

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

APPROVED MARCH 22, 2022

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, Galler, Schaefer Weiss and President McNally. Excused Trustee Rose. Others present: Lisa Moen, Administrator; Chrissie Brynwood, Treasurer; Attorney Landretti, Stafford Resenbaum; Nick Maas & Mike Reiber, Dancing Goat; Dean Lund. Kris Breunig, Tim Phelps, Brenda Newman, Andrea Masotti, Becky Borchardt, Kathye Franz, Tim Franz, Jim Lowrey, James Casey, Donna Casey, Mark Hollerith, Renee Smith, Jim Matthei, Joel Ibeling, Greg Hellmich. Andrea Masotti.
- 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:**
 - 1) Dean Lund- Handout regarding state statue to allow UTV's to be driven on highways. He mentioned two concerns regarding the forestry division. Concerns with written ordinance regarding the \$1,000.00 fine would ask that there be a right to appeal process added. Also concerned on the verbiage of "allowed to enter premises". The water and sewer lateral's locations should be added in the ordinances as well.
 - 2) Becky Borchardt- There was a dead tree across from her business and they cut it down, will she be in trouble for doing so? She was asked by Trustee Galler if she reported it to the Department of Public Works, she didn't report it, but DPW should have taken it down.
 - 3) Brenda Newman- Asked if all board members received the building inspection issues. The board acknowledged they had. Clarification of what she asked for in last meeting was for the whole subdivision not just her home. She summarized the issues of the subdivisions that were with building inspector.
 - 4) Blake Sollenberger- Grading issues follow up with discussion on last month's meeting. Update the memo 2.14.2022 Then the meeting on the 22nd states it can be enforced. Going to plan commission and concerns about enforcement if it opens up to lawsuit for the village. He feels it's the Vineyards versus the Village. Government is there to defend residents. Master cite grading have clear authority.
 - 5) Andrea Masotti- After rain there was waterfall down into joining yard.
 - 6) Kathye Franz- Concerned about 8-10 trees that are down along the bike path from the last storm. What's to know who is responsible for them? The Public Works department is aware of these trees that are down.
 - 7) Nick Mass- Offered to take the trees down along the bike path.
- 5. Approval of Consent Agenda:**
 - a. Village Board Minutes: February 22, 2022
 - b. Personnel Committee: March 1, 2022

Trustee Franklin made a motion to approve the consent agenda with any wording change corrections, seconded by Trustee Schaefer Weiss. Motion carried.

6. Reports:

- a. Presidents Report- EMS received a grant, approximately in the amount of \$6,700 for funding assistance.
- b. Licensing Committee: March 8, 2022-Trustee Franklin will cover later in the agenda.
- c. Village Office Updates: Administrator/Clerk Moen- Gearing up for the election. Preparing notices absentee ballots. Auditors were here last week for initial work continuing to provide information to them. Working on items on the agenda as well as on going projects. New tax bills have arrived. To cut checks all addresses need to be entered into the system. Treasurer Brynwood working on that. President McNally questioned from the last storm did we have any trees down. Administrator Moen stated yes, the crew is aware of the downed trees. Mainly crew addressed any blocking roads first, then addressed the snow, then back to addressing the clean up of the trees with chipping etc.

7. **Bills** Treasurer Brynwood stated the first round of bills were \$185,462.43, second round of bills were \$59,565.79 for a total of \$245,028.22.

Trustee Kumbier made a motion to approve the bills in the amount of \$245,028.22 seconded by Trustee Wittwer. Motion carried 6-0 on a roll call vote.

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

Trustee Franklin explained that the Liberty Square Gas Station has bought the BP and has applied for their Class A liquor license. There was one minor change that was needed, and it has been addressed.

Trustee Franklin made a motion to approve the Liquor License Application for 281 W. Main St. Liberty Square Gas Station INC. d/b/a Refuel Pantry, seconded by Trustee Galler. Motion carried 6-0.

- 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

Trustee Franklin said this was the same and everything looked fine.

Trustee Franklin made a motion to approve the Cigarette License Application for 281 W Main St. Liberty Square Gas Station Inc. d/b/a Refuel Pantry, seconded by Trustee Galler. Motion carried 6-0.

- c. Discussion and Possible Action Regarding Director of Public Works Job Description: Recommendation from Personnel Committee

Trustee Schaefer Weiss stated the personnel committee met on March 1, 2022 and discussed for the need of the Director and after further discussion it was agreed that they need to hire a director to oversee day to day functions. Administrator Moen stated two motions need to be made, one to approve the job description and the other to place ad for hiring a director.

Trustee Kumbier made a motion to approve the public works job description, seconded by Trustee Franklin. Motion carried 6-0.

- d. Discussion and Possible Action Regarding Vacant Director of Public Works Position

Trustee Franklin made a motion to approve advertising for the vacant Director of Public Works position, seconded by Trustee Schaefer Weiss. Trustee Franklin questioned the hourly rate \$26-\$30 per hour DOQ. Trustee Wittwer questioned if they don't have a CDL or water certifications what will they be paid? Administrator Moen stated the pay rate will depend on if they have these licenses then they'd be at a higher rate. Motion carried 6-0.

9. Unfinished Business:

- a. Presentation by Scott Jelle, Building Inspector: Building Permit and Occupancy Permit Process vs. Home Inspections, and Recent Concerns and Questions.

Building Inspector Scott Jelle handed out a packet then explained that he abides by the Wisconsin State Code. He spoke he wants to clear up the difference between home inspector and building inspector. He received an email from a resident stating home inspection issues. Scott Jelle stated building inspectors evaluate compliance with local codes and ordinances during construction. Primarily items like smoke alarms, the installation of appliances, (not talking about refrigerator but like air conditioners/ heater) the strength of structural members, and emergency exits. The building inspector focuses on the code it either passes or fails. Seven steps that building inspectors follow. Throughout the process there were many times that steps were not passed and needed to bring up to code, it needs to meet the code. Verbiage in the notes, which was taken from Uniform Dwelling Code section 320.10(3)(h) Final Inspection Health and Safety items. "It is clearly not the intent of the Uniform Dwelling Code to prevent persons from moving into their homes where certain cosmetic items have not been completed. For example, unpainted rooms, uncompleted trim work, lack of carpeting. Etc., would not prevent occupancy." He stated from the emails he received from the residents there are no codes for these items. He can't prevent an occupancy permit for granite not being sealed crack in driveway, due to workmanship items. Final grading, drainage is part of zoning not building inspection. He states he wants to touch on two issues, at the time occupancy things can change to this point. If there is an issue now there may have not been at the time of occupancy. Home warranty is for a year to be corrected. Spoke about wires hanging out, was not an issue at time of occupancy, could have been after occupancy when builders were backfilling. Scott Jelle stated he did make a mistake and did not run the hot water long enough to find that there was an issue with the water heater. Spoke on a dryer vent, at the time of occupancy the resident can still live in the house even if there is no siding on the outside shell of the home. Scott stated at the time he inspected the dryer vent hole that existed, at that time there was no siding on the home yet. So, when the builder placed the siding, they covered the hole. But at the time of occupancy there was the hole for the dryer vent. With a home inspection that would have been the time to address these issues. He stated he received several comments on cracks, when it dries it does crack but this is not a code issue, nor is gutters. He mentioned another comment on heat ducts there are no heat vents in the basement. It must be a conditioned space, for example living room, bedroom. But in the basement, it is an open space, if decide on finishing the basement is when the heat run can be added by HVAC. He stated can't run a heat run when you don't yet know where the conditioned space will even be located. Another comment was about pantries- pantries are not a conditioned space so are not in the code. He seldom sees heat in pantries. Downspouts are not part of the code. Drywall cracks in closet walls are part of poor workmanship and are not code related. Scott said there was an email from 606 Kenseth issue with mosquitos being in their house, this is not about code.

- b. Board Discussion and Possible Actions Regarding Presentation

Trustee Kumbier questioned Scott Jelle and asked if he checks outlets? Scott stated he checks the GFI outlets, but not all. Scott stated the main areas are bathrooms, kitchen sinks where you want them to pop. He also stated he does not check all nor does other building inspectors. Trustee Franklin mentioned the complaints about the plumber when performing a pressure test that they left the plug in. Scott stated that after he checks the plumbing the plug goes back in. Scott admitted that this was the same home that he didn't let the hot water run long enough, and water wasn't running enough to find this while he was there. President McNally questioned the siding issue. Scott stated that he does not have to wait for the siding to be installed and mentioned that siding is on back order. Trustee Galler questioned how many times does he goes into the structures? Scott stated about 7 times. Trustee Galler also questioned if over those 7 times in the structures has he ever issued a fail. Scott answered yes and stated there were issues with every house had something either not finished or need to be fixed. Trustee Franklin stated the posts that they had inspected were 4x6 and need to have straps. Scott stated Vulcan builders uses wood and they were not

perfectly straight and over 4-5 months they have moved. Scott mentioned wood posts are not desirable in his opinion, but they can be used. Trustee Franklin stated once again it is a material performance issue. Trustee Witter questioned if he looks at the fireplace? Scott stated yes and there was one that wasn't plugged in. Everything met code, example cord was code, fireplace was code, but there is no code for it to be plugged in. Trustee Witter questioned where does he keep all this information? Scott answered in a large binder. Trustee Wittwer also questioned shut off valves under sinks. And mentioned residents were stating the hot and cold faucets were reversed. Scott mentioned yes, it is a nuisance but not a code issue. Trustee Wittwer questioned if he inspects all insulation before it gets closed. Scott stated that he checks the insulation before he has them close it up at the time of occupancy. Trustee Franklin stated the building inspector can only check items that are in the code. Trustee Kumbier questioned the sump pumps they stub them out to the outside of the yard. Scott said the State of Wisconsin states that the sump pumps need to go out to grade. Trustee Wittwer questioned about the grading if he looks at the grading at all? Scott mentioned grading is a zoning issue. Scott is not able to even look at the grading at this time the ground is frozen, and this is something he does not do. Trustee Wittwer questioned if there was a code that enforces the builder to keep things clean. Scott replied no there is not a code for this under building inspection. Trustee Wittwer stated then this would need to be an ordinance to be enforced by the village. Attorney Landretti expressed to the audience that this was not a question-and-answer session. Trustee Franklin stated that there were a lot of accusations about Scott "rubber stamping" and he feel that this is not the case at all. Trustee Franklin stated that Scott has admitted and addressed it. Trustee Franklin went on to say that a lot of these issues are a "Home Inspector" thing. He also said that this was a material performance issue. Vulcan used the cheapest materials, they can use 4x6 wood and it was installed correctly but got worse over time. Scott mentioned he has told builder to use metal posts. Trustee Franklin stated Scott Jelle has done his job and there are some things to work on going forward. Attorney Landretti will look at sump pump issue for next meeting. Trustee Franklin would like to review nuisance ordinances to enforce these issues in the village. President McNally wants to know what committee with this go too. This will go to Plan Commission. Trustee's Galler and Schaefer Weiss thanked Scott for his time. Attorney Landretti will look into a construction bond.

- 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

Trustee Wittwer invited the Village Forester to join up front. Administrator Moen stated the items in red are added and items with a strike through are removed. Trustee Galler stated this has been going on since June. Trustee Galler stated going forward with the changing employees/trustee changes to keep things uniform. Administrator Moen stated a lot of the items that were removed from the Ordinance were put in a policy, which is the next agenda item. Trustee Wittwer stated that Jay Weiss has done a lot of work of this. He also mentioned that if there are emergency tree issues it just needs to be reported to the Administrator. President McNally questioned that the clear vision triangle item was removed. Administrator Moen stated it was placed in the policy. President McNally would like the verbiage to change about being able to enter premises. He would like this to be removed completely.

Trustee Galler made a motion to approve the Village of Cambridge Ordinance 2022-02 an Ordinance Amending Sections 12.52 of the Village of Cambridge Ordinances regarding Trees and Shrubs public works job description, seconded by Trustee Wittwer. with changes to be made. Motion carried 6-0.

- 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

Dean Lund expressed a concern that Water and Sewer Laterals need to be added in to the policy. He also mentioned that he would like to add an appeal process for the fines.

Trustee Wittwer made a motion to approve the Village of Cambridge Ordinance 2022-03 an Ordinance Amending Sections 16.20.110 Relating to Street Lamps-Street Trees, seconded by Trustee Galler. with changes to be made. Motion carried 6-0.

e. Discussion Regarding Tree Policy

Dean Lund expressed a concern that Water and Sewer Laterals need to be added in to the policy. He also mentioned that he would like to add an appeal process for the fines. Trustee Galler said if an issue arises residents can come to the Public Works committee will act as a moderator.

f. Fire Commission Updates Next meeting is a listening session.

10. Correspondence: NONE

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:

UTV'S/ATV'S -Allow operation on designated village roads.

13. Adjournment

Trustee Galler made a motion to adjourn, seconded by Trustee Kumbier. President McNally adjourned the meeting at 8:55 p.m.

Ted can you please not click your pen so much, thx.
Chrissie Brynwood 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