



**CITY OF CEDARBURG
A MEETING OF THE COMMON COUNCIL
MONDAY, FEBRUARY 23, 2026 – 7:00 PM**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on Monday, February 23, 2026 at 7:00 PM. The meeting will be held in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the second floor, Council Chambers. The meeting can be viewed via the City's YouTube channel: www.youtube.com/@cityofcedarburgwi8412

AGENDA

1. CALL TO ORDER
2. ROLL CALL
 - A. Mayor Patricia Thome, Council Members Melissa Bitter, Jim Fitzpatrick, Kristin Burkart, Amanda Didier, Robert Simpson, Kristian Lindo, Mark Mueller

3. MOMENT OF SILENCE

4. PLEDGE OF ALLEGIANCE

5. STATEMENT OF PUBLIC NOTICE

6. COMMENTS AND SUGGESTIONS FROM CITIZENS

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

7. NEW BUSINESS

- A. Discussion and possible action on approval of Ordinance 2026-06, amending Section 8-3-13 of City Code Relating to the City's Recycling Program
- B. Discussion and possible action on granting a Class "B" Beer and "Class C" Liquor (wine only) license to Pompette Cafe, LLC., 1560 Galaxy Court, Cedarburg, Samuel Cox, Agent, premise to be licensed: W63 N631 Washington Avenue, known as Pompette Creperie and Cafe.
- C. Discussion and possible action on the award of the construction contract for the 2026 Street and Utility Project

- D. Discussion and possible action on the award of the construction inspection contract for the 2026 Street and Utility Project
- E. Discussion and possible action on proposal for Engineering Technician Recruitment Services - Innovative Public Advisors.
- F. Discussion and possible action on authorization to proceed with Focused Groundwater Sampling for Emerging Contaminants at Former Prochnow Landfill Site

8. CONSENT AGENDA

- A. Discussion and possible action on approval of February 9, 2026 Common Council meeting minutes.
- B. Discussion and possible action on payment of bills dated 02/01/2026-02/14/2026, transfers from 02/07/2026-02/20/2026, and payroll from 02/01/2026-02/14/2026.

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report

10. COMMUNICATIONS

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

11. 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.

** 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.

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

CITY OF CEDARBURG

MEETING DATE: February 23, 2026

ITEM NO: A.

TITLE:

Discussion and possible action on approval of Ordinance 2026-06, amending Section 8-3-13 of City Code Relating to the City's Recycling Program

ISSUE SUMMARY:

The WDNR is requiring the City to pass an ordinance to reflect changes made by the recycling rule revision. This is required for the City to continue being eligible for the recycling grant received annually, which typically totals around \$37,000.

See the attached Recycling Rule Revision Fact Sheet and Ordinance for changes that were made.

STAFF RECOMMENDATION:

Approve

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Works and Sewerage Commission recommended approval.

BUDGETARY IMPACT:

None

ATTACHMENTS:

1. RecyclingRuleRUChangesFactSheet
2. Ord 2026-06 Recycling

INITIATED/REQUESTED BY:

Mike Wieser

FOR MORE INFORMATION CONTACT:

Mike Wieser, Engineer/Public Works Director

Recycling Rule Revision: Changes for Responsible Units

The Department of Natural Resources (DNR) has revised the administrative code that oversees Responsible Units' (RUs) effective recycling programs and other aspects of Wisconsin's recycling law. The rule revisions took effect July 1, 2025.

This document summarizes changes specifically for RUs, to help RUs understand and comply with the changes. Please refer to [ch. NR 544, Wis. Adm. Code](#), for exact language. If you have questions about the changes, contact DNRRecycling@wisconsin.gov.

RU Education

Before the code revision, RUs were required to provide education to residents of single family and 2-to-4-unit residences, multi-family dwellings, and non-residential facilities and properties about recycling of materials specified in s. 287.07 (1m) to (4), Wis. Stats. This includes lead acid batteries; appliances; oil; yard waste; tires; cardboard and paper; and containers made of glass, steel/bi-metal, aluminum and plastics #1 and #2. The 2009 electronics recycling law also required RUs to provide education on electronics recycling.

These requirements remain with clarifications and additions as follows:

- RUs must review their educational materials for accuracy and distribute this information at least once a year.
- Educational materials must now also include the landfill ban on oil filters and absorbents, proper disposal and opportunities for recycling batteries, reasons and ways to reduce food waste, and composting opportunities and locations.
- RUs do NOT need to collect or create programs for recycling oil filters and absorbents or batteries, reducing food waste, or composting.
- Distribution of education and outreach materials by RUs may include online posting, electronic and printed mailings, and use of social media. Public outreach materials are available for use at no cost from the DNR. Visit the [DNR recycling education and outreach page](#) for resources.

Collection Requirements

Before the code revision, RUs (or municipalities within a multi-member RU) with a population of 5,000 or greater were required to provide, contract for, or otherwise provide for curbside recycling at least monthly, or to provide a drop-off used by at least 80% of the single-family and 2-to-4-unit residences in the municipality as documented by drop-off site monitoring records. RUs (or municipalities within a multi-member RU) with a population under 5,000 were required to provide

an adequately sized drop-off open at least 2 days/month for 5 hours/day (minimum total of 10 hours/month) or to provide a collection equivalent to the larger RUs/municipalities.

The code revision made the following changes to these requirements:

- If an RU provides only the minimum of monthly curbside collection, it must also provide access to a drop-off site for recyclables. Access could include a drop-off site in another municipality or at a private location.
- Any municipality that opts to direct individual residents to contract directly with a waste hauler for collection of recyclables to meet the requirements outlined for a collection system must modify its recycling ordinance and compliance assurance plan to reflect this requirement and collect recycling tonnage data.
- RUs are no longer required to meet a specified pounds per person collection standard.

Recycling Ordinance Modifications

Multi-Family Recycling

Before the code revision, in an RU's recycling ordinance, multi-family properties needed to provide "adequate, separate containers" for the recycling program established in compliance with the ordinance. No additional details were included to define "adequate," which led to RU challenges with enforcing their ordinance and confusion at some multi-family properties. The code revisions made the following clarifications to this requirement:

Providing adequate recycling services to multi-family properties must include an equal or greater ratio of recycling containers to trash containers and one of the following:

- minimum total volume of recycling containers provided is 20 gallons per week per dwelling unit;
- ratio of trash container volume to recycling container volume is at most 2:1; or
- an alternative method which does not result in recyclable container overflow between collection.

Non-Residential Recycling

Before the code revision, in an RU's recycling ordinance, non-residential properties needed to provide "adequate, separate containers" for the recycling program established in compliance with the ordinance. The DNR understood that non-residential properties vary significantly in recycling generation. For instance, the volume of recycling containers needed will be vastly different for a small shop, a 50-unit hotel or large manufacturing facility. Therefore, "adequate" could not be as specifically described as for multi-family residences.

To clarify what “adequate, separate containers” means for non-residential properties, the code revisions require that the total volume of recycling containers be sufficient to avoid overflow during the time period between collection of materials and delivery to a recycling facility.

Tenant Notification Requirements

The code revisions reduced tenant notification requirements for multi-family and non-residential facilities. Notification will no longer need to include reasons to reduce and recycle waste or specific details (hours of operation, contact person, address and phone number) for locations that accept recyclable materials not collected on-site.

All RUS will need to update their recycling ordinance to address these new requirements. The DNR will provide a new recycling ordinance template for RUs to use to update their recycling ordinance.

Changes for Haulers and Materials Recovery Facilities That Affect RUs

Haulers

The code revision makes the following changes for haulers of recyclable materials:

- Requires containers used for collection of recyclables to be clearly labeled.
- Requires haulers to provide residential recycling tonnage data to RUs by Feb. 1 each year. Data must include the name of the materials recovery facility(ies) (MRFs) used to process the materials.
- Requires haulers to notify RUs when a new MRF is used.

Materials Recovery Facilities

The code revision makes the following changes for MRFs that serve RUs:

- Requires MRFs provide contracted RUs with information on accepted materials.
- Requires MRFs to review educational material within 60 days of a request from a contracted RU.

The above are only code revisions that directly affect RUs. Haulers and MRFs have a number of other new requirements and changes in the code revision.



Wisconsin Department of Natural Resources | July 2025

The information above is a summary of changes for RUs as a result of recycling rule revision and is not comprehensive. To view the complete rule changes, go to [Wisconsin Legislature: CR 23-065 Rule Text](#)

ORDINANCE NO. 2026-06

An Ordinance to amend Section 8-3-13 of City Code Relating to the City's Recycling Program

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

SECTION 1. Section 8-3-13(f)(1) through (26) of the Code of Ordinances of the City of Cedarburg is hereby repealed and recreated as follows:

(f) *Definitions. For the purposes of this ordinance*

- 1) *Bi-metal container* means a container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.
- 2) *Container board* means corrugated paperboard used in the manufacture of shipping containers and related products.
- 3) *Foam polystyrene packaging* means packaging made primarily from foam polystyrene that satisfies one of the following criteria:
 - a) Is designed for serving food or beverages.
 - b) Consists of loose particles intended to fill space and cushion the packaged article in a shipping container.
 - c) Consists of rigid materials shaped to hold and cushion the packaged article in a shipping container.
- 4) *Glass Container* means a glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, oven ware, plate glass, safety and window glass, heat-resistant glass such as pyrex, lead based glass such as crystal, or TV tubes.
- 5) *HDPE* means high density polyethylene, labeled by the resin code # 2.
- 6) *LDPE* means low density polyethylene, labeled by the resin code # 4.
- 7) *Magazines* means magazines and other materials printed on similar paper.
- 8) *Major appliance* means a residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator, furnace, boiler, dehumidifier, water heater or stove.
- 9) *Multiple-family dwelling* means a structure containing 5 or more residential units, including units that are occupied seasonally.
- 10) *Newspaper* means a newspaper and other materials printed on newsprint.
- 11) *Non-residential facilities and properties* means commercial, retail, industrial, institutional and government facilities and properties. Non-residential facilities and properties includes any location at which goods or services are provided or manufactured, including locations under construction, demolition, or remodeling, or used for special events such as fairs, festivals, sport venues, conferences, and exhibits. This term does not include multiple family dwellings.
- 12) *Office paper* means a variety of high-grade printing and writing papers. This term does not include industrial process waste, newspaper or packaging.
- 13) *Other resins or multiple resins* mean plastic resins labeled by the resin code # 7.

- 14) *Person* includes any individual, corporation, limited liability company, partnership, association, local government unit, as defined in s. 66.0131(1)(a), Wis. Stats., state agency or authority or federal agency.
- 15) *PETE* or *PET* means polyethylene terephthalate, labeled by the resin code # 1.
- 16) *Plastic container* means an individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.
- 17) *Postconsumer waste* means solid waste other than solid waste generated in the production of goods, hazardous waste, as defined in s. 291.01(7) Wis. Stats., waste from construction and demolition of structures, scrap automobiles, or high-volume industrial waste, as defined in s. 289.01(17)., Wis. Stats.
- 18) *PP* means polypropylene, labeled by the resin code # 5.
- 19) *PS* means polystyrene, labeled by the resin code # 6.
- 20) *PVC* means polyvinyl chloride, labeled by the resin code # 3.
- 21) *Recyclable materials* includes lead acid batteries; major appliances; waste oil; yard waste; aluminum containers; corrugated paper or other container board; foam polystyrene packaging; glass containers; magazines; newspaper; office paper; rigid plastic containers, including those made of PETE, HDPE, PVC, LDPE, PP, PS and other resins or multiple resins; steel containers; waste tires; and bi-metal containers.
- 22) *Solid waste* has the meaning specified in s. 289.01(33), Wis. Stats.
- 23) *Solid waste facility* has the meaning specified in s. 289.01(35), Wis. Stats.
- 24) *Solid waste treatment* means any method, technique or process which is designed to change the physical, chemical or biological character or composition of solid waste. Treatment includes incineration.
- 25) *Waste tire* means a tire that is no longer suitable for its original purpose because of wear, damage or defect.
- 26) *Yard waste* means leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than 6 inches in diameter. This term does not include stumps, roots or shrubs with intact root balls.

SECTION 2. Section 8-3-13 (l)(1)(a) and (d), 8-3-13(m)(1)(a) and 8-3-13(m)(2) of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

(1) *Responsibilities of owners or designated agents of multi-family dwellings.*

- (1) Owners or designated agents of multi-family dwellings shall do all of the following to recycle the materials specified in section 8-3-13(g)(5-15):
 - a. Provide adequate, separate containers for the recycling program established in compliance with the ordinance. The number of recycling containers shall equal or be greater than the number of trash containers and at least one of the following shall be met:
 - 1) The minimum total volume of recycling container space is equal to 20 gallons per week per dwelling unit.
 - 2) The ratio of trash container volume to recycling container volume is at most 2:1.

- 3) An alternative method that does not result in the overflow of a recycling container during the time period between collection of materials and delivery to a recycling facility..
 - d. Notify tenants of reasons to reduce and recycle solid waste, which materials are collected, how to prepare materials in order to meet the processing requirements, collection methods or sites, locations and hours of operation of drop off collection sites to recycle materials not collected on-site.
- (m) *Responsibilities of owners or designated agent of non-residential facilities and properties.*
- (1) Owners or designated agents of non-residential facilities and properties shall do all of the following to recycle the materials specified in section 8-3-13(g)(5-15):
 - a. Provide adequate, separate containers for the recycling program established under this section. The total volume of recycling containers shall be sufficient to avoid overflow during the time period between collection of materials and delivery to a recycling facility.
 - (2) The requirements specified in (1) do not apply to the owners or designated agents of non-residential facilities and properties if the postconsumer waste generated within the facility or property is treated at a processing facility licenses by the Department of Natural Resources that recovers for recycling the materials specified in section 8-3-13(g)(5-15) from solid waste in as pure a form as is technically feasible.

SECTION 3. Severability. If any provision of this ordinance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions of this ordinance.

SECTION 4. Effective Date: This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Passed and adopted this 23rd day of February, 2026.

Patricia Thome, Mayor

Attest:

Approved as to form:

Jessica Campolo, City Clerk

Michael P. Herbrand, City Attorney

Form AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	City of Cedarburg
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
- Class "B" Beer \$ _____
- "Class A" Liquor \$ _____
- "Class B" Liquor \$ _____
- "Class A" Liquor (cider only) \$ _____
- Reserve "Class B" Liquor \$ _____
- "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ _____
Background Check Fee	\$ _____
Publication Fee	\$ 20
Total Fees	\$ _____

pd 2/1/26

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <u>Pompette Cafe, LLC</u>			
2. Business Trade Name or DBA <u>Pompette Creperie + Cafe</u>			
3. FEIN <u>41-3540515</u>		4. Wisconsin Seller's Permit Number <u>456103223306502</u>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <u>Wisconsin</u>		7. Date of Organization <u>1-12-2026</u>	8. Wisconsin DFI Registration Number <u>P097668</u>
9. Premises Address <u>W63 N631 Washington Ave</u>			
10. City <u>Cedarburg</u>		11. State <u>WI</u>	12. Zip Code <u>53012</u>
13. County <u>Ozaukee</u>		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>Cedarburg</u>	15. Aldermanic District <u>3</u>
16. Premises Phone [REDACTED]		17. Premises Email [REDACTED]	18. Website <u>www.pompettecafe.com</u>
19. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>Alcohol will be stored in food prep kitchen, in the bar area, in the storage room upstairs and basement. Records will be kept in the office. Alcohol will be consumed in dining area on main level and the dining area on upstairs area.</u>			
20. Mailing Address (if different from premises address) <u>1560 Galaxy Ct.</u>			
21. City <u>Cedarburg</u>		22. State <u>WI</u>	23. Zip Code <u>53012</u>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
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5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No
 6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No
 7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Herbst-Cox	Amy	member	[REDACTED]

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Herbst-Cox	Amy	E
Title	Phone	
member	[REDACTED]	
Signature	Date	
<i>Amy Herbst-Cox</i>	2-4-2026	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

CITY OF CEDARBURG

MEETING DATE: February 23, 2026

ITEM NO: C.

TITLE:

Discussion and possible action on the award of the construction contract for the 2026 Street and Utility Project

ISSUE SUMMARY:

Staff advertised and received bids for the 2026 Street and Utility Project. A total of 3 bids were received with the low bid of \$2,946,977.50 being submitted by Dorner Inc. Dorner has successfully completed projects in Cedarburg in the past, with their most recent work being on the 2024 Street and Utility Project.

Dorner's bid was about \$805,000 below engineer's estimate and within budget. The bids were very competitive with the second low bid coming in about \$113,000 higher than Dorner's bid.

STAFF RECOMMENDATION:

Approve

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Due to time constraints to get the project started, the contract had to be taken directly to the Common Council for approval.

BUDGETARY IMPACT:

\$2,946,977.50 will be split up between streets, storm sewer, water, and sanitary sewer budgets. The streets portion will come from last year's borrowing.

ATTACHMENTS:

1. Bid Tab

INITIATED/REQUESTED BY:

Mike Wieser

FOR MORE INFORMATION CONTACT:

Mike Wieser, Engineer/Public Works Director

2026 Cedarburg Street and Utility Reconstruction (#10040948)

Owner: City of Cedarburg

raSmith Project Number: 2250501

Bid Opening: 02/17/2026 10:00 AM CST

Item No.	Item Description	UofM	Quantity	Dorner Inc.		Vinton Construction Co		PTS Contractors, Inc	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Section A: Fair Street, Franklin Avenue, Madison Avenue, St. John Avenue, and Elm Street									
1	Paving Mobilization	EA	2	\$1,345.00	\$2,690.00	\$10,000.00	\$20,000.00	\$4,341.08	\$8,682.16
2	Traffic Control	LS	1	\$8,755.00	\$8,755.00	\$127,000.00	\$127,000.00	\$24,465.00	\$24,465.00
3	Common Excavation	CY	5000	\$20.80	\$104,000.00	\$25.30	\$126,500.00	\$24.37	\$121,850.00
4	Geogrid	SY	1250	\$1.50	\$1,875.00	\$2.00	\$2,500.00	\$1.82	\$2,275.00
5	1 1/4" Dense Graded Base Course	TON	2850	\$18.70	\$53,295.00	\$15.00	\$42,750.00	\$18.01	\$51,328.50
6	3" Dense Graded Base Course	TON	3600	\$23.40	\$84,240.00	\$17.05	\$61,380.00	\$22.82	\$82,152.00
7	Finish Grading	SY	12100	\$1.90	\$22,990.00	\$0.55	\$6,655.00	\$0.60	\$7,260.00
8	Hot Mix Asphalt Pavement (LT 58-28 S)	TON	3850	\$67.70	\$260,645.00	\$65.50	\$252,175.00	\$69.35	\$266,997.50
9	Tack Coat	GAL	800	\$2.50	\$2,000.00	\$3.00	\$2,400.00	\$3.20	\$2,560.00
10	18"-30" Concrete Curb & Gutter (Spot Replacement)	LF	3100	\$41.00	\$127,100.00	\$49.50	\$153,450.00	\$38.43	\$119,133.00
11	5" Concrete Sidewalk Remove & Replace	SF	6500	\$8.40	\$54,600.00	\$14.25	\$92,625.00	\$7.74	\$50,310.00
12	7" Concrete Sidewalk/Driveway Approach Remove & Replace	SF	1500	\$9.40	\$14,100.00	\$11.65	\$17,475.00	\$8.95	\$13,425.00
13	Curb Ramp Detectable Warning Field (24"x60")	EA	9	\$484.00	\$4,356.00	\$500.00	\$4,500.00	\$476.46	\$4,288.14
14	Sawing Pavement	LF	650	\$3.00	\$1,950.00	\$5.00	\$3,250.00	\$5.29	\$3,438.50
15	Dust Control	LS	1	\$6,698.00	\$6,698.00	\$1,000.00	\$1,000.00	\$3,522.00	\$3,522.00
16	Lawn Restoration (Hydro Seeding)	SY	3000	\$10.50	\$31,500.00	\$7.20	\$21,600.00	\$8.86	\$26,580.00
17	4" Underdrain	LF	560	\$32.00	\$17,920.00	\$20.50	\$11,480.00	\$28.00	\$15,680.00
18	6" PVC SDR 35 Storm Lateral w/Granular Backfill	LF	150	\$60.00	\$9,000.00	\$78.70	\$11,805.00	\$70.00	\$10,500.00
19	8" HDPE/PVC Storm Sewer w/Granular Backfill	LF	259	\$56.00	\$14,504.00	\$61.70	\$15,980.30	\$80.00	\$20,720.00
20	12" HDPE Storm Sewer w/Granular Backfill	LF	505	\$65.00	\$32,825.00	\$72.60	\$36,663.00	\$96.00	\$48,480.00
21	24"x36" Catch Basin with Casting	EA	7	\$3,524.00	\$24,668.00	\$4,055.00	\$28,385.00	\$3,715.00	\$26,005.00
22	48" Storm Sewer Manhole with Casting	EA	5	\$4,357.00	\$21,785.00	\$5,155.00	\$25,775.00	\$3,845.00	\$19,225.00
23	Type C Inlet Protection	EA	17	\$100.00	\$1,700.00	\$70.00	\$1,190.00	\$133.00	\$2,261.00
24	6" PVC C900 Class 150 Watermain Relay w/ Granular Backfill	LF	20	\$164.00	\$3,280.00	\$128.00	\$2,560.00	\$225.00	\$4,500.00
25	8" PVC C900 Class 150 Watermain Relay w/ Granular Backfill	LF	3282	\$145.00	\$475,890.00	\$116.00	\$380,712.00	\$150.00	\$492,300.00
26	8" Gate Valve & Valve Box	EA	7	\$6,702.00	\$46,914.00	\$3,271.50	\$22,900.50	\$2,835.00	\$19,845.00
27	Hydrant Assembly	EA	5	\$9,448.00	\$47,240.00	\$8,972.00	\$44,860.00	\$8,570.00	\$42,850.00
28	1" HDPE Water Service Relay w/Granular Backfill (Open Cut) (Includes Corp Stop & Tap)	LF	2040	\$103.00	\$210,120.00	\$113.00	\$230,520.00	\$127.00	\$259,080.00
29	1" HDPE Water Service Relay (Bored) (Includes Corp Stop & Tap)	LF	390	\$79.20	\$30,888.00	\$93.00	\$36,270.00	\$113.00	\$44,070.00
30	Curb Valve & Box (Estimated if Needed)	EA	10	\$477.00	\$4,770.00	\$520.00	\$5,200.00	\$460.00	\$4,600.00
31	1" Water Service Reconnection	EA	16	\$826.00	\$13,216.00	\$830.00	\$13,280.00	\$950.00	\$15,200.00
32	2" Thick, 24" Wide Foam Insulation	LF	200	\$3.30	\$660.00	\$14.40	\$2,880.00	\$7.00	\$1,400.00
33	12" PVC SDR 35 Sanitary Sewer Relay w/ Granular Backfill	LF	20	\$249.00	\$4,980.00	\$162.40	\$3,248.00	\$288.00	\$5,760.00
34	8" PVC SDR 35 Sanitary Sewer Relay w/ Granular Backfill	LF	2271	\$145.00	\$329,295.00	\$151.50	\$344,056.50	\$185.00	\$420,135.00
35	6" PVC SDR 35 Sanitary Lateral w/Granular Backfill (Open Cut)	LF	2100	\$127.00	\$266,700.00	\$120.00	\$252,000.00	\$172.00	\$361,200.00
36	6" Sanitary Lateral (Bore)	LF	390	\$105.00	\$40,950.00	\$120.00	\$46,800.00	\$125.00	\$48,750.00

Item No.	Item Description	UofM	Quantity	Dorner Inc.		Vinton Construction Co		PTS Contractors, Inc	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
37	48" Sanitary Manhole w/ Casting & Internal/External Seal	VF	82.9	\$838.00	\$69,470.20	\$810.50	\$67,190.45	\$795.00	\$65,905.50
38	48" Sanitary Manhole (Outside drop) w/ Casting & Internal/External Seal	VF	13.9	\$877.00	\$12,190.30	\$1,152.00	\$16,012.80	\$2,395.00	\$33,290.50
39	Bedrock Excavation	CY	100	\$150.00	\$15,000.00	\$92.00	\$9,200.00	\$245.00	\$24,500.00
40	Existing sanitary Manhole Chimney Repair w/ Casting & Internal/External Seal	EA	2	\$2,012.00	\$4,024.00	\$2,500.00	\$5,000.00	\$1,905.00	\$3,810.00
Section A Subtotal:					\$2,478,783.50		\$2,549,228.55		\$2,778,333.80

Section B: Cedar Ridge Drive									
41	Paving Mobilization	EA	1	\$3,094.00	\$3,094.00	\$10,000.00	\$10,000.00	\$8,420.00	\$8,420.00
42	Traffic Control	LS	1	\$4,305.00	\$4,305.00	\$25,000.00	\$25,000.00	\$10,432.00	\$10,432.00
43	Common Excavation	CY	2450	\$21.30	\$52,185.00	\$25.45	\$62,352.50	\$23.50	\$57,575.00
44	Geogrid	SY	250	\$1.50	\$375.00	\$2.00	\$500.00	\$1.85	\$462.50
45	1 1/4" Dense Graded Base Course	TON	1400	\$19.00	\$26,600.00	\$15.00	\$21,000.00	\$18.11	\$25,354.00
46	3" Dense Graded Base Course	TON	1700	\$23.60	\$40,120.00	\$17.05	\$28,985.00	\$22.91	\$38,947.00
47	Finish Grading	SY	6200	\$1.90	\$11,780.00	\$0.55	\$3,410.00	\$0.58	\$3,596.00
48	Hot Mix Asphalt Pavement (LT 58-28 S)	TON	2000	\$67.70	\$135,400.00	\$65.50	\$131,000.00	\$69.35	\$138,700.00
49	Tack Coat	GAL	400	\$2.50	\$1,000.00	\$3.00	\$1,200.00	\$3.18	\$1,272.00
50	18"-30" Concrete Curb & Gutter (Spot Replacement)	LF	1300	\$41.10	\$53,430.00	\$49.50	\$64,350.00	\$38.62	\$50,206.00
51	5" Concrete Sidewalk Remove & Replace	SF	3150	\$8.30	\$26,145.00	\$13.25	\$41,737.50	\$7.78	\$24,507.00
52	7" Concrete Sidewalk/Driveway Approach Remove & Replace	SF	300	\$9.70	\$2,910.00	\$11.65	\$3,495.00	\$9.36	\$2,808.00
53	Curb Ramp Detectable Warning Field (24"x60")	EA	1	\$484.00	\$484.00	\$500.00	\$500.00	\$476.46	\$476.46
54	Sawing Pavement	LF	300	\$3.00	\$900.00	\$5.00	\$1,500.00	\$5.30	\$1,590.00
55	Dust Control	LS	1	\$992.00	\$992.00	\$1,000.00	\$1,000.00	\$1,590.00	\$1,590.00
56	Lawn Restoration (Hydro Seeding)	SY	450	\$12.00	\$5,400.00	\$7.20	\$3,240.00	\$9.85	\$4,432.50
57	6" PVC SDR 35 Storm Lateral w/Granular Backfill	LF	36	\$118.00	\$4,248.00	\$73.15	\$2,633.40	\$110.00	\$3,960.00
58	12" HDPE Storm Sewer w/Granular Backfill	LF	103	\$85.00	\$8,755.00	\$68.75	\$7,081.25	\$120.00	\$12,360.00
59	27" RCP Storm Sewer w/Granular Backfill	LF	132	\$186.00	\$24,552.00	\$207.50	\$27,390.00	\$205.00	\$27,060.00
60	24"x36" Catch Basin with Casting	EA	3	\$3,648.00	\$10,944.00	\$3,728.00	\$11,184.00	\$3,425.00	\$10,275.00
61	48" Storm Sewer Manhole with Casting	EA	4	\$6,075.00	\$24,300.00	\$5,900.00	\$23,600.00	\$4,040.00	\$16,160.00
62	6" PVC SDR 35 Sanitary Lateral w/Granular Backfill (Open Cut)	LF	25	\$130.00	\$3,250.00	\$165.00	\$4,125.00	\$231.00	\$5,775.00
63	1 1/4" HDPE Water Service Relay w/Granular Backfill (Open Cut) (Includes Corp Stop & Tap)	LF	15	\$109.00	\$1,635.00	\$80.00	\$1,200.00	\$148.00	\$2,220.00
64	Type C Inlet Protection	EA	11	\$100.00	\$1,100.00	\$70.00	\$770.00	\$135.00	\$1,485.00
65	1 1/4" Water Service Tap and Connection	EA	1	\$1,110.00	\$1,110.00	\$1,800.00	\$1,800.00	\$1,325.00	\$1,325.00
66	Remove Manhole Top and Install Valve Box	EA	2	\$576.00	\$1,152.00	\$1,221.50	\$2,443.00	\$745.00	\$1,490.00
67	Abandon Water Yard Hydrant	EA	2	\$482.00	\$964.00	\$1,548.00	\$3,096.00	\$495.00	\$990.00
68	Existing Sanitary Manhole Chimney Repair w/ Casting & Internal/External Seal	EA	9	\$2,012.00	\$18,108.00	\$2,500.00	\$22,500.00	\$2,055.00	\$18,495.00
69	Existing Storm Structure Chimney Repair w/Casting	EA	2	\$1,478.00	\$2,956.00	\$1,740.00	\$3,480.00	\$1,670.00	\$3,340.00
Section B Subtotal:					\$468,194.00		\$510,572.65		\$475,303.46

Base Bid Total:					\$2,946,977.50		\$3,059,801.20		\$3,253,637.26
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CITY OF CEDARBURG

MEETING DATE: February 23, 2026

ITEM NO: D.

TITLE:

Discussion and possible action on the award of the construction inspection contract for the 2026 Street and Utility Project

ISSUE SUMMARY:

The construction on the 2026 Street and Utility Project is scheduled to begin in April. Typically, staff inspects the annual street and utility project. However, since staff has been unable to fill the Engineering Technician position, construction inspection will need to be hired out.

Staff asked RaSmith to submit a proposal for construction inspection services. RaSmith has provided construction inspection services for the City on a number of past projects, including the business park and the Hanover extension as part of Fox Run. RaSmith's proposal came to a total of \$136,504 based on their hourly rates and an estimated amount of hours required. This total is within the amount budgeted for streets and storm sewer on the 2026 Street and Utility Project.

Their proposed rates are \$112 per hour for construction inspection and \$180 for project manager, which are in line with other engineering firms. This is a time and expense contract, so should an Engineering Technician be hired, then that person would take over the inspection of this project.

STAFF RECOMMENDATION:

Approve

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Due to time constraints to get the project started, the contract had to be taken directly to the Common Council.

BUDGETARY IMPACT:

Approximately \$136,504 from the streets and storm sewer budgets.

ATTACHMENTS:

1. 2026 Streets Inspection Proposal

INITIATED/REQUESTED BY:

Mike Wieser

FOR MORE INFORMATION CONTACT:

Mike Wieser, Engineer/Public Works Director



CREATIVITY BEYOND ENGINEERING

R.A. Smith, Inc.
16745 W. Bluemound Road
Brookfield, WI 53005-5938
(262) 781-1000 | rasmith.com

February 18, 2026

Mr. Mike Wieser
Director of Engineering and Public Works
City of Cedarburg
W63 N645 Washington Avenue
P.O. Box 49
Cedarburg, WI 53012-0049

Re: Proposal for Construction Services for the 2026 Paving Program

Dear Mr. Wieser:

Thank you for giving raSmith the opportunity to provide you with a proposal for professional services. We look forward to working with you on the 2026 Paving Program project. We strive to develop a long-term, mutually beneficial relationship with our clients and are committed to understanding your challenges and developing solutions that meet your needs.

Scope of Services

raSmith will provide construction services for this project consisting in part of approximately: 4200 LF of new roadway, 2300 feet of sanitary main, 1000 feet of storm sewer, curb spot replacement roadway, sidewalk spot replacement, concrete approaches, and asphalt pavement.

The proposed services include:

Construction Administration coordination of the construction contract documents; general contract administration; conduct the preconstruction meeting; submittal review; business coordination, progress meetings; perform spot checks; provide schedule updates, pay requests and change orders; perform visits throughout construction to ensure work is progressing as specified in the project specifications; punch list preparation and project closeout.

We will provide construction observation when the contractor is on site performing work. Generally, there is one inspector per crew that is working. Observations include checking delivered materials to make sure they are in compliance with the specifications, check traffic control devices during the project, recording of elevation and locations of all underground appurtenances with a survey grade GPS, track all quantities that are installed for payment, and take daily pictures of ongoing operations. Observations will be documented in electronic format, and a pdf copy will be e-mailed to City staff.

Record drawings for the utility work will be completed and data sent to the City to update your GIS system.

Completion Schedule

Work is anticipated to start and be completed during the 2026 construction season.



Professional Fees

The above-described services will be provided on a time and expense basis. Fees will be invoiced monthly as the project proceeds.

The primary representative on site will be a Construction Technician supplied at a rate of \$112 per hour. A Construction Manager will be involved with the project at a rate of \$180 per hour. A CAD Technician will be involved for record drawings at a rate of \$125 per hour.

The estimated cost to complete the above-mentioned activities is based on typical contractor production rates. The estimated fees for this proposal are \$136,504.

Usual and customary expenses such as mileage, postage, delivery, and applicable taxes are included in the above estimate, and will be invoiced at cost.

Construction Management and Record Drawings:	\$16,560
Construction Observation	\$119,944

Client Responsibilities/Assumptions

The terms and conditions set forth herein are valid for 30 days from the date of this proposal and are conditioned upon our completion of all services within 365 days.

No additional Geotechnical work is included in this proposal.

Survey layout will be done by the contractor.

Our hourly rates are subject to change on an annual basis.

Our professional fees are based on full days of uninterrupted work to the extent that can reasonably be expected for this type of project. Any unanticipated mobilization resulting from requests for partial days will result in additional fees which are not included in the estimate.

If you would like to authorize raSmith to proceed with your project, please sign the attached Professional Services Agreement Between Client and Professional, and forward a signed copy of the entire Agreement to our office. Once received, we will execute and return a copy for your records. We look forward to working with you on this project.

Sincerely,
raSmith

Paul S. Schafer, P.E.
Director of Construction Services

Enclosure: Contract

Professional Services - '26 Paving Program

Phase/Task by Hour/Personnel	Project Manager	Main Representative	Total Hours	Total Dollars
	\$180	\$112		
Precon Meeting	4	2	6	\$944
Resident/Business Communication			0	\$0
Removal Measurements/Preconstruction Photos	2	16	18	\$2,152
Pay Requests and Change Orders			0	\$0
Site Visits / Admin.	80		80	\$14,400
Traffic Control Inspection		4	4	\$448
Sanitary Sewer		400	400	\$44,800
Water Main			0	\$0
Storm Sewer		160	160	\$17,920
Road Excavation, Stone, Concrete, Paving, Striping		440	440	\$49,280
Record Drawings Data Collection	6	40	46	\$5,560
Mileage				\$1,000
Total	92	1062	1154	\$136,504



PROFESSIONAL SERVICES AGREEMENT
BETWEEN CLIENT AND PROFESSIONAL

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between _____ ("Client") and R.A. Smith, Inc. ("Professional").

Client's Project, of which Professional's services under this Agreement are a part, is generally identified as follows:

_____ ("Project").

Professional's services under this Agreement are generally identified as follows:

_____ ("Services").

Client and Professional further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Professional shall provide or furnish the Services solely for the benefit of Client as set forth in this Agreement and in the attached proposal. If authorized by Client, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above ("Additional Services").

2.01 *Payment Procedures*

- A. *Invoices:* Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of invoice date. If Client fails to make any payment due Professional for Services, Additional Services, and expenses within 30 days after receipt of Professional's invoice, then (1) the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Professional may, after giving seven days written notice to Client, suspend Services under this Agreement until Professional has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Client waives any and all claims against Professional for any such suspension.
- B. *Payment:* As compensation for Professional providing or furnishing Services and Additional Services, Client shall pay Professional as set forth in this agreement. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Professional in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment*

- A. Client shall pay Professional for Services in the amount and manner provided in the attached proposal.
- B. *Additional Services:* Unless specified in the attached proposal, for Additional Services, Client shall pay Professional an amount equal to the cumulative hours charged in providing the Additional Services by each class of Professional's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Professional's consultants' charges, if any.

3.01 *Suspension and Termination*

- A. The obligation to continue performance under this Agreement may be suspended:
 - 1. *By Client:* Client may suspend the Project for up to 90 days upon seven days written notice to Professional.
 - 2. *By Professional:* Professional may, after giving seven days written notice to Client, suspend services under this Agreement if Client has failed to pay Professional for invoiced services and expenses, as set forth in this Agreement.
- B. The obligation to continue performance under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Professional for its services is a substantial failure to perform and a basis for termination.
 - b. By Professional:
 - 1) upon seven days written notice if Client demands that Professional furnish or perform services contrary to Professional's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Professional's Services are delayed for more than 90 days for reasons beyond Professional's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
 - c. By Client, for convenience, effective upon Professional's receipt of written notice from Client

- d. Professional shall have no liability to Client on account of a termination for cause by Professional.
 - e. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under this section if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
- C. In the event of any termination under this section, Professional will be entitled to invoice Client and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Professional's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Client and Professional are hereby bound and the successors, executors, administrators, and legal representatives of Client and Professional are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Client nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Professional to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Professional and not for the benefit of any other party.

5.01 *General Considerations*

A. Standard of Care

The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Professional. Subject to the foregoing standard of care, Professional and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

B. Design Without Construction Phase Services

Professional shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Professional have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Professional shall not be responsible for the acts or omissions of any Constructor. Professional neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.

C. Opinions of Cost

Professional's opinions (if any) of probable construction cost are to be made on the basis of Professional's experience, qualifications, and general familiarity with the construction industry. However, because Professional has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Professional cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Professional. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate. Professional shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Professional or its consultants.

D. Use of Documents

All documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Professional of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:

1. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Professional, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Professional;

2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Professional, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Professional or to its officers, directors, members, partners, agents, employees, and consultants;
3. Client shall indemnify and hold harmless Professional and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Professional; and
4. Such limited license to Client shall not create any rights in third parties.

E. Liability

To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Professional and Professional's officers, directors, employees, and Consultants, to Client and anyone claiming by, through, or under Client for any and all injuries, claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project, Professional's or its Consultants services or this Agreement from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of Professional or Professional's officers, directors, employees, or Consultants shall not exceed the total amount of \$100,000 or the total compensation received by Professional under this Agreement, whichever is less.

F. Indemnification

To the fullest extent permitted by Laws and Regulations, Client shall indemnify and hold harmless Professional and Professional's officers, directors, employees, and Consultants from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of Professionals, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of the Client or Client's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Client with respect to this Agreement or to the Project.

G. Dispute Resolution

Client and Professional agree to negotiate each dispute between them in good faith during the 30 days after written notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law. The venue for all disputes shall be the state of Wisconsin. Attorney fees will be borne by the non-prevailing party.

H. Governing Law

This Agreement is to be governed by the law of the state of Wisconsin.

6.01 *Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Client and Professional and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Nothing in this Agreement between Professional and Client shall create a contractual relationship between either Professional and Client and an outside third party.

7.01 *Lien Notice*

- A. As required by the Wisconsin construction lien law, Professional hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned Professional, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Professional agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien Professionals are duly paid.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Project Name: _____

Client: _____

Professional: R.A. Smith, Inc. _____

By: _____

By: _____

Print name: _____

Print name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Address for Client's receipt of notices:

Address for Professional's receipt of notices:

R.A. Smith, Inc.

16745 West Bluemound Road

Brookfield, WI 53005

Client's Phone: _____

Professional's Phone: _____

Client's Email: _____

Professional's Email: _____

CITY OF CEDARBURG

MEETING DATE: February 23, 2026

ITEM NO: E.

TITLE:

Discussion and possible action on proposal for Engineering Technician Recruitment Services - Innovative Public Advisors.

ISSUE SUMMARY:

The Engineering Technician position has been vacant for seven months, despite extensive recruitment efforts and adjustments to broaden the applicant pool. The City has not received any qualified applicants.

To increase interest, the City reduced the minimum education requirement from a bachelor's degree to an associate degree and advertised the position on the City website, Indeed, Handshake, and local colleges. The salary range is competitive with surrounding communities hiring for similar technical roles. Despite these efforts, the position remains unfilled.

Innovative Public Advisors (IPA), a Wisconsin-based municipal recruitment firm, has submitted a proposal to conduct a targeted, professional recruitment process for the Engineering Technician position. We reached out to another reputable firm that has done recent neighboring communities hiring but they do not have staff currently available to assist with our hiring.

PROPOSAL OVERVIEW

IPA offers a full-service recruitment approach tailored to municipal technical positions. Their proposal includes:

Recruitment Marketing

- Review and enhance the position description, recruitment brochure, and landing page.
- Advertise through the Wisconsin Society of Professional Engineers, League of Wisconsin Municipalities, and LinkedIn.
- Promote the position to IPA's network and "extensive LinkedIn connections (10,000+)" with targeted outreach to municipal engineering professionals.

Application & Interview Process

- Recruit applicants, collect and screen application materials, and recommend qualified candidates.
- Coordinate and facilitate in-person interviews with City staff.

Candidate Selection & Offer

- Assist with crafting the offer letter, including salary and benefits.
- Prepare a press release and announcement timeline.

IPA Partner Jay Shambeau, ICMA-CM, MPA, would serve as the lead recruiter. The proposal highlights his 32 years of municipal leadership experience, including work with engineering, public works, utilities, and infrastructure-focused departments.

STAFF RECOMMENDATION:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT:

\$9,750 General Fund - Use of Fund Balance

ATTACHMENTS:

1. City-of-Cedarburg-Recruitment-Proposal-Engineering Technician

INITIATED/REQUESTED BY:

Mikko Hilvo

FOR MORE INFORMATION CONTACT:

Mikko Hilvo, City Administrator



Innovative
Public Advisors

**Proposal for Executive
Recruitment Services**

February 12, 2026

Innovative Public Advisors

Proposal for the City of Cedarburg Engineering Technician Executive Recruitment Services

Dear Administrator Mikko Hilvo:

Innovative Public Advisors (IPA) is pleased to submit this proposal to provide professional recruitment services for the City of Cedarburg's Engineering Technician position.

IPA offers a modern, efficient, and highly responsive recruitment approach that balances urgency with quality. Our process leverages deep professional networks, proactive outreach, and thorough screening to identify and engage highly qualified municipal engineering professionals. We manage the full recruitment lifecycle, from refining position profiles and conducting targeted outreach to coordinating interviews and supporting final selection.

IPA Partner Jay Shambeau, ICMA-CM, MPA, will serve as the lead recruiter and primary point of contact. Jay brings more than 32 years of municipal leadership experience, including extensive work with public works, engineering, utilities, and infrastructure-focused departments. He will work closely with City leadership to define ideal candidate profiles, oversee screening and evaluation, facilitate interviews, and assist with finalist selection and onboarding support.

Innovative Public Advisors is a Wisconsin-based public sector consulting and recruitment firm dedicated exclusively to serving municipalities. Founded by experienced municipal administrators, IPA combines practical local government experience with innovative recruitment strategies to help communities attract skilled, service-oriented professionals aligned with organizational culture and long-term goals.

We appreciate the opportunity to be considered and would be honored to assist the City of Cedarburg. We look forward to partnering with the City to deliver a successful recruitment process.

Sincerely,



Jess Wildes, MPA, MS
Partner, Innovative Public Advisors
jess@public-advisors.com | 262-339-5658



Jay Shambeau, ICMA-CM, MPA
Partner, Innovative Public Advisors
jay@public-advisors.com | 262-355-6102



Innovative Public Advisors

Scope of Work

- **Recruitment Marketing**
 - Review and enhance position description, profile brochure, custom landing webpage, and marketing materials.
 - Advertise position on Wisconsin Society of Professional Engineers, League of Wisconsin Municipalities, and LinkedIn.
 - Promote position to IPA network and extensive LinkedIn connections (10,000+) with targeted outreach to dynamic municipal engineering professionals.
- **Application and Interview Process**
 - Recruit applicants, collect application materials, review/screen candidates, and make recommendations to hiring team.
 - Coordinate in-person interviews with hiring team.
IPA staff will be present to facilitate the entire process.
- **Candidate Selection and Offer**
 - Assist administration in crafting the offer letter, including salary and benefits.
 - Prepare press release and develop announcement timeline.

Recruitment Timeline

- Week 1: Contract approval, project kickoff, and development of marketing materials.
- Weeks 2-5: Position announcement, recruit and review/screen candidates.
- Week 6: Initial applicant reviews, and schedule interviews.
- Week 7: Interview, candidate selection, and offer letter.

IPA is willing to fully adjust the timeline based on the City's preferences.

Project Budget

Total Cost: \$9,750.00 (Flat Fee)

Fee includes all marketing, project expenses, and travel to the City of Cedarburg.

Contract and payment schedule to follow upon approval.

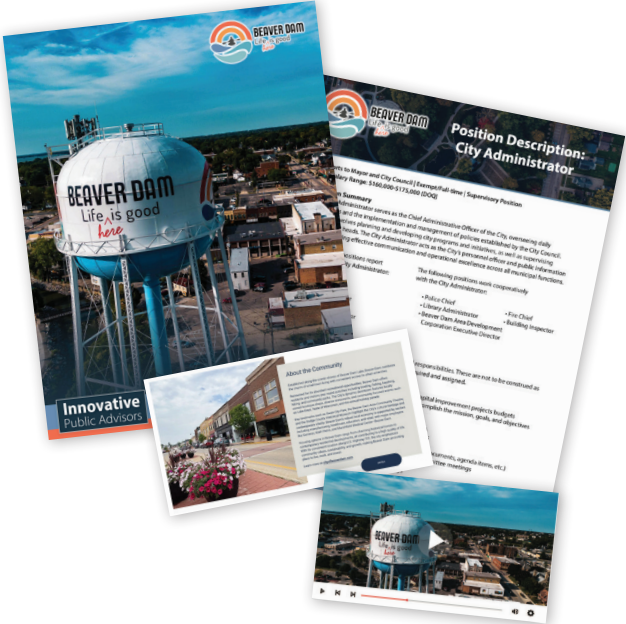
Executive Recruitment References

The IPA team has decades of experience in executive recruitment and strategic communications. IPA was hired and successfully conducted more than **35 executive searches in the last year.**

City of Beaver Dam

*Interim City Administrator
City Administrator Executive Recruitment*

The City of Beaver Dam engaged Innovative Public Advisors (IPA) to provide interim City Administrator services (30 hours per week) and to lead the executive recruitment for its next permanent City Administrator. IPA supported the City through a key leadership transition by delivering experienced interim management, ensuring continuity of operations, and collaborating closely with elected officials and department heads. In addition to managing a professional and inclusive recruitment process, IPA Partner Jay Shambeau facilitated a strategic workshop with the Common Council to help guide the transition and lay a foundation for long-term leadership success.



Reference: Mayor Bobbi Marck
mayor@ci.beaverdam.wi.gov, 920-382-1356

Village of Dane

Village Administrator and Clerk/Treasurer Executive Recruitment and Governance/Position Development

The Village of Dane engaged IPA to support its transition to a Board/Administrator form of government. IPA partnered with Village leaders to develop the Board/Administrator governance ordinance, craft the position description for Dane’s first Village Administrator, and update the employee handbook to align with the new structure. Building on this foundation, IPA then led the recruitment process—designing recruitment marketing materials, promoting the position, and guiding the Village through interviews, selection, and contract negotiations. These efforts culminated in the successful hiring of Dane’s first Village Administrator followed by its next Clerk/Treasurer.



Reference: Village Board President Donald Postler
DPostler@vi.dane.wi.gov, 608-849-5422

Innovative Public Advisors

Advancing local government a different way—the IPA way.

Innovative Public Advisors (IPA) is a premier public sector executive recruitment and strategy firm dedicated to empowering municipalities with tailored solutions that enhance leadership, optimize operations, and drive positive community impact.

Founded by experienced municipal professionals Jay Shambeau, ICMA-CM, MPA, and Jess Wildes, MPA, IPA offers a wide range of services. With a focus on delivering innovative, sustainable solutions, IPA is committed to helping local governments navigate complex challenges and strengthen their capacity to serve their communities effectively.

Services



**Executive Recruitment
and Interim Services**



**Economic Development
and Grant Writing**



**Strategic and Specialty
Plan Development**



**Professional Coaching
and Mentorship**



**Communications and
Marketing Strategies**



**Governance Training
and Facilitated Workshops**

IPA Team

Innovative Public Advisors is led by partners Jess Wildes and Jay Shambeau, two seasoned professionals with extensive experience in public sector management and strategic consulting.

Together, they bring a wealth of expertise in government administration, operations, communications, and leadership development—offering innovative solutions to help local governments thrive.



JAY SHAMBEAU

 ICMA-CM, MPA

jay@public-advisors.com | 262-355-6102

EDUCATION

MASTER OF PUBLIC ADMINISTRATION

UW - Oshkosh

BACHELOR OF SCIENCE

Regional Analysis and Geography, UW - Green Bay

LEADERSHIP WISCONSIN

UW-Madison, 2014

ACCOLADES

Credentialed Manager
International City/County
Management Association, 2024

Recipient of ICMA's prestigious
30 Years of Service Award

SERVICE

Rotary International
West Bend Sunrise Rotary Club

Boys and Girls Club of
Washington County
Board Member

United Way of Washington
County, Campaign Co-Chair

West Bend Area Chamber of
Commerce, Board Member

West Bend Tourism
Commission, Chairman

Kettle Moraine Lutheran High
School, Board Member and
President

INNOVATIVE PUBLIC ADVISORS, PARTNER

Jay is a highly experienced public sector professional with 32 years of expertise in city and county government management, strategic planning, and public policy. Jay has worked with municipalities of all sizes to drive organizational efficiency, enhance governance, and secure critical funding. His background includes leading complex projects, facilitating collaborative planning efforts, and providing executive coaching to local government leaders. Jay is known for his relationship skills and practical approach, blending deep knowledge of governmental processes with a commitment to delivering impactful results. His leadership and insight have helped numerous local governments achieve their goals and navigate the challenges of an ever-evolving public sector landscape.

CITY ADMINISTRATOR

City of West Bend, West Bend, Wisconsin, 2016–2025

- Responsible for the administration of daily city operations and implementing policies established by the City Council.
- Oversaw a \$30M budget, led economic development activities, managed a department head team, fostered community engagement, ensured efficient delivery of services, and promoted the city's growth and development.

ASSOCIATE

Public Administration Associates, LLC, Wisconsin, 2024

PLANNING AND PARKS ADMINISTRATOR

Washington County, Wisconsin, 2014-2016

COUNTY ADMINISTRATOR

Calumet County, Wisconsin, 2008-2014

- Responsible for the daily operations of county government, ensuring efficient delivery of services and adherence to budgetary guidelines.
- Collaborated with elected officials, managed staff, and facilitated communication between departments to promote effective governance and community engagement.

VILLAGE ADMINISTRATOR

Village of Kewaskum, Wisconsin, 2006-2008

- Responsible for the management of municipal operations, including implementing policies set by the Village Board and managing all departments.
- This position involved budgeting, community planning, economic development, and fostering relationships to ensure effective service delivery and enhance community development.

PLANNING DIRECTOR

Clark County, Wisconsin, 1993-2006



JESS WILDES MPA, MS

jess@public-advisors.com | 262-339-5658

EDUCATION

MASTER OF PUBLIC ADMINISTRATION

University of Wisconsin
Oshkosh

MASTER OF SCIENCE

Integrated Marketing
Communications
Eastern Michigan University

BACHELOR OF ARTS

College of Saint Benedict &
Saint John's University

SERVICE

Rotary International
West Bend Sunrise Rotary Club

International City/County
Management Association
(ICMA) Assistant Chief
Administrative Officer (CAO)
Committee Member

Wisconsin Economic
Development Association
(WEDA) Board Member

Mid-Moraine Municipal
Court Board Member

Downtown West Bend Business
Improvement District (BID)
Board Executive Director

Visit Washington County Board
Member and Vice President

Honored as one of ELGL's
"Top 100 Influencers in
Local Government"

INNOVATIVE PUBLIC ADVISORS, PARTNER

Jess is a seasoned strategist specializing in local government communications, public relations, and grant acquisition. With a proven track record of securing significant local, state, and federal funding, Jess has helped municipalities access critical resources to support community development, infrastructure, and essential services. Her work also includes crafting effective communication strategies, enhancing public engagement, and building transparent, trust-based relationships between local governments and their communities. With her expertise in both strategic messaging and grant writing, Jess is committed to helping local governments secure the resources they need while fostering strong, effective communication.

ASSISTANT CITY ADMINISTRATOR

City of West Bend, West Bend, Wisconsin, 2020–2025

Also served as Communications and Economic Development Director

- Performed economic development activities to promote business development, retention, and job creation.
- Coordinated with all departments to increase the quality and consistency of the city organization's messaging and content.
- Acquired alternative revenue sources through grants (\$6.5+ million), fundraising and partnerships.
- Set strategy and managed a talented team of professionals responsible for community television programming, social media, public relations, internal and external communications, brand management, and tourism promotion.
- Built meaningful relationships with constituents, community leaders, business owners, state-level officials, and economic developers.
- Managed five city departments: Assessors, Communications, City Clerk, Human Resources, and Information Technology.

DIRECTOR OF COMMUNICATIONS & MARKETING

Museum of Wisconsin Art, West Bend, Wisconsin, 2017–2020

SENIOR ACCOUNT EXECUTIVE

Trefoil Group, Milwaukee, Wisconsin, 2016–2017

DIRECTOR OF RECRUITMENT MARKETING

Mount Mary University, Milwaukee, Wisconsin, 2013–2016

Northland College, Ashland, WI, 2009–2013

Innovative
Public Advisors

CITY OF CEDARBURG

MEETING DATE: February 23, 2026

ITEM NO: F.

TITLE:

Discussion and possible action on authorization to proceed with Focused Groundwater Sampling for Emerging Contaminants at Former Prochnow Landfill Site

ISSUE SUMMARY:

The former Prochnow Landfill site has been under investigation and remediation planning for **over 30 years**. As part of the Wisconsin Department of Natural Resources (WDNR) requirements, the City must finalize the **Site Investigation Report (SIR)** before a **Remedial Action Plan** can be developed and submitted.

Recent WDNR directives and legal rulings require testing for **PFAS (per- and polyfluoroalkyl substances)** and **1,4-dioxane** as emerging contaminants. These substances were historically excluded from groundwater sampling due to the absence of enforceable standards. However, updated health advisories and USEPA standards now mandate their inclusion.

Proposal Summary:

- **Consultant:** Ramboll Americas Engineering Solutions, Inc.
- **Scope:** Collect groundwater samples from six monitoring wells (MW-1D, MW-1B, MW-2D, MW-2B, MW-4D, MW-4B) for PFAS and 1,4-dioxane analysis using USEPA-approved methods.
- **Purpose:** Complete WDNR-required testing to finalize the SIR and determine if additional delineation is needed prior to remedial planning.
- **Schedule:** Sampling during the next quarterly event (week of March 23, 2026); results expected within 10–15 business days after lab receipt.
- **Budget:** Work will be completed within the previously approved budget (October 2025). Additional costs will only occur if further sampling is required based on results.

Action Requested:

Council approval to:

1. **Authorize execution** of Ramboll Proposal No. P8413M-26032 for focused groundwater sampling.
2. **Direct staff** to coordinate with Ramboll and WDNR to ensure compliance and timely completion of the SIR.

STAFF RECOMMENDATION:

Approve

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT:

ATTACHMENTS:

1. REH Proposal-Emerging Contaminant GW Sampling_02 17 2026

INITIATED/REQUESTED BY:

Mikko Hilvo

FOR MORE INFORMATION CONTACT:

Mr. Craig Dousharm
Mercury Marine
P.O. Box 1939
Fond du Lac, WI 54936

Mr. Mikko Hilvo
City of Cedarburg Administrator
W63 N645 Washington Avenue
Cedarburg, WI 53012

Mr. Eric Ryer
Town of Cedarburg Administrator
1293 Washington Avenue
Cedarburg, WI 53012

**PROPOSAL FOR GROUNDWATER SAMPLING FOR EMERGING CONTAMINANTS
FORMER PROCHNOW LANDFILL, CEDARBURG, WISCONSIN**

Dear Messrs. Dousharm, Hilvo, and Ryer:

Ramboll Americas Engineering Solutions, Inc. (Ramboll) is pleased to present this proposal to the Prochnow Group for conducting focused groundwater sampling for emerging contaminants at the former Prochnow Landfill in Cedarburg, Wisconsin. The scope of work outlined herein was developed in response to correspondence from the Wisconsin Department of Natural Resources (WDNR), which requested an evaluation of the potential presence of per- and polyfluoroalkyl substances (PFAS) and other relevant emerging contaminants that may have been handled or disposed of at the site, as part of the ongoing site investigation. Historically, PFAS testing has been excluded from the groundwater sampling program due to the absence of enforceable standards for PFAS within Wisconsin. However, recent legal developments—including the Wisconsin Manufacturers and Commerce (WMC) and Leather-Rich, Inc. vs. WDNR court decisions—have affirmed the WDNR’s authority under Wis. Stat. ch. 292 (the Spills Law) to regulate PFAS as hazardous substances, independent of a statutory requirement to promulgate specific rules identifying such substances.

The Wisconsin Department of Health Services (WDHS) has issued drinking water health advisories for 18 PFAS compounds consistent with the USEPA’s finalized 2024 standards. These advisories establish a maximum contaminant level (MCL) of 4 parts per trillion (ppt or ng/L) for PFOA and PFOS, and set limits of 10 ppt for PFNA, PFHxS, and GenX. Additionally, a hazard index of 1 applies to combinations of these substances. Consequently, the WDNR recommends PFAS testing at sites with potential historical use or disposal of these chemicals and advises utilizing WDHS numerical drinking water health advisory levels when assessing public health risks associated with PFAS exposure.

The current groundwater sampling plan includes monitoring for the emerging contaminant 1,4-dioxane. Due to the detection of low concentrations of

February 17, 2026

Ramboll
234 W. Florida Street
Fifth Floor
Milwaukee, WI 53204
USA

T +1 414 837-3607
F +1 414 837 3608
www.ramboll.com

Ref. P8413M-26032

1,1,1-TCA¹—slightly above detection limits—in three site monitoring wells (0.078 µg/L at MW-8BD in 2007, 0.26 µg/L at MW-3S in 2016, and 0.18 J µg/L at MW-16S in 2024), additional sampling is proposed to confirm that 1,4-dioxane does not exceed regulatory standards in groundwater.

According to WDNR’s current interpretation, completion of testing for these emerging contaminants is required in order to deem the site investigation complete.

The subsequent sections provide a detailed discussion of the proposed scope of services, projected timeline, and estimated costs associated with conducting targeted groundwater sampling for these emerging contaminants.

SCOPE OF SERVICES

Ramboll intends to collect groundwater samples for PFAS/PFOA and 1,4-dioxane analysis from monitoring wells MW-1D, MW-1B, MW-2D, MW-2B, MW-4D, and MW-4B as shown in Figure 1, during the upcoming quarterly groundwater sampling event scheduled for the week of March 23, 2026. Sampling will be conducted using low-flow groundwater sampling methodologies consistent with previously established protocols, employing a peristaltic pump fitted with PFAS-free, disposable high-density polyethylene (HDPE) tubing. New HDPE tubing will be used for each sample at every well location. To reduce the risk of cross-contamination, personnel will use a new pair of powder-free nitrile gloves for the collection of each sample. Any non-disposable groundwater sampling equipment will undergo thorough decontamination between each sampling location using an Alconox[®] solution, followed by rinsing with laboratory-supplied PFAS-free deionized water.

Groundwater samples will be transferred directly into laboratory-provided containers, which will be securely sealed, properly labeled, and immediately placed on ice for transport under chain-of-custody protocols to Eurofins Environment Testing (Eurofins), a Wisconsin-certified laboratory. The analysis for PFAS will utilize USEPA Method 1633A. For quality assurance, one duplicate groundwater sample will be collected, along with one PFAS field blank per sampling day and one trip blank per sample cooler; all will be included in the shipping container and analyzed for PFAS. Additionally, one PFAS matrix spike and matrix spike duplicate groundwater sample will be obtained.

The groundwater samples collected for 1,4-dioxane will be submitted to Eurofins for laboratory analysis using USEPA Method 8270SIM. One duplicate groundwater sample will be collected, one field blank per sampling day, and one trip blank per sample cooler will be included in the shipping container and will be analyzed for 1,4-dioxane. The laboratory analysis for both PFAS and 1,4-dioxane will be conducted using a standard 10-day turnaround time.

DATA EVALUATION AND REPORTING OF RESULTS

Ramboll will submit all sampling data to the WDNR within 10 days of receiving the laboratory analytical reports, in accordance with WAC NR 716.14. The data will be tabulated, and PFAS results will be assessed against the WDHS numerical drinking water health advisory levels, while 1,4-dioxane results will be compared to the WAC NR 140 Enforcement Standard (ES) and Preventive Action Limit (PAL) for

¹ Industry resources indicate that 1,4-dioxane was used as a stabilizer for 1,1,1-TCA. These chemical stabilizers in solvents/solvent mixtures are often found at low percentages within the overall chemical composition of the solvent product.

groundwater. The results will be integrated into the comprehensive *Site Investigation Report* to be prepared for the site.

ESTIMATED COSTS

The services outlined herein will be conducted within the existing budget allocated for the quarterly groundwater sampling scope previously approved by the Prochnow Group in October 2025 (Ramboll Change Order Proposal dated September 19, 2025). The previously approved scope is tracked under Ramboll Project Number 1690004767-002_Conv. After the results from the targeted PFAS and 1,4-dioxane sampling event are received, Ramboll will inform the Prochnow Group if further sampling is required to delineate PFAS impacts if results exceed WDHS numerical drinking water health advisory levels. If no exceedances are detected, Ramboll will confirm that additional sampling is not necessary. If further sampling is required, Ramboll will prepare a comprehensive scope of work detailing the proposed activities, including an estimated cost and project timeline. Any such additional project activities will commence upon receipt of your formal authorization to proceed.

PROPOSED SCHEDULE

Following authorization of this proposal by the Prochnow Group, Ramboll will plan for the focused PFAS and 1,4-dioxane groundwater sampling activities. Groundwater sampling will be scheduled to occur during the next regularly scheduled quarterly event and is presently anticipated to be conducted in March 2026. The analytical results will be available approximately 10 to 15 business days after laboratory receipt of the samples. Following receipt and evaluation of the groundwater sample results, Ramboll will prepare the necessary results notifications to the Prochnow Group and for subsequent submittal to the WDNR.

CLOSING

Ramboll appreciates the opportunity to provide environmental services to the Prochnow Group. If you find this proposal acceptable, please have a copy of the proposal executed and return it to Ramboll as our authorization to proceed. If you have any questions concerning the information contained herein, please feel free to contact us.

Yours sincerely,

Ramboll Americas Engineering Solutions, Inc.



Abby Reichling, PE
Senior Managing Consultant

D +1 262 901 3513
areichling@ramboll.com



Scott W. Tarmann, PE
Principal

D +1 262 901 0093
starmann@ramboll.com



AUTHORIZATION TO PROCEED

Ramboll Proposal No. P8413M-26032, dated February 17, 2026, for Focused Emerging Contaminant Groundwater Sampling at the Former Prochnow Landfill, Cedarburg, Wisconsin

Prochnow Group Signature Acceptance:

City of Cedarburg

Signature

Printed Name

Title

Date

Mercury Marine

Signature

Printed Name

Title

Date

Town of Cedarburg

Signature

Printed Name

Title

Date

FIGURE



Legend

- Monitoring Well
- DNR Temp Well
- Municipal Well
- Landfill Waste Boundary
- Parcel Line

Aerial imagery courtesy of Southeastern Wisconsin Regional Planning Commission (2020 orthoimagery)

PROPOSED PFAS AND 1,4-DIOXANE SAMPLING LOCATIONS
 FORMER PROCHNOW LANDFILL SITE
 TOWN OF CEDARBURG, WI

FIGURE
1
 1690004767

DRAFTED BY: TLB DATE: 10/3/2023



**CITY OF CEDARBURG
Common Council
February 9, 2026
Minutes**

1. CALL TO ORDER

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 9, 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

Present - Mayor Patricia Thome, Council Members Melissa Bitter (arrived at 7:01), Jim Fitzpatrick, Kristin Burkart, Amanda Didier, Robert Simpson, Kristian Lindo, Mark Mueller

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

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 provided to the public by posting in accordance with the Wisconsin Open Meetings Law.

6. COMMENTS AND SUGGESTIONS FROM CITIZENS

None.

7. NEW BUSINESS

A. *Discussion and possible action on the award of the construction contract for the South Washington Avenue Reconstruction Project*

Director of Engineering & Public Works Michael Wieser explained the bids that were received. He is recommending Vinton Construction Company, who submitted the lowest bid, and has successfully completed projects in Cedarburg in the past. The bid came in under budget; Council Member Simpson inquired if the cost savings could be applied to helping control traffic on the side streets that vehicles will be rerouted to. Discussion was held.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to award the construction contract for the South Washington Avenue Reconstruction project to Vinton Construction Company not to exceed \$3,293,003.20. The motion carried unanimously.

B. *Discussion and possible action on the award of the submittal review and construction staking contract for the South Washington Avenue Reconstruction Project*

Director of Engineering & Public Works Michael Wieser explained the proposal provided by DB Sterlin + M Squared regarding construction staking and submittal review.

A motion was made by Council Member Mueller, seconded by Council Member Simpson, to approve the proposal submitted by DB Sterlin + M Squared for the construction staking not to exceed \$45,235 and submittal review not to exceed \$860 per submittal. The motion carried unanimously.

C. *Discussion and possible action on the award of the construction inspection contract for the South Washington Avenue Reconstruction Project*

Director of Engineering & Public Works Michael Wieser outlined the need to hire a company to provide construction inspection services. Wieser recommended RaSmith, who has provided quality inspection services for Cedarburg in the past. The discussion also included the City's vacant Assistant Engineer position. Once filled, this role will help support inspection efforts on future road projects.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Mueller, to approve RaSmith for the construction inspection contract in the estimated

amount of \$160,776. The motion carried unanimously.

D. Discussion and possible action on approval of an Outdoor Alcohol Beverage License for Camp Bar, W63 N664 Washington Avenue.

City Administrator Hilvo explained the application, noting the square footage and layout of the outdoor space is the same as Art of Joy (the previous occupant of this property). The conditions set forth by the Landmarks Commission and supported by the Plan Commission are as follows:

1) Sales/service of alcohol at the outdoor patio bar and outdoor consumption of alcohol in/on the outdoor patio area shall be permitted only during those hours that the principal indoor bar area is also fully open for use and business.

2) Patron ingress/egress to the outdoor patio area must be routed through the principal building vs entering or exiting directly to/from the sidewalk by walking along the north or south side of the building. It shall be the applicant's responsibility to ensure this condition is enforced at all times.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Simpson, to approve the Outdoor Alcohol Beverage License for Camp Bar, subject to the stipulations set by the Landmarks Commission.

E. Discussion and possible action on approval of an Amplified Sound Permit for Camp Bar, W63 N664 Washington Avenue.

Camp owner Paul Hackbarth explained he is applying for the Amplified Sound Permit for the occasional times they may have live music.

Public Comment

Brook Brown W62 N667 Riveredge Drive
Brook expressed concern about music and noise.

Terry King W63 N762 Sheboygan Road
Terry explained amplification is often a necessary tool used to balance live music.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Mueller, to approve an Amplified Sound Permit for Camp Bar, W63 N664 Washington Avenue. The motion carried unanimously.

8. CONSENT AGENDA

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

A. Discussion and possible action on approval of January 26, 2026 Common Council Meeting Minutes

B. Discussion and possible action on payment of bills dated 01/23/2026-01/30/2026, transfers from 01/24/2026-02/06/2026, and payroll from

01/18/2026-01/31/2026.

The motion carried unanimously.

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

A. Administrator's Report

None.

10. COMMUNICATIONS

A. Comments and suggestions from Council Members

Council Member Didier invited people to attend the Lincoln Russell Jazz Quartet, in honor of Black History Month, sponsored by the Diversity Committee.

B. Mayor's Report

None.

11. ADJOURNMENT

A motion was made by Council Member Mueller, seconded by Council Member Burkart, the adjourn the meeting at 7:37 p.m. The motion carried unanimously.

DRAFT

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/06/2026	PWBDD	52557	AXON ENTERPRISE INC	EQUIPMENT OUTLAY	500380	522120	11,404.15
02/06/2026	PWBDD	52559*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	533210	19.03
				OPERATING SUPPLIES	500350	533210	23.81
				OPERATING SUPPLIES	500350	533210	2.51
				MAINTENANCE PARTS	500353	533210	47.33
				MAINTENANCE PARTS	500353	533210	10.78
				SNOW AND ICE MATERIALS	500450	533450	55.75
				REPAIR AND MAINTENANCE	500240	555510	92.57
				REPAIR AND MAINTENANCE	500240	555510	62.99
				CHECK PWBDD 52559 TOTAL FOR FUND 100:			<u>314.77</u>
02/06/2026	PWBDD	52560	BLAIN'S FARM & FLEET	REPAIR AND MAINTENANCE	500240	555510	228.98
02/06/2026	PWBDD	52561	CALLAHAN BLUM, ERIN	PROFESSIONAL SERVICES	500210	555140	448.00
02/06/2026	PWBDD	52563	CEDARBURG OVERHEAD DOOR LLC	REPAIR AND MAINTENANCE	500240	522100	244.00
02/06/2026	PWBDD	52565	CHARTER COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	500225	522110	584.00
				TELEPHONE/COMMUNICATIONS	500225	522110	423.30
				CHECK PWBDD 52565 TOTAL FOR FUND 100:			<u>1,007.30</u>
02/06/2026	PWBDD	52567	COMMUNITY UNITED METHODIST CHURCH	OTHER EXPENSES	500390	555140	150.00
02/06/2026	PWBDD	52568	COMPASS MINERALS AMERICA, INC	SALT	500450	533450	1,803.76
02/06/2026	PWBDD	52569	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	45.78
				OFFICE SUPPLIES	500310	515600	53.37
				CHECK PWBDD 52569 TOTAL FOR FUND 100:			<u>99.15</u>
02/06/2026	PWBDD	52570	CONLEY MEDIA, LLC	LEGAL PUBLICATIONS	500325	514100	273.58
02/06/2026	PWBDD	52571*#	DIGITAL EDGE OF WISCONSIN LLC	OFFICE SUPPLIES	500310	513300	379.00
02/06/2026	PWBDD	52572	DOVENMUEHL MORTGAGE	OVERPAYMENT OF TAXES	261400	000000	5,332.92
02/06/2026	PWBDD	52573	ELIZABETH ROLLAND	PROFESSIONAL SERVICES	500210	555140	290.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/06/2026	PWBDD	52575	FASTENAL COMPANY	MAINTENANCE PARTS	500353	533210	30.96
02/06/2026	PWBDD	52577	FIRST WISCONSIN NATIONAL BANK OF	OVERPAYMENT OF TAXES	261400	000000	75.00
02/06/2026	PWBDD	52578	FIVE CORNERS DODGE	REPAIR AND MAINTENANCE	500240	522120	551.75
02/06/2026	PWBDD	52580*#	GALLS, LLC	UNIFORMS	500346	522110	331.02
				UNIFORMS	500346	522120	231.35
				CHECK PWBDD 52580 TOTAL FOR FUND 100:			<u>562.37</u>
02/06/2026	PWBDD	52581	GILA LLC	OTHER EXPENSES	500390	515600	15.00
02/06/2026	PWBDD	52582	GOLLNICK & SONS TREE SERVICE	MAINT/CONTRACTED SERVICES	500290	555510	5,700.00
02/06/2026	PWBDD	52584	GRAINGER	MAINTENANCE PARTS	500353	533210	81.82
02/06/2026	PWBDD	52585	GUTHRIE & FREY	REPAIR AND MAINTENANCE	500240	533210	967.87
02/06/2026	PWBDD	52586	HI-LINE, INC	MAINTENANCE PARTS	500353	533210	580.32
02/06/2026	PWBDD	52587#	HOME DEPOT CREDIT SERVICES	REPAIR AND MAINTENANCE	500240	518100	438.00
				OPERATING SUPPLIES	500350	533210	278.23
				CHECK PWBDD 52587 TOTAL FOR FUND 100:			<u>716.23</u>
02/06/2026	PWBDD	52590	JACQUELINE E.W.JANZ	PROFESSIONAL SERVICES	500210	555140	56.00
02/06/2026	PWBDD	52593	KLINGSPOR	MAINTENANCE PARTS	500353	533210	562.56
02/06/2026	PWBDD	52594	MILLER-BRADFORD AND RISBERG	MAINTENANCE PARTS	500353	533210	692.10
				MAINTENANCE PARTS	500353	533210	(135.73)
				CHECK PWBDD 52594 TOTAL FOR FUND 100:			<u>556.37</u>
02/06/2026	PWBDD	52596	NAPA AUTO PARTS	MAINTENANCE PARTS	500353	533210	53.71
				MAINTENANCE PARTS	500353	533210	280.59
				MAINTENANCE PARTS	500353	533210	370.43
				MAINTENANCE PARTS	500353	533210	30.99
				CHECK PWBDD 52596 TOTAL FOR FUND 100:			<u>735.72</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
02/06/2026	PWBDD	52600	RAY O'HERRON CO., INC.	UNIFORMS	500346	522120	97.98
				UNIFORMS	500346	522120	158.02
				UNIFORMS	500346	522120	113.33
				UNIFORMS	500346	522120	421.31
				UNIFORMS	500346	522120	123.52
				UNIFORMS	500346	522120	323.96
				CHECK PWBDD 52600 TOTAL FOR FUND 100:			<u>1,238.12</u>
02/06/2026	PWBDD	52606	TAKAKO WILLDEN	PROFESSIONAL SERVICES	500210	555140	160.00
02/06/2026	PWBDD	52608#	UNIFIRST CORPORATION	REPAIR AND MAINTENANCE	500240	518100	241.30
				MAINTENANCE SUPPLIES	500340	522100	118.53
				CHECK PWBDD 52608 TOTAL FOR FUND 100:			<u>359.83</u>
02/06/2026	PWBDD	52609	WILLIAM ZACHOW REV TRUST	OVERPAYMENT OF TAXES	261400	000000	2,526.95
02/13/2026	PWBDD	52611	ABLE DISTRIBUTING	SNOW AND ICE MATERIALS	500450	533450	174.41
02/13/2026	PWBDD	52612	ADVATECH SYSTEMS	REPAIR AND MAINTENANCE	500240	522110	545.91
02/13/2026	PWBDD	52615	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	500210	515900	4,399.50
02/13/2026	PWBDD	52617*#	BEYER'S HARDWARE	SUPPLIES AND EXPENSES	500347	522120	9.87
				OPERATING SUPPLIES	500350	533210	2.33
				OPERATING SUPPLIES	500350	533210	7.01
				OPERATING SUPPLIES	500350	533210	14.35
				MAINTENANCE PARTS	500353	533210	14.87
				MAINTENANCE PARTS	500353	533210	5.72
				REPAIR AND MAINTENANCE	500240	555510	49.50
				REPAIR AND MAINTENANCE	500240	555510	35.09
				CHECK PWBDD 52617 TOTAL FOR FUND 100:			<u>138.74</u>
02/13/2026	PWBDD	52618	BLAIN'S FARM & FLEET	OPERATING SUPPLIES	500350	533210	391.75
02/13/2026	PWBDD	52620	CEDARBURG LIGHT & WATER	DUE TO L&W IMPACT FEES	256201	000000	2,202.84
				DUE TO L&W IMPACT FEES	256201	000000	2,202.84

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND							
				CHECK PWBDD 52620 TOTAL FOR FUND 100:			4,405.68
02/13/2026	PWBDD	52621	CEDARBURG VETERINARY CLINIC	K-9 UNIT EXPENSE	500352	522120	81.36
02/13/2026	PWBDD	52623	COMMERICAL AUTO GLASS LLC	REPAIR AND MAINTENANCE	500240	522120	348.00
02/13/2026	PWBDD	52624	COMPASS MINERALS AMERICA, INC	SALT	500450	533450	15,759.93
				SALT	500450	533450	7,265.08
				CHECK PWBDD 52624 TOTAL FOR FUND 100:			23,025.01
02/13/2026	PWBDD	52625	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	500310	515600	96.58
02/13/2026	PWBDD	52626	CULLIGAN OF WEST BEND	MAINTENANCE SUPPLIES	500340	522100	207.40
02/13/2026	PWBDD	52628	DIGITAL EDGE OF WISCONSIN LLC	OFFICE SUPPLIES	500310	513300	244.00
02/13/2026	PWBDD	52629	EGELHOFF LAWMOWER SERVICE	REPAIR AND MAINTENANCE	500240	555510	256.79
02/13/2026	PWBDD	52631	FIRST RESPONDERS PSYCHOLOGICAL	ATTORNEY/CONSULTANT	500212	522110	375.00
02/13/2026	PWBDD	52633	GRAFTON ACE HARDWARE	REPAIR AND MAINTENANCE	500240	555510	92.47
02/13/2026	PWBDD	52634	GRAINGER	REPAIR AND MAINTENANCE	500240	533210	116.85
02/13/2026	PWBDD	52635	GREEN HILLS. INC	SNOW AND ICE MATERIALS	500450	533450	806.20
02/13/2026	PWBDD	52636	GUTHRIE & FREY	REPAIR AND MAINTENANCE	500240	533210	800.00
02/13/2026	PWBDD	52637*#	HOUSEMAN & FEIND, LLP	EXTRAORDINARY SERVICES	500211	516100	1,813.00
				ATTORNEY/CONSULTANT	500212	522110	960.00
				ATTORNEY/CONSULTANT	500212	522110	166.00
				CHECK PWBDD 52637 TOTAL FOR FUND 100:			2,939.00
02/13/2026	PWBDD	52640	JANI-KING OF MILWAUKEE	OPERATING SUPPLIES	500350	533210	422.73
02/13/2026	PWBDD	52642	LANGE ENTERPRISES, INC.	SIGNS	500363	533311	43.56
02/13/2026	PWBDD	52644	MATHESON TRI-GAS INC	MAINTENANCE PARTS	500353	533210	108.75
02/13/2026	PWBDD	52647	ODP BUSINESS SOLUTIONS,LLC	OFFICE SUPPLIES	500310	522110	53.95
				OFFICE SUPPLIES	500310	522110	80.45

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 100 GENERAL FUND				CHECK PWBDD 52647 TOTAL FOR FUND 100:			134.40
02/13/2026	PWBDD	52649*#	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	514700	175.00
				PROFESSIONAL SERVICES	500210	514700	3,278.00
				EQUIPMENT/SOFTWARE	500380	514700	2,476.18
				TELEPHONE/COMMUNICATIONS	500225	515400	230.00
				ATTORNEY/CONSULTANT	500212	522110	70.00
				REPAIR AND MAINTENANCE	500240	522110	1,046.00
				TELEPHONE/COMMUNICATIONS	500225	533110	690.00
				TELEPHONE/COMMUNICATIONS	500225	533210	1,132.00
				TELEPHONE/COMMUNICATIONS	500225	555140	390.00
				CONTINGENCY RESERVE	500990	591000	1,170.00
				CONTINGENCY RESERVE	500990	591000	1,550.00
				CHECK PWBDD 52649 TOTAL FOR FUND 100:			<u>12,207.18</u>
02/13/2026	PWBDD	52650	OZAUKEE COUNTY CLERK OF COURTS	COURT PENALTIES & COSTS	451101	000000	150.00
02/13/2026	PWBDD	52653	RAY O'HERRON CO., INC.	UNIFORMS	500346	522120	68.24
02/13/2026	PWBDD	52655	ROTE OIL LTD	FUEL	500351	533210	225.12
02/13/2026	PWBDD	52658	SHERWIN WILLIAMS CO.	OPERATING SUPPLIES	500350	533210	28.99
02/13/2026	PWBDD	52660	SPECTRUM	TELEPHONE/COMMUNICATIONS	500225	522110	59.20
02/13/2026	PWBDD	52661	STATE INDUSTRIAL PRODUCTS	OPERATING SUPPLIES	500350	533210	366.30
02/13/2026	PWBDD	52662	TRANSUNION RISK AND ALTERNATIVE	PROFESSIONAL SERVICES	500210	522130	100.00
02/13/2026	PWBDD	52663	TRUCK COUNTRY OF WISC	MAINTENANCE PARTS	500353	533210	2,069.35
02/13/2026	PWBDD	52665*#	UNIFIRST CORPORATION	OPERATING SUPPLIES	500350	533210	116.37
02/13/2026	PWBDD	52666	VELOCITY EHS INC	EQUIPMENT/SOFTWARE	500380	514700	3,100.00
02/13/2026	PWBDD	52667	VITAL RECORDS CONTROL	PROFESSIONAL SERVICES	500210	515600	57.20
				Total for fund 100 GENERAL FUND			96,154.52
Fund: 210 ROOM TAX FUND							
02/06/2026	PWBDD	52562	CEDARBURG CHAMBER OF COMMERCE	CHAMBER TOURISM & DEVELOPMENT	500721	566700	9,566.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 210 ROOM TAX FUND							
02/13/2026	PWBDD	52619	CEDARBURG CHAMBER OF COMMERCE	CHAMBER TOURISM & DEVELOPMENT	500721	566700	28,698.00
Total for fund 210 ROOM TAX FUND							38,264.00
Fund: 220 RECREATION PROGRAMS FUND							
02/13/2026	PWBDD	52614	ANNA S GORN	POMS EXPENSES	500394	555390	225.00
02/13/2026	PWBDD	52649*#	ONTECH SYSTEMS, INC	TELEPHONE/COMMUNICATIONS	500225	555390	1,560.00
02/13/2026	PWBDD	52659	SOLAR RECREATION	SOLAR RECREATION	500356	555390	650.09
Total for fund 220 RECREATION PROGRAMS FUND							2,435.09
Fund: 240 SWIMMING POOL FUND							
02/13/2026	PWBDD	52616	BASSETT MECHANICAL	MAINTENANCE SUPPLIES	500340	555320	483.00
02/13/2026	PWBDD	52649*#	ONTECH SYSTEMS, INC	TELEPHONE/COMMUNICATIONS	500225	555320	1,560.00
02/13/2026	PWBDD	52668	WE ENERGIES	NATURAL GAS	500224	555320	28.05
Total for fund 240 SWIMMING POOL FUND							2,071.05
Fund: 260 LIBRARY FUND							
02/06/2026	PWBDD	52556	ABDO PUBLISHING	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	5,017.25
02/06/2026	PWBDD	52564	CENGAGE GROUP	DONATION EXPENDITURES	500322	555110	57.39
02/06/2026	PWBDD	52566*#	CINTAS CORPORATION	MAINT/CONTRACTED SERVICES	500290	555110	306.24
02/06/2026	PWBDD	52589	INGRAM LIBRARY SERVICES	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	233.00
				PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	23.30
				DONATION EXPENDITURES	500322	555110	145.54
CHECK PWBDD 52589 TOTAL FOR FUND 260:							401.84
02/06/2026	PWBDD	52591	JAMES IMAGING SYSTEMS, INC.	COMPUTER/COPIER SUPPLIES	500312	555110	228.13
				COMPUTER/COPIER SUPPLIES	500312	555110	460.09
CHECK PWBDD 52591 TOTAL FOR FUND 260:							688.22
02/06/2026	PWBDD	52595	MILWAUKEE PLATE GLASS CO	REPAIR AND MAINTENANCE	500240	555110	430.00
02/13/2026	PWBDD	52630	EXECUTIVE OFFICE SUPPLY	OFFICE SUPPLIES	500310	555110	1,384.56

02/16/2026 01:10 PM
 User: mrusso
 DB: Cedarburg

CHECK DISBURSEMENT REPORT FOR CITY OF CEDARBURG
 CHECK DATE FROM 02/01/2026 - 02/14/2026
 Banks: PWBDD

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 260 LIBRARY FUND							
02/13/2026	PWBDD	52638	INGRAM LIBRARY SERVICES	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	77.34
02/13/2026	PWBDD	52643	LAWNSCAPERS, INC	MAINT/CONTRACTED SERVICES	500290	555110	1,491.25
02/13/2026	PWBDD	52645	MIDWEST TAPE, LLC	PUBLICATIONS AND SUBSCRIPTIONS	500319	555110	1,690.47
02/13/2026	PWBDD	52648*#	OLSEN'S PIGGLY WIGGLY	PROGRAM SUPPLIES	500308	555110	26.68
Total for fund 260 LIBRARY FUND							11,571.24
Fund: 270 FIRE DEPT & EMS							
02/06/2026	PWBDD	52558	BEST HEATING & AIR CONDITIONING	OPERATING SUPPLIES	500350	522500	307.50
02/06/2026	PWBDD	52559*#	BEYER'S HARDWARE	OPERATING SUPPLIES	500350	522500	19.79
				OPERATING SUPPLIES	500350	522500	15.94
CHECK PWBDD 52559 TOTAL FOR FUND 270:							35.73
02/06/2026	PWBDD	52574	EPHRAIM A FRANKEL	REFUNDS - EMS BILLING	500392	522500	175.00
02/06/2026	PWBDD	52576	FIRE SAFETY USA INC	EQUIPMENT TESTING	500235	522500	566.90
02/06/2026	PWBDD	52579	FP SOLUTIONS LLC	OPERATING SUPPLIES	500350	522500	450.31
02/06/2026	PWBDD	52580*#	GALLS, LLC	UNIFORMS	500346	522500	197.13
				UNIFORMS	500346	522500	61.71
				UNIFORMS	500346	522500	103.14
				UNIFORMS	500346	522500	30.04
CHECK PWBDD 52580 TOTAL FOR FUND 270:							392.02
02/06/2026	PWBDD	52583	GRAFTON ACE HARDWARE	OPERATING SUPPLIES	500350	522500	66.48
02/06/2026	PWBDD	52588	IMAGE TREND LLC	COMPUTERS/SOFTWARE/APPS	500390	522500	98.44
02/06/2026	PWBDD	52592	JEAN WOODMANSEE-POKLASNY	REFUNDS - EMS BILLING	500392	522500	1,307.40
02/06/2026	PWBDD	52597*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	105.69
				OPERATING SUPPLIES	500350	522500	40.88
CHECK PWBDD 52597 TOTAL FOR FUND 270:							146.57

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 FIRE DEPT & EMS							
02/06/2026	PWBDD	52598*#	ONTECH SYSTEMS, INC	TECHNOLOGY	500382	522500	931.00
02/06/2026	PWBDD	52601	RELIANT FIRE APPARATUS, INC.	REPAIR AND MAINTENANCE	500240	522500	290.90
02/06/2026	PWBDD	52603	ROTE OIL LTD	GAS AND OIL EXPENSE	500351	522500	271.99
02/06/2026	PWBDD	52605	S&W HEALTHCARE CORPORATION	EMS SUPPLIES AND EXPENSES	500347	522500	86.01
02/06/2026	PWBDD	52607	TSR SOLUTIONS, INC.	TELEPHONE/COMMUNICATIONS	500225	522500	277.50
02/06/2026	PWBDD	52610	ZOLL MEDICAL CORPORATION	EMS SUPPLIES AND EXPENSES	500347	522500	1,123.50
02/13/2026	PWBDD	52613	AIRGAS USA LLC	EMS SUPPLIES AND EXPENSES	500347	522500	185.60
02/13/2026	PWBDD	52627	CYNTHIA READ	REFUNDS - EMS BILLING	500392	522500	50.00
02/13/2026	PWBDD	52632	GALLS, LLC	UNIFORMS	500346	522500	187.48
				UNIFORMS	500346	522500	197.09
				UNIFORMS	500346	522500	419.29
				UNIFORMS	500346	522500	121.94
				CHECK PWBDD 52632 TOTAL FOR FUND 270:			925.80
02/13/2026	PWBDD	52639	JAMES C AUGUSTINE	REFUNDS - EMS BILLING	500392	522500	275.00
02/13/2026	PWBDD	52641	JEAN WOODMANSEE-POKLASNY	REFUNDS - EMS BILLING	500392	522500	275.00
02/13/2026	PWBDD	52648*#	OLSEN'S PIGGLY WIGGLY	OPERATING SUPPLIES	500350	522500	242.48
02/13/2026	PWBDD	52649*#	ONTECH SYSTEMS, INC	TECHNOLOGY	500382	522500	160.75
				TECHNOLOGY	500382	522500	1,035.30
				TECHNOLOGY	500382	522500	785.00
				CHECK PWBDD 52649 TOTAL FOR FUND 270:			1,981.05
02/13/2026	PWBDD	52654	RENNERT'S FIRE EQUIPMENT	REPAIR AND MAINTENANCE	500240	522500	1,400.00
02/13/2026	PWBDD	52665*#	UNIFIRST CORPORATION	MAINT/CONTRACTED SERVICES	500290	522500	149.72
				Total for fund 270 FIRE DEPT & EMS			12,011.90

Fund: 350 TIF DISTRICT FUND #4

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 350 TIF DISTRICT FUND #4							
02/13/2026	PWBDD	52637*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	2,807.50
Total for fund 350 TIF DISTRICT FUND #4							2,807.50
Fund: 353 TIF DISTRICT #6							
02/13/2026	PWBDD	52637*#	HOUSEMAN & FEIND, LLP	ATTORNEY/CONSULTANT	500212	566710	1,053.50
Total for fund 353 TIF DISTRICT #6							1,053.50
Fund: 400 CAPITAL IMPROVEMENTS FUND							
02/13/2026	PWBDD	52617*#	BEYER'S HARDWARE	STATION IMPROVEMENTS	500807	522230	4.94
02/13/2026	PWBDD	52637*#	HOUSEMAN & FEIND, LLP	PROCHNOW	500841	533750	49.00
02/13/2026	PWBDD	52652	RAMBOLL AMERICAS ENGINEERING	PROCHNOW	500841	533750	25,992.37
02/13/2026	PWBDD	52657	SCHAEFER POWER SYSTEMS, INC	LED LIGHTING PROJECT ENCUMBRANCE	500824	555110	3,815.04
				LED LIGHTING PROJECT ENCUMBRANCE	500824	555110	4,449.82
CHECK PWBDD 52657 TOTAL FOR FUND 400:							8,264.86
02/13/2026	PWBDD	52664	ULINE	STATION IMPROVEMENTS	500807	522230	463.13
Total for fund 400 CAPITAL IMPROVEMENTS FUND							34,774.30
Fund: 601 WATER RECYCLING CENTER							
02/06/2026	PWBDD	52566*#	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	222.30
02/06/2026	PWBDD	52571*#	DIGITAL EDGE OF WISCONSIN LLC	COLLECTION SYSTEM MAINT	500360	573835	275.83
02/06/2026	PWBDD	52597*#	OLSEN'S PIGGLY WIGGLY	LAB SUPPLIES	500370	573825	40.03
02/06/2026	PWBDD	52598*#	ONTECH SYSTEMS, INC	PROFESSIONAL SERVICES	500210	573850	1,299.00
02/06/2026	PWBDD	52599	OZAUKEE DISPOSAL CORPORATION	REFUSE COLLECTION	500297	573830	1,525.00
02/06/2026	PWBDD	52604	RUEKERT-MIELKE, INC.	SCADA SERVICE-VFD REPLACEMENT	500215	573850	6,513.80
02/13/2026	PWBDD	52617*#	BEYER'S HARDWARE	COLLECTION SYSTEM MAINT	500360	573835	24.00

Banks: PWBDD

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 WATER RECYCLING CENTER							
02/13/2026	PWBDD	52622	CINTAS CORPORATION	SAFETY EQUIPMENT	500372	573825	214.13
02/13/2026	PWBDD	52649*#	ONTECH SYSTEMS, INC	TELEPHONE/COMMUNICATIONS	500225	573825	850.00
02/13/2026	PWBDD	52651	PACE ANALYTICAL SERVICES, LLC	LAB SUPPLIES	500370	573825	300.00
02/13/2026	PWBDD	52656	RUEKERT-MIELKE, INC.	COMPUTER SYSTEM	185344	000000	7,581.75
Total for fund 601 WATER RECYCLING CENTER							18,845.84
Fund: 700 RISK MANAGEMENT FUND							
02/06/2026	PWBDD	52602	ROBERT FEHL	INSURANCE CLAIMS 2026	500557	519400	100.00
02/13/2026	PWBDD	52646	MUNICIPAL PROPERTY INSURANCE CO	PROPERTY INSURANCE	500510	519400	61,845.00
Total for fund 700 RISK MANAGEMENT FUND							61,945.00
TOTAL - ALL FUNDS							281,933.94

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

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

CITY OF CEDARBURG
TRANSFER LIST
2/7/26-2/20/26

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
2/11/2026	\$2,000,000.00	PWSB Money Market
2/16/2026	\$2,360.03	ADP-invoices
2/18/2026	\$159,263.20	ETF-March health insurance premiums
2/19/2026	\$298,000.00	PWSB Payroll
2/19/2026	\$2,014.22	Mission Square-contributions for 2/1/26-2/14/26
2/19/2026	\$597.19	State of Wisconsin-child support for 2/1/26-2/14/26
2/19/2026	\$1,735.28	Wis Deferred Comp-contributions for 2/1/26-2/14/26
2/19/2026	\$577.50	Police Union-contributions for 2/1/26-2/14/26
2/19/2026	\$6,310.00	North Shore Bank-contributions for 2/1/26-2/14/26
	<u>\$2,470,857.42</u>	


PWSB PAYROLL CHECKING ACCOUNT

2/20/2026	\$211,359.02	Payroll for 2/1/26-2/14/26
2/20/2026	\$86,394.52	Payroll taxes for 2/1/26-2/14/26
	<u>\$297,753.54</u>	

City of Cedarburg, Wisconsin



City Administrator's Report

 Date: February 16, 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

- Trips for 2026 are full, with waitlists.

Finance

- Kelly is training Tracie on payroll.

DPW

- Crews are working on street sweeping, removing leaf piles, and Winter Festival prep.

Clerk

- Theresa Hanaman has accepted the Deputy Clerk position and will begin on March 2nd. She has been the Administrative Assistant for Engineering & Planning for the last 2.5 years.
- The new agenda and minutes platform has launched. Agendas and minutes prior to 2026 are archived on the City Clerk's page of the City website.

Human Resources

- The Deputy Treasurer position is posted. The Administrative Assistant for Engineering and Planning position will be posted soon.

Water Recycling Center

- Staff have been doing a great job of filling in while positions are open.
- There was a failure at the Johnson Lift Station, repairs should happen this week.
- Nicer weather allows for sewer cleaning.

Light & Water

- Light & Water is preparing for construction season.

Police

- The department is looking into new barricades for festivals.

Engineering

- The South Washington contract has been awarded.
- There will be a public information meeting about the South Washington Avenue construction on Monday, March 16th.
- Work on the Annual Stormwater Permit continues.