

**Amundson Community Center
200 Spring Street, Cambridge
Tuesday, September 24, 2024, 6:30 p.m.**

**Village of Cambridge Board of Trustees
Village Board Agenda**

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Proof of Posting**
- 4. Public Comment ****
 - a. Invited Guest: Safe Communities: Cheryl Wittke
- 5. Approval of Consent Agenda:**
 - a. Village Board Minutes: September 10, 2024
 - b. Water and Sewer Committee Minutes: September 17, 2024
- 6. Reports:**
 - a. Presidents Report
 - b. Historic Preservation Committee: September 24, 2024
 - c. Library Board Report: September 11, 2024
 - d. Director of Public Works: Tod Lord
 - e. Village Office Updates: Administrator Moen
- 7. Treasurers Report/ Bills: Discussion and Possible Action**
- 8. New Business: Discussion and Possible Action Regarding:**
 - a. 2023 Audit
 - b. Street Use Permit: Bilstad Road, South Central Landscapes
 - c. Committee Assignments
 - 1) Trustee Positions
 - 2) Plan Commission
 - 3) Economic Development Committee
- 9. Unfinished Business: Discussion and Possible Action Regarding:**
 - a. Dancing Goat Sampling Plan
 - b. Fire Commission Update
 - 1) Payment of 4th quarter Dues
- 10. Correspondence:**
- 11. Questions, Referrals to Staff or Future Agenda Items:**
 - a. Room Tax Ordinance
 - b. Dr. Banker Update on Cambridge School District: October 22
 - c. Room Tax Ordinance
 - d. Bike Trail Financial Update
 - e. Proclamation for Trustee Wittwer
- 12. Upcoming Meetings:** October 1, Economic Development; October 8, Village Board; October 9, Library Board; October 14, Plan Commission; October 15, Water and Sewer Committee; October 22, Village Board
- 13. Convene into Closed Session** per 19.85(1) (e) Deliberating or negotiating 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: Fire and EMS Commission and 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Fire and EMS Commission and per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Reviews

14. Reconvene into Open Session

15. Possible action taken on closed session items

16. Adjournment

**** The Village of Cambridge Board opts to allow a period of public comment to receive information from members of the public. Wis. Stat. § 19.84(2). The Wisconsin Attorney General advises that a governmental body should defer Board discussion on an item until specific notice of the subject matter and proposed action can be given. (Wisconsin Department of Justice, Wisconsin Open Meetings Law: A Compliance Guide (2009).)**

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, Badger Bank and the Village Website

Lisa Moen, Village Administrator/Clerk/Deputy Treasurer

**Amundson Community Center
200 Spring Street, Cambridge
Tuesday, September 10, 2024, 6:30 p.m.**

**Village of Cambridge Board of Trustees
Village Board Agenda**

1. **Call to Order/Roll Call:** President McNally called the meeting to order at 6:30 pm. Members present: Trustees Breunig, Blackwood, Crist, Hollenbeck, President McNally and Trustee Franklin by telephone. Others present: Tammy Jordan, Treasurer/Deputy Clerk/Deputy Administrator, Jane Landretti, Village Attorney, Cathy Yerges, Kristole Tobias, Roy Marsden, Megan Sollenberger, Samantha Seeman, Cambridge Library, Patty Strobusch, Joe Evans and Jenni Landowski.

2. **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: Vacant Village Board Seat

Trustee Hollenbeck made a motion to convene into Closed Session, seconded by Trustee Breunig. Motion carried on a 6-0 roll call vote.

3. **Reconvene into Open Session:**

Trustee Crist made a motion to reconvene into Open Session at 7:20 pm, seconded by Trustee Blackwood. Motion carried on a 6-0 roll call vote.

4. **Possible action taken on closed session items:**

Trustee Blackwood made a motion to nominate Brian Kreklau to the Village Board, seconded by Trustee Crist. Motion carried.

New Trustee Kreklau joined the Village Board for the meeting.

5. **Pledge of Allegiance**

6. **Proof of Posting:** The agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Badger Bank and the Village Website.

7. **Public Comment:** Cathy Yerges spoke to the Board as a representative of the Collaborative 523. Yerges is working with Charles Fiesel to set up a pop-up Boutique, on a trial basis, during the holiday season. The Collaborative has also been working with the Village Economic Development Committee on the Room Tax Ordinance, a Mural project and a Food Truck Ordinance. Yerges invited business owners and others interested to attend the Wednesday Wakeup meetings every other week at the Cambridge Market.

8. **Approval of Consent Agenda:**

- a. Village Board Minutes: August 27, 2024
- b. Economic Development Committee: September 3, 2024
- c. Joint Meeting with Oakland, September 5, 2024

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

9. Reports:

- a. Presidents Report:** President McNally reported that the Crematorium is no longer being built in the Village of Cambridge.
- b. Plan Commission:** September 9, 2024: Trustee Franklin stated that he will go over what happened at the Plan Commission later in the agenda.
- c. Library Board Report:** Samantha Seeman, Library Director, reported that the Board is getting the library all in order. She stated the Library Board should have 2 more members appointed by the Village Board. The library will be posting for new board members. They will be interviewed and then brought before the Village Board. Seeman also reported that library hours have been extended, adult programming is coming up, as well as clubs and other groups.
- d. Joint Law Enforcement Committee:** September 10, 2024: Trustee Crist reported that business has been normal in the Village for police calls, and that the budgets for police and courts were approved to go onto their respective boards for approval.
- e. Director of Public Works:** Tod Lord: Lord reported that the Public Works crew has really stepped up to cover when he was gone. Derek has been working diligently on Well #3, to get it up and going and Lord has been working on the WISLR report.
- f. Village Office Updates:** Treasurer Jordan: Jordan reported that Election reconciliation is in progress for the August election, working on regionalization with Rockdale, last minute audit items were submitted, budget work has begun, Workhorse gave a demonstration on the new payroll portal, taking applications for vacant board and committee seats and many ongoing projects.

- 10. Treasurers Report/ Bills:** Discussion and Possible Action: Treasurer Jordan reported bills over \$5,000 were: LRS \$8,927.25, Mid City Corporation \$385,895.70 and Safebuilt \$11,518.61. Jordan also reported the first run of bills were \$403,317.01, the second run of bills were \$12,248.05, for a total of \$415,565.06.

Trustee Hollenbeck made a motion to approve the bills in the amount of \$415,545.06, seconded by Trustee Blackwood. Motion carried on a 7-0 roll call vote.

Jordan also shared with the Board the current Budget vs. Actual report through August 31, 2024.

11. New Business: Discussion and Possible Action Regarding:

- a. Rezone Request for parcel 111/0612-013-0533-1, MRKR Properties, Michael Rumpf, Agent, Recommendation from Plan Commission:** Trustee Franklin reported that a Public Hearing was held – most were not in favor of the rezone, citing safety concerns and increased traffic. The Plan Commission denied the rezone request.

No Action taken by the Board.

- b. Street Use Permit: Badger Challenge, September 22, 2024:**

Trustee Blackwood made a motion to approve the Street Use Permit for the Badger Challenge on September 22, 2024, seconded by Trustee Crist. Motion carried.

- c. Plan Commission Vacancy: Jenni Eschner Landowski:**

Trustee Breunig made a motion to postpone this agenda item, seconded by Trustee Blackwood. Motion carried.

d. Historic Preservation Committee Architect Vacancy: Jenni Eschner Landowski:

Trustee Hollenbeck made a motion to approve the appointment of Jenni Eschner Landowski to the Historic Preservation Committee, seconded by Trustee Breunig. Motion carried.

12. Unfinished Business: Discussion and Possible Action Regarding:

- a. Status of Building Inspector:** Trustee Hollenbeck read the following memo from Administrator Moen to the Board:

BACKGROUND/ANALYSIS: The Village Board directed me to work with the Village of Deerfield and Marshall to look at different options for Building Inspections. Todd Willis, the Administrator from Deerfield took the lead on this. He has since given his notice with Deerfield, so Brandon Bledsoe, Administrator from Marshall has taken the lead. He has also talked with Waterloo, who would be interested in joining us. Brandon has reached out to a number of firms but has nothing concrete yet.

In the meantime, we continue to work with Safebuilt. We do not yet have an inspector in the office, but they have been in training. I am told that he will be ready in the next week, will come in and we'll set up some office hours again. They have also been working on an online payment portal/system. We have had some challenges but continue to work with them to streamline the process for our residents, as well as ourselves and Safebuilt.

RECOMMENDATION: We can continue as is; continue working with Deerfield, Marshall and possibly Waterloo (a consolidation such as this could be eligible for the new State Innovation Grants); or go out for RFP on our own.

- b. Koshkonong Creek:** Attorney Landretti spoke with the drainage district; they will not help with the cleanup of the cut trees. Landretti recommends taking the issue to the Water & Sewer Committee; as pipes are located in the area of the cut trees. President McNally stated that some groups have offered to volunteer with the cleanup. Landretti stated that would be a liability risk to the Village. No action taken.
- c. Wellhouse Update:** The Well is not ready yet. When it is, a public informational meeting will be scheduled. No action taken.
- d. Fire Commission Update:** Trustee Breunig will be attending a competitive bargaining meeting with Fire/EMS Commission members, the Commission Attorney and members of the EMS. Other items will be discussed in Closed Session later in the agenda.

13. Correspondence: None

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

- a. Safe Communities Update, September 24
- b. Audit: September 24
- c. Dancing Goat Sampling Plan, September 24
- d. Room Tax Ordinance
- e. Dr. Banker Update on Cambridge School District; October 22
- f. Bike Trail Financial Update
- g. Administrator Moen's Review – Closed Session
- h. Proclamation for Eric Wittwer

15. Upcoming Meetings: September 11, Joint meeting with Town of Oakland, September 11, Library Board; September 17, Water and Sewer Committee; September 24, Village Board; October 1, Economic Development; October 8, Village Board; October 9, Library Board; October 14, Plan Commission; October 15, Water and Sewer Committee; October 22, Village Board; Historic Preservation Committee, TBD.

16. Convene into Closed Session per 19.85(1) (e) Deliberating or negotiating 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 Land and Fire and EMS Commission and 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Fire and EMS Commission.

Trustee Breunig made a motion to enter into Closed Session at 8:18 pm, seconded by Trustee Hollenbeck. Motion carried on a 7-0 roll call vote.

17. Reconvene into Open Session:

Trustee Hollenbeck made a motion to Reconvene into Open Session at 9:39 pm, seconded by Trustee Blackwood. Motion carried on a 7-0 roll call vote.

18. Possible action taken on closed session items:

No Action taken.

19. Adjournment:

Trustee Hollenbeck made a motion to adjourn the meeting, seconded by Trustee Blackwood. Motion carried. President McNally adjourned the meeting at 9:40 pm.

Respectfully submitted by: Tammy L Jordan, Treasurer/Deputy Clerk/Deputy Administrator

**CAMBRIDGE WATER, SEWER, AND STORMWATER COMMITTEE
AMUNDSON COMMUNITY CENTER
200 SPRING STREET - COMMUNITY ROOM
SEPTEMBER 17, 2024
6:30PM
MINUTES**

1. **Call to Order/Roll Call:** Breunig called the meeting to order at 6:30pm. Members present: Ted Kumbier, Larry Gunseor, Paula Hollenbeck, and Kris Breunig. Member absent: Steve Struss. Others present: Chase Prztbylski, and Matt Castillo from MSA. Ken Johnson, Joe Leto, Jim Lein, and Steve Anderson from Village of Rockdale. Mark McNally Village President. Village Staff: Water Operator Schroedl, and Utility Clerk Redford.
2. **Proof of Posting:** Agendas were posted in the upper and lower levels of the Amundson Community Center, Badger Bank, Cambridge Post Office, and the Village Website.
3. **Approval of consent agenda:**
 - a. Meeting Minutes from 08-20-2024

Hollenbeck 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 approve the bills in the amount of \$ 102,334.50 Hollenbeck seconded the motion. Motion carried on a 4-0 roll call vote.

5. **Reports:**

- a. **Utility Clerk:** I have been working on past dues/disconnect notices, as well as my usual duties: answering the phones, helping residents that come into the office, daily deposits, W&S maintenance on accounts through Workhorse, daily, weekly, and monthly duties. Derek, Tammy, and I are working on a W&S budget. It will take time before we have something to bring to the Committee. Mid City payment #11 was approved at the Village Board on September 10, 2024, in the amount of \$385,895.70 I mailed it on September 11, 2024.
- b. **Staff Report:** Schroedl told the Committee that he will be flushing hydrants in the next week or so. There was discussion about using electronic logs for testing instead of paper. The Committee asked Schroedl if well #2 and #3 run all day. Schroedl said the wells will alternate. MSA said we are currently in the 7-day demonstration period, it will be completed on 9-18-2024.
- c. **COWC Report:** Kumbier said COWC's budget is done. Nothing else to report.

6. **New Business:** Discussion and Possible Action Regarding

7. **Old Business:** Discussion and Possible Action Regarding

- a. Rockdale Regionalization – MSA: Matt Castillo from MSA said Rockdale's Engineer, General Engineering is still planning to submit plans to the DNR by September 30, 2024. There is a funding deadline. Castillo is waiting to hear back from General Engineering. He will call Lukasz from General Engineering again on September 18, 2024. Castillo updated the Committee on how Regionalization would work. Discussion with Rockdale residents about the importance of receiving the "Plan" from General Engineering before we can proceed. There is a process to be followed. Fees will be discussed at a later date within the contract. We need to move forward in good faith.
- b. Meter Reading Equipment Upgrade– Schroedl: Schroedl explained to the Committee that it would be best to work with Sensus. All our current meters and maintenance equipment are through Sensus. This would save us from having to start over with another company and purchase all new meters and equipment.

Hollenbeck made a motion to have Core & Main do our Meter Reading equipment upgrade in 2025. Kumbier seconded the motion. Motion carried.

There was discussion about a time limit to add funds to the SDW loan. Chase from MSA said there are contingencies of \$150,000 from the Well #3 project. This can be used for partial purchase of the equipment.

Gunseor made a motion not to exceed \$85,000 addition to the SDW loan for the Infrastructure, One Time Set Up, and Annual Hosting Fee of the Meter Reading Upgrade. Kumbier seconded the motion. Motion carried on a 4-0 roll call vote.

Koshkonong Creek/Jefferson County Drainage District – Breunig: Breunig asked President McNally his thoughts. He said it is unsightly and needs to be cleaned up. Breunig's thought is to let nature take its course. He said it will resolve itself over time. It is too dangerous to have heavy equipment when the force main is underneath it. Water Operator Schroedl said it is worrisome to have heavy equipment on the Force Main. There was discussion between Committee members.

Breunig made a motion to leave Koshkonong Creek as is. It will resolve itself. Hollenbeck seconded the motion. Motion carried on a 3-1 roll call vote with Kumbier voting in the negative.

8. **Public Comment**: Committee member Kumbier expressed his concern about retention ponds needing to be mowed. President McNally asked about Spring Water Alley repair. That will be discussed at a Public Works meeting. Also, McNally voiced his concern with odor from the Regionalization with Rockdale. Przybylski from MSA said that a punch list was performed on Friday at Well #3. There has been a 7-day test and Substantial Completion will be met by the end of September. They are working on issues as they come up. With a Final Completion deadline of November 15, 2024.

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

- a. Regionalization with Rockdale

10. Adjournment: *Kumbier made a motion to adjourn the meeting. Gunseor seconded the motion. Breunig adjourned the meeting at 7:37pm.*

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) Final Agendas are typically posted by 4 PM on the Friday preceding the regular meeting at the Amundson Community Center, Cambridge Post Office, Badger Bank and Village of Cambridge Web site at www.ci.cambridge.wi.us

9/20/2024 11:03 AM

In Progress Checks - Full Report - ALL

Page: 1

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 9/24/2024

From Account:

Thru: 9/24/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
9/24/2024 CHARTER COMMUNICATIONS/SPECTRUM			
170806001		ADMIN INTERNET SVC	
100-00-51420-221-000		ADMIN - TELEPHONE/INTERNET	53.32
170806001		ADMIN INTERNET SVC	170806001091424
100-00-52100-390-000		POLICE - PHONES & SUPPLIES	53.32
170806001		POLICE INTERNET SVC	170806001091424
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	26.66
170806001		WATER INTERNET	170806001091424
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	26.66
170806001		SEWER INTERNET SVC	170806001091424
Total			159.96
9/24/2024 CHARTER COMMUNICATIONS/SPECTRUM			
170804901			
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	70.00
170804901			170804901091424 7/14/2024
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	34.99
170804901			170804901091424 7/14/2024
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	34.99
170804901			170804901091424 7/14/2024
Total			139.98
9/24/2024 CHARTER COMMUNICATIONS/SPECTRUM			
170805901			
100-00-52100-310-000		POLICE - INTERNET	55.00
170805901			170805901090724
100-00-51420-221-000		ADMIN - TELEPHONE/INTERNET	55.00
170805901			170805901090724
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	54.99
170805901			170805901090724
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	54.99
170805901			170805901090724
Total			219.98
9/24/2024 CHARTER COMMUNICATIONS/SPECTRUM			
#242895801		WELL #3	
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	280.10
#242895801			242895801090124

9/20/2024 11:03 AM

In Progress Checks - Full Report - ALL

Page: 2

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 9/24/2024

From Account:

Thru: 9/24/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			280.10
9/24/2024 Core & Main			
METER COUPLINGS 200-22500-240			
500-00-53700-640-000		SUPPLIES AND EXPENSES	204.00
		METER COUPLINGS 200-22500-240 V617832	
Total			204.00
9/24/2024 DANE COUNTY TREASURER (LAND CONSERVATION)			
EROS CONTROL-2022-01 THE VINEYARDS			
100-00-56700-210-000		PLANNING - CONSULTING FEES	95.45
		EROS CONTROL-2022-01 THE VINEYARDS CAM0824	
146-00-56400-000-000		TID EXPENDITURES	76.36
		EROS CONTROL 2022-03 WESTGATE CAM0824	
100-00-51520-290-000		CONTRACTED SERVICES	152.72
		EROS CONTROL -2023-01 KWIK TRIP#1073 CAM0824	
100-00-56700-210-000		PLANNING - CONSULTING FEES	143.18
		EROS CONTROL 2024-04-VINEYARD DR -LOT 1 CAM0824	
100-00-56700-210-000		PLANNING - CONSULTING FEES	410.44
		EROS CONTROL 2024-06 DANCING GOAT CAM0824	
100-00-56700-210-000		PLANNING - CONSULTING FEES	28.63
		EROS CONTROL 2022-01 - VINEYARDS CONDOS CAM0824	
Total			906.78
9/24/2024 DEAN HEALTH PLAN			
PREMIUM-MOEN-REDFORD30%			
100-00-51420-133-000		ADMIN - HEALTH/DENTAL INS	2,956.81
		PREMIUM-MOEN-REDFORD30% 008019895	
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	348.78
		PREMIUM - REDFORD 70% 008019895	
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	348.78
		PREMIUM -REDFORD70% 008019895	
100-00-53311-133-000		PUBLIC WORKS - HEALTH/DENTAL	3,673.70
		PREM-SCHROEDL75%,LORD75%,GARCIA/AMES100% 008019895	
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	339.13
		SCHROEDL25%, LORD25% 008019895	
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	339.13
		SCHROEDL25%, LORD25% 008019895	

9/20/2024 11:03 AM

In Progress Checks - Full Report - ALL

Page: 3

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 9/24/2024 From Account:

Thru: 9/24/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			8,006.33
9/24/2024 MC FARLANE, BRYAN			
8/31 - 9/13/2024		LIBRARY CLEANING	
150-00-55110-240-000		LIB BUILDING MAINT & REPAIR	337.50
8/31 - 9/13/2024	9/13/2024	LIBRARY CLEANING	
Total			337.50
9/24/2024 MENARDS - JOHNSON CREEK			
WATERING TOOL, LG TRASH BAGS, PUMP			
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	152.92
		WATERING TOOL, LG TRASH BAGS, PUMP 76425	
Total			152.92
9/24/2024 MOEN, LISA			
MILEAGE-HORICON - MSA GRANT WORKSHOP			
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	73.70
	9/18/2024	MILEAGE-HORICON - MSA GRANT WORKSHOP	
Total			73.70
9/24/2024 NAPA AUTO PARTS			
BATTERY REPLACEMENT FOR WATERING CART			
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP	67.57
		BATTERY REPLACEMENT FOR WATERING CART 761276	
Total			67.57
9/24/2024 SAFE COMMUNITY COALITION			
2024 MEMBERSHIP DUES			
100-00-55800-000-000		SAFE COMMUNITIES DUES	500.00
		2024 MEMBERSHIP DUES 1490	
100-00-55450-000-000		MED DROP PROGRAM	1,000.00
		2024 MED DROP MATCH 1490	
Total			1,500.00
9/24/2024 VESTIS			
MATS - 9/10/2024			
100-00-51600-390-000		MUN BLDG - SUPPLIES	159.72
		MATS - 9/10/2024 6140448197	
Total			159.72

9/20/2024 11:03 AM

In Progress Checks - Full Report - ALL

Page: 4

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 9/24/2024 From Account:

Thru: 9/24/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	9/24/2024	VILLAGE OF DEERFIELD	
	7/28 - 8/24/2024	POLICE WAGES	
100-00-52100-290-000		Dane County Sheriffs Contract	18,766.30
	7/28 - 8/24/2024	POLICE WAGES 3022	
		Total	18,766.30
		Grand Total	30,974.84

Jim

9/20/2024 11:03 AM

In Progress Checks - Full Report - ALL

Page: 5

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 9/24/2024 From Account:
Thru: 9/24/2024 Thru Account:

Amount

Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	28,467.78
Total Expenditure from Fund # 146 - TIF #6 FUND	76.36
Total Expenditure from Fund # 150 - LIBRARY FUND	337.50
Total Expenditure from Fund # 500 - WATER UTILITY	1,288.65
Total Expenditure from Fund # 600 - SEWER UTILITY	804.55
Total Expenditure from all Funds	30,974.84

STREET USE PERMIT APPLICATION

Village of Cambridge, Wisconsin

200 Spring Street, P.O. Box 99 53523 (608) 423-3712

APPLICANT NAME South Central Landscapes LLC	TELEPHONE (608) 225-3373
ADDRESS P.O. Box 526	CITY/STATE/ZIP Cambridge, WI 53523
ORGANIZATION INFORMATION (IF APPLICABLE)	
ORGANIZATION NAME South Central Landscapes LLC	ORGANIZATION ADDRESS 297 Rodney Road, Cambridge, WI 53523
PRESIDENT/DIRECTOR NAME Kayla Sipple	TELEPHONE (608) 225-3373
CONTACT NAME Kayla Sipple	TELEPHONE (608) 225-3373
DESCRIBE YOUR REQUEST	
PROPOSED USE FOR STREET PERMIT: Purpose of request is to accommodate delivery of oversized construction materials that warrant unobstructed, full use of the street in front of 230 Bilstad Road. Delivery to take place within the time window below and is expected to take approx. 45-60 minutes.	
STREET REQUESTED: Bilstad Road	FROM: TO: Corner with South Street to 230 Bilstad Road
DATE and TIMES REQUESTED Monday, October 14 from 1:30pm-3:30pm	NUMBER of PEOPLE EXPECTED 10
FEE: NONE	
<i>The applicant agrees to abide by Village of Cambridge ordinances. You may be required to furnish a certificate of comprehensive general liability insurance or a performance bond prior to being granted the permit. The Village of Cambridge is not responsible for injuries or damages resulting from the activities for which the permit is granted. The Village President or a law enforcement officer has the authority to revoke a permit or terminate an event in progress if the event organizers fail to comply with any of the regulations in the street use policy or conditions stated in the permit, or if the health, safety and welfare of the public appears to be endangered by activities as a result of the event or the event is in violation of any of the conditions of the permits or ordinances of the Village of Cambridge.</i>	
SIGNATURE <i>Kayla Sipple</i>	DATE 09-16-2024
OFFICE USE ONLY	
Recommendation from Cambridge Police Department:	☒ I recommend approval of the permit ☐ I recommend refusal of the permit
Reasons if refusal:	
<i>DEP. CHAD LAURITSEN #1123 DASO</i>	
Officer Signature:	Approved by Village Board:
Valid Dates	



SUBJECT: Committee Assignments

FROM: Lisa Moen, Administrator

MEETING DATE: 9-24-2026

BACKGROUND/ANALYSIS: Trustee Eric Wittwer resigned his seat on the Village Board and notice was put out regarding the opening. At the September 10, 2024 Village Board meeting Brian Kraklau was appointed fill the remainder of the term. At the July 30, 2024 Village Board meeting the following appointments were made, on a temporary basis, to fill Trustee Wittwer's Committee assignments:

- Licensing: Trustee Breunig
- Public Works: Trustee Franklin will chair, Trustee Blackwood will be added
- Water and Sewer: Trustee Hollenbeck
- Plan Commission: President McNally
- TIF Review Board: Trustee Breunig
- Cable Committee: Trustee Crist

Now that Trustee Kraklau has been appointed to the Board, committee assignments can be revisited. After meeting with him, he expressed an interest in the Dane County Cities and Village Association, Economic Development and Licensing. Joint Law Enforcement/Police and Fire Committee were also discussed. Early assignments can be reconsidered, he does not have to fill the same positions held by Trustee Wittwer. All Committee assignments will again be reviewed after the April Election, so these appointments will be for the next 6 months.

Plan Commission: Tara Michalski has resigned her position on the Plan Commission. A notice was posted regarding the vacancy. On September 4, Jenni Landowski submitted her interest in serving in this position. When it was learned that she is a licensed architect, I extended that there was a vacancy on our Historic Preservation Committee, per ordinance, it is to be filled by a licensed architect. She did agree to submit her name for that position as well, and the Village Board appointed her to that position at the September 10, 2024 meeting. She remains interested in the Plan Commission position.

At this time, there is a vacant Citizen position on the Plan Commission. In addition, President McNally is currently filling the Village Board position. Trustee Franklin is Chairman of the Commission and is filling the Village President designee position. Below is the Ordinance regarding membership of the Commission:

2.72.010 - Composition—Appointments.



A. Composition. The village plan commission shall consist of seven members who shall be the following: The village president (or his or her designee), who shall be its presiding officer, a village trustee, and five citizen members. If the president chooses to appoint a designee to act as the presiding officer in his or her stead, then the president may be appointed as the trustee member, pursuant to paragraph B, below.

B. Appointment.

1. Trustee Member. The trustee member (who may be the village president if he or she has appointed a designee to act as the presiding officer in his or her stead as set out in paragraph A, above) shall be annually appointed by a two-thirds vote at the organizational meeting of the village board.

2. Citizen Members.

a. The five citizen members shall be appointed by the village president for a term of three years, subject to village board approval.

b. All citizen members shall be persons of recognized experience and qualifications and shall hold office until their respective successors are selected and qualified. Whenever a vacancy shall occur in any citizen member, a successor shall be appointed for the unexpired term in the manner as set forth above.

It does not state that the Village President designee needs to be a Trustee, just that the designee is the presiding officer. If it is desired for two citizen members to be appointed, the ordinance could be rewritten to state that the President's designee, if a Trustee, be the presiding officer, otherwise the appointed Trustee would be the presiding officer.

Economic Development: There are currently two vacancies on the Economic Development Committee, a member from real estate or retail, and a member from legal or banking industry. Again, these positions were posted. We have received responses from two individuals, John Scott and Kayla Sipple. Neither fits the positions vacant, but some rearranging could be done. The ordinances could also be amended to state these positions are filled per ordinance, if individuals are available, otherwise, they would need to meet other requirements. The business limits, if not in the Village would also need to be amended, ie. A business within the Cambridge School District.

Actions needed:

- Village Board/Trustee Committee assignments
- Plan Commission: determine if ordinances need to be amended, appointment of Commissioners
- Economic Development: determine if ordinances need to be amended, appointment of members



ATTACHMENTS:

- Current Committee Assignments – those in red reflect the above temporary appointments.
- Jeni Landowski resume
- Ordinance 2022-04: Economic Development Committee Composition
- John Scott resume
- Kayla Sipple resume

April 2024

2024 APPOINTMENTS

1. **COMMITTEES OF THE VILLAGE BOARD** – Terms end 04/25; three board members required, as well as alternate as noted.

- a. **Audit & Finance**

- i. PAULA HOLLENBECK - CHAIR
 - ii. KRIS BREUNIG
 - iii. MARK McNALLY

- b. **Board of Review – two Alternates**

- i. MARK McNALLY
 - ii. ERIC WITTWER
 - iii. PAULA HOLLENBECK - CHAIR
 - iv. (1ST Alt) – KRIS BREUNIG
 - v. (2nd Alt) – KRISTIN BLACKWOOD
 - vi. LISA MOEN

- c. **Licensing**

- i. PAULA HOLLENBECK
 - ii. KRISTIN BLACKWOOD - CHAIR
 - iii. KRIS BREUNIG

- d. **Personnel**

- i. KRIS BREUNIG- CHAIR
 - ii. KRISTIN BLACKWOOD
 - iii. CHUCK FRANKLIN

- e. **PUBLIC WORKS COMMITTEE (Formerly Streets & Property/Parks) –**

- i. KRISTIN BLACKWOOD
 - ii. CHUCK FRANKLIN - CHAIR
 - iii. MARK McNALLY

- f. **Police & Fire**

- i. BILL CRIST- CHAIR
 - ii. CHUCK FRANKLIN
 - iii. MARK McNALLY

- g. **President Pro Tem – one year appointment**

- i. KRIS BREUNIG

2. **APPOINTED POSITIONS – ADVISORY ONLY**

- a. Village Forester - PUBLIC WORKS – JAE AMES

3. RESIDENCY REQUIRED COMMISSIONS/BOARDS OR COMMITTEES

a. WATER/SEWER/STORMWATER BOARD (3 year terms)

- i. (one) Board Members – Term ends 04/25
 - 1. **PAULA HOLLENBECK**
- ii. (one) Board Member – Term ends 04/25
 - 1. KRIS BREUNIG - CHAIR
- iii. (one) Citizen Member – Term ends 04/26
 - 1. STEVE STRUSS
- iv. (one) Citizen Member – Term ends 04/27
 - 1. TED KUMBIER
- v. (one) Board or Citizen Member – Term ends 04/25
 - 1. Larry Gunseor

b. PLAN COMMISSION

- i. CHUCK FRANKLIN-CHAIR – (Village President designee) - term ends 04/25
- ii. (one) Board Member – Term ends 04/25
 - 1. **MARK McNALLY**
- iii. (three) Citizen Members – Term ends 04/26 (3 year terms)
 - 1. **VACANT**
 - 2. JOHN ANDERSON
 - 3. JEFF MILSAP
- iv. (two) Citizen Members – Term ends 04/27
 - 1. DAN GRONEMUS
 - 2. DEAN HOLLENBECK

c. ZONING BOARD OF APPEALS (3 year terms)

- i. (three) Citizen Members – Term ends 04/27
 - 1. JAY WEISS
 - 2. TERESE LEONHARD
 - 3. CRAIG CARPENTER
- ii. (two) Citizen Member – Term ends 04/26
 - 1. **VACANT** - Chair
 - 2. JAMES LESER
- iii. (two) Citizen Alternates – Term ends 04/25
 - 1. **VACANT**
 - 2. **VACANT**

4. JOINT COMMISSIONS OR COMMITTEES

a. TIF REVIEW BOARD

- i. (one) Member
 - 1. **KRIS BREUNIG**
- ii. (one) Public Member
 - 1. ROB WARREN

b. CABLE (3 year terms)

- i. (one) Member – Term ends 04/26
 - 1. WYATT ROSE
- ii. (one) Member – Term ends 04/25
 - 1. **BILL CRIST** - CHAIR
- iii. (one) Member – Term ends 4/26
 - 1. TED KUMBIER

c. JOINT LAW ENFORCEMENT COMMITTEE

- i. (three) Board Members
 - 1. BILL CRIST
 - 2. CHUCK FRANKLIN
 - 3. KRISTIN BLACKWOOD

d. JOINT CAMBRIDGE OAKLAND PLANNING COMMITTEE

- i. (two) Board Members –
 - 1. MARK McNALLY
 - 2. KRIS BREUNIG
- ii. (one) Member at Large – Term ends 04/26
 - 1. GARY RATTMAN (subject to agreement by Oakland)

e. ECONOMIC DEVELOPMENT COMMITTEE (2 year terms)

- i. (one) Village President of Designee from Village Board
 - 1. BILL CRIST - CHAIR
- ii. (one member) from real estate or retail – Term ends 2025
 - 1. **VACANT**
- iii. (one member) small business owner– TERM ENDS 2025
 - 1. MATT MCFALLS
- iv. (one member) from legal or banking industry – Term ends 2026
 - 1. **VACANT**
- v. (one member) village resident – Term ends 2026
 - 1. CHRIS KREUGER

**JEFFERSON COUNTY ECONOMIC DEVELOPMENT COMMITTEE
(RECOMMENDATOIN FROM EDC):**

- 1. KEVIN MEHRINGER
- 2. TAMMY JORDAN, ALTERNATE

f. HISTORIC PRESERVATION COMMITTEE (3 year staggered terms)

- i. Registered architect
 - 1. JENNI LANDOWSKI

5. Historian
 1. Jay Weiss Term ends 2027
6. Licensed real estate broker
 1. LORI JENSEN Term ends 2025
7. Village board member
 1. MARK MCNALLY Term ends 2025
8. Citizen members:
 1. **VACANT Term ends 2024**
 2. DEAN LUND Term ends 2025
 3. STEVE STRUSS Term ends 2026

9. REPRESENTATIVES TO OTHER COMMISSIONS, COMMITTEES OR ASSOCIATIONS

- a. Cambridge Area Fire Commission
 - i. (one) Representative – Term ends 04/25
 1. KRIS BREUNIG
- b. COWC
 - i. (two) Board Representatives – Term ends 04/26
 1. TED KUMBIER
 2. STEVE STRUSS
- c. Dane County Cities and Villages Association
 - i. (one) Board Representative – Term ends 04/25
 1. MARK McNALLY
 - ii. (one) Board Alternate – Term ends 04/25
 1. BILL CRIST
- d. **Library Board – Village Board must approve all members, not just the Village members, as recommended by the Library Board for renewal. (3 year appointments)**
 - i. Village Citizen Members
 1. Jennifer Trendel, President
 2. Cari Redington
 3. Jennifer Simdon, School Board Representative
 - ii. School Board Representative and Jefferson County Representative
 1. Kristin Martin
 - iii. Village of Cambridge Village Board Representative
 1. Paula Hollenbeck

Lisa Moen

From: Jennifer Eschner Landowski <jesch367@gmail.com>
Sent: Wednesday, September 4, 2024 11:11 PM
To: Lisa Moen
Subject: Vacancy - Plan Commission
Attachments: 2024 Cambridge Plan Commission_cover_Eschner Landowski.pdf; Jennifer Eschner CV 2023.pdf

Good morning,

I am writing to express interest in the vacancy on the Plan Commission. Attached you will find my cover letter and resume.

My resume shows the name "Jennifer Eschner." My full name is Jennifer Eschner Landowski; I go by Eschner at work and Landowski in my personal life.

Thank you for your consideration!
Jenni Landowski

Jenni Eschner Landowski
620 Wheatland Drive
Cambridge, WI 53523
jesch367@gmail.com
414-688-6870
09/04/2024

Village Board
200 Spring Street
Cambridge, WI 53523-9547

Dear Village Board,

I am writing to express my interest in the open seat on the Village of Cambridge Plan Commission. With over 25 years of experience as a licensed architect and a deep commitment to giving to my community, I am excited about the opportunity to contribute to the planning and development of the Village of Cambridge.

My work is guided by a strong belief in the importance of thoughtful and inclusive design. I have a proven track record of collaborating with diverse stakeholders, including city officials, developers, and community members, to create spaces that are not only functional but also enhance the quality of life for building occupants.

One of the key reasons I believe I would be a valuable addition to the Plan Commission is my holistic approach to architecture and planning. I understand that success requires balancing economic, environmental, and social considerations. My experience in large-scale commercial projects will be particularly beneficial as we strive to ensure a vibrant and economically robust community.

My strong communication and problem-solving skills have enabled me to effectively mediate between different interests and find innovative solutions to complex challenges. I am confident that my ability to listen, analyze, and propose well-considered recommendations will contribute positively to the Commission's decision-making processes.

I am particularly passionate about the effects that the growing City of Madison and its housing inventory issues will have on Cambridge. I am eager to bring my expertise to help tackle this and other community challenges, working collaboratively with fellow commissioners to reflect the needs and aspirations of all community members.

Village Board
09/04/2024
Page 2

Thank you for considering my application.

Sincerely,

A handwritten signature in black ink that reads "Jenni Landowski". The signature is written in a cursive, flowing style.

Jenni Eschner Landowski

Jennifer Eschner, AIA, LEED AP, EDAC

1.414.688.6870

jesch367@gmail.com

Architect and planner with over 25 years of experience in healthcare, senior living, K12, higher education and justice facilities. Leads project teams on small and large projects through the planning, design and construction process. Passionate about building strong relationships, high quality and efficient project delivery, and creative design solutions

RELEVANT PROJECT EXPERIENCE

EUA

2018 – present

Senior Project Architect/Planner - leads and mentors project teams of varying sizes through all project phases, manages client relationships, creates interior architectural design solutions that are congruous with the overall project design focus and directs project documentation. Interacts with Authorities Having Jurisdiction (AHJs), coordinates with engineering, medical equipment, civil and landscape consultants.

- SSM Health Care of Wisconsin St. Mary's Hospital, Madison (WI)
Respiratory Therapy Department Renovation
ICU Renovation
- Ascension Medical Group, Milwaukee (WI)
Shorewood Clinic
- Aspirus Wausau Hospital, Wausau (WI)
Lab Relocation
Distribution Center
- Sturgeon Bay School District, Sturgeon Bay (WI)
District-Wide Renovations and Additions
- Mayo Clinic Health System, Eau Claire (WI)
Neurology Department Renovations
Elevator Replacement project
- SSM Health Dean Medical Group, Beaver Dam (WI)
SSM Health Dean Medical Group and SSM Health Fond du Lac Regional Clinic
- Mental Health Care Partnership, Milwaukee (WI)
Mental Health Emergency Center
- Veridea Group, LLC, Marquette (MI)
Bacon Building Renovations (corporate, technology incubator, coworking spaces)
Dermatology Clinic (tenant improvement)
- ProHealth Medical Group Moreland Boulevard, Waukesha (WI)
Clinic Renovations
- ProHealth Waukesha Memorial Hospital, Waukesha (WI)
NICU Renovations
- Memorial Hospital of Lafayette County, Darlington (WI)
Replacement Hospital and Clinic
- UnityPoint Health – Meriter, Madison (WI)
Therapy Renovation

Kahler Slater

2000 – 2018

Associate Principal, Project Lead & Project Architect/Planner - led and mentored project teams through all project phases, managed client relationships, created design solutions and project documentation

- Monroe Clinic (WI)
Outpatient Clinic Addition and Renovations
Physical Therapy/Occupational Therapy Department Renovations
Business Services Center Renovations
Imaging Department Renovations
- Hospital Sisters Health System, St. Elizabeth Hospital (IL)
Campus Master Plan, Replacement Hospital
- Mayo Clinic Health System, Eau Claire (WI)
Inpatient Bed Tower Expansion and Addition
Dunlap Cancer Center
OR Renovations
- Mayo Clinic Health System, La Crosse (WI)
Labor and Delivery Renovation
- Froedtert Health, Community Memorial Hospital (WI)
Emergency Department Addition and Renovations
Orthopedic Center of Excellence Addition
- Mile Bluff Medical Center (WI)
Imaging Department Renovations
- Holy Family Memorial (WI)
North Clinic
- Stoughton Hospital (WI)
Emergency Department Addition and Renovation
- Mary Baldwin University (VA)
College of Health Sciences

Jennifer Eschner, AIA, LEED AP, EDAC

1.414.688.6870

jesch367@gmail.com

- Piedmont Atlanta Hospital (GA)
Women and Newborn Center, Renovations
- Holy Redeemer Health System (PA)
Bensalem Health Care Center
- UnityPoint Health - Meriter (WI)
DeForest and Monona Clinics
- SSM Health St. Mary's Hospital (WI)
Inpatient and Ambulatory Addition and
Renovations
Parking structure
- University of Wisconsin - Madison (WI)
Welcome Center/Bursar/Registrar and Parking
Structure
- San Juan Regional Medical Center (NM)
Campus Master Plan, Medical Center Bed
Tower Addition and Renovations and
Outpatient Diagnostic Center
- Columbia St. Mary's Ozaukee Campus (WI)
Medical Oncology and Radiation Renovations
and Additions
- Chippewa County Jail (WI)
Taycheedah Correctional Institution (WI)
Renovations
- Waupun Correctional Institution (WI)
Renovations

AG Architects

Architectural intern

1997-2000

Education:

Master's in Architecture

University of Wisconsin-Milwaukee

Bachelor of Science, Interior Design, University of Wisconsin-Madison

Organizations:

- American Institute of Architects (AIA)
- Evidence-Based Design Accredited Professional (EDAC)
- LEED Accredited Professional, US Green Building Council
- WHEA Associate Member
- WHEA Foundation Board Member

Computer Skills:

Revit, AutoCAD, Microsoft Office & Excel, Bluebeam Studio, Newforma, Deltek Vision

Publications:

- "It Takes a Village: How Facilities can Promote Team-Based Care," Jenni Eschner, AdvisoryBoard.com, July 25, 2014
- "Telemedicine: Here Comes the Sun" [blog](#)
- Contributor to [COVID-19 Immediate Response for Healthcare Facilities](#)
- Healthcare Facilities The Leaflet
[Telemedicine: Comparing Facility Design Models](#)

Community Involvement:

- Fort Atkinson Historic Preservation Commission, 2012-2017
- Clean Lakes Alliance volunteer
- Habitat for Humanity volunteer
- Hip Hop Architecture Camp volunteer
- Cambridge Music Booster Club
- CAP youth sports soccer coach

**VILLAGE OF CAMBRIDGE
ORDINANCE NO 2022-04**

**AN ORDINANCE TO AMEND SECTION 2.80.010 (2)
OF THE ORDINANCES OF THE VILLAGE OF CAMBRIDGE
RELATING THE ECONOMIC DEVELOPMENT COMMITTEE
COMPOSITION**

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

SECTION 2.80.010 (2) AMENDED AS FOLLOWS:

(2) Composition. The Committee shall consist of five (5) members appointed by the Village President. The members are: the Village President or the President's designee from the Village Board, and four (4) representatives of community and business interests including at least one member from real estate or retailing, at least one member who is a small business owner ~~and/or Chamber of Commerce member~~ and at least one member from the Legal or Banking community. The Village president shall appoint the members of the Committee subject to confirmation by the Village board. **Each member shall be a village resident, own or work for a business within the village limits, or own or work for a business within one half mile from the village limits.** Terms of appointment of the citizen members shall be for two (2) years, however, initial appointment of two of the members shall be for a term expiring on April 30, 2012. Initial appointment of the remaining citizen members shall be for a term expiring on April 30, 2013. Thereafter, each citizen member shall be appointed for a two-year term commencing May 1 and expiring April 30. The president/board terms shall coincide with his or her term of office. If the Village President serves on the Committee, the Village President shall act as chairperson. Otherwise, the chairperson will be elected by the Committee.

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 Clerk

Adopted: _____

Lisa Moen

From: Tammy Jordan
Sent: Wednesday, September 11, 2024 1:02 PM
To: Lisa Moen
Subject: FW: John Scott | Economic Development
Attachments: John Scott CV copy.pdf

From: John Scott Media <john@johnscottmedia.com>
Sent: Monday, September 9, 2024 6:48 PM
To: Tammy Jordan <tjordan@ci.cambridge.wi.us>; Christin Brynwood <CBrynwood@ci.cambridge.wi.us>
Subject: John Scott | Economic Development

Hi Tammy,
The link to email for you on the website is Chrissie's, I'm sure you know that, so hopefully this gets to you.

I'm interested in joining the Economic Development Committee. Mark is aware I'd like to contribute.

Tourism is an integral part of any overall economic development strategy. My wife Cyndi Shreve and I own and operate Visit Cambridge Wisconsin, the website the village links to from your site (THANK YOU). So we are the de facto Cambridge Convention and Visitors Bureau. We have a humble Visitor's Center set up at Galleria 214, with maps, flyers, and even a welcome movie. From small things and energy come bigger better things...

I am intending to set up a booth at Cathy's Holiday Headquarters November 1. John Scott Media (my company) has built websites, managed social media accounts and managed paid Google search campaigns for a dozen Cambridge businesses. I'd like to be a Village of Cambridge business (brick and mortar). My business is, of course, conducted online for the online presence of these businesses, but I like being on the street, on the ground, meeting people.

Cyndi and I live in Oakland, but I spend 1/2 of my workday at The Marigold Room and Cambridge Market, meeting people!

I regret that the candidate pool for this seat is, well, limited, but that's not why I want to do this. Even though I have spent most of my life in major cities, working for big companies, I'm the son of an Eastern Iowa hog and corn farmer. Our family is "here," that is why Cyndi and I moved here. Our family is scattered all across the Midwest. Her family had a cabin at Shore Place for 30 years. She spent all of her summers here. Her father designed the Shore Place logo, still prominent on signs there! We are thrilled to be back home.

My mother is a great inspiration. She was the driving force behind the revitalization of the Dubuque riverfront from shabby, run-down warehouses to parks, hotels and other businesses. Fierce.

We are Lions (with Chris), we volunteer with CAP, I'm on the CD Players board, and I'm going to help Cathy get Collaborate 523 up and rolling.

I've attached my resume. I trust it represents my bona fides well. We appreciate you considering our request. You will get my full energy, I can promise you that. What benefits the village impacts the region. And we are here to win.

Thanks.



john scott
MEDIA

Imagine What You Can Do.

(608) 571-4424

johnscottmedia.com

John Scott

Cambridge, WI

LinkedIn: [linkedin.com/in/johnscottmedia](https://www.linkedin.com/in/johnscottmedia)

Email: John@johnscottmedia.com

Phone: 415-203-4168

Summary

Dynamic marketing professional with over a decade of experience driving impactful marketing strategies for diverse industries. Proven track record in SEO, social media, branding, sales enablement and employee training, web design, generative AI, and PPC. Known for leveraging data-driven insights to inform strategic decisions and executing comprehensive marketing and advertising campaigns that elevate brand presence and drive business growth. Skilled classroom/Zoom instructor with proven metrics of success.

Skills

- SEO
- Strategic Planning, Research and Training
- Social Media Management
- CRM management (Hubspot, Salesforce, MembershipWorks)
- Web Design
- Generative AI
- Video Creation
- Technical Writing
- Data Analysis
- Content Creation (Adobe Creative Cloud, Canva, Office)

Professional Experience

Principal

John Scott Media | Cambridge, WI

August 2019 - Present

Founded and currently leads a full-service marketing agency catering to small and mid-sized businesses nationwide. Oversee a team of freelancers to deliver bespoke marketing solutions, including custom software development, CRM installations and onboarding, AI-driven sales enablement, web design, email marketing, training and enablement, and Google Ads campaigns. Clients span various sectors such as tourism, hospitality, fitness, real estate, and performing arts.

- Successfully managed and executed marketing campaigns that significantly increased client engagement and conversion rates.
- Developed comprehensive marketing strategies that resulted in measurable growth for clients.
- Planned, prepared, and executed staff training programs and strategic planning sessions with company leadership.

Content Manager | SEO

Unlock | San Francisco/New York City (remote) (startup)

March 2022 - September 2023

Led the content marketing strategy, focusing on SEO/SEM for unlock.com and its YouTube channel. Collaborated with the lifecycle marketing team to optimize content performance and drive organic growth.

- Achieved first-page organic search rankings for key terms, boosting website traffic and visibility.
- Expanded YouTube channel subscribers from hundreds to thousands, enhancing brand reach and engagement.
- Utilized AI tools to streamline content production, improving both quality and efficiency of landing pages and web content.

Sr. Marketing and Business Development Manager

BG Software | Fair Oaks, CA

July 2018 - August 2020

- Directed marketing and business development efforts for this software company, transitioning it from government and utility RFP responses to a full B2B service provider.
- Created a comprehensive brand style guide and implemented a martech stack.
- Designed brochures, flyers and other assets for trade shows.
- Wrote and edited ad copy and technical papers.
- Dramatically improved organic search rankings through targeted SEO strategies.
- Supervised the DevOps process for the company's flagship SaaS product.
- Produced impactful promotional and explainer videos to support marketing initiatives.

Faculty

Academy of Art University | San Francisco | School of Communications and Media Technologies

September 2010-May 2018

Supported the department chair as a full-time administrative and educational professional, creating marketing campaigns, supporting other faculty through mentorship and training, placing students in internships and jobs, and writing/editing all print and digital materials.

- Designed the course catalog for the department
- Created and monitored the department's curriculum map
- Gave lectures as a graduate school classroom teacher
- Authored courses as a subject matter expert and designed them with colleagues
- Authored rubrics and customized them for each course in the department
- Hosted workshops with live polling and graphical/video presentations

Community and Leadership

- Mentor, Big Brothers/Big Sisters, San Francisco
- Tutor, Boys and Girls Club, San Francisco
- Board Member, CD Players Theater, Cambridge
- Board Member, The Second Opinion, San Francisco
- Volunteer, Cambridge Area Lions Club
- Volunteer, Cambridge Community Activities Program
- Owner and Webmaster, visitcambridgewi.com
- Author, Destination Reinvention | [available on Amazon](#)
- Indie Rock Guitarist and Musician

Lisa Moen

From: Tammy Jordan
Sent: Wednesday, September 11, 2024 1:02 PM
To: Lisa Moen
Subject: FW: Economic Development Committee
Attachments: Letter of Interest - Economic Development Committee - Kayla Sipple.pdf

From: Kayla Sipple <kayla@sclandscapeswi.com>
Sent: Monday, September 9, 2024 7:07 PM
To: Tammy Jordan <tjordan@ci.cambridge.wi.us>
Cc: Mark McNally <mmcnally@ci.cambridge.wi.us>
Subject: Economic Development Committee

Hi Tammy,

I am writing to express interest in joining the Economic Development Committee. Mark McNally reached out to invite me to participate on the committee. He requested that I send in a brief about myself for consideration amongst Trustees. Please see attached.

Thank you,

Kayla



Kayla Sipple

Managing Partner

 (608) 225-3373
 sclandscapeswi.com
 kayla@sclandscapeswi.com
 P.O. Box 526, Cambridge, WI 53523

Kayla Sipple

Kayla@SCLandscapesWI.com

September 9, 2024

Village of Cambridge

Attn: Board of Trustees
200 Spring Street
Cambridge, WI 53523

I am writing to express my interest in the open seat on the Economic Development Committee (herein EDC). As a former member of the EDC (2022-2023), I am familiar with the committee's background and vision. I am excited for the future prospects of the committee and would like to submit myself for consideration for this opportunity.

As a former chairperson of the EDC, I worked to advance relevant interests and initiatives in the Village of Cambridge. Most notably, I coordinated the production and acquisition of the Welcome to Cambridge signs, an initiative a decade in the making which had lost steam.

As the co-owner of a local small business, I am very involved and connected within the Cambridge business community. I am a regular volunteer at the Cambridge Food Pantry and currently serve as the board treasurer for the Cambridge Community Activities Program (CAP). My involvement across groups within Cambridge offers a valuable benefit to the EDC when initiatives require the cooperation amongst community stakeholders.

I am excited to use my voice to support economic development initiatives in the Village and to further grow opportunities for local businesses. If installed on the committee, I will build on my past work to ensure that Cambridge businesses continue to work collaboratively with the Village to enhance our community.

Sincerely,



Kayla Sipple

Managing Partner
South Central Landscapes LLC
Cambridge, Wisconsin

Dancing Goat Distillery Proposed Monitoring Plan for Wastewater Discharges
September 5, 2024

1. Background

The Dancing Goat Distillery (DG Distillery) discharges wastewater to the Village of Cambridge (Village) wastewater collection system. Wastewater from the Village is conveyed to the Cambridge-Oakland Wastewater Commission (COWC) wastewater treatment facility (WWTF). In recent years, COWC staff have reported intermittent problems with the treatment process. At the request of the Village, pursuant to Village Ordinance 13.16.220, DG Distillery agrees to implement a Wastewater Monitoring Plan for testing and management of its wastewater. This document describes the sampling plan agreement.

The DG Distillery generates the following wastewater streams. These streams enter the Village's collection system and ultimately enter the COWC has the following wastewater streams:

1. Greensand filter (blowdown)
2. RO filter (blowdown)
3. Boilers (fed with RO; blowdown)
4. Spray down with hoses (combination of Village water, Strahman steam system, and RO)
5. Ozonated water
6. Sanitary wastewater (toilets, sinks, and shower; 6 bathrooms in total)
7. Safety equipment (eye wash and emergency showers – tested monthly)
8. Kitchen sink (in employee breakroom)
9. Dishwashers (residential grade in kitchen, commercial grade in tasting room)

DG Distillery states that the majority of the waste stream that enters the Village's collection system is #4 Spray down with hoses. The spray-down wastewater is generated when they spray down floors, tanks, and barrels at various process locations.

Based on information provided by DG Distillery staff, facility operators are instructed to sweep floors before spraying or scrubbing to limit solids down the drain. DG Distillery sprays down the internals of its stills quarterly, which does contain organics, but the spent mash is hauled off in tankers daily. During bottling, there is remnant alcohol in the filler (approximately $\frac{1}{4}$ of a gallon in total) that goes down the drain and enters the collection system. However, DG Distillery has a strict policy that alcohol in mass is never to go down the drain. It is collected in totes and removed from the facility. Although this is not done frequently, it is the standard operating procedure if there is tainted product.

The primary chemicals used for cleaning at DG Distillery are citric acid and caustic, with the latter used at a concentration of 0.5 – 1%. COWC maintains the Safety Data Sheets (SDSs) for these chemicals (see **Attachment A**). Currently, DG Distillery employs steam and ozonated

water for frequent cleaning, while chemicals are used every 2-3 months. All cleaning solutions are aggregated for a scheduled release, or if the amount is smaller, it is tankered out with the stillage.

2. Wastewater Operations

- a. DG Distillery will modify its wastewater discharge management practices and operations by collecting its wastewater generated during the episodic system and process cleaning events that may be related to higher strength or hazardous wastewater discharges (collectively the "Process Wastewater") in its 3,000-gallon high-capacity vertical tank for slow batch releases. By collecting and retaining its Process Wastewater in this manner, DG Distillery will enable easier representative sampling, access, notice, and coordination with COWC staff. A schematic of the holding tank and photos of the system are in **Attachment B**).
- b. DG Distillery commits to scheduling the coordinated slow releases of Process Wastewater, which it periodically collects with COWC staff.
- c. The slow releases of Process Wastewater will be coordinated with COWC in advance with total volume, days of planned discharge, time of day for discharge, and discharge rate per minute documented. Slow batch releases consist of discharging the volume of the vertical tank at a flow rate of 2.5 gpm. DG Distillery will not discharge the Process Wastewater without the consent of COWC and the Village.
- d. To allow for coordination of this work, DG Distillery will make the vertical tanks available for access and sampling by COWC staff or Village wastewater staff. DG Distillery shall notify the Village and COWC staff a minimum of one week before the release of Process Wastewater. The Village may or may not request a site visit during the release of the Process Wastewater. The Village and COWC shall be granted access to the DG Distillery to see the facility's drain and other wastewater-generating processes even when the release of Process Wastewater is not planned. Access shall be given within 30 minutes of the request.
- e. DG Distillery agrees to notify the COWC staff within an hour of the discovery of any unplanned discharge events that are the result of unplanned equipment failure or process malfunction. The Village staff agree to notify DG Distillery when they become aware of issues within the collection system.
- f. DG will notify COWC staff at least one week before any modification to the planned frequency of DG Distillery's Process Wastewater discharge subject to this monitoring plan.

3. Monitoring Equipment Requirements

- a. DG Distillery will modify and ensure installation of suitable equipment to evaluate the nature of the discharge of Process Wastewater to enable collection composite samples of all Process Wastewater produced by the DG Distillery from its holding tanks and calibrated flow meter.
- b. Upon Village approval of this Plan, the DG Distillery will adhere to this Plan for the management of the Process Wastewater available effective immediately.
- c. The DG Distillery will be responsible for all costs associated with implementing this Plan and other sampling events specific to the DG Distillery wastewater (see paragraph 3.d).
- d. The Village and COWC staffs have the right to sample the manholes outside of the DG Distillery's facility. The Village staff will notify the DG Distillery of

a Village sampling event. The DG Distillery can collect samples around the same time of the Village and COWC sampling event.

4. Sampling and Testing Requirements

- a. The Process Wastewater sampling and monitoring equipment will be owned, operated, and sufficiently maintained by the DG Distillery. The DG Distillery will be responsible for all costs associated with operating and maintaining the sampling and monitoring equipment, including electrical power. Upon request, the DG Distillery will provide maintenance logs, flowmeter calibration logs, and flow meter data to the Village and COWC staff.
- b. As stated above in paragraph 2.d, Village and COWC personnel will have access to the Process Wastewater vertical tanks and associated equipment, upon request to DG Distillery.
- c. During a scheduled discharge, DG Distillery will record total flow (volume) of the Process Wastewater, as measured by the monitoring equipment, on a daily basis, with flow readings recorded at approximately the same time each day. DG Distillery will record the volume of the Process Wastewater and will provide records of relevant volumes of the discharges of Process Wastewater to the COWC with copy to the Village, together with corresponding sampling results for each discharge event, within 5 days of DG Distillery's receipt of sampling results. DG Distillery anticipates these events to be semi-regularly (anticipated between semi-monthly and quarterly; likely 5 to 8 events per year).
- d. The DG Distillery will coordinate analysis of samples of the Process Wastewater at a laboratory which is certified by the Wisconsin Department of Natural Resources for the parameters tested. The DG Distillery will be responsible for sample transportation and laboratory costs.
- e. The DG Distillery will analyze its Process Wastewater for the parameters agreed to by DG Distillery and the Village, as proposed below:
 - a. The Process Wastewater composite samples will be tested for 5-day Biochemical Oxygen Demand (BOD5) and Total Suspended Solids. Grab samples of the vertical tank shall be tested for pH at the beginning and end of the discharge event.
 - b. The parameters for which testing of the Process Wastewater is required may be adjusted at the request of the Village. DG Distillery is responsible for all testing-related costs.
- f. The DG Distillery will instruct the laboratory to copy the Village on transmittal of the Process Wastewater analytical results provided to the DG Distillery.

5. Other Sources of Wastewater

- a. The above information describes the sampling of the Process Wastewater. To better understand the wastewater generated from other sources described in paragraph 1, the DG Distillery shall collect samples from the other waste streams, as requested by the Village and COWC staff.
- b. DG Distillery's production season is based on their business practices; therefore, sampling of the other waste streams shall be conducted when they are generated.
- c. The DG Distillery shall bear all costs associated with sampling the other waste streams. DG shall notify Village and COWC when its production activities are

in operation and when samples are being collected and shall grant access to the facility during sampling.

- d. Examples of parameters to be tested may include, but are not limited to, BOD, TSS, and pH. Additionally, the DG Distillery shall estimate flow rates and total volumes of the other waste streams.

- 6. Communication Plan: the following describes the communication plan for notifying parties.

- a. All Parties include:

- i. Village of Cambridge Administrator
- ii. Village of Cambridge Water Operator
- iii. COWC WWTF Operator
- iv. Dancing Goat

- b. When notification is required, a phone call shall be conducted between directly involved parties. Within 24 hours, an email describing the reason for notification and a summary of the phone call shall be sent to All Parties.

- 7. Approval: Authorization to proceed is acknowledged by signatures of the parties to this agreement.

DANCING GOAT DISTILLERY

VILLAGE OF CAMBRIDGE

Owner's Contact
Owner's Title

Village Contact
Village Title

Date: _____

Date: _____

Cambridge Community Fire & EMS District
 271 W Main St.
 PO Box 272
 Cambridge, WI 53523
 Non-emergency number: 608.423.3511

You are being assessed your district Fire/EMS 4th quarter payment on September 5, 2024.

Due Date October 1, 2024

2024 Fire & EMS Protection Billing Notice

Village of Cambridge
 P.O. Box 99
 Cambridge, WI 53523

Item	Date Due	Payment	Balance
Annual Municipal Assessment	01/01/2024		\$251,080.17
1 st Quarter January 1 – March 31, 2024	01/01/2024	\$62,770.04 Deposited 1/31/2024	\$188,310.13
2 nd Quarter April 1 – June 30, 2024	04/01/2024	\$31,885.02 Deposited May 3, 2024 \$31,885.02 Deposited May 30, 2024 \$63,770.04 (\$1,000 Credit)	\$124,540.10
3 rd Quarter July 1 - September 30, 2024	07/01/2024	\$61,770.04 (\$1000 Credit) Deposited 8/27/2024 \$61,770.04	\$62,770.04
4 th Quarter October 1 – Dec 31, 2024	10/01/2024	\$62,770.04	