Village of Cambridge
PUBLIC WORKS COMMITTEE
Thursday, October 3, 2024, 5:30 p.m.
Amundson Community Center
200 Spring Street

AGENDA

1. **Call to order/Roll Call**
2. **Proof of Posting**
3. **Public Comment**

4. **Approval of Minutes**
   a. Approval of Public Works Minutes: August 26, 2024

5. **Unfinished Business: Update, Discussion and Possible Action Regarding:**
   a. LBK Park

6. **New Business: Discussion and Possible Action Regarding Items Requested of Committee:**
   a. Update on Sidewalks - Terrace Trees
   b. West Side Park
   c. Work Day Hours
   d. 2025 Budget

7. **Update/Other Items for Future Consideration:**
8. **Adjournment**

Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
A quorum of the Village Board will attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees.
Recommendation by the committee will be made to be acted upon by the Village Board at a regular meeting.
More specific information about agenda items may be obtained by calling 423-371

Lisa Moen, Village Clerk/Administrator/Deputy Treasurer

Village of Cambridge
PUBLIC WORKS COMMITTEE
Monday, August 26, 2024, 6:00 p.m.
Amundson Community Center
200 Spring Street

MINUTES

1. **Call to order/Roll Call:** Chairman Franklin called the meeting to order at 6:30 p.m. Members present: Trustee Blackwood, President McNally and Chairman Franklin. Others present: Lisa Moen, Administrator/Clerk; Tod Lord, Public Works Director; Jeanne Esquivel, Kristopher Tobias, Kendra Tobias: Collaborative 523; Trustee Kris Breunig; Kayla Sipple, South Central Landscapes; Mary Cebertowicz.

2. **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.

3. **Public Comment:**
   - Kayla Sipple was representing the business community. They support the continued use of real flowers on Main St. versus artificial flowers. We are actively supporting a local business; artificial flowers are not environmentally friendly, they have a lifespan of a maximum of 2 years, and they are more expensive. She provided a list of numerous local business owners that are in support of real flowers.
   - Jeanne Esquivel was speaking on behalf of Collaborative 532. They also support real flowers on Main St. They are a point of pride and an extension of our local beauty – the creek, Lake Ripley, the bike trail, parks, etc.

4. **Approval of Minutes**
   a. Approval of Public Works Minutes: April 29, 2024

President McNally made a motion to approve the minutes as presented, seconded by Trustee Blackwood. Motion carried.

Trustee Franklin made a motion to move item 6B up in the agenda, seconded by President McNally. Motion carried.

5. **Unfinished Business: Update, Discussion and Possible Action Regarding:**
   a. **Update on Spring Water Alley**: MSA is looking at different options for storm water and different lines down the Alley. They are hoping to have answers by mid to late September. This probably makes it too late to do this year, but could bid it out this winter for completion in the spring. We should also look at the Rockdale Regionalization to see if it is compatible, and coordinate work. Can we also look more in depth if we can make this a street versus an alley? Tod Lord will work with MSA.

   b. **LBK Park:** With the new Developer's agreement we have approximately $122,600 for the project. ($100,000 from Developer, $12,500 from Vineyards, $10,100 from Kris Breunig run). Get updated quotes for playground equipment, adult activities (pickle ball courts, shelter/cover over picnic area) lights, rubberized mulch. Also dollar amount for the Village to grade the area and put in sidewalks. This can be added to the sidewalk project. Email needs to be sent to the homeowners association re: the Halloween party they had last year. If they do this again, they need to rent the park. The bike path is a public space, similar to when Kris Breunig rented it for his run. Moen will reach out to Lee Recreation.

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

   a. **Update on Sidewalks:** Director Lord has done an inventory of the sidewalks in town, which need to be replaced, fixed, etc. If we are going to follow ordinances and have residents pay, we will need to get a quote per square, send letters to all property owners, what their cost would be, hold a public hearing, give them the option to have us do it or do it themselves. Ordinances provide 5 years to pay back. We will not be able to get this done yet this year, but can shoot for spring. Lord will work with MSA on getting quotes for overall project, cost per square, begin the notification/public hearing process.

      1) **Terrace Trees**: Questions have arisen that if the sidewalk is damaged due to the roots of terrace trees, who is responsible for replacing the sidewalk – the homeowner or the resident? What if the tree needs to come down due to the roots? Lord should get a number of how many squares are affected. Once we have price estimates, this can go to the Village Board for discussion.

   b. **Main Street Flowers**: Included in the packet is a recommendation from Village resident, Zack Pulliam, to replace the flowers on Main Street with artificial flowers to save costs – both in flowers and in watering. Concerns that the flowers will not look as nice, that they won't last more than one year, cost of them. Overall, the committee felt that we should leave the real flowers, we are supporting local business, ambiance and feel of downtown. It was brought up a number of years ago when we used artificial garland at Christmas time and there was great public outcry. No action was taken, leaving the flowers as they are.

   c. **West Side Park**: The Arts Council has requested, through President McNally, that the liner be taken out of West Side Park, eliminating the ice skating rink, allowing for better drainage to allow for more events to be held in the park. Could this be a foundation request? Get quote for removing the liner. Is it in the flood plain? Does that affect what we do? We haven't been able to use it as a skating rink for the last few years. There was some hesitation regarding removing the ice rink. Quote for a portable/temporary ice rink. Do we have fill to use if we remove the liners? Tod Lord will discuss with MSA – removing the clay liner, grading, flood plain.

   d. **2025 Budget:** Begin discussions relating to next years budget. Highland Drive was miscoded – should have been under streets/roads versus seal coating. Trees need to be increased – finding more issues, more trees that need to be taken down. Equipment: Bobcat mower could be replaced, loader trade in increasing, waiting for the new plow truck, could use a new mule, equipment to mow the retention ponds. We will meet one more time before the Audit and Finance Committee meets on the budget to go over the PW budget and look at equipment needs.

7. **Update/Other Items for Future Consideration:**
   - Foundation/Westside Park

8. **Adjournment:** McNally made a motion to adjourn, seconded by Blackwood. motion carried. Chairman Franklin adjourned the meeting at 7:05 p.m.

Lisa Moen, Village Clerk/Administrator/Deputy Treasurer

Fund: 100 - VILLAGE GENERAL FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 08/31/2024	2024 Budget	Budget Status	% of Budget
100-00-51600-390-000	MUN BLDG - SUPPLIES	2,811.25	1,686.88	2,500.00	813.12	67.48
100-00-51610-000-000	MUNICIPAL BLDG - OTHER	66.71	0.00	200.00	200.00	0.00
100-00-51810-150-000	UNEMPLOYMENT COMPENSATION	331.30	0.00	0.00	0.00	0.00
100-00-51910-000-000	UNCOLLECTIBLE DEL PERS PROP TX	0.00	0.00	0.00	0.00	0.00
100-00-51920-000-000	TAX REFUNDS	0.00	2,229.68	0.00	-2,229.68	0.00
100-00-51930-510-000	INSURANCE - PROPERTY	4,629.61	15,363.14	6,000.00	-9,363.14	256.05
100-00-51930-511-000	INSURANCE - LIABILITY	8,765.50	18,876.75	17,000.00	-1,876.75	111.04
100-00-51930-512-000	WORKER'S COMP	4,119.39	7,516.67	4,000.00	-3,516.67	187.92
100-00-51980-000-000	CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00
100-00-51990-000-000	SUNDRY EXPENSES	1,100.29	1,710.23	1,000.00	-710.23	171.02
100-00-51999-000-000	LIBRARY	0.00	0.00	105,000.00	105,000.00	0.00
GENERAL GOVERNMENT		483,188.47	369,181.96	563,463.00	194,281.04	65.52
100-00-52100-120-000	POLICE - WAGES OT	0.00	0.00	0.00	0.00	0.00
100-00-52100-121-000	WAGES - EVENT COVERAGE	0.00	0.00	0.00	0.00	0.00
100-00-52100-210-000	POLICE - LEGAL	762.50	0.00	0.00	0.00	0.00
100-00-52100-240-000	POLICE - MAINT & REPAIR	0.00	0.00	0.00	0.00	0.00
100-00-52100-245-000	POLICE - DANE COM EXPENSE	4,177.05	3,280.95	3,500.00	219.05	93.74
100-00-52100-290-000	Dane County Sheriffs Contract	188,058.14	141,932.71	276,113.27	134,180.56	51.40
100-00-52100-310-000	POLICE - INTERNET	660.00	440.00	700.00	260.00	62.86
100-00-52100-370-000	POLICE - SQUAD GAS/OIL	6,693.23	3,045.48	5,500.00	2,454.52	55.37
100-00-52100-390-000	POLICE - PHONES & SUPPLIES	1,599.78	1,356.68	2,000.00	643.32	67.83
100-00-52100-511-000	POLICE - LIABILITY INSUR	0.00	0.00	0.00	0.00	0.00
100-00-52200-000-000	FIRE DEPT. 2% FIRE DUES	10,359.28	0.00	9,000.00	9,000.00	0.00
100-00-52200-290-000	FIRE/EMS - VILLAGE SHARE	251,080.16	188,310.12	251,080.00	62,769.88	75.00
100-00-52220-000-000	FIRE PROTECTION-HYDRANT RENTAL	167,772.00	0.00	160,000.00	160,000.00	0.00
100-00-52400-000-000	PLBG. & BLDG. INSPECTIONS	32,119.59	32,282.08	31,600.00	-682.08	102.16
100-00-52410-000-000	ZONING ADMINISTRATION CHARGES	0.00	0.00	0.00	0.00	0.00
100-00-52420-000-000	EROSION CONTROL MONITORING	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY		663,281.73	370,648.02	739,493.27	368,845.25	50.12
100-00-53100-215-000	ENGINEERING SERV	0.00	31,184.45	30,000.00	-1,184.45	103.95
100-00-53311-115-000	PUBLIC WORKS - OVERTIME	0.00	0.00	0.00	0.00	0.00
100-00-53311-120-000	PUBLIC WORKS - HOURLY WAGES	122,646.44	94,607.69	122,830.00	28,222.31	77.02
100-00-53311-130-000	PUBLIC WORKS - FRINGES	17,315.86	13,547.49	16,729.00	3,181.51	80.98
100-00-53311-133-000	PUBLIC WORKS - HEALTH/DENTAL	42,727.37	31,186.56	49,264.00	18,077.44	63.30
100-00-53311-134-000	PUBLIC WORKS - FLEX BEN	15.70	130.62	0.00	-130.62	0.00
100-00-53311-135-000	PUBLIC WORKS - LIFE INS	748.53	478.93	0.00	-478.93	0.00
100-00-53311-220-000	PUBLIC WORKS - UTILITY & PHONE	12,794.85	8,808.98	12,000.00	3,191.02	73.41
100-00-53311-230-000	PUBLIC WORKS - TREE & BRUSH	14,148.71	18,358.87	20,000.00	1,641.13	91.79
100-00-53311-235-000	PUBLIC WORKS - DNR ASH BORER	0.00	0.00	0.00	0.00	0.00
100-00-53311-280-000	PUBLIC WORKS - COMPUTER MAINT	0.00	570.60	1,500.00	929.40	38.04
100-00-53311-340-000	PUBLIC WORKS - SHOP SUPPLIES	2,346.00	2,281.73	4,000.00	1,718.27	57.04
100-00-53311-350-000	PUBLIC WORKS - EQUIP/VEHIC REP	4,698.49	6,686.62	10,000.00	3,313.38	66.87
100-00-53311-351-000	PUBLIC WORKS - VEHICLE REPAIRS	5,708.44	266.67	0.00	-266.67	0.00
100-00-53311-360-000	PUBLIC WORKS - SUPPLIES	1,452.24	479.33	0.00	-479.33	0.00
100-00-53311-370-000	PUBLIC WORKS - FUEL	14,849.81	6,679.92	18,000.00	11,320.08	37.11
100-00-53311-371-000	PUBLIC WORKS - STREET SIGNS	2,515.41	309.05	2,000.00	1,690.95	15.45
100-00-53311-390-000	PUBLIC WORKS - MISC	1,303.97	2,217.73	1,000.00	-1,217.73	221.77
100-00-53311-391-000	PUBLIC WORKS - ROAD SALT	16,550.33	11,701.69	18,000.00	6,298.31	65.01
100-00-53311-392-000	PUBLIC WORKS - SEAL COAT/PATCH	1,183.60	434.18	1,500.00	1,065.82	28.95

Fund: 100 - VILLAGE GENERAL FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 08/31/2024	2024 Budget	Budget Status	% of Budget
100-00-53311-393-000	PUBLIC WORKS - STREET PAINT	995.78	1,230.00	1,500.00	270.00	82.00
100-00-53311-511-000	INSURANCE - LIABILITY	9,296.06	0.00	0.00	0.00	0.00
100-00-53311-512-000	PUBLIC WORKS - WORKERS COMP	3,106.32	1,220.67	0.00	-1,220.67	0.00
100-00-53311-530-000	PUBLIC WORKS - BLDG SUPPLY/EXP	1,923.66	5,759.79	1,500.00	-4,259.79	383.99
100-00-53311-810-000	PUBLIC WORKS - EQUIP DEPREC	0.00	0.00	0.00	0.00	0.00
100-00-53311-811-000	PUBLIC WORKS - BOBCAT PROGRAM	3,500.00	0.00	3,500.00	3,500.00	0.00
100-00-53311-823-000	PUBLIC WORKS - STREET OUTLAY	38,821.00	0.00	0.00	0.00	0.00
100-00-53311-824-000	PUB WORKS - EQUIPMENT OUTLAY	5,143.64	0.00	5,500.00	5,500.00	0.00
100-00-53340-100-000	STREETS/ROADS - OTHER	9,000.00	26,235.00	30,000.00	3,765.00	87.45
100-00-53420-000-000	STREET LIGHTS	27,928.07	15,571.32	25,000.00	9,428.68	62.29
100-00-53430-000-000	SIDEWALK REPLACEMENT PLAN	0.00	170.00	5,000.00	4,830.00	3.40
PUBLIC WORKS		360,720.28	280,117.89	378,823.00	98,705.11	73.94
100-00-54200-000-000	DOG LICENSES	1,508.00	1,652.00	0.00	-1,652.00	0.00
Undefined Level		1,508.00	1,652.00	0.00	-1,652.00	0.00
100-00-55200-120-000	PARKS - HOURLY WAGES	28,976.36	28,358.62	23,396.00	-4,962.62	121.21
100-00-55200-130-000	PARK - FRINGES	4,120.37	4,065.85	3,187.00	-878.85	127.58
100-00-55200-133-000	PARK- HEALTH/DENTAL INSUR	0.00	0.00	0.00	0.00	0.00
100-00-55200-220-000	PARK UTILITIES	944.58	1,090.74	1,000.00	-90.74	109.07
100-00-55200-240-000	PARK - NO MOW AREA MAINT	0.00	0.00	0.00	0.00	0.00
100-00-55200-245-000	FOUNTAIN MAINTENANCE	442.47	265.58	200.00	-65.58	132.79
100-00-55200-250-000	MAIN STREET MAINT-FLOWERS	1,703.32	2,304.74	2,000.00	-304.74	115.24
100-00-55200-290-000	FISH PONDS - LAGOON RD	2,304.28	1,369.64	2,500.00	1,130.36	54.79
100-00-55200-390-000	PARK/PLAYGROUND SUPPLIES	2,035.20	3,053.74	0.00	-3,053.74	0.00
100-00-55200-825-000	PICNIC TABLE/BENCH REPLACEMENT	9.80	0.00	250.00	250.00	0.00
100-00-55300-000-000	HOLIDAY DECORATIONS	2,125.97	0.00	2,500.00	2,500.00	0.00
100-00-55400-000-000	SENIOR SERVICES	25,179.00	21,674.00	21,674.00	0.00	100.00
100-00-55450-000-000	MED DROP PROGRAM	0.00	0.00	500.00	500.00	0.00
100-00-55500-000-000	FOOD PANTRY CONTRIB	0.00	0.00	500.00	500.00	0.00
100-00-55550-000-000	ARTS COUNCIL	0.00	0.00	500.00	500.00	0.00
100-00-55700-000-000	CLEAN SWEEP CONTIBUTION	0.00	250.00	250.00	0.00	100.00
100-00-55800-000-000	SAFE COMMUNITIES DUES	0.00	0.00	250.00	250.00	0.00
CULTURE, RECREATION AND EDU.		67,841.35	62,432.91	58,707.00	-3,725.91	106.35
100-00-56700-130-000	PLANNING - FRINGES	38.25	19.89	20.00	0.11	99.45
100-00-56700-140-000	PLANNING - PER DIEMS	500.00	260.00	350.00	90.00	74.29
100-00-56700-210-000	PLANNING - CONSULTING FEES	614.43	663.97	1,000.00	336.03	66.40
100-00-56700-211-000	PLANNING - MAPPING	0.00	0.00	0.00	0.00	0.00
100-00-56700-214-000	PLANNING - GRANT CONSULTING	0.00	0.00	0.00	0.00	0.00
100-00-56700-215-000	PLANNING - DEV PROJECT CONSULT	0.00	832.50	0.00	-832.50	0.00
100-00-56700-220-000	MELSTER PROPERTY EXPENSES	14,277.96	3,926.08	0.00	-3,926.08	0.00
100-00-56710-210-000	Econ. Dev. Contract Wages	0.00	0.00	0.00	0.00	0.00
100-00-56710-210-100	Econ. Dev. Contract Expenses	1,000.00	0.00	0.00	0.00	0.00
100-00-56710-220-000	VINEYARDS INCENTIVE PAYMENTS	215,324.34	251,250.90	210,000.00	-41,250.90	119.64
100-00-56710-230-000	DISTILLERY INCENTIVE PAYMENTS	12,518.33	14,200.30	15,000.00	799.70	94.67
100-00-56900-214-110	OTHER DEV BUILD 1	0.00	0.00	0.00	0.00	0.00
100-00-56900-220-000	ROW Refunds	0.00	8,000.00	0.00	-8,000.00	0.00
CONSERVATION AND DEVELOPMENT		244,273.31	279,153.64	226,370.00	-52,783.64	123.32