

**Village of Cambridge Board of Trustees  
Amundson Community Center  
200 Spring Street, Cambridge  
Tuesday, June 14, 2022  
6:30 p.m.  
Approved 6.28.2022**

**Village Board Minutes**

- 1. Call to Order/Roll Call** President McNally called the meeting to order at 6:31 p.m. Members present: Trustees Franklin, Wittwer, Hollenbeck, Schaefer Weiss, Breunig, Kumbier and President McNally. Others present: Lisa Moen, Administrator/Clerk; Chrissie Brynwood, Treasurer; Mike Reiber & Nick Maas, Dancing Goat; Tim Phelps, Brenda Newman, Patty Strohbusch, Jason Forest, Shawn Cunningham. Brian Toczyski; Ruekert Mielke
- 2. Pledge of Allegiance**
- 3. Proof of Posting** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Badger Bank, Hometown Bank, Cambridge Post Office.
- 4. Public Comment**
  - 1) **Brenda Newman and Tim Phelps** 716 Kenseth. Brenda asked the board for the name of the Structural Engineer. Their attorney needs this information. Mr. Phelps mentioned that the DPW did a fabulous job cleaning up. Ms. Newman requested for another garbage can to be placed near their home. She also questioned when the park will be built? She also stated that the reason she wanted to know about the park was so there could be speed limit signs placed to help slow traffic in the area.
- 5. Approval of Consent Agenda:**
  - a. Village Board Minutes: May 24 and June 7, 2022
  - b. Audit and Finance Committee Minutes: May 31, 2022

*Trustee Hollenbeck made a motion to approve the consent agenda, seconded by Trustee Schaffer Weiss.  
Motion Carried. 7-0*

- 6. Reports:**
  - a. Presidents Report- President McNally stated that the Memorial Day Parade went well. There were about 4-5,000 people in attendance. He also stated the concerts in the square also was well attended with approximately 700 people.
  - b. Library Board: June 8, 2022- Trustee Schaffer Weiss stated the Library Board discussed the Library Director's job description. She also mentioned that there was a Certificate of Deposit that expired, and funds were moved to the library's checking account. She stated that they were already starting to review their budget.
  - c. Joint Review Board: June 13, 2022, Trustee Breunig is the chair. The organizational meeting was held earlier this afternoon. They discussed the upcoming TIF plan Their will be a final approval in July. Set the date for the annual meeting in October.
  - d. Plan Commission Meeting: June 13, 2022- Trustee Wittwer discussed that the Scott Farms topic is on the agenda. He stated they held a public hearing and reviewed TID 6. There was no public comment.

- e. Joint Law Enforcement Committee: June 14, 2022, Administrator Moen stated that they discussed new police vehicles. One vehicle is expected to be ready in two months. An order will also be placed for scheduled replacement of the second in 2023. There is an uptick in juvenile issues. They are focusing on presence to help prevent issues.
- f. Director Dept of Public Works-Tod Lord- Thanked the Village Board for touring the facilities last meeting. Stated that they are 75% completed with the storm clean up. Also mentioned that the DNR would give free fish. The last time it was stocked was in 2011. Trustee Wittwer questioned who was going to be chipping all the debris on the path of the fishponds. He also stated that there was a complaint about the weeds in Westside Park but has since been cleaned up. He also reported that the one piece of the playground equipment is broken and is now obsolete. Trustee Breunig questioned an update on the replacement of the flagpole. Director Lord stated they did get a quote of \$22,000 for an 80-foot pole that would come with a free 20 X 30" flag. He also stated he will follow up with insurance.
- g. Village Office Updates: Administrator/Clerk Moen stated that the office has been busy. Been working with Police, Attorney and Dane County on the of ATV/UTV ordinance. Also working on liquor licenses. Election preparation for August election. State is requiring that letters be sent to all residents that requested absentee ballots and did not vote. Also working with the Engineer and Ehlers for Well #3. TID #6 preparation. Finalized auditors report. Treasurer Brynwood has prepared and submitted ARPA reporting.

## **7. Bills**

- a. Payroll Memo/Report-Treasurer Brynwood mentioned that the first round of bills was \$96,302.98 and the second round was \$229.01 for a grand total of \$96,531.99. Treasurer Brynwood also mentioned that in the past few audits we have been advised to have the Village Board review payroll. Enclosed in the packet is a listing of the past two payroll periods. Due to banking guidelines employees are all paid by direct deposit, so there will be no checks to sign. She gave a few things to keep in mind that there are only three employees that are paid salary. In the DPW there is always one person on call which can result in overtime.

*Trustee Hollenbeck made a motion to approve the bills, seconded by Trustee Schaffer Weiss. Motion Carried 7-0 on a roll call vote.*

## **8. New Business:**

- a. Discussion and Possible Action Regarding Town of Oakland: Right of Way, Tree Proposal Oakland made an offer to pay half up to \$175.00 and the village arrange for removal. Discussion lengthy on how to proceed with downed tree in the right of way.

*President McNally made a motion to accept their proposal, seconded by Trustee Schaeffer Weiss after more discussion, President McNally, with approval from Trustee Schaeffer Weiss to rescind this motion.*

*Trustee Franklin made a motion to pay half of the quote from Tree Works and work together to clean it up. Seconded by Trustee Schaeffer Weiss. Roll call vote 4-3 motion failed.*

*Trustee Hollenbeck made a motion, in the spirit of being neighborly, to pay half up to \$1,000 for removal of the tree, however Oakland would coordinate, seconded by Trustee Breunig. Motion passed on a roll call vote. 7-0*

- b. Scott Farms- Brian Toczyski from Ruekert Mielke discussed that there are no issues with the wetlands, has run models for stormwater due to concerns of the condominium complex problems. There will be 19 homes located in this development. There will be a developer's agreement.

Awaiting final sign off from the County and the engineer. Trustee Hollenbeck questioned if there will be any green space? Administrator stated they will charge park impact fees instead. They are working on cleaning up covenants and they will not have a homeowner's association. Also mentioned the name of the street will be changed from Chickadee to Johnson St. Homes will range in price from 400K-800K.

Trustee Hollenbeck stated that 400K is not affordable housing. Jason Forest with Kasen LLC stated that within the next 2-3 years the tax base will be raised by 10 million.

1) Discussion and Possible Action Regarding Preliminary Plat

*Trustee Wittwer made a motion to approve the Preliminary Plat, seconded by Trustee Franklin. Motion Carried. 7-0*

2) Discussion and Possible Action Regarding Final Plat

*Trustee Wittwer made a motion to approve the Final Plat, seconded by Trustee Franklin. Motion Carried. 7-0.*

3) Discussion and Possible Action Regarding Engineering Plans

*Trustee Wittwer made a motion to approve the engineering plan with a contingency to have contractors stick to the master site grading plan, seconded by Trustee Schaeffer Weiss. Motion Carried. 7-0*

- c. Discussion and Possible Action Regarding Resolution 2022-04, to Establish Licenses, Miscellaneous Permits and Administrative Services Fee Schedule Administrator Moen stated the only fee that changed was the addition of \$100.00 to raise a banner and \$100.00 to lower. Discussed that this is advertising should be paid for by banner owner.

*Trustee Kumbier made a motion to approve the Resolution 2022-04, to Establish Licenses, Miscellaneous Permits and Administrative Service Fee Schedule, seconded by Trustee Breunig. Motion Carried. 7-0*

- d. Discussion and Possible Action Regarding Resolution 2022-05, Relating to the 2021 Compliance Maintenance Annual Report (CMAR)

*Trustee Hollenbeck made a motion to approve the Resolution 2022-05, Relating to the 2021 Compliance Maintenance Annual Report (CMAR), seconded by Trustee Kumbier. Motion Carried. 7-0.*

- e. Discussion and Possible Action Regarding Village Board Meetings/Elections August 9 and November 8, 2022- Board will address as the dates get closer. No action taken.

- f. Discussion and Possible Action Regarding Public Works Laborer Position-

*Trustee Hollenbeck made a motion to continue to post the advertisement for the Public Works Laborer position, but in the meantime Administrator Moen and Director Lord pursue part time temporary help not to exceed currently posted wage, seconded by Trustee Schaeffer Weiss. Motion Carried. 7-0*

**9. Unfinished Business:**

- a. Fire Commission Update-EMT June 23 is staff appreciation at the Dancing Goat Distillery. June 30<sup>th</sup>

meeting in Christianna. Add to posting on our website.

**10. Correspondence:**

- a. CAP Bicycle Ride – July 30, 2022

**11. Upcoming Meetings:** June 20, Economic Development; June 21, Licensing Committee; June 21, Water and Sewer Committee; June 22, Board of Review; June 28, Village Board

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

- a. Proposed TID #6
- b. Invited Guest, EMS Chief Paul Blount/Terry Johnson
- c. Smart Growth

**13. Convene into Closed Session** per Section 19.85(1)(e) of the Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Sale of Village Property – Bike Trail

*Trustee Hollenbeck made a motion to Convene into Closed Session per Section 19.85(1)(e) of the Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Sale of Village Property –Bike Trail, seconded by Trustee Wittwer. Motion Carried.7-0*

**14. Reconvene into Open Session**

*Trustee Hollenbeck made a motion to Convene back into open Session, seconded by Trustee Wittwer. Motion Carried.7-0*

**15. Action taken in Closed Session - None taken**

**16. Adjournment**

*Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Schaeffer Weiss. President McNally adjourned the meeting at 9:47 p.m.*

Chrissie Brynwood, Treasurer/DeputyAdministrator/DeputyClerk

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