

**TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
June 7, 2017**

Present:

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

Tim Rhode, Administrator
Adam Monticelli, Director of Public Works
Brad Hoeft, Town Attorney
Charles Pretty, Treasurer

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:

None.

3. HEARING OF THE PEOPLE:

Dick Dieffenbach of W67 N586 Evergreen Blvd. invited everyone to attend the open house for the new public works facility being opened by the City of Cedarburg.

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

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

Supervisor Esser made a motion to approve the operator licenses with the note that Danielle Marie Gaudet needs to submit a copy of proof of responsible beverage course being completed before her license is issued. Supervisor Pipkorn seconded, and the motion passed unanimously.

Establishment	Name
PDQ	Alioto, Salvatore T
PDQ	Helm, Lauri J
PDQ	Gill, John D
Circle B	Miziul, Daniel J
PDQ	Habich, Christine M
PDQ	Baumle, Erricka L
Hamilton	Baker, Zina M
Hamilton	Hatleback, Lynn M
PDQ	Henning, Jerrod D
Hamilton	Saunders-Baker, Coyhis N
Galioto's	Mathias, Karissa J
Hamilton	Corrigan, Marion J
Buckskin Bowmen	Haas, Dennis L
Buckskin Bowmen	Buchholz, Richard, L
Buckskin Bowmen	Wegner, Christopher A
Circle B	Elliot, Michael P
Circle B	Ingles, Alyssa A

Circle B	Janidlo, Steve J
Circle B	Mertes, Brandon M
Roadhouse	Henrichs, Kari J
Hamilton	Clarizio, Christine M
Circle B	Traxel, Neil W
Roadhouse	Owrey, Courtney C
Hamilton	Nanez, Deanna Marie
PDQ	Schulz, Robyn Ann
PDQ	Orr, Stephen Michael
PDQ	Kromeich, Leah Ann
Hub	Skarvan, Brian Anthony
Circle B	Reetz, Heather Leigh
PDQ	Brown, Deborah
Roadhouse	Miron, Michelle Renee
PDQ	Zachow, Eric Michael
PDQ	Groff, Octavia C.
PDQ	Cain, Nancy S.
Buckskin Bowmen	Stahl, Paul John
Roadhouse	Doyne-Erdmann, Karen Susan
Hamilton	Kleman, Keri L.
Circle B	Dressel, Mackenzie Elizabeth
Circle B	Sowin, Elizabeth Rose
Circle B	Golden, Hendrik Michael
Roadhouse	Nagel, Alec Rutger
Roadhouse	Gaudet, Danielle Marie
St. Francis	Haggerty, Courtney Shea
Hamilton	Wilson, Kathryn Ann
Buckskin Bowmen	Wisler, Charles Edward

b. Discussion and possible motion approving a temporary Class “B” picnic fermented malt beverage license and temporary Class “B” picnic wine license for the St. Francis Borgia potluck*

Supervisor Pipkorn made a motion to approve the temporary Class “B” picnic fermented malt beverage license and temporary Class “B” picnic wine license for the St. Francis Borgia potluck. Supervisor Esser 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 April 26, 2017 Special Park & Recreation Committee Meeting Minutes**
- b. **Accepting April 19, 2017 Plan Commission Meeting Minutes**
- c. **Approving May 3, 2017 Town Board Meeting Minutes**
- d. **Approving May 12, 2017 Special Town Board Meeting Minutes**
- e. **Approving May 17, 2017 Special 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 May 2017 Treasurer's Report*

Supervisor Pipkorn made a motion to accept the Treasurer's Report for May 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 May 1, 2017 to May 31, 2017 (Check #'s 31387-31526, V1376-V1405 and manual checks/wire transfer as shown)*

Following brief 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. Annual Financial Report for the Year Ending December 31, 2016*

Kevin Behnke of Hawkins Ash CPA noted they issued an unmodified audit opinion which reflects favorably upon the Town. They proposed eight adjusting journal entries, and they commended Town staff on their cooperation with Hawkins Ash during the audit. They identified seven items for advisory comment. The statement of net position at the end of 2016 was \$14,960,000, with the unassigned fund balance being 48% of total expenditures, down from 57% in 2015. The General Fund had a net loss of \$77,000 for the year, with the total non-spendable assigned fund balance at the end of the year at \$178,000. The Special Revenue fund had a net increase of \$12,000, with a total fund balance of \$936,000. The Special Revenue Recreation fund had a net income of \$22,000 for the year, with an ending fund balance of \$66,000. Capital projects did not have any activity for the year, with a fund balance at the end of the year at \$241,000. The Debt Service fund had a net loss of \$263,000, currently running a deficit of \$22,000 in that account. Overall General Fund revenues decreased \$154,000, with General Fund expenditures increasing \$61,000. Long-term obligations are \$925,000, with a pollution remediation obligation of \$621,000.

Supervisor Esser asked with type of adjustments were made. Mr. Behnke noted the eight adjustments that were made are included in the report provided to the Board and reviewed them with the Board.

Administrator Rhode then noted the Town budgeted to bring in \$2.15 million in 2016, while coming up short on revenue by about \$4,000. The Town was set to spend \$2.5 million, and ended up spending roughly \$2.2 million.

Supervisors Esser and Pipkorn noted the budget was being well managed in a conservative fashion.

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

Administrator Rhode noted Constable Fitting is working on a property cleanup, and a few complaints regarding vehicles for sale.

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

Administrator Rhode noted the Brewer ticket fundraiser is successful this year, and the Town recently held its Little League Opening Day.

9. PUBLIC HEARINGS

a. None

10. OLD BUSINESS

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

Chairman Salvaggio made the following nominations:

- (1) Zoning Board of Appeals (3 yr term) – Dennis Rickard, Sharon Nieman-Koebert (1st alternate)
- (2) Finance Committee (1 yr term) – Bill Wattson

Following brief discussion, Supervisor Pipkorn made a motion to approve the appointments as noted above. Supervisor Esser seconded, and the motion passed unanimously.

11. NEW BUSINESS

a. Discussion and possible motion on a conditional use permit application by Bethany and Sue Berger for dog kennel for the property located at 2145 Granville Road [Owner: Sue Berger, SE ¼ Sec. 6, 12.23 acres, zoned A-1 Agricultural and C-1 Conservancy District]*

Bethany and Sue Berger would like to gain approval for a kennel license to allow for the keeping of up to fifteen dogs on their property located at 2145 Granville Road. § 95-22. Limitation on number of dogs, of the Town Code notes that agricultural properties are limited to five dogs. They are proposing to have eight dogs there all the time. One doxey, and 7 basset hounds. Additional dogs would be staying there while Bethany Berger shows them, or after a litter is born, should that occur. They have no intention of breeding or running a doggie daycare. The entire back yard is fenced by either wood or wire fence, and they are planning on improving the wire fence to wood fence this year. Five of the dogs are currently licensed, but all must be licensed before a kennel CUP would be issued.

Chairman Salvaggio and Supervisor Pipkorn noted the Plan Commission recommended approval of the conditional use permit. Supervisor Pipkorn then made a motion to approve the conditional use permit application by Bethany and Sue Berger for dog kennel for the property located at 2145 Granville Road. Supervisor Esser seconded, and the motion passed unanimously.

b. Discussion and possible motion approving annual liquor license applications*

Supervisor Pipkorn moved to approve the annual liquor license applications as listed below. Supervisor Wattson seconded, and the motion passed unanimously.

The following liquor license applications were published as a legal notice in the News Graphic on May 23, 2017, for licensing period ending June 30, 2018:

COMBINATION CLASS “A” BEER AND CLASS “A” INTOXICATING LIQUOR:
PDQ Food Store, Inc. 1299 Washington Avenue, Agent – Elaine Skowron

COMBINATION CLASS “B” BEER AND CLASS “B” INTOXICATING LIQUOR:
Circle “B” Recreation, Inc., 6261 Highway 60, Agent – Mark Klotz
Hetland Cayse LLC (The Hamilton), 228 Hamilton Road, Agent – Gary Hetland
Select Display Inc. (The Hub), 1814 Washington Avenue, Agent – Richard G. Lanser
Annex Holdings, LLC., (5 Corners Roadhouse Bar & Grill), 1302 Washington Avenue, Agent – Brian Beschta
Galioto’s Vintage Grille, Inc., 1221 Wauwatosa Road, Agent – David Galioto

c. Discussion and possible motion approving annual cigarette license applications*

The following applications have been received for cigarette licenses for licensing period July 1, 2017 to June 30, 2018.

CIGARETTE LICENSE:

PDQ Food Store, Inc. 1299 Washington Avenue
Tri-Par Oil Company, Inc., 506 Wauwatosa Road

Supervisor Esser made a motion to approve the annual cigarette license applications as listed above. Supervisor Wattson seconded, and the motion passed unanimously.

d. Discussion and possible motion selecting a firm for Cedarburg Sports Complex design services*

At their May 12th special meeting, the Town Board approved an offer to purchase 33.715 acres of property known as lot #4 of the Certified Survey Map that divided the parent parcel located at 8611 STH 60 for \$300,000, to spend up to an additional \$180,000 on property site improvements to be held in escrow, and to continue to negotiate for repayment of site improvements upon sale of lot #3. This project will become known as the Cedarburg Sports Complex.

Following that action, Town staff reached out to three architecture/engineering firms to gauge their interest in submitting proposals/qualifications to assist with initial concept planning for the Cedarburg Sports Complex. The three firms were RA Smith National, Groth Design Group (who did the initial concept plan for the Sports Complex on the Prochnow landfill property roughly ten years ago), and Mayer-Helminiak. Staff met with individuals from each firm to discuss expectations for services and deliverables. The firms then composed and submitted their proposals to the Town.

Administrator Rhode noted staff rated the three proposals, recommending RA Smith to the Parks Committee based on their past projects, staffing, and relevance to the Town project. At their meeting on May 31st, the Park and Recreation Committee recommended the Board select RA Smith. The firm that is chosen will work with Town staff and the Park & Recreation Committee on the site plan and marketing materials before bringing them to the Town Board for final approval.

Supervisor Esser noted the Park and Recreation Committee discussed why the lowest cost bid was not recommended. Supervisor Esser noted the Committee felt RA Smith fit the bill, and they felt comfortable with the pricing and quality of service from them. Following discussion, Supervisor Pipkorn made a motion to approve RA Smith for the Cedarburg Sports Complex design services. Supervisor Wattson seconded, and the motion passed unanimously.

12. ADJOURNMENT

The July Board meeting will be held on July 12th. At 7:38 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