

PUBLIC WORKS AND SEWERAGE COMMISSION
December 14, 2023

PWSEW20231214-1
UNAPPROVED

A regular meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Thursday, December 14, 2023. This meeting was held at the Cedarburg City Hall, W63N645 Washington Avenue, lower level, meeting room 2. The meeting was called to order at 7:00 p.m. by Mayor O'Keefe.

Roll Call: Present- Mayor Michael O'Keefe, Rick Verhaalen, Bill Oakes,
Terry Wagner, Council Member Robert Simpson,
Charlie Schumacher, Bob Dries

Excused- A.J. Hester

Also Present- Director of Engineering Michael Wieser, Cedarburg
Water Recycling Center Superintendent Dennis
Grulkowski, Public Works Superintendent Joel Bublitz,
Administrative Assistant Theresa Hanaman

STATEMENT OF PUBLIC NOTICE

At Mayor O'Keefe's request, the Administrative Assistant Theresa Hanaman verified that notice of this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

APPROVAL OF MINUTES

A motion was made by Commissioner Oakes, seconded by Commissioner Verhaalen, to approve the minutes of November 9, 2023, as corrected in removing the following sentences:

~~Superintendent Grulkowski stated there is no room at the current plant for bio solids. The City would no longer have to rely on hauling bio solids out and taking them to another site. There would be two force mains to send sludge, one to send sludge out to the new facility and one to bring the clear supernatant back to the existing facility. (Page 3, Paragraph 7, lines 1 and 2)~~

The motion was carried unanimously with Commissioner Hester excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

No comments or suggestions were offered at this time.

DISCUSSION ON UPDATING THE SPECIAL ASSESSMENT METHODS FOR PUBLIC WORKS CONSTRUCTION PROJECTS (PW-2); AND ACTION THEREON

Director Wieser is proposing to update policy PW-2 to meet current procedures for obtaining the credit amount to developers for installing sanitary sewers larger than 8 inches in diameter on private developments.

Commissioner Oakes made a motion to approve the policy change for PW-2. Seconded by Commissioner Dries. The motion carried unanimously with Commissioner Hester excused.

DISCUSSION ON UPDATING THE ENGINEERING SERVICES FOR PUBLIC WORKS CONSTRUCTION PROJECTS POLICY (PW-3); AND ACTION THEREON

Director Wieser is proposing to update policy PW-3 to meet current procedures for engineering design on privately funded development projects.

Mayor O'Keefe made a motion to approve the policy change for PW-3. Seconded by Commissioner Oakes. The motion carried unanimously with Commissioner Hester excused.

DISCUSSION ON UPDATING THE SUMP PUMP AND DOWNSPOUT DISCHARGE POLICY (PW-5); AND ACTION THEREON

Director Wieser is proposing to update policy PW-5 to state that curb cuts and discharge to the street for sump pumps would only be allowed with PWSC approval. This policy mandates that the point of discharge for downspouts shall be no closer than 10 feet from public rights-of-way or abutting properties. Staff is also proposing to add a stipulation to this policy that should a structure be closer than 10 feet from the right-of-way or abutting property that the downspout be pointed in the direction that maximizes the distance from the point of discharge to said right-of-way or abutting property.

Commissioner Oakes made a motion to approve the policy change for PW-5. Seconded by Commissioner Wagner. The motion carried unanimously with Commissioner Hester excused.

DISCUSSION ON UPDATING THE YARD WASTE DISPOSAL POLICY (PW-6); AND ACTION THEREON

Director Wieser stated policy PW-6 was never updated when the new public works facility was constructed. Director Wieser is proposing to update the policy to reflect the new yard waste drop off site and add three strike progressive penalties for violators dropping off unaccepted materials. Director Wieser is also proposing that residents must have their leaves raked into the gutter line by December 1st to ensure City pickup. Finally, Director Wieser is proposing to add stipulations for the placement of brush behind the curb to make pickup easier.

Superintendent Bublitz explained the process Public Works uses to pick up brush and how he reinforces late brush and leave pick-ups.

Commissioner Verhaalen questioned whether the policy prohibited transferring the yard waste card to anyone outside the household. The Commission discussed how to monitor the use of yard cards if a violation occurs.

Mayor O'Keefe made a motion to update policy PW-6 with the addition:

- The yard card is non-transferable to anyone outside the household and should be a violation if caught doing so.

Seconded by Commissioner Oakes. The motion was carried unanimously with Commissioner Hester excused.

DISCUSSION ON UPDATING THE DEFECTIVE SIDEWALK REPAIR/REPLACEMENT POLICY (PW-7); AND ACTION THEREON

Director Wieser is proposing to update policy PW-7 to clarify that damage to sidewalk caused by trees on City parkways must be within 10 feet of the center of said tree to be repaired/replaced at the City's expense.

Commissioner Oakes made a motion to approve the policy change for PW-7. Seconded by Commissioner Schumacher. The motion carried unanimously with Commissioner Hester excused.

DISCUSSION ON THE EFFECTIVENESS OF RADAR FEEDBACK SPEED LIMIT SIGNS AND FUTURE USE OF SAID SIGNS, AND ACTION THEREON

Director Wieser stated two radar feedback speed limit signs were placed on Western Road in spring of 2021 at the cost of approximately \$4,000 each. Two speed studies were conducted before the placement of the signs and two speed studies have been conducted since.

Discussion was to be handled on a case-by-case basis. No motion was made.

UPDATE ON PUBLIC WORKS OPERATIONS

Key card information is being sent out in steps to residents via signage at Yard Waste Facility, an email blast, Facebook, and Light and Water statements. A post will be issued in the News Graphic in January.

Finishing up leaf pick up and moving onto tree trimming.

UPDATE ON WATER RECYCLING PLANT OPERATIONS

Facility plan brought to Common Council. Common Council requested more information before considering the alternatives.

IDENTIFY FUTURE AGENDA ITEMS

School Zone Signs

Cemeteries

ADJOURNMENT

Motion made by Commissioner Oakes, seconded by Commissioner Verhaalen to adjourn the meeting at 7:57 p.m. The motion carried unanimously with Commissioner Hester excused.

Theresa Hanaman
Administrative Assistant