

**CITY OF CEDARBURG
PUBLIC WORKS AND SEWERAGE COMMISSION
February 9, 2023**

**PW/SEW20230209-1
UNAPPROVED**

A regular meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Thursday, February 9, 2023. This meeting was held at Cedarburg City Hall, W63N645 Washington Avenue, lower level, room 2. The meeting was called to order at 7:00 p.m. by Commissioner Oakes.

Roll Call: Present – Bill Oakes, A.J. Hester, Council Member Rick Verhaalen, Charles Schumacher, Terry Wagner, Mayor Michael O’Keefe (via phone)

Excused - Sandy Beck, Bob Dries

Also Present - Director of Engineering Michael Wieser, Cedarburg Water Recycling Center Superintendent Dennis Grulkowski, Public Works Superintendent Joel Bublitz, Public Works Foreman Jeff Schmitz, Cedarburg Resident Mal Hepburn, Grave Excavator Adam Arentz, Funeral Director Craig Plopper, Cemetery Supervisor Dennis Budd

STATEMENT OF PUBLIC NOTICE

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

APPROVAL OF MINUTES

Motion made by Commissioner Schumacher, seconded by Commissioner Hester, to approve the minutes of January 12, 2023. The motion carried unanimously with Commissioner Dries and Commissioner Beck excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

No comments or suggestions were offered at this time.

**DISCUSS THE CITY CEMETERY CODE REQUIRING CONCRETE BURIAL VAULTS;
AND ACTION THEREON**

Craig Plopper from Mueller Funeral Home, Adam Arentz, who excavates the grave sites at the City cemeteries and Dennis Budd, the City Cemetery Supervisor were in attendance to offer their insight on the concrete burial vault requirement in the City of Cedarburg.

This was a tabled item from the January meeting.

Adam Arentz stated that the City uses concrete enclosures to stop settling and allows him to bring in heavy equipment to dig. Without these, there would be a lot of settling and more damage as the grave settles. He also stated that the risk of collapse from the surrounding graves is also a major issue. It was stated that the City of Cedarburg are one of only a few cities that flood the graves after interment and the helps with settling before final topsoil and seed is placed.

Craig Plopper explained that there is a way to encase the casket. That would be to take the outer enclosure and invert it over the casket. You would be placing the casket in the dug hole, on the dirt, then placing the inverted outer enclosure over the casket. This would prevent settling and still protect the surrounding graves.

Craig Plopper also explained that we are using the terminology incorrectly. He explained that an outer enclosure is a grave box/grave liner, which has holes in it the bottom and top of the cement. A grave vault seals the casket.

Both Adam Arrentz and Craig Plopper stated that if you are using this inverted outer enclosure, disinterment is almost impossible and should not be done.

Motion made by Council Member Rick Verhaalen, seconded by Commissioner Wagner to recommend to the Common Council to change SEC. 8-4-10(b) to read:

All underground interments shall be made in a concrete or similar material burial enclosure which will encase the casket. The burial enclosure is intended to support the weight of the earth above the grave including the movement of cemetery machinery. (A burial enclosure, which only covers the top and side of the casket will be allowed no disinterment will be allowed in this case).

The motion carried unanimously with Commissioner Dries and Commissioner Beck excused.

CONSIDER THE REQUEST TO RELOCATE THE STOP SIGN FOR NORTHBOUND TRAFFICE ON GRANT AVENUE AT MADISON AVENUE TO MADISON AVENUE; AND ACTION THEREON

Director Wieser stated currently there is a stop sign for northbound traffic on Grant Avenue at Madison Avenue. There has been a request to relocate that stop sign to Madison Avenue.

Discussion was held about traffic load at this intersection. There are about 700 vehicles traveling on Grant Avenue daily with approximately 1,439 vehicles on Madison Avenue. Director Wieser stated the roadway with the lowest traffic is the one that should have the stop sign. A yield sign on Grant Avenue would not help the traffic flow.

Director Wieser stated he spoke with Council Member Burkart and the Cedarburg Police Department. They both do not see an issue with the current location of the stop sign nor have they received any complaints. No accidents have been reported to-date.

Motion made by Commissioner Oakes, seconded by Commissioner Schumacher, to not take any action on this request and to leave the stop sign as is. The motion carried with Commissioner Schumacher, Commissioner Oakes, Commissioner Wagner, Mayor O'Keefe and Council Member Verhaalen in favor, Commissioner Hester opposed, and Commission Oakes and Commissioner Beck excused.

DISCUSSION ON THE CITY MAILBOX REPLACEMENT POLICY; AND ACTION THEREON

Director Wieser explained that staff would like to discuss clarification to the Mailbox Replacement Policy regarding mailboxes that do not meet United States Postal Service location requirements when hit by a snowplow during plowing efforts.

Superintendent Bublitz showed a picture of a mailbox that was hit by a snowplow. It showed how it is installed wrong and not to USPS standards. We pay \$100.00 per mailbox that is hit by a snowplow. If the homeowner is not satisfied with this, then they come to this Commission to file a grievance to get more money towards the mailbox replacement.

Director Wieser stated that since the Mailbox Replacement Policy PW-9 does not have a number two in the procedure, that Commission could had some wording to the policy.

Motion made by Commissioner Hester, seconded by Council Member Verhaalen to add a number two to Mailbox Replacement Policy PW-9 to state:

Mailbox location shall generally adhere to United States Postal Service requirements. See attached. Mailboxes that are found to extend past the face of the curb will not be eligible for City replacement.

The motion carried unanimously with Commissioner Dries and Commissioner Beck excused.

REPORTS

Update on Public Works Operations

Superintendent Bublitz showed a video of the new building sweeper.

The Public Works crews are preparing for summertime and helping with tree trimming.

There is no update on the yard waste system yet.

Update on Water Recycling Plant Operations and Discussion of Monthly Reports

Superintendent Grulkowski presented the Effluent and Influent report for January. He also discussed that one of the employees has taken another job and we will need to start the hiring process for a new employee.

Identify Future Agenda Items

Cemetery House razing versus reroofing and renting.

Review Immanuel Cemetery capacity.

Parking on Hamilton Road from Washington Avenue to Johnson Street.

ADJOURNMENT

Motion made by Commissioner Schumacher, seconded by Mayor O'Keefe, to adjourn the meeting at 8:20 p.m. The motion carried unanimously with Commissioner Dries and Commissioner Beck excused.

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Kim Esselmann
Building Inspection/Public Works Secretary