



**CITY OF CEDARBURG
Common Council
December 8, 2025
Minutes**

1. CALL TO ORDER

A meeting of the Common Council of the City of Cedarburg, Wisconsin was held Monday, December 8, 2025 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers and online utilizing the Zoom app.

Mayor Patricia Thome called the meeting to order at 7:00 p.m.

2. ROLL CALL

A. Mayor Patricia Thome, Council Members Melissa Bitter, Jim Fitzpatrick, Kristin Burkart, Amanda Didier, Robert Simpson, Kristian Lindo, Mark Mueller

3. MOMENT OF SILENCE

4. PLEDGE OF ALLEGIANCE

5. STATEMENT OF PUBLIC NOTICE

At Mayor Thome's request, City Clerk Sette verified that notice of this meeting was provided to the public by posting in accordance with the Wisconsin Open Meetings Law.

6. COMMENTS AND SUGGESTIONS FROM CITIZENS

Mark Leonardelli - N100W6715 Susan Ln.- spoke about excessive traffic speeds on Susan Lane.

7. NEW BUSINESS

A. Review, discussion, and possible approval of a Certified Survey Map as presented by applicant/property owner Jo Ann Hofhine (in c/o Eric Hofhine) to split a .21-acre vacant lot off from their existing .49-acre parcel located at N50 W6678 Western Road. This property is zoned Rs-5 Single-Family Residential.

Planner Censky explained the request for a land division from the Hofhine family. The

division creates a new parcel on Western Road. A discussion ensued regarding the City's stance on various trees remaining on the newly created lot. The following conditions were explained as approved by the Plan Commission and Site & Architectural Review Board:

- 1) A note shall be placed on the face of the CSM informing that the vacant Lot 1 meets the definition of an "Infill Lot" under the City of Cedarburg Code. Therefore, any future plans for the construction of a structure on Lot 1 will be subject to prior review and approval of the site and architectural plans by the City of Cedarburg Plan Commission prior to issuance of a building permit.
- 2) All specimen trees field located by the City Forester on Lot 1 of the CSM shall be added to the face of the CSM along with a note stating that the specimen trees are required to be preserved in accordance with Section 6-4-14 of the City Code of Ordinances and the City's Tree Preservation Guidelines.
- 3) If the Building Inspector, on examination of the hut finds that it meets the City Code definition of a structure, then the hut must be removed from this site prior to recording the CSM. Accessory structures are not permitted on a lot until a principal structure is first present. Reference City Code 13-1-240, 15-1-17.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Lindo, to approve the land division with the conditions as specified above from the Plan Commission and Site & Architectural Review Board. Motion carried without a negative vote.

- B. Discussion and possible action on approval of a Class "B" Beer and "Class C" Liquor (wine only) license for The Back Space, LLC. P.O. Box 401, Cedarburg, WI 53012, Jeanie Crawford, Agent, premise to be licensed: W61 N397 Washington Avenue Unit C, known as The Back Space.

The application was withdrawn by the Back Space owners. No action was taken by the Common Council.

- C. Discussion and possible action on Ordinance Nos. 2025-45, 2025-46, and 2025-47 removing fees from City Code and placing in the City fee schedule

A motion was made by Council Member Bitter, seconded by Council Member Simpson, to approve Ordinance Nos. 2025-45, 2025-46, and 2025-47 removing fees from City Code and placing on the City fee schedule. Motion carried without a negative vote.

- D. Discussion and possible action on Resolution No. 2025-20 approving the latest Fee Schedule

A motion was made by Council Member Fitzpatrick, seconded by Council Member Simpson, to approve Resolution No. 2025-20. Motion carried without a negative vote.

- E. Discussion and possible action on approval of Election Inspectors for the 2026-2027 election cycle

A motion was made by Council Member Fitzpatrick, seconded by Council Member Didier, to approve the Election Inspectors for the 2026-2027 election cycle per the list included in the Council packet. Motion carried without a negative vote.

8. CONSENT AGENDA

A motion was made by Council Member Fitzpatrick, seconded by Council Member Simpson, to approve the following consent agenda items.

- A. Discussion and possible action on approval of November 24, 2025 Council Meeting Minutes

- B. Discussion and possible action on payment of bills dated 11/15/2025 through 12/01/2025, transfers from 11/25/2025 through 12/01/2025, and payroll from 11/09/2025 through 11/22/2025

The motion carried without a negative vote.

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report

The Administrator's report was included in the packet.

- B. Assessor's Year End Report

Administrator Hilvo shared the year-end report provided by the City's assessor.

10. COMMUNICATIONS

- A. Comments and suggestions from Council Members

Council Member Didier inquired if there is a plan for leaf pick-up after the initial November snowfall.

- B. Mayor's Report

None.

11. ADJOURN TO CLOSED SESSION

A motion was made by Council Member Fitzpatrick, seconded by Council Member Simpson, to adjourn to closed session at 7:53 p.m. pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchase of public property, the investment of public funds, or to conduct other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically to be discussed is a Purchase and Sale Agreement and related Tax Guaranty Agreement; and to remain in closed session pursuant to State Statute 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 exercised responsibility, to discuss compensation for the newly selected Human Resources Manager.

Motion carried on a roll call vote with Council Members Fitzpatrick, Burkart, Didier, Simpson, Mueller, Bitter, and Lindo voting aye.

A. It is anticipated the Common Council will adjourn to closed session pursuant to State Statute 19.85(1)(e) to deliberate or negotiate the purchase of public property, the investment of public funds, or to conduct other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically to be discussed is item 11.A.1. It is further anticipated the Common Council will remain in closed session pursuant to State Statute 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 exercised responsibility. More specifically to discuss item 11.A.2.

1) Discussion on Purchase and Sale Agreement and related Tax Guaranty Agreement with Luther Group Acquisition

2) Discussion regarding compensation for the newly selected Human Resources Manager

3) Approval of November 10, 2025 Closed Session minutes

12. RECONVENE TO OPEN SESSION

Open Session reconvened at 8:25 p.m.

A. Discussion and possible action on Tax Development Guaranty Agreement with Luther Group Acquisition.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Didier, to approve the Tax Development Guaranty Agreement with Luther Group Acquisition as discussed in closed session. Motion carried without a negative vote.

B. Discussion and possible action on compensation for the newly selected Human Resources Manager

A motion was made by Council Member Fitzpatrick, seconded by Council Member Simpson, to approve the salary for the newly selected Human Resources Manager as discussed in closed session. Motion carried without a negative vote.

13. ADJOURNMENT

A motion was made by Council Member Mueller, seconded by Council Member Simpson, to adjourn the meeting at 8:30 p.m. Motion carried without a negative vote.

[MIN_SIGNATURES]