

**CITY OF CEDARBURG
PUBLIC WORKS AND SEWERAGE COMMISSION
June 12, 2019**

**PW/SEW20190612-1
UNAPPROVED MINUTES**

A meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Wednesday, June 12, 2019 at Cedarburg City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 7:00 p.m. by Mayor O'Keefe.

Roll Call: Present - Mayor Michael O'Keefe, Sandra Beck, Ryan Hammetter, Bob Dries, Council Member Kristin Burkart, Gary Graham, Charles Schumacher

Absent - Judy Guse, Bill Oakes

Also Present - Director of Engineering & Public Works Tom Wiza, Cedarburg Water Recycling Center Superintendent Eric Hackert, Secretary Kim Esselmann and Cedarburg Water Recycling Center Operator Dennis Grulkowski and resident Megan Olsen

STATEMENT OF PUBLIC NOTICE

Secretary Esselmann confirmed that proper legal notice of the meeting had been given.

APPROVAL OF MINUTES

Motion made by Commissioner Dries, seconded by Commissioner Graham, to approve the minutes of January 9, 2019. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

Motion made by Commissioner Dries, seconded by Commissioner Graham, to approve the minutes of April 29, 2019 as corrected. Charles Schumacher was present at this meeting. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

COMMENTS AND SUGGESTIONS FROM CITIZENS

No comments or suggestions were offered at this time.

ELECTION OF VICE CHAIRPERSON; AND ACTION THEREON

Motion made by Commissioner Beck, seconded by Commissioner Schumacher to reelect Commissioner Oakes as the Vice Chairperson. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

REVIEW AND CERTIFY CODE OF ETHICS; AND ACTION THEREON

Motion made by Mayor O'Keefe, seconded by Commissioner Graham to certify that all Commissioners present have read and acknowledge the City of Cedarburg Code of Ethics. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

DISCUSS POSSIBLE SAFETY IMPROVEMENTS AT THE PIONEER ROAD/INTERURBAN TRAIL CROSSING; AND ACTION THEREON

Staff has received numerous calls and e-mails requesting additional safety improvements at the Pioneer Road/Interurban Trail crossing, in light of the recent accident involving a motorist and bicyclist. The accident resulted in a fatality.

Pioneer Road at this location is under County jurisdiction, so staff recommends that the City wait to find out what if any improvements the County may consider making. It is possible that the County may be eligible for a Highway Safety Improvement Grant through the state.

Should the County conclude that the signage in place is adequate, then the City would have the option of requesting a permit from the County to make improvements, such as rapid flashing beacons, and supplemental overhead signage mounted on cantilevered trombone arms.

The downside to this course of action is that the County permit will come with an indemnification clause, which could effectively transfer liability for any crossing improvements to the City.

Motion made by Commissioner Schumacher, seconded by Commissioner Graham to approach Ozaukee County to do a safety study of the Pioneer Road/Interurban Trail crossing and get the results of that study back to us. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

Motion made by Council Member Burkart, seconded by Mayor O'Keefe to put out bigger stop signs on each side of the interurban trail at the Pioneer Road crossing. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

DISCUSS POSSIBLE VACATION OF BACKYARD UTILITY EASEMENT OF CEDARWOOD SUBDIVISION; AND ACTION THEREON

Cedarwood Subdivision was platted in 1962 and created the single family lots on Park Circle. There is one vacant lot remaining that was never built on, but a potential buyer is now proposing to construct a home on that lot.

When the subdivision was platted, it included a "20-foot utility easement" through the middle of the backyards of the lots with creek frontage. It appears that this easement was never used for utilities, has been encroached upon by many property owners, and really no longer serves a purpose. The potential buyer of the vacant lot is proposing a

home that would also encroach upon the easement, and thus he is requesting if the City would consider vacating the easement.

Cedarburg Light and Water has stated that they have no use for the easement, and staff sees no potential to route sanitary or storm sewer piping through it, as all of the existing homes are served by utilities which are located in Park Circle.

The last thing we have checked, through a diggers-hotline request, is whether there is any existing buried phone or cable TV wires in the easement.

Per diggers-hotline, there are no utilities in the 20 foot easement.

Motion made by Commissioner Dries, seconded by Commissioner Hammetter to recommend the Common Council approve to vacate the 20 foot utility easement on lots seven, eight, nine, ten, eleven and twelve of the Cedarwood Subdivision. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

CONSIDER CHANGING THE EXISTING YIELD SIGN TO A STOP SIGN FOR EASTBOUND SANDHILL TRAILS (OAK STREET IN GRAFTON) AT BOBOLINK AVENUE; AND ACTION THEREON

Last year the City reviewed and ultimately installed traffic signage for the Sandhill Trails Subdivision. A yield sign was erected for eastbound Sandhill Trails at Bobolink Avenue.

Just recently the Village of Grafton approved a stop sign for westbound Oak Street at Bobolink, which is now opposite our yield sign. Staff is not certain what factors went into the Village decision to place the stop sign, but there may have been sight distance issues.

Bottom line, we can't have a stop sign for eastbound traffic and a yield sign for westbound traffic at this intersection. Therefore, the Police Chief has requested we change our yield sign to a stop sign. This is a simple change, and we will put the yield sign back in our sign inventory. In addition, the Common Council will need to amend the Ordinance to make it enforceable.

Motion made by Commissioner Dries, seconded by Commissioner Schumacher to approve the traffic control signage for Sandhill Trails at Bobolink Avenue as presented. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

CONSIDER CITY COST SHARING PROPOSAL FOR PAVEMENT MAINTENANCE ON PUBLIC ACCESS EASEMENT ALONG THE WEST BAND OF CEDAR CREEK JUST NOTH OF COLUMBIA ROAD; AND ACTION THEREON

The City has a continuous public access easement that runs behind the Washington Avenue businesses from the parking lot adjacent to Delicately Delicious, south to Columbia Road. The easement operates as a one-way southbound route for motorists.

All of the recorded easement documents state that the City is responsible for maintenance of the easement. That's fairly simple if we need to patch a pothole, but we have recently been approached by business owners who would like to repave their back parking area, and question how to coordinate that with paving of the City's 25-foot easement. Typically the easement bisects their parking areas.

It would make no sense for businesses to pave on either side of our easement, and there is no way for the City to coordinate a publicly bid paving project with their work. There's also about a half dozen different business owners, and it is doubtful we could request them all to repave at the same time.

It was suggested by a business owner that perhaps the City could reimburse them for a 25-foot strip of pavement for the width of their lot. They would have to obtain a unit price bid for the paving, and staff would need to review it in advance.

While there is little precedence for this, the businesses would have one seamless pavement which would be more durable, and in the end, it should be a cost savings for all involved.

Motion by Commissioner Hammetter, seconded by Mayor O'Keefe to recommend the Common Council evaluate the cost sharing of the public access easement, which runs behind the Washington Avenue businesses, for repaving and compensation to the business owners for the 25 foot easement in the 2020 budget. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

DISCUSSION OF SEWER BACKUP AT W51 N664 HIGHLAND DRIVE; AND ACTION THEREON

Director Wiza explained that this resident has had several sewer backups. He called and demanded the city come and clean up this backup as it was the city's fault due to the work going on at the dam and lift station. It was explained to him by Cedarburg Water Recycling Center Superintendent Eric Hackert that there is currently no work going on at the lift station that should interrupt or backup his sewer.

Motion by Mayor O'Keefe, seconded by Commissioner Beck to have Director Wiza contact the homeowner suggest he put in a grinder pump when they lay the new lateral during the Highland Road and Utility project in the year 2021. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

REPORTS

Update on Public Works Operations

Director Wiza updated the Commissioners that PLM (Parking Lot Maintenance) is milling off about 2 inches and repaving southbound Washington Avenue to Elm Street.

Director Wiza also stated that one of the underground waterways under Portland Road by the feed mill is starting to collapse. Not sure how we are going to repair this.

Update on Water Recycling Plant Operations and Discussion of Monthly Reports

Superintendent Hackert reported the effluent & influent report for March, April and May

Superintendent Hackert stated the Cedarburg Water Recycling Center Operator Dennis Grulkowski finished and passed CVMIC supervision school and he finished and passed CVMIC management school

Superintendent Hackert reported on the 2018 Compliance Maintenance Annual Report. Motion made by Mayor O'Keefe, seconded by Commissioner Dries to accept the report as presented and to recommend the Common Council approve a resolution accepting the CMAR report. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

Superintendent Hackert explained that they replaced sludge pumps with about a \$10,000 savings by doing to work themselves.

Superintendent Hackert stated that the raw pumps at the Garfield lift station were replaced and changed the rings. Highland lift station is starting its work, Cedarburg Light and Water is moving the electrical boxes.

Superintendent Hackert and Dennis Grulkowski showed the new GIS system and did a demo of the system.

Identify Future Agenda Items

The Mayor took a consensus of the group present and the Public Works and Sewerage Commission meeting will remain the second Thursday of each month.

ADJOURNMENT

A motion was made by Commissioner Beck, seconded by Commissioner Hammetter, to adjourn the meeting at 8:40 p.m. The motion carried unanimously with Commissioner Guse and Commissioner Oakes absent

Kim Esselmann
Building Inspection/Public Works Secretary