

**CITY OF CEDARBURG  
PUBLIC WORKS COMMISSION  
September 1, 2011**

**PW20110901-1  
UNAPPROVED MINUTES**

A regular meeting of the Public Works Commission of the City of Cedarburg, Wisconsin, was held Thursday, September 1, 2011 at City Hall, W63 N645 Washington Avenue, lower level, room 2. Mayor Myers called the meeting to order at 7:00 p.m.

Roll Call: Present - Public Works Commission  
Mayor Greg Myers, Council Member Ronald Reimer, Charles Schumacher, Sandy Beck, Bill Oakes, Donovan Kuehn

Excused - Randy Roupp

Also Present - Director of Engineering & Public Works Tom Wiza, Superintendent of Public Works Jeff Boerner, Economic Development Coordinator Mary Sheffield, Village of Grafton Public Works Secretary Melissa Depies, Village of Grafton Public Works Superintendent Gary Helm, Building Inspection/Public Works Secretary Judy Guse, interested citizens

**STATEMENT OF PUBLIC NOTICE**

Secretary Guse confirmed that notice of this meeting had been provided to the public by forwarding the agenda to the City's official newspaper, the News Graphic, to all news media and citizens who had requested copies, and by posting.

**APPROVAL OF MINUTES**

A motion was made by Commissioner Oakes, seconded by Commissioner Schumacher, to approve the minutes of the May 12, 2011 Public Works Commission meeting. Motion carried unanimously with Commission Roupp excused.

**CONSIDER POSSIBLE REVISIONS TO THE MONTHLY CURBSIDE BRUSH PICKUP POLICY; AND ACTION THEREON**

Director Wiza provided Commissioners with a copy of the Village of Grafton's proposal to jointly share their unstaffed residential yard waste site on Lakefield Road which was discussed at the Joint Initiative Committee earlier this week. Grafton's proposal includes the following:

- Yearly payment of \$20,000 for 19 years for the capital expenditure
- Operational costs would be split 50/50 between communities
- Labor and equipment to maintain the site would be equally shared
- City of Cedarburg would pay Village of Grafton \$10 per card per year for administration and card cost.

After explaining Grafton's proposal, Director Wiza summarized the City's current procedure:

- \$10 per hour for the employee staffing the drop-off site on Saturdays (\$60 per week for 35 weeks = \$2,100)
- Public Works crews haul materials from site (estimated cost for 35 weeks = \$10,553)
- Brush pickup done monthly from April through October (estimate 5 crewperson for 6 days = \$63,201 for seven months)
- Have agreement with Liesener Soils to take materials at no cost to the City

Director Wiza introduced Grafton Public Works Superintendent Gary Helm and Public Works Secretary Melissa Depies who were in the audience. Council Member Reimer advised the most recent Joint Initiative Committee discussed consolidation of some services between the City and the Village. Council Member Reimer continued by saying the drop-off site on Lakefield Road is open all week long which provides more availability to residents. Also, Grafton's brush is picked up every Tuesday on a call-in basis which possibly keeps the Village cleaner. Grafton's Public Works Secretary Depies added that while it was a four-year learning process to get residents to call in, it is now working well for their Village.

Discussion began on the level of service currently offered by City and what the Village of Grafton offers:

- Yearly cost would increase for the City if accepted Grafton's proposal.
- Consider weekly pickup of brush; however, staff time may increase taking calls, informing residents of the change could be difficult, and crews could theoretically go down every street four times a month versus the one time during our monthly pickup.
- Keeping current drop-off system and charging for the entrance sticker; however, automatic gates may have to be installed to prevent residents from entering during the week.
- Approaching the Village of Grafton and inquire if City residents could purchase a card (perhaps limiting the number of cards available to City residents) without paying into the capital expenditures.
- Several Commission members expressed the brush pickup and drop-off site is one service that many residents make use of and would not like to see cut.
- Council Member Reimer added that at the joint initiative meeting, it was discussed the many ways that the Public Works Departments for the Village of Grafton and the City of Cedarburg already cooperate.

Steve Ruggieri, W52 N621 Highland Drive, advised he is a resident and active user of the current drop-off site. He is not in favor of paying for a service that he currently gets for free. Also, he expressed concern of driving on a county road with higher speed limits should he need to tie down the trunk of his vehicle to transport brush or compost.

After further discussion, it was the direction of this Commission to keep the current brush pickup and yard waste drop-off program but to have the Village of Grafton representatives return to their Village Public Works Commission and Council Member Reimer inquire at the next joint initiative meeting if the Village would entertain a user fee for City residents who wish to buy a card to their compost facility in addition to the services the City currently offers.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

Steve Ruggieri, W52 N621 Highland Drive, stated when vehicles are parked on the west side of Highland Drive between Columbia Road and the bridge, it can be very narrow for passing vehicles. It is for this reason he is requesting no parking on that segment of roadway. Mr. Ruggieri also stated that on the Highland Bridge, there is a plaque saying "Highland Avenue Bridge" and inquired what it would take to make Highland Drive an Avenue again.

**ACKNOWLEDGE CERTIFICATE OF APPRECIATION TO EARL AND FLORENCE PUTZBACH FOR THEIR WORK IN THE CEDARBURG CEMETERIES; AND ACTION THEREON**

Mayor Myers advised that although the July 14<sup>th</sup> meeting was not called to order due to lack of quorum, Vice Chairperson Oakes did present Earl and Florence Putzbach a Certificate of Appreciation for their work in the Cedarburg cemeteries. For public record, the Certificate honored their service for the past 23 years in placing American flags by the graves of veterans buried in the cemeteries.

A motion was made by Council Member Reimer, seconded by Commissioner Oakes, to issue a Certificate of Appropriateness to Earl and Florence Putzbach for their work in the Cedarburg cemeteries. Motion carried unanimously with Commissioner Roupp excused.

**DISCUSS USE OF TEMPORARY "YIELD TO PEDESTRIAN" SIGNS AT DOWNTOWN CROSSWALKS; AND ACTION THEREON**

Director Wiza stated that several requests to leave the portable "yield to pedestrian" signs out all summer at downtown crosswalks have been received by Economic Development Coordinator Mary Sheffield. Director Wiza continued that up to this point, the signs have been used only on weekends and removed during the week per the Pedestrian Safety Committee recommendation. The signs did stay out all summer; however, with the summer over, the seven signs the City currently own have been relocated to different school zone areas. The cost of each sign is approximately \$260.

Mayor Myers stated that pedestrian safety is a priority and the City should do whatever possible to make our City safe. When this sign is displayed and more communities using similar signage, Mayor Myers continued that motorists are more likely to stop when they see a pedestrian in the crosswalk.

John Lillegren, owner of Amy's Candy Kitchen, W62 N579 Washington Avenue, requested the yield to pedestrian signs be up the entire fall and possibly all year long.

After a short discussion of the signage budget and possible school contributions towards the signs, a motion was made by Commissioner Schumacher, seconded by Commissioner Beck, to purchase four additional "yield to pedestrian" signs for the downtown area. Motion carried unanimously with Commissioner Roupp excused.

**REVIEW REQUEST FOR LED PEDESTIAN SAFETY LIGHTING SYSTEM FOR DOWNTOWN CROSSWALKS; AND ACTION THEREON**

John Lillegren, owner of Amy's Candy Kitchen, W62 N579 Washington Avenue, stated that Traffic and Parking Control (TAPCO) has recently developed embedded LED lights in the pavement at crosswalks which have a sensor that activates the lights when a pedestrian enters the crosswalk. Mr. Lillegren suggested the City install this type of system which he said is very effective in getting motorists to stop. Mr. Lillegren also highlighted LED outlined pedestrian crossing signs which could also be used in our downtown area. Commissioners discussed this new technology including if any cold weather climate municipalities have used such a system, verified the cost of approximately \$40,000 per crosswalk, and inquired if Cedarburg Light and Water had any grants available if solar panels would be used for the LED outlined signs.

With the Highway 60 business park not moving ahead at this time, Mayor Myers stated the City should continue to improve our downtown area, including looking at new items as discussed here. To this end, Mayor Myers directed Director Wiza to come up with a comprehensive plan for improvements to the downtown area, including suggestions from the ad hoc Downtown Master Plan Committee. Mayor Myers added that he will work the Director Wiza on this plan. Economic Development Coordinator Sheffield added that in the ad hoc Downtown Master Plan Committee, discussion was held that Tourism, Promotion and Development, Cedarburg Festivals and the City could work jointly together on funding for projects that may be identified in the comprehensive plan.

**CONSIDER REQUEST FOR COMPACT CAR ONLY PARKING ON THE EAST SIDE OF WASHINGTON AVENUE IMMEDIATELY SOUTH OF THE INTERURBAN TRAIL; AND ACTION THEREON**

Director Wiza relayed that the Police Department has received complaints regarding obstructed vision when large vehicles park on the east side of Washington Avenue immediately south of the Interurban Trail. Director Wiza advised this Commission had discussed eliminating this parking space several years ago because of similar concerns but decided that to maintain the parking space because of the limited amount of parking in the downtown area. The suggestion of designing this spot as compact car only would maintain this parking space yet pedestrians could see over the vehicle.

Motion was made by Commissioner Beck, seconded by Commissioner Oakes, to recommend that the Council designate compact car only parking on the east side of Washington Avenue immediately south of the Interurban Trail. Motion carried unanimously with Commissioner Roupp excused.

**REVIEW POSSIBLE INCREASE IN PRICE FOR CEMETERY GRAVES IN THE CITY OF CEDARBURG; AND ACTION THEREON**

Secretary Guse highlighted a survey conducted on cemetery grave prices in the area. Secretary Guse advised the current price of a cemetery grave in the City of Cedarburg is

\$425. The last price increase was January 1, 2008. While other cemeteries charge more for their graves, Secretary Guse reported these municipalities have also seen a significant decrease in sales since the price increases which reduces funds available to maintain the cemeteries. In an effort to encourage continued sales yet keep up with the costs of maintaining the cemetery, Secretary Guse suggested raising the price for a grave from \$425 to \$450 effective January 1, 2012.

Motion made by Commissioner Schumacher, seconded by Commissioner Oakes, to raise the cost of a cemetery grave in the City of Cedarburg to \$450 effective January 1, 2012. Motion carried unanimously with Commissioner Roupp excused.

**REVIEW REQUEST TO AUTHORIZE EXPENDITURE TO PURCHASE NEWLY DESIGNED MUNICIPAL PARKING SIGNS; AND ACTION THEREON**

Following a suggestion from the ad hoc Downtown Master Plan Committee, Economic Development Director Mary Sheffield suggested replacing the current "municipal parking" signs with newly designed "public parking" signs which include the City logo. The cost of the new signs is approximately \$40 each for five 12" x 18" size signs and perhaps two signs could be enlarged at a cost of \$87 per sign.

Motion made by Commissioner Schumacher, seconded by Commissioner Beck, to authorize purchase of new seven new "public parking" signs. Motion carried unanimously with Commissioner Roupp excused.

**CONSIDER ADDING A CROSSWALK ON BRIDGE ROAD AT LOCUST AVENUE; AND ACTION THEREON**

Director Wiza advised this item was before this Commission following a request from Chris Capelle, N69 W7123 Bridge Road, who was unable to attend the meeting. Currently, the closest crosswalk to Locust Avenue and Bridge Road is at the four way stop with flashing red light at Harrison Avenue which was designated years ago. Since this crosswalk was installed, Evergreen Acres Subdivision has developed and a sidewalk near the end of Locust Avenue has been built for children to access Webster School. As Ms. Capelle explained to Director Wiza, children from the neighborhood north of Bridge Road find it difficult to cross Bridge Road during morning rush hour. It is for this reason that Ms. Capelle is requesting a crosswalk designation at this intersection and a crosswalk sign. Director Wiza continued by saying the existing ADA ramp at Locust Avenue and Bridge Road is oriented only east-west and is not laid out for a Bridge Road crossing. Should the Commission desire, installing a new ADA ramp with crosswalk could be included in the 2012 Sidewalk Improvement Program for approximately \$800.

Commissioner Beck suggested that if there is no crosswalk designation in this area, the children crossing will take extra precaution in crossing versus being given a false sense of security if a crosswalk was installed. Council Member Reimer questioned if this area could be designated as a school crossing to which Director Wiza advised certain standards must be met according to the MUTCD. Commissioners continued discussion on this request, including if granting this request would set a precedent for future requests.

After further discussion, it was the consensus of this Commission to take no action on this request.

**REVIEW PRELIMINARY 2012 PUBLIC WORKS OPERATING AND CAPITAL FUND BUDGET; AND ACTION THEREON**

Director Wiza highlighted the 2012 Engineering and Public Works Administration operating budget:

- The 2011 road work projects have been completed.
- 2012 objectives include the following:
  - Reconstruct Castle Court, Regency Lane, and Cedar Ridge Drive from Regency Lane to Orchard Drive
  - Reconstruct Madison Avenue from Bridge Road to Walnut Street
  - Reconstruct Franklin Avenue from Walnut Street to Pine Street
  - Reconstruct Walnut Street from St. John Avenue to Evergreen Blvd.
  - Reconstruct Pine Street from Washington Avenue to Evergreen Blvd.
  - Complete the DNR required maintenance on the Woolen Mill and Columbia Mill dams – Graef-USA Inc. has been contracted to inspect the dams this year with repairs being done in 2012
- Long term objectives include:
  - Coordinate the Wauwatosa/Western and Wauwatosa/Bridge roundabouts in 2013.
  - Coordinate the planning and construction for future phases of the creekwalk.
  - Planning for a new Public Works garage – current facility does not have the room needed to run an efficient operation – in the winter, not enough room to thaw vehicles out and hydraulic lines can dry out on vehicle sitting out in the sun in the summer.
  - While the 2013 deadline for 40% suspended solids removed from stormwater discharge has been removed, the City must still continue to move towards compliance.
  - Deadline still in effect for sign replacement of all regulatory signs.

Superintendent Boerner discussed the 2012 Public Works operating budget:

- Purchased a new wheel loader to replace a 1997 wheel loader.
- Bidding to begin soon on the purchase of a skid steer loader.
- Regulatory signs have been purchased for the east side of the City; inventory to be done on west side of City.
- 2012 objective is to refurbish the garbage packer and to coordinate a joint purchase of a pavement crack-sealing machine with the Village of Grafton (estimated cost per municipality is \$20,000).
- A long term objective is to develop a computerized sign inventory.
- On the line item budget, Superintendent Boerner highlighted that salaries and benefits for Machinery/Equipment, Streets Ineligible and Snow and Ice have been combined to simplify bookkeeping.

- Also on the line item budget is an increase in \$30,000 for snow and ice materials due to the increased cost of salt. Overtime for snow and ice control has also been increased.

Superintendent Boerner and Secretary Guse reviewed the Health and Sanitation budget:

- Current contract for refuse and recycling pickup with Waste Management in effect through 2013.
- Approximately a 3% increase in monthly refuse and recycling fees per contract.
- A 2% increase in the fuel surcharge is budgeted for 2012 due to elevated fuel costs.
- State Recycling Grant decreased from \$65,153 in 2010 to \$42,865 in 2011 and an estimated \$42,300 in 2012.

Secretary Guse spoke on the 2012 Cemetery Budget:

- Anticipate a slight drop in cemetery lot sales with no lots currently available in Zur Ruhe Cemetery.
- 2012 Budget does reflect the \$25/lot increase as approved earlier.
- Burial and ownership records are being transferred to GIS format. Additional funds are set aside for 2012 to ensure information can be made available on the City's website.
- Money has been budgeted (\$9,900) for the purchase of a new lawn mower at Immanuel Cemetery.

Director Wiza reviewed the seven-year road improvement budget. With a 10% cut in state transportation aid and increase in asphalt prices, budgeting can be more difficult. While in the past, much of the road improvement budget was utility driven, a switch is being seen in that many of the projects are due to street conditions. Director Wiza further discussed the seven-year storm sewer capital projects which coincide with the 2012 objectives he highlighted earlier in his budget.

After a short discussion, motion made by Commissioner Schumacher, seconded by Commissioner Oakes, to recommend that Council approve the 2012 Engineering, Public Works, Health and Sanitation and Cemetery budgets as presented. Motion carried unanimously with Commissioner Roupp excused.

### **UPDATE ON PUBLIC WORKS OPERATION**

Director Wiza extended a compliment to Assistant City Engineer Roger Ahles for his work during the 2011 Street and Utility Project. Roger was inspecting the work of five different crews working simultaneously in the City while talking with residents affected by the construction and making sure their concerns were answered. Twelve hour days and working on Saturdays was not unusual during this project.

Director Wiza further updated the Commission on the following items:

- Western Road, just east of Wauwatosa Road, was temporarily patched in the area that was disturbed last year during the sewer extension project. This should maintain the road until the roundabout is installed.

- Staff will be completing a small sidewalk sawing project on Western Avenue.
- A car accident on 8/25/11 took out the traffic signal pole and control cabinet on the southwest corner of Bridge Road and Washington Avenue. Emergency repairs are being made to the light and control cabinet and all cost related to the project will be sent to the driver's insurance.
- Light and Water will be relaying some water lines at the corner of Bridge Road and Wauwatosa Road.
- The County will be doing fairgrounds site work this fall for the anticipated new buildings that will be constructed in 2012.

**IDENTIFY FUTURE AGENDA ITEMS**

Mayor Myers advised review of the comprehensive plan for improvements to the downtown area is to be on a future agenda.

**ADJOURNMENT**

Commissioner Oakes moved to adjourn the meeting at 9:30 p.m. The motion was seconded by Commissioner Beck and carried unanimously with Commissioner Roupp excused.

Judy Guse  
Building Inspection/Public Works Secretary