

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

PUBLIC HEARING

1. **Call to Order**
2. **Proof of Posting**
3. **Public Hearing – 2023 Budget**
4. **Adjournment of Public Hearing**

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 25, 2022
 - b. Economic Development Committee: November 14, 2022
 - c. Water and Sewer Committee: November 15, 2022
 - d. Plan Commission: November 14, 2022
6. **Reports:**
 - a. Presidents Report
 - b. Library Board Meeting: November 9, 2022
 - c. Personnel Committee: November 16, 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 Village of Cambridge Ordinance 2022-06 Regarding Building Permits and Inspections: Grading
 - b. Village of Cambridge Resolution 2022-15: Relating to 2023 Village Budget
 - c. Discussion and Possible Action Regarding 2023 Partnership with Jefferson County Tourism/Official Guide
 - d. Discussion and Possible Action Regarding Jay Weiss Request to Measure Trees Donated by the Tree Project
9. **Unfinished Business:**
 - a. Fire Commission Update
 - b. Discussion and Possible Action Regarding Amending Fire Commission Intergovernmental Agreement
10. **Correspondence:** None
11. **Questions, Referrals to Staff or Future Agenda Items:**

- a. Cambridge Foundation Request
- b. No Village Board meeting December 27, 2022

12. Upcoming Meetings: December 12, Economic Development; December 12, Plan Commission; December 13, Joint Law Enforcement; December 13, Village Board; December 14, Library Board; December 20, Water and Sewer

13. 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: considering performance evaluation data of a Village employee

14. Reconvene into Open Session

15. Possible action taken on closed session items

16. 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.

NOTICE IS HEREBY GIVEN that on Tuesday November 22nd, 2022 at 6:30 p.m. in the community room of the Village Hall, 200 Spring St, a public hearing will be held on the Proposed 2023 Budget for the Village of Cambridge. The Proposed budget in detail is available in the Clerk's office during normal business hours; Monday, Wednesday, Thursday 7:30 am to 4:00 pm; Tuesday 9:00 am to 6:00 pm; Friday 7:30 am to 1:00 pm. The following is a summary of the proposed 2023 Village of Cambridge budget.

GENERAL FUND	2021 ACTUAL	2021 BUDGET	2022 ADOPTED BUDGET	2023 PROPOSED BUDGET	PERCENT CHANGE inc/dec	Variance ADOPTED 2022 PROPOSED 2023
REVENUES						
Taxes (other than property taxes)	\$ 5,714	\$ 96,000	\$ 101,150	\$ 93,000	-8.06%	\$ (8,150)
Special Assessments	\$ 80	\$ 17,802	\$ 17,572	\$ 15,792	-10.13%	\$ (1,780)
Intergovernmental Revenues	\$ 221,943	\$ 182,928	\$ 268,906	\$ 189,457	-29.55%	\$ (79,449)
Licenses & Permits	\$ 75,870	\$ 44,900	\$ 43,500	\$ 45,800	5.29%	\$ 2,300
Fines & Forfeitures	\$ 6,286.33	\$ 12,500	\$ 8,802	\$ 10,000	13.61%	\$ 1,198
Public Charges for Services	\$ 23,424	\$ 20,500	\$ 22,300	\$ 22,300	0.00%	\$ -
Intergov Chg for Services	\$ 33,864	\$ 12,700	\$ 27,000	\$ 18,200	-32.59%	\$ (8,800)
Contributed Capital	\$ 11,975	\$ 54,550	\$ 66,300	\$ 56,150	-15.31%	\$ (10,150)
Misc & Other Financing Sources	\$ -	\$ -	\$ -	\$ -		\$ -
TOTAL REVENUES:	\$ 379,155	\$ 441,880	\$ 555,530	\$ 450,699	-18.87%	\$ (104,831)
FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ 301,019	100.00%	\$ 301,019
TOTAL REVENUES	\$ 379,155	\$ 441,880	\$ 555,530	\$ 751,718		\$ 196,188
EXPENDITURES						
General Government	\$ 290,643	\$ 312,923	\$ 380,057	\$ 419,340	21.45%	\$ 39,283
Public Safety	\$ 364,226	\$ 622,378	\$ 616,786	\$ 705,536	-0.90%	\$ 88,750
Public Works	\$ 137,542	\$ 184,253	\$ 210,441	\$ 307,923	14.21%	\$ 97,482
Culture & Recreation	\$ 49,367	\$ 61,136	\$ 63,269	\$ 64,724	3.49%	\$ 1,455
Conservation and Development	\$ 122,494	\$ 68,580	\$ 114,299	\$ 211,870	66.67%	\$ 211,870
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENDITURES:	\$ 964,272	\$ 1,249,270	\$ 1,384,852	\$ 1,709,393	23.44%	\$ 438,840
SUMMARY OF LOCAL LEVY/ PROPERTY TAX CONTRIBUTION	2021 ACTUAL	2021 PROJECTED	2022 ADOPTED BUDGET	2023 BUDGET	CHANGE FROM 2022 ADOPTED	
General Fund	\$ 735,197	\$ 735,197	\$ 927,338	\$ 957,675	3.27%	\$ 30,337
Debt Service Fund	\$ 362,891	\$ 362,891	\$ 367,514	\$ 429,421	16.84%	\$ 61,907
Library Fund	\$ 85,000	\$ 85,000	\$ 90,000	\$ 105,000	16.67%	\$ 15,000
Refuse & Recycling Fund	\$ 89,454	\$ 89,454	\$ -	\$ -		\$ -
Property Taxes Levied for Village	\$ 1,272,542	\$ 1,272,542	\$ 1,384,852	\$ 1,492,096	7.74%	\$ 107,244

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

Village Board Minutes

1. **Call to Order/Roll Call:** Members present: Trustee Breunig, Franklin, Wittwer, Hollenbeck, Kumbier, Phelps and President McNally. Others present: Lisa Moen, Administrator/Clerk; Chrissie Brynwood, Treasurer; Tod Lord, Public Works Director; Dean Lund; Mike Reiber, Dancing Goat Distillery; Patty Strohbusch.
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 Website.
4. **Public Comment:** None
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: Trustee Franklin gave a quick overview. It was a productive meeting. Good rapport with the Vineyards HOA. HOA will work with residents regarding the lighting in their yards. Shed will be put up at the dump site once the trailer is removed. London Lumber honored the quote they had given for the shed. Director Lord provided a list of equipment that will need to be replaced in the near future. Discussion regarding playground at LBK Park. WE will have \$12,500 from the developer and a \$1100 grant. HOA discussed possible fundraising for the park and Trustee Phelps mentioned reaching out to the Lions Club. Quotes (a little old) from Lee Recreation started at \$35,000. Discussion regarding requesting assistance from the Cambridge Foundation. Curbs have been painted in the Vineyards, near the apartments. This has improved the visual line of sight. We (and the Police) have Children at Play signs that they can put in yards. Trustee Phelps inquired about speed limit signs. Trustee Franklin explained the cost involved to put at each park, both sides of the road, each time the speed changed. While they are not posted, they are still enforceable.

Trustee Hollenbeck made a motion to approve the consent agenda, seconded by Trustee Kumbier. Motion carried.

6. **Reports:**
 - a. **Presidents Report:** President McNally stopped at the Scott Farm Development, they are moving along and doing a good job. Trustee Hollenbeck asked if he could give a report on the conference that he attended.
 - b. **Library Board Meeting:** October 12, 2022: Discussed Budget
 - c. **Audit and Finance Committee:** October 24, 2022: Discussing Budget
 - d. **Director Dept of Public Works-Tod Lord:** New employee has started and is doing a good job. He is preparing the plow trucks. Has a mechanical background, so is able to trouble shoot equipment and make simple repairs. Press Release has gone out for leaf pickup. Flag will be going up in Veterans Park next week. Johnson Street project was completed, a small repair needed to be made, pooling of water in the intersection. MSA has contacted Payne and Dolan regarding this. Trustee Hollenbeck inquired about Well #2. The temporary submersible pump is still in place. Waiting for parts. Well is running good, the numbers are good.
 - e. **Village Office Updates:** Administrator/Clerk Moen: Met with the Engineer at the Scott Farms site. MSA has an engineer on staff overseeing the project. The developer provides us with a schedule

for work to be done three weeks out. Met with Dane County regarding the bridge on Water St. This bridge now qualifies for federal funding. It will be a cost split of 80% federal, 10% county and 10% local. Expected to be done in 2024/2025. Our share is estimated to be \$1.3 million. The bridge will last 50 years, will be widened, discussion about bike lanes/sidewalks. County will work with us as we move forward. They will be doing the project, overseeing it. Per previous agreements, we will take ownership once it is complete. Election: Voting in person has started, to date we have sent out 170 absentee ballots, training for workers is set, notices to the paper. Budget preparation has been very time consuming, will be finishing this week. Weekly, quarterly reports, new employee paperwork.

7. Treasurer's Report:

- a. **Bills:** First run of bills in the amount of \$40,243.13, second run of bills in the amount of \$46,399.00 for a total of \$86,642.13.

Trustee Hollenbeck made a motion to approve the bills in the amount of \$86,642.13, seconded by Trustee Phelps. Motion carried on a 7-0 roll call vote.

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.

Trustee Kumbier made a motion to allow the Clerk/Administrator and the Treasurer to approve and sign payables that need timely attention, seconded by Trustee Wittwer. Motion carried unanimously.

9. Unfinished Business:

- a. Fire Commission Update: No update at this time.

10. Correspondence: None

11. Upcoming Meetings: November 14, Economic Development; November 14, Plan Commission; November 15, Water and Sewer; November 22, Village Board; Personnel TBD.

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

- a. Cambridge Foundation Request

13. Adjournment: Trustee Kumbier made a motion to adjourn, seconded by Trustee Breunig. Motion carried. President McNally adjourned the meeting at 7:12 p.m.

**Village of Cambridge
Economic Development Committee
Amundson Community Center
200 Spring St. Cambridge, WI 53523
Monday November 14, 2022, 5:30 p.m.**

Minutes

1. **Call to Order/Roll Call** Chairperson Hollenbeck called the meeting to order at 5:30 p.m. Members present: Paula Hollenbeck, Kayla Sipple, Kevin Mehringer, Christiane Laing, Chris Krueger. Others present: Chrissie Brynwood Deputy Administrator; Mark McNally, 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, Badger Bank and the Village Website.
3. **Public Appearances/Citizen Input-**None
4. **Approval of Minutes from October 17, 2022**

Commissioner Mehringer made a motion to approve the minutes as approved, seconded by Commissioner Sipple. Motion carried.

5. Old Business: Discussion and Possible Action Regarding:

- a. **Review Economic Development Committee Chapter 2.80 Ordinance & Plan Commission Chapter 2.27.030 Ordinance** Commissioner Sipple stated that in this ordinance it may not align with the current committee members that are on this committee. She feels that there may be a lack of experience. Commissioner Sipple questioned if other members want to be on this committee. Chairperson Hollenbeck mentioned that they can still make changes to the ordinance and make it fit for the committee. She also mentioned that they can check on the other members to make sure they are still wanting to serve on the committee. Chairperson Hollenbeck would like on the next agenda, the election of a chairperson. Commissioner Sipple sent an email to the rest of the committee requesting each member to create a few action items, for example create a grant program for Main Street spruce up to make a strong, healthy downtown.
- b. **Discussion on Jefferson Counties Economic Development 101 meeting**
Commissioner Mehringer mentioned that he felt the meeting was high level. Not one particular single topic was discussed. Chairperson Hollenbeck stated she came back with things to think about what Cambridge's is differentiator? Economic Development is quality of life, stable business visitations. They also discussed who is the Village's largest employer? Commissioner Mehringer stated his thought was that of the school district. Commissioner Sipple is interested in a community survey though she may have asked for this in the past from Lake Mills. She feels that the way questions in the survey are worded could make a difference to the responses from residents.
- c. **Update on Smart Growth Plan-Informational see memo** Commissioner Sipple is very pleased that they will have some input on this going forward.

- d. **AARP Small Dollar Grant update** Chairperson Hollenbeck said she hadn't heard of they were approved for it and assumes that if she hasn't heard by now, they probably did not get it.

- e. **Update on Welcome to Cambridge Signs** Commissioner Sipple said she spoke with Busch's signs on November 7th and the owner said he would have the signs completed by the end of November. It has been very difficult to get answers from them. Commissioner Sipple wanted to have the attorney draft a letter to Busch signs to tell them we want this completed. Treasurer Brynwood to follow up with Attorney to obtain the easement by golf course and work with Kwik Trip on an easement on the South side of Highway 12/18

- f. **Review of Kayla Sipples email regarding broader discussion topics** Commissioner Hollenbeck mentioned that this topic can now be removed from the agenda going forward.

6. **Setting of next meeting date-** December 12th 5:30 p.m.

7. **Questions, Referrals to Staff or Future Agenda Items** Review implementation plan. Review survey. Vote for Chairperson. Gather and make decisions for 2023 goals for the economic meeting. Possibly review the Lake Mills By-Laws for their downtown area. Review Commissioner Sipple's email regarding two approachable ideas from each member for a grand total of ten to work to accomplish.

8. **Adjournment**

Commissioner Laing made a motion to adjourn the meeting, seconded by Commissioner Sipple. Chairperson Hollenbeck adjourned the meeting at 6:22 p.m. motion carried.

**CAMBRIDGE WATER, SEWER, AND STORMWATER COMMITTEE
AMUNDSON COMMUNITY CENTER
200 SPRING STREET – COMMUNITY ROOM
6:30 PM
NOVEMBER 15, 2022**

MINUTES

1. **Call to Order/Roll Call:** Breunig called the meeting to order at 6:32pm. Members present: Ted Kumbier, Steve Struss, and Kris Breunig. Member absent: Larry Gunseor. Others present: Mike Reiber from Dancing Goat Distillery, Dan Greve from MSA, Jay Weiss, Ed Vanderbosch, Marcus Moths from Ethoplex, Mark McNally Village President. Village Staff: Derek Schroedl, 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 10-18-2022

Struss made a motion to accept the consent agenda as presented. Kumbier seconded the motion. Motion Carried.

4. Approval of Bills

Kumbier made a motion to accept the bills in the amount of \$69,058.64 Struss seconded the motion. Motion carried on a 3-0 roll call vote.

5. Reports

- a. Utility Clerk: This month I was helping with the election. I have been working with Brian Roemer from Ehlers on information needed for the water rate increase. As well as my daily, weekly, and monthly duties.
- b. Staff Report: Schroedl told the Committee that well #2 is back online. New pipe was put in at the well, and the spare pump was installed at well #2. Director Lord said the new employees will be trained in the water system in the spring.

6. Old Business:

- a. **Discussion and Possible Action Regarding Jay Weiss & Tree Project:** Weiss told the Committee about all the time and money he put into the Tree Project over the past 17 years. Weiss expressed his interest in continuing to work with the Village on the Tree Project. Weiss stressed the importance of stewardship to the trees that have been planted. Struss thanked him for all he has done and reminded him that the question before the committee at this time was the deduct meter and who was paying for it. Village attorney Jane Landretti provided a memo, which was included in the packet. The memo states: the PSC statutorily does not allow water credits. Moen explained that in the past the Village was able to pay for the deduct meter as Weiss was the Village Forester, but upon his

resignation, we were no longer able to do that. After discussion, the Committee decided to refer Weiss's interest in working with the Village on the Tree Project to the Village Board.

Struss made a motion to move 7a. up in the agenda. Breunig seconded the motion. Motion carried.

- b. Discussion and Possible Action Regarding Well #3 Update/Bid Opening:** Dan Greve from MSA explained to the Committee that the PSC and DNR have approved specifications for the well #3 project. The bid opening has been advertised and bids will be opened on December 8, 2022. Greve explained once we accept a bid, Ehlers will be able to calculate the rate increase needed.
- c. Discussion and Update on Well #2:** This was discussed in the staff report.
- d. Discussion and Possible Action Regarding Meter Reading Equipment:** Water operator Schroedl told the Committee that he spoke with Dave Magnussen from MSA about other meter reading options. The equipment could be replaced gradually as meters are replaced or done as a large project. Schroedl said 10% of meters should be replaced yearly anyway. Greve from MSA said we could fill out an application for the Safe Drinking Water Loan Program to fund the equipment change. This would be a longer loan with lower interest rates. Schroedl will follow up with MSA regarding the equipment. Questions to look at: if we go with a different vendor, could it be done gradually; would it work with our meters or would all meters have to be replaced at the same time?
- e. Discussion and Possible Action Regarding Water Sampling:** Utility Clerk Redford told the Committee: Village attorney Landretti has reached out to Nick Maas from the Dancing Goat regarding water testing. There has not been a response yet. Reiber from the Dancing Goat said Maas has been out on family leave. He is back to work now, and is available to meet.
- f. Discussion and Update on Street Sweeper:** Water Operator Schroedl said the street sweepers that they had in mind were not in good shape. He said they have one Pelican available for slightly more. As it is available now, and just slightly over what was approved, Administrator Moen has told them to move forward with the purchase.

7. New Business:

- a. Discussion and Possible Action Regarding Rental of Water Tower Space:** Marcus Moths from Ethoplex, told the Committee Ethoplex would like to put an antenna on top of our water tower. They are looking at providing services to the Vineyard apartments. Our water tower may be overpopulated already. There was discussion of how it could affect our SCADA system as well as other questions. Other locations were discussed too. Discussion regarding free wi-fi for public parks/spaces. He will provide more detailed plans to MSA so that they can review.

Struss made a motion to move forward with Ethoplex antenna placement pending review from MSA. Kumbier seconded the motion. Motion carried.

- b. Discussion and Possible Action Regarding Clean out of Koshkonong Creek:** Committee member Struss and public works met with the Jefferson County Drainage District and the creek needs to be cleaned from Jefferson St to Water Street. He was told it could be done for \$10,000 to \$15,000 if the Village would pay for it. Otherwise, they would need to assess landowners which would result in higher costs. Discussion regarding how much land the village owns and what our costs would be under an assessment. President McNally suggested asking Cambridge Foundation for the funds to clean the creek. The Committee agreed that was a promising idea.

Struss made a motion to request \$15,000 from the Cambridge Foundation for cleaning the Koshkonong Creek. Kumbier seconded the motion. Motion passed.

8. Public Comment: None

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

1. MSA-Meter Reading Equipment
2. Jay Weiss-Tree Project- Water Credit – after discussion by Village Board
3. Street Sweeper
4. Well #3 Bid Opening
5. Well #3 - Contract Extensions-Construction Administration-Safe Drinking Water Loan Program

10. Adjournment:

Struss made a motion to adjourn the meeting. Kumbier seconded the motion. Breunig adjourned the meeting at 7:39pm.

Vicki Redford, Utility Clerk

- a) Persons needing special accommodations should call 608-423-3712 at least 24 hours prior to the meeting.
- b) More specific information about agenda items may be obtained by calling 608- 423-3712.
- c) A quorum of the Water & Sewer committee will attend this meeting for the purpose of gathering information relevant to their responsibilities as Water & Sewer committee members.
- d) Final Agendas are typically posted by 4 PM on the Friday preceding the regular meeting at the Amundson Community Center, Cambridge Post Office, Hometown Bank and Village of Cambridge Web site at www.ci.cambridge.wi.us

Village of Cambridge Plan Commission

Monday, November 14, 2022 – 6:30 P.M.
Amundson Community Center, Community Room
200 Spring Street

MINUTES

1. **Call to Order / Roll Call.** Acting - Chairman Franklin called the meeting to order at 6:30 p.m. Members present: Commissioner Anderson, Michalski, Franklin, Gronemus, Hollenbeck, Wittwer arrived 6:35 p.m. Others present: Chrissie Brynwood, Deputy Administrator/Clerk; President McNally.
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, the Village Website.
3. **Approve Minutes from Plan Commission Meeting** on October 10, 2022

Commissioner Anderson made a motion to approve the minutes as presented, seconded by Commissioner Michalski Motion carried.

4. **Public Appearances:** None

5. **New Business: Discussion and Possible Action regarding:**

- a. Introduction of Economic Development Committee- Paula Hollenbeck introduced herself and mentioned that she has a vested interest in the Smart Growth Plan. Kayla Sipple- SC Landscapes she is very involved in the community and has a fresh positive perspective of making Cambridge better. Christianne Laing Owner of Avid Gardener has a vested interest in Downtown. Also, members of the committee that are not present, Kevin Mehringer- Banker at Hometown Bank. Chris Krueger is the owner of Phyto-Solutions. Then the Plan Committee members introduced themselves.

6. **Unfinished Business:**

- a. **Discussion and Possible Recommendation to the Village Board regarding Grading Plans/Site Plans Ordinance Change:** Village of Cambridge Ordinance 2022-06 Commissioner Franklin gave a brief review of what the grading plan will entail. The building inspector Chris Butschke will meet with the builder to do a “quick and dirty” review of the as built drainage plans and be sure they are correct. There is an expense for the builder of approximately \$1,000-\$1,500. Commissioner Hollenbeck questioned who this applies to, and Commissioner Franklin stated it is for new buildings only but will benefit the builder in the long run. Commissioner Franklin also mentioned before foundation is poured that they can have a surveyor come out and shoot pictures of the elevation and have building inspector come and inspect.

Commissioner Franklin made a motion to recommend to the Village Board regarding Grading Plans/Site Plans Ordinance Change: Village of Cambridge 2022-06, seconded by Commissioner Wittwer. Motion carried

b. Update on Comprehensive Plan Commissioner Franklin read the memo from Administrator Moen regarding the Village board approving moving forward with MSA for the updating of the Comprehensive Plan. The expected formal contract will be presented to the Board for approval in December and work will begin in January. Anticipating 5 meetings with first discussing issues and opportunities. Future meetings will include discussions on policy content, at which point the Economic Development Committee will be invited to participate.

7. Correspondence: None

8. Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff: Nothing

9. Adjournment of Meeting

Commissioner Anderson made a motion to adjourn, seconded by Commissioner Gronemus. Chairman Franklin adjourned the meeting at 6:54 p.m.

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 Plan Commission Agendas Are Typically Posted By 4 Pm On The Friday Preceding The Regular Meeting At The Amundson Community Center, Cambridge Post Office, Village Website, Hometown Bank and Cambridge State Bank.

Chrissie Brynwood, Village Deputy Administrator/Clerk/Treasurer

CB
OK
11-18-22

11/18/2022 11:34 AM

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

Page: 1
ACCT

Dated From: 11/22/2022 From Account:
Thru: 11/22/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/22/2022	AMES, JAE	
		FARM & FLEET - WINTER JACKET	
100-00-53311-390-000		PUBLIC WORKS - MISC	100.00
		FARM & FLEET - WINTER JACKET	11/14/2022
		Total	100.00
	11/22/2022	ARAMARK UNIFORM SERVICES	
		MATS - 11/10/2022	
100-00-51600-390-000		MUN BLDG - SUPPLIES	128.46
		MATS - 11/10/2022	6140069601
		Total	128.46
	11/22/2022	BOB CLAPPER AUTOMOTIVE	
		HOSE FOR 2009 PLOW TRUCK	
100-00-53311-351-000		PUBLIC WORKS - VEHICLE REPAIRS	198.23
		HOSE FOR 2009 PLOW TRUCK	662052
		Total	198.23
	11/22/2022	BRYNWOOD, CHRISTIN	
		DIGITIZE CAMBRIDGE LOGO - REIMBURSEMENT	
100-00-51420-310-000		ADMIN - OFFICE SUPPLY	37.00
		DIGITIZE CAMBRIDGE LOGO - REIMBURSEMENT	3017 EMB PROF
		Total	37.00
	11/22/2022	C & M HYDRAULIC TOOL SUPPLY INC.	
		TRIMMER HEAD	
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP	73.98
		TRIMMER HEAD	0175900-IN
		Total	73.98
	11/22/2022	CHARTER COMMUNICATIONS	
		8245116840002960	
100-00-52100-310-000		POLICE - INTERNET	73.33
		8245116840002960	11/12/2022
100-00-51420-221-000		ADMIN - TELEPHONE/INTERNET	73.33
		8245116840002960	11/12/2022
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	36.66
		8245116840002960	11/12/2022
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	36.66
		8245116840002960	11/12/2022

11/18/2022 11:34 AM

In Progress Checks - Full Report - ALL

Page: 2

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 11/22/2022

From Account:

Thru: 11/22/2022

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			219.98
11/22/2022 DANE COUNTY TREASURER (LAND CONSERVATION)			
EROS CONTROL SCOTT FARMS PHASE 2			
115-00-56400-000-000		SCOTT FARMS EXPENDITURES	34.06
		EROS CONTROL SCOTT FARMS PHASE 2 CAM1022	
100-00-56700-210-000		PLANNING - CONSULTING FEES	59.61
		EROS CONTROL-2021-03, 2022-01 VINEYARDS CAM1022	
146-00-56400-000-000		TID EXPENDITURES	238.42
		STORMWATER MGMT 2022-04,EROS CONTL CAM1022	
Total			332.09
11/22/2022 EHLERS AND ASSOCIATES INC			
JOINT REV BOARD - MEETING			
100-00-51532-390-000		BOARD OF REVIEW - EXPENSES	1,000.00
		JOINT REV BOARD - MEETING 92443	
145-00-56400-000-000		TID EXPENDITURES	1,500.00
		2022 TID #5 REPORTING 92443	
140-00-56400-000-000		TID EXPENDITURES	1,500.00
		SUPP INFO FOR TID #4 92443	
146-00-56400-000-000		TID EXPENDITURES	2,000.00
		TID #6 CREATION 92442	
Total			6,000.00
11/22/2022 EHLERS AND ASSOCIATES INC			
2023 WATER RATE STUDY			
500-00-53700-682-300		OUTSIDE SERVICES - ENGINEERING	840.00
		2023 WATER RATE STUDY 92275	
Total			840.00
11/22/2022 FORT HEALTHCARE BUSINESS HEALTH			
DRIVER FEE (AMES, GARCIA) ADMIN FEE			
100-00-53311-390-000		PUBLIC WORKS - MISC	120.00
		DRIVER FEE (AMES, GARCIA) ADMIN FEE 62186	
Total			120.00
11/22/2022 JARLSBERG, DEE			
CLEANING FOR LIBRARY 10/31 - 11/11/2022			
150-00-55110-240-000		LIB BUILDING MAINT & REPAIR	243.75
		CLEANING FOR LIBRARY 10/31 - 11/11/2022	

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In Progress Checks - Full Report - ALL

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ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 11/22/2022 From Account:

Thru: 11/22/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			243.75
11/22/2022 JARLSBERG, DEE			
CLEANING AMUNDSON BLDG 10/31-11/11/2022			
100-00-51600-240-000		MUN BLDG - MAINT & REPAIR	281.25
CLEANING AMUNDSON BLDG 10/31-11/11/2022			
Total			281.25
11/22/2022 MARTELLE WATER TREATMENT			
SODIUM HYPO BULK, HYDRO ACID BULK			
500-00-53700-630-000		CHEMICALS	414.47
		SODIUM HYPO BULK, HYDRO ACID BULK 24311	
Total			414.47
11/22/2022 MENARDS - JOHNSON CREEK			
MENARDS-PAPER TOWELS, GARBAGE BAGS,			
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	80.94
		MENARDS-PAPER TOWELS, GARBAGE BAGS, 37860	
Total			80.94
11/22/2022 MID-STATE EQUIPMENT			
JOHN DEERE WHEEL			
100-00-53311-351-000		PUBLIC WORKS - VEHICLE REPAIRS	186.68
		JOHN DEERE WHEEL I28993	
Total			186.68
11/22/2022 MOEN, LISA			
ELECTION RESULTS - JEFFERSON & DANE CO			
100-00-51420-390-000		ADMIN - SUPPLY & EXPENSES	64.71
		ELECTION RESULTS - JEFFERSON & DANE CO 11/6/2022	
Total			64.71
11/22/2022 PAYNE & DOLAN, INC.			
2022 ROAD RESURFACING PROJECT			
200-00-53381-000-000		STREETS/ROADS OUTLAY	125,093.96
2022 ROAD RESURFACING PROJECT			
Total			125,093.96
11/22/2022 PITNEY BOWES - EASYPERMIT POSTAGE			
METER REFILL OCT 2022			

Dated From: 11/22/2022 From Account:
 Thru: 11/22/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51200-390-000		COURT - SUPPLY & EXPENSE	10.00
		METER REFILL OCT 2022	
		8000-9090-596-7588	
100-00-51420-311-000		ADMIN - POSTAGE	25.00
		METER REFILL OCT 2022	
		8000-9090-596-7588	
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	50.00
		METER REFILL OCT 2022	
		8000-9090-596-7588	
150-00-55110-311-000		LIB - POSTAGE	15.00
		METER REFILL OCT 2022	
		8000-9090-596-7588	
500-00-53700-681-100		POSTAGE	25.00
		METER REFILL OCT 2022	
		8000-9090-596-7588	
600-00-53700-851-300		POSTAGE EXPENSE	25.00
		METER REFILL OCT 2022	
		8000-9090-596-7588	
Total			150.00
<hr/>			
11/22/2022 RED HAWK NURSERY			
50FT BALSAM ROPING			
100-00-55300-000-000		HOLIDAY DECORATIONS	1,700.00
		50FT BALSAM ROPING	
		7240	
Total			1,700.00
<hr/>			
11/22/2022 STAFFORD ROSENBAUM LLP			
LEGAL SVCS - DANCING GOAT			
100-00-51300-390-000		VINEYARDS DISTILLERY - LEGAL	590.00
		LEGAL SVCS - DANCING GOAT	
		1274791	
100-00-51300-210-000		VILLAGE LEGAL WORK	4,890.00
		LEGAL SVC - GENERAL CORP	
		1274791	
100-00-51300-390-000		VINEYARDS DISTILLERY - LEGAL	200.00
		LEGAL SVCS - VINEYARDS	
		1274791	
146-00-56400-000-000		TID EXPENDITURES	56.00
		LEGAL SVCS- TID 6	
		1274791	
Total			5,736.00
<hr/>			
11/22/2022 STEVE'S CAR AND TRUCK SERVICE INC.			
REPAIR SKID LOADER TIRE			
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP	25.00
		REPAIR SKID LOADER TIRE	
		100955	
Total			25.00

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

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Dated From: 11/22/2022 From Account:
Thru: 11/22/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<hr/>			
	11/22/2022	TRAFFIC SIGN CORPORATION	
c			
100-00-53311-371-000		PUBLIC WORKS - STREET SIGNS	149.00
		NEW STREET NAME SIGNS	
		Total	149.00 ✓
<hr/>			
	11/22/2022	TREEWERX LLC	
		REMOVE BANNER ON MAIN ST	
100-00-53311-371-000		PUBLIC WORKS - STREET SIGNS	125.00
		REMOVE BANNER ON MAIN ST 2949	
		Total	125.00 ✓
<hr/>			
	11/22/2022	USA BLUE BOOK	
		PAN INDICATOR SOL, EDTA CARTRIDGE, ALKA	
500-00-53700-630-300		HYDRANT EQUIPMENT	183.29
		PAN INDICATOR SOL, EDTA CARTRIDGE, ALKA 169318	
		Total	183.29 ✓
<hr/>			
	11/22/2022	VISA	
		BULBS, CABLES, VIDEO SOFTWARE	
920-00-55190-390-000		CABLE TV-SUPPLIES & EXPENSE	254.57
		BULBS, CABLES, VIDEO SOFTWARE 10/30/2022	
		Total	254.57 ✓
<hr/>			
	11/22/2022	WIL-KIL PEST CONTROL	
		AMUNDSON BUILDING QTRLY	
100-00-51600-240-000		MUN BLDG - MAINT & REPAIR	68.60
		AMUNDSON BUILDING QTRLY 4534570	
		Total	68.60 ✓
<hr/>			
		Grand Total	142,806.96

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

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ACCT

Dated From: 11/22/2022 From Account:
Thru: 11/22/2022 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	10,310.12
Total Expenditure from Fund # 115 - SCOTT FARMS DEVELOP	34.06
Total Expenditure from Fund # 140 - TIF #4 FUND	1,500.00
Total Expenditure from Fund # 145 - TIF #5 FUND	1,500.00
Total Expenditure from Fund # 146 - TIF #6 FUND	2,294.42
Total Expenditure from Fund # 150 - LIBRARY FUND	258.75
Total Expenditure from Fund # 200 - CAPITAL PROJECTS FUND	125,093.96
Total Expenditure from Fund # 500 - WATER UTILITY	1,499.42
Total Expenditure from Fund # 600 - SEWER UTILITY	61.66
Total Expenditure from Fund # 920 - CAMBRIDGE/OAKLAND CABLE TV	254.57
Total Expenditure from all Funds	142,806.96

VILLAGE OF CAMBRIDGE ORDINANCE NO. 2022-06

AN ORDINANCE AMENDING SECTIONS 15.04.020 OF THE VILLAGE OF CAMBRIDGE ORDINANCES REGARDING BUILDING PERMITS AND INSPECTIONS

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

Section 15.04.020 – Building Permits and Inspections - is hereby amended to read as follows:

F. Plans. With such application, there shall be submitted two complete sets of plans and specifications, including a plot plan showing the location and dimensions of all buildings and improvements on the lots, both existing and proposed, dimensions of the lot, dimensions showing all setbacks of all buildings on the lot, proposed grade of proposed structure (to village datum), grade of lot and of the street abutting lot, grade and setback of adjacent buildings (if adjacent lot is vacant, submit elevation of the nearest buildings on the same side of the street), type of monuments at each corner lot, water courses or existing drainage ditches, easements or other restrictions affecting such property, seal and signature of surveyor or a certificate signed by the applicant and a construction erosion control plan setting forth proposed information and procedures needed for control of soil erosion, surface water runoff and sediment disposition at the building site. Plans, specifications and **plot plans Plat of Survey prepared by land surveyor registered in the state** shall be drawn to a scale that will allow for proper evaluation and to standard industry practices. One set of plans shall be returned after approval as provided in this title. The second set shall be filed in the office of the building inspector. Plans for buildings involving the State Building Code shall bear the stamp of approval of the State Department of Commerce. One plan shall be submitted which shall remain on file in the office of the building inspector. All plans and specifications shall be signed by the designer. Plans for all new one and two-family dwellings shall comply with the provisions of the Wisconsin Administrative Code.

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:

Lisa Moen

From: Carol Sapienza <cambridgewitourism@gmail.com>
Sent: Monday, October 24, 2022 8:54 AM
To: Lisa Moen
Subject: 2023 Jefferson County Tourism Official Guide
Attachments: Community Pages JCATC (2).pdf

Hi Lisa:

I wanted to thank you and the Village for your partnership with JCATC in 2022. We had a great year!

- We have reached 160,000+ with our website
- Our newsletter goes out to over 6,600 subscribers and we are added new subscribers every day
- Our social media has blown up and experienced 200%+ growth
- We do weekly blogs sharing the great things happening in our communities
- We launched a [Barn Quilt Tour](#)
- We received a grant to market the [fantastic wedding venues](#) and vendors we have in our county
- We are drawing new conventions in the region and have created a new subcommittee specifically for this.
- We have monthly meetings sharing ideas from each of our communities. You are always welcome to join us!
- The Discover Wisconsin partnership was fantastic and continues for 2 more years promoting our area.

I welcome the Village's participation in the 2023 JCATC partnership. I have attached more information on our Community Partnership rates for 2023. The rate for a half spread (1 page) is \$613, the rate for a full spread (2 pages) is \$1,230.

This includes the print page in then Jefferson County Official Guide as well as the webpage highlighting the [Village of Cambridge](#) events lists, blogs, newsletters and so much more.

I'm happy to answer any questions you or board have about what we have to offer.

Thanks,

Carol

Carol Sapienza
Board Secretary
Jefferson County Tourism Council
Cambridge
cambridgewitourism@gmail.com

COMMUNITY INVOLVEMENT



COMMUNITY PAGES

Print: Describe your community with text and photos. Events listed in the event calendar.

Web: Extended description of your community with links to hot spots within your community. Access to event calendar year-round. Discounts on featured listings and banner ads.

Full Spread..... \$1,230
 1 Page Only..... \$615

ADVERTISING CO-OP DOLLARS

The amount and limits of co-op dollars is up to you. Your contribution proves to area businesses that you support our book and are willing to help them with real advertising dollars. ANY amount is welcome!

CO-OP DOLLARS FROM 2022:

COMMUNITY	PERCENT DISCOUNT	CONTRIBUTION LIMIT		RESTRICTIONS
		TOTAL	PER ADVERTISER	
Fort Atkinson	15%	\$2,500	\$200	Fort Chamber Members only
Whitewater	15%	\$1,000	\$100	Advertisers in Whitewater School District only
Jefferson	15%	\$2,000	\$200	Jefferson Businesses only

CO-OP DOLLARS FROM PREVIOUS YEARS:

Johnson Creek	10%	\$500	\$100	Johnson Creek Businesses and nonprofits
Watertown	15%	\$1,000	\$100	Watertown Businesses only

BENEFITS OF YOUR PARTICIPATION

- Joining with other members in your County allows you to pool your resources and reach a wider base of people.
- Online web presence will boost your own website stats in Google because of the incoming links from our site.





2023-24 Jefferson County Guide & Website enjoyjeffersoncounty.com



PRINTED BOOK DISTRIBUTION

INSIDE JEFFERSON COUNTY

- Featured along with other publications of Wisconsin destinations at our **Visitor Center** located at the Jefferson County Fair Grounds.
- Chambers of Commerce and Tourism Centers, Public Libraries, Government Buildings
- Hotels, Motels, Bed & Breakfasts, Campgrounds, Cottages and Resorts
- Intense distribution to Businesses, Gas Stations, Restaurants, Coffee Shops and more within the County

OUTSIDE JEFFERSON COUNTY

- Rest Areas located along Wisconsin's major entrance routes.
- Chambers of Commerce, Tourism Councils and Convention and Visitor Bureaus throughout Wisconsin.
- Wisconsin Dept. of Tourism including the Travel Wisconsin website.
- Hotels and Tourism locations in Dane, Rock, Waukesha and Milwaukee Counties and along I-94.
- Lake Express Ferry Station.

FAIRS & FESTIVALS STATEWIDE

- Jefferson County Fair
- Wisconsin State Fair
- Governor's Conference on Tourism
- Fathead's Country Camper Show
- Wisconsin Sheep & Wool Festival

OUTSIDE WISCONSIN

- Hotels and Motels, Outdoor Recreation Stores and more outlets in Northwest Illinois and along I-94.
- Welcome Centers at the Minnesota and Iowa borders.

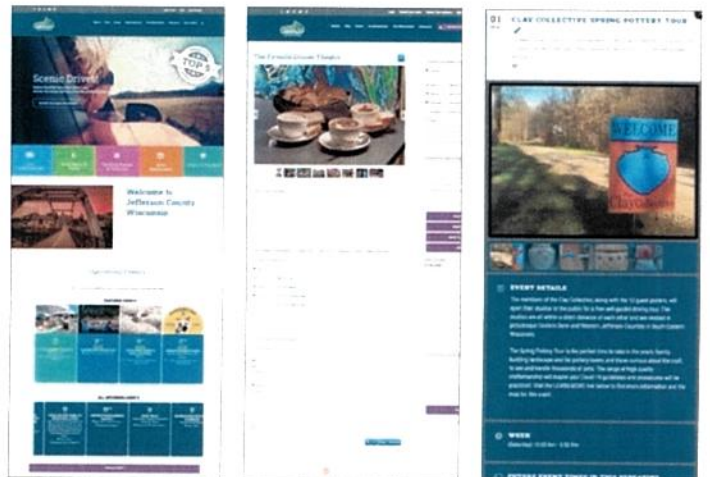
Plus more mailed throughout the world from online requests!

ONLINE DISTRIBUTION

NEWSLETTER (2021-22)

CURRENT SUBSCRIBERS	6,600
AVERAGE OPEN RATE	25%
AVERAGE CLICKS PER SEND	194

WEBSITE	2018	2019	2020	2021	2022 (THRU SEPT)
PAGE VIEWS	76,501	81,154	54,913	118,135	160,846
VISITORS	34,542	32,039	29,802	36,757	45,778



OUR GROWING SOCIAL MEDIA FOOTPRINT...



POST REACH 109K
3.7K FOLLOWERS
239.4% GROWTH



1K FOLLOWERS
AND GROWING!

Lisa Moen

From: Cambridge Tree Project <info@cambridgetreeproject.org>
Sent: Friday, November 18, 2022 12:40 PM
To: 'Jane Landretti'
Cc: Lisa Moen; Mark McNally
Subject: RE: Correspondence re tree work
Attachments: DNR WAA Conference 2.JPG; DNR WAA Conference 1.JPG

Jane, thanks for the note clarifying my involvement with the Village. I will refrain from additional work on village trees without prior approval.

I would like to request permission to continue measuring the tree project donated trees. This involves me using a story pole to individually measure trees for my database. I've done this for 16 years now.

An adjunct component of the Tree Project is the Cambridge Tree Trials, which tracks survival and growth rates of species being trailed in our village. This data is then presented at arborist and DNR conferences (I've attached a flyer for my most recent presentation back in October) and shared nationally with leading tree authorities.

I would fully agree to hold the Village harmless of any injuries I would sustain when completing this low impact, safe and voluntary activity.

Thanks, Jay

Jay Weiss

Cambridge Tree Project
302 North St
Cambridge, WI 53523

608-513-1977

From: Jane Landretti <jlandretti@staffordlaw.com>
Sent: Friday, November 18, 2022 11:40 AM
To: info@cambridgetreeproject.org
Cc: LMOen@ci.cambridge.wi.us
Subject: Correspondence re tree work

Jay:
Please see the attached correspondence on behalf of the Village. I'm happy to discuss any questions you may have.

Best,
Jane

STAFFORD
ROSENBAUM

Celebrating
140
Years
of
Excellence

Jane Landretti
JLandretti@staffordlaw.com | 608.210.6302 | cell 608.516.1927
210 WAX - Washington Avenue, Suite 900
Eau Claire, WI 54601 | 608.785.1100 | www.staffordlaw.com | [LinkedIn](#)
*Wisconsin member firm of ALFA International,
the premiere global network of independent law firms.*

lunch will be served while you enjoy networking with friends and colleagues. We hope to see you at Army Lake!

Indoor Concurrent Sessions

Stress Tested Tree Diversity Options – Jay Weiss

With over 1,300 individual tree survival records and almost 8,000 annual growth measurements, the Cambridge Tree Trials present one of the largest non-proprietary datasets known in urban forestry. Join Jay as he shares his latest findings, highlighting the most diverse street and park species selections ever trialed in Wisconsin. Survival and growth rates will be covered along with cultural observations and tips on where to locate these hard-to-find species.

Respecting Your Elders: Planting Shrubs, Groundcovers and Perennials Underneath Established Trees – Mike Wendt, Laura Jull

The best techniques and plants to use when planting underneath established and mature trees will be discussed.

In-Person Program

2022 Fall Seminar Registration Form

Name	Yes	No	Student
Are you a member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address			
City			
State	Zip		
Organization			
Telephone			
E-mail			
Additional Employees			
Name	Yes	No	Student
Are you a member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name	Yes	No	Student
Are you a member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name	Yes	No	Student
Are you a member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prices if sent BEFORE September 27th:

Conference Rates	\$	\$100
WAA Members	\$	\$110
WAA Non-members	\$	\$115
Without year membership included	\$	\$ 25
Student Member	\$	\$ 0
Late Registration (all registrants registered after September 27, 2022 except students)	\$	\$ 25
Vegetarian meals needed	\$	
TOTAL PAYMENT ENCLOSED: \$		

Enclose a check for the total due, payable to the Wisconsin Arborist Association. Return this form and payment to Wisconsin Arborist Association, PO Box 189, Eagle, WI 53119-0189.

On-line registration available at
www.waa-isa.org

NO REFUNDS AFTER SEPTEMBER 27, 2022

Some factors are possible. Refunds will be made if requested on or before September 27, 2022 with a \$10 processing fee. Cancellations or substitutions must be made by contacting Tina Johnson (owner) at bottom of brochure. Registration includes travel, lunch, networking and a great opportunity to meet our vast professional peers and colleagues.



Please join the WAA at our 2022 Fall Seminar—back to Fall Day, WI! To enjoy the breathtaking lake views and the facilities at Army Lake Camp & Retreat Center (the National Committee has done another astounding job putting together this exciting educational opportunity.) We are offering two tracks of Education, one indoors and one outdoors. Many of the sessions will be repeated, so you can pick and choose what you want to see. A buffet-style lunch will be served while you enjoy networking with friends and colleagues. We hope to see you at Army Lake!

Indoor Concurrent Sessions
Stress Tested Tree Diversity Options – Jay Weiss
 With over 1,300 individual tree survival records and almost 8,000 annual growth measurements, the Cambridge tree trials present one of the largest non-proprietary datasets known in urban forestry. Join Jay as he shares his latest findings, highlighting the most diverse street and park species selections ever tracked in Wisconsin. Survival and growth rates will be covered along with cultural observations and tips on where to locate these hard-to-find species.

Respecting Your Elders: Planting Shrubs, Groundcovers and Perennials Underneath Established Trees – Mike Wendt, Laura Jull
 The best techniques and plants to use when planting underneath established and mature trees will be discussed.

In-Person Program

7:30-8:15 am Registration
 8:15-8:30 am Welcome (outdoors) – Tim Harris, II, WAA President

Track 1 Concurrent Indoor Sessions
 8:30-9:30 am Stress Tested Tree Diversity Options – Jay Weiss
 9:30-10:30 am Respecting Your Elders: Planting Shrubs, Groundcovers, and Perennials Underneath Established Trees – Mike Wendt, Laura Jull
 10:30-11:00 am Morning Break
 11:00-12:00 pm Tree Injection B&Fs – Lee Fredericks
 12:00-1:00 pm Lunch
 1:00-2:00 pm Stress Tested Tree Diversity Options – Jay Weiss
 2:00-3:00 pm 2022 Forest Health Review – Bill McKee
 3:00-4:00 pm Propagation to Planting, Field and True to Innovative Techniques – Jeff Edgar, Ron Zilmer

CEUs are available. ISA Arborist Certification and Certified Treecare Safety Professional credits will be provided for all qualifying conference sessions.

These shrubs, groundcovers and herbaceous perennials will need to be drought-ready prior to full-site tolerant. The indoor sessions will cover the best plants and problems to avoid when planting under trees. The outdoor sessions will demonstrate how to get rid of grass properly and install the plants without harming the root systems of the street adjacent trees.

Propagation to Planting, Field and True to Innovative Techniques – Jeff Edgar, Ron Zilmer
 A quick overview of container propagation techniques (left), followed by innovative growing and planting methods (right)

2022 Forest Health Review – Bill McKee
 In 2022 we have seen both the challenges and others continue to impact Wisconsin's urban and rural forests. This presentation will give an update on the status and management of insects and diseases that are currently in Wisconsin, as well as the uncertainties, adaptations and leaf droop that are probably on their way here.

Outdoor Concurrent Sessions
Climbing Ergonomics – Eric Freesmeyer
 Climbing is one of the most strenuous physical activities for a human body. It requires a combination of strength, balance, and spatial awareness to ascend

trees and traverse their sometimes irregular surfaces. This session will discuss how to increase the efficiency of climbing system and the opportunity to train in the fall and get in the body.

Safer Stump Grinding – Ryan Rodeler, Dan Barwinski
 Stump grinding is an important and hazardous part of tree care. Understanding the different types of stumps and ways to make it safer and more efficient will be discussed. Do not forget to make the presentation at the Ball Field!

PHC Spill Response
 The presentation will discuss the importance of having a plan for potential spill response and the steps to take when a spill occurs.

Tree Injection
 Tree injection is a technique used to deliver nutrients and pesticides to trees. The presentation will discuss the importance of proper injection technique and the steps to take when a spill occurs.

Safer Stump Grinding – Ryan Rodeler, Dan Barwinski
 Stump grinding is an important and hazardous part of tree care. Understanding the different types of stumps and ways to make it safer and more efficient will be discussed. Do not forget to make the presentation at the Ball Field!

Respecting Your Elders: Planting Shrubs, Groundcovers and Perennials Underneath Established Trees – Mike Wendt, Laura Jull
 The best techniques and plants to use when planting underneath established and mature trees will be discussed.

Seminar Speakers

- Dan Barwinski** – Tree & Landscape Manager, Waukegan Tree Science
Jeff Edgar – Owner, Silver Creek Nurseries, Inc
Lee Fredericks – Western Great Lakes Territory Manager, Rainbow EcoScience
Eric Freesmeyer – Production Manager/Director of Safety & Talent Development, Capital City Tree Expert
Bill McKee – Forest Health Specialist, Wisconsin DNR
Laura Jull – Associate Professor/Extension Specialist, Dept. of Horticulture, UW-Madison
Ben Oni – Arbonist, Wisconsin
Ryan Rodeler – Safety & Health Specialist, Wisconsin
Jay Weiss – Principal, Cambridge Tree Services, Inc.
Mike Wendt – President, Legacy Trees
Ron Zilmer – President, Legacy Trees

Conference Sponsors



Seminar Questions: Call Tina Johnson (762) 899-0060 or admin@waa-isa.org

Organization/Committee Name

Draft Minutes Meeting Date

Opening

A meeting of the Organization/Committee Name was called to order at 6:30pm on date at the Christiana Townhall, Cambridge, WI by Facilitator Name.

Roll Call

Gene Kapsner, Mark McNally, Mark Cook, Dave Schroeder, Julie Nelles.

Pledge of Allegiance by all.

Proof of Posting

Yes

Approval of Minutes

The October 6, 2022 Meeting Minutes were unanimously approved, motion made by Mark McNally, seconded by Dave Schroeder, carried by all.

Guest in Attendance - Community Members listed on sign-in sheet. STEVEN C. ZACH, ATTORNEY

No public comments taken.

Discussion and Possible Action:

Business Meeting

1. Discussion by McNally to request fiscal records from Fire and EMS. Motion to approve the request by Schroeder, seconded by Nelles, approved 5-0. McNally will send a request to the District.
2. Motion to approve reserve fund emergency spending on new EMS radios for Jefferson County not to exceed \$30,000 made by Kapsner and seconded by McNally. Approved 5-0.
3. Consideration for approval of a Drug and Alcohol Policy as written, advised, and presented by legal counsel. Motion to approve the policy as presented by McNally, and seconded by Schroeder. Approved 5-0
4. Consideration of approval of and forwarding to member municipalities amendments to the current Intergovernmental Agreement as drafted and presented by legal counsel. Article VII, Section 7.2 provides that any amendment to the Agreement be first approved by a majority vote of all Commissioners and then adopted by resolution duly adopted by each Municipality. Motion by Kapsner, seconded by McNally to approve the amendments to the Intergovernmental Agreement as presented. Approved 5-0. The Commission will forward the recommended amendments to the Municipalities for purposes of their adoption by the Municipalities pursuant to Article VII, Section 7.2.
5. **Adjournment**
McNally moved to adjourn, seconded by Schroeder. Approved by unanimous voice vote.

Meeting Adjourned at [time].

Next Meeting Date TBD by President Mark Cook.

Cambridge Community Fire and EMS Commission Meeting Agenda

Location: Township of Christiana, Cambridge WI

Date: November 10, 2022

Time: 6:30

Call to Order / Roll Call / Pledge of Allegiance

I. Proof of Posting

II. Guest in Attendance

a. Please sign in.

III. Approval of Minutes

IV. New Business

Discussion and possible action.

- Discussion to request fiscal records from Fire and EMS.
- Approve reserve fund emergency spending on new EMS radios for Jefferson County. Not to exceed \$30,000.
- Consideration of approval of Drug and Alcohol Policy as presented
- Consideration of approval of and forwarding to member municipalities amendments to the current Intergovernmental Agreement as presented.

Any Other Business (that may be legally brought before the Commission)

V. Next Meeting Date TOD by Cook

VI. Adjournment

Cambridge Community Fire and EMS Commission

Minutes Meeting

October 6, 2022

Opening

A meeting of the Cambridge Community Fire and EMS Commission was called to order at 4:30pm on October 6, 2022 at the Oakland Townhall, Cambridge, WI by Mark Cook.

Roll Call

Gene Kapsner, Mark McNally, Mark Cook, Dave Schroeder, Julie Nelles.

Pledge of Allegiance by all.

Proof of Posting

Yes

Approval of Minutes

The August 4, 2022 Meeting Minutes were unanimously approved, motion made by Mark McNally, seconded by Dave Schroeder, carried by all.

The Special Meeting Minutes of September 27, 2022 were unanimously approved, motion made by Mark McNally, seconded by Julie Nelles, carried by all.

Guest in Attendance - Community Members listed on attached sign-in sheet, EMS staff George and Austin, Chief Terry Johnson, in person. Chief Paul Blount via phone.

Discussion and Possible Action:

Business Meeting

Review, Discussion and Approval of 2023 Commission Budget

Discussion led by Mark McNally. Gene Kapsner stated that the formulas and distribution have a 50 year history. Copies of the 2023 Commission Budget Draft were emailed to Commission Members and available for viewing by all who were in attendance. Motion made by Dave Schroeder to approve the 2023 Commission Budget as presented, seconded by Mark McNally, carried by all.

Roll Call Vote: Gene Kapsner, Mark McNally, Mark Cook, Dave Schroeder, Julie Nelles. All in favor.

Consolidation of Accounts

Motion made by Mark McNally to move all EMS and Fire Commission money accounts to Badger Bank in Cambridge with the exception of the CD reserve account which will be moved when minutes of this meeting are approved for the consolidation of accounts. Second by Gene Kapsner. Carried by all.

Single Line-Item purchases

Mark McNally made a motion to set any single purchase at \$500,000 or more to include municipality authority. Motion was seconded by Julie Nelle. The motion is for purposes of a preview of future budget allocations at this time only and that final incorporation of such a change awaits formal approval of an amendment of the IGA by the commission and member municipalities' approval.

Roll Call Vote: Gene Kapsner, Mark McNally, Mark Cook, Dave Schroeder, Julie Nelles. All in favor.

Discussion and possible future agenda items:

Billing and collection of FD Run Fees

Purchase of new fire truck.

Next Meeting Date TBD by President Mark Cook.

Adjournment

Mark McNally made the motion to adjourn. Motion was seconded by Dave Schroeder. Meeting Adjourned.

Minutes submitted by: Pam Cook

Approved by: Mark McNally

Cambridge Area Fire & EMS Commission Alcohol & Drug Usage Policy

It is the Cambridge Area Fire and EMS Commission's policy to provide a drug-free workplace for all of its employees and that its employees (including paid on call or contract volunteers) neither use, nor be under the influence of, drugs, intoxicants, alcohol, narcotics or any other controlled substance(s) while on duty.

A. Prohibited Conduct:

No illegal drug or paraphernalia or alcohol shall be in any Commission building, vehicle, and equipment, including living areas and apparatus bays.

Employees are prohibited from:

1. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia) at any time. "Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.);
2. Being under the influence of alcohol or an illegal drug while working, operating any Commission vehicle or a personal vehicle when responding to a call, or conducting company-related work offsite. "Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use. "Under the influence of drugs" means a confirmed positive test result for illegal drug. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization);
3. Possessing or consuming alcohol while working, operating any Commission Department vehicle or a personal vehicle when responding to a call, or conducting company-related work offsite;
4. Consumed alcohol within eight (8) hours of a scheduled shift or reporting for a call if the employee has consumed alcohol within eight (8) hours of that call; and
5. Refuse to cooperate in required tests. "Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to termination.

B. Testing:

Testing may be conducted in the following situations:

6. **Pre-employment** - Any individual not currently employed by the Commissions Departments may be required to undergo drug and alcohol testing after a conditional offer of employment has been made. A positive test or refusal to undergo the testing will result in disqualification from further consideration for employment.

7. **Reasonable Suspicion Testing** - Required when a supervisor or other trained representative has reasonable cause to believe that the actions, appearance, or conduct of an employee may be indicative of the use of a controlled substance. These observations are only valid if made just before, just after, or during working hours. The following applies to reasonable suspicion testing:
 - a. Whenever reasonably possible, the supervisor should seek a corroborating opinion from another trained supervisor or manager prior to immediately removing the employee from the job and sending the employee for drug and alcohol testing.

 - b. As soon as practicable, the employee will be escorted to the collection site for drug and/or alcohol testing. The supervisor will wait at the clinic or law enforcement center with the employee until the breath test has been completed or the urine or blood test has been taken. After the Reasonable Suspicion Determination is made, the alcohol test must be completed within eight (8) hours and the drug test must be conducted within twenty-four (24) hours or the Supervisor must complete a report explaining why.

 - c. Once the alcohol testing has been completed and a positive test result has been achieved (0.04 percent or above), the employee will not be permitted to drive his/her own vehicle home. The employee must make alternative transportation arrangements in order to leave the collection site or employment site. The Supervisor may, but is neither required nor encouraged to, drive the employee home under this policy.

 - d. If a blood alcohol or urine test has been administered, the employee will be placed on administrative leave without pay pending receipt of the test results. The employee may use accumulated vacation or sick days in place of the administrative leave. In the event of a negative test, the employee will be credited with the amount of vacation or sick days used. To process these tests usually takes twenty-four (24) to forty-eight (48) hours. The Chief (or

Commission President in case of the Chief) will contact the employee or employer once the results are known.

- e. Once the test has been completed and the employee has been sent home, the supervisor must submit a written report to the Chief outlining, in detail, the event and the behavior observed that led the supervisor to believe the employee was under the influence of alcohol and/or drugs. This report must be done within twenty-four (24) hours of the testing. This report will assist the Supervisor or Supervisor and the Chief in assessing the appropriate discipline to be considered.
- f. The test results will be sent directly to the Chief. The Chief will then meet with the employee's supervisor and/or Supervisor to determine the appropriate course of action to be taken in accordance with the progressive discipline outlined in this policy. This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, a supervisor must not discuss the suspected reason for a referral or discipline action with anyone who does not need to know.

3. **Post-Accident/Injury** - Employees subject to post-accident testing shall remain readily available for such testing or may be deemed by the Department as having refused to submit to testing. The alcohol breath test must be administered as soon as possible, but no later than eight (8) hours following the accident. The drug test must be administered within thirty-two (32) hours of the accident. If these criteria are not met, the Supervisor will complete a report explaining why and submit it to the Chief.

As soon as practicable following an accident involving a Department vehicle, the Department shall test the employee driver for alcohol and controlled substances in the following situations:

- a. The accident involved the loss of human life; or
- b. The employee received a citation for a moving traffic violation, and
 - (i) Bodily injury is incurred requiring a person to immediately receive medical attention away from the scene of the accident; or
 - (ii) One or more motor vehicles incur disabling damage as a result of the accident and have to be towed away from the scene.

As soon as practicable following any accident involving lost time from work or requiring medical treatment away from the scene of the accident, the Department shall test the employee for alcohol and/or controlled substances.

4. **Return to Work/Follow-up Testing** - Employees who have tested positive and have

been placed on administrative leave will undergo Return to Work alcohol and/or controlled substance testing. The result must be an alcohol concentration of less than 0.04 and a verified negative result for controlled substance use. The employee will also have to be evaluated by the Department's Employee Assistance Program provided through the Drug Free Workplace Network to determine the Employee's fitness for duty.

Following a determination by a substance abuse professional that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the employee will be given at least six (6) unannounced random tests during the twelve (12) month period after returning to duty. There will also be the possibility of follow-up testing for up to sixty (60) months after the employee returns to duty.

C. Consequences/Follow-up:

Employees who violate this policy, are subject to discipline, up to and including termination.

Depending on the circumstances and the employee's work history/record, the Department may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Department as well as a waiver of the right to contest any termination resulting from a subsequent positive test.

D. Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations are to be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a charge, claim or other legal proceeding initiated by or on behalf of an employee.

E. Inspections

The Department reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

F. Employee Assistance and Rehabilitation.

The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline or termination. The Department provides access to drug and alcohol counseling and rehabilitation for all full-time employees through programs offered by their various insurance carriers, if the employee chooses to be enrolled in the insurance program. The Department will not be responsible for payment of any recommended counseling or rehabilitation other than through its insurance

carriers. The Department treats drug and alcohol addiction the same as other illnesses and provides for a leave of absence if required by law for treatment of drug-related or alcohol-related illnesses.

The Department recognizes drug and alcohol abuse as a potential health and safety problem. Employees are encouraged to seek help in dealing with these problems. Conscientious efforts to seek help will not jeopardize any employee's job.

An employee may be permitted to take a leave of absence for the purpose of undergoing treatment pursuant to a Drug and Alcohol Assistance or Rehabilitation Program approved by the Department for drug and alcohol addiction. **The leave of absence must be requested prior to the commission of any act subject to disciplinary action.**

G. Prescription Drugs

Before performing work-related duties, employees must notify their supervisor if they are taking any legally prescribed medication, therapeutic drug, or any non-prescription drug.

It is the responsibility of the employee to inform the employee's physician of the type of work the employee performs in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of the employee's duties or operation of Department equipment. The employee must provide the Department with documentation from a physician pursuant to the above indicating that the employee can safely perform the job duties while taking the prescribed medication.

As required by the Federal law, any employee who uses or possesses medication containing alcohol while on duty or who tests positive for alcohol while on duty will be removed from the employee's position and will be subject to the provisions of this policy even though the reason for the positive alcohol test is the fact that the employee's prescription medication contains alcohol.

A legally prescribed drug is one where the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization.

H. Reporting Drug Convictions

All Department employees shall notify the Department (the immediate supervisor or the Department Administrator) of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Within thirty (30) days of notice of a workplace drug conviction, the Department will, at its discretion, take the following action: (1) require the employee to satisfactorily participate in a Drug or Alcohol Assistance or Rehabilitation Program that is approved by the Department; or (2) take appropriate personnel action.

An employee's failure to abide by the terms of the above paragraph will result in disciplinary action up to and including termination of employment. The actual action taken will be based upon the seriousness of the offense, the employee's past employment record, and the employee's willingness to participate in drug or alcohol abuse assistance or rehabilitation

FIRST AMENDMENT TO LEASE AGREEMENT

THIS AMENDMENT, made the 17 day of Nov, 2022, modifies that certain Lease Agreement ("Lease") dated September 26, 2005 by and between Cambridge Community Fire Commission, having an address at 773 Koshkonong Road, Cambridge, Wisconsin 53523, hereinafter referred to as "Landlord," and Madison Cellular Telephone Company, a Wisconsin general partnership, having an address at Attention: Real Estate Lease Administration, 8410 West Bryn Mawr Avenue, Chicago, Illinois 60631, hereinafter referred to as "Tenant."

WHEREAS, pursuant to the Lease, Landlord has leased to Tenant certain premises located at 200 West Main Street, located in the Village of Cambridge, County of Dane, State of Wisconsin 53523 (the "Premises") for use as a telecommunications site; and

WHEREAS, the Lease Option Terms will expire on October 17, 2022 and both parties desire to extend Tenant's option period rights;

NOW THEREFORE, for and in consideration of the mutual benefit of both parties, the Landlord and Tenant hereby amend the Lease as follows:

I. Section 5. Option to Renew is hereby deleted and replaced with the following language:

5. Option to Renew. The term of this Lease shall automatically extend for up to five (5) additional terms of three (3) years each, upon a continuation of all the same provisions hereof, unless either party gives the other party written notice of their intention to terminate the lease at least sixty (60) days before the expiration of the term then present at the time of such notice.

II. Lease Exhibit B is hereby deleted and replaced with the following attached Amendment Exhibit B-1.

III. Landlord and Tenant agree that in all other respects the Lease is hereby ratified and affirmed without change.

[END OF AMENDMENT – SIGNATURE PAGE TO FOLLOW]

Signature Page

IN WITNESS WHEREOF, the parties hereto bind themselves to this Amendment as of the date of full execution.

LANDLORD: Cambridge Community Fire Commission

TENANT: Madison Cellular Telephone Company
By: United States Cellular Operating Company LLC, being one of its General Partners

By: [Signature]

By: [Signature]

Printed: Mark A. Cook

Printed: Austin Summerford

Title: President Fire & EMS Comm

Title: Vice President

Date: 11-8-22

Date: 10-18-22

[NOTARY PAGE TO FOLLOW]

STATE OF WISCONSIN)
)
COUNTY OF DANE)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that MARK A. COOK, known to me to be the same persons whose names are subscribed to the foregoing First Amendment to Lease Agreement, appeared before me this day in person and acknowledged that they signed the said Lease as their free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this 9th day of November, 2022.

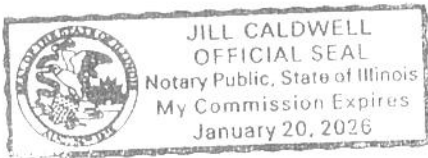


[Signature]
Notary Public MICHAEL D. RUNGE
My commission expires IS PERMANENT.

STATE OF ILLINOIS)
)
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that [Signature], Vice President, for United States Cellular Operating Company LLC, known to me to be the same person whose name is subscribed to the foregoing First Amendment to Ground Lease, appeared before me this day in person and acknowledged that, pursuant to their authority, they signed the said Lease as their free and voluntary act on behalf of the named Tenant, for the uses and purposes therein stated.

Given under my hand and seal this 18 day of October, 2022.



[Signature]
Notary Public
My commission expires 1-20-26

EXHIBIT B-1

BASE RENT:

	Monthly Payment
YEAR 1	\$ 500.00
YEAR 2	\$ 515.00
YEAR 3	\$ 530.45
YEAR 4	\$ 546.36
YEAR 5	\$ 562.75
YEAR 6	\$ 579.64
YEAR 7	\$ 597.03
YEAR 8	\$ 614.94
YEAR 9	\$ 633.39
YEAR 10	\$ 652.39
YEAR 11	\$ 671.96
YEAR 12	\$ 692.12
YEAR 13	\$ 712.88
YEAR 14	\$ 734.27
YEAR 15	\$ 756.30
YEAR 16	\$ 778.99
YEAR 17	\$ 802.35
YEAR 18	\$ 822.41
YEAR 19	\$ 842.98
YEAR 20	\$ 864.05

JOINT FIRE AND EMERGENCY MEDICAL SERVICES AGREEMENT
August, 2018

THIS AGREEMENT is made between the Towns of Christiana (Dane), Oakland (Jefferson) and Lake Mills (Jefferson), and the Villages of Rockdale (Dane) and Cambridge (Dane and Jefferson), collectively "the Municipalities."

WHEREAS, Wis. Stats. §§ 60.55(1)(a)3. and 60.565 allow the Towns to establish a joint fire district and to contract for emergency medical services ("EMS"); and

WHEREAS, Wis. Stats. §§ 61.65(2)(a)2. and 61.64 allow the Villages to establish a joint fire district and to contract for EMS; and

WHEREAS, Wis. Stats. § 66.0301, Stats., allows the Municipalities to enter into intergovernmental agreements for fire protection and EMS; and

WHEREAS, the Municipalities have previously entered into Agreements dated March 15, 2012 and May 3, 1951 to provide fire protection and EMS;

WHEREAS, the Cambridge Volunteer Fire Department ("CVFD") is a Wis. Stat. Chapter 213 fire company organized and existing under the laws of the State of Wisconsin and recognized by the Village of Cambridge pursuant to Cambridge General Ordinance 2.48.010 and a Constitution governing its operations, and is the designated fire department pursuant to Wis. Stat. § 101.575(6)(b) to receive the Municipalities' fire department dues under Wis. Stat. § 101.573(4). It is an approved I.R.S. § 501(c)(4) voluntary firemen's organization.

WHEREAS, the Municipalities desire to enter into a new fire protection and EMS agreement; and

WHEREAS, the Municipalities do not intend to establish a joint fire department, as that term is used in Wis. Stats. §§ 60.55(1)(a)2. and 61.65(2)(a)3. or establish a "Commission" or a "Board of Commissioners" as those terms are used in Wis. Stat. §§ 60.55(1)(a)(2), 61.65, and 62.13. The use of the term "Commission" in this Agreement reflects the continued use of the historical designation of the governing body under which asset titles are currently held.

NOW THEREFORE, in consideration of the mutual covenants and benefits set forth in this Agreement, the Municipalities agree as follows:

Article 1 Creation of the Joint Fire and EMS District

Section 1.1 Purpose

The Cambridge Community Fire and EMS District ("the District") is created for the purpose of providing fire protection, EMS, rescue, and related services to the geographic area set forth below.

Section 1.2 Territory

The area to which fire protection, EMS, rescue, and related services are to be furnished shall include all or part of the area within the corporate limits of the Municipalities.

Section 1.3 Authorization

The Municipalities shall adopt such ordinances or resolutions necessary for the creation, management, and operation of the District under this Agreement.

Section 1.4 Term

This Agreement shall be effective August 23, 2018.

This Agreement shall remain in force for a period of ten (10) years from its effective date. Thereafter, it shall be automatically renewed for additional ten (10) year periods on these same terms and conditions unless the Municipalities terminate the District pursuant to Article 5, Section 5.2.

Article 2 Management

Section 2.1 Fire District Commission

The Cambridge Community Fire and EMS Commission ("Commission") shall oversee the District's operations.

Section 2.1.1 Duties and Authority

The Commission's responsibilities shall include administration, oversight, and supervision of the District, including:

- a. Making provisions for the District's management;
- b. Developing and updating annually the District's long-range strategic plan;
- c. Expending funds or authorizing purchases in such amounts as authorized annually by the Municipalities. All notes, drafts and other orders for payment of money permitted to be executed by the District under Article 4, §4.4 shall be signed by the President and Treasurer. All purchases shall be accomplished within the context of the State's ethics codes;
- d. Appointing, hiring, and evaluating an ~~EMS Director/Fire Chief~~ District EMS/Fire Chief;
- e. Implementing and enforcing its responsibilities under this Agreement, including receiving the EMS / Fire Chief's advice in all matters germane to the District's technical operations and relying upon their expertise as appropriate under the circumstances;
- f. Reviewing the District EMS / Fire Chief's performance ~~at least~~ on an annual basis, ~~and annually receiving a report of the CVFD's evaluation of the Fire Chief;~~

- g. Approving the ~~fire department and EMS~~ budgets ~~of the CVFD~~ and receiving the ~~EMS Director/Fire Chief~~District EMS / Fire Chief 's report of personnel matters and ~~CVFD~~ District operations;
- h. ~~Overseeing the EMS Director's administration of EMS personnel matters and receiving the EMS Director's report of EMS operations;~~
- i. Approving the hiring and/or appointment of EMS and fire department employees, volunteers, and other District employees for positions authorized by the Municipalities upon the ~~EMS Director/Fire Chief~~District EMS / Fire Chief's recommendation. A vacated position authorized by the annual operating budget may be filled by the ~~EMS Director/Fire Chief~~District EMS / Fire Chief under procedures set forth in this Agreement, unless the Municipalities direct otherwise;
- j. Disciplining, including termination, when appropriate District employees and EMS and fire department volunteers in accordance with law;
- k. Meeting for the purpose of taking action to govern the District's affairs;
- l. Recommending an annual operating and capital budget for approval by the Municipalities and maintaining appropriate books of account;
- m. Making provision for the control, maintenance, acquisition, and placement of all real and personal property acquired by the District;
- n. Acquiring and maintaining equipment necessary for the District's operations within the budget parameters established by the Municipalities;
- o. Contracting for such services as are required to operate the District within the budget parameters established by the Municipalities and Article 4, §4.4, including legal and accounting services;
- p. Procuring and maintaining insurance coverage, including general liability, vehicle, workers' compensation, property and causality, employment liability, and Directors' and Officers' coverages, naming the Municipalities as additional insureds. The liability policies shall have a minimum coverage of Five Million Dollars (\$5,000,000). The District shall provide copies of the policies to the Municipalities;
- q. Adopting such rules and policies as deemed necessary for the District's efficient operation which are not inconsistent with this Agreement, or state or federal law, including but not limited to Standard Operating Practices (SOP's) for the EMS and fire department. The District shall adopt such rules and policies to ensure compliance with federal and state law relating to personnel matters and shall adopt appropriate equal opportunity and non-discrimination policies. The District shall provide copies of all adopted rules and policies to the Municipalities;
- r. Entering into reciprocal agreements with other governmental units and municipalities for the purpose of assisting in larger fires, incidents or other situations (e.g., Mutual Aid, Automatic Mutual Aid and MABAS);

- s. Entering into such intergovernmental agreements deemed necessary for the District's efficient operation which are not inconsistent with this Agreement, applicable labor agreements or state or federal law; and,
- t. Charging and collecting such fees for service as authorized by the Municipalities.

Section 2.1.2

The ~~EMS Director/Fire Chief~~ District EMS / Fire Chief ~~and~~ Chief and any employees hired by the District shall be District employees and not employees of the Municipalities. ~~EMS and firefighter volunteers are District volunteers.~~

~~The Fire Chief is an employee of CVFD and the fire department's employees are volunteers of CVFD.~~

Section 2.1.3 Composition

The Commission shall consist of one representative from each of the Municipalities to be appointed by each Town or Village Board for a term of one (1) year or until a successor is appointed. The members shall be appointed as determined by the respective municipality. Each member shall serve at the pleasure of the governing body that appointed the member.

Commission members shall make a good faith effort to attend every Commission meeting. If a Commission member misses three consecutive meetings, the Commission shall notify the member's appointing municipality to take such action as deemed appropriate by the municipality.

Section 2.1.4 Vacancy

A municipality shall fill any vacancy in its representation on the Commission within sixty (60) days of the creation of the vacancy. Vacancies may be created by the death, resignation, failure to be re-elected, or removal of the appointee by the respective municipal Commission. In the event that the municipality is unable to fill the vacancy within this time period, the Town Chair or Village President, or their designee, shall serve until a replacement is appointed.

Section 2.1.5 Compensation

Commission members shall not be compensated by the District and shall receive such compensation from their appointing municipality for service on the Commission as determined by the appointing municipality.

Section 2.1.6 Indemnification

The District shall indemnify and hold Commission members harmless with respect to any actions taken within the scope of their service as Commission members as established by state law.

Section 2.1.7 Conduct of Business

The Commission shall only act at meetings convened within the requirements of the Wisconsin Open Meetings Law, Wis. Stat. §§19.81, et. seq.

Meetings shall take place at a location within the District.

The physical presence of three Commission members shall constitute a quorum

The Commission shall hold one regular meeting per quarter unless cancelled by a majority vote of the Commission, but shall in no case meet less than four (4) times per year.

Meetings may be called at any time by either the Commission President or upon joint request of two (2) or more members. Upon such request, the Commission Secretary shall provide written notice of such meeting to the Commission members and the public pursuant to the Wisconsin Open Meetings Law.

Each member shall have one vote. Unless state law requires otherwise, a majority of votes cast by the Commission shall be necessary for any Commission action provided a quorum has voted.

Meetings shall be governed by Robert Rules of Order.

Minutes shall be kept of all actions taken and matters discussed at every Commission meeting and shall be approved by the Commission at its next meeting. Approved Commission minutes shall be provided to the Municipalities within ten (10) days of approval.

Section 2.1.8 Officers

The Commission shall have the following officers: President; Secretary, and Treasurer. The Commission may combine the offices of Secretary and Treasurer or one person may simultaneously serve both offices. The Commission may establish any other office as it deems necessary, together with those powers and duties to be exercised by that office.

Each officer shall be elected by a majority of all Commission members at the Commission's organizational meeting held in May.

Each officer shall serve for a term of one (1) year. An officer may only be removed from the office by majority vote of all Commission members.

Section 2.1.8.1 President

The President shall:

- a. Convene and preside at all Commission meetings in compliance with the Wisconsin Open Meetings law;
- b. Supervise the Commission's business and affairs;
- c. Oversee enforcement of the terms of this Agreement;

- d. Execute all contracts, agreements, and documents as the Commission authorizes for the District's operation and maintenance;
- e. Sign, endorse in the name of the Commission all notes, drafts, and other orders for payment of money as permitted under Article 4, §4.4; and,
- f. Perform such additional duties as may be prescribed from time-to-time by the Commission.

Section 2.1.8.2 Secretary

The Secretary shall:

- a. Serve as custodian of Commission records;
- b. Oversee Commission compliance with the Wisconsin Open Records Law, § 19.31, et. seq, Stats.;
- c. Prepare and cause to be posted all notices of meetings in compliance with the Wisconsin Open Meetings Law;
- d. Keep a current and complete record of all Commission proceedings, including preparation of meeting minutes;
- e. Prepare and file all reports required of the Commission unless otherwise delegated by the Commission to another Commission member or District employee; and,
- f. Perform such duties as may be prescribed by the Commission.

Section 2.1.8.3 Treasurer

The Treasurer shall:

- a. Keep an accurate account of all District transactions, including monies received and dispersed by the District;
- b. Sign, endorse in the name of the Commission all notes, drafts and other orders for payment of money as permitted under Article 4, §4.4;
- c. Report on the District's finances at each regular Commission meeting and at such other times as required by the Commission; and,
- d. Perform all general duties as may be prescribed by the Commission.

Section 2.2 Municipal Provision of Services

The Municipalities shall provide accounting and clerical services to the Department as agreed upon by the Municipalities.

Section 2.3 Operations

Section 2.3.1 ~~Fire Chief and EMS Director~~/Fire Chief/District EMS / Fire Chief

The Commission shall appoint the EMS Director/Fire Chief/District EMS / Fire Chief who shall hold the position until resignation, death, retirement, or removal as provided by law.

~~The Fire Chief is elected by the CVFD membership and may be removed pursuant to the CVFD's Constitution.~~

The ~~Fire Chief and EMS Director~~/Fire Chief/District EMS / Fire Chief shall report to the Commission on fire ~~district~~ and EMS District operations, respectively.

The ~~Fire Chief and EMS Director~~/Fire Chief/District EMS / Fire Chief shall be responsible for, among other things, within the budget parameters established by the Municipalities:

- a. Leading the District's daily operations in providing fire protection, rescue, EMS, and related services to the District;
- b. Preparing a proposed annual operating and capital budget for submission to and approval by the Commission;
- c. Maintaining a complete and current record of all fire protection, EMS, rescue and related service calls;
- d. Reviewing and implementing District policies and procedures, including rules and regulations related to fire protection, EMS, rescue, and related services;
- e. Performing an annual evaluation District employees;
- f. Planning, monitoring, and executing of District training. A summary report of the training shall annually be provided to the Municipalities;
- g. Maintaining a current list of District firefighters and Emergency Medical Technicians, with submission to the Commission's Secretary each January and July;
- h. Serving as the interface between the Commission, employees, and volunteers; and,
- i. Monitoring the District's annual operation budget.

Section 2.3.2 Other Paid Personnel

~~Within the budget approved by the Municipalities, the Fire Chief shall appoint and/or hire and oversee such individuals as necessary to support the fire district's efficient operation~~

Subject to the Commission's authorization, the ~~EMS Director~~Fire Chief~~District EMS / Fire Chief~~ shall appoint and/or hire, and oversee such individuals as necessary to support the ~~EMS's~~district's efficient operation.

~~Section 2.3.3 Cambridge Emergency Medical Service Association~~

~~The Municipalities recognize the existence of the Cambridge Area Medical Service Association ("Association") which is an unincorporated voluntary organization which assists in the provision of EMS services to the District.~~

~~The Association, through its Advisory Commission, may advise the EMS Director and Commission regarding SOP's and other matters as appropriate.~~

~~The Association operates independently with respect to its own internal organization and fundraising activities. Association actions shall not be inconsistent with any provision set forth in this Agreement.~~

~~Association-owned assets are separate from District assets and are not subject to this Agreement. The Association shall maintain and insure all Association assets. The Association may locate its assets on District property with the Fire Chief and EMS Director's permission and subject to the terms established by the Chief and Director.~~

~~Association-sponsored meetings are separate from District meetings and not within the District's Open Records and Open Meetings legal obligations.~~

~~Section 2.3.4 Friends of Cambridge EMS, Inc.~~

~~The Friends of Cambridge EMS, Inc. ("Friends") is an Internal Revenue Service sec. 501(c)(3) non-profit corporation organized and existing under the State of Wisconsin for the purpose of raising funds for the EMS.~~

~~The Friends operates independently with respect to its own internal organization and fundraising activities.~~

~~Friends-owned assets are separate from District assets and are not subject to this Agreement.~~

~~Friends-sponsored meetings are separate from District meetings and not within the District's Open Records and Open Meetings legal obligations.~~

Section 2.3.5 Cambridge Volunteer Fire Department

CVFD is a Wis. Stat. Chapter 213 fire company organized and existing under the laws of the State of Wisconsin and recognized by the Village of Cambridge pursuant to Cambridge General

Ordinance 2.48.010, and a Constitution governing its operations, and is the designated fire department pursuant to Wis. Stat. § 101.575(6)(b) to receive the Municipalities' fire department dues under Wis. Stat. § 101.573(4). It is an approved I.R.S. § 501(c)(4) voluntary firemen's organization.

~~The Commission CVFD appoints the District EMS/ Fire Chief who and oversees the fire and EMS department operations within the budget approved by the Municipalities. The Fire Chief shall provide a report on CVFD operations to the Commission at its regular meetings.~~

Article 3 Department Assets

District assets shall be owned and controlled as set forth below.

Section 3.1 Real Property and Buildings

As of the effective date of this Agreement, the CVFD and EMS operate out of a station and offices located at 271 W Main St, Cambridge, WI 53521.

Section 3.1.1 Ownership and Maintenance

The land, buildings and fixtures identified in Section 3.1 ("the property") are and will be jointly owned by the Municipalities according to the following percentage basis:

All costs associated with long-term and annual maintenance and upkeep of the property shall be borne by the Municipalities on a percentage basis as determined by the percentage of the latest equalized value that each municipality bears to the last equalized value of the entire District ("EV ratio").

Section 3.1.2 Sale of Assets

Net proceeds from the sale of assets under § 3.1.1 shall be deposited in the Reserve Fund. Sale of assets shall only occur with Commission and Municipal approval and by means of public sale unless otherwise authorized by the Commission.

Section 3.1.3 Use

The property's primary use shall be for:

- a. the storage of District vehicles and equipment;
- b. the storage of all other equipment necessary for the District's operation;
- c. the command center for all fire and EMS operations, training and other related services;
- d. the offices of the ~~Fire Chief and EMS Director~~ Fire Chief District EMS / Fire Chief and subordinates; and
- e. ~~the Commission's regular meeting place.~~

The property may be used for other public purposes that are not in conflict with the primary use of the building and the District's operation, but only with the District EMS/Fire Chief's Fire Chief or ~~EMS Director's~~ permission. District property shall not be used for private purposes.

Section 3.2 Vehicles, Equipment and Other Assets

Section 3.2.1 Ownership

All District assets not covered by Section 3.1, including fire trucks, ambulances and other vehicles, fire-fighting and EMS apparatus and equipment, uniforms and other apparel, office furniture and supplies, and all other property owned as of the effective date of this Agreement, or hereafter acquired by the District, shall be owned by the Municipalities according to the EV ratio.

An inventory of all trucks, equipment apparatus and all other items owned by the District shall be performed and made available for distribution to the Municipalities by July 1 of each year.

The cost of all maintenance and repairs on such trucks, equipment apparatus, and related items shall be paid by the Municipalities pursuant to the annual operating or capital budgets adopted by the Municipalities.

If sufficient records exist, the proceeds from the sale of any piece of equipment shall be allocated between the Municipalities based upon the EV ratio at the time of purchase. If sufficient records do not exist to determine the original contribution, it shall be presumed that each municipality has an ownership interest equal to the EV ratio in place at the time this Agreement became effective.

Section 3.2.2 Sales of Assets

Proceeds of all sales under §3.2 shall be deposited in the Reserve Fund. Sale of assets shall only be by public sale unless otherwise authorized by the Commission.

Section 3.2.3 Use

All District assets not covered by Section 3.1 shall only be used for District purposes and not for personal use, unless approved by the ~~Fire Chief or EMS Director~~/Fire Chief District EMS / Fire Chief.

~~Section 3.3 Association and Friends Assets~~

~~The Municipalities recognize the existence of the Association and Friends. All donations to the Association and/or the Friends belong to the Association and/or the Friends separate from the District's assets and annual budgets. Association and/or Friends fundraising activities are not sponsored by the District and any such activities will be distinguished from District activities and finances. Association and/or Friends' activities utilizing District property shall be covered by the Commission's liability insurance which names the District as an additional insured. The District is not responsible for any liabilities arising from such activities.~~

Section 3.43 Donations

All donations to the District must be formally accepted by the Commission. Once accepted, all donations to the District become District assets under Section 3.2.1, above.

Article 4 Fiscal Matters

The District's annual operating and capital budgets must be approved by the Municipalities. The process by which this shall occur is set forth below.

Section 4.1 Annual Operating Budget

Section 4.1.1 Commission Adoption

The ~~Chief and EMS Director/Fire Chief~~ District EMS / Fire Chief shall prepare and submit a draft annual operating budget to the Commission for review and approval by no later than September 1 of each year.

The annual operating budget shall contain the revenues and expenses for the District's operation in the succeeding year, including insurance costs and expenses associated with the repair, maintenance, and replacement for any equipment with a life expectancy of five (5) years or less or a replacement cost of fifty thousand dollars (\$50,000.00) or less.

Revenues received by the respective municipalities in the form of building permit fees are revenues to the Municipalities and not the District.

Fees received by the Municipalities in the form of the State Fire Insurance Dues rebate shall be forwarded to the CVFD within thirty (30) days of receipt and serve as annual operating budget revenue with respect to the fire district in the Commission-approved budget.

Fees due to the Municipalities in the form of State EMS funds and receipts from EMS service calls shall be payable to the EMS/Fire District Commission and serve as annual operating budget revenue for ~~the~~ EMS in the Commission-approved budget. The Commission may contract with vendors for the billing and collection of EMS service call receipts.

Section 4.1.2 Municipal Adoption of Annual Operating Budget

The Commission shall submit a proposed budget to each Municipality by October 1 of each year for approval. The budget will be deemed to have been passed when it has been approved by a majority of the Municipalities. If a majority of the Municipalities have not passed the proposed budget by December 31, the previous year's budget, less Capital items will be used. If the budget is not approved by January 31 it will go to arbitration per Section VIII.

Section 4.1.3 Budget Apportionment

Each municipality's portion of the budget is determined by the EV ratio.

Section 4.1.4 Time for Payments

The Municipalities shall pay their share of the assessment annually, semi-annually, or quarterly as determined by the Commission at their last meeting of the year. Quarterly payment must be made within sixty (60) days of Assessment.

Payments that are late may be charged interest at the rate of 18% per annum to be determined by the Commission.

Section 4.1.4 Administration of Annual Operating Budget

Once approved by the Municipalities, the Commission shall administer the approved annual operating budget. Funds designated for expenditure in the annual operating budget cannot be used for capital budget items without prior approval of the Municipalities. The Commission may make such other amendments to the annual operating budget to the extent funds are available from the approved budget. Prior to the adoption of the succeeding year's annual operating budget, the Commission shall review the current year's annual operating budget and reconcile and approve changes in revenue and expenditures from the approved annual operating budget. This amended operating budget shall be forwarded to the Municipalities prior to the joint meeting.

Section 4.2 Capital Budget

Within the same time frame and by the same process as set forth in Section 4.1, the Municipalities shall adopt a capital budget for the succeeding five (5) years of expected expenditures for purchases, construction, repair, and renovation of real property and/or equipment with a life expectancy of greater than five years or a replacement cost of fifty thousand dollars (\$50,000.00) or more.

The Capital Budget shall be funded in a manner determined by the Municipalities at the time of its adoption. Funding for capital purchases may be accomplished in the following manner:

- a. By way of an annual assessment in the annual operating budget with funds deposited in the Reserve Fund to be used for subsequent purchases;
- b. By fundraising efforts;
- c. By lump sum payment assessed to the Municipalities in addition to the annual operating budget;
- d. By borrowing funds pursuant to Article 4, §4.4 and assessing the Municipalities in the annual operating budget for the amortized principal and interest payments; or,
- e. The adoption of user or other fees by the Municipalities.

Different funding options can be used for individual, grouped or all of the contemplated expenditures in the Capital Budget.

Funds designated for the Capital Budget cannot be utilized for purposes other than as authorized without the Municipalities' approval.

Section 4.3 Reserve Funds

The District may establish a Reserve Fund.

The District may only expend or transfer funds from the Reserve Fund for emergency needs (e.g., immediate equipment repairs, overdraft of funds or equipment replacement) with the approval of four Commission members. Any other Reserve Fund expenditure shall require the Municipalities' approval.

Section 4.4 Contracts/Indebtedness

The Commission shall not enter into any contracts not authorized by the annual operating or capital budget without the Municipalities' approval. Any contract, bond or other document of indebtedness not fully funded in the current year out of the approved annual operating budget must be approved and authorized by the Municipalities and any such instruments must be executed by and in the name of the Municipalities and not the District or Commission.

The Commission may authorize and approve any indebtedness and expense for the necessary and reasonable repair, replacement or other expense required for the District's continuous operation when prior municipal approval is not feasible, provided such funds are available in the Reserve Funds for the expense. The Commission shall seek retroactive approval as soon as practicable.

Section 4.5 Depositories

The Commission shall designate one or more public depositories for depositing Commission funds and for any other purpose permitted by law, as governed by Chapter 34, Wis. Stats. The District may utilize direct deposit accounts for payroll purposes.

Section 4.6 Accounting

The Commission shall maintain a system of accounting in conformity with Generally Accepted Accounting Principles appropriate for its operations.

Article 5 Termination of Agreement

Section 5.1 Withdrawal from District

Section 5.1.1 Notice Required.

A municipality may withdraw from the District at the end of any fiscal year of the District only if the withdrawing municipality has provided written notice to the Commission and each participating municipality prior to January 1st of the fiscal year which shall set the date for termination no earlier than the succeeding January 1.

Section 5.1.2 Distribution to Withdrawing Municipality.

(A) Definitions:

- (1) For the purposes of this section, the Generally Accepted Accounting Principles in place at the end of the fiscal year shall govern all calculations.
 - (2) Assets shall include, but not be limited to, cash, accounts receivable, real property, and equipment.
 - (3) Equipment shall include all tangible property. The value of equipment at the time of withdrawal will be calculated.
- (B) Audit
- (1) Upon withdrawal, an audit shall be used to determine the District's assets and liabilities.
 - (2) A third-party auditor may be chosen by the Commission.
 - (3) If the Commission chooses a third-party auditor, the withdrawing municipality shall be responsible for the costs.
- (C) Calculations
- (1) The value of the property and equipment will be valued at the existing value as of the date of the withdrawal. Equipment value shall be calculated as the purchase price, less the value of gifts or grants applied to the original purchase of the equipment and less depreciation using straight line depreciation as determined by the auditors. The value of real property shall be valued based on its fair market value as of the date of withdrawal.
 - (2) Any item with an anticipated useful life of less than a year will be considered an operating expense.

Commencing on the date of withdrawal and continuing for twelve months after withdrawal, cash and accounts receivable attributable to the withdrawing municipality, for periods prior to the date of the withdrawal, shall be held in a separate bank account.

When the audit has been concluded, the amount due and owing the withdrawing municipality shall be finalized based upon the assets value and the EV ratio.

The District will then have the option to pay out the value of the assets either in five (5) equal annual payments with the first payment to be paid one year after withdrawal or as a single lump sum to be paid within three (3) years after withdrawal.

Section 5.1.3 Liability of Withdrawing Municipality.

In the event that the liabilities of the District exceed its assets at the time of withdrawal, the withdrawing community shall pay that percentage of the deficit according to the EV ratio. The withdrawing municipality shall have the option of making such payment to the District in a lump sum or in annual installments over a period not in excess of five (5) years from the date of the withdrawal. Election of the installment method shall not entitle the District to earn interest on the unpaid balance.

The withdrawing municipality shall remain liable for its percentage of any adverse claim asserted against the District which occurred during the time the withdrawing municipality was a member of the District.

Section 5.2 Termination of District.

The District may be terminated by the unanimous written consent of the municipalities and shall be terminated if its membership drops to one municipality.

Upon termination of the District, its assets, including those acquired by gift or donation, shall be liquidated and the money remaining after payment of all of its obligations shall be distributed to the municipalities which are then members of the District according the EV ratio as of the date of termination.

Article VI Dispute Resolution

Section 6.1 Informal Dispute Resolution:

If any municipality has a dispute concerning any of the matters of this Agreement, the municipality asserting the dispute shall first seek to have the matter resolved informally by providing the other party(ies) with a written notice stating the nature of the dispute.

If informal resolution is not reached within sixty (60) days from the date of the notice, the Municipalities agree to mediate the dispute.

Section 6.2 Mediation

The parties agree to name a mediator within fourteen (14) days of the expiration of the time period to reach informal resolution. If no mediator is agreed upon within said fourteen (14) days, each party shall name a third-party and the third-parties so named shall pick a mediator within ten (10) days. The parties shall present their dispute to the mediator within sixty (60) days of the mediator being named. Nothing in this provision shall preclude any party from filing a notice of claim or taking other action required by statute to preserve its rights under applicable notice of claim statutes.

The mediator shall not have the authority to add, change, alter or modify any of the terms or provisions of this Agreement.

The expense of the Mediator shall be divided equally between the Municipalities.

Section 6.3 Arbitration.

If any matter submitted to mediation cannot be resolved through mediation, any party may seek arbitration of the issue. That party shall notify the other parties in writing of its intent to seek arbitration concerning the matter within fourteen (14) days of the conclusion of mediation.

The parties will attempt to reach agreement on an arbitrator to decide the dispute. If they are unable to do so within five (5) business days of the notice of intent to arbitrate, the party seeking arbitration shall petition the Dane County Circuit Court for appointment of an arbitrator. All other

aspect of the arbitration shall be pursuant to Wis. Stat. Chapter 788, unless otherwise agreed to by the parties.

The arbitrator shall not have the authority to add to, change, alter, or modify any of the terms or provisions of this Agreement. The arbitrator's decision to be final and binding upon the parties.

Each municipality shall bear equal costs of any arbitration proceeding. The expenses of the arbitrators shall be divided equally between the Municipalities.

Section VII Miscellaneous Provisions

Section 7.1 Severability.

If any section, subsection, sentence, clause or phrase of this Agreement is found to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, clause or phrase of this Agreement.

Section 7.2 Amendments.

Amendment(s) to this Agreement shall require a majority vote of all Commissioners supported by a certified copy of a resolution duly adopted by each municipality.

Village of Cambridge
by

President

Clerk
Date: _____

Village of Rockdale
by

President

Clerk
Date: _____

Town of Christiana
by

Chair

Clerk

Date: _____

Town of Lake Mills
by

Chair

Clerk

Date: _____

Town of Oakland
by

Chair

Clerk

Date: _____

Cambridge Volunteer Fire Department
By

Chief

Secretary

Date: _____