TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
October 5, 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
Paul Jungbauer, Direction of Parks & Recreation
Troy Hartjes, Town Engineer
Amanda Schaefer, Consulting Planner
Matthew Nugent, Town Attorney

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**
A reminder was given about road work on County Road I.

3. **HEARING OF THE PEOPLE**:
None.

4. **COMMUNICATIONS AND REQUESTS FOR HOLDING TANK-AGREEMENTS AND OPERATOR LICENSES**:
   a. **Discussion and possible motion regarding new operator license applications for the 2026-2027 license period***
   Supervisor Lauer made a motion to approve the operator license for those listed below.

Name	Establishment	New	Renewal	Constable Rec.
Jamie Kleckner	Elbow Room	Yes	No	Yes
Lindsay Flasch	St. Francis Borgia	Yes	No	Yes
Aaron Gillette	Circle B	Yes	No	Yes

   Chairman Salvaggio seconded, and the motion carried unanimously.

   b. **Discussion and possible motion regarding a holding tank agreement for the property located at 193 Granville Road***
   Supervisor Pipkorn made a motion to approve the holding tank agreement for the property located at 193 Granville Road. Supervisor Lauer seconded, and the motion carried unanimously.

   c. **Discussion and possible motion approving a temporary Class "B" picnic fermented malt beverage license & Class "B" picnic wine license for the St. Francis Borgia Fundraiser – Harvest Festival***
   Supervisor Lauer made a motion to approve the temporary Class "B" picnic fermented malt beverage license & Class "B" picnic wine license for the St. Francis Borgia Fundraiser – Harvest Festival. Supervisor Pipkorn seconded, and the motion carried unanimously.

   d. **Discussion and possible motion approving a temporary Class "B" picnic fermented malt beverage license & Class "B" picnic wine license for the St. Francis Borgia Fundraiser – Spaghetti Dinner***
   Supervisor Lauer made a motion to approve the temporary Class "B" picnic fermented malt beverage license & Class "B" picnic wine license for the St. Francis Borgia Fundraiser – Spaghetti Dinner. Supervisor Pipkorn 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 September 9, 2026 Town Board Meeting Minutes**
   b. **Accepting August 19, 2026 Plan Commission Meeting Minutes**

c. **Accepting September 2, 2026 Finance Committee Meeting Minutes**
Supervisor Pipkorn made a motion to approve the consent agenda items listed above. Supervisor Lauer seconded, and the motion carried unanimously.

6. **TREASURER'S REPORT**
   a. **Motion Accepting the September 2026 Treasurer's Report***
   Chairman Salvaggio made a motion to accept the September 2026 Treasurer's Report. Supervisor Lechner 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 September 1, 2026 to September 30, 2026 (Check #'s 41841-41875, V4971-V4997, and manual checks as shown)***
   Supervisor Lauer made a motion to approve all bills, purchase orders, payroll, and awards as presented. Supervisor Pipkorn 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 provided a report listing background checks completed, a complaint of overgrown grass and debris that required further follow-up, and he noted that the individual who was denied bartender license wished to appeal but had not yet submitted a formal request to the Town.

   b. **Report on recreation finances (Director of Parks & Recreation Paul Jungbauer)***
   Director Jungbauer's report highlighted noted the current positive balance in the Recreation Fund at the end of September 2026, with upcoming expenses including staff wages, and utility bills. Due to a record number of participants in programs, there is a projected surplus for 2026.

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

10. **OLD BUSINESS**
   a. **None**

11. **NEW BUSINESS**
   a. **Discussion and possible motion on a minor land division application by Laura Stroebel for property located at 7918 Pleasant Valley Road [Owner: Laura L. Stroebel, SE ¼ Sec. 4, 29.27 acres, zoned A-1 Agricultural District]***
   The applicant requested approval of a minor land division to divide the property located at 7918 Pleasant Valley Road. Consulting Planner Schaefer summarized the application and noted that the Plan Commission unanimously recommended approval of the minor land division. She noted there are multiple existing buildings on the subject property and all will become part of Lot 1. There are existing structures that do not meet current A-1 Agricultural District setbacks, defining them as existing, nonconforming structures. The proposed CSM does not make these existing, nonconforming structures additionally nonconforming or create new nonconformities.

   Attorney Nugent identified the parcel as one that was subject to lawsuit in 1999 regarding an accessory structure that has utilities. He noted that if an owner desired to use the accessory structure as a second dwelling unit, such use would require applicable approvals under Town Code.

   Supervisor Lechner made a motion to approve the minor land division application by Laura Stroebel for property located at 7918 Pleasant Valley Road. Supervisor Pipkorn seconded, and the motion carried unanimously.

b. Discussion and possible motion on an architectural and site plan review for the construction of a new 5,000 square foot structure on the property located at 8817 Cedar Sauk Road [NW ¼ Sec. 4, 35.77 acres, zoned A-2 Prime Agricultural District & C-1 Conservancy District, owner Brian and Anna Greenman]*

The applicant requested a building permit for a new 5,000 square foot outbuilding for the property located at 8817 Cedar Sauk Road for private use. Section 320-26 states all nonresidential buildings larger than 1,500 square feet in the A-2 Prime Agricultural District are subject to architectural and site plan review by the Plan Commission and the Town Board prior to the issuance of a building permit.

Supervisor Lauer made a motion to approve the architectural and site plan review for the construction of a new 5,000 square foot structure on the property located at 8817 Cedar Sauk Road, finding the site plan review principles and standards and architectural review principles and standards listed in Section 320-26 are met. Chairman Salvaggio seconded, and the motion passed unanimously.

c. Discussion and possible motion on a signage variance request by AJS Cedarburg, LLC located at 6261 STH 60 [Applicant: Aaron Gillette, CEO, 6.2, zoned B-2 Planned Business District]*

Aaron Gillette of AJS Cedarburg LLC has submitted a sign variance request to replace the top cabinet of an existing ground sign for the business located at 6261 STH 60, formerly the Circle B Recreation center. Variance request items for the commercial freestanding ground sign to be addressed include area of sign, height of sign, and opaque sign face standard. The applicant sought relief via Section 320-92 of the Town Code that allows the Board to grant variances.

Supervisor Lauer made a motion to grant the sign variances for the proposed sign. Chairman Salvaggio seconded, and the motion carried unanimously.

d. Discussion and possible motion to approve a Stormwater Utility Study and Ordinance 2026-12, "An Ordinance to Create Chapter 190: Stormwater Utility, of the Town of Cedarburg Code of Ordinances, Ozaukee County, Wisconsin"*

Director Monticelli summarized the months-long work leading up to the drafting of the stormwater utility study and Ordinance 2026-12 creating a Stormwater Utility.

Supervisor Lauer made a motion to approve the Stormwater Utility Study and Ordinance 2026-12, "An Ordinance to Create Chapter 190: Stormwater Utility, of the Town of Cedarburg Code of Ordinances, Ozaukee County, Wisconsin." Supervisor Pipkorn seconded, and the motion carried unanimously.

e. Discussion and possible motion to approve Resolution 2026-8, "Resolution establishing the Equivalent Runoff Unit (ERU) as the statistical average impervious surface area associated with a representative single-family residential parcel within the Town of Cedarburg, billing methodology, customer classifications, utility fees, rates, charges, or special charges, minimum charges, administrative fees, penalties, and such other matters as may be necessary to administer the Stormwater Utility; adopting a Stormwater Utility Credit Policy; and to authorize the collection of the Stormwater Utility Fee to fund the 2027 Fiscal Year budget"*

Director Monticelli summarized the item, noting this is related to the Stormwater Utility creation and implementation. It was noted raSmith completed the study, with staff confirming project materials with WI DOR, financial consultant at Ehlers, and town legal review. It was noted there are about 125 such stormwater utilities in Wisconsin. The Town has an MS4 permit as mandated by WDNR.

Supervisor Pipkorn made a motion to approve Resolution 2026-8, "Resolution establishing the Equivalent Runoff Unit (ERU) as the statistical average impervious surface area associated with a representative single-family residential parcel within the Town of Cedarburg, billing methodology, customer classifications, utility fees, rates, charges, or special charges, minimum charges, administrative fees, penalties, and such other matters as may be necessary to administer the Stormwater Utility; adopting a Stormwater Utility Credit Policy; and to authorize the collection of the Stormwater Utility Fee to fund the 2027 Fiscal Year budget." Supervisor Lauer seconded, and the motion carried unanimously.

f. Discussion and possible motion to approve and establish an annual Stormwater Utility fee, rate, charge, or special charge in the amount of $65.00 per ERU via Resolution 2026-9, "Approving the Amended Town of Cedarburg Fiscal Year 2026 Annual Fee Schedule"*

This item is related to the Stormwater Utility creation and implementation. Director Monticelli summarized the calculation of the ERU fee, rate, charge, or special charge and noted that is related to impervious surface calculations.

Supervisor Lauer made a motion to approve and establish an annual Stormwater Utility fee, rate, charge, or special charge in the amount of $65.00 per ERU via Resolution 2026-9, "Approving the Amended Town of Cedarburg Fiscal Year 2026 Annual Fee Schedule." Supervisor Pipkorn seconded, and the motion carried unanimously.

g. Discussion and possible motion to approve the renewal of the Korb Sports Complex Seasonal Parking Lot License and Maintenance Agreement*

Directors Jungbauer and Monticelli discussed the parking lot at the Korb Sports Complex and addressed questions related to the maintenance and establishing a standard condition for the gravel lot through condition inspections and documentation in spring and fall annually.

Supervisor Lauer made a motion to approve the renewal of the seasonal parking lot license and maintenance agreement. Supervisor Pipkorn seconded, and the motion carried unanimously.

h. Discussion and possible motion on additional elements of the Town Capital Improvement Plan, including Fire Station 2 masonry repairs, HVAC, and a generator for Fire Station 2 and the Town DPW Shop*

Administrator Ryer summarized the unanimous recommendation from the Finance Committee to approve additions to the Fiscal Year 2026 Capital Plan including replacement HVAC for Fire Station 2, masonry repair on Fire Station 2, and replacement compressors for Fire Station 2 and the Town Hall DPW shop. The available Capital funds are a result of a lower than anticipated cost for the road sealing.

Supervisor Lechner made a motion to approve a quote from Holton Brothers for $13,950 for exterior masonry building and sign repairs at Fire Station 2, Fire Station 2 HVAC replacement quote from Dickenschrauf for $36,320, and a quote from Total Industrial Air for two compressors, one for Fire Station 2 and one for Town Hall DPW Shop at $8,085.54 each including install, totaling $16,171.08 together. Chairman Salvaggio seconded, and the motion carried unanimously.

i. Discussion and possible motion to amend the Fiscal Year 2026 Budget*

Administrator Ryer summarized the proposed budget amendment that reflects the items approved under #11h, and other items previously approved by the Town Board including but not limited to a generator for Fire Station 2, Stormwater Utility, Cedar Creek bridge project, patrol truck payment, and $344,000 Capital loan from PWSB.

Supervisor Lauer made a motion to amend the FY 2026 Budget as presented. Supervisor Pipkorn seconded, and the motion carried unanimously.

j. Discussion and possible direction on the 2027 Town of Cedarburg draft General Fund budget*

Administrator Ryer summarized the draft 2027 General Fund budget, noting that some State shared revenue figures remaining outstanding at this time, the General Transportation Aid figure from the State had come in higher than anticipated, and health insurance costs are also being finalized. Under this draft budget, due to limited net new construction, the tax rate would remain approximately the same as 2026 at ~$2.35/$1,000 of assessed value. Following the approval of the Stormwater Utility at this meeting, the budget will now be revised to reflect the new Stormwater Utility Fund, which will affect the General Fund and tax rate. These figures will be reviewed at the October 14th Finance Committee meeting.

The Town Board gave positive feedback related to Budget progress.

k. Discussion and possible motion on the purchase of a new 6,250 gallon vertical storage tank*

Director Monticelli noted cost savings for snow and ice control due to the Town's use of liquids. He proposed using funds from the snow and ice control account to purchase a new, larger vertical storage tank and auction off one of the two existing 2,000-gallon tanks. He cited reduced transportation time and the improved response time possible with the on-site storage of more liquid road treatment.

Supervisor Pipkorn made a motion to approve the purchase of a new 6,250 gallon vertical storage tank. Supervisor Lechner seconded, and the motion carried successfully.

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," specific to compensation and performance evaluation of Public Works department staff.

Supervisor Lauer made a motion to enter closed session at 7:46pm. Supervisor Lechner seconded, and the motion carried unanimously by a roll call vote.

b. Reconvene to open session and the regular order of business

Supervisor Lauer made a motion to reconvene to open session at 8:04pm. Supervisor Pipkorn seconded, and the motion carried unanimously.

13. ADJOURNMENT

Supervisor Lauer made a motion to adjourn the meeting at 8:05 pm. Supervisor Pipkorn seconded, the motion carried unanimously and the meeting adjourned.

Respectfully Submitted,

Sara Jacoby
Assistant Administrator/Clerk