

**TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
December 6, 2017**

Present:

David Salvaggio, Chairman	Tim Rhode, Administrator
Wayne Pipkorn, Supervisor, Seat 1	Adam Monticelli, Director of Public Works
Bill Wattson, Supervisor, Seat 2	Brad Hoeft, Town Attorney
Gary Wickert, Supervisor Seat 3	Eric Ryer, Assistant Administrator/Clerk
Thomas Esser, Supervisor Seat 4 (via phone)	Charles Pretty, Treasurer

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

Chairman Salvaggio called the regular meeting to order at 7:40 pm. The pledge of allegiance had previously been recited at the Special Board meeting at 7pm.

2. ANNOUNCEMENTS:

None.

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 Kelly A. Wesloski and Julie A. Cwiklinski for the 2017-2018 license period. 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 October 25, 2017 Finance Committee Meeting Minutes
- b. Accepting October 18, 2017 Plan Commission Meeting Minutes
- c. Accepting September 27, 2017 Special Park & Recreation Committee Meeting Minutes
- d. Accepting August 24, 2017 Landmarks Commission Meeting Minutes
- e. Approving November 1, 2017 Town Board Meeting Minutes

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

6. TREASURER'S REPORT

a. Motion Accepting the December 2017 Treasurer's Report*

Treasurer Pretty presented the report to the Board. Supervisor Pipkorn then made a motion to accept the Treasurer's Report for December 2017. Supervisor Wattson seconded, and the motion passed unanimously.

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

- a. Presentation of Bills/Purchase Orders/Payroll/Awards for November 1, 2017 to November 31, 2017 (Check #'s 31907-31989, V1582-V1609 and manual checks/wire transfers as shown)*

Following brief discussion, Supervisor Pipkorn 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 (Constable Ryan Fitting)*

Constable Fitting was unable to attend. Administrator Rhode noted there were no active cases to report on.

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

Asst. Administrator/Clerk Ryer stated all recreation programming was self-supporting and year-to-date financials show a positive balance of approximately \$16,089.

9. PUBLIC HEARINGS

a. None

10. OLD BUSINESS

a. Discussion and possible motion on the 2017/2018 Tax Levy*

The proposed tax rate is \$2.32/\$1,000 generating a tax levy of \$1,966,442. Supervisor Pipkorn made a motion that was seconded by Supervisor Wattson to approve the proposed 2017/2018 tax levy of \$1,966,442. The motion was unanimously approved.

b. Discussion and possible motion to approve the Fiscal Year 2018 Budget*

As proposed, the 2018 budget will have five funds, and hold the same Town tax rate while maintaining the current level of service. General fund revenues total \$2,424,774 and total general fund expenditures will be \$2,424,774. The proposed property tax rate would be \$2.32 per \$1,000 of assessed value. A home assessed for \$300,000 will pay \$698 in property taxes to the Town. The proposed property tax rate will generate a levy of \$1,966,442. Following discussion, Supervisor Wickert moved to approve the proposed Fiscal Year 2018 budget. Supervisor Pipkorn seconded, and the motion passed unanimously.

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

Chairman Salvaggio nominated Anne Lewandowski to the Plan Commission and Stacy Cooke to the Landmarks Commission. Supervisor Wickert made a motion to approve the appointments. Supervisor Pipkorn seconded, and the motion passed unanimously.

11. NEW BUSINESS

a. Discussion and possible motion on a draft letter to the Village of Grafton Kohlwey Farm Development*

The Town Board held a listening session on November 15th at 6PM at Town Hall with primarily Town of Cedarburg residents that live in the Cedarton Estates subdivision. The residents requested an opportunity to discuss the proposed Kohlwey Farm Development located directly east of the Cedarton Estates. Currently, the Kohlwey Farm is located in the Town of Cedarburg, but they are proposing to annex into the Village of Grafton. Chairman Salvaggio, Supervisor Wickert, and Supervisor Esser were present for the meeting along with an estimated 40 residents from the Cedarton Estates area. The meeting was approximately one hour long and concluded with Town Board members requesting that Staff work with Town Attorney to draft a letter outlining concerns.

Staff has worked with Attorney Hoeft to articulate the concerns of the elected officials, staff and residents which were discussed at the listening session held at Town Hall November 15th, 2017. These concerns have been drafted into letter form by Attorney Hoeft for Board consideration.

Christopher Roche of 1432 Cedarton Parkway thanked the Board for drafting the letter, and for listening to the concerns of neighbors in Cedarton Estates. He explained the neighborhood is organized and they have retained counsel to represent their interests. He noted the recent fatal accident on STH 60 near Keup Road validates their concerns regarding traffic and safety. He stated the property owner has a right to develop the land, but the development will impact the Cedarton Estates raising various concerns including safety, traffic and crime.

Supervisor Wickert suggested Attorney Hoeft take into account neighbor concerns within the Town drafted letter. The Board directed Attorney Hoeft to complete the letter and issue to the appropriate parties.

b. Discussion and possible motion on a land division application by James Read for the property located at 7308 Pleasant Valley Road [Applicant: James Read, SW ¼ Sec. 3, 8.28 acres, zoned E-1 Estate]*

James Read has submitted a minor land division application for his property located at 7308 Pleasant Valley Road totaling 8.28 acres. The property was recently rezoned from CR-B to E-1 Estate in September of 2016. Records show the property has a 2,436 square foot home built in 1888, two barns, three silos, a chicken coup, and three smaller outbuildings.

Following discussion, Supervisor Pipkorn made a motion the Town Board approve the minor land division application by James Read for the property located at 7308 Pleasant Valley Road. Supervisor Wickert seconded, and the motion passed unanimously.

c. Discussion and possible motion on proposed Resolution 2017-13, “Approving the Town of Cedarburg Fiscal Year 2018 Annual Fee Schedule”*

Each year the Town Board must approve the Town of Cedarburg’s fee schedule. The fee schedule designates fees, per Town Ordinances, for various duties performed by Town staff or boards/commissions. Six updates are requested at this time including: updating the Special Pick-up fee to \$55.00 flat fee and \$2.50 per minute after 15 minutes, updating the Brush Collection fee to \$95.00 flat fee and \$2.50 per minute after 30 minutes, deleting the Deep Water Toning Recreation Fee as the Town no longer offers that program, updating the Solicitor permit fee to \$100 resident / \$150 non-resident fee, updating the Zoning Variance fee to \$150 + \$1,000 deposit for actual review costs, and updating the text amendment fee to \$150 + \$1,000 deposit for actual review costs. Following discussion, Supervisor Pipkorn made a motion to approve Resolution 2017-13. Supervisor Wattson seconded, and the motion passed unanimously.

d. Discussion and possible motion on proposed Resolution 2017-14, “Approving the 2018 Town of Cedarburg Building Permit Fee Schedule”*

Each year, the Town Board must approve the Town of Cedarburg’s Building Permit Fee Schedule. The fee schedule designates fees for various permits, inspections and plan reviews by Safebuilt. The only change requested at this time is to increase the Road Bond fee to \$1,500. Following discussion, Supervisor Pipkorn made a motion to approve Resolution 2017-14. Supervisor Wattson seconded, and the motion passed unanimously.

e. Discussion and possible motion regarding the appointment of election officials for the two-year term ending December 31, 2019*

Staff provided a list of election inspectors to consider for a two-year term which begins January 1, 2018, and ends December 31, 2019. This includes persons from a list submitted by the Republican Party of Ozaukee County (Democratic Party did not submit a list). Supervisor Pipkorn moved to approve the recommended list of poll workers. Supervisor Wattson seconded, and the motion passed unanimously.

f. Discussion and possible motion on an Election Day Contingency Plan*

Staff provided a draft Election Day Contingency Plan for the Board to consider. Supervisor Wattson moved to approve the Election Day Contingency Plan. Supervisor Pipkorn seconded, and the motion passed unanimously.

g. Discussion and possible motion declaring two Public Works vehicles surplus*

The approval and budgeted purchase of two new public works light and medium duty pick-up trucks in 2017 replaced PW trucks #17 and #18. Staff is requesting the Board declare both trucks surplus so the Director of Public Works can advertise the vehicles for sale, collect bids, and present to the Town Board potential purchase prices. Supervisor Wattson moved to declare both vehicles surplus property. Supervisor Pipkorn seconded, and the motion passed unanimously.

12. ADJOURNMENT

At 8:17 pm, Supervisor Pipkorn moved and Supervisor Wickert seconded a motion to adjourn. The motion was unanimously approved.

Respectfully Submitted,

Eric Ryer
Assistant Administrator/Clerk