

**TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
May 2, 2018**

Present:

David Salvaggio, Chairman
Wayne Pipkorn, Supervisor, Seat 1
Bill Wattson, Supervisor, Seat 2
Gary Wickert, Supervisor Seat 3
Thomas Esser, Supervisor Seat 4

Tim Rhode, Administrator
Adam Monticelli, Dir. of Public Works
Charles Pretty, Treasurer
Eric Ryer, Assistant Administrator/Clerk
Brad Hoeft, Town Attorney

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Chairman Salvaggio called the regular meeting to order at 7:00 pm. The meeting began with the pledge of allegiance.

2. ANNOUNCEMENTS:

Administrator Rhode noted RA Smith is finalizing documents for the Sports Complex, and Attorney Hoeft is reviewing the related contract. A meeting of the Finance Committee will be convened to review the documents. He also noted the Town is looking into options to replace the Town's aging phone system.

3. HEARING OF THE PEOPLE:

None.

4. COMMUNICATIONS AND REQUESTS FOR HOLDING TANK AGREEMENTS AND OPERATOR LICENSES:

a. Discussion and possible motion regarding operator license applications as listed for the 2017-2018 license period*

Supervisor Wickert made a motion to approve the operator license for Lori Callaghan.

Supervisor Pipkorn seconded, and the motion passed unanimously.

b. Discussion and possible motion regarding a holding tank agreement for the property located at 765 Keup Road*

Supervisor Pipkorn made a motion to approve the holding tank agreement for the property located at 765 Keup Road. Supervisor Wattson seconded, and the motion passed unanimously.

5. CONSENT AGENDA: *The Consent Agenda contains routine items and will be enacted by one motion without separate discussion unless someone requests an item to be removed for separate consideration and vote.*

a. Accepting February 28, 2018 Special Park & Recreation Committee Meeting Minutes

b. Accepting March 21, 2018 Plan Commission Meeting Minutes

c. Approving April 4, 2018 Town Board Meeting Minutes

Supervisor Pipkorn made a motion to approve the consent agenda. Supervisor Esser seconded, and the motion passed unanimously.

6. TREASURER'S REPORT

a. Motion Accepting the April 2018 Treasurer's Report*

Treasurer Pretty was excused on vacation. Supervisor Wattson noted the month was incorrect on the report, and made a motion to accept the Treasurer's Report for April 2018

noting the correct month on the report. Supervisor Pipkorn seconded, and the motion passed unanimously.

7. PRESENTATION OF BILLS/PURCHASE ORDER/PAYROLL/AWARDS

- a. **Presentation of Bills/Purchase Orders/Payroll/Awards for April 1, 2018 to April 30, 2018 (Check #'s 32304-32409, V1743-V1778 and manual checks as shown)***

Following brief discussion, Supervisor Wattson made a motion to accept all bills as presented for review. Supervisor Wickert seconded, and the motion passed unanimously.

8. REPORTS TO BE RECEIVED/FILED (Non-action items)

- a. **Possible report regarding local nuisance/law enforcement issues (Administrator Tim Rhode)***

Administrator Rhode noted Constable Fitting is investigating some issues regarding dogs, a separate neighbor dispute, and a car for sale.

- b. **Report on recreation program revenues and expenditures (Assistant Administrator/Clerk Eric Ryer)***

Asst. Administrator/Clerk Ryer stated the balance stood at a little over \$45,000.

9. PUBLIC HEARINGS

- a. None

10. OLD BUSINESS

- a. **Discussion and possible motion on a proposed MOU (Memo of Understanding) between the Town of Cedarburg and Village of Grafton regarding the repaving of Keup Road***

The Town of Cedarburg staff met with Village of Grafton staff to discuss the proposed Kohlwey development east of Keup Road back in February of 2018. During those discussions, the Village of Grafton staff suggested that as part of any development agreement for the proposed new subdivision, they will be requesting the reconstruction/paving of Keup Road. Town staff requested that if the development was to move forward and the Village annexed the east half of Keup Road, the Town would request that the developer also reconstruct/pave the west side of Keup as well. Grafton staff agreed, and this document outlines those requirements.

Administrator Rhode noted the Village of Grafton has not yet approved the development. He suggested the Board consider approving the MOU contingent upon the development being approved by the Village of Grafton. Attorney Hoeft suggested the trigger for the MOU being the approval of the annexation agreement. Following discussion, Supervisor Wattson made a motion to approve the MOU between the Town of Cedarburg and Village of Grafton regarding the repaving of Keup Road, contingent upon the approval of the annexation agreement. Supervisor Wickert seconded, and the motion passed unanimously.

11. NEW BUSINESS

- a. **Discussion and possible motion on an application by Kwik Trip, Inc. for a conditional use permit amendment to make various site improvements at 1299 Washington Avenue [NE ¼ of Section 21, 1.18 acres zoned B-1 Neighborhood Business District]***

Following their winter renovation of the store located at 1299 Washington Avenue, Kwik Trip Inc. has submitted a conditional use permit application to amend their existing permit. Tory Mleziva of Kwik Trip noted they would be installing new gas islands and piping,

removing the diesel islands, repaving/stripping the lot, installing curb and gutter, relocating the air machine, regrading sidewalk, installing safety bollards, and updating the erosion control and landscaping.

Following discussion, Supervisor Pipkorn moved the Board approve an application by Kwik Trip, Inc. for a conditional use permit amendment to make various site improvements at 1299 Washington Avenue. Supervisor Wattson seconded, and the motion passed unanimously.

b. Discussion and possible motion regarding a tent permit for Wayne's Drive-In*

Steve Michalica of Wayne's Drive-In has submitted a seasonal tent building permit application. They would like to erect a 30' x 60' tent on the west side of the property from early May through the end of September. The purpose of the tent to host a variety of events throughout the summer season in celebration of their 20 years in business. Attorney Hoeft noted this property has a conditional use permit.

Discussion took place regarding events and how the tent would be utilized. Discussion occurred regarding safety and fire code. Mr. Michalica noted they would use the tent for weekly events, and do not plan on enclosing the walls. They would like to light the tent, and maybe have a hot dog vending machine underneath. They plan on this being only for 2018. Attorney Hoeft noted the Fire Department and Building Inspector may also review the tent for safety and code issues. Supervisor Wickert noted this is a 20th anniversary celebration event and not an annual tent, and moved to approve the tent permit contingent upon inspection by the Building Inspector. Supervisor Esser seconded, and the motion passed unanimously.

c. Discussion and possible motion on a Memorandum of Understanding with Hawkins Ash CPAs*

The Town's conversion to contracted bookkeeping several years back necessitated the selection of a new firm to perform the annual audit. In 2015, proposals were solicited from several firms with three responding; the Board selected Hawkins Ash. The Board is considering an MOU to continue the same services for the period December 31, 2018 – 2022. Following discussion, Supervisor Pipkorn moved to approve the MOU with Hawkins Ash CPAs contingent upon Attorney review. Supervisor Wattson seconded, and the motion passed unanimously.

d. Discussion and possible motion on updating the Employee Handbook*

The Town's Employee handbook is the document which outlines the policies and procedures for working for the Town of Cedarburg. From time-to-time it is necessary to review and update this document to keep it current with both Town Board actions and State and Federal laws. This update proposes one minor adjustment adding sick leave for part-time employees to keep consistency with all the employees in the Town. Both holidays and vacation time are a benefit to part-time employees, however sick leave is only offered to full-time employees.

Following discussion, Supervisor Pipkorn moved the Board approve the update to the Employee Handbook as written. Supervisor Wattson seconded, and the motion passed 4-1, with Supervisor Wickert voting nay.

12. ADJOURNMENT

At 7:45 pm, Supervisor Wickert moved and Supervisor Wattson seconded a motion to adjourn. The motion was unanimously approved.

Respectfully Submitted,

Eric Ryer
Assistant Administrator/Clerk