

**Village of Cambridge Board of Trustees
Amundson Community Center
200 Spring Street, Cambridge
Tuesday October 25, 2022
6:30 p.m.**

Village Board Agenda

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Proof of Posting**

- 4. Public Comment**

- 5. Approval of Consent Agenda:**
 - a. Village Board Minutes: October 11, 2022
 - b. Economic Development Committee: October 17, 2022
 - c. Water and Sewer Committee: October 18, 2022
 - d. Public Works Committee: October 19, 2022

- 6. Reports:**
 - a. Presidents Report
 - b. Library Board Meeting: October 12, 2022
 - c. Audit and Finance Committee: October 24, 2022
 - d. Director Dept of Public Works-Tod Lord
 - e. Village Office Updates: Administrator/Clerk Moen

- 7. Treasurer's Report:**
 - a. Bills

- 8. New Business:**
 - a. Discussion and Possible Action regarding Authorization for Clerk/ Administrator, and Treasurer to approve and sign payables checks that need to be sent in a timely manner due to no meeting on November 8, 2022.

- 9. Unfinished Business:**
 - a. Fire Commission Update

- 10. Correspondence: None**

- 11. Questions, Referrals to Staff or Future Agenda Items:**

- 12. Adjournment**

Lisa Moen, Administrator/Clerk

Note

- 1) Persons Needing Special Accommodations Should Call 423-3712 At Least 24 Hours Prior To The Meeting.
- 2) More Specific Information About Agenda Items May Be Obtained By Calling 423-3712.
- 3) Final Agendas Are Typically Posted By 4 Pm On The Friday Preceding The Regular Meeting At The Amundson Community Center, Cambridge Post Office, Hometown State Bank, Badger Bank and the Village Website

VILLAGE OF CAMBRIDGE

Policy of Decorum for Public Meetings

The purpose of Policy of Decorum is to promote mutual respect, civility, and orderly conduct among elected and appointed Village officials, Village staff, and members of the public. This policy is not intended to deprive any person of his or her right to freedom of expression, but to promote, to the extent possible and reasonable, open dialogue and positive communications while discouraging intimidating, demeaning, volatile, hostile or aggressive actions. The Village expects locally elected and appointed officials and its employees to comply with this policy, and also seeks cooperation from members of the public.

The Village holds numerous public meetings, such as meetings of the Village Board and Village commissions, boards and committees. In order to safeguard participatory democracy in the Village of Cambridge, all elected officials, appointed officials and Village employees are expected to adhere to the following standards of conduct:

- Treat everyone with courtesy;
- Listen to others respectfully;
- Exercise self-control;
- Exercise honesty at all times;
- Give open-minded consideration to all viewpoints;
- Focus on the issues and avoid personalizing debate;
- Embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools for forging sound decisions;
- Allow board and commission members to speak without intimidation or interruption;
- Provide fair and equal treatment for all persons coming before Village bodies.

The Village requests that members of the public also exercise civility by following these guidelines during public meetings.

Whenever any disturbance or disorderly conduct shall occur in any of the meetings of the board, the president may cause the room to be cleared of all persons causing such disorderly conduct.
VCO § 2.08.190.

**Village of Cambridge Board of Trustees
Amundson Community Center
200 Spring Street, Cambridge
Tuesday October 11, 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, Hollenbeck, Franklin, Breunig, Wittwer, Franklin and President McNally. Others present: Lisa Moen, Administrator/Clerk; Chrissie Brynwood, Treasurer; Marggie Banker, Cambridge School District Administrator; Andrea Masotti, Blake Sollenberger, Vineyards HOA; Tim Phelps, Patty Strobusch.
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, Badger Bank and the Village of Cambridge Website.
4. **Invited Guest:** Marggie Banker, District Administrator, Cambridge School District spoke about their annual newsletter that recently went out to residents. She explained the mill rate went down 9.11%. Enrollment at all school is about 900 students. They had received some Federal Covid Relief funding. But they still had to eliminate three teachers and an administrator. They also have increased the solar at the elementary school. The district did receive a blue-ribbon award for their years of effort with the Farm to School, composting and they even have bought two Llamas to act as guards for the area. They have improved the playground at the elementary school with a poured rubber playground. She mentioned that they are constantly on the lookout for grants. Trustee Wittwer questioned if they were also going to be placing the same rubber playground material at the middle school as well? She stated not in the budget to do that, but they do have an excessive amount of cushioning there now. President McNally complimented her on the newsletter and thanked her for coming in to speak to the Board. Trustee Breunig suggested that it may be a good idea to have a student's voice sit in on the Board of Trustees meetings possibly quarterly. Superintendent Banker stated that would be a great idea.
5. **Public Comment** Andrea Masotti 705 Vineyard Crossing stated she just wanted to let the board know that they have a Homeowners Association in which she is the Vice President. She also handed out to the Village Board the list of contacts for their association and if any issue should arise direct them to the association. Blake Sollenberger 711 Kenseth Way introduced himself and stated he is the President of the association.
6. **Approval of Consent Agenda:**
 - a. Village Board Minutes: September 27, 2022, Trustee Hollenbeck pointed out a couple of grammatical errors that will be corrected. Trustee Hollenbeck also questioned how are these corrections handled? Treasurer Brynwood stated she makes the corrections then types on the minutes "Revised and Approved with the

date, then takes off the draft watermark off then saves as a PDF and then posts it to the website.”

Trustee Hollenbeck made a motion to approve the consent agenda from September 27, 2022, seconded by Trustee Kumbier. Motion carried. 6-0

7. Reports:

- a. **Presidents Report** – President McNally stated that on September 28th Governor Evers was in town to support Don Vruwink. He spoke briefly with the Governor and invited him to come to a Village Board Meeting. President McNally also said he attended the Farm to School event and that there was a lot of food and approximately 200-300 people, a very nice gathering.
- b. **Joint Review Board:** October 6, 2022, Administrator Moen stated this was their annual meeting and Ehlers’s was there and gave a presentation. No big surprises, the Melster’s TIF is moving along. The TIF with the Dancing Goat Rick Houses is off to a strong start.
- c. **Plan Commission:** October 10, 2022, Trustee Wittwer explained that the Plan Commission reviewed the Conditional Use Permit for the Pizza Pit and Coffee shop and that it will be discussed later in this meeting. Trustee Franklin also mentioned that they will be reviewing the site grade changes and would like to include the Building Inspector, Chris Butschke for the next meeting.
- d. **Joint Law Enforcement:** October 11, 2022, Trustee Breunig spoke that they had a meeting earlier today and the main topic was budgetary issues, manning shortages. Dane county is offering a pay increase of 9%. Our police are now working overtime and we don’t want them to burn out. Administrator Moen reminded the board that the school pays for 75% of Officer Reynolds pay.
- e. **Director Dept of Public Works-Tod Lord** mentioned that the new employee has started, Well #2 is running of a temporary pump until the materials come in for them to repair the pump and casing. Director Lord also mentioned that Derek Schroedl and Lee Farrar did an amazing job in addressing and communicating the failure of Well #2. Trustee Franklin suggested a formal recognition to Derek and Lee.
- f. **Village Office Updates:** Administrator/Clerk Moen stated she is playing catch up after being out for a week. Started working on the budget. Setting Audit & Finance as well as Public Works meetings. Had closed on the sale of village property to The Breunig’s. Getting prepared for the November 8th election.

8. Treasurer’s Report:

- a. **Bills-** Treasurer Brynwood stated the first round of bills were \$27,610.86, the second round was \$4,547.86 for a grand total of \$32,158.72. Trustee Hollenbeck questioned when the Badgerland Contract was going to end. Treasurer Brynwood stated she would have to look into this and get back with her. President McNally questioned the check for Fireside. Treasurer Brynwood stated this was a donation from a patron of the library and insisted that the money be used for staff. Library Director Behm purchased dinner and a show for all library employees.

Trustee Hollenbeck made a motion to approve the bills in the amount of \$32,158.72, seconded by Trustee Franklin. Motion carried on a roll call vote.6-0

9. New Business:

- a. Discussion and Possible Action Regarding Conditional Use Permit** for Jim Curran, Matt's Plat, Lot 2, tax key 111/0612-013-0512-1, for the purpose of a drive through restaurant; Recommendation from Plan Commission. Trustee Wittwer gave an update on Mr. Curran's purchase of property in the vineyard are for a drive through Pizza Pit and Coffee Shop. Stated that it will be strictly a drive through with picnic benches placed outside for people to sit and eat. Their will be a small walk-up door to be able to pick up your pizza. Trustee Hollenbeck questioned if there will be a walk-up window for the coffee shop and Trustee Wittwer did not know. It is expected to be built next year.

Trustee Franklin made a motion to approve the Conditional Use Permit per MSA's recommendations for Jim Curran, Matt's Plat, Lot 2, tax key 111/0612-013-0512-1, for the purpose of a drive through restaurant; seconded by Trustee Breunig. Motion carried. 6-0

- b. Discussion and Possible Action Regarding Updating Smart Growth Plan;** Recommendation from Plan Commission. Trustee Wittwer discussed that they have received two bids, one from Mark Roeffer's and MSA. He stated the Plan Commission is suggesting going with MSA due to the relationship that has already been established since they are our engineer. The Smart Growth plan that the Village has now is very outdated. Trustee Hollenbeck stated that it will need to be placed in the 2023 budget.

Trustee Franklin made a motion to approve updating the Smart Growth Plan with MSA, not to exceed \$30,000, seconded by Trustee Hollenbeck. Motion carried. 6-0

- c. Discussion and Possible Action Regarding Intergovernmental Agreement with the Jefferson County Economic Development Consortium:** Trustee Hollenbeck would like this to be shared with the Economic Development Committee.

Trustee Hollenbeck made a motion to approve the Intergovernmental Agreement with the Jefferson County Economic Development Consortium, seconded by Trustee Breunig. Motion carried on a roll call vote 6-0

- d. Discussion and Possible Action Regarding Village Board Meeting of November 8, 2022**

Trustee Hollenbeck made a motion to cancel the November 8th Village Board meeting due to the election that is being held the same day, seconded by Trustee Kumbier. Motion carried. 6-0

10. Unfinished Business:

a. Fire Commission Update

- a. Discussion and Possible Action Fire Commission Budget:** President McNally presented the Fire/EMS budget that was approved by the commission. Attorney Landretti stated that per the intergovernmental agreement that their budget needed to be completed by September 1st, then given to the respective municipalities by October 1. It is late. Village Board

would like a consensus of the Treasurers on how the Equalized Value is calculated for each municipality.

Trustee Kumbier made a motion to approve the Fire Commission's Budget subject to verification of Equalized Value in Fire EMS District, seconded by Trustee Franklin. Motion carried. 4-1(Breunig, Nay)-(Hollenbeck, abstain)

- b. General Discussion and Possible Action Regarding Joint Fire and Emergency Medical Services Agreement general discussion on the Joint Fire and EMS service agreement. Trustee Hollenbeck requested more information from the Joint Fire and EMS.

Trustee Hollenbeck made a motion for Attorney Landretti to draft a letter to the Joint Fire and Emergency Medical Service requesting clarification on Purchase Approval, Reserve fund spending, Process for amending intergovernmental agreement, Fire and EMS balance sheets, insurance policies, Budget procedure deadlines, seconded by Trustee Breunig, Motion Carried 6-0

11. Correspondence: None

12. Upcoming Meetings: October 12, Library Board; October 17, Economic Development; October 18, Water and Sewer; October 25, Village Board; Public Works TBD; Audit and Finance, TBD.

13. Questions, Referrals to Staff or Future Agenda Items: Trustee Franklin would like to recognize Derek Schroedl & Lee Farrar for their work and communication with Well #2.

14. 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 Laborer Position, Vacant Village Board Seat, Committee Assignments

Trustee Wittwer 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 Laborer Position, Vacant Village Board Seat, Committee Assignments, seconded by Trustee Kumbier. Motion carried on a roll call vote 6-0

15. Reconvene into Open Session

Trustee Wittwer made a motion to Reconvene into Open 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 Laborer Position, Vacant Village Board Seat, Committee Assignments, seconded by Trustee Kumbier. Motion carried on a roll call vote 6-0

16. Action taken in Closed Session

- a. Discussion and Possible Action Regarding Hiring of Public Works Laborer

Trustee Hollenbeck made a motion to hire the Public Works Laborer, Donald (Jae) Ames as

discussed per offer seconded by Trustee Wittwer. Motion carried on a roll call vote 6-0

b. Discussion and Possible Action Regarding Vacant Village Board Seat

Trustee Franklin made a motion to appoint Tim Phelps for the vacant Village Board seat, seconded by Trustee Breunig. Motion carried 6-0

c. Discussion and Possible Action Regarding Committee Assignments

Trustee Wittwer made a motion to appoint Tim Phelps to the Joint Law Enforcement as well as the Licensing committee, seconded by Trustee Kumbier. Motion carried 6-0

17. Adjournment

Trustee Wittwer made a motion to adjourn the meeting, seconded by Trustee Breunig. President McNally adjourned the meeting at 10:23 p.m. Motion carried 6-0

Chrissie Brynwood, Deputy Administrator/ Deputy Clerk/Treasurer

Note

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**Village of Cambridge
Economic Development Committee
Amundson Community Center
200 Spring St. Cambridge, WI 53523
Monday October 17, 2022, 5:30 p.m.**

MINUTES

1. **Call to Order/Roll Call:** Chairperson Hollenbeck is excused. Members present: Kayla Sipple, Kevin Mehringer, Christiane Laing, Chris Krueger. Others present: Lisa Moen, Administrator; Mark McNally, President; Matthew Kures; John Scott.
2. **Proof of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank, Badger Bank and the Village Website.
3. **Invited Guest Speaker-** Matthew Kures UW Madison Division of Extension- Community Development Specialist: They work with communities throughout the state. Who can partner with us? Look to counties, other organizations. We have to look at if we are ready move forward with Economic Development. Do we have the funding, resources, who can work on it? What are we looking for? It was acknowledged that we are t the ground level. Looking at first steps. Affordable housing, light industry, more retail, land availability are issues we are interested in. Affordable housing is based on a percentage of median income. Housing analysis – banks, schools, others with a stake can be good working partners. What is the funding source? Municipality, grants? They have a business district tool box on their website. Placemaking is a good start – they have staff that works on this – Todd Johnson. Planning, fundraising, designers. Economic Impact Modeling. Updated Comprehensive Plan will be a good tool – how do you implement, again, resources? They look for success stories – other communities similar in size, geographic locations, demographics, etc.
4. **Public Appearances/Citizen Input:** Kayla Sipple had updates on a few items:
 - a. November 2, Jefferson County Economic Development 101 – she sent out an email.
 - b. She attended the Thrive/Economic Development meeting – sent an email with information, interested in the placemaking
 - c. Request for public parking/restrooms
 - d. How can this committee be looped in with possible development in the village – Chrissie provide updates from PC, Share the PC agenda with the committee – Moen did provide a brief overview of statutory requirements of PC and the Ordinance which sets the ED Committee as an advisory committee – more how do we attract, public messaging.

5. **Approval of Minutes** from September 12, 2022:

Christiane Laing made a motion to approve the minutes as approved, seconded by Kayla Sipple. Motion carried.

6. **Old Business: Discussion and Possible Action Regarding:**
 - a. **Update on Community Economic Analysis for Rural Wisconsin Communities:**
This was the PILOT that we applied for and did not receive.

- b. **Connect Communities Agreement between Wisconsin Economic Development Corporation and Village of Cambridge:** The Village has approved renewing the partnership. We will keep this committee apprised of educational opportunities, etc.
 - c. **Review ARPA funds** can be used-possibly use for Tourism: It was questioned if we can use these funds for Tourism, possibly Country Christmas. Moen answered a question of how these funds have been used in the past – majority has gone toward well update projects, and anticipated Well #3 project. It was discussed and the general feeling was that it could be best used for other projects within the community.
 - d. **Cambridge Christmas:** The Village has agreed to sign on as a sponsor for a grant opportunity. Garland has been ordered, should be here the end of the week of November 14, or the beginning of the week of November 21 (Thanksgiving week). Staff has always had the goal of having it up prior to Thanksgiving. There was discussion that the Christmas tree should not be on the new flag pole this year, but rather the live trees should be mature enough now. Santa has been secured.
 - e. **AARP Small Dollar Grant:** Paula Hollenbeck was not here to report, move to next agenda.
 - f. **Update on Welcome to Cambridge Signs:** Treasurer Brynwood is working with the attorney on the legal easement. The check has been sent to Bush's. There had been a target date of November to have them installed. Discussion if we should take ownership and have public works install. Did the cost include installation? It was felt that if we took ownership, they would not come back to install. We are under the impression that they signs are done. Discussion at the next meeting if we should have Public Works pick them up and install.
 - g. **Review of Kayla Sipples email regarding broader discussion topics:** Nothing new. Ongoing agenda item.
7. **Setting of next meeting date:** November 14, 5:30 p.m. This is the same night as Plan Commission – which begins at 6:30. Could be a good opportunity to come to Plan Commission after to introduce themselves.
8. **Questions, Referrals to Staff or Future Agenda Items**
- a. Action steps for Marketing Steps/public messaging
 - b. Welcome to Cambridge Signs
 - c. AARP Small Dollar Grant
9. **Adjournment:** Chris Krueger made a motion to adjourn, seconded by Christiane Laing. Motion carried. The meeting was adjourned at 6:50 p.m.

**CAMBRIDGE WATER, SEWER AND STORMWATER COMMITTEE
AMUNDSON COMMUNITY CENTER
200 SPRING STREET – COMMUNITY ROOM
MINUTES
6:30 PM
OCTOBER 18, 2022**

1. **Call to Order/Roll Call:** Breunig called the meeting to order at 6:30pm. Members present: Ted Kumbier, Larry Gunseor, Steve Struss, and Kris Breunig. Others present: Attorney Jane Landretti, William Barutha, Mike Reiber from Dancing Goat Distillery, Mark McNally Village President. Village Staff: Derek Schroeder, Tod Lord, Lisa Moen, and Vicki Redford.
2. **Proof of Posting:** Agendas were posted in the upper and lower levels of the Amundson Community Center, Hometown Bank, Badger Bank, Cambridge Post Office, and the Village website.
3. **Approval of consent agenda**
 - a. Meeting Minutes from 09-20-2022
Kumbier made a motion to accept the consent agenda as presented. Struss seconded the motion. Motion carried.
4. **Approval of Bills**
Kumbier made a motion to accept the bills in the amount of \$65,912.95 Gunseor seconded the motion. Motion carried on a 4-0 roll call vote.
5. **Reports**
 - a. **Utility Clerk:** I have been helping with election duties. Working with Brian Roemer from Ehlers on the future water rate increase and public hearing date. Worked with Sensus on meter reading equipment. Also, doing my daily, weekly, and monthly duties.
 - b. **Staff Report:** Schroedl, from the water department, reported that the pump at Well #2 failed and they had to start well #3 for a brief time until a temporary submersible pump could be installed at Well #2. DPW director Lord said Schroedl & Farrar did an excellent job addressing the issues at Well #2 and getting well #3 going while Lord was out sick. There was discussion with the Committee about issues that happened when well #2 went down.
6. **Public Comment:** Reiber from the Dancing Goat said they did water flushing when well #2 went down. Reiber gave the Committee pictures of water that they had at the Dancing Goat when well #2 went down and well #3 was being used.

Kumbier made a motion to move 8a. up in the agenda. Breunig seconded the motion. Motion carried on a 4-0 vote.
7. **Old Business:**
 - a. **Discussion & Possible Recommendation Regarding Water Sampling locations within the Village:** Village attorney Jane Landretti started by telling the Committee about the email correspondence with Nick Maas from the Dancing Goat. Landretti

explained the water department has been denied access to the Dancing Goat for water testing. Landretti asked Reiber from Dancing Goat if he knew the purpose of denying testing. Reiber said Maas would like testing done at a different Village location. After some discussion it was decided that Landretti will follow up with Maas. The Dancing Goat, W&S Committee, and water department staff will decide on a location that will work for everyone. It is important to find a location that can be accessible at any time. The Village Hall was one option that was discussed as well as the West Side Park lift station. It will also be discussed how to notify when testing is done if and when the Dancing Goat chooses to do a split sample test. Schroedl from the water department asked how long the testing is needed. The Developers Agreement that started October 9th of 2020, states: when an exceedance in the Color Standards for two consecutive months occurs, The Village shall notify WDNR of the sample test reports showing the exceedance, with a copy of such notification to the Developer. The Village's obligation to monitor compliance with the Color Standard and, if applicable, the Additional Standards terminates the earlier of the day after any 12-month period during which an exceedance in the Color Standard does not occur for two consecutive months or the parties otherwise agree in writing to terminate the Village's obligation to monitor compliance. Reiber stated that the testing is to build confidence in the Village and water department.

- b. Discussion and update on Well #3:** Dan Greve from MSA sent an email for the Committee to review. The email was to provide a brief update of the status of the well #3 project. The WDNR provided a second round of review questions/comments on October 12. Greve will respond to those questions/comments like he did the first round, and copy responses to Schroedl from the water department. MSA would like to obtain bids for the well #3 project soon to confirm the total project cost. Then, the Village would be able to hold the public informational meeting regarding the project that the Wisconsin PSC is requiring and be able to complete the water rate case application to PSC. PSC is still in the process of reviewing the application for construction authorization, but the project can be bid prior to that authorization.
- c. Discussion and update on well #2:** Schroedl said CTW will be coming to install a column pipe as soon as they get it. President McNally asked if stainless steel would be a better option for the pipes. There was discussion that stainless steel would be 3 to 7 times the cost. Treatment of the well will also help prevent corrosion in the future.
- d. Discussion and update from COWC:** Committee member Struss said that the COWC talked about the regionalization with Rockdale. COWC decided to allow Rockdale to conceptionally move forward with the project. Door knockers that say what cannot go through the sewer are being hung up in the Village.
- e. Discussion and update on Street Sweeper:** Administrator Moen said that the Village Board agreed to pay for half of the refurbished street sweeper. The unit is currently being refurbished and is not yet ready. Update next month.
- f. Discussion and Possible Action on Meter Reading Equipment:** We did get a quote from Sensus for new meter reading equipment. The cost is \$349,392.77 the Committee would like another quote. The water department will talk to MSA for assistance in obtaining another quote. The Committee said, one option is to add the purchase of new reading equipment to the well #3 project cost.

8. New Business:

- a. Discussion and Possible Action on large W&S bill at 809 Winery Way:** Resident William Barutha attended the meeting. He told the Committee that his August water bill had 49,000 gallons of usage due to watering sod. The Committee talked about his normal usage of 2000 gallons. Clerk Redford explained the formula used to give a sewer credit to the Committee. The Committee decided on a sewer credit for 47,000 gallon of sewer charges.

Breunig made a motion to credit Barutha 47,000 gallons of sewer using the sewer credit formula. Struss seconded the motion. Motion carried on a 4-0 roll call vote.

- b. Discussion and Possible Action for Authorization to Advertise for Bids on Well #3 Project.:** Bidding on the well #3 project was discussed along with the well #3 project update. As the committee meets monthly, MSA would like approval to go out for bids, rather than waiting until the next meeting. This will allow Ehlers to begin working on the rate increase.

Kumbier made a motion to authorize MSA to go out for bids on the well #3 project. Bid opening may be mid to late November. Breunig seconded the motion. Motion carried on a 4-0 vote.

- c. Resignation of Village Forester:** There was discussion that Jay Weiss resigned from the position of Village Forester. Weiss had been getting a monthly credit for water used on the Tree Project.

Struss made a motion to discontinue Weiss's credit because he is no longer a representative of the Village. Breunig seconded the motion. Motion carried on a 4-0 vote.

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

1. Meter Reading Equipment update
2. Well #3 update / Bid opening
3. Water Sampling
4. Well #2 update
5. Street Sweeper update
6. Clean out of Koshkonong Creek

10. Adjournment:

Struss made a motion to adjourn the meeting. Kumbier seconded the motion. Breunig adjourned the meeting at 7:40pm.

Vicki Redford ~ Utility Clerk

Village of Cambridge
PUBLIC WORKS COMMITTEE
Wednesday, October 19, 2022, 5:30 p.m.
Amundson Community Center, Community Room
200 Spring Street

Minutes

1. **Call to order/Roll Call:** Chairman Franklin called the meeting to order at 5:30 p.m. Members present: Trustees Wittwer, Breunig and Franklin. Others present: Lisa Moen, Administrator/Clerk; Tod Lord and Cody Garcia, Public Works; Andrea Masotti, Vineyards HOA.
2. **Proof of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank, Badger Bank and the Village Website.
3. **Public Comment:** None
4. **Approval of Minutes**
 - a. Approval of Public Works Minutes: July 7, 2022

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

5. **Unfinished Business: Update, Discussion and Possible Action Regarding:**
 - a. **Johnson/Townsend Street Project:** Work was completed. MSA is calling the contractor back in as there is a dip in the middle of the intersection where water is pooling. Final invoices are not in yet. They did not need to bring in fill. LRIP grant will pay for a portion of the project, the rest will need to be borrowed.
 - b. **Speed Limit Signs:** Director Lord did a cost analysis of what it would cost to put signs at all parks within the Village. It would cost nearly \$5,500 in materials and the same in labor. The Police have verified that the limits are in state statutes, adopted into our ordinances and are enforceable. They would not like to see the speed signs erected. You would need to have signs stating when the lower speeds begin and where they go back to 25 mph, on both sides of the streets. It was decided to not move forward with the speed limit signs.
 - c. **Replacement of Flagpole:** Director Lord updated that the flagpole should be installed the first week of November, they are waiting on some parts. Discussion regarding lighting. Can we reuse the LED light that we have? Can it be attached to a light pole and shine it on the flag? Director Lord has reached out to Ready Electric. There have been discussions regarding the electrical in the park and the need to replace/update/remove some of it. It was discussed that it should not be used for the Christmas tree anymore. Trees in the park should be mature enough to use now.
 - d. **Shed at Village Dump Site:** The trailer needs to be emptied out and will then be removed. The new shed will be built once the trailer is removed. London Lumber honored the price quote.
 - e. **Street Name Changes:** Treasurer Brynwood has been working on this. Resolutions passed by the Board; recorded with the Register of Deeds Office; entered into Access Dane; sent to the Cambridge, Fort Atkinson and Milwaukee Post offices. Working on certified letters for the

residents and ordering signs. Residents concerns if this will be completed prior to Christmas, will there be confusion. Moen stated she believed the post office has said they would honor both addresses for a while.

- f. **New Public Works Hires:** Cody Garcia began working the beginning of the month and Jae Ames will be starting tomorrow. Public Works will now be at full staff!
- g. **Amundson Center Flooring:** The flooring has been installed and the courts have begun moving into the old Village Offices.
- h. **Blue Jay Way Letter Sent:** No response back from the Town of Oakland. Some brief discussion regarding the agreement; the subcommittee; the process.

6. New Business: Discussion and Possible Action Regarding Items Requested of Committee:

- a. **Lighting Along Bike Trails:** The trails are not set up with electricity to be lit. No other bike paths are lit. No action taken on this.
- b. **Lighting in Subdivisions:** Solar lights in the subdivision at each house is part of the covenant. This is an HOA issue and should be addressed by them. Discussion regarding safety at Halloween. There are street lights on the corners, and homes have their outside lights. The cul du sac is the darkest area.
- c. **Stopping/Standing/Parking Markings in Subdivisions:** The Police and Public Works went out and looked at the intersection and felt there were visibility issues. The corner of Kenseth Way and Vineyard Drive has been painted yellow (by the apartments and park). The HOA will reach out to Decker Properties to discuss the situation. It is better with the curb painted.
- d. **Children at Play Signs:** We do not have signs elsewhere in the village, by parks or schools. We do have yard signs available for residents. The HOA could also purchase some movable signs to put up in the neighborhood. It was acknowledged that most of the traffic was from residents of the neighborhood and will be talked about at their HOA meeting.

7. New Business: Discussion and Possible Action Regarding:

- a. **2023 Public Works Budget:** Director Lord and Administrator Moen were reviewing today. Treasurer Brynwood is working on it. The Audit and Finance Committee will be meeting next week.
- b. **LBK Park:** We will be receiving \$12,500 from the developer and have received a grant in the amount of \$1,190 from LWMMI. Discussion relating to having a structure that can be added on to in the upcoming years; a half court basketball court (HOA would rather not); if the HOA wants to fundraise, add to the park.
- c. **Capital Improvement Budget:** Including Equipment; Director Lord put together an inventory of equipment, what is most in need of being replaced. Unfortunately, the Village doesn't have money to be putting aside for future equipment needs, for the most part there will need to be loans taken out for equipment/vehicles. Our John Deere zero turn mowers lease is coming due. We could purchase it for \$5,000. Director Lord felt this would be a good deal. This is something we should look to budget for.

8. Update/Other Items for Future Consideration:

- a. Boulders out in the Vineyards? Landscapers may take them. Otherwise will try to move to make them more of a decorative feature.
- b. Village Forester Position

9. Adjournment: Trustee Breunig made a motion to adjourn, seconded by Trustee Wittwer. Meeting adjourned at 7:15 p.m. by Chairperson Franklin.

Lisa Moen, Village Clerk/Administrator/Deputy Treasurer

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In Progress Checks - Full Report - ALL
ALL Checks by Payee
HOMETOWN BANK GENERAL OPERATING

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CB 10-20-22
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ACCT

Dated From: 10/25/2022 From Account:
Thru: 10/25/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	10/25/2022	ALLIANT ENERGY/WP&L	
#370181			
100-00-51600-220-000		MUN BLDG - UTILITIES	814.89
#370181	10/14/2022		
100-00-53420-000-000		STREET LIGHTS	48.59
#570605	10/14/2022		
100-00-53420-000-000		STREET LIGHTS	71.00
#938022	10/14/2022		
100-00-53420-000-000		STREET LIGHTS	32.19
#1611869258	10/14/2022		
100-00-53420-000-000		STREET LIGHTS	34.88
#252381	10/14/2022		
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	171.53
#034153	10/14/2022		
100-00-53420-000-000		STREET LIGHTS	7.35
#480381	10/14/2022		
100-00-53420-000-000		STREET LIGHTS	73.15
#543106	10/14/2022		
100-00-53420-000-000		STREET LIGHTS	19.57
#7244110000	10/14/2022		
100-00-55200-220-000		PARK UTILITIES	38.96
#0335194619	10/14/2022		
100-00-55200-220-000		PARK UTILITIES	18.81
#69591 VETERANS PARK	10/14/2022		
Total			1,330.92

	10/25/2022	ALLIANT ENERGY/WP&L	
SKOGEN RD WELL #3			
500-00-53700-620-000		POWER PURCHASED FOR PUMPING	218.93
SKOGEN RD WELL #3	17628 10/17/2022		
500-00-53700-620-000		POWER PURCHASED FOR PUMPING	1,049.56
WELL #2	396761 10/14/2022		
600-00-53700-821-000		POWER PURCHASED FOR PUMPING	128.04
12 & 18 LIFT STATION	014422 10/14/2022		
500-00-53700-620-000		POWER PURCHASED FOR PUMPING	75.39
134 WTR TOWER	371292 10/14/2022		
600-00-53700-821-000		POWER PURCHASED FOR PUMPING	719.56
300 WATER ST PUMP HOUSE	399442 10/17/2022		

ALL Checks by Payee

HOMETOWN BANK GENERAL OPERATING

Dated From: 10/25/2022 From Account:
Thru: 10/25/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			2,191.48

10/25/2022 ASSOCIATED BANK GREEN BAY, N.A.
BONDS SERIES GOC BONDS DATED 6/13/2018

110-00-58200-618-000	INTEREST- G.O. BOND 2018 HWYPQ		25,117.50
	BONDS SERIES GOC BONDS DATED 6/13/2018	10/13/2022	
Total			25,117.50

10/25/2022 CIVICPLUS
MUNICODE ADMIN SUP FEE 12/1 - 11/30/23

100-00-51420-280-000	ADMIN - COMPUTER MAINT/REPAIR		225.00
	MUNICODE ADMIN SUP FEE 12/1 - 11/30/23	243933	
Total			225.00

10/25/2022 CLEAN SWEEP PROGRAM
2023 CONTRIBUTION IN FULL

100-00-55700-000-000	CLEAN SWEEP CONTIBUTION		250.00
	2023 CONTRIBUTION IN FULL		
Total			250.00

10/25/2022 DANE COUNTY TREASURER (LAND CONSERVATION)
EROS CONTROL SCOTT FARMS PHASE 2

115-00-56400-000-000	SCOTT FARMS EXPENDITURES		76.63
	EROS CONTROL SCOTT FARMS PHASE 2	CAM0922	
100-00-56700-210-000	PLANNING - CONSULTING FEES		127.73
	EROS CONTROL-2021-03, 2022-01 VINEYARDS	CAM0922	
100-00-56700-210-000	PLANNING - CONSULTING FEES		17.03
	STORMWATER MGMT 2020-02	CAM0922	
Total			221.39

10/25/2022 DEAN HEALTH PLAN
PREMIUM-MOEN-REDFORD30%BRYWOOD

100-00-51420-133-000	ADMIN - HEALTH/DENTAL INS		4,599.76
	PREMIUM-MOEN-REDFORD30%BRYWOOD	007196024	
150-00-55110-133-000	LIB - HEALTH/DENTAL		1,131.54
	PREMIUM - BEHM	007196024	
500-00-53700-686-000	EMPLOYEE PENSIONS AND BENEFITS		294.40
	PREMIUM - REDFORD 70%	007196024	
600-00-53700-854-000	EMPLOYEE PENSIONS & BENEFITS		294.40
	PREMIUM -REDFORD70%	007196024	

Dated From: 10/25/2022 From Account:
Thru: 10/25/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-53311-133-000		PUBLIC WORKS - HEALTH/DENTAL	1,764.66
		PREMIUM -SCHROEDL75%, LORD75% 007196024	
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	294.10
		SCHROEDL25%, LORD25% 007196024	
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	294.10
		SCHROEDL25%, LORD25% 007196024	
Total			8,672.96

10/25/2022 GARCIA, CODY

CLOTHING ALLOW - BOOTS

100-00-53311-390-000		PUBLIC WORKS - MISC	94.94
		CLOTHING ALLOW - BOOTS 10/15/2022	
100-00-53311-390-000		PUBLIC WORKS - MISC	110.76
		CLOTHING ALLOW - WINTER JACKET 10/15/2022	
Total			205.70

10/25/2022 JARLSBERG, DEE

CLEANING AMUNDSON BLDG 10/1 - 10/14/2022

100-00-51600-240-000		MUN BLDG - MAINT & REPAIR	531.25
		CLEANING AMUNDSON BLDG 10/1 - 10/14/2022	
Total			531.25

10/25/2022 MC NALLY, MARK

8/17/2022 CONFERENCE LODGING

100-00-51100-390-000		LEGISLATIVE - SUPPLY & EXPENSE	251.80
		8/17/2022 CONFERENCE LODGING	
Total			251.80

10/25/2022 STAFFORD ROSENBAUM LLP

GENERAL CORP

100-00-51300-210-000		VILLAGE LEGAL WORK	3,315.00
		GENERAL CORP 1273834	
200-00-57620-800-000		BIKE TRAIL EXPENSES	531.00
		LEGAL SVC - BIKE PATH EASEMENTS 1273834	
100-00-51300-210-000		VILLAGE LEGAL WORK	66.00
		LEGAL SVC- ATV - UTV ORDINANCE 1273834	
146-00-56400-000-000		TID EXPENDITURES	3,304.00
		LEGAL SVCS- TID 6 1273834	

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ALL Checks by Payee

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HOMETOWN BANK GENERAL OPERATING

Dated From: 10/25/2022 From Account:

Thru: 10/25/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51300-210-000		VILLAGE LEGAL WORK	90.00
		MILEAGE - JANE LANDRETTI	
		1273834	
		Total	7,306.00
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	10/25/2022	WISCONSIN ELEVATOR INSPECTION INC	
		ANNUAL INSPECTION	
100-00-51600-240-000		MUN BLDG - MAINT & REPAIR	95.00
		ANNUAL INSPECTION	
		16939	
		Total	95.00
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		Grand Total	46,399.00

Dated From: 10/25/2022 From Account:
Thru: 10/25/2022 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	12,869.85
Total Expenditure from Fund # 110 - DEBT SERVICE FUND	25,117.50
Total Expenditure from Fund # 115 - SCOTT FARMS DEVELOP	76.63
Total Expenditure from Fund # 146 - TIF #6 FUND	3,304.00
Total Expenditure from Fund # 150 - LIBRARY FUND	1,131.54
Total Expenditure from Fund # 200 - CAPITAL PROJECTS FUND	531.00
Total Expenditure from Fund # 500 - WATER UTILITY	1,932.38
Total Expenditure from Fund # 600 - SEWER UTILITY	1,436.10
Total Expenditure from all Funds	46,399.00