



**Village of Cambridge  
PUBLIC WORKS COMMITTEE and  
PERSONNEL JOINT MEETING AGENDA  
Thursday, October 14, 2021, 5:30 p.m.  
Amundson Community Center, Community Room  
200 Spring Street**

***THIS IS AN IN-PERSON MEETING. DUE TO INCREASE CASES OF COVID 19 AND ITS VARIANTS, DANE COUNTY HAS REINSTATED A MASK MANDATE SO MASKS WILL BE REQUIRED AT THE MEETING. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!***

**Agenda**

- 1. Call to order/Roll Call: Public Works Committee/Personnel Committee**
- 2. Proof of Posting**
- 3. Approval of Minutes**
  - a. Approval of Public Works Committee Minutes: June 28, 2021
  - b. Approval of Personnel Committee Minutes: September 21, 2021
- 4. Public Appearances/Citizen Input**
- 5. Unfinished Business: None**
- 6. New Business: Discussion and Possible Action Regarding:**
  - a. 2022 Public Works budget
  - b. 2021 Personnel budget
- 7. Update/Other Items for Future Consideration**
- 8. Adjournment**

Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.

A quorum of the Village Board will attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. Recommendation by the joint committee will be made to be acted upon by the Village Board at a regular meeting.

More specific information about agenda items may be obtained by calling 423-371

Lisa Moen, Village Clerk/Treasurer/Administrator



**Village of Cambridge**  
**PUBLIC WORKS COMMITTEE MINUTES**  
**Monday, June 28, 2021, 5:45 p.m.**  
**Amundson Community Center, Community Room**  
**200 Spring Street**

**Minutes**

1. **Call to order/Roll Call:** Trustee Galler called the meeting to order at 6:03 p.m. Members present: Trustees Wittwer, and Galler. Members excused: Trustee Rose. Others present: Lisa Moen, Administrator; Jeff Wright, Public Works Director; Jay Weiss, Village Forester; Mark McNally, Village President.
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:** Approval of Public Works Committee Minutes: October 21, 2020

*Trustee Wittwer made a motion to approve the minutes as presented, seconded by Trustee Galler. Motion carried.*

4. **Update from Director of Public Works:** Mowing had slowed down, is picking back up now with the rain; brush pick up on Tuesdays; no big street projects, have been patching pot holes; reorganization is going well; first concert was last week, parked the trailer/stage on North St, blocked off that one block section, worked well; snow plowing went well, a few breakdowns of the equipment, but were able to handle repairs themselves; leaf pick up went well in the fall, leaf vac worked well; there had been some issues at the dump, new hours posted, going better; broadband tower is up, Jefferson county will be finishing up their ground equipment; Park St drainage issue was fixed last year – will go look at possible pooling. There are trees that were purchased from a resident that Jay Weiss does not know if they will make it. They were bare root trees that were not gotten in the ground in a timely manner. The bare root trees are roughly 1/3 the cost, which is why they are chosen.
5. **Public Appearances/Citizen Input:** None
6. **Unfinished Business:** None
7. **New Business:** Discussion and Possible Action Regarding:
  - a. **Tree Update:** Planting was a lot lighter this year – no letters were sent out. Only 9-10 planted. Last year 60-70 were planted. Some of these were replacements of trees that did not survive. Working off a priority list for trimming, half done last year. A contractor is working on some of the larger ones that staff cannot do themselves. A few removals are on the list, ash, a silver maple, one in Westside Park. Some shrub trees were taken down at the fishponds and dropped to make fish cribs.
  - b. **Review of Village Ordinances relating to Trees:**

Fruits and nut trees? Specify trees rather than general – ie, black walnuts. Jay Weiss said oaks are allowed everywhere. Take out nut trees, list specifics, orchard fruit trees.

Wittwer commented that bushes are not listed – a list of approved ones? Some municipalities have a list. Take Shrubs out?

We currently have 1400 trees in the village. 15 years ago, we had 400. 1250 are terrace trees. Per our current ordinance roughly 40% of these would be illegal, 500 trees.

Ordinances do not have a definition of large tree and small tree – small tree would be under 20 feet tall, meant for under utility lines. Large trees would be over 20 feet tall.

Vision triangle – differences for residential vs. high speed. If we take this out, how does it affect other areas of our ordinances? Galler discussed taking out the actual numbers and having it as a matter of discussion between the public works director and village forester.

Discussion that the tree planting plan should be presented to the Public Works Committee each winter, prior to letters being sent out or planting. Get board approval of the plan. Do we plant in the Winery development? Weiss felt that we are unique in letting residents decide if they want trees planted in the terrace. Village has taken phone calls from people not wanting the trees and not wanting the responsibility of watering, caring for them.

Jeff Wright has reached out to his SWAPS group, other public works directors in Southwestern Wisconsin. Other communities have a paid employee, parks crew that handle trees. Some have a certified arborist, but not all of them. Some have a certified arborist come in every 2 – 5 years to do an updated inventory and help create a pruning/planting/removal schedule.

Staff suggestion was to have the Village Forester work under the supervision of the director of public works as there is no certification required, and they are not held accountable to anyone. Weiss would prefer to answer to the board rather than an individual. Language could be reworked to state that the two positions would work in conjunction with each other.

Jay Weiss wants the Forester in all discussions regarding tree removals that are non-emergency. Does not want the village to remove trees that do not need to come down, but rather for appearances or convenience of the property owner.

Discussion regarding 12.52.120: prohibited acts – causing injury/damage to trees/fail to protect trees. The ordinances do not have a penalty, or language saying that a person may be held financially responsible.

The ordinances refer to permits that can be administered. We have no permit applications or permits on file. Rather switch it to permission from the village forester and/or public works director.

*Administrator Moen was directed to take the items discussed and rework the ordinances, removing some of the actual numbers for distances from curb, utilities, etc. and create a policy in its place. This would emphasize communication and cooperation between the Village Forester and Public Works Director. Annual tree plans, as well as issues that cannot be resolved would come to the public works committee.*

*The Building Inspector should be enforcing section 12.52.160 – dollar per foot of lot. Fees could be waived (ordinances changed to allow) if they plant trees to meet the village ordinances and are sited by public works and the village forester.*

**c. Streets**

- i. **Priority for repaving:** Director Wright had prepared a five year plan in 2020 when applying for LRIP grants. This looked at roads to be pulverized and resurfaced, as well as crack filling and seal coating. Some streets looked at are Waverly, Jonson, Sullivan, Allen, Jarlsberg, High. He will work with MSA to prepare a new plan. Our treasurer will also begin working on a new Capital Improvement Plan.
- ii. **Crack fill:** See above.

**d. Equipment Updates**

- i. **Current Equipment/Repairs:** Again, a list was put together last year looking at what equipment we have, miles/hours on it, when it should be replaced. This list is still pretty up to date, the F450 does have an additional 4,000 miles on it.
- ii. **New Equipment Wanted/Needed:** Director Wright would like to replace the 2017 New Holland Tractor with a smaller wheel loader. It would cost \$110,000 to buy out right, but could do a trade out every year for \$5,000. We could take the bobcat off the trade out, as we'd be using it less. He has also been looking on WI Surplus Auction for a used snowplow. He would like to get rid of the 2003 that has nearly 12, 000 miles on it. A new one would cost \$170,000 to \$200,000. We could sell our current one for \$10,000 to \$15,000. Discussion regarding finding one that is

set up for brine spray. HIBID is another site to watch.

*Trustee Galler made a motion to recommend to the Village Board to allow the Public Works Director to watch for and purchase used plow truck, not to exceed \$50,000, seconded by Trustee Wittwer. Motion carried.*

- e. **Mainstreet Fountain Area – Memorial Blocks:** The tiles that were used there are not appropriate for the weather and pedestrian traffic. Many have already broken and more need to be replace. Director Wright has recommended removing all of the tiles. We would take pictures of them, so we have all of the names. They could be engraved on blocks and put around the sides/back of the fountain, or we could do a plaque of some sort to put in the fountain area. The original tiles that are still intact could be returned to families. Once all tiles are removed, concrete would be laid in their place. He will get quotes for the concrete work and look for options for replacing the tiles. This could be Cambridge Foundation request.

**8. Update/Other Items for Future Consideration**

- a. Ordinance and policy for trees
- b. Quote for cement
- c. Meeting the week of September 7<sup>th</sup>.

- 9. Adjournment:** Trustee Wittwer made a motion to adjourn, seconded by Trustee Galler. Motion carried. Trustee Galler adjourned the meeting at 9:26 p.m.

Lisa Moen, Village Clerk/ Administrator

**Village Of Cambridge**  
**Public Meeting**  
**Personnel Committee Meeting**  
Tuesday, September 21, 2021  
6:00 P.M.

Amundson Community Center, Community Room

*THIS IS AN IN-PERSON MEETING. DUE TO INCREASE CASES OF COVID 19 AND ITS VARIANTS, DANE COUNTY HAS REINSTATED A MASK MANDATE SO MASKS WILL BE REQUIRED AT THE MEETING. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!*

1. **Call To Order/Roll Call:** Trustee Franklin called the meeting to order at 6:07 p.m. Members present: Trustees Franklin and Kumbier. Others present: Lisa Moen, Administrator; Chrissie Brynwood, Treasurer; Mark McNally, President; Trustee Galler.
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 Web Site.
3. **Approval of Minutes from Meeting on August 24, 2021:** Trustee Kumbier made a motion to approve the minutes as presented, seconded by Trustee Franklin. Motion carried.
4. **Public Appearances/Citizen Input:** None  
**Old Business:** None
5. **New Business:** Discussion and Possible Action Regarding:
  - a. **The Personnel Committee will convene in Closed Session** per Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees – Exit Interview With Public Works Director and Public Works Employee Evaluations: Trustee Kumbier made a motion to convene into closed Session per Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees – Exit Interview With Public Works Director and Public Works Employee Evaluations, seconded by Trustee Franklin. Motion carried on a 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 roll call vote.
  - c. **Possible action taken on closed session:** Trustee Franklin made a motion to discuss with the Village Board the exit interview and employee evaluations, seconded by Trustee Kumbier. Motion carried.
  - d. **Step Increases for Employees Completing Certifications:** Trustee Kumbier made a motion to recommend to the Village Board and the Water and Sewer Committee to approve a \$1.00/hour increase for employees as they complete required certifications, seconded by Trustee Franklin. Motion carried.
  - e. **Barbara Goeckner Contract:** This was referred to the Village Board due to time constraints.
  - f. **Covid Protocols:** This was referred to the Village Board due to time constraints.
6. **Any Other Business to Be Brought Before the Committee:** None
7. **Adjournment:** Trustee Franklin made a motion to adjourn, seconded by Trustee Kumbier. Motion carried. Trustee Franklin adjourned the meeting at 7:00 p.m.

Lisa Moen, Village Clerk/Treasurer/Administrator

**SUBJECT:** 2022 Insurance premiums

**FROM:** Lisa Moen, Administrator/Clerk/Treasurer

**MEETING DATE:** October 14, 2021

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**BACKGROUND/ANALYSIS:**

**2022 Delta Dental/Vision Insurance increased 2% increase after no increase last year.** Premiums will increase from \$687.61 to \$701.38 per month, an increase of \$13.77 per month.

**2022 Dean Health insurance increased 4.6 %.** Premiums will increase from \$8,611.40 per month to \$9,009.03 per month, an increase of \$397.63 per month.

These premiums will be changing as when they were calculated, they still included Dan Dudley and his wife, Jeff Wright and his wife and adult daughter and Barb Goeckner. It does not include Chrissie Brynwood, her husband and two adult daughters. Kris Breunig has opted out of health insurance and we will be hiring a new public works laborer. Chrissie will be working on the final numbers.

Employees pay 12% of their premiums for both insurances, plus an additional \$50/month for each adult child and spouse that is on the plan.

Also, the premiums are billed accordingly by departments: Administration, Public Works, Water and Sewer, Library. The full amount does not come out of the general fund.

**RECOMMENDATION/ACTION REQUESTED:** Recommendation to the Audit and Finance Committee for renewal of Dean Health and Delta Dental insurance Policies.

**CHRISSIE WILL HAVE  
DOCUMENTS TO  
DISTRIBUTE AT THE  
COMMITTEE MEETING.  
SHE IS WORKING WITH  
STAFF TO PUT TOGETHER  
BUDGET NUMBERS AND  
WILL PROVIDE  
CORRESPONDING  
DOCUMENTATION.**