

Meeting: Town Board of Supervisors
Place: 1293 Washington Avenue, Cedarburg
Date/Time: August 6, 2025 – 7:00 P.M.*
Web Page: www.townofcedarburgwi.gov
Posted: August 1, 2025
 *This meeting is also available remotely online. For remote access, email sjacoby@townofcedarburgwi.gov for information.

Chairman	David Salvaggio	Town Administrator	Eric Ryer
Supervisor	Wayne Pipkorn	Director of Public Works	Adam Monticelli
Supervisor	Russ Lauer	Director of Parks & Recreation	Paul Jungbauer
Supervisor	Larry Lechner	Town Treasurer	Katie LeBlanc
Supervisor	Thomas Esser	Deputy Town Clerk	Julie Mett
Town Attorney	Brad Hoeft	Building Inspector	Paul Mortimer (SafeBuilt)
Town Constable	Samuel Peters	Clerk/Asst. Administrator	Sara Jacoby

GENERAL INFORMATION

The Town of Cedarburg Board of Supervisors hold their regular monthly meeting the first Wednesday of every month at 7:00 P.M. The meeting is held in the Town Board room located at 1293 Washington Avenue, Cedarburg, Wisconsin 53012. The Town Board room is handicapped accessible. Requests for disability related accommodations or services may be made to the Town Administrator's office by calling (262) 377-4509.

The Town Board agenda is divided into four main sections – Consent Agenda, Public Hearings, Business (both old & new) and Reports to be Received & Filed. Other sections on the agenda are considered routine items (i.e., Call to Order, Hearing of the People). Sometimes the Town Board may go into closed session pursuant to § 19.85 Wisc. Stats. A closed session normally would take place at the end of the agenda.

CONSENT AGENDA – Consent Agenda items typically include routine actions, such as approving meeting minutes, etc. However, if an elected official or member of the meeting audience has a question regarding a Consent Agenda item, that item must be discussed and voted on separately.

PUBLIC HEARINGS – Public Hearings are typically noticed in the Town's legal publication newspaper and/or sent to property owners who may live within a prescribed area. Public Hearings are for the public to comment on the item at hand, so when the Town Board is ready to consider the related action item, they will have advance knowledge of the public's input.

OLD/NEW BUSINESS – Old & New Business is business that requires action by the Town Board. Any business that was discussed at a prior Town Board meeting is considered "Old" business and any item that has not been discussed at a prior meeting is considered "New" business.

REPORTS TO BE RECEIVED & FILED – Town Staff will place agenda items that are either 1) not ready for action or 2) not necessary to vote on in the Reports section. Instead of having a generic report line item for Town Staff, this area allows the general public advance knowledge of items Town Staff may discuss for informational purposes.

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENTS

3. HEARING OF THE PEOPLE: *If you wish to address the Town Board on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached. If you wish to address the Board on an item not on the agenda, please do it during the Hearing of the People. Please note whenever you speak on any issue, the person chairing the meeting must recognize you, and then you may approach the microphone and give your name and address for the public record. Please note you will be limited to three (3) minutes.*

4. **COMMUNICATIONS AND REQUESTS FOR HOLDING TANK AGREEMENTS AND OPERATOR LICENSES:**
 - a. Discussion and possible motion regarding a holding tank agreement for the property located at 10595 Crestview Drive*
 - b. Discussion and possible motion regarding new operator license applications for the 2025-2026 license period*
5. **CONSENT AGENDA:** *The Consent Agenda contains routine items and will be enacted by one motion without separate discussion unless someone requests an item to be removed for separate consideration and vote.*
 - a. Approving July 2, 2025 Town Board Meeting Minutes
 - b. Accepting June 18, 2025 Plan Commission Meeting Minutes
 - c. Accepting June 16, 2025 Finance Committee Meeting Minutes
 - d. Accepting May 28, 2025 Special Park & Recreation Committee Meeting Minutes
 - e. Accepting June 17, 2025 Landmarks Commission Meeting Minutes
 - f. Accepting November 21, 2024 Fire & EMS Commission Meeting Minutes
6. **TREASURER'S REPORT**
 - a. Motion accepting the July 2025 Treasurer's Report*
7. **PRESENTATION OF BILLS/PURCHASE ORDER/PAYROLL/AWARDS:** *The bills presented for review have been paid from the Town treasury as authorized under Sec. 60.44(2), Stats., and Sec. 63-8 of the Code of Ordinances.*
 - a. Presentation of Bills/Purchase Orders/Payroll/Awards for July 1, 2025 to July 31, 2025 (Check #'s 40759-40870, V4539-V4573, and manual checks as shown)*
8. **REPORTS TO BE RECEIVED/FILED (Non-action items)**
 - a. Report regarding local nuisance/code enforcement issues (Constable Samuel Peters)*
 - b. Report on recreation finances (Director of Parks & Recreation Paul Jungbauer)*
 - c. Receiving the 2024 Annual Cedarburg Fire Department Report*
9. **PUBLIC HEARINGS**
 - a. None
10. **OLD BUSINESS**
 - a. None
11. **NEW BUSINESS**
 - a. Discussion and possible motion on a conditional use permit application by Adam Hertel (dba Auto Safety Center) to amend their existing permit to operate an auto repair and used car sales business, and make exterior improvements to the building located at 7007 STH 60 **[Owner: Stewardship Properties LLC, NW ¼ of Section 22, B-1 Neighborhood Business district, 1.56 acres]***
 - b. Discussion and possible motion on a conditional use permit application by BJD Real Estate to amend the existing conditional use permit to allow an indoor recreational and training facility, primarily for baseball and softball, within the existing multi-tenant building located at 1170 Wauwatosa Road **[Owner: CSH Building LLC, NW ¼ Section 22; B-3 Business District, seeking TCOD Town Center Overlay District, ~2.02 acres]***
 - c. Discussion and possible motion regarding the proposed 2026 Cedarburg Fire Department budget and staffing*
 - d. Discussion and possible motion on a Cedarburg Fire Department Fund Balance Policy: Capital Equipment and Annual Surplus*
 - e. Discussion and possible motion on appointments to the Joint Ad Hoc Bicycle and Pedestrian Plan Committee*
 - f. Discussion and possible motion to adopt a Town of Cedarburg Volunteer Application*

- g. Discussion and possible motion to update Town maps*
- h. Discussion and possible motion approving the purchase of Landmarks Preservation Award plaque by previous award winners at the property owner expense*
- i. Discussion and possible motion on Resolution 2025-5, “Approving Port Washington State Bank (hereafter “PWSB”) loan for Municipal General Obligation Debt for financing road work and road sealing, bridge construction and capital equipment”*
- j. Discussion and possible motion regarding an extension request for a Conditional Use Permit for the property located at 8535 STH 60 by Michael Frede of Venture Space, LLC*
- k. Update on 2025 budget timeline*

12. CLOSED SESSION

- a. The Town Board may go to closed session pursuant to:
 - i. Wisconsin Statutes Sec. 19.85 (1) (c) to “Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”
 - ii. Wisconsin Statutes Sec. 19.85(1)(e) to “Deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” regarding the use of property at the former Prochnow Landfill.
- b. Reconvene to open session and the regular order of business

13. Discussion and possible motion related to closed session business*

14. ADJOURNMENT

Note: A quorum of Plan Commission, Landmarks Commission, and/or Park & Recreation Committee may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Plan Commission, Landmarks Commission or Park & Recreation Committee will be taken at this meeting.

* At their discretion, the Town Board may take comment from the public.



Agenda Date: 8/6/2025

Agenda Item: #4a

TOWN BOARD OF SUPERVISORS MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board

MEMO FROM: Sara Jacoby, Assistant Administrator/Clerk

MEMO WRITTEN: July 23, 2025

MEMO SUBJECT: Item # 4a: Discussion and possible motion regarding a holding tank agreement for the property located at 10595 Crestview Drive*

BACKGROUND

The following agreement has been received for a replacement holding tank system:

Charles & Victoria Strohbach

10595 Crestview Drive

Cedarburg, WI 53012

Tax Key 03-029-10-017.00

Staff has reached out to Ozaukee County Land and Water Management to confirm a holding tank is suitable for the property; they have provided a letter indicating such.

Attached is the Holding Tank Service Contract between the applicant and Wisconsin Pump and Sump, as required by SPS 383. The homeowner was instructed to submit the required \$600 bond after approval by the Board.

267-2 of the Town Code indicates that, "Holding tanks for existing residential structures or other uses shall be considered on an individual basis." While the Town Board has authority to deny installation unless it is the only option based on soil tests, in recent history the Board has chosen not to restrict that option for property owners.

REQUESTED ACTION

Staff requests the Town Board consider action on the holding tank agreement contingent on receiving the bond from the homeowner.

ATTACHMENTS

- I. GIS Map
- II. Holding Tank Agreement and Service Contract
- III. Ozaukee County Letter

10594

150.46'

71.04'

10595

150.45'

79.75'

340.55'

03-029-10-017.00

CSM #428 LOT 1 DOC #0240471

356.62'

03-029-09-012.00

CSM #428 LOT 2 DOC #0240474

150.07'

80.98'

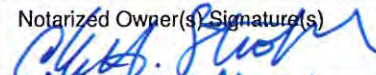

7/3/25		HOLDING TANK AGREEMENT
Agreement Date		
County or Local Governmental Unit TOWN OF CEDARBURG (called Municipality below)		Holding Tank Owner(s) CHARLES H. & VICTORIA M. STROHBACH
We acknowledge that application is being made for the installation of (a) holding tank(s) on the following property: (Provide legal land description)		
Town of: CEDARBURG		City of:
Village of:		Part of the: NW ¼ SW ¼ Section: 29
T 10 N-R 21 E Tax Key: 03-029-10-017.00; LOT 1 CSM #428 VOL. 2/167		
Site Address: 10595 CRESTVIEW DRIVE		

Return To:
CHARLES & VICTORIA STROHBACH
10595 CRESTVIEW DRIVE
CEDARBURG WI 53012

or that continued use of the existing premises requires that a holding tank be installed on the property for the purpose of proper containment of sewage. Also, the property cannot now be served by a municipal sewer, or any other type of private onsite wastewater treatment system (POWTS) as permitted under SPS 383, Wis. Adm. Code, or Ch. 145, Stats.

As an inducement to the County of **Ozaukee** to issue a sanitary permit for the above-described property, we agree to do the following:

- Owner agrees to conform to all applicable requirements of SPS 383, Wis. Adm. Code relating to holding tanks. If the owner fails to have the holding tank properly serviced in response to orders issued by the County to prevent or abate a human health hazard as described in s. 254.59, Stats., the County may enter upon the property and service the tank or cause to have the tank to be serviced and charge the owner by placing the charges on the tax bill as a special assessment for current services rendered. The charges will be assessed as prescribed by s. 66.0703, Stats.
- Owner agrees to pay all charges and cost incurred by the County, Township, Village or City for inspection, pumping, hauling, or otherwise servicing and maintaining the holding tank in such a manner as to prevent or abate any human health hazard caused by the holding tank. The County, Township, Village or City shall notify the owner of any costs, which shall be paid by the owner within thirty (30) days from the date of notice. In the event the owner does not pay the costs within thirty (30) days, the owner specifically agrees that all the costs and charges may be replaced on the tax roll as a special assessment for the abatement of a human health hazard, and the tax shall be collected as provided by law.
- The owner, except as provided by s. 146.20 (3) (d), Stats., agrees to contract with a person who is licensed under Ch. NR 113, Wis. Adm. Code, to have the holding tank serviced and to file a the contract or the owner's registration with the County. The owner further agrees to file any changes to the service contract, or a new service contract, with the County within ten (10) business days from the date of change to the service contract.
- The owner agrees to contract with a person licensed under Ch. NR 113, Wis. Adm. Code, who shall submit to the County within thirty (30) days after servicing the holding tank a report in accordance with s. SPS 383.52, Wis. Adm. Code, for the servicing of the holding tank. In the case of registration under s. 146.20 (3) (d), Stats. the owner shall submit the report to the County. The County may enter upon the property to investigate the condition of the holding tank when pumping reports may indicate that the holding tank is not being properly maintained.
- This agreement will remain in effect only until the County who is responsible for the regulation of private onsite wastewater treatment systems (POWTS) certifies that the property is served by either a municipal sewer or a POWTS that complies with Ch. SPS 383, Wis. Adm. Code. In addition, this agreement may be cancelled by executing and recording said certification with reference to this agreement in such manner which will permit the existence of the certification to be determined by reference to the property.
- This agreement shall be binding upon the owner, the heirs of the owner, and assignees of the owner. The owner shall submit the agreement to the register of deeds, and the agreement shall be recorded by the register of deeds in a manner, which will permit the existence of the agreement to be determined by reference to the property where the holding tank is installed.
- The Owner (s) shall deposit with the Town of Cedarburg a cash bond in the sum of \$600.00 dollars. This bond shall guarantee, to the Town of Cedarburg, reimbursement for any and all expenses incurred by the Town of Cedarburg while alleviating any nuisance which may occur as a result of the permission granted by this agreement for the Owner(s) to install a sewage holding tank. The sum of \$600.00 dollars shall be maintained at all times and if monies are expended, the Owner(s) shall replenish the cash bond and maintain the same constantly at \$600.00 dollars. Upon the installation, availability and connection of the property involved to sanitary sewers, the cash bond shall be returned to the Owners(s). The Town of Cedarburg shall have the right to place upon the tax roll as a special assessment any and all expense incurred as stated above, in an amount paid by the cash bond or Owner(s) without any notice whatsoever.

Owner(s) Name(s)-Print CHARLES H. STROHBACH VICTORIA M. STROHBACH	Notarized Owner(s) Signature(s)  	Subscribed and sworn before me on this date:  _____ Notary Public
Municipal Official Name-Print Julie M. Mett Municipal Official Title-Print Deputy Clerk	Municipal Official Signature 	
		My commission Expires: 2 DEC 2028 SARA ANN JACOBY Notary Public State of Wisconsin

HOLDING TANK SERVICE CONTRACT

(please print)

This agreement is made and entered into this date 3rd day of July, 20 25
by and between CHARLES H. & VICTORIA M. STROHBACH, hereafter called owner," and
Wisconsin Pump + Sump, hereafter called "pumper."

We hereby acknowledge the installation of a holding tank (s) Or an existing holding tank (s) on the following
property in Ozaukee County:

Site address 10595 CRESTVIEW DRIVE
Town/City/Village of CEDARBURG Section 29 T10N-R21E
NW 1/4 SW 1/4, Tax Key # 03-029-10-017.00 Lot(s) 1 Block N/A
Subdivision N/A or CSM #428 Volume 2 Page 167 DOC. N/A
OR see attached survey for metes and bounds description.

1. The owner agrees to submit the original of this signed contract to Ozaukee County.
2. The owner agrees to have the holding tank (s) serviced by the pumper, as required by SPS 383.52(1)(a) Wisconsin Administrative Code, and guarantees the pumper access to and entry on the property for the purpose of servicing the holding tank(s). The owner agrees to maintain an all-weather access road or drive so the pumper can service the holding tank(s) with the pumping equipment. The owner further agrees to pay the pumper for all charges incurred in the servicing the holding tank(s), as mutually agreed on by the owner and pumper.
3. The pumper agrees to file an electronic report for each servicing event for the holding tank(s) to Ozaukee County within thirty (30) calendar days of the service date, as required by SPS 383.55(2)(b) of Wisconsin Administrative Code.

SIGNATURE OF OWNER(S)

Charles H. Strohbach Victoria M. Strohbach

MAILING ADDRESS (street or P. O. Box, city, state, zip code) & PHONE NUMBERS OF OWNER(S)

10595 CRESTVIEW DR. CEDARBURG, WI 53012 262-377-7523

SIGNATURE & LICENSE NUMBER OF PUMPER

Paul Hobart #11415

MAILING ADDRESS (street or P. O. Box, city, state, zip code) & PHONE NUMBER OF PUMPER

PO Box 326 Grafton, WI 53024



LAND AND WATER MANAGEMENT

Katie Vogeler, Director
Edward J. Pfister, Sanitation & Zoning Coordinator
Geoff Schramm, Land & Water Coordinator
www.co.ozaukee.wi.us

July 16, 2025

Sara Jacoby
Assistant Administrator / Clerk
Town of Cedarburg
1293 Washington Avenue
Cedarburg, WI 53012

Sara,

This department does not object to the use of holding tanks as wastewater treatment systems within the county, that prohibition is decided by the local municipality. If the Town chooses to allow a holding tank system on a property, be advised that in order to maintain compliance with SPS 383.32(2) Wisconsin Administrative Code, this department will not issue a sanitary permit to allow a holding tank to serve the property until a recorded holding tank agreement has been executed between the Town and current property owner.

If you have any questions or concerns, please contact us.

Thank you,

Nick Mikkelsen
Office Administrator



Agenda Date: 8/6/2025 Agenda Item: # 4b
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TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board

MEMO FROM: Samuel Peters, Constable
Sara Jacoby, Assistant Administrator/Clerk

MEMO WRITTEN: July 28, 2025

MEMO SUBJECT: Item #4b: Discussion and possible motion regarding new operator license applications for the 2025-2026 license period*

BACKGROUND

The attached chart lists the individuals that have submitted applications for annual operator's licenses for Town Board consideration. The Constable has conducted background checks and recommends approval of the licenses. The applicants have paid the application fees and provided the necessary alcohol serving awareness course certificates.

REQUESTED ACTION

Staff requests the Town Board review the operator license applications and consider a motion on the matter.

ATTACHMENT

- I. Operator license application list

ATTACHMENT I.

Name	Establishment	New	Renewal	Constable Rec.
Peter Dietrich	Toast	X		Approve
Aaron Houpt	Toast	X		Approve
Levi Burgmeier	Toast	X		Approve
Jeffery Pohl	Toast	X		Approve
Stephanie Pohl	Toast	X		Approve
Toy Azlin	Kwik Trip	X		Approve

**TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
July 2, 2025**

Present:

David Salvaggio, Chairman
Wayne Pipkorn, Supervisor Seat 1
Russ Lauer, Supervisor Seat 2
Larry Lechner, Supervisor Seat 3
Thomas Esser, Supervisor Seat 4

Eric Ryer, Administrator
Sara Jacoby, Clerk/Assistant Administrator
Paul Jungbauer, Director of Parks & Recreation

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Chairman Salvaggio called the regular meeting to order at 7:00 pm. The meeting began with the pledge of allegiance.

2. ANNOUNCEMENTS

- a. Administrator Ryer gave a brief reminder about the Fourth of July Parade.

3. HEARING OF THE PEOPLE:

- a. None.

4. COMMUNICATIONS AND REQUESTS FOR HOLDING TANK AGREEMENTS AND OPERATOR LICENSES:

- a. **Discussion and possible motion regarding a new operator license application for the 2025-2026 license period***

Supervisor Esser made a motion to approve the operator license application included in the report provided for Brittanie Delorit. Supervisor Lechner seconded, and the motion passed unanimously.

5. CONSENT AGENDA: *The Consent Agenda contains routine items and will be enacted by one motion without separate discussion unless someone requests an item to be removed for separate consideration and vote.*

- a. **Approving June 4, 2025 Town Board Meeting Minutes**
- b. **Accepting May 21, 2025 Plan Commission Meeting Minutes**
- c. **Accepting October 16, 2024 Finance Committee Meeting Minutes**

Supervisor Lauer made a motion to approve the consent agenda items. Supervisor Pipkorn seconded, and the motion passed unanimously.

6. TREASURER'S REPORT

- a. **Motion Accepting the June 2025 Treasurer's Report (to be added 6/30)***

Supervisor Pipkorn made a motion to approve the June 2025 Treasurer's Report. Supervisor Esser seconded, and the motion passed unanimously.

7. PRESENTATION OF BILLS/PURCHASE ORDER/PAYROLL/AWARDS: *The bills presented for review have been paid from the Town treasury as authorized under Sec. 60.44(2), Stats., and Sec. 63-8 of the Code of Ordinances.*

- a. **Presentation of Bills/Purchase Orders/Payroll/Awards for June 1, 2025 to June 30, 2025 (Check #'s 40698-40758, V4511-V4538, and manual checks as shown)***

After a question about check 40728 to UHC for health insurance, Supervisor Esser made a motion to accept all bills, purchase orders, payroll, and awards as presented. Supervisor Lauer seconded, and the motion passed unanimously.

8. REPORTS TO BE RECEIVED/FILED (Non-action items)

- a. **Possible report regarding local nuisance/law enforcement issues (Constable Samuel Peters)***
Constable Peters' report included performing a background check for a new operator license.

- b. **Report on recreation finances (Director of Parks & Recreation Paul Jungbauer)***
A report from Park and Recreation Director Jungbauer was shown listing the current positive balance of \$27,617 in the Recreation Fund for 2025.

9. PUBLIC HEARINGS

- a. None

10. OLD BUSINESS

- a. None

11. NEW BUSINESS

- a. **Discussion and possible action on a Memorandum of Understanding (MOU) between the City of Cedarburg and Town of Cedarburg relating to a Flock group license plate recognition camera***

Administrator Ryer shared information taken from a City of Cedarburg Common Council meeting memo, at which the Council approved the deployment of Flock Safety license plate recognition (LPR) cameras and additional security cameras throughout the community. These cameras are designed to serve as a force multiplier for law enforcement, providing real-time alerts and objective evidence to assist in criminal investigations, stolen vehicle recovery, and locating missing persons. The City will begin a 60-day no-cost trial in late July 2025, timed to provide enhanced coverage during major community events: Ozaukee County Fair, Country in the Burg, Wine & Harvest Festival. The MOU would allow the City to place a camera in the Town at Washington Avenue and Wauwatosa Road. The City would be responsible for all costs, maintenance, and inquiries related to the camera, and indemnify the Town. Administrator Ryer noted the current version of the MOU provided to the Board has been reviewed by the Town Attorney.

Cedarburg Police Captain Joe Kell was in attendance to address questions.

Supervisor Lechner made a motion to approve the MOU with the City of Cedarburg related to a Flock camera placement location. Supervisor Lauer seconded, and the motion passed unanimously.

- b. **Discussion and possible motion on an agreement for professional planning consulting services with Cedar Corporation***

The existing agreement, which requires annual review, would see Senior Planner Ben Greenberg continuing to serve the Town. The rate would increase from \$140/hr to \$150/hr. The role of the consulting planner is important as the Town continues to update long-term planning documents, applications/processes, and Zoning Code. Having a professional planner with experience in multiple communities available to the Town provides context for similar projects, comprehensive reviews, and provides greater input on working to implement adopted planning documents when decisions are being asked of the Plan Commission and Town Board. The consulting planner is used on an as needed basis, with their time being tracked and invoiced back to the applicant, consistent with the longstanding policy of the Town for professional service reviews including legal and engineering.

Supervisor Lauer made a motion to approve the renewal of the agreement with Cedar Corporation related to planning consulting services. Supervisor Pipkorn seconded, and the motion passed unanimously.

- c. **Discussion and possible motion on using Recreation fund balance to repair Allison Kasten Field***

Parks & Recreation Director Jungbauer described two issues that need to be addressed at Allison Kasten Field. The first is a small but reoccurring sink hole where a drain tile is either cracked or disconnected. The second issue is due to general wear and tear and requiring home plate be replaced along with the batter's boxes and catchers/umpire box.

Staff received quotes from Astroturf and Turfix. The Turfix quote for installation of a new home plate, replacing the batter's boxes & catchers/umpire and fixing the sink hole totaled an amount not

to exceed \$7,375, which came in at less than the quote from Astroturf to install a new home plate and fix the sink hole only for the amount not to exceed \$7,451.

After Board discussion, option A, item # 2, was determined to be the best option as it replaces home plate and replaces the turf in the high traffic areas around home plate. It was also determined that Public Works make repairs to drainage creating the sink hole, with Turfix completing turf surface repairs after the drainage issues have been resolved, billing by time and materials or approving a separate scope at a future meeting specific to the sink hole surface repair.

Supervisor Esser made a motion to approve using money from the Recreation Fund balance to pay for Option A #2: Turfix installs a new home plate, replace the batters boxes & catchers/umpire boxes for the amount not to exceed the quoted amount of \$3,925.00. Turfix will assist with cutting and peeling back the turf associated with the sink hole at no charge as offered by Turfix. Repair of the turf over the sink hole will be completed by Turfix following Town drainage repair, billed by time and materials or following Board approval of a separate scope at a future meeting specific to the sink hole surface repair. This amount will be included in the planned budget amendment later this summer. Supervisor Pipkorn seconded, and the motion passed unanimously.

d. **Discussion and possible motion on Resolution 2025-4, “A Resolution Authorizing the Creation of a Joint Bicycle & Pedestrian Facilities Ad Hoc Committee of the City of Cedarburg and Town of Cedarburg*”**

Administrator Ryer explained that the City of Cedarburg has identified a desire for improved bicycle and pedestrian infrastructure and an intention to create a City plan to enhance safety, accessibility, and connectivity for residents and visitors. The Town has an existing Bicycle Trail network, and as well as an older plan titled, “Master Bicycle and Pedestrian Route Plan” completed in 1999. The current Town Comprehensive Park Plan refers to the “Master Bicycle and Pedestrian Route Plan” as being a part of the Comprehensive Park Plan, while being a stand-alone document.

The City reached out to the Town with the idea of creating a Joint Ad Hoc Bicycle and Pedestrian Plan Committee to participate in related conversations and efforts so routes are properly planned and connection points identified to best benefit the community. Representation on the committee would include equivalent voting numbers, with three Town and three City representatives voting on matters. Items specific to the Town would be voted on by only Town voting members, and items specific to the City would be voted on by only City voting members. Items related to connection points would be voted on by all voting members. The committee is expected to complete its work within 12 months.

The Town could utilize the committee to bring back recommendations and ideas that could be used to update the Town’s Master Bicycle and Pedestrian Route Plan as either a stand-alone document or incorporate the recommendations into the next update of the Town Comprehensive Park Plan.

Supervisor Lauer made a motion to approve Resolution 2025-4, “A Resolution Authorizing the Creation of a Joint Bicycle & Pedestrian Facilities Ad Hoc Committee of the City of Cedarburg and Town of Cedarburg.” Appointments would be made by the Chairman and confirmed by the Town Board at a future meeting. Supervisor Esser Seconded, and the motion passed unanimously.

e. **Discussion and possible motion approving Landmarks Preservation Award recipient***

Assistant Administrator/Clerk Jacoby reported that the 2025 Landmarks Preservation Award received two applications, 809 Granville Road (County Rd Y), owned by Dawn Kurz and Danielle Kurz; and 1219 County Rd I (Sheboygan Rd.), owned by the Travis L. Keshemberg & Ellen Suelflow Revocable Trust. The Landmarks Commission formally toured both on June 17th, 2025, and unanimously recommended the Landmarks Preservation Award be granted to both properties due to their excellent and incomparable approaches to high quality preservation.

Supervisor Esser made a motion approving the Landmarks Commission's recommendation of awarding 809 Granville Road and 1219 County Rd I the 2025 Landmarks Preservation Awards. Supervisor Lauer seconded, and the motion carried unanimously.

12. ADJOURNMENT

Supervisor Esser made a motion to adjourn the meeting at 7:34 pm. Supervisor Pipkorn seconded, the motion passed unanimously, and the meeting adjourned.

Respectfully Submitted,
Sara Jacoby
Assistant Administrator/Clerk

DRAFT

**TOWN OF CEDARBURG
PLAN COMMISSION MEETING MINUTES
June 18, 2025**

Present: David Salvaggio, Larry Lechner, Don Borgwardt, Steve Wolf, Kerry Carmichael, Anne Lewandowski
Excused: Tom Gaertig
Also Present: Eric Ryer, Administrator, Amy Barrows, Consulting Planner (via Zoom), Sara Jacoby, Assistant Administrator/Clerk

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Salvaggio called the meeting to order at 7:00 pm. The meeting began with the pledge of allegiance.

2. MINUTES OF PREVIOUS MEETINGS

a. Approval of May 21, 2025, Plan Commission Meeting Minutes*

Commissioner Wolf made a motion to approve May 21, 2025, Plan Commission meeting minutes. The motion was seconded by Commissioner Borgwardt and carried unanimously.

3. PUBLIC HEARING

a. None

4. OLD BUSINESS

a. Discussion and feedback regarding comprehensive amendments to the Zoning Code and regarding recreational vehicles*

This item continues ongoing work regarding comprehensive amendments to the Zoning Code being led by SEH (Planner Barrows). The topics for this meeting: draft sections of Article 11 Accessory Structures etc., Article 12 Administration.

Plan Commission reviewed Articles XI. and XII draft code sections. The accessory structure dialogue included height, finished space, plumbing, kitchens, home occupations, and conditional uses. Also discussed were retaining walls, setbacks for lawn accessories, and moving the public hearing process for all applicable planning process applications to the Plan Commission for the sake of consistency and more advance notice to property owners.

Article XII dialogue included the enforcement provisions (Building Inspector) section, requirements for site plan and business plan of operation approval, zoning permit verification, certificates of compliance, and the process for zoning protest having changed. Protest verbiage will be updated by the Town Attorney.

The parking and storage of recreational vehicles and personal property on vacant land was also a topic of discussion, with the Commission not supporting allowing storage of recreational vehicles on vacant land.

Planner Barrows thanked the Plan Commission for their continued engagement.

5. NEW BUSINESS

a. None

6. ADJOURNMENT

Commissioner Lewandowski made a motion to adjourn the meeting at 8:21 pm. Commissioner Wolf seconded, and the motion passed unanimously.

Respectfully Submitted,
Sara Jacoby
Assistant Administrator/Clerk

**TOWN OF CEDARBURG
FINANCE COMMITTEE MEETING MINUTES
June 16, 2025**

Present: Wayne Pipkorn, Russ Lauer, Tom Esser
Also Present: Eric Ryer, Administrator, Sara Jacoby, Assistant Administrator/Clerk, Adam Monticelli,
Director of Public Works

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Pipkorn called the meeting to order at 1:00 pm. The meeting began with the pledge of allegiance.

2. Discussion and possible motion approving minutes from the 10/16/24 Finance Committee meeting

Tom Esser made a motion to approve the 10/16/24 Finance Committee meeting minutes. Russ Lauer seconded, and the motion passed unanimously.

3. Update and direction on the Capital Plan and financing strategy*

Administrator Ryer reported that the Town will have about \$320,000 of capital capacity available for 2026, with staff planning for projects in that amount to achieve a stable Town portion of the tax rate at the direction of the Finance Committee.

Director Monticelli discussed the PASER road rating status. Prior to the \$5 million dollar Capital investment, the overall town-wide PASER rating was a 5.85 out of 10 (10 being best). That rating improved to 7.49 out of 10 following completion of last year's projects. He next explained the possibility of extending the life of recently completed road projects by five to ten (5-10) years by applying sealants with an estimated cost of \$336,000. This would give the Town more flexibility in staggering road work so that the Town doesn't have to replace thirteen (13) miles at the same time in the future. There would be one product used for most of the roads, and a second more durable and costly product for high traffic areas of Cedar Sauk Rd.

Administrator Ryer investigated options for financing the sealing and provided two options: the State Trust Fund Loan which is currently charging 5.5% interest rate or Port Washington State Bank (PWSB), which is closer to 4.75%.

Russ Lauer made a motion for Staff to work with PWSB to secure approx. \$336,000 for road sealing in 2026. Tom Esser Seconded, and the motion passed unanimously.

4. Update and possible direction on property and casualty insurance

Administrator Ryer reviewed the renewal process for 2026 insurance which includes a cost increase of 4%, much lower than the industry average. Tom Esser made a motion to move forward with the quoted insurance renewal. Russ Lauer seconded, and the motion passed unanimously.

5. Update on 2025 budget amendment and general direction for 2026 budget parameters

Administrator Ryer discussed a couple of items that need to be updated related to the capital plan, as some equipment is being delivered later than expected due to COVID, and will present a budget amendment later in summer for Town action. He also discussed the upcoming capital expenditures as outlined in the capital plan.

6. Consideration and direction on Strategic Plan

Administrator Ryer asked the Finance Committee to study the Strategic Plan for future consideration and discussion.

7. Discussion on Fiscal Year 2026 budget timeline and the next Finance Committee meeting

Administrator Ryer provided dates for the budget timeline and asked for the committee to review and confirm the dates and times.

8. Discussion and possible motion setting a public hearing on a tax rate for the 2026 budget

Tom Esser made a motion to set the Public Hearing on the Budget for Nov 17th at 6pm. Russ Lauer seconded, and the motion passed unanimously.

9. ADJOURNMENT

Tom Esser made a motion to adjourn at 12:21 pm. Russ Lauer seconded, and the motion passed unanimously.

Respectfully Submitted,

Sara Jacoby
Assistant Administrator/Clerk

**TOWN OF CEDARBURG
SPECIAL PARK & RECREATION COMMITTEE MINUTES
TOWN HALL
May 28, 2025**

Present: Tom Esser, Carol Boettcher, & Keith Martin
Present via Phone: John Bishop
Excused: Matt Geszvain
Also Present: Director of Parks & Recreation, Paul Jungbauer

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chairman Tom Esser called the meeting to order at 5:02 p.m. The meeting began with the Pledge of Allegiance.

2. MINUTES OF PREVIOUS MEETINGS:

a. November 20, 2024 Special Park & Recreation Committee Minutes

Keith Martin moved to approve the minutes from November 20, 2024. The motion was seconded by John Bishop and passed 4-0.

3. OLD BUSINESS

a. Update and discussion on Town recreation programs & Town parks

Director Jungbauer presented an update on Town recreation programs & Town parks. This update included an update on spring programs, fall registrations, fundraising update and update on the clean-up of vandalism at Pleasant Valley Park & Trails. This item was an update only.

b. Update on the Korb Sports Complex Capital Campaign

Director Jungbauer provided the Committee with the updated rendering and facility improvement flyer. The Committee was updated on the approval of the use of PayPal as a form of collecting online electronic donations. This item was an update only.

4. NEW BUSINESS

a. Discussion and possible motion on using funds from the Town Parks budget to make minor repairs to the Pleasant Valley Park & Trails boardwalk & look out deck

Director Jungbauer presented photos of the look out deck and boardwalk at Pleasant Valley Park & Trails which are in need of minor repairs in the short term, and will be in need to fix some warping/heaving of the boardwalk as a potential capital expense. The Committee discussed the repairs. A motion was made by Carol Boettcher to use not more than \$500 of funds from the Parks budget to make repairs to the boardwalk and look out deck. The motion was seconded by Keith Martin and passed 4-0.

b. Discussion on future meetings

The Committee decided that it would next meet in July.

5. ADJOURNMENT

Caroll Boettcher moved to adjourn. The motion was seconded by Keith Martin and passed unanimously. The meeting adjourned at 5:31pm.

Respectfully submitted,

Paul Jungbauer
Director of Parks & Recreation

**TOWN OF CEDARBURG
LANDMARKS COMMISSION MEETING MINUTES
June 17, 2025**

Present: Kari Esser, Tim Rasmussen, Carol Boettcher, Ray Pecor, Eric Utz, Cecily Bishop
Excused: Lance Schaefer,
Also Present: Sara Jacoby, Assistant Administrator/Clerk

1. CALL TO ORDER

Chairwoman Esser called the meeting to order at 5:00 p.m.

Chairwoman Esser appointed Commissioner Boettcher as Chairwoman Pro Tem for the items 1-5 of the meeting so that she could abstain from voting.

2. PRESERVATION AWARD APPLICANT TOUR

- a. 5:00 pm: Travis L. Keshemborg & Ellen L. Suelflow Revocable Trust
1219 Sheboygan Road (County Road I).

The Commission toured the 1219 Sheboygan Road home. Travis Keshemborg & Ellen Suelflow were both present to showcase the building and answer any questions from the Commission. Mr. Keshemborg and Ms. Suelflow explained the family history and the choices they made with renovation and expansion. At the conclusion of the tour, the Commission recessed at 5:30 to proceed to the next home tour.

3. PRESERVATION AWARD APPLICANT TOUR

- a. 6:00 pm: Dawn Kurz and Danielle Kurz
809 Granville Road (County Road Y).

The Commission toured the 809 Granville Road home. The mother and daughter Dawn Kurz and Danielle Kurz were both present to showcase the building and answer any questions from the Commission. Miss Kurz and Ms. Kurz explained their renovation experience, including her family members and friends. Miss Kurz briefly explained the expansion choices and the determination to keep the footprint of the building as original as they could while still allowing themselves to enjoy outdoor living space. She further detailed the thought process behind preserving the stone summer kitchen in its original location. Ms. Kurz detailed a process that had to be undertaken for basement repair that amounted to hand-digging and lugging buckets out of the home. At the conclusion of the tour, the Commission recessed at 6:30 to return to Cedarburg Town Hall for the remaining action items.

4. PLEDGE OF ALLEGIANCE

Chairwoman Pro Tem Boettcher called the meeting to order at 6:45 p.m. The Pledge of Allegiance was recited by those in attendance.

5. MINUTES OF PREVIOUS MEETINGS

- a. **Approving of March 12, 2025 Landmarks Commission Meeting Minutes***
Commissioner Bishop made a motion to approve the minutes from the March 12, 2025 Landmarks Commission Meeting. Commissioner Pecor seconded, and the motion passed unanimously.

6. NEW BUSINESS

- a. **Discussion and possible motion on 2025 Preservation Award.**

The Commission discussed the applications and agreed that the work done by both applicants was impressive. The Commission debated how the applications greatly differed in terms of renovation vs. preservation. The Commission evaluated the scope of renovation of each application including maintaining original footprint or large-scale additions.

Commissioner Utz made a motion to grant the 2025 Landmarks Preservation Award to the property at 1219 Sheboygan Road. Commissioner Pecor seconded, and the result was a vote of 2-0-4 with Commissioners Pecor and Utz voting “aye” and the remaining commissioners abstaining.

Commissioner Bishop made a motion to grant the 2025 Landmarks Preservation Award to the property at 809 Granville Road. Seconded by Commissioner Rasmussen, and the result was a vote of 3-2-1 with Commissioners Rasmussen, Boettcher, and Bishop voting “aye”, Commissioners Pecor and Utz voting “nay”, and Chairwoman Esser abstaining.

Chairwoman Pro Tem Boettcher announced that there would be two winners of the 2025 Landmark Preservation Award: Travis L. Keshemberg & Ellen L. Suelflow Revocable Trust for the work done to the building at 1219 Sheboygan Road, and Dawn Kurz and Danielle Kurz for the work done to the building at 809 Granville Road.

Chairwoman Esser resumed the chairperson roll at 7:10pm.

b. Discussion and possible motion on Award Commemoratives.

Chairwoman Esser discussed the purchase of two commemorative historical plaques for the winning properties as well as framed proclamations and brass tags for the Town Hall plaque. Commissioner Boettcher made a motion to approve the expenditures using Landmarks Commission funds. Commissioner Pecor seconded, and the motion passed unanimously.

c. Discussion and possible motion on Award Presentation.

The Commission discussed the award presentation, with a preference of having it at the Cedarburg Town Hall on a date to be determined in September.

Chairwoman Esser asked the Commission their thoughts on having an award presentation at the 1302 Washington Avenue building and invite the local newspaper for photos. The Commission agreed this was a fine idea.

d. Discussion on the next Landmarks Commission Meeting.

Assistant Administrator/Clerk Jacoby noted that there would likely be an upcoming application but that nothing was proposed at the time of this meeting.

7. ADJOURNMENT

Commissioner Rasmussen made a motion to adjourn the meeting at 7:20 pm. Commissioner Bishop seconded, and the motion passed 6-0.

Respectfully submitted,
Sara Jacoby
Assistant Administrator/Clerk

**CITY OF CEDARBURG/TOWN OF CEDARBURG JOINT FIRE/EMS SERVICES
COMMITTEE MEETING
APPROVED MINUTES
NOVEMBER 21, 2024**

A regular meeting of the Joint Fire/EMS Services Committee was held Thursday, November 21, 2024, online utilizing the Zoom app.

The meeting was called to order by Chairperson Scott Gonwa at 6:32 p.m.

Roll Call: Present – City of Cedarburg – Council Members Kristian Lindo and Robert Simpson, Scott Gonwa

Town of Cedarburg – Town Supervisors Larry Lechner and Wayne Pipkorn, Don Borgwardt

Also Present - Fire Chief Jeff Vahsholtz, City Administrator Mikko Hilvo, Town Administrator Eric Ryer

STATEMENT OF PUBLIC NOTICE

At Chairperson Scott Gonwa's request, City Administrator Hilvo verified that notice of this meeting was posted in accordance with the Wisconsin Open Meetings Law.

COMMENTS & SUGGESTIONS FROM CITIZENS – None

APPROVAL OF MINUTES

A motion was made by Don Borgwardt, seconded by Council Member Lindo, to approve the July 29, 2024, Joint Fire/EMS Services Committee minutes. Motion carried without a negative vote.

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON AMENDED PARAMEDIC OVERSIGHT AGREEMENT WITH SOUTHERN OZAUKEE FIRE DEPARTMENT (SOFD)

Chief Vahsholtz provided the summary of changes and updates to the Paramedic Program which led to a discussion on the details of the Amended Paramedic Oversight Agreement with Southern Ozaukee Fire Department (SOFD).

A motion was made by Town Supervisor Lechner, seconded by Town Supervisor Pipkorn, to recommend approval of the Amended Paramedic Oversight Agreement with Southern Ozaukee Fire Department (SOFD) to the City Council and Town Board. Motion carried without a negative vote.

ADJOURNMENT

A motion was made by Don Borgwardt, seconded by Council Member Lindo, to adjourn the meeting at 6:45 p.m. Motion carried without a negative vote.

Tracie Sette
City Clerk

**Town of Cedarburg
Treasurer's Report
As of July 31, 2025**

	<u>General Funds</u>	
Beginning Balance as of 6/30/25	\$ 4,444,675.76	
Received Revenues:	220,797.96	See below
Earned Interest - Money Market	6,283.61	
Earned Interest - Checking	147.94	
Earned Interest - PWSB CD	6,294.31	
Additions/Subtractions:		
Transfer from Environmental Account	4,560.59	
UMB Loan Payment	-	
Less : Monthly Disbursements	(571,953.11)	
Ending Balance as of 7/31/25	<u><u>\$ 4,110,807.06</u></u>	

Revenue Sources:

Additions/Subtractions:

Building Permit Fees	9,477.00
Plumbing, Electric & HVAC Permit Fees	4,886.15
Conditional Use	100.00
Recycling Fees - Special Pick Up	473.20
State Shared Revenue	116,029.93
Fire Insurance/Rebate	51,677.51
Impact Fees	-
Yard Waste Cards	1,245.00
Brush Chipping	1,405.00
Rezoning/Petition/Plat/Quarry	100.00
Bartender/Cigarette/Liquor Licenses	207.00
Culvert/Driveway Permit	250.00
Sign Permits	299.00
Miscellaneous	100.51
Cable Franchise Fee	-
Insurance Reimbursement	-
Special Assessment Letters	180.00
Telecommunications Tower	481.25
Fall Baseball Fees	-
Soccer Fees	-
Flag Football Fees	-
Little League Sponsorship	2,420.00
Little League Fees	31,466.41
Total Receipts for July	<u><u>\$ 220,797.96</u></u>

Town of Cedarburg
Special Revenue Funds - Restricted Use Revenues
As of July 31, 2025

	<u>Machinery Account</u>	<u>Public Works Facility Acct.</u>	<u>Five Corners Town Center</u>	<u>Environmental Account</u>	<u>Total</u>
Beg Bal June 30, 2025	\$ 812,790.30	\$ 171,393.96	\$ 97,898.59	\$ 189,865.50	\$ 1,271,948.35
Receipts:					
Interest	3,040.59	641.17	366.23	693.33	\$ 4,741.33
Ramboll				(4,650.59)	\$ (4,650.59)
				-	\$ -
					\$ -
					\$ -
					\$ -
End Bal July 31, 2025	<u>\$ 815,830.90</u>	<u>\$ 172,035.13</u>	<u>\$ 98,264.82</u>	<u>\$ 185,908.24</u>	<u>\$ 1,272,039.09</u>

Town of Cedarburg
Special Revenue Funds - Restricted Use Revenues
As of July 31, 2025

Account 200-00-11230	<u>Utility Bonds</u>	<u>Road Bonds</u>	<u>Holding Tank Bonds</u>	<u>Impact Fees</u>
Beginning Balance June 30, 2025	\$ 22,129.82	\$ 69,600.00	\$ 193,200.00	\$ 331,616.77
Receipts:				
Deposit				
Interest	1,060.15			1,236.43
Transfer	(1,060.63)	-	(1,000.00)	-
Ending Balance July 31, 2025	<u>\$ 22,129.34</u>	<u>\$ 69,600.00</u>	<u>\$ 192,200.00</u>	<u>\$ 332,853.20</u>

Town of Cedarburg
Special Revenue Funds - Restricted Use Revenues
As of July 31, 2025

	<u>Escrow</u> <u>Accounts</u>	<u>Petty Cash</u>
Beginning Balance June 30, 2025	\$ 55,060.32	\$ 350.00
Receipts		
Earned Interest	100.45	
Fund Transfers		
Ending Balance July 31, 2025	<u>\$ 55,160.77</u>	<u>\$ 350.00</u>

<u>Escrows Held</u>	<u>Amount</u>
Prairie West	\$ 5,736.37
Greystones	<u>\$ 49,424.40</u>
Total	\$ 55,160.77

Town of Cedarburg
Monthly Summary of Cash & Invested Account Balances
As of July 31, 2025

General Funds	\$ 4,110,807.06
Machinery Account	815,830.90
Public Works Facility Account	172,035.13
Paving Escrow Accounts	55,160.77
Utility Permit Escrows	22,129.34
Road Bond Account	69,600.00
Holding Tank Account	192,200.00
Impact Fee Account	332,853.20
Environmental Account	185,908.24
Five Corners Town Center	98,264.82
Petty Cash	350.00
Total Balance	<u>\$ 6,055,139.46</u>
Less Cash & Invested Account Balances From Prior Month	<u>6,388,581.02</u>
Increase/(Decrease) in Invested Account Balances for the Month	<u>\$ (333,441.56)</u>

Katie LeBlanc
Treasurer

**Town of Cedarburg
Impact Fees
As of June 29, 2025**

Cash - PWSO - Commingled all funds

ALL Checks

Posted From: 7/01/2025 From Account:
Thru: 7/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	7/30/2025	EFTPS- ELECTRONIC FEDERAL TAX PAYMENT SYS	9,557.28
EFT	7/30/2025	EFTPS- ELECTRONIC FEDERAL TAX PAYMENT SYS	27.76
EFT	7/30/2025	EFTPS- ELECTRONIC FEDERAL TAX PAYMENT SYS	6,765.55
EFT	7/30/2025	Great-West Retirement	180.00
EFT	7/30/2025	Great-West Retirement	180.00
EFT	7/30/2025	WDOR- 930208	1,196.55
EFT	7/30/2025	WDOR- 930208	1,571.05
EFT	7/30/2025	WM Corporate Services, Inc.	36,604.88
EFT	7/30/2025	WISCONSIN EMPLOYEE TRUST FUND (ETF)	7,335.52
EFT	7/30/2025	Elan Financial Services	808.57
40759	7/02/2025	5 Corners Isuzu Truck & Auto	155.95
40760	7/02/2025	Amazon Capital Services	298.49
40761	7/02/2025	American Metal and Paper	282.50
40762	7/02/2025	Antoine Hoeft & Eberhardt, S.C.	3,445.00
40763	7/02/2025	ARNOLD'S ENVIRONMENTAL SERVICES	450.00
40764	7/02/2025	Ascension Occupational Health-	70.00
40765	7/02/2025	BAKER TILLY US, LLP	750.00
40766	7/02/2025	BARTLEY, ANDREW	120.00
40767	7/02/2025	Bauer Built Tire	747.60
40768	7/02/2025	Blain's Farm & Fleet	21.75
40769	7/02/2025	BURGHARDT SPORTING GOODS	643.25
40770	7/02/2025	Chapman, Donald	1,000.00
40771	7/02/2025	Charter Communications (Spectrum)	105.28
40772	7/02/2025	Cleaning Authority	560.00
40773	7/02/2025	Culligan of West Bend	64.75
40774	7/02/2025	EMPLOYEE BENEFITS CORP	731.69
40775	7/02/2025	Grafton Little League	350.00
40776	7/02/2025	John Fabrick Tractor Company	64.28
40777	7/02/2025	Jungbauer, Paul	37.80
40778	7/02/2025	LANNON STONE PRODUCTS	373.73
40779	7/02/2025	Letters & Signs	94.00
40780	7/02/2025	LIBERTY TIRE RECYCLING LLC	271.47
40781	7/02/2025	MCE - Motion & Control Enterprises LLC	129.59

7/30/2025 2:21 PM

Reprint Check Register - Quick Report - ALL

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ACCT

Cash - PWSO - Commingled all funds

ALL Checks

Posted From: 7/01/2025 From Account:
Thru: 7/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
40782	7/02/2025	MONTICELLI, ADAM	120.00
40783	7/02/2025	NAPA Auto Parts	150.53
40784	7/02/2025	NEWMAN CHEVROLET	73.36
40785	7/02/2025	Ontech Systems Inc.	128.00
40786	7/02/2025	Peters, Samuel	120.00
40787	7/02/2025	QUILL CORPORATION	801.18
40788	7/02/2025	RA Smith National	1,520.00
40789	7/02/2025	Ramboll Americas Engineering Solutions Inc.	828.21
40790	7/02/2025	RICOH USA, INC.	204.69
40791	7/02/2025	Rote Oil	112.00
40792	7/02/2025	Ryer, Eric	1,010.00
40793	7/02/2025	SERWE IMPLEMENT MUNICIPAL SALES CO., LLC	130.37
40794	7/02/2025	SUPERIOR CHEMICAL CORP	766.60
40795	7/02/2025	WE ENERGIES	1,159.63
40796	7/02/2025	WESTERN CULVERT	5,492.16
40797	7/02/2025	WISCONSIN PUMP & SUMP	170.00
40798	7/11/2025	Draeger, Nolan	133.91
40799	7/11/2025	Eickberg, Mason	175.46
40800	7/11/2025	Emery, Logan	170.00
40801	7/11/2025	Hager, Brycen	253.35
40802	7/11/2025	Hajdu, Paul	350.93
40803	7/11/2025	Heitzkey, Luke	288.87
40804	7/11/2025	Helm, Jacob	332.46
40805	7/11/2025	Lempke, Eli	50.79
40806	7/11/2025	Sullivan, Ayden	212.40
40807	7/11/2025	Wuebben, Alexa	64.64
40808	7/09/2025	Bogwardt, Donald	125.00
40809	7/09/2025	Carmichael, Kerry	125.00
40810	7/09/2025	Gaertig, Thomas	125.00
40811	7/09/2025	Lewandowski, Anne M.	125.00
40812	7/09/2025	Wolf, Steven	125.00
40813	7/09/2025	Carlin Sales Corp.	956.00
40814	7/09/2025	Home Depot Credit Services	167.13

Cash - PWSO - Commingled all funds

ALL Checks

Posted From: 7/01/2025 From Account:
Thru: 7/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
40815	7/18/2025	Amazon Capital Services	279.21
40816	7/18/2025	BELLIN HEALTH	42.00
40817	7/18/2025	BEYERS TRUE VALUE HARDWARE	300.76
40818	7/18/2025	Blain's Farm & Fleet	236.52
40819	7/18/2025	Catalis LLC	1,850.00
40820	7/18/2025	Cedar Corporation	225.00
40821	7/18/2025	CEDARBURG SCHOOL DISTRICT	90.00
40822	7/18/2025	Charter Communications (Spectrum)	130.36
40823	7/18/2025	CITY OF CEDARBURG	51,677.51
40824	7/18/2025	Cleaning Authority	280.00
40825	7/18/2025	Conley Media	24.50
40826	7/18/2025	DIGGERS HOTLINE INC	75.60
40827	7/18/2025	EMPLOYEE BENEFITS CORP	2,476.92
40828	7/18/2025	Engineered Security Solutions Inc	1,219.99
40829	7/18/2025	Equipment Rentals #1	174.90
40830	7/18/2025	Esser, Kari	40.06
40831	7/18/2025	HAWKINS ASH CPA'S	92.50
40832	7/18/2025	JACKSON CONCRETE INC	2,020.00
40833	7/18/2025	Johnson and Sons Paving LLC	2,983.00
40834	7/18/2025	LANNON STONE PRODUCTS	467.04
40835	7/18/2025	LIESENER SOILS INC	36.00
40836	7/18/2025	Ontech Systems Inc.	525.00
40837	7/18/2025	Planning & Zoning LLC	882.00
40838	7/18/2025	QUILL CORPORATION	47.74
40839	7/18/2025	Rote Oil	1,945.23
40840	7/18/2025	SAFEbuilt, LLC Lockbox #88135	7,775.78
40841	7/18/2025	Scanman America LLC	725.48
40842	7/18/2025	Securian Financial Group, Inc.	334.08
40843	7/18/2025	UHS Premium Billing	13,784.17
40844	7/18/2025	UniFirst Corporation	78.71
40845	7/18/2025	WI Dept. of Justice	77.00
40846	7/18/2025	WISCONSIN PUMP & SUMP	170.00
40847	7/18/2025	BELLIN HEALTH	42.00

Cash - PWSO - Commingled all funds

ALL Checks

Posted From: 7/01/2025 From Account:
Thru: 7/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
40848	7/25/2025	Helm, Jacob	637.07
40849	7/30/2025	Aegis Corporation	500.00
40850	7/30/2025	Amazon Capital Services	207.01
40851	7/30/2025	American Metal and Paper	292.50
40852	7/30/2025	Antoine Hoeft & Eberhardt, S.C.	1,086.50
40853	7/30/2025	ARNOLD'S ENVIRONMENTAL SERVICES	450.00
40854	7/30/2025	BOEHLKE BOTTLED GAS	37.63
40855	7/30/2025	CITY OF CEDARBURG	268,446.50
40856	7/30/2025	Cleaning Authority	280.00
40857	7/30/2025	Community Insurance Corporation	55,910.00
40858	7/30/2025	EMPLOYEE BENEFITS CORP	468.18
40859	7/30/2025	Home Depot Credit Services	897.80
40860	7/30/2025	Jacoby, Sara	28.65
40861	7/30/2025	Kaestner Auto Electric Co.	217.30
40862	7/30/2025	LIBERTY TIRE RECYCLING LLC	207.38
40863	7/30/2025	Lochen Equipment	380.67
40864	7/30/2025	PETTY CASH	34.26
40865	7/30/2025	Ramboll Americas Engineering Solutions Inc.	2,732.28
40866	7/30/2025	REINDERS, INC	438.00
40867	7/30/2025	RICOH USA, INC.	204.69
40868	7/30/2025	United States Postal Service	842.59
40869	7/30/2025	WE ENERGIES	1,414.41
40870	7/30/2025	WISCONSIN PUMP & SUMP	170.00
V4539	7/11/2025	Bartley, Andrew	1,952.67
V4540	7/11/2025	Butschlick, Jamie	1,581.85
V4541	7/11/2025	Esser, Thomas	1,187.62
V4542	7/11/2025	HINTZ, JOSEPH	355.28
V4543	7/11/2025	Jacoby, Sarah	1,920.89
V4544	7/11/2025	Jungbauer, Paul	1,922.70
V4545	7/11/2025	Lauer, Russell	1,135.64
V4546	7/11/2025	LeBlanc, Katie	4,261.83
V4547	7/11/2025	LECHNER, LAWRENCE	1,312.62
V4548	7/11/2025	Lindberg, Glenn	798.28

Cash - PWSO - Commingled all funds

ALL Checks

Posted From: 7/01/2025 From Account:
Thru: 7/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
V4549	7/11/2025	Mett, Julie	585.76
V4550	7/11/2025	Monticelli, Adam	2,956.33
V4551	7/11/2025	Oberg, Heath	1,342.48
V4552	7/11/2025	Pautz, Peter	1,381.38
V4553	7/11/2025	Peters, Samuel	211.65
V4554	7/11/2025	Pipkorn, Wayne	1,187.62
V4555	7/11/2025	Ryer, Eric	3,645.91
V4556	7/11/2025	SALVAGGIO, DAVID M	2,314.85
V4557	7/11/2025	Stauss, Mitchel	1,504.07
V4558	7/11/2025	Vollmar, John	528.88
V4559	7/25/2025	Bartley, Andrew	1,952.67
V4560	7/25/2025	Boerner, Jeffrey	28.67
V4561	7/25/2025	Butschlick, Jamie	1,557.28
V4562	7/25/2025	HINTZ, JOSEPH	393.12
V4563	7/25/2025	Jacoby, Sarah	1,920.89
V4564	7/25/2025	Jungbauer, Paul	1,922.70
V4565	7/25/2025	Lindberg, Glenn	959.06
V4566	7/25/2025	Mett, Julie	1,060.68
V4567	7/25/2025	Monticelli, Adam	2,956.33
V4568	7/25/2025	Oberg, Heath	1,330.63
V4569	7/25/2025	Pautz, Peter	1,302.85
V4570	7/25/2025	Peters, Samuel	211.65
V4571	7/25/2025	Ryer, Eric	3,645.91
V4572	7/25/2025	Stauss, Mitchel	1,504.07
V4573	7/25/2025	Vollmar, John	563.85
Grand Total			571,953.11

Cash - PWSH - Commingled all funds

ALL Checks

Posted From: 7/01/2025 From Account:
Thru: 7/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	557,384.56
Total Expenditure from Fund # 200 - SPECIAL REVENUE FUND	4,560.49
Total Expenditure from Fund # 205 - SPECIAL REVENUE FUND - ARPA	725.48
Total Expenditure from Fund # 500 - RECREATION	9,282.58
Total Expenditure from all Funds	571,953.11

2024 CEDARBURG FIRE DEPARTMENT ANNUAL REPORT





Mayor Thome, Members of the Common Council, and Administrator Hilvo:

I would like to present the 2024 year-in-review for the Cedarburg Fire Department. On the following pages you will see many charts and graphs of our activities over the past year. I am proud of our paid-on-call members, and our full-time staff, for their hard work and dedication to our community. Without all of them, there would not be much of a report to give.

2024 was another very busy year for the department. Our dedicated members ran a total of 1,602 calls, an increase of 3.89% from last year. EMS calls were 81.2% of our total calls. Of those 1302 EMS calls, 76.5% of our patients were 60 years and older. For statistics on types of calls and frequency, see pages 6-10.

In 2024, our members put in 1,221 hours of stand-by for all the special events held in our community. Our department also continued to hold Maxwell Street Days and other fund-raising events at Firemen's Park. Our members devoted 3,895 hours at the park. They accomplish that on top of our rising call volume, training, and other events.

We were pleased to add our 3rd full-time paramedic, Joel Deutsch, in September 2024. Joel brings with him over 12 years of Paramedic and firefighting experience. He is a great addition to our team and for our community. At the end of 2024, Jason Peterson, one of our full-time employees, successfully completed a full year of Paramedic school. Jason is now licensed as a Paramedic under the Southern Ozaukee Fire and Emergency Medical Services Department, providing service to our community.

Our front cover this year shows our new ambulance, a 2023 Ram 5500 chassis, designed by our ambulance committee, ordered in 2023 and delivered in April 2024; see page 19 for more specifics. This is the first new ambulance we have purchased since 2011. Patient care is a top priority of our department, and the ride in the new ambulance is both comfortable and safe, making it easier for our crews to provide care to our patients.

In closing, I would like to say THANK YOU to Mayor Thome, Administrator Hilvo, and the members of the Common Council for all that you have done to support our fire department. 2024 held major accomplishments in terms of a successful referendum, recruitment of new members, and being able to continue to better serve the City and Town of Cedarburg. The members of our department consist of amazing men and women, and our young Explorers, who all share a common bond by serving their community well. **I couldn't be any prouder to see the dedication by our members.**

Sincerely,

Jeffrey J. Vahsholtz
Chief





CFD 2024 Active Membership Roster

Under 1 year (Probationary):

Roman J. Poss
Noah L. Nouansacksy
Dustin A. Wallace
Christopher A. Bakos
Christopher T. Sprenger
Heath M. Oberg
Benjamin N. Schuster
Benjamin M. Gustafson
Teddy Krol
Hailey I. Jett
Joseph P. Pietrowiak
Colt L. Cofta

1 to 10 years:

Caitlin Steinberg
Andy Schottler
Will Didier
Rob Henry
Chris Brunette
Emily Cleveland
Octavio Arreaga-Chavez
Kelly Scott
Melissa Demczak
Denisa Demczak
Jamie Wilhelme
Caleb Wardenburg
Abigail J. DeGuelle
Daniel W. Dowty
Katrina Schoen
David B. Lee
Shelby J. Mayer
Stephanie M. Van Pietersom
Klark A. Pennings

1 to 10 years continued:

Christopher J. Naas
Daniel M. Wolf
Nicholas J. Lesselyoung
Nicole A. Naas
Karissa J. Mathias
Shaun M. Smith
Edward T. Lanser
Michael R. Kranz
Nicholas L. Janous
Tanya N. Zarling
Melanie L. Clausing-Miles
Lindsay L. Lanser *Lt. Rescue
Robert D. Mathias
Andrew J. Hester
Dennis W. Grulkowski
Jeffrey L. Nelson
Randy A. Tews
Dustin J. Halyburton *Dive Leader

11 to 15 years:

Kelly A. LaPorta
Norine C. Nelson

16 to 24 years:

Robert F. Jung
John E. Zarling
Andrew W. Heidtke *Deputy Chief/Training
David M. Schwantes
Edward M. Petrarca
Nichole J. Zarling * Captain Rescue Company
Christopher C. Hoerz
Peter J. Pautz *Lt. Engineers
Nathan M. Matter
Craig A. Boerner * Captain Engineers
Joseph E. Grube *Lt. Engine Company
Grant D. Witte *Safety Officer
Joel L. Bublit

25 to 34 years (Honorary Active):

James G. Bougie
Kara J. Racine
Scott E. Matusewic
Suzanne V. Ernst
Carly A. Giuliani

35 to 39 years (Honorary Active):

William H. Hintz * Assistant Chief

40 years and over: (Honorary Active):

Gregory G. Boerner
Raymond R. Jung
Edward A. Bublit

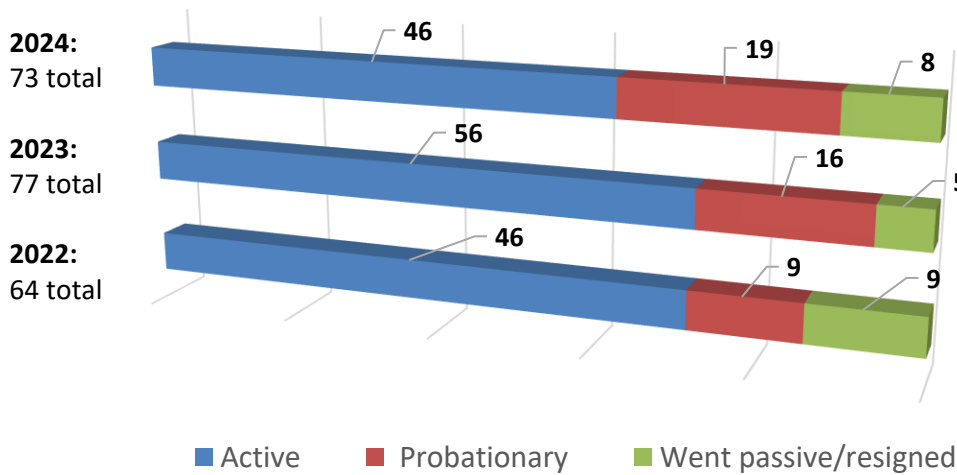
**73 Paid-On-Call Members; 8 Full-Time Employed
Total Active Members in 2024: 81**

8 Full-Time Employees:

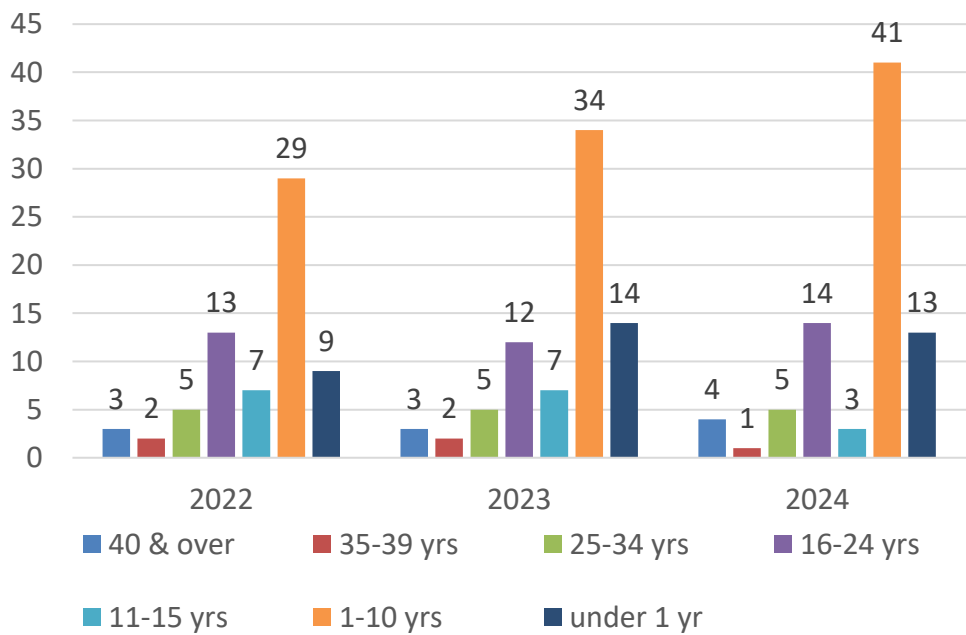
Jeffrey J. Vahsholtz (Volunteer 1978 promoted to Chief 2014; Full-Time 2024) *Honorary Active Chief
Joseph W. Hintz (Volunteer 2008 to Full-Time 2020) *Deputy Chief
Blake R. Karnitz (Volunteer 2010; Hired Full-Time 2017) *Captain CRR
Jason Peterson (Volunteer 2016 to Full-Time 2021) HEO/FF/AEMT
Ethan J. LeGault (Volunteer to Full-Time 2022) HEO/FF/AEMT
Christopher R. Wunsch (Hired Full-Time 2023) HEO/FF/Paramedic
Nicholas G. Hepner (Hired Full-Time 2023) MPO/FF/Paramedic
Joel P. Deutsch (Hired Full-Time 2024) MPO/FF/Paramedic

*Denotes Officers/Chiefs

Each year, our paid-on-call membership retention fluctuates due to changes in people’s lives; such as career changes, health, family, relocating etc. As shown below, for every new probationary member brought in, there can be an unknown number of members who leave in the same year. The numbers shown here do not include full-time employees.



Members’ # of Years at CFD





In 2024, the bell tolled one last time for the following CFD members:

Norbert Barrelmann

Jim Wrobbel

Peter Janke

Jerry Frank

Bill Stoll

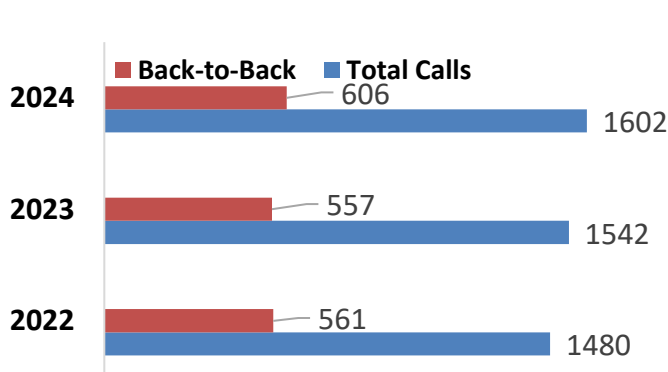
Dick Didier

2024

The Cedarburg Fire Department responded to a total of **1,602** incidents

	City	Town	Mutual Aid Given to other departments	Total
Rescue	1,034	242	26	1,302
Fire	195	74	28	297
Dive	0	0	3	3
Totals	1,229	316	57	1,602

For Mutual Aid Given and Mutual Aid Received information and statistics, see Page 7 for Rescue Incidents and Page 8 for Fire Incidents.



Back-to-Back Calls

Defined as when two or more incidents occur simultaneously, such as when one crew is out on a Rescue or Fire call and another incident is dispatched.

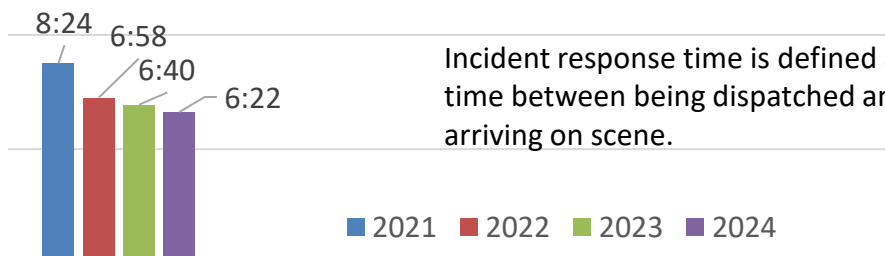
Percentage of back-to-back calls:

2024: 37.8%

2023: 36.1%

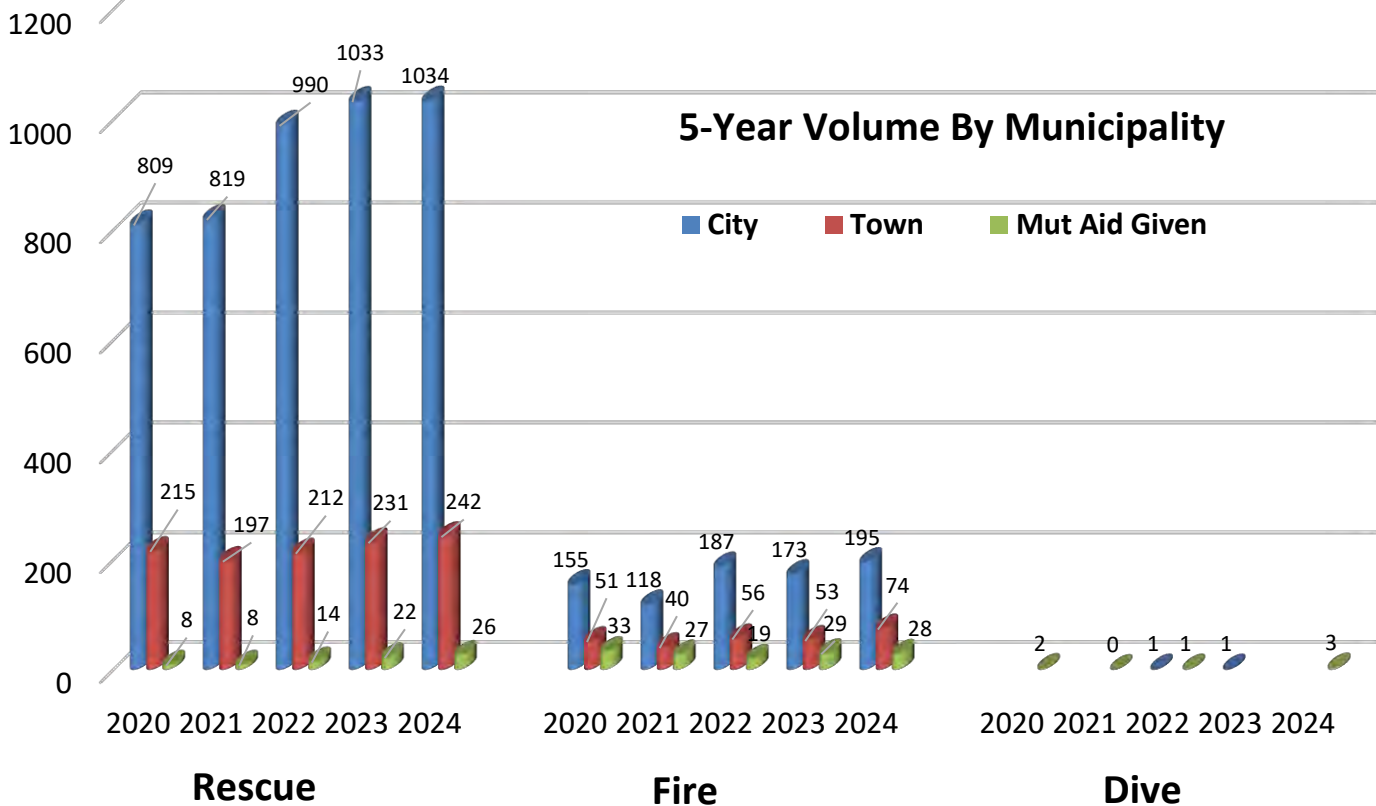
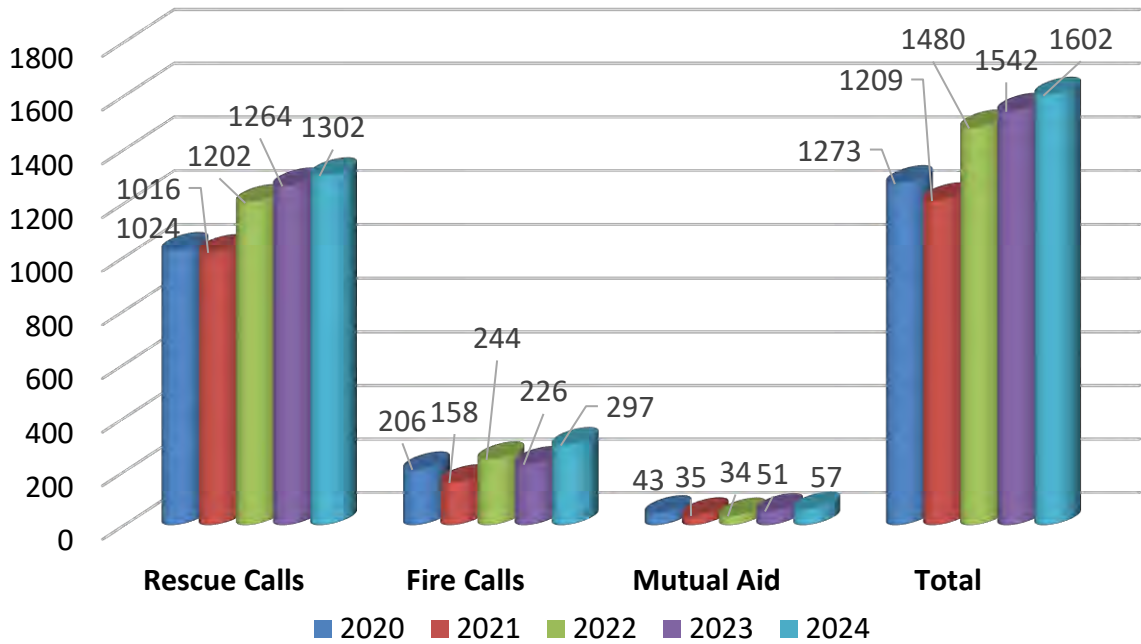
2022: 37.9%

Average Response Time Min:Sec



Incident response time is defined as the amount of time between being dispatched and the first unit arriving on scene.

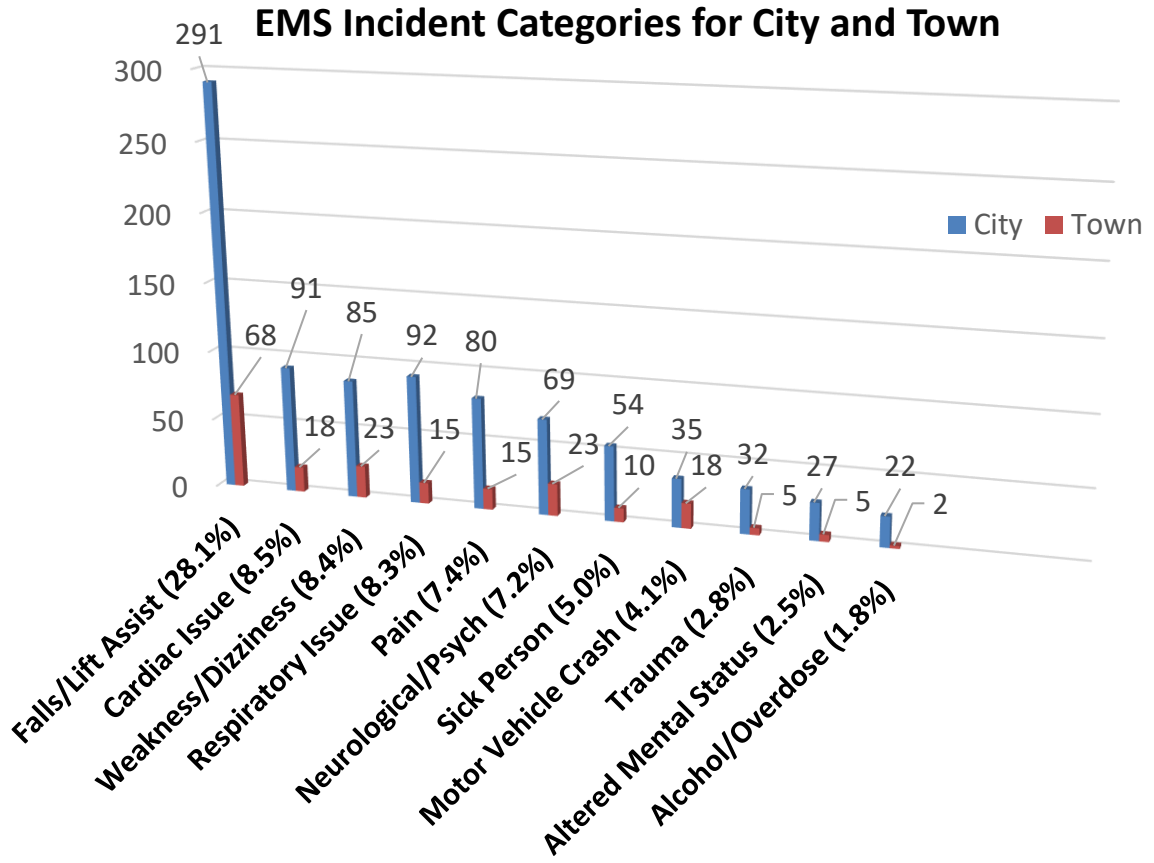
Fire and Rescue Incident Totals 5-Year Comparison



Rescue Incidents Summary

Total EMS: 1,302

City: 1,034 Town: 242 Mutual Aid Given: 26



Paramedic Intercept Breakdown

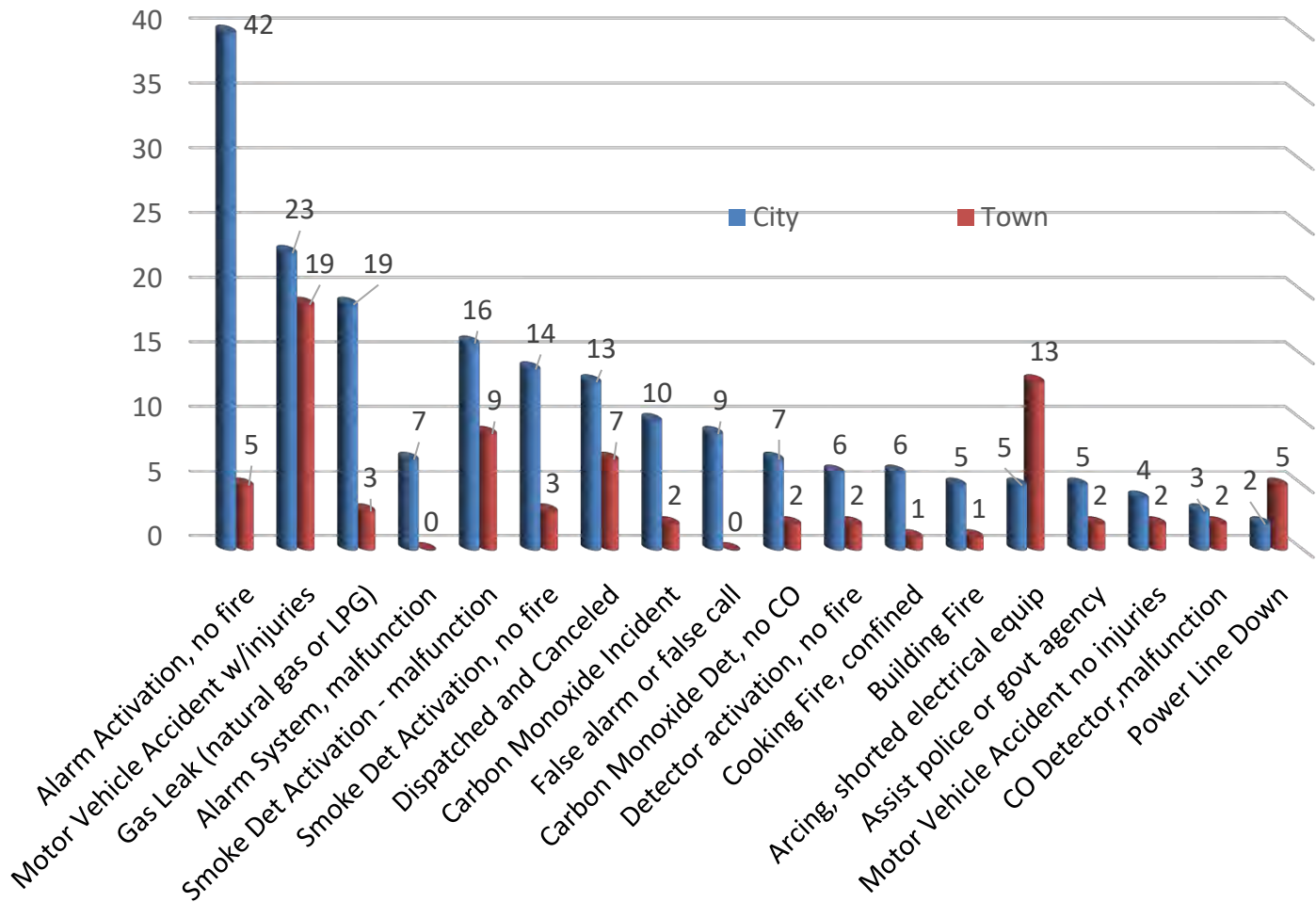
Total EMS calls	1,302	81.3% of all calls
Total Intercept Requests	578	44.4% of all EMS calls
Paramedic Transport	123	9.5% of all EMS calls

A majority of the intercept requests are computer generated. The county uses a program called ProQA. Based on questions asked by dispatch and answers given, the software determines if a paramedic is sent or not. The crew can and will call for a paramedic if needed, when one has not been automatically sent.

Types of Fire Incidents

Total: 297 City: 195 Town: 74

Mutual Aid Given/MABAS: 28 (see next page)



CITY Fires (5):

January (3 Fires): 1) House w/ attached garage. Mutual Aid requested, fire contained to garage and extinguished. 2) House w/ heavy fire in attic, MABAS 1st Box Alarm, extensive overhaul to roof. 3) House w/attached garage fire, MABAS Full Still Level, extinguished and ventilation required.

February (1) : Laundry room/heavy smoke at assisted living facility. Ventilation required.

June (1): House fire contained to kitchen with ventilation required.

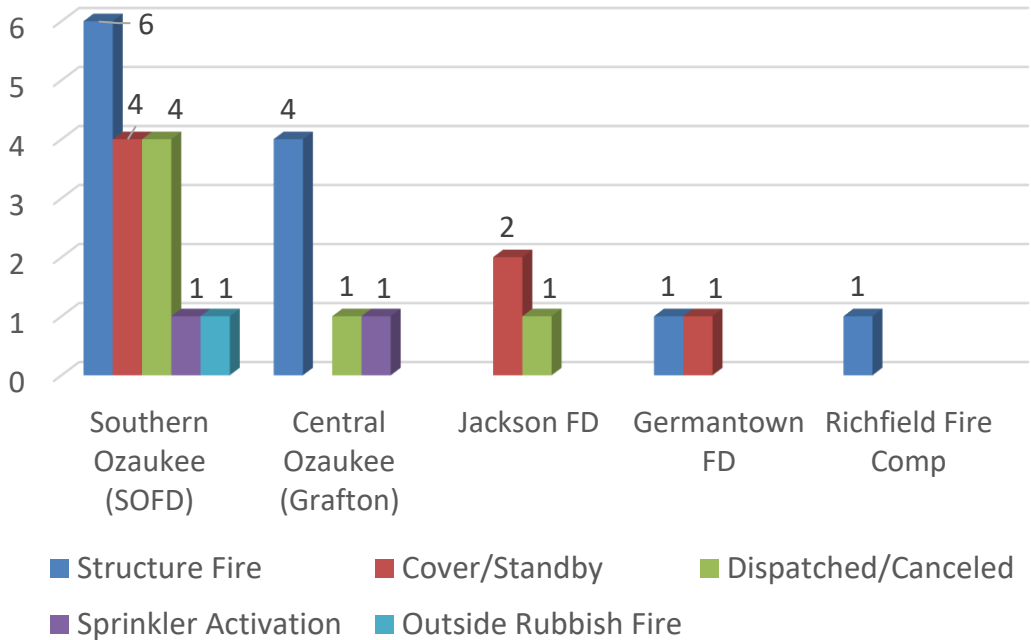
TOWN Fires (1):

June: MABAS Full Still, Burning smell/smoke on electrical wires running into house. Ventilation required. House next door called 911 for burning smell also, investigated as power lines down, energizing cable lines to both homes.

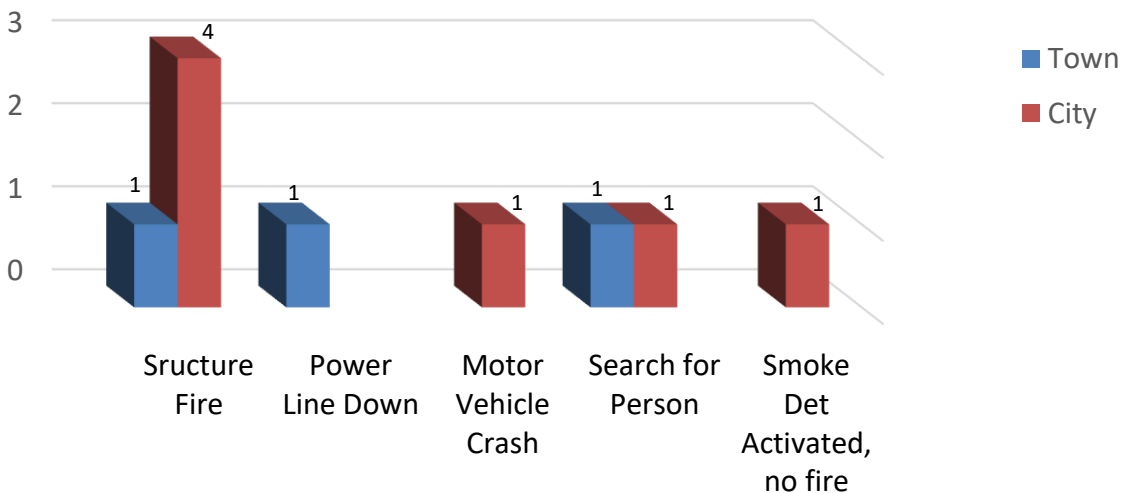
Types of Fire Incidents

Total: 297 City: 195 Town: 74
Mutual Aid Given/MABAS: 28

Cedarburg **provided Mutual Aid** to other fire departments 28 times for various types of fire incidents:



Cedarburg **received Mutual Aid** from other departments 10 times; 3 in the Town of Cedarburg and 7 in the City of Cedarburg. See below for types of fire calls.



2024 Staffing and Promotions



Full-time FF/Paramedic Joel Deutsch

Joel Deutsch joined the department on May 9, 2024, as a paid-on-call **Firefighter/Paramedic**. Within a few months, Joel was hired to our full-time staff and was officially sworn in at the Common Council meeting at City Hall on September 9th. Joel was a member of the Thiensville Fire Department from 2010 to 2022. During those years, Deutsch would often work with our EMS crews on our calls, arriving on scene as a paramedic intercept. As an assistant chief in Thiensville, Deutsch led over 30 volunteer firefighters, emergency medical technicians and paramedics. In addition to being a nationally registered paramedic since 2012, Deutsch holds certifications in Firefighter 1 and 2, Driver/Operator Pumper and Aerial, Fire Inspector 1, and Fire Officer 1 and 2. In a press release, Chief Vahsholtz stated, "Joel is familiar with implementing mentorship programs to assess knowledge, skills, and abilities of Fire/EMS personnel, as well as handling administrative roles which he acquired as an EMS service director. It is exciting to see growth, with three full-time paramedics; all helping to strengthen and build our paramedic program for our community and raise the bar again in providing the best care possible."

Chief Vahsholtz announced the promotion of **Blake Karnitz** to the rank of **Captain**. Blake will oversee the new **Community Risk Reduction Division (CRR)**. See page 27 for more about CRR.

Joining the department in 2010, Blake first took on the role of Fire Inspector and Assistant Training Officer in 2013. Blake was hired to his full-time position as Fire Inspector in 2017. In addition to being a State Certified Fire Inspector, Blake holds certifications for Firefighter 1 and 2, Advanced EMT, Instructor 1 and 2, Fire Officer 1 and 2, and RTF Leader. He earned the rank of Rescue Lieutenant in 2019.

In addition to his many certifications, Blake also completed the National Fire Academy's Managing Officer Program (a multiyear curriculum that introduces emerging emergency services leaders to personal and professional skills in change management, risk reduction and adaptive leadership. Blake also completed his Bachelor of Science degree in Fire Administration and Fire Investigation, which he worked on over the last 3 years and recently graduated Magna Cum Laude. Blake is a State Certified Fire Investigator, receiving his training through the Wisconsin Department of Justice, State Fire Marshals office.

We are proud of Blake's accomplishments and excited for his leadership in our new CRR division.



**Full-time FF/AEMT/Fire Inspector
Captain Blake Karnitz**

2024 Training Summary

Training at CFD is an essential part of our routine every month for our paid-on-call members and full-time staff. A few highlights from 2024 were:

- Captain Blake Karnitz invited the Wisconsin Department of Justice, Division of Criminal Investigation to discuss fire behavior at our training in January. Special Agent Beine discussed the basics of combustion, fire dynamics based on ventilation openings and conducted a live fire demonstration.
- Trainings were conducted at the “Burn house” on Hamilton Road several times throughout the year, using the house for coordinated company trainings simulating deployment on a fire scene. Time was also put in to “prep” the burn house for room and content burning. Skills practice included multi-company evolutions, thermal imaging, hose advancements, search and rescue, and forcible entry. Several of our high school age Explorer Program members also joined in at the burn house to learn and train with firefighters during the year.
- In August, CFD hosted an Association of Ozaukee County Fire Departments Training, a 2-day class in Aerial and Tower Ladder Operations. Regular scheduled training in August was held to review the Festival Box Hose Deployment and Ladders.
- Live fires for training included, 1) a controlled brush burn held in April off Lakefield Road, and 2) a live fire in November held at the burn house. Live fire trainings take a significant amount of planning and coordination to ensure realism and safety.



In 2024, the Cedarburg Fire Department sent 20 individuals to various Fire and EMS certification courses offered through the local technical colleges. Our members attending those classes put in many hours of class time and practical training; up to 3 nights a week spent away from their families and personal time. This is close to 1/3 of our active membership being committed to expanding their skills and knowledge purely for the benefit of the community.

See chart on the next page for the hours spent in courses, and overall trainings and meetings.

2024 Training Summary



Training Categories	5,067 Hours	Details
Fire Suppression	768 Hours 252 Hours 40 Hours 881 Hours 145 Hours 239 Hours	<ul style="list-style-type: none"> • Firefighter I Course • Firefighter II Course • Fire Officer II Course • Monthly Fire Trainings (includes Auto Extrication) • Controlled Burn Brush Fire #1 (April) • Other training (Online, Outside seminar/Classes)
EMS Rescue	900 Hours 180 Hours 67 Hours 535 Hours 209 Hours 263 Hours	<ul style="list-style-type: none"> • EMT Basic Course • AEMT Course • RTF Ops/Active Shooter Training • Monthly EMS Trainings (includes • Other training (Online, outside seminar/classes) • Instructed CPR classes to outside groups/businesses
Engineers	523 Hours 42 Hours	<ul style="list-style-type: none"> • Monthly Trainings (includes Jump Seat, Road Test/Miles and CEVO online) • Truck Maintenance
Incident Command	14 Hours	<ul style="list-style-type: none"> • All Online (Fire and EMS)
Dive Team	9 Hours	<ul style="list-style-type: none"> • Ice Dive – Harrington Beach State Park
Meetings	418 Hours	Details
Meetings	143 Hours 9 Hours 29 Hours 61 Hours 89 Hours 87 Hours	<ul style="list-style-type: none"> • Business Meetings • Executive Board • Officers Meetings • Committee Meetings • Mentorship and New Member Orientation • Additional Meetings
Explorers Program	336 Hours	Details
Explorers (Age 14-18)	299 Hours 37 Hours	<ul style="list-style-type: none"> • Monthly Trainings • Meetings
Grand Total	5,821 Hours	

2024 Engine Company

In 2024, the Engine Company accomplished getting all our fire hose tested, from supply lines to our interior lines used to put out fires. In total, 15,280 feet of hose was tested to ensure that there are no issues. All ground and roof ladders were also tested with no problems.

Engine Company was able to replace a corded positive pressure fan with a new and updated battery fan. This allows us to ventilate both fire calls and gas leak calls, not limiting us to the use of a power cord.

Equipment and SCBA checks were performed daily by our full-time staff, along with help from our paid-on-call members. Toward the end of the year, we were able to work with some new hand line nozzles to observe the new technology and to determine what is best for our replacement needs in the future.



2024 Engineers

In 2024, CFD Engineers participated in trainings based on pumping within a municipal water system (hydrants) as well as pumping and drafting within the rural areas of our protection area. Trainings on aerial operations and apparatus driving were also conducted throughout the year.

CFD Engineers spent time conducting vehicle maintenance and making minor apparatus repairs throughout the year.

Drivers were also busy with driving qualifications on the new Ambulance 150, which arrived in early 2024. We had four (4) members, who had previously received their state certifications, complete in-house qualifications and testing to become CFD Motor Pump Operators (MPOs).

Ethan LeGault, Christopher Wunsch, Scott Matuszewic and Caleb Wardenburg were all promoted to MPO's in 2024.

2024 Rescue Company

The CFD Rescue Company was once again very busy in 2024, continuing the upward trend. We finished the year with 1,602 total calls, of which 1,302 were rescue calls...another record. To help with our growing call volume, we added one full-time FF/Paramedic, while another full-time FF/AEMT successfully completed a year of paramedic schooling. In addition, we added nine licensed EMT Basics and one Advanced EMT to our roster, which includes current and new members that successfully completed the EMT Basic course.

In addition to new staff, we also added a new ambulance to our fleet, bringing our fleet up to three units, allowing us to best serve the members and visitors of our community. The new ambulance is a 2023 Ram 5500 designed by our members, purchased through ARV, and built by AEV. The ambulance was delivered in April 2024 and placed into service in May. We were fortunate to have this ambulance showcased at FDIC, which is the largest fire and rescue conference and trade show in North America, as an industry leading design and build. Some benefits to the new ambulance are the liquid spring suspension which makes a smoother and safer ride for both the patients and crew, improved safety features for the patients and crew, and improved emergency and scene lighting.

In 2024, we gained a new medical director, Kevin Glamm, M.D. A volunteer member of our department since 2007, Kevin worked his way up to Rescue Company Lieutenant before leaving the area to attend medical school, remaining in the department as a passive member during that time. Kevin (pictured at left) has come back as our Medical Director to help serve and protect the community of Cedarburg once again.



A big highlight of our year was being able to successfully resuscitate three cardiac arrest patients, allowing them to make full recoveries with minimal to no deficits. This was due to a quick response, immediate high level of care being provided, and high functioning teams of volunteers and full-time staff. The lives of these three patients, and each of their family's, would be much different without the great teamwork of our members.

The CFD Rescue Company keeps up the hard work to make sure that we are prepared to respond to any call at any time, providing the best possible treatment to those in need, while doing it with professionalism and compassion. The most valuable feature of this department is its members, who never stop working through the night, always giving up their leisure time and family time to improve the city. The sacrifices they make, and their dedication, is the core of the Cedarburg Fire Department.

2024 Explorers Post 9610 Program

Our CFD Explorer Post had 8 active members, male and female, who participated in the Fire & EMS exploration program this year.

The Explorer program provides the participants with an understanding of a career in the fire service and prepares them with the skills required to become certified Firefighters & EMT's. To be an explorer you must be between the ages of 14-18, maintain good grades in school, and actively participate in the program.

While the Explorers have their own monthly training, they are also encouraged to attend our department monthly trainings for active Fire & EMS personnel. These trainings include fire suppression, EMS, search & rescue, extrication, engineer/driver operator, and many other topics that prepare them with the knowledge to excel in school if they choose a career in these fields. Throughout 2024, members participated in 12 Explorer trainings and attended numerous other department trainings.

Explorers start off as probationary members of the Explorer post. Once they have gained the knowledge necessary, they are able to test out and come off probationary status. At that time, they are issued a pager, and they may begin to ride along, with supervision, on fire calls and gain first-hand experience.

CFD Explorers continue the tradition of creating and posting safety quotes that are displayed on the CFD sign in front of Olsen's Cedarburg Piggly Wiggly on Washington Avenue. They also helped with housekeeping and maintenance around the station. During our Open House and other events, they are able to talk with the public and give tours of the station and apparatus.

We are excited to share that a previous CFD explorer and our department's first cadet, Colt Cofta, applied for and was hired by the City of Waukesha Fire Department. This is evidence of our program's success and his personal drive. Tyler Hoerz, also a previous Explorer who left to attend college in 2024, has joined the department as a passive member as he plans to continue helping at our fundraising events during the summer.

Our Post gained two new members who were able to attend classes at MATC. Brady Naas, who joined early in 2024, attended FF1 and is currently taking EMT-B. Micah Kieckhefer is also taking EMT-B. Both will be able to obtain their NREMT certification sometime in 2025 and will be eligible for department membership once they've graduated high school.

2024 Explorers:

Lt. Addison Milam, Lt. Kennedy Gehweiler, Ben Hoerz, Tyler Hoerz, Brady Naas, Micah Kieckhefer, Angelina Seatz, and Sophia Seatz



Explorers training with fire hose operation

AWARDS 2024

Each year, the Cedarburg Fire Department recognizes the achievements of the past year for Active, Passive and Honorary members at their **Awards and Recognition Program**. The Awards banquet was held on Saturday, April 13th at the Cedarburg Cultural Center with a catered sit-down dinner and after the awards presentation, our members enjoyed entertaining BINGO games provided by our friends from The Lion's Club.

Chief Vahsholtz and Deputy Chief Heidtke presented service awards to the following members:
5 years: Tanya Zarling; and for 15 years: Bobby Jung, and Deputy Chief Joey Hintz

Four members were recognized for their honorary service of 25 years or more:



Kara Racine for 30 years honorary active service.

Kara, shown at left, was also thanked for her years working as a Telecommunicator for Cedarburg, helping the fire department and her community.

Jim Bougie, Chris Hackbarth and Theresa Grube were also each awarded for **25 years of honorary service** in the department

Edward “Eddie” Bublitz received special recognition for **50 years of active service.**

Eddie joined the Cedarburg Fire Department on February 1, 1974. During his first few years, he completed both Basic and Advanced Firefighting courses. His love of helping people inspired him to also become an EMT. He completed the course provided through local hospitals, passed the National Registry test, and soon, in addition to responding to fire calls, he was running rescue calls.

In 1978, he was promoted to Rescue Company Lieutenant, then promoted again to Rescue Captain in 1979. Ed became qualified as an Engineer on ALL department vehicles at CFD and received his state certification as an MPO. Eddie is a true caregiver: his many accomplishments, dedication and participation in the department reflect that every year. Eddie attends many of our monthly training nights and serves on department committees, such as the House and Truck Committees. In 2018, the highest award from the Cedarburg Fire Department, the Meritorious Service Award, was presented to Eddie at our Awards Banquet.



Shown L to R: Asst Chief Bill Hintz, Chief Jeff Vahsholtz, Eddie Bublitz, and Deputy Chief Andy Heidtke

The **Ozaukee County Association of Fire Departments** represented by Waubeka Fire Chief Jason **Caswell**, and the **Badger Firefighter's Association** represented by Jim Langford also presented Eddie with awards for his 50 years of service.

AWARDS Continued

First Responder of the Year recognition went to the following members who responded to the most calls in 2024:

Asst Chief Bill Hintz (85 Fire calls)
EMT Jim Bougie (162 Rescue calls)
EMT Nick Lesselyoung
(237 total Fire and Rescue)



From L to R: Chief Vahsholtz, Jim Bougie, Asst Chief Bill Hintz, and Nick Lesselyoung

A special **“Lifesaving Award”** was presented to **AEMT Melanie Clausing-Miles** for her using her skills and training in the summer of 2023. Melanie was at her local gym, Ozaukee Fitness, working out with her husband, when he suddenly became non-responsive, and was not breathing. She immediately acted using her CPR training; she checked his pulse, began chest compressions, asked for the AED on site and for someone to immediately call 911. Melanie maintained her composure and stayed calm the entire time.

She was able to revive her husband’s breathing and pulse before Cedarburg Paramedics and EMS personnel arrived on scene. Chief Vahsholtz presented her with the award at the banquet and everyone in attendance stood in applause to recognize her lifesaving actions as her husband and their gym trainer stood with her on stage.

From L to R: AEMT Melanie Clausing-Miles, husband Shawn, and their gym trainer



To top the evening off, there was one **“surprise award”**, that Chief Vahsholtz knew nothing about until retired Chief Rich Van Dinter stepped up to the podium. Van Dinter began with these words; “Tonight, I’m honored to represent the fire department to recognize Chief Jeff Vahsholtz for his leadership over the last 10 years.”

He went on to describe the challenges Chief Vahsholtz and the department faced over the last several years; volunteer recruitment and retention, improving response times, how Covid affected procedures/policies and the safety of our responders, and then came the consolidation study of fire departments in Ozaukee County.

Van Dinter acknowledged Vahsholtz for developing a plan that had never been done at CFD to address these issues: hiring two (2) full-time FF/AEMTs, and one (1) FF/AEMT Deputy Chief. Months went into researching the structure needed to bring on full-time personnel, and to create procedures to go forward for the future.



Chief Vahsholtz receives the Leadership Trophy

New Apparatus 2024

CFD added to the apparatus fleet in 2024. Ambulance 150 was purchased as a third ambulance to reduce the wear and tear on the other two ambulances, which have been in service since 2012. The third ambulance will help further the life of all three ambulances. It took two years to design, build, and acquire.

Ambulance 150 provides advanced life support Emergency Medical Service (EMS) and patient transport to area hospitals.

150 responds as the primary Ambulance out of Station 1.

Purchase price: \$400,000

Specifications include:

- 2023 Dodge Ram 5500 4x4 Chassis
- 6.4L Gasoline Hemi Engine
- AEV ambulance module



Fire Apparatus 2024

All fire apparatus, shown here and on the next several pages, were donated from Cedarburg Firemen's Park Inc. to the residents of Cedarburg. No taxpayer dollars were spent to purchase this apparatus.

ENGINE 163



Engine 163 is the first due engine out of Station 1.

Purchase price: \$685,000

Specifications include:

- 2016 Pierce Quantum 6-person chassis
- 500hp DD13 Detroit Diesel engine
- Allison automatic transmission
- 1500 GPM Pierce PUC pump
- 1,000-gallon water tank
- 25-gallon Class A foam tank
- 20 kW Harrison hydraulic generator

Fire Apparatus 2024 (continued)

Engine 161 rotates monthly as the second due engine out of Station 1 and Station 2.

Purchase price: \$460,000

Specifications include:

- 2004 Pierce Quantum 6-person chassis
- 515hp Detroit Diesel engine
- Allison automatic transmission
- 1500 GPM Waterous pump
- 1,000-gallon water tank
- 25-gallon Class A foam tank
- 15 kW PTO driven generator

ENGINE 161



ENGINE 162



Engine 162 rotates monthly as the second due engine out of Station 1 and Station 2.

Purchase price: \$560,000

Specifications include:

- 2009 Pierce Quantum 6-person chassis
- 525 hp Detroit Diesel engine
- Allison automatic transmission
- 1500 GPM Pierce PUC Pump
- 1,000-gallon water tank
- 25-gallon Class A foam tank
- 20 kW PTO driven generator

Tender 164 is third due out of Station 1 for rural fire calls.

Purchase Price: \$500,000

Specifications include:

- 2020 Kenworth T880, 2-person chassis
- 600hp Cummins X15 engine
- Allison automatic transmission
- 1500 GPM Waterous pump
- 3,000 Gallon water tank
- (2) 3,000 Gallon portable water tanks

TENDER 164



Fire Apparatus 2024 (continued)

Ladder Tower 159 was the first aerial platform in Ozaukee County. It has the ability to operate with up to 800lbs of weight at the tip and can operate at an elevation of 5 degrees below the level of the truck. The aerial platform also has a “pre-piped” waterway which allows the apparatus to be quickly placed into operation as an elevated master stream, which can flow up to 1000 GPM of water. The truck was rebuilt in 2000, with the biggest change being an interlock safety ladder system.

TOWER 159

Ladder Tower 159 is the third unit to respond out of Station 1 for city calls and the fourth unit out for rural calls.

Purchase price: \$500,000

Specifications include:

- 1988 Pierce Arrow 7-person chassis
- 475 hp Detroit Diesel engine
- Allison automatic transmission
- 1500 GPM Waterous pump (no on-board water tank)
- 105 ft. aerial platform
- 12 kW generator



Command Apparatus 2024



Command 167 is a 2023 Chevy Silverado 1500 4X4 pick-up truck. 167 is utilized by the on-duty Chief Officer. It has the capabilities to be set up as a command post for any incident.

Purchase price: \$85,000



Command 168 is a 2022 Chevy Tahoe utilized by the Fire Chief. It has the capabilities to be set up as a command post for any incident.

Purchase price: \$67,000

Rescue Apparatus 2024

AMBULANCES 151 and 152



Ambulances 151 and 152 rotate out of Station 1 and Station 2 monthly to equally distribute workload and to accommodate secondary EMS calls when Ambulance 150 is in use.

Purchase price: \$204,000 each

Specifications include:

- 2012 Kenworth T270 chassis
- PX6 Paccar Diesel engine
- Allison automatic transmission
- Medtec ambulance module

Squad 153 is the first due apparatus out of Station 1 for motor vehicle crashes, industrial accidents and carbon monoxide (CO) incidents.

Purchase price: \$500,000

Specifications include:

- 2006 Pierce Quantum 6-person chassis
- 425 hp Detroit Diesel engine
- Allison automatic transmission
- 19 ft. walk-through body with seating for 7
- 30 kW PTO driven generator
- (2) 20 ft. light towers (4.5 kW each)

SQUAD 153



Specialty Apparatus 2024

Aside from brush fires, 158 has the capabilities to run as a first responder vehicle for EMS related incidents and carries the needed equipment to respond to motor vehicle crashes. 158 is utilized to pull the Dive/Water Rescue Trailer (see below).

Purchase price: \$110,000

Specifications include:

- 2006 GMC 5500 4x4 5-person chassis
- Duramax Diesel engine
- 250 GPM Darley pump
- 240-gallon water tank
- 5-gallon Class A foam tank

Brush Truck 158 responds out of Station 2, located in the Town of Cedarburg.



Brush Truck 157 is first to respond out of Station 1 for brush fires.

Purchase price: \$28,000

Specifications include:

- 1989 GMC 3500 1-ton 4x4 pickup truck
- 454 cubic inch fuel-injected V8 engine
- 135 GPM Darley pump
- 200-gallon water tank
- 5-gallon Class A foam tank

The **Dive Trailer (shown above with 157)** is a 1998 cargo trailer located at Station 2. It responds for all dive/water rescue incidents and any other situations deemed necessary by the Chief. The trailer was donated in 2002 in memory of two first responder brothers who lost their lives on 9-11-2001. Members of CFD designed and refurbished the trailer to meet the needs of the department. **Cost to refurbish: \$20,000**

EMS Cart and Kubota purchased in 2017



The EMS cart and Kubota are utilized primarily for festivals and other special events, to provide quick access through highly populated areas.

B.E.R.T. (Bicycle Emergency Response Team)



Used for EMT's to respond quickly and safely to rescue incidents in crowded areas during special events.

Utility Vehicles 2024



Utility 155 is a 2019 Chevrolet 2500HD 4x4 pick-up truck. 155 is primarily used for trainings. It can also be utilized for school transport, scene support, or as a first responder vehicle.

Purchase price: \$60,000



Utility 154 is a 2015 Chevrolet Tahoe 4x4. Utilized by the fire inspector, for training and for special events.

Purchase price: \$51,000



First Response Vehicle 156 is a 2021 Chevrolet Traverse. This vehicle was purchased to help EMS crews provide faster patient care with a quick response from a first responder before the ambulance arrives. The vehicle has an AED, oxygen and a medical bag onboard.

Purchase price: \$70,000



Utility 169 is a 2013 Chevrolet Suburban 4x4. 169 is utilized primarily as a transport vehicle for Fire/EMT school classes and trainings.

Purchase price: \$80,000

Antique Fire Equipment

The Cedarburg Fire Department has a collection of five pieces of antique apparatus housed in the Station 3 museum. Always a favorite at the parades and shows!



1907 horse-drawn Howe pumper
(Pictured above) Not shown is the 1907 man-drawn hose cart.

1956 FWD (now Seagrave Fire Apparatus) Geesink Ladder Truck. The 85-foot unit was purchased in May 1957. In March 1976 it was empowered with a Detroit G-71 diesel engine. In the spring of 1978, the body and ladder were repainted and refurbished to include an enclosed cab. Sold in 1988 with the purchase of Tower 159. In 2002, CFD purchased it back from Bristol FD for \$5,107. Original purchase price: \$35,000



1924 Graham/Dodge pumper. The first motorized fire truck in the department. The motor of the Graham pumper was rebuilt by a team of department members this year to prepare for its 100th year anniversary in the July 4th parade.



1928 Pirsch pumper. Originally purchased new by CFD and then purchased back from other owners and restored. Both pumpers are still drivable and can be seen in the annual 4th of July parade.

FIRE/EMS STANDBY

Cedarburg Festivals and Other Events

In 2024, CFD members were ready to stand-by during a busy year of community events!

- Cops N Kids at City Park May 5th
- Marathon Run Cedarburg May 25th
- Kids Kick Off Summer Cedar Creek Park June 8th
- Flag Day Parade in Waubeka June 9th
- WILO USA Cedar Creek Classic Bike Race June 18th
- Strawberry Festival June 22nd and 23rd
- Rotary Music Festival July 3rd
- Parade July 4th
- Fish Day Port Washington July 20th
- County Fair July 31st thru August 4th
- Country in the Burg August 23rd and 24th at City Park
- Varsity Football CHS September 13th, 27th, and October 18th
- Wine & Harvest Festival September 21st and 22nd

Our EMS and Fire personnel logged **1,221 hours** standing by for the events listed above. Always ready to respond with our ambulance cart, Fire UTV and bicycle teams to quickly get through the festival crowds.



Our stand-by crew joined up with two nurses from Ascension Columbia St. Mary's Hospital Ozaukee in August at Country In The Burg.

Back Row: Nurse, AEMT Kelly LaPorta, EMS Driver Teddy Krol

Front Row: Nurse, EMT Jamie Wilhelme, and Full-Time FF/AEMT Ethan LeGault

COMMUNITY RISK REDUCTION (CRR)

In 2024, the new Division of Community Risk Reduction was created to combine the bureaus previously known as Public Education/Community Outreach, Fire Prevention/Inspection, and fire investigations. The goal of this division is to utilize data and information to identify risks throughout the Cedarburg Community and appropriately address them, thus making our community safer. Risks can be identified through the completion of life safety inspections and fire investigations and then be mitigated using public education and outreach. This division is critical to the department's vision of ensuring that Cedarburg is a safe community.

Community Risk Reduction – Public Education and Outreach

Educating the public is paramount to the overall reduction of risk throughout our community. From a simple tour of the fire station to the hands on learning we provide all ages of the public; every little bit can truly make a difference. In the social media world we live in, we spent much of 2024 working to increase our social media presence to not only share what we do, but also to share vital information and safety messages for the public to live by.

Over the course of the year, we spent approximately **750 hours across 41 events** providing education to the public, although this number does not necessarily include most of the station tours that occurred during the year. This included 15 CPR classes, 12 community events, 13 educational presentations, and others. Our annual Open House in May was again a very big hit and was well attended by the public, while our Fire Prevention Week social media safety messages and school visits were very well received. We pride ourselves on opening our doors up to the public to let every child climb through our trucks, answer any questions someone may have, and informing the public about the Cedarburg Fire Department and its members. Public education can also quickly turn into a form of recruitment as well.

FF/EMT Katrina Schoen helping the kids learn to operate the fire hose at Open House

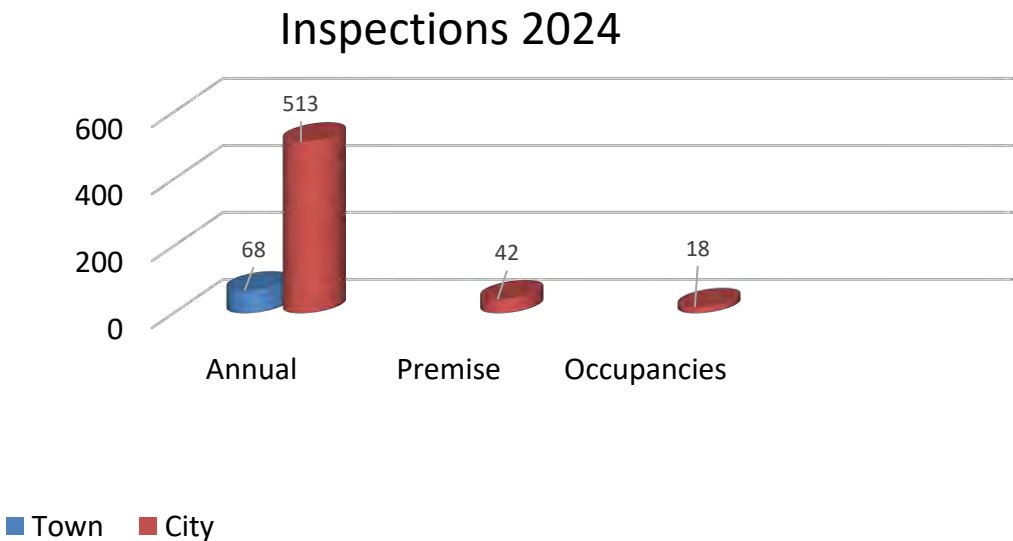


Sparky greeting the kids at Open House in May

Community Risk Reduction – Fire and Life Safety Inspections

2024 was a busy year for fire inspections and building plan reviews. **In total, 581 inspections were completed across the City and Town of Cedarburg, identifying 399 violations.** These inspections were completed using the newly adopted 2024 edition of the Fire Code, NFPA 1. While the state continues to adopt the outdated 2012 edition, use of the 2024 edition locally provides direction for our inspectors on a variety of new hazards that have become more widespread and present since 2012. The CRR Division also completes plan reviews for new occupancy uses, alterations, and new structures. There were 15 plan reviews completed in 2024 for new or altered fire alarm systems, sprinkler systems, radio coverage booster systems, and kitchen hood suppression systems. These plan reviews allow the fire department to review plans for new and altered buildings to identify any hazards prior to work beginning. Most notably, the completion of the Fox Run apartment buildings in the City and the construction of the new Athlete Performance building in the Town required much attention through many inspections.

	City	Town	Total
Inspections	513	68	581
Re-inspections	3	2	5
Occupancy inspections	18	0	18
Premise Inspections	42	0	42
Inspections w/ Violations	217	26	243
Inspections With No Violations	296	42	338

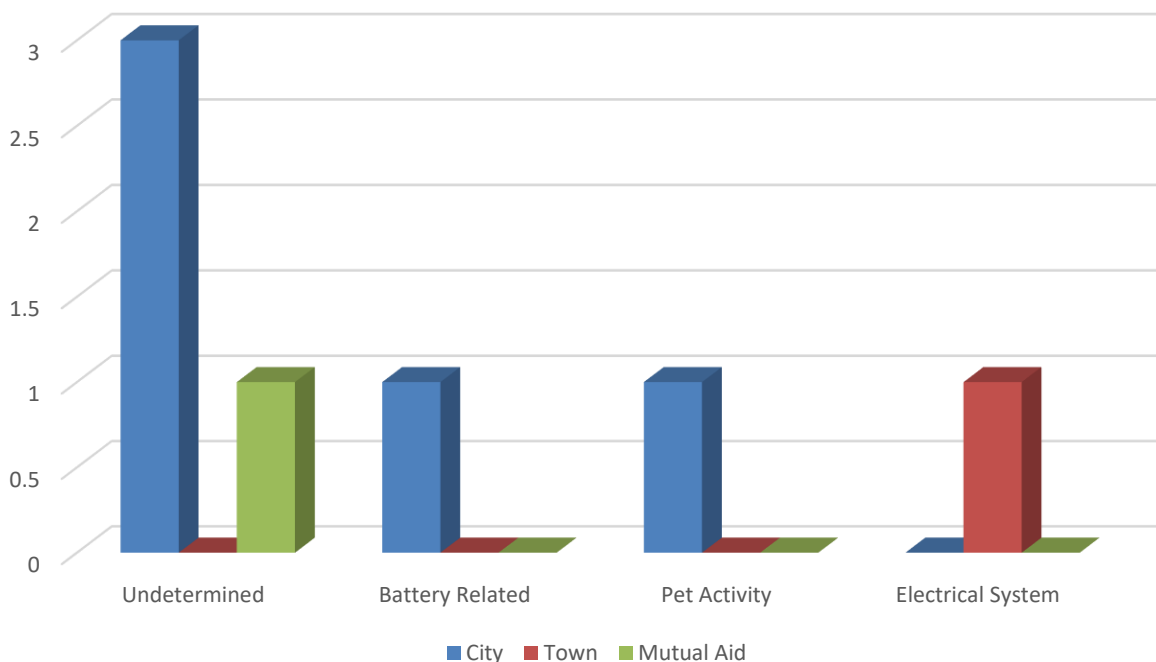


Community Risk Reduction – Fire Investigation

Many will ask how investigating a fire that has occurred reduces risk of fire? Fire investigation accomplishes many things, mainly to identify the origin and cause of the fires, and secondly, to determine that no crime was committed. By identifying the origin and cause of fires, we can identify trends that may show common causes, causes which can be addressed with public education and outreach. The origin and cause determination of fires can be complicated and difficult, most of the time resulting in the cause of the fire being labeled as “undetermined.” This does not mean we don’t necessarily know why or how the fire started, but more so that we are not able to eliminate potential sources of ignition. As an example, a garage fire occurred and the area of origin was determined by CFD fire investigators which involved a vehicle, building electrical wiring, battery powered equipment and lithium-ion batteries. Typically, an electrical engineer must be involved to review and eliminate some of those items as possible sources. While CFD investigators are highly trained and educated, this type of expertise must be outsourced and is typically handled by insurance companies, leaving us with an undetermined cause.

Good working relationships are critical in fire investigations, and we pride ourselves in working closely with our Law Enforcement partners from the Cedarburg Police Department, the Ozaukee County Sheriff’s Office, and other fire investigators. In 2024, CFD investigators conducted 7 fire investigations, 5 located in the City, 1 in the Town, and 1 to assist a mutual aid partner. Out of the 7 total investigations, 4 were labeled as undetermined, while the causes of the other three were determined to be a Li-ion battery related failure, accidental cause from a pet activity, and a damaged electrical system.

Fire Causes





Accomplishments in 2024



As Chief, I am proud to say that we accomplished all our 2024 goals!

The most important and biggest accomplishment was the passing of the referendum in April.

This allowed us to go from volunteer to paid-on-call for our volunteer members, to move the Fire Chief position from part-time to full-time, and to start our own Paramedic program. In following with our plan, we were able to hire our third Firefighter/Paramedic (see page 11 for more details).

Department Goals for 2025

- ☐ Order a new ambulance to replace our 2012 Kenworth. Lead time is estimated at two years for delivery.
- ☐ Continue to work with all parties involved regarding the renovation or replacement of our current fire station.
- ☐ Hire two (2) full-time Firefighter/Paramedics.
- ☐ Conduct a fleet study of all CFD vehicles to help plan for the future of the department and to develop a comprehensive replacement schedule.

FIREMEN’S PARK, INC

It is worthy to note that Firemen’s Park Inc. is a private non-profit corporation and separate from the Cedarburg Fire Department. However, it is the same group of dedicated volunteers and paid staff that you read about in our annual report. Not only do they volunteer thousands of hours every year for the fire department, but they also put in countless hours of volunteer time raising funds to purchase the vehicles that are then donated to the City. Legally, on paper, they are two separate groups. However, in reality, they are one group of people with the same common goal: **Giving back to our community!**

2024 Fundraiser Events Held at Firemen’s Park:

- April 27 Light and Water Recycling Event
- April 13 and 20 Boat/RV/Camper Storage (Removal Spring)
- May 26 Maxwell Street Day
- June 15 “The Pull” Truck & Tractor Event
- July 14 Maxwell Street Day
- July 22 - August 10 County Fair (includes dates in Park for set up and tear down)
- August 24 Golden Bulldogs
- September 1 Maxwell Street Day
- September 6-7 Ozaukee Radio Club Fall SwapFest
- October 6 Maxwell Street Day
- October 19 and 26 Boat/RV/Camper Storage (Store during winter)

In 2024, members volunteered 3,895 hours at fundraising events, which does not include the many hours of meetings, park maintenance and event planning that is too difficult to count. The Park Board is comprised of honorary, active and passive members, including retired Assistant Chief Bill Koeppen as Park Board President.

Drone shot from above Firemen’s Park





Meeting Date: 8/6/25
Agenda Item: # 11a

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board

MEMO FROM: Sara Jacoby, Asst. Admin./Clerk, Eric Ryer, Administrator

MEMO WRITTEN: July 28, 2025

SUBJECT: **Agenda Item # 11a:** Discussion and possible motion on a conditional use permit application by Adam Hertel (dba Auto Safety Center) to amend their existing permit to operate an auto repair and used car sales business, and make exterior improvements to the building located at 7007 STH 60 [Owner: Stewardship Properties LLC, NW ¼ of Section 22, B-1 Neighborhood Business district, 1.56 acres]*

BACKGROUND INFORMATION	
Project Name	Auto Safety Center CUP Amendment
Applicant Name	Adam Hertel / Auto Safety Center
Architect / Engineer	American Architectural Group / Signarama
Size of Parcel	1.56 acres
Existing Zoning	B-1 Neighborhood Business District
Requested Zoning	No change
Abbreviated Legal	NW ¼ of Sec.22
Future Land Use Map Designation	Business District – Five Corners (B-1 allowed)

ADJACENT LAND USE/ZONING MATRIX		
Direction	Land Use	Zoning
North	Vacant	M-2
South	Planned Industrial and Mixed Use	M-2
East	Planned Industrial and Mixed Use	M-2
West	Ozaukee Skateland	B-2

ZONING REQUIREMENTS	Provided	Required
	B-1	B-1
Minimum Lot Size	1.56 acres	0.5 acres
Minimum Frontage	200'	100'
Min. Street Building Setback	~105'	25'
Minimum Side Yard	~40' east side ~55' west side	15'
Minimum Rear Yard	~185'	30'

BACKGROUND

Adam Hertel has submitted a conditional use permit (CUP) application on behalf of Auto Safety Center requesting an amendment to their existing CUP. The existing permit was transferred from Scott's to Auto Safety Center in 2022, with them agreeing to operate under the same conditions as Scott's. The property is located at 7007 STH 60 and is zoned B-1 Neighborhood Business District. This is before the Town Board because they are looking to install new signage and a new sunshade/awning. Their existing CUP requires all signage to come before Plan Commission and Town Board for approval. They are also looking to paint the building.

EXECUTIVE SUMMARY**1. Buildings / Use**

The property has one building, a 4,410 square foot structure built in 2000. The building has historically been used for auto repair and used car sales. Auto Safety Center would continue those uses out of the property. The attached drawings show the new sunshade/awning that would replace the existing awning, as well as the new Sherwin Williams paint colors the exterior of the building.

2. Hours

The application seeks hours of operation from 7:30am – 5:30pm. Hours were discussed at Plan Commission, with the applicant indicating hours would be Monday-Saturday, closed Sundays.

3. Parking & Road Access

There are no proposed site access changes as this time. The current driveway is located off of STH 60. Any alteration to the driveway-access off of STH 60 would be required to be permitted by WisDOT. The existing permit allows up to ten used cars to be displayed for sale at any time, as well as parking of up to five customer cars being serviced. With auto related uses set to become principal uses under the Zoning Code update for this location, this condition is recommended to be removed, which the Plan Commission concurred.

4. Landscaping / Lighting

The application indicates no changes to the landscaping or lighting on the property. The applicant should be aware that any future changes to the property's landscaping or lighting plan other than minor replacements would require a conditional use permit amendment/site plan review prior to work taking place.

5. Wastewater/Holding Tank/Shoreland Zoning

The building has a holding tank installed in 2017. Ozaukee County Land and Water noted if the use is the same, then there is no need to update the wastewater calculations. Alterations to flow would require permits from Ozaukee County Land and Water Management and possibly the State; it is the responsibility of the applicant to obtain permits as needed. The relocation or installation of a new holding tank would require a CUP amendment/site plan review by Plan Commission and Town Board. The property is outside of County Shoreland Zoning jurisdiction so no shoreland permit is needed for future expansion.

6. Signage

The applicant is seeking updates to the signage, with their existing CUP requiring all signage to be reviewed by Plan Commission and Town Board, specifying that all wall signage conform to Town Code requirements. The proposed signage consists of a refreshed ground sign face and new wall sign. The 6 foot tall ground sign has a 32 square foot sign face, conforming to code. Code requires the light source be shielded from the surrounding view. The sign company indicated two evergreen boxwoods will be planted to screen the light source. The wall sign is 42.9 square feet. The wall on which it will be mounted is 1,728 square feet, making the sign account for 2.48% of the wall surface area, under the 2.5% require by code.

PUBLIC NOTICE

Two types of public notice were issued for the CUP amendment. A post card was mailed to all property owners within 1,000 feet of the property, and a Class 2 notice was published in the News Graphic.

PLAN COMMISSION RECOMMENDATION

The Plan Commission held a public hearing, with no comment received. The Commission unanimously recommended the Board approve the conditional use permit with the following two conditions specified:

- Hours of operation would be Monday-Saturday 7:30am – 5:30pm, closed Sundays.
- There would be no limitation on number of vehicles for sale or staged for repair since the uses will be permitted for this area under the anticipated Zoning Code update.

ACTION REQUESTED

Staff is requesting the Board review the attached materials, consider the Plan Commission recommendation, and consider a motion on the attached draft CUP, which Attorney Hoeft currently has for review. In making a motion, any decision to recommend approval or denial of the application must be supported by substantial evidence. Substantial evidence is defined per Wis. Stat. § 62.23(7)(de) as follows: “Facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.” In their motion, the Board should also address the following, as no application for a conditional use shall be granted by the Town Board unless the Board finds that all of the following conditions are present:

- (1) Welfare. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- (2) Compatible with adjacent land. The uses, values and enjoyment of other Town property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
- (3) Not impede surrounding property development and improvement. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding Town property for uses permitted in the district.
- (4) Adequate infrastructure. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
- (5) Ingress and egress. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- (6) Conform to zoning district regulations. The conditional use application shall conform to all applicable regulations of the district in which it is located.

Potential Motion if in favor:

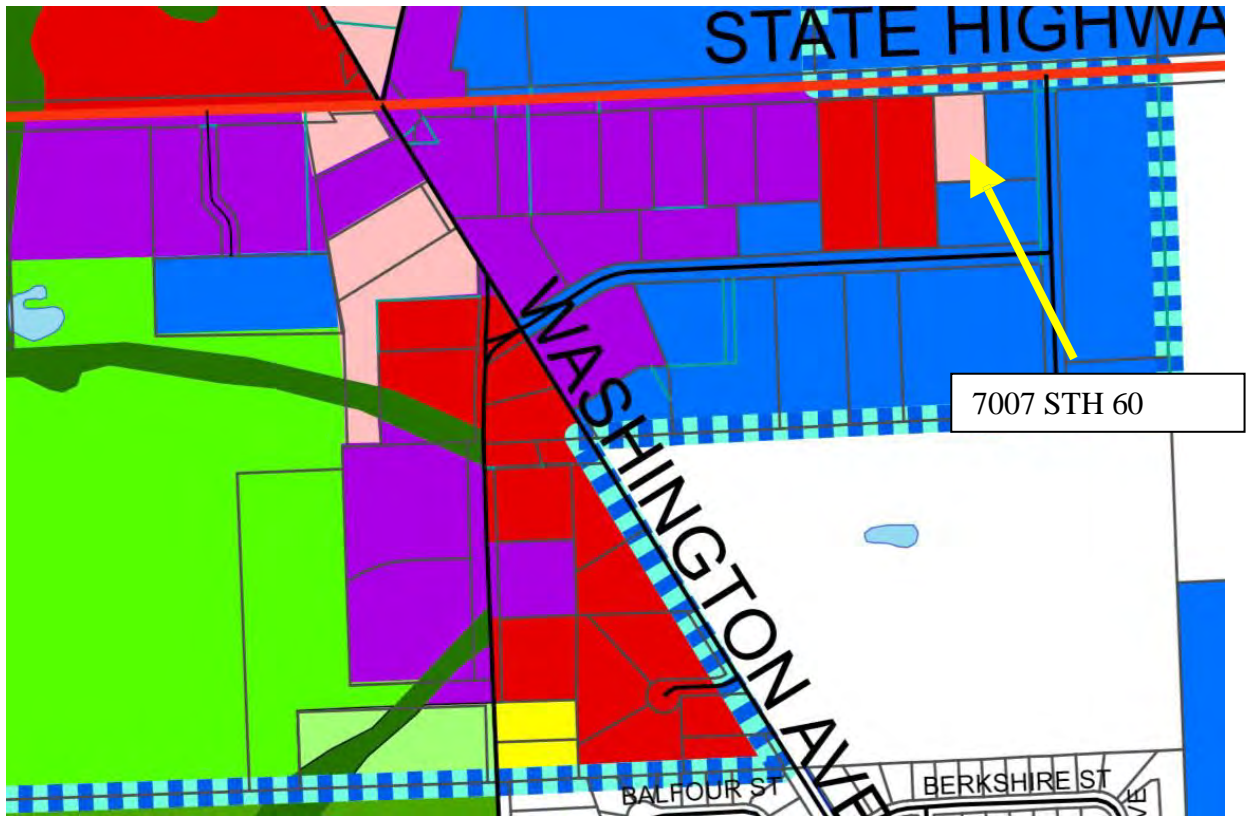
Move the Board approve the proposed CUP amendment for Auto Safety Center located at 7007 STH 60 contingent upon review from the Town Attorney.

ATTACHMENTS

- I. Zoning Map / GIS Map
- II. Photos
- III. Existing CUP / Draft CUP
- IV. Applicant Materials

Action	Date	Status
Public Notice to News Graphic	7-1 & 7-8	Published
Mail post cards to property owners within 1,000 feet	6-25-25	Mailed
Plan Commission public hearing and review	7-16-25	Rec. Approval
Town Board review and possible motion	8-6-25	This Meeting

ATTACHMENT I.



Legend	
	OZGIS.GIS.Hydro_Polygon
Zoning	
	PUD Planned Unit Developments
	TCOD Town Center Overlay District
	A-1 Agricultural District
	A-2 Prime Agricultural District
	B-1 Neighborhood Business District
	B-2 Planned Business District
	B-3 Business District
	CR-A Countryside Residential A
	CR-B Countryside Residential B
	E-1 Estate Residential District
	R-1 Single Family Residential District
	R-2 Single Family Residential District
	R-3 Single Family Residential District
	TR Transitional Residential District
	TR-2 Transitional Residential District
	P-1 Public and Private Park District
	M-1 Industrial District
	M-2 Planned Industrial District
	M-3 Quarrying District
	C-1 Conservancy District



Legend			
	Tax Parcel		CSM
	Gap		Cemetery Plat
	Overlap		Condominium Plat
	Historical Parcel Lines		Subdivision Plat
	Assessors Plat		Plat of Survey
			US Highway
			State Highway
			County Road
			Ramp
			Private Road
			Town/Public Road
			Railroad Centerline

Product of the LAND INFORMATION OFFICE

7/8/2025, 10:49:46 AM

7/8/2025, 10:49:46 AM

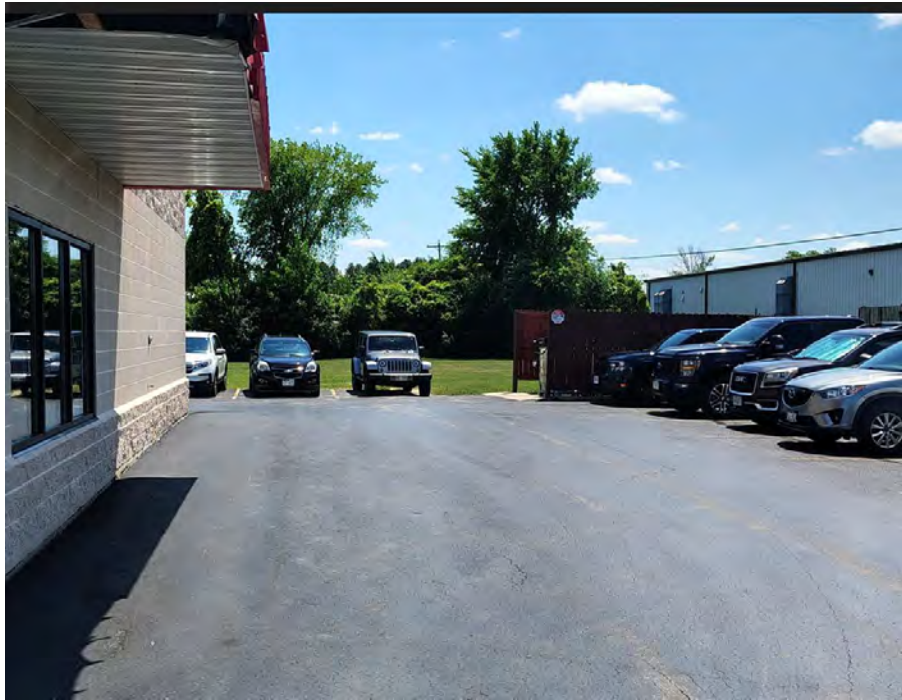
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mi



DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled.

ATTACHMENT II.









Mailing Address
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Facsimile: 262-377-0308

CONDITIONAL USE PERMIT

(TRANSFER: ORIGINAL ATTACHED FOR REFERENCE)

The attached conditional use permit is transferred from Scott Leppert of CDJS Development, LLC to Joseph Valind of Stanley Mac, LLC, for the property located at 7007 STH 60, Town of Cedarburg, Ozaukee County, Wisconsin, in the NW ¼ of Section 22, to operate an automotive repair facility with limited used car sales with the following conditions:

1. No more than ten (10) cars may be displayed on the lot for sale at any one time.
2. All landscaping shall be installed in accordance with the landscape plan approved by the Town Board on March 1, 2000.
3. Outside refuse and recycling containers shall be kept in the fenced area depicted on the site plan.
4. No fencing, except for that required in item #3, shall be permitted on the property unless approved by the Plan Commission and Town Board.
5. No outside storage of parts or equipment shall be permitted. However, up to five customer cars to be serviced may be stored outside overnight.
6. Exterior wall-mounted signs shall conform to Town Code.
7. Any proposed signage will be subject to Plan Commission and Town Board approval.
8. All lighting shall be consistent with the lighting plan approved on March 1, 2000.

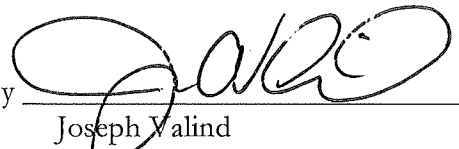
This Conditional Use Permit shall remain in effect only as long as the property described above is used as noted and owned by Stanley Mac, LLC.

BY ORDER OF THE TOWN BOARD, TOWN OF CEDARBURG, September 7, 2022.

Issued this 12 day of Sept., 2022, by _____


Eric Ryer
Town Administrator

Accepted this 12 day of September, 2022, by _____


Joseph Valind
Stanley Mac, LLC



Mailing Address
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Facsimile: 262-377-0308

CONDITIONAL USE PERMIT

This Conditional Use Permit is granted to Joseph Valind of Auto Safety Center and/or assigns for the property located at 7007 State Highway 60, Cedarburg, Wisconsin (the "Property"), in the NW ¼ of Section 22 in the Town of Cedarburg, Ozaukee County, Wisconsin, for the operation of an auto repair and used car sales business. This permit replaces any previously granted CUP for the Property with the following conditions:

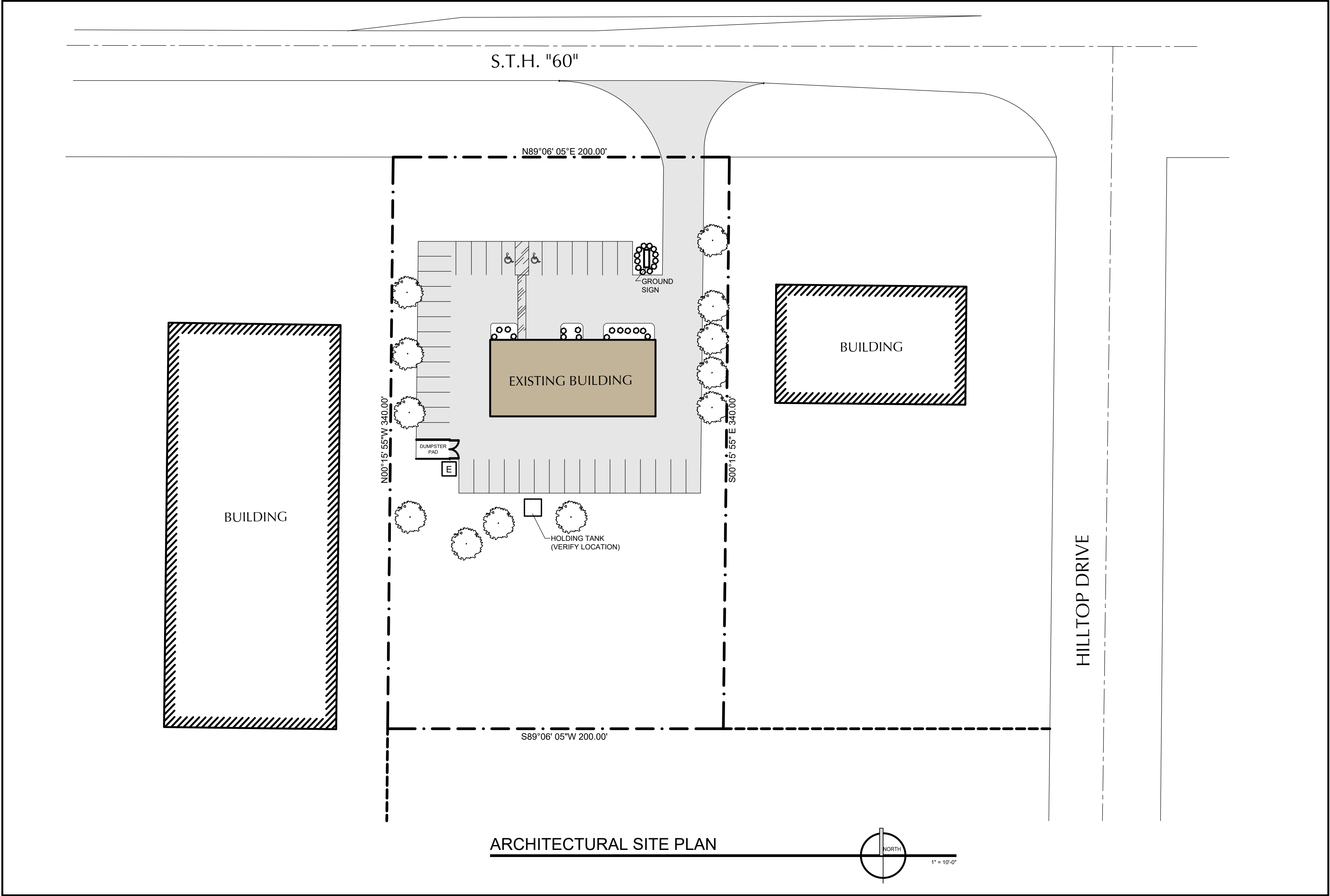
1. The Conditional Use Permit shall be issued to Joseph Valind of Auto Safety Center and/or assigns for the Property located at 7007 STH 60.
2. Future site plan changes are subject to Plan Commission and Town Board review and approval before alterations occur, including but not limited to fencing, as well as substantial landscaping changes.
3. No outside storage of parts or equipment other than cars for sale or onsite for service shall be permitted.
4. The hours of operation shall be Monday-Saturday 7:30am-5:30pm, closed Sundays.
5. All signage shall require a sign permit issued by the Building Inspector. If proposed signage falls outside of Sign Code requirements, a variance must be obtained from the Town Board.
6. All outside refuse and recycling containers shall be kept in the existing fenced area. Future modifications to the enclosure shall be approved by the Plan Commission and Town Board.
7. A building permit shall be issued from the Building Inspector prior to any interior remodeling.
8. All applicable state, federal and county approvals must be obtained, including, but not limited, to a County-issued sanitation approval letter. If applicable, these approvals must be granted in writing prior to the issuance of an Occupancy Permit.

This Conditional Use Permit shall remain in effect only as long as the Property described above is used as noted herein. Any other use not specifically listed in this Amended Conditional Use Permit will require an amendment to the Conditional Use unless the use is permitted by right. This Conditional Use Permit supersedes any previous Conditional Use Permits on the property.

BY ORDER OF THE TOWN BOARD, TOWN OF CEDARBURG, August 6th, 2025.

Issued this ____ day of _____, 2025, by _____
Eric Ryer
Town Administrator

Accepted this ____ day of _____, 2025, by _____
Joseph Valind: Auto Safety Center



SHEET INDEX				
SHEET	DESCRIPTION	DSPS SUBMITTAL	REVISIONS - 1	REVISIONS - 2
GENERAL				
G-101	TITLE SHEET, PROJECT TEAM, INDEX AND LOCATION MAP	06 / 18 / 2025		
ARCHITECTURAL				
A-201	EXTERIOR ELEVATIONS	06 / 18 / 2025		

CONTACT	
OWNER CONTACT:	Joe Valind Auto Safety Center 7007 Highway 60 Cedarburg, WI 53012 EMAIL: joevalind@autosafetycenterwb.com
ARCHITECT:	Adam Hertel American Architectural Group, Inc. 3350 South River Road West Bend, WI 53095 PH: (262) 334-3811 EMAIL: adam@teamaag.net

AMERICAN
ARCHITECTURAL GROUP, INC.

3350 SOUTH RIVER ROAD
WEST BEND, WI 53095-7884
(262) 334-3811 FAX: (262) 334-4990

AMERICAN
CONSTRUCTION SERVICES, INC.

3350 SOUTH RIVER ROAD
WEST BEND, WI 53095-7884
(262) 334-3811 FAX: (262) 334-4990

Exterior Improvements:

Auto Safety Center

7007 Highway 60
City of Cedarburg, Ozaukee County



Issue Date:
06 / 18 / 2025

Revision:

Project Number
25007

Sheet Title
TITLE SHEET

Sheet Number
G-101



PROPOSED DEVELOPMENT

Auto Safety Center

7007 Highway 60
Cedarburg, Ozaukee County

Issue Date:
06 / 18 / 2025

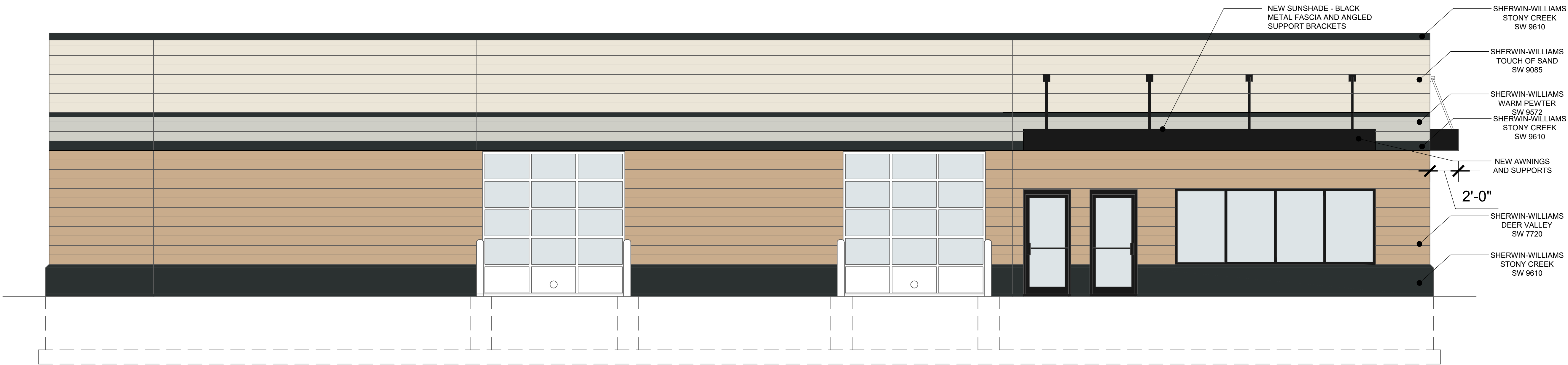
Revision:

Project Number:
25007

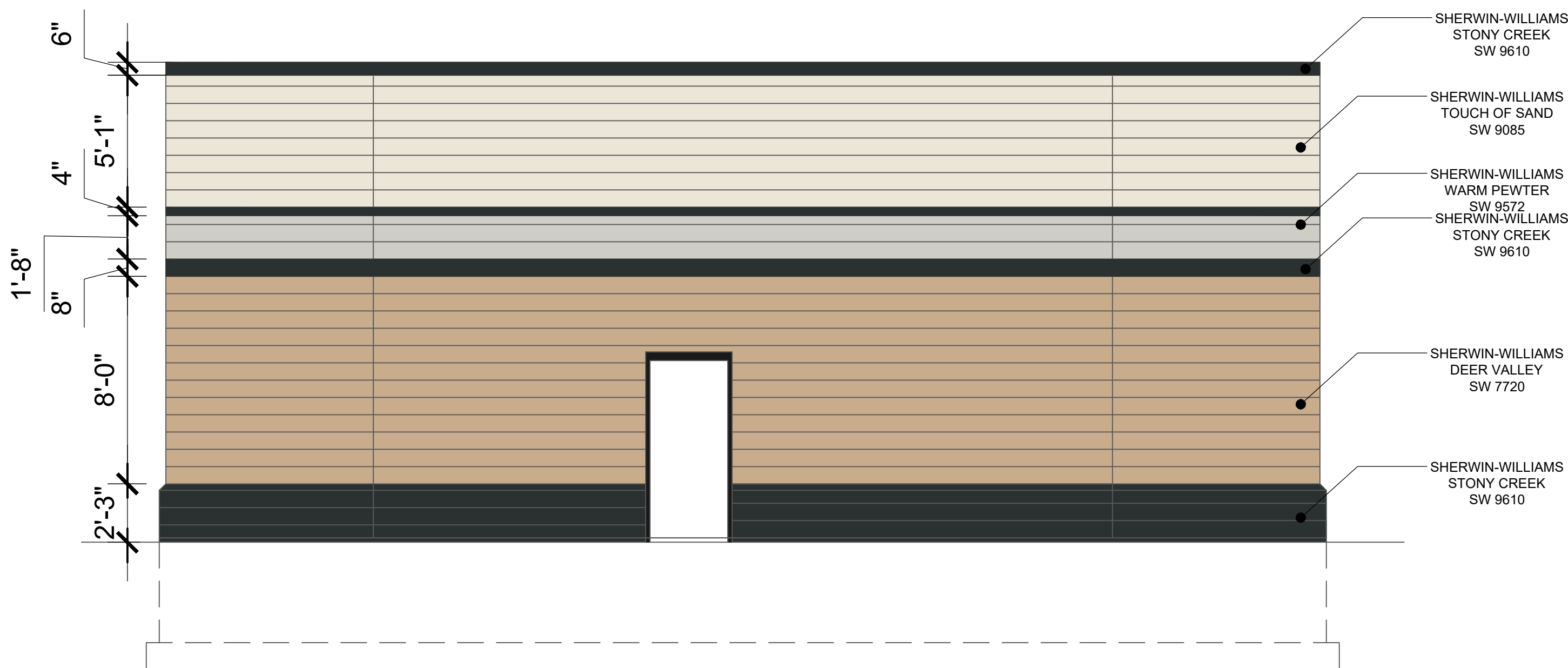
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Existing Elevations

Sheet Number:

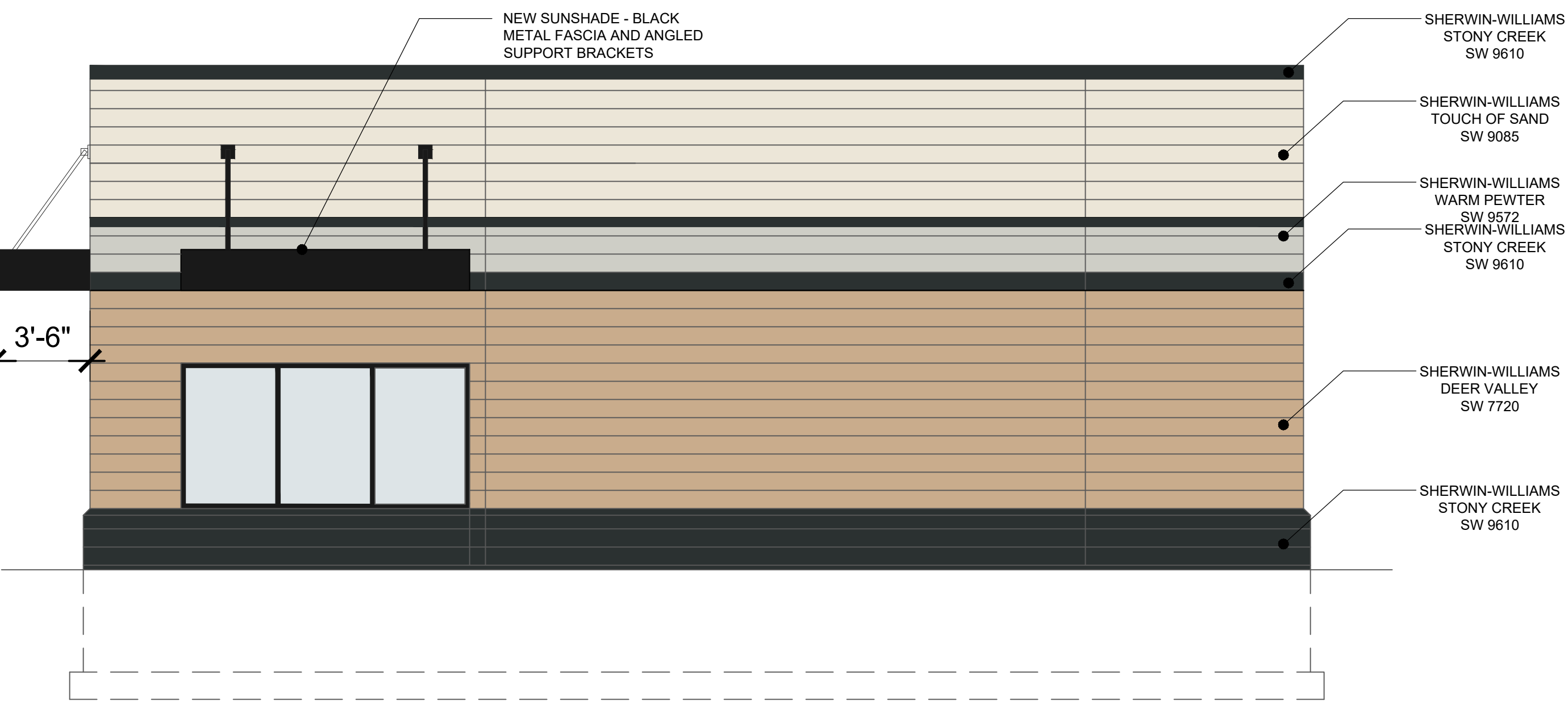
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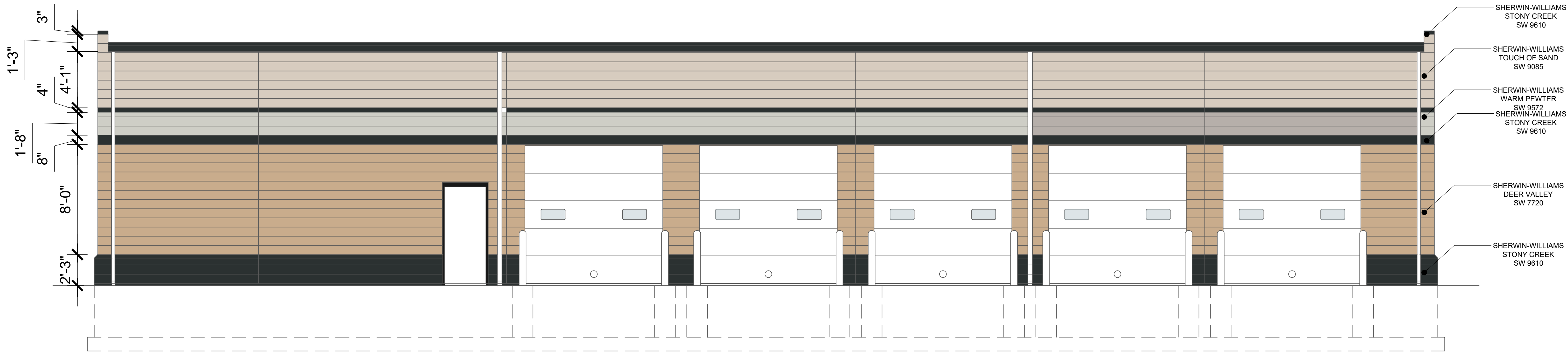
NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION



SOUTH ELEVATION



Application Fee: \$60 base fee + \$0.50 per sq ft.

Banners: No Fee

Receipt No. _____

Date _____

Staff _____

APPLICATION FOR SIGN PERMIT

Unless otherwise noted, the Sign Code (§320-77 through §320-93) shall govern all outdoor signs, advertising structures or devices with respect to location, safety, size, construction standards, erection, attachment, support, lighting, anchorage, maintenance, appearance, and aesthetics.

Date: 6/6/2025 Tax Key #: 03-022-05-008.00

Owner: Stanley Mac LLC (formerly Stewardship Properties)

Owner Address/City/Zip: 3700 W WASHINGTON STREET., WEST BEND, WI 53095

Home Phone #: (262) 689-6988 Work Phone #: (262) 689-6988

Address of Sign Location: 7007 WI-60 Trunk, Cedarburg, WI 53012

Zoning District: B-1 Neighborhood Business

Contractor: Signarama Fond du Lac Phone Number: (920) 921-7181

Contractor's Address: N5528 Miranda Way, Fond du Lac 54937

Intention of Sign: ☐ Temporary or ☐ Seasonal Agricultural or ☒ Permanent

If temporary, see pages 4 & 5 for details on temporary signs allowed in the Town.

Type of Sign: ☐ Projecting ☐ Ground ☒ Wall ☐ Pole ☐ Banner ☐ Other

Is the sign: ☒ Single Face or ☐ Double Face

Description of Sign and Materials Used: Internal LED Illuminated Channel Letters

Cost of Sign: \$ 7,171 Type of Sign Support: Raceway Mounted

Illumination? ☒ Internal ☐ External ☐ Neon ☐ None

Sign Dimensions: 142" X 43.5" = 6188 square feet Height: 42.9 sq ft

Setback from Property Lines: Front: _____ Left: _____ Right: _____


I hereby acknowledge that I am familiar with the Town Sign Ordinance and how the ordinance pertains to this application, and I certify that the information contained herein is true and correct.



Signature of Applicant

6/6/2025

Date

Signature of building owner if they are not the applicant: 



Application Fee: \$60 base fee + \$0.50 per sq ft.

Banners: No Fee

Receipt No. _____

Date _____

Staff _____

APPLICATION FOR SIGN PERMIT

Unless otherwise noted, the Sign Code (§320-77 through §320-93) shall govern all outdoor signs, advertising structures or devices with respect to location, safety, size, construction standards, erection, attachment, support, lighting, anchorage, maintenance, appearance, and aesthetics.

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If temporary, see pages 4 & 5 for details on temporary signs allowed in the Town.

Type of Sign: ☐ Projecting ☒ Ground ☐ Wall ☐ Pole ☐ Banner ☐ Other

Is the sign: ☐ Single Face or ☒ Double Face

Description of Sign and Materials Used: Install Flanged ACM Panels to Existing Double Sided Marble Monument Sign

Cost of Sign: \$ 2953 Type of Sign Support: Existing Ground Mount

Illumination? ☐ Internal ☐ External ☐ Neon ☒ None

Sign Dimensions: 96" X 48" = 32 square feet Height: 4' Panel , 6' overall

Setback from Property Lines: Front: 11.9ft Left: 148.8ft Right: 49.8ft


I hereby acknowledge that I am familiar with the Town Sign Ordinance and how the ordinance pertains to this application, and I certify that the information contained herein is true and correct.



Signature of Applicant

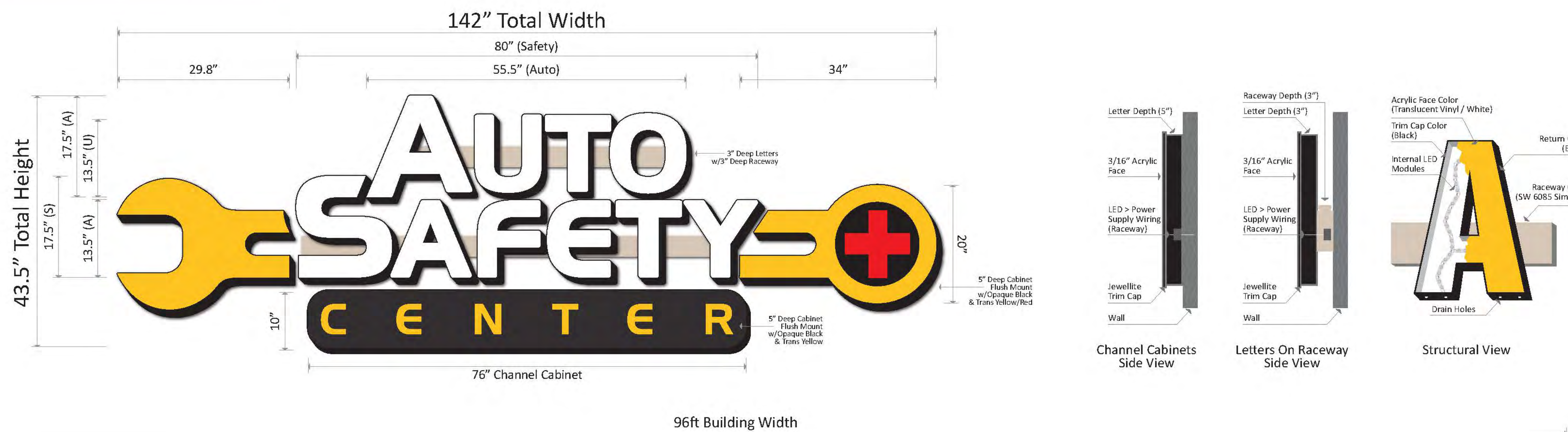
6/6/2025

Date

Signature of building owner if they are not the applicant: 

Cedarburg Sign Package

Illuminated Channel Letters



1728 Total Sq Ft Building
43.2 Sq Ft Allowed (2.5%)



Illuminated View

Client:	Stanley Mac LLC
Address:	
City:	
Date:	6/13/2025
Sales Rep:	Monica S.
Designer:	Travis T.
File Name:	54079 Channel Letters
Version:	3

General Sign Specifications	
Face Color:	Oracal Translucent / Black
Trim Caps:	Black
Returns:	Black
Raceway:	SW 6085 Simplify
Backer:	None
Sq Ft:	42.9

Color Specifications	
	Oracal 8500 020 Golden Yellow
	Oracal 8500 016 Crimson
	Opaque Black
	PMS xxx
	PMS xxx
	PMS xxx

Additional Information Needed	
<input type="checkbox"/>	Vector Artwork Needed From Client
<input checked="" type="checkbox"/>	Site Survey Required

Survey Information Required	
<input checked="" type="checkbox"/>	Sign Area (w.h)
<input type="checkbox"/>	Building Dimensions
<input checked="" type="checkbox"/>	Truck Access
<input checked="" type="checkbox"/>	Electrical Access
<input checked="" type="checkbox"/>	Obstructions
<input type="checkbox"/>	Lighting Survey
<input type="checkbox"/>	Color Match
<input type="checkbox"/>	Tracing Pattern
<input type="checkbox"/>	Additional Details

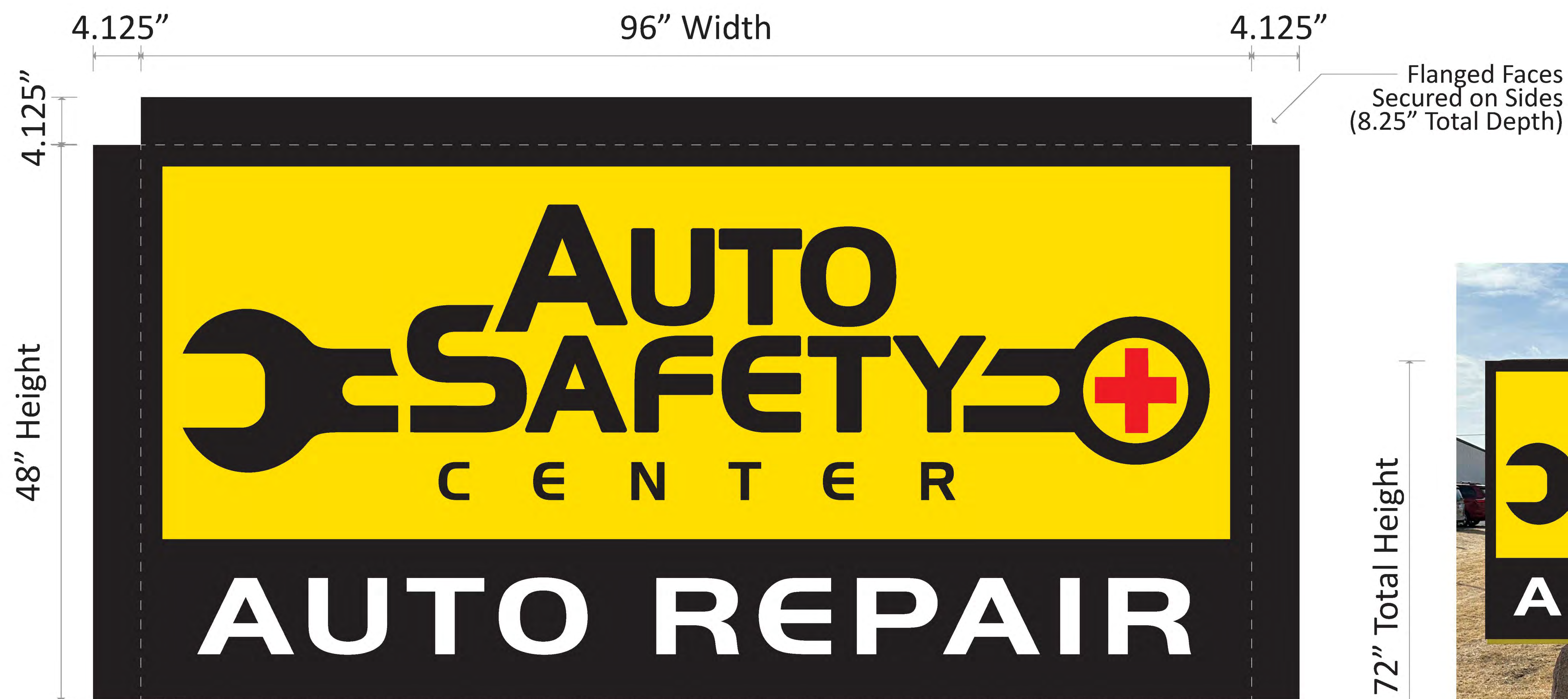
Additional Sign Specifications

Color Disclaimer: The Ink Colors Shown In This Rendering May Not Match The Actual Paint, Final Print Or Vinyl Colors That Will Be Used.

Building Signage: Produce And Install (1) Raceway Mounted Channel Letter Set w/Internal LED Lighting

Legal Proprietary Disclaimer: This Document & The Information Contained In It Is Proprietary To Signarama / Flyway, Inc. The Holder Needs Prior Written Consent of Signarama / Flyway Inc. To Use The Information, Disclose It To Any Third Party Or Reproduce This Document.

Cedarburg Sign Package
Monument Sign Panels



Sign Location



Existing Sign To Sheet Over

Appleton • Fond du Lac • Menomonee Falls

Signarama

Fond du Lac:
N5528 Miranda Way
Fond du Lac, WI 54937

Menomonee Falls:
N84W15787 Menomonee Ave.
Menomonee Falls, WI 53051

Appleton:
1060 N Perkins St.
Appleton, WI 54914

920-921-7181

262-251-4300

920-739-7446

Client:	Stanley Mac LLC
Address:	XXX
City:	XXX
Date:	6/13/2025
Sales Rep:	Monica S.
Designer:	Travis T.
File Name:	54079 Channel Letters
Version:	3

General Sign Specifications

Vinyl:	3M IJ180CV3
Lamination:	3M 8518 Gloss
Substrate:	3mm Aluminum Composite
Sides:	Double Sided
Quantity:	2 Single Sided Faces
Sq Ft:	32

Color Specifications

	Oracal 8500 020 Golden Yellow
	Oracal 8500 016 Crimson
	Opaque Black
	PMS xxx
	PMS xxx
	PMS xxx

Additional Information Needed

<input checked="" type="checkbox"/>	Vector Artwork Needed From Client
<input checked="" type="checkbox"/>	Site Survey Required

Survey Information Required

<input type="checkbox"/>	Sign Area (w,h)	<input type="checkbox"/>	Building Dimensions
<input type="checkbox"/>	Truck Access	<input type="checkbox"/>	Electrical Access
<input type="checkbox"/>	Obstructions	<input type="checkbox"/>	Lighting Survey
<input type="checkbox"/>	Color Match	<input type="checkbox"/>	Tracing Pattern
<input type="checkbox"/>	Additional Details		

Additional Sign Specifications

Color Disclaimer: The Ink Colors Shown In This Rendering May Not Match The Actual Paint, Final Print Or Vinyl Colors That Will Be Used.

Conceptual Drawing
Quote Attached To Initial Proofing
May Not Reflect Final Pricing For Project.

Page
2

Monument Signage: Produce And Install (2) New Flanged ACM Panels To Existing Double Sided Marble Monument

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Meeting Date: 8/6/25
Agenda Item: # 11b

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board

MEMO FROM: Ben Greenberg, Planner

MEMO WRITTEN: July 25, 2025

SUBJECT: **Agenda Item # 11b:** Discussion and possible motion on a conditional use permit application by BJD Real Estate to amend the existing conditional use permit to allow an indoor recreational and training facility, primarily for baseball and softball, within the existing multi-tenant building located at 1170 Wauwatosa Road [Owner: CSH Building LLC, NW ¼ Section 22; B-3 Business District, seeking TCOD Town Center Overlay District, ~2.02 acres]*

BACKGROUND INFORMATION	
Project Name	BJD Conditional Use Permit Amendment
Property Owner	CSH Building LLC
Applicants Names	Brian Meyer, Donny Long, Josh Pallesen (DBA BJD Real Estate LLC)
Architect	Jeremy Bartlett, Thrive Architects
Size of Parcel for CU Request	2.02 acres
Existing Zoning for CU Request	B-3 Business District
Requested Zoning for CU Request	TCOD Town Center Overlay District requested; No change in B-3 zoning at this time
Location for CU Request	1170 Wauwatosa Road, Tax Key No. 03-022-07-004.00
Abbreviated Legal for CU Request	CSM #459, Lot 2, NW ¼ of Section 22
Future Land Use Map Designation	Business District – Five Corners Allows for A-1, A-2, B-1, B-2, B-3, M-1, M-2, C-1, P-1 (all properties subject to TCOD)

ADJACENT LAND USE/ZONING MATRIX		
Direction	Land Use	Zoning
North	Business	B-2
South	Business	B-2
East	Business	B-2
West	Business	B-3

BACKGROUND

The applicants, doing business as BJD Real Estate LLC, have submitted a Conditional Use Permit (CUP) application to amend the existing CUP for the property located at 1170 Wauwatosa Road — most recently amended in 2025 to authorize the operation of a dog grooming business known as *Flying Fur*. The subject building is a multi-tenant commercial structure totaling approximately 31,580 square feet in gross floor area per Town Assessor records.

The submitted site plan dated June 18, 2025, and attached, shows the future plans on how the owner envisions dividing the building into ten individual tenant suites, with an additional space labeled “Future Warehouse.”

Of the ten tenant suites shown on the future site plan, three are currently authorized under the above noted CUP and are occupied as follows:

1. Miss Molly's Catering – front-facing suite,
2. Red Apron Café – front-facing suite, and
3. Flying Fur (professional dog grooming services) – rear suite, which also includes an outdoor dog run located at the back of the building.

The remaining tenant spaces are not currently occupied or subject to the existing CUP. A future use plan attached as Exhibit A shows the space subject to this request, the spaces subject to the current CUP and the remaining tenant spaces that are not subject to the CUP or current request and have no use authorization from the Town.

Site access is provided via two driveways connecting to Wauwatosa Road (STH 181). One driveway is located near the southern lot line, while the second serves as a shared access point with the adjacent Campbell's Auto Sport property. A 20-foot-wide ingress and egress easement, recorded on Certified Survey Map No. 459, exists along the common lot line and benefits both parcels. It is noted that both parcels are under common ownership. There is also a recorded easement with the City of Cedarburg for this location.

The site contains unassigned off-street parking areas located on the north, south, and west sides of the building. The submitted site plan identifies a total of 66 existing parking spaces. Several of these parking stalls are located along the shared lot line with the Campbell's Auto Sport parcel and lie within the ingress/egress easement.

A freestanding monument sign is located near the road frontage and provides shared signage opportunities for multiple tenants. The owner should consider that ground sign in the long-term as the building continues to be occupied by new tenants. Additionally, individual awnings are installed above each suite entrance to facilitate tenant identification.

CURRENT APPLICATION: CUP AMENDMENT

The applicant is proposing to amend the existing CUP to authorize an indoor recreational and training facility, primarily for baseball and softball. The business would be located in an existing ~7,000 sq. ft. space located at the northwest corner of the building and facing the road. According to the applicant, the business will be open to the public but also local teams. The application notes that the facility will provide the community with space for players at all ages and abilities to train and have fun and will be reservable for events such as birthday parties and team practices.

Section 320-21C(1) language is below:

C. Conditional uses:

- (1) Business offices, general merchandising establishments, general wholesaling establishments, automotive body repair, cleaning, commercial greenhouses, community service facilities, professional dog care services including grooming, dog daycare, and short-term boarding with any outdoor run areas being fully fenced to meet the demands for safety and visual privacy, distributors, farm machinery sales and service, food locker plants, general warehousing or warehousing in connection with any principal use not less than 5,000 square building feet per office, catering, baking, food preparation/assembly, retail take out of food sales, cafés, restaurants, and coffee shops, laboratories, laundry, pressing and dyeing establishments, trade and contractor's offices not less than 5,000 square building feet per office, printing and publishing, storage and sale of machinery and equipment, studios, tool and die design and production, transportation terminals, upholstery, woodworking shops not requiring outside dust collection equipment, and day care.

Other approved uses for the site include Miss Molly's Catering, Flying Fur and Red Apron Café through CUPs.

EXECUTIVE ANALYSIS**1. Zoning**

There is no change proposed to the existing B-3 zoning. The Board is aware the adopted Comprehensive Plan and ongoing Zoning Code updates will remove B-3 from the Code as the ordinances are adopted and replace B-3 with new MU-2 Mixed Use zoning for this parcel. The applicant has also submitted a TCOD application to allow for flexibility in use to facilitate the public and private indoor recreation and event space.

2. Site Improvements

Other than new signage noted below, the applicants are not proposing any changes to the exterior of the building, lighting, or parking. The tenant will use the existing dumpster site, identified on the site plan, which are located in the alcove on the north side of the building. The current CUP for the property has a condition as follows: “completely screened from view by a wooden enclosure made of the fencing presented at the Town Board Meeting on March 1, 2023, or as amended. Red Apron Café and Flying Fur use the same dumpster as Miss Molly’s Catering.” The dumpster enclosure posts are now in with 5/4” Oakstone deck boards being installed.

3. Parking

To mitigate potential future parking concerns, the Town Board imposed a condition during the most recent CUP amendment (2025) requiring that a parking analysis be submitted by future applicants prior to the authorization of any new tenants. In accordance with that condition, a parking analysis was submitted as part of this CUP amendment application. The Town’s Zoning Ordinance specifies that several commercial parking requirements are based on the floor area of the specific use. The ordinance defines “Floor Area” for Business and Manufacturing Buildings as follows:

“For the purpose of determining off-street parking and off-street loading requirements, the sum of the gross horizontal areas of the floors of the building, or portion thereof, devoted to a use requiring off-street parking or loading. This area shall include accessory storage areas located within selling or working space occupied by counters, racks, or closets and any basement floor area devoted to retailing activities, to the production or processing of goods, or to business or professional offices. However, floor area, for the purposes of determining off-street parking spaces, shall not include floor area devoted primarily to storage purposes except as otherwise noted herein.”

Planner Greenberg has reviewed the submitted parking analysis for compliance with ordinance requirements. A summary of that analysis is provided on the following page. It is important to note that the ordinance does not provide a definition for “Community Service Facility” or “Place of Entertainment.” As a result, staff evaluated the parking requirements under two classification scenarios—Option A (Business Use) and Option B (Place of Entertainment)—and presented both options in the summary table. The Building Inspector and CFD have determined the activity to be a Business Use.

It is important to note that only the authorized uses and current batting cage use were considered in the parking analysis. Therefore, in the future, the property owner will be required to demonstrate compliance with on-site parking requirements before any future tenants can be authorized.

In summary, the submitted site plan identifies a total of sixty-six (66) off-street parking spaces. However, ten (10) of those spaces are located within a shared access easement with the adjacent lot (north). The use of these ten spaces is not recommended as Town Code Section 320-72 states, “Parking and driveways shall not be closer than six feet to a side lot line, right-of-way line or rear lot line.” The Fire Department noted that if the ten spaces were shifted south to meet the 6 foot setback required by Town Code, “this may impede our apparatus in case of an emergency.” For these

reasons, it is recommended any existing parking spaces in that location be painted over at this time. As this is a Business Use, the calculated parking requirement for the entire building sits at sixty-one (61) spaces.

Future Parking Plan: The property owner owns the parcel in question as well as the Campbell's Auto Sports property. They could work to develop a future parking plan that has shared parking on both lots, which would require separate future Town approvals as directed by the consulting planner/Town Attorney. This could include additional parking on the north side of Campbell's. The property owner is working with a civil engineer to design the plan and understands that any changes to parking on the adjacent lot will require separate approval from the Town. A master parking plan could also address the existing access easement, CFD approval, and Town code setback requirements.

Description	Parking (Use Category)	Gross Square Footage	Floor Area Noted on Submitted Plan	Employees	Required # of Parking Spots
Catering	Service Establishment	2,216 SF	2,216 SF	4	10
Café	Restaurant	1,656 SF	867 SF	4	8
Vacant 1	Business	1,688 SF	1,688 SF	-	-
Proposed Future	Warehouse	1,183 SF	1,183 SF	-	-
Dog Grooming	Service Establishment	1,236 SF	605 SF	5	6
Proposed Future	Warehouse	2,123 SF	N/A	-	-
Proposed Future	Warehouses	14,454 SF	N/A	-	-
Batting Cages	Business	7,072 SF	2,000 SF	2	8

4. **Building Improvements**

The applicant is proposing to modify the interior of the building to convert the batting cage tenant space specific to this application to the floor plan as included in the packet. The Town Building Inspector reviewed the site plan and noted the three equally sized spaces at the southeast corner of the building have not yet been divided, and there is an existing hallway to the spaces on the west side of the building. Future spaces, all noted as "Vacant – Warehouse" on the floor plan are conceptual only, have not been built out, and are not subject to this request.

5. **Signage / Employees / Hours of Operation**

The applicant has submitted signage details, showing a new panel on the existing ground sign that also advertises the other businesses on-site. The existing CUP notes: Any future additions or alterations to signage shall be approved by the Plan Commission and Town Board. In addition, the sign changes will require a permit from the Building Inspector.

There would be up to two (2) employees, with hours of operation as follows:

	Mon. – Fri.	Saturday	Sunday
September – May	3 p.m. to 9 p.m.	8 a.m. to 6 p.m.	10 a.m. to 6 p.m.
June – August	10 a.m. to 9 p.m.	8 a.m. to 6 p.m.	10 a.m. to 6 p.m.

6. **Fire Department Comment**

CFD submitted comment based upon B-Business occupancy as determined by the Building Inspector and CFD:

- 1) Ensure appropriate number of exits are provided based on occupant load. **CFD notes B-Business requires two, which according to plans are existing.**
- 2) Ensure egress pathways are maintained and unimpeded by nets or other equipment/materials. **CFD notes: The two drawings/plans included in the submittal show an egress door (swinging door) on the East side, but also show batting cages placed where this egress should be. A batting cage/netting should not be placed in the pathway to this door as it would impede the use of this as an egress.**
- 3) Ensure appropriate number of extinguishers are provided and spaced according to code requirements. **CFD notes: two 10-lb ABC fire extinguishers would suffice for this area.**
- 4) If the building is equipped with a fire alarm system, the system must be updated for this area (if needed). **CFD notes: There are no sprinkler requirements for B-Business Occupancies.**

7. **Sewerage/Water/Shoreland Zoning**

Ozaukee County noted the property is partially within County Shoreland Zoning. However, since this is strictly an internal project proposal, no Shoreland Permit is required. However, since this is another change in use for part of the building, the department will require an updated wastewater flow calculations for the holding tank systems that serve the building. There are three (3) holding tank systems serving different parts of the buildings. Area A is served by two 2000 gallon holding tank system; Area B is served by one 1000 gallon holding tank system; and Area E is served by one 2450 gallon holding tank system. The site plan from the Sanitary Permit file that shows the locations of the holding tank systems is attached from Ozaukee County. The wastewater calculations need to include all current occupancies plus the proposed indoor batting cage business. This needs to be done before the Town gives final occupancy. The County may require noted the owner and/or the licensed plumber needs to provide updated floor plans as to which holding tank will receive which wastewater (i.e. bathroom, kitchen, etc.). The Town should include as a condition a letter be obtained from Ozaukee County before the Town issues a Building Permit and Occupancy Permit for the business. Building Inspector Mortimer would be provided these notes in relation to holding a permit/occupancy until completed. The property is served by City of Cedarburg public water.

PUBLIC NOTICES

Conditional use applications require separate class 2 notices in the News Graphic in consecutive weeks, with the last notice published 7 days before each public hearing. The notice publication dates in the News Graphic are listed in the table at the end of the memo. Conditional use permit applications also require post cards be mailed to all property owners within 1,000 feet of the property in question, which were mailed 6/25/25.

PUBLIC COMMENT

No public comment was received by the Plan Commission at the public hearing at the July meeting.

STAFF INPUT

Under the current ordinance, the proposed use might align more directly with the B-2 Planned Business District than the B-3 Business District. However, the use does appear to align with the purpose and intent of

the TCOD Town Center Overlay District (TCOD). Further, the TCOD authorizes the Plan Commission and Town Board to modify the uses and standards of the underlying base zoning district. Lastly this parcel is currently designated for a rezone to the MU-2 District as part of the Town's Zoning Code update; as drafted, private athletic clubs are listed as a permitted use, and indoor entertainment facilities are listed as a conditional use in that proposed district.

ITEMS TO CONSIDER

Staff requests the Board consider the following in their motion:

1. The ten spaces on the north side cannot be used until the easement/setback topics are addressed, and should be painted over for the time being. Any modifications to the existing ingress / egress easement and parking plan changes would be part of a separate application process with the Plan Commission/Town Board in the future as that is not part of this application.
2. At least 2 percent of all spaces for a facility offering 50 to 1,000 spaces per WI Statute 346.503 must be marked for the physically disabled. That would equate to 2 marked spaces.
3. The dumpster enclosure must be completed prior to occupancy of this applicant.
4. Address Ozaukee County wastewater and CFD comments as part of the amended CUP.

ACTION REQUESTED

Staff requests the Board review the attached documents, draft CUP, and consider whether the following standards have been met. In making a motion, any decision to recommend approval or denial of the application must be supported by substantial evidence. Substantial evidence is defined per Wis. Stat. § 62.23(7)(de) as follows: "Facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion."

The Board shall address the following, as no application for a conditional use shall be recommended for approval by the Plan Commission or granted by the Town Board unless such Commission and Board shall find that all of the following conditions are present:

- (1) Welfare. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- (2) Compatible with adjacent land. The uses, values and enjoyment of other Town property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
- (3) Not impede surrounding property development and improvement. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding Town property for uses permitted in the district.
- (4) Adequate infrastructure. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
- (5) Ingress and egress. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- (6) Conform to zoning district regulations. The conditional use application shall conform to all applicable regulations of the district in which it is located.

Potential Motion if in favor:

Move the Board approve the proposed CUP amendment for CHS Property LLC for the property located at 1170 Wauwatosa Road taking into account the following:

1. The ten spaces on the north side cannot be used until the easement/setback topics are addressed, and should be painted over for the time being. Any modifications to the existing ingress / egress easement and parking plan changes would be part of a separate application process with the Plan Commission/Town Board in the future as that is not part of this application.
2. At least 2 percent of all spaces for a facility offering 50 to 1,000 spaces per WI Statute 346.503 must be marked for the physically disabled. That would equate to 2 marked spaces.
3. The dumpster enclosure must be completed prior to occupancy of this applicant.
4. Address Ozaukee County wastewater and CFD comments as part of the amended CUP.

COPIES MAILED/E-MAILED TO

- I. Dave Julson: dave.julson@gmail.com
- II. Donny Long: donnylong22@gmail.com
- III. John Haeberlin: haebmdrn@msn.com
- IV. Blake Karnitz, CFD: bkarnitz@cityofcedarburg.wi.gov
- V. Barry Sullivan: bsullivan@co.ozaukee.wi.us

Action	Date	Status
CUP Post Cards	6-25-25	Mailed
CUP Public Notice News Graphic	7-1 & 7-8-25	Published
Plan Commission Public Hearing for CUP	7-16-25	Rec. Approval
Town Board Meeting	8-6-25	This Meeting

ATTACHMENTS

- I. Zoning Map, Aerial, Shoreland Map
- II. Application Materials
- III. Existing CUP / Draft Updated CUP
- IV. Exhibit A – Future Use Plan
- V. Wastewater Exhibit

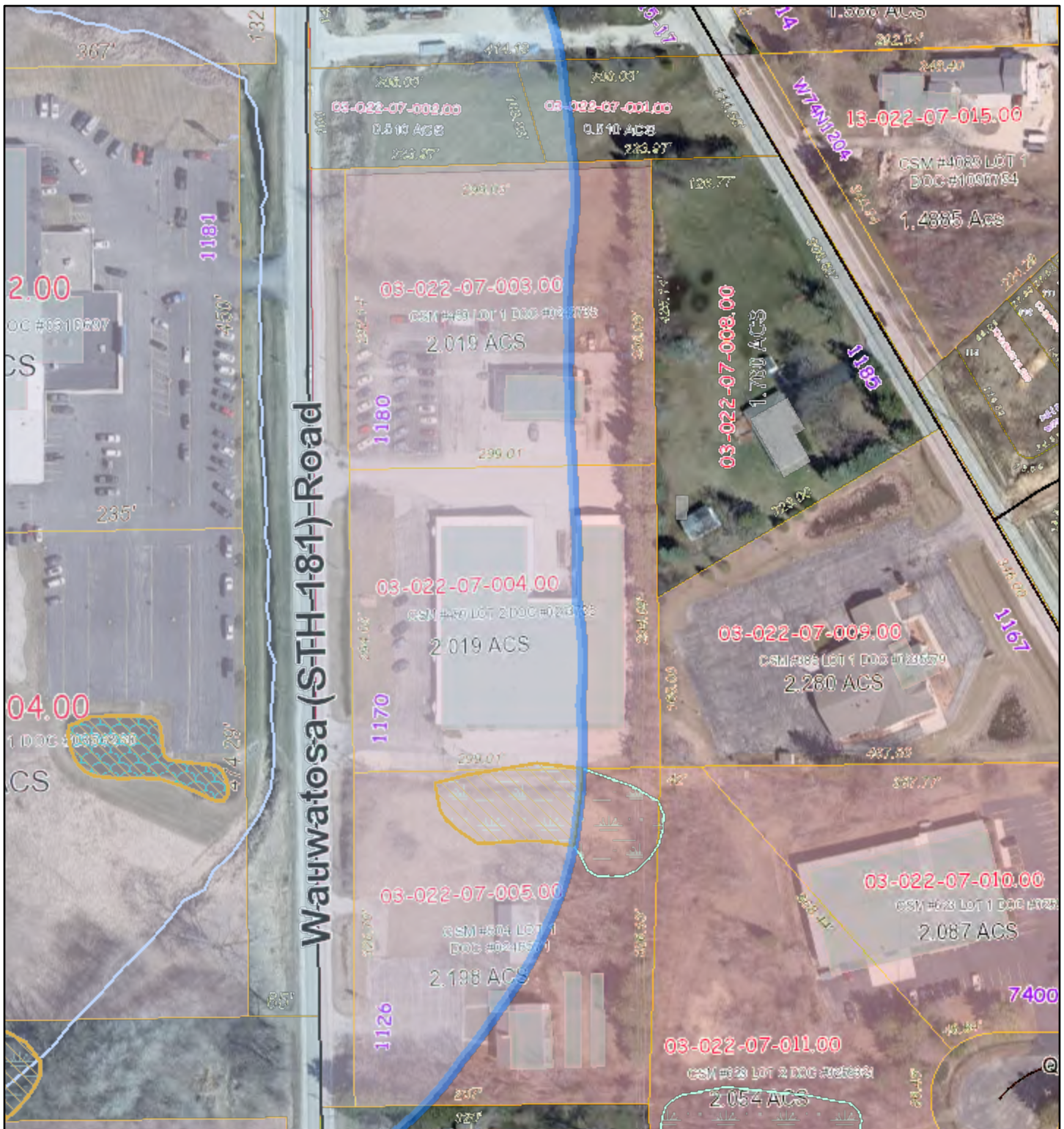
ATTACHMENT I.



Legend	
 OZGIS.GIS.Hydro_Polygon	 E-1 Estate Residential District
Zoning	 R-1 Single Family Residential District
 PUD Planned Unit Developments	 R-2 Single Family Residential District
 TCOD Town Center Overlay District	 R-3 Single Family Residential District
 A-1 Agricultural District	 TR Transitional Residential District
 A-2 Prime Agricultural District	 TR-2 Transitional Residential District
 B-1 Neighborhood Business District	 P-1 Public and Private Park District
 B-2 Planned Business District	 M-1 Industrial District
 B-3 Business District	 M-2 Planned Industrial District
 CR-A Countryside Residential A	 M-3 Quarrying District
 CR-B Countryside Residential B	 C-1 Conservancy District

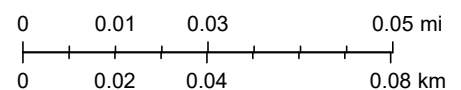
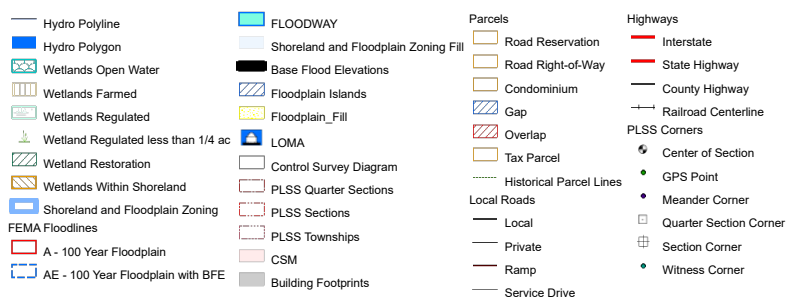


Shoreland Zoning



2/16/2024, 12:48:17 PM

1:2,257





Preserving Yesterday's Heritage for Tomorrow.

Application Fee: **\$100**

Receipt No. _____

Date _____

Staff _____

APPLICATION FOR TOWN CENTER OVERLAY DISTRICT PETITION

The Town Center Overlay District (TCOD) is intended to permit developments that will be enhanced by coordinated area site planning, diversified location of structures and/or mixing of compatible uses. Such developments are intended to maximize safety, focus on the creation of social pedestrian facilities, create economic development that serves the needs of Town residents, provide attractive recreation, green spaces, town squares and plazas, enable economical design of utilities and community facilities, and ensure adequate standards of construction and planning. The TCOD allows for flexibility of overall development design, while at the same time maintaining, where judged appropriate by the Town Board, other standards or use requirements as set forth in the underlying base zoning district. The TCOD shall be applicable only within the district as depicted in the accompanying map.

Applicant Name: Brian Meyer, Donny Long, and Josh Pallesen
Address W73N923 London Ct., Cedarburg, WI, 53012
Phone No. (314) 540-0084 Fax No. () _____ E-mail: _____
Cell No.: (314) 540-0084

Landowner of Record (if different than applicant):
Name John Haberlin
Address 1204 Washington Ave. Cedarburg, WI 53012
Phone No. () _____ Fax No. () _____ E-mail: haebmdrn@msn.com
Cell No.: (920) 285-1013

Engineer / Consultant: DL3 Enterprises
Address N102W6642 Susan Ln, Cedarburg, WI 53012
Phone No. (903) 806-4786 Fax No. () _____ E-mail: _____

Gross Land Acreage 2.02 acres Location _____ 1/4 Sec. _____
Current Zoning: B-3
Zoning change requested?: ☒ Yes _____ No
If yes, does this rezoning also involve a proposed or pending land division? _____ Yes ☒ No

Existing buildings on Property: ☒ Yes _____ No If Yes, please describe:
The building is located at 1170 N Wauwatosa Rd. Cedarburg, WI 53012 existed prior to the request of this project.
See attached for supporting information regarding this request. See Attachment A for supporting justification.

Refer to the remainder of the packet for a listing of the required materials that must accompany an application for Town Center Overlay District Petition, as well as a description of the petition process.


Applicant's Signature

7-2-25
Date

Town Initials (Office Use)

Attachment A:

Supplementary Information and Supporting Materials

RE: APPLICATION FOR TOWN CENTER OVERLAY DISTRICT PETITION

Purpose:

The purpose of this application is to request that the Town Center Overlay District (TCOD) zoning allows for a high degree of flexibility in the development of **The Batting Cage Project** located at 1170 N Wauwatosa Rd, Cedarburg, Wi 53012.

We believe that the Batting Cage Project is highly aligned with the purpose and the intent of the TCOD as the project is intended to be a safe, fun, and social facing business that will provide attractive recreational opportunities for all ages. The location also further supports this request as 1170 N Wauwatosa Rd, Cedarburg, Wi 53012 is part of an existing building that currently has Two (2) diversified business operating in the same structure.

D & H LAND SURVEYS

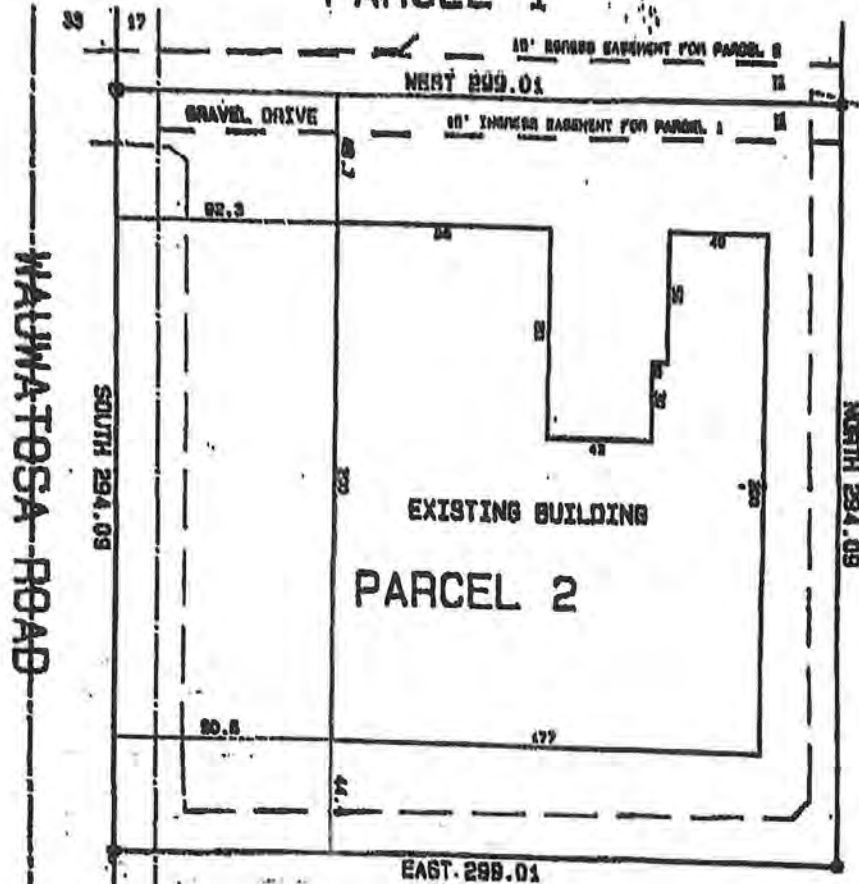
SHEBOYGAN, WISCONSIN
PLAT OF SURVEY

PH. #
920-457-3892

FOR FRANK RASHUSSEN

PARCEL TWO (2) OF CERTIFIED SURVEY MAP AS RECORDED IN THE OZAUKEE
REGISTRY IN VOLUME 2 OF CERTIFIED SURVEY MAPS ON PAGE 228, AS DOCUMENT
NO. 243795, BEING PART OF PARCEL 2 OF CERTIFIED SURVEY MAP NO. 238870 OF
PART OF THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHWEST QUARTER (NW 1/4)
OF SECTION TWENTY-TWO (22), TOWNSHIP TEN (10) NORTH, RANGE TWENTY-ONE
(21), CITY OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN.

PARCEL 1



● = 1" IRON PIPE FOUND

○ = 1" IRON PIPE SET

DATA\CEDBURG\CSH459

SURVEYOR'S CERTIFICATE

I hereby certify that I have surveyed the above described property and that the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures and dimensions of all principal buildings thereon, boundary fences, apparent easements, roadways and visible encroachments, if any.

This survey is made for the use of the present owners of the property, and also those who purchase, mortgage, or guarantee the title thereto within one (1) year from date hereof.

Frank Rashussen

WISCONSIN REGISTERED LAND SURVEYOR 5-7236

DATE OF SURVEY: 12-17-97

NOTEBOOK 307

PAGE 4/

SCALE 1" = 80'

6-15-96

1997 14:37

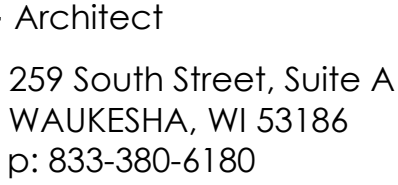
414 377 9329

74%

TOTAL P.02



DEC 17 1997



CEDARBURG SITE PLAN

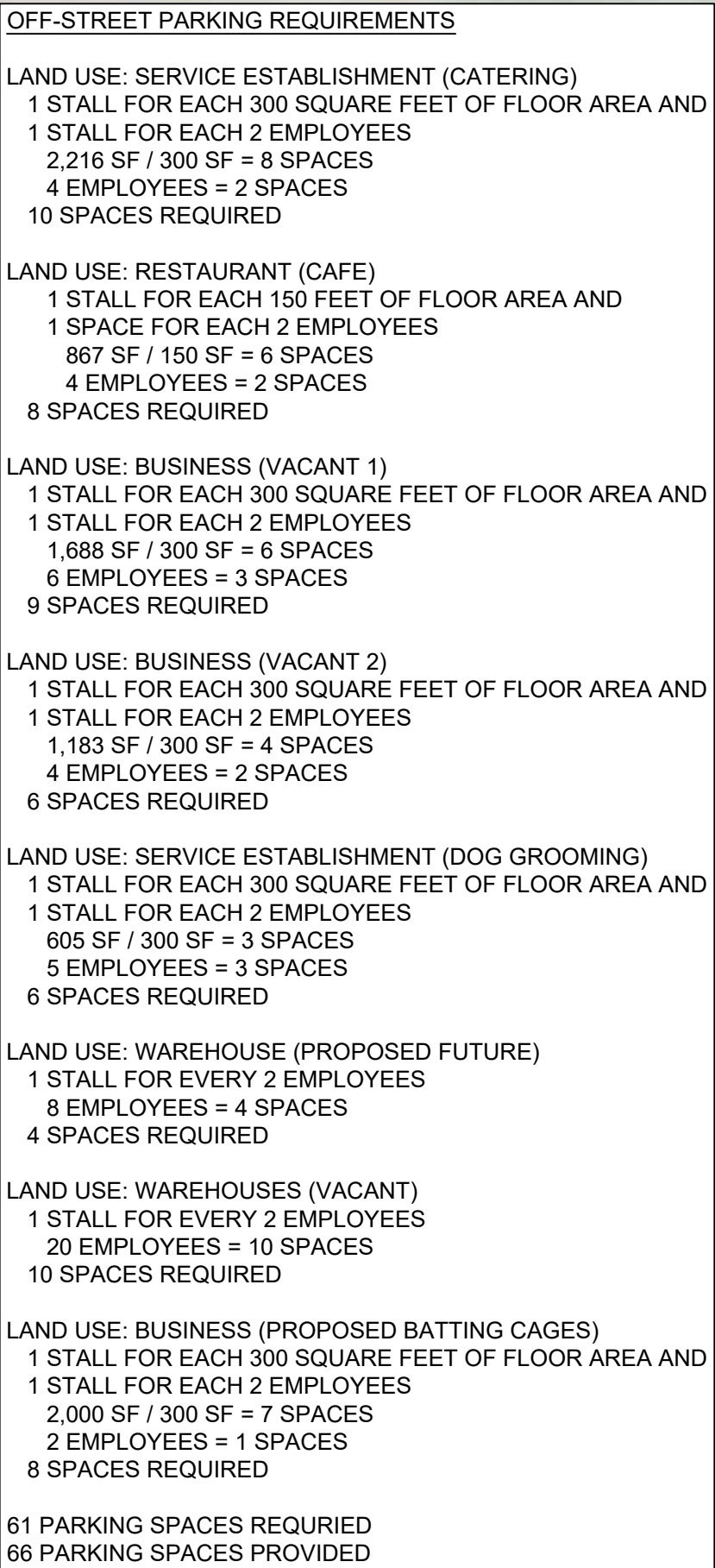
1170 N Wauwatosa Rd.
Cedarburg, WI 53012

SITE PLAN

[illegible]

SP1.0

NOT FOR CONSTRUCTION



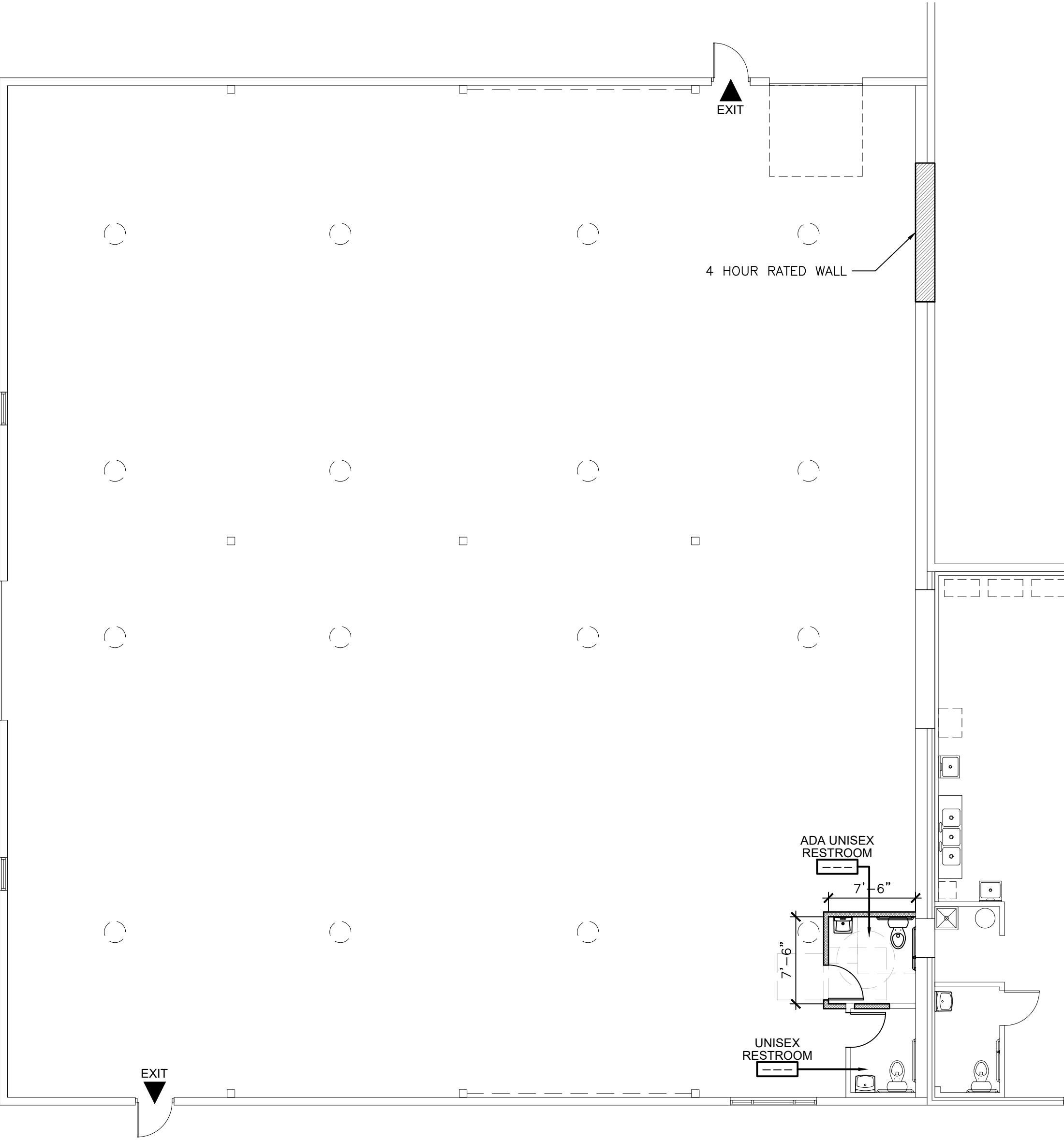
SITE PLAN

SCALE: 1"=20' (22x34); 1"=40' (11x17)



FACADE - STREET VIEW

2



FLOOR PLAN

SCALE: 1/8"=1'-0" (22x34); 1/16"=1'-0" (11x17)

1

N

THRIVE
ARCHITECTS

Architect
259 South Street, Suite A
WAUKESHA, WI 53186
p: 833-380-6180

Project Info. — 25126 —

CEDARBURG
SITE PLAN

SITE STUDY
1170 N Wauwatosa Rd.
Cedarburg, WI 53012

Sheet Title

FLOOR PLAN

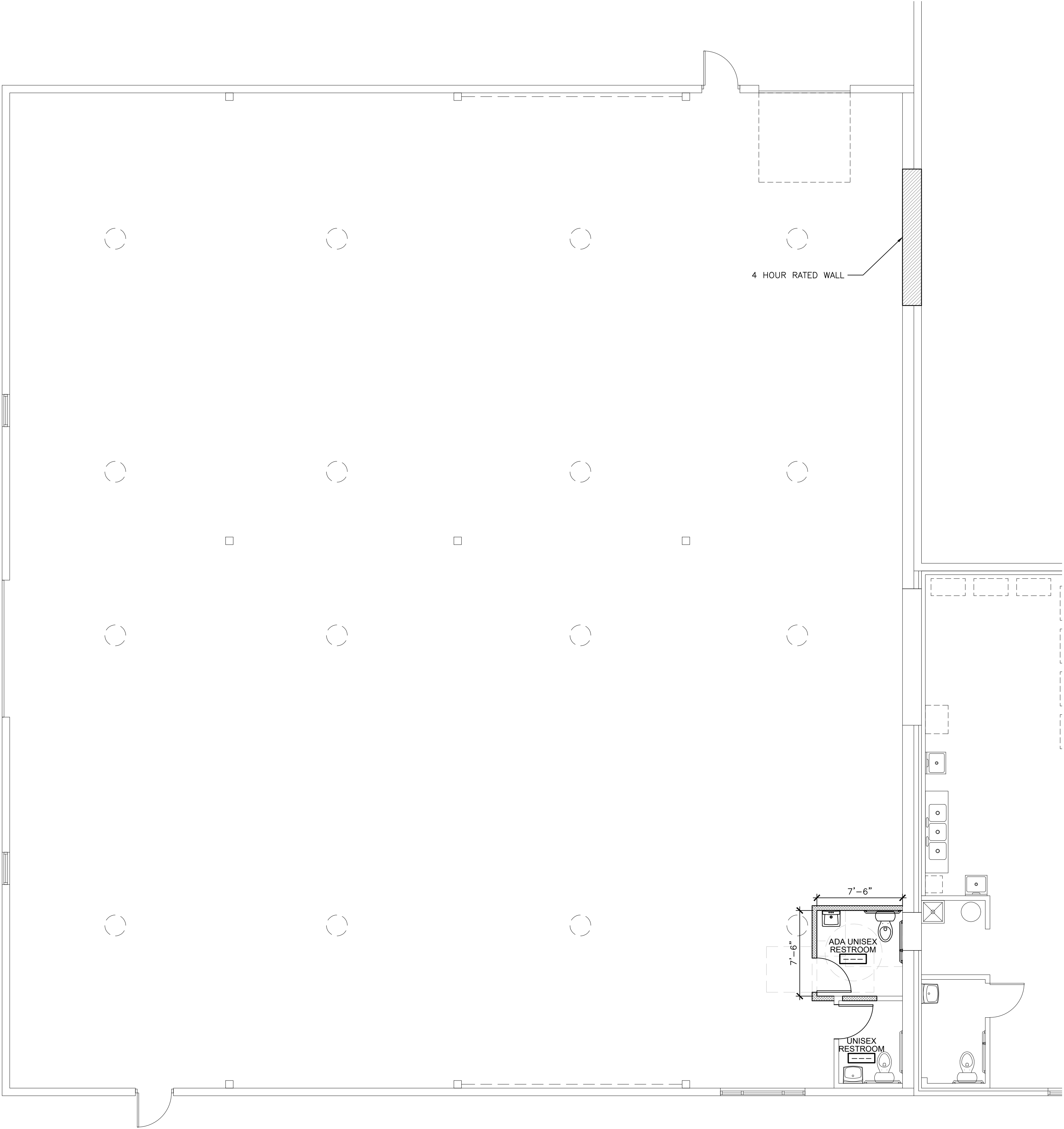
Drawn by	Checked by
KJV	ALS

Revisions		
No.	Date	Description
	06.18.2025	Preliminary

Sheet No.

A1.0

NOT FOR CONSTRUCTION



THRIVE
ARCHITECTS

Architect
259 South Street, Suite A
WAUKESHA, WI 53186
p: 833-380-6180

Project Info. — 25126

CEDARBURG
SITE PLAN

SITE STUDY
1170 N Wauwatosa Rd.
Cedarburg, WI 53012

Sheet Title

FLOOR PLAN

Drawn by	Checked by
KJV	ALS

Revisions		
No.	Date	Description
	06.16.2025	Preliminary

Sheet No.

A1.0

FLOOR PLAN
SCALE: 3/16"=1'-0" (22x34); 3/32"=1'-0" (11x17)

NOT FOR CONSTRUCTION

1170 Wauwatosa Rd, Cedarburg WI, 53012
Re: Rough Cut Floor Layout with New Addition (Green)



Note:

This is a rough plan of how the space will be used. The plan will be to optimize the floor plan/layout as needed to ensure the best user experience (i.e. spacing between cages, fixed vs collapsible cages, etc).

Sign Permit - Supporting Documentation

Sign Description: Sign for Monument (Front and Back)

Address: 1170 Wauwatosa Road, Cedarburg, WI 53012

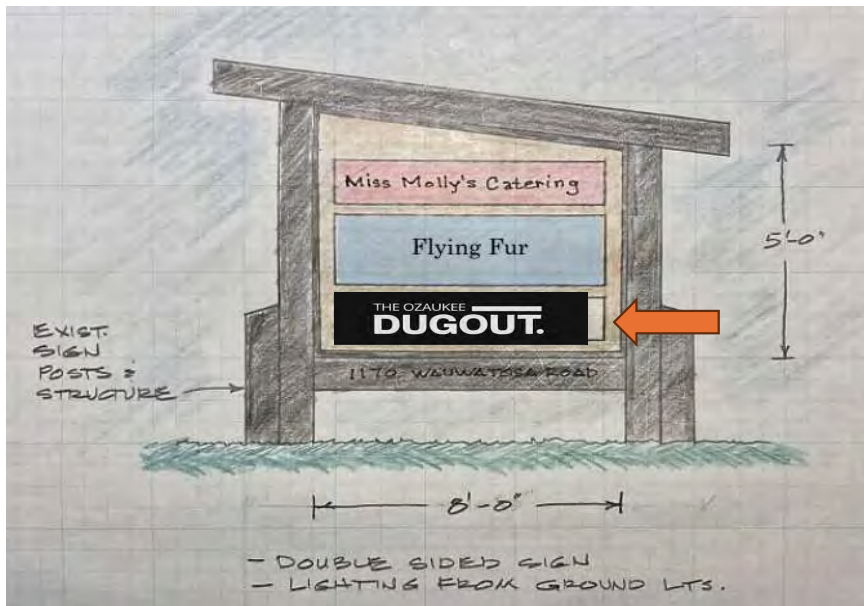
Company: BJD Real Estate; DBA The Ozaukee Dugout

Sign Dimension: ~10" h x ~82" W



Monument Design - Example of sign on Monument

2 - Sided



Monument - Photo of Existing monument that will be used

Lighting: From Ground (2 locations)





Mailing Address
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Facsimile: 262-377-0308

AMENDED CONDITIONAL USE PERMIT

(Previous Conditional Use Permits attached)

This Amended Conditional Use Permit is granted to CHS Building LLC with operators Miss Molly's Catering, Red Apron Café, and Bone Bed LLC (dba Flying Fur) and/or assigns for their respective business located within the defined and approved areas of the multi-tenant building at the property located at 1170 Wauwatosa Road, Cedarburg, Wisconsin (the "Property"), in the NW ¼ of Section 22 in the Town of Cedarburg, Ozaukee County, Wisconsin, for the operation of conditional business uses, as follows: (1) Miss Molly's Catering for catering, baking, food preparation/assembly, retail take out of food sales as described below; (2) Red Apron Café for a restaurant/café, and (3) Bone Bed LLC (dba Flying Fur) for professional dog care services including grooming, bathing and self-bathing, dog daycare and short-term boarding including overnight, walk in nailcare, retail of dog care and control products. The Amended Conditional Use Permit supersedes any previously granted CUP for the Property with the following conditions:

I. Conditions Generally Related to the Property:

1. The Amended Conditional Use Permit shall be issued to CHS Building, LLC for the Property located at 1170 Wauwatosa Road.
2. Parking code requirements detailed in Section 320-72 of the Zoning Code shall be adhered to. No additional applications for the Property will be considered by the Town until such time a detailed parking analysis is completed and adequate parking is provided for potential future uses determined by a Town consulting planner.
3. No outside storage shall be permitted.
4. All signage shall require a sign permit issued by the Building Inspector. An updated scaled rendering of the ground sign shall be submitted to the Town Administrator and Building Inspector to be included in the file, and must be code compliant or seek a variance from the Town Board. Any future additions or alterations to signage shall be approved by the Plan Commission and Town Board.
5. All refuse/recycling containers shall be located per the approved site plan and be completely screened from view by a wooden enclosure made of the fencing presented at the Town Board Meeting on March 1, 2023, or as amended. Red Apron Café and Flying Fur use the same dumpster as Miss Molly's Catering.
6. A building permit shall be issued from the Building Inspector prior to any interior remodeling.
7. All applicable state, federal and county approvals must be obtained, including, but not limited, to a County-issued restaurant license and sanitation approval letter. If applicable, these approvals must be granted in writing prior to the issuance of an Occupancy Permit for any business.
8. This Conditional Use Permit shall remain in effect only as long as the property described above is used as noted herein. Any other use not specifically listed in this Conditional Use Permit will require an amendment to the Conditional Use unless the use is permitted by right. This Conditional Use Permit supersedes any previous Conditional Use Permits on the property.

9. CSH Building LLC must submit a clean site plan to be reviewed by a Town consulting planner showing all approved site conditions including the dumpster enclosure, dog run with exterior access approved by the Fire Department, and interior locations of approved tenants before any additional applications for the Property will be considered.

II. Conditions Specifically Related to Miss Molly's Catering and Red Apron Café:

1. The Amended Conditional Use Permit approved by the Town on March 1, 2023 allows for catering, baking, food preparation/assembly, and retail take out of food sales by Miss Molly's Catering.
2. The Amended Conditional Use Permit approved by the Town on June 5, 2024 allows for a restaurant and café for Red Apron Café.
3. The hours of operation for Miss Molly's Catering shall be 8am-6pm daily.
4. The hours of operation for Red Apron Café shall be Monday through Saturday 7am – 4pm.

III. Conditions Specifically Related to Bone Bed LLC (dba Flying Fur):

1. The Amended Conditional Use Permit approved by the Town on February 19th, 2025, allows for professional dog care services including grooming, bathing and self-bathing, dog daycare and short-term boarding including overnight, walk in nailcare, retail of dog care and control products, with outdoor run area to be fully fenced to meet the demands for safety and visual privacy. Fencing material shall be that which was approved by Town Board and properly installed prior to any operation taking place. The enclosed dumpster is shared with Miss Molly's Catering and Red Apron Café. Retail sales related to the business inside the building are a permitted use.
2. The hours of operation for Flying Fur and/or assigns shall be Monday-Friday 7am-6pm, Saturday 9am-4pm, with overnight stays.

This Amended Conditional Use Permit shall remain in effect only as long as the Property described above is used as noted herein. Any other use not specifically listed in this Amended Conditional Use Permit will require an amendment to the Conditional Use unless the use is permitted by right. This Amended Conditional Use Permit supersedes any previous Conditional Use Permits on the property.

BY ORDER OF THE TOWN BOARD, TOWN OF CEDARBURG, effective as of March 6, 2023 for Miss Molly's Catering, July 22, 2024 for Red Apron Café, and the date signed below for Flying Fur.

Issued this 18 day of JUNE, 2025, by _____

Eric Ryer
Town Administrator

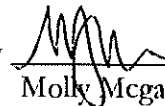
Accepted this 12 day of June, 2025, by _____

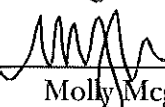
David Julson, CSH Building LLC

John Haebelen.

Accepted this 17 day of JUNE, 2025, by _____

Kyle Dunfee, Bone Bed Fur, LLC (dba
Flying Fur

Accepted effective as of the 6th day of March, 2023, by 
Molly McGarry: Miss Molly's Catering

Accepted effective as of the 22nd day of July, 2024, by 
Molly McGarry: Red Apron Café



Mailing Address
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Facsimile: 262-377-0308

AMENDED CONDITIONAL USE PERMIT

(Previous Conditional Use Permit attached)

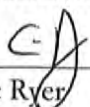
This Conditional Use Permit is granted to CHS Building LLC with operator Miss Molly's Catering and/or assigns for the property located at 1170 Wauwatosa Road, Cedarburg, Wisconsin, in the NW ¼ of Section 22 in the Town of Cedarburg, Ozaukee County, Wisconsin, for the operation of a business that does the following: catering, baking, food preparation/assembly, retail take out of food sales as described below. The Conditional Use Permit is granted with the following conditions:

1. The Amended Conditional Use Permit shall be issued to CHS Building, LLC and/or assigns for the property located at 1170 Wauwatosa Road.
2. The Amended Conditional Use Permit allows for catering, baking, food preparation/assembly, and retail take out of food sales by Miss Molly's Catering and/or assigns. Retail sales within the building are permitted by right.
3. The Amended Conditional Use Permit also allows for the continuation of the previously permitted Conditional Use Permit: Manufacturer's representative offices and distributor companies shall be conditionally permitted uses for this property. In the event of a tenant change, another manufacturer's representative office/distributor company may be permitted to occupy space in the building provided a Zoning Permit is received from the Town Administrator prior to occupancy. No manufacturing of products shall be permitted in relation to this use. The Town Administrator may refer a Zoning Permit request to the Town Board for review in the event questions of clarity arise over the proposed use.
4. Parking code requirements detailed in Section 320-72 of the Zoning Code shall be adhered to.
5. The hours of operation for Miss Molly's Catering and/or assigns shall be 8 am – 6 pm daily. The hours of operation for any other tenant space shall be reviewed and approved as part of the Zoning Permit issuance required as part of Condition No. 3 above.
6. No outside storage shall be permitted.
7. All signage shall require a sign permit issued by the Building Inspector. A scaled rendering of the canopy and ground sign proposed for Miss Molly's Catering shall be submitted to the Town Administrator to be included in the file, and must be code compliant or seek a variance from the Town Board. Any future additions or alterations to signage shall be approved by the Plan Commission and Town Board.
8. All refuse/recycling containers shall be located per the approved site plan and be completely screened from view by an enclosure made of the fencing presented at the Town Board Meeting on March 1, 2023.
9. Parking shall be provided in the amount and location as approved by the Town Board on March 1, 2023.
10. All applicable state, federal and county approvals must be obtained, including, but not limited, to a County-issued restaurant license and sanitation approval letter. If applicable, these approvals must be granted in writing prior to the issuance of an Occupancy Permit for any business.
11. This Conditional Use Permit shall remain in effect only as long as the property described above is used as noted herein. Any other use not specifically listed in this Conditional Use Permit will require an amendment to the Conditional Use unless the use is permitted by

right in the B-3 Zoning District. This Conditional Use Permit supersedes any previous Conditional Use Permits on the property.

BY ORDER OF THE TOWN BOARD, TOWN OF CEDARBURG, March 1, 2023.

Issued this 6 day of MARCH, 2023, by _____


Eric Ryer
Town Administrator

Accepted this 5 day of MARCH, 2023, by _____


David Julson: CSH Building LLC

Accepted this 5 day of MARCH, 2023, by _____


Molly McGarry: Miss Molly's Catering



Mailing Address
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Facsimile: 262-377-0308

AMENDED CONDITIONAL USE PERMIT

(Previous Conditional Use Permits attached)

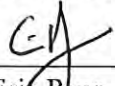
This Conditional Use Permit is granted to CHS Building LLC with operator Miss Molly's Catering, Miss Molly's Catering (dba Red Apron Café), Bone Bed Fur (dba Flying Fur) and/or assigns for the property located at 1170 Wauwatosa Road, Cedarburg, Wisconsin, in the NW ¼ of Section 22 in the Town of Cedarburg, Ozaukee County, Wisconsin, for the operation of the following uses: catering, baking, food preparation/assembly, retail take out of food sales (see Amended Conditional Use Permit for Miss Molly's Catering); professional dog care services including grooming, dog daycare and short-term boarding with outdoor run area (see Amended Conditional Use Permit for Flying Fur); and a restaurant/café as described below. The Conditional Use Permit Amendment is granted for Miss Molly's Catering (dba Red Apron Café) with the following conditions:

1. The Amended Conditional Use Permit shall be issued to CHS Building, LLC and/or assigns for the property located at 1170 Wauwatosa Road.
2. The Amended Conditional Use Permit allows for a restaurant/café use operated by Miss Molly's Catering (dba Red Apron Café) and/or assigns.
3. The Amended Conditional Use Permit also allows for the continuation of the previously permitted Conditional Uses for Miss Molly's Catering and Flying Fur. Those amended Conditional Use Permits are effective and shall be complied with.
4. The Conditional Use Permit previously issued for manufacturers' representative offices and distributor companies is considered null and void. These uses are no longer permitted on the subject property.
5. **The parking code requirements detailed in Section 320-72 of the Zoning Code shall be adhered to. No additional applications for this property will be considered by the Town until such time a detailed parking analysis is completed and adequate parking is provided for potential future uses.**
6. The hours of operation for Miss Molly's Catering (dba Red Apron Café) and/or assigns shall be from Monday through Saturday 7 am – 4 pm.
7. No outside storage shall be permitted.
8. A building permit shall be issued from the Building Inspector prior to any interior remodeling or the installation of signage.
9. A sign permit must be issued by the Building Inspector. An updated scaled rendering of the ground sign shall be submitted to the Town Administrator to be included in the file, and must be code compliant or seek a variance from the Town Board. Any future additions or alterations to signage shall be approved by the Plan Commission and Town Board.
9. All refuse/recycling containers shall be located per the approved site plan for Miss Molly's Catering and be completely screened from view by an enclosure made of the fencing presented at the Town Board Meeting on March 1, 2023. Red Apron Café uses the same dumpster as Miss Molly's Catering.
10. All applicable state, federal and county approvals must be obtained, including, but not limited, to a county-issued restaurant license and sanitation approval letter. If applicable, these approvals must be granted in writing prior to the issuance of an Occupancy Permit for any business. Written documentation shall be provided from Ozaukee County that

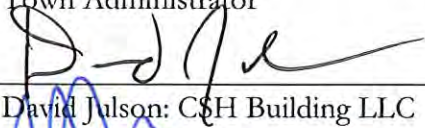
states the property has proper wastewater facilities to accommodate the proposed use. The owner and/or the licensed plumber will need to provide a floor plan as to which holding tank will receive which wastewater (i.e. bathroom, kitchen, etc.).

11. This Conditional Use Permit shall remain in effect only as long as the property described above is used as noted herein. Any other use not specifically listed in this Conditional Use Permit will require an amendment to the Conditional Use unless the use is permitted by right in the B-3 Zoning District, or any future zoning district designation for the property. This Conditional Use Permit supersedes any previous Conditional Use Permits on the property as it relates to Red Apron Café and as it relates to parking on the property.

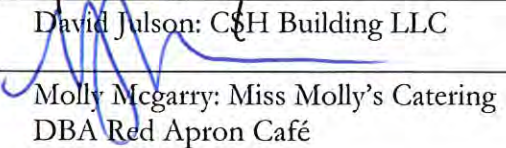
BY ORDER OF THE TOWN BOARD, TOWN OF CEDARBURG, June 5, 2024.

Issued this 22 day of July, 2024, by 

Eric Ryer
Town Administrator

Accepted this 14 day of June, 2024, by 

David Julson: C&H Building LLC

Accepted this 28 day of June, 2024, by 

Molly McGarry: Miss Molly's Catering
DBA Red Apron Café



Mailing Address
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Facsimile: 262-377-0308

AMENDED CONDITIONAL USE PERMIT

(Previous Conditional Use Permits attached)

This Amended Conditional Use Permit is granted to CHS Building LLC with operators Miss Molly's Catering, Red Apron Café, Bone Bed LLC (dba Flying Fur), and BJD Real Estate LLC and/or assigns for their respective business located within the defined and approved areas of the multi-tenant building at the property located at 1170 Wauwatosa Road, Cedarburg, Wisconsin (the "Property"), in the NW ¼ of Section 22 in the Town of Cedarburg, Ozaukee County, Wisconsin, for the operation of conditional business uses, as follows: (1) Miss Molly's Catering for catering, baking, food preparation/assembly, retail take out of food sales as described below; (2) Red Apron Café for a restaurant/café, (3) Bone Bed LLC (dba Flying Fur) for professional dog care services including grooming, bathing and self-bathing, dog daycare and short-term boarding including overnight, walk in nailcare, retail of dog care and control products, and (4) BJD Real Estate LLC (dba the Dugout) for indoor recreation and training facility. The Amended Conditional Use Permit supersedes any previously granted CUP for the Property with the following conditions:

I. Conditions Generally Related to the Property:

1. The Amended Conditional Use Permit shall be issued to CHS Building, LLC for the Property located at 1170 Wauwatosa Road.
2. Parking code requirements detailed in Section 320-72 of the Zoning Code shall be adhered to. No additional applications for the Property will be considered by the Town until such time a detailed parking analysis is completed and adequate parking is provided for potential future uses determined by a Town consulting planner.
3. No outside storage shall be permitted.
4. All signage shall require a sign permit issued by the Building Inspector. An updated scaled rendering of the ground sign shall be submitted to the Town Clerk and Building Inspector to be included in the file, and must be code compliant or seek a variance from the Town Board. Any future additions or alterations to signage shall be approved by the Plan Commission and Town Board.
5. All refuse/recycling containers shall be located per the approved site plan and be completely screened from view by a wooden enclosure made of the fencing presented at the Town Board Meeting on March 1, 2023, or as amended. Red Apron Café, Flying Fur, and BJD Real Estate LLC may use the same dumpster as Miss Molly's Catering.
6. A building permit shall be issued from the Building Inspector prior to any interior remodeling.
7. All applicable state, federal and county approvals must be obtained, including, but not limited, to a County-issued restaurant license and sanitation approval letter. If applicable, these approvals must be granted in writing prior to the issuance of an Occupancy Permit for any business.
8. This Conditional Use Permit shall remain in effect only as long as the property described above is used as noted herein. Any other use not specifically listed in this Conditional Use Permit will require an amendment to the Conditional Use unless the use is permitted by right. This Conditional Use Permit supersedes any previous Conditional Use Permits on the property.

9. CSH Building LLC must submit a clean site plan to be reviewed by a Town consulting planner showing all approved site conditions including the dumpster enclosure, dog run with exterior access approved by the Fire Department, and interior locations of approved tenants before any additional applications for the Property will be considered.

II. Conditions Specifically Related to Miss Molly's Catering and Red Apron Café:

1. The Amended Conditional Use Permit approved by the Town on March 1, 2023 allows for catering, baking, food preparation/assembly, and retail take out of food sales by Miss Molly's Catering.
2. The Amended Conditional Use Permit approved by the Town on June 5, 2024 allows for a restaurant and café for Red Apron Café.
3. The hours of operation for Miss Molly's Catering shall be 8am-6pm daily.
4. The hours of operation for Red Apron Café shall be Monday through Saturday 7am – 4pm.

III. Conditions Specifically Related to Bone Bed LLC (dba Flying Fur):

1. The Amended Conditional Use Permit approved by the Town on February 19th, 2025, allows for professional dog care services including grooming, bathing and self-bathing, dog daycare and short-term boarding including overnight, walk in nailcare, retail of dog care and control products, with outdoor run area to be fully fenced to meet the demands for safety and visual privacy. Fencing material shall be that which was approved by Town Board and properly installed prior to any operation taking place. The enclosed dumpster is shared with Miss Molly's Catering and Red Apron Café. Retail sales related to the business inside the building are a permitted use.
2. The hours of operation for Flying Fur and/or assigns shall be Monday-Friday 7am-6pm, Saturday 9am-4pm, with overnight stays.

III. Conditions Specifically Related to BJD Real Estate LLC (dba the Dugout):

1. The Amended Conditional Use Permit approved by the Town on August 6th, 2025, allows for indoor recreation and training activities including indoor batting cages, and related rentals for events such as parties. The enclosed dumpster is shared with Miss Molly's Catering, Red Apron Café, and Flying Fur. Retail sales related to the business inside the building are a permitted use.
2. The hours of operation for BJD Real Estate LLC and/or assigns shall be:
 - a. September-May: Monday-Friday 3pm-9pm, Saturday 8am-6pm, Sunday 10am-6pm.
 - b. June-August: Monday-Friday 10am-9pm, Saturday 8am-6pm, Sunday 10am-6pm.

This Amended Conditional Use Permit shall remain in effect only as long as the Property described above is used as noted herein. Any other use not specifically listed in this Amended Conditional Use Permit will require an amendment to the Conditional Use unless the use is permitted by right. This Amended Conditional Use Permit supersedes any previous Conditional Use Permits on the property.

BY ORDER OF THE TOWN BOARD, TOWN OF CEDARBURG, effective as of March 6, 2023 for Miss Molly's Catering, July 22, 2024 for Red Apron Café, June 18, 2025 for Flying Fur, and the date signed below for BJD Real Estate LLC.

Updated, Amended and Issued this ____ day of _____, 2025, by _____
Eric Ryer
Town Administrator

Updated, Amended and Accepted this ____ day of _____, 2025, by _____
David Julson:
CSH Building LLC

Accepted this ____ day of _____, 2025, by _____
BJD Real Estate LLC (dba the Dugout)

DRAFT

Exhibit A

THRIVE
ARCHITECTS

Architect
259 South Street, Suite A
WAUKESHA, WI 53186
p: 833-380-6180

Project Info. — 25126

CEDARBURG
SITE PLAN

SITE STUDY
1170 N Wauwatosa Rd.
Cedarburg, WI 53012

Sheet Title

SITE PLAN

Drawn by	Checked by
KJV	ALS

Revisions		
No.	Date	Description
	06.18.2025	Preliminary

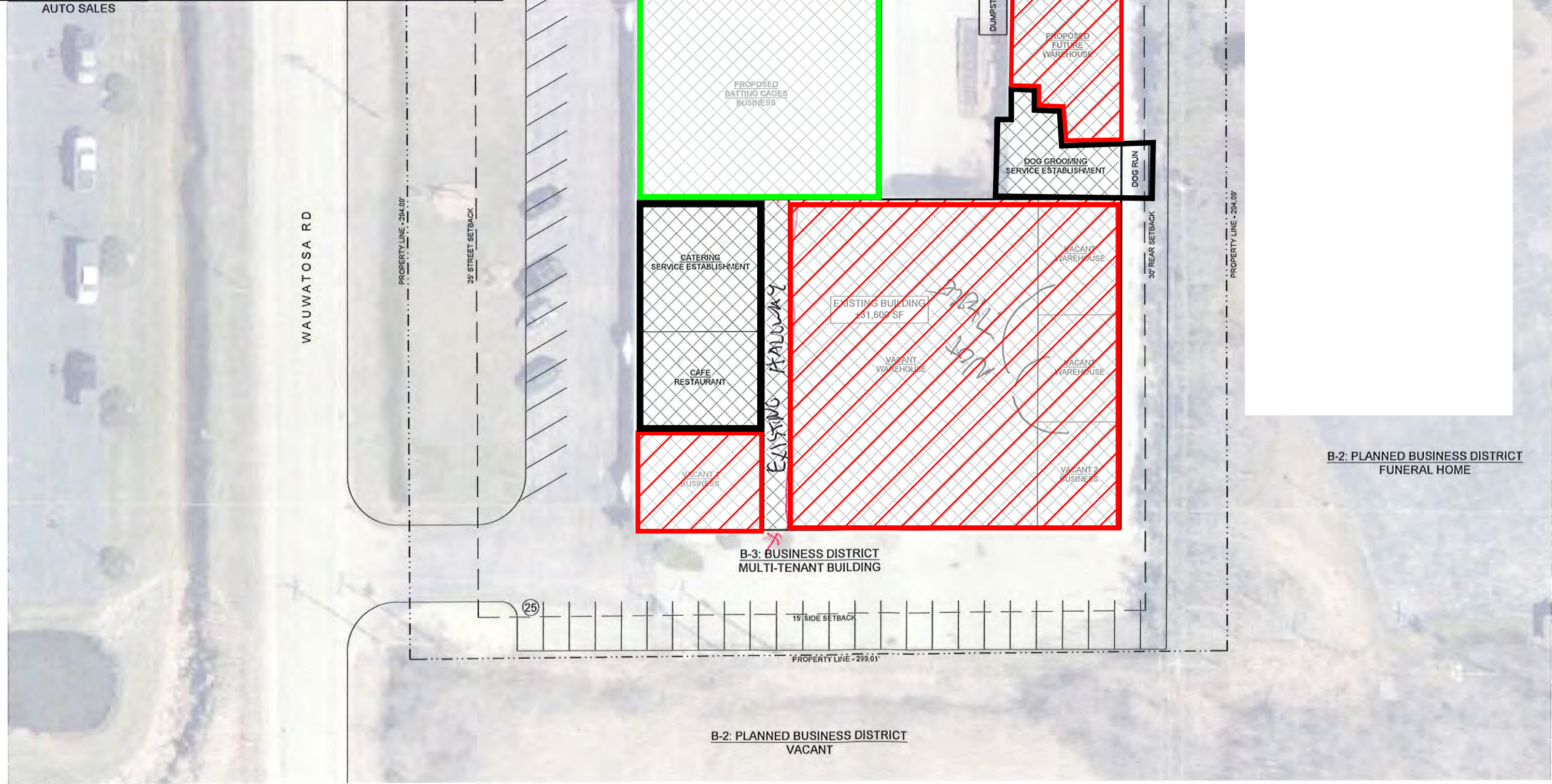
Sheet No.

SP1.0

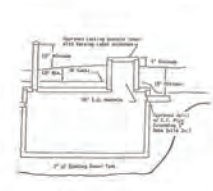
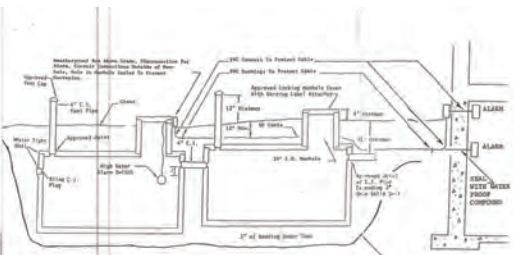
Space/use to be added to current CUP.

Space/uses authorized under current CUP.

No uses authorized.



NOT FOR CONSTRUCTION



AREA B AND D
2,000 gallon tank

Building Tank Sizing

AREA 'A'

1. Employees: 20 gallons x 10 employees = 200 gallons
2. Floor Drain: 20 gallons x 1 drain = 20 gallons
3. Hand Sink: 20 gallons x 1 sink = 20 gallons
4. Total: 240 gallons

Use 2,000 gallon tank

AREA 'B'

1. Employees: 20 gallons x 3 employees = 60 gallons
2. Floor Drain: 20 gallons x 1 drain = 20 gallons
3. Total: 80 gallons

Use 1,000 gallon tank

AREA 'D'

1. Employees: 20 gallons x 3 employees = 60 gallons
2. Floor Drain: 20 gallons x 1 drain = 20 gallons
3. Total: 80 gallons

Use 1,000 gallon tank

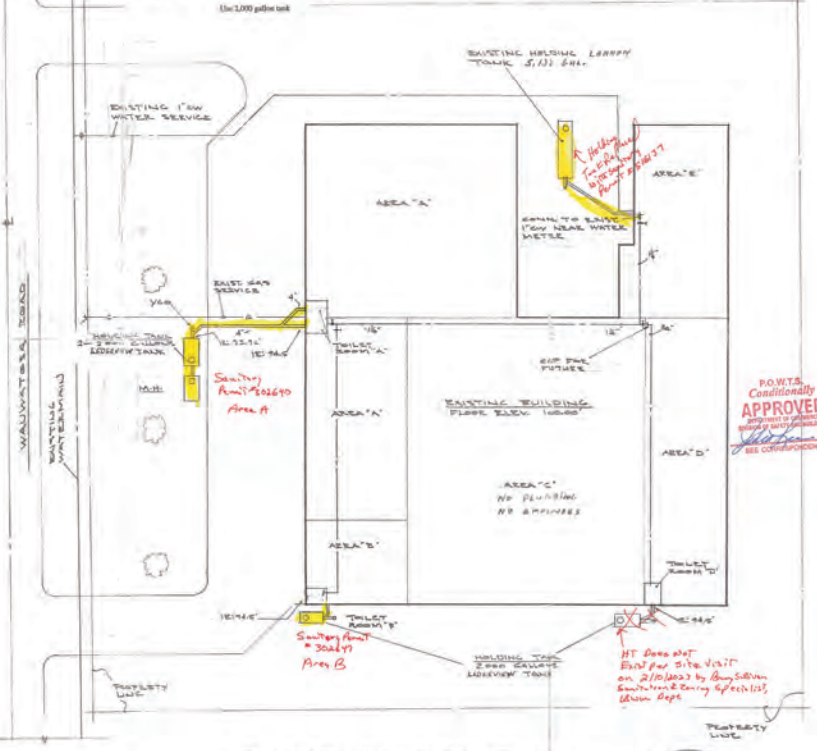
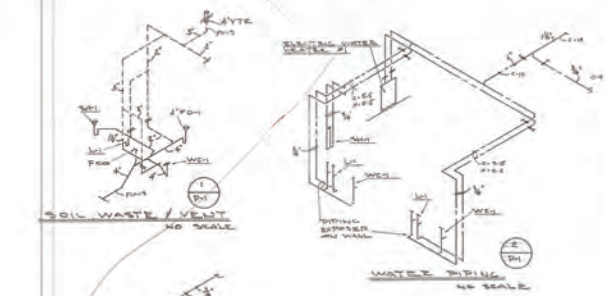
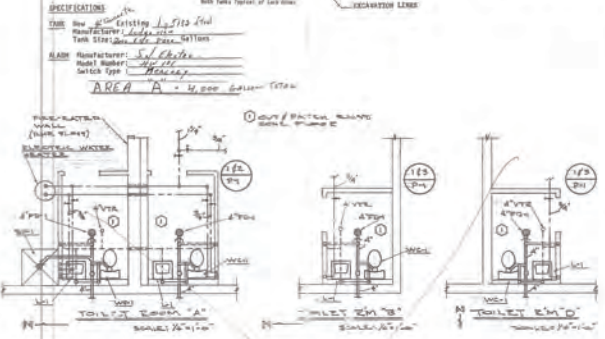
AREA 'E' EXISTING

1. Employees: 20 gallons x 3 employees = 60 gallons
2. Floor Drain: 20 gallons x 1 drain = 20 gallons
3. Total: 80 gallons

Use 1,000 gallon tank

Perfectly acceptable. Area B is a double as proposed.

9861397



PLUMBING SITE PLAN
SCALE: 1/8" = 1'-0"

APPROVED
FOR THE TOWN OF CEDARBURG, WISCONSIN
SEE CORRESPONDENCE



RECEIVED
MAR 11 2018
9861397

PLUMBING SITE PLAN & DETAILS
CUSTOM SERVICE HARDWARE
1170 WAUWATOSA RD.
TOWN OF CEDARBURG, WISCONSIN
FRANK RASMUSSEN

DATE	BY	REVISION
03/08/18	JAR	1.0
03/08/18	JAR	2.0
03/08/18	JAR	3.0
03/08/18	JAR	4.0
03/08/18	JAR	5.0
03/08/18	JAR	6.0
03/08/18	JAR	7.0
03/08/18	JAR	8.0
03/08/18	JAR	9.0
03/08/18	JAR	10.0



Meeting Date: 8/6/25
Agenda Items: # 11c,d

TOWN BOARD OF SUPERVISORS MEMORANDUM

TO: David Salvaggio, Chairman
Town Board
FROM: Eric Ryer, Administrator
MEMO WRITTEN: July 28, 2025
SUBJECT: **Agenda Item #11c:** Discussion and possible motion regarding the proposed 2026 Cedarburg Fire Department budget and staffing*
Agenda Item #11d: Discussion and possible motion on a Cedarburg Fire Department Fund Balance Policy: Capital Equipment and Annual Surplus*

BACKGROUND

The 10-year shared services agreement with the City of Cedarburg establishes the Chief makes a presentation to the Town Board and Common Council at each of their respective first meetings of August annually, where the elected bodies approve the budget figures for the Town and City to include in our respective budgets. Ahead of this Board meeting, the Joint Fire & EMS Committee met on July 24th, where the Committee reviewed and unanimously recommended approval of the attached draft 2026 budget and staffing changes. Proposed staffing changes are color coded in the attached staffing plan, which the Chief can speak to at the meeting.

The total Town contribution for 2026 is budgeted at \$684,741, including the Town contribution toward the paramedic oversight agreement with the Southern Ozaukee Fire Department. The agreement calls for the Town to make two equal payments to the City in June and December annually (the approved budgeted amount). The Town tax levy amount matches the amount under the plan adopted as part of the referendum and Shared Services agreement. The intent is to hold the tax levy contributions from the Town and City at 2028 levels throughout the entire 10-year agreement period, with higher than anticipated EMS revenues covering increased operating costs in years 2029-2033.

The Chief will provide a summary of the annual presentation, answer questions related to the proposed budget and staffing plan. EMS revenues are budgeted to cover the next ambulance purchase in 2027, and Fireman's Inc. Park will continue to make donations to fund Fire truck purchases so long as funding is sufficient.

FUND BALANCE POLICY

The Fire & EMS Committee also unanimously recommended the attached CFD Fund Balance Policy: Capital Equipment and Annual Surplus, which is established as part of the shared services agreement.

REQUESTED ACTION

Staff requests the Board receive the annual report from the Chief (item #8c), discuss the proposed budget and staffing, and consider separate motions on:

1. Approving the proposed 2026 budget for inclusion in the Town budget.
2. Approving the Cedarburg Fire Department Fund Balance Policy.

ATTACHMENTS

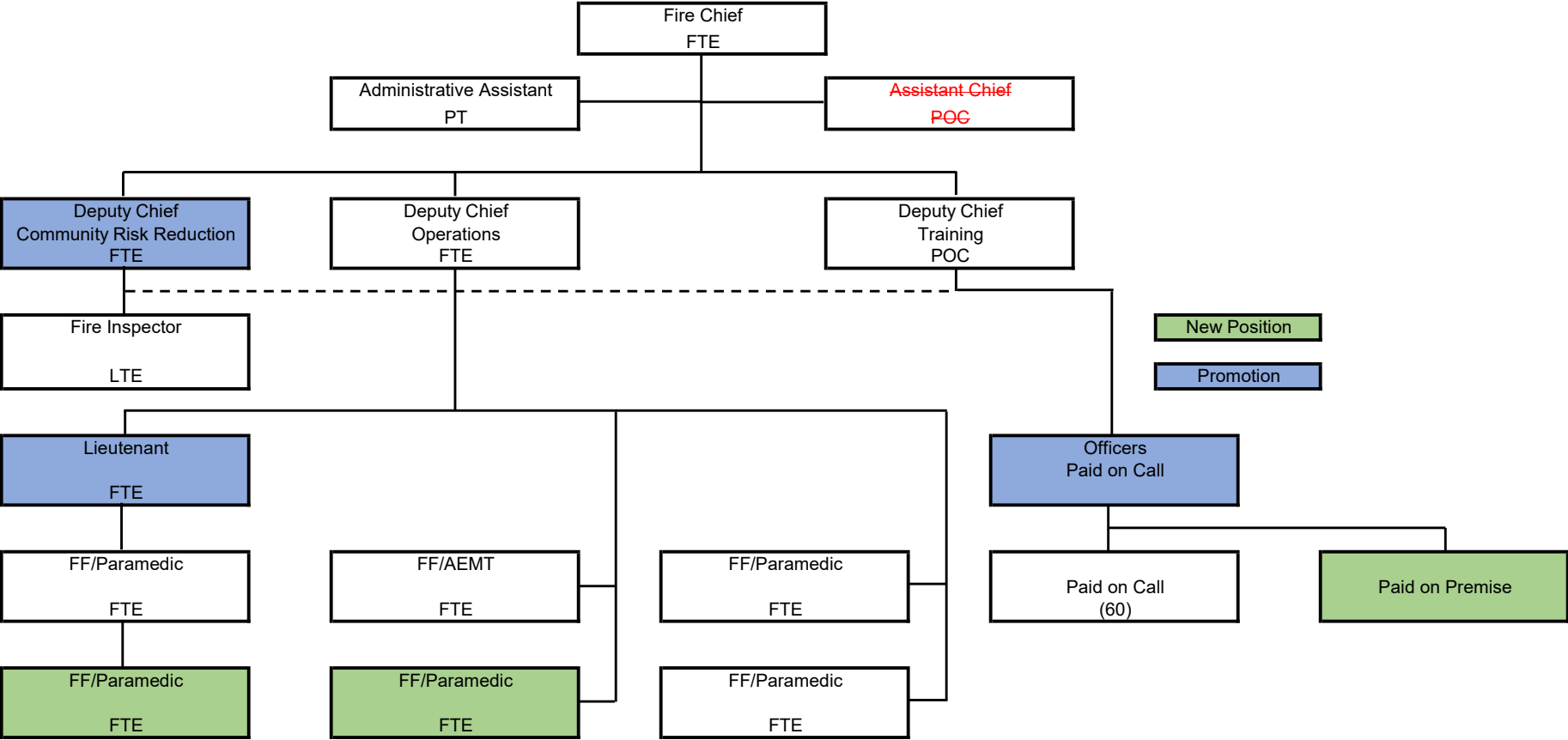
- I. Draft 2026 budget and staffing plan
- II. Fund Balance Policy

		2025	2025	2026	2027	2028	2029	2030
GL NUMBER	DESCRIPTION	AMENDED BUDGET	ACTIVITY THRU 12/31/25	DEPT REQUESTED BUDGET	DEPT REQUESTED BUDGET	DEPT REQUESTED BUDGET	DEPT REQUESTED BUDGET	DEPT REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000000								
270-000000-411111	REAL ESTATE TAXES	1,829,273	1,829,273	1,245,736	1,354,406	1,756,501	1,829,273	1,829,273
270-000000-411112	CITY ARPA FUNDS							
270-000000-435100	STATE SHARED REVENUES							
270-000000-435101	FIRE INSURANCE DUES	105,000	330	103,047	104,077	105,118	106,169	107,231
270-000000-435201	STATE GRANT - FD SAFETY			3,400	3,434	3,468	3,503	3,538
270-000000-435400	OZAUKEE COUNTY ARPA FUNDING							
270-000000-435401	FLEX GRANT							
270-000000-435402	FAP GRANT		66,946					
270-000000-435403	GRANT REVENUES		1,000					
270-000000-441130	FIRE INSPECTION FEE	22,000	20,609	32,000	32,320	32,643	32,969	33,299
270-000000-462146	EMS TRANSPORTS BILLING	680,000	430,401	1,400,000	1,414,000	1,428,140	1,442,421	1,456,845
270-000000-462147	INSURANCE WRITE-DOWNS/WRITE-OFF/R		(76,987)	(925,000)	(934,250)	(943,593)	(953,029)	(962,559)
270-000000-473406	UNIFORMS	500	716	500	505	510	515	520
270-000000-473407	FIRE-OPERATING EXP-TOWN	536,623		684,741	744,472	965,490	965,490	965,490
270-000000-473408	FIRE/EMS DISPATCHING							
270-000000-473409	EMERGENCY MNGMT-TOWN							
270-000000-473450	TOWN ARPA FUNDS							
270-000000-481100	INVESTMENT INCOME		41,768					
270-000000-481120	FD INVESTMENT INCOME							
270-000000-483315	SALE OF CITY PROPERTY							
270-000000-483320	FD EQUIPMENT SALES							
270-000000-485551	DONATIONS - FD							
270-000000-485650	CONTRIB OF EMS ASSETS							
270-000000-486000	MISCELLANEOUS REVENUE	10,000	244					
270-000000-486005	EVENT REVENUE		6,679	10,000	10,100	10,201	10,303	10,406
Totals for dept 000000 -		3,183,396	2,320,979	2,554,424	2,729,064	3,358,478	3,437,614	3,444,043
TOTAL ESTIMATED REVENUES		3,183,396	2,320,979	2,554,424	2,729,064	3,358,478	3,437,614	3,444,043

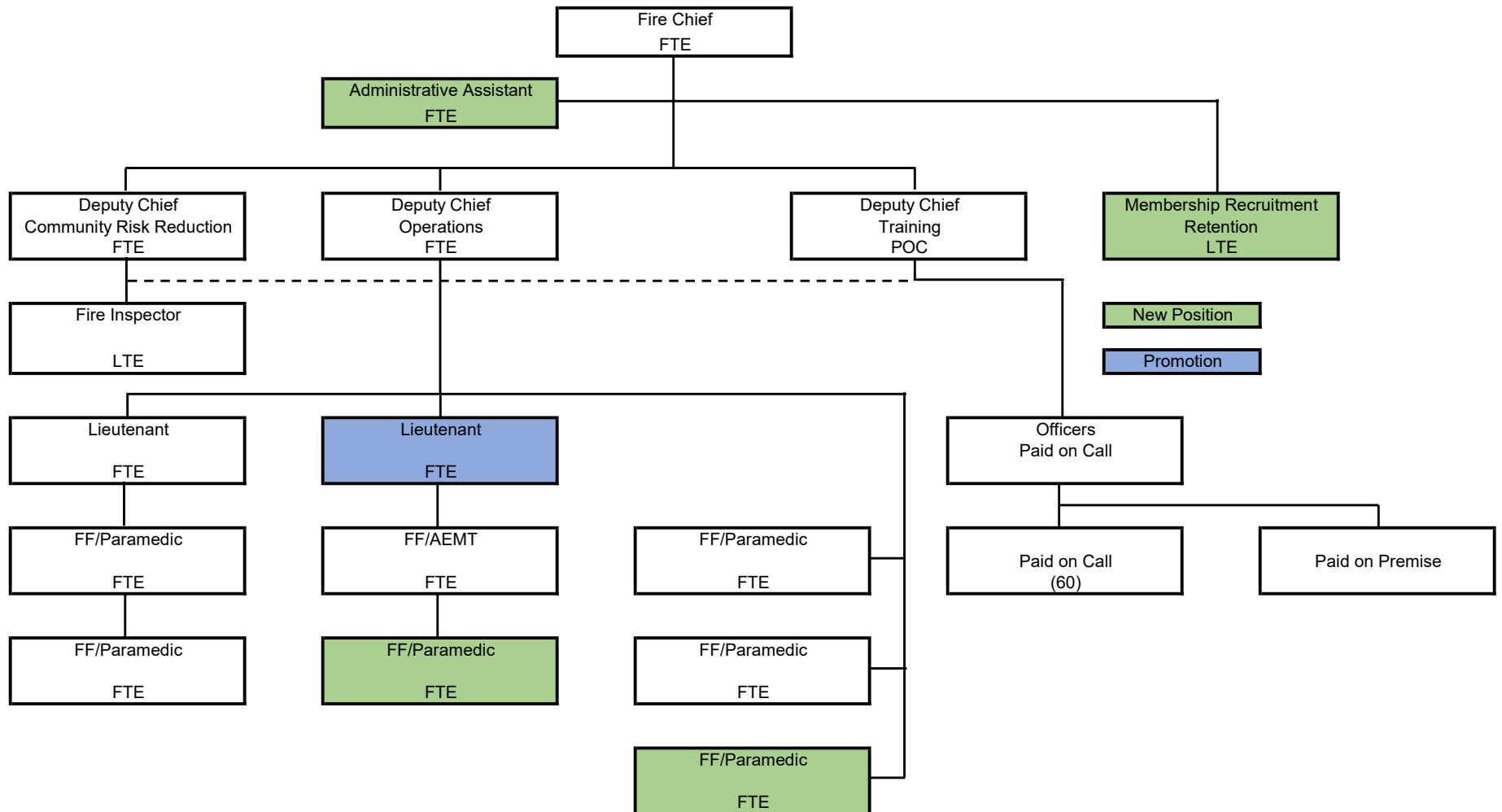
GL NUMBER	DESCRIPTION	2025	2025	2026	2027	2028	2029	2030
		AMENDED BUDGET	ACTIVITY THRU 12/31/25	DEPT REQUESTED BUDGET	DEPT REQUESTED BUDGET	DEPT REQUESTED BUDGET	DEPT REQUESTED BUDGET	DEPT REQUESTED BUDGET
APPROPRIATIONS								
Dept 522500 - FIRE & EMS								
270-522500-500111	SALARIES	788,630	323,880	1,027,269	1,228,152	1,381,346	1,422,787	1,454,710
270-522500-500112	OVERTIME	25,000	4,843	30,000	30,000	30,000	30,909	31,218
270-522500-500121	PART TIME SALARIES	229,422	53,060	218,942	229,511	240,096	247,299	254,718
270-522500-500125	PART TIME SALARIES/SEASONAL		304					
270-522500-500151	FICA	77,881	27,561	97,630	113,806	126,335	127,763	131,596
270-522500-500152	RETIREMENT	118,847	51,656	149,379	171,340	206,177	216,389	228,881
270-522500-500154	HEALTH INSURANCE	154,520	47,570	243,311	314,491	392,469	416,018	428,499
270-522500-500155	LIFE INSURANCE	60	36	78	80	83	85	87
270-522500-500165	WORKERS COMP INS	30,471	25,479	37,739	44,777	50,103	51,607	53,156
270-522500-500210	PROFESSIONAL SERVICES	88,000	22,520	46,000	47,000	48,000	49,000	50,000
270-522500-500212	ATTORNEY/CONSULTANT	2,000		4,000	4,500	5,000	5,500	6,000
270-522500-500222	ELECTRIC	17,000	10,567	18,000	18,180	18,362	18,546	18,731
270-522500-500223	MARKETING	5,000	3,029	5,000	5,050	5,101	5,152	5,204
270-522500-500224	NATURAL GAS	16,000	9,865	13,000	13,130	13,261	13,394	13,528
270-522500-500225	TELEPHONE/COMMUNICATIONS	30,000	11,979	30,000	30,000	30,000	30,000	30,000
270-522500-500226	WATER SERVICE	7,500	2,835	7,500	7,500	7,500	7,500	7,500
270-522500-500230	GROUNDNS MAINTENANCE	1,000	503	500	505	510	515	520
270-522500-500235	EQUIPMENT TESTING	12,000		12,000	12,120	12,241	12,363	12,487
270-522500-500240	REPAIR AND MAINTENANCE	70,000	43,065	77,000	77,770	78,548	79,333	80,126
270-522500-500290	MAINT/CONTRACTED SERVICES	7,000	1,955	7,000	7,070	7,141	7,212	7,284
270-522500-500310	OFFICE SUPPLIES	7,500	1,850	6,500	6,565	6,631	6,697	6,764
270-522500-500315	POSTAGE	500	46	200	202	204	206	208
270-522500-500320	PROF PUBLICATIONS AND DUES	2,500	1,397	2,000	2,020	2,040	2,060	2,081
270-522500-500330	TRAVEL & TRAINING	45,000	11,917	45,000	45,450	45,905	46,364	46,828
270-522500-500333	COUNTY FUNDED ARPA EXPENDITURES							
270-522500-500346	UNIFORMS	10,000	4,349	10,000	10,100	10,201	10,303	10,406
270-522500-500347	EMS SUPPLIES AND EXPENSES	50,000	27,567	58,000	55,153	59,166	59,758	60,356
270-522500-500350	OPERATING SUPPLIES	60,000	33,298	65,000	65,650	66,307	66,970	67,640
270-522500-500351	GAS AND OIL EXPENSE	24,000	8,816	24,000	24,240	24,482	24,727	24,974
270-522500-500380	FIREFIGHTING EQUIPMENT	36,000	13,108	40,000	40,400	40,804	41,212	41,624
270-522500-500382	TECHNOLOGY		254	32,940	33,929	34,947	35,996	37,076
270-522500-500390	COMPUTERS/SOFTWARE/APPS	6,000	6,075	25,000	25,250	25,503	25,758	26,016
270-522500-500392	REFUNDS - EMS BILLING	6,000	1,082	5,000	5,050	5,101	5,152	5,204
270-522500-500396	EMS - FLEX GRANT EXPENSES		2,131					
270-522500-500397	EMS - FAP GRANT EXPENSES		5,600					
270-522500-500400	EMS EQUIPMENT	20,000	24	20,000	20,200	20,402	20,606	20,812
270-522500-500401	EMS-CITY ADMINISTRATIVE FEES	18,363	18,363	18,914	19,482	20,067	20,670	21,291
270-522500-500402	EMS-PARAMEDIC OVERSIGHT FEE	62,000	75,000	75,000				
270-522500-500405	HR TRANSFER			22,220	22,887	23,574	24,282	25,011
270-522500-500510	PROPERTY INSURANCE	47,500	56,885	59,730	60,327	60,930	61,539	62,154
270-522500-500512	LIABILITY INSURANCE	6,500	7,313	7,679	7,756	7,834	7,912	7,991
270-522500-500707	TRANSFER TO FD & EMS FUND							
270-522500-500708	TRANSFER TO REFERENDUM FUND		853,003					
270-522500-500940	TRANSFER TO CAPITAL IMP FUND	225,000	447,000	42,393	86,000	289,855	286,145	203,376
Totals for dept 522500 - FIRE & EMS		2,307,194	2,215,785	2,583,924	2,885,643	3,396,226	3,487,729	3,484,057
TOTAL APPROPRIATIONS		2,307,194	2,215,785	2,583,924	2,885,643	3,396,226	3,487,729	3,484,057
NET OF REVENUES/APPROPRIATIONS - FUND 270		876,202	105,194	(29,500)	(156,579)	(37,748)	(50,115)	(40,014)
BEGINNING FUND BALANCE		2,046,333	2,046,333	2,151,527	2,122,027	1,965,448	1,927,700	1,877,585
ENDING FUND BALANCE		2,922,535	2,151,527	2,122,027	1,965,448	1,927,700	1,877,585	1,837,571

Cedarburg Fire Department
Organizational Chart

2025

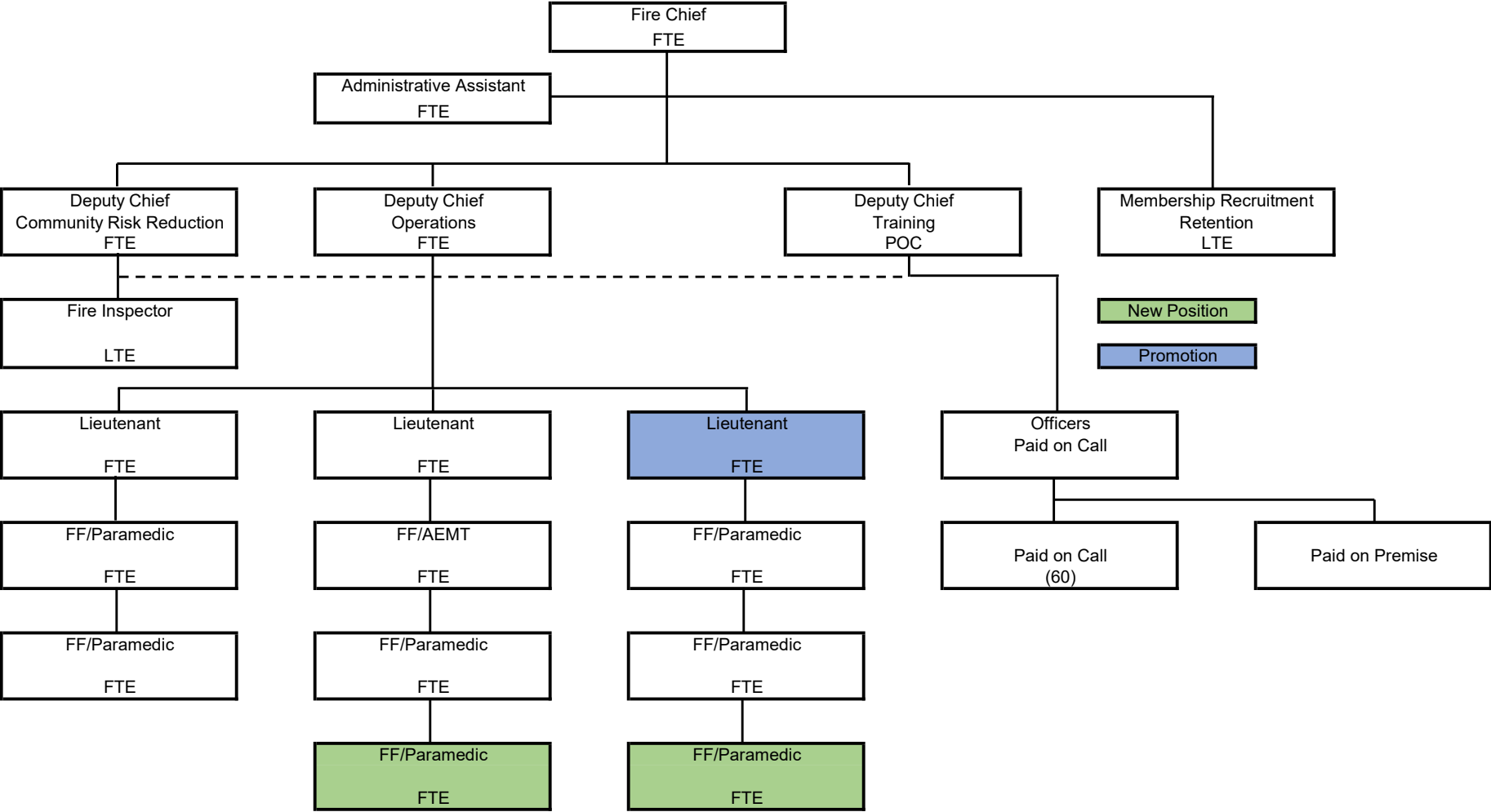


2026



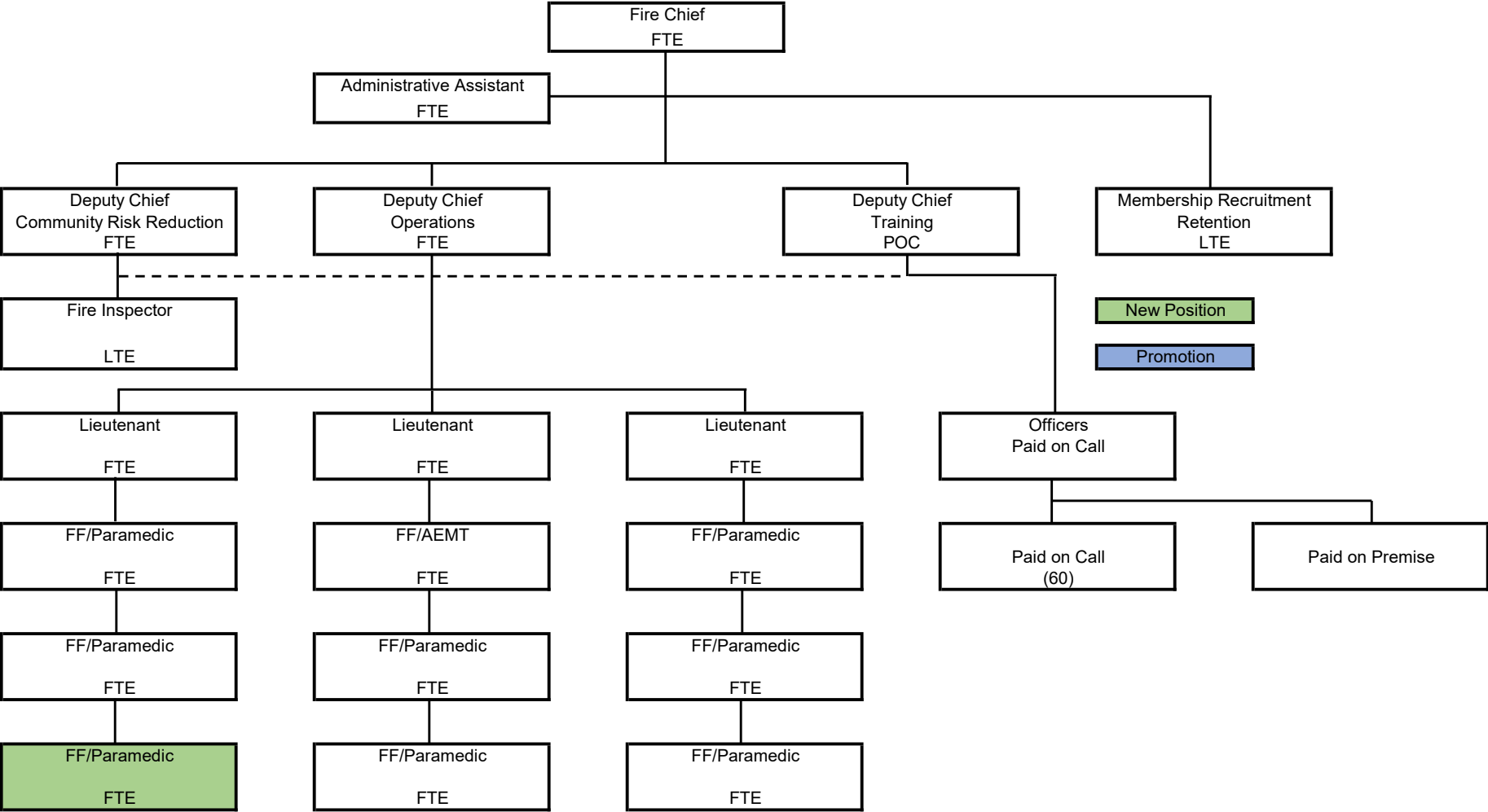
Cedarburg Fire Department
Organizational Chart

2027

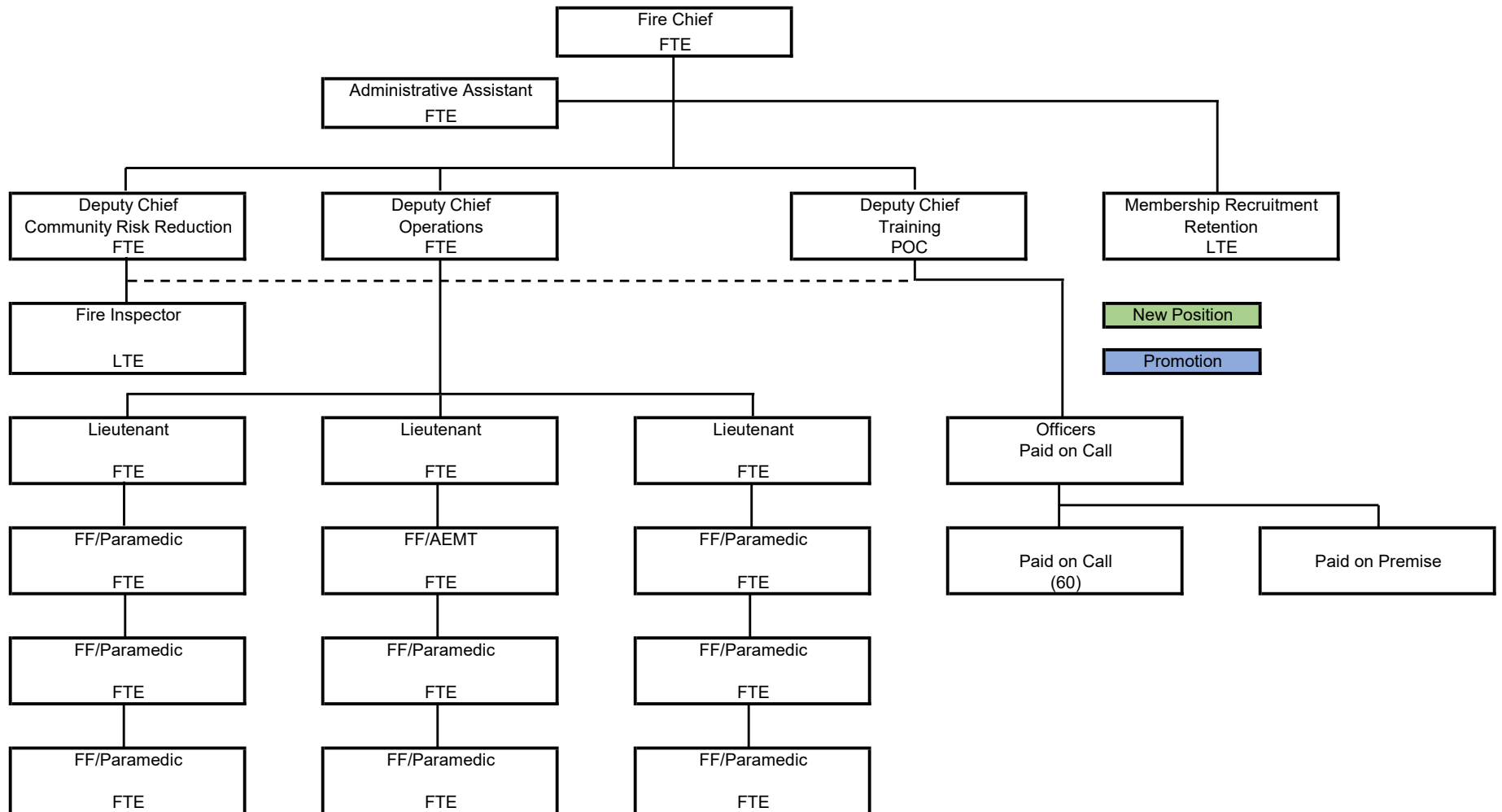


Cedarburg Fire Department
Organizational Chart

2028

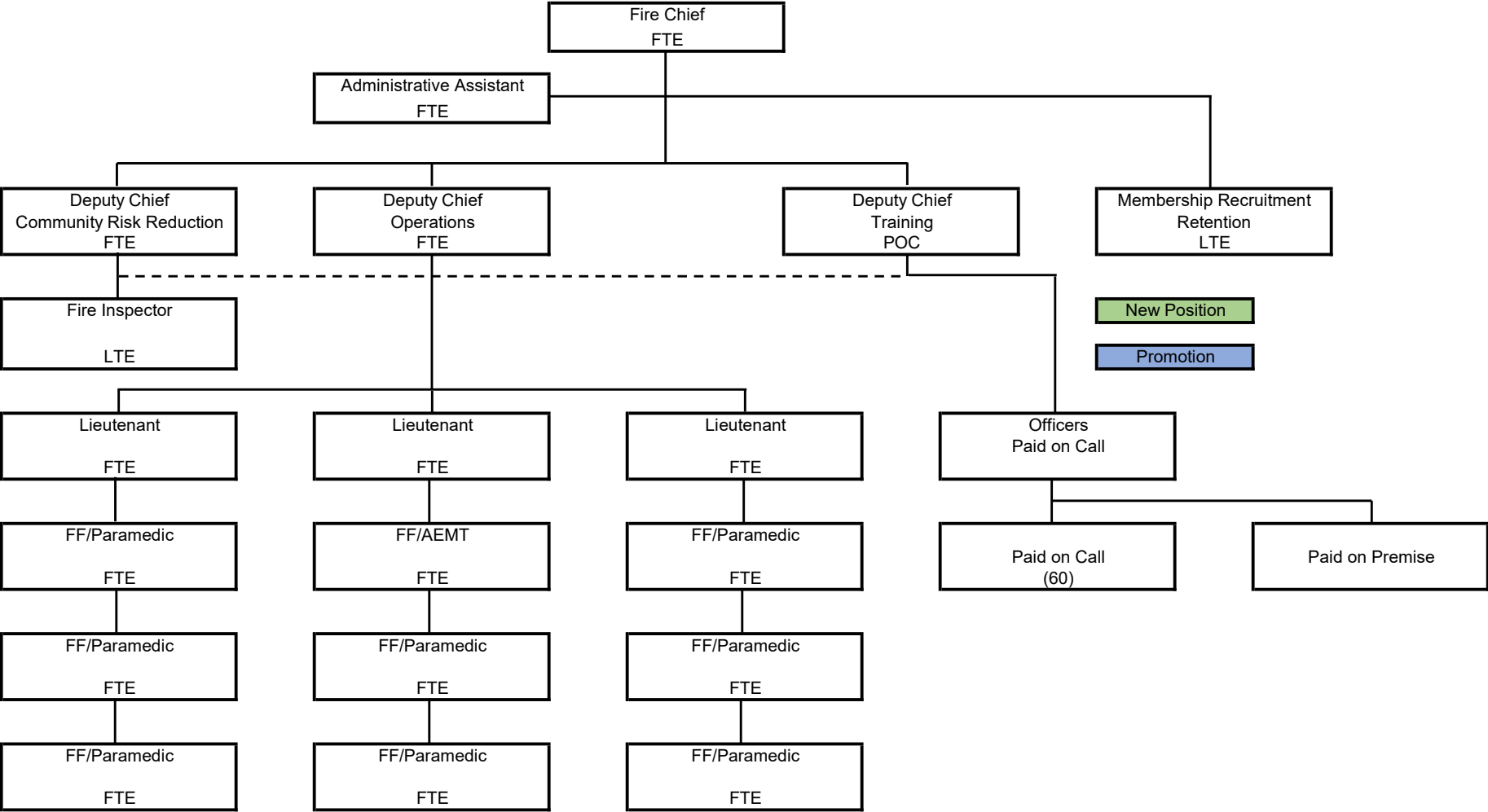


2029



Cedarburg Fire Department
Organizational Chart

2030



Cedarburg Fire Department Fund Balance Policy: Capital Equipment and Annual Surplus

Purpose

To establish guidelines for the use, accumulation, and oversight of the Cedarburg Fire Department's Fund Balance dedicated to capital equipment purchases, pursuant to the Department's 7-year Capital Equipment Plan developed by the Fire Chief and adopted as part of the annual budget process. This policy also addresses the allocation of annual Fire Department/EMS budget surplus funds.

Scope

This policy applies to the Fire Department's Capital Improvement Equipment Fund Balance and governs capital equipment expenditures funded by EMS revenue, Fireman's Park Inc. donations, fund balance, and other contributions from the City and Town including borrowed funds.

1. Fund Sources

- **Primary:** EMS-generated revenue and donations from Fireman's Park Inc.
- **Secondary:** If Firemen's Park Inc. dissolves or is unable to fully fund future capital equipment purchases, expenses shall be covered through:
 - Fire Department Capital Improvement Equipment Fund Balance (Ambulances, EMS equipment, other Fire/EMS capital equipment)
 - Additional contributions from the City and Town of Cedarburg for Fire/EMS capital equipment (following the cost share formula and approval process per Exhibit C of the FIRE PROTECTION/EMERGENCY MEDICAL SERVICES AGREEMENT approved by City of Cedarburg Common Council on June 12, 2023, and approved by Town of Cedarburg Town Board of Supervisors on June 16, 2023).

2. Fund Balance Accumulation

- Annual transfers for future ambulance and other future Fire/EMS capital equipment purchases will be transferred to the Fire Department Capital Improvement Equipment Fund each year in an amount not to exceed the budgeted amount.
- Remaining Fire Department/EMS budget funds (annual surplus) at year-end shall be split between the Town and City per the formula of Exhibit C of the FIRE PROTECTION/EMERGENCY MEDICAL SERVICES AGREEMENT referenced in Section 1. The Town and City will deposit those funds into their respective Fire & EMS Funds to be used on future budget year annual operating expenses to defray those costs.

3. Allowable Uses

Capital Improvement Equipment Fund Balance may only be used for:

- Purchases of capital equipment outlined in the Fire Chief's approved 7-year Capital Equipment Replacement Plan approved as part of the annual budget process.
- Emergency equipment replacements deemed critical to operational readiness.

4. Approval Requirements

- All capital equipment expenses funded through the Capital Improvement Equipment Fund Balance must be approved by the Common Council and Town Board as part of the annual operating budget.
- **Emergency Equipment Purchases:**
 - May be authorized outside of the budget cycle.
 - Must receive post-event approval from the Common Council and Town Board.
- **Overages:**
 - If a proposed expense exceeds the budgeted amount, it must be approved separately by both governing bodies prior to expenditure obligation.

6. Oversight & Review

- The Fire Chief shall annually present a Fund Balance Status Report alongside the Capital Equipment Plan to the Joint Fire and EMS commission, Common Council and Town Board.
- The City Finance Department shall monitor fund activity and ensure compliance with this policy.
- Formal review and reauthorization of this policy shall occur every three years or earlier if deemed necessary.



Agenda Date: 8/6/25
Agenda Item: #11e

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board
MEMO FROM: Sara Jacoby, Assistant Administrator/Clerk
MEMO WRITTEN: July 22, 2025
MEMO SUBJECT: **Item #11e:** Discussion and possible motion on appointments to the Joint Ad Hoc Bicycle and Pedestrian Facilities Committee*

BACKGROUND

As a result of the adoption of Resolution 2025-4, "A Resolution Authorizing the Creation of a Joint Bicycle & Pedestrian Facilities Ad Hoc Committee of the City of Cedarburg and Town of Cedarburg" five appointments are required to represent the Town of Cedarburg.

- (1) Committee members proposed – **Sam Jack, Brian Murphy, Don Salvaggio, and two Town Staff members (Directors Monticelli and Jungbauer). One of the non-staff members is a voting member.**

ACTION REQUESTED

Staff requests that the Town Board consider a motion to appoint the individuals listed above for a limited term appointment to the Joint Ad Hoc Bicycle and Pedestrian Plan Committee.



Agenda Date: 8/6/2025

Agenda Item: #11f

TOWN BOARD OF SUPERVISORS MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board

MEMO FROM: Paul Jungbauer, Director of Parks & Recreation

MEMO WRITTEN: July 31, 2025

MEMO SUBJECT: Item # 11f: Discussion and possible motion to adopt a Town of Cedarburg Volunteer Application*

BACKGROUND

As our recreation programs have grown to be more than just Little League, the Town is in need of a volunteer application specific to its programs that are not a part of Little League International. The need for the Town to have their own application for programs other than Little League is to reduce the risks of liability should any volunteer have a discrepancy or go to litigation for any reason.

Staff has created a document that would be used for all prospective recreation program volunteers that are volunteering for programs that are not affiliated with Little League International (Flag Football, Track & Field, Soccer, and Fall Ball). Staff will have the document reviewed by the Town Attorney pending approval from the Town Board and before officially utilizing the Town of Cedarburg Volunteer Application. If approved by the Town Board, this application will be used for programs other than Little League beginning in 2026.

The attached Volunteer Application was reviewed by the Parks & Recreation Committee at the July Parks & Recreation Committee meeting. A unanimous recommendation was made to adopt the Town of Cedarburg Volunteer Application pending the review from the Town Attorney.

REQUESTED ACTION

Staff requests the Town Board consider action to adopt the attached Town of Cedarburg Volunteer Application pending the review and input from the Town Attorney.

ATTACHMENT

- I. Draft of Town of Cedarburg Volunteer Application

TOWN OF CEDARBURG VOLUNTEER APPLICATION



A COPY OF A GOVERNMENT ISSUED PHOTO IDENTIFICATION **MUST BE ATTACHED** TO COMPLETE THIS APPLICATION

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security #: _____

Phone: _____ E-mail address: _____

Community affiliations (Clubs, Service Organizations etc.): _____

Special professional training/certification: _____

Previous volunteer experience: _____

1. Do you have a child in the program? ☐ Yes ☐ No

If yes, list full name, program and division: _____

2. Do you have a valid Driver's License? ☐ Yes ☐ No

Driver's License #: _____

3. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? ☐ Yes ☐ No

If yes, please describe each in full: _____

4. Have you ever been convicted of or plead no contest or found guilty to any crime(s)? ☐ Yes ☐ No

If yes, please describe each in full: _____

5. Do you have any criminal charges pending against you regarding any crime(s) ☐ Yes ☐ No

If yes, please describe each in full: _____

6. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? ☐ Yes ☐ No

If yes, explain: _____

Please list the name and phone number of three references:

AS A CONDITION OF VOLUNTEERING, I give permission for the Town of Cedarburg to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the Town of Cedarburg receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the Town of Cedarburg, the Town Board, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, the Town of Cedarburg is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension and removal by the Director of Parks & Recreation for violation of Town of Cedarburg policies or principles.

Applicant Signature: _____ Date: _____

If Minor/ Parent Signature: _____ Date: _____

Applicant Name (please print): _____

FOR TOWN OF CEDARBURG USE ONLY:

Background check completed by: _____

Date Completed: _____

☐ Attached completed background check report.

☐ Approved as a volunteer

☐ Denied as volunteer



Agenda Date: 8/6/2025

Agenda Item: #11g

TOWN BOARD OF SUPERVISORS MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board

MEMO FROM: Paul Jungbauer, Director of Parks & Recreation

MEMO WRITTEN: July 31, 2025

MEMO SUBJECT: Item # 11g: Discussion and possible motion to update Town maps*

BACKGROUND

When reviewing the Town Scenic Route & Bicycle Trails Map as part of the creation of the Joint Ad Hoc Bicycle and Pedestrian Facilities Committee, a potential error was found on the map. The potential error is on the southwest corner of the map at the intersection of Western Ave, and Granville Road. There is a bike path within the Greystone Subdivision that starts at the intersection Horns Corners Road and Stonegate Road then runs west and runs into a Town-owned parcel at the corner of Western Avenue and Granville Road. The parcel on the Scenic Route and Bicycle Trails map is listed as “Greystone Park,” while it was discovered on additional Town maps it is listed as “Future Park.”

The parcel is officially zoned as CR-A Countryside Residential. Attached is page 3 of the Greystone Subdivision Developer’s agreement. In Section E. Pedestrian Walkways/Bike Paths, the Town is responsible for the maintenance of the path, but there is no mention in the agreement of the parcel owned by the Town being a park. Also attached are the Town Scenic Route & Bicycle Trails Map, Bike Trails Map, Town Road’s Map, and the Town’s Snowplow Map for the Board to review and consider updates to make the reference consistent.

The Parks & Recreation Committee discussed this item at the July Parks & Recreation Committee meeting. A unanimous recommendation was made to update all Town maps to remove the parts referring to the intersection of Western and Granville as “Greystone Park” and “Future Park.” A second unanimous recommendation was made when updating the Town Maps pertaining to park space, to add the newly developed portion of Ozaukee County’s Covered Bridge Park to the west side of Covered Bridge Road.

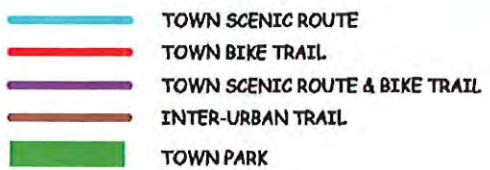
REQUESTED ACTION

Staff requests the Town Board consider action to update all Town maps to accurately reflect current park spaces within the Town. Once approved, staff will make the edits and post the maps.

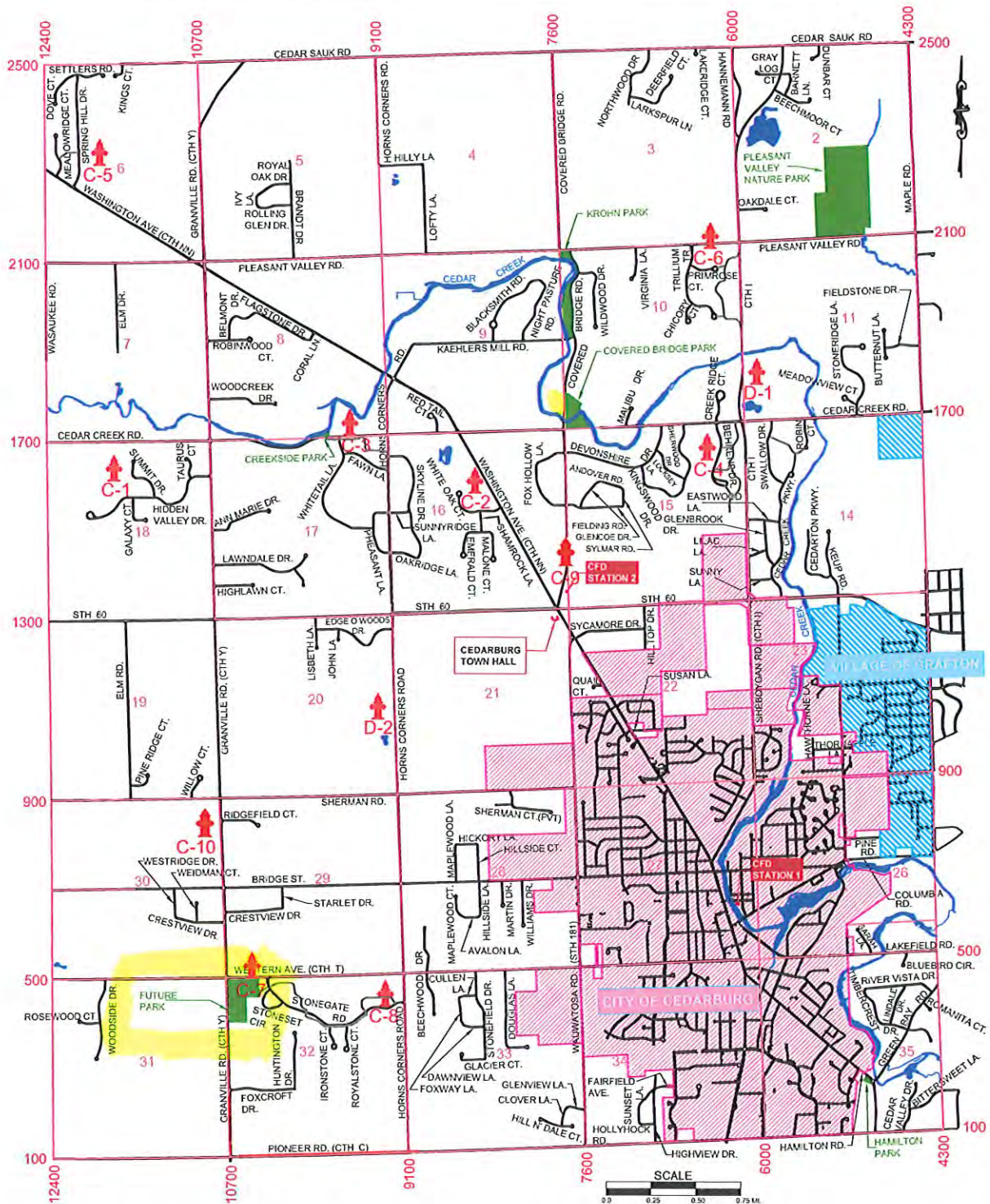
ATTACHMENTS

- I. Town Scenic Route & Bicycle Trails Map
- II. Bike Trails Map
- III. Town Road’s Map
- IV. Town’s Snowplow Map
- V. Developer Agreement page

Scenic Routes & Bicycle Trails



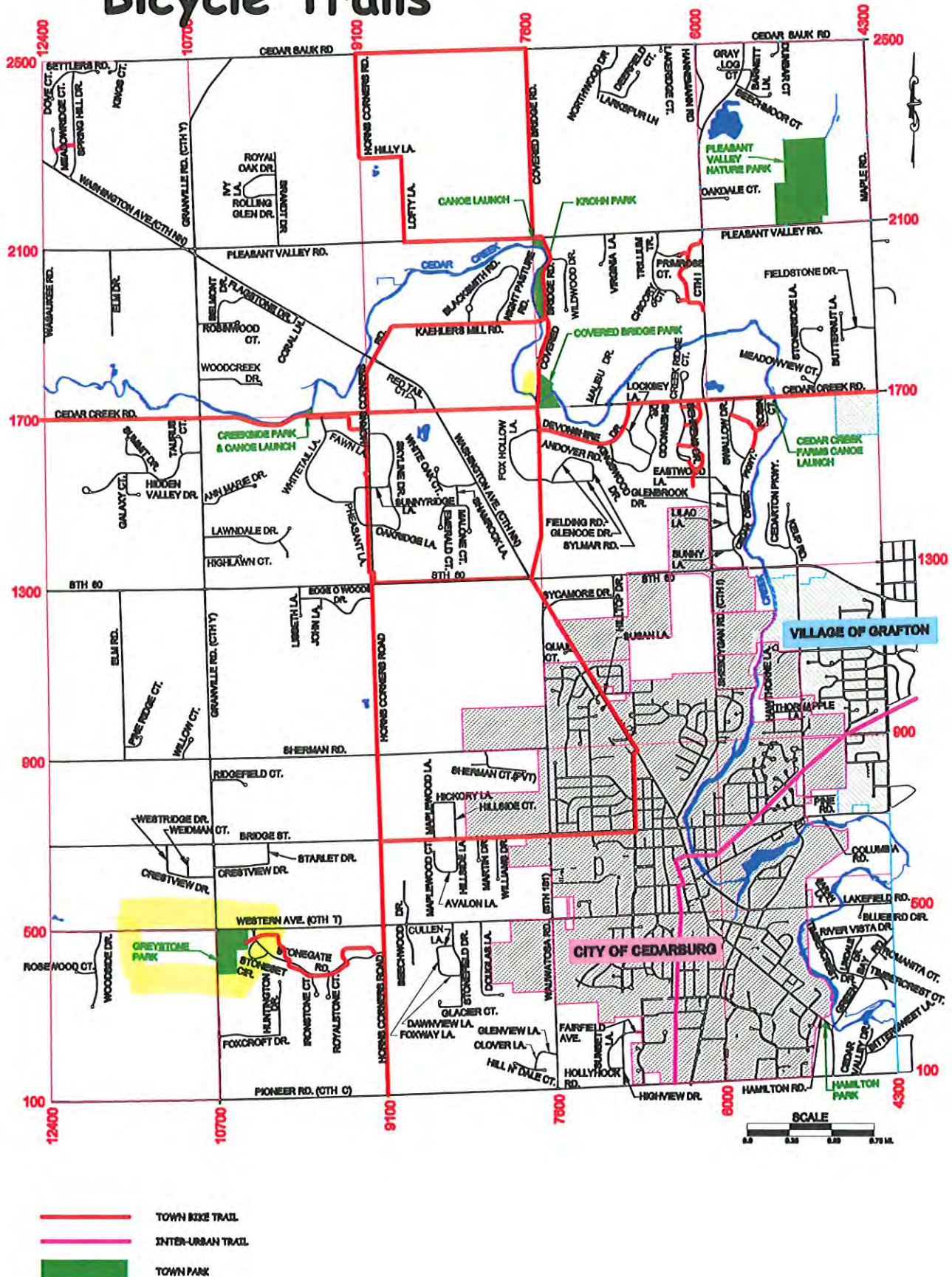
TOWN OF CEDARBURG



ANDOVER RD.	N1580	DOVE CT.	W12250	HILLSIDE CT.	W8430	NIGHT PASTURE RD.	W8250	STONEFIELD DR.	W8430
ANN MARIE DR.	N1510	DUNBAR CT.	W15150	HILLSIDE LA.	W8430	NORTHWOOD DR.	W8760	STONEGATE RD.	N430
AYALON LA.	N810	EASTWOOD LA.	N1480	HILTOP DR.	W6520	OAKDALE CT.	N2170	STONERIDGE LA.	W4920
BARNETT LA.	W5490	EDGE O WOODS DR.	N1270	HILLY LANE	N2300	OAKRIDGE LA.	N1450	STONERIDGE CR.	W10310
BEECHMOOR CT.	N2430	ELM DR.	W11550	HORN CORNERS RD.	W9100	PLEASANT VALLEY RD.	N1450	SUMMIT DR.	W11350
BEHRENS DR.	W8200	EMERALD CT.	W8480	HUNTINGTON DR.	W10080	PIONEER RD./CTYC	N100	SUNNY LA.	N1350
BITTERSWEET LA.	W10500	FAIRFIELD AV.	N220	IRONSTONE CT.	W9780	FAVE RIDGE CT.	N340	SUNNY RIDGE LA.	N1530
BLACKSMITH RD.	W8310	FARM LA.	N1620	LOFTY LA.	W10220	FINE RD.	N750	SUNSET LA.	W7120
BLUEBIRD CR.	W4640	FIELDSTONE DR.	W11550	JOHN LA.	W10220	PLEASANT VALLEY RD.	N2100	SUSAN LA.	N1020
BRANDT CR.	W5850	FLAGSTONE DR.	N1970	KAHLERS MILL RD.	N1900	PRIMROSE CT.	N250	SYCAMORE DR.	W8330
BRIDGE RD.	N720	FOX HOLLOW LA.	N1530	KEUP RD.	W5100	REDTAIL CT.	W8700	SYLMAR DR.	W7240
BUTTERNUT LA.	W4620	FOX CROFT DR.	N230	KINGSWOOD DR.	N11650	RIDGEFIELD CT.	N350	TALUS CT.	W11000
CEAR CREEK PKWY.	W5680	FOXWAY LA.	W5510	LAKESIDE DR./CTYT	N1550	RIVER VISTA DR.	N420	THORNAPPLE LA.	N370
CEAR SAUK RD.	N2500	GALAXY CT.	W11550	LAKESIDE DR.	N500	ROBIN CT.	W5510	TIMBERCREST CT.	N320
CEAR VALLEY DR.	W4640	GLACIER CT.	N300	LARKSPUR LA.	N2430	ROLLING GLEN DR.	N2220	TRILLIUM TR.	W6450
CEARTON PKWY.	W5430	GLENVIEW DR.	W5830	LARKSPUR LA.	N1420	ROMANITA	N380	VIRGINIA LA.	W6300
CHICKORY CT.	N1970	GRANVILLE RD.	N150	LAKEVIEW DR.	W1450	ROYAL OAK RD.	N2270	WASNAKEE RD.	W12400
CLOVER LA.	W7750	GRANVILLE RD./CTYC	W10700	LINDALE DR.	W9780	ROYALSTONE CT.	W9530	WASNAKEE RD.	W10100
COLUMBIA RD.	N710	GRAY LOG CT.	N2470	LOCKLEY LA.	N1600	SARAH LA.	W4940	WEDMAN CT.	W11050
CORAL LA.	W7540	GREEN BAY RD.	W4300-W4540	LOFTY LA.	W9720	SETTLERS RD.	N2480	WESTERN AVE./CTH	N500
COVERED BRIDGE RD.	W7600	HAMILTON RD.	W4950	MALIBU DR.	W7040	SHAMROCK LA.	W1330	WESTRIDGE DR.	W11250
CREEK RIDGE CT.	W6200	HANNEWMAN RD.	W5000	MALONE CT.	W8250	SHEBOYGAN RD./CTH	W6300	WHITE OAK CT.	N1500
CRESTVIEW DR.	N840	HAWTHORNE LA.	W5720	MAPLE RD.	W4500	SHERMAN CT.	N900	WHITETAIL LA.	W5560
CULLEN LA.	N440	HICKORY LA.	N770	MAPLEWOOD CT.	W8550	SHERWOOD DR.	W6520	WILLOW DR.	W7300
DAWN VIEW LA.	N370	HIDDEN VALLEY DR.	N1830	MAPLEWOOD LA.	W8550	SKYLINE DR.	W8910	WILLIAMS DR.	W5350
DEERFIELD CT.	W8540	HIGHWAY DR.	N1370	MARTIN DR.	N1430	SPRING HILL DR.	W12120	WILLOW CT.	W11050
DEVONSHIRE DR.	N1650	HILL N. PALE CT.	W6500	MEADOWRIDGE CT.	W12300	STARLET DR.	W10140	WOODCREEK DR.	N1910
DUNBAR CT.	W9740		N145	MEADOWVIEW CT.	N1710		N1500	WOODSIDE DR.	W11050

Town of Cedarburg

Bicycle Trails



TOWN OF CEDARBURG

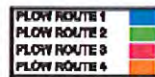
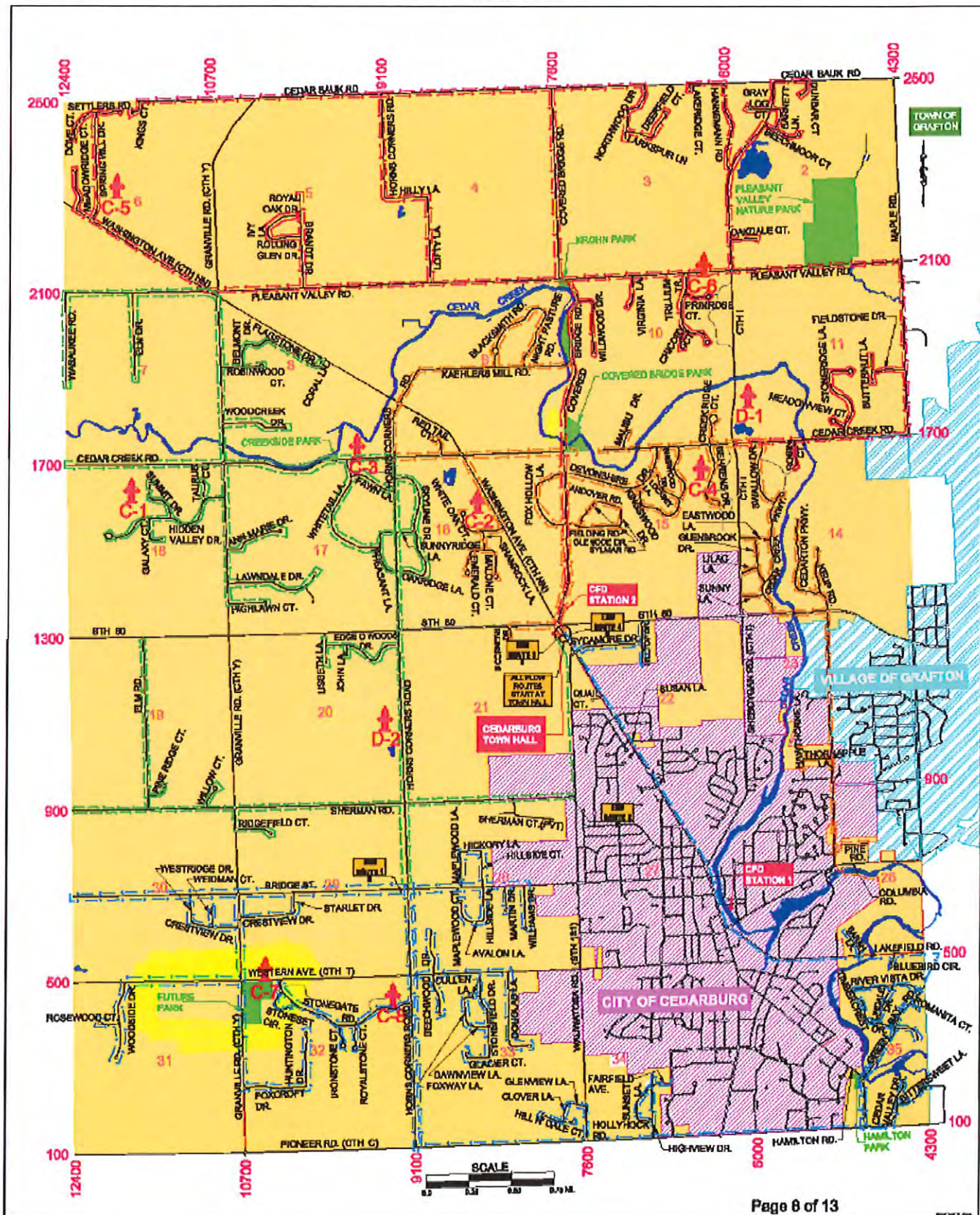


FIGURE 1

DRY HYDRANTS
CUTTER
POND



**Subdivision Development Agreement Between Town of Cedarburg and
MLG Real Estate 2002 LLC for the Greystones Subdivision**

3. All erosion control devices must be removed by the Subdivider when deemed appropriate by the Town Engineer.
4. For lots that require structural fill, the Subdivider agrees to adhere to the following requirements.
 - a. Compaction of structural fill will require geotechnical certification. These lots will need to meet 95 % standard proctor compaction.
 - b. These lots will require grade certification.
 - c. If onsite fill is not suitable for structural fill material, offsite material will be required.
 - d. If these lots are deemed not buildable, these lots will become open space on the final plat.

D. Utilities (Electric, Gas, Telephone, Cable)

1. Plans for the installation of all utilities excluding cable T.V. shall be provided to and approved by the Town Engineer. All costs for the installation of utilities shall be paid for by the Subdivider and the installation must be completed prior to Town signature of the final plat. The Subdivider shall provide documentation to the Town that payment for installation of utilities has been made or arranged.
2. All utilities, with the exception of cable T.V. if the cable company refuses timely installation, shall be installed prior to the acceptance of the road as a public road. (Note: when cable is installed it shall be buried a minimum of 2'.) The Subdivider shall provide the Town documentation of a request made to the cable company for cable to be installed prior to the acceptance of the public improvements by the Town. A Town of Cedarburg Utility Permit must be issued to the cable company if cable T.V. is not installed before the acceptance of the public improvements.

E. Pedestrian Walkways/Bike Paths

1. Bike paths included in this subdivision shall be noted on the final plat as a permanent easement to the Town. The Town will be responsible for all future maintenance of the asphalt bicycle paths and associated bicycle facilities.
2. Actual construction of the bicycle and walking path must be completed per the approved specifications of the Town prior to approval of the final plat by the Town. In the event the walking paths are not installed at the time the Subdivider requests approval and signatures to the final plat, the Subdivider shall provide to the Town a cash escrow equal to 125% of the estimated cost of the work to assure the installation of said paths.

F. Signage

1. Road name signs, stop signs and other required signage and posts, shall be installed by the Town of Cedarburg and together with town engineering fees shall be paid for by the Subdivider prior to acceptance of the public improvements by the Town. Installation of signage shall occur following acceptance of the public improvements by the Town and prior to opening the road to public traffic.
2. Monument signage may be installed in the entrance boulevards by the Subdivider and shall be maintained by the homeowner's association. Approvals shall be obtained from the Town Plan Commission and Town Board prior to construction of the monument signs.

G. Required Planting

1. Any plantings to be provided by the Subdivider must be installed in conjunction with other public improvements prior to final plat approval and shall be in accordance with the landscape plan approved by and on record with the Town. The Subdivider shall install Plantings during the normal 2005 planting season. In the event plantings are not installed at the time the Subdivider requests approval and signatures to the final plat, the Subdivider shall provide to the Town a cash escrow equal to 125% of the estimated cost of the work to assure the installation of such plantings.



Agenda Date: 8/6/25
Agenda Item: # 11h

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board

MEMO FROM: Sara Jacoby, Assistant Administrator/Clerk

MEMO WRITTEN: June 26, 2025

MEMO SUBJECT: Item # 11h: Discussion and possible motion approving the purchase of Landmarks Preservation Award plaque by previous award winners at the property owner expense*

BACKGROUND

The Landmarks Commission would like to offer previous Preservation Award recipients an opportunity to purchase a bronze plaque to be placed on their structure. The plaque would be exactly the same as the current Award recipients version. The Landmarks Commission added this item to their July 21st meeting (new business 4c.) and unanimously recommended that purchase of a Landmarks Preservation Award plaque be offered to past winners, at the property owner expense. This would only be available to those who have maintained unbroken property ownership since they received their award. This includes the winners in 2004, 2008, one of the properties awarded in 2011, and 2014.

ACTION REQUESTED

Staff requests the Board consider approving the Landmarks Commission's recommendation of offering past Landmarks Preservation Award recipients the opportunity to purchase Award plaques at their own expense if they have maintained unbroken ownership of the property since receiving the award.

ATTACHMENTS

- I. List of award-winning properties with criteria as identified above.

ATTACHMENT I.

Landmarks Preservation Award Winners with a History of Unbroken Property Ownership

- 2004: George & Jean Rudich, 318 Green Bay Road
- 2008: David Bolwerk, 245 Granville Road
- 2011: Eernisse Funeral Home, 1167 Washington Avenue
- 2014: Roger & Fran Bentz, 1051 Wauwatosa Road



Agenda Date: 8/6/25
Agenda Item: # 11i

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board

MEMO FROM: Eric Ryer, Administrator

MEMO WRITTEN: July 29, 2025

MEMO SUBJECT: **Item #11i:** Discussion and possible motion on Resolution 2025-5, "Approving Port Washington State Bank (hereafter "PWSB") loan for Municipal General Obligation Debt for financing road work and road sealing, bridge construction and capital equipment"*

BACKGROUND

Staff presented options for road sealing at the June Finance Committee meeting that would initiate financing to achieve the goal of maintaining capital investments along with a relatively stable levy. The Finance Committee directed staff to work with PWSB due to lower interest rates (PWSB rate less than 5%) than the State Trust Fund loan program (currently at 5.5%). At their meeting on July 25th, the Committee supported sealing the roadwork completed during the past three years, and unanimously recommended the Town Board approve a loan with PWSB for \$345,000, following review of the documents by the Town's financial advisor Ehlers. The resolution and loan paperwork is attached. The roads to be sealed are detailed below. The loan impact would result in the 2026 debt service being \$25,000 less than 2024.

ROAD RATINGS BEFORE AND AFTER CAPITAL PLAN

Director Monticelli was asked to provide an overview of the impact the 3-year road capital plan had on overall road rating conditions on a Town-wide basis. As seen below, the overall road rating improved from a 5.85/10 to a 7.49/10 during that time period, with 1 being worst condition, and 10 being best condition.

Before = PASER rating of 5.85 / 10

After = PASER rating of 7.49 / 10

Road pulverizing and paving is estimated at \$75 per foot, or \$396,000 per mile (inclusive of allowance for culverts and shouldering) for future reference.

PWSB LOAN

The resolution approving the loan is attached. If approved, this would be incorporated into the 2026 budget for Director Monticelli to coordinate sealing as funding allows.

- Fog seal roads completed during the 3-year period aside from Cedar Sauk Road east of Granville
 - This equates to ~14.19 miles or ~\$280,962
- Chip seal Cedar Sauk Road east of Granville 2.25 miles
 - This equates to ~\$55,000
- Total cost estimated ~\$336,000+/- as a capital expense as confirmed with our financial advisor Ehlers and auditor. The \$345,000 loan is to account for some inflation.

ACTION REQUESTED

Staff requests the Board consider approval of Resolution 2025-5.

ATTACHMENT

- I. Resolution 2025-5 & PWSB materials

The Town of Cedarburg, Wisconsin

IN THE NAME AND BY THE AUTHORITY OF THE TOWN OF CEDARBURG,
WISCONSIN

RESOLUTION #2025-5

“Approving Port Washington State Bank (hereafter “PWSB”) loan for Municipal General Obligation Debt for financing road work and road sealing, bridge construction and capital equipment”*

WHEREAS, the Town Board has reviewed financing options for road work and sealing, bridge construction, and potentially using some remaining funds for capital equipment, concluding a loan with PWSB is a preferred option; and,

WHEREAS, approving the loan application does not obligate the Town to move forward with the loan, but does secure the loan for the Town; and,

WHEREAS, the attached loan documents/application from PWSB outline the terms of any potential loan agreement at a term of more than one year at 4.73% for an amount up to \$345,000 dollars; and,

WHEREAS, the Town Board hereby approves Resolution 2025-5 by a majority vote authorizing an application to PWSB for a loan of Three Hundred Forty Five Thousand And 00/100 Dollars (\$345,000.00) from PWSB to the Town of Cedarburg in the County of Ozaukee, Wisconsin, for the purpose of financing road work and road sealing, bridge construction and capital equipment and for no other purpose; and,

WHEREAS, that for the purpose(s) hereinabove set forth the Town, by its Chairperson, and Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, borrow from Port Washington State Bank to the Town for such purposes.

THEREFORE, BE IT RESOLVED, that the Town of Cedarburg, in the County of Ozaukee, Wisconsin, borrow from PWSB in the sum of Three Hundred Forty Five Thousand And 00/100 Dollars (\$345,000.00) for the purpose of financing road work and road sealing, bridge construction and capital equipment and for no other purpose. The loan is to be payable greater than 1 year from the closing day of the loan preceding the date the loan is made. The loan will be repaid in at least one installment with interest at the rate of 4.73 percent per annum from the date of making the loan to October 1st, 2026, and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Town of Cedarburg, in the County of Ozaukee, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Town of Cedarburg by such loan from PWSB be applied or paid out for any purpose except financing road work and road sealing, bridge construction and capital equipment without the consent of PWSB.

RESOLVED FURTHER, that in case PWSB agrees to make the loan, that the Chairman and Clerk of the Town of Cedarburg, in the County of Ozaukee, Wisconsin, are authorized and empowered, in the name of the Town to execute and deliver to PWSB, certificates of indebtedness, in such form as required by PWSB, for any sum of money that may be loaned to the Town pursuant to this resolution. The chairman and clerk of the Town will perform all necessary actions to fully carry out the provisions of Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, the Chairman and Clerk of the Town of Cedarburg, in the County of Ozaukee, Wisconsin, are authorized and empowered, in the name of the Town to execute all closing and other documents related to this purchase pursuant to this resolution.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Town forward this certified record, along with the application for the loan, to PWSB.

Passed and adopted this 6th day of August, 2025.

David M. Salvaggio, Town Chairman

Attest:

Sara Jacoby, Assistant Administrator/Clerk

RECOMMENDED PROCEDURES AND REQUIREMENTS FOR TOWN BORROWING ON A NOTE MATURING WITHIN 10 YEARS

(Attached forms should be used for "Town" borrowing)

Section 67.12(12) of the Wisconsin Statutes permits towns to borrow on a promissory note or notes, payable within a period not initially exceeding 10 years, for any public purpose (defined to mean the performance of any power or duty of the town), for any general and current municipal expense or to refinance any obligation of the town.

Such permitted borrowings are subject to the following terms and conditions which are covered by the attached WBA Forms 204A through 204I all of which must be suitably prepared, executed and delivered to the lender:

- (1) To evidence the indebtedness, the town issues to the lender its interest-bearing note payable over an agreed period not exceeding 10 years following the date of issuance of the note. A "balloon" installment is permitted, but it is recommended that some portion of the principal amount be paid each year. The town may refinance the note. See (7) below.
- (2) The note must be signed by the chairperson and town clerk and be sealed with the corporate seal of the town, if one has been adopted.
- (3) The note is the general obligation of the town.
- (4) Before any such loan is made, the town board must adopt (by majority vote) and record a resolution:
 - (a) Specifying the purpose or purposes and the amount of the loan.
 - (b) Specifying the payments, maturity and rate of interest. **(1)**
 - (c) Levying a direct annual irrevocable tax sufficient to pay principal payments on the note, and interest as it becomes due and payable. The tax for each year after receipt of the borrowed money shall become and continue irrevocable and shall be carried into the tax rolls each year and shall be collected as other taxes are collected except that (i) if the note is paid prior to maturity, the still uncollected portions of the tax levied to provide repayment need not be carried into the tax roll; and (ii) the amount of tax carried into the tax roll may be reduced in any year by the amount of any surplus in the debt service account under Section 67.11 of the Wisconsin Statutes.
- (5) The note must include a statement specifying the provisions of the authorizing resolution, or a reference thereto, so that the resolution can be readily located.
- (6) The note may provide for prepayment on the terms and conditions prescribed therein.
- (7) The town may refinance the note with the same lender or a different lender. More than one refinancing is permitted, but no refunding note may have a term of more than 10 years or mature more than 20 years after the date of the original note. If refinancing is required, all documentation must be redone with all required municipal authority and a new note issued only upon return of the note being refinanced.
- (8) The debt limitation applicable to towns is 5% of the value of the taxable property located therein as equalized for state purposes. The Certificate of Full Equalized Value (WBA 204E) should be obtained and be presented as a part of the closing documents.
- (9) The town is required by Section 67.05(12) of the Wisconsin Statutes to keep a separate record book concerning obligations issued by the town. The town clerk should include in that book a full statement of the proceedings relating to the issuance of the note(s).
- (10) Since most borrowings which utilize these forms are expected to exceed one year in term, the Promissory Note provided (WBA 204D) is in fully-registered form. **NOTE:** The registration provisions contained in these forms impose on the town clerk the obligation to keep a record of the ownership of the note(s) and any subsequent transfers of the note(s). See Resolution (WBA 204B). These records must be kept in a separate record book maintained by the town clerk and also must be noted on the registration grid on the back of the note(s). See Promissory Note (WBA 204D).

CHECKLIST — 67.12(12) NOTES

1. Certificate — WBA Form 204A
2. Resolution — WBA Form 204B
3. Treasurer's Certificate — WBA Form 204C
4. Promissory Note — WBA Form 204D
5. Certificate of Full Equalized Value — WBA Form 204E
6. Arbitrage Certificate — WBA Form 204F
7. Investment Representation — WBA Form 204G
8. Federal Tax Compliance Certificate — WBA Form 204H
9. Federal Information Returns — WBA Form 204I

-
- (1)** Due to the complexities involved in a variable rate loan to a Municipality, these forms contemplate only fixed rate financing. However, variable rate loans are permitted by Section 67.15 of the Wisconsin Statutes.

CAUTION: It is recommended that lenders seek legal assistance in lending to municipalities as such loans can become complex. It is also recommended that lenders consult legal counsel regarding statutory or tax changes which may have occurred since the time these forms were prepared.

CERTIFICATE

STATE OF WISCONSIN }
County of OZAUKEE } ss.

I, SARA JACOBY, do
hereby certify to PORT WASHINGTON STATE BANK and any other owner or owners of the note(s) as follows:
(NAME OF LENDER)

1. That I am the duly qualified and acting Clerk of the Town of Cedarburg, Ozaukee county,
Wisconsin (hereinafter called the "Town") and that I was such at all of the times mentioned in this certificate.

2. That the following are all members-elect of the governing body of the Town, and were duly qualified and acting as such at all times mentioned in
this certificate:

<u>David Salvaggio</u>	<u>Thomas Esser</u>
<u>Wayne Pipkorn</u>	
<u>Russ Lauer</u>	
<u>Larry Lechner</u>	

3. That the following named persons, whose authentic signatures are hereto subscribed, are the duly qualified and acting officers of the Town presently
holding the offices set forth opposite their respective names below:

NAME	OFFICE	MANUAL SIGNATURE
<u>David Salvaggio</u>	Chairperson	
<u>Sara Jacoby</u>	Town Clerk	
<u>Katie LeBlanc</u>	Town Treasurer	

4. That there is no controversy or litigation pending or threatened affecting the corporate existence of the Town, its boundaries, the right or title to
office of any of its officers, or in any manner affecting the due authorization or validity of the borrowings by the Town.

5. That at a duly-convened meeting of the Town Board of the Town, which is the governing body, held in open session at Town of Cedarburg Town
Hall, Cedarburg

Wisconsin, at 7:00 o'clock, P.M., on the 6th day of August, 2025 at which all five of
the members-elect were present in person, a resolution authorizing the Town to borrow the sum of Three Hundred Forty-Five Thousand
and 00\100 Dollars (\$345,000.00) from Port Washington State Bank, Wisconsin
pursuant to Section 67.12(12), Wisconsin Statutes, was duly adopted by the affirmative vote of ALL of the members present at the meeting;
that said resolution has been duly recorded in the minutes and proceedings of said meeting and is in full force and effect on the date of this certificate; and
that a true and correct copy of said resolution is attached hereto, marked Exhibit A and made a part hereof.

6. That there is attached hereto, marked Exhibit B and made a part hereof, a certificate of the Treasurer of the Town certifying that the aggregate
indebtedness and obligations of all kinds of the Town outstanding on the date affixed to said certificate, including the note issue in support of which this
certificate is executed, total \$4,839,153.17 (1); that I know said officer and saw him/her execute said certificate; and that the matters stated
therein are true and complete.

7. That the value of all of the taxable property in the Town, as equalized for state purposes by the Wisconsin Department of Revenue, is
\$1,418,743,300.00 (2).

IN WITNESS WHEREOF, I have executed this certificate in my official capacity to be effective this 29th day of August, 2025 (3).

TOWN CLERK Sara Jacoby

Approved as correct:

CHAIRPERSON David Salvaggio

TOWN TREASURER Katie LeBlanc

(1) This aggregate indebtedness must not exceed the restrictions described in paragraph (8) of instruction sheet.

(2) See Certificate of Full Equalized Value (WBA 204E).

(3) This certificate should be dated on the date payment for the note is actually received.

EXHIBIT A
RESOLUTION(Adopted at an Open Meeting held August 6, 2025)

WHEREAS, the Town of Cedarburg, Ozaukee County, Wisconsin ("Town"), is presently in need of funds aggregating Three Hundred Forty-Five Thousand and 00/100 (\$345,000.00) for public purpose(s) of: **(1)**

Roadwork and road sealing, bridge construction, capital equipment

; and

WHEREAS, the Town Board deems it necessary and in the best interests of the Town that, pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, the sum of Three Hundred Forty-Five Thousand and 00/100 Dollars (\$345,000.00) be borrowed for such purpose(s) upon the terms and conditions hereinafter set forth:

NOW, THEREFORE, BE IT RESOLVED, that for the purpose(s) hereinabove set forth the Town, by its Chairperson, and Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, borrow from Port Washington State Bank

("Lender"), the sum of \$345,000.00, and, to evidence such indebtedness, said Chairperson and Clerk shall make, execute and deliver to the Lender for and on behalf of the Town the promissory note of the Town to be dated August 29, 2025, in said principal amount with interest at the rate of Four and Seventy-Three Hundredths percent (4.73%) per annum and payable as follows:

[Check (a), (b), (c) or (d); only one shall apply.]

- (a) ☒ **Single Payment.** In one payment on October 1, 2026, **PLUS** interest payable as set forth below.
- (b) ☐ **Installments of Principal and Interest. (2)** In _____ equal payments of _____ due on _____, and on ☐ the same day(s) of each _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, **PLUS** a final payment of the unpaid balance and accrued interest due on _____. All payments include principal and interest.
- (c) ☐ **Installments of Principal.** In _____ equal payments of principal of \$ _____, due on _____, and on ☐ the same day(s) of each _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, **PLUS** a final payment of the unpaid principal due on _____, **PLUS** interest payable as set forth below.
- (d) ☐ **Other.** _____

Interest is payable on October 1, 2026, and on ☐ the same day of each _____ month

thereafter, ☐ every 7th day thereafter, ☐ every 14th day thereafter, and at maturity, or, if box (b) is checked, at the times so indicated. Interest is computed for the actual number of days principal is unpaid on the basis of ☐ a 360 day year ☒ a 365 day year. **(2)**

Said interest to be payable on the dates set forth above on the outstanding principal balance, with ☐ no prepayment privileges ☒ prepayment privileges on any principal or interest payment date on or after August 29, 2025.

A copy of the promissory note shall be attached to this resolution.

(1) Here describe each purpose in detail. If the purpose is meeting general and current municipal expenses or refinancing obligation of the Town, so specify.

(2) Section 67.12(12), Wisconsin Statutes, does not place any restrictions on the basis of interest rate calculations.

BE IT FURTHER RESOLVED, that there be, and there hereby is, levied on all the taxable property of the Town, a direct annual irrevocable tax sufficient in amount to pay the principal and interest on said note as the same becomes due and payable, said tax to be in the following minimum amounts: **(4)**

Amount of Tax (principal and interest)	To Meet Note Payments Due On	Year of Levy (must be in year(s) prior to due date)
\$362,814.34	October 1, 2026	For the year 2025
\$		For the year
\$		For the year
\$		For the year
\$		For the year
\$		For the year
\$		For the year
\$		For the year
\$		For the year

If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said note when due, the requisite amount shall be paid from other funds of the Town then available, which sums shall be replaced upon the collection of the taxes herein levied.

In the event that the Town exercises its prepayment privilege, if any, then no such direct annual tax shall be included on the tax rolls for the prepayments made and the amount of direct annual tax hereinabove levied shall be reduced accordingly for the year or years with respect to which said note was prepaid.

In each of said levy years, the direct annual tax so levied shall be carried into the tax rolls each year and shall be collected in the same manner and at the same time as other taxes of the Town for such years are collected; provided, that the amount of tax carried into the tax roll may be reduced in any year by the amount of any surplus in the debt service account for the note. So long as any part of the principal of, or interest on, said note remains unpaid, the proceeds of said tax shall be segregated in a special fund used solely for the payment of the principal of, and interest on, said note.

BE IT FURTHER RESOLVED, that there be and there hereby is established in the treasury of the Town, if one has not already been established, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Sinking funds established for obligations previously issued by the Town may be considered as separate and distinct accounts within the debt service fund. Within the debt service fund, there be and there hereby is established a separate and distinct account designated as the "Debt Service Account for Promissory Note dated August 29, 2025," which account shall be used solely for the purpose of paying principal of and interest on said note. There shall be deposited in said account any accrued interest paid on said note at the time it is delivered to the Lender, all money raised by taxation or appropriated pursuant hereto, and such other sums as may be necessary to pay principal and interest on said note when the same shall become due.

BE IT FURTHER RESOLVED, that the proceeds of said note shall be used solely for the purposes for which it is issued, but may be temporarily invested until needed in legal investments, provided that no such investment shall be in such a manner as would cause said note to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, or the Regulations of the Commissioner of Internal Revenue thereunder; and an officer of the Town, charged with the responsibility for issuing the note, shall certify by use of an arbitrage certificate, if required, that, on the basis of the facts, estimates and circumstances in existence on the date of the delivery of the note, it is not expected that the proceeds will be used in a manner that would cause said note to be an "arbitrage bond."

BE IT FURTHER RESOLVED, that the projects financed by the note and their ownership, management and use will not cause the note to be a "private activity bond" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended, and that the Town shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the note.

BE IT FURTHER RESOLVED, that the Town Clerk shall keep records for the registration and for the transfer of the note. The person in whose name the note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on the note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such note to the extent of the sum or sums so paid. The note may be transferred by the registered owner thereof by presentation of the note at the office of the Town Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his legal representative duly authorized in writing. Upon such presentation, the note shall be transferred by appropriate entry in the registration records and a similar notation, including date of registration, name of new registered owner and signature of the Town Clerk, shall be made on such note.

BE IT FURTHER RESOLVED, that the note is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 of the Internal Revenue Code of 1986, as amended, relating to the ability of financial institutions to deduct from income, for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations. **(5)**

BE IT FURTHER RESOLVED, that the Town officials are hereby authorized and directed, so long as said note is outstanding, to deliver to the Lender any audit statement or other financial information the Lender may reasonably request and to discuss its affairs and finances with the Lender.

BE IT FURTHER RESOLVED, that said note shall be delivered to the Lender on or after the date of said note, upon receipt of the total principal amount of the loan evidenced thereby, plus accrued interest, if any, to date of delivery, provided that, if this is a refinancing, the refunding note shall be immediately exchanged for the note being refinanced.

-
- (4)** First tax levy should be for the current year unless tax roll has already been delivered for collection, and amount of levy should be sufficient to meet all principal and interest payments coming due prior to date for collection of next succeeding tax levy.
- (5)** Delete this paragraph if the Town will be issuing more than \$10,000,000 of tax-exempt obligations in the calendar year. In that case, banks will not be entitled to deduct, for federal income tax purposes, interest expense that is allocable to carrying or acquiring the note.

EXHIBIT B — CERTIFICATE RESPECTING
INDEBTEDNESS AND RECEIPT OF LOAN PROCEEDS

STATE OF WISCONSIN

County of OZAUKEE

} ss.

The undersigned Treasurer of the Town of Cedarburg, Ozaukee County, Wisconsin, hereby certifies that the total aggregate indebtedness and obligations of said Town, howsoever incurred, outstanding on the date hereof, including the Promissory Note dated August 29, 2025, in support of which this certificate is executed, is \$4,839,153.17, determined as follows: **(1)**

- (1) Note Dated 5/4/2022 with a current balance of \$4,390,000 (Roads and Equipment)
- (2) Note Dated 5/24/2022 with a current balance of \$104,153.17 (Purchase of Land for Future Development)
- (3) Note Dated 8/29/2025 (Note subject to current Borrowing) in the amount of \$345,000 (Roadwork, road sealing, bridge construction, capital equipment)

The undersigned further certifies that the lender of the borrowed funds evidenced by said note has paid the entire principal amount of said note, plus accrued interest (if any), in accordance with the terms of the resolution authorizing said note.

IN WITNESS WHEREOF, I have executed this certificate in my official capacity this 29th day of August, 2025. **(2)**

TOWN TREASURER Katie LeBlanc

(1) Here set forth in detail each item of outstanding indebtedness of the Town, including this note issue.

(2) This certificate should be dated on the date payment for the note is actually received and should be received by the lender simultaneously with its disbursement of funds.

PROMISSORY NOTE

Prepared and intended for use by
commercial banks in transactions
governed by Wisconsin Law.

No. _____ Town of Cedarburg _____ (NAME) _____
Dated August 29, 2025 _____
\$345,000.00

1. Promise to Pay and Payment Schedule. For value received, the Town of Cedarburg _____, Ozaukee _____ County, Wisconsin ("Town"), promises to pay to Port Washington State Bank _____, or registered assigns, ("Lender") the sum of Three Hundred Forty-Five Thousand and 00/100 Dollars (\$345,000.00), payable with interest at the rate of Four and Seventy-Three Hundredths percent (4.73 %) per annum as follows:

[Check (a), (b), (c) or (d); only one shall apply.]

- (a) ☒ **Single Payment.** In one payment on October 1, 2026, **PLUS** interest payable as set forth below.
- (b) ☐ **Installments of Principal and Interest.** In _____ equal payments of \$ _____ due on _____, and on ☐ the same day(s) of each year _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, **PLUS** a final payment of the unpaid balance and accrued interest due on _____. All payments include principal and interest.
- (c) ☐ **Installments of Principal.** In _____ equal payments of principal of \$ _____ due on _____, and on ☐ the same day(s) of each _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, **PLUS** a final payment of the unpaid principal due on _____, **PLUS** interest payable as set forth below.
- (d) ☐ **Other.** _____

Principal and interest on this note shall be payable only to the Lender in lawful money of the United States of America at the office of the Lender. The final installment of principal on this note shall be payable only upon presentation and surrender of this note to the Town Treasurer.

2. Interest Payment. Interest is payable on October 1, 2026, and on ☐ the same day of each _____ month thereafter, ☐ every 7th day thereafter, ☐ every 14th day thereafter, and at maturity, or, if box 1(b) is checked, at the times so indicated. Interest is computed for the actual number of days principal is unpaid on the basis of ☐ a 360 day year ☒ a 365 day year.

3. Prepayment. Full or partial prepayment of this note ☐ is not permitted ☒ is permitted on any principal or interest payment date without penalty on or after August 29, 2025 _____. All prepayments shall be applied first upon the unpaid interest and then applied upon the unpaid principal in inverse order of maturity.

4. Other Charges. If any payment (other than the final payment) is not made on or before the 5th _____ day after its due date, Lender may collect a delinquency charge of 5.00 _____ % of the unpaid amount. Unpaid principal and interest bear interest after maturity until paid (whether by acceleration or lapse of time) at the rate ☒ which would otherwise be applicable plus 5.00 _____ percentage points ☐ of _____ % per year, computed computed on the basis of ☐ a 360 day year ☒ a 365 day year. Town agrees to pay a charge of \$250.00 _____ for each check presented for payment under this note which is returned unsatisfied.

5. Security. For the prompt payment of this note with interest and the levying and collection of taxes sufficient for that purpose, the full faith, credit and resources of the Town are hereby irrevocably pledged.

6. Transferability. This note is transferable only upon the records of the Town kept for that purpose at the office of the Town Clerk, by the Lender in person or its legal representative duly authorized in writing, upon presentation of a written instrument of transfer satisfactory to the Town Clerk and upon such transfer being similarly noted hereon. The Town may deem and treat the person in whose name this note is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal or interest hereof and for all other purposes.

7. Wisconsin Statutes; Authorization. This note issued under the terms of and for purposes specified in Section 67.12(12), Wisconsin Statutes; and is authorized by a resolution of the Town Board duly adopted by the Board at its open meeting duly convened on August 6, 2025 _____ which resolution is recorded in the official book of its minutes pertaining to said date.

8. Internal Revenue Code. This note has been designated by the Town as a "qualified tax-exempt obligation" for purposes of Section 265 of the Internal Revenue Code of 1986, as amended. **(1)**

9. Certifications and Recitations of Town. It is hereby certified and recited that all conditions, things and acts required by law to exist, to be or to be done prior to and in connection with the issuance of this note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the Town, including this note, does not exceed any limitation imposed by law, and that the Town has levied a direct annual irrevocable tax sufficient to pay this note together with interest thereon when and as payable.

THIS NOTE CONTAINS ADDITIONAL PROVISIONS ON NEXT PAGE

Town of Cedarburg _____

Ozaukee _____, County, Wisconsin

By _____
CHAIRPERSON

By _____
TOWN CLERK

(1) Delete this paragraph if the Town will be issuing more than \$10,000,000 of tax-exempt obligations in the calendar year. In that case, lenders will not be entitled to deduct, for federal income tax purposes, interest expense that is allocable to carrying or acquiring the note.

NOTE: Official or corporate seal, to be affixed.

(SEE REVERSE FOR REGISTRATION PROVISIONS)

10. Default and Enforcement. Upon the occurrence of any one or more of the following events of default: (a) Town fails to pay any amount when due under this note or under any other instrument evidencing any indebtedness of Town to Lender, ~~(b) any representation or warranty made under this note or information provided by Town to Lender in connection with this note is or was false or fraudulent in any material respect,~~ (c) a material adverse change occurs in Town's financial condition, (d) Town fails to timely observe or perform any of the covenants or duties in this note, (e) an event of default occurs under any agreement securing this note, or (f) Lender deems itself insecure, then the unpaid balance shall, at the option of Lender, without notice, mature and become immediately payable. The unpaid balance shall automatically mature and become immediately payable in the event Town becomes the subject of bankruptcy or other insolvency proceedings. Lender's receipt of any payment on this note after the occurrence of an event of default shall not constitute a waiver of the default of the Lender's rights and remedies upon such default.

11. Venue. To the extent not prohibited by law, Town consents that venue for any legal proceeding relating to collection of this note shall be, at Lender's option, the county in which Lender has its principal office in this state, the county in which Town is located or the county in which this note was executed by Town.

12. Obligations and Agreements of Town. Town agrees to pay all costs of collection before and after judgment, including reasonable attorneys' fees (including those incurred in successful defense or settlement of any counterclaim brought by Town or incident to any action or proceeding involving Town brought pursuant to the United States Bankruptcy Code) and waive presentment, protest, demand and notice of dishonor. Subject to Section 893.80, Wisconsin Statutes, Town agrees to indemnify and hold harmless Lender, its directors, officers and agents, from and under this note or the activities of Town. This indemnity shall survive payment of this note. Town acknowledges that Lender has not made any representation or warranties with respect to, and the Lender does not assume any responsibility to Town for, the collectability or enforceability of this note or the financial condition of Town. Town has independently determined the collectability and enforceability of this note. Town authorizes Lender to disclose financial and other information about Town to others.

13. No Waiver; Rights and Remedies of Lender. No failure on the part of Lender to exercise, and no delay in exercising, any right, power or remedy under this note shall operate as a waiver of such right, power or remedy; nor shall any single or partial exercise of any right under this note preclude any other or further exercise of the right or the exercise of any other right. The remedies provided in this note are cumulative and not exclusive of any remedies provided by law. Without affecting the liability of Town, Lender may, without notice, accept partial payments, release or impair any collateral security for the payment of this note or agree not to sue any party liable on it. Without affecting the liability of Town, Lender may from time to time, without notice, renew or extend the time for payment subject to the time limits prescribed in Section 67.12(12), Wisconsin Statutes.

14. Interpretation. This note is intended by Town and Lender as a final expression of this note and as a complete and exclusive statement of its terms, there being no conditions to the enforceability of this note. This note may not be supplemented or modified except in writing. This note benefits Lender, its successors and assigns, and binds Town and its successors and assigns. The validity, construction and enforcement of this note are governed by the internal laws of Wisconsin. Invalidity or unenforceability of any provision of this note shall not affect the validity or enforceability of any other provisions of this note.

REGISTRATION PROVISIONS

This note shall be registered in registration records kept by the Town Clerk of the Town of Cedarburg_____ Wisconsin, such registration to be noted in the registration blank below and upon said registration records, and this note may thereafter be transferred only upon presentation of a written instrument of transfer satisfactory to the Town Clerk duly executed by the Lender or its attorney, such transfer to be made on such records and endorsed hereon.

REGISTRATION		
Date of Registration	Name of Lender	Signature of Town Clerk
August 29, 2025	Port Washington State Bank	

FEDERAL TAX COMPLIANCE CERTIFICATE

Town of Cedarburg, Wisconsin
(The "Municipality")

\$ 345,000.00 Promissory Note

Dated August 29, 2025 (the "Obligations")

The Municipality represents and covenants as follows:

1. None of the proceeds of the Obligations will be used, either directly or indirectly, (a) to make or finance loans to persons other than state and local governments or (b) in any trade or business carried on by any person other than a governmental unit. No payment of the principal or interest on the Obligations will be made (directly or indirectly, to the Municipality or any other party) from trade or business use of the proceeds or will be otherwise secured by or derived from property used in a trade or business or payments in respect of such property. No part of the projects financed by the Obligations (the "Projects") is or will be owned by persons other than the Municipality. There are and will be no leases, management or incentive payment contracts, take-or-pay or other output contracts or similar arrangements between the Municipality and any nongovernmental person with respect to the Projects. **(1)**

2. The Municipality has designated the Obligations as "qualified tax-exempt obligations" for purposes of Section 265 of the Internal Revenue Code of 1986, relating to the ability of financial institutions to deduct, for federal income tax purposes, interest expense allocable to carrying or acquiring municipal obligations. The aggregate principal amount of tax-exempt governmental obligations issued by the Municipality and all subordinate entities in the current calendar year (including obligations issued on behalf of 501(c)(3) corporations) will not exceed \$10,000,000. **(2) (3) (4)**

3. The payment of principal or interest with respect to the Obligations will not be guaranteed, either directly or indirectly, in whole or in part, by the United States or any agency or instrumentality thereof. None of the proceeds of the Obligations will be (i) used in making loans the payment of principal or interest with respect to which are to be guaranteed, in whole or in part, by the United States or any agency or instrumentality thereof, or (ii) invested directly or indirectly in federally insured deposits or accounts, except for proceeds invested during permitted temporary periods or in the debt service fund for the Obligations or as otherwise permitted under Section 149(b)(3) of the Internal Revenue Code of 1986, as amended.

4. Any expenditures already paid by the Municipality for which the Municipality is to be reimbursed with proceeds of the Obligations (a) were paid no more than 60 days before the date on which the Municipality adopted the resolution authorizing the issuance of Obligations to finance the projects or stating its intention to reimburse itself from the proceeds of the Obligations for any expenditures relating to the Projects which it paid from other funds of the Municipality prior to receipt of the proceeds of the Obligations ("Original Expenditure"); or (b) are preliminary expenditures relating to the Projects (such as architectural, engineering, surveying, soil testing and similar costs but not including land acquisition, site preparation and similar costs incident to the commencement of construction) which are in an amount which is less than 20% of the issue price of the portion of the Obligations which relates to those Projects; or (c) are in an amount that does not exceed the lesser of \$100,000 or five percent of the face value of the issue. If (a) is true, a written allocation that evidences the Municipality's use of the proceeds to reimburse an Original Expenditure has been or will be made not later than 18 months **(5)** after the date of the Original Expenditure is paid, or the date the project is placed in service or abandoned, whichever is later. **(6)**

IN WITNESS WHEREOF, we have executed this certificate in our official capacities to be effective this 29th day of

August, 2025. **(7)**

Chairperson

Town Clerk

Treasurer

(1) The purpose of this certification is to demonstrate that the Obligations are not "private activity bonds." If they are, they are subject to additional requirements and restrictions, if they can be issued on a tax-exempt basis at all. Lenders are advised to obtain legal assistance before proceeding with a loan in such a case. Common examples of arrangements which can result in private activity bond status are the sale or lease of property to private parties, reserved capacity arrangements or other special arrangements regarding sewage treatment facilities, leases or management contracts with respect to hospitals, airports or similar enterprises, or development agreements in tax increment projects.

(2) Subordinate entities include entities deriving their issuing authority from the Municipality or subject to substantial control by the Municipality. (e.g., a municipal water or sewerage commission or housing authority).

(3) Private activity bonds (such as "industrial development bonds") do not count toward the \$10,000,000 limitation; however, obligations issued on behalf of 501(c)(3) corporations (commonly hospitals or nursing homes) do count toward the \$10,000,000 limit.

(4) If this certification cannot be made, lenders will not be entitled to deduct, for federal income tax purposes, interest expense that is allocable to carrying or acquiring the Obligations.

(5) This time limitation is extended to 3 years if the aggregate face amount of all tax-exempt bonds or notes issued by the Municipality during the calendar year in which the Obligations are incurred is reasonably expected not to exceed \$5,000,000.

(6) The purpose of this certification is to demonstrate that the Municipality has complied with the federal reimbursement regulations under Section 1.150-2 of the Internal Revenue Code Regulations, as amended. These regulations limit the ability of a municipality to use the proceeds of a tax-exempt borrowing to reimburse itself for expenditures previously made on a project. Generally, these rules apply to construction or acquisition financing; special reimbursement rules apply for refundings. If the Municipality cannot make the certifications contained in this paragraph, consult your attorney.

(7) This certificate should be dated the date that payment for the Obligations is actually received.

INVESTMENT REPRESENTATION*

(To be prepared and executed by a bank officer for retention in bank files)

*Prepared and intended for use by
commercial banks in transactions
governed by Wisconsin Law.*

The undersigned officer of Port Washington State Bank, **(1)** Wisconsin hereby certifies with respect to the purchase of a \$345,000.00 Promissory Note dated August 29, 2025 issued by the Town of CEDARBURG, Wisconsin, that it is purchasing said note for investment purposes and will not resell said note, except to another bank or banks which will also make this certification.

Dated: August 29, 2025, **(2)**

Port Washington State Bank **(1)**

By: Zach Deming

Title: Vice President, Commercial Lending

-
- (1)** Name of bank.
(2) Date that loan is closed.

*Section 551.21 of the Wisconsin Statutes, and the regulations thereunder, require that municipal obligations be registered with the Wisconsin Department of Financial Institutions unless there is a basis for an exemption from such registration. In most transactions in which these WBA forms are employed, it is expected that an exemption will apply as the result of the sale of the note(s) to a bank which will resell the note(s), if at all, only to another bank or banks. To document the applicability of this exemption, the bank should sign the investment representation set forth above.

NOTE: If this representation cannot be made, other bases of exemption may be available. However, legal assistance should be obtained before proceeding with the loan in such a case.

INSTRUCTIONS FOR AND EXPLANATION OF
FEDERAL INFORMATION RETURNS*Prepared and intended for use by
commercial banks in transactions
governed by Wisconsin Law.*

The Internal Revenue Code of 1986, as amended, requires that an information report concerning each issue of municipal obligations be filed with the Secretary of the Treasury, as a condition to federal tax exemption. Please note that, although the term "bonds" is used on Forms 8038-G and 8038-GC, an information return is required for all lending transactions covered in the WBA Municipal Transactions Satellite Manual. Under the Internal Revenue Code of 1986, as amended, a "bond" is any obligation of a political subdivision. The form to be filed differs, depending on whether the issue price is under \$100,000 or is \$100,000 or more.

1. For issues of \$100,000 or more, IRS Form 8038-G must be filed.

2. For issues under \$100,000, IRS Form 8038-GC must be

filed. Some points to note:

- (a) A separate Information Return should be filed for each issue.
- (b) The deadline for filing is the 15th day of the second calendar month after the close of the calendar quarter in which the issue is issued. For example, if borrowing is done in January, February or March, the Information Return must be filed no later than the following May 15.
- (c) Alternatively, for issues under \$100,000, a consolidated Form 8038-GC could be filed at the end of the calendar year. However, it is recommended that in all cases the appropriate form 8038-G or 8038-GC be filed promptly upon the closing of the loan.
- (d) The form should be executed by an officer of the Municipality.
- (e) The form should be mailed to the Internal Revenue Service Center, Philadelphia, Pennsylvania 19255.

Although Forms 8038-G and 8038-GC are to be filed by the Municipality, the bank should see to it that the filing is made, since the filing is a condition to exemption from federal income taxation for interest paid on the notes issued by the Municipality.

CAUTION: Please note that the Federal Information Return Forms (8038-G and 8038-GC) are periodically revised and updated by the IRS. Please check the revision date of the form you plan to use and confirm with the IRS that it is current.



State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE | BUREAU OF LOCAL GOVERNMENT SERVICES | 2135 RIMROCK RD MADISON, WI 53713

Mailing Address:
PO Box 8971 #6-97
Madison, WI 53708-8971
FAX (608) 264-6887
lgs@wisconsin.gov

August 15, 2024

JACK JOHNSTON
TOWN OF CEDARBURG
1293 WASHINGTON AVE
CEDARBURG WI 53012 9304

Certificate of Equalized Value - Town of Cedarburg

Under state law (secs. 70.57 and 67.03, Wis. Stats.), the Wisconsin Department of Revenue's State and Local Finance Division is certifying the equalized value for all taxable property in your municipality as of January 1, 2024.

Equalized Value Information			
Municipality	TOWN OF CEDARBURG	Co-muni code	45004
County	OZAUKEE		
Equalized value	\$1,418,743,300	Taxation district	1212
Effective date	August 15, 2024 - August 14, 2025		

Sincerely,

Sara M. Regenauer, Director
Local Government Services Bureau
Saram.Regenauer@wisconsin.gov
(608)261-5360

ERRORS AND OMISSIONS FORM

Date: August 29, 2025

Lender: Port Washington State Bank

Borrower(s): Town of Cedarburg

Loan Amount: \$345,000.00

Loan Number:

Please evidence your consent and agreement to the following by your execution of this instrument in the space provided below:

In the event any of the documents evidencing and/or securing the above referenced loan, (the "Loan"), and any extensions, renewals or modifications of, misstates or inaccurately reflects the true and correct terms and provisions of the Loan and said misstatement or inaccuracy is due to unilateral mistake on the part of Port Washington State Bank ("Lender"), mutual mistake on the part of Lender and Borrower or clerical error, then in such event Borrower shall upon request of Lender and in order to correct such misstatement or inaccuracy, execute such new documents or initial such corrected original documents as Lender may deem necessary to remedy said inaccuracy or mistake and Borrower's failure to initial or execute such documents as requested shall constitute a default under the note or the deed or trust/mortgage securing the Loan.

In the event any of the documents anticipated to be executed at closing, whether pursuant to the Commitment Letter, Letter of Intent or required by Lender's counsel, are not executed at the time of closing, Borrower shall execute or cause the same to be executed when said documents are provided. If any of the documents contain misstatements or inaccuracies, the foregoing paragraph shall apply.

By: _____
David Salvaggio, Town Chairperson

Date: 08/29/2025

By: _____
Sara Jacoby, Town Clerk

Date: 08/29/2025

Port Washington State Bank

Zach Deming, Vice President

Date: 08/29/2025

VentureSpace

July 31, 2025

Sara Jacoby
Assistant Administrator\Clerk
Town of Cedarburg
1293 Washington Avenue
Cedarburg, WI 53012

RE: **Extension Request for the Conditional Use Permit**

Ms. Jacoby,

We acknowledge receiving the *Notice of Revocation of Conditional Use Permit* (attached). To comply with Sec. 320-54, VentureSpace, LLC, is requesting an extension to the Conditional Use Permit (CUP).

We have been working to consolidate the ownership team, which has proven to be more complicated than anticipated. Therefore, we have decided to reduce the number of parties, which has impacted the financial terms. We expect to finalize the financing package by December 1, 2025.

The CUP was granted to "Venture Space, LLC., and its affiliates, CP Center, LLC., and Professional & Design Services, LLC (PDS)". If it does not cause any problem, we would also ask that "Cedarburg Business Campus, LLC" either be added as an affiliate or to replace CP Center, LLC. We like the name better.

If anything else is needed, please let me know.

Sincerely,



Michael D. Frede, P.E.
Managing Member
VentureSpace, LLC



Sara Jacoby
Assistant Administrator\Clerk
Town of Cedarburg
1293 Washington Avenue
Cedarburg, WI 53012

July 17, 2025

Michael D. Frede, P.E.
VentureSpace, LLC
W330 N4191 Lakeland Drive
Nashotah, WI 53058

Subject: Notice of Revocation of Conditional Use Permit – Property at 8535 STH 60 in the NW ¼ of Section 21 in the Town of Cedarburg, Ozaukee County, Wisconsin

Dear Mr. Frede,

This letter is to inform you that the Conditional Use Permit (CUP) for the property located at 8535 STH 60, identified by the Parcel Identification Number 03-021-05-003.00, will expire on September 4, 2025.

Consistent with the email communication sent to you on May 6, 2025, and in accordance with Sec. 320-54:

“Validity. Where the Town Board has approved or conditionally approved an application for a conditional use, such approval shall become null and void within 12 months of the date of the Board's action unless the use is commenced, construction is underway or the current owner possesses a valid building permit under which construction is commenced within six months of the date of issuance and which shall not be renewed unless construction has commenced and is being diligently prosecuted. Approximately 45 days prior to the automatic revocation of such permit, the Building Inspector shall notify the holder by certified mail of such revocation. The Board may extend such permit for a period of 90 days for justifiable cause, if application is made to the Town Board at least 30 days before the expiration of said permit.”

In the event that you do not obtain an extension, you would need to apply for a new application under the procedures of Article V: Conditional Uses, of the Town Code of Ordinances. You would need to obtain new permits/extensions for other permits as required from other applicable jurisdictions and approving agencies.

It's recommended that you contact the relevant parties as soon as possible to discuss the necessary steps to address this notice.

Sincerely,

Paul Mortimer

Building Inspector

Town of Cedarburg

Phone: 414-640-9523

Email: pmortimer@safebuilt.com

Sara Jacoby

Assistant Administrator/Clerk

Town of Cedarburg

Phone: 262-377-4509

Email: sjacoby@townofcedarburgwi.gov

**TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
September 4, 2024**

Present:

David Salvaggio, Chairman
Wayne Pipkorn, Supervisor Seat 1
Russ Lauer, Supervisor Seat 2
Larry Lechner, Supervisor Seat 3
Thomas Esser, Supervisor Seat 4

Eric Ryer, Administrator
Jack Johnston, Asst. Admin./Clerk
Adam Monticelli, Director of Public Works
Brad Hoeft, Town Attorney
Amy Barrows, Consulting Planner (via ZOOM)

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Chairman Salvaggio called the meeting to order at 7:00 pm. The meeting began with the pledge of allegiance.

2. ANNOUNCEMENTS

None.

3. HEARING OF THE PEOPLE:

None.

4. COMMUNICATIONS AND REQUESTS FOR HOLDING TANK AGREEMENTS AND OPERATOR LICENSES:

a. Discussion and possible motion regarding a holding tank agreement for the property located at 1971 Granville Road*

Supervisor Lechner sought some clarification for the need for the replacement based on the letter provided by Ozaukee County. Assistant Administrator/Clerk Johnston explained that soil tests submitted to County indicated the current system was failing and a health hazard and was in violation of County ordinance.

Supervisor Lauer made a motion to approve a holding tank agreement for the property located at 1971 Granville Road, contingent on the payment of the \$600 bond. Supervisor Pipkorn seconded, and the motion passed unanimously.

b. Discussion and possible motion regarding a holding tank agreement for the property located at 7481 STH 60*

Attorney Hoeft explained to the Board that this holding tank agreement was approved by the Board in 2022, but inadvertently lost by the owner prior to recording at the Ozaukee County Register of Deeds Office. Their counsel has worked with staff and has provided two options for the Board to consider: 1) an affidavit for the Chairman to sign indicating the original agreement was signed in 2022, or 2) a fresh and new agreement following the same typical procedure.

Supervisor Pipkorn made a motion to approve the affidavit signing option. Supervisor Lauer seconded, and the motion passed unanimously.

5. **CONSENT AGENDA:** *The Consent Agenda contains routine items and will be enacted by one motion without separate discussion unless someone requests an item to be removed for separate consideration and vote.*

- a. Approving August 7, 2024 Town Board Meeting Minutes
 - b. Accepting July 17, 2024 Plan Commission Meeting Minutes
 - c. Accepting May 29, 2024 Special Park & Recreation Committee Meeting Minutes
- Supervisor Lauer made a motion to approve the consent agenda. Supervisor Esser seconded, and the motion passed unanimously.

6. **TREASURER'S REPORT**

- a. **Motion accepting the August 2024 Treasurer's Report***
Supervisor Pipkorn made a motion to approve the August 2024 Treasurer's Report. Supervisor Lauer seconded, and the motion passed unanimously.

7. **PRESENTATION OF BILLS/PURCHASE ORDER/PAYROLL/AWARDS:** *The bills presented for review have been paid from the Town treasury as authorized under Sec. 60.44(2), Stats., and Sec. 63-8 of the Code of Ordinances.*

- a. **Presentation of Bills/Purchase Orders/Payroll/Awards for August 1, 2024 to August 28, 2024 (Check #'s 39819-39913, V4212-V4239, and manual checks as shown)***
Supervisor Esser made a motion to accept the bills, purchase orders, payroll and awards. Supervisor Lechner seconded, and the motion passed unanimously.

8. **REPORTS TO BE RECEIVED/FILED (Non-action items)**

- a. **Possible report regarding local nuisance/law enforcement issues***
Administrator Ryer reported a turkey complaint on Pleasant Valley Road as well as a chicken complaint on Deerfield Court. Both cases were investigated by the Constable and are now closed.
- b. **Report on recreation finances (Administrator Ryer)***
Administrator Ryer reported a balance of \$26,242 in the recreation account.

9. **PUBLIC HEARINGS**

- a. **Public hearing to take comment on a massage establishment license renewal for InTouch Therapeutic Massage, LLC (Applicant: Brooke Matenaer)**
In 2017, the Town Board approved Ordinance 2017-6 to allow for "massage" as a conditional use in the B-2 Planned Business district. Following that action, the Board approved a massage establishment license for InTouch Therapeutic Massage located at 5009 Columbia Road. The Town Code addresses massage under Chapter 200, which establishes a license procedure and requires a public hearing before Town Board issuance of such a license. No complaints have been received regarding the InTouch Therapeutic massage license since issued in 2017.

With no comment from the public, Supervisor Lauer made a motion to close the public hearing. Supervisor Esser seconded, and the motion passed unanimously.

10. **OLD BUSINESS**

- a. **None**

11. **NEW BUSINESS**

- a. **Discussion and possible motion on a massage establishment license renewal for InTouch Therapeutic Massage, LLC (Applicant: Brooke Matenaer)***

This item continues from #9a. Supervisor Esser made a motion to approve on a massage establishment license renewal for InTouch Therapeutic Massage, LLC. Supervisor Lauer seconded, and the motion passed unanimously.

b. **Discussion and possible motion on a conditional use permit application by Michael Frede, VentureSpace, LLC to operate professional and contractor's offices in multiple buildings at 8535 STH 60 [NW 1/4 of Section 21, 7.169 acres, zoned M-2 Planned Industrial & Mixed Use District & C-1 Conservancy District]***

The property has been subject to several concept discussions and formal applications at previous Plan Commission meetings, including submittals in 2017, 2021, 2022, and 2023. Proposals included a commercial condominium development, including contractor's offices, aftermarket high-end vehicle repair and miscellaneous improvement work, and senior living.

The applicant presented a concept plan at the June Plan Commission meeting, and followed up with a formal application that was presented as part of a public hearing that took place at the July and August Plan Commission meetings, modifying his request to develop the property as related professional and contractor's office space under one ownership. The use would still consist of six buildings with overhead doors.

The applicant is proposing to construct six buildings for a single use instead of the previously applied for mix of unknown uses. The intended use is defined as a "professional office", which is a permitted use in the M-2 Zoning District. VentureSpace, under new ownership, would operate a multi-discipline company that will provide professional services in the areas of architecture, construction, engineering, environmental, management, and consulting. The applicant estimates that there will be approximately 66 employees, with approximately 36 of the employees working in the field. There will also be field equipment stored on-site, but within the buildings. At the June Plan Commission meeting, concern was raised that the proposed use of the buildings did not meet the definition of a professional office because equipment storage and garage space make up a majority of the building square footage (53%). It was determined that the applicant should consider portions of the use as a contractors' office due to the size of the storage and garage space. Contractor's offices are also permitted by right if the use consists of not less than 5,000 sq. ft. All buildings meet this requirement. The application materials presented at the June meeting also included space designated for laboratory use. After discussion at the meeting, it was determined that the space is intended for sample handling rather than what is typically considered laboratory use. The applicant is required to obtain a Conditional Use Permit to have multiple buildings.

The Town Board discussed the conditional use permit application, including issues such as extended hours for pouring of concrete (construction hours would otherwise be 7am to 7pm with no work on Sundays or holidays), improvements to the shared driveway, financial guarantee acceptable to the Town Attorney for the shared driveway and shared driveway construction specification to Town standard even though it is a private driveway at this time, among other topics. The Board preferred to allow for the pouring of building pads over time so long as the pad location and building use not change, and a shared driveway financial guarantee be in place for the duration up until all project related building construction is complete and final occupancy issued, with the base financial guarantee amount increasing 15% per year to address initial construction and repairs to the driveway required due to related construction activity over time up until the final occupancy is issued for the final building as part of this project. Planner Barrows reviewed the remaining steps and conditions of the CUP involved and items that must be addressed before CUP execution and before permitting can begin. No occupancy would be issued until the shared private driveway improvements have been completed and inspected to the satisfaction of the Town.

The Board also discussed who should be listed as the signatories on the conditional use permit, with Attorney Hoeft suggesting changes to account for anticipated ownership among the applicant and their affiliates. If the ownership would be proposed to transfer to others than those listed in the CUP at some point in the future, they would need to come back before the Plan Commission and Town Board for consideration.

Supervisor Pipkorn made a motion to approve a conditional use permit application by Michael Frede, VentureSpace, LLC to operate professional and contractor's offices in multiple buildings at 8535 STH 60, including extended hours for pouring of concrete (construction hours would otherwise be 7am to 7pm with no work on Sundays or holidays), financial guarantee acceptable to the Town Attorney for the shared driveway be in place for the duration up until all construction is complete and occupancy issued for the final building with the base guarantee amount increasing 15% per year, shared driveway construction specification meet Town standard, allowing for the pouring of building pads over time so long as the pad location and building use not change, no occupancy would be issued until the shared private driveway improvements have been completed and inspected to the satisfaction of the Town, and amending the permit to account for anticipated ownership among the applicant and their affiliates. The motion also found that the following findings were present:

- (1) Welfare. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- (2) Compatible with adjacent land. The uses, values and enjoyment of other Town property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
- (3) Not impede surrounding property development and improvement. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding Town property for uses permitted in the district.
- (4) Adequate infrastructure. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
- (5) Ingress and egress. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- (6) Conform to zoning district regulations. The conditional use application shall conform to all applicable regulations of the district in which it is located.

Supervisor Esser seconded, and the motion passed unanimously.

Supervisor Esser made a motion to then hear item #11n next. Supervisor Lechner seconded, and the motion passed unanimously.

- c. **Discussion and possible motion on an architectural and site plan review for an 1,800 square foot outbuilding addition for the property located at 10815 Western Avenue [Petitioner: Dale Lueders, NE ¼ Sec. 31, 9.89 acres, zoned A-1 Agricultural District]***

The Town was alerted to the construction of an outbuilding addition at the property located at 10815 Western Avenue in April of 2024. After a drive-by inspection by the Building Inspector and a records check, it was determined that no building permit had been issued for this project. The Town's Building Inspector issued a letter to the property owner requiring the construction cease until proper permits had been approved.

The property owner, Dale Lueders, supplied drawings indicating the addition would be 25' by 72' or 1,800 square feet. While Town Code allows unlimited outbuilding space for A-1 properties over 8 acres in size, any new outbuilding (or addition) over 1,500 square feet must first be reviewed and recommended upon by the Plan Commission, with Town Board approval required prior to the issuance of a building permit. Mr. Lueders has a conditional use permit for the business; it does not require an amendment for additional square footage.

The Plan Commission recommended approval of the architectural and site plan review at their meeting in June, contingent upon receiving a wetland delineation of the entire property. The wetland delineation was supplied to the Town in late August.

Supervisor Esser made a motion to approve the architectural and site plan review for an 1,800 square foot outbuilding addition for the property located at 10815 Western Avenue. The motion found that the following site plan review standards were satisfied:

- (a) The proposed use(s) conforms to the uses permitted.
- (b) The dimensional arrangement of buildings and structures conforms to the required area, yard, setback, and height restrictions of this chapter.
- (c) The proposed on-site buildings, structures, and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, lighting, and parking, as specified by this chapter or any other codes or laws.
- (d) Consideration should be given to preserving the natural features of the landscape where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes or where they assist in preserving the general safety, health, welfare, and appearance of the neighborhood.
- (e) Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing, or landscaping, as provided or required in this chapter.

The architectural review principles were also found to be satisfied.

- (a) The proposed use(s) conforms to the uses permitted.
- (b) The dimensional arrangement of buildings and structures conforms to the required area, yard, setback, and height restrictions of this chapter.
- (c) The proposed on-site buildings, structures, and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and

surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, lighting, and parking, as specified by this chapter or any other codes or laws.

(d) Consideration should be given to preserving the natural features of the landscape where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes or where they assist in preserving the general safety, health, welfare, and appearance of the neighborhood.

(e) Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing, or landscaping, as provided or required in this chapter.

Supervisor Pipkorn seconded, and the motion passed unanimously.

d. **Discussion and possible motion on a conditional use permit application by Travis Keshemberg & Ellen Suelflow Revocable Trust to construct a residential berm near the northern and western property boundary to be planted with prairie mix at 1219 CTH I [NE 1/4 of Section 22, 3.14 acres, zoned TR-2 Transitional Residential District]***

In 2023, the subject property was rezoned from the A-1 Agricultural District to the TR-2 Transitional Residential District and the 19th century residence was separated from the tillable acreage and quarry lands via a two lot Certified Survey Map. On June 7, 2024, the current owner received approval from the Town Board to expand a non-conforming [to street setback] residence. These improvements have largely occurred. The parcel is located directly across CTH I from the Cedar Place Apartments in the City of Cedarburg. Lands to the north, south and west are in agricultural and/or open space uses.

The owner is proposing a privacy berm along the north and west lot lines. The berm area will be generally 40 feet wide, will extend for a length of 738 feet and will be six (6) feet above existing grade at its highest point. The berm will be located within an open space easement noted on the submitted CSM (#4219).

Administrator Ryer noted this item was unanimously recommended for approval by the Plan Commission at their meeting in August. A draft conditional use permit was included in the packet materials and the owners did not have any issues with the conditions of the permit.

Supervisor Lechner made a motion to approve a conditional use permit application by Travis Keshemberg & Ellen Suelflow Revocable Trust to construct a residential berm near the northern and western property boundary to be planted with prairie mix at 1219 CTH I. Supervisor Esser seconded, and the motion passed unanimously.

e. **Discussion and possible motion on Resolution 2024-6, “Resolution Petitioning Ozaukee County Bridge Construction and Repair Funding for the Cedar Creek Road Bridge P45-0038”***

The Town was notified through the Ozaukee County Bridge Inspection Program that bridge P45-0038 on Cedar Creek Road over Cedar Creek needed a complete tear down and rebuild. The Town Board approved an SMA (State Municipal Agreement) in April of this year to move forward with this project. Staff previously updated the Town Board that the originally scheduled year for construction was 2025, however, due to a condensed timeline WisDOT

approved a timeline change for construction in 2026. Below is a breakdown of the funding and total cost of the project.

Total Project Cost: \$1,686,359
State of Wisconsin: \$1,348,287 (80% share)
Town of Cedarburg: \$338,072 (20% share)

The Town's share of \$338,072 includes design and construction costs. Per Chapter 82 of WI State Stats., the Ozaukee County Town Bridge Aid would cost share the total of the construction costs only which is \$277,172. Taking that into account, the Town and County would be responsible each for +/- \$138,586.

Town staff have already budgeted for this project as part of the Capital plan with existing funds, and are prepared to fund our full Town portion in the event this project is not approved at the Ozaukee County Board level. However, with the passing of 2023 Wisconsin Act 162 into law early this year, that is not a likely scenario.

Supervisor Pipkorn made a motion to approve Resolution 2024-6, "Resolution Petitioning Ozaukee County Bridge Construction and Repair Funding for the Cedar Creek Road Bridge P45-0038." Supervisor Lechner seconded, and the motion passed unanimously.

f. **Discussion and possible motion on Resolution 2024-7, "Resolution Petitioning Ozaukee County Bridge Construction and Repair Funding for the Cedar Creek Road Culvert"***

Town Staff inspected the culvert on Cedar Creek Rd 900' west of Covered Bridge Road in 2022 and found the culvert needs replacement. Through the budget process, staff identified this project as one to complete in the 2024 construction season. Due to the success Town Staff had securing State and Federal grant funds for other projects, Capital funding is available to complete this project.

The cost to complete this project is \$30,000. The Town share of the project would be \$15,000, with the Ozaukee County Bridge and Culvert Aid cost sharing (50/50) per Wisconsin State Statute Ch 82. Funding for culverts greater than 36" in diameter was approved in 2023 Wisconsin Act 162 that was passed into law in March 2024.

Supervisor Lechner made a motion to approve Resolution 2024-7, "Resolution Petitioning Ozaukee County Bridge Construction and Repair Funding for the Cedar Creek Road Culvert." Supervisor Pipkorn seconded, and the motion passed unanimously.

g. **Discussion and possible motion on Resolution 2024-8, "A Resolution designating Depositories and Authorizing Withdrawals and Signatures for the Town of Cedarburg"***

Town Code Section 21-10 lays out that the Town Board has authority to designate one or more public depositories for depositing funds of the Town. This resolution would designate Port Washington State Bank (Cedarburg), Cornerstone Community Bank (Grafton), and BMO Harris Bank (Cedarburg) as qualified public depositories under Ch. 34, Wis. Stats. It also designates signatories and the use of facsimile signatures.

Supervisor Pipkorn made a motion to approve Resolution 2024-8, "A Resolution designating Depositories and Authorizing Withdrawals and Signatures for the Town of Cedarburg." Supervisor Lauer seconded, and the motion passed unanimously.

h. **Discussion and possible motion on Resolution 2024-9, “Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys”***

PWSB has supplied a Resolution they are requiring before the Town is allowed to deposit funds into certificates of deposit (CD) to capitalize on higher interest rates available at this time. Supervisor Lauer made a motion to approve Resolution 2024-9, “Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys.” Supervisor Pipkorn seconded, and the motion passed unanimously.

i. **Discussion and possible motion regarding the use of ARPA funds for an update to the Town Municipal Code, HVAC for Town Hall, and technology***

A list of items is provided here for Board consideration using ARPA funds.

Ordinance Codification

Quote to codify seven ordinances not related to the Zoning Chapter. As work on the Zoning Code update is set to resume this fall following adoption of the Comprehensive Plan, now is an opportunity to codify the seven non-zoning chapter related ordinances utilizing ARPA funds. The codification of the Zoning Chapter would be completed separately once that work is completed.

HVAC for Town Hall

The Town had three HVAC contractors assess the existing HVAC equipment for Town Hall. While two of the three furnaces are in good working condition, the three original AC units and one original furnace are candidates for replacement at this time. Replacing the aging AC units would result in a significant increase in efficiency over the existing units in terms of SEER rating and energy consumption. The three quotes and scope of work are supplied.

Technology

Quote for a laptop dedicated to code enforcement, including a 5-year warranty.

The Board supported the Ordinance Codification and HVAC quote with Dickensschrauf, who has completed work previously for the Town. The Board asked for further details on the code enforcement laptop, including any software needed as for a less costly option.

Supervisor Lechner made a motion to approve the Ordinance Codification (\$4,245) and HVAC project with Dickensschrauf (\$29,910) using ARPA funds. Supervisor Pipkorn seconded, and the motion passed unanimously.

j. **Discussion and possible motion approving a Digital Time Capsule Photo Contest Project by the Landmarks Commission***

The Landmarks Commission has endorsed a proposed “Digital Time Capsule” Photo Contest in commemoration of the Town’s 175th anniversary, contingent upon final Town Board approval. This is a digital photo contest with submissions contributing to a permanent digital archive. The Town previously held a photo contest from approximately 2007 to 2010. At that time, both historic and current paper photos of the Town were accepted and re-printed in the Town newsletter. This time, both before and after photos will be showcased permanently on the Town website for future generations to look back on and enjoy as a “digital time capsule.” Submitted photos would be hosted on a dedicated webpage on the Town’s website. In order to encourage photos from all four seasons as well as to encourage

participation, Landmarks Commission would like to continue the contest through the summer of 2025. Staff would also like to seek the Board's approval to seek sponsors for the contest. Sponsors could include Town businesses that could support the contest. Winners would receive nominal prizes to be determined. However, the contest does not need outside sponsors to be held. Landmarks Chair Kari Esser and Assistant Administrator/Clerk Jack Johnston would work on soliciting local sponsors. A draft solicitation letter is included as an attachment for the Board to review.

Supervisor Esser made a motion to approve the Digital Time Capsule Photo Contest Project by the Landmarks Commission. Supervisor Pipkorn seconded, and the motion passed 4-0 (Supervisor Lauer absent for vote).

k. **Discussion and possible motion setting a Trick-or-Treat date and time for 2024***

The Town of Cedarburg has historically set the date and time for Trick-or-Treat to the same date and time as the City of Cedarburg to simplify this fun tradition for community residents. This year the City of Cedarburg will be holding Trick-or-Treat on Saturday, October 26th, from 5pm-8pm.

Supervisor Pipkorn made a motion to set the Trick-or-Treat date and time for 2024 for the Town of Cedarburg as October 26, 2024, from 5pm to 8 pm. Supervisor Esser seconded the motion, and the motion passed 4-0 (Supervisor Lauer absent for vote).

l. **Discussion and possible motion regarding a Ramboll proposal for additional N716 Site Investigation Activities for the former Prochnow Landfill site, and the use of ARPA funds for the work ***

The Town continues to work with the City of Cedarburg and Mercury Marine on the future cleanup of the former Prochnow Landfill site. Ramboll has been the environmental consultant on the project and continues to submit information to the DNR on behalf of the group. Since the last approved proposal for remedial action options report work to the DNR on June 1, 2023, the WDNR has requested additional work to be done. Ramboll has provided a proposal to complete the work and has also requested an extension of the submittal of the Site Investigation Work Plan (SIWP) until September 10, 2024, so that both the City and the Town can approve the funding for the work to be done. The City of Cedarburg approved the proposal at their meeting on August 26th. The cost to the Town is \$16,715.82 (20.46% of total cost).

Supervisor Esser made a motion to approve a Ramboll proposal for additional N716 Site Investigation Activities for the former Prochnow Landfill site, and the use of ARPA funds for the work with a not-to-exceed amount of \$16,715.82. Supervisor Lauer seconded, and the motion passed unanimously.

m. **Discussion and possible direction on parameters for spending down the balance of the \$5 million promissory notes for budget planning purposes***

Staff have been working over the past several months to analyze the amount of Capital funds remaining from the \$5 million promissory notes that must be spent down. At this time, staff estimate there to be ~\$400,000 remaining once our last paving project in the Stonefield subdivision is completed. Once that work is done and the invoice received, the Town will have the most accurate picture of the amount remaining to be spent down.

Director Monticelli has been working closely with our paving contractor to identify potential additional roads to be paved in 2024, while also looking at a used quad axle truck for hauling. Using this combination approach, the per ton cost under our current 2024 paving contract

would be used to recommend roads for approval by the Board for completion yet in 2024 to maximize these funds before prices increase further.

Staff is simply looking for a level of comfort in this approach. If the Board is supportive of the combination of roads and a used truck, DPW Director Monticelli would then work to develop a scope of roads for approval to the Town Board at the October Board meeting. The other alternative would be to spend all remaining funds on roads yet this fall.

The Town Board was comfortable with these parameters and requested that staff proceed with presenting additional roads and a truck for approval at the October meeting. The Board then moved to item 12.

- n. **Discussion and possible motion on a Shared Driveway Easement and Maintenance Agreement related to a conditional use permit application by Michael Frede, VentureSpace, LLC and CSM 3997***

This item continues from #11b. Supervisor Esser made a motion to approve a Shared Driveway Easement and Maintenance Agreement related to a conditional use permit application by Michael Frede, VentureSpace, LLC and CSM 3997. Supervisor Pipkorn seconded, and the motion passed unanimously. The Board then went to item #11c.

12. CLOSED SESSION

- a. **The Town Board may go to closed session pursuant to:**
- i. **Wisconsin Statutes Sec. 19.85 (1) (c) to “Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”**
Supervisor Esser made a motion to go into closed session. Supervisor Lechner seconded, and the motion passed unanimously via a roll call vote.
- b. **Reconvene to open session and the regular order of business**
Supervisor Esser made a motion to go back into open session at 9:18 pm. Supervisor Lechner seconded, and the motion passed unanimously.

13. Discussion and possible motion related to closed session business*

None.

14. ADJOURNMENT

Supervisor Esser made a motion to adjourn the meeting at 9:19 pm. Supervisor Lauer seconded, and the motion passed unanimously and the meeting adjourned.

Respectfully Submitted,

Jack Johnston
Assistant Administrator/Clerk



2026 Budget Timeline & Process

June 16	Finance Committee meeting at Noon to review road ratings, recommend Capital financing, budget parameters, and strategic plan updates.
July 1	Budget process commences by staff.
July (Month)	Current budget status analyzed. Budget Memorandum and spreadsheet distributed to staff. Capital Plan evaluated with consideration for equipment, roads, and facilities.
July 25	Finance Committee meeting at 1pm to review current budget status and Capital Plan.
August 6	Presentation of budget timeline to Town Board at regular meeting.
August 11	Department proposed budget requests due to Administrator, including Capital items and grants.
August 27	Park and Recreation Committee discusses Parks budget.
September 5	Finance Committee meeting at 1pm to discuss current year budget and 2026 budget. Present draft Capital Plan update, as necessary.
Sept. 8-12	Administrator drafts preliminary proposed budget.
September 26	Finance Committee meeting at 1pm to discuss proposed budget/narrative/final Capital Plan.
October 1	Town Board reviews draft proposed budget and provides direction.
October 17	Finance Committee meeting at 1pm, all funds shown.
November 5	Town Board reviews final draft budget all funds shown.
November 17	Budget Public Hearing at 6pm, Town Board considers final adoption.