

**Village of Cambridge Board of Trustees
Amundson Community Center
200 Spring Street, Cambridge
Tuesday December 13, 2022
6:30 p.m.**

Village Board Agenda

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

- 4. Public Comment**

- 5. Approval of Consent Agenda:**
 - a. Village Board Minutes: November 22, 2022

- 6. Reports:**
 - a. Presidents Report
 - b. Economic Development Committee: December 12, 2022
 - c. Joint Law Enforcement: December 13, 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 Cambridge Foundation Request
 - b. Discussion and Possible Action Regarding Village Board Meeting of December 27, 2022
 - c. Discussion and Possible Action regarding Authorization for Clerk/ Administrator, and Treasurer to approve and sign payables checks after the December 13, 2022, Village Board meeting through the end of the year
 - d. Discussion and Possible Action Regarding 2023 Comprehensive Plan Update:
 - a. Public Inclusion Plan
 - b. Resolution 2022-17 – Establishing Public Participation Procedures
 - c. MSA Contract

- 9. Unfinished Business:**
 - a. Fire Commission Update
 - b. Update from Joint Oakland/Cambridge Subcommittee, Discussion and Possible Action Regarding Blue Jay Way

- 10. Correspondence:** None

- 11. Questions, Referrals to Staff or Future Agenda Items:**
 - a. Koshkonong Trails School – Recycling, Reducing, Reusing – January 10, 2023
 - b. Safer Communities Update – February 28, 2023

- 12. Upcoming Meetings:** December 14, Library Board; December 20, Water and Sewer: January 9, Plan Commission; January 10, Village Board; January 11, Library Board; January 17, Water and Sewer; January 24, Village Board.

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.

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

PUBLIC HEARING

1. **Call to Order** 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; Herman Holzapfel; Terry Johnson, CVFD; Tim Scott, CVFD; Tom Frederick, CVFD; Patty Strobusch; Katelyn Evans; Jana Evans; Madeline Westburg, Cambridge News; Chris Butschke, Safebuilt.
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 Hearing – 2023 Budget-** Treasurer Brynwood asked if there were any questions. She also mentioned that she adjusted the amount of the revenue for the interest income due to one account obtaining more interest. Trustee Wittwer mentioned that this budget included an approved 9% wage increase due to the cost of living being 8.7%. No other comments were made.
4. **Adjournment of Public Hearing**

Trustee Breunig made a motion to adjourn the public hearing, seconded by Trustee Kumbier. Motion carried.

Village Board Minutes

5. **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; Herman Holzapfel; Terry Johnson, CVFD; Tim Scott, CVFD; Tom Frederick, CVFD; Patty Strobusch; Katelyn Evans; Jana Evans; Madeline Westburg, Cambridge News; Chris Butschke, Safebuilt.
6. **Pledge of Allegiance**
7. **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.
8. **Public Comment-**
Tom Frederick- Fire Department- Fire commission shouldn't be the one to choose the Chief. The fire department wasn't included in this leadership change, He feels that they have sufficient leadership and "if it isn't broken don't fix it". He feels that the fire department was intentionally excluded from this change.
Terry Johnson- Fire Department Chief- The call volume had 185 calls last year, that all are volunteers. He feels that the fire department elects the fire chief.
Tim Scott- Fire Department- the volunteers should be the ones who lead in battle. With the fire commission picking the chief it will not lead to a sustainable model. EMS need to apply for membership to the fire department and train along with them, dragging hoses and attending Monday meetings. They were never consulted and feel this is a flawed thought process and it can't be done by January 1. The fire department are all volunteers, and the EMS gets paid.

President McNally asked if anyone else had anything to say? Nothing President McNally closed the public comment.

9. 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

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

10 Reports:

- a. **Presidents Report-** President McNally stated he attended the grand opening ceremony for the new dress shop and there were a lot of young ladies looking at dresses. President McNally also gave an update on the Town of Christiana on October 10.28.2022 filed a case against Invenergy. Tentative timeline for the solar October 2023 mobilization, March 2024 substantially completed, September 2024 in-service.
- b. **Library Board Meeting:** November 9, 2022, Trustee Kumbier stated that the board was in the process of reviewing the employee handbook and that the meeting was short.
- c. **Personnel Committee:** November 16, 2022- Trustee Hollenbeck explained she asked the committee to thoroughly review the employee handbook. They plan to review it in January then also ask legal to review as well. Other items will be in closed session.
- d. **Director Dept of Public Works-**Tod Lord mentioned that the new flag is up and lit. The crew is finishing up leaf collection. Holiday decorations are up, Lions club lights are up. The flag is so big it needs up to three employees to take it down and two for half-staff. Well #2 is up and running. They are still waiting for the street sweeper. The crew has pulled all the screens out of the vineyards storm drains. They have picked up 960 cubic yards of leaves. They are also working on getting that semi-trailer out of the yard waster start and anticipate the building to start in January. Trustee Breunig stated they did a great job with the lights on Main Steet and next will be the ice rink. They did such a nice job last year they set the bar very high. Trustee Hollenbeck questioned when they start work in the mornings and Tod responded with 6am, she would like to meet the new employee, Jae.
- e. **Village Office Updates:** Administrator/Clerk Moen stated she is working on the election, we had an 80% turnout. We had nearly 80 people register on election day. She is preparing a packet for candidacy for the April Election. Nomination papers can be distributed beginning December 1. President McNally, Trustee Franklin, Trustee Kumbier and Trustee Phelps are all up for re-election. If there are non- candidacy papers is preferred to be filed sooner than later deadline is December 20th. Treasurer Brynwood is still working on the amount of the equalized values for Oakland on actual houses the Fire and EMS are covering. Administrator Moen spoke with DOT representative last month he has signed off and has sent to his supervisor, then the signs will be made at the prisons, he anticipated two months out. Well #2 pump repair/replacement all complete they also had to do some work on the brine tank valve. Garbage & recycling contract is up for renewal on December 31, 2024. There has been no response from the letter that was sent to EMS/Fire. Preparing for tax bills, delinquencies, special assessments. President McNally questioned the 80% turnout and stated that was great. Administrator Moen explained that it was very busy all day long. This was a gubernatorial race.

1. Treasurer's Report:

- a. **Bills** Treasurer Brynwood stated the first round of bills were \$142,806.96 and the second round was \$14,085.76. Trustee Hollenbeck questioned the payment to Payne and Dolan. Treasurer Brynwood stated for Johnson Street. She asked if it had been completed. Administrator Moen stated no, and they will not get the remaining amount until it is completed to MSA's standards.

Trustee Hollenbeck made a motion to approve the bills in the amount of \$\$156,892.72, seconded by Trustee Phelps. Motion carried on a 7-0 roll call vote.

2. New Business:

a. Discussion and Possible Action Regarding Village of Cambridge Ordinance 2022-06

Regarding Building Permits and Inspections: Grading: Trustee Franklin explained what is going to be expected regarding the grading enforcement. Our Building Inspector Chris Butschke will meet with the builder and review their master site grading plan. The village already has an ordinance but needs to have a couple of revisions. One is the verbiage of Plot plan to be changed to Plat of survey. The plat of survey has a lot of merit including drainage, erosion control, setbacks. Inspector Butschke will keep this on file and if the builder is to deviate for the plat survey, then it would be a civil matter. When the village shows the seriousness of the grading process then the builder would comply. Trustee Breunig stated the change in the "Plot Plan to Plat of Survey prepared by land surveyor registered in the state" he clarified that the "state is Wisconsin". Trustee Wittwer also mentioned that in the ordinance "state department of commerce" no longer exists it needs to be changed to DSPS.

Trustee Franklin made a motion to approve Ordinance 2022-06, with the changes included, seconded by Trustee Wittwer. Motion carried.

b. Village of Cambridge Resolution 2022-15: Relating to 2023 Village Budget

Trustee Breunig made a motion to approve the Cambridge Resolution 2022-15 2023 Village Budget, seconded by Trustee Kumbier. Motion carried on a roll call vote.

c. Discussion and Possible Action Regarding 2023 Partnership with Jefferson County

Tourism/Official Guide. Carol Sapienza sent an email and thanked the Village for their partnership. She welcomes the village's participation in the 2023 JCATC partnership. Trustee Breunig questioned how much does this cost? Trustee Hollenbeck responded a half spread is \$613. This includes the print page in the Jefferson County Official Guide as well as the webpage highlighting the Village of Cambridge, event lists, blogs, newsletters, and a lot more. Trustee Phelps questioned where else the village advertises. Administrator Moen explained the Village does not advertise.

Trustee Hollenbeck made a motion to approve the 2023 Partnership with Jefferson County Tourism/Official Guide, seconded by Trustee Breunig. Motion carried on a roll call vote.

d. Discussion and Possible Action Regarding Jay Weiss Request to Measure Trees Donated by the Tree Project:

Attorney Landretti spoke and stated she sent a letter to Mr. Weiss regarding planting trees in the right of way requiring prior authorization. If he's a volunteer, there needs to be set expectations and send village staff to oversee. President McNally would like to have Mr. Weiss continue to measure. Trustee Hollenbeck asked Director Lord if measuring would be a harmful event, Director Lord answered no. Trustee Phelps said he didn't want to hinder Mr. Weiss' lifetime work. Trustee Hollenbeck feels that measuring would be alright, but the village would need to know what days this will be done on.

Trustee Breunig made a motion to have Attorney Landretti draft an agreement to include a hold harmless clause as well as a time frame for the work to be done, seconded by Trustee Wittwer. Motion carried.

3. Unfinished Business:

- a. **Fire Commission Update-** President McNally stated the emergency expenditure was for radios. Trustee Hollenbeck stated this was not an emergency and that the issue with the radios had been brought up meetings ago. Trustee Hollenbeck feels the Village Board needs to be proper stewards of the resident's money.
- b. **Discussion and Possible Action Regarding Amending Fire Commission Intergovernmental Agreement-** President McNally stated that on December 7th himself, Mark Cook and Steve Zack

will be sitting down and meeting with the Fire Department. On December 13, Mark Cook and Steve Zack will be at the Village Board meeting to explain the proposal. There was also discussion that they have not responded to the Village's letter regarding the agreement and this could be an opportunity for them to address some of those concerns.

4. Correspondence: None

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

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

6. 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

7. 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

Trustee Hollenbeck made a motion to convene into closed session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation, or performance evaluation data of Village employees considering performance evaluation data of a Village employee, seconded by Trustee Franklin, Motion passed on a roll call vote.

8. Reconvene into Open Session

Trustee Hollenbeck made a motion to reconvene into open session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation, or performance evaluation data of Village employees considering performance evaluation data of a Village employee, seconded by Trustee Phelps, Motion passed on a roll call vote.

9. Possible action taken on closed session items- No Action Taken

10. Adjournment

Trustee Kumbier made a motion to adjourn, seconded by Trustee Breunig Motion carried. President McNally adjourned the meeting at 9:30 p.m.

12/08/2022 1:34 PM

In Progress Checks - Full Report - ALL

Page: 1

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 12/13/2022 From Account:

Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
12/13/2022 AASEN-GOWAN, KRISTIN			
NOV ELECTION 11-8/22			
100-00-51440-120-000		POLL WORKER WAGES	43.50
		NOV ELECTION 11-8/22	
			Total 43.50
12/13/2022 ALLIANT ENERGY/WP&L			
#5876920000 - STREET LIGHTS			
100-00-53420-000-000		STREET LIGHTS	1,440.04
		#5876920000 - STREET LIGHTS	
		11/29/2022	
			Total 1,440.04
12/13/2022 APG OF SOUTHERN WISCONSIN			
LOCATION/HOURS OF POLL			
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	17.38
		LOCATION/HOURS OF POLL	
		28866-1122	
100-00-51425-000-000		PUBLICATION/HEARING NOTICES	372.90
		BUDGET	
		28866-1122	
500-00-53700-640-000		SUPPLIES AND EXPENSES	197.14
		ADV FOR BIDS FOR WELL #3	
		28866-1122	
			Total 587.42
12/13/2022 BAUMAN ASSOCIATES, LTD.			
PROFESSIONAL SVCS THROUGH 11/15/2022			
100-00-51520-290-000		CONTRACTED SERVICES	865.00
		PROFESSIONAL SVCS THROUGH 11/15/2022	
		117665	
			Total 865.00
12/13/2022 CAMBRIDGE ACE HARDWARE			
HEATER FOR LIFT STATION			
600-00-53700-827-000		OPERATING SUPPLIES & EXPENSES	55.99
		HEATER FOR LIFT STATION	
		A233520	
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP	22.99
		BAR & CHAIN OIL	
		A233012	
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	67.96
		TRASH BAGS	
		B128281	
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	59.96
		TANK EXCHANGE, BUNGEE CORD, STRAP	
		B128335	

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CA
12-9-22
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128

12/08/2022 1:34 PM

In Progress Checks - Full Report - ALL

Page: 2

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 12/13/2022 From Account:

Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	24.99
		VEHICLE BULB B128659	
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	13.44
		FASTENERS B129010	
Total			245.33

12/13/2022 CAMBRIDGE WATER & SEWER UTILITY
ACCT#040-0024-00 AMUNDSON WATER & SEWER

100-00-51600-220-000		MUN BLDG - UTILITIES	278.90
		ACCT#040-0024-00 AMUNDSON WATER & SEWER 12/1/2022	
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	91.35
		ACCT#040-0023-00 200 W NORTH ST 12/1/2022	
Total			370.25

12/13/2022 CHRISTIANSON, SUE
NOV ELECTION 11/8/2022

100-00-51440-120-000		POLL WORKER WAGES	43.50
		NOV ELECTION 11/8/2022	
Total			43.50

12/13/2022 COMPUTER MAGIC, INC
DEC 2022 COMPUTER SUPPORT

100-00-51420-280-000		ADMIN - COMPUTER MAINT/REPAIR	769.50
		DEC 2022 COMPUTER SUPPORT 7024	
500-00-53700-681-300		COMPUTER SUPPORT	385.00
		DEC 2022 COMPUTER SUPPORT 7024	
600-00-53700-842-000		TECHNOLOGY EXPENSES	385.00
		DEC 2022 COMPUTER SUPPORT 7024	
Total			1,539.50

12/13/2022 DANE COUNTY TREASURER - COURT FINES
COUNTY JAIL & DRIVER SURCHARGES

100-00-45100-000-000		COURT FINES/PENALTIES	30.00
		COUNTY JAIL & DRIVER SURCHARGES NOV 2022	
Total			30.00

12/13/2022 DELTA DENTAL
DENTAL/VISION INSURANCE - BEHM

150-00-55110-133-000		LIB - HEALTH/DENTAL	99.81
		DENTAL/VISION INSURANCE - BEHM 1867910	

ALL Checks by Payee

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Dated From: 12/13/2022 From Account:

Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-53311-133-000		PUBLIC WORKS - HEALTH/DENTAL DEN/VISION INS-LORD, DEREK, GARCIA, AMES 1867910	135.47
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS DENTAL/VISION INSURANCE-REDFORD, WATER 1867910	143.82
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS DENTAL/VISION INSURANCE - SEWER 1867910	72.07
100-00-51420-133-000		ADMIN - HEALTH/DENTAL INS DENTAL/VISION INS - MOEN, BRYNWOOD 1867910	271.12
Total			722.29
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12/13/2022 EDGERTON VISION CENTER			
JAE AMES - EYE TREATMENT AFTER ACCIDENT			
100-00-51930-512-000		WORKER'S COMP JAE AMES - EYE TREATMENT AFTER ACCIDENT 198841146	92.00
Total			92.00
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12/13/2022 ERB, SHARON			
NOVEMBER ELECTION 11-8-22			
100-00-51440-120-000		POLL WORKER WAGES NOVEMBER ELECTION 11-8-22 11/22	43.50
Total			43.50
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12/13/2022 FRONTIER			
423-3772- VILLAGE HALL			
100-00-51420-221-000		ADMIN - TELEPHONE/INTERNET 423-3772- VILLAGE HALL 11/28/2022	91.01
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE ACCT #608 423 4844 - DPW GARAGE 11/28/2022	80.44
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE WATER FAX 11/28/2022	45.51
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE SEWER FAX 11/28/2022	45.51
Total			262.47
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12/13/2022 GRIMES, HELEN			
NOV ELECTION 11-8-2022			
100-00-51440-120-000		POLL WORKER WAGES NOV ELECTION 11-8-2022	43.50
Total			43.50

12/08/2022 1:34 PM

In Progress Checks - Full Report - ALL

Page: 4

ALL Checks by Payee

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Dated From: 12/13/2022 From Account:

Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	12/13/2022	HALL, PAT	
		NOVELECTION 11-8/2022	
100-00-51440-120-000		POLL WORKER WAGES	43.50
		NOVELECTION 11-8/2022	
		Total	43.50
	12/13/2022	HAWKINS, MARGARET	
		NOV ELECTION 11-8/2022	
100-00-51440-120-000		POLL WORKER WAGES	43.50
		NOV ELECTION 11-8/2022	
		11/2022	
		Total	43.50
	12/13/2022	HEIM, DAVID	
		NOV ELECTION 11-8/2022	
100-00-51440-120-000		POLL WORKER WAGES	39.88
		NOV ELECTION 11-8/2022	
		Total	39.88
	12/13/2022	HOLLENBECK PAULA	
		NOV ELECTION 11-8-22	
100-00-51440-120-000		POLL WORKER WAGES	58.00
		NOV ELECTION 11-8-22	
		Total	58.00
	12/13/2022	JARLSBERG, DEE	
		CLEANING FOR LIBRARY 11/14 - 11/23/2022	
150-00-55110-240-000		LIB BUILDING MAINT & REPAIR	137.50
		CLEANING FOR LIBRARY 11/14 - 11/23/2022	
		Total	137.50
	12/13/2022	JARLSBERG, DEE	
		CLEANING AMUNDSON BLDG 11/14 - 11/23/22	
100-00-51600-240-000		MUN BLDG - MAINT & REPAIR	181.25
		CLEANING AMUNDSON BLDG 11/14 - 11/23/22	
		Total	181.25
	12/13/2022	JOYCE, MATT	
		NOV ELECTION 11-8/22	
100-00-51440-120-000		POLL WORKER WAGES	47.13
		NOV ELECTION 11-8/22	
		11-8/22	

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 12/13/2022 From Account:

Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			47.13
12/13/2022 LEONHARD, TERESE			
NOV ELECTION 11/8/2022			
100-00-51440-120-000		POLL WORKER WAGES	59.82
		NOV ELECTION 11/8/2022	
		11/2022	
Total			59.82
12/13/2022 LESER, JIM			
NOVEMBER ELECTION 11-8/2022			
100-00-51440-120-000		POLL WORKER WAGES	43.50
		NOVEMBER ELECTION 11-8/2022	
Total			43.50
12/13/2022 LRS (FORMERLY BADGERLAND DISPOSAL)			
DEC 2022 TRASH SERVICE			
350-00-53620-290-000		TRASH COLLECTION CONTRACTED	4,949.90
		DEC 2022 TRASH SERVICE	
		0003121654	
350-00-53620-295-000		RECYCLE COLLECT- CONTRACTED	3,382.24
		DEC 2022 RECYCLING SERVICE	
		0003121654	
100-00-55200-290-000		FISH PONDS - LAGOON RD	199.29
		DEC 2022 HANDICAP ACC RESTROOM RENTAL	
		0003121654	
Total			8,531.43
12/13/2022 LUND, DEAN			
NOV ELECTION 11-8/2022			
100-00-51440-120-000		POLL WORKER WAGES	47.13
		NOV ELECTION 11-8/2022	
Total			47.13
12/13/2022 Lund, Evelyn			
NOV ELECTION 11-8-22			
100-00-51440-120-000		POLL WORKER WAGES	43.50
		NOV ELECTION 11-8-22	
Total			43.50
12/13/2022 MARTIN, KRISTIN			
NOV ELECTION 11-8/2022			
100-00-51440-120-000		POLL WORKER WAGES	43.50
		NOV ELECTION 11-8/2022	

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Dated From: 12/13/2022 From Account:

Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			43.50
12/13/2022 MID-AMERICAN RESEARCH CHEMICAL			
OIL, TACK CLEAR LUBE			
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP	417.12
		OIL, TACK CLEAR LUBE 0777858-IN	
Total			417.12
12/13/2022 MOEN, LISA			
MILEAGE-PICK UP DANE CTY DOG TAGS MSN			
100-00-51420-390-000		ADMIN - SUPPLY & EXPENSES	30.20
		MILEAGE-PICK UP DANE CTY DOG TAGS MSN 12/05/2022	
Total			30.20
12/13/2022 MOFFETT, TOM			
11-8-22 ELECTION AND TRAINING			
100-00-51440-120-000		POLL WORKER WAGES	43.50
		11-8-22 ELECTION AND TRAINING 11-22	
Total			43.50
12/13/2022 NAPA AUTO PARTS			
LIGHT, GREASE CART, WINDSHIELD WASH			
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP	125.88
		LIGHT, GREASE CART, WINDSHIELD WASH 733827	
100-00-53311-351-000		PUBLIC WORKS - VEHICLE REPAIRS	18.98
		WINDSHIELD WASHER NOZZLE - F450 733863	
100-00-53311-351-000		PUBLIC WORKS - VEHICLE REPAIRS	46.75
		OIL FOR F-450 733900	
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	8.49
		HEXBIT SOCKET 733957	
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP	35.96
		TRANS FLUID, FASTENER - F-450 733958	
Total			236.06
12/13/2022 OATES, LAWRENCE			
NOVEMBER ELECTION 11-8-22			
100-00-51440-120-000		POLL WORKER WAGES	43.50
		NOVEMBER ELECTION 11-8-22	
Total			43.50

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 12/13/2022 From Account:

Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
12/13/2022 PEPSI-COLA COMPANY			
INV# 91945384			
100-00-51990-000-000		SUNDRY EXPENSES	196.12
INV# 91945384			
Total			196.12
12/13/2022 PET WASTE ELIMINATORS			
ACCT# 468276 PET WASTE BAGS			
100-00-55200-390-000		PARK/PLAYGROUND SUPPLIES	186.99
ACCT# 468276 PET WASTE BAGS 43182098			
Total			186.99
12/13/2022 PILSNER, BARB			
novemberELECTION 11-8/2022			
100-00-51440-120-000		POLL WORKER WAGES	43.50
novemberELECTION 11-8/2022 11/2022			
Total			43.50
12/13/2022 QUILL CORPORATION			
COPY PAPER - PINK, WHT, DESK CALENDAR			
100-00-51420-310-000		ADMIN - OFFICE SUPPLY	35.30
COPY PAPER - PINK, WHT, DESK CALENDAR 29104727			
500-00-53700-640-000		SUPPLIES AND EXPENSES	25.50
COPY PAPER - PINK, WHT, DESK CALENDAR 29104727			
600-00-53700-851-000		OFFICE SUPPLIES & EXPENSES	25.50
COPY PAPER - PINK, WHT, DESK CALENDAR 29104727			
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	7.12
DESK PAD - CALENDAR 29104727			
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	16.04
A-Z READY INDEXES 29104727			
100-00-51600-390-000		MUN BLDG - SUPPLIES	171.77
BATHROOM TISSUE, PAPER TOWELS, TRASH BAGS 28955159			
500-00-53700-640-000		SUPPLIES AND EXPENSES	23.86
BATHROOM TISSUE, PAPER TOWELS, TRASH BAGS 28955159			
600-00-53700-851-000		OFFICE SUPPLIES & EXPENSES	23.86
BATHROOM TISSUE, PAPER TOWELS, TRASH BAGS 28955159			
100-00-51420-310-000		ADMIN - OFFICE SUPPLY	47.73
LABELS, COPY PAPER, BLK INK REFILL 28955159			

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 12/13/2022 From Account:
 Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51420-310-000		ADMIN - OFFICE SUPPLY	6.67
		COPY PAPER 28948371	
500-00-53700-640-000		SUPPLIES AND EXPENSES	3.33
		COPY PAPER 28948371	
600-00-53700-851-000		OFFICE SUPPLIES & EXPENSES	3.33
		COPY PAPER 28948371	
100-00-51420-310-000		ADMIN - OFFICE SUPPLY	14.27
		2023 CALENDAR 29095984	
100-00-51420-310-000		ADMIN - OFFICE SUPPLY	20.15
		COPY PAPER 29117302	
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	9.22
		NEON PINK LABELS 28963521	
100-00-51420-390-000		ADMIN - SUPPLY & EXPENSES	21.40
		PINK PAPER 29213747	
Total			455.05

12/13/2022 READY ELECTRIC
 WIRING- LIGHT POLE HIT LAWN & MAIN ST

100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	205.00
		WIRING- LIGHT POLE HIT LAWN & MAIN ST RC221399	
100-00-55200-390-000		PARK/PLAYGROUND SUPPLIES	1,026.00
		INSTALL TEMPORARY LIGHTING FOR FLAG POLE RC221284	
Total			1,231.00

12/13/2022 ROWLEY, ROYANNE
 NOV ELECTION 11-8/2022

100-00-51440-120-000		POLL WORKER WAGES	47.13
		NOV ELECTION 11-8/2022	
Total			47.13

12/13/2022 SAFE COMMUNITIES
 MUNICIPAL DONATION -MED DRUP PROGRAM

100-00-55450-000-000		MED DROP PROGRAM	1,000.00
		MUNICIPAL DONATION -MED DRUP PROGRAM 1072	
100-00-55800-000-000		SAFE COMMUNITIES DUES	500.00
		2022 MUNICIPAL MEMBERSHIP 1072	
Total			1,500.00

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 12/13/2022 From Account:
Thru: 12/13/2022 Thru Account:

Table with 4 columns: Voucher Nbr, Check Date, Payee, Amount. Includes entry for SAFE BUILT, LLC with amount 3,034.37.

Table with 4 columns: Voucher Nbr, Check Date, Payee, Amount. Includes entries for SECURIAN FINANCIAL GROUP, INC with various insurance amounts.

Table with 4 columns: Voucher Nbr, Check Date, Payee, Amount. Includes entry for STATE OF WISCONSIN COURT FINES & SURCHARGES with amount 95.60.

Table with 4 columns: Voucher Nbr, Check Date, Payee, Amount. Includes entries for SUPERIOR STATE ADMINISTRATORS INC with various FSA monthly fees.

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 12/13/2022 From Account:

Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			28.75
12/13/2022 THORSON, DAVID			
PRIMARY ELECTION 11-8/2022			
100-00-51440-120-000		POLL WORKER WAGES	41.69
		PRIMARY ELECTION 11-8/2022	
		11-8/2022	
Total			41.69
12/13/2022 U'REN, GERI			
NOVEMBER ELECTION 11-8/2022			
100-00-51440-120-000		POLL WORKER WAGES	58.00
		NOVEMBER ELECTION 11-8/2022	
Total			58.00
12/13/2022 US CELLULAR			
POLICE CELL PHONES DEC 2022			
100-00-52100-390-000		POLICE - PHONES & SUPPLIES	125.75
		POLICE CELL PHONES DEC 2022	
		0545901541 11/22/2022	
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	575.86
		DPW CELL PHONE DEC 2022	
		0545901541 11/22/2022	
100-00-51200-390-000		COURT - SUPPLY & EXPENSE	59.63
		COURT CELL PHONE DEC 2022	
		0545901541 11/22/2022	
100-00-51420-221-000		ADMIN - TELEPHONE/INTERNET	90.36
		ADMIN CELL PHONE DEC 2022	
		0545901541 11/22/2022	
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	123.57
		WATER CELL PHONE DEC 2022	
		0545901541 11/22/2022	
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	33.21
		SEWER CELL PHONE DEC 2022	
		0545901541 11/22/2022	
Total			1,008.38
12/13/2022 VETTER, DANIEL			
NOV ELECTION 11-8/2022			
100-00-51440-120-000		POLL WORKER WAGES	43.50
		NOV ELECTION 11-8/2022	
Total			43.50
12/13/2022 VILLAGE OF DEERFIELD			
COURT FINES			
100-00-45100-000-000		COURT FINES/PENALTIES	133.00
		COURT FINES	
		NOV 2022	

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

Page: 11
ACCT

Dated From: 12/13/2022 From Account:
Thru: 12/13/2022 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
			Total 133.00
			Grand Total 24,996.61

12/08/2022 1:34 PM

In Progress Checks - Full Report - ALL

Page: 12

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 12/13/2022 From Account:

Thru: 12/13/2022 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	14,530.39
Total Expenditure from Fund # 150 - LIBRARY FUND	413.79
Total Expenditure from Fund # 350 - REFUSE & RECYCLING FUND	8,332.14
Total Expenditure from Fund # 500 - WATER UTILITY	1,017.07
Total Expenditure from Fund # 600 - SEWER UTILITY	703.22
Total Expenditure from all Funds	24,996.61

 **MSA Memo**

To: Village of Cambridge
From: Lauren Dietz, AICP
Subject: Comprehensive Plan
Date: December 7, 2022

Thank you for selecting the MSA team to help you update your Comprehensive Plan!

The Comprehensive Plan update process is an important opportunity to consider how the Village will grow, adapt, and improve in the coming years, and we're excited to be working with you in this effort.

Enclosed are three items – our contract, a Public Inclusion Plan, and a resolution for adopting the Inclusion Plan (required by statute). The Inclusion Plan reflects our scope and is intended to assure that the Board and the public know what to expect from the planning process, especially regarding opportunities to provide input during the process.

The plan typically takes 8-9 months to develop and we are prepared to begin in January with a discussion at Plan Commission about the Village's opportunities and risks in the coming years.

Please contact me with any questions you may have.



Village of Cambridge, WI

2023 Comprehensive Plan Update

Public Inclusion Plan

In developing the 2023 Comprehensive Plan Update, the Village of Cambridge will encourage and enable public participation through...

Village Staff and Committees

Village Staff Communications

The Village has contracted with MSA Professional Services, Inc. as the consultant for the Comprehensive Plan Update. The consultant will communicate with Village Staff throughout the process via email, phone, and virtual meetings to move the project along and address any issues that may arise.

Plan Commission Meetings

The Village of Cambridge Plan Commission will serve as the working group to discuss planning issues and review draft documents. The Plan is expected to be on at least five (5) meeting agendas, as described below. These are public, noticed meetings that interested stakeholders may attend.

1. **Project Kick-off** | Issues and Opportunities analysis and discussion
2. **First Policy Review** | Discuss approximately half of the elements and initial discussion of Land Use
3. **Second Policy Review** | Discuss the remainder of the elements and review a draft of the Land Use Maps
4. **Full Plan Review** | Review second draft of Land Use Map(s) and Implementation Plan
5. **Plan Commission Adoption** | Plan Commission Public Hearing for public comment and adoption

Public Open House

The planning process will include one (1) open house meeting near the end of the planning process to seek feedback on the draft plan before the formal adoption process begins. The time and location will be at the discretion of the Village, and chosen for optimal public participation. Promotion may occur through the Village website, social media account(s), email distribution list, and other methods used by the Village. The presentation may be broadcast and/or recorded for additional viewing.

Promotional Methods & Digital Engagement

To encourage participation, the Village will utilize, as appropriate, the following outreach methods:

Village Website

The Village may use, at its discretion, the Village website to share information and documents throughout the process.

Flyers/Posters

Physical flyers and posters may be used in common public locations, as well as in municipal buildings to encourage engagement from residents that may be harder to reach through other methods.

Emails

The Village will utilize, when possible, existing email listservs to promote project events. In addition, the Village may seek assistance from local associations and community groups willing to assist in distribution of project information, meetings, and upcoming engagement opportunities.

Social Media

Announcements regarding project meetings may be promoted through Village social media sites.

Newspaper Postings

The Village will post, as required by law, public hearing notifications and other relevant information with appropriate newspaper outlets.

Other Methods

The Village may choose to also offer other opportunities for input, such as

Community Survey

Additional Public Meetings

Focus Group Meetings

Project Website



Plan Adoption Procedures:

- » The Plan Commission shall, by majority vote, adopt a resolution recommending that the Village Board of Trustees pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
- » Prior to adopting the Comprehensive Plan, the Village will hold at least one Public Hearing on the plan. As stated in Wis. Stat. 66.1001(4)d, the hearing must be preceded by a Class 1 notice under ch.985. a minimum of 30 days prior to the hearing. Said notice shall contain at least the following information:
 - The date, time and place of the hearing.
 - 66.1001(4)(d)2.A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
 - 66.1001(4)(d)3.The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
 - 66.1001(4)(d)4.Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.
- » At least 30 days before the public hearing is held the Village shall provide written notice to all of the following, as stated in Wis. Stat. 66.1001(4)e:
 - An operator who has obtained, or made application for, a permit that is described under s. 295.12(3)d, within the jurisdiction of the Village.
 - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the Village.
 - Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the Village provide the property owner or leaseholder notice of the hearing.
 - Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person.
- » An electronic copy of the draft plan, or notification on how to view/download a copy of the plan online, will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Wis. Stat. 66.1001 (4) b, providing 30 days for written comments.

The Village Board of Trustees, by a majority vote, shall enact the ordinance adopting the recommended plan (Wis. Stat. 66.1001(4)c). An electronic copy of the adopted plan and ordinance, or notification on how to view/download a copy of the plan online, will be disseminated to the required governing bodies, as stated in Wis. Stat. 66.1001(4)b.

VILLAGE OF CAMBRIDGE

RESOLUTION NO. 2022-17

A RESOLUTION TO ESTABLISH PUBLIC PARTICIPATION PROCEDURES FOR COMPREHENSIVE PLAN UPDATE

WHEREAS, the Village of Cambridge has decided to prepare a comprehensive plan update under the authority of and procedures established by Section 66.1001(4), Wis Stats; and

WHEREAS, Section 66.1001(4)(a), Wis. Stats, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the Village of Cambridge believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

WHEREAS, the attached Village of Cambridge 2023 Comprehensive Plan Update Public Inclusion Plan includes written procedures to foster public participation, ensure distribution of draft plan material, and provide opportunities for written comments on such materials.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Cambridge hereby adopts the written procedures included in the attached Village of Cambridge 2023 Comprehensive Plan Update Public Inclusion Plan as its public participation procedures meeting the requirements of Section 66.1001(4)(a), Wis. Stats, for its current comprehensive planning efforts.

The above and foregoing Resolution was duly adopted by the Board of Trustees of the Village of Cambridge, Dane County and Jefferson County, Wisconsin at a regular meeting held on December 13, 2022, by a vote of ___ ayes and ___ nays, with ___ members not voting.

VILLAGE OF CAMBRIDGE

Approved:

By: _____

Mark McNally, Village President

Attest: _____

Lisa Moen, Village Clerk

VILLAGE OF CAMBRIDGE

RESOLUTION NO. 2022-17

A RESOLUTION TO ESTABLISH PUBLIC PARTICIPATION PROCEDURES FOR COMPREHENSIVE PLAN UPDATE

WHEREAS, the Village of Cambridge has decided to prepare a comprehensive plan update under the authority of and procedures established by Section 66.1001(4), Wis Stats; and

WHEREAS, Section 66.1001(4)(a), Wis. Stats, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the Village of Cambridge believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

WHEREAS, the attached Village of Cambridge 2023 Comprehensive Plan Update Public Inclusion Plan includes written procedures to foster public participation, ensure distribution of draft plan material, and provide opportunities for written comments on such materials.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Cambridge hereby adopts the written procedures included in the attached Village of Cambridge 2023 Comprehensive Plan Update Public Inclusion Plan as its public participation procedures meeting the requirements of Section 66.1001(4)(a), Wis. Stats, for its current comprehensive planning efforts.

The above and foregoing Resolution was duly adopted by the Board of Trustees of the Village of Cambridge, Dane County and Jefferson County, Wisconsin at a regular meeting held on December 13, 2022, by a vote of ___ ayes and ___ nays, with ___ members not voting.

VILLAGE OF CAMBRIDGE

Approved:

By: _____

Mark McNally, Village President

Attest: _____

Lisa Moen, Village Clerk



Professional Services Agreement

MSA Project Number: 09310020

This AGREEMENT (Agreement) is made today December 13, 2022 by and between VILLAGE OF CAMBRIDGE (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: Village of Cambridge Comprehensive Plan Update

The scope of the work authorized is: See attached Scope of Services dated December 6, 2022

The schedule to perform the work is: Approximate Start Date: January 3, 2023
Approximate Completion Date: September 2023

The fee for the work is: \$24,000

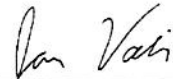
All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

VILLAGE OF CAMBRIDGE

MSA PROFESSIONAL SERVICES, INC.

Mark McNally, Village President




Jason Valerius, Team Leader

Date: _____
200 Spring St
Cambridge, WI 53523
Phone: (608) 423-3712

Date: 12/13/2022
1702 Pankratz St.
Madison, WI 53704
Phone: (608) 242-6629

OWNER ATTEST: (optional)

Lisa Moen, Clerk
Date: _____



Lauren Dietz, AICP
Date: 12/13/2022

MSA PROFESSIONAL SERVICES, INC. (MSA) – GENERAL TERMS AND CONDITIONS OF SERVICES

1. The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

5. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

6. In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

7. This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this

Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

8. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project.

9. MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

10. Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

11. To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total

negligence of OWNER, MSA, and all other negligent entities and individuals.

12. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

13. This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

14. OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

15. This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

SCOPE OF SERVICES

VILLAGE OF CAMBRIDGE 2023 COMPREHENSIVE PLAN UPDATE

DECEMBER 6, 2022

Plan Format

“Lean” Comprehensive Plan

Traditionally, Comprehensive Plans have been long documents, often well over 100 pages in length, full of dense text and extensive data analysis. We intend to pare down this plan to meet the needs and resources of the Village. Data analysis will be condensed onto one (1) to two (2) pages per topic and include the data necessary and useful to develop the plan, and assist with Village decision-making. Selected results of the public engagement process will be included on the relevant pages, with the full results provided in an appendix for future reference. We estimate the length of the plan, not including the appendices, to be approximately forty (40) to fifty (50) pages.

Plan Content

Introduction

Chapter 1 will serve as the introduction and provide the foundation for the Comprehensive Plan. It outlines the planning process, and provides community context through background information including key demographic data, issues and opportunities, and summaries of relevant prior plans.

Plan Elements

The plan content can continue to be organized by the classic elements (housing; transportation; utilities and community facilities; agricultural, natural and cultural resources; economic development; intergovernmental cooperation; land use; and implementation). Each element will feature one or several general goals, more detailed objectives or policies in support of those goals, and a set of actions to achieve the goals. We will highlight in each element noteworthy statistics and/or public input excerpts where appropriate, to provide context for the goals and policies. Maps will include those required by statute and necessary to the process: Community Facilities, Transportation System, Development Limitations, Current Land Use, Future Land Use.

Implementation Strategies

Good plans have specific and achievable implementation strategies. Each plan element will have actions, and we will assemble them in a separate section devoted to implementation, with description of the “who” and “when”.

We will also identify in the plan an explicit process for amending the plan from time to time to accommodate opportunities not anticipated in the plan at the time of adoption.

We will work with you to establish practices in the plan to help you integrate the comprehensive plan into Village's annual goal setting, budgeting and capital improvement planning.

Planning Process

CORRESPONDENCE & MEETINGS

We propose the following meetings and communications with Village leadership:

Staff Communication

We will work with Village staff via email, videoconferencing, and phone conversations to move the plan along and work through any issues or opportunities which may arise.

Plan Commission Meetings

We will meet with the Plan Commission for working meetings five (5) times throughout the process:

1. Project Kick-off: Issues and Opportunities Analysis/Discussion
2. First Partial Policy Review: Review of approximately half the topics, discussion about Land Use
3. Second Partial Policy Review: Review of the remainder of the topics, first look at Land Use
4. Full Plan Review: Full document review with Implementation, second look at Land Use
5. Plan Commission Adoption; Public comment period and Public Hearing recommending adoption.

We will typically provide any materials for meetings 5 to 10 days before the scheduled meeting, including drafts and agenda items.

Adoption

The Adoption process for the updated plan will include:

1. Plan Commission Public Hearing and Recommendation (listed above as the 5th Plan Commission meeting)

2. Board of Trustees Consideration for Adoption

MSA will provide the Plan Commission Resolution and Adoption Ordinance text and will assist with sharing the adopted plan with other entities as required by law.

NOTE: All meetings and required meeting notifications throughout the process are to be arranged by the Village.

PUBLIC ENGAGEMENT PROCESS

We recommend several methods to engage and involve residents and stakeholders.

Public Participation Plan

The Public Participation Plan is required by statute and must be approved by Village Board of Trustees. We will provide a draft plan for adoption corresponding to the scope described in this document.

Open Meetings

All meetings of the Plan Commission are public meetings, open to attendance by interested residents. Each meeting agenda should indicate "Comprehensive Plan Work Session" or similar

Open House

We recommend one open house, near the end of the process. This will be part of the public roll-out of the complete draft plan, seeking feedback on that draft before it is recommended for adoption by Plan Commission. We will work with you to schedule this at a time and location most likely to attract participation, and to promote the draft plan and open house meeting as necessary, using the Village website, social media, email distribution and other methods known to be effective in the Village. The presentation at this open house can be broadcast and/or recorded for remote or later viewing.

Project Schedule

This project will take approximately eight (8) months to complete. We suggest a kickoff meeting with the Plan Commission in January 2023.

Project Cost

The scope of services described above can be completed in 2023 at a lump sum cost of \$24,000.

Additional Services

The following services are not part of the base project scope or cost. These can be added by explicit addition to the original contract at the time of approval or later by written contract amendment.

Community Survey

Surveys are a convenient method of participation for stakeholders and they result in measurable data. We propose an online survey to collect opinions on a wide range of topics. We have had great success and broad reach using online surveys, especially when well-promoted. *(Additional cost estimated at \$2,900)*

Additional Meetings

The Village may choose to host another public meeting to discuss planning issues during the process, or schedule additional work sessions with Plan Commission, or conduct focus group discussions with local stakeholder groups. Consultant assistance or participation in these meetings can be added to the project scope. *(Additional cost varies, depending on the type of meeting, preparation required, and method of participation)*

Project Website

Dedicated websites for specific projects can be helpful to communicate with the public about progress on the project, view drafts, access survey links, and be a place for the public to provide feedback through an online form. We propose a project website with a project-specific URL to be managed by MSA as a single, sharable source of information and contact for people providing feedback. *(Additional cost estimated at \$2,000)*

Hard copy materials

Due to the increasing use and lower cost of digital documents, our scope assumes that we will provide all draft and final materials digitally, typically in PDF format. We can add printing costs for draft or final documents if desired. *(Additional cost varies. Bound copies of the final plan typically cost about \$100)*

Executive Summary Version of Plan

If desired, we can produce a concise, summary version of the plan that functions as a convenient reference tool for elected officials, developers, residents and others. *(Additional cost estimated at \$1,800)*