

**CITY OF CEDARBURG
PUBLIC WORKS AND SEWERAGE COMMISSION
January 12, 2023**

**PW/SEW20230112-1
UNAPPROVED**

A regular meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Thursday, January 12, 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, Bob Dries, Andrew Hester, Council Member
Rick Verhaalen, Charles Schumacher, Terry Wagner

Excused - Sandy Beck, Mayor Michael O’Keefe

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

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 Dries, to approve the minutes of November 10, 2022. The motion carried unanimously with Mayor O’Keefe and Commissioner Beck excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

No comments or suggestions were offered at this time.

**CONSIDER PROPOSALS RECEIVED FOR THE WATER RECYCLING CENTER
FACILITY PLAN; AND ACTION THEREON**

Director Wieser stated the Water Recycling Center has requested an RFP evaluation proposal for the Water Recycling Center Facility Plan from four consultants (Strand & Associates, McMahon & Associates, Donahue & Associates and S.E.H.). The Water Recycling Center Facility Plan will eventually help the City make the decision whether to make improvements to the existing facility or whether to pursue the building of a new wastewater treatment facility.

Three out of the four requests were received and staff is recommending Donahue & Associates with a fee of \$29,970. This is a budgeted item of \$50,000. They will start February 1, pending Council approval and be completed in September. After completion, their report will go to the DNR for their comments and then returned to this commission.

Donahue & Associates will compare options of the current plant for 20 years to 50 years versus a new plant along with cost estimates.

Motion made by Commissioner Hester, seconded by Council Member Verhaalen, to recommend to the Common Council to accept the bid for a Wastewater Treatment Plant Facility Plan from Donahue & Associates for \$29,970 as presented. The motion carried unanimously with Mayor O'Keefe and Commissioner Beck excused.

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

Director Wieser stated City resident, Mal Hepburn would like to discuss the concrete burial vault requirement in Cedarburg cemeteries.

Mr. Hepburn asked for the City Ordinance to be revised to allow a pine box to be placed in the ground during interment without a vault. He stated that concrete vaults take up too much space and not having them allows people to be buried closer together. He also stated that he does not want to be embalmed.

Discussion was held. Embalming is not a State law and can/cannot be done with the funeral home you choose. As for not requiring a vault to allow burying people closer together, there is risk of collapse.

The main reason for a vault is to preserve the body by keeping soil and water out of the casket and to keep the cemetery plot from sinking as the casket deteriorates.

Motion made by Commissioner Hester, seconded by Commissioner Schumacher, to table this item until a funeral director and or a grave digger is able to provide some insight on this topic. The motion carried unanimously with Mayor O'Keefe and Commissioner Beck excused.

DISCUSS THE MAINTENANCE AND COSTS OF THE YARD WASTE FACILITY AT PUBLIC WORKS SITE; AND ACTION THEREON

Public Works Superintendent Bublitz explained the hard drive for the access control system at the yard waste facility failed in October. Staff sent the hard drive out to see if the data could be retrieved but that was unsuccessful. To repair the system, new key cards will likely be needed for all users and the contractor will have to hand program the entire system from scratch. To utilize the yard waste facility, City residents are charged a one-time fee of \$30 with no recurring costs unless the card is lost. There are approximately 3000 cards that have been issued.

Superintendent Bublitz did a cost estimate for the Public Works Yard Waste Center. It costs approximately \$42,496 to operate the yard waste facility yearly.

Motion made by Commissioner Hester, seconded by Commissioner Oakes, to recommend to the Common Council, once the facility computer system is fixed, to have citizens bring their inactive/old card in for an exchange for a new card. Never issued cards will be issued for the \$30 fee. From this point forward a one-year expiration date will be placed on all cards and a yearly fee of \$25 will be charged. The motion carried unanimously with Mayor O'Keefe and Commissioner Beck excused.

REPORTS

Update on Public Works Operations

Superintendent Bublitz explained the operation of the Public Works Department is going well. The new Foreman, Jeff Schmitz was introduced and the City is looking for a new hire to be 50% forestry and 50% streets.

The Public Works crew is removing holiday decorations and disassembling the Santa house. The street sweeper is out which is unusual for January. Pothole filling and Christmas tree pick up will be done this week of January 9 and then again, the week of January 23. Several hundred trees have been picked up to date. Pothole filling will start as the weather permits.

Update on Water Recycling Plant Operations and Discussion of Monthly Reports

Superintendent Grulkowski presented the Effluent and Influent report for November and December.

Sludge hauling was discussed.

Identify Future Agenda Items

The Commission would like to discuss the Cemetery Code.

Review the placement of a stop sign on Grant Avenue and Madison Avenue.

Review Immanuel Cemetery capacity.

ADJOURNMENT

Prior to the adjournment, introductions were made for new Commissioner Terry Wagner.

Motion made by Commissioner Hester, seconded by Commissioner Schumacher, to adjourn the meeting at 8:12 p.m. The motion carried unanimously with Mayor O'Keefe and Commissioner Beck excused.

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Kim Esselmann
Building Inspection/Public Works Secretary