Amundson Community Center
200 Spring Street, Cambridge
Tuesday, October 22, 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: Dr. Banker Update on Cambridge School District

5. **Approval of Consent Agenda:**
   a. Village Board Minutes: October 8, 2024
   b. Water and Sewer Committee: October 15, 2024
   c. Audit and Finance Committee: October 9 and October 14, 2024

6. **Reports:**
   a. Presidents Report
   b. Library Board: October 9, 2024
   c. Historic Preservation Committee: October 22, 2024
   d. Village Office Updates: Administrator Moen

7. **Treasurers Report/ Bills: Discussion and Possible Action**

   a. **New Business: Discussion and Possible Action Regarding:**
   b. Eagle Scout Project: Sarah Bernini
   c. LRS Renewal – Trash and Recycling Services
   d. Jay Weiss, Measuring of Trees
   e. Public Comment: Trustee Crist
   f. Committee Assignments: Trustee Hollenbeck
   g. Treasurer Position
   h. Audit and Finance Update and recommendations:
      - Capital Expenditures: Borrowing vs General Fund spending
      - Staffing
        - No overtime except in emergency
        - Re replacement of the FTE position vacated with the resignation of the Public Works Director
        - Review of staffing for two part time positions
      - No discretionary spending for the remainder of the year
      - "Friends of the Village" Creative Financing
      - Public Works Committee considerations
      - Recommendation for a $300,000 loan for operating expenses for 2025

8. **Unfinished Business: Discussion and Possible Action Regarding:**
   a. Dancing Goat Sampling
   b. Fire Commission Update

9. **Correspondence:**

10. **Questions, Referrals to Staff or Future Agenda Items:**
    a. Room Tax Ordinance
    b. Fee Schedule Resolution
    c. Kwik Trip liquor license
    d. Bike Trail

11. **Upcoming Meetings:** October 22, Village Board; November 5, Election; November 7, Economic Development Committee

12. **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 per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Public Works position

13. **Reconvene into Open Session**

14. **Possible action taken on closed session items**

15. **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, October 8, 2024, 6:30 p.m.

Village of Cambridge Board of Trustees
<u>Village Board Agenda</u>

1. **Call to Order/Roll Call:** President McNally called the meeting to order at 6:30 pm. Members present: Trustees Kreklau, Crist, Blackwood, Hollenbeck, Breunig, Franklin and President McNally. Others present: Lisa Moen, Administrator/Clerk/Deputy Treasurer, Tammy Jordan, Treasurer/Deputy Clerk/Deputy Administrator, Eric Wittwer, Gail Tufte, Patty Strobusch, Jenifer Quimby, Zach Pulliam and Jackie Frey.

2. **Pledge of Allegiance**

1. **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.

Trustee Breunig made a motion to move up agenda item 6a, seconded by Trustee Blackwood. Motion carried.

2. **Public Comment:** Jenny Quimby, Mayor of the City of Waterloo, WI, spoke about her running for District 46. Quimby has been endorsed by The Wisconsin State Journal. Roads and Fire/EMS are top of the list for items she would like to work on if elected.

Bill Crist spoke to the Board, as a citizen. Crist is very concerned about the Village's overspending year after year. He is also worried about the Village not following Statute 60.95. He stressed to the Board that they need to make these items a priority. Trustee Hollenbeck said they will address these issues at the Audit & Finance Committee meetings.

Jackie Frey echoed Crist's concerns about the finances and said the Board needs to solve this issue now.

3. **Approval of Consent Agenda:**
   a. Village Board Minutes: September 24, 2024
   b. Economic Development Committee: October 1, 2024
   c. Joint Meeting with Oakland: October 2, 2024
   d. Public Works Committee: October 3, 2024
   e. Personnel Committee: October 3, 2024
   f. Trick or Treat Hours: October 31, 5:30 pm – 7:30 pm

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

4. **Reports:**
   a. **Presidents Report:** President McNally reported that last Friday was the Cambridge Homecoming parade. The weather was great, the event ran safely and was well attended, and Cambridge won the football game. McNally thanked the Public Works department for putting barricades up for the parade route.

   b. **Village Office Updates: Administrator Moen**: Moen reported that pre-election work is being done, 180 Absentee Ballots have been requested and 65 have been returned for the election. Meetings, Fire/EMS issues, and the Village Budget are items that staff are working on.

5. **Treasurers Report/ Bills: Discussion and Possible Action:** Treasurer Jordan reported bills over $5,000 were: Fire/EMS Commission $62,770.04, MSA Professionals $17,545.93, Village of Deerfield $14,624.93, At Home Again Cambridge $14,351.50 and LRS $8,924.33. Jordan also reported the first run of bills were $101,493.22, the second run of bills were $27,189.04, for a total of $128,682.26.

Trustee Hollenbeck made a motion to approve the bills in the amount of $128,682.26, seconded by Trustee Blackwood. Motion carried on a 7-0 roll call vote.

6. **New Business: Discussion and Possible Action Regarding:**
   a. Proclamation for Trustee Wittwer: President McNally, on behalf of the entire board, presented Eric Wittwer with a Proclamation plaque for his years of service on the Village Board and various committees.

   b. **Discussion regarding Historic Preservation Committee:** President McNally reported that the Committee met for the first time since approximately 2006. The Committee is discussing the water tower on South St, whether to preserve it or have it torn down. More information will be forth coming.

   c. **Jefferson County Library Resolution:**

   Trustee Hollenbeck made a motion to approve Resolution 2024-08: Requesting Exemption from Jefferson County Library Tax, seconded by Trustee Breunig. Motion carried.

   d. **Dane County Library Resolution:**

   Trustee Hollenbeck made a motion to approve Resolution 2024-07: Resolution Requesting Exemption from Dane County Library Tax, seconded by Trustee Crist. Motion carried.

   e. **Appointment of Election Workers: Betsy Busch and Tiffany Bauer McDonald**

   Trustee Hollenbeck made a motion to approve the appointment of Betsy Busch and Tiffany Bauer McDonald as election workers, seconded by Trustee Blackwood. Motion carried.

7. **Unfinished Business: Discussion and Possible Action Regarding:**
   a. **Economic Development Committee Ordinance:**

   Trustee Crist made a motion to approve the amendment of Ordinance 2024-02: An ordinance to amend section 2.80.010 (2) of the ordinances of the Village of Cambridge relating the Economic Development Committee composition, seconded by Trustee Kraklau. Motion carried.

   b. **Fire Commission Update**
      1) Proposed 2025 Commission budget: Trustee Breunig reported that the Commission had a long meeting; going line by line through the budget. The Commission has a proposed budget with a 36% increase. The next meeting is scheduled for October 16. Negotiations are still ongoing with the Union.

   Trustee Hollenbeck made a motion to not approve the Fire/EMS Commission budget for 2025, seconded by Trustee Breunig. Motion carried.

8. **Correspondence:** Trustee Breunig read an email from Zach Pulliam about his concern of the Village finances.

9. **Questions, Referrals to Staff or Future Agenda Items:**
   a. Room Tax Ordinance
   b. Dr. Banker Update on Cambridge School District: October 22
   c. Fee Schedule Resolution
   d. Kwik Trip liquor license
   e. Bike Trail follow up

10. **Upcoming Meetings:** October 9, Audit and Finance Committee; October 9, Library Board; October 10, Joint Meeting with Oakland; October 14, Plan Commission; October 15, Water and Sewer Committee; October 22, Historic Preservation Committee; October 22, Village Board; November 5, Election; November 7, Economic Development Committee; Personnel TBD.

11. **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 per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Public Works position, Health Care Renewal, Administrator Review:

    Trustee Breunig made a motion at 7:25 pm to enter into Closed Session, seconded by Trustee Blackwood. Motion carried on a 7-0 roll call vote.

12. **Reconvene into Open Session:** *Trustee Hollenbeck made a motion to reconvene into Open Session, seconded by Trustee Blackwood. Motion carried on a 7-0 vote.*

13. **Possible action taken on closed session items:** *Trustee Breunig made a motion go from the Dean Care Platinum plan to the Dean Care Gold Plan for health insurance, seconded by Trustee Hollenbeck. Motion carried on a 5-0 vote with Trustees Franklin and Blackwood voting in the negative.*

14. **Adjournment:** *Trustee Breunig made a motion to adjourn, seconded by Trustee Franklin. Motion carried.* President McNally adjourned the meeting at 10:18 p.m.

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
OCTOBER 15, 2024
6:30PM
AGENDA

1. **Call to Order/Roll Call:** Breunig called the meeting to order at 6:30pm. Members present: Paula Hollenbeck, Steve Struss, Ted Kumbier. Breunig. Excused: Larry Gunseor and Kris Breunig. Others present: Lisa Moen, Administrator; Derek Schroedl, Water Operator; Mark McNally, President; Sean Dotson, Dancing Goat; Nicole Rothe; Bill Miller.

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 09-17-2024

Kumbier made a motion to accept the consent agenda as presented. Hollenbeck seconded the motion. Motion carried, with Struss abstaining.

4. **Approval of Bills:**

Struss made a motion to approve the bills in the amount of $117680.75, Kumbier seconded the motion. Motion carried on a 3-0 roll call vote.

5. **Reports:**
   a. **Utility Clerk:** Helping residents prepare to vote. Preparing delinquent utilities to go on the tax roll. That process starts today October 15th.

   b. **Staff Report:** Approval for contingent funding for meter reading and antennae is moving forward. Well #2 had an issue with a bearing in the right-angle drive. Needs to be custom made, expecting it next week. Well #3 chemical usage seems high – chlorine and salt- looking into it. The two wells will alternate in usage, with well #2 running a bit longer as it is smaller capacity. Struss likes the new spread sheets. Can the target ranges be added to the top. Numbers are getting better as well #3 is running more.

   c. **COWC Report:** Test phase for new equipment. Had been down to one basin, are now back to fully operational. Sludge has all been removed. Looking at staffing for the future, succession planning.

6. **New Business:** Discussion and Possible Action Regarding
   a. **Cambridge School District Museum Large Water Bill in September** – Bill Miller: Vicki Redford included a memo in the packet. They had received a bill for 47,000 gallons. Schroedl had replaced the meter, tested the old one and saw no issues. She also provided the credit which would be given if we follow our policy. They were reminded that due to PSC regulations, we cannot give credits on water, only sewer. Struss felt that there had to be an anomaly for this large of usage as there are very few toilets and sinks in the facility.

Struss made a motion to give a credit for 40,000 gallons of sewer, seconded by Hollenbeck. Motion carried on a 3-0 vote.

Hollenbeck offered her per diem check in the amount of $406.34 to go toward the water bill.

7. **Old Business:** Discussion and Possible Action Regarding
   a. **Rockdale Regionalization – MSA:** MSA had provided an update. They have received plans, which were also submitted to the DNR. MSA will wait to review the plans until he receives word from Rockdale's engineer. They need to apply for 11 different permits and are awaiting word on the funding for the project. We will begin to work with Ehlers and our attorney in drafting an agreement. We also need to check where Rockdale is in our payment agreement.

   b. **Dancing Goat Sampling Plan – MSA:** A redlined version was presented to the Committee. These were Dancing Goats changes made after the last meeting. The Village Board recommended that the Committee review these changes prior to making a final decision. A brief history of the whole process was given for those that were not present throughout. It was also felt that the COWC should weigh in, even though it is an agreement between the Village and Dancing Goat, they will be responsible for doing some of the work and communications. Struss and Kumbier will take it back to COWC. They did explain that the Commission and Steve Sainsbury were involved throughout the process. Attorney Landretti provided information that we still have authority through our ordinances to take additional steps if issues arise.

Struss made a motion to recommend to the Village Board approval of the Agreement with Dancing Goat and to forward a signed copy to the Commission, seconded by Hollenbeck. Motion carried.

8. **Public Comment:** McNally stated that he stopped by Well #3 and Schroedl gave him a tour. He thank him for his work on the well. There is still a lengthy punch list that is being worked on. The Committee would like to make a visit to the well, and the Village Board could be invited as well. The public session will be held the Amundson Center. Ehlers will work on a financial presentation and MSA on the structural side.

9. **Questions, Referrals to Staff or Future Agenda Items:**
   Kumbier would like to begin working on the plans for the upgrade of well #2. Discussed that we can wait until after well #3 is fully finished.
   Retention ponds: MSA has a draft report. Moen will be meeting with them this week.

10. **Adjournment:** Struss *made a motion to adjourn the meeting. Kumbier seconded the motion. Breunig adjourned the meeting at 7:30 pm.*

Lisa Moen - Administrator

Village of Cambridge
AUDIT & FINANCE COMMITTEE
Monday October 14, 2024
5:30 p.m.

Amundson Community Center
200 Spring Street

Minutes

1. **Call to order/Roll Call:** Trustee Hollenbeck called the meeting to order at 6:30 p.m. members present: Trustee Breunig, President McNally and Chair Hollenbeck. Other present: Lisa Moen, Administrator/Clerk; Tammy Jordan, Treasurer; Jae Ames and Cody Garcia, Public Works; 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. **Approval of Minutes:** January 18, 2024 and October 9, 2024
There was a question regarding the motion by McNally regarding overtime, Hollenbeck felt the motion was to eliminate overtime rather than discourage. Staff will listen to the recording.

Trustee Breunig made a motion to approve the minutes, seconded by Chair Hollenbeck. Motion carried.

4. **Public Appearances/Citizen Input:** Jae Ames spoke on behalf of the Public Works employees and provided a handout which highlighted impacts that the proposed budget cuts would have on municipal services in the Village of Cambridge. He stressed that budget cuts would make the department a maintenance department and special projects (rock wall, cameras at facilities, future landscaping at Amundson Center) and proactive actions, research, etc. will be jeopardized. He also stressed the importance of maintaining our part-time staff. Staff has looked at ways to help make cuts and run more efficiently. Feeling that staff is being punished for past board decisions, not a good morale booster.

5. **Old Business: Discussion and Possible Action Regarding:**
   a. **2025 Village of Cambridge Budget:** The committee went through the prepared document line by line. There is a starting difference of $251,323 between revenue and expenses. Treasurer Jordan suggested going out for a short term loan to cover the difference.
      - Revenues: Bike trail – will the committee reimburse us for the amount spent over the grant amounts? McNally questioned if we still apply for the federal fuel tax refund.
      - 51100-130: Legislative fringes: increase to $500.00
      - 51100-390: Legislative supplies and expenses: Keep at $1000. Cut out the League conference that the President attends, maintain Board of Review, 101 trainings.
      - 51300-210: Village Legal Work: increase to $50,000 (2024 at $30,000, spent $46,651.51 to date)
      - 51420-280: Admin Computer Maintenance/repair: Increase to $15,000 (+$5000)

- 51420-320: Admin subscriptions and printing: decrease to $1,000 (-$3000) *What is included in this?*
- 51440-390: Election supply and expenses: Decrease to $3,000 (-$1000 – fewer elections in 2025)
- 51410-210: Audit and accounting: Cut to $12,000 (-$1000*) What is the actual contract for? Broken down by Library, WS, Village?*
- 51520-290: Contracted services: Cut to $20,000 (-$5000) *What is included in this?*
- 51532-390: Board of Review Expenses: cut to $0 (-$100)
- Municipal Building wages and benefits are included in Public Works
- 51600-240: Muni Building maintenance and Repair: Cut to $8000 (-$500) *We do have the foundation grant for this year for the Amundson Center floor*
- *Property insurances, liability, life insurances need to be split – journal entries for this year*
- 51610-000: Muni Building Other: Cut to $0 (-$200)
- 51990-000: Sundry Expenses: Cut to $500 (-$1000) *What is included in this? Get rid of soda machine*
- 53100-215: Engineering Services: cut to $20,000 (-$10000)
- 53311-230: PW Trees and Brush: Cut to $15,000 (-$5000)
- 53311-350: PW Equipment/vehicle repair: Cut to $10,000 (-$2000)
- 53311-390: PW miscellaneous: *What is included in this? Can Misc/supplies/shop supplies be combined?*
- 53311-393: PW Street paint: Cut to $500 (-$500)
- 53420-000: Street Lights: $25,000
- 53430-000: Sidewalk plan: *decision on terrace trees causing damage. Need to borrow for this.*
- 55200-200: Park utilities: Cut to $1000 (-$100)
- 55200-250: Main Street Flowers: Cut $2000 *(eliminate from budget – look to creative financing)*
- 55200-390: Park/playground supplies: Cut $2500 (*eliminate – use park impact fees)*
- 55200-825: Picnic table/bench replacement: Cut to $100 (-$150)
- 55300-000: Holiday Decorations: Cut $2500 *(eliminate from budget – look to creative financing)*
- 55500-000: Food Pantry Contribution: Cut to $250 (-$250)
- 55550-000: Arts Council: Cut to $250 (-$250)
- 55700-000: Clean Sweep: restore to $250
- 56700-210: Planning Consulting fees: Cut to $500 (-$500)
- 56700-220: Melster Property Expenses: at $0 – will be brought back to board
- Library Board Request: Cut to $95000 (-$10000, minimum required: $84025) While they have a reserve, they want to maintain a 6 month reserve.
- 58200-618: is all debt payments for the year – not just HWPQ
- *Includes a 2% increase in wages. Director's wages not included, but hiring of laborer in May is.*
- *Would Judy be interested in the Treasurer's position? Can it be done part time? Personnel Committee?*
- *Elimination of part time position office position is roughly a $20,000 Savings, and PW/WS position would be roughly $5500. Lee's institutional knowledge is important.*

This exercise added $80,750 to the bottom line and $56,750 was eliminated.

Hollenbeck made a motion to recommend to the Village Board a $300,000 short term loan to cover operating expenses for 2025, seconded by Breunig. Motion carried.

Staff will ask Ehlers how this would affect us, and if it's better to do in 2024 vs 2025 – how does it affect levy limit worksheets, etc.

6. **New Business:** None
7. **Correspondence:** None
8. **Update/Other Items for Future Consideration:** None
9. **Adjournment:** Trustee Breunig made a motion to adjourn, seconded by President McNally. Motion carried. Chair Hollenbeck adjourned the meeting at 7:50 p.m.

Lisa Moen, Administrator

Village of Cambridge
AUDIT & FINANCE COMMITTEE
Wednesday, October 9, 2024
5:00 p.m.

Amundson Community Center, Senior Room
200 Spring Street

MINUTES

1. **Call to order/Roll Call**: Chair Hollenbeck called the meeting to order at 5:00 p.m. Members present: Trustees Breunig, President McNally and Chair Hollenbeck. Others present: Lisa Moen, Administrator/Clerk; Tammy Jordan, Treasurer; Cody Garcia; Mary Cebertovicz; Zach Pulliam; Gail Tufte.

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. **Approval of Minutes:** January 18, 2024 – Were not included in the packet. Will be included in the next packet.
4. **Public Appearances/Citizen Input:** Cody Garcia spoke on the duties of the Public Works Department, tasks done throughout the year, the effects of being short staffed, and the need to fairly compensate those that they ask to step into the Directors position.

5. **Old Business: Discussion and Possible Action Regarding:**
   a. **Budget, Finance and Accounting Practices**: Trustee Bill Crist: Hollenbeck addressed some of Trustee Crist's concerns, with focus on the 2024 budget. State Statute 65.9 has been brought to staffs' attention. Treasurer Jordan has added two columns to the notice and will share a copy at the next meeting. This was an oversight on staff's part. In 2026 the Vineyard developer's agreement payments will be done, which will free up money in the general account. Previous boards knew this would create a short term hardship, but in the long run the project will benefit the community and our tax rolls. There was a brief discussion regarding Trustee Crist's comments regarding Note 15 of the Audit. The Auditor's are aware of the agreements and the timelines. Staff does not provide direct comments regarding items such as this. they share documentation of expenses, copies of the developer's agreements, etc. as they ask for them. Other means to address concerns include: Capital expenses should be borrowed for rather than taken out of the general fund; look at creative fund raising for constituent facing items; Outside of public safety, personnel is the largest item. The director leaving will help the bottom line savings.

McNally made a motion to recommend to the Village Board that all overtime be discouraged, other than in an emergency, seconded by Breunig. Motion carried.

Breunig made a motion to recommend to the Village Board that all discretionary spending be curtailed, seconded by Hollenbeck. Motion carried.

At the next Village Board meeting Hollenbeck will give an update on items discussed tonight, including a discussion on possible savings if part time positions are deleted. Admin Assistant would save roughly $20,000 in the general fund and $3,000 in Water and Sewer. The part time public works position would save roughly $5,500 in the general fund and $15,000 in Water and Sewer. The Public Works director position will be a line item as well as wages.

b. **2025 Village of Cambridge Budget:** Treasurer Jordan is working on the budget, still looking at revenues. Looking at a 2% wage increase (~$17,000 increase for general, and $8,600 for Water and Sewer). Use 2024 estimated year end as a starting point for 2025. Fire and EMS will be put in as 2023/2024 numbers.

6. **New Business:** None

7. **Correspondence:**
   a. Zach Pullium

8. **Update/Other Items for Future Consideration:** Next meeting will be Monday, October 14, at 5:30 p.m.

9. **Adjournment:** McNally made a motion to adjourn, seconded by Breunig. Motion carried. Hollenbeck adjourned the meeting at 6:03 p.m.

Respectfully submitted, Lisa Moen, Administrator/Clerk

Village of Cambridge
AUDIT & FINANCE COMMITTEE
Monday October 14, 2024
5:30 p.m.

Amundson Community Center
200 Spring Street

Minutes

1. **Call to order/Roll Call:** Trustee Hollenbeck called the meeting to order at 6:30 p.m. members present: Trustee Breunig, President McNally and Chair Hollenbeck. Other present: Lisa Moen, Administrator/Clerk; Tammy Jordan, Treasurer; Jae Ames and Cody Garcia, Public Works; 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. **Approval of Minutes:** January 18, 2024 and October 9, 2024
   There was a question regarding the motion by McNally regarding overtime, Hollenbeck felt the motion was to eliminate overtime rather than discourage. Staff will listen to the recording.

Trustee Breunig made a motion to approve the minutes, seconded by Chair Hollenbeck. Motion carried.

4. **Public Appearances/Citizen Input:** Jae Ames spoke on behalf of the Public Works employees and provided a handout which highlighted impacts that the proposed budget cuts would have on municipal services in the Village of Cambridge. He stressed that budget cuts would make the department a maintenance department and special projects (rock wall, cameras at facilities, future landscaping at Amundson Center) and proactive actions, research, etc. will be jeopardized. He also stressed the importance of maintaining our part-time staff. Staff has looked at ways to help make cuts and run more efficiently. Feeling that staff is being punished for past board decisions, not a good morale booster.

5. **Old Business: Discussion and Possible Action Regarding:**
   a. **2025 Village of Cambridge Budget:** The committee went through the prepared document line by line. There is a starting difference of $251,323 between revenue and expenses. Treasurer Jordan suggested going out for a short term loan to cover the difference.
      - Revenues: Bike trail – will the committee reimburse us for the amount spent over the grant amounts? McNally questioned if we still apply for the federal fuel tax refund.
      - 51100-130: Legislative fringes: increase to $500.00
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      - 51300-210: Village Legal Work: increase to $50,000 (2024 at $30,000, spent $46,651.51 to date)
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- *Elimination of part time position office position is roughly a $20,000 Savings, and PW/WS position would be roughly $5500. Lee's institutional knowledge is important.*

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Hollenbeck made a motion to recommend to the Village Board a $300,000 short term loan to cover operating expenses for 2025, seconded by Breunig. Motion carried.

Staff will ask Ehlers how this would affect us, and if it's better to do in 2024 vs 2025 – how does it affect levy limit worksheets, etc.

6. **New Business:** None
7. **Correspondence:** None
8. **Update/Other Items for Future Consideration:** None
9. **Adjournment:** Trustee Breunig made a motion to adjourn, seconded by President McNally. Motion carried. Chair Hollenbeck adjourned the meeting at 7:50 p.m.

Lisa Moen, Administrator

Dated From: 10/22/2024 From Account:
Thru: 10/22/2024 Thru Account:

Voucher Nbr	Check Date	Payee			Amount
	10/22/2024	ANDERSON, JOHN			
	2024 3RD QTR PER DIEM - PLAN COMM (2)				
100-00-51120-140-000	COMMITTEES PER DIEM				40.00
	2024 3RD QTR PER DIEM - PLAN COMM (2)		9/30/2024		
				Total	40.00
	10/22/2024	BAER INSURANCE SERVICES			
	4 OF 4 QTR LIABILITY, CRIME AND AUTO INS				
100-00-51930-511-000	INSURANCE - LIABILITY				6,292.25
	4 OF 4 QTR LIABILITY, CRIME AND AUTO INS		7903		
100-00-51930-512-000	WORKER'S COMP				2,098.00
	4 OF 4 QTR 2024 WORKER'S COMP		7903		
				Total	8,390.25
	10/22/2024	BANK FIRST			
	PRINCIPAL DUE - LOAN 84781				
110-00-58100-000-000	PRINCIPAL LONG TERM DEBT				16,842.39
	PRINCIPAL DUE - LOAN 84781		10/09/2024		
110-00-58200-000-000	INTEREST LONG TERM DEBT				500.75
	INTEREST DUE - LOAN 84781		10/09/2024		
				Total	17,343.14
	10/22/2024	CHARTER COMMUNICATIONS/SPECTRUM			
	170805901				
100-00-52100-310-000	POLICE - INTERNET				55.00
	170805901		170805901100724		
100-00-51420-221-000	ADMIN - TELEPHONE/INTERNET				55.00
	170805901		170805901100724		
500-00-53700-681-200	TELEPHONE/INTERNET EXPENSE				54.99
	170805901		170805901100724		
600-00-53700-851-400	TELEPHONE/INTERNET EXPENSE				54.99
	170805901		170805901100724		
				Total	219.98
	10/22/2024	DANE COUNTY TREASURER (LAND CONSERVATION)			
	EROS CONTROL-2022-01 THE VINEYARDS				
100-00-56700-210-000	PLANNING - CONSULTING FEES				114.54
	EROS CONTROL-2022-01 THE VINEYARDS		CAM0924		

Dated From: 10/22/2024 From Account:
Thru: 10/22/2024 Thru Account:

Voucher Nbr	Check Date	Payee			Amount
100-00-51520-290-000	CONTRACTED SERVICES				57.27
	EROS CONTROL -2023-01 KWIK TRIP#1073		CAM0924		
100-00-56700-210-000	PLANNING - CONSULTING FEES				57.27
	EROS CONTROL 2024-04-VINEYARD DR -LOT 1		CAM0924		
100-00-56700-210-000	PLANNING - CONSULTING FEES				66.82
	EROS CONTROL 2024-06 DANCING GOAT		CAM0924		
				Total	295.90
	10/22/2024	DEAN HEALTH PLAN			
PREMIUM-MOEN-REDFORD30%					
100-00-51420-133-000	ADMIN - HEALTH/DENTAL INS				2,956.81
	PREMIUM-MOEN-REDFORD30%		008036722		
500-00-53700-686-000	EMPLOYEE PENSIONS AND BENEFITS				348.78
	PREMIUM - REDFORD 70%		008036722		
600-00-53700-854-000	EMPLOYEE PENSIONS & BENEFITS				348.78
	PREMIUM -REDFORD70%		008036722		
100-00-53311-133-000	PUBLIC WORKS - HEALTH/DENTAL				3,673.70
	PREM-SCHROEDL75%,LORD75%,GARCIA/AMES100%		008036722		
500-00-53700-686-000	EMPLOYEE PENSIONS AND BENEFITS				339.13
	SCHROEDL25%, LORD25%		008036722		
600-00-53700-854-000	EMPLOYEE PENSIONS & BENEFITS				339.13
	SCHROEDL25%, LORD25%		008036722		
				Total	8,006.33
	10/22/2024	EMBROIDERY PROFESSIONALS LLP			
PW - EMPLOYEE WORK SHIRTS & JACKETS					
100-00-53311-390-000	PUBLIC WORKS - MISC				138.02
	PW - EMPLOYEE WORK SHIRTS & JACKETS		5455 10/10/2024		
500-00-53700-600-100	UNIFORM EXPENSE				117.37
	WATER - EMPLOYEE WORK SHIRTS & JACKETS		5455 10/10/2024		
600-00-53700-600-100	UNIFORM EXPENSE				117.37
	SEWER - EMPLOYEE WORK SHIRTS & JACKETS		5455 10/10/2024		
				Total	372.76
	10/22/2024	GARCIA, CODY			
CLOTHING ALLOW - WORK GLOVES					
100-00-53311-390-000	PUBLIC WORKS - MISC				100.00
	CLOTHING ALLOW - WORK GLOVES		10/13/2024		

Dated From: 10/22/2024 From Account:
Thru: 10/22/2024 Thru Account:

Voucher Nbr	Check Date	Payee			Amount
				Total	100.00
	10/22/2024	GRONEMUS, DAN			
	2024 3RD QTR PER DIEM - PLAN COMM (2)				
100-00-51120-140-000	COMMITTEES PER DIEM				40.00
	2024 3RD QTR PER DIEM - PLAN COMM (2)		9/30/2024		
				Total	40.00
	10/22/2024	GUNSEOR, LARRY			
	2024 3RD QTR PER DIEM - W&S (2)				
500-00-53700-500-000	COMMITTEE PER DIEMS				20.00
	2024 3RD QTR PER DIEM - W&S (2)		9/30/2024		
600-00-53700-800-000	COMMITTEE PER DIEMS				20.00
	2024 3RD QTR PER DIEM - W&S (2)		9/30/2024		
				Total	40.00
	10/22/2024	HOLLENBECK, DEAN			
	2024 3RD QTR PER DIEM - PLAN COMM (2)				
100-00-51120-140-000	COMMITTEES PER DIEM				40.00
	2024 3RD QTR PER DIEM - PLAN COMM (2)		9/30/2024		
				Total	40.00
	10/22/2024	HOME BACKUP SYSTEMS			
	REFUND CHECK - INCORRECT BLG PERMIT FEE				
100-00-52410-000-000	ZONING ADMINISTRATION CHARGES				50.00
	REFUND CHECK - INCORRECT BLG PERMIT FEE		10/2/2024		
				Total	50.00
	10/22/2024	JORDAN, TAMMY			
	MILEAGE - TRAINING - TAX & LEVY LIMITS				
100-00-51420-330-000	ADMIN TRAINING/MILEAGE				89.11
	MILEAGE - TRAINING - TAX & LEVY LIMITS		10/2 - 10/4/2024		
				Total	89.11
	10/22/2024	KRUEGER, CHRISTIAN			
	2024 3RD QTR PER DIEM - ECON DEV (3)				
100-00-51120-140-000	COMMITTEES PER DIEM				60.00
	2024 3RD QTR PER DIEM - ECON DEV (3)		9/30/2024		
				Total	60.00

Dated From: 10/22/2024 From Account:
Thru: 10/22/2024 Thru Account:

Voucher Nbr	Check Date	Payee			Amount
	10/22/2024	KUMBIER, TED			
	2024 3ND QTR PER DIEM - W&S (3)				
500-00-53700-500-000	COMMITTEE PER DIEMS				30.00
	2024 3RD QTR PER DIEM - W&S (3)				
600-00-53700-800-000	COMMITTEE PER DIEMS				30.00
	2024 3RD QTR PER DIEM - W&S (3)				
				Total	60.00
	10/22/2024	MC FALLS, MATT			
	2024 3RD QTR PER DIEM - ECON DEV (3)				
100-00-51120-140-000	COMMITTEES PER DIEM				60.00
	2024 3RD QTR PER DIEM - ECON DEV (3)		9/30/2024		
				Total	60.00
	10/22/2024	MC FARLANE, BRYAN			
	9/29 - 10/10/2024 LIBRARY CLEANING				
150-00-55110-240-000	LIB BUILDING MAINT & REPAIR				375.00
	9/29 - 10/10/2024 LIBRARY CLEANING		10/10/2024		
				Total	375.00
	10/22/2024	MEHRINGER, KEVIN			
	2024 3RD QTR PER DIEM - ECON DEV (2)				
100-00-51120-140-000	COMMITTEES PER DIEM				40.00
	2024 3RD QTR PER DIEM - ECON DEV (2)				
				Total	40.00
	10/22/2024	MILSAP, JEFFREY			
	2024 3RD QTR PER DIEM - PLAN COM (2)				
100-00-51120-140-000	COMMITTEES PER DIEM				40.00
	2024 3RD QTR PER DIEM - PLAN COM (2)		9/30/2024		
				Total	40.00
	10/22/2024	MOBILE ON MAIN			
	RESTITUTION FOR THEFT - WESTOVER				
100-00-51200-400-000	RESTITUTION				26.29
	RESTITUTION FOR THEFT - WESTOVER		RESTITUTION		
				Total	26.29
	10/22/2024	MOEN, LISA			
	TAX TRAINING(MSN) - BLDG INSP (MARSHALL)				

Dated From: 10/22/2024 From Account:
Thru: 10/22/2024 Thru Account:

Voucher Nbr	Check Date	Payee			Amount
100-00-51420-330-000		ADMIN TRAINING/MILEAGE			30.82
		TAX TRAINING(MSN) - BLDG INSP (MARSHALL)	10/02/2024		
				Total	30.82
	10/22/2024	MOTL, WENDY			
		COURT - CERTIFIED LETTER TO DEFENDANT			
100-00-51200-390-000		COURT - SUPPLY & EXPENSE			9.68
		COURT - CERTIFIED LETTER TO DEFENDANT	10/14/2024		
				Total	9.68
	10/22/2024	MSA PROFESSIONAL SERVICES			
		R09310028 - VINEYARDS LOT 1 CRS			
100-00-56700-215-000		PLANNING - DEV PROJECT CONSULT			607.50
		R09310028 - VINEYARDS LOT 1 CRS	009239 10/07/2024		
100-00-53100-215-000		ENGINEERING SERV			1,315.00
		R09310033 - SPRING WATER ALLEY	009240 10/07/2024		
				Total	1,922.50
	10/22/2024	NAPA AUTO PARTS			
		BROKEN HOSE - BRUSH CHIPPER REPAIR			
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP			71.28
		BROKEN HOSE - BRUSH CHIPPER REPAIR	762155		
				Total	71.28
	10/22/2024	PITNEY BOWES BANK - POSTAGE POWER			
		#8000-9090-0596-7588			
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE			225.00
		#8000-9090-0596-7588	10/03/2024		
150-00-55110-311-000		LIB - POSTAGE			8.97
		#8000-9090-0596-7588	10/03/2024		
100-00-51420-311-000		ADMIN - POSTAGE			51.27
		#8000-9090-0596-7588	10/03/2024		
500-00-53700-681-100		POSTAGE			7.38
		#8000-9090-0596-7588	10/03/2024		
600-00-53700-851-300		POSTAGE EXPENSE			7.38
		#8000-9090-0596-7588	10/03/2024		
				Total	300.00
	10/22/2024	QUILL CORPORATION			
		PLASTIC SIGN - BRIAN KREKLAU NAME PLAQUE			

Dated From: 10/22/2024 From Account:
Thru: 10/22/2024 Thru Account:

Voucher Nbr	Check Date	Payee			Amount
100-00-51100-390-000	LEGISLATIVE - SUPPLY & EXPENSE				9.19
	PLASTIC SIGN - BRIAN KREKLAU NAME PLAQUE		40867854 10/02/2024		
100-00-51100-390-000	LEGISLATIVE - SUPPLY & EXPENSE				41.98
	AWARD - ERIC WITTWER PLAQUE		40934923 10/04/2024		
				Total	51.17
	10/22/2024	REFUEL PANTRY			
	POLICE FUEL SEPT 2024				
100-00-52100-370-000	POLICE - SQUAD GAS/OIL				180.26
	POLICE FUEL SEPT 2024		2088 10/08/2024		
100-00-53311-370-000	PUBLIC WORKS - FUEL				602.33
	PUBLIC WORKS FUEL SEPT 2024		2090 10/08/2024		
				Total	782.59
	10/22/2024	STRUSS, STEVE			
	2024 3RD QTR PER DIEM - W&S (2)				
500-00-53700-500-000	COMMITTEE PER DIEMS				20.00
	2024 3RD QTR PER DIEM - W&S (2)		9/30/2024		
600-00-53700-800-000	COMMITTEE PER DIEMS				20.00
	2024 3RD QTR PER DIEM - W&S (2)		9/30/2024		
				Total	40.00
	10/22/2024	VESTIS			
	MATS - 10/08/2024				
100-00-51600-390-000	MUN BLDG - SUPPLIES				166.11
	MATS - 10/08/2024		6140464146		
				Total	166.11
				Grand Total	39,062.91

Dated From: 10/22/2024 From Account:
Thru: 10/22/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	19,460.50
Total Expenditure from Fund # 110 - DEBT SERVICE FUND	17,343.14
Total Expenditure from Fund # 150 - LIBRARY FUND	383.97
Total Expenditure from Fund # 500 - WATER UTILITY	937.65
Total Expenditure from Fund # 600 - SEWER UTILITY	937.65
Total Expenditure from all Funds	39,062.91

Village of Cambridge
200 Spring Street
Cambridge, WI 53523

September 25, 2024

Dear Village Board,

We want to thank you for the exceptional partnership over the years and the relationship we have built with your community. We are proud to be your local curbside collection hauler and thankful for the opportunities you have provided. We would like to continue our relationship and have prepared an extension proposal for your review. Please review the following proposal for your consideration:

- Addendum for additional 5-year agreement
- All existing services stay the same
- Lock annual increases at 5.0%
- Local customer service team and direct line to Managers

Village of Cambridge

CURBSIDE COLLECTION SERVICES MONTHLY PER UNIT PRICE SCHEDULE INCLUDES WEEKLY WASTE/REFUSE SERVICE, BI-WEEKLY RECYCLING SERVICE, & MONTHLY BULK PICKUP

5 YEAR CONTRACT (5yr extension)

TERM	WASTE	RECYCLE	TOTAL
1/1/25 – 12/31/25	$7.42	$4.95	**$12.37**
1/1/26 – 12/31/26	$7.79	$5.20	**$12.99**
1/1/27 – 12/31/27	$8.18	$5.46	**$13.64**
1/1/28 – 12/31/28	$8.59	$5.73	**$14.32**
1/1/29 – 12/31/29	$9.02	$6.02	**$15.04**

*Fuel Surcharge/Rebate: The attached fuel index will continue to apply for the extended term in determining any surcharge/rebate (if applicable) based on the average cost of diesel. All other terms and conditions will remain in effect.

Upon approval, please sign below as this will act as an addendum to your current agreement. We sincerely hope that you consider our work history and premium service we have offered to your residents when making this decision. Should you have any questions please do not hesitate to reach out!

Warm Regards,

Kevin Duffy
Area General Manager, LRS
4220 N Newville Rd | Janesville, WI 53546

Village of Cambridge official. Please sign & print name above.
(counter-signed copy will be returned promptly)

FUEL SURCHARGE/REBATE TABLE:

Fuel Price		Refund	Fuel Price		Surcharge
$ 2.00	$ 2.04	$ 0.18	$3.25	$ 3.29	$ 0.02
$ 2.05	$ 2.09	$ 0.16	$ 3.30	$ 3.34	$ 0.04
$ 2.10	$ 2.14	$ 0.13	$ 3.35	$ 3.39	$ 0.06
$ 2.15	$ 2.19	$ 0.12	$ 3.40	$ 3.44	$ 0.08
$ 2.20	$ 2.24	$ 0.10	$ 3.45	$ 3.49	$ 0.10
$ 2.25	$ 2.29	$ 0.09	$ 3.50	$ 3.54	$ 0.12
$ 2.30	$ 2.34	$ 0.06	$ 3.55	$ 3.59	$ 0.14
$ 2.35	$ 2.39	$ 0.04	$ 3.60	$ 3.64	$ 0.16
$ 2.40	$ 2.44	$ 0.03	$ 3.65	$ 3.69	$ 0.18
$ 2.45	$ 2.49	$ 0.01	$ 3.70	$ 3.74	$ 0.20
$ 2.50	$ 2.54	N/A	$ 3.75	$ 3.79	$ 0.22
$2.55	$2.59	N/A	$ 3.80	$ 3.84	$ 0.24
$2.60	$2.64	N/A	$ 3.85	$ 3.89	$ 0.26
$2.65	$2.69	N/A	$ 3.90	$ 3.94	$ 0.28
$2.70	$2.74	N/A	$ 3.95	$ 3.99	$ 0.30
$2.75	$2.79	N/A	$ 4.00	$ 4.04	$ 0.32
$2.80	$2.84	N/A	$ 4.05	$ 4.09	$ 0.34
$2.85	$2.89	N/A	$ 4.10	$ 4.14	$ 0.36
$2.90	$2.94	N/A	$ 4.15	$ 4.19	$ 0.38
$2.95	$2.99	N/A	$ 4.20	$ 4.24	$ 0.40
$3.00	$3.04	N/A	$ 4.25	$ 4.29	$ 0.42
$3.05	$3.09	N/A	$ 4.30	$ 4.34	$ 0.44
$3.10	$3.14	N/A	$ 4.35	$ 4.39	$ 0.46
$3.15	$3.19	N/A	$ 4.40	$ 4.44	$ 0.48
$3.20	$3.24	N/A	$ 4.45	$ 4.49	$ 0.50

Village of Cambridge
200 Spring Street
Cambridge, WI 53523

September 25, 2024

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- Addendum for additional 5-year agreement
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Village of Cambridge

CURBSIDE COLLECTION SERVICES MONTHLY PER UNIT PRICE SCHEDULE INCLUDES WEEKLY WASTE/REFUSE SERVICE, BI-WEEKLY RECYCLING SERVICE, & MONTHLY BULK PICKUP

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1/1/27 – 12/31/27	$8.18	$5.46	**$13.64**
1/1/28 – 12/31/28	$8.59	$5.73	**$14.32**
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*Fuel Surcharge/Rebate: The attached fuel index will continue to apply for the extended term in determining any surcharge/rebate (if applicable) based on the average cost of diesel. All other terms and conditions will remain in effect.

Upon approval, please sign below as this will act as an addendum to your current agreement. We sincerely hope that you consider our work history and premium service we have offered to your residents when making this decision. Should you have any questions please do not hesitate to reach out!

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Village of Cambridge official. Please sign & print name above.
(counter-signed copy will be returned promptly)

FUEL SURCHARGE/REBATE TABLE:

Fuel Price		Refund	Fuel Price		Surcharge
$ 2.00	$ 2.04	$ 0.18	$3.25	$ 3.29	$ 0.02
$ 2.05	$ 2.09	$ 0.16	$ 3.30	$ 3.34	$ 0.04
$ 2.10	$ 2.14	$ 0.13	$ 3.35	$ 3.39	$ 0.06
$ 2.15	$ 2.19	$ 0.12	$ 3.40	$ 3.44	$ 0.08
$ 2.20	$ 2.24	$ 0.10	$ 3.45	$ 3.49	$ 0.10
$ 2.25	$ 2.29	$ 0.09	$ 3.50	$ 3.54	$ 0.12
$ 2.30	$ 2.34	$ 0.06	$ 3.55	$ 3.59	$ 0.14
$ 2.35	$ 2.39	$ 0.04	$ 3.60	$ 3.64	$ 0.16
$ 2.40	$ 2.44	$ 0.03	$ 3.65	$ 3.69	$ 0.18
$ 2.45	$ 2.49	$ 0.01	$ 3.70	$ 3.74	$ 0.20
$ 2.50	$ 2.54	N/A	$ 3.75	$ 3.79	$ 0.22
$2.55	$2.59	N/A	$ 3.80	$ 3.84	$ 0.24
$2.60	$2.64	N/A	$ 3.85	$ 3.89	$ 0.26
$2.65	$2.69	N/A	$ 3.90	$ 3.94	$ 0.28
$2.70	$2.74	N/A	$ 3.95	$ 3.99	$ 0.30
$2.75	$2.79	N/A	$ 4.00	$ 4.04	$ 0.32
$2.80	$2.84	N/A	$ 4.05	$ 4.09	$ 0.34
$2.85	$2.89	N/A	$ 4.10	$ 4.14	$ 0.36
$2.90	$2.94	N/A	$ 4.15	$ 4.19	$ 0.38
$2.95	$2.99	N/A	$ 4.20	$ 4.24	$ 0.40
$3.00	$3.04	N/A	$ 4.25	$ 4.29	$ 0.42
$3.05	$3.09	N/A	$ 4.30	$ 4.34	$ 0.44
$3.10	$3.14	N/A	$ 4.35	$ 4.39	$ 0.46
$3.15	$3.19	N/A	$ 4.40	$ 4.44	$ 0.48
$3.20	$3.24	N/A	$ 4.45	$ 4.49	$ 0.50

Village Volunteer Release of Liability, Assumption of Risk, Waiver of Claims, Indemnification and Binding Arbitration Agreement

Scope of Agreement

This agreement between Jay Weiss ("Participant") and the Village of Cambridge ("Village") sets the terms by which Participant agrees to perform measurements on trees on Village property ("Activity"). No other activity on Village or private property is authorized by this agreement.

Release and Waiver of Claims: Assumption of the Risk; Indemnification Agreement

In consideration of being allowed to measure trees on Village of Cambridge ("Village) property, the Participant agrees to the fullest extent permitted by law, as follows:

1) **To Waive All Claims** that he has or may have against the Village of Cambridge arising out of the participation in the Activities or the use of any equipment provided by the Village, including while receiving instruction and/or training;
2) **To Assume All Risks** of participating in the Activity and using the Equipment, even those caused by negligent acts or conduct of the Village, its affiliates, operators, employees, agents, officers and/or entity which the Village owes a contractual indemnification obligation, the participant understands that there are inherent risks of participating in the Activity and using the Equipment, which may be both foreseen and unforeseen and include serious physical injury and death;
3) **To Release** the Village, its affiliates, operators, employees, agents, officers, and/or any entity to which the Village owes a contractual indemnification obligation, from all liability for any loss, damage, injury, death or expense that the Participant (or next of kin) may suffer, arising out of their participation in the activities and/or use of the Equipment, including while receiving instruction and/or training. The Participant specifically understand that he is releasing any and all claims that arise or may arise from any negligent acts or conduct of the Village, its affiliates, operators, employees, agents, officers and/or any entity to which the Village owes a contractual indemnification obligation, to the fullest extent permitted by law. However, nothing in this Agreement shall be construed as a release for conduct that is found to constitute gross negligence or intentional conduct:
4) **To Indemnify** the Village, its owners, affiliates, operators, employees, agents, officers, and/or any entity to which the Village owes a contractual indemnification obligation, the from all liability for any loss, damage, injury, death or expense that the Participant (or next of kin) may suffer, arising out of their participation in the activities and/or use of the Equipment, including while receiving instruction and/or training.
5) **To Restrict Timing** by concluding any work in this agreement no later than February 7, 2025.

6) **To Restrict Work Areas** of the work performed under this agreement to measuring trees on Village terraces and other public areas only, and acknowledges that no entry onto private property is authorized by this agreement.
7) **To Transmit Public Records** of any records generated under this agreement to the Village, Administrator, and acknowledges that subject to the Wisconsin open records law.

Personal Responsibility

The Participant certifies that Participant has no physical or mental condition that precludes him from participating in the Activities and that he is not participating against medical advice.

The Participant certifies that Participant's participation in the Activity is voluntary and further understand that he has the opportunity to inspect Village's Equipment and facilities before any participation.

If while participating in the Activity, the Participant observes any unusual hazard or condition, which he believe jeopardizes Participant's personal safety or that of others, Participant refrain from participation in the Activity and immediately bring said hazard or condition to the attention of the Village.

To the extent that any portion of this Agreement is deemed invalid under the law of applicable jurisdiction, the remaining portions of the Agreement shall remain binding and available for use by the Village of Cambridge and its counsel in any proceeding.

I have read and understand this agreement and am aware that by signing this agreement I may be waiving certain legal rights.

Participant Jay Weiss's Signature: ____

Date:____________________

Lisa Moen

From: Bill Crist
Sent: Friday, October 11, 2024 9:49 AM
To: Lisa Moen
Subject: Public Comment - Are Trustees allowed to speak?

Lisa,
Please distribute to all Trustees and place on our Agenda for the next meeting.

Trustees,
As you know Paula reported that Trustees are not allowed to speak during Public Comment. I found this unusual, and I seem to remember someone else doing this in the past. I did a simple google search. Here is what I found ....

Based on what I found I believe Mark is correct when he said we can speak as long as there is no discussion.

can a village trustee in wisconsin make a public comment during a meeting

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AI Overview

Yes, a village trustee in Wisconsin can make a public comment during a meeting, but they would typically do so during a designated "public comment" period set aside for citizens, where they would be considered a member of the public and not be able to vote on the matter being discussed during their comment.

Key points to remember:

Public comment period:

Most local government meetings in Wisconsin include a time specifically for public comments, where any citizen, including a trustee, can speak on an agenda item.

No voting during public comment:

While a trustee can express their opinion during public comment, they cannot vote on the matter during that time as they are considered a member of the public in that instance.

Raising concerns internally:

If a trustee wants to discuss an issue that arises during public comment and actively participate in the decision-making process, they should bring it up as an agenda item for a future meeting.

Generative AI is experimental. For legal advice, consult a professional.

I dug a little deeper and found this, which might be what Paula was referring to. This is not applicable to my situation the other night. I think it was clear I was not asking for discussions.

12. **12.Can a member of a governmental body, as a member of the public, bring up items not specifically designated on the agenda under the period of noticed public comment allowed by the Open Meetings law?**

No. Wisconsin Statute sec. 19.84(2) provides a limited exception to the general notice requirements of the Open Meetings law which allows members of the public to bring up items not specifically on the agenda during a period of noticed public comment. It is intended to allow local governments to be responsive to their constituents and to allow the governing body to receive information from members of the public. However, it was not intended to allow members of governmental bodies to bring up items for discussion without placing the items on the agenda and giving notice to the public. Given that members of governmental bodies have ready access to agendas of the body, use by members of the 19.82(4) exception to discuss unnoticed matters will likely be seen as an impermissible attempt to circumvent the notice requirements of the Open Meetings law.

I think we need to have this on our Agenda for our next meeting and set a "policy" going forward. We should have everyone on the same page.

Lisa Moen

Subject: FW: Public Comment - Are Trustees allowed to speak?
Attachments: public comment.PNG

From: Lisa Moen <lisam@ci.cambridge.wi.us>
Sent: Monday, October 14, 2024 10:12 AM
To: Lisa Moen <lisam@ci.cambridge.wi.us>
Subject: RE: Public Comment - Are Trustees allowed to speak?

Hi,
FYI, attached is the article that Paula had referred to. It was in the October issue of the League's Municipality magazine.
Lisa

Mic & Order: Common Public Comment Period Questions

Maria Davis, General Counsel, League of Wisconsin Municipalities

Are governing bodies required to include a public comment period at meetings?

No. The public does not have a constitutional right to speak at governmental body meetings[1] and Wisconsin Statutes do not require governing bodies to designate public comment periods at meetings. Wisconsin Stat. § 19.84(2) provides that the public notice of a meeting of a governmental body may include a period of public comment. "May" is typically construed as being permissive, rather than mandatory, in nature.[2] While Wisconsin's open meetings law and other statutes require that meetings be accessible to the public,[3] they do not afford the public the right to address the governmental body. Nonetheless, many municipalities choose to use public comment periods, finding they provide a valuable opportunity for constituents to offer feedback on matters in their community.

Are governing body members able to speak/respond to citizens during public comment period?

Yes, although there is a limit to how far that discussion should go if the subject was not specifically included in the meeting notice. Wisconsin Stat. § 19.83(2) provides that a governmental body may discuss any matter raised by the public during a public comment period that was publicly noticed. However, if members of the public raise subjects not specifically included in the meeting notice, the Wisconsin Department of Justice's Open Meetings Law Compliance Guide suggests, "it is advisable to limit the discussion of that subject and to defer any extensive deliberation to a later meeting for which more specific notice can be given." The compliance guide also states that a governmental body may not take formal action on a subject raised during public comment that was not also identified in the meeting's public notice.

May governing body members speak as members of the public during a public comment period?

No, unless the subject matter the governing body member intends to speak on was included in the meeting's public notice. The limited exception in Wisconsin Stat. § 19.84(2), allowing members of the public to bring up items not specifically on the agenda during a period of noticed public comment, is intended to allow local governments to be responsive to their constituents and to receive information from members of the public. However, it was not intended to allow members of governmental bodies to bring up matters without placing them on the agenda and giving notice to the public. Given that members of governmental bodies have ready access to the body's agendas, a body member's use of the § 19.84(2) exception to discuss unnoticed subject matter would likely be seen as an impermissible attempt to circumvent the open meetings law's notice requirements.

Can governing bodies restrict the subject matter that may be discussed during a public comment period?

It depends on whether the governing body established the public comment period as a designated public forum or a limited public forum. Government ability to regulate or restrict protected speech depends, in part, on where that speech is occurring. There are three basic types of forums: (1) traditional public forums, (2) designated public forums, and (3) nonpublic forums. Traditional public forums are places that have historically been associated with expressive activity – e.g., public streets, parks, sidewalks, etc.[4] A designated public forum is a place that is not traditionally open for expressive activity, but that the government has chosen to open for expressive activity.[5] If a government creates a designated public forum and reserves it for certain groups or topics, it is then called a limited public forum.[6] Non-public forums are all other types of government (or private) property that have not been opened to expressive activity.

A governing body has limited ability to regulate speech in traditional and designated public forums.[7] The type of forum speech occurs in dictates the level of judicial scrutiny that courts will apply to a challenged restriction on speech. In traditional and designated public forums, a regulation based on the content of one's speech is subject to strict scrutiny, meaning the government must show that the regulation "is necessary to serve a compelling state interest and that it is narrowly drawn to achieve that end."[8] In other words, the regulation must be the least restrictive means of achieving the compelling governmental interest.[9] Regulations subject to a strict scrutiny analysis rarely survive. Governments may enforce content-neutral reasonable time, place, and manner restrictions on speech in traditional and designated public forums. Such restrictions are subject to intermediate scrutiny, meaning they must be narrowly tailored to serve a significant government interest, and leave open ample alternative channels of communication.[10] Regulations of speech based on viewpoint are always prohibited.

A governing body's meeting is not a traditional public forum. However, when a governing body includes a public comment period in its meetings it creates either a designated public forum or limited public forum. In a designated public forum, content-

1. *See Minnesota State Bd. for Cmty. Colleges v. Knight*, 465 U.S. 271, 283 (1984). Note, however, that some statutes require public hearings for particular subject matters. In such instances, the public **does** have a right to be heard. Examples of statutes requiring public hearings are § 65.90(4) (hearing on proposed budget), § 62.23(7)(d)1.b. (prior to rezoning), and § 66.0703(7) (prior to special assessment).
2. *City of Wauwatosa v. Milwaukee Cty.*, 22 Wis. 2d 184, 191, 125 N.W.2d 386 (1963).
3. Wis. Stat. §§ 19.81(2), 19.82(3), 61.32, and 62.11(3)(c).
4. *Arkansas Educ. Television Com'n v. Forbes*, 534 U.S. 666, 667 (1998).
5. *Int'l Soc'y for Krishna Consciousness, Inc. v. Lee*, 505 U.S. 672, 678 (1992).
6. *Walker v. Texas Div., Sons of Confederate Veterans, Inc.*, 576 U.S. 200, 201 (2015).
7. *Surita v. Hyde*, 665 F.3d 860, 870 (7th Cir. 2011).
8. *Id.* (citing *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37, 45 (1983)).
9. *McCullen v. Coakley*, 573 U.S. 464, 478 (2014).
10. *Surita*, 665 F.3d at 870.

based restrictions on speech are subject to the same strict scrutiny analysis that applies to traditional public forums[11] and are unlikely to survive. In limited public forums, a lesser level of judicial scrutiny is applied. The government may regulate the content of speech, but the regulation must be viewpoint-neutral and reasonable in light of the forum's purpose.[12]

So, a governing body's ability to place restrictions on what is discussed during public comment turns on how the body has created the forum. Merely specifying a time period during meetings for public comment, with nothing further, likely results in a designated public forum and content-based restrictions on speech will usually be deemed unconstitutional. On the other hand, when a governing body limits a public comment period from the outset – e.g., limiting discussion to certain topics – it will likely have created a limited public forum and content-based restrictions on speech are permissible if reasonable in light of the forum's purpose and viewpoint neutral. For example, a governing body could limit public comment discussions to agenda items, which might include discussion of whether to build a new public library, but it could not limit speakers to only those who were in favor of the project.

Can governing bodies limit participation in public comment period to certain categories of speakers?

Yes, but only if the governing body structures the public comment period as a limited public forum.[13] Additionally, the restriction on speakers must still be reasonable in light of the forum's purpose and may not discriminate on the basis of viewpoint or protected class. A governing body can likely limit participation in public comment periods to residents and taxpayers.[14] However, this may not be best practice, and other alternatives could achieve a more inclusive result. For instance, a governing body could choose to apply reasonable time, place, and manner restrictions to the public comment period that give priority to resident and taxpayer speakers. If the governing body has placed an overall time limitation on the public comment period – e.g., it shall last for no more than one hour – all speakers could then be prioritized within that timeframe.

Should governmental bodies allow the public to speak outside of public comment periods?

Generally speaking, no. Although governmental bodies may disagree with this answer, allowing the public to interject outside of public comment periods raises significant legal issues and is not a best practice. Most concerning is that a governmental body that regularly allows the public to speak outside of public comment periods may arguably transition its meeting into a designated public forum, which will greatly curtail the body's ability to control its meetings. For example, if the governing body permits public commentary at some times but not others, or allows some persons to speak but not others, the governing body opens itself to claims that the differential treatment is content – or viewpoint-based or that the regulations are not reasonable or sufficiently defined.

What are some reasonable time, place, and manner restrictions?

As mentioned above, reasonable time, place, and manner restrictions must be content neutral, narrowly tailored to serve a significant government interest, and leave open ample alternative channels of communication. Some examples of reasonable restrictions include limiting the amount of time per speaker, limiting the total amount of time devoted to public comment, requiring speakers to address the body from a podium or designated area, and requiring speakers to register before speaking.

What can governing bodies do if persons are disorderly?

Governing bodies have power to preserve order at meetings.[15] The statutes give common councils explicit authority to fine meeting attendees for disorderly behavior.[16] While Wis. Stat. Ch. 61 does not contain this specific language, villages nonetheless have authority to cite disorderly conduct in accordance with their ordinances.

To preserve order, governing bodies may also order disorderly persons removed. However, this should not be done lightly. Because any content-based regulation of speech in a designated public forum will be subject to strict judicial scrutiny, it is imperative that speakers not be deemed disorderly simply because of what they are saying or because they are speaking in an angry voice. Generally, the focus should be on the person's conduct rather than what the person is saying. Examples of disorderly conduct include a speaker who refuses to conform with time limits set by the body and yield the floor once his or her allotted speaking time is over, or a person who repeatedly yells things out while sitting in the audience.

Similar caution must be taken in limited public forums. Although content of speech may be regulated in a limited public forum, regulating viewpoint is never permitted. So, while the forum rules may be enforced against a person speaking on a prohibited topic, governing bodies must proceed carefully and avoid taking any action in response to the opinions expressed.

Situations involving disorderly conduct during public comment periods are fraught with difficulty. The line between speech and conduct can be difficult to draw, and courts' after-the-fact analysis of such situations will be heavily fact dependent and evaluated on a case-by-case basis. Therefore, it is important that governing bodies tread carefully whenever a potential limitation of speech is involved.

Governing Bodies 410R1

11. *Pleasant Grove City v. Summum*, 555 U.S. 460, 469-70 (2009).
12. *Good News Club v. Milford Central School*, 533 U.S. 98, 106-07 (2001).
13. *See Good News Club*, 533 U.S. at 106 (2001).
14. *Rowe v. City of Cocoa*, 358 F.3d 800, 803 (11th Cir. 2004) (note: this decision is not binding on Wisconsin courts).
15. Wis. Stat. § 61.32; See Wis. Stat. § 62.11(3)(c).
16. Wis. Stat. § 62.11(3)(c).

Lisa Moen

From: Paula hollenbeck
Sent: Monday, October 14, 2024 2:06 PM
To: Lisa Moen
Subject: Re: Agenda item

Here are my findings and recommendations.

Here are the number of committee assignments per person; the number in parenthesis indicates an assignment as an Alternate

Paula = 5
Kris = 8 (1)
Kristen = 5 (1)
Bill = 4 (1)
Brian = 3
Chuck = 5
Mark = 6

I would recommend we make the following changes:

Personnel - Remove Kris, make Kristen the Chair and add Bill Christ
Water and Sewer - Remove Kris, make Paula the Chair and add Brian Kraklau
Licensing - make Brian the Chair

These changes would result in the following number of committee assignments with everyone being chair of at least one committe:

Paula 5
Kris 6
Kristin 5
Bill 5
Brian 4
Chuck 5
Mark 6

Paula Hollenbeck
Trustee, Village of Cambridge
608-5760347

From: Lisa Moen <lisam@ci.cambridge.wi.us>
Sent: Monday, October 14, 2024 1:54 PM

To: Paula hollenbeck <paulahollenbeck@ci.cambridge.wi.us>
Subject: RE: Agenda item

Yes, I will run it by Mark as well.
Lisa

From: Paula hollenbeck <paulahollenbeck@ci.cambridge.wi.us>
Sent: Monday, October 14, 2024 1:19 PM
To: Lisa Moen <lisam@ci.cambridge.wi.us>
Subject: Agenda item

Lisa, can we have an agenda item to review Board committee assignments? I would like to see if we can relieve Kris of some of his stuff and do assignments to the rest of the folks

Paula Hollenbeck
Trustee, Village of Cambridge
608-5760347

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 HOLLENBCK - 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. BRIAN KRAKLAU

   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. JENNI LANDOWSKI
   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. BRIAN KRAKLAU - CHAIR
ii. Term ends 2025
   1. KAYLA SIPPLE
   2. MATT MCFALLS
iii. Term ends 2026
   1. JOHN SCOTT
   2. CHRIS KREUGER

JEFFERSON COUNTY ECONOMIC DEVELOPMENT COMMITTEE (RECOMMENDATOIN FROM EDC):

1. TAMMY JORDAN, ALTERNATE

a. HISTORIC PRESERVATION COMMITTEE (3 year staggered terms)

i. Registered architect
   1. JENNI LANDOWSKI
ii. Historian
   1. Jay Weiss Term ends 2027
iii. Licensed real estate broker
   1. LORI JENSEN Term ends 2025
iv. Village board member
   1. MARK MCNALLY Term ends 2025
v. Citizen members:
   1. STEVE STRUSS
   2. DEAN LUND Term ends 2025

3. STEVE STRUSS Term ends 2026

5. 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. BRIAN KRAKLAU
   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

Village of Cambridge
Notice of job opening
Treasurer/ Deputy Clerk/ Deputy Administrator

The Village of Cambridge is seeking candidates for a Treasurer/ Deputy Clerk/ Deputy Administrator. This position will be responsible for assisting the Village Administrator/Clerk/Deputy Treasurer and the duties will focus on, but are not limited to accounting, accounts payable and receivable including journal entries, budgeting audit preparation, election administration support, licensing, customer service, website management, agenda and packet management and general staff support. Applicant must be a strong team player and have a strong teamwork ethic. Preferred candidates will have municipal government experience. In addition, strong governmental accounting, budget, Treasurer's Certification, tax incremental financing experience, a degree in accounting or finance and Work Horse Accounting software are plusses. Starting salary of $54,000 - $64,000 DOQ and comprehensive benefit package. The application package and job description can be found on the Village Website at ci.cambridge.wi.us. Applications will be accepted until the position is filled. Send application materials to the Village of Cambridge, 200 Spring St, Cambridge WI 53523 or via email to lmoen@ci.cambridge.wi.us.

VILLAGE OF CAMBRIDGE
POSITION DESCRIPTION
Treasurer/ Deputy Clerk/ Deputy Administrator

GENERAL FUNCTION
To perform statutory treasurer and clerk duties, accounting, and auditing functions in support of the Village of Cambridge General Ledger System for various funds. This position is performed in accordance with the provisions set forth by State Statute 61.25 and 61.26 and Cambridge ordinances and policies. The Treasurer/ Deputy Clerk/ Deputy Administrator receives supervision and guidance from the Village Administrator/Clerk/Deputy Treasurer

REPORTS TO
Administrator/Clerk/Deputy Treasurer

RESPONSIBILITIES
A. ESSENTIAL FUNCTIONS: Treasurer

1. Maintain, monitor, and perform details necessary to support the Village General Ledger System:

    a. Maintain accounts payable system.
    b. Maintain accounts receivable system.
    b. Maintain the Village general ledger system.
    c. Maintain Misc. billing system.
    d. Record department budgets and revisions adopted by Village Board.
    e. Analyze the activity of general ledger accounts and adjust where required.
    f. Maintain Village Fixed Asset System.

2. Treasurer functions per Wisconsin Statutes 61.26. Oversee collections, deposits. Invest funds. Tax collections. Tax reconciliations. Tax settlements. Calculations for preparing tax bills, including all mill rates. Multiple state and county reports throughout the year.

3. Process, print, and distribute periodic Financial Statements. Review monthly reports for inaccuracies.

4. Reconcile bank statements monthly.

5. Assist Village Departments in preparation of annual budgets.

    a. Provide data for budget preparation (six months actual, prior year actual, current year budget).
    b. Modify and update budget document in Work Horse.
    c. Answer questions, enter data and print documents when needed.
    d. Review submitted budgets for completeness and accuracy and assist in correction of errors.

b. Assist in preparation of annual audit conducted by independent Certified Public Accounting firm.

6. Prepare and present the full annual budget to the Village Board by dates outlined by the Village Board and State Statutes, including publishing notices and other tasks.

7. Assist in preparation of and/or prepare other financial reports to internal and external parties (departments, Village Board, committees, State agencies).

8. Perform internal audit functions such as review of departmental internal controls, reconciliations, cash counts and specific requests.

9. Perform Village accounting functions using appropriate software (Work Horse Applications, Word and Excel) and provide technical support to departments.
10. Oversee accuracy of utility billing process.

11. In the absence of the Administrator/ Deputy Clerk/ Deputy Treasurer, perform payroll functions including timecard review, process payroll, and electronic payments for federal, FICA and State taxes. Prepare and submit periodic reports to include the federal and social security taxes, state withholding taxes, unemployment compensation.

12. Accumulate and analyze financial data and make recommendations for special assigned projects.

B. ESSENTIAL FUNCTIONS: Deputy Clerk

1. Election administration support
2. Website management
3. Municipal Code updates
4. Licensing for alcohol, tobacco, dogs
5. Perform confidential duties involving litigation, personnel issues, and closed session meetings as assigned.
6. Responsible to know and practice the Safety policies of the Village. Perform all job tasks in a safe and prescribed manner.
7. Assist with agenda and meeting packet preparation for Village Board and various other committees.
8. Night meetings as required.
9. Back up answering telephones and assisting customers at the front desk.
10. Any other duties as may be assigned.

EXPERIENCE, TRAINING, QUALIFICATIONS

Municipal government experience and an Associate Degree in Accounting or related field or equivalent is required. Working knowledge of computers and software (Word, Excel) and the ability to learn upgrades as they occur; data entry experience required. Ability to become proficient with Work Horse Accounting software within 4 months of hire. Proficiency using a calculator required. The ability to work under pressure, independently, and pay attention to detail, is required. Basic everyday living skills are needed, as is the ability to understand and follow oral and written directions and to communicate effectively, verbally and in writing. Reading, writing, adding, and subtracting is needed for maintaining and creating various reports, data entry and general accounting. The ability to maintain confidentiality is critical.

Basic office equipment used: computer terminal and printing equipment, FAX machine, copy machine, calculator, typewriter, and telephone.

PHYSICAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS

Seventy-five percent (75%) of the time is spent sitting and using near vision. Over fifty percent (50%) of the time is spent talking, hearing, medium and high fingering (writing and typing). Ten percent (10%) of the time is spent standing, walking, climbing (ascending or descending steps), using far vision, reaching, feeling, low, medium, and high lifting and carrying. In unusual situations, stooping, kneeling, crouching, bending/twisting, low and medium pushing/pulling may be used.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Village retains and reserves any or all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

The Village of Cambridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

______________________	______________________
Employee's Signature	Supervisor's Signature
______________________	______________________
Date	Date

Revised 2/2023

Lisa Moen

From: Paula hollenbeck
Sent: Monday, October 14, 2024 4:12 PM
To: Lisa Moen
Subject: items to address financial situation

Hello Lisa, These are the items I will be talking to at the board meeting next week. Can you please include these in the packet?

Items discussed by the Audit and Finance Committee to address the 2024 budget shortfalls

1. Recognize that some of the shortfalls are due to the Village using General Fund dollars to pay for Capital Expenditures:
   a. Payment for Capital expenditures will be made using borrowed dollars vs. General Fund dollars
2. Outside of Public Safety costs (police, fire, EMS), Salary and benefits for staff are the next largest areas of spend.

   a. No overtime for staff except for emergencies like snowplowing
   b. No replacement of the FTE position vacated with the resignation of the Public Works Director
   c. Review of staffing for the 2 part-time employees
3. No discretionary spending for the remainder of the year
4. Look into instituting a "Friends of the Village" creative funding for constituent facing items

   a. For items like flowers on Main Street, ask for a volunteer to coordinate the collection of donations to pay for the items.

Paula Hollenbeck
Trustee, Village of Cambridge
608-5760347

Lisa Moen

From: Paula hollenbeck
Sent: Tuesday, October 15, 2024 1:12 PM
To: Lisa Moen
Subject: Notes from Audit and Finance for follow up

Hello Lisa,

Here are some notes from the meeting last night. please disseminate as you deem appropriate.

For Public Works Committee

1. Give a copy of the document Jae provided last night
2. Consider reducing the yard waste and compost pick up since we will be done an FTE
3. If you are going to implement a sidewalk plan for 2025, we may need to borrow the money. Our budget recommendation to the board will not include anything in the budget for that item.
4. The Park Impact fee coming in from the apartments coming into the Vineyard area is for all parks, not just LBK park. Please consider some of the repairs/improvements needed in other parts of the Village when looking at spending those dollars. We reduced the amount in the budget recommendation for the parks repair and maintenance.

Remove the soda machine from the lower level of the Amundson center. There was a question if the amounts we are receiving from the machine is paying for the costs to maintain it (electricity, staff time, soda products).

Two items from the budget recommendation will need addressing, perhaps from the "friends of Cambridge". These are the Main Street Flowers and the Holiday decorations. Previous years had these items at a combined $3000 price and the Committee felt this is something we should see if the community can support with donations.

Thank you!

Paula Hollenbeck
Trustee, Village of Cambridge
608-5760347

10-15-2024 Jae Ames

RE: 2025 Budget

What the proposed budget cuts will do for municipal services in the Village of Cambridge.

1. Snow removal will take much longer, and require overtime. This is a safety issue as we now maintain Co B and PQ in the Village
2. Village Compost and Brush removal will need to be reduced to spring and fall. (2 times per year)
3. We will need to reduce the hours the compost site is open.
4. We will no longer have the staff to paint crosswalks on HWY 12 and Co. B and PQ (at times it requires 3 Flaggers and 1 painter)
5. We will no longer have enough staff to do extra projects (Retaining wall and plantings, Camera system) There are many extra projects we would like to do, to move the Village forward and make it a better place for the residents, and visitors.
6. We will have to limit how many replacement and new trees we do per year.
7. If a street worker has to help with Water or Sewer work it will delay other work from getting done.
8. You may need to increase the tree budget if we don't have enough staff to do tree removal.
9. Sidewalks will not be cleared in time for students walking to school.
10. Help with Fire Fest will be reduced.
11. The Village Board will have to set priorities.
12. Residents should expect their questions and phone calls to take longer for responses.
13. Also compensation for the on call phone and potential Interim DPW Director

This is a partial list and there maybe other issues we face.

We are totally opposed to any elimination of Lee Farrar or Judy Pickett and formally request an additional part-time DPW position for snow removal and any other emergency needs until the DPW Directors position is filled.
Also
We are trying to work with Village Committees and the Board for the best outcome for all.

Please advise

REVENUES

TAXES

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual 7/31/24	2024 Project Year-End	2025 Proposed Budget
100-00-41110-000-000	GENERAL PROPERTY TAX	807,390.00	802,355.96	817,338.00	927,338.00	0.00	957,675.00	1,629,145.78	1,629,145.78	1,629,145.78	1,647,798.00
100-00-41116-000-000	OMMITTED PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-00-41123-000-000	GENERAL PROPERTY TAX - TIF 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-00-41310-000-000	PAYMENT IN LIEU OF TAXES	96,000.00	91,485.53	96,000.00	87,042.00	92,000.00	88,456.00	92,000.00	0.00	92,000.00	92,000.00
100-00-41490-000-000	DELINQUENT TAX COLLECTED	0.00	3,957.29	5,000.00	454.02	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00
100-00-41800-000-000	INTEREST ON TAXES	0.00	95.96	150.00	0.01	0.00	42.59	0.00	0.00	0.00	0.00
	TOTAL	903,390.00	897,894.74	918,488.00	1,014,834.03	93,000.00	1,046,173.59	1,722,145.78	1,629,145.78	1,722,145.78	1,740,798.00

General	Debt	Library
$ 991,563.00	551,235.00	$ 105,000

SPECIAL ASSESSMENTS

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual 7/31/24	2024 Project Year-End	2025 Proposed Budget	
100-00-42300-000-000	SPEC ASSESSMENTS STREETS	17,802.00	17,831.00	17,572.00	22,094.89	15,792.00	20,373.53	15,792.00	0.00	15,792.00	15,792.00	Was not put on taxes
100-00-42390-000-000	INTEREST ON SPEC. ASSESSMENTS	0.00	156.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL	17,802.00	17,987.00	17,572.00	22,094.89	15,792.00	20,373.53	15,792.00	0.00	15,792.00	15,792.00	

INTERGOVERNMENTAL REVENUES

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual 7/31/24	2024 Project Year-End	2025 Proposed Budget
100-00-43300-000-000	FEDERAL AID - ARPA	1,000.00	5,477.28	80,000.00	37,245.95	0.00	0.00	0.00	0.00	0.00	0.00
100-00-43410-000-000	STATE SHARED REVENUES	59,480.00	54,579.94	55,000.00	55,801.49	50,559.00	55,519.75	118,164.65	17,552.74	118,164.65	122,240.34
100-00-43415-000-000	EXPENDITURE RESTRAINT PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-00-43420-000-000	STATE AID/FIRE INSURANCE	7,405.00	8,020.40	8,600.00	8,358.43	8,600.00	10,359.28	9,000.00	9,000.00	9,000.00	9,000.00
100-00-43430-000-000	EXEMPT COMPUTER AIDS	676.00	676.56	1,000.00	676.56	1,572.00	676.56	676.56	1,572.41	1,572.41	1,354.00
100-00-43435-000-000	PERSONAL PROPERTY AID	2,815.00	2,815.21	3,000.00	3,098.33	3,500.00	3,098.33	3,097.52	0.00	3,097.52	4,263.02
100-00-43530-000-000	STATE AID/LOCAL STREETS	111,552.00	111,581.41	121,306.00	120,969.16	121,226.00	121,242.80	125,430.07	94,990.83	125,430.07	121,087.21
100-00-43534-000-000	LRIP GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-00-43545-000-000	STATE RECYCLING GRANTS	0.00	0.00	0.00	3,950.11	4,000.00	3,952.32	4,000.00	0.00	4,000.00	4,000.00
100-00-43550-000-000	STATE AIDS - PETROLEUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-00-43560-000-000	ELECTION GRANT FUNDS	0.00	0.00	0.00	246.83	0.00	600.00	0.00	167.07	167.07	0.00
100-00-43565-000-000	COVID-19 GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-00-43690-000-000	PASSTHRU - EMS	0.00	5,207.00	0.00	12,496.56	0.00	0.00	0.00	7,171.43	7,171.43	7,000.00
100-00-43700-000-000	GRANTS: PLANNING	0.00	0.00	0.00	56,643.44	0.00	0.00	0.00	0.00	0.00	0.00
100-00-43705-000-000	CAMBRIDGE FOUNDATION	0.00	5,738.00	0.00	14,703.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	182,928.00	194,095.80	268,906.00	314,189.86	189,457.00	195,449.04	260,368.80	130,454.48	268,603.15	268,944.57

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget
	LICENSES & PERMITS										
100-00-44110-000-000	LIQUOR LICENSE	6,500.00	6,740.00	6,500.00	8,349.49	7,000.00	8,187.80	8,000.00	8,265.20	8,265.20	**8,200.00**
100-00-44120-000-000	OPERATORS LICENSE	2,200.00	1,350.00	1,600.00	2,130.00	2,000.00	2,160.00	2,000.00	1,665.00	2,000.00	**2,000.00**
100-00-44121-000-000	CIGARETTE LICENSE	500.00	600.00	600.00	800.00	800.00	600.00	600.00	610.00	610.00	**610.00**
100-00-44150-000-000	OTHER BUSINESS & OCCP LICENSES	100.00	720.00	750.00	1,030.00	1,000.00	1,040.00	1,000.00	900.00	1,000.00	**1,000.00**
100-00-44200-000-000	DOG LICENSE	900.00	864.92	900.00	2,274.75	2,000.00	2,315.11	2,000.00	2,402.37	2,402.37	**2,500.00**
100-00-44200-100-000	CAT LICENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-44300-000-000	BUILDING PERMITS	31,000.00	71,224.26	34,984.00	22,397.80	30,000.00	85,899.09	39,500.00	81,441.01	90,000.00	**39,500.00**
100-00-44400-000-000	ZONING PERMITS	700.00	1,875.00	1,650.00	426.00	1,500.00	1,750.00	1,500.00	350.00	1,500.00	**1,000.00**
100-00-44500-000-000	PARK IMPACT FEE	3,000.00	1,402.50	1,500.00	12,365.01	1,500.00	0.00	15,000.00	0.00	18,288.00	**15,000.00**
	TOTAL	44,900.00	84,776.68	48,484.00	49,773.05	45,800.00	101,952.00	69,600.00	95,633.58	124,065.57	**69,810.00**
	FINES, FORFEITS & PENALTIES										
100-00-45100-000-000	COURT FINES/PENALTIES	12,500.00	9,786.40	8,802.00	14,988.39	10,000.00	4,582.52	10,000.00	14,778.94	17,000.00	**10,000.00**
100-00-45220-000-000	JUDGEMENTS & DAMAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
	TOTAL	12,500.00	9,786.40	8,802.00	14,988.39	10,000.00	4,582.52	10,000.00	14,778.94	17,000.00	**10,000.00**
	PUBLIC CHARGES FOR SERVICES										
100-00-46100-000-000	GENERAL GOV CHARGES SPECIALS	2,200.00	3,917.55	3,500.00	3,501.82	3,000.00	2,063.90	3,000.00	3,499.82	5,000.00	**3,000.00**
100-00-46200-000-000	PARK USE FEES	100.00	50.00	100.00	125.00	100.00	300.00	100.00	75.00	100.00	**100.00**
100-00-46310-000-000	TWN OF OAKLAND - HWY AID	1,800.00	1,808.76	1,800.00	9,697.02	1,800.00	1,600.57	1,800.00	0.00	1,800.00	**1,800.00**
100-00-46320-000-000	MOWING/WEEDS/SNOW RMVAL CHARGE	2,000.00	2,503.21	2,500.00	0.00	2,500.00	0.00	2,500.00	900.00	2,500.00	**1,500.00**
100-00-46430-000-000	RECYCLING REVENUES	0.00	0.00	0.00	222.00	500.00	315.00	400.00	4,271.24	4,271.24	**500.00**
100-00-46500-000-000	WTR & SWR RENT TO VILLAGE	14,400.00	14,400.00	14,400.00	27,000.00	14,400.00	28,451.70	27,000.00	0.00	27,000.00	**27,000.00**
100-00-46710-000-000	LIBRARY - GIFTS/DONATIONS								371.00		
	TOTAL	20,500.00	22,679.52	22,300.00	40,545.84	22,300.00	32,731.17	34,800.00	9,117.06	40,671.24	**33,900.00**
	INTERGOV'T CHARGES FOR SERVICES										
100-00-47500-000-000	Reimb. From Deerfield PD/Court	11,500.00	13,654.80	25,000.00	14,284.12	16,000.00	9,430.75	16,000.00	6,401.98	16,000.00	**16,000.00**
100-00-47600-000-000	Reim. From School for SRO	1,200.00	2,138.47	2,000.00	1,058.43	2,200.00	573.43	2,200.00	488.96	2,200.00	**2,200.00**
	TOTAL	12,700.00	15,793.27	27,000.00	15,342.55	18,200.00	10,004.18	18,200.00	6,890.94	18,200.00	**18,200.00**

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget
	CONTRIBUTED CAPITAL										
100-00-48100-000-000	INTEREST ON INVEST	20,000.00	1,647.94	1,750.00	17,743.87	5,000.00	61,846.01	20,000.00	5,557.11	20,000.00	**15,000.00**
100-00-48150-000-000	TRANSFER EC DEV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-48200-000-000	COMMUNITY CENTER REVENUE	800.00	530.00	700.00	610.00	2,000.00	1,440.00	1,500.00	1,210.00	1,500.00	**1,800.00**
100-00-48210-000-000	RENT OF VILLAGE PROPERTY/SIGNS	15,500.00	12,350.00	15,500.00	12,160.32	13,000.00	9,674.28	12,500.00	0.00	12,500.00	**12,500.00**
100-00-48220-000-000	CABLE TV LAND LEASE	0.00	10,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	**1,000.00**
100-00-48230-000-000	LAND RENTAL	0.00	2,000.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	**4,000.00**
100-00-48300-000-000	SALE OF VILLAGE PROPERTY	0.00	19,038.40	0.00	8,309.40	2,000.00	0.00	2,000.00	0.00	2,000.00	**2,000.00**
100-00-48400-100-000	INSURANCE DIVIDENDS/PREM REIMB	2,000.00	1,727.00	2,000.00	1,058.00	2,000.00	3,045.00	2,000.00	2,522.00	2,522.00	**2,500.00**
100-00-48505-000-000	EMPLOYEE CONTRIB TO INS PREM	15,750.00	19,891.69	14,200.00	17,185.70	20,000.00	12,256.07	15,129.00	8,161.20	15,129.00	**11,000.00**
100-00-48510-000-000	CAMBRIDGE FOUNDATION GIFT	0.00	13,150.00	0.00	0.00	0.00	22,510.00	0.00	48,304.00	48,304.00	**0.00**
100-00-48600-000-000	DONATIONS	0.00	1,200.00	100.00	93.35	100.00	0.00	0.00	72.00	72.00	**0.00**
100-00-48600-100-000	LBK DONATIONS						10,010.00		0.00	0.00	
100-00-48700-000-000	ECON DEVELOP DONATIONS	0.00	20.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	**0.00**
100-00-48800-100-000	VINEYARDS DEV AGRMT PAYMENTS	0.00	99,953.78	27,000.00	129,909.56	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-48810-100-000	DANCING GOAT REIM.FOR CHARGES	0.00	0.00	0.00	49.86	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-48900-000-000	MISCELLANEOUS REVENUES	500.00	7,467.66	7,000.00	31,337.01	7,000.00	22,273.89	7,000.00	(703.41)	0.00	**0.00**
100-00-48900-100-000	WEDC Grant: Rowe In/Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	**0.00**
100-00-48900-200-000	DO NOT USE -BIKE TRAIL COM REV	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	TOTAL	54,550.00	188,976.47	73,300.00	222,457.07	56,150.00	143,055.25	65,129.00	65,122.90	107,027.00	**49,800.00**
	Misc & Other Financing Sources										
100-00-48900-200-000	DO NOT USE -BIKE TRAIL COM REV	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
	FRIENDS OF CAMBRIDGE LIBRARY										
100-00-49000-000-000	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-49000-100-000	FUND BALANCE APPLIED - GENL	0.00	0.00	0.00	0.00	301,019.00	0.00	0.00	0.00	0.00	**0.00**
100-00-49100-000-000	LONG TERM DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-49802-000-000	TRANSFERS FROM TID 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-49804-000-000	TRANSFERS FROM TID #4	0.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	**0.00**
	TOTAL	0.00	5,000.00	0.00	5,000.00	301,019.00	0.00	0.00	0.00	0.00	**0.00**
TOTAL REVENUES		1,249,270.00	1,436,989.88	1,384,852.00	1,699,225.68	751,718.00	1,554,321.28	2,399,444.58	1,951,143.68	2,313,504.74	**2,207,244.57**

EXPENSES

GENERAL GOVERNMENT

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget	
100-00-51100-130-000	LEGISLATIVE - FRINGES	600.00	680.49	600.00	513.85	600.00	494.19	0.00	301.41	500.00	**500.00**	
100-00-51100-140-000	LEGISLATIVE - PER DIEMS	6,000.00	8,820.00	8,000.00	6,728.20	7,000.00	6,477.55	7,000.00	3,880.00	7,000.00	**7,000.00**	
100-00-51100-390-000	LEGISLATIVE - SUPPLY & EXPENSE	2,000.00	2,594.76	2,500.00	2,481.08	2,500.00	2,387.97	2,500.00	2,216.34	2,500.00	**1,000.00**	
100-00-51120-130-000	CMTE - PER DIEM FRINGES	50.00	87.32	50.00	73.21	50.00	47.43	50.00	56.16	50.00	**50.00**	
110-00-51200-000-000	MUNICIPAL COURT - WAGES											
100-00-51120-140-000	COMMITTEES PER DIEM	1,000.00	2,260.00	1,000.00	2,520.00	2,000.00	2,080.00	2,000.00	1,380.00	2,000.00	**2,000.00**	
100-00-51200-110-000	COURT - SALARIES	4,326.00	3,847.00	4,326.00	4,206.00	4,300.00	4,200.00	4,200.00	2,450.00	4,200.00	**4,200.00**	
100-00-51200-120-000	COURT - HOURLY WAGES	10,300.00	7,254.00	9,500.00	6,803.30	7,000.00	6,343.71	10,000.00	4,481.33	10,000.00	**10,200.00**	2% increase
100-00-51200-130-000	COURT - FRINGES	1,120.00	876.32	900.00	661.73	700.00	806.65	1,086.00	530.28	1,086.00	**1,090.00**	
100-00-51200-210-000	COURT - FISCAL AGENT REIMB	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**	
100-00-51200-330-000	COURT - TRAINING	800.00	1,140.94	800.00	572.84	700.00	1,167.60	800.00	1,236.48	1,236.48	**800.00**	
100-00-51200-390-000	COURT - SUPPLY & EXPENSE	4,344.00	2,573.76	3,100.00	3,149.43	3,000.00	2,711.91	4,384.00	2,105.27	4,384.00	**4,639.00**	
100-00-51200-395-000	COURT - REFUND FINES FEES	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	**1,500.00**	
100-00-51200-399-000	COURT LEGAL WORK	800.00	2,457.50	2,200.00	1,413.43	2,000.00	2,102.97	2,000.00	3,180.00	3,500.00	**2,000.00**	
100-00-51200-400-000	RESTITUTION	0.00	150.58	200.00	411.32	200.00	0.00	200.00	310.59	400.00	**200.00**	
100-00-51300-210-000	VILLAGE LEGAL WORK	4,000.00	71,688.57	8,000.00	49,097.84	15,000.00	50,546.63	30,000.00	46,651.51	63,000.00	**50,000.00**	
100-00-51300-390-000	VINEYARDS DISTILLERY - LEGAL	0.00	6,626.26	1,000.00	3,704.00	3,600.00	1,614.00	0.00	62.00	62.00	**0.00**	
100-00-51310-210-000	VILLAGE LEGAL-SOLAR	0.00	0.00	0.00	45,336.10	0.00	0.00	0.00	0.00	0.00	**0.00**	
100-00-51410-110-000	PRESIDENT - SALARIES	3,708.00	3,708.00	3,708.00	3,708.00	3,708.00	3,708.00	3,708.00	2,163.00	3,708.00	**3,708.00**	
100-00-51410-130-000	PRESIDENT FRINGE BENEFITS	290.00	283.68	290.00	283.68	290.00	283.68	290.00	165.48	290.00	**200.00**	
100-00-51410-390-000	PRESIDENT - SUPPLY & EXPENSE	500.00	542.00	500.00	0.00	500.00	193.70	500.00	0.00	500.00	**200.00**	
100-00-51420-110-000	ADMIN - SALARIES	82,662.00	132,483.87	116,048.00	126,538.21	129,792.00	122,308.04	130,424.00	75,244.80	130,424.00	**133,025.00**	
100-00-51420-115-000	ADMIN - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**	
100-00-51420-120-000	ADMIN - HOURLY WAGES	28,572.00	6,362.02	30,675.00	32,049.71	32,048.00	36,340.79	36,342.00	21,507.29	36,342.00	**39,867.00**	
100-00-51420-130-000	ADMIN - FRINGES	14,921.00	18,054.81	21,181.00	20,325.46	22,037.00	19,994.15	12,757.60	12,872.20	12,757.00	**13,226.24**	
100-00-51420-131-000	ADMIN - MEDICARE REIMBURSEMENT	0.00	1,031.28	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**	
100-00-51420-133-000	ADMIN - HEALTH/DENTAL INS	27,287.00	48,863.97	40,500.00	66,165.93	41,865.00	36,641.93	44,965.00	22,008.77	44,965.00	**32,830.92**	
100-00-51420-134-000	ADMIN - FLEX BEN	260.00	359.21	250.00	5,837.40	500.00	6,619.12	500.00	5,218.07	6,000.00	**0.00**	
100-00-51420-135-000	ADMIN - LIFE INS	414.00	740.08	414.00	1,802.39	1,600.00	1,943.79	1,600.00	1,441.99	1,600.00	**1,600.00**	
100-00-51420-221-000	ADMIN - TELEPHONE/INTERNET	1,300.00	1,721.52	1,350.00	4,040.82	3,000.00	3,640.39	3,000.00	2,162.37	3,000.00	**3,000.00**	
100-00-51420-240-000	ADMIN - MAINT & REPAIR	1,200.00	2,024.35	1,200.00	3,361.04	1,800.00	3,270.99	2,200.00	1,616.18	2,200.00	**2,200.00**	
100-00-51420-250-000	ADMIN - WDOJ TIME SYSTEM	400.00	280.00	400.00	406.00	400.00	329.00	400.00	385.00	400.00	**400.00**	
100-00-51420-280-000	ADMIN - COMPUTER MAINT/REPAIR	6,500.00	7,260.00	10,000.00	8,978.96	15,000.00	15,462.54	15,000.00	5,716.04	15,000.00	**15,000.00**	
100-00-51420-310-000	ADMIN - OFFICE SUPPLY	1,000.00	1,561.18	1,000.00	1,939.87	1,500.00	1,638.92	1,800.00	145.38	1,800.00	**1,800.00**	
100-00-51420-311-000	ADMIN - POSTAGE	1,000.00	1,133.91	1,000.00	2,058.62	1,500.00	1,298.09	1,500.00	652.39	1,500.00	**1,500.00**	
100-00-51420-320-000	ADMIN - SUBSCR/PRINTING	250.00	304.45	250.00	491.96	500.00	935.90	8,000.00	254.70	8,000.00	**1,000.00**	
100-00-51420-330-000	ADMIN TRAINING/MILEAGE	3,800.00	1,663.33	1,500.00	2,805.74	2,000.00	2,443.52	2,500.00	1,118.85	2,500.00	**2,500.00**	
100-00-51420-390-000	ADMIN - SUPPLY & EXPENSES	300.00	365.00	300.00	2,734.20	500.00	1,461.43	600.00	898.67	1,000.00	**1,000.00**	
100-00-51425-000-000	PUBLICATION/HEARING NOTICES	1,200.00	1,040.54	1,200.00	5,586.49	1,200.00	1,612.74	1,200.00	518.58	1,200.00	**1,200.00**	
100-00-51440-120-000	POLL WORKER WAGES	600.00	1,476.14	3,500.00	2,697.31	2,800.00	2,520.00	3,500.00	1,146.00	3,500.00	**2,500.00**	
100-00-51440-390-000	ELECTIONS - SUPPLY & EXPENSE	3,100.00	2,644.15	8,000.00	3,115.35	3,000.00	3,267.37	7,000.00	3,743.14	70,000.00	**3,000.00**	
100-00-51510-210-000	AUDIT & ACCOUNTING	12,500.00	11,350.00	8,500.00	9,517.50	9,550.00	32,317.85	10,500.00	11,907.42	13,000.00	**12,000.00**	

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget
100-00-51520-290-000	CONTRACTED SERVICES	7,000.00	24,833.22	10,000.00	28,189.35	25,000.00	33,267.89	25,000.00	3,642.48	25,000.00	**20,000.00**
100-00-51530-210-000	ASSESSOR - CONTRACT FEE	9,900.00	9,900.00	8,000.00	11,880.00	15,400.00	15,400.00	15,400.00	12,320.00	15,400.00	**15,400.00**
100-00-51530-390-000	ASSESSOR - SUPPLY & EXPENSE	50.00	158.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-51532-140-000	BOARD OF REVIEW - PER DIEM	80.00	40.00	80.00	40.00	50.00	40.00	50.00	60.00	60.00	**60.00**
100-00-51532-390-000	BOARD OF REVIEW - EXPENSES	0.00	228.43	250.00	1,000.00	150.00	0.00	150.00	0.00	150.00	**0.00**
100-00-51600-120-000	MUN BLDG - HOURLY WAGES	7,420.00	4,750.06	0.00	1,934.41	2,000.00	5,847.29	0.00	5,106.01	5,106.00	**0.00**
100-00-51600-130-000	MUN BLDG - FRINGES	1,069.00	584.63	0.00	257.58	200.00	805.04	200.00	706.75	706.00	**0.00**
100-00-51600-220-000	MUN BLDG - UTILITIES	14,000.00	14,285.40	13,000.00	16,546.82	15,000.00	15,454.43	15,000.00	11,114.01	15,000.00	**15,000.00**
100-00-51600-240-000	MUN BLDG - MAINT & REPAIR	6,000.00	8,060.44	12,000.00	45,194.25	8,000.00	11,743.22	8,000.00	8,483.20	9,000.00	**8,000.00**
100-00-51600-390-000	MUN BLDG - SUPPLIES	3,000.00	2,004.29	2,500.00	3,640.51	3,000.00	2,811.25	2,500.00	1,527.16	2,500.00	**2,500.00**
100-00-51610-000-000	MUNICIPAL BLDG - OTHER	100.00	117.23	273.00	82.85	0.00	66.71	200.00	0.00	200.00	**0.00**
100-00-51810-150-000	UNEMPLOYMENT COMPENSATION	0.00	50.00	50.00	0.00	0.00	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	0.00	0.00	0.00	0.00	**0.00**
100-00-51920-000-000	TAX REFUNDS	0.00	(152.84)	0.00	0.00	0.00	0.00	0.00	2,229.68	2,229.00	**0.00**
100-00-51930-510-000	INSURANCE - PROPERTY	13,000.00	3,361.61	11,500.00	3,395.81	6,000.00	4,629.61	6,000.00	6,000.00	6,000.00	**2,500.00**
100-00-51930-511-000	INSURANCE - LIABILITY	10,600.00	14,583.03	12,000.00	17,902.55	17,000.00	8,765.50	17,000.00	17,000.00	17,000.00	**6,000.00**
100-00-51930-512-000	WORKER'S COMP	12,900.00	5,028.09	10,600.00	3,207.31	3,300.00	4,119.39	4,000.00	7,516.67	7,516.00	**4,000.00**
100-00-51980-000-000	CONTINGENCY FUND	0.00	4,396.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-51990-000-000	SUNDRY EXPENSES	100.00	2,282.94	300.00	665.57	500.00	1,100.29	1,000.00	1,710.23	1,710.00	**500.00**
	TOTAL	312,323.00	450,824.97	375,595.00	566,053.98	419,340.00	483,594.47	458,463.00	317,143.88	568,681.48	430,896.16

PUBLIC SAFETY

100-00-52100-120-000	POLICE - WAGES OT	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	**0.00**
100-00-52100-210-000	POLICE - LEGAL	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	**0.00**
100-00-52100-245-000	POLICE - DANE COM EXPENSE	2,937.00	2,143.00	2,673.00	2,482.00	2,673.00	4,177.05	3,500.00	0.00	3,500.00	**0.00**
100-00-52100-290-000	Dane County Sheriffs Contract	241,505.00	170,764.04	226,175.00	198,227.38	266,983.00	188,058.14	276,113.27	124,129.28	276,113.00	**286,030.49**
100-00-52100-310-000	POLICE - INTERNET	450.00	547.47	450.00	768.72	700.00	660.00	700.00	385.00	700.00	**700.00**
100-00-52100-370-000	POLICE - SQUAD GAS/OIL	4,500.00	5,494.26	4,500.00	11,836.35	5,500.00	6,693.23	5,500.00	2,447.94	5,500.00	**5,500.00**
100-00-52100-390-000	POLICE - PHONES & SUPPLIES	2,000.00	2,869.87	2,500.00	1,972.89	2,000.00	1,599.78	2,000.00	1,170.37	2,000.00	**2,000.00**
100-00-52100-511-000	POLICE - LIABILITY INSUR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-52200-000-000	FIRE DEPT. 2% FIRE DUES	7,405.00	8,020.40	8,600.00	8,358.43	8,600.00	10,359.28	9,000.00	0.00	10,359.28	**9,000.00**
100-00-52200-290-000	FIRE/EMS - VILLAGE SHARE	184,510.00	189,717.34	191,017.00	251,267.96	251,080.00	251,080.16	251,080.00	126,540.08	251,080.00	**251,080.00**
100-00-52220-000-000	FIRE PROTECTION-HYDRANT RENTAL	155,871.00	160,547.00	155,871.00	167,772.00	160,000.00	167,772.00	160,000.00	0.00	160,000.00	**160,000.00**
100-00-52400-000-000	PLBG. & BLDG. INSPECTIONS	23,200.00	57,664.48	25,000.00	19,196.06	8,000.00	32,119.59	31,600.00	7,209.66	31,600.00	**30,000.00**
100-00-52410-000-000	ZONING ADMINISTRATION CHARGES	0.00	4.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-52420-000-000	EROSION CONTROL MONITORING	0.00	886.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
	TOTAL	622,378.00	598,658.31	616,786.00	661,881.79	705,536.00	663,281.73	739,493.27	261,882.33	740,852.28	744,310.49

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget
	PUBLIC WORKS										
100-00-53100-215-000	ENGINEERING SERV	0.00	10,886.00	0.00	47,462.40	30,000.00	0.00	30,000.00	24,630.24	30,000.00	**20,000.00**
100-00-53311-115-000	PUBLIC WORKS - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-53311-120-000	PUBLIC WORKS - HOURLY WAGES	49,192.00	65,815.10	73,215.00	88,348.01	126,532.00	122,646.44	122,830.00	84,464.01	122,830.00	**124,793.00**
100-00-53311-130-000	PUBLIC WORKS - FRINGES	7,084.00	9,117.40	17,000.00	25,304.85	10,752.00	17,315.86	16,729.00	12,095.57	16,729.00	**9,546.66**
100-00-53311-133-000	PUBLIC WORKS - HEALTH/DENTAL	24,012.00	23,593.59	24,000.00	31,309.04	27,539.00	42,727.37	49,264.00	27,288.24	49,264.00	**33,480.84**
100-00-53311-134-000	PUBLIC WORKS - FLEX BEN	150.00	66.12	150.00	43.20	100.00	15.70	0.00	130.62	200.00	**0.00**
100-00-53311-135-000	PUBLIC WORKS - LIFE INS	90.00	159.23	100.00	416.79	400.00	748.53	0.00	409.02	500.00	**400.00**
100-00-53311-220-000	PUBLIC WORKS - UTILITY & PHONE	6,800.00	9,317.81	7,500.00	12,991.03	12,000.00	12,794.85	12,000.00	7,893.92	12,000.00	**12,000.00**
100-00-53311-230-000	PUBLIC WORKS - TREE & BRUSH	11,750.00	3,847.27	9,000.00	7,840.08	10,000.00	14,148.71	20,000.00	13,558.87	20,000.00	**15,000.00**
100-00-53311-235-000	PUBLIC WORKS - DNR ASH BORER	750.00	309.99	750.00	2,412.40	1,750.00	0.00	0.00	0.00	0.00	**0.00**
100-00-53311-280-000	PUBLIC WORKS - COMPUTER MAINT	0.00	471.00	0.00	0.00	500.00	0.00	1,500.00	570.60	1,500.00	**1,500.00**
100-00-53311-340-000	PUBLIC WORKS - SHOP SUPPLIES	1,500.00	2,812.24	2,900.00	7,482.58	4,000.00	2,346.00	4,000.00	2,272.54	4,000.00	**4,000.00**
100-00-53311-350-000	PUBLIC WORKS - EQUIP/VEHIC REP	15,000.00	10,466.54	10,000.00	9,648.73	6,000.00	4,698.49	10,000.00	6,511.41	10,000.00	**10,000.00**
100-00-53311-351-000	PUBLIC WORKS - VEHICLE REPAIRS	0.00	56.52	0.00	1,848.36	0.00	5,708.44	0.00	266.67	400.00	**0.00**
100-00-53311-360-000	PUBLIC WORKS - SUPPLIES	0.00	2,614.43	0.00	427.35	0.00		0.00	460.76	600.00	**0.00**
100-00-53311-370-000	PUBLIC WORKS - FUEL	8,000.00	9,591.40	8,000.00	21,797.24	12,000.00	14,849.81	18,000.00	5,534.63	18,000.00	**15,000.00**
100-00-53311-371-000	PUBLIC WORKS - STREET SIGNS	750.00	5,280.96	1,275.00	1,907.79	1,000.00	2,515.41	2,000.00	229.15	2,000.00	**1,000.00**
	TRAINING										700.00
100-00-53311-390-000	PUBLIC WORKS - MISC	1,550.00	3,991.17	1,000.00	2,640.39	1,000.00	1,303.97	1,000.00	2,217.73	1,000.00	**1,000.00**
100-00-53311-391-000	PUBLIC WORKS - ROAD SALT	13,500.00	8,946.92	11,151.00	15,986.43	13,000.00	16,550.33	18,000.00	11,701.69	18,000.00	**18,000.00**
100-00-53311-392-000	PUBLIC WORKS - SEAL COAT/PATCH	15,000.00	1,566.46	19,462.00	1,073.80	1,500.00	1,183.60	1,500.00	434.18	1,500.00	**1,500.00**
100-00-53311-393-000	PUBLIC WORKS - STREET PAINT	800.00	74.97	750.00	750.00	750.00	995.78	1,500.00	0.00	1,500.00	**500.00**
100-00-53311-511-000	INSURANCE - LIABILITY	0.00	0.00	0.00	0.00	0.00	9,296.06	0.00	0.00	0.00	**6,000.00**
100-00-53311-512-000	PUBLIC WORKS - WORKERS COMP	0.00	821.92	900.00	576.93	600.00	3,106.32	0.00	1,220.67	1,220.67	**0.00**
100-00-53311-530-000	PUBLIC WORKS - BLDG SUPPLY/EXP	0.00	9,724.00	250.00	2,864.00	1,500.00	1,923.66	1,500.00	1,829.79	1,500.00	**1,600.00**
100-00-53311-810-000	PUBLIC WORKS - EQUIP DEPREC	0.00	4.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-53311-811-000	PUBLIC WORKS - BOBCAT PROGRAM	3,000.00	2,000.00	3,000.00	0.00	3,000.00	3,500.00	3,500.00	0.00	3,500.00	**0.00**
100-00-53311-823-000	PUBLIC WORKS - STREET OUTLAY	0.00	0.00	0.00	3,200.76	0.00	38,821.00	0.00	0.00	0.00	**0.00**
100-00-53311-824-000	PUB WORKS - EQUIPMENT OUTLAY	2,825.00	2,819.83	1,000.00	0.00	5,000.00	5,143.64	5,500.00	0.00	5,500.00	**0.00**
100-00-53340-100-000	STREETS/ROADS - OTHER	0.00	0.00	0.00	2,949.76	9,000.00	9,000.00	30,000.00	26,235.00	30,000.00	**121,087.21**
100-00-53420-000-000	STREET LIGHTS	21,000.00	25,945.64	21,000.00	29,438.57	25,000.00	27,928.07	25,000.00	12,629.84	25,000.00	**25,000.00**
100-00-53430-000-000	SIDEWALK REPLACEMENT PLAN	1,500.00	3,244.26	2,500.00	2,057.50	5,000.00	0.00	5,000.00	0.00	5,000.00	**0.00**
	TOTAL	184,253.00	213,545.76	214,903.00	320,777.99	307,923.00	359,268.04	378,823.00	242,585.15	381,743.67	**422,107.71**
	DOG LICENSES										
100-00-54200-000-000	DOG LICENSES	0.00	0.00	0.00	1,507.09	0.00	1,508.00	0.00	10.00	0.00	**0.00**
	TOTAL	0.00	0.00	0.00	1,507.09	0.00	1,508.00	0.00		0.00	**0.00**

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget

CULTURE, RECREATION & EDU

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget
100-00-55200-120-000	PARKS - HOURLY WAGES	26,488.00	18,483.15	25,785.00	27,542.85	23,665.00	28,976.36	23,396.00	24,480.58	26,000.00	**0.00**
100-00-55200-130-000	PARK - FRINGES	3,814.00	2,614.16	2,800.00	8,091.26	3,500.00	4,120.37	3,187.00	3,510.95	4,000.00	**0.00**
100-00-55200-133-000	PARK- HEALTH/DENTAL INSUR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-55200-220-000	PARK UTILITIES	725.00	702.83	700.00	2,907.01	1,000.00	944.58	1,000.00	1,004.87	1,200.00	**1,000.00**
100-00-55200-240-000	PARK - NO MOW AREA MAINT	1,000.00	1,435.44	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-55200-245-000	FOUNTAIN MAINTENANCE	700.00	314.49	200.00	0.00	200.00	442.47	200.00	265.58	265.58	**300.00**
100-00-55200-250-000	MAIN STREET MAINT-FLOWERS	2,100.00	1,992.14	1,750.00	1,367.47	1,500.00	1,703.32	2,000.00	1,984.00	2,000.00	**0.00**
100-00-55200-290-000	FISH PONDS - LAGOON RD	700.00	1,766.58	1,500.00	3,481.66	2,500.00	2,304.28	2,500.00	1,262.50	2,500.00	**2,000.00**
100-00-55200-390-000	PARK/PLAYGROUND SUPPLIES	1,000.00	1,545.55	1,200.00	5,363.83	2,500.00	2,035.20	0.00	3,053.74	3,053.74	**0.00**
100-00-55200-825-000	PICNIC TABLE/BENCH REPLACEMENT	100.00	2,778.60	500.00	0.00	500.00	9.80	250.00	0.00	250.00	**100.00**
100-00-55300-000-000	HOLIDAY DECORATIONS	500.00	4,141.68	1,250.00	1,737.73	2,000.00	2,125.97	2,500.00	0.00	2,500.00	**0.00**
100-00-55400-000-000	SENIOR SERVICES	21,759.00	21,759.00	23,334.00	23,096.00	25,109.00	25,179.00	21,674.00	21,674.00	21,674.00	**19,449.00**
100-00-55450-000-000	MED DROP PROGRAM	1,000.00	1,000.00	1,000.00	1,000.00	500.00	0.00	500.00	0.00	500.00	**500.00**
100-00-55500-000-000	FOOD PANTRY CONTRIB	0.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	**250.00**
100-00-55550-000-000	ARTS COUNCIL	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	**250.00**
100-00-55700-000-000	CLEAN SWEEP CONTIBUTION	250.00	0.00	250.00	250.00	250.00	0.00	250.00	250.00	250.00	**250.00**
100-00-55800-000-000	SAFE COMMUNITIES DUES	500.00	500.00	500.00	500.00	500.00	0.00	250.00	0.00	250.00	**250.00**
	TOTAL	61,136.00	59,033.62	63,269.00	75,337.81	64,724.00	67,841.35	58,707.00	57,486.22	65,443.32	**24,349.00**

CONSERVATION & DEVELOPMENT

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget
100-00-56700-130-000	PLANNING - FRINGES	20.00	29.07	20.00	36.72	20.00	38.25	20.00	19.89	20.00	**20.00**
100-00-56700-140-000	PLANNING - PER DIEMS	260.00	380.00	250.00	480.00	350.00	500.00	350.00	260.00	350.00	**350.00**
100-00-56700-210-000	PLANNING - CONSULTING FEES	300.00	1,214.29	750.00	1,594.39	1,500.00	614.43	1,000.00	224.90	1,000.00	**500.00**
100-00-56700-211-000	PLANNING - MAPPING	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	**0.00**
100-00-56700-215-000	PLANNING - DEV PROJECT CONSULT	0.00	0.00	0.00	3,832.85	0.00	0.00	0.00	697.50	697.50	**0.00**
100-00-56700-220-000	MELSTER PROPERTY EXPENSES						14,277.96		3,926.08	3,926.08	**0.00**
100-00-56710-210-000	Econ. Dev. Contract Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-56710-210-100	Econ. Dev. Contract Expenses	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	**0.00**
100-00-56710-220-000	VINEYARDS INCENTIVE PAYMENTS	55,000.00	92,547.83	100,279.00	133,667.28	185,000.00	215,324.34	210,000.00	237,049.12	237,049.12	**210,000.00**
100-00-56710-230-000	DISTILLERY INCENTIVE PAYMENTS	13,000.00	11,416.38	13,000.00	11,731.28	25,000.00	12,518.33	15,000.00	7,209.92	15,000.00	**15,000.00**
100-00-56900-214-110	OTHER DEV BUILD 1	0.00	4,558.75	0.00	0.00	0.00	0.00	0.00		0.00	**0.00**
100-00-56900-220-000	ROW REFUNDS						0.00	0.00	2,000.00	2,000.00	
	TOTAL	68,580.00	110,146.32	114,299.00	151,342.52	211,870.00	244,273.31	226,370.00	251,387.41	260,042.70	**225,870.00**

Library

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget	
	LIBRARY BUDGET REQUEST						105,000.00	105,000.00	105,000.00	105,000.00	**95,000.00**	84,025.00

CAPITAL OUTLAY-Equipment

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget
100-00-57140-000-000	GENERAL GOVT BUILDING OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
100-00-57600-699-000	PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
	TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

Account Number	Short account description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2024 Project Year-End	2025 Proposed Budget	
	DEBT SERVICE											
100-00-58200-618-000	INTEREST- G.O. BOND 2018 HWYPQ	0.00	0.00	0.00	950.00	0.00	0.00	432,588.31	432,588.31	0.00	551,235.00	Ehlers Debt Schedule
100-00-58300-000-000	DEBT ISSUANCE COSTS	0.00	475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100-00-58510-000-000	Foundation Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.39	0.00	0.00	
100-00-58900-100-000	WEDC GRANT EXPENSE	0.00	0.00	0.00	46,646.89	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL	0.00	475.00	0.00	47,596.89	0.00	0.00	432,588.31	432,650.70	0.00	551,235.00	
	TRANSFER TO GENERAL FUND											
100-00-59300-000-000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100-00-59300-250-000	TRANSFER TO ECONOMIC DEVELOP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100-00-59350-000-000	TRANSF TO GARBAGE/RECYCLE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100-00-59500-000-000	ADVANCE REFUNDING - LOANS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSES		1,248,670.00	1,432,683.98	1,384,852.00	1,824,498.07	1,709,393.00	1,924,766.90	2,399,444.58	1,668,135.69	2,121,763.45	2,493,768.36	
									283,007.99	474,749.28	(286,523.79)	

Dancing Goat Distillery Proposed Monitoring Plan for Wastewater Discharges

September ~~5~~24, 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 ¼ 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 for these processes to internally clean tanks 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. Upon request to DG Distillery, ~~T~~the Village and COWC shall be granted access to the DG Distillery during reasonable business hours 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 immediately 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~~may sample wastewater in the right of way within the Village of Cambridge in accordance with Village Ordinance 13.16. ~~the~~ In the event the Village samples manholes outside of the DG Distillery's facility, ~~. T~~the Village staff will reasonably notify the DG Distillery prior to ~~of~~ a Village sampling event. The DG Distillery ~~can~~ may 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 related to Process Wastewater to the Village and COWC staff.

b. ~~As stated above in paragraph 2.d,~~ Village and COWC personnel ~~will~~ shall 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:

- 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.

- 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 t~~The Village ~~and COWC staff.~~retains all authority in Village Ordinance 13.16 to administer its sewer service system and this Monitoring Plan to address Process Wastewater is not a waiver or limitation of this authority.

    ~~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

____
Owner's Contact
Owner's Title

Date:______________________________

VILLAGE OF CAMBRIDGE

____
Village Contact
Village Title

Date:______________________________