

**TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
November 1, 2017**

Present:

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

Tim Rhode, Administrator
Charles Pretty, Treasurer
Adam Monticelli, DPW
Brad Hoeft, Town Attorney
Eric Ryer, Asst. Administrator/Clerk

Excused:

Gary Wickert, Supervisor, Seat 3

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

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

2. ANNOUNCEMENTS:

Administrator Rhode noted the Town Hall is down one working furnace at this time. He also noted that developer Michael Frede is working on getting road construction underway yet this year for the entry road into the Sports Complex development.

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 Pipkorn made a motion to approve the operator license applications for Kaylee Monroe, David Olson, Rachel Burczyk, Judith Luebbe, Tasha Janssen, Andrew Jurss, Heidi Guell, Jody Jutrzonka, Kevin Neumann, and Troy Burris for the 2017-2018 license period pending background approvals from Constable Fitting. Supervisor Esser seconded, and the motion passed unanimously.

b. Discussion and possible motion regarding a holding tank agreement for the property located at 7007 STH 60*

Supervisor Pipkorn made a motion to approve the holding tank agreement for the property located at 7007 STH 60. Supervisor Wattson seconded, and the motion passed unanimously.

c. Discussion and possible motion approving a temporary Class "B" picnic fermented malt beverage license and a temporary "Class B" picnic wine license for the St. Francis Borgia Catholic Church Spaghetti Dinner*

Supervisor Wattson made a motion to approve the temporary Class "B" picnic fermented malt beverage license and a temporary "Class B" picnic wine license for the St. Francis Borgia Catholic Church Spaghetti Dinner. Supervisor Pipkorn 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 September 20, 2017 Finance Committee Meeting Minutes**
- b. **Accepting September 20, 2017 Plan Commission Meeting Minutes**
- c. **Approving October 4, 2017 Town Board Meeting Minutes**
Supervisor Pipkorn made a motion to approve the consent agenda. Supervisor Wattson seconded, and the motion passed unanimously.

6. TREASURER'S REPORT

- a. **Motion Accepting the October 2017 Treasurer's Report***
Supervisor Esser made a motion to accept the Treasurer's Report for October 2017. 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 October 1, 2017 to October 31, 2017 (Check #'s 31836-31906, V1546-V1581 and manual checks/wire transfers as shown)***
Following discussion, Supervisor Esser made a motion to accept all bills as presented for review. Supervisor Wattson 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 has committed to remaining Town Constable.
- b. **Report on recreation finances (Asst. Administrator/Clerk Eric Ryer)***
Assistant Administrator/Clerk Ryer provided updates regarding recreation programming including fundraising. The recreation programming remains self-supporting for 2017 with a balance of approximately \$17,051.

9. PUBLIC HEARINGS

- a. None

10. OLD BUSINESS

- a. None

11. NEW BUSINESS

- a. **Discussion and possible motion on a conditional use permit application by Kwik Trip, Inc. to operate a convenience store and gas station at 1299 Washington Avenue, including updated signage, site plan, and interior store remodel [1.175 acres, zoned B-1, NE ¼ Sec.21]***
Supervisor Pipkorn noted the Plan Commission reviewed this item and the conversion from PDQ to Kwik Trip does not amount to many changes. Following discussion, Supervisor Esser made a motion to approve the conditional use permit application by Kwik Trip, Inc. to operate a convenience store and gas station at 1299 Washington Avenue, including updated signage, site plan, and interior store remodel. Supervisor Wattson seconded, and the motion passed unanimously.
- b. **Discussion and possible motion granting a variance for canopy signage for the Kwik Trip gas station and convenience store located at 1299 Washington Avenue***
Assistant Administrator/Clerk Ryer noted the variance is being requested because Town ordinances allow for one canopy sign, and they are requesting two canopy signs. The PDQ currently has two canopy signs, so the proposal is a one-to-one replacement. Following discussion, Supervisor Esser made a motion to approve a variance for canopy signage for the

Kwik Trip gas station and convenience store located at 1299 Washington Avenue. Supervisor Pipkorn seconded, and the motion passed unanimously.

c. Discussion and possible motion regarding a claim submitted by Chris and Sara Meinert*

Administrator Rhode explained Chris and Sara Meinert submitted a claim for recovery of prior year taxes. They had three acres of land split off from their property in 2007 that contained several outbuildings, however, the buildings were not removed from their tax bill. Grota Appraisals recognized this, and the tax bill for the property was adjusted in 2015 to remove the buildings, decreasing the assessment by \$12,400. They had been assessed the additional \$12,400 from 2007-2015. WI statutes allow for a correction back only two years, or the years 2014 and 2015. As noted, the assessment was correct in 2015, so 2014 is the only year to be considered per state statute. Following discussion, Supervisor Esser moved the Board approve the claim in the amount of \$173.80. Supervisor Wattson seconded, and the motion passed unanimously.

d. Discussion and possible direction on the Town of Cedarburg 2018 budget and setting the budget public hearing date*

Administrator Rhode explained the tax rate is remaining at \$2.32 per thousand for the 11th consecutive year. The budget hearing will be held on December 6th. He summarized state aids are adjusting slightly from the prior year. Other items mentioned included payroll, retirement contributions, and health insurance. He noted the Finance Committee indicated at the prior meeting the Town should plan to continue performing refuse collection in-house. Director of Public Works Monticelli summarized budgeted road improvements proposed for 2018 primarily consisting of a long stretch of Cedar Creek Road, and using remaining funds for Beechwood Drive. Following discussion, Supervisor Pipkorn made a motion the Town Board accept the draft budget as presented and set the budget public hearing for December 6th. Supervisor Esser seconded, and the motion passed unanimously.

e. Discussion and possible motion regarding a Phase One Design contract with RA Smith for the Cedarburg Sports Complex*

Administrator Rhode explained RA Smith has submitted the proposed contract for Phase #1 construction documents. Following discussion, Supervisor Pipkorn made a motion the Town Board approve the contract with RA Smith for Phase #1 construction. Supervisor Wattson seconded, and the motion passed unanimously. Attorney Hoeft noted he would like the opportunity to review the Standard General Contract Terms for Professional Services before the Board formally enters into the contract.

f. Discussion and possible motion on Scope of Service for Ehlers and Associates 2018 Impact Fees Update*

Administrator Rhode summarized an impact fee update must be drafted by a third party, and will update the fee so funds are collected for proper elements. Following discussion, Supervisor Esser made a motion to approve a scope of services for an impact fee study for Ehlers not to exceed \$6,500. Supervisor Pipkorn seconded, and the motion passed unanimously.

g. Discussion and possible motion on appointments to Town Committees, Commissions and Boards*

Chairman Salvaggio had no nominations at this time.

12. ADJOURNMENT

At 7:28 pm, Supervisor Esser made a motion to adjourn that was seconded by Supervisor Pipkorn. The motion was unanimously approved.

Respectfully Submitted,

Eric Ryer - Assistant Administrator/Clerk