 Washington Avenue	2/20/2019
Wash Ave - Kowloon's Chinese Restaurant, Inc.	City of Cedarburg	W63 N145 Washington Avenue	2/20/2019
Wash Ave - Otto's Wine and Spirits	City of Cedarburg	W63 N157 Washington Avenue	2/20/2019
Wash Ave - Piggly Wiggly	City of Cedarburg	W61 N286 Washington Avenue	2/20/2019
Wash Ave - Sal's Pizza	City of Cedarburg	W63 N635 Washington Avenue	2/20/2019
Wash Ave - Settlers Inn	City of Cedarburg	W63 N657 Washington Avenue	2/20/2019
Wash Ave - Speedway LLC	City of Cedarburg	W63 N121 Washington Avenue	2/20/2019
Wash Ave - Stilt House Restaurant	City of Cedarburg	W62 N630 Washington Avenue	2/20/2019
Wash Ave - Vintage Cafe & Take Away	City of Cedarburg	W63 N674 Washington Avenue	2/20/2019
Center - Morton's Wisconsin	City of Cedarburg	N56 W6339 Center Street	2/21/2019
Hanover - Romano's	City of Cedarburg	W63 N540 Hanover Avenue	2/21/2019
Wash Ave - Baehmann's Golf Center	City of Cedarburg	W73 N1122 Washington Avenue	2/21/2019
Wash Ave - Brandywine Restaurant	City of Cedarburg	W61 N480 Washington Avenue	2/21/2019
Wash Ave - C. Wieslers	City of Cedarburg	W61 N493 Washington Avenue	2/21/2019
Wash Ave - Cedarburg Cultural Center	City of Cedarburg	W62 N546 Washington Avenue	2/21/2019
Wash Ave - CITGO Super Sales USA, Inc.	City of Cedarburg	W62 N174 Washington Avenue	2/21/2019
Wash Ave - New Fortune	City of Cedarburg	W62 N547 Washington Avenue	2/21/2019
Wash Ave - P.J. Piper Pancake House	City of Cedarburg	W61 N514 Washington Avenue	2/21/2019
Wash Ave - Stagecoach Inn	City of Cedarburg	W61 N520 Washington Avenue	2/21/2019
Wash Ave - Stonewall Pub	City of Cedarburg	W62 N550 Washington Avenue	2/21/2019
Wash Ave - The Farmstead Restaurant	City of Cedarburg	W62 N238 Washington Avenue	2/21/2019
Wash Ave - Walgreens	City of Cedarburg	W62 N190 Washington Avenue	2/21/2019
Wash Ave - Cedarburg Leather & Jewelry Co.	City of Cedarburg	W63 N677 Washington Avenue	2/26/2019
Wash Ave - Itty Bitty Piggies	City of Cedarburg	W63 N679 Washington Avenue	2/26/2019
Wash Ave - At JJ's LLC	City of Cedarburg	W62 N559 Washington Avenue	2/27/2019
Wash Ave - Le's Pho	City of Cedarburg	W63 N146/N148 Washington Avenue	2/27/2019
Wauwatosa - Hamilton House Senior Living	City of Cedarburg	W76 N629 Wauwatosa Road	2/28/2019



Whereas, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
Whereas, Arbor Day is now observed throughout the nation and the world; and
Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and
Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and
Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and
Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Mike O’Keefe, Mayor of the City of Cedarburg do hereby proclaim April 25, 2019 as

Arbor Day

in the City of Cedarburg, and urge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands; and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 25th day of March 2019.

Mike O’Keefe, Mayor

Attest:

Constance K. McHugh, City Clerk