



**CITY OF CEDARBURG  
A MEETING OF THE COMMON COUNCIL  
MONDAY, JANUARY 26, 2026 – 7:00 PM**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on Monday, January 26, 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](http://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](mailto:cityhall@cityofcedarburg.wi.gov) by noon on the day of the meeting for distribution to the Common Council.

7. PUBLIC HEARINGS; AND ACTION THEREON

A. Public hearing, discussion, and possible action on Ordinance 2026-04 amending Section 13-1-55(d)(7) of the City Code regarding the size of sandwich board/a-frame style signs that may be permitted in the Washington Avenue sidewalk right of way.

B. Public hearing, discussion, and possible action on Ordinance 2026-05 amending Sections 13-1-60, 13-1-82, and 13-1-240 of the City Zoning Code to add "Teaching kitchen." and "Small-scaled commercial kitchen." to the list of possible Conditional Uses in M-2 General Manufacturing Zoning District, and to add a definition and parking standard to the Code for these uses.

8. PRESENTATIONS

- A. Cedarburg Fire Department  
Life Safety Award - Thomas Berk  
Oath of Office - Firefighter/Paramedic Katrina Schoen  
Oath of Office - Lieutenants Joel Deutsch, Nicholas Janous, Robert Jung,  
Edward Lanser, Matthew Petrarca, and Tanya Zarling

- B. Public Safety Building Study Presentation

9. UNFINISHED BUSINESS

- A. Discussion and possible action on Public Safety Building

10. NEW BUSINESS

- A. Discussion and possible action on updated FC-3 Capital Improvement Budget Policy
- B. Discussion and possible action on concrete crushing operations within city limits in connection with the South Washington Avenue Reconstruction Project
- C. Discussion and possible action on the award of the contract for the 2026 Cedarburg Lead Service Line Replacement Program

11. CONSENT AGENDA

- A. Discussion and possible action on approval of January 12, 2026 Common Council Meeting Minutes
- B. Discussion and possible action on issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Winter Festival, to be held Saturday, February 21, 2026 from 10:00 a.m. to 9:00 p.m. and Sunday, February 22, 2026 from 10:00 a.m. to 6:00 p.m.
- C. Discussion and possible action on issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Strawberry Festival, to be held Saturday, June 27, 2026 from 10:00 a.m. to 9:00 p.m. and Sunday, June 28, 2026 from 10:00 a.m. to 5:00 p.m.
- D. Discussion and possible action on issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Wine & Harvest Festival to be held Saturday, September 19, 2026 from 10:00 a.m. to 9:00 p.m. and Sunday, September 20, 2026 from 10:00 a.m. to 5:00 p.m.
- E. Discussion and possible action on issuance of a Festival Celebration Permit to Festivals of Cedarburg, Inc. for Oktoberfest, to be held Saturday October 3, 2026 from 10:00 a.m. to 9:00 p.m. and Sunday, October 4, 2026 from 10:00 a.m. to 5:00 p.m.
- F. Discussion and possible action on payment of bills dated 01/03/2026-01/20/2026, transfers from 01/10/2026 through 01/23/2026, and payroll from 01/04/2026 through 01/17/2026.

12. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

A. Administrator's Report

1. Update on Amcast

13. COMMUNICATIONS

A. Comments and suggestions from Council Members

B. Mayor's Report

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](mailto:cityhall@cityofcedarburg.wi.gov)

**CITY OF CEDARBURG**

**MEETING DATE:** January 26, 2026

**ITEM NO:** A.

**TITLE:**

Public hearing, discussion, and possible action on an Ordinance amending Section 13-1-55(d)(7) regarding the maximum size of A-frame signs permitted in sidewalk right-of-way.

**ISSUE SUMMARY:**

The Plan Commission and Common Council recently recommended/adopted changes to how individuals and businesses can utilize the Washington Avenue Sidewalk right-of-way.

It was not intended that the new regulations would change the permitted size of A-frame/Sandwich board signs that can be placed in the sidewalk right-of-way. Rather, it was only intended to specify the permitted location.

The permitted A-Frame sign size was inadvertently written into the new Ordinance as 4 square feet maximum size per sign face. The Sign Code currently permits up to 8 square feet per sign face. These two sections of the Code need to be consistent in this respect.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** Favorable recommendation from Plan Commission on December 1, 2025.

**BUDGETARY IMPACT:** None

**ATTACHMENTS:**

1. Right of Way Public Hearing Notice
2. DRAFT ORD 2026-05 Amend/correct Section 13-1-55(d)(7) re size of A-frame signs permitted in sidewalk right-of-way
3. 2026-12-01 Plan Commission minutes highlighted re amend/correct permitted A-frame sign size in sidewalk right-of-way

**INITIATED/REQUESTED BY:** City Planner Mary Censky

**FOR MORE INFORMATION CONTACT:** City Planner Mary Censky



**CITY OF CEDARBURG – COMMON COUNCIL  
OFFICIAL NOTICE OF PUBLIC HEARINGS**

NOTICE IS HEREBY GIVEN THAT the Common Council of the City of Cedarburg, WI will hold a PUBLIC HEARING on **Monday, January 26, 2026, at 7:00 p.m.** in the Council Chambers at City Hall, W63 N645 Washington Avenue, to consider the following matter:

- 1) An Ordinance amending Section 13-1-55(d)(7) of the City Code regarding size of sandwich board/a-frame style signs that may be permitted in the Washington Avenue sidewalk right of way.

More detailed information on this Ordinance is available for review in the City Planner's Office during regular business hours.

All interested persons wishing to be heard are invited to attend and offer comments. If you are unable to attend and would like to submit written comments, please direct them to the City Clerk's Office prior to the hearing.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Please contact the City Clerk's Office at (262) 375-7606.

Dated this 17th day of December 2025.

Tracie Sette  
City Clerk

Publish: January 6, 2026  
January 13, 2026

**ORDINANCE NO. 2026-04**

**ORDINANCE TO MODIFY Title 13, Chapter 1, Section 13-1-55(d)(7) of the Code of Ordinances of the City of Cedarburg is hereby amended to read as follows:**

**(d) Permitted Accessory Uses**

**(7) Temporary placement of tables, chairs, benches, a-frame style signs (displayed only during the days/hours that the business they support is open for business and not to exceed 8 sq. ft. per sign face with the faces not more than 2 feet apart from each other at any point) , seasonal entryway vestibules, and similar/related temporary accessories upon the sidewalk right of way, subject to full compliance with the following conditions and any additional conditions the City Building Inspector, Planner, and/or Plan Commission believe are necessary to ensure the public safety, maintain the principal functional purpose of the sidewalk as a pedestrian throughway, and complement/preserve the character of the adjacent and surrounding buildings and the street front ambiance.**

**WHEREAS**, the City of Cedarburg Plan Commission did, on December 1, 2025 review, discuss, and favorably recommend this proposed Code change to the Common Council; and

**WHEREAS**, the City of Cedarburg Common Council did, on January 26, 2026 conduct a public hearing on this matter;

**NOW, THEREFORE**, the City Council of the City of Cedarburg, Ozaukee County, Wisconsin does ordain as follows:

**SECTION I**

Title 13, Chapter 1, Section 13-1-55(d)(7) of the Code of Ordinances of the City of Cedarburg is hereby amended to read as follows:

**(d) Permitted Accessory Uses**

**(7) Temporary placement of tables, chairs, benches, a-frame style signs (displayed only during the days/hours that the business they support is open for business and not to exceed 8 sq. ft. per sign face with the faces not more than 2 feet apart from each other at any point) , seasonal entryway vestibules, and similar/related temporary accessories upon the sidewalk right of way, subject to full compliance with the following conditions and any additional conditions the City Building Inspector, Planner, and/or Plan Commission believe are necessary to ensure the public safety, maintain the principal functional purpose of the sidewalk as a pedestrian throughway, and complement/preserve the character of the adjacent and surrounding buildings and the street front ambiance..**

**SECTION II**

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed;

**SECTION III**

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

**SECTION IV**

This Ordinance shall take effect upon passage and publication as approved by law, and the City Clerk shall so amend the Code of Ordinances of the City of Cedarburg and shall indicate the date and number of this amending Ordinance therein.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by the City of Cedarburg Common Council.

APPROVED:

\_\_\_\_\_  
City of Cedarburg Mayor, Patricia Thome

COUNTERSIGNED:

\_\_\_\_\_  
City Clerk, Jessica Campolo

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney, Michael Herbrand



**CITY OF CEDARBURG  
PLAN COMMISSION  
December 1, 2025**

A meeting of the City of Cedarburg Plan Commission was held on Monday, December 1, 2025, at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers, and online via the Zoom app.

**1. CALL TO ORDER**

The meeting was called to order at 7:04 p.m. by Vice Chairman Arnett

**2. ROLL CALL**

Mayor Patricia Thome (arrived at 7:21 pm), Vice Chairman Jack Arnett, Sherry Bublitz, Jon Scholz, and James Hayes

Excused - Council Member James Fitzpatrick, Sig Strautmanis

Also Present - City Planner Mary Censky, City Administrator Mikko Hilvo (arrived at 7:21 pm), Administrative Assistant Theresa Hanaman

**3. STATEMENT OF PUBLIC NOTICE**

Administrative Assistant Hanaman confirmed that the agenda for the meeting had been posted and distributed in compliance with the Wisconsin Open Meetings Law.

**4. APPROVAL OF MINUTES**

A motion was made by Commissioner Scholz, seconded by Commissioner Bublitz, to approve the meeting minutes for November 3, 2025. The motion passed unanimously with Council Member Fitzpatrick and Commissioner Strautmanis excused.

**5. COMMENTS AND SUGGESTIONS FROM CITIZENS – NONE**

**6. PUBLIC HEARING; AND ACTION THEREON**

Vice Chairman Arnett declared the Public Hearing open at 7:06 pm

**A. Review, discussion, and possible action on the request of applicant Penske Truck Rental (in c/o Garrett Carlson) for Conditional Use Permit approval to establish the use of truck rentals as a ‘piggy-back’ use on the site of the existing auto repair service**



**business Kreuger's Auto Tech and Tire Center located at W61 N225 Cardinal Avenue. This B-2 Community Business-zoned, 0.47-acre site is owned by GRH PROPERTIES LLC.**

Planner Censky reported that the applicant seeks Conditional Use Permit (CUP) approval to add a Penske Truck Rental service use to this site, in addition to the existing Kreuger's Auto Tech & Tire Center automobile service use that already operates here. These rental trucks could be used for personal or business use. Maximum of 4 trucks would be parked on the site. Maximum 1 of the trucks will be up to 26 feet long. The other 3 will all be maximum 16 feet long.

The B-2 Community Business District lists "Truck and trailer rentals" among the uses that may be approved through a conditional use permit.

Planner Censky reviewed the conditions as written in the draft conditional use permit.

Garrett Carlson, the Consumer Development Manager for Penske Truck Rental in Wisconsin, addressed the commission. He talked about the various advantages that this use would bring to Kreuger's Auto Tech and the surrounding community. He emphasized the company's commitment to collaborating closely with the City by assuring that they would fully adhere to any requests or requirements put forth by local officials.

**Public comment:**

Allen Naparalla, located at W64 N713 Washington Ave, is in favor of the Penske Truck Rental.

**Action to close the Public Hearing**

A motion was made by Commissioner Bublitz, seconded by Vice Chairman Arnett, to close the public hearing at 7:24 pm. Motion passed unanimously on a roll call vote, with Council Member Fitzpatrick and Commissioner Strautmanis were excused.

**Action:** A motion was made by Commissioner Hayes and seconded by Commissioner Bublitz to approve the Conditional Use Permit as drafted for Penske Truck Rental at W61 N225 Cardinal Avenue, except that the requirement that renters cannot park their personal vehicles on Cardinal Avenue is struck and adding the requirement that the property owner shall comply with the City's dumpster enclosure code within one year of approval. This approval also includes the Planners' recommended conditions as follows:

- 1) The Truck Rental use at this site shall always operate in full compliance with the terms of the Conditional Use Permit.
- 2) Any new signs proposed to be added at this site or building in support of the new Penske Truck Rental Conditional Use are subject to prior review, approval, and permit issuance in accordance with Chapter 5 of the Building Code – Regulation of Signs, prior to placement at the site.
- 3) Full execution and recording of the Conditional Use Permit documents prior to the start of use/occupancy.

The motion passed unanimously. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

- B. Review, discussion, and possible action on the request of applicants Elizabeth and Anthony Gibson (d/b/a Burn Boot Camp) for Conditional Use Permit approval to locate their indoor health club with incidental/subordinate child watch/care service use in approximately 4,208 sq. ft. of space in the multi-tenant building located at W51 N729 Keup Road. This 1.72-acre, B-2 Community Business-zoned site is currently owned by David D Larson and Michelle M Larson.**

**Public comment**

Brenda, a Cedarburg resident and patron who drives to the Whitefish Bay location, spoke in favor of the business opening in Cedarburg.

The applicant provided an overview of their plans and the benefits they hope to bring to the Cedarburg community.

Planner Censky reported the applicant seeks Conditional Use Permit (CUP) approval to locate their Burn Boot Camp health/fitness service business in ½ of the existing building on this site.

The B-2 Community Business District lists ‘Health clubs’ as a conditional use that can be considered for approval

**Action to close the Public Hearing**

A motion was made by Commissioner Bublitz, seconded by Commissioner Hayes, to close the public hearing at 7:41 pm. Motion passed unanimously on a roll call vote. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

**Action:** A motion was made by Commissioner Bublitz and seconded by Commissioner Hayes to approve the request for a Conditional Use Permit as drafted for Burn Boot Camp at W51 N729 Keup Road.

The motion passed unanimously with Council Member Fitzpatrick and Commissioner Strautmanis were excused.

- C. Review, discussion, and possible action on the request of applicant Chiselled Grape Winery, LLC (in c/o Sally Bretsch) for Conditional Use Permit approval to utilize the 2-bedroom, second-floor dwelling unit in the building located at W64 N713 Washington Avenue, as a ‘tourist rooming house’ (i.e., short-term rental). This .22-**



**acre, B-3 Central Business with HPD Historic Preservation Overlay zoned site is owned by S Duane Stroebel Jr.**

**Public Comment:** NONE

The applicant, Sally Bretsch, highlighted that their clients come from all over, particularly from Chicago, and introducing a tourist rooming house at the site would not only enhance the local hospitality scene but also provide a welcoming haven for these out-of-town visitors, making it a valuable addition to the city's vibrant landscape.

Planner Censky reported there is an existing two-bedroom upper dwelling unit located in the principal building on this site. The first-floor use is occupied by the Chiselled Grape Winery. The applicant, with consent of the property owner, requests permission to utilize this upper dwelling unit as a 'tourist rooming house' (i.e., short-term rental).

Tourist Rooming House is listed as a conditional use that can be considered for approval in the B-3 Central Business District.

**Action to close the Public Hearing**

A motion was made by Commissioner Bublitz, seconded by Commissioner Scholz, to close the public hearing at 7:45 pm. Motion passed unanimously on a roll call vote. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

**Action:** A motion was made by Commissioner Scholz and seconded by Commissioner Hayes to approve the request for a Conditional Use Permit as presented for Chiselled Grape Winery, LLC. This approval also includes the Planner's recommended conditions as follows:

- 1) Applicant to receive an Occupancy Permit and Room Tax Permit from the City prior to the start of rentals at this location.
- 2) Applicant commits to payment of their ¼'ly room tax payments to the City Treasurer as required pursuant to City of Cedarburg Ordinance #94-39 Room Tax.

The motion passed unanimously with Council Member Fitzpatrick and Commissioner Strautmanis were excused.

**7. REGULAR BUSINESS; AND ACTION THEREON**

- A. **Review, discussion, and possible action/recommendation to the Common Council on the request of applicant/property owner Jo Ann Hofhine (in c/o Eric Hofhine) for certified survey map (CSM) approval 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.**



The Planner reported that on November 18, 2025, the Site and Architectural Review Board (SARB) recommended conditional approval of the applicants' plans to divide the land and create a new, serviceable lot. This new lot, and the developed remnant parcel will both comply with the standards of the Rs-5 Single-Family Residential District. The new vacant lot meets the City code definition of an infill lot.

**Action:** A motion was made by Vice Chairman Arnett, seconded by Commissioner Bublitz, to recommend to the Common Council approval of the certified survey map (CSM) to split a .21-acre vacant lot off from an existing .49-acre parcel located at N50 W6678 Western Road and to include the Planner's recommended conditions as follows:

- 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 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.

The motion passed unanimously with Council Member Fitzpatrick and Commissioner Strautmanis were excused.

**B. Review, discussion, and possible action on the request of property owners/applicants James Moe and Laura Scott (in c/o Thierfelder Builders Inc./Sue Thierfelder) for infill residence site and architectural plan approval. This vacant, Rs-5 Single-Family residential zoned, .58-acre lot is located at W60 N810 Riveredge Drive.**

The Planner reported that on November 18, 2025, the Site and Architectural Review Board (SARB) recommended conditional approval of the applicants' plans to the Plan Commission for their vacant infill lot. Before issuing a building permit, these plans must be reviewed by the Plan Commission, which considers SARB's recommendations. The proposal meets all requirements of the Rs-5 Single-Family Residential Zoning District. The greenhouse accessory structure also complies with size and placement regulations.

**Action:** A motion was made by Vice Chairman Arnett, seconded by Commissioner Hayes, to approve the request for an infill residence site and architectural plan located at W60 N810 Riveredge Drive and to include the following conditions from the Planner:

- 1) Applicant to satisfy any conditions/requirements of the various City Departments in their review of this project, including, for instance, but not necessarily limited to:
  - a. Try to keep slopes at less than 3:1.
- 2) Issuance of a building permit prior to the start of any site work or construction in support of this project.

The motion passed unanimously. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

**C. Review, discussion, and feedback to the property owner/applicant Patricia Thiel/Sandie & Keven Heinecke on their concept plan to divide an existing .8-acre off-street/back lot located directly south of N56 W5543 Sunnyside Lane into two buildable lots that would be accessed by a private drive.**

Planner Censky reported that the applicant would like to create a driveway and utility accessway along the east side of their street front property to serve the back lot, then divide the back lot into two Rs-5 Single-Family Residential compliant lots for future home (s) construction.

Several City Departments have reviewed the request and provided their comments and concerns for consideration. Section 13-1-27(b) of the City Code states that "all lots must abut a public street and must have a minimum frontage of 30 feet." Although the existing platted back lot is considered buildable as an existing legal nonconforming lot, creating a new lot(s) that do not meet this minimum frontage requirement would necessitate obtaining a variance.

Commission members are concerned about the narrow width of the driveway between houses, which makes it difficult for two cars to pass. The Commissioners have expressed a consensus of opposition to the concept as it was presented. Concerns included new houses in the back yard of existing houses, and the narrowness of the driveway which is very close to the east neighbor too.

**Public Comment:**

Ronald Sella, residing at W55 N503 Highland Drive, expressed concerns regarding a persistent water issue affecting his property. He indicated that the situation is expected to worsen if these lots are created/built on, resulting in increased flooding in his yard. Consequently, he is opposed to the proposed concept.

This item was discussed and feedback was given; no action was taken on this item.

**D. Review, discussion, and possible action/recommendation to the Common Council to amend Section 13-1-55(d)(7) of the City Code regarding the size of sandwich board/a-frame style signs that may be permitted in the Washington Avenue sidewalk right of way.**

Planner Censky reported a correction needed regarding recent changes to the Washington Avenue Sidewalk right-of-way regulations. The new rules aimed to clarify the location of A-frame/Sandwich board signs without altering the allowed size.

However, the Ordinance mistakenly listed the maximum A-frame sign size as 4 square feet per face, while the Sign Code permits up to 8 square feet. To align with the Sign Code, Planner Censky



requests the Plan Commission support adjusting the Ordinance to reflect the correct size and send it to the Common Council for adoption.

**Action:** A motion was made by Commissioner Scholz, seconded by Vice Chairman Arnett, recommending to the Common Council to amend Section 13-1-55(d)(7) of the City Code regarding the size of sandwich board/A-frame style signs that may be permitted in the Washington Avenue sidewalk right of way.

The motion passed unanimously with Council Member Fitzpatrick and Commissioner Strautmanis were excused.

## **8. COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

Vice Chairman Arnett reminded Commissioners and the public of the upcoming public tours being offered at the police and fire stations.

Commissioner Scholz inquired if the city offers a tour of the current Wastewater Recycling Center.

City Administrator Mikko Hilvo reminded Commissioners and the public of the upcoming joint Public Hearing meeting about the Wastewater Recycling Center on Wednesday, December 3, 2025, with the Common Council and Public Works Sewerage Commission at 7:00 pm.

## **9. MAYOR'S ANNOUNCEMENTS**

Mayor Thome noted that there is a video available on the City's website regarding the Wastewater Recycling Center.

## **10. ADJOURNMENT**

A motion to adjourn at 8:18 pm was made by Vice Chairman Arnett, seconded by Council Member Fitzpatrick. Motion carried unanimously with Council Member Fitzpatrick and Commissioner Strautmanis excused.

Theresa Hanaman  
Administrative Assistant

## CITY OF CEDARBURG

**MEETING DATE:** January 26, 2026

**ITEM NO:** B.

**TITLE:**

Public hearing, discussion, and possible action on an Ordinance amending Sections 13-1-60, 13-1-82, and 13-1-240 of the City Zoning Code to add “Teaching kitchen.” and “Small-scaled commercial kitchen.” to the list of possible Conditional Uses in M-2 General Manufacturing Zoning District, and to add a definition and parking standard to the Code for these uses.

**ISSUE SUMMARY:**

The applicant requests the City add the uses teaching kitchen and small-scale commercial kitchen as prospective conditional uses that can be considered for approval in the M-2 General Manufacturing District.

The City Code does not currently list these specific uses in any district.

Adding this use to the M-2 General Manufacturing District as a Conditional Use would afford the Plan Commission some latitude to apply conditions, such as proper food waste handling/containment and/or air quality control standards as might be necessary on a case by case basis.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** Favorable recommendation from Plan Commission on January 5, 2026

**BUDGETARY IMPACT:** None

**ATTACHMENTS:**

1. Teaching Kitchen Public Hearing Notice
2. DRAFT ORD 2026-05 Amend Sections 13-1-60; 13-1-82(h)(2); 13-1-240 re Teaching Kitchen & Small Scale Commercial Kitchen uses
3. 2026-01-05 Plan Commission minutes unapproved + Highlighted M-2 Amends re Teaching Kitchen & Commercial Kitchen

**INITIATED/REQUESTED BY:** Applicant Sally Wagner d/b/a Happy Place Cooking Space, W57 N14280 Doerr Way Suite 104.

**FOR MORE INFORMATION CONTACT:** City Planner Mary Censky



**CITY OF CEDARBURG – COMMON COUNCIL  
OFFICIAL NOTICE OF PUBLIC HEARINGS**

NOTICE IS HEREBY GIVEN THAT the Common Council of the City of Cedarburg, WI will hold PUBLIC HEARINGS on **Monday, January 26, 2026, at 7:00 p.m.** in the Council Chambers at City Hall, W63 N645 Washington Avenue, to consider the following matters:

- 1) An Ordinance amending Sections 13-1-60, 13-1-82, and 13-1-240 of the City Zoning Code to add “Teaching kitchen.” and “Small-scaled commercial kitchen.” to the list of possible Conditional Uses in M-2 General Manufacturing Zoning District, and to add a definition and parking standard to the Code for these uses.

More detailed information on this Ordinance is available for review in the City Planner’s Office during regular business hours.

All interested persons wishing to be heard are invited to attend and offer comments. If you are unable to attend and would like to submit written comments, please direct them to the City Clerk’s Office prior to the hearing.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Please contact the City Clerk’s Office at (262) 375-7606.

Dated this 6th day of January 2026.

Jessica Campolo  
City Clerk

Publish: January 8, 2026  
January 15, 2026



**LAND DEVELOPMENT APPLICATION**

PROPERTY LOCATION/ADDRESS: W57N14280 Doerr Way, Cedarburg, WI 53012

APPLICANT/BUSINESSNAME: Happy Place Cooking Space Inc

APPLICANT/BUSINESS ADDRESS: [REDACTED]

STATUS OF APPLICANT:  OWNER  AGENT  BUYER  OTHER Tenant

PHONE: 2 [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER (IF DIFFERENT): [REDACTED]

PROPERTY OWNER MAILING ADDRESS: N1 [REDACTED]

PROPERTY OWNER PHONE: [REDACTED] PROPERTY OWNER EMAIL: [REDACTED]

REQUEST FOR (CHECK ALL THAT APPLY):

- CONCEPT REVIEW
- SITE/ARCHITECTURAL PLAN APPROVAL
- SUBDIVISION PLAT OR CSM REVIEW
- ZONING DISTRICT CHANGE
- CONDITIONAL USE ZONING
- ANNEXATION REQUEST
- VARIANCE/BOARD OF APPEALS
- OTHER \_\_\_\_\_

DESCRIBE REQUEST: Amend the M-2 Zoning District to include teaching kitchen and small-scale commercial kitchen, each with incidental subordinate alcohol sales, service and consumption, only permitted during class sessions

PLEASE SUBMIT: FIVE (5) COPIES OF WRITTEN DESCRIPTION OF PROPOSAL OR REQUEST FOR CITY STAFF REVIEW -PLUS ELECTRONIC FIVE (5) FULL SETS OF SUPPORTING DRAWINGS, SKETCHES OR SURVEY MAPS FOR CITY STAFF REVIEW PLUS ELECTRONIC TEN (10) SETS OF PLANS (11" x 17" MAX) FOR PLAN COMMISSION REVIEW -PLUS ELECTRONIC

ELECTRONIC COPIES MAY BE SENT TO [THANAMAN@CITYOFCEDARBURG.WI.GOV](mailto:THANAMAN@CITYOFCEDARBURG.WI.GOV)

The undersigned certifies that he/she has familiarized themselves with the State and Local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct. This application shall be signed by the property owner(s).

PROPERTY OWNER(S) SIGNATURE: [Signature] DATE: 11/19/25

FOR CITY STAFF USE ONLY

TOTAL FEE: \$ 500.00 (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: 11-24-25  
APPLICATION AND FEE RECEIVED BY: Theresa Hanaman PLAN COMMISSION MEETING DATE: 1-5-26

ATTACHMENTS (CHECK IF RECEIVED):  
 FIVE DESCRIPTIONS  FIVE FULL-SIZE SETS  THIRTEEN PLAN SETS  
PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: 13-040-0041.004  
ZONING: M-2 ALDERMANIC DISTRICT: 4 PREVIOUS MEETING: \_\_\_\_\_

**ORDINANCE NO. 2026-05**

**ORDINANCE TO AMEND SECTION 13-1-60(d) as forth in Title 13, Chapter 1, Article C of THE MUNICIPAL CODE OF THE CITY OF CEDARBURG by adding the uses “Teaching kitchen (including the subordinate and accessory use of beer and wine sales)\*. \*For purposes of this section, "subordinate and accessory beer and wine sales" shall mean that the dedicated area for beer and wine sales/consumption shall not extend beyond the specific floor area identified as teaching occupancy area. Furthermore, the beer and wine sales/consumption area may only be operated during the days/hours that an adult only food preparation class is actively in session., and excluding bar/nightclub and or restaurant uses.” and “Small-scaled commercial kitchen (such as for caterers use and similar) not including on-site event space or restaurant/dining.” as conditional uses that can be considered for approval in the M-2 General Manufacturing District; and**

**TO AMEND SECTION 13-1-82(h)(2) as set forth Title 13, Chapter 1, Article D of THE MUNICIPAL CODE OF THE CITY OF CEDARBURG by adding a parking stall count requirement for the uses “Teaching kitchen (including the subordinate and accessory use of beer and wine sales)\*, and excluding bar/nightclub and or restaurant uses.” and “Small-scaled commercial kitchen (such as for caterers use and similar) not including on-site event space or restaurant/dining.”; and**

**TO AMEND SECTION 13-1-240 as set forth Title 13, Chapter 1, Article L of THE MUNICIPAL CODE OF THE CITY OF CEDARBURG by adding a definition for the uses “Teaching kitchen (including the subordinate and accessory use of beer and wine sales)\*, and excluding bar/nightclub and or restaurant uses.” and “Small-scaled commercial kitchen (such as for caterers use and similar) not including on-site event space or restaurant/dining.”.**

**WHEREAS**, the City of Cedarburg Plan Commission did, on January 5, 2026, review, discuss, and favorably recommend these Code amendments to the Common Council; and

**WHEREAS**, the City of Cedarburg Common Council did, on January 26, 2026, conduct a public hearing on this matter;

**NOW, THEREFORE**, the City Council of the City of Cedarburg, Ozaukee County, Wisconsin does ordain as follows:

**SECTION I**

**SECTION 13-1-60(d)** as forth in Title 13, Chapter 1, Article C of THE MUNICIPAL CODE OF THE CITY OF CEDARBURG is hereby amended to include the uses “Teaching kitchen (including the subordinate and accessory use of beer and wine sales)\*. \*For purposes of this section, "subordinate and accessory beer and wine sales" shall mean that the dedicated area for beer and wine sales/consumption shall not extend beyond the specific floor area identified as teaching occupancy area. Furthermore, the beer and wine sales/consumption area may only be operated during the days/hours that an adult only food preparation class is actively in session, and excluding bar/nightclub and or restaurant uses.” and “Small-scaled commercial kitchen (such as for caterers use and similar) not including on-site event space or restaurant/dining.” as conditional uses that can be considered for approval in the M-2 General Manufacturing District.

**SECTION II**

**SECTION 13-1-82(h)(2)** as set forth in Title 13, Chapter 1, Article D of THE MUNICIPAL CODE OF THE CITY OF CEDARBURG is hereby amended to add a parking stall requirement for the uses:

- “Teaching kitchen (including the subordinate and accessory use of beer and wine sales)\*. \*For purposes of this section, "subordinate and accessory beer and wine sales" shall mean that the dedicated area for beer and wine sales/consumption shall not extend beyond the specific floor area identified as teaching occupancy area. Furthermore, the beer and wine sales/consumption area may only be operated during the days/hours that an adult only food preparation class is actively in session., excluding bar/nightclub and or restaurant uses.” as follows:
  - 1 space per 3 students/participants, plus 1 space per instructor.
- “Small-scaled commercial kitchen (such as for caterers use and similar) not including on-site event space or restaurant/dining.” as follows:
  - 1 space per 500 gross sq. ft. plus 1 space per employee on the largest shift.

### **SECTION III**

**SECTION 13-1-240** as set forth in Title 13, Chapter 1, Article L of THE MUNICIPAL CODE OF THE CITY OF CEDARBURG is hereby modified by adding the following definitions for the uses:

- “Teaching kitchen.” A kitchen facility designed primarily for instruction and training in food preparation, where participants actively cook as part of a structured educational program.; and
- “Small-scaled commercial kitchen (such as for caterers use and similar) not including on-site event space or restaurant/dining.” A facility used for the preparation, cooking, packaging, or storage of food intended primarily for off-site consumption, sale, or distribution, operated at a limited scale and intensity, and not including on-site public dining, event space, or retail food service.

### **SECTION IV**

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed;

### **SECTION V**

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

### **SECTION VI**

This Ordinance shall take effect upon passage and publication as approved by law, and the City Clerk shall so amend the Code of Ordinances of the City of Cedarburg and shall indicate the date and number of this amending Ordinance therein.

Passed and adopted this 26<sup>th</sup> day of January 2026 by the City of Cedarburg Common Council.

APPROVED:

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City of Cedarburg Mayor, Patricia Thome

COUNTERSIGNED: \_\_\_\_\_  
City Clerk, Jessica Campolo

APPROVED AS TO FORM:  
City Attorney Michael Herbrand \_\_\_\_\_



**CITY OF CEDARBURG**

**Plan Commission**

**January 5, 2026**

**Minutes-**

**UNAPPROVED**

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor Patricia Thome.

2. ROLL CALL

- A. Mayor Patricia Thome, Vice Chairman Jack Arnett, Council Member James Fitzpatrick, Sig Strautmanis, Sherry Bublitz, Jon Scholz, and James Hayes.

Also Present - City Administrator Mikko Hilvo, City Planner Mary Censky, and Administrative Assistant Theresa Hanaman

3. STATEMENT OF PUBLIC NOTICE

Administrative Assistant Hanaman confirmed that the agenda for the meeting had been posted and distributed in compliance with the Wisconsin Open Meetings Law.

4. APPROVAL OF MINUTES

- A. December 1, 2025

Commissioner Bublitz made a motion, seconded by Council member Fitzpatrick, to approve the meeting minutes for December 1, 2025. The motion passed unanimously. Commissioner Strautmanis abstained.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

NONE

6. PUBLIC HEARINGS; AND ACTION THEREON

- A. Public hearing, discussion, and possible action on the request of applicant Rebekah Luedcke, d/b/a A Geek Boutique, for Conditional Use Permit approval related to her proposed outdoor recreation/entertainment use and site plan in the side yard of her business located at W63 N633A Washington Avenue. This property, owned by Collins Investments LLC, is zoned part B-3 Central Business District, and part B-3 with HPD Historic Preservation Overlay District.

Commissioner Scholz made a motion, seconded by Commissioner Hayes, to open the Public Hearing at 7:02 pm. The motion passed unanimously.

Planner Censky reported that the applicant is seeking approval for a Conditional Use Permit (CUP) to establish a picnic table seating area in the side yard of their building, which houses A Geek Boutique, a gifts and games store. They also plan to set up temporary tents in this area to provide shelter for certain planned events and activities.

Key CUP Conditions include:

1. Storage (#7): No outdoor, unenclosed storage of materials/equipment/supplies associated with the use.
2. Adverse Impacts (#8): Applicant must remedy material adverse impacts upon City notice; failure may trigger CUP review.
3. Alcohol: No alcohol sales/service/consumption in the outdoor area (such as due to co-occupancy with Sal's Pizzeria). Signage required (table signs or yard sign stating "No Alcohol" in outdoor area).
4. Use Limitation: Outdoor area supports the Geek Boutique only—not any other Washington Ave businesses.
5. Lighting: Café-style string lighting subject to City Planner review/approval; Planning Commission may act if requested by Planner.
6. Hours: Outdoor use limited to 9:00 a.m.–9:00 p.m.
7. Tents/Canopies: Subject to Building and Fire review/approval (structural integrity, fire safety). Maintain in good repair; no outdoor storage of tents when not erected.
8. Site Conformance: Site remains per existing conditions except as shown in Exhibit A (placement of tables/tents).
9. Structure: Existing principal structure remains per current conditions.

The motion was made by Commissioner Stautmanis, seconded by Commissioner Bublitz, to close the Public Hearing at 7:09 pm. The motion passed unanimously.

**ACTION:**

Commissioner Strautmanis moved, seconded by Commissioner Bublitz to approve the applicant's request for a Conditional Use Permit (CUP) as presented, subject to the conditions as written in the DRAFT CUP (see packet) and subject to the following additional conditions: 1) The applicant must display a sign indicating that alcoholic beverages in this yard/seating area are prohibited. 2) The CUP must be fully executed and recorded prior to the start of the outdoor recreation/entertainment use at the site 3) Review and concurring approval by the Landmarks Commission as to the specific style, size, type, and location of the tent, tables, and any related planters if proposed to be placed in the HPD Historic Preservation Overlay zoning district portion of this site (i.e., any portion lying within 125-feet of the west edge of the Washington Avenue right-of-way) in support of this outdoor recreation/entertainment use, prior to signing and recording the CUP.

The motion passed unanimously.

## 7. REGULAR BUSINESS; AND ACTION THEREON

- A. Review, discussion, and possible action/recommendation to the Common Council on the request of applicant Happy Place Cooking Space, LLC, in c/o Sally Wagner, to amend the Zoning Code, adding the use 'Teaching kitchen/small scale commercial kitchen' to the list of Conditional Uses in the M-2 General Manufacturing District [Section 13-1-60(d)], and adding a definition [at Section 13-1-240(b)] and a parking standard [at Section 13-1-82(h)(4)] for same.

Planner Censky reported the applicant's request to validate a "Teaching Kitchen" use and introduce flexibility for a small-scale commercial kitchen focused on food preparation and catering type uses with no on-site dining. She recommended classifying both uses as Conditional Uses to allow case-by-case evaluation of compatibility, waste management, odor control, and operational impacts.

The proposed amendments define a "Teaching Kitchen" as an instructional facility with active participant cooking, permitting only accessory beer and wine service strictly within the designated teaching area and expressly excluding bar, nightclub, or restaurant functions. A "Small-Scale Commercial Kitchen" would be limited to food preparation, packaging, and storage for off-site consumption or distribution, excluding any on-site event space or dining.

Parking standards calibrated with APA guidance were presented, requiring one space per three students plus one per instructor for "Teaching Kitchens", and one space per 500 square feet plus one per employee on the largest shift for "Small-Scale Commercial Kitchens".

### **ACTION:**

Council member Fitzpatrick made a motion, seconded by Commissioner Hayes to recommend approval of the zoning text amendments to add "Teaching Kitchen" and "Small-Scale Commercial Kitchen" as Conditional Uses in the M-2 General Manufacturing district, including the parking standards and definitions as presented. The motion passed unanimously.

- B. Applicant, Kate Schley, d/b/a Coach House Homes, requests favorable recommendation to the Common Council for Planned Unit Development Overlay rezoning based upon the revised concept presented for a seven lot/home single-family-detached residential infill development proposed for the properties located at W59 N367 Hilbert Avenue & W61 N394 Washington Avenue. This 1.78-acre site, owned by Wendell Lee LLC in c/o Paula Motte, is zoned Rs-5 Single-Family Residential.

Planner Censky reported the applicant presents a revised seven lot/home single-family-detached residential Planned Unit Development for this site. The plan still depicts a private cul-de-sac drive with curb, gutter, and sidewalks, entering off of Hilbert Avenue.

There are no longer any communal improvements located at the entry area, such as fountain, pergola, trellis, pillars, or community building. There is no longer any plan to develop a public or private pedestrian walkway (i.e., a promenade) extending west from the proposed new cul-de-sac out to Washington Avenue.

The project has been renamed to Eden Preserve. The plan still contains seven lots. Instead of having the private road and sidewalks situated in an Outlot owned, in equal shares, by the owners of the seven lots, the plan now shows each lot boundary extending to the centerline of the road. The effect of this is to make the new lot sizes larger. A concern with this approach is who will write, review, and approve the critical easements needed from each individual owner, granting to each other owner, the public, the City,... pedestrian and driving access over the street and sidewalk, access to the City for service/repair/replacement of the public utilities such as sanitary sewer and water that will lie beneath the private drive, access to the tentatively planned underground stormwater management tank on Lot 1. This also means that any streetlights and/or street trees as may be required by the City will be located on the various owners private lots. With these 'larger' lot sizes, the applicant now lists proposed floor area ratios compliant with the maximum permitted in the Rs-5 district (i.e., maximum allowed 36%) vs. all but 1 lot being over the FAR in the original plan. Proposed home sizes in the plan range from 2,450 – 3,700 sq. ft., plus porches and garages. All homes now include attached garages. The homes are proposed to be custom designed and built for each individual lot buyer. Fully detailed architectural standards for the subdivision have not been presented at this time.

The Applicant proposes lot area calculation to the centerline of the private street, making each lot  $\geq 8,400$  sq ft (Rs-5 minimum) on paper. Planner Censky advised this is not the City's typical practice for single-family subdivisions (historically, the lot area is measured at the back of sidewalk/back of curb, not the centerline) and recommended treating the roadway area separately.

The Commission's key discussion revolved around Lot Area & FAR. Commissioners are opposed to drawing lot lines to the street centerline, which will inflate the lot area and depress the FAR; preferring an effective or actual lot size as measured behind the back of sidewalk/back of curb. Commission Strautmanis cited the Rs-5 FAR = 0.36 should apply per lot based on effective lot size (not including roadway). The setbacks on a private street should be measured from the back of sidewalk/back of curb. Commissioners support a minimum 15 feet from back of curb (or behind sidewalk), with setback flexibility by lot, to be reviewed in detail later.

Commissioner Hayes stated that the applicant must achieve a no net offsite increase in stormwater runoff and accommodate existing rear-yard drainage patterns; provide robust overflow routing (considering extreme events), stormwater easements, bioswales/rain gardens where feasible. The Preliminary Plat should include a reasonably well-developed grading + stormwater management plan.

Fred Bersch, a representative of the applicant, discussed with Plan Commission the public access easement and public- standard design (Fire Department access/turning radii) is acceptable as it.

Commission Strautmanis's preference for curb and sidewalk noted; lighting to be clarified, and preference for attached garages to reduce impervious area vs. rear detached.

The Commission discussed whether 7 lots are acceptable if FAR/setbacks/coverage are corrected; some suggested fewer lots may better fit the context.

### **Public Comments**

Scott Soukup, W59N396 Hilbert Ave — Opposed to enlarging lots by including roadway; urged adherence to current code and setbacks.

Donna McElligoty, W59N380 Hilbert Ave — Urged fairness and consistency; opposed redefining FAR by counting street area; requested transparent rules applied equally.

Aaron Schultz, W59N370 Hilbert Ave — Raised stormwater overflow concerns at cul-de-sac terminus; illustrated FAR distortion when roadway centerline is included.

Gill Janssen, W59N397 Hilbert Ave — Highlighted affordability needs; asked for smaller, efficient homes compatible with historic context.

Jake Schneider, W59N412 Hilgen Ave — Spoke in favor of modest home sizes and simpler living.

Grant Witte, W59N364 Hilbert Ave — Concerned about demolition impacts, loss of mature trees, headlight glare, and multi-year buildout effects.

Mr. Bersch explained the choice of fee simple single-family over condominium; noted surveyors can include roadway area in lot calculations; they aimed to minimize waivers by meeting standards via the centerline method; committed to attached garages and acknowledged rear-yard drainage considerations.

The applicant, Kate Schley, clarified market needs (aging-in-place, multi-generational first-floor suites, home offices); emphasized quality construction and willingness to return for house-by-house architectural review.

### **Action:**

Commission Strautmanis made a motion, seconded by Commission Bublitz to recommend denial to Common Council for the Planned Unit Development (PUD) overlay rezoning request based upon the revised concept presented for the seven-lot/home single-family-detached residential infill development, and to give the following feedback in explanation for this recommendation:

- Lot Area: Do not include private street area in lot size; define front lot line as the back of sidewalk (preferred) or back of curb in areas where there is no sidewalk .
- Private Street: Provide public access easement; design to public/Fire Department standards; specify curb/sidewalk/lighting.
- Plan Commission supports a waiver for the required lot size in the Rs-5 District to accommodate the developer.
- FAR: Apply 0.36 percent maximum FAR per lot based on actual lot size (excluding roadway).
- Setbacks: Use 15' minimum front (from back of curb/sidewalk), with flexible side/rear setbacks reviewed per lot context.

Vice Chairperson Arnett made a request for the applicant to come back to the Plan Commission and not the Site and Architectural Review Board to finalize the request for the PUD overlay rezoning. Mayor Thome and Commissioner Bublitz agreed with this sentiment.

Planner Censky reminded the Commissioners of her recommendation that the PUD overlay rezoning request approval would be premature without a true survey-based Preliminary Plat for formal review at the same time as the final PUD terms are being recommended.

Vote: Aye - Arnett; Nay - Mayor, Strautmanis, Hayes, Fitzpatrick, Bublitz, Scholz. 1–6 Motion failed.

Commissioner Strautmanis made a motion, seconded by Commissioner Hayes for denial of the PUD rezoning request as presented.

- C. Applicant Lakeside Development Company, in c/o Brian Scheive, requests concept review, discussion and feedback on their plans to clear and redevelop the 3.04-acre property located at W66 N622 Madison Avenue, into a sixteen unit single-family detached 'front porch' neighborhood. This M-1 Limited Manufacturing District zoned property is owned by Oak Gap Madison Avenue LLC.

Planner Censky reported the proposal of a 16 lot/home single-family-detached residential Planned Unit Development for this site. Eight front-porch forward homes would face both Madison Avenue and St. John Avenue, each with an attached garage that is set toward the rear of the lot. Garage access would be via a 20'-wide private alleyway running between/behind the homes, extending from Cleveland Street to the north and a proposed new extension of Victoria Court to the south. Lot lines for each lot run to the center of the alley. Her concern with this approach (vs. having the alley as an outlot) is that it doesn't accurately reflect effective/actual lot sizes.

The proposed extension of Victoria Court by the applicant will require that they secure a small portion of land from the owner of the lot to the south owned by Brunswick Corporation, in c/o Mercury Marine.

Fully detailed covenants and restrictions have not been presented at this concept stage, but some sketches of various models are included in the packet.

Planner Censky outlined the Rs-5 Single-Family Residential Zoning District is among the districts considered to comport with the Medium Density Residential Land Use Classification of this site. The applicant requests approval to rezone this site from existing M-1 Limited Manufacturing to Rs-5 with a Planned Unit Development Overlay (PUD).

The applicant represents in their narrative and concept site plan that all lots will fully comply with the other standards of the Rs-5 district including:

- Maximum floor area ratio (i.e., the total square footage of all buildings on the lot/lot area) of 36%
- Maximum lot coverage ratio (i.e., the total footprint area of all structures on the lot/lot area) of 30%;
- Minimum required lot width of 50 feet.
- Front building setback of 25 feet.
- Side setbacks of 4 feet.
- Rear setbacks of 25 feet.\* (\*Note that these setbacks are being calculated from the centerline of the alley) Page 49

Planner Censky confirmed utilities can service the site but noted the need for alley easements and emphasized stormwater requirements for a ~3-acre project, including TSS removal, zero net off-site increase, overflow routing, and easements. The density at 16 units slightly exceeds the RS-5 baseline and would require a PUD exception. Potential contamination on the site will require DNR/EPA oversight, with no City funding for cleanup.

Plan Commission feedback emphasized not counting the alley area toward lots, treating the alley as a private outlot with shared easements, applying FAR to effective lot area measured from the back of curb/sidewalk, and establishing flexible front setbacks at the 15–25 foot for range with sensible side and rear setbacks under any PUD request.

Commissioner Strautmanis encouraged elevated porches, additional elevation options beyond the three shown, and varied materials and colors to avoid uniformity. He does not support flipping house plans to put garages next to each other (ref SARB minutes).

Plan Commission feedback to the applicant coalesced around these points:

1. Removing the private alley, create a 20-foot outlot instead of being part of the lot resulting in a lot size of 63 feet by 115, with a total area of 7,245 sq ft. The maximum building size is 2,608 sq ft.
2. Apply FAR 0.36 percent per lot based on effective lot area measured from back of curb/sidewalk.
3. Maintain sensible side/rear setbacks with any exceptions clearly requested under PUD.
4. Requested a Preliminary Plat with a graded site plan/full stormwater design, and an environmental investigation plan with the anticipated DNA?EPA compliance pathway.

Commission feedback coalesced around these points:

- Do not count the alley area toward the lot sizes; treat the alley as a private outlot with easements; Removing the private alley creates a 20-foot outlot resulting in a slightly smaller lot size of approximately 63 feet by 115 feet, with a total area of 7,245 square feet. The maximum building size is 2,608 square feet. The Commission generally supports these home sizes and the smaller lot size as well.
- Define front setbacks (Commission would be comfortable in the ~15'–25' range with flexibility).

- Maintain sensible side/rear setbacks (like presented) with any exceptions clearly requested under PUD. Additionally, the Plan Commission notes that a Preliminary Plat will be needed going forward, as well as a grading plan, a comprehensive stormwater management design, and a plan for ensuring that there will be full clearance/approval by both DNR and EPA (and others possibly) to develop this site for single-family residential use.
- Architecturally, the Commission encouraged elevated porches, additional elevation options (beyond the three, or so, presented), and varied materials/colors to avoid a cookie-cutter appearance.

**Public Comments**

Victoria Benson Hora, W66 N582 Madison Ave, has concerns with traffic/stop sign compliance at Cleveland/St John.

Brian Taylor, W65N663 Saint John Ave gave support for the plan contingent on environmental safety and stronger architectural variety.

Terry Payne, W63N762 Sheboygan Road, ??

This item was discussed and feedback was given; no action was taken on this item.

8. **COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

NONE

9. **MAYOR'S ANNOUNCEMENTS**

NONE

10. **ADJOURNMENT**

A motion to adjourn at 10:12 pm was made by Vice Chairman Arnett, seconded by Council member Fitzpatrick. The motion passed unanimously.

Theresa Hanaman  
Administrative Assistant

## CITY OF CEDARBURG

**MEETING DATE:** January 26, 2026

**ITEM NO:** A.

**TITLE:**

Discussion and possible action on Public Safety Building

**ISSUE SUMMARY:**

Background

- The Public Safety Building Study, authorized by the Common Council on March 11, 2024, is now fully complete and includes a set of professional recommendations for addressing long-term Police and Fire/EMS facility needs.
- The study evaluated current building conditions, operational requirements, future service demands, and potential facility configurations.

Key Findings from the Study

- Both the Police Department and Fire/EMS facilities face significant space, functionality, and modernization challenges.
- The study outlines multiple viable long-term options, including:
  1. A combined Public Safety Building housing both Police and Fire/EMS.
  2. A new Fire Station on an alternative site identified in the study.
  3. Maintaining separate facilities with targeted reconstruction or replacement.
  4. Renovation or expansion of existing buildings to extend their useful life.

Current Status

- No decisions have been made regarding location, scope, or phasing.
- Staff is seeking Council direction on how to proceed.

**Staff is requesting input on which path the City should begin pursuing:**

1. Explore a Joint Public Safety Facility

- Would consolidate Police and Fire/EMS into a single modern building.
- Could improve operational coordination and long-term efficiency.
- Requires identifying a suitable site and evaluating cost implications.

2. Identify a Location for a New Fire Station or Joint Public Safety Building

- The study highlights potential sites, including:

- The current Police Department property on Wauwatosa Road.
- A privately owned parcel near Webster Middle School in the Town of Cedarburg.
- Council direction is needed on whether to pursue one or both options.

### 3. Pursue Separate, Purpose-Built Facilities

- Would allow each department to be designed specifically for its operational needs.
- May require multiple sites and phased construction.

### 4. Focus on Renovating or Expanding Existing Facilities

- Would address immediate deficiencies without full replacement.
- May be the lowest-cost short-term option but may not fully resolve long-term needs.

### Next Steps

Once the Council provides direction, staff will:

- Develop cost estimates, timelines, and funding strategies for the selected approach.
- Return to the Council with a more detailed implementation plan.

### [Public Safety Building Study Report](#)

### **STAFF RECOMMENDATION:**

None

### **BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

### **BUDGETARY IMPACT:**

Varies based on the option chosen by the council.

- 1) Combined Public Safety Building - \$53M - \$54M
- 2) Fully Renovated PD and New FD - \$56M
- 3) Fully Renovated PD and FD - \$40M
- 4) Renovated PD and FD - \$10M - \$20M (exact number unknown until full scope of work is identified)
- 5) Deferred Maintenance Projects - \$7.5M

Debt service would be utilized to fund the facilities. It is estimated that for every \$10M borrowed it would increase annual taxes by @\$150 for a home valued at \$515,000.

### **ATTACHMENTS:**

1. Public Safety Building Financial Impact

**INITIATED/REQUESTED BY:**

Mikko Hilvo

**FOR MORE INFORMATION CONTACT:**

Mikko Hilvo, City Administrator

**Table 2A**  
**Financing Plan Tax Impact - \$10M Public Safety**

City of Cedarburg, WI

Year Ending	Existing Debt			Proposed Debt <sup>2</sup>										Year Ending				
	Net Debt Service Levy	Equalized Value (TID OUT) <sup>1</sup>	Tax Rate Per \$1,000	2026 Taxable G.O. Notes	2027 G.O. Notes	2027 Taxable G.O. Notes	2028 G.O. Notes	2030 G.O. Notes	Abatements Less: Cedarburg Light & Water	Debt Service Levy		Total Tax Rate for Debt Service	Taxes					
				1,400,000	7,660,000	1,400,000	10,165,000	6,230,000		Total	Levy Change		Annual Taxes - \$515,000 Home <sup>3</sup>					
				Dated: 5/1/2026	Dated: 5/1/2027	Dated: 5/1/2027	Dated: 5/1/2028	Dated: 5/1/2030		Net Debt Service Levy	from Prior Year		Existing Debt		Annual CIP Projects	Public Safety Building	Total	Difference From Existing
Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.				
2026	1,546,423	2,446,546,200	\$0.63									\$0.63	\$324			\$324	\$0	2026
2027	1,957,739	2,579,953,486	\$0.76									\$0.76	\$389	\$12		\$401	\$12	2027
2028	1,680,426	2,702,835,863	\$0.62		71,766	73,517						\$0.91	\$319	\$178	\$0	\$497	\$178	2028
2029	1,537,506	2,826,886,384	\$0.54		71,766	860,097	572,937					\$1.05	\$279	\$198	\$114	\$591	\$312	2029
2030	1,546,002	2,942,902,991	\$0.53		71,766	945,174	986,426					\$1.18	\$269	\$221	\$194	\$685	\$415	2030
2031	1,503,848	3,063,680,968	\$0.49		71,766	948,157	782,617	750,817				\$1.30	\$252	\$373	\$153	\$777	\$525	2031
2032	1,471,312	3,189,415,725	\$0.46		71,766	949,583	786,275	746,149				\$1.24	\$237	\$375	\$152	\$763	\$527	2032
2033	1,427,961	3,320,310,688	\$0.43		71,765	953,975	784,144	744,463				\$1.18	\$221	\$377	\$150	\$748	\$527	2033
2034	1,402,965	3,456,577,636	\$0.41		71,765	946,374	786,018	747,117				\$1.12	\$208	\$378	\$149	\$735	\$527	2034
2035	1,364,652	3,598,437,037	\$0.38		71,765	946,404	786,795	748,534				\$1.07	\$195	\$379	\$148	\$721	\$527	2035
2036	645,425	3,746,118,408	\$0.17		71,765	948,837	786,278	748,403				\$0.84	\$88	\$347	\$146	\$581	\$493	2036
2037	102,292	3,899,860,684	\$0.03		71,764	948,461	784,485	746,690				\$0.66	\$13	\$317	\$144	\$475	\$461	2037
2038	101,645	4,059,912,608	\$0.03		71,764	0	786,263	748,016				\$0.40	\$13	\$142	\$143	\$298	\$285	2038
2039	0	4,226,533,130	\$0.00		71,764		786,260	742,410				\$0.36	\$0	\$134	\$142	\$276	\$276	2039
2040		4,399,991,828	\$0.00		71,764		784,475	749,590				\$0.35		\$134	\$140	\$274	\$274	2040
2041		4,580,569,345	\$0.00		71,764		785,766	0				\$0.17		\$0	\$139	\$139	\$139	2041
2042		4,768,557,838	\$0.00		71,763		785,115					\$0.16			\$138	\$138	\$138	2042
2043		4,964,261,459	\$0.00		71,763		787,613					\$0.16			\$137	\$137	\$137	2043
2044		5,167,996,838	\$0.00		71,763		783,206					\$0.15			\$135	\$135	\$135	2044
2045		5,380,093,604	\$0.00		71,763		786,715					\$0.15			\$134	\$134	\$134	2045
2046		5,600,894,910	\$0.00		71,762		783,130					\$0.14			\$132	\$132	\$132	2046
2047		5,830,757,994	\$0.00		0		787,448					\$0.14			\$131	\$131	\$131	2047
2048		6,070,054,756	\$0.00		0		784,508					\$0.13			\$130	\$130	\$130	2048
2049		6,319,172,358	\$0.00		0		0					\$0.00			\$0	\$0	\$0	2049
<b>Total</b>	<b>16,288,197</b>			<b>1,437,060</b>	<b>9,228,559</b>	<b>1,437,041</b>	<b>15,696,473</b>	<b>7,472,187</b>	<b>(2,874,100)</b>				<b>2,808</b>	<b>3,565</b>	<b>2,849</b>	<b>9,222</b>	<b>6,414</b>	<b>Total</b>

- Notes:**
- 1) Projected TID OUT EV based on discounted 5-year average at 4.10% annual inflation.
  - 2) Future G.O. debt based on 8/28 "Aa2" rated sale plus 0.50%.
  - 3) Based on a median home assessed value of \$409,100 converted to equalized using the preliminary 2025 aggregate ratio of 79.44%. Assumes home values increase at a discounted 5-year average economic change of 3.10%.

**Table 2B**  
**Financing Plan Tax Impact - \$20M Public Safety**

City of Cedarburg, WI

Year Ending	Existing Debt			Proposed Debt <sup>2</sup>										Year Ending					
	Net Debt Service Levy	Equalized Value (TID OUT) <sup>1</sup>	Tax Rate Per \$1,000	2026 Taxable G.O. Notes	2027 G.O. Notes	2027 Taxable G.O. Notes	2028 G.O. Notes	2030 G.O. Notes	Abatements Less: Cedarburg Light & Water	Debt Service Levy		Total Tax Rate for Debt Service	Taxes						
				1,400,000	7,660,000	1,400,000	20,215,000	6,230,000		Total Net Debt	Levy Change from Prior Year		Annual Taxes - \$515,000 Home <sup>3</sup>						
				Dated: 5/1/2026	Dated: 5/1/2027	Dated: 5/1/2027	Dated: 5/1/2028	Dated: 5/1/2030					Existing Debt		Annual CIP Projects	Public Safety Building	Total	Difference From Existing	
Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.	Total Prin. and Int.				
2026	1,546,423	2,446,546,200	\$0.63								1,546,423	\$0.63	\$324			\$324		\$0	2026
2027	1,957,739	2,579,953,486	\$0.76		73,536					(73,536)	1,957,739	\$0.76	\$389	\$12		\$401		\$12	2027
2028	1,680,426	2,702,835,863	\$0.62		71,766	988,120	73,517			(145,283)	2,668,545	\$0.99	\$319	\$219	\$0	\$538		\$219	2028
2029	1,537,506	2,826,886,384	\$0.54		71,766	691,147	71,766	1,146,279		(143,533)	3,374,932	\$1.19	\$279	\$164	\$228	\$671		\$392	2029
2030	1,546,002	2,942,902,991	\$0.53		71,766	938,714	71,766	1,593,795		(143,532)	4,078,512	\$1.39	\$269	\$220	\$314	\$803		\$534	2030
2031	1,503,848	3,063,680,968	\$0.49		71,766	941,846	71,766	1,591,597	750,817	(143,532)	4,788,108	\$1.56	\$252	\$372	\$310	\$934		\$682	2031
2032	1,471,312	3,189,415,725	\$0.46		71,766	943,426	71,766	1,593,543	746,149	(143,531)	4,754,429	\$1.49	\$237	\$374	\$308	\$918		\$682	2032
2033	1,427,961	3,320,310,688	\$0.43		71,765	947,979	71,766	1,593,895	744,463	(143,531)	4,714,297	\$1.42	\$221	\$376	\$305	\$902		\$681	2033
2034	1,402,965	3,456,577,636	\$0.41		71,765	935,632	71,765	1,592,242	747,117	(143,530)	4,677,954	\$1.35	\$208	\$376	\$302	\$886		\$678	2034
2035	1,364,652	3,598,437,037	\$0.38		71,765	940,926	71,765	1,593,458	748,534	(143,530)	4,647,570	\$1.29	\$195	\$378	\$299	\$872		\$677	2035
2036	645,425	3,746,118,408	\$0.17		71,765	943,544	71,765	1,592,071	748,403	(143,530)	3,929,442	\$1.05	\$88	\$346	\$296	\$730		\$642	2036
2037	102,292	3,899,860,684	\$0.03		71,764	943,361	71,765	1,593,019	746,690	(143,529)	3,385,363	\$0.87	\$13	\$316	\$293	\$623		\$609	2037
2038	101,645	4,059,912,608	\$0.03		71,764	0	71,764	1,591,093	748,016	(143,529)	2,440,754	\$0.60	\$13	\$142	\$290	\$445		\$432	2038
2039	0	4,226,533,130	\$0.00		71,764		71,764	1,595,574	742,410	(143,528)	2,337,984	\$0.55	\$0	\$134	\$288	\$422		\$422	2039
2040	4,399,991,828		\$0.00		71,764		71,764	1,591,364	749,590	(143,528)	2,340,954	\$0.53		\$134	\$284	\$418		\$418	2040
2041	4,580,569,345		\$0.00		71,764		71,764	1,593,279	0	(143,527)	1,593,279	\$0.35		\$0	\$282	\$282		\$282	2041
2042	4,768,557,838		\$0.00		71,763		71,764	1,591,286		(143,527)	1,591,286	\$0.33			\$279	\$279		\$279	2042
2043	4,964,261,459		\$0.00		71,763		71,763	1,595,576		(143,526)	1,595,576	\$0.32			\$277	\$277		\$277	2043
2044	5,167,996,838		\$0.00		71,763		71,763	1,590,923		(143,526)	1,590,923	\$0.31			\$273	\$273		\$273	2044
2045	5,380,093,604		\$0.00		71,763		71,763	1,592,084		(143,526)	1,592,084	\$0.30			\$271	\$271		\$271	2045
2046	5,600,894,910		\$0.00		71,762		71,763	1,593,918		(143,525)	1,593,918	\$0.28			\$269	\$269		\$269	2046
2047	5,830,757,994		\$0.00		0		71,762	1,591,549		(71,762)	1,591,549	\$0.27			\$266	\$266		\$266	2047
2048	6,070,054,756		\$0.00		0		0	1,594,653		0	1,594,653	\$0.26			\$264	\$264		\$264	2048
2049	6,319,172,358		\$0.00		0		0	0		0	(1,594,653)	\$0.00			\$0	\$0		\$0	2049
Total	16,288,197			1,437,060	9,214,692	1,437,041	31,411,195	7,472,187	(2,874,100)				2,808	3,563	5,696	12,066		9,259	Total

**Notes:**  
1) Projected TID OUT EV based on discounted 5-year average at 4.10% annual inflation.  
2) Future G.O. debt based on 8/28 "Aa2" rated sale plus 0.50%.  
3) Based on a median home assessed value of \$409,100 converted to equalized using the preliminary 2025 aggregate ratio of 79.44%. Assumes home values increase at a discounted 5-year average economic change of 3.10%

**Table 2C**  
**Financing Plan Tax Impact - \$30M Public Safety**  
 City of Cedarburg, WI

Year Ending	Existing Debt			Proposed Debt <sup>1</sup>										Year Ending					
	Net Debt Service Levy	Equalized Value (TID OUT) <sup>1</sup>	Tax Rate Per \$1,000	2026 Taxable G.O. Notes 1,400,000 Dated: 5/1/2026 Total Prin. and Int.	2027 G.O. Notes 7,660,000 Dated: 5/1/2027 Total Prin. and Int.	2027 Taxable G.O. Notes 1,400,000 Dated: 5/1/2027 Total Prin. and Int.	2028 G.O. Notes 30,260,000 Dated: 5/1/2028 Total Prin. and Int.	2030 G.O. Notes 6,230,000 Dated: 5/1/2030 Total Prin. and Int.	Abatements Less: Cedarburg Light & Water	Debt Service Levy		Total Tax Rate for Debt Service	Taxes						
										Total Net Debt Service Levy	Levy Change from Prior Year		Existing Debt		Annual CIP Projects	Public Safety Building		Total	Difference From Existing
																Total	Total		
2026	1,546,423	2,446,546,200	\$0.63							1,546,423	\$0.63	\$324			\$324	\$0	2026		
2027	1,957,739	2,579,953,486	\$0.76		73,536				(73,536)	1,957,739	\$0.76	\$389	\$12		\$401	\$12	2027		
2028	1,680,426	2,702,835,863	\$0.62		71,766	1,184,904	73,517		(145,283)	2,865,329	\$1.06	\$319	\$259	\$0	\$578	\$259	2028		
2029	1,537,506	2,826,886,384	\$0.54		71,766	517,576	71,766	1,719,383	(143,533)	3,774,464	\$1.34	\$279	\$130	\$342	\$751	\$472	2029		
2030	1,546,002	2,942,902,991	\$0.53		71,766	937,633	71,766	2,200,986	(143,532)	4,684,621	\$1.59	\$269	\$220	\$433	\$923	\$653	2030		
2031	1,503,848	3,063,680,968	\$0.49		71,766	935,839	71,766	2,400,398	(143,532)	5,590,902	\$1.82	\$252	\$370	\$468	\$1,090	\$839	2031		
2032	1,471,312	3,189,415,725	\$0.46		71,766	942,494	71,766	2,400,631	(143,531)	5,560,585	\$1.74	\$237	\$374	\$464	\$1,074	\$837	2032		
2033	1,427,961	3,320,310,688	\$0.43		71,765	942,129	71,766	2,398,545	(143,531)	5,513,098	\$1.66	\$221	\$375	\$459	\$1,054	\$834	2033		
2034	1,402,965	3,456,577,636	\$0.41		71,765	934,864	71,765	2,398,444	(143,530)	5,483,389	\$1.59	\$208	\$376	\$454	\$1,039	\$830	2034		
2035	1,364,652	3,598,437,037	\$0.38		71,765	935,249	71,765	2,400,101	(143,530)	5,448,535	\$1.51	\$195	\$377	\$450	\$1,022	\$827	2035		
2036	645,425	3,746,118,408	\$0.17		71,765	938,052	71,765	2,397,842	(143,530)	4,729,722	\$1.26	\$88	\$345	\$445	\$879	\$790	2036		
2037	102,292	3,899,860,684	\$0.03		71,764	933,163	71,765	2,401,532	(143,529)	4,183,677	\$1.07	\$13	\$314	\$442	\$770	\$756	2037		
2038	101,645	4,059,912,608	\$0.03		71,764	0	71,764	2,400,803	(143,529)	3,250,463	\$0.80	\$13	\$142	\$437	\$592	\$579	2038		
2039	0	4,226,533,130	\$0.00		71,764		71,764	2,399,774	(143,528)	3,142,183	\$0.74	\$0	\$134	\$433	\$567	\$567	2039		
2040		4,399,991,828	\$0.00		71,764		71,764	2,398,243	(143,528)	3,147,832	\$0.72		\$134	\$428	\$562	\$562	2040		
2041		4,580,569,345	\$0.00		71,764		71,764	2,400,781	(143,527)	2,400,781	\$0.52		\$0	\$425	\$425	\$425	2041		
2042		4,768,557,838	\$0.00		71,763		71,764	2,402,331	(143,527)	2,402,331	\$0.50			\$421	\$421	\$421	2042		
2043		4,964,261,459	\$0.00		71,763		71,763	2,398,416	(143,526)	2,398,416	\$0.48			\$416	\$416	\$416	2043		
2044		5,167,996,838	\$0.00		71,763		71,763	2,398,634	(143,526)	2,398,634	\$0.46			\$412	\$412	\$412	2044		
2045		5,380,093,604	\$0.00		71,763		71,763	2,402,324	(143,526)	2,402,324	\$0.45			\$409	\$409	\$409	2045		
2046		5,600,894,910	\$0.00		71,762		71,763	2,399,578	(143,525)	2,399,578	\$0.43			\$404	\$404	\$404	2046		
2047		5,830,757,994	\$0.00		0		71,762	2,400,521	(71,762)	2,400,521	\$0.41			\$401	\$401	\$401	2047		
2048		6,070,054,756	\$0.00				0	2,399,670	0	2,399,670	\$0.40			\$397	\$397	\$397	2048		
2049		6,319,172,358	\$0.00				0	0	0	0	\$0.00			\$0	\$0	\$0	2049		
Total	16,288,197			1,437,060	9,201,900	1,437,041	47,118,935	7,472,187	(2,874,100)			2,808	3,562	8,541	14,910	12,102	Total		

**Notes:**  
 1) Projected TID OUT EV based on discounted 5-year average at 4.10% annual inflation.  
 2) Future G.O. debt based on 8/28 "Aa2" rated sale plus 0.50%.  
 3) Based on a median home assessed value of \$409,100 converted to equalized using the preliminary 2025 aggregate ratio of 79.44%. Assumes home values increase at a discounted 5-year average economic change of 3.10%

**Table 2D**  
**Financing Plan Tax Impact - \$40M Public Safety**

City of Cedarburg, WI

Year Ending	Existing Debt			Proposed Debt <sup>2</sup>										Taxes					Year Ending
	Net Debt Service Levy	Equalized Value (TID OUT) <sup>1</sup>	Tax Rate Per \$1,000	2026 Taxable G.O. Notes	2027 G.O. Notes	2027 Taxable G.O. Notes	2028 G.O. Notes	2030 G.O. Notes	Abatements Cedarburg Light & Water	Debt Service Levy		Total Tax Rate for Debt Service	Annual Taxes - \$515,000 Home <sup>3</sup>						
				1,400,000	7,660,000	1,400,000	40,305,000	6,230,000		Total	Levy Change		Existing Debt	Annual CIP Projects	Public Safety Building	Total	Difference From Existing		
				Dated: 5/1/2026	Dated: 5/1/2027	Dated: 5/1/2027	Dated: 5/1/2028	Dated: 5/1/2030		Net Debt Service Levy	from Prior Year		Debt	Projects	Building	Total	Difference From Existing		
2026	1,546,423	2,446,546,200	\$0.63							1,546,423		\$0.63	\$324				\$324	\$0	2026
2027	1,957,739	2,579,953,486	\$0.76			73,536			(73,536)	1,957,739	411,316	\$0.76	\$389	\$12			\$401	\$12	2027
2028	1,680,426	2,702,835,863	\$0.62		1,322,260	73,517			(145,283)	3,002,685	1,044,946	\$1.11	\$319	\$287	\$0		\$606	\$287	2028
2029	1,537,506	2,826,886,384	\$0.54		458,843	71,766	2,291,998		(143,533)	4,288,347	1,285,662	\$1.52	\$279	\$118	\$456		\$853	\$574	2029
2030	1,546,002	2,942,902,991	\$0.53		924,854	71,766	2,866,931		(143,532)	5,337,788	1,049,441	\$1.81	\$269	\$217	\$565	\$1,051		\$782	2030
2031	1,503,848	3,063,680,968	\$0.49		928,282	71,766	3,202,149	750,817	(143,532)	6,385,096	1,047,308	\$2.08	\$252	\$369	\$624	\$1,245		\$993	2031
2032	1,471,312	3,189,415,725	\$0.46		930,126	71,766	3,200,818	746,149	(143,531)	6,348,447	(36,649)	\$1.99	\$237	\$371	\$618	\$1,226		\$989	2032
2033	1,427,961	3,320,310,688	\$0.43		918,284	71,765	3,201,368	744,463	(143,531)	6,303,918	(44,529)	\$1.90	\$221	\$373	\$612	\$1,206		\$985	2033
2034	1,402,965	3,456,577,636	\$0.41		919,201	71,765	3,202,819	747,117	(143,530)	6,271,184	(32,734)	\$1.81	\$208	\$373	\$607	\$1,188		\$980	2034
2035	1,364,652	3,598,437,037	\$0.38		927,466	71,765	3,204,916	748,534	(143,530)	6,237,302	(33,882)	\$1.73	\$195	\$374	\$601	\$1,170		\$975	2035
2036	645,425	3,746,118,408	\$0.17		922,964	71,765	3,201,786	748,403	(143,530)	5,523,080	(714,222)	\$1.47	\$88	\$343	\$595	\$1,026		\$938	2036
2037	102,292	3,899,860,684	\$0.03		0	71,764	3,203,312	746,690	(143,529)	4,975,259	(547,821)	\$1.28	\$13	\$312	\$589	\$915		\$902	2037
2038	101,645	4,059,912,608	\$0.03		71,764	71,764	3,203,973	748,016	(143,529)	4,053,634	(921,625)	\$1.00	\$13	\$142	\$584	\$738		\$726	2038
2039	0	4,226,533,130	\$0.00		71,764	71,764	3,202,533	742,410	(143,528)	3,944,943	(108,691)	\$0.93	\$0	\$134	\$578	\$712		\$712	2039
2040	0	4,399,991,828	\$0.00		71,764	71,764	3,203,681	749,590	(143,528)	3,953,271	8,328	\$0.90	\$134	\$134	\$572	\$706		\$706	2040
2041	0	4,580,569,345	\$0.00		71,764	71,764	3,201,958	0	(143,527)	3,201,958	(751,314)	\$0.70	\$0	\$0	\$567	\$567		\$567	2041
2042	0	4,768,557,838	\$0.00		71,763	71,763	3,202,396	0	(143,527)	3,202,396	439	\$0.67	\$0	\$0	\$561	\$561		\$561	2042
2043	0	4,964,261,459	\$0.00		71,763	71,763	3,200,509	0	(143,526)	3,200,509	(1,888)	\$0.64	\$0	\$0	\$555	\$555		\$555	2043
2044	0	5,167,996,838	\$0.00		71,763	71,763	3,205,598	0	(143,526)	3,205,598	5,089	\$0.62	\$0	\$0	\$551	\$551		\$551	2044
2045	0	5,380,093,604	\$0.00		71,762	71,763	3,202,064	0	(143,526)	3,202,064	(3,534)	\$0.60	\$0	\$0	\$545	\$545		\$545	2045
2046	0	5,600,894,910	\$0.00		71,762	71,763	3,204,985	0	(143,525)	3,204,985	2,921	\$0.57	\$0	\$0	\$540	\$540		\$540	2046
2047	0	5,830,757,994	\$0.00		71,762	71,762	3,204,368	0	(71,762)	3,204,368	(618)	\$0.55	\$0	\$0	\$535	\$535		\$535	2047
2048	0	6,070,054,756	\$0.00		0	0	3,204,688	0	0	3,204,688	320	\$0.53	\$0	\$0	\$530	\$530		\$530	2048
2049	0	6,319,172,358	\$0.00		0	0	0	0	0	0	(3,204,688)	\$0.00	\$0	\$0	\$0	\$0		\$0	2049
<b>Total</b>	<b>16,288,197</b>			<b>1,437,060</b>	<b>9,182,449</b>	<b>1,437,041</b>	<b>62,812,848</b>	<b>7,472,187</b>	<b>(2,874,100)</b>				<b>2,808</b>	<b>3,559</b>	<b>11,384</b>	<b>17,751</b>		<b>14,943</b>	<b>Total</b>

- Notes:**  
1) Projected TID OUT EV based on discounted 5-year average at 4.10% annual inflation.  
2) Future G.O. debt based on 8/28 "Aa2" rated sale plus 0.50%.  
3) Based on a median home assessed value of \$409,100 converted to equalized using the preliminary 2025 aggregate ratio of 79.44%. Assumes home values increase at a discounted 5-year average economic change of 3.10%.

**CITY OF CEDARBURG**

**MEETING DATE:** January 26, 2026

**ITEM NO:** A.

**TITLE:**

Discussion and possible action on updated FC-3 Capital Improvement Budget Policy

**ISSUE SUMMARY:**

**STAFF RECOMMENDATION:**

Approve

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**BUDGETARY IMPACT:**

**ATTACHMENTS:**

1. FC-3 Capital Improvements (8.12.23)
2. FC -3 -Capital Improvements REVISED (1.15.26)

**INITIATED/REQUESTED BY:**

Kelly Livingston

**FOR MORE INFORMATION CONTACT:**

Kelly Livingston, Finance Director

**CITY OF CEDARBURG  
POLICY/PROCEDURE MANUAL**

SUBJECT: CAPITAL IMPROVEMENT BUDGET POLICY

FC-3

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General: The City of Cedarburg has a substantial investment in buildings, equipment, parks and infra-structure supporting its roadways and utilities. Prudent management of these investments is the responsibility of city government. In order to fulfill this responsibility within fiscally prudent parameters, the City shall, on an annual basis, levy normal, recurring capital improvements and equipment costs. This objective shall be exclusive of unique capital improvements projects which have a specific long-term benefit to the City which typically are funded with debt.

Procedures: A. Budget Considerations

1. The City will enact an annual capital improvements budget based upon the five-year capital improvements plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be estimated and included in capital improvements budget projects.
2. The City will develop a five (5) year capital improvements plan to include considerations for equipment replacement, streets, stormwater and any other capital expenditures anticipated. The five-year capital improvement plan will be updated annually.
3. The City will coordinate development of the annual capital improvements budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in the operating budget.
4. The annual capital improvements budget and five-year capital improvement plan will be developed by each Department Head for their respective departments. These initial budget plans will be reviewed by the City Administrator and by the appropriate board or commission responsible for overseeing the operations of each department. A final review of the annual capital improvements budget will then be completed by the Mayor and City Administrator prior to being presented to the Common Council for final approval.
5. Approval of the annual capital improvements budget shall take place at the same time as approval of the annual operating budget.
6. Capital improvement expenditures shall include any amounts

expended for equipment or other assets with a useful life of five years or more and/or which involve amounts more than \$25,000. Expenditures not meeting these criteria, or which have a useful life of less than the payback period of the funds to be borrowed, shall be included in the City's annual operating budget.

7. The City will make all capital improvements in accordance with the approved annual capital improvements budget. Any variance from the approved budget which would require a supplemental appropriation, or to add, delete or substitute projects, requires review and approval by the Common Council.

B. Financing Considerations

1. The City shall attempt to utilize the most economical and efficient financing methods that are currently available for all new projects.
2. Each department will identify the estimated costs and potential alternate funding sources for each capital improvement project proposal.
3. The City will utilize available grant funds and other inter-governmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and the City's priorities.

C. Other Considerations

1. The City will maintain all of its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
2. The City will maintain adequate equipment utilization and maintenance records to support its five-year capital improvements plan and to assure proper maintenance of equipment.

Approval: 1/12/89 Finance Committee  
Adopted: 3/13/89  
Revised: 1/27/92  
Revised: 4/14/03  
Revised: 2/25/2008  
Revised: 8/15/2023

## REVISION

# CITY OF CEDARBURG POLICY/PROCEDURE MANUAL

## CAPITAL IMPROVEMENT BUDGET POLICY FC-3

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### General

The City of Cedarburg has a substantial investment in buildings, equipment, parks, and infrastructure supporting its roadways and utilities. Prudent management of these investments is the responsibility of city government. To fulfill this responsibility within fiscally prudent parameters, the City shall, on an annual basis, levy normal, recurring capital improvements and equipment costs. This objective shall be exclusive of unique capital improvement projects which have a specific long-term benefit to the City which typically are funded with debt.

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### Procedures

#### **Definition of Capital Improvement**

A capital improvement is defined as any expenditure for equipment, infrastructure, or other assets with a useful life of five years or more and a cost exceeding \$25,000. This includes, but is not limited to, the construction, renovation, or major repair of buildings, roads, parks, and utilities. Capital improvements are intended to enhance the City's infrastructure and provide long-term community benefits.

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### A. Budget Considerations

1. The City will enact an annual Capital Improvements Budget based on the Five-Year Capital Improvements Plan. Future capital expenditures driven by population growth, real estate development, or economic changes will be estimated and incorporated.
2. The City will maintain and annually update a Five-Year Capital Improvements Plan, including equipment replacement, streets, stormwater, and other anticipated capital needs.

## REVISION

3. The development of the Capital Improvements Budget will be coordinated with the Operating Budget. Future operating costs associated with new capital improvements will be projected accordingly.
4. Each Department Head will develop their department's capital budget proposals. These will be reviewed by the City Administrator and the appropriate board or commission. Final review will be conducted by the Mayor and City Administrator before submission to the Common Council for approval.
5. Approval of the Capital Improvements Budget shall occur concurrently with the Operating Budget.
6. Expenditures that do not meet capital improvement criteria or have a useful life shorter than the payback period of borrowed funds shall be included in the Operating Budget.
7. All capital improvements shall be made in accordance with the approved Capital Improvements Budget. Any variance requiring supplemental appropriation or changes to projects must be reviewed and approved by the Common Council.
8. **Public Involvement:** The City will actively seek community input through public hearings, surveys, and outreach to ensure the Capital Improvements Plan reflects community needs and priorities.
9. **Assessment of Fiscal Capacity:** The City will evaluate its financial capacity to fund proposed improvements, ensuring the plan is realistic and achievable.

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## B. Financing Considerations

1. The City will pursue the most economical and efficient financing methods available for all new projects.
2. Each department will identify estimated costs and potential alternative funding sources for proposed projects.
3. The City will seek grants and intergovernmental assistance for capital improvements that align with the Capital Improvements Plan and City priorities.
4. **The City will follow its Debt Policy and General Fund Balance Policy to ensure that capital projects are financed responsibly, maintain long-term fiscal stability, and preserve adequate reserves.**

### C. Other Considerations

1. The City will maintain its assets at levels that protect capital investments and minimize future maintenance and replacement costs.
  2. The City will maintain adequate equipment utilization and maintenance records to support the Five-Year Capital Improvements Plan and ensure proper upkeep.
  3. **Policy Review:** This policy will be reviewed and updated regularly to ensure continued relevance and effectiveness.
  4. **Monitoring and Oversight:** The City Administrator and Finance Director will monitor the Capital Improvements Program. The City Administrator will report on project progress, financial performance, and any variances to the Common Council.
- 

### Policy Approval History

- **Approved:** 01/12/1989
- **Adopted:** 03/13/1989
- **Revised:** 01/27/1992 | 04/14/2003 | 02/25/2008 | 08/15/2023
- **Revised:** 1/15/2026

## CITY OF CEDARBURG

**MEETING DATE:** January 26, 2026

**ITEM NO:** B.

**TITLE:**

Discussion and possible action on concrete crushing operations within city limits in connection with the South Washington Avenue Reconstruction Project

**ISSUE SUMMARY:**

As part of the South Washington Avenue Reconstruction Project, the concrete pavement will be removed and replaced with new asphalt pavement. The significant amount of existing concrete pavement makes it likely that a contractor would want to crush the removed concrete and re-use the crushed concrete for the base of the new roadway. This crushed concrete can be crushed to state specifications, becomes quality base material, and may lead to construction cost savings. A location for the contractor to perform the crushing operations is needed and the closer to the project the better. Some possible locations are shown on the attached map.

The concrete crushing operation can be loud, create dust, and lead to a high volume of dump truck traffic. The city code Sec. 7-10-7 covers rock crushing operations and a permit can be approved by city staff. At this time, there is no permit request, but due to the high visibility of this project, staff is looking for input from the Common Council. Any permit approved would be required to follow the requirements of the city code. Crushing operations were allowed as part of the Fox Run project on Western Road.

**STAFF RECOMMENDATION:**

Approve

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

None

**BUDGETARY IMPACT:**

Possible savings on construction costs.

**ATTACHMENTS:**

1. Possible Crushing Locations
2. Blasting\_Rock Crushing Code

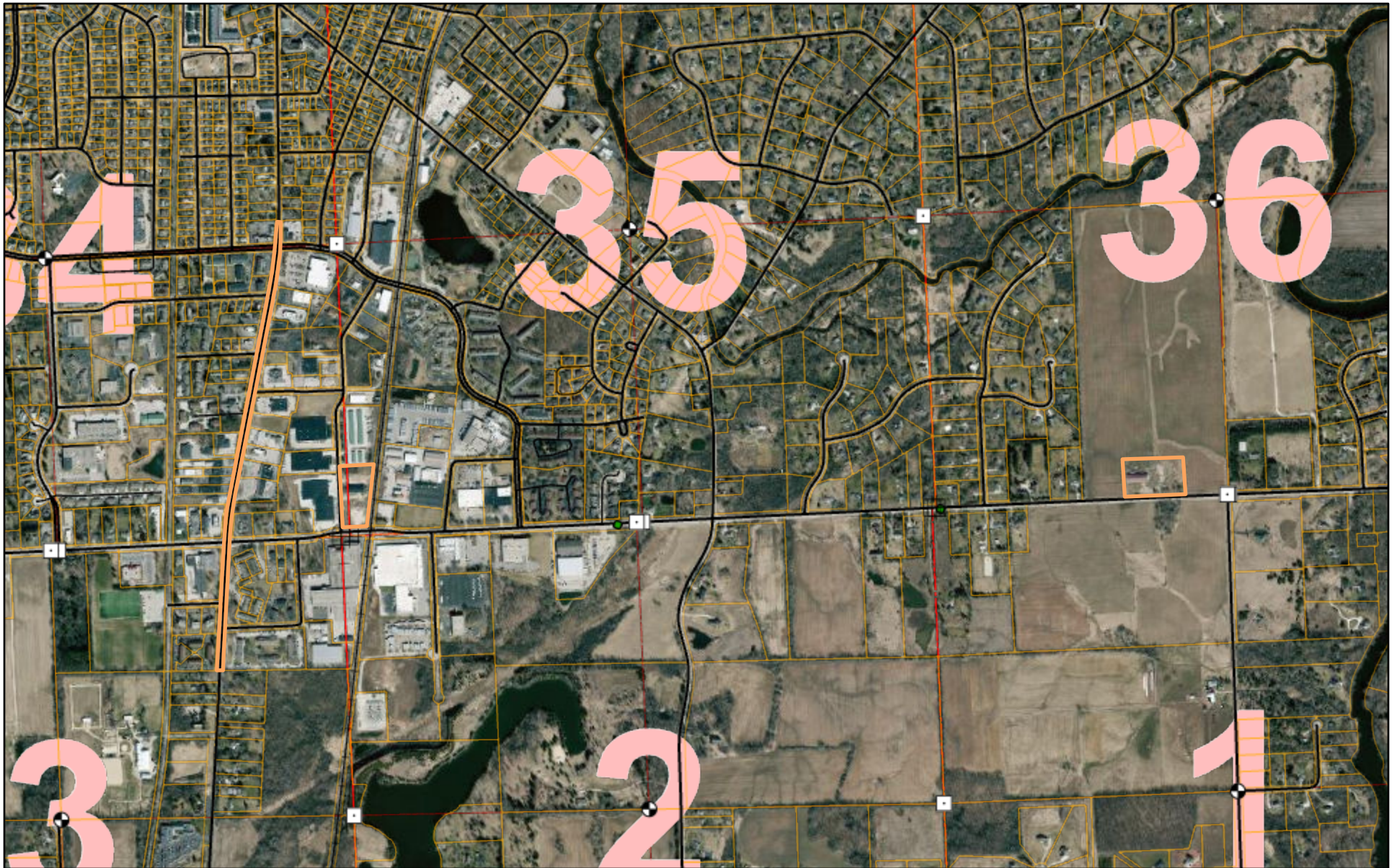
**INITIATED/REQUESTED BY:**

Mike Wieser

**FOR MORE INFORMATION CONTACT:**

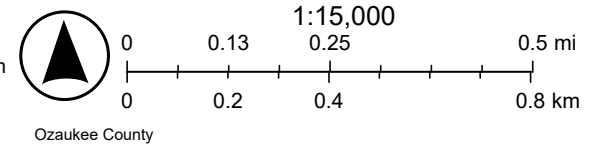
Mike Wieser, Engineer/Public Works Director

# Ozaukee County Parcel



1/21/2026, 9:13:37 AM

- |                        |                     |                   |                       |                        |
|------------------------|---------------------|-------------------|-----------------------|------------------------|
| PLSS Corners           | Section Corner      | Private           | Tax Parcel            | Control Survey Diagram |
| Center of Section      | Railroad Centerline | Parcels           | PLSS Townships        |                        |
| GPS Point              | Local Roads         | Road Right-of-Way | PLSS Sections         |                        |
| Quarter Section Corner | Local               | Condominium       | PLSS Quarter Sections |                        |



## Sec. 7-10-7 - Blasting and/or rock crushing.

- (a) *Definitions.* The following definitions shall apply in the interpretation and enforcement of this Section:
- (1) *Blasting.* A method of loosening, moving or shattering masses of solid matter by use of explosive compounds to prepare stone for crushing, to prepare stone for building and/or ornamental use, or to prepare property for development.
  - (2) *Person.* Any individual, partner, corporation, company, trustee or association, together with the respective servants, agents and employees thereof.
  - (3) *Rock crusher.* Any device, machine, apparatus or equipment used either individually or in conjunction with any other device, machine, apparatus or equipment for the purpose of crushing grinding, breaking or pulverizing rock or stone.
- (b) *Operation.* No person within the City shall operate a rock crusher or perform blasting in such a manner so that any dust, dirt or vibration from such operation shall, in any way, damage or injure any person or property within the City. All blasting within the City shall be performed according to the requirements of Chapter 7 of ILHR, Explosive Materials, Wis. Adm. Code, and all subsequent amendments thereto.
- (c) *Permit.*
- (1) *Permit required.* No person within the city shall operate a rock crusher or perform blasting who does not possess a proper permit from the city.
  - (2) *Applications.* All applications for permits hereunder shall be made in writing upon the written form provided by the city and distributed by the city clerk. All applications for permits hereunder shall be signed by the applicant and filed with the city clerk at least 30 days prior to the licensing period. The city clerk shall immediately refer all applications for permits hereunder to the city engineer. The city clerk shall issue a permit hereunder only after first receiving the recommendation of the city engineer, the duly executed certified check for the permit fee as hereinafter provided and the submittal of the plan of operation, if required, as approved by the city engineer.
  - (3) *Certified check.* Each application for a permit hereunder shall be accompanied by a certified check in the sum of the required permit fee as hereinafter provided, or a renewal thereof, the same to be payable to the city.
  - (4) *Plan of operation.* Each application to permit a rock crusher hereunder or renewal thereof shall be accompanied by a plan of operation which shall include: methods of screening from adjacent properties, hours of operation, hours of blasting and operation of rock crusher, dust and noise control, blasting procedures, location and height of stock piles, whether a rock crusher will be needed and how often, water supply, drainage course, maximum depth, legal description of property in question and other information the City Engineer deems pertinent to the proposed operation. Such plan of reorganization shall be approved by the city Engineer.
  - (5) *Insurance.* Each application for a blasting permit shall be accompanied by a certificate of insurance identifying the City of Cedarburg as a party insured in an amount as prescribed in the city's schedule of insurance requirements.
- (d) *Renewals.* All requests for renewals of permits hereunder shall be made at least 30 days prior to the expiration date of the permit and must comply with all requirements of subsection (c) above.
- (e) *Blasting procedures and controls.*
- (1) *Energy ratio.* The allowable vibration of any blast at the nearest occupied or used building off the subject premises shall not exceed an energy ratio of 0.5 or resultant particle velocity of 1.35" per second based on the following formula:  

$$\text{Energy ratio} = 0.5 = 10.823 f^2 A^2$$
 where: f = frequency in cycles per second, A = amplitude or displacement in inches.  

$$\text{Energy ratio} = .274 V^2$$
 (V = resultant particles velocity expressed in inches per second).
  - (2) *Measurement of blasts.* The operator of the quarry operation, when requested to do so by the city engineer, shall measure and submit data to substantiate compliance with the above formula and the operator of the quarry operation, when requested to do so by the city engineer, shall measure air blast. This verification shall be performed by a seismological engineering firm acceptable to the city or by the city engineer. Instrumentation shall be by seismograph similar to VME Seismolog Model "B" and approved seismograph sound measuring equipment or approved equivalents. All expenses for these tests shall be paid by the quarry operator.
  - (3) *Blasting log.* A log in duplicate shall be kept of each blast on forms similar to the one on file with the city clerk. The original copy of this blasting log shall be filed with the clerk within 48 hours after the blast, and a copy shall be kept on file at the quarry office.
  - (4) *Cover material.* Operators of quarries for building and/or ornamental stone removal shall cover Primacord, other detonating cord or surface-laid blasting devices with at least one foot of dirt or other suitable cover material.
- (f) *Permit fee.* The permit fee for any permit issued pursuant to this Section shall be as set forth below. No permit fee shall be prorated. All permits issued hereunder shall expire on December 31 following the date of issue
- (1) Quarries using blasting to supply buildings and/or ornamental stone: \$100.00 per blasting period.
  - (2) Gravel crushing operations using portable or fixed crushing equipment less than 30 days/year: \$100.00 per year.
- (g) *Penalty.* Any person who shall violate any of the provisions of this section shall be subject to a penalty as provided in [section 1-1-7](#) of this Code of Ordinances. However, upon conviction for the violation of any of the provisions of this section by the holder of a permit issued hereunder, and in addition to the forfeiture provided, such permit shall thereupon be canceled, revoked, rescinded and terminated.
- (h) *Enforcement.* Before renewal of any license issued under this section is refused or any license is revoked, canceled, rescinded or terminated, the licensee shall be given written notice of any charges or violations against him or the reasons proposed for nonrenewal or vocation and shall have an opportunity to be heard before the common council.

(Ord. No. 2006-31)

**CITY OF CEDARBURG**

**MEETING DATE:** January 26, 2026

**ITEM NO:** C.

**TITLE:**

Discussion and possible action on the award of the contract for the 2026 Cedarburg Lead Service Line Replacement Program

**ISSUE SUMMARY:**

The City was awarded \$1,100,000 in low interest loans from the Safe Drinking Water Loan Program Funds through the DNR. Cedarburg Light & Water along with RaSmith advertised and received bids for the 2026 Cedarburg Lead Service Line Replacement Program. This contract entails the replacement of 154 lead water serviced from the right-of-way to the house and focuses on Fair Street, Franklin Avenue, Madison Avenue, St John Avenue, Elm Street, Sheboygan Road, Bridge Road, and Center Street.

Five (5) bids were received with the low bid of \$796,800.00 being submitted by M&E Construction LLC. M&E has successfully completed a lead service line replacement project in Cedarburg in the past, most recently in 2024.

M&E's bid was well below the low interest loan amount that was awarded to the city. Cedarburg Light & Water would like authorization to add additional lead service replacements to fully utilize the low interest loan amount awarded by the DNR.

**STAFF RECOMMENDATION:**

Approve

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

None

**BUDGETARY IMPACT:**

None anticipated

**ATTACHMENTS:**

1. 2026 Lead Replacement Map
2. 260108 BidSummary\_CoCedarburg LSR\_2210848
3. EL 01122027 2026 Cedarburg LSL Replacement Program letter of recommendation

**INITIATED/REQUESTED BY:**

Mike Wieser

**FOR MORE INFORMATION CONTACT:**

Mike Wieser, Engineer/Public Works Director



**Legend**

Asset type

- Lead
- Partial lead
- Lead Replacement List 2026



2026 Cedarburg Lead Service Replacements Program (#9981197)

Owner: City of Cedarburg

raSmith Project Number: 2210848

Bid Opening: 01/08/2026 02:00 PM CST

Item No.	Item Description	UofM	Quantity	M & E Construction LLC		MRJ Inc DBA Joski Sewer		Miller Pipeline-Central Region		Alfson Excavating LLC		Five Star Energy Services, LLC	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
<b>Base Bid: Private Side Lead Service Replacements</b>													
1	Mobilization	LS	1	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$18,000.00	\$18,000.00	\$50,000.00	\$50,000.00
2	1" Private Water Service, Open Cut (est. 20)	LF	760	\$40.00	\$30,400.00	\$45.00	\$34,200.00	\$20.00	\$15,200.00	\$25.00	\$19,000.00	\$100.00	\$76,000.00
3	1" Private Water Service, Trenchless (est. 134)	LF	5900	\$5.00	\$29,500.00	\$5.00	\$29,500.00	\$12.00	\$70,800.00	\$2.00	\$11,800.00	\$90.00	\$531,000.00
4	Excavation Pit	EA	154	\$2,500.00	\$385,000.00	\$625.00	\$96,250.00	\$680.00	\$104,720.00	\$600.00	\$92,400.00	\$500.00	\$77,000.00
5	Curb Stop Valve (when ordered)	EA	100	\$180.00	\$18,000.00	\$175.00	\$17,500.00	\$200.00	\$20,000.00	\$210.00	\$21,000.00	\$175.00	\$17,500.00
6	Curb Stop Box (when ordered)	EA	100	\$100.00	\$10,000.00	\$75.00	\$7,500.00	\$120.00	\$12,000.00	\$100.00	\$10,000.00	\$100.00	\$10,000.00
7	Reconnect Interior Plumbing	EA	154	\$1,000.00	\$154,000.00	\$3,500.00	\$539,000.00	\$3,520.00	\$542,080.00	\$4,300.00	\$662,200.00	\$200.00	\$30,800.00
8	Additional Interior Plumbing	LF	200	\$20.00	\$4,000.00	\$18.00	\$3,600.00	\$10.00	\$2,000.00	\$16.00	\$3,200.00	\$22.00	\$4,400.00
9	Finished Basement Restoration	EA	10	\$500.00	\$5,000.00	\$500.00	\$5,000.00	\$750.00	\$7,500.00	\$500.00	\$5,000.00	\$1,250.00	\$12,500.00
10	Bedrock Excavation	LF	100	\$100.00	\$10,000.00	\$1.00	\$100.00	\$25.00	\$2,500.00	\$10.00	\$1,000.00	\$350.00	\$35,000.00
11	2" Thick, 24" Wide Foam Insulation	LF	200	\$5.00	\$1,000.00	\$5.00	\$1,000.00	\$5.80	\$1,160.00	\$20.00	\$4,000.00	\$30.00	\$6,000.00
12	Remove and Replace Curb and Gutter	LF	100	\$60.00	\$6,000.00	\$55.00	\$5,500.00	\$46.00	\$4,600.00	\$50.00	\$5,000.00	\$65.00	\$6,500.00
13	Remove and Replace Sidewalk (5")	SF	2000	\$12.50	\$25,000.00	\$12.50	\$25,000.00	\$15.80	\$31,600.00	\$12.50	\$25,000.00	\$22.00	\$44,000.00
14	Remove and Replace Asphalt Driveway	SY	200	\$50.00	\$10,000.00	\$53.00	\$10,600.00	\$80.00	\$16,000.00	\$60.00	\$12,000.00	\$135.00	\$27,000.00
15	Remove and Replace Concrete Driveway	SY	200	\$120.00	\$24,000.00	\$115.00	\$23,000.00	\$150.00	\$30,000.00	\$75.00	\$15,000.00	\$195.00	\$39,000.00
16	Lawn Restoration (Hydroseeding)	SY	2500	\$15.00	\$37,500.00	\$0.01	\$25.00	\$9.75	\$24,375.00	\$18.00	\$45,000.00	\$15.00	\$37,500.00
17	Spot Relay Sanitary Lateral, up to 5 LF	EA	10	\$500.00	\$5,000.00	\$500.00	\$5,000.00	\$275.00	\$2,750.00	\$250.00	\$2,500.00	\$500.00	\$5,000.00
18	Spot Replay Sanitary Lateral, >5 LF to 30 LF	EA	10	\$1,000.00	\$10,000.00	\$500.00	\$5,000.00	\$350.00	\$3,500.00	\$1,500.00	\$15,000.00	\$700.00	\$7,000.00
19	Traffic Control	LS	1	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$12,650.00	\$12,650.00	\$11,500.00	\$11,500.00	\$25,000.00	\$25,000.00
20	Pre and Post Sanitary Lateral Televising	EA	154	\$100.00	\$15,400.00	\$300.00	\$46,200.00	\$300.00	\$46,200.00	\$277.50	\$42,735.00	\$750.00	\$115,500.00
<b>Base Bid Total:</b>					<b>\$796,800.00</b>		<b>\$868,975.00</b>		<b>\$954,635.00</b>		<b>\$1,021,335.00</b>		<b>\$1,156,700.00</b>

January 12, 2026

Mr. Tim Martin  
Water Utility Superintendent  
Cedarburg Light & Water Utility  
N30W5926 Lincoln Blvd  
Cedarburg, WI 53012

Re: Letter of Recommendation  
2026 Cedarburg Lead Service Replacement Program

Dear Mr. Martin:

In accordance with your Official Notice to Bidders, bids for the above referenced project were received until 2:00 p.m. on January 8<sup>th</sup>, 2026.

A total of five (5) bids were received for this project. The low bid was submitted by M&E Construction, LLC., of Freedom, WI in the amount of \$796,800.00. The other bids ranged from \$868,975.00 to \$1,156,700.00. The engineer's estimate for construction was \$900,000.00.

M&E Construction, LLC. provided a responsive low bid and have demonstrated they are competent, qualified and able to complete the work per the contract documents. They have successfully completed previous lead service replacement work in the City. We therefore recommend awarding the contract to M&E Construction, LLC., in the amount of \$796,800.00.

Please feel free to call me if you have any questions or comments regarding the above.

Sincerely,  
raSmith



Troy T. Hartjes, P.E.  
Senior Project Manager





**CITY OF CEDARBURG  
Common Council  
January 12, 2026  
Minutes**

1. CALL TO ORDER

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, January 12, 2026, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers.

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

2. ROLL CALL

Roll Call:

Present - Mayor Patricia Thome, Council Members Melissa Bitter, Jim Fitzpatrick, Kristin Burkart, Amanda Didier, Kristian Lindo, Mark Mueller

Excused - Council Member Robert Simpson

Also Present - City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Jessica Campolo, Director of Engineering and Public Works Michael Wieser, City Forester Kevin Westphal, interested citizens and news media.

3. MOMENT OF SILENCE

A moment of silence was held.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

5. STATEMENT OF PUBLIC NOTICE

At Mayor Thome's request, City Clerk Campolo verified that notice of this meeting was posted in accordance with the Wisconsin Open Meetings Law.

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](mailto:cityhall@cityofcedarburg.wi.gov) by noon on the day of the meeting for distribution to the Common Council.

1.) Terry King W63 N762 Sheboygan Road  
Terry requested the City's policy on Zoom meetings be revisited.

## 7. PRESENTATIONS

### A. Oath of Office - City Clerk Jessica Campolo

City Administrator Hilvo and Mayor Thome introduced Jessica Campolo as the new City Clerk, and she took her Oath of Office. Former City Clerk Tracie Sette administered the oath.

### B. Proclamation Honoring the Retirement of Dennis Grulkowski

Council members recited the Mayor's proclamation honoring the retirement of Water Recycling Center Superintendent 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.

Director of Engineering & Public Works Mike Wieser explained that this is an update made annually to adjust the impact fees in the City ordinances.

A motion was made by Council Member Burkart, seconded by Council Member Fitzpatrick, to approve 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. The motion carried unanimously with Council Member Simpson excused.

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

City Forester Kevin Westphal explained the addition of "Structural Root" to the definitions in Policy PR-6: Protection of Public Trees During Construction.

A motion was made by Council Member Mueller, seconded by Council Member Didier, to approve the change to policy PR-6: Protection of Public Trees During Construction. The motion carried unanimously with Council Member Simpson excused.

### 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.

City Administrator Hilvo explained that this agenda item and the next agenda item will be combined. He shared that the City currently has two "Class B" Liquor licenses due to recent business changes. One of the available "Class B" licenses is a regular license, and the second one is a Reserve "Class B" license, which carries a one-time minimum issuance of \$10,000. Two applicants have applied for "Class B" licenses: Camp Bar, and the Cedarburg Cultural Center - Kuhefuss House.

Paul Hackbarth introduced himself as the owner of Camp Bar and shared his vision for having a location in Cedarburg.

Shannon Kraus spoke on behalf of the Cedarburg Cultural Center - Kuhefuss House. She explained they are seeking the license for continued fundraising opportunities to support the goals of their non-profit organization.

Council members were in agreement to issue a "Class B" liquor license to Camp Bar. Council members discussed the City's quota on "Class B" liquor licenses and how it applies to the Kuhefuss House request. A majority of the Council agreed that a license issued to the Kuhefuss House would likely be underutilized. Members noted the importance of reserving a license for a potential future economic development opportunity—such as a restaurant—that could utilize the license five to seven days per week. While the Council acknowledged that this was a difficult decision given the valuable contributions of the Cedarburg Cultural Center to the community, members also recognized the opportunity cost associated with issuing the license at this time.

#### Public Comment

John Wallus W61 N946 Crescent Dr.

John shared that he is the Co-President for Summer Sounds. He explained the challenges for non-profits to get sponsorship and donors. He encouraged the Council to take the longevity of the Cedarburg Cultural Center into consideration when making this decision.

Steve Brill W69 N419 Fox Pointe Ave.

Steve shared that he is a volunteer at the Cedarburg Cultural Center and asked the Council to issue the regular "Class B" Liquor license to the Kuhefuss House.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Burkart, to issue a Class "B" Beer and "Class B" Liquor Alcohol Beverage License to Camp Bar, Inc., contingent upon receiving occupancy. The motion carried unanimously with Council Member Simpson excused.

- 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.

Discussion on this item was combined with the previous agenda item.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Mueller, to deny issuing a "Class B" Liquor Alcohol Beverage License to Cedarburg Cultural Center - Kuhefuss House. The motion carried with Council Members Bitter, Fitzpatrick, Lindo and Mueller voting aye, Council Members Burkart and Didier voting nay, and Council Member Simpson excused.

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

City Administrator Hilvo explained that The Stilt House owner, Gordon Goggin, is requesting reimbursement for the vestibule he installed at his restaurant. Gordon went through the proper approval process with the City in 2024. In 2025, the City required him to remove the vestibule. Mr. Goggin was in attendance and spoke to the details.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Lindo, to approve the reimbursement request from Gordon Goggin for The Stilt House vestibule, not to exceed \$7,456.00. The motion carried unanimously with Council Member Simpson excused.

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

City Administrator Hilvo shared that Police Chief Michael McNerney is recommending the Common Council deny issuing this license based on the applicant's background check. Jordan C. Stark was not in attendance.

A motion was made by Council Member Burkart, seconded by Council Member Fitzpatrick, to deny the issuance of an Operator's License to Jordan C. Stark. The motion carried unanimously with Robert Simpson excused and Council Member Lindo opting to recuse himself.

## 9. CONSENT AGENDA

A motion was made by Council Member Mueller, seconded by Council Member Bitter, to approve the following Consent Agenda items:

- 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.

The motion carried unanimously with Council Member Simpson excused.

## 10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

A. Administrator's Report

City Administrator Hilvo shared that Craig Obry is the Interim Water Recycling Center Superintendent. The Superintendent position is still posted, as well as an Assistant Engineer position. He also shared that Finance Director Kelly Livingston will retire in April 2026. As part of the City's succession planning, the Deputy Finance Director is qualified to potentially fill that role. There is a need to hire an additional Finance/Payroll employee, this position will be posted soon.

11. COMMUNICATIONS

A. Comments and suggestions from Council Members

Council Member Burkart offered to assist anyone wanting to better understand the City's ordinances around Airbnb properties, as well as the Wisconsin Right to Rent laws.

B. Mayor's Report

The Mayor reminded citizens that meetings are now being live-streamed on YouTube, and written public comment can be submitted for distribution to Council members.

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.

A motion was made by Council Member Mueller, seconded by Council Member Burkart, to adjourn to closed session at 8:16 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. Specially to be discussed is a Purchase and Sale Agreement from Egan Gardner related to Lot 5 of Highway 60 Business Park (tax parcel no. 13-022-02-002.00). The motion carried on a roll call vote with Council Members Miller, Fitzpatrick, Burkart, Didier, Lindo, and Mueller voting aye, and Council Member Simpson excused.

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).

This item was discussed in closed session.

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

This item was discussed in closed session.

13. RECONVENE TO OPEN SESSION

The meeting reconvened to open session at 8:28 p.m.

- 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).

A motion was made by Council Member Fitzpatrick, seconded by Council Member Mueller, to approve the Purchase and Sale Agreement from Egan Gardner, related to Lot 5 of the Highway 60 Business Park. The motion carried unanimously with Council Member Simpson excused.

14. ADJOURNMENT

A motion was made by Council Member Mueller, seconded by Council Member Burkart, to adjourn the meeting at 8:30 p.m. The motion carried unanimously with Council Member Simpson excused.

[MIN\_SIGNATURES]

DRAFT

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
01/09/2026	PWBDD	52275	AECOM TECHNICAL SERVICES INC	DEVELOPERS AGREE-STONE LAKE	239261	000000	895.02
01/09/2026	PWBDD	52277	ANDREW D MAMMEN	OVERPAYMENT OF TAXES	261400	000000	168.75
01/09/2026	PWBDD	52279	APWA MEMBERSHIP	PROF PUBLICATIONS AND DUES	500320	533110	904.00
01/09/2026	PWBDD	52281	AT&T MOBILITY	TELEPHONE/COMMUNICATIONS	500225	522110	1,416.86
01/09/2026	PWBDD	52282	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	500210	515900	5,872.65
01/09/2026	PWBDD	52283*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	533210	74.41
				OPERATING SUPPLIES	500350	533210	58.39
				MAINTENANCE PARTS	500353	533210	3.06
				MAINTENANCE PARTS	500353	533210	8.59
				MAINTENANCE PARTS	500353	533210	5.00
				CHECK PWBDD 52283 TOTAL FOR FUND 100:			149.45
01/09/2026	PWBDD	52284	BLAIN'S FARM & FLEET	OPERATING SUPPLIES	500350	533210	129.99
01/09/2026	PWBDD	52285	BROOKS TRACTOR	MAINTENANCE PARTS	500353	533210	502.28
01/09/2026	PWBDD	52286	C&C COURTS INC/SPORT COURT NOR	REPAIR AND MAINTENANCE	500240	555510	573.56
01/09/2026	PWBDD	52287	CEDARBURG CHAMBER OF COMMERCE	PROF PUBLICATIONS AND DUES	500320	511100	195.00
01/09/2026	PWBDD	52289	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	584.00
				TELEPHONE/COMMUNICATIONS	500225	522110	423.30
				CHECK PWBDD 52289 TOTAL FOR FUND 100:			1,007.30
01/09/2026	PWBDD	52291	COMMUNITY UNITED METHODIST CHURCH	OTHER EXPENSES	500390	555140	150.00
01/09/2026	PWBDD	52292#	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	53.55
				OFFICE SUPPLIES	500310	515600	25.60
				OPERATING SUPPLIES	500350	533210	45.86
				CHECK PWBDD 52292 TOTAL FOR FUND 100:			125.01
01/09/2026	PWBDD	52293	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	518.54
01/09/2026	PWBDD	52294	CUMMINS SALES & SERVICE	REPAIR AND MAINTENANCE	500240	522100	313.98

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
01/09/2026	PWBDD	52296	DENNIS GRULKOWSKI	AWARDS, SUPPLIES	500343	519200	200.00
01/09/2026	PWBDD	52298	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	114.64
01/09/2026	PWBDD	52299	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	371.57
01/09/2026	PWBDD	52300	FORESTRY SUPPLIERS	REPAIR AND MAINTENANCE	500240	555510	81.25
01/09/2026	PWBDD	52304#	GENERAL COMMUNICATIONS INC	REPAIR AND MAINTENANCE	500240	522110	6,600.00
				REPAIR AND MAINTENANCE	500240	522120	70.00
				CHECK PWBDD 52304 TOTAL FOR FUND 100:			<u>6,670.00</u>
01/09/2026	PWBDD	52308	HANNAH WAGIE	OVERPAYMENT OF TAXES	261400	000000	3,389.90
01/09/2026	PWBDD	52309#	HOME DEPOT CREDIT SERVICES	REPAIR AND MAINTENANCE	500240	518100	108.25
				REPAIR AND MAINTENANCE	500240	518100	175.45
				EQUIPMENT OUTLAY	500380	518100	438.00
				OPERATING SUPPLIES	500350	533210	39.00
				OPERATING SUPPLIES	500350	533210	30.61
				OPERATING SUPPLIES	500350	533210	179.97
				CHECK PWBDD 52309 TOTAL FOR FUND 100:			<u>971.28</u>
01/09/2026	PWBDD	52313	JOHN & REBECCA MAYBERRY	OVERPAYMENT OF TAXES	261400	000000	168.75
01/09/2026	PWBDD	52315	JOHN HINKLE III	OVERPAYMENT OF TAXES	261400	000000	239.15
01/09/2026	PWBDD	52316	KINSMAN GARDEN COMPANY, INC.	SUPPLIES AND EXPENSES	500347	555220	1,891.63
01/09/2026	PWBDD	52318	LEAGUE OF WI .MUNICIPALITIES	EQUIPMENT/SOFTWARE	500380	514700	7,488.81
01/09/2026	PWBDD	52321	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	79.05
01/09/2026	PWBDD	52322	MID-STATE EQUIPMENT	MAINTENANCE PARTS	500353	533210	294.24
01/09/2026	PWBDD	52325	MTE GROUP	OVERPAYMENT OF TAXES	261400	000000	30,919.38
01/09/2026	PWBDD	52326	NAPA AUTO PARTS	WEITRON R-134 REFRIGERANT CYLINDER 30LB	500380	533210	330.51
				NAPA TEMP SELECT HFO-1234YF	500380	533210	18.92
				A/C OIL & DYE INJECTOR	500380	533210	189.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				A/C REFRIGERANT 1234YF RECOVER AND	500380	533210	6,409.02
				HONEYWELL R-1234YF REFRIGERANT	500380	533210	444.99
				A/C PRO R-134A PAG 150 REFRIGERATOR OIL	500380	533210	19.99
				A/C REFRIGERANT R134 RECIVER ^	500380	533210	4,651.70
				CHECK PWBDD 52326 TOTAL FOR FUND 100:			<u>12,065.12</u>
01/09/2026	PWBDD	52327	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	36.51
				MAINTENANCE PARTS	500353	533210	13.02
				MAINTENANCE PARTS	500353	533210	160.56
				MAINTENANCE PARTS	500353	533210	50.56
				MAINTENANCE PARTS	500353	533210	(139.95)
				CHECK PWBDD 52327 TOTAL FOR FUND 100:			<u>120.70</u>
01/09/2026	PWBDD	52330*#	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	160.75
				REPAIR AND MAINTENANCE	500240	522100	2,799.00
				ATTORNEY/CONSULTANT	500212	522110	261.80
				REPAIR AND MAINTENANCE	500240	522110	799.00
				REPAIR AND MAINTENANCE	500240	522110	1,046.00
				CHECK PWBDD 52330 TOTAL FOR FUND 100:			<u>5,066.55</u>
01/09/2026	PWBDD	52332	PIONEER ATHLETICS	MAINT/CONTRACTED SERVICES	500290	555510	2,942.50
01/09/2026	PWBDD	52334	RAY O'HERRON CO., INC.	EQUIPMENT OUTLAY	500380	522120	543.88
01/09/2026	PWBDD	52337	ROTE OIL LTD	FUEL INVENTORY	161500	000000	3,122.98
				FUEL INVENTORY	161500	000000	2,852.25
				CHECK PWBDD 52337 TOTAL FOR FUND 100:			<u>5,975.23</u>
01/09/2026	PWBDD	52340	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	146.53
01/09/2026	PWBDD	52341	STEVE COMMONS	OVERPAYMENT OF TAXES	261400	000000	247.74
01/09/2026	PWBDD	52342	TAKAKO WILLDEN	PROFESSIONAL SERVICES	500210	555140	120.00
01/09/2026	PWBDD	52344	TOWN OF CEDARBURG	EXTRAORDINARY SERVICES	500211	516100	190.49
01/09/2026	PWBDD	52345#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	241.30

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				OPERATING SUPPLIES	500350	533210	144.55
				CHECK PWBDD 52345 TOTAL FOR FUND 100:			<u>385.85</u>
01/09/2026	PWBDD	52347	ZUERN BUILDING PRODUCTS	MAINTENANCE PARTS	500353	533210	50.72
01/16/2026	PWBDD	52351#	AURORA HEALTH CARE INC	DUE FROM LIGHT & WATER	156200	000000	99.75
				EAP/125 ADMIN	500161	519200	509.25
				CHECK PWBDD 52351 TOTAL FOR FUND 100:			<u>609.00</u>
01/16/2026	PWBDD	52353*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	518100	30.55
				OPERATING SUPPLIES	500350	533210	113.22
				OPERATING SUPPLIES	500350	533210	12.52
				REPAIR AND MAINTENANCE	500240	555510	20.49
				CHECK PWBDD 52353 TOTAL FOR FUND 100:			<u>176.78</u>
01/16/2026	PWBDD	52354	BLAIN'S FARM & FLEET	OPERATING SUPPLIES	500350	533210	219.96
01/16/2026	PWBDD	52358	CHUCK MOEGENBURG	REPAIR AND MAINTENANCE	500240	518100	70.00
01/16/2026	PWBDD	52360	CINTAS CORPORATION	OPERATING SUPPLIES	500350	533210	984.70
01/16/2026	PWBDD	52361	CIVIC PLUS LLC	EQUIPMENT/SOFTWARE	500380	514700	7,524.56
				EQUIPMENT/SOFTWARE	500380	514700	4,220.56
				EQUIPMENT/SOFTWARE	500380	514700	16,416.00
				CHECK PWBDD 52361 TOTAL FOR FUND 100:			<u>28,161.12</u>
01/16/2026	PWBDD	52362	CLEAR GOV INC	EQUIPMENT/SOFTWARE	500380	514700	5,516.68
01/16/2026	PWBDD	52364#	CONTREE SPRAYER & EQUIPMENT CO,	REPAIR AND MAINTENANCE	500240	533210	503.84
				6250 GALLON VERTICAL TANK	500450	533450	4,815.85
				CHECK PWBDD 52364 TOTAL FOR FUND 100:			<u>5,319.69</u>
01/16/2026	PWBDD	52367	CUSTOM SERVICE INFORMATION,LLC	ATTORNEY/CONSULTANT	500212	522110	550.00
01/16/2026	PWBDD	52369	DPI SUPPLY,INC	OPERATING SUPPLIES	500350	533210	298.00
01/16/2026	PWBDD	52370	EIASEW, INC	PROF PUBLICATIONS AND DUES	500320	522310	40.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
01/16/2026	PWBDD	52374*#	FIRST ADVANTAGE OCC HEALTH SVC	DUE FROM LIGHT & WATER	156200	000000	64.81
01/16/2026	PWBDD	52375	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	334.80
01/16/2026	PWBDD	52376	FORESTRY SUPPLIERS	REPAIR AND MAINTENANCE	500240	555510	74.20
01/16/2026	PWBDD	52378	GFL ENVIRONMENTAL	RECYCLING EXPENSES	500344	533730	870.54
01/16/2026	PWBDD	52379	GG & KR LLC	CONTINGENCY RESERVE	500990	591000	7,456.00
01/16/2026	PWBDD	52380	GLOBAL RENTAL CO., INC	REPAIR AND MAINTENANCE	500240	555510	3,100.00
01/16/2026	PWBDD	52381	GOVERNMENT FORMS AND SUPPLIES LLC	OFFICE SUPPLIES	500310	514200	678.08
				OFFICE SUPPLIES	500310	514200	485.39
				CHECK PWBDD 52381 TOTAL FOR FUND 100:			<u>1,163.47</u>
01/16/2026	PWBDD	52382*#	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	518100	53.97
01/16/2026	PWBDD	52383	GUTHRIE & FREY	REPAIR AND MAINTENANCE	500240	518100	75.00
01/16/2026	PWBDD	52384	HEATHER MCKITTRICK	RECYCLING EXPENSES	500344	533730	15.00
01/16/2026	PWBDD	52388	JM BRENNAN, INC.	REPAIR AND MAINTENANCE	500240	518100	396.25
01/16/2026	PWBDD	52389	JOE JACOBS	PROFESSIONAL SERVICES	500210	522310	720.00
01/16/2026	PWBDD	52391	JORDAN D SCHWANZ	PROFESSIONAL SERVICES	500210	522310	300.00
01/16/2026	PWBDD	52395	LEE RECREATION, LLC	REPAIR AND MAINTENANCE	500240	555510	5,850.00
01/16/2026	PWBDD	52397	MID-MORaine MUNIC. ASSOCIATION	PROF PUBLICATIONS AND DUES	500320	511100	720.66
01/16/2026	PWBDD	52398	MID-STATE ORGANIZED CRIME	REPAIR AND MAINTENANCE	500240	522120	150.00
01/16/2026	PWBDD	52399	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	39.99
				MAINTENANCE PARTS	500353	533210	164.43
				MAINTENANCE PARTS	500353	533210	62.09
				MAINTENANCE PARTS	500353	533210	33.33
				MAINTENANCE PARTS	500353	533210	21.90

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				CHECK PWBDD 52399 TOTAL FOR FUND 100:			321.74
01/16/2026	PWBDD	52400	NELSON TACTICAL	EQUIPMENT OUTLAY	500380	522120	3,683.05
01/16/2026	PWBDD	52401	NEWMAN CHEVROLET	REPAIR AND MAINTENANCE	500240	522120	89.95
01/16/2026	PWBDD	52403	ONTECH SYSTEMS, INC	EQUIPMENT/SOFTWARE	500380	514700	369.60
01/16/2026	PWBDD	52404	OZAUKEE COUNTY	RECORDING FEES	500311	514100	30.00
01/16/2026	PWBDD	52405	PARAGON DEVELOPMENT SYSTEMS, INC	EQUIPMENT/SOFTWARE	500380	514700	4,882.00
01/16/2026	PWBDD	52408	QUALITY STATE OIL CO., INC.	GAS AND OIL EXPENSE	500351	533210	65.95
				GAS AND OIL EXPENSE	500351	533210	62.58
				CHECK PWBDD 52408 TOTAL FOR FUND 100:			128.53
01/16/2026	PWBDD	52409	RAINBOW ECONSCIENCE	MAINT/CONTRACTED SERVICES	500290	555510	20,507.50
01/16/2026	PWBDD	52410*#	ROTE OIL LTD	GAS AND OIL EXPENSE	500351	533210	388.99
				GAS AND OIL EXPENSE	500351	533210	157.24
				CHECK PWBDD 52410 TOTAL FOR FUND 100:			546.23
01/16/2026	PWBDD	52412	SHERWIN INDUSTRIES, INC.	REPAIR AND MAINTENANCE	500240	533311	2,256.78
01/16/2026	PWBDD	52413	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	286.38
01/16/2026	PWBDD	52415	TK ELEVATOR CORPORATION	REPAIR AND MAINTENANCE	500240	518100	296.65
01/16/2026	PWBDD	52416*#	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	116.37
01/16/2026	PWBDD	52419	VITAL RECORDS CONTROL	PROFESSIONAL SERVICES	500210	515600	57.20
01/16/2026	PWBDD	52420	WEST BEND HOLDING GROUP LLC	OVERPAYMENT OF TAXES	261400	000000	413.84
01/16/2026	PWBDD	52421	WISCONSIN LAW ENFORCEMENT	PROF PUBLICATIONS AND DUES	500320	522110	675.00
01/16/2026	PWBDD	52423	WM CORPORATE SERVICES, INC	REPAIR AND MAINTENANCE	500240	533440	90.00
				Total for fund 100 GENERAL FUND			191,698.80
Fund: 200 CEMETERY FUND							
01/09/2026	PWBDD	52305	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	544210	70.47

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 200 CEMETERY FUND							
01/16/2026	PWBDD	52382*#	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	544210	53.94
Total for fund 200 CEMETERY FUND							124.41
Fund: 220 RECREATION PROGRAMS FUND							
01/09/2026	PWBDD	52278	ANNA S GORN	POMS EXPENSES	500394	555390	225.00
01/09/2026	PWBDD	52320	MASTER PRINTWEAR	SUPPLIES AND EXPENSES	500347	555390	2,953.20
01/09/2026	PWBDD	52335*#	RECDESK LLC	MAINT/CONTRACTED SERVICES	500290	555390	4,200.00
01/09/2026	PWBDD	52338	SOLAR RECREATION	SOLAR RECREATION	500356	555390	7,910.00
01/16/2026	PWBDD	52350	AMY ZUNKER	MISCELLANEOUS REVENUE	486000	000000	25.00
01/16/2026	PWBDD	52352	BADGERETTE POM PON INC	POMS EXPENSES	500394	555390	3,493.00
01/16/2026	PWBDD	52357	CEDARBURG SCHOOL DISTRICT	SCHOOL DISTRICT FEES	500228	555390	400.00
				SCHOOL DISTRICT FEES	500228	555390	420.00
				SCHOOL DISTRICT FEES	500228	555390	720.00
				SCHOOL DISTRICT FEES	500228	555390	560.00
				POMS EXPENSES	500394	555390	45.00
CHECK PWBDD 52357 TOTAL FOR FUND 220:							2,145.00
01/16/2026	PWBDD	52363	CONLEY MEDIA, LLC	SUPPLIES AND EXPENSES	500347	555390	138.00
01/16/2026	PWBDD	52393	KELLY KAUDERS	MISCELLANEOUS REVENUE	486000	000000	70.00
01/16/2026	PWBDD	52417	VILLAGE OF GRAFTON	MAINT/CONTRACTED SERVICES	500290	555390	225.00
Total for fund 220 RECREATION PROGRAMS FUND							21,384.20
Fund: 240 SWIMMING POOL FUND							
01/09/2026	PWBDD	52335*#	RECDESK LLC	PROFESSIONAL SERVICES	500210	555320	3,000.00
Total for fund 240 SWIMMING POOL FUND							3,000.00
Fund: 260 LIBRARY FUND							
01/09/2026	PWBDD	52288	CENGAGE GROUP	DONATION EXPENDITURES	500322	555110	91.81
				DONATION EXPENDITURES	500322	555110	124.60
CHECK PWBDD 52288 TOTAL FOR FUND 260:							216.41

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
01/09/2026	PWBDD	52311	INGRAM LIBRARY SERVICES	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	25.17
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	84.74
				DONATION EXPENDITURES	500322	555110	274.91
				CHECK PWBDD 52311 TOTAL FOR FUND 260:			<u>384.82</u>
01/09/2026	PWBDD	52312	JAMES IMAGING SYSTEMS, INC.	COMPUTER/COPIER SUPPLIES	500312	555110	637.00
01/09/2026	PWBDD	52323	MIDWEST TAPE, LLC	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	1,517.95
01/09/2026	PWBDD	52324	MONARCH LIBRARY SYSTEM	TECHNOLOGY	500382	555110	529.20
01/09/2026	PWBDD	52329	OLSEN'S PIGGLY WIGGLY	PROGRAM SUPPLIES	500308	555110	19.04
				DONATION EXPENDITURES	500322	555110	55.29
				DONATION EXPENDITURES	500322	555110	10.78
				CHECK PWBDD 52329 TOTAL FOR FUND 260:			<u>85.11</u>
01/09/2026	PWBDD	52333	PLAYAWAY PRODUCTS LLC	DONATION EXPENDITURES	500322	555110	69.34
01/09/2026	PWBDD	52336	RIVISTAS, LLC	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	4,381.88
01/16/2026	PWBDD	52349	AKALAI HANUI	PROGRAM SUPPLIES	500308	555110	225.00
01/16/2026	PWBDD	52366	CULLIGAN OF WEST BEND	REPAIR AND MAINTENANCE	500240	555110	78.25
01/16/2026	PWBDD	52368	DEMCO SOFTWARE	OFFICE SUPPLIES	500310	555110	89.27
01/16/2026	PWBDD	52372	ENVISIONWARE INC	MAINT/CONTRACTED SERVICES	500290	555110	1,166.88
01/16/2026	PWBDD	52392	KANOPY, INC.	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	430.10
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	280.50
				CHECK PWBDD 52392 TOTAL FOR FUND 260:			<u>710.60</u>
01/16/2026	PWBDD	52394	LAWNSCAPERS, INC	MAINT/CONTRACTED SERVICES	500290	555110	2,328.75
				Total for fund 260 LIBRARY FUND			12,420.46
Fund: 270 FIRE DEPT & EMS							
01/09/2026	PWBDD	52276	AIRGAS USA LLC	EMS SUPPLIES AND EXPENSES	500347	522500	169.77
01/09/2026	PWBDD	52280	ASCENSION WI EMP SOLUTIONS	OPERATING SUPPLIES	500350	522500	470.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
01/09/2026	PWBDD	52283*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	522500	45.76
01/09/2026	PWBDD	52295	DASH MEDICAL GLOVES,LLC	EMS SUPPLIES AND EXPENSES	500347	522500	190.02
01/09/2026	PWBDD	52297	EMR, LLC	REPAIR AND MAINTENANCE	500240	522500	2,100.93
				REPAIR AND MAINTENANCE	500240	522500	257.40
				CHECK PWBDD 52297 TOTAL FOR FUND 270:			<u>2,358.33</u>
01/09/2026	PWBDD	52303	GALLS, LLC	UNIFORMS	500346	522500	24.95
				UNIFORMS	500346	522500	129.75
				UNIFORMS	500346	522500	65.26
				UNIFORMS	500346	522500	97.25
				UNIFORMS	500346	522500	103.14
				CHECK PWBDD 52303 TOTAL FOR FUND 270:			<u>420.35</u>
01/09/2026	PWBDD	52306	GREAT LAKES DIVING CENTER	OPERATING SUPPLIES	500350	522500	1,380.00
				OPERATING SUPPLIES	500350	522500	900.00
				CHECK PWBDD 52306 TOTAL FOR FUND 270:			<u>2,280.00</u>
01/09/2026	PWBDD	52307	GUTHRIE & FREY	OPERATING SUPPLIES	500350	522500	15.75
01/09/2026	PWBDD	52310	IBS OF SOUTHEASTERN WISCONSIN	REPAIR AND MAINTENANCE	500240	522500	174.95
01/09/2026	PWBDD	52314	JOHN HELMLINGER	OPERATING SUPPLIES	500350	522500	213.75
01/09/2026	PWBDD	52319	MACQUEEN EQUIPMENT	EQUIPMENT TESTING	500235	522500	540.00
01/09/2026	PWBDD	52330*#	ONTECH SYSTEMS, INC	TECHNOLOGY	500382	522500	824.60
				COMPUTERS/SOFTWARE/APPS	500390	522500	6,675.50
				COMPUTERS/SOFTWARE/APPS	500390	522500	2,545.00
				COMPUTERS/SOFTWARE/APPS	500390	522500	4,085.00
				COMPUTERS/SOFTWARE/APPS	500390	522500	3,298.00
				EMS - FAP GRANT EXPENSES	500397	522500	1,998.00
				CHECK PWBDD 52330 TOTAL FOR FUND 270:			<u>19,426.10</u>
01/09/2026	PWBDD	52331	PA TURNPIKE TOLL BY PLATE	TRAVEL & TRAINING	500330	522500	117.88

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
01/09/2026	PWBDD	52339	SOUTHSIDE TIRECO., INC	REPAIR AND MAINTENANCE	500240	522500	647.42
01/09/2026	PWBDD	52343	TOMASO'S	OPERATING SUPPLIES	500350	522500	83.50
01/09/2026	PWBDD	52346	VANTAGE FINANCIAL, LLC	MAINT/CONTRACTED SERVICES	500290	522500	115.27
01/16/2026	PWBDD	52348	AIRGAS USA LLC	EMS SUPPLIES AND EXPENSES	500347	522500	1,272.84
01/16/2026	PWBDD	52353*#	BEYER'S HARDWARE	REPAIR AND MAINTENANCE	500240	522500	39.52
				REPAIR AND MAINTENANCE	500240	522500	11.24
				REPAIR AND MAINTENANCE	500240	522500	31.72
				OPERATING SUPPLIES	500350	522500	50.35
				CHECK PWBDD 52353 TOTAL FOR FUND 270:			<u>132.83</u>
01/16/2026	PWBDD	52365	COPQUEST, INC	EMS - FAP GRANT EXPENSES	500397	522500	206.70
01/16/2026	PWBDD	52371	EMERGENCY LIGHTING SOLUTIONS LLC	REPAIR AND MAINTENANCE	500240	522500	3,930.00
01/16/2026	PWBDD	52373	FIBRENEW MILWAUKEE WEST	REPAIR AND MAINTENANCE	500240	522500	791.25
01/16/2026	PWBDD	52377	GALLS, LLC	EMS - FAP GRANT EXPENSES	500397	522500	140.00
01/16/2026	PWBDD	52385	IMAGE TREND, INC	TRAVEL & TRAINING	500330	522500	3,050.00
01/16/2026	PWBDD	52387	ITE FIRE APPARATUS	REPAIR AND MAINTENANCE	500240	522500	173.33
01/16/2026	PWBDD	52390	JOIN THE FIRE SERVICE LLC	MARKETING	500223	522500	429.00
01/16/2026	PWBDD	52402	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	18.76
				OPERATING SUPPLIES	500350	522500	66.56
				OPERATING SUPPLIES	500350	522500	281.09
				OPERATING SUPPLIES	500350	522500	283.94
				CHECK PWBDD 52402 TOTAL FOR FUND 270:			<u>650.35</u>
01/16/2026	PWBDD	52407	POSTNET WI104	POSTAGE	500315	522500	25.74
01/16/2026	PWBDD	52410*#	ROTE OIL LTD	GAS AND OIL EXPENSE	500351	522500	178.88
01/16/2026	PWBDD	52414	TARGET SOLUTIONS LEARNING LLC	COMPUTERS/SOFTWARE/APPS	500390	522500	7,117.40

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
01/16/2026	PWBDD	52416*#	UNIFIRST CORPORATION	MAINT/CONTRACTED SERVICES	500290	522500	149.72
01/16/2026	PWBDD	52422	WITMER PUBLIC SAFETY GROUP, INC	FIREFIGHTING EQUIPMENT	500380	522500	185.98
01/16/2026	PWBDD	52424	WPP LLC	OPERATING SUPPLIES	500350	522500	73.38
Total for fund 270 FIRE DEPT & EMS							45,776.25
Fund: 300 DEBT SERVICE FUND							
01/16/2026	PWBDD	52355*#	BOND TRUST SERVICES CORP	DEBT SERVICE - PRINCIPAL	500610	581540	30,000.00
				DEBT SERVICE - INTEREST	500620	581540	3,050.00
CHECK PWBDD 52355 TOTAL FOR FUND 300:							33,050.00
Total for fund 300 DEBT SERVICE FUND							33,050.00
Fund: 350 TIF DISTRICT FUND #4							
01/16/2026	PWBDD	52355*#	BOND TRUST SERVICES CORP	DEBT SERVICE - PRINCIPAL	500610	566710	150,000.00
				DEBT SERVICE - INTEREST	500620	566710	49,016.25
CHECK PWBDD 52355 TOTAL FOR FUND 350:							199,016.25
Total for fund 350 TIF DISTRICT FUND #4							199,016.25
Fund: 353 TIF DISTRICT #6							
01/16/2026	PWBDD	52355*#	BOND TRUST SERVICES CORP	DEBT SERVICE - PRINCIPAL	500610	566710	205,000.00
				DEBT SERVICE - INTEREST	500620	566710	60,975.00
CHECK PWBDD 52355 TOTAL FOR FUND 353:							265,975.00
Total for fund 353 TIF DISTRICT #6							265,975.00
Fund: 354 TIF DISTRICT #7							
01/16/2026	PWBDD	52355*#	BOND TRUST SERVICES CORP	DEBT SERVICE - PRINCIPAL	500610	566710	100,000.00
				DEBT SERVICE - INTEREST	500620	566710	52,950.00
CHECK PWBDD 52355 TOTAL FOR FUND 354:							152,950.00
Total for fund 354 TIF DISTRICT #7							152,950.00
Fund: 400 CAPITAL IMPROVEMENTS FUND							
01/09/2026	PWBDD	52301	FP SOLUTIONS LLC	STATION IMPROVEMENTS	500807	522230	1,450.00
01/09/2026	PWBDD	52317	KUSTOM SIGNALS, INC.	VEHICLE REPLACEMENTS	500811	522120	2,142.22

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 400 CAPITAL IMPROVEMENTS FUND							
01/16/2026	PWBDD	52382*#	GRAFTON ACE HARDWARE	STATION IMPROVEMENTS	500807	522230	243.30
01/16/2026	PWBDD	52418	VINTON CONSTRUCTION COMPANY	STREET IMPROVEMENTS	500854	533311	28,429.39
Total for fund 400 CAPITAL IMPROVEMENTS FUND							32,264.91
Fund: 601 WATER RECYCLING CENTER							
01/09/2026	PWBDD	52290	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	203.34
01/09/2026	PWBDD	52302	GALL PLUMBING, INC	MAINTENANCE SUPPLIES	500340	573840	3,211.26
01/16/2026	PWBDD	52353*#	BEYER'S HARDWARE	MAINTENANCE SUPPLIES	500340	573830	17.74
01/16/2026	PWBDD	52356	CEDARBURG LIGHT & WATER	COLLECTION SYSTEM MAINT	500360	573835	260.40
01/16/2026	PWBDD	52359	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	215.93
01/16/2026	PWBDD	52374*#	FIRST ADVANTAGE OCC HEALTH SVC	PROFESSIONAL SERVICES	500210	573850	32.47
01/16/2026	PWBDD	52386	INSOURCE SOFTWARE SOLUTIONS, INC	SOFTWARE LICENSE UPGRADES FOR SCADA	185344	000000	8,961.25
01/16/2026	PWBDD	52396	MEAD & HUNT INC.	YEAR #4 OF ADAPTIVE MANAGEMENT	500383	573835	13,763.35
01/16/2026	PWBDD	52406	PIEPER ELECTRIC, INC.	COLLECTION SYSTEM MAINT	500360	573835	1,355.04
01/16/2026	PWBDD	52410*#	ROTE OIL LTD	REPAIR AND MAINTENANCE	500240	573845	388.99
01/16/2026	PWBDD	52411#	RUEKERT-MIELKE, INC.	SCADA SUPPORT 11/1/25 THRU 11/18/25	185324	000000	0.00
				COMPUTER/COPIER SUPPLIES	500312	573825	871.20
				CONFIGURING NEW SCADA COMPUTERS	500215	573850	2,311.50
CHECK PWBDD 52411 TOTAL FOR FUND 601:							3,182.70
Total for fund 601 WATER RECYCLING CENTER							31,592.47
Fund: 700 RISK MANAGEMENT FUND							
01/09/2026	PWBDD	52328	NEWMAN CHEVROLET	INSURANCE CLAIMS 2026	500557	519400	6,311.88
Total for fund 700 RISK MANAGEMENT FUND							6,311.88
TOTAL - ALL FUNDS							995,564.63

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
 '#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT


**CITY OF CEDARBURG**  
**TRANSFER LIST**  
1/10/26-1/23/26

<b>Date</b>	<b>Amount</b>	<b>Transfer to</b>
PWSB CHECKING ACCOUNT		
1/16/2026	\$1,500.00	Pitney Bowes-postage
1/20/2026	\$2,438.92	ADP invoices
1/21/2026	\$23,016.30	Elan-December charge card invoice
1/22/2026	\$286,000.00	PWSB Payroll
1/22/2026	\$1,354.25	Mission Square-contributions for 1/4/26-1/17/26
1/22/2026	\$6,510.00	North Shore Bank-contributions for 1/4/26-1/17/26
1/22/2026	\$597.19	State of Wisconsin-child support for 1/4/26-1/17/26
1/22/2026	\$2,605.04	Wis Deferred Comp-contributions for 1/4/26-1/17/26
1/22/2026	\$577.50	Police Union-contributions for 1/4/26-1/17/26
1/22/2026	<u>\$1,074.72</u>	Aflac-December premiums
	\$325,673.92	
PWSB PAYROLL CHECKING ACCOUNT		
1/23/2026	\$200,827.30	Payroll for 01/04/26-1/17/26
1/23/2026	<u>\$84,783.68</u>	Payroll taxes for 11/23/25-12/6/25
	\$285,610.98	
PWSB TAX ACCOUNT		
1/22/2026	\$1,000,000.00	PWSB Checking

## City of Cedarburg, Wisconsin



### City Administrator's Report

 Date: January 20, 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

- A travel show was held in the gym on January 22, 2026.

### Finance

- Kelly has begun training Tracie on Human Resources tasks.
- Tax collection continues.
- The Deputy Treasurer position will be posted soon.

### Engineering

- South Washington will bid out February 3<sup>rd</sup> and 2026 Street & Utility project will bid out February 17<sup>th</sup>.

### DPW

- The department is going through a lot of salt this winter. In addition, it is taking longer for salt deliveries to come in.
- Crews are working on Christmas tree pickup and tree trimming.

### Clerk

- There will not be a Spring Primary election. The Spring Election is April 7<sup>th</sup>.
- Interviewing for the Deputy Clerk position will begin soon.

### Human Resources

- Tracie is going to begin updating the city's job descriptions.

### Water Recycling Center

- Jared Kison has accepted a position with Cedarburg Light & Water. His position will be posted soon.
- Evergreen Lift Station is going out to bid to be upgraded.

- Sewer lining is occurring on Alyce and Fairfield streets.

#### Light & Water

- New water rates go into effect February 1st, electric rates are targeting April 1<sup>st</sup>.
- CL&W's 125<sup>th</sup> anniversary event planning/marketing is underway.
- CL&W/City LSL loan program planning discussion scheduled for January 28<sup>th</sup>.
- Water Operator Dan Freeman is retiring, and Jared Kison has accepted the position. CL&W is committed to assisting the Water Recycling Center during the transition.
- The electric department will be publishing the outage map online for customers to view.

#### Library

- Linda is working on the annual report for the State.
- Linda will attend Library Legislative Day in Madison on February 10<sup>th</sup>.