

**CITY OF CEDARBURG
PUBLIC WORKS AND SEWERAGE COMMISSION
November 9, 2017**

**PW/SEW20171109-1
UNAPPROVED MINUTES**

A meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Thursday, November 9, 2017 at Cedarburg City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. 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, Jim Slavin, Charles Schumacher, Sandra Beck, Judy Guse

Excused - Bill Oakes, Bob Dries

Absent - Gary Graham

Also Present - Director of Engineering & Public Works Tom Wiza, Public Works Superintendent Joel Bublit, 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

A motion was made by Commissioner Beck, seconded by Commissioner Slavin, to approve the minutes of October 12, 2017 as presented. The motion carried without a negative vote, with Commissioners Oakes and Dries excused, and Commission Graham absent.

COMMENTS AND SUGGESTIONS FROM CITIZENS

No comments or suggestions were offered at this time.

CONSIDER ENGINEERING SERVICE PROPOSALS RECEIVED FOR THE 2018 STREET AND UTILITY PROJECT; AND ACTION THEREON

Director Wiza advised that engineering staff prepared a detailed Request for Proposal (RFP) for the 2018 Street and Utility Project engineering services. The services include surveying, design, specifications, construction staking, and as-built drawing preparation. The RFP was sent to four consulting firms and three responded. M Squared

Engineering had the low overall price and thus staff recommended award of the engineering services contract to M Squared Engineering in the amount of \$34,965.

The Commissioners reviewed a spreadsheet summarizing the prices received.

Commissioner Beck moved to recommend award of the 2018 Street and Utility Project engineering services to M Squared Engineering in the amount of \$34,965. The motion was seconded by Commissioner Guse and carried without a negative vote, with Commissioners Oakes and Dries excused, and Commission Graham absent.

CONSIDER REQUEST FOR A PAINTED CROSSWALK AND PEDESTRIAN CROSSING WARNING SIGN FOR LINCOLN BOULEVARD AT HILBERT AVENUE; AND ACTION THEREON

Director Wiza announced that Hilbert Avenue resident Shanon Lenox has requested a painted crosswalk with advance warning signage to improve safety for pedestrians crossing Lincoln Boulevard at Hilbert Avenue. Mr. Lenox advised that he frequently walks with his children to Piggly Wiggly and vehicles heading westerly up the hill on Lincoln Boulevard are not able to see them until the last minute.

In addition to the painted crosswalk, Director Wiza suggested that it probably makes sense to erect a pedestrian "Crossing Ahead" warning sign for westbound vehicles on Lincoln Boulevard.

Shannon and Heather Lenox were present. Mr. Lenox thought that a sign on both sides of the lamp post would help make drivers aware of the crosswalk.

Director Wiza explained that typically a sign would be placed about 100 feet in advance of the crosswalk, or right at the crosswalk.

A motion was made by Council Member O'Keefe to approve signage both eastbound and westbound of the crossing placed appropriately. The motion was seconded by Commissioner Slavin and carried without a negative vote, with Commissioners Oakes and Dries excused, and Commission Graham absent.

CONSIDER REQUEST FROM RESIDENT AT N40 W5829 HAMILTON ROAD TO REPLACE DRIVE APPROACH HEAVED BY CITY STREET TREE; AND ACTION THEREON

Director Wiza noted that Hamilton Road resident Roger Behling is requesting the City replace a portion of his drive approach and sidewalk that appears to be heaved by roots from a City street tree. He noted that if approved by the Commission, it could be done with the 2018 sidewalk program and the tree roots would be cut to help prevent further heaving.

Commissioner Schumacher moved to authorize the replacement of the sidewalk and half of the drive approach that have been raised by the City tree. The motion was seconded by Commissioner Beck and carried without a negative vote, with Commissioners Oakes and Dries excused, and Commission Graham absent.

REVIEW THE GUIDANCE RECEIVED FROM THE CITY ATTORNEY REGARDING STREET RIGHT OF WAY MAINTENANCE AND MUNICIPAL CODE RECODIFICATION; AND ACTION THEREON

Director Wiza pointed out correspondence received from the City Attorney regarding private property encroachments into the street right-of-way. While recodification is included in the City Strategic Plan, it may take years to get through the process, and doing it piecemeal can create other problems.

Director Wiza then provided a Public Notice that could be circulated in the Cedar Post advising the public that parkways must be maintained as lawns.

Commissioners discussed the enforcement difficulty with not having a concrete ordinance.

Stewart Schulz of N70 W7402 Bridge Road opined that the City already had good ordinances and a letter should be sent to every property owner in the City. He suggested that a notice be sent with the tax bill that all parkways need to be cleared by April 2018. He stated that he has no sympathy for people who should have done due diligence before planting in the parkway.

Director Wiza advised that a notice in the Light & Water billings would cost about \$300.

A motion was made by Commissioner Slavin, seconded by Council Member O'Keefe to revise the proposed Public Notice to identify the parkway as City property and state that the parkway shall be maintained as lawns; place the draft Public Notice in the Cedar Post; and direct the City Attorney to revise Title 6 to reflect the proposed Public Notice. The motion carried without a negative vote, with Commissioners Oakes and Dries excused, and Commission Graham absent.

REQUEST GUIDANCE ON ADDITIONAL BRUSH PICK UP AFTER THE SCHEDULED BRUSH PICK UP SEASON IS COMPLETE; AND ACTION THEREON

Superintendent Bublitz explained that he has had to deal with a substantial amount of brush placed in the street after the October final brush pickup. Part of the issue may be coming up with better ways to notify residents that the final brush pickup begins the first Monday in October, but guidance is needed on how to deal with brush in the streets later in the year. Superintendent Bublitz is trying to keep to the schedule in order to maximize personnel and equipment.

Red door hangers have been placed at homes with brush out after the final pickup. Superintendent Bublitz would like to discuss the pros and cons of picking up brush for a fee after that.

Commissioners concluded that it would be inappropriate to provide a service to remove brush after the October pickup for a fee as it would be disruptive to the other services provided by the City.

Commissioner Schumacher moved to authorize revising the red door hanger to state that if the brush is not removed within ten days, the City will pick up the brush and invoice the property owner a \$50.00 fine. The motion was seconded by Commissioner Beck and carried without a negative vote, with Commissioners Oakes and Dries excused, and Commission Graham absent.

REPORTS

Update on Public Works Operations

Superintendent Bublitz advised that two crews were continuing to pick up leaves: one crew on the east side of the City and one on the west. The Santa House has been put up and so has the ice rink in Cedar Creek Park. The crews are getting ready for snow plowing operations and road salt has been delivered. The next employee meeting is going to be at the Public Works garage.

Director Wiza reported that the communications tower contract has been awarded and a preconstruction meeting held. Trees have been removed and a footing will be dug shortly. It will be three to five years before Light & Water removes the water tower.

He added there is a new monitoring well for the Prochnow Landfill at Chatham Street and STH 181.

Update on Sewerage Plant Operations and Discussion of Monthly Reports for the Month of September

Superintendent Hackert announced that the Cedarburg Water Recycling Center continues to provide high quality effluent, is now fully staffed, has five people able to work weekends now and will have six people capable of working weekends in January of 2018. All sanitary sewers west of Washington Avenue were cleaned in 2017 and the goal for the year with cleaning 100% of catch basins in the City will not be met due to being short-staffed most of the year. Superintendent Hackert will begin to work with Symbiont on the DNR permit's first year report due in March 31, 2018. The DNR has submitted the Total Maximum Daily Load (TMDL), which includes phosphorus limits, to the EPA.

Director Wiza reported that it has been difficult communicating with BMO Harris Bank regarding the Highland Drive Lift Station land purchase. After the last letter from the City Attorney, BMO Harris Bank has sixty days to order their own appraisal of the property at City cost.

IDENTIFY FUTURE AGENDA ITEMS

Superintendent Hackert noted that he is in the process of reviewing the Sewer Ordinance that should be reviewed every three years.

ADJOURNMENT

A motion was made by Commissioner Slavin, seconded by Mayor Kinzel, to adjourn the meeting at 8:10 p.m. The motion carried without a negative vote, with Commissioners Oakes and Dries excused and Commission Graham absent.

Darla Drumel
Administrative Secretary Drumel