

**Village of Cambridge Board of Trustees
Amundson Community Center
200 Spring Street, Cambridge
Tuesday, March 8, 2022
6:30 p.m.**

Village Board Agenda

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Proof of Posting**
- 4. Public Appearances:**
- 5. Approval of Consent Agenda:**
 - a. Village Board Minutes: February 22, 2022
 - b. Personnel Committee: March 1, 2022
- 6. Reports:**
 - a. Presidents Report
 - b. Licensing Committee: March 8, 2022
 - c. Village Office Updates: Administrator/Clerk Moen
- 7. Bills**
- 8. New Business:**
 - a. Discussion and Possible Action Regarding Liquor License Application for 281 W Main St: Liberty Square Gas Station Inc. d/b/a Refuel Pantry – Cambridge, Lakhbir Sing, Agent
 - b. Discussion and Possible Action Regarding Cigarette License Application for 281 W Main St: Liberty Square Gas Station Inc. d/b/a Refuel Pantry – Cambridge, Lakhbir Sing, Agent
 - c. Discussion and Possible Action Regarding Director of Public Works Job Description: Recommendation from Personnel Committee
 - d. Discussion and Possible Action Regarding Vacant Director of Public Works Position
- 9. Unfinished Business:**
 - a. Presentation by Scott Jelle, Building Inspector: Building Permit and Occupancy Permit Process vs. Home Inspections, and Recent Concerns and Questions.
 - b. Board Discussion and Possible Actions Regarding Presentation
 - c. Discussion and Possible Action Regarding Village of Cambridge Ordinance 2022-02 An Ordinance Amending Sections 12.52 of the Village of Cambridge Ordinances regarding Trees and Shrubs
 - d. Discussion and Possible Action Regarding Village of Cambridge Ordinance 2022-03 An Ordinance Amending Section 16.20.110 Relating to Street Lamps – Street Trees
 - e. Discussion Regarding Tree Policy
 - f. Fire Commission Updates
- 10. Correspondence:**
- 11. Upcoming Meetings:** March 9 Library Board; March 9, Personnel Committee; March 14, Plan Commission; March 15, Water and Sewer Committee; March 22, Village Board.
- 12. Questions, Referrals to Staff or Future Agenda Items:**
- 13. Adjournment**

Lisa Moen, Administrator/Clerk/Deputy Treasurer

- 1) Persons needing special accommodations should call 608-423-3712 at least 24 hours prior to the meeting.
- 2) More specific information about agenda items may be obtained by calling 608- 423-3712.
- 3) Final Village Board agendas are typically posted by 4 PM on the Friday preceding the regular meeting at the Amundson Community Center, Cambridge Post Office and Hometown Bank and Village of Cambridge Web site at www.ci.cambridge.wi.us

**Village of Cambridge
Board of Trustees
Amundson Community Center
200 Spring Street, Cambridge
Tuesday, February 22, 2022
6:30 p.m.**

Village Board Minutes

- 1. Call to Order/Roll Call** President McNally called the meeting to order at 6:30 p.m. Members present: Trustees Kumbier, Wittwer, Franklin, Rose, Galler, Schaefer Weiss and President McNally. Others present: Lisa Moen, Administrator; Chrissie Brynwood, Treasurer; Attorney Landretti, Stafford Resenbaum; Jerry Deschane League of Wisconsin Municipalities; Kate McGinnity, Dane County Supervisor; Sean Dotson, Mike Reiber, Nick Maas, Dancing Goat; Kayla Sipple South Central Landscapes; Dean Lund. Kris Breunig, Tim Phelps, Brenda Newman, Andrea Masotti, Becky Borchardt, Frank Peregrine, Kathye Franz, Tim Franz, Jim Lowrey.

- 2. Pledge of Allegiance**

- 3. Proof of Posting** The agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank, and the Village Website.

- 4. Public Appearances:**
 - a. Jerry Deschane, Executive Director, League of Wisconsin Municipalities- Introduced himself and gave board members his business card and explained they are a resource for local government not a reference library for the public. The league was created in 1898. Offers basic training to trustees' Local government 101. He explained that the league has two full time lobbyists on their staff. He encouraged the local elected officials to call your local representatives.

 - b. Kate McGinnity, Dane County Supervisor, Quarterly Update- Explained that they have launched the computer buddies' program. Cambridge Area Resource Network had a survey sent out to seniors and broadband and meals. Showed a presentation regarding an update on the broadband network. Obtaining their own survey from residents and are currently sending out surveys and she encouraged all to fill out the form.

 - c. Jim Lowrey- Town of Christiana and Roxanne Englestad's attorneys found another loophole, per Wisconsin constitution a land lease can not extend past 15 years. Asking for the Board to request a motion to dismiss.

 - d. Becky Borchardt- Found a help for the Fire Department, Governor Evers approved a 30 million in grants, this may help stabilize the EMS. Asked to address their address on Olson way and straighten it out with the post office. Trucks that are for sale, has a client that will trade these trucks in for a brand-new truck for \$10,000.

 - e. Brenda Newman- Concern with driver clearing snow on the bike path asked to speak with the deputy afterwards.

- 5. Approval of Consent Agenda:**

- a. Village Board Minutes: February 8, 2022
- b. Water and Sewer Committee: February 15, 2022

Trustee Galler made a motion to approve the consent agenda with any grammatical errors corrected, seconded by Trustee Schaefer Weiss. Motion carried.

6. Reports:

- a. Presidents Report President McNally spoke about the upcoming parade and that they have a master of ceremonies. Waiting to hear from fire department on the breakfast.
- b. Library Board: February 9, 2022, Trustee Schaefer Weiss announced that Director Behm will be retiring February 2023. And that Mary Gjeremo will be giving a presentation on the history of the library. The board is also seeking a new president.
- c. Village Office Updates: Administrator/Clerk Moen explained that the office has been busy with taxes, gearing up for the elections, filled year end reports, Treasurer Brynwood has been busy gathering information for the upcoming auditor visit, ongoing projects including preparing tree letters to be mailed. Dane county's taxes were inadvertently over-levied by the Jefferson County's portion. Dane counties residents that have paid in full will be issued a refund. Those that have made 1st installment will be credited on their second installment.

7. **Bills** Treasurer Brynwood stated the first round of bills were \$121,874.43, second round of bills were \$1,531.90 for a total of \$123,406.33. President McNally asked for clarification on the incentive payments that are made to the Dancing Goat and At Home again. Treasurer Brynwood stated At Home Again final payment will be September 2028 and The Dancing Goat's final payment approximately 2041, this is an estimate.

Trustee Kumbier made a motion to approve the bills in the amount of \$123,406.33 seconded by Trustee Galler. Motion carried 7-0 on a roll call vote.

8. Unfinished Business:

- a. Update regarding Stormwater and Erosion Control Issues in the Vineyard Subdivision. Jason Tuggle from Dane County will present as well as Jane gave a background on this issue. Attorney Landretti gave a memo out the board that there is not enough to issue a stop work order. Certified survey map is not a regulatory tool. Jason Tuggle has been working with Cambridge since 2010 and is familiar with the Vineyards. He explained his area of expertise is erosion control. Gave a quick presentation. Attorney Landretti explained to the audience that this is a listening session to Mr. Tuggle. He showed a map and explained the ponds and arrows that show the direction of the runoff. President McNally stated to the audience that they will have plenty of time to ask questions and to allow Mr. Tuggle to continue. Mr. Tuggle explained the paths that water flows. Mentioned about the farmland to the north and that not all Vineyard runoff goes into the farm field. Attorney Landretti again stated that this meeting must have decorum and keep Mr. Tuggle on task and the audience will have time to ask Mr. Tuggle questions after his presentation. Trustee Kumbier asked if the ponds overflow will it run off on Highway 12, the runoff would run down the right of way.
- b. Listening Session on Public Comments Regarding Vineyard Subdivision Attorney Landretti explained how this listening session is going to go. She explained that each person will have three minutes to speak to allow enough time for all to speak. She also advised the

board to not respond at this time. A resident asked to speak for five minutes because they have prepared documents.

Brenda Newman- stated that she had asked Administrator is there were any issues on her property and was told no. Her house is in a flood plain that she just found out. Minutes are public record. She states that the meeting minutes are locked. Attorney Landretti stated this is not a question and answering session. Attorney also stated that she is not to put board members on the spot, it is not acceptable.

Andrea Massotti-705 Vineyard Crossing- She doesn't have a Vulcan home but others around her are Vulcan's and are in violations. Her issue is with the change of elevation of the house next to her. She and her neighbors have tried to contact Vulcan numerous times and receives no response. She acknowledged that the board does not have control over the building, but Vulcan has caused nothing but problems. She questioned why the village hasn't done anything about the building inspector who is giving occupancy while there are code issues.

Blake Solenberger-711 Kenseth Way presented a packet to all board members and read off the document regarding the master grading plan. He states that Vulcan is not adhering to the permit by following ordinances. And occupancy permits should not be issued. He questioned if Scott Jelle has a master cite grading plan.

Nick Maas- Offered an apology to the board regarding a stop work order. The stop work order was towards the Dancing Goat. His main concern is that there are areas out there that haven't been surveyed in years. Wants the board to do the right thing of issues they can help with.

c. Village Staff Response to Public Comments-Attorney Landretti addressed Mr. Sollenberger regarding the ordinance he spoke about. She mentioned that the staff is strained and recommends a committee be formed to be able to address these issues. Trustee Franklin suggests giving the building inspector a heavy hand to enforce. Trustee Franklin questioned Andrea about how her grading is in her yard- her house slopes away. Trustee Franklin stated it was ok for the builder to leave the dirt. But the builder planted trees in this debris. Trustee Schaefer Weiss agrees with Trustee Franklin about more enforcement. Trustee Rose asked if we could bring in the building inspector. Attorney Landretti stated yes, we can have the building inspector here to address issues.

d. Board Discussion and Possible Actions Regarding Public Comments

Trustee Franklin made a motion to bring the enforcing lot grading to the plan commission for their review, seconded by Trustee Galler. Motion carried 7-0.

Trustee Rose made a motion to have the building inspector come to the next board meeting and address and answer questions from residents that need to be submitted to the village administrator by Friday February 25, 2022 seconded by Trustee Schaefer Weiss. Motion carried 7-0.

e. Fire Commission Updates

9. New Business:

a. Discussion and Possible Action Regarding Proposed Easement at Well #2:
Recommendation from Water and Sewer Committee

Trustee Kumbier made a motion to approve the proposed easement at well #2, seconded by Trustee Galler. Motion carried 7-0.

- b. Discussion and Possible Action Regarding Amendment to Owner-Engineer Agreement – Recommendation from Water and Sewer Committee- Scada system upgrade included in well #3 project in the amount of \$7,500

Trustee Kumbier made a motion to approve the Scada System upgrade, seconded by Trustee Galler. Motion carried 7-0 on a roll call vote.

- c. Discussion and Possible Action Regarding Proposed Address Change for 110 W North Street-Treasurer Brynwood explained that she was contacted by the Fort Atkinson Post Office regarding the owner at 110 W North St is requesting 4 delivery points. The post office knows that the Village is to assign this. In further review, Treasurer Brynwood brought up the fact that there are no doors that face North St. All four doors face Olson Way. She is recommending to the board that this address should be 201 Olson Way Ste 1-4.

Trustee Wittwer made a motion to change the address from 110 W. North St to 201 Olson Way, seconded by Trustee Franklin. Motion carried 7-0.

- d. Discussion and Possible Action Regarding Mapping System Treasurer Brynwood stated that MSA was recently here and gave a presentation of the mapping system to the public works staff. This is an absolute need to bring the village into the current century. It is a cloud-based system that can be assessed by anyone, it would aid in the maintenance of the entire infrastructure. Including valves, hydrants, locating curb stops, water & sewer mains, streets and tree inventory. Cost would be between \$10k-\$15k with training upfront by MAS but going forward staff can add layers over time. Treasurer Brynwood also mentioned that the cost would be split between departments resulting in an approximate charge of \$3k. Trustee Kumbier mentioned that this is a definite need for the village.

Trustee Kumbier made a motion to approve the mapping system through Arcgis in the amount of \$12,000, seconded by Trustee Galler. Motion carried 7-0 on a roll call vote.

10. Correspondence: None

11. Upcoming Meetings: February 24, Economic Development; Licensing, March 8; March 8, Village Board; March 9 Library Board; March 14, Plan Commission; March 15, Water and Sewer Committee; March 22, Village Board; Personnel TBD.

12. Questions, Referrals to Staff or Future Agenda Items:

- a. Tree Ordinances and Policies
- b. Personnel – Job Descriptions and Positions
- c. Liquor License for 281 W Main Street

13. Adjournment

Trustee Kumbier made a motion to adjourn, seconded by Trustee Franklin. President McNally adjourned the meeting at 9:24 p.m.

Lisa Moen, Administrator/Clerk/Deputy Treasurer

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**Village Of Cambridge
Public Meeting
Personnel Committee Meeting
Amundson Community Center
200 Spring St, Cambridge
Tuesday, March 1, 2022
5:30 P.M.**

MINUTES

1. **Call To Order/Roll Call:** Chairperson Schaefer Weiss called the meeting to order at 5:30 p.m. Members present: Trustees Kumbier, Franklin and Schaefer Weiss. Others present; Lisa Moen, Administrator; Chrissie Brynwood, Treasurer; Mark McNally, President; Nick Maas, Sean Dotson and Mike Reiber, Dancing Goat; Dean Lund; Trustee Carla Galler; Tod Lord.
2. **Proof Of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Website.
3. **Approval of Minutes from Meeting:** February 1, 2022

Trustee Kumbier made a motion to approve the minutes as presented, seconded by Trustee Franklin. Motion carried.

4. Public Appearances/Citizen Input:

- 1) **Nick Maas, Dancing Goat Distillery:** Nick Maas shared ongoing concerns regarding the village water system; the money they have spent; maintenance; communication and trust issues, previous and current staff, administration and board. Who does he turn to for assistance?
- 2) **Dean Lund:** It is national appreciation week, realizing there is a lot going on right now, he'd like to thank all staff and the board for all they do.

5. Discussion and Possible Action Regarding:

- a. **Convene into Closed Session** per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Public Works and Building Inspector

Trustee Kumbier made a motion to convene into closed session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Public Works and Building Inspector, seconded by Trustee Franklin. Motion carried on a 3-0 roll call vote.

- b. **Reconvene into Open Session:** Trustee Franklin made a motion to reconvene into Open Session, seconded by Trustee Kumbier. Motion carried on a 3-0 roll call vote.

c. Possible action taken on closed session items

Trustee Franklin made a motion to begin the process for an RFP for building inspection services, seconded by Trustee Schaefer Weiss. Motion carried.

Trustee Franklin made a motion to schedule a Personnel Committee meeting, which Derek Schroedl will attend for a discussion, constructive counsel and education, seconded by Trustee Schaefer Weiss. Motion carried.

Trustee Schaefer Weiss made a motion to draft a letter of reprimand to be placed in Derek Schroedl's after the next meeting, seconded by Trustee Franklin. Motion carried.

- d. **Department of Public Works Job Descriptions:** Administrator Moen presented draft job descriptions for Director of Public Works, Public Works Superintendent and Water and Sewer Superintendent. The Committee reviewed the descriptions and had a discussion on whether we should fill the position of Director of Public Works and/or Superintendent of Water and Sewer and Superintendent of Public Works.

Trustee Schaefer Weiss made a motion to forward the job description for Director of Public Works to the Village Board, with a few minor changes, seconded by Trustee Franklin. Motion carried.

e. Vacant Director of Public Works Position

Trustee Schaefer Weiss made a motion to recommend to the Village Board posting the position of Director of Public Works, at a pay range of \$26 to \$30 per hour, DOQ, seconded by Trustee Franklin. Motion carried.

- f. **Employee Vacation Leave Policy:** President McNally requested this be put on the agenda. Administrator Moen explained how our current policy works. There are two typical ways that this is handled, our policy where you earn it based on your previous year – or if an employee is given additional vacation upon hiring. Under this scenario, employees receive their vacation time on January 1. Under the second scenario, vacation is earned on a month-to-month basis. Here there needs to be a mechanism to carry over vacation time to ensure flexibility if employees wish to take a vacation early in the year. Employees are paid out for unused vacation upon leaving employment or at the end of the year. The committee took no action and will revisit at a future meeting.

6. Any Other Business to be Brought Before the Committee:

- a. Schedule a meeting for Wednesday, March 9

7. **Adjournment:** Trustee Franklin made a motion to adjourn, seconded by Trustee Kumbier. Motion carried. Chair Schaefer Weiss adjourned the meeting at 8:30 p.m.

3/04/2022 12:00 PM

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ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 3/08/2022 From Account:

Thru: 3/08/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
3/08/2022 ALLIANT ENERGY/WP&L			
#5876920000			
100-00-53420-000-000		STREET LIGHTS	1,440.04
	2/25/2022	#5876920000	
Total			1,440.04
3/08/2022 ASSOCIATED BANK GREEN BAY, N.A.			
SERIES 2019A 9/12/19 ACCT#99G100003			
110-00-58100-000-000		PRINCIPAL LONG TERM DEBT	105,000.00
	4/1/2022	SERIES 2019A 9/12/19 ACCT#99G100003	
110-00-58200-618-000		INTEREST- G.O. BOND 2018 HWYPQ	13,575.00
	4/1/2022	SERIES 2019A DATED 9/12/19 99G100003 INT	
Total			118,575.00
3/08/2022 BADGERLAND DISPOSAL, LLC			
RECYCLING SERVICE MAR 2022			
350-00-53620-295-000		RECYCLE COLLECT- CONTRACTED	3,134.84
	0002290091	RECYCLING SERVICE MAR 2022	
350-00-53620-290-000		TRASH COLLECTION CONTRACTED	4,682.01
	0002290091	TRASH - MAR 2022	
Total			7,816.85
3/08/2022 CAMBRIDGE ACE HARDWARE			
PAINT ROLLER AND ROLLER COVERS			
100-00-53311-390-000		PUBLIC WORKS - MISC	20.75
	B115016	PAINT ROLLER AND ROLLER COVERS	
100-00-53311-360-000		PUBLIC WORKS - SUPPLIES	27.99
	A215911	N95 MASKS	
100-00-53311-360-000		PUBLIC WORKS - SUPPLIES	7.18
	A215954	PAINT ROLLER COVERS	
100-00-53311-360-000		PUBLIC WORKS - SUPPLIES	7.18
	B115063	PAINT ROLLER COVERS	
100-00-53311-360-000		PUBLIC WORKS - SUPPLIES	26.97
	B115280	RUST SPRAY, PAINT BRUSHES	
100-00-53311-360-000		PUBLIC WORKS - SUPPLIES	11.98
	B115284	RUST SPRAY	
600-00-53700-831-000		MAINTENANCE OF SEWER PLANT	83.95
	A216489	PAINT, ROLLER COVER, BRUSH, TRAY LINER	

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Dated From: 3/08/2022 From Account:

Thru: 3/08/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
600-00-53700-831-100		SEWER LINE LIFT STAT. MAINT. PAINT, ROLLER	46.98
		A216497	
600-00-53700-831-100		SEWER LINE LIFT STAT. MAINT. PAINT	44.98
		B115522	
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES BORING BIT	19.98
		B115560	
Total			297.94

3/08/2022 CAMBRIDGE WATER & SEWER UTILITY
ACCT#040-0024-00 AMUNDSON WATER & SEWER

100-00-51600-220-000		MUN BLDG - UTILITIES ACCT#040-0024-00 AMUNDSON WATER & SEWER	276.17
		3/1/2022	
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE ACCT#040-0023-00 200 W NORTH ST	90.14
		3/1/2022	
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE ACCT#040-0025-00 JAY WEISS-DEDUCT METER	2.25
		3/1/2022	
Total			368.56

3/08/2022 CHARTER COMMUNICATIONS
8245 11 684 0021382

100-00-52100-390-000		POLICE - PHONES & SUPPLIES 8245 11 684 0021382	53.32
		2/17/2022	
100-00-51420-221-000		ADMIN - TELEPHONE 8245 11 684 0021382	53.32
		2/17/2022	
500-00-53700-681-200		TELEPHONE EXPENSE 8245 11 684 0021382	26.66
		2/17/2022	
600-00-53700-851-400		TELEPHONE EXPENSE 8245 11 684 0021382	26.66
		2/17/2022	
Total			159.96

3/08/2022 CHARTER COMMUNICATIONS
8245 11 684 0019386

100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE 8245 11 684 0019386	68.99
		2/17/2022	
500-00-53700-681-200		TELEPHONE EXPENSE 8245 11 684 0019386	34.49
		2/17/2022	
600-00-53700-851-400		TELEPHONE EXPENSE 8245 11 684 0019386	34.49
		2/17/2022	

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HOMETOWN BANK GENERAL OPERATING

Dated From: 3/08/2022 From Account:

Thru: 3/08/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			137.97

3/08/2022 COMPUTER MAGIC, INC
MONTHLY SUPPORT MAR 2022

100-00-51420-280-000		ADMIN - COMPUTER MAINT/REPAIR	627.24
		MONTHLY SUPPORT MAR 2022	6416
500-00-53700-681-300		COMPUTER SUPPORT	313.63
		MONTHLY SUPPORT MAR 2022	6416
600-00-53700-842-000		TECHNOLOGY EXPENSES	313.63
		MONTHLY SUPPORT MAR 2022	6416
Total			1,254.50

3/08/2022 DELTA DENTAL
DENTAL PREMIUM - MOEN- BRYNWOOD

100-00-51420-133-000		ADMIN - HEALTH/DENTAL INS	290.56
		DENTAL PREMIUM - MOEN- BRYNWOOD	1734664
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	22.35
		DENTAL PREMIUM - REDFORD	1734664
150-00-55110-133-000		LIB - HEALTH/DENTAL	88.07
		DENTAL PREMIUM - BEHM	1734664
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	22.35
		DENTAL PREMIUM - REDFORD	1734664
100-00-53311-133-000		PUBLIC WORKS - HEALTH/DENTAL	44.70
		DENTAL PREMIUM - SCHROEDL	1734664
100-00-53311-133-000		PUBLIC WORKS - HEALTH/DENTAL	99.57
		DENTAL PREMIUM - 75% CRUMP & LORD	1734664
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	33.20
		DENTAL PREMIUM - 25% CRUMP & LORD	1734664
150-00-55110-133-000		LIB - HEALTH/DENTAL	11.74
		VISION PREMIUM - BEHM	1734664
100-00-51420-133-000		ADMIN - HEALTH/DENTAL INS	35.70
		VISION PREMIUM - MOEN & BRYNWOOD	1734664
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	2.94
		VISION PREMIUM - REDFORD	1734664
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	2.93
		VISION PREMIUM - REDFORD	1734664
100-00-53311-133-000		PUBLIC WORKS - HEALTH/DENTAL	5.87
		VISION PREMIUM - SCHROEDL	1734664

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HOMETOWN BANK GENERAL OPERATING

Dated From: 3/08/2022 From Account:

Thru: 3/08/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-53311-133-000		PUBLIC WORKS - HEALTH/DENTAL	13.20
		VISION PREMIUM - 25% CRUMP & LORD 1734664	
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	4.41
		VISION PREMIUM - 25% CRUMP & LORD 1734664	
Total			677.59

3/08/2022 GOECKNER, BARBARA

FEB 2022 ORGANIZING OLD OFFICE

100-00-51420-330-000		ADMIN - TRAINING; CONFER.	687.27
		FEB 2022 ORGANIZING OLD OFFICE	
500-00-53700-681-000		OFFICE SUPPLIES & EXPENSES	343.64
		FEB 2022 ORGANIZING OLD OFFICE	
600-00-53700-851-000		OFFICE SUPPLIES & EXPENSES	343.64
		FEB 2022 ORGANIZING OLD OFFICE	
100-00-51510-210-000		AUDIT & ACCOUNTING	17.50
		FEB 2022 ORGANIZING OLD OFFICE	
Total			1,392.05

3/08/2022 HILL ELECTRIC INC

SERVER RELOCATION

100-00-51420-280-000		ADMIN - COMPUTER MAINT/REPAIR	1,880.00
		SERVER RELOCATION	
Total			1,880.00

3/08/2022 JARLSBERG, DEE

CLEANING FOR LIBRARY 1/31/22 - 2/11/22

150-00-55110-240-000		LIB BUILDING MAINT & REPAIR	225.00
		CLEANING FOR LIBRARY 1/31/22 - 2/11/22	
Total			225.00

3/08/2022 MOEN, LISA

MILEAGE - DANE COUNTY/,MATC SETTLE, TAXB

100-00-51420-390-000		ADMIN - SUPPLY & EXPENSES	70.96
		MILEAGE - DANE COUNTY/,MATC SETTLE, TAXB 2/22/22	
Total			70.96

3/08/2022 MOTL, WENDY

INTERIM CRT CLK - 1/28/22 - 2/28/22

100-00-51200-120-000		COURT - HOURLY WAGES	503.50
		INTERIM CRT CLK - 1/28/22 - 2/28/22 2/28/22	

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HOMETOWN BANK GENERAL OPERATING

Dated From: 3/08/2022 From Account:

Thru: 3/08/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51200-390-000		COURT - SUPPLY & EXPENSE	56.16
	2/28/2022	MILEAGE - 96 MILES	
Total			559.66

3/08/2022 NAPA AUTO PARTS

BATTERY FOR POLICE CAR

100-00-52100-360-000		POLICE - REPAIR/MAINT SUPPLY	151.99
	721911	BATTERY FOR POLICE CAR	
100-00-53311-351-000		PUBLIC WORKS - VEHICLE REPAIRS	5.50
	721758	F-450 - LIGHT	
Total			157.49

3/08/2022 QUILL CORPORATION

STORAGE BOXES , POST-ITS

100-00-51420-310-000		ADMIN - OFFICE SUPPLY	24.85
	23173354	STORAGE BOXES , POST-ITS	
500-00-53700-640-000		SUPPLIES AND EXPENSES	25.56
	23173354	STORAGE BOXES , POST-ITS	
600-00-53700-851-000		OFFICE SUPPLIES & EXPENSES	25.56
	23173354	STORAGE BOXES , POST-ITS	
Total			75.97

3/08/2022 SINGH, LAKHBIR

LIQUOR LICENSE REFUND

100-00-51920-000-000		TAX REFUNDS	491.60
		LIQUOR LICENSE REFUND	
Total			491.60

3/08/2022 STAFFORD ROSENBAUM LLP

STORMWATER/ORDINANCE REVIEW/RIGHTOF WAY

100-00-51520-290-000		CONTRACTED SERVICES	7,306.08
	1265373	STORMWATER/ORDINANCE REVIEW/RIGHTOF WAY	
Total			7,306.08

3/08/2022 STROHBUSCH, PATRICIA

19.5 HRS @ \$18.00 FOR COURT CLERK SUB

100-00-51200-120-000		COURT - HOURLY WAGES	351.00
		19.5 HRS @ \$18.00 FOR COURT CLERK SUB	
100-00-51200-390-000		COURT - SUPPLY & EXPENSE	20.48
		MILEAGE 35/MI	

3/04/2022 12:00 PM

In Progress Checks - Full Report - ALL

Page: 6

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 3/08/2022 From Account:

Thru: 3/08/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			371.48
3/08/2022 SUPERIOR STATE ADMINISTRATORS INC			
FSA MONTHLY FEE DEC 2021 - ADMIN FLEXBEN			
100-00-51420-134-000		ADMIN - FLEX BEN	7.20
		FSA MONTHLY FEE MAR 2022 - ADMIN FLEXBEN Z267412	
100-00-53311-134-000		PUBLIC WORKS - FLEX BEN	3.60
		FSA MONTHLY FEE MAR 2022 - PUB WORKS Z267412	
150-00-55110-134-000		LIB - FLEX BENEFIT	14.35
		FSA MONTHLY FEE MAR 2022- LIBRARY Z267412	
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	1.80
		FSA MONTHLY FEE MAR 2022 - EMP PENS/BEN Z267412	
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	1.80
		FSA MONTHLY FEE MAR 2022 - EMP PEN/BEN Z267412	
Total			28.75
3/08/2022 SWAIN, WHITNEY			
DUPLICATE PAYMENT FOR CITATION			
100-00-51200-390-000		COURT - SUPPLY & EXPENSE	98.80
		DUPLICATE PAYMENT FOR CITATION	
Total			98.80
3/08/2022 VILLAGE OF DEERFIELD			
POLICE WAGES - 10/24/21 - 11/20/21			
100-00-52100-290-000		Dane County Sheriffs Contract	13,453.20
		POLICE WAGES - 10/24/21 - 11/20/21 1129	
100-00-52100-290-000		Dane County Sheriffs Contract	13,795.51
		POLICE WAGES - 11/21/21 - 12/18/21 1129	
100-00-52100-290-000		Dane County Sheriffs Contract	7,813.45
		POLICE WAGES 12/19/21 - 1/01/22 1129	
100-00-52100-290-000		Dane County Sheriffs Contract	6,315.81
		POLICE WAGES - 1/02/22 - 1/15/22 1129	
100-00-52100-370-000		POLICE - SQUAD GAS/OIL	698.21
		POLICE FUEL NOV, DEC 2021 AND JAN 2022 1129	
Total			42,076.18
Grand Total			185,462.43

Dated From: 3/08/2022 From Account:
Thru: 3/08/2022 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	56,975.77
Total Expenditure from Fund # 110 - DEBT SERVICE FUND	118,575.00
Total Expenditure from Fund # 150 - LIBRARY FUND	339.16
Total Expenditure from Fund # 350 - REFUSE & RECYCLING FUND	7,816.85
Total Expenditure from Fund # 500 - WATER UTILITY	808.68
Total Expenditure from Fund # 600 - SEWER UTILITY	946.97
Total Expenditure from all Funds	185,462.43

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 03/01/2022 ending: 06/30/2022
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } CAMBRIDGE
 Village of }
 City of }

County of DANE Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number 456-1028566807-	
FEIN Number 47-1036241	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$ 100
<input type="checkbox"/> Class B beer	\$
<input checked="" type="checkbox"/> Class C wine	\$ 100
<input checked="" type="checkbox"/> Class A liquor	\$ 500
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 10
TOTAL FEE	\$ 610

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
 LIBERTY SQUARE GAS STATION INC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
SINGH	LAKHBIR		6664 TARTAN TRAIL, SUN PRARAIRE, WI 53590
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name REFUEL PANTRY- CAMBRIDGE Business Phone Number 262-237-0958

2. Address of Premises 281 W MAIN STREET Post Office & Zip Code CAMBRIDGE, WI 53523

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

C-STORE INSIDE, FROM COOLER AND SHELVES IN STORE

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No

(b) If yes, under what name was license issued? _____

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** Yes No
7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** Yes No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 06/2014 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** Yes No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** Yes No
ATTACHED LIST
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) LAKHBIR SINGH	Title/Member PRESIDENT	Date 2/4/22
Signature <i>Lakhbir Singh</i>	Phone Number 262-237-0958	Email Address libertygasstop@gmail.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 2/4/22	Date reported to council / board 3/8/22	Date provisional license issued	Signature of Clerk / Deputy Clerk <i>Joanna</i>
Date license granted	Date license issued	License number issued	

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town
 Village of CAMBRIDGE County of DANE
 City

The undersigned duly authorized officer/member/manager of LIBERTY SQUARE GAS STATION INC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as REFUEL PANTRY- CAMBRIDGE
(Trade Name)

located at 281 W MAIN STREET, Cambridge, WI 53523

appoints LAKHBIR SINGH
(Name of Appointed Agent)
6664 TARTAN TRAIL, SUN PRAIRIE, WI 53590
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

ATTACHED LIST

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 15 PLUS YEARS

Place of residence last year 6664 TARTAN TRAIL, SUN PRAIRIE, WI 53590

For: LIBERTY SQUARE GAS STATION INC
(Name of Corporation / Organization / Limited Liability Company)

By: Lakhbir Singh
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, LAKHBIR SINGH, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Lakhbir Singh 2/4/22 Agent's age 38
(Signature of Agent) (Date)
6664 TARTAN TRAIL, SUN PRAIRIE, WI 53590 Date of birth 06/24/1982
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 03-03-22 by [Signature] Title DEPT. SHERIFF - DC SO
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name <i>(please print)</i> <i>(last name)</i>		<i>(first name)</i>		<i>(middle name)</i>	
SINGH		LAKHBIR			
Home Address <i>(street/route)</i>		Post Office		City	
6664 TARTAN TRAIL				SUN PRAIRIE	
Home Phone Number		Age		Date of Birth	
262-237-0958		38		06/24/1982	
				State	
				WI	
				Zip Code	
				53590	
				Place of Birth	
				INDIA	

The *above named individual* provides the following information as a person who is *(check one)*:

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- OFFICER/AGENT** of LIBERTY SQUARE GAS STATION INC
(Officer / Director / Member / Manager / Agent) *(Name of Corporation, Limited Liability Company or Nonprofit Organization)*

which is making application for an alcohol beverage license.

The *above named individual* provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 15 PLUS
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending. _____
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. ATTACHED LIST
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) *(Address By City and County)*
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
SELF EMPLOYED	SELF EMPLOYED	01/01/2020	PRESENT
Employer's Name	Employer's Address	Employed From	To
SELF EMPLOYED	SELF EMPLOYED	2010	2020

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Lakbir Singh

(Signature of Named Individual)

" A "

Entity	Address	License TYPE
LA GROUP INC (Hoops)	829 4th Ave, Coloma WI 54930	A
GOHL POST STATION INC	N1777 County Road CX, Endeavor WI 53930	A
WATERTOWN MART INC	330 Summit Ave , Watertown WI 53094	A
FALL RIVER STATION INC	722 S MAIN ST, FALL RIVER WI 53932	A
PORTAGE LIQUOR INC	1623 NEW PINERY RD, PORTAGE 53901	A
LIBERTY SQUARE GAS STATION INC	601 E. WISCONSIN ST, PORTAGE WI 53901	A
WESTFILED MART INC	327 E 2ND ST, WESTFIELD WI 53964	A
LIBERTY SQUARE GAS STATION INC	1354 N BIRD ST, SUN PRAIRIE WI 53590	A
LIBERTY SQUARE GAS STATION INC	400 Oasis Dr, Black River Falls, WI 54615	A
GO2STOP INC (Seversons)	3401 Milwaukee St, Madison , WI 53714	A
GO2STOP INC	902 ATLAS AVE, MADISON, WI 53714	A
PLANEVIEW TRAVEL PLAZA INC	1500 Planeview Dr, Oshkosh, WI 54904	B
RIO KWIK STOP INC	105 E Hwy 16 , Rio WI 53960	A
4810 WASHINGTON INC (Citgo)	4810 E Washington Ave, Madison wi 53704	A

8 / 00.00

Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

Applicant's Wisconsin 15-digit Sales Tax Account Number
456-1028566807

← This must be issued in the same Legal Name of the licensee below.

License Number
Period Covered
Date of Issuance

Legal Name (corporation, limited liability company, partnership or sole proprietorship) LIBERTY SQUARE GAS STATION INC			Federal Employer Identification No. (FEIN) 47-1036241		
Trade or Business Name (if different than Legal Name) REFUEL PANTRY- CAMBRIDGE			Telephone Number (262) 2370958		
Business Address (License Location) 281 W MAIN STREET			Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town		Business Telephone (608) 4233246
Municipality CAMBRIDGE	State WI	Zip Code 53523	of: DANE		County DANE
Mailing Address (if different than Business Address)			Municipality	State	Zip Code

Organization (check one)

- Sole Proprietor
- Wisconsin Corporation – Enter date incorporated: 06/2014
- Partnership
- Out-of-State Corporation – Are you registered to do business in Wisconsin? Yes No
- Other (describe) _____

- Yes No 1. Does the applicant understand that they must purchase cigarettes and tobacco products only from distributors, jobbers, or subjobbers, who hold a permit with the Wisconsin Department of Revenue?
- Yes No 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, revenue.wi.gov/dorforms/ctp-129.pdf.)
- Yes No 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- Yes No 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- Yes No 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- Yes No 6. Does the applicant understand that they may not sell single cigarettes?
- Yes No 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- Yes No 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco-directory may be sold in Wisconsin?

Cigarettes / Tobacco will be sold over counter through vending machine both

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Carlynn Sinc...
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of September 19, 2019: Sections 134.65, 134.66, 139.321, 139.79, 139.76, 995.10, and 995.12, Wis. Stats.

DEPARTMENT OF PUBLIC WORKS DIRECTOR

Job Summary

This position will participate in the operational tasks of the department and utilities but also plans organizes and directs the operative public works functions, streets, sewer, water, and stormwater utilities, buildings grounds, parks and equipment. Supervisory duties include assignment of work, monitoring progress of work and making recommendations to the Village Board for disciplinary action or performance evaluations. The Director of Public Works reports to the Village Administrator, Water and Sewer Committee and the Village Board.

Description of Work

This position performs administrative and supervisory duties in the Public Works Department. The Director of Public Works must be able to work side-by-side with Laborers in maintaining village-owned facilities and grounds and the street/sewer/water/stormwater infrastructure. Skilled work involves performing work in the operation of heavy equipment such as a tractor, mowers, dump trucks, brush chipper, skid loader, snow plow and wheel loader. Administrative duties involve working with the Village Treasurer to create the Public Works and Utility budgets, prepare bid documents and oversee Village projects. This position works closely with village staff, village officials, contractors, vendors, regulatory agencies and the general public.

Examples of Work: (Note; This listing of typical duties is intended to be illustrative only and does not include all of the tasks performed by the position.)

- Supervise and maintain the day-to-day activities of all streets, parks and buildings/grounds operations.
- Maintain streets – cold patch, paint street markings.
- Drives dump truck, operates mowers, chippers and other light utility vehicles and specialized equipment.
- Mows and trims grass, picks up leaves, trims and remove trees and chips brush.
- Plow, salt and sand streets and shovel sidewalks.
- Maintains a maintenance schedule to inspect, service, wash and make minor repairs to vehicles and equipment.
- Maintains and empty all trash containers on Main Street and parks as needed.
- Supervise and maintain street signs, painting of posts, install new signs as necessary along with installing and maintain flags on Main Street. Install and maintain Main Street Christmas decorations and banners as necessary. Provide plant maintenance on Main Street and Downtown Park plantings, including watering and fertilizer as needed.
- Maintain Village street lights and posts.
- Maintain road to, and operations at, the Village Dump area off of Lagoon Dr.
- Supervise and maintain all village parks including, mowing, trimming, applying fertilizer, control weed growth and maintain all park playground equipment including picnic tables and benches.
- Supervise the safety conditions of work environments.
- Prepare the annual Public Works and Utility budgets together with the Village Treasurer.
- Prepare specifications and bid documents for truck and equipment replacement as well as bid documents for street, curb & gutter and/or sidewalk, utility projects.
- Work with Engineers, contractors and financial consultants as necessary.
- Work under diverse and changing weather conditions with the DPW crew and or water/sewer crew in the coordination of and participation in snow plowing and removal, repairs/maintenance of all Village streets, sidewalks, gutters, storm sewers, buildings, grounds and sewer and water infrastructure.
- Perform all administrative duties as directed by the Administrator, Water and Sewer Committee and/or Village Board.
- Assist water and sewer superintendent whenever needed with water mains, sewer back-up.
- On-call for water and sewer weekend duties on a rotating schedule.
- General maintenance at the Village Garage, Community Center and West Side Park warming room and bathrooms.
- Attend Village Board meetings, Water and Sewer Committee and other Committee meetings when requested by the Village President or Committee Chairperson.
- Keep accurate records and ensure accurate reports to the Wisconsin Department of Natural Resources (DNR), Public Service Commission (PSC), other regulatory bodies and entities as needed.
- Provide test results and reports to the Water and Sewer Committee.
- Perform other duties as assigned.

Requirements

- Must be able to work independently without supervision.
- Must have CDL license or ability to obtain one within 3 months of hire
- Must have a high school diploma with 3-6 years of related work experience
- Strong public relations skills.

- Must obtain water certification (grade GD-1) and/or wastewater certification within 1 year of hire.

Advanced Knowledge

- Knowledge of sewer, water and street construction/repair/maintenance (including cleaning methods)
- Knowledge of vehicle and equipment maintenance/repair
- Knowledge of occupational hazards, safe work practices and environmental conditions and safety data sheets.
- Knowledge of laws and regulations relating to the streets, parks and water/sewer utilities in order to ensure compliance.
- Must have the ability to supervise and evaluate employees.
- Must have the ability to plan, organize and review the work of crews engaged in diversified public works and utility projects and services under all weather conditions.
- Must have the ability to communicate orally and in writing.
- Must have working knowledge of Internet, E-mail, Microsoft Word and Microsoft Excel.
- Must have the ability to work with and maintain budgets of significant size and cost responsibility.

VILLAGE OF CAMBRIDGE ORDINANCE NO. 2022-02
AN ORDINANCE AMENDING SECTIONS 12.52 AND 16.20 OF THE VILLAGE OF
CAMBRIDGE ORDINANCES REGARDING TREES AND SHRUBS

The Village Board of the Village of Cambridge, Dane and Jefferson Counties, does hereby ordain as follows:

Section 12.52.030-Definitions- is hereby amended to read as follows:

Whenever the following words or terms are used in this chapter, they shall be construed to have the following meanings:

"Boulevard or terrace area" means the land located in the right-of-way between the normal location of the street curbing and sidewalk. Where there is no sidewalk, the area located in the right-of-way is meant to be a boulevard for the purpose of this chapter.

"Boulevard" shall have the same meaning as "terrace." Where there are only sidewalks, the area located within the right-of-way from the curb is the boulevard area under this chapter.

~~"Clear vision triangle" means a triangle shaped zone formed by the existing or proposed curb lines of two or more intersecting streets, roads, or alleys and a third line connecting the curb lines at a distance of thirty (30) feet in each direction from the point of curb line intersection, in order to provide vehicular traffic an unobstructed view of cross traffic at intersections.~~

"Evergreen tree" means any woody plant normally having one stem or trunk and bearing foliage in the form of needles and crowns which extend from ground level throughout its entire height.

"Forester" means the person or village employee designated by the village board as authorized to carry out provisions of this chapter.

"Major alteration" means trimming a tree beyond necessary trimming to comply with this chapter.

"Person" means person, firm, association or corporation.

"Public areas" means and includes all public parks and other lands owned, controlled or leased by the village except the terrace areas.

"Public trees and shrubs" means all trees and shrubs located or to be planted in or upon public areas.

"Shrubs" means any woody vegetation or a woody plant having multiple stems and bearing foliage from the ground up.

"Street tree" means any public tree presently or hereafter located in the public right-of-way between the curb and public sidewalk, or between the curbs of a median strip, or in the equivalent right-of-way location with respect to future curb, sidewalk or median strips where such curbs or sidewalk are not yet installed.

"Topping," also known as heading, hatracking, dehorning or rounding over, means the cutting of large diameter branches at a point between lateral shoots thereby leaving stubs, and resulting in substantial size reduction and destruction of the natural form and shape of a mature tree.

"Tree" means any woody plant, normally having one stem or trunk bearing its foliage or crown well above ground level.

"Tree protection zone" means a zone of protected space surrounding any public tree extending from the topmost branch or leader downward to a distance of thirty-six (36) inches below the surrounding ground surface level. The "protected root zone" is the zone from the center of the tree and running along the ground in all directions equal to 1.5 times the height of the tree. The radial dimension from the center of the tree to the outermost horizontal limit of the zone is determined by the diameter of the tree as measured at four and one-half feet above ground surface level, and is further defined in the Forestry Specifications for Construction on Public Lands as adopted in this chapter.

"Village" means the village of Cambridge, Wisconsin.
(Ord. 2004-02 § 4 (part); prior code § 6-4-2)

Section 12.52.040 - Authority of village forester to enter private premises - is hereby amended to read as follows:

A. The village board may designate a municipal employee or citizen to perform the duties of forester under Chapter 27, Wis. Stats., and may authorize such forester to perform the duties and exercise the powers imposed on the village board by this chapter. The village forester shall annually be appointed by the village president, subject to board confirmation, at the board's organizational meetings. *The village forester will work in cooperation with the director of public works.*

B. The village forester, *director of public works*, or his or her authorized representative may enter upon private premises at all reasonable times for the purpose of examining any

tree or shrub located upon or over such premises and carrying out any of the provisions of this chapter.

C. Authority to Remove Public Trees and Shrubs. The village forester, or director of public works, shall have the authority to plant, remove, maintain, and protect all public trees and shrubs or cause such work to be done as may be necessary to preserve the beauty of public areas, and to protect life and property.

~~D. Qualifications. The village forester will pass the International Society of Arboriculture's Certified Arborist examination within one year of being designated village forester.~~
(Ord. 2004-02 § 4 (part); prior code § 6-4-3)

Section 12.52.050 - Interference with village forester prohibited- is hereby amended to read as follows:

No person shall interfere with the village forester, director of public works, or his or her authorized representative while they are engaged in carrying out any work or activities authorized by this chapter, or approved by the village board or the director of public works.
(Prior code § 6-4-4)

Section 12.52.060 - Abatement of tree disease nuisances- is hereby amended to read as follows:

A. Dutch Elm and Other Tree Diseases a Public Nuisance. Whereas the village board has determined that there are many trees growing on public and private premises within the village, the loss of which would substantially depreciate the value of public and private property, impair the use and enjoyment of public and private premises and erode the tax base of the village, and that the health and life of such trees is threatened by fatal diseases such as Dutch elm disease, which is spread by the elm bark beetles *Scolytus multistriatus* (Eichb.) or *Hylurgopinus rufipes* (Marsh.), the village board declares its intention to control and prevent the spread of such disease and the insect pests and vectors which carry such diseases and specifically declares Dutch elm disease and the elm bark beetles which carry such disease to be public nuisances.

B. Definitions. As used in this section, unless otherwise clearly indicated by the context:

1. "Public nuisance" in this section means:
 - a. Fatal or deleterious tree diseases;
 - b. Elm bark beetles *Scolytus multistriatus* (Eichb.) or *Hylurgopinus rufipes* (Marsh.); Dutch elm disease;

c. Any living or standing elm tree or part thereof infected with the Dutch elm disease fungus or in a weakened condition which harbors any of the elm bark beetles, *Scolytus multistriatus* (Eichb.) or *Hylurgopinus rufipes* (Marsh.);

d. Any dead elm tree or part thereof, including logs, branches, stumps, firewood or other elm material from which the bark has not been removed and burned or sprayed with an effective elm bark beetle destroying concentrate;

e. Any other deleterious or fatal tree disease;

f. Any tree or part thereof which by reason of its condition and location is hazardous or dangerous to persons and property using or upon any public street, sidewalk, alley, park or other public or private place, including the terrace strip between curb and lot line;

g. Any tree or part thereof which is infested by the eastern tent caterpillar, defoliating larvae or pest;

h. Any dead tree;

i. Any living or standing oak tree or part thereof infected with the oak wilt disease fungus, (*ceratocystis fagacearum*), and any dead oak tree or part thereof, including logs, branches, stumps, firewood or other oak material from which the bark has not been removed.

C. Inspection.

1. The property owner abutting the terrace area in which a tree is located shall inspect or cause to inspect all trees; thereupon; to determine whether any public nuisance exists. The property owner shall also inspect all trees located on his or her property boundary to also insure no public nuisance exists as defined in this chapter.

2. The village forester, **or director of public works**, shall inspect or cause to inspect all premises and places defined as a public area to determine whether any public nuisance exists therein. He or she shall also inspect or cause to inspect trees on terrace areas or private property when a complaint has been registered.

3. The forester, **or director of public works**, shall authorize inspections when necessary to determine the existence of tree diseases or harboring insects in any tree. The person inspecting such tree shall remove or cut specimens from the tree in such manner as to avoid fatal injury thereto and deliver such specimens to the forester who shall forward them to the appropriate state agency for analysis to determine the presence of such nuisance.

D. Abatement of Other Tree Nuisances—Duty of Forester **or Director of Public Works**.

1. When a tree on private property becomes a nuisance by an act of nature or due to a weakened condition and poses an immediate risk or dangerous condition to persons and property using or upon any street, sidewalk, alley, park or other public place, the forester, **or director of public works**, shall order the immediate removal or abatement of risk by pruning of such a tree risk to allow for a safe condition. The cost of removal of such tree to a safe condition from public property shall be

charged to the property owner. The tree will only be removed enough to provide for safety whereupon the property owner will be responsible for the completion of the full removal.

2. The forester, **or director of public works**, shall order, direct, supervise and control the abatement of public nuisances as defined in this section by spraying, injecting, removal, pruning, burning or by other means which he or she determines to be necessary to prevent as fully as possible the spread of Dutch elm disease fungus, other deleterious tree diseases or the insect pests or vectors known to carry such diseases.

3. Whenever the forester, **or director of public works**, after inspection or examination shall determine that a public nuisance as herein defined exists on public property in the village, he or she shall immediately abate or cause the abatement of such public nuisance in such manner as to destroy or prevent as fully as possible the spread of deleterious tree diseases, or the insect pests or vectors known to carry such disease.

4. a. When the forester, **or director of public works**, **shall** determines with reasonable certainty that a public nuisance exists upon private premises, he or she shall immediately serve or cause to be served personally or by registered mail upon the owner of such property, if he or she can be found, a written notice of the existence of such nuisance. If the owner cannot be found, such notice shall be given by publication in a newspaper of general circulation in the village. The notice shall have a time and place for a hearing, not less than fourteen (14) days after service of such notice, on the abatement action to be taken. Such notice shall describe the nuisance and recommend procedures of its abatement and shall further state that the owner shall abate the nuisance in the manner specified in the notice, or shall appear in the manner according to Section 12.52.120 of this chapter at a hearing before the ~~tree board~~ **Public Works Committee** to show that such nuisance does not exist or does not endanger the health of trees in the village.

b. If after conducting a hearing held pursuant to this subsection it shall be determined by the ~~tree board~~ **Public Works Committee** that a public nuisance exists, it shall **forthwith** order the immediate abatement thereof. Unless the property owner abates the nuisance as directed or files an appeal with the village board within seven days after such hearing, the forester, **or director of public works**, shall proceed to abate the nuisance and cause the cost thereof to be charged against the property in accordance with the procedures provided in this section. The forester, **or director of public works**, may extend the time allowed the property owner for abatement work but not to exceed ten (10) additional days. The village board shall hear such appeal within thirty (30) days of receipt of the written notice of the appeal. After such hearing, the village board may reverse, affirm or modify the order or determination appealed from, and the grounds for its decision in writing. The village board shall by letter, notify the party appealing the order or determination of its decision within ten (10) days after the hearing has been

concluded. The village board must file its decision with the village administrator/~~clerk/treasurer~~.

5. Removal or Pruning of Oak Trees Prohibited. No person, firm or corporation shall remove, trim or prune any oak tree or portion thereof between April 15th and October 15th without first securing the written permission of the village forester, ~~or director of public works~~.

E. Spraying.

1. Whenever the forester, ~~or director of public works~~, shall determines that any tree or part thereof is infected with a deleterious or fatal tree disease or is in a weakened condition or harbors elm bark beetles, he or she may cause, all trees within a one thousand (1,000) foot radius thereto to be sprayed with an effective disease destroying concentrate or other insecticide, following prior authorization by the village board.

2. In order to facilitate the work and minimize the inconvenience to the public of any spraying operations conducted under this section, the forester, ~~or director of public works~~, shall cause to be given advance public notice of such operations by newspaper, radio, television, public service announcements or other effective means and shall also cause the posting of appropriate warning notices in the areas and along the streets where trees are to be sprayed at least twenty-four (24) hours in advance of spraying. When any residue or concentrate from municipal spraying operations can be expected to be deposited on any public street, the ~~forester shall also notify the~~ director of public works ~~who~~ shall take all necessary steps to make and enforce temporary parking and traffic regulations on such streets as conditions require. Temporary "no parking" notices shall be posted in each block of any affected street at least twenty-four (24) hours in advance of spraying operations.

3. When appropriate warning notices and temporary "no parking" notices have been given and posted in accordance with subsection B of this section, the village shall not allow any claim for damages to any vehicle caused by such spraying operations.

4. When trees on private property are to be sprayed, the forester, ~~or director of public works~~, shall notify the owner of such property and proceed in accordance with the requirements of subsection (D)(4) of this section.

(Ord. 2004-02 § 4 (part); prior code § 6-4-5)

Section 12.52.070 - Assessment of costs of abatement - is hereby amended to read as follows:

A. Public Premises. The entire cost of abating any public nuisance or spraying any elm tree, or part thereof, when done at the direction of the forester, ~~or director of public works~~, shall be borne by the village as to any growth, tree or shrub located upon property owned by the village. ~~The abating of a public nuisance or spraying elm trees or elm wood located~~

~~upon a terraced strip between the lot line and the curb shall be considered private property.~~

B. Private Premises. The cost of abating a public nuisance or spraying diseased trees located on private premises when done at the direction and under the supervision of the forester, or director of public works, shall be assessed to the property on which such nuisance, tree or wood is located as follows:

1. The forester, or director of public works, shall keep a strict account of the cost of such work or spraying and the amount chargeable to each lot or parcel and shall report such work, charges, description of lands to which charged and names and addresses of the owners of such lands to the village board on or before October 15th of each year.

2. Upon receiving the forester's, or director of public works', report, the village board, or a designated standing committee thereof, shall hold a public hearing on such proposed charges, giving at least fourteen (14) days' advance notice of the time, place and purpose of such hearing to interested persons by publication in a newspaper of general circulation in the municipality and by mail to the owner of each property proposed to be charged. Each property owner shall be notified of the amount proposed to be assessed against his or her premises and the work for which such charge is being made.

3. After such hearing, the village board, or a designated standing committee thereof, shall affirm, modify and affirm or disapprove such assessments by resolution and shall cause a copy thereof to be published. Upon adoption and publication of such resolution, assessments made thereby shall be deemed final.

4. The village administrator/~~clerk/treasurer~~ shall mail notice of the amount of such final assessment to each owner of property assessed at his or her last-known address, stating that, unless paid within thirty (30) days of the date of the notice, such assessment will be entered on the tax roll as a tax against the property, and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such assessment.

5. The village declares that, in making assessments under this section, it is acting under its police power, and no damages shall be awarded to any owner for the destruction of any diseased or infested tree or wood or part thereof.

(Ord. 2003-03 § 4 (part); Ord. 2-3-3 (part), 2002; prior code § 6-4-6)

Section 12.52.080 Planting of trees and shrubs- is hereby amended to read as follows:

A. Purpose. The village board states its determination that the planting, care and protection of the trees within the village is desirable for the purposes of beauty, shade, comfort, noise abatement and economic betterment, and encourages all persons to assist in a program of tree planting, care and protection.

B. Tree Planting Program. The village forester shall recommend to the village board a program for tree planting, care and protection for public parks. The board shall also encourage the planting, care and protection of trees and shrubs on private premises within the village.

C. Cottonwood and Box Elder Trees Prohibited. No person shall plant within the village any female tree of the species *Populus Deltoides*, commonly called the "cottonwood," or any tree commonly called the seed-bearing box elder *Acer Negundo*, which may now or hereafter become infested with box elder bugs, and such trees are declared a nuisance. Any person planting any such trees on his or her premises shall cause the same to be removed. If any owner shall fail to remove any such tree within thirty (30) days after receiving written notice from the village forester, the village shall cause the removal of such tree and report the full cost thereof to the village administrator/clerk/treasurer who shall place such charge upon the next tax roll as a special charge against the premises.

~~D. Planting of Certain Trees Restricted. No person shall hereafter plant any black locust, Chinese elm, white poplar, weeping willow, evergreen, Lombardy poplar or any fruit or nut tree in or upon any public street, parkway, terrace or other public place within the village unless he or she shall first secure written permission from the village forester, who shall not approve any such planting if, in his or her opinion, the tree will constitute a nuisance to the public or adjoining property owners or interfere with the safety of the public or the operation of any sewer or water system. The village forester shall cause the removal of any tree planted in violation of this subsection.~~

~~E-D.~~ Planting.

1. a. All new street trees must be selected from a list of approved trees compiled by the village forester, **or director of public works**. No other species may be planted without the written approval of the village forester. **or director of public works**. New trees must be single stemmed with a minimum diameter of one and one-fourth inches measured at six inches above ground level.

b. The tree shall be planted in a well-prepared hole at the same depth as it was originally growing. All trees less than twelve (12) feet high shall be staked. All trees twelve (12) feet or more in height shall be supported by guy wires in such a way as not to injure the bark. Support shall be removed after one year from date of planting.

c. The tree shall be kept well watered and mulched or cultivated in a two-foot diameter around its base to conserve moisture and as a protection from lawn mower damage.

~~d. The good health of all trees planted hereunder shall be guaranteed for one year by the applicant, after which time such trees shall become the property of the village.~~

e. All boulevard trees and trees in public areas shall be planted according to the tree planting standards contained in a tree planting and maintenance policy approved by the Village Board. ~~developed by the village forester and the director of public works, and in accordance with village ordinances.~~ All trees shall meet standards set by the American Nursery Association.

~~2. f. Where required, curbs and sidewalks must be installed prior to street tree planting. Distance between the face of the curb and the outer edge of the sidewalk must be at least five feet. Trees must be planted half way between the sidewalk and curb unless underground utilities prevent such planting. No tree shall be planted closer than two feet from the curb.~~

~~3. Trees may not be planted in the terrace closer than:~~

~~a. Twenty (20) feet to a utility or street lighting pole;~~

~~b. Fifteen (15) feet to a driveway or alley;~~

~~c. Six feet to a fire hydrant, water stop box or gas shut-off. If possible, allow more distance than six feet;~~

~~d. Forty (40) feet to the intersection of two streets from either corner measured on the property line;~~

~~e. Twenty-five (25) feet to another tree. (If the other tree is an elm or other species which is damaged, injured or diseased and likely to be removed in the future, then a thirty-five (35) foot distance to the next nearest healthy tree will prevail.)~~

~~4. New street trees shall not be planted over an existing tree stump within two years of removal unless the stump is removed to a depth of four feet.~~

~~5. g. The property owner, the village forester or the director of public works has the responsibility to locate underground utilities before digging.~~

~~6. h. Evergreen trees shall not be planted in a terrace area.~~

F. E. Unlawfully Planted Trees. Trees, plants or shrubs planted within any terrace or planting easement without the authorization and approval of the forester, or director of public works, may be removed. The forester, or director of public works, shall notify the abutting owner in writing, listing the unlawfully planted trees, plants or shrubs, ordering their removal, and establishing a reasonable time within which such removal shall be accomplished. In the event that removal is not to be accomplished within the time specified, the village may remove such trees, plants or shrubs and assess the costs thereof to the owner.

G. F. Frames. Any person, adjacent to whose land any shade or ornamental tree or shrub is growing in any street, may, for the propose of protecting such tree or shrub, surround the same with a suitable box or frame for protection, but all such work shall be performed under the supervision and direction of the village forester or director of public works.

H. G. ~~Permit~~ Prior Authorization Required. No person shall plant or remove or do major alterations as determined by the forester, or director of public works, on a tree or shrub in the public right-of-way terrace area or cause such act to be done by others without first obtaining a ~~written permit~~ prior authorization for such work from the village forester, or director of public works, as herein provided.

1. ~~Permit~~ Prior Authorization Exemptions. No ~~permit~~ authorization shall be required to cultivate, fertilize, water trees or shrubs or for work by village personnel on public areas. No ~~permit~~ authorization is necessary to plant trees inside the property line on private property.

2. ~~Permit~~ Prior Authorization Requirements and Conditions. The village forester, or director of public works, may refuse a ~~tree planting permit~~ to authorize a tree planting on a terrace area if the tree type or location will interfere with the safety, health and welfare of the public, location utilities, public sidewalk, driveways and street lights, general character of the area in which the tree or shrub is located or proposed to be located, type of soil, characteristics and physiological need of the genus, species and variety of tree or shrub.

3. ~~Permit Form~~ Authorization—Expiration—Inspection. ~~Every permit shall be issued by the village forester on a standard form and shall include a description of the work to be done and~~ Authorization shall be provided in written form and shall specify the genus, species and variety, size, nursery grade and location of trees and shrubs to be planted. Any work under such permit must be performed in strict accordance with the terms thereof and the provision of this chapter. Trees prohibited from being planted on terrace areas shall include but not be limited to ~~silver maple, box elder, birch, willow, catalpa, horse chestnut or evergreens:~~

PROHIBITED STREET TREE SPECIES:

- Aspen
- Black Walnut
- Box Elder
- Cottonwood
- Elm, Siberian
- Maple, Amur
- Maple, Silver
- Mulberry, White
- Pear, Callery
- Poplar (all)
- Princess Tree
- Tree of Heaven
- Willow (all)

PROHIBITED STREET TREE TYPES:

- Evergreens
- Multiple Stem Trees

Orchard Fruit Trees

Permits Authorization issued under this section shall expire six months after date of issuance. There will be no charge for this ~~permit~~-authorization.

4. Prohibited Activity. No person shall trim, prune, alter or remove a tree or shrub in the public right-of-way terrace area or cause such act to be done by **others without prior authorization from the village forester or the director of public works.**

5. Public Utilities. Whenever ~~a permit~~ authorization is issued under this section to a public utility to remove, trim, prune, cut, disturb, alter or do surgery on any public tree or shrub, the village forester, **or the director of public works, the utility** shall limit the work to be done to the actual necessities of the utility and may assign an inspector to supervise the work done ~~under the provisions of the permit.~~ The expense of such inspection of supervision shall be charged to the utility at the village's actual cost.

(Ord. 2004-02 § 4 (part); Ord. 2003-03 § 4 (part); Ord. 2-3-3 (part), 2002; prior code § 6-4-7)

Section 12.52.090 – Pruning - is hereby amended to read as follows:

A. Any person growing a tree, plant or shrub on any private property abutting on public streets or public places shall:

1. Prune them so as not to be a risk to persons using the streets or to interfere with the proper lighting of the streets;
2. Treat or remove any tree, plant or shrub which the village forester, **or director of public works,** shall determine is diseased or insect-ridden or a hazard to persons using the streets;
3. Remove and refrain from planting any tree, plant or shrub designated by the State Department of Agriculture, **Trade and Consumer Protection** and published in its regulations to be a host or carrier of a dangerous plant disease or insect pest.

B. Owners of any property may arrange to have any tree, plant or shrub sprayed, pruned or removed by the village and pay for such service at the rates established by the village board.

C. Obstruction of Signs, Signals, Travel. All trees and shrubs located upon any public way or upon any private premises adjacent to the public way shall be kept pruned so that the lowest projecting branches provide a clearance height of not less than sixteen (16) feet above the travel portion of a public street, and not less than eight feet above the public sidewalk. The village forester, **or director of public works,** may waive the provisions of this section for newly planted or naturally low-profile trees if he or she determines that they do not interfere with public travel, obstruct the light of any street light, obstruct the view of any traffic sign or signal, or endanger public safety.

D. The necessity of the pruning may be determined by the village forester, **or the director of public works.**

E. Clearance from sidewalk to lower branches shall not be less than seven feet. All trees standing upon private property in the village, the branches of which extend over the line of the street, shall be trimmed so that no branch shall grow or hang over the line of the sidewalk lower than seven feet above the level of the sidewalk. No tree shall be permitted to grow in such a manner as to obstruct the proper diffusion of light from any public lamp.

F. Trimming or pruning of more than two-thirds of the crown shall be considered to be a major alteration and shall require authorization from the village forester or the director of public works.

(Ord. 2004-02 § 4 (part); prior code § 6-4-8)

Section 12.52.100 - Trees and shrubbery obstructing view at intersection or view of traffic signs- is hereby amended to read as follows:

A. Notwithstanding any other provision of this chapter, no person shall maintain, plant or permit to remain on any private or public premises situated at the intersection of two or more streets or alleys in the village any hedge, tree, shrub or other growth which may obstruct the view of the operator of any motor vehicle or pedestrian approaching such intersection.

B. It is unlawful for any person to plant, cause to grow, allow to grow or maintain any trees, bushes, shrubbery or vegetation of any kind which is an obstruction to the clear and complete vision of any traffic sign or driveway approach to a street in the village. It shall be the duty of every owner of such tree, bush, shrubbery or vegetation to remove such obstruction.

C. Any shrub, tree or other plant which obstructs the view at an intersection or the view of a traffic sign shall be deemed to be dangerous to public travel and the village forester, or director of public works, may order, by written notice, the owner or occupant of any private place or premises on which there stands a tree or shrub which unreasonably interferes with or encroaches upon the street or sidewalk, to take such steps as are necessary to remove such interference. If such owner or occupant fails, within ten (10) days of receipt of notice, to take such necessary steps, the village forester, or director of public works, and/or other village employees shall order the village employees to remove the interference. The cost of removing the interference shall be levied and collected as a special tax upon the property upon which or in front of which such tree or shrub stands.

D. Any person who is an owner or occupant or firm or corporation failing to obey the written notice of the village forester, or director of public works, as specified in subsection C of this section shall, upon conviction thereof, be subject to a forfeiture as established in Section [1.16.010](#) of this code.

(Prior code § 6-4-9)

Section 12.52.110 - Dangerous, obstructive and infected trees - is hereby amended to read as follows:

A. Property Owner—Removal Required. Any tree or part thereof, whether alive or dead, which the village forester, or the director of public works, shall find to be infected, hazardous or a nuisance so as to endanger the public or other trees, plants or shrubs growing within the village, or to be injurious to sewers, sidewalks or other public improvements whether growing upon public or private premises, shall be removed, trimmed or treated by the owner of the property upon or adjacent to which such tree or part thereof is located. He or she shall immediately serve or cause to be served personally or by registered mail upon the owner of such property, if he or she can be found, a written notice to remedy the situation. If the owner cannot be found, such notice shall be given by publication in a newspaper of general circulation in the village. Such notice shall specifically state the period of time within which the action must be taken, which shall be within not less than twenty-four (24) hours nor more than fourteen (14) days as determined by the village forester, or director of public works, on the basis of the seriousness of the condition of the tree or danger to the public. The owner may appeal the order according to the procedure described in Section 12.52.060(D) of this chapter. If the owner shall fail to remove, treat or trim such tree within the specified time, or in the event of an emergency or immediate danger situation, the village forester, or director of public works, shall cause the tree to be removed, treated or trimmed and shall report the full cost thereof to the village administrator/~~clerk~~/treasurer, who shall thereupon enter such cost as a special charge against the property.

B. Removal Standards. In cutting down trees located in public and terrace areas, the tree must be removed and the root stump grubbed out, or ground out to a depth of at least six inches below grade. All wood and debris must be removed from the street prior to the end of each working day and all holes shall be filled to normal grade level with topsoil within forty-eight (48) hours.

C. Private Removal. No person, firm, organization, or corporation shall plant, injure, trim, remove, or destroy any tree or shrub located in or upon any terrace or public place until a permit shall have prior authorization has been issued by the village forester, or the director of public works. Such permit authorization shall be issued only when the removal, trimming or cutting of the tree or shrub is necessary, as determined by the village forester, or the director of public works, because of disease, damage, risky condition, and/or location, or its location is such that substantial detriment is done to the property abutting the same. Such permit authorization shall expressly state the premises upon which the tree stands and the location of the tree thereon.

(Ord. 2004-02 § 4 (part))

Section 12.52.120 - Prohibited acts - is hereby amended to read as follows:

A. Damage to Public Trees. No person shall, without the consent of the owner in the case of a private tree or shrub, or without **written permits** prior authorization from the village forester, or the director of public works, in the case of a terrace-area tree, public tree or shrub, **intentionally** perform or cause to be performed by others any of the following acts:

1. Break, injure, mutilate, deface, kill or destroy any tree or shrub or permit any fire to burn where it will injure any tree or shrub;
2. Permit any toxic chemical, gas, smoke, oil or other injurious substance to seep, drain or be emptied upon or about any tree or shrub or place cement or other solid substance around the base of the same;
3. Remove any guard, stake or other device or material intended for the protection of a public tree or shrub, or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer;
4. Attach any sign, poster, notice or other object on any tree, or fasten any guy wire, cable, rope, nails, screws or other device to any tree; except that the village may tie temporary signs to trees when necessary in conjunction with street improvement work, tree maintenance work or parades;
5. Cause or encourage any fire or burning near or around any tree;
6. Excavate any ditch, tunnel, or trench, or lay any drive, sidewalk or other impermeable surface within the tree protection zone of any public tree or shrub;
7. Erect, alter, repair, raze, or excavate anything within the tree protection zone of any public tree or shrub without placing suitable guards approved by the village forester, or the director of public works, around such trees and shrubs which may be injured by such operations;
8. Top or make topping cuts on any public tree;
9. Deposit, store, place or maintain any stone, brick, sand, concrete or other materials which may impede free passage of water, air, fertilizer to the roots of any tree growing on public property;
10. Paint, whitewash or in any way discolor the stem, base, bole or root of any public tree;
11. Plow, blow, shovel or pile snow in a manner that is injurious to any public tree.

B. Excavations. All trees on any parkway or other publicly owned property near any excavation or construction of any building structure or street work shall be sufficiently guarded and protected by those responsible for such work as to prevent any injury to the trees. No person shall excavate any ditches, tunnels or trenches, or install pavement within the protected root zone of any public tree without **a permit** prior authorization from the village forester, or the director of public works.

C. Interference With Forester, or the Director of Public Works.. No person shall:

1. Interfere with or prevent any acts of the forester, **or the director of public works,** or **his or her agents or designated village** employees while they are engaged in the performance of duties imposed by this section;
2. Refuse to permit the forester, **or the director of public works,** or **designated village employees** ~~his or her duly authorized representative~~ to enter upon his or her premises at reasonable times to exercise the duties imposed by this section.

D. Refusal to Abate Nuisance. Permits any public nuisance to remain on any premises owned or controlled by him or her when ordered by the forester, **or the director of public works,** to abate such nuisance.

~~E. Clear Vision Triangle. No tree, shrub, hedge or other growth exceeding thirty (30) inches in height above street grade shall be permitted in any clear vision triangle within the village.~~

~~F.~~ E. Any tree or shrub or part thereof found to be in violation of the provisions of subsections D ~~or E~~ of this section shall be declared to be a public nuisance and shall be subject to abatement as set forth in Section 12.52.060 of this chapter.

(Ord. 2004-02 § 4 (part); prior code § 6-4-10)

Section 12.52.130 - Tree protection during construction in a public area - is hereby amended to read as follows:

A. Definitions. For the purposes of this section:

"Public tree" as defined in Section 12.52.030 of this chapter shall be extended to include any tree located on private property adjacent to a public area, with any part of the tree protection zone of such tree extending into the public area.

"Construction" means the installation, alteration, repair, replacement or relocation of any of the following:

1. Any street, curb, sidewalk, pavement, street light, traffic signal or other surface structure;
2. Any underground utility distribution and service facility including water pipe, sanitary and storm sewer, gas pipeline, electric power and communication wire, cable, conduit, duct and associated vaults, manholes, pull boxes; and any irrigation facilities;
3. Any overhead wire, cable and associated support structure.

B. **Permit Prior Authorization** Required. No individual person, firm, partnership, association, corporation or government entity, except as provided in subsection F of this section, shall do or cause to be done, any construction as herein defined, in any public area in the village ~~prior to issuance without prior authorization~~ by the village forester, **or the director of public works,** ~~of a valid forestry special construction permit.~~

C. ~~Permit Application~~—Prior Authorization -Plan Review—Approval. Any person proposing to do construction work in a public area shall apply in writing to the village forester, or the director of public works, for a permit prior authorization to do such work. Such application shall specify the location and description of the proposed work, and the estimated start and completion dates. A complete copy of the construction plans shall be provided along with the application. If, upon review of the construction plans and any supplemental information provided by the applicant, the village forester, or the director of public works, determines that the work is necessary and can reasonably be expected to progress in compliance with all forestry specifications and conditions, he or she shall ~~issue the permit~~ provide authorization.

D. ~~Permit Form~~—Authorization—Expiration—Compliance—Inspection. ~~Permits Authorization~~ shall be ~~issued~~ granted by the village forester, or the director of public works, ~~on the standard form for this purpose in writing~~, ~~The permit shall~~ specifying the forestry specifications and any special conditions or requirements to be satisfied in connection with the work. ~~Permits Authorization~~ issued under this section shall specify an expiration date not to exceed twelve (12) months after the date of issuance. The village forester, or the director of public works, shall inspect the work in progress on a regular basis to ensure compliance with the terms ~~of the permit~~.

E. ~~Permit Authorization~~ Exemption. No permit shall be required for construction proposed by any department or division of village government; however, all other provisions of this section shall apply. Any contract entered into between any village department or division and a contractor for hire shall contain the construction specification provisions of subsection B of this section. Any village employee performing construction work under this subsection shall also comply with the provisions of subsection B of this section.

F. Standing Permit for Repair by Utility Providers. Any firm or corporation which owns facilities for the distribution and service of water, sewer, gas, electric and communications may request a ~~standing permit~~ ongoing authorization for repair. The purpose of such ~~permit authorization~~ shall be to expedite the process of minor repair or replacement of facilities by eliminating the requirement for a separate written ~~permit authorization~~ for each repair occurrence. ~~Such permit shall be valid for a term of one calendar year and shall apply to all repair occurrences at various single locations and times as needed.~~

1. Conditions of ~~Permit~~ Authorization.

a. Notification. Permittee shall notify the village forester, or the director of public works, by phone, fax, text, email or other means prior to commencing a necessary repair, and shall give the location, date and time of the work. Emergency repairs necessary to protect life and property, and other necessary repairs during

non-business hours shall be exempt from pre-notification but shall be reported on the next business day.

b. All work performed in accordance with this subsection shall be subject to the specifications set forth in subsection B of this section, and any special conditions specified in the **permit authorization**.

c. Any construction which exceeds the scope, magnitude and purpose of this subsection shall require the standard **permit prior authorization** set forth in subsection D of this section.

2. **Permit Form Authorization—Issuance—Renewal—Compliance—Inspection. Standing permits Authorization** shall be issued by the village forester, **or the director of public works, on the standard form in writing** for this purpose. **The permit** and shall specify the forestry specifications and any special conditions or requirements to be satisfied in connection with the work. **Permits issued under this section shall be valid from January 1st through December 31st and may be renewed for a like term at the village's discretion.** The village forester, **or the director of public works,** shall inspect the work and worksite from time to time to ensure compliance with the terms of the permit.

(Ord. 2004-02 § 4 (part))

Section 12.52.140 - Cost of planting, removal, maintenance and protection of public trees and shrubs - is hereby amended to read as follows:

The entire cost of planting, removal, maintenance, and protection of trees and shrubs in all public areas of the village when performed by department employees or their contractors at the direction of the village forester, **or the director of public works,** shall be borne by the village out of the department budgets, or from funds donated or otherwise acquired for this purpose. When a private party other than the village plants, moves, maintains, or protects public trees or shrubs pursuant to the ordinance codified in this chapter, the party shall incur all expenses connected therewith.

(Ord. 2004-02 § 4 (part))

Section 12.52.150 - Tree preservation and woodland preservation - is hereby amended to read as follows:

The following standards shall apply to any development for which a preliminary plat, grading plan or building permit or other similar village approval is required to be applied for, and subsequently issued after the adoption of this chapter.

A. Woodlands and Trees.

1. Structures, driveways and parking facilities shall be located in such a manner that the maximum number of trees should be preserved. The applicant

shall not remove trees greater than six inches DBH without prior approval from the village forester, **or director of public works**. Healthy trees less than six inches DBH will be evaluated by the village forester, **or director of public works**, for protection or preservation:

2. A person seeking permission to remove any tree shall demonstrate that there are no feasible alternative to removing these resources on the site.

B. Tree Replacement.

1. Tree replacement species will be approved by the village forester, **or the director of public works**:

2. Species planted shall be hardy under local conditions and compatible with the local landscape and not less than one and one-half inches in caliper.

C. Tree Replacement Schedule. The village forester, **or the director of public works**, will determine tree quality of high, medium or low and the applicant shall replace removed trees using the following schedule:

1. High quality woodland: replace one tree for every one tree removed;
2. Medium quality woodland: replace one tree for every two trees removed;
3. Low quality woodland: replace one tree for every three trees removed.

D. Tree and Woodlands Mitigation Standards.

1. All development activities, including grading and contouring, should take place in such a manner that the root zone of existing trees shall not be affected to an area equal to the dripline;

2. Installation of snow fencing or safety netting shall be placed at the dripline or at the perimeter of the critical root zone, whichever is greater. No grade change, construction activity or storage of materials shall occur within the fenced area;

3. The applicant and the applicant's construction shall take steps to prevent the change in soil chemistry due to concrete washout and leakage or spillage of toxic materials such as paint or fuels.

Notwithstanding the above, the removal of diseased trees or trees seriously damaged by storms or other acts of nature shall be permitted.

(Ord. 2004-02 § 4 (part))

Section 12.52.155 -Tree Removal Policy- is hereby created:

B. Reasons for Removal:

1. Trees located in the village right-of-way, parks, and other public properties are removed only when they are dead, dying, dangerous or condemned (due to insect, disease, storm damage, or construction). The village forester, or the director

of public works, will determine removal based on a tree evaluation and/or examination from themselves or a village approved source.

2. The village forester and the director of public works will determine public trees that must be removed due to street reconstruction and the Village or Cambridge or that same reconstruction project funding shall assume cost of said removals. In a multi-jurisdictional project, the village forester and the director of public works shall work with other governmental agencies regarding tree removals.
3. Irrecoverable damage or death to any public tree that is determined, by the Village forester or the director of public works, to require removal may be assumed by and charged to the individual causing damage, if know.
4. Property owner requests for the removal of any public tree will be evaluated and a determination made by the village forester in conjunction with the public works director. A denial for the request for removal can be appealed to the Public Works Committee.

C. Penalties

1. The penalty for violation for any provision of this section shall be forfeiture as hereinafter provided, together with costs of prosecution and any penalty assessment imposed by Wisconsin Statutes. The penalty for violation of any provisions of this section shall be as set forth on the forfeiture schedule adopted by section 1.16, with a maximum forfeiture of \$1,000.
2. In addition to the forfeiture the village may require restitution for the fair market value of the tree(s) and/or shrub(s), which were irrecoverably damaged or destroyed as a result of violation of this section.

Section 12.52.160 - Dollar per feet of lot - is hereby amended to read as follows:

Street trees shall be required in each proposed subdivision or re-subdivision and provisions shall be made for one street tree per forty (40) feet of lot. The village forester, ~~or director of public works~~, shall select, space and plant or have planted by a contractor the street trees upon completion of the building project. The developer shall pay to the village two hundred dollars (\$200.00) per forty (40) feet of lot for street trees prior to the issuance of any building permit. If suitable

planting sites are not available at the building site upon completion of construction, the funds and tree can be redirected to other, more suitable sites throughout the village as chosen by the village forester, or the director of public works.

(Ord. 2004-07 (part))

The Village Board DOES FURTHER ORDAIN that this Ordinance shall be effective following its adoption and publication.

Dated this _____ day of _____ 2022

By: Mark McNally, Village President

Attest: Lisa Moen, Village Administrator

Adopted:

Vote: Ayes:

Published:

Noes:

VILLAGE OF CAMBRIDGE ORDINANCE NO. 2022-03

AN ORDINANCE AMENDING SECTIONS 16.20 OF THE VILLAGE OF CAMBRIDGE ORDINANCES REGARDING STREET LAMPS – STREET TREES

The Village Board of the Village of Cambridge, Dane and Jefferson Counties, does hereby ordain as follows:

Section 16.20.110 - Street lamps—Street trees - is hereby amended to read as follows:

A. Street Lighting. The subdivider shall install street lamps along all streets proposed to be dedicated of a design compatible with the neighborhood and type of development proposed. Such lamps shall be placed at each street intersection and at such interior block spacing as may be required by the village engineer. Such required improvements shall be dedicated to the village upon such terms and conditions as the village board may determine. All street lights shall be constructed to minimize or eliminate if possible, any upwards lights spillage and light spillage to adjacent properties. The street lighting shall be designed by a professional engineer and shall be so designed to illuminate the roadway to minimum state requirements and standards unless the plan commission requires additional lighting.

B. Street Trees. Street trees shall be planted throughout all residential land divisions. Such trees shall be planted in the parkways ~~in accordance with provisions contained in a tree planting and maintenance policy approved by the Village Board~~, ~~equidistant between the sidewalks and curb or in street tree easements and no closer than five feet from any sanitary sewer service, water service or driveway apron.~~ ~~The trees shall be spaced not more than fifty (50) feet apart. At street corners, trees shall be located at least twenty (20) feet from the intersection of right of way lines.~~

The Village Board DOES FURTHER ORDAIN that this Ordinance shall be effective following its adoption and publication.

Dated this _____ day of _____ 2022

By: Mark McNally, Village President

Attest: Lisa Moen, Village Administrator

Adopted:

Vote:

Ayes:

Published:

Noes:

VILLAGE OF CAMBRIDGE
Tree Planting and Maintenance Policy

Village of Cambridge of Ordinance 12.52 – Trees and Shrubs provides for a tree planting and maintenance policy which is adopted by the Village Board. The ordinances provide for open communication and coordination between the various departments and divisions of village government regarding the management, installation and maintenance of the plants or improvements for which they are responsible. This policy expands on this concept, providing guidance in planting and maintenance manners. Communication and coordination extends to Village staff, appointed positions, village board and committee members and law enforcement as needed. This policy recognizes that the Village employs a Public Works Director and appoints a Village Forester. These two positions shall work together, not independently.

This policy provides for the following:

1. The Village Forester, in cooperation with Village Staff, should submit to the Public Works Committee an annual tree plan which will include proposed plantings, removals, pruning, communication, etc. prior to beginning any work or communication with residents.
2. Where required, curbs and sidewalks must be installed prior to street tree planting.
3. When possible, trees should be planted half-way between the sidewalk and curb unless underground utilities prevent such planting. Locations of plantings should take into account the distance from the curb as well as sidewalks to minimize obstructions on either the road (vehicular traffic) or sidewalk (pedestrian traffic), as well as possible future damage to sidewalks or curbs.
4. When possible, when planting trees in the terrace the following should be considered:
 - a. Location of utility or street lighting poles
 - b. Distance to a driveway or alley
 - c. Distance to a fire hydrant, water stop box or gas shut-off
 - d. Distance to another tree.
 - e. Vision Triangle
 - f. If a tree is damaged, injured or diseased and likely to be removed in the future, there should be a thorough review of if a new tree will be planted and the distance from the current tree.
 - g. New terrace trees shall not be planted over an existing tree stump within two years of removal unless the stump is removed to a depth of four feet.

Furthermore, the Village Public Works Director and the Village Forester will work together with all tree removals and prunings unless in the case of an emergency.

If there is lack of agreement between the Public Works Director and the Village Forester on any of the above mentioned items, those issues will be brought before the Public Works Committee for review.

Approval by Village Board: Date: _____

Vote: _____ Ayes _____ Noes

Mark McNally, Village Board President

Attest: Lisa Moen, Village Administrator