

**CITY OF CEDARBURG
PUBLIC WORKS AND SEWERAGE COMMISSION**

January 12, 2017

**PW/SEW20170112-1
UNAPPROVED MINUTES**

A meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Thursday, January 12, 2017 at Cedarburg Department of Public Works building, W59 N306 Johnson Avenue. The meeting was called to order at 7:00 p.m. by Mayor Kinzel.

Roll Call: Present - Mayor Kip Kinzel, Council Member Mike O'Keefe, Bill Oakes, Charles Schumacher, Jim Slavin, Judy Guse, Bob Dries, Sandra Beck

Absent - Gary Graham

Also Present - Director of Engineering & Public Works Tom Wiza, Public Works Superintendent Joel Bublitz, Wastewater Superintendent Eric Hackert, Administrative Secretary Darla Drumel

STATEMENT OF PUBLIC NOTICE

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

APPROVAL OF MINUTES

It was noted that Bob Dries should be added to those excused on all motions made in the minutes of November 10, 2016.

A motion was made by Commissioner Oakes, seconded by Mayor Kinzel, to approve the minutes of November 10, 2016 with the correction to add "Dries" to the list of Commissioners excused on all motions made at the meeting. The motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS

No comments or suggestions were offered at this time.

DISCUSS FUTURE OPERATIONS OF THE NEW PUBLIC WORKS YARD WASTE DROP-OFF SITE, INCLUDING HOURS OF OPERATION, SERVICES PROVIDED AND USER FEE; AND ACTION THEREON

Director Wiza stated that with the creation of the new gated yard waste drop-off site at the new Public Works facility, set up with assigned pass cards, access can be more

flexible as far as days and hours of operation. There are already diverging opinions on what services should be provided and whether a fee should be charged for the pass cards. City staff recommendations are as follows:

\$30.00 Initial Pass Card Fee
\$30.00 Fee for Lost or Damaged Pass Card

Hours of Operation:

Six days per week 7:00 a.m. to 7:00 p.m.
Closed Tuesdays
Open March 15th through December 21st

Accepting:

Yard Waste, Grass Clippings, Brush, Cardboard, Waste Oil, Anti-Freeze, Lead Acid Batteries

Superintendent Bublitz noted that in discussions on what could be dropped off at the yard; cardboard was the most requested addition. The vendor would pick the cardboard twice a week without a charge. If open the entire year, it would be made clear that the yard waste area would be the last area cleared in snow events. He recommended that it would be closed on Tuesdays to allow time to clear out the materials dropped off. Hours from 7:00 a.m. to 7:00 p.m. would be fine, but low light could possibly cause problems with the camera images and with tripping hazards, etc. He emphasized how dangerous the old situation was and the intent is to keep residents out of the Public Works yard.

Commissioner Oakes was receptive to a \$30 fee for the initial card. Commissioner Schumacher agreed that a fee is appropriate.

Commissioner Beck suggested that because the property owners are already paying for the facility, some might strongly object to paying a fee. She requested that one or two days the yard waste site should be open for free.

Commissioner Guse opined that everyone should be treated the same. She pointed out that Grafton is allowing users of their facility to renew on-line.

Mayor Kinzel advised that some Council Members would likely object to a fee. He added that a fee could be considered sometime in the future. He, however, was comfortable with a one-time fee and a replacement fee.

Superintendent Bublitz explained that there were dangerous bottlenecks with the old facility. He expects that bottlenecks would be avoided with more available hours.

Commissioner Schumacher moved to recommend the Common Council approve a card system for the new yard waste facility with the following elements:

1. A \$30.00 one-time fee and a \$30.00 replacement fee if the card was lost or damaged. (A corrupted card would be replaced without a fee as long as the old card is turned in.)
2. Open 7:00 a.m. to 7:00 p.m. six (6) days a week year-round.
3. Yard Waste, Grass Clippings, Brush, Cardboard, Waste Oil, Anti-Freeze, Lead Acid Batteries would be accepted at the site.
4. That cardboard would also be collected at the site.
5. The facility would be closed on Tuesdays.
6. That it be made clear that the site is "self-service" only and would not be staffed.

The motion was seconded by Commissioner Oakes.

Commissioner O'Keefe suggested that a license plate camera be added and Superintendent Bublitz responded that it was investigated but was too expensive.

Mayor Kinzel directed that a list of rules for the use of the facility be provided to all when they receive their key cards. Superintendent Bublitz reported that the facility would also have adequate display of the rules.

Commissioner Dries wondered if the key cards could possibly be obtained through the mail. Staff would consider this when setting up the system for administering the key cards.

Commissioner Beck stated that she would be voting against the motion because she feels that free days should be offered.

The motion carried with Mayor Kinzel, Council Member O'Keefe and Commissioners Oaks, Schumacher, Slavin, Guse and Dries voting in favor, Commissioner Beck voting nay, and with Commissioner Graham absent.

REPORTS

Update on sewerage plant operations and discussion of monthly reports for the month of November and December

Superintendent Hackert advised that operations at the plant were going well. A new employee will be starting in collection and another one in the laboratory. He is still seeking a third. It would be probably six months before some relief is provided for the current employees while training is occurring.

He received approval to purchase of a new jet vac from Northern Sewer Products. The trade-in value on the old one was too low, so it will be placed on the Wisconsin auction site.

Commissioner Guse suggested that a letter be drafted by the Commission to recognize the extraordinary efforts of Wastewater Department staff to maintain operations at 50% staffing levels.

Update on Public Works Operations

Superintendent Bublitz reported that his crews have been out dealing with catch basins blocked with ice and snow during the week's rain events.

IDENTIFY FUTURE AGENDA ITEMS

Commissioner Dries requested information on whether or not properties on private roads received property tax credit for reduced City services.

ADJOURNMENT

Commissioner Oakes moved to adjourn the meeting at 7:45 p.m. The motion was seconded by Schumacher and carried without a negative vote, with Commissioner Graham absent.

Darla Drumel
Administrative Secretary Drumel