TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
August 3, 2026

Present:
David Salvaggio, Chairman
Russ Lauer, Supervisor Seat 2
Wayne Pipkorn, Supervisor Seat 1
Larry Lechner, Supervisor Seat 3
Thomas Esser, Supervisor Seat 4 & Presiding Supervisor
Eric Ryer, Administrator
Adam Monticelli, Director of Public Works
Sara Jacoby, Clerk/Assistant Administrator
Troy Hartjes, Town Engineer
Amanda Schaefer, Consulting Planner
Samuel Peters, Constable

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
Presiding Supervisor Esser called the regular meeting to order at 7:00 pm. The meeting began with the Pledge of Allegiance.

2. **ANNOUNCEMENTS**
Election reminders were given.

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 1645 Taurus Court***
   A report was provided by Ozaukee County Land and Water Management outlining a soil evaluation that found no suitable location for a conventional or mound-type system due to limiting factors of the soils and the configuration and elevation contours of the lot.

   Supervisor Lechner made a motion to approve the holding tank agreement for the property located at 1645 Taurus Court with the note that the applicant must submit a $600 bond prior to execution of the holding tank agreement. Supervisor Lauer seconded, and the motion carried unanimously.

   b. **Discussion and possible motion regarding a holding tank agreement for the new lots related to the Horns Corners Preserve development location at 461 Horns Corners Road***
   A holding tank agreement and service contract were provided seeing a soil evaluation found no suitable location for a conventional or mound-type system for the proposed lots at Horns Corners Preserve due to limiting factors of the soils and the configuration and elevation contours of all lots. This holding tank agreement is intended to be in place until each individual homeowner submits their own holding tank agreement at the time of construction.

   Supervisor Lechner made a motion to approve the holding tank agreement for the development located at 461 Horns Corners Road. Supervisor Lauer seconded, and the motion carried 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 July 6, 2026 Town Board Meeting Minutes**
   b. **Accepting June 17, 2026 Plan Commission Meeting Minutes**
   c. **Accepting July 24, 2025 Joint Fire & EMS Committee Meeting Minutes**
   Supervisor Lauer made a motion to approve the consent agenda items as listed above. Chairman Salvaggio seconded, and the motion carried unanimously.

6. **TREASURER'S REPORT**
   a. **Motion Accepting the July 2026 Treasurer's Report***

Supervisor Pipkorn made a motion to accept the July 2026 Treasurer's Report. Supervisor Lauer seconded, and the motion carried 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 July 1, 2026 to July 31, 2026 (Check #'s 41637-41736, V4912-V4945, and manual checks as shown)***
   Supervisor Lauer made a motion to approve all bills, purchase orders, payroll, and awards as presented. Chairman Salvaggio seconded, and the motion carried unanimously.

8. **REPORTS TO BE RECEIVED/FILED (Non-action items)**
   a. **Report regarding local nuisance/code enforcement issues (Constable Samuel Peters)***
   Constable Peters' report included a complaint about chickens destroying flower beds. He spoke to the party about free ranging of the chickens, and they committed to fixing the issue. Constable Peters also reported that he had been contacted by the party who had been denied a bartender license and he will report if any follow-up is needed.

   b. **Report on recreation finances (Director of Parks & Recreation Paul Jungbauer)***
   Director Jungbauer's report highlighted a record number of participants in recreation programming this calendar year including 21.8% growth in the youth soccer program this season. He noted the current positive balance of $67,119 in the Recreation Fund at the end of July 2026, with upcoming expenses including staff wages, utility bills, & fall uniforms.

   c. **Receiving the 2025 Annual Cedarburg Fire Department Report***
   Chief Vahsholtz presented the 2025 Report providing a summary of the year's activities.

9. **PUBLIC HEARINGS**
   a. **None**

10. **OLD BUSINESS**
   a. **Discussion and possible motion regarding the appointment of election officials for the two-year term ending December 31, 2027***
   The Town has received additional interested election workers:
   Angela Meadows 8570 Cullen Ln, Cedarburg, WI 53012
   Patti Farrell 1639 Washington Ave, Cedarburg, WI 53012
   Jeanne Machata 1784 Cover Bridge Rd, Cedarburg, WI 53012

   All individuals are unaffiliated nominees and consideration for appointment was requested so that the Town has adequate inspectors to conduct elections.

   Supervisor Lechner made a motion to approve the appointment of election officials for the two-year term ending December 31, 2027 as listed. Supervisor Pipkorn seconded, and the motion carried unanimously.

11. **NEW BUSINESS**
   a. **Discussion and possible motion on a preliminary plat for a major land division by Charlie Hutchinson for Horns Corners Preserve for property located at 461 Horns Corners Road [Owner: Horns Corners Preserve, LLC, NE ¼ Sec. 32, 7.46 acres, zoned R-2 Single-Family Residential District]***
   The applicant is requesting approval of a preliminary plat that includes six buildable lots and one outlot on a 7.46-acre parcel zoned R-2 Single-Family residential just north of the Greystones neighborhood. The access to the site would be off Horns Corners Road. The subdivision is proposed to be serviced by a new private shared driveway. There is no proposed rezoning required for this project. Concept review took place at the August 27, 2025, Special Plan Commission meeting, where the applicant received unanimous positive feedback on the initial concept plan design. Plan Commission discussed the preliminary plat at their June 17th meeting, requesting the applicant address engineering, revise the private shared driveway width to 20' wide per the Fire Department, submit a landscaping plan for the planting strip, work to eliminate the retaining walls if possible,

and return to Plan Commission in July. The applicant reappeared in front of Plan Commission on July 15th, with the Commission unanimously recommending approval of the preliminary plat, subject to the applicant addressing the staff report conditions.

Supervisor Lechner made a motion to approve the preliminary plat for a major land division by Charlie Hutchinson for the Horns Corners Preserve property located at 461 Horns Corners Road contingent on addressing all punchlist and engineering items. Chairman Salvaggio seconded, and the motion carried 4-1, with Supervisor Esser dissenting.

b. Discussion and possible motion on a pond permit application by Ryan Sberna for the construction of an approximate 0.4-acre man-made recreational pond mainly for fishing and swimming located at 156 Green Bay Road [SE 1/4 SEC 35, 9.85 acres, zoned E-1 Estate District & C-1 Conservancy, owners Ryan & Elizabeth Sberna]*

The applicant is seeking approval of a pond permit for a new 0.4-acre manmade recreational pond used mainly for fishing and swimming on a 9.85-acre parcel located at 156 Green Bay Road. The property is zoned E-1 Estate and C-1 Conservancy and is designated as Historic District - Hamilton on the Comprehensive Plan Future Land Use Map, which allows for E-1 zoning. It was determined that this pond does not have to appear as an item in front of the Landmarks Commission.

Supervisor Lauer made a motion to approve a pond permit for Ryan Sberna for the construction of an approximate 0.4-acre man-made recreational pond mainly for fishing and swimming located at 156 Green Bay Road contingent on addressing the items below and addressing all engineer comments.

1. Erosion control and stormwater permits shall be obtained from the Town.
2. Resolve all engineering comments in the engineering review letter.
3. Provide copies of the following to the Town prior to construction commencing: Notice of Intent from Wisconsin DNR (greater than 1 acre of disturbance); Chapter 30 Permit from DNR (working within 500' of a navigable waterway). A shoreland zoning permit from the County has already been obtained and provided.
4. An as-built survey must be provided to the Town upon completion of construction for the Town Engineer or Director of Public Works to verify construction compliance with the approved plans.

Supervisor Pipkorn seconded, and the motion carried unanimously.

c. Discussion and possible motion regarding the proposed 2027 Cedarburg Fire Department budget and staffing*

The Joint Fire & EMS Committee met on July 22, 2026, where the Committee reviewed and unanimously recommended approval of the draft 2027 budget and staffing. The total Town contribution for 2027 is budgeted at $744,472. It was noted that the Fire Department Capital Plan does note the future potential of borrowing to finance heavy equipment due to rising costs and reduced fundraising. Chief Vahsholtz explained that while the Fireman's Inc. can commit to fundraising for less expensive vehicles (pickup trucks), it can no longer plan to pay for heavy equipment such as ladder trucks and engines. Ambulances are paid for out of EMS revenues.

Supervisor Pipkorn made a motion to approve the proposed 2027 Cedarburg Fire Department budget and staffing. Chairman Salvaggio seconded, and the motion carried unanimously.

d. Discussion and possible motion on Resolution 2026-7, "Approving Port Washington State Bank (hereafter "PWSB") loan for Municipal General Obligation Debt for financing capital projects including roads, road sealing, bridges, and other general capital equipment and facility projects"*

At their July 10th meeting, the Finance Committee discussed identifying an amount to finance that would help fund future capital projects. This would then 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 than the State Trust Fund loan program. At their meeting on July 22nd, the Finance Committee unanimously recommended approval of financing by PWSB via resolution with the all-in total principal and interest ~$362,000.

Supervisor Lauer made a motion to approve Resolution 2026-7, "Approving Port Washington State Bank (hereafter "PWSB") loan for Municipal General Obligation Debt for financing capital projects including roads, road sealing, bridges, and other general capital equipment and facility projects." Supervisor Pipkorn seconded, and the motion carried unanimously.

e. Discussion and possible motion approving the purchase of computers using Capital funds*
At their meeting on July 10th, the Finance Committee discussed the idea of identifying additional capital projects for 2026 as the road sealing came in under the anticipated cost. At their July 22nd meeting, the Finance Committee unanimously recommended approval of replacement computers.

Supervisor Lauer made a motion to approve the purchase of computers using Capital funds. Supervisor Pipkorn seconded, and the motion carried unanimously.

f. Discussion and possible motion regarding the placement of an order for a patrol truck*
At their meeting on July 10th, the Finance Committee discussed the idea of placing the order of a patrol truck prior to end-of-year to save on the cost of the scheduled truck. At their July 22nd meeting, the Finance Committee unanimously recommended approval of the patrol truck order placement.

Supervisor Lauer made a motion to approve the order of a patrol truck: $344,022.81 + $20,000 (tariff) + $4,805 warranty = $368,827.81. Supervisor Pipkorn seconded, and the motion carried successfully.

g. Discussion and possible motion on Ordinance 2026-11, "An Ordinance to Amend Chapter 175 Intoxicating Liquor and Fermented Malt Beverages, of the Town of Cedarburg Code of Ordinances, Ozaukee County, Wisconsin"*
Town of Cedarburg Code 175 requires applicants who have been denied any license to be notified in writing, by registered mail or personal service, of the reasons for the denial. Town staff requested that section 175 be amended to replace the text "registered mail" with "certified mail" which provides a mailing receipt, a trackable number and proof of receipt. It is often used for legal documents and other mail items requiring provable delivery by a specific date but without fair market value.

Supervisor Pipkorn made a motion to accept Ordinance 2026-11, "An Ordinance to Amend Chapter 175 Intoxicating Liquor and Fermented Malt Beverages, of the Town of Cedarburg Code of Ordinances, Ozaukee County, Wisconsin." Supervisor Lechner seconded and the motion carried unanimously.

h. Discussion and possible motion to approve an amendment to the professional services contract with raSmith for Cedar Creek Road Bridge related Temporary Construction Easement Real Estate Acquisition work*
At the March 4, 2026, Town Board meeting the Board approved a professional services contract with raSmith to complete the TLE Acquisition Process for the reconstruction of bridge structure P45-0038 (Cedar Creek Rd bridge east of CTH I). raSmith has been working diligently to complete the work, however, there have been some items that have delayed and extended the completion of the project. These delays have been outside of raSmith and the Town's control and has required additional time beyond the anticipated original professional services contract estimate to complete the work. raSmith has provided an amendment in the amount of $1,500 to complete the last remaining steps. Funding will come out of budgeted and available Consulting Engineering Services budget line-item funds.

Supervisor Lauer made a motion to approve the amendment to the professional services contract with raSmith for Cedar Creek Road Bridge related Temporary Construction Easement Real Estate Acquisition work. Supervisor Lechner seconded, and the motion carried unanimously.

i. Discussion and possible action regarding negotiated compensation offer to Bruce and Susan Stevens for a Temporary Limited Construction Easement on their property at 5221 Cedar Creek Road to complete the Cedar Creek Road Bridge construction project*
Director Monticelli summarized the compensation offer to the Stevens.

Supervisor Lauer made a motion to approve the compensation offer of $4,000 to Bruce and Susan Stevens for a Temporary Limited Construction Easement on their property at 5221 Cedar Creek Road to complete the Cedar Creek Road Bridge construction project. Supervisor Lechner seconded, and the motion carried unanimously.

j. Discussion and possible action regarding Jurisdictional Offer to Caleb and Ciara Wardenburg for a Temporary Limited Construction Easement on their property at 5413 Cedar Creek Road to complete the Cedar Creek Road Bridge construction project*
Director Monticelli summarized the compensation offer to the Wardenburgs.

Supervisor Pipkorn made a motion to approve the compensation offer of $700 to Caleb and Ciara Wardenburg for a Temporary Limited Construction Easement on their property at 5413 Cedar Creek Road to complete the Cedar Creek Road Bridge construction project. Chairman Salvaggio seconded, and the motion carried unanimously.

k. Update on 2027 budget timeline*
The 2027 budget timeline was provided, noting the Budget Public Hearing is scheduled to be held at 6pm on November 11, 2026.

12. ADJOURNMENT
Supervisor Lechner made a motion to adjourn the meeting at 8:22 pm. Supervisor Pipkorn seconded, the motion carried unanimously and the meeting adjourned.

Respectfully Submitted,

Sara Jacoby
Assistant Administrator/Clerk