

**TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
February 7, 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, Director of Public Works
Brad Hoeft, Town Attorney
Eric Ryer, Assistant Administrator/Clerk
Charles Pretty, Treasurer

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 AARP will be at Town Hall the next five Wednesdays for tax assistance, preparation has begun for the March newsletter, the Park & Recreation Committee will be revising the Sports Complex plan to maximize field space, and there will be a WDNR public information meeting at Town Hall regarding an R&R Quarry WDNR fill permit. Supervisor Esser noted the material is dredged material coming from the Milwaukee area, which can be contaminated. He questioned if we have testing data on the material. Administrator Rhode noted the type of material they are proposing to dump is already acceptable at the site. Supervisor Esser noted that although the materials meet current pollution standards, those standards can change over time. Administrator Rhode noted the WDNR can answer those questions at the upcoming meeting. Supervisor Esser did not want the Town to be put in a position that resulted in problems in the future. Administrator Rhode continued the Kohlwey subdivision is moving forward at the Village of Grafton, which should appear on their February Plan Commission agenda. Lastly, the auditors will begin their work at Town Hall soon.

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 applications for Amber Cheyne and Elizabeth Grosskoph, contingent upon recommendations from the Town Constable for the 2017-2018 license period. Asst. Administrator/Clerk Ryer noted the background checks came back and Constable Fitting recommended approval of both applications. Supervisor Esser seconded, and the motion passed unanimously.

b. Discussion and possible motion regarding a holding tank agreement for the property located at 7359 STH 60*

Supervisor Pipkorn made a motion to approve the holding tank agreement for the property located at 7359 STH 60. Supervisor Wattson seconded, and the motion passed unanimously.

b. Discussion and possible motion approving a liquor license agent change for Kwik Trip store 1010*

Asst. Administrator/Clerk Ryer explained Kwik Trip has submitted paperwork to appoint John Gill as the new agent on their liquor license. Following discussion, Supervisor Pipkorn made a motion to approve the agent change. Supervisor Wattson seconded, and the motion passed unanimously.

11. NEW BUSINESS

a. Discussion and possible motion transferring a conditional use permit from Robert Riemer of Mukwonago Remodeling to Mackenzie Deppisch and Daniel Ebbert for the property located at 9716 Pioneer Road*

Mackenzie Deppisch has submitted a letter requesting the transfer of the existing conditional use permit for the property located at 9716 Pioneer Road from Robert Riemer to himself and Daniel Ebbert. The permit allows for operation of a woodworking shop on the property. Mr. Deppisch confirmed initially Daniel Ebbert would occupy the space for woodworking purposes under the existing permit, but the long-term plan is for Mr. Deppisch to move his existing electrical contracting business into the space as well. He is aware he will need a new conditional use permit for additional uses. Supervisor Pipkorn then moved to transfer the conditional use permit from Robert Riemer of Mukwonago Remodeling to Mackenzie Deppisch and Daniel Ebbert for the property located at 9716 Pioneer Road. Supervisor Wattson seconded, and the motion passed unanimously.

b. Discussion and possible motion declaring one Public Works wheeled loader surplus*

Director Monticelli noted the 2018 budget includes the purchase of one used public works wheeled loader in 2018 replaced the existing 1998 JCB wheeled loader. When the 1998 JCB wheeled loader is deemed surplus by the Town Board, the Director of Public Works will advertise the loader for sale, collect bids, and present to the Town Board potential purchase prices. Following discussion, Supervisor Esser moved the Board declare the Public Works wheeled loader surplus. Supervisor Wattson seconded, and the motion passed unanimously.

c. Discussion and possible motion on Resolution 2018-1, "Approving BCPL loan request for Municipal General Obligation Debt for the Sports Complex"*

Administrator Rhode explained the Town has been working on the design and site plan for the Cedarburg Sports Complex located west of 5 corners on HWY 60. During the 2018 budget process, the financial mechanism to pay for the first phase of the complex was to borrow the funds. Staff has reviewed several options for borrowing, and has concluded that both the Board of Commissioners of Public Lands, "State Trust Fund Loan", and local Cedarburg Banks will be our best options with the most flexibility at the lowest rate. He noted the resolution was not received from the State in time for this meeting, so the item will be placed on the March Town Board agenda.

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

Administrator Rhode noted this update has two minor adjustments for discussion and action: 1) change vacation submittal date for DPW from February to March, 2) add a new sentence at the end of the Holidays section to clarify the intent of the comp time for the DPW. Following discussion, Supervisor Pipkorn moved the Board approve the proposed handbook updates. Supervisor Wattson seconded, and the motion passed unanimously.

e. Discussion and possible motion on proposed Resolution 2018-2, "Approving Wages Effective January 1, 2018"*

Administrator Rhode noted the Performance review process has been completed for 2017. The program requires supervisors give annual performance reviews to employees which result

in an overall performance score. Based on the performance rating of each individual employee, a percentage is assigned to the rating which equates to performance wage increase. This year raises ranged from 2-3%, including for election inspectors and yard workers. Following discussion, Supervisor Esser made a motion the Board approve Resolution 2018-2. Supervisor Pipkorn seconded, and the motion passed unanimously.

12. CLOSED SESSION

a. The Town Board may go to closed session pursuant to:

- i. Wisconsin Statutes Sec. 19.85(1)(g) to “Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” including but not limited to zoning and other Town Code violations concerning the property owned by Brian Beschta located at 1776 Horns Corners Road (and the adjacent parcel held in common ownership), tax parcel #s 030091001200 and 030091001300, Town of Cedarburg.**

At 7:27pm, Supervisor Esser made a motion to go into Closed Session per Wisconsin Statutes Sec. 19.85(1)(g). The motion was seconded by Supervisor Pipkorn, and unanimously approved by roll call vote.

b. Reconvene to open session and the regular order of business

Supervisor Wickert made a motion that was seconded by Supervisor Pipkorn to reconvene to open session at 7:59 pm. The motion passed unanimously.

13. Discussion and possible motion related to closed session business*

None taken.

14. ADJOURNMENT

At 8:00 pm, Supervisor Wickert moved and Supervisor Pipkorn seconded a motion to adjourn. The motion was unanimously approved.

Respectfully Submitted,

Eric Ryer
Assistant Administrator/Clerk