

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

Present:

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

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

Excused:

Gary Wickert, Supervisor, Seat 3

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

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

**2. ANNOUNCEMENTS:**

Administrator Rhode noted the Park & Recreation Committee has set a June 3<sup>rd</sup> date for a dedication of a park bench for Helen Schwalbe at Hamilton Park. Auditors will be at Town Hall on February 9<sup>th</sup>. Lastly, absentee voting is going on now through February 17<sup>th</sup> at Town Hall.

**3. HEARING OF THE PEOPLE:**

None.

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

**a. Discussion and possible motion regarding an operator license application for Trevor Graham Woodward for the 2016-2017 license period\***

Chairman Valentine noted the background check was conducted and Constable Fitting has recommended approval of Woodward. Supervisor Pipkorn made a motion to approve the operator license application for Woodward. Supervisor Esser seconded, and the motion passed unanimously.

**b. Discussion and possible motion regarding a holding tank agreement for the property located at 222 Green Bay Road\***

Supervisor Salvaggio made a motion to approve the holding tank agreement for the property located at 222 Green Bay Road. 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 November 30, 2016 Special Park & Recreation Committee Meeting Minutes**

**b. Accepting December 21, 2016 Plan Commission Meeting Minutes**

**c. Approving January 4, 2017 Town Board Meeting Minutes**

**d. Approving January 18, 2017 Special Town Board Meeting Minutes**

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

**6. TREASURER'S REPORT**

**a. Motion Accepting the January 2017 Treasurer's Report\***

Supervisor Pipkorn made a motion to accept the Treasurer's Report for January 2017. Supervisor Esser seconded, and the motion passed unanimously.

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

**a. Presentation of Bills/Purchase Orders/Payroll/Awards for January 1, 2017 to January 31, 2017 (Check #'s 31041-31118, V1244-V1273 and manual checks as shown)\***

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

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

**a. Report on Sports Complex project (Administrator Tim Rhode)\***

Administrator Rhode noted the Park & Recreation Committee had a chance to discuss the Sports Complex at their last meeting, understanding the complex that was originally envisioned for the former Prochnow Landfill site is now envisioned for roughly 30 acres of the property located at 8611 STH 60.

**b. Possible report regarding local nuisance/law enforcement issues (Constable Ryan Fitting)\***

Constable Fitting was unable to attend. Administrator Rhode noted the Constable has been addressing two issues involving dogs, one of which has been resolved.

**c. Report on recreation finances (Assistant Administrator/Clerk Eric Ryer)\***

Asst. Administrator/Clerk Ryer noted recreation programming remains self-supporting for the 2017, with a balance of \$16,158.

**9. PUBLIC HEARINGS**

**a. None**

**10. OLD BUSINESS**

**a. Discussion and possible motion regarding the appointment of election officials for the two-year term ending December 31, 2017\***

Staff is nominating the following individuals to serve as election officials (poll worker): LaToya Walsh, Deb McGaver, Nancy Hardee, and Karen Miller. Supervisor Esser made a motion to appoint those individuals as election officials for the two-year term ending December 31, 2017. Supervisor Pipkorn seconded, and the motion passed unanimously.

**b. Discussion and possible motion on updating the Employee Handbook\***

The employee handbook outlines the policies and procedures for working for the Town of Cedarburg. Periodic updates keep it current with both Town Board actions and State and Federal laws. This update has five minor updates. Following discussion, Supervisor Esser moved the Board approve the updates to the employee handbook. Supervisor Pipkorn seconded, and the motion passed unanimously.

**11. NEW BUSINESS**

**a. Discussion and possible motion regarding a lease to farm the 8.35 acre Town owned property on CTH NN across from Malone Meadows subdivision\***

The proposed lease agreement with Roger Bentz is to farm the Town owned property. Roger has farmed the property for several years and had a lease agreement with St. Francis Borgia prior to the Town's acquisition. The agreement covers the period February

2, 2017, through February 1, 2018, and then renews automatically on an annual basis until February 1, 2021. The agreement does not require a rental payment due to the Town. Following discussion, Supervisor Pipkorn moved the Board approve the lease to farm the 8.35 acre Town owned property on CTH NN across from Malone Meadows subdivision. Supervisor Esser seconded, and the motion passed unanimously.

**b. Discussion and possible motion approving Resolution 2017-1, “Appointing SAFEBuilt as the Building Inspector for the Town of Cedarburg for 2017”\***

This agreement would replace the existing agreement, with the initial term being 12 months, and automatically renewing for 12 month terms thereafter unless notification is given by either party to terminate with 30 days written notice. Following discussion, Supervisor Salvaggio moved the Board approve Resolution 2017-1, “Appointing SAFEBuilt as the Building Inspector for the Town of Cedarburg for 2017”. Supervisor Esser seconded, and the motion passed unanimously.

**c. Discussion and possible motion on proposed Resolution 2017-2, "Approving Wages Effective January 1, 2017"\***

Following discussion, Supervisor Pipkorn moved the Board approve Resolution 2017-2, "Approving Wages Effective January 1, 2017". Supervisor Salvaggio seconded, and the motion passed unanimously.

**d. Discussion and possible motion on proposed Resolution 2017-3, “Resolution to Establish a Schedule of Cash Deposits to be used with the Issuance of Town Citations”\***

Attorney Hoeft noted this schedule addresses the most common citations that occur within the Town. This schedule provides guidance related to forfeitures, cash deposits, and court costs. Following discussion, Supervisor Esser moved the Board approve Resolution 2017-3, “Resolution to Establish a Schedule of Cash Deposits to be used with the Issuance of Town Citations”. Supervisor Pipkorn seconded, and the motion passed unanimously.

**e. Discussion and possible motion on proposed Resolution 2017-4, “Resolution to Approve an Additional Extension of Time to Consider the CUP Application by Eco-Site for a New Mobile Service Support Structure and Facilities located at 4628 Cedar Creek Road”\***

Chairman Valentine noted this action is not related to their CUP application, but is rather just an extension of the time to consider the CUP application by Eco-Site for a new mobile service support structure and facilities located at 4628 Cedar Creek Road. Following discussion, Supervisor Esser moved the Board approve Resolution 2017-4, “Resolution to Approve an Additional Extension of Time to Consider the CUP Application by Eco-Site for a New Mobile Service Support Structure and Facilities located at 4628 Cedar Creek Road”. Supervisor Salvaggio 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) (c) to “Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility”.**

At 7:29 pm, Supervisor Salvaggio made a motion to go into Closed Session per Wisconsin Statutes Sec. 19.85(1)(c) and Statutes Sec. 19.85(1)(e). The motion was seconded by Supervisor Esser, and unanimously approved by roll call vote.

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

Supervisor Salvaggio made a motion that was seconded by Supervisor Pipkorn to reconvene to open session at 7:47 pm. The motion passed unanimously.

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

None taken.

**14. ADJOURNMENT**

At 7:47 pm, Supervisor Salvaggio made a motion to adjourn that was seconded by Supervisor Pipkorn. The motion was unanimously approved.

Respectfully Submitted,

Eric Ryer  
Assistant Administrator/Clerk