



**CITY OF CEDARBURG
A MEETING OF THE COMMON COUNCIL
MONDAY, JANUARY 12, 2026 – 7:00 PM**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on Monday, January 12, 2026 at 7:00 PM. The meeting will be held in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the second floor, Council Chambers. The meeting can be viewed via the City's YouTube channel: www.youtube.com/@cityofcedarburgwi8412

AGENDA

1. CALL TO ORDER

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

6. COMMENTS AND SUGGESTIONS FROM CITIZENS

Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time, individuals can speak on any topic not on the agenda for up to 2 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item. Written public comment regarding agenda or non-agenda items may be submitted to cityhall@cityofcedarburg.wi.gov by noon on the day of the meeting for distribution to the Common Council.

7. PRESENTATIONS

A. Oath of Office - City Clerk Jessica Campolo

B. Proclamation Honoring the Retirement of Dennis Grulkowski

8. NEW BUSINESS

A. Discussion and possible action on Ordinance Nos. 2026-01, 2026-02, and 2026-03 adjusting the impact fees based on the annual increase of the Construction Cost Index published in the Engineering News Record.

B. Discussion and possible action on change to policy PR-6: Protection of Public Trees During Construction.

- C. Discussion and possible action on issuance of a Class "B" Beer and "Class B" Liquor Alcohol Beverage License to Camp Bar Inc., 2107 E. Capital Dr. Shorewood, WI, Paul Hackbarth, Agent, premise to be licensed: W63 N664 Washington Avenue, known as Camp Bar.
- D. Discussion and possible action on the issuance of a "Class B" Liquor Alcohol Beverage License to Cedarburg Cultural Center Inc. W62 N546 Washington Avenue Cedarburg, WI, Susan Schrader, Agent, premise to be licensed: W63 N627 Washington Avenue, known as Kuhefuss House.
- E. Discussion and possible action on a reimbursement request from Gordon Goggin for the Stilt House vestibule.
- F. Discussion and possible action on issuance of an Operator's License to Jordan C. Stark.

9. CONSENT AGENDA

- A. Discussion and possible action on approval of December 8, 2025 Common Council Meeting Minutes.
- B. Discussion and possible action on approval of December 3, 2025 Joint Common Council and Public Works & Sewerage Commission minutes.
- C. Discussion and possible action on payment of bills dated 12/27/2025 through 01/02/2026, transfers from 12/02/2025 through 01/09/2026, and payroll from 11/23/2025 through 12/06/2025, 12/09/2025 through 12/20/2025, and 12/21/2025 through 1/03/2026.

10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report

11. COMMUNICATIONS

- A. Comments and suggestions from Council Members
- B. Mayor's Report

12. ADJOURN TO CLOSED SESSION

- 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 12.A.1.

- 1. Discussion on Purchase and Sale Agreement from Egan Gardner related to Lot 5 of Highway 60 Business Park (tax parcel no. 13-022-02-002.00).

- 2. Approval of December 8, 2025 Closed Session minutes.

13. RECONVENE TO OPEN SESSION

- A. Discussion and possible action on Purchase and Sale Agreement from Egan Gardner related to Lot 5 of Highway 60 Business Park (tax parcel no. 13-022-02-002.00).

14. ADJOURNMENT

Individual members of various boards, committees, or commissions may attend the above meeting. It is possible that such attendance may constitute a meeting of a City board, committee, or commission pursuant to State ex. rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 NW 2d 408 (1993). This notice does not authorize attendance at either the above meeting or the Badke Meeting but is given solely to comply with the notice requirements of the open meeting law. * Information attached for Council; available through City Clerk's Office. ** Citizen comments should be primarily one-way, from citizen to the Council. Each citizen who wishes to speak shall be accorded one opportunity at the beginning of the meeting. Comments should be kept brief. If the comment expressed concerns a matter of public policy, response from the Council will be limited to seeking information or acknowledging that the citizen has been understood. It is out of order for anyone to debate with a citizen addressing the Council or for the Council to take action on a matter of public policy. The Council may direct that the concern be placed on a future agenda. Citizens will be asked to state their name and address for the record and to speak from the lectern for the purposes of recording their comments. *** Information available through the Clerk's Office. City of Cedarburg is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Clerk's Office, (262) 375-7606, email: cityhall@cityofcedarburg.wi.gov

PROCLAMATION

Honoring the Retirement of Dennis Grulkowski, Water Recycling Center Superintendent

WHEREAS, Dennis Grulkowski began his dedicated service to the City of Cedarburg in July 2013, contributing over twelve and a half years of commitment to the community; and

WHEREAS, Dennis first served in the laboratory before moving to the collection system in 2015, where he spearheaded the City's transition of its Geographic Information System (GIS) program from Ruckert Mielke to Symbiont, and further assisted Ozaukee County in adopting the same system; and

WHEREAS, Dennis was instrumental in establishing Cedarburg's sewer main lining program, saving the City considerable resources by reducing the need for costly main replacements; and

WHEREAS, in July 2017 Dennis became Lead Operator, serving in collections until 2019, before returning to the laboratory to prepare for leadership succession, ultimately assuming the role of Superintendent in February 2022; and

WHEREAS, as Superintendent, Dennis implemented and managed the City's Adaptive Management program for phosphorus reductions, working closely with the Cedar Creek Farmers group to protect water quality and ensure environmental stewardship; and

WHEREAS, Dennis maintained the City's compliance with Department of Natural Resources permit limits, oversaw the complete rebuild of two of the six trains on the oxidation ditch, and prepared for the rehabilitation of additional trains; and

WHEREAS, Dennis collaborated on the Washington Avenue reconstruction project, guided the rebuilding of the Kenzie and Cedar Hedge lift stations, and advanced the design for the Evergreen lift station; and

WHEREAS, Dennis's greatest accomplishment was overseeing the Facility Plan design and working with City leadership and Donohue & Associates to secure a path toward rehabilitating the entire wastewater treatment plant, ensuring Cedarburg's infrastructure remains strong for generations to come; and

WHEREAS, throughout his career, Dennis exemplified professionalism, innovation, and stewardship, leaving a lasting legacy of service to the City of Cedarburg and its residents.

NOW, THEREFORE, I, Patricia Thome, Mayor of the City of Cedarburg, on behalf of the Common Council and the citizens of Cedarburg, do hereby recognize and honor Dennis Grulkowski for his outstanding service and contributions to the City, and extend heartfelt gratitude and best wishes upon his retirement.

Given under my hand and the Seal of the City of Cedarburg, this 12th day of January 2026.

Patricia Thome, Mayor

CITY OF CEDARBURG

MEETING DATE: January 12, 2026

ITEM NO: A.

TITLE:

Discussion and possible action on Ordinance Nos. 2026-01, 2026-02, and 2026-03 adjusting the impact fees based on the annual increase of the Construction Cost Index published in the Engineering News Record.

ISSUE SUMMARY:

These three (3) ordinances amend sections of the Municipal Code adjusting the fees in lieu of parkland, sanitary sewer connection fee and impact fees for library facilities, police department facilities, water supply facilities, and park facilities. These adjustments are calculated based on the Construction Cost Index annual inflation rate in December 2025 published in the Engineering News Record.

STAFF RECOMMENDATION:

Approve

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

None

BUDGETARY IMPACT:

Increase in fees received.

ATTACHMENTS:

1. ENR Dec 2025 CCI Annual Inflation Rate
2. Ord 2026-01 fees in lieu of parkland
3. Ord 2026-02 sewer connection fee
4. Ord 2026-03 impact fees annual update

INITIATED/REQUESTED BY:

Mike Wieser

FOR MORE INFORMATION CONTACT:

Mike Wieser, Engineer/Public Works Director

CONSTRUCTION ECONOMICS

ENR's 20-city average cost indexes, wages and materials prices.
Historical data for ENR's 20 cities can be found at [ENR.com/economics](https://enr.com/economics)

Construction Cost Index	+3.6%		
ANNUAL INFLATION RATE	DEC. 2025		
1913=100	INDEX VALUE	MONTH	YEAR
CONSTRUCTION COST	14118.46	+0.1%	+3.6%
COMMON LABOR	26554.74	0.0%	+4.0%
WAGE \$/HR.	50.45	0.0%	+4.0%

The Construction Cost Index annual escalation rose 3.6%, while the monthly component increased 0.1%.

Building Cost Index	+4.2%		
ANNUAL INFLATION RATE	DEC. 2025		
1913=100	INDEX VALUE	MONTH	YEAR
BUILDING COST	8761.25	+0.2%	+4.2%
SKILLED LABOR	12480.84	0.0%	+5.7%
WAGE \$/HR.	69.27	0.0%	+5.7%

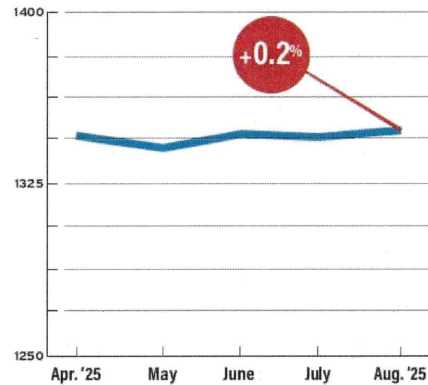
The Building Cost Index was up 4.2% on an annual basis, while the monthly component rose 0.2%.

Materials Cost Index	+0.5%		
MONTHLY INFLATION RATE	DEC. 2025		
1913=100	INDEX VALUE	MONTH	YEAR
MATERIALS COST	6496.23	+0.5%	+2.5%
CEMENT \$/TON	308.11	+1.0%	+10.4%
STEELS\$/CWT	123.33	+0.6%	+11.9%
LUMBERS\$/MBF	836.61	+0.7%	-4.4%

The Materials Cost Index increased 0.5% in December.

The dollar value of total construction put-in-place showed a monthly escalation rate of 0.2% in August, according to the U.S. Dept. of Commerce's seasonally adjusted data. On a yearly basis, total construction was 1.6% lower than in September 2024. Yearly private-sector construction fell 2.9%, and public work increased 2.7%. Non-residential construction in the private market fell 4% over the past year, while public non-residential work climbed 2.4%.

TOTAL CONSTRUCTION
 Seasonally adjusted rate in (\$) billions



SOURCE: DEPT. OF COMMERCE

Non-Seasonally Adjusted Total Construction | **1,437.97** 2025 AUG. | **1,463.72** 2024 AUG. | **+1.3** % CHG. MONTH | **-1.8** % CHG. YEAR

CONSTRUCTION VALUE YEAR-TO-DATE, \$ BIL.	2025 AUG.	2024 AUG.	% CHG. MONTH	% CHG. YEAR
TOTAL PRIVATE	1,100.32	1,137.86	+1.0	-3.3
RESIDENTIAL BUILDINGS	607.72	627.32	+1.4	-3.1
LODGING	15.06	15.77	+1.9	-4.9
OFFICE	59.13	57.78	+1.9	+2.3
COMMERCIAL	75.65	86.82	+0.8	-12.9
HEALTH CARE	35.18	36.18	+1.2	-2.8
EDUCATIONAL	16.55	17.55	-0.5	-5.7
RELIGIOUS	3.13	2.69	+2.2	+16.1
AMUSEMENT AND RECREATION	12.65	12.77	+1.7	-0.9
TRANSPORTATION	12.49	13.03	-1.7	-4.2
COMMUNICATION	18.35	18.60	+0.1	-1.3
POWER	93.08	91.53	-0.1	+1.7
MANUFACTURING	148.23	154.85	+0.6	-4.2

CONSTRUCTION VALUE YEAR-TO-DATE, \$ BIL.	2025 AUG.	2024 AUG.	% CHG. MONTH	% CHG. YEAR
TOTAL PUBLIC	337.65	325.86	+1.9	+3.6
RESIDENTIAL BUILDINGS	7.94	7.38	-0.5	+7.6
OFFICE	11.13	11.15	+1.2	-0.2
COMMERCIAL	4.58	3.37	-3.7	+35.7
HEALTH CARE	10.43	9.25	-2.7	+12.8
EDUCATIONAL	75.96	74.95	-1.3	+1.3
PUBLIC SAFETY	12.67	12.03	+0.7	+5.3
AMUSEMENT AND RECREATION	15.38	13.97	-0.7	+10.1
TRANSPORTATION	31.96	29.92	+3.6	+6.8
POWER	11.54	12.95	+6.0	-10.9
HIGHWAY AND STREET	92.43	93.24	+3.7	-0.9
SEWAGE AND WATER DISPOSAL	32.36	28.62	+3.2	+13.1
WATER SUPPLY	21.51	20.24	+3.0	+6.3
CONSERVATION AND DEVELOPMENT	7.67	7.36	+6.5	+4.2

SOURCE: DEPT. OF COMMERCE. NON-SEASONALLY ADJUSTED CONSTRUCTION PUT-IN-PLACE. DETAILS MAY NOT ADD UP TO TOTAL SINCE ALL TYPES OF CONSTRUCTION ARE NOT SHOWN SEPARATELY.

ORDINANCE NO. 2026-01

An Ordinance Designating Fees In Lieu of Park Land

The Common Council of the City of Cedarburg, Wisconsin, does hereby ordain as follows:

SECTION 1. Section 14-1-84 of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

SEC. 14-1-84 FEES IN LIEU OF LAND.

If the proposed subdivision does not encompass a proposed public park, parkway or other open space lands, or if the Plan Commission requires the reservation of land as set forth in this Section, a fee for the acquisition of public sites to serve the future inhabitants of the proposed subdivision or certified survey map shall be paid to the City Clerk at the time of first application for approval of a final plat of said subdivision, or certified survey map, or part thereof, in the amount of \$908.69 for each proposed single-family dwelling unit within the plat and \$603.53 for each proposed multi-family dwelling unit. For Community Based Residential Facilities (CBRFs) the fee for acquisition of public sites shall be \$603.53 per unit. Public site fees collected by the City Treasurer under the provisions of this Article shall be placed in non-lapsing special funds for City parks and shall be separate from the General Fund of the City and said special fund shall be used exclusively for the acquisition and development of park, recreation and other open space areas.

SECTION 2. Section 14-1-100(g) entitled **ADMINISTRATIVE AND OTHER FEES** of the Code of Ordinances is hereby amended as follows:

- (g) **Public Site Fee.** If the subdivision does not contain lands to be dedicated as required in this Chapter, the Common Council shall require a fee for the acquisition and development of public sites to serve the future inhabitants of the proposed subdivision. Said fee shall be paid to the City Clerk at the time of first application for approval of a final plat of said subdivision in the amount of \$908.69 for each single-family dwelling unit within the plat and \$603.53 for each multi-family dwelling unit. For Community Based Residential Facilities (CBRFs) the fee for acquisition and development of public sites shall be \$603.53 per unit. Public site fees shall be placed in a separate Service District Fund by the City Clerk to be used only for the acquisition and development of park sites which will serve the proposed subdivision. Said fund shall be established on the basis of the service area of existing or proposed park facilities.

SECTION 3. This ordinance shall take effect on January 12, 2026 upon publication as provided by law.

Passed and adopted this 12th day of January, 2026.

Patricia Thome, Mayor

Attest:

Jessica Campolo, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

ORDINANCE NO. 2026-02

**An Ordinance Updating and Adjusting the Amount of the
Sanitary Sewer Connection Fee Imposed on New Development**

SECTION 1. Section 9-2-6(c) of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

SEC. 9-2-6 SEWER SERVICE CHARGES.

(c) Sewer Connection Fee

A connection charge is imposed to fund collection system oversizing associated with new development and all newly annexed lots. This includes all lots created by land division, subdivision or condominium plats. The charge is not applicable to individual existing single vacant lots which are within the City. It does apply to newly annexed individual lots.

- (1) The Sewer Connection Fee will now be \$2,907.29 per Residential Equivalent Connection (REC).

- (2) The connection fee imposed under this section shall be adjusted annually each December, with any adjustment to be effective on January 1 of the following year. The annual adjustment will be based on the Construction Cost Index (CCI) published in the Engineering News Record. Said percentage shall be calculated on the ENR 20 city average. Periodic adjustments to reflect actual and planned development density corrections may be necessary.

SECTION 2. This ordinance shall take effect January 12, 2026 upon publication as provided by law.

Passed and adopted this 12th day of January, 2026.

Patricia Thome, Mayor

Attest:

Jessica Campolo, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

ORDINANCE NO. 2026-03

An Ordinance Updating Impact Fees

The Common Council of the City of Cedarburg, Wisconsin, hereby ordains as follows:

SECTION 1. Section 3-6-3 of the Municipal Code of the City of Cedarburg is hereby amended as follows:

SECTION 3-6-3 LIBRARY FACILITY

Any developer creating or constructing additional residential units within the City shall pay a fee to the City to provide for the capital costs necessary to accommodate the Library expansion needs of land development except as provided in subsection (8) below.

- (a) The amount of the fee shall be \$1,658.48 per single-family residential dwelling unit to be constructed or created by the proposed development.
- (b) The amount of the fee shall be \$1,101.53 per residential unit for a multi-family residential dwelling unit to be constructed or created by the proposed development. Multi-family includes Community Based Residential Treatment facilities.
- (c) The fee shall be imposed as a condition of the issuance of the building permit.
- (d) Such fees collected by the City shall be placed in a special fund which shall be separate from the General Fund of the City, and the special fund and all interest earned thereon shall be used exclusively for the capital costs of the library facilities within the City.
- (e) Such fees collected shall be expended by the City for the aforesaid purpose within eight (8) years of the date of payment, or such fee amount paid shall be refunded to the then owner(s) of the property upon which such fee was collected.

SECTION 2. Section 3-6-4 of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

SECTION 3-6-4 POLICE DEPARTMENT FACILITY

Any developer creating or constructing additional residential dwelling units or any commercial, industrial or institutional land development within the City shall pay a fee to the City to provide for the capital costs necessary to accommodate the Police Department Facility expansion needs of land development except as provided in subsection (8) below.

- (a) The amount of the fee shall be \$1,610.35 per single-family residential dwelling unit, and \$1,069.58 per multifamily residential dwelling unit and CBRF and \$0.82 per square foot for commercial development and \$0.48 per square foot for industrial and institutional development.
- (b) The fee shall be imposed as a condition of issuance of the building permit.
- (c) Such fees collected by the City shall be placed in a special fund which shall be separate from the General Fund of the City, and the special fund and all interest earned thereon shall be used exclusively for the capital costs of the police facilities within the City.
- (d) Such fees shall be expended by the City for the aforesaid purpose within eight (8) years of the date of payment, or such fee amount paid shall be refunded to the then owner(s) of the

property upon which such fee was collected.

SECTION 3. Section 3-6-5 of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

SEC. 3-6-5 WATER SUPPLY FACILITIES

Any developer creating or constructing additional residential dwelling units or commercial, industrial, or institutional land development within the City or any owner of property in the City that has a change in use that results in the use of additional water capacity shall pay a fee to the City to provide for the capital costs necessary to accommodate water supply expansion needs of land development except as provided in subsection (8) below.

2026 Water Impact Fee Based on Installed Meter Size

Meter Size	Meter Factor	Fee per Meter
5/8"	1.0	\$2,202.84
3/4"	1.0	\$2,202.84
1"	2.5	\$5,507.08
1.5"	5.0	\$11,014.17
2"	8.0	\$17,622.68
2.5"	12.5	\$27,535.42
3"	15.0	\$33,042.52
4"	25.0	\$55,070.86
6"	50.0	\$110,141.71
8"	80.0	\$176,226.73
10"	120.0	\$264,340.10
12"	160.0	\$352,453.47

- (a) The Water Supply Facilities impact fee shall be \$2,202.84 per equivalent meter.
- (b) The fee shall be imposed as a condition of the issuance of the building permit except if the total amount of impact fees due for a development will be more than \$75,000, a developer may defer payment of the impact fees for a period of 4 years from the date of the issuance of the building permit or until 6 months before the municipality incurs the costs to construct, expand, or improve the public facilities related to the development for which the fee was imposed, whichever is earlier. If the developer elects to defer payment under this paragraph, the developer shall maintain in force a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality. A developer may not defer payment of impact fees for projects that have been previously approved.
- (c) Such fees collected by the Water Utility shall be placed in a special fund which shall be separate from the general fund of the Water Utility, and the special fund and all interest earned thereon shall be used exclusively for the capital costs of water supply facilities.

- (d) Such fees shall be expended by the Water Utility for the aforesaid purpose within eight (8) years of the date of payment, or such fee amount paid shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated.
- (e) The impact fees imposed under this section shall be increased annually at the percent change of the U.S. Census Bureau Construction Price Index (CPI) for single-family houses under construction, for the twelve-month period preceding October of the prior year, with the adjustment effective January 1 of each year. The City Administrator or designee shall calculate the adjusted fees and maintain a copy of the calculation and the adjusted impact fees in the office of the City Clerk.

SECTION 4. Section 3-6-6 of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

SECTION 3-6-6 PARK FACILITIES

Any developer creating or constructing additional residential units within the City shall pay a fee to the city to provide for the capital costs necessary to accommodate the Park facility expansion needs of land development except as provided in subsection (8) below.

- (a) The amount of the fee shall be \$1,542.87 per single-family residential dwelling unit to be constructed or created by the proposed development.
- (b) The amount of the fee shall be \$1,024.74 per residential unit for a multi-family residential dwelling unit to be constructed or created by the proposed development. Multi-family includes Community Based Residential Treatment facilities.
- (c) The fee shall be imposed as a condition of the issuance of the building permit.
- (d) Such fees collected by the City shall be placed in a special fund which shall be separate from the General Fund of the City, and the special fund and all interest earned thereon shall be used exclusively for the capital costs of the park facilities within the City.
- (e) Such fees shall be expended by the City for the aforesaid purpose within eight (8) years of the date of payment, or such fee amount paid shall be refunded to the then owner(s) of the property upon which such fee was collected

SECTION 5. This ordinance shall take effect on January 12, 2026, upon publication as provided by law.

Passed and adopted this 12th day of January 2026.

Patricia Thome, Mayor

Countersigned:

Jessica Campolo, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: January 12, 2026

ITEM NO: B.

TITLE:

Discussion and possible action on change to policy PR-6: Protection of Public Trees During Construction.

ISSUE SUMMARY:

The Parks, Recreation, and Forestry Board approved the slight change to policy PR-6 (page 3) at their December 3, 2025 meeting. The change adds the following definition:

Structural Root: Shall mean any root with a diameter 10% or greater of the tree's DBH.

STAFF RECOMMENDATION:

Approve

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Park, Recreation, Forestry Board approved on December 3, 2025.

BUDGETARY IMPACT:

n/a

ATTACHMENTS:

1. PR6_TreeProtectionDuringConstruction - excerpt

INITIATED/REQUESTED BY:

Kevin Westphal

FOR MORE INFORMATION CONTACT:

Kevin Westphal

**CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL**

SUBJECT: PROTECTION OF PUBLIC TREES DURING CONSTRUCTION

PR-6

TABLE OF CONTENTS

- 1. Purpose and Intent**
- 2. Definitions**
- 3. Types of Tree Damage**
- 4. Pre-Construction Requirements**
- 5. Tree Protection Zones**
- 6. Tree Protection Fencing and Barriers**
- 7. Trenching, Excavation and Equipment Use**
- 8. Boring or Directional Drilling**
- 9. Tree Pruning**
- 10. Root Pruning**
- 11. Sidewalk Construction**
- 12. Curb and Gutter Construction**
- 13. Backfilling**
- 14. Damage to Trees, Shrubs and Soil**
- 15. Emergency Repairs to Utilities**
- 16. Tree Species Intolerant of Construction Disturbance**
- 17. Applicable Standards and Best Management Practices**
- 18. Contact Information**
- 19. References**
- 20. Appendices**

1) PURPOSE AND INTENT

- (a) It has been determined that trees are a part of our infrastructure, an integral part of community life, and an important public resource that enhances the quality of life and the general welfare of the City. It has also been determined that the City of Cedarburg and its residents would benefit from the protection of these community assets. All trees situated on City streets, parks or other municipal property are protected under Title 6, Chapter 4 of the Cedarburg Municipal Code.
- (b) It has been determined that construction is one of the greatest causes of tree decline and death in urban areas. Including trees in the initial stages of construction planning may mean the difference between preserving a healthy tree or having to remove it. The City of Cedarburg acknowledges that conflicts between trees and construction may sometimes result in the removal of some trees. The goal of these specifications is to keep injury to trees to a minimum and allow construction projects to proceed at the same time. Also, these

specifications will reduce the likelihood of undesirable consequences that may result from uninformed or careless construction practices near trees.

- (c) Tree protection has three primary functions, 1) to keep the foliage canopy and branching structure clear from contact by equipment, materials and activities; 2) to preserve roots and soil conditions in an intact and non-compacted state and 3) to identify the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and construction activities are restricted, unless otherwise approved.
- (d) This policy applies to all land disturbance and construction activity on City-owned property which includes the Public Right-of-Way (ROW), parks and other municipal property. These specifications shall be applicable to all Contractors working in the Public ROW, whether by permit, Public Works contract, Developer Agreement, or any other permission to work within the Public ROW. Anyone failing to adhere to the tree protection policies and specifications will be financially responsible for any resulting damage to trees and may be charged under the provisions of the applicable Section of the Cedarburg Municipal Code.

2) **DEFINITIONS**

All words in this policy shall have their customary dictionary definitions except as specifically defined herein. The words “shall” and “must” are mandatory, and the words “may” and “should” are permissive.

Boring: To create an underground passage. Shall be synonymous with tunneling and augering.

Canopy Dripline: Shall mean an imaginary vertical line extending from the outermost reach of branches to the ground. Also known as Tree Protection Zone (TPZ) displayed in measurement units of feet.

Construction: The process of building, altering, remodeling, improving or demolishing a public infrastructure facility which includes the repair of existing facilities, the replacement of structures and their components.

Diameter at Breast Height (DBH): A standard measure of tree size. A tree trunk diameter measured at a height of four and one-half (4 ½) feet above the ground. If a tree splits into multiple trunks below the 4-½ foot mark, then the trunk is measured at its most narrow point beneath the split.

Public Right-Of-Way (ROW): Shall mean lands dedicated or otherwise opened to the public for street purposes.

Public Tree: Shall mean any tree growing within the public ROW, in City parks or on any City-owned property.

Root Plate: Shall mean the area of root zone comprised of pedestal roots, the zone of rapid taper, and roots under compression, with a directional radius based upon the trunk diameter at 4.5 ft. above the ground (DBH). Catastrophic failure of the tree could result if roots in this area are damaged or destroyed. Also known as Critical Root Zone (CRZ) displayed in measurement units of feet.

Street Tree: Shall mean any City-owned tree presently or hereafter located within the public right-of-way.

Structural Root: Shall mean any root with a diameter 10% or greater of the tree's DBH.

Tree Protection Zone (TPZ): Shall consist of the ground encompassing the area between the trunk and the dripline of the tree, or one linear foot away from the trunk base for every inch of DBH of the trunk, whichever is greater.

Tree Terrace: Shall mean the grass area between the sidewalk and curb located within the public ROW. Also known as "Parkway". For open areas with no sidewalk the Tree Terrace shall mean the grass area extending from the curb to the Right-of-Way line.

Windthrow: means the uprooting of trees by wind.

3) TYPES OF TREE DAMAGE

- (a) **Mechanical Injury** to the trunk, crown and major roots caused by construction and landscaping equipment. This type of injury damages the bark, phloem, cambium and/or xylem tissue. When these conductive and protective tissues are damaged, the capacity of the tree to transport water, nutrients and carbohydrates is reduced.
- (b) **Root Cutting or Damage** is another type of injury that can significantly impact the health of the tree. The majority of tree roots are found in the upper 12 to 24 inches of soil. Trees can also become destabilized and may fail if structural roots are severed. Roots are cut or damaged by excavation and trenching equipment, high-pressure hydro excavation equipment, and soil fill over roots/grade change which can reduce available soil oxygen and water.
- (c) **Soil Compaction or Damage** caused by vehicle and equipment traffic or parking near trees, changes in existing grade, and sterile soil conditions caused by stripping off topsoil are some of the leading causes of tree decline and death in construction areas. The damage done often goes unseen, resulting in tree decline over several years. Soil compaction causes the pore space in the soil, which contains air and water necessary for root growth, to be reduced causing tree roots to suffocate and die. Soil compaction also increases soil density permitting less root growth, biological activity and water movement, which has a negative impact on tree health.

CITY OF CEDARBURG

MEETING DATE: January 12, 2026

ITEM NO: C.

TITLE:

Discussion and possible action on issuance of a Class "B" Beer and "Class B" Liquor Alcohol Beverage License to Camp Bar Inc., 2107 E. Capital Dr. Shorewood, WI, Paul Hackbarth, Agent, premise to be licensed: W63 N664 Washington Avenue, known as Camp Bar.

ISSUE SUMMARY:

"Class B" Liquor Alcohol Beverage License Requests: Camp Bar and Cedarburg Cultural Center (Kuhefuss House)

The City currently has two available "Class B" Liquor Licenses due to recent business changes:

- Art of Joy has closed their business, releasing its Reserve "Class B" license.
- Le's Pho underwent a change of ownership; the previous owner relinquished the license, and the new owner has not requested one. This has made the regular "Class B" license available.

As a result, the City now holds:

- One (1) regular "Class B" Liquor License
- One (1) Reserve "Class B" Liquor License, which carries a one-time minimum issuance fee of \$10,000

Current Requests:

Two applicants have formally requested "Class B" Liquor Licenses:

1. Camp Bar – Cedarburg (Replacing Art of Joy)
2. Cedarburg Cultural Center – Kuhefuss House

Both applicants are seeking licenses to support their respective operations and programming.

Council Decision Required:

Because there are two applicants and two available licenses—but only one regular license—the Council must determine:

- Whether to grant licenses to both applicants
- Which applicant receives the regular license, and
- Which applicant would be required to purchase the Reserve license at the statutory \$10,000 minimum fee

STAFF RECOMMENDATION:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT:

ATTACHMENTS:

None

INITIATED/REQUESTED BY:

Jessica Campolo

FOR MORE INFORMATION CONTACT:

CITY OF CEDARBURG

MEETING DATE: January 12, 2026

ITEM NO: D.

TITLE:

Discussion and possible action on the issuance of a "Class B" Liquor Alcohol Beverage License to Cedarburg Cultural Center Inc. W62 N546 Washington Avenue Cedarburg, WI, Susan Schrader, Agent, premise to be licensed: W63 N627 Washington Avenue, known as Kuhefuss House.

ISSUE SUMMARY:

"Class B" Liquor Alcohol Beverage License Requests: Camp Bar and Cedarburg Cultural Center (Kuhefuss House)

The City currently has two available "Class B" Liquor Licenses due to recent business changes:

- Art of Joy has closed their business, releasing its Reserve "Class B" license.
- Le's Pho underwent a change of ownership; the previous owner relinquished the license, and the new owner has not requested one. This has made the regular "Class B" license available.

As a result, the City now holds:

- One (1) regular "Class B" Liquor License
- One (1) Reserve "Class B" Liquor License, which carries a one-time minimum issuance fee of \$10,000

Current Requests:

Two applicants have formally requested "Class B" Liquor Licenses:

1. Camp Bar – Cedarburg (Replacing Art of Joy)
2. Cedarburg Cultural Center – Kuhefuss House

Both applicants are seeking licenses to support their respective operations and programming.

Council Decision Required:

Because there are two applicants and two available licenses—but only one regular license—the Council must determine:

- Whether to grant licenses to both applicants
- Which applicant receives the regular license, and
- Which applicant would be required to purchase the Reserve license at the statutory \$10,000 minimum fee

STAFF RECOMMENDATION:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT:

ATTACHMENTS:

None

INITIATED/REQUESTED BY:

Jessica Campolo

FOR MORE INFORMATION CONTACT:

CITY OF CEDARBURG

MEETING DATE: January 12, 2026

ITEM NO: E.

TITLE:

Discussion and possible action on a reimbursement request from Gordon Goggin for the Stilt House vestibule.

ISSUE SUMMARY:

The City received a written request from Mr. Gordon Goggin, owner of The Stilt House, seeking reimbursement for costs associated with a replacement exterior vestibule that was installed in Fall 2024 and subsequently removed at the direction of the City in February 2025.

Mr. Goggin states that:

- In Spring 2024, he received formal City approvals—including written authorization from the City Planner—to replace his existing vestibule with a larger, south-facing model.
- Based on those approvals, he contracted with Baraboo Awning for the design, fabrication, and installation of the new vestibule at a cost of \$7,456.
- The vestibule was installed in Fall 2024.
- In early 2025, the City required removal of the vestibule. Mr. Goggin complied, and the structure was removed by the end of February 2025.

Mr. Goggin asserts that he relied on the City’s written approvals when making the investment and would not have purchased the replacement vestibule absent that authorization. He is therefore requesting reimbursement of the full cost of the vestibule.

STAFF RECOMMENDATION:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT:

\$7456 from general fund contingency reserve fund

ATTACHMENTS:

1. City of Cedarburg Reimbursement Request 2025-12-08 77
2. Baraboo Tent & Awning, Inc Proposal

INITIATED/REQUESTED BY:

Mikko Hilvo

FOR MORE INFORMATION CONTACT:

Mikko Hilvo, City Administrator



December 8, 2025

To: City of Cedarburg, WI Common Council

From: Gordon Goggin, Owner, GG & KR LLC dba The Stilt House

Re: Reimbursement Request for Exterior Vestibule

While I continue to strongly advocate for downtown Cedarburg and my fellow business owners, I am writing you today to request reimbursement for the money invested in the vestibule previously located in front of The Stilt House on Washington Avenue because I was granted official permission to move forward with the vestibule replacement as approved and drawn only to have the permission and use revoked. I followed all of the City steps and received all required approvals so, through no fault of my own, I invested a substantial amount of money into a vestibule only to have the permissions changed after it was put into use.

The sequence of historical events leading to the purchase of the replacement vestibule:

- (1) Upon being given approvals in Spring, 2024 from the City to replace my vestibule with a larger one which was designed to face south, I invested \$7456.00 with Baraboo Awning to design, construct, and install a replacement vestibule in the fall of 2024. I can provide a receipt if needed.
- (2) Subsequently, the City requested that I remove the vestibule and I fully complied with the vestibule removed at the end of February, 2025 per City mandate.

I am seeking reimbursement of the vestibule since I was induced thru City approvals to purchase a new vestibule. The approvals were provided in writing by the City Planner at the time.

Had I never received approval by the City, I would have never invested in this replacement. Therefore, I believe the right thing to do is to have the City reimburse me for the expense of the vestibule purchased by Baraboo Awning.

My mailing address is:

W62 N630 Washington Avenue
Cedarburg, WI 53012

Thank you and Merry Christmas!



Proposal

DATE: JULY 24, 2024

1111 Walnut Street PO Box 57
Baraboo, WI 53913
Phone 800-332-8303 Fax 608-356-0140
Email: johnpinkston@barabooawning.com

*Other great products by Baraboo Awning:
Awnings • Canopies • Large Format Digital Printing
Boat Covers • Industrial Curtains • Banners
Cabanas • Retractable Awnings • Umbrellas
Custom Sewing • Trailer Covers • Porch Curtains*

PROPOSAL SUBMITTED TO:	Stilt House	Gordon Goggin
	W62 N630 Washington Ave Cedarburg, WI 53012 Phone: 262-573-4722 cell Fax:	gordon.goggin@gmail.com Project Location

We hereby submit specifications for: One welded aluminum frame vestibule enclosure with one door on the side. Framework to be 1" square aluminum and will be mill finish silver. Fabric: Ferrari 502 proof vinyl that is flame retardant and waterproof. Fabric color: Your choice from the sample card. Installed by Baraboo Awning. Size: 80" wide x 124" projection x 80" tall sidewall at the outer edge and slopes up to the building. We will need to make sure this fits beneath the existing blade sign over the entrance.

Any permits fees not included in this proposal if required.

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of \$7,456.00 dollars.
Terms: 1/2 Down with order and Balance on Completion

All material is warranted to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us if not accepted within 30 days. Interest will be charged on late payments at the rate of 18% per annum.

Baraboo Awning Authorized Signature:

Customer Authorized Signature:

John Pinkston

THANK YOU FOR YOUR BUSINESS!

CALL US OR VISIT OUR WEBSITE www.BarabooAwning.com

CITY OF CEDARBURG

MEETING DATE: January 12, 2026

ITEM NO: F.

TITLE:

Discussion and possible action on issuance of an Operator's License to Jordan C. Stark.

ISSUE SUMMARY:

Applications for Operator's Licenses are issued by the Clerk's office upon approval from the Police Chief.

If the Police Chief recommends denial of an applicant, the applicant has the option to withdraw their application, or come before the Common Council.

Police Chief Michael McNerney is recommending this application be denied based on the applicant's background check. This applicant has requested their application come before the Common Council.

STAFF RECOMMENDATION:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT:

ATTACHMENTS:

None

INITIATED/REQUESTED BY:

FOR MORE INFORMATION CONTACT:



**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]



CITY OF CEDARBURG
Joint Common Council & Public Works & Sewerage
December 3, 2025
Minutes

1. CALL TO ORDER

Mayor Thome called the meeting to order at 7:05 p.m.

2. ROLL CALL

- A. Present for Council: Mayor Patricia Thome, Council Members Melissa Bitter, Kristin Burkart (Zoom), Amanda Didier, Robert Simpson (7:09 pm), Kristian Lindo (Zoom), Mark Mueller
Excused: Council Member Jim Fitzpatrick

Present for Public Works & Sewerage Commission: Mayor Patricia Thome, Council Member Robert Simpson (7:09 pm), Andrew Whaley, Charles Schumacher, Rick Verhaalen, Robert Dries, Terry Wagner
Excused: Andrew Hester, Tim Larson

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 posted in accordance with the Wisconsin Open Meetings Law.

6. COMMENTS AND SUGGESTIONS FROM CITIZENS

None

7. PRESENTATIONS

Nathan Cassity of Donohue & Associates summarized the Water Recycling Center facility plan, which contained four options for repairing and renovating the Water Recycling Center. The full facility plan may be found on the City website.

8. PUBLIC HEARING

- A. A Public Hearing to consider a new Water Recycling Center Facility Plan which includes upgrading and expanding the current facilities located at W54 N370 Park Lane, Cedarburg, WI.

Mayor Thome opened the Public Hearing, inviting comments from the public.

Karsten Huse from Light & Water suggested a formal rate study be completed.

Terry King: W63 N762 Sheboygan Rd - asked if a lower population growth could affect total cost.

Laura VanGenderen: N31 W5100 Landmark Dr - expressed concerns with cost overages

A discussion ensued between Common Council members and Public Works & Sewerage Commission members regarding project time-line, cost beyond 20 years, and future sewer rates.

A motion was made by Council Member Didier, seconded by Council Member Mueller for the Council, and a motion was made by Commissioner Verhaalen, seconded by Commissioner Simpson for the Public Works & Sewerage Commission to close the public hearing at 8:24 p.m. Motion carried on a roll call vote with Council Members Bitter, Burkart, Didier, Simpson, Lindo, and Mueller voting aye and Council Member Fitzpatrick excused, and Commissioners Thome, Simpson, Whaley, Schumacher, Verhaalen, Dries, and Wagner voting aye for the Public Works & Sewerage Commission and Commissioner Hester excused.

9. NEW BUSINESS

- A. Discussion and possible action to approve and submit the Water Recycling Facility Plan to the DNR

A discussion ensued highlighting the need for additional DNR approval should there be any changes to treatment processes.

A motion was made by Commissioner Verhaalen, seconded by Commissioner Simpson, to recommend to the Common Council alternative #1 for renovating the Water Recycling Center. Motion carried without a negative vote with Commissioner Hester excused.

Council Member Bitter recommended the Council review a financial analysis of the project that would extend beyond the 20-year DNR requirement.

A motion was made by Council Member Simpson, seconded by Council Member Mueller, to approve and submit the Water Recycling Facility Plan to the Wisconsin

DNR for plan alternative #1. Motion carried with one negative vote from Council Member Bitter, and Council Member Fitzpatrick excused.

- B. Discussion and possible action on repairs to oxidation ditch aeration trains at the existing Water Recycling Center.

Water Recycling Superintendent Dennis Grulkowski explained that two (2) of the six (6) trains have been rebuilt this year. The request tonight is for funding to rebuild two (2) more next year.

A motion was made by Commissioner Dries, seconded by Commissioner Simpson, to recommend to the Common Council repairs to the oxidation ditch aeration trains not to exceed \$331,906. Motion carried without a negative vote with Commissioner Hester excused.

A motion was made by Council Member Simpson, seconded by Council Member Bitter, to approve repairs to the oxidation ditch aeration trains not to exceed \$331,906. Motion carried with Council Member Fitzpatrick excused.

10. ADJOURNMENT

A motion was made by Mayor Thome, seconded by Commissioner Simpson for the Public Works & Sewerage Commission, and a motion was made by Council Member Mueller, seconded by Council Member Didier for the Common Council, to adjourn the meeting at 8:36 p.m. Motion carried without a negative vote with Council Member Fitzpatrick and Commissioner Hester excused.

[MIN_SIGNATURES]

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
01/02/2026	PWBDD	52226	AT&T	TELEPHONE/COMMUNICATIONS	500225	522110	285.85
01/02/2026	PWBDD	52227	AURORA HEALTH CARE	PROFESSIONAL SERVICES	500210	533311	50.00
01/02/2026	PWBDD	52229	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	533210	18.87
01/02/2026	PWBDD	52231	CALLAHAN BLUM, ERIN	PROFESSIONAL SERVICES	500210	555140	182.00
01/02/2026	PWBDD	52232	CEDARBURG OVERHEAD DOOR LLC	REPAIR AND MAINTENANCE	500240	533210	570.00
01/02/2026	PWBDD	52235	CITY OF PORT WASHINGTON	OTHER EXPENSES - NOV FIRESIDE	500390	555140	2,899.52
01/02/2026	PWBDD	52237	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	97.49
				OFFICE SUPPLIES	500310	515600	459.90
				CHECK PWBDD 52237 TOTAL FOR FUND 100:			<u>557.39</u>
01/02/2026	PWBDD	52238	CONLEY MEDIA, LLC	OFFICE SUPPLIES	500310	514100	138.00
01/02/2026	PWBDD	52240	ELIZABETH ROLLAND	PROFESSIONAL SERVICES	500210	555140	800.00
01/02/2026	PWBDD	52241	FACILITY GATEWAY CORPORATION	REPAIR AND MAINTENANCE	500240	522100	816.04
01/02/2026	PWBDD	52244	GHL PROPERTIES	OVERPAYMENT OF TAXES	261400	000000	2,523.19
01/02/2026	PWBDD	52245*#	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	533210	30.58
01/02/2026	PWBDD	52246	GRAINGER	MAINTENANCE PARTS	500353	533210	240.90
01/02/2026	PWBDD	52248	JACQUELINE E.W.JANZ	PROFESSIONAL SERVICES	500210	555140	52.00
01/02/2026	PWBDD	52249	JAMES H BURGETT	OVERPAYMENT OF TAXES	261400	000000	4,571.69
01/02/2026	PWBDD	52251	LAWNSCAPERS, INC	REPAIR AND MAINTENANCE	500240	533311	1,530.00
01/02/2026	PWBDD	52253	MID-STATE EQUIPMENT	MAINTENANCE PARTS	500353	533210	288.68
				MAINTENANCE PARTS	500353	533210	290.20
				CHECK PWBDD 52253 TOTAL FOR FUND 100:			<u>578.88</u>
01/02/2026	PWBDD	52254	MOTION & CONTROL ENTERPRISES LLC	MAINTENANCE PARTS	500353	533210	103.95
				MAINTENANCE PARTS	500353	533210	289.98

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
CHECK PWBDD 52254 TOTAL FOR FUND 100:							393.93
01/02/2026	PWBDD	52256	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	261.01
				MAINTENANCE PARTS	500353	533210	153.04
				MAINTENANCE PARTS	500353	533210	16.00
				MAINTENANCE PARTS	500353	533210	51.62
				MAINTENANCE PARTS	500353	533210	37.95
CHECK PWBDD 52256 TOTAL FOR FUND 100:							519.62
01/02/2026	PWBDD	52257#	OLSEN'S PIGGLY WIGGLY	TRAVEL & TRAINING	500330	533210	90.52
				TRAVEL & TRAINING	500330	533210	160.69
				TRAVEL & TRAINING	500330	533210	51.95
				TRAVEL & TRAINING	500330	533210	50.75
				MAINTENANCE SUPPLIES	500340	533450	188.40
CHECK PWBDD 52257 TOTAL FOR FUND 100:							542.31
01/02/2026	PWBDD	52258	ONTECH SYSTEMS, INC	EQUIPMENT/SOFTWARE	500380	514700	5,775.00
01/02/2026	PWBDD	52259	OZAUKEE COUNTY LAW ENFORCEMENT	PROF PUBLICATIONS AND DUES	500320	522110	25.00
01/02/2026	PWBDD	52262	PITNEY BOWES INC	POSTAGE	500315	514100	132.79
01/02/2026	PWBDD	52264*#	R.A. SMITH NATIONAL	DEVELOPERS AGREE-LASATA	239263	000000	1,677.60
01/02/2026	PWBDD	52265	RAY O'HERRON CO., INC.	UNIFORMS	500346	522120	202.25
01/02/2026	PWBDD	52267	RICOH USA, INC.	REPAIR AND MAINTENANCE	500240	522110	920.19
01/02/2026	PWBDD	52270*#	SOUTHSIDE TIRECO., INC	MAINTENANCE PARTS	500353	533210	2,105.29
01/02/2026	PWBDD	52271	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	49.32
01/02/2026	PWBDD	52273#	UNIFIRST CORPORATION	MAINTENANCE SUPPLIES	500340	522100	118.53
				OPERATING SUPPLIES	500350	533210	116.37
CHECK PWBDD 52273 TOTAL FOR FUND 100:							234.90

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
01/02/2026	PWBDD	52274*#	WE ENERGIES	NATURAL GAS-0713912926-00011	500224	518100	646.74
				NATURAL GAS-0713912926-00006	500224	518100	473.94
				NATURAL GAS-0713912926-00001	500224	518100	828.67
				NATURAL GAS 0711276804-00002	500224	522100	1,786.62
				NATURAL GAS-0711276804-00001	500224	522100	19.71
				NATURAL GAS-0713912926-00004	500224	522410	125.26
				NATURAL GAS-0713912926-00009	500224	533210	639.66
				NATURAL GAS-0719886467-00001	500224	555510	252.72
				NATURAL GAS-0707973696-00001	500224	555510	189.13
				CHECK PWBDD 52274 TOTAL FOR FUND 100:			<u>4,962.45</u>
				Total for fund 100 GENERAL FUND			33,385.56
Fund: 220 RECREATION PROGRAMS FUND							
01/02/2026	PWBDD	52269	SOLAR RECREATION	SOLAR RECREATION	500356	555390	6,000.00
				Total for fund 220 RECREATION PROGRAMS FUND			6,000.00
Fund: 240 SWIMMING POOL FUND							
01/02/2026	PWBDD	52274*#	WE ENERGIES	NATURAL GAS-0719900042-00001	500224	555320	29.75
				NATURAL GAS-0716746085-00001	500224	555320	11.22
				CHECK PWBDD 52274 TOTAL FOR FUND 240:			<u>40.97</u>
				Total for fund 240 SWIMMING POOL FUND			40.97
Fund: 260 LIBRARY FUND							
01/02/2026	PWBDD	52250	JAMES IMAGING SYSTEMS, INC.	COMPUTER/COPIER SUPPLIES	500312	555110	219.18
01/02/2026	PWBDD	52272	STATE OF WISCONSIN DOA	TECHNOLOGY	500382	555110	600.00
				Total for fund 260 LIBRARY FUND			819.18
Fund: 270 FIRE DEPT & EMS							
01/02/2026	PWBDD	52228	AURORA MEDICAL CENTER GRAFTON LLC	EMS SUPPLIES AND EXPENSES	500347	522500	11.50
01/02/2026	PWBDD	52233	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522500	362.33
01/02/2026	PWBDD	52242	FIRE SAFETY USA INC	FIREFIGHTING EQUIPMENT	500380	522500	6,009.95
01/02/2026	PWBDD	52243	GALLS, LLC	UNIFORMS	500346	522500	294.31
				UNIFORMS	500346	522500	82.80
				UNIFORMS	500346	522500	130.81
				UNIFORMS	500346	522500	61.90

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
				CHECK PWBDD 52243 TOTAL FOR FUND 270:			569.82
01/02/2026	PWBDD	52245*#	GRAFTON ACE HARDWARE	GAS AND OIL EXPENSE	500351	522500	59.36
01/02/2026	PWBDD	52247	GREAT LAKES DIVING CENTER	TRAVEL & TRAINING	500330	522500	450.00
				TRAVEL & TRAINING	500330	522500	250.00
				CHECK PWBDD 52247 TOTAL FOR FUND 270:			<u>700.00</u>
01/02/2026	PWBDD	52261	PEDIATRIC EMERGENCY STANDARDS, INC	EMS - FAP GRANT EXPENSES	500397	522500	5,642.91
01/02/2026	PWBDD	52266	RENNERT'S FIRE EQUIPMENT	REPAIR AND MAINTENANCE	500240	522500	1,723.01
01/02/2026	PWBDD	52270*#	SOUTHSIDE TIRECO., INC	REPAIR AND MAINTENANCE	500240	522500	5,103.32
01/02/2026	PWBDD	52274*#	WE ENERGIES	NATURAL GAS 0713912926-00003	500224	522500	1,410.69
				NATURAL GAS 0713912926-00008	500224	522500	794.64
				CHECK PWBDD 52274 TOTAL FOR FUND 270:			<u>2,205.33</u>
				Total for fund 270 FIRE DEPT & EMS			22,387.53
Fund: 400 CAPITAL IMPROVEMENTS FUND							
01/02/2026	PWBDD	52252	MACQUEEN EQUIPMENT	EQUIPMENT	500831	522230	3,441.70
01/02/2026	PWBDD	52264*#	R.A. SMITH NATIONAL	STORMWATER IMPROVEMENTS	500475	533440	275.00
01/02/2026	PWBDD	52268	SCHAEFER POWER SYSTEMS, INC	LED LIGHTING PROJECT ENCUMBRANCE	500824	555110	240.00
				Total for fund 400 CAPITAL IMPROVEMENTS FUND			3,956.70
Fund: 601 WATER RECYCLING CENTER							
01/02/2026	PWBDD	52230	BRIDGIE PHOA	OFFICE SUPPLIES	500310	573850	13.68
01/02/2026	PWBDD	52234	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	195.17
01/02/2026	PWBDD	52236	COMPLETE MOBILE DRUG TESTING LLC	PROFESSIONAL SERVICES	500210	573850	268.60
01/02/2026	PWBDD	52239	DONOHUE & ASSOCIATES, INC	ENGINEERING SERVICES	182331	000000	1,018.50
				ENGINEERING SERVICES	182331	000000	2,170.00
				CHECK PWBDD 52239 TOTAL FOR FUND 601:			<u>3,188.50</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
01/02/2026	PWBDD	52255	MULCAHY SHAW WATER, INC.	LAB SUPPLIES	500370	573825	250.00
01/02/2026	PWBDD	52260	OZAUKEE DISPOSAL CORPORATION	REFUSE COLLECTION	500297	573830	1,525.00
01/02/2026	PWBDD	52263	PROFESSIONAL SERVICE INDUSTRIES,	LIFT STATIONS	185324	000000	4,600.00
01/02/2026	PWBDD	52274*#	WE ENERGIES	ELECTRIC 1838 PIONEER 0711836389-00004	500222	573825	19.73
				NATURAL GAS-0712590709-00001	500224	573825	596.16
				NATURAL GAS-0713182701-00001	500224	573825	150.95
				MAINTENANCE SUPPLIES-0711836389-00001	500340	573840	17.26
				MAINTENANCE SUPPLIES-0713912926-00002	500340	573840	21.40
				MAINTENANCE SUPPLIES	500340	573840	23.57
				MAINTENANCE SUPPLIES-0713912926-00005	500340	573840	26.03
				MAINTENANCE SUPPLIES-0713912926-00007	500340	573840	13.38
				MAINTENANCE SUPPLIES-0713912926-00010	500340	573840	17.26
				CHECK PWBDD 52274 TOTAL FOR FUND 601:			885.74
				Total for fund 601 WATER RECYCLING CENTER			10,926.69
			TOTAL - ALL FUNDS				77,516.63

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CITY OF CEDARBURG
TRANSFER LIST
12/2/25-1/9/26

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
12/1/2025	\$3,379.16	Delta Dental-December dental & vision premiums
12/1/2025	\$13,282.97	Southgate Leasing-leases
12/4/2025	\$3,042.20	Minnesota Life-January premiums
12/9/2025	\$1,500.00	Pitney Bowes-postage
12/10/2025	\$292,000.00	PWSB Payroll
12/10/2025	\$2,509.90	Mission Square-contributions for 11/23/25-12/6/25
12/10/2025	\$6,060.00	North Shore Bank-contributions for 11/23/25-12/6/25
12/10/2025	\$597.19	State of Wisconsin-child support for 11/23/25-12/6/25
12/10/2025	\$1,617.74	Wis Deferred Comp-contributions for 11/23/25-12/6/25
12/10/2025	\$577.50	Police Union-contributions for 11/23/25-12/6/25
12/15/2025	\$972.72	Aflac-November premiums
12/16/2025	\$10.00	Wis Dept of Revenue-business registraton
12/17/2025	\$158,101.32	ETF-January health insurance
12/26/2025	\$44,992.27	Light & Water-invoices
12/29/2025	\$273,000.00	PWSB Payroll
12/29/2025	\$2,402.12	Mission Square-contributions for 12/9/25-12/20/25
12/29/2025	\$6,060.00	North Shore Bank-contributions for 12/9/25-12/20/25
12/29/2025	\$597.19	State of Wisconsin-child support for 12/9/25-12/20/25
12/29/2025	\$750.00	Wis Deferred Comp-contributions for 12/9/25-12/20/25
12/29/2025	\$577.50	Police Union-contributions for 12/9/25-12/20/25
12/29/2025	\$1,087,025.13	PWSB Tax Account
12/31/2025	\$126,271.80	ETF-November WRS remittance
1/1/2026	\$12,853.41	Southgate-lease payments
1/2/2026	\$2,683.30	Delta Dental-January dental premiums
1/5/2026	\$943.42	State of Wisconsin-December sales tax
1/8/2026	\$286,000.00	PWSB Payroll
1/8/2026	\$1,242.49	Mission Square-contributions for 12/24/25-1/3/26
1/8/2026	\$7,595.00	North Shore Bank-contributions for 12/24/25-1/3/26
1/8/2026	\$597.19	State of Wisconsin-child support for 12/24/25-1/3/26
1/8/2026	\$308.11	Wis Deferred Comp-contributions for 12/24/25-1/3/26
1/8/2026	\$783.11	Police Union-contributions for 12/24/25-1/3/26
	\$2,338,332.74	

PWSB PAYROLL CHECKING ACCOUNT

12/12/2025	\$201,938.47	Payroll for 11/23/25-12/6/25
12/12/2025	\$89,221.10	Payroll taxes for 11/23/25-12/6/25

12/26/2025	\$192,901.41	Payroll for 12/9/25-12/20/25
12/26/2025	\$80,798.95	Payroll taxes for 12/9/25-12/20/25
1/9/2026	\$202,830.97	Payroll for 12/21/25-1/3/26
1/9/2026	<u>\$83,315.80</u>	Payroll taxes for 12/21/25-1/3/26
	\$851,006.70	

PWSB MONEY MARKET ACCOUNT

12/16/2025	\$500,000.00	PWSB Checking
------------	--------------	---------------


PWSB TAX ACCOUNT

12/23/2025	\$7,000,000.00	LGIP
------------	----------------	------

City of Cedarburg, Wisconsin



City Administrator's Report

 Date: January 5, 2026

The following information is provided to keep the Common Council and staff informed on some of the activities and events of the City. Points of clarification may be addressed during the City Administrator's Report portion of the agenda; however, if discussion of any of these items is necessary, placement on a future Council agenda should be directed.

Department Updates

Senior Center

- 2025 had record attendance and revenue.
- There is a travel show in the gym on January 22, 2026.

Finance

- Tax collection at City Hall has been busy.

Engineering

- The Water Recycling Center Facility Plan will be submitted to the DNR.
- South Washington design and 2026 Street & Utility project will bid out in February.
- Evergreen Lift Station planning continues.
- The Assistant Engineer position has been reposted.

DPW

- There are two new employees who started at the end of 2025.
- Crews are working on Christmas tree pickup and taking down Christmas decorations.

Fire

- There were 17 applications for three open positions.
- Rescue calls were slightly down for the year.

Clerk

- Jessica Campolo is the new City Clerk effective January 5th.
- The Deputy Clerk position is currently posted.
- Preparations are underway for the Spring Election.

Human Resources

- Tracie Sette is the new Human Resources Manager effective January 5th.

Water Recycling Center

- Craig Obry is the Interim Water Recycling Center Superintendent. The position is currently posted.

Library

- The library has hired a new cleaning service.

Building Inspection

- Stone Lake, Cedar Plaza, and Cedar Way developments are continuing to progress.

Parks, Recreation & Forestry

- New registration software is up and running.
- Work on the Summer Activity Guide has begun.

Administrator

- Technology changes are being implemented this Spring as the City moves to Cloud-based software.