

Amundson Community Center
200 Spring Street, Cambridge
Tuesday, May 13, 2025, 6:30 p.m.

Village of Cambridge Board of Trustees
Village Board Agenda

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Convene into Closed Session** per 19.85(1) (c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: considering performance evaluation data of a Village employee: Vacant Village Board Seat
4. **Reconvene into Open Session**
5. **Possible action taken on closed session items**
6. **Public Comment ****
7. **Approval of Consent Agenda:**
 - a. Village Board Minutes: April 22, 2025
 - b. Personnel Committee: May 8, 2025
8. **Reports:**
 - a. Library Board Meeting: April 23, 2025
9. **Approval of Bills: Discussion and Possible Action**
10. **New Business: Discussion and Possible Action Regarding:**
 - a. Personnel Committee to Review Employee Handbook
 - b. Appointment of Mat Hughson to the Water, Sewer, and Stormwater Committee
11. **Old Business: Discussion and Possible Action Regarding:**
 - a. Fire and EMS Commission Update:
 - 1) Cambridge Community Fire/EMS Commission Document Prepared by Trustee Blackwood
 - 2) 2nd Quarter Invoice
12. **Correspondence:**
13. **Public Comment ****
14. **Questions, Referrals to Staff or Future Agenda Items:**
 - a. Vacancy on Library Board
 - b. Committee Assignments
 - c. Snow Plow
 - d. State Health Insurance Plan: June 10, 2025
15. **Upcoming Meetings:** May 14, Library Board; May 20, Economic Development; May 20, Water and Sewer; May 27, Joint Law Enforcement; May 27, Village Board; May 29, Personnel; Licensing TBD; June 10, Board of Review; June 10, Village Board; June 17, Water and Sewer; June 24 Village Board
16. **Adjournment**

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

Note:

- 1) Persons Needing Special Accommodations Should Call 423-3712 At Least 24 Hours Prior To The Meeting.
- 2) More Specific Information About Agenda Items May Be Obtained By Calling 423-3712.
- 3) Final Agendas Are Typically Posted By 4 Pm On The Friday Preceding The Regular Meeting At The Amundson Community Center, Cambridge Post Office, Badger Bank and the Village Website

**Amundson Community Center
200 Spring Street, Cambridge
Tuesday, April 22, 2025, 6:30 p.m.**

**Village of Cambridge Board of Trustees
Village Board Minutes**

1. **Call to Order/Roll Call:** President Breunig called the meeting to order at 6:30 p.m. Members present: Trustees Trendel, Jacobson, Hollenbeck, Blackwood, Kreklau and President Breunig. Others present: Lisa Moen, Administrator/Clerk; Lucy Peterson, Treasurer/Deputy Clerk/Deputy Treasurer; Tricia Gorby; Jess Wildes, Innovative Public Advisors; Joe and Sarah Schulz; Bill Crist; Doug Tufte.
2. **Pledge of Allegiance**
3. **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.
4. **Public Comment **:** None
5. **Approval of Consent Agenda:**
 - a. Village Board Minutes: April 8, 2025
 - b. Plan Commission Meeting: April 14, 2025
 - c. Water and Sewer Committee: April 15, 2025
 - d. Economic Development: April 15, 2025

Trustee Hollenbeck made a motion to approve the Consent agenda as presented, seconded by Trustee Blackwood. Motion carried.

6. **Reports:**
 - a. **Library Board Meeting: April 9, 2025:** Trustee Trendel gave a report: The Narcan box is now available in the Library, they approved a quote from Vogel Brothers to repair the drive up window, they are holding a special meeting to discuss and review the library handbook.
7. **Treasurers Report/ Bills: Discussion and Possible Action:** First bill run in the amount of \$18,782.19, second bill run in the amount of \$198,287.86 for a total of \$217,070.05

Trustee Hollenbeck made a motion to approve the bills in the amount of \$217,070.05, seconded by Trustee Breunig. Motion carried on a 6-0 vote.

The Bike Trail review has been completed by Paula Hollenbeck. The Bike Trail committee owes the Village of Cambridge \$32,358.44 and they were sent an invoice. Paula has been going through our contracts and putting together an Excel doc with all the info.

There are no updates on the Loans spreadsheet, I will email new trustees this information.

8. **New Business: Discussion and Possible Action Regarding:**
 - a. **Arbor Day Proclamation:** The Arbor Day Proclamation was read by the Board.

President Breunig made a motion to approve the Arbor Day Proclamation, seconded by Trustee Blackwood. Motion carried.

- b. **Jay Weiss Proclamation:** Tricia Garby spoke as a member of the Wisconsin Urban Forestry Council and as a resident of Cambridge. She acknowledged all that Jay Weiss has done for the Village of Cambridge and it's community forest and congratulated him on his receiving the leadership award. The Village Board read the proclamation.

Trustee Hollenbeck made a motion to approve the Proclamation for Jay Weiss, seconded by Trustee Blackwood. Motion carried.

- c. **Rezone Request for parcel 111/0612-013-0527-1, Kjell Kaashagen:** Recommendation from Plan Commission: There was an overview of the discussion held at the Plan Commission meeting. Main concerns raised related to traffic flow in and out of the subdivision. Village plans were discussed as they related to HWY 134. The plans submitted from the developer were very complete and took into account concerns that were raised at a previous meeting. Setbacks were changed as well as the layout of the buildings and driveway. Stormwater retention and landscaping were discussed. This parcel is currently zoned mixed use and would change to a PUD. This would meet our comprehensive plan which had it dedicated to high density residential. It was recommended unanimously from the Plan Commission.

Trustee Blackwood made a motion to rezone parcel 111/0612-013-0527-1 to a PUD, seconded by Trustee Kreklau. Motion carried.

- d. **Innovative Planning Grant:** Innovative Planning Advisors (IPA): Jess Wildes was present and gave a presentation regarding the State's Innovative Planning Grant. The Innovation Planning Grant is available to municipalities under 5,000 in population and specifically covers the full cost of consultant expenses to conduct a study of shared/transferred services. They would help submit for the grant and if awarded would conduct a comprehensive study of shared EMS/Fire Services. It would include a needs assessment, stakeholder engagement, partnership exploration and financial feasibility. The project timeline would be 16 weeks. Total estimated cost, to be covered by the grant would be \$35,500. Their findings would be a tool for the village, there would be no mandate to carry anything out. If we decided to move forward with anything, we could then apply for another Innovation Grant.

Trustee Blackwood made a motion to approve submitting an Innovation Grant application, with the assistance of Innovative Planning Advisors, seconded by Trustee Breunig. Motion carried.

- e. **2025-26 Village Board Committee Assignments:** It was discussed that for our 101 meeting we have a summary of when committees meet.

Trustee Hollenbeck made a motion to approve the Committee Assignment List as presented, seconded by Trustee Blackwood. Motion carried.

- f. **Vacancy on Village Board:** Trustee Breunig submitted his resignation as a Trustee to enable him to take the position of Village President.

Trustee Blackwood made a motion to accept Trustee Breunig's resignation as a Village Trustee, seconded by Trustee Trendel. Motion carried.

There was board discussion to fill the position as we have in the past. Resumes and letters of interest to be submitted to Administrator by May 9th, and it will be on the agenda to fill the position at the May 13 Village Board meeting.

- g. **Signatories on Bank Accounts:**

Trustee Hollenbeck made a motion to remove Mark McNally from all signature cards at Bank First and Badger Bank and to have Lisa Moen, Lucy Peterson and Kris Breunig on all accounts, with the addition of Samantha Seeman on the Library accounts, seconded by Trustee Kreklau. Motion carried.

- h. **Welcome to Cambridge Signs:** The landowner on the east side of town has removed his request to have language that the sign could be removed at any time.

Trustee Hollenbeck made a motion to place the sign in the secondary location, and to have the attorney draft a permanent easement, seconded by Trustee Blackwood. Motion carried.

- i. **International Truck/Snowplow Invoice:** The Chassis is nearly complete and will be delivered for the body to be completed. We have received an invoice for the chassis. Previous motion from the board was to order the snowplow and determine financing at a later date. Staff directed to determine what the full amount will be, look for a longer term loan – 5 years, as long as there is no penalty to pay it off early. We will also look to sell our old plow. Determine what the breakdown would be between use for Village and Water and Sewer.

9. **Correspondence:**

a. Dane County Sheriff Contract – Filling of Vacancy

10. Public Comment **

- Joe Schulz: Budgeting needs to change, fund things upfront rather than borrowing.
- Sarah Schulz: Interested in filling the vacancy on the Board. She read her letter of interest.
- Doug Tufte: questioned if we received other bids for the plow.

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

- Would like to see the EMS Director/Fire Chief give quarterly updates to the Board.
- Schedule our 101 once a new Trustee is in place
- Trustee Hollenbeck would like to see the Personnel Committee meet to review/revise the Employee handbook as payroll is our highest cost item.

12. Upcoming Meetings: May 12, Plan Commission; May 13, Joint Law Enforcement; May 13, Village Board; May 14, Library Board; May 20, Economic Development; May 20, Water and Sewer; May 27, Village Board; Personnel TBD

13. Convene into Closed Session per 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; purchase of public property: *Trustee Hollenbeck made a motion to enter 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; purchase of public property, seconded by Trustee Blackwood. Motion carried on a 6-0 Roll call vote.*

14. Reconvene into Open Session: Trustee Blackwood made a motion to reconvene into Open Session, seconded by Trustee Kreklau, motion carried on a 6-0 roll call vote.

15. Possible action taken on closed session items:

Trustee Hollenbeck made a motion to submit a bid for the Dane County Tax Deed Auction as discussed, seconded by President Breunig. Motion carried on a 6-0 roll call vote.

16. Adjournment: *Trustee Blackwood made a motion to adjourn, seconded by Trustee Trendel. Motion carried. President Breunig adjourned the meeting at 8:54 p.m.*

Respectfully submitted,
Lisa Moen, Administrator/Clerk/Deputy Treasurer

**Village Of Cambridge
Personnel Committee Meeting
Amundson Community Center,
Conference Room in Village Offices, Upper Level
200 Spring St, Cambridge
Thursday, May 8, 5:30 p.m.**

MINUTES

1. **Call To Order/Roll Call:** Chairman Kreklau called the meeting to order at 5:31 pm. Members present: Trustees Blackwell, Trendel and Kreklau. Others present: Lisa Moen, Administrator/Clerk/Deputy Treasurer; Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator; President Breunig.
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 from Meeting:** November 21, 2024: *Trustee Blackwood made a motion to approve the minutes as presented, seconded by Trustee Trendel. Motion carried.*
4. **Public Appearances/Citizen Input:** None
5. Discussion and Possible Action Regarding:
 - a. **Review and Revision of Employee Handbook:** This was a request from Trustee Hollenbeck at the April 22 Village Board meeting. The committee decided to break the handbook down into three sections and review them each individually. The next meeting will review the Introduction through the employment policies; then compensation and fringe benefits; lastly conduct through the end. Once they are finished they will bring recommendations to the board as a cohesive handbook.
 - b. **State of WI Insurance Application**
 - a. **Review and choose plans:** During health care renewal in 2024, the board opted to look into the State Health Insurance program. There was discussion regarding the different plans available; what the current plan is; costs to both employees and the village; Treasurer Peterson put together a packet with different options – she will bring back to the next meeting a spreadsheet with direct comparisons of our current plan and the state plans – looking at the cost for employees, the village and what each plan is comprised of. The state plan allows you to join at the beginning of each quarter, our current plan runs through November 30. Moen will check with our broker to see if there is a way to leave our plan early, with a goal of starting with the state October 1. This will all be reviewed at the next meeting, with recommendations going to the Board for their June 10 meeting.
6. **Any Other Business to be Brought Before the Committee:**
 - a. Next meeting will be May 29, 2025, at 5:30 p.m.
7. **Adjournment:** Trustee Blackwood made a motion to adjourn the meeting, seconded by Trustee Trendel. Motion carried. Chairman Kreklau adjourned the meeting at 6:49 p.m.

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ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 5/13/2025 From Account:

Thru: 5/13/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	5/13/2025	ALLIANT ENERGY/WP&L	
		#5876920000 - STREET LIGHTS	
100-00-53420-000-000		STREET LIGHTS	1,628.87
		#5876920000 - STREET LIGHTS	
	4/29/2025		
		Total	1,628.87
	5/13/2025	APG OF SOUTHERN WISCONSIN	
		REZONE NOTICE	
100-00-51425-000-000		PUBLICATION/HEARING NOTICES	49.29
		REZONE NOTICE	
		28866-0425	
		Total	49.29
	5/13/2025	BROOKS TRACTOR INC.	
		REPAIRS FOR LOADER	
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP	513.15
		REPAIRS FOR LOADER	
		106842 4/28/2025	
		Total	513.15
	5/13/2025	CAMBRIDGE ACE HARDWARE	
		DUSTER TO CLEAN WALLS IN AMUNDSON BLDG	
100-00-51600-240-000		MUN BLDG - MAINT & REPAIR	13.99
		DUSTER TO CLEAN WALLS IN AMUNDSON BLDG	
		A277014 4/2/2025	
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	11.99
		MOP HEAD - MICROFIBER	
		B1658984 4/02/2025	
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	19.98
		HOSE NOZZLES - REPLACE LEAKING ONES	
		B165943 4/3/2025	
100-00-51600-240-000		MUN BLDG - MAINT & REPAIR	2.79
		ABRASION PAD-PAINT HEAT REGISTERS-AMUNDS	
		A277079 4/03/2025	
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	-11.99
		RETURN - MOP HEAD	
		B165980 4/04/2025	
100-00-53311-530-000		PUBLIC WORKS - BLDG SUPPLY/EXP	15.35
		EXTRA KEYS	
		B166155 4/07/2025	
100-00-53311-340-000		PUBLIC WORKS - SHOP SUPPLIES	6.99
		HOSE COUPLER -	
		A277477 4/11/2025	
100-00-53311-351-000		PUBLIC WORKS - VEHICLE REPAIRS	13.99
		TAP PLUG - YELLOW INT'L DUMP REPAIR	
		B166283 4/11/2025	
		Total	73.09

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Dated From: 5/13/2025 From Account:
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Voucher Nbr	Check Date	Payee	Amount
5/13/2025 CAMBRIDGE WATER & SEWER UTILITY			
ACCT#040-0024-00 AMUNDSON WATER & SEWER			
100-00-51600-220-000		MUN BLDG - UTILITIES	339.79
ACCT#040-0024-00 AMUNDSON WATER & SEWER 5/02/2025			
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	112.86
ACCT#040-0023-00 200 W NORTH ST 5/02/2025			
Total			452.65
5/13/2025 COMPUTER MAGIC, INC			
MAY 2025 COMPUTER SUPPORT			
100-00-51420-280-000		ADMIN - COMPUTER MAINT/REPAIR	811.76
MAY 2025 COMPUTER SUPPORT 13329 4/30/2025			
500-00-53700-681-300		COMPUTER SUPPORT	405.87
MAY 2025 COMPUTER SUPPORT 13329 4/30/2025			
600-00-53700-842-000		TECHNOLOGY EXPENSES	405.87
MAY 25 COMPUTER SUPPORT 13329 4/30/2025			
100-00-51420-280-000		ADMIN - COMPUTER MAINT/REPAIR	236.29
MONITOR - REPLACEMENT FOR L MOEN 13308 4/28/2025			
Total			1,859.79
5/13/2025 DANE COUNTY TREASURER			
COUNTY JAIL AND DRIVER SURCHARGES APR 25			
100-00-45100-000-000		COURT FINES/PENALTIES	524.30
COUNTY JAIL AND DRIVER SURCHARGES APR 25 5/01/2025			
Total			524.30
5/13/2025 FRONTIER			
423-3772- VILLAGE HALL			
100-00-51420-221-000		ADMIN - TELEPHONE/INTERNET	152.28
423-3772- VILLAGE HALL 4/28/2025			
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	130.84
ACCT #608 423 4844 - DPW GARAGE 4/28/2025			
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	76.14
WATER FAX 4/28/2025			
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	76.14
SEWER FAX 4/28/2025			
Total			435.40

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Voucher Nbr	Check Date	Payee	Amount
5/13/2025 GFL ENVIRONMENTAL (LRS)			
MAR 25 FUEL SURCHARGE			
350-00-53620-390-000		OTHER SUPPLIES & EXPENSE	89.88
		MAR 25 FUEL SURCHARGE	
		U10000217879 4/30/2025	
350-00-53620-290-000		TRASH COLLECTION CONTRACTED	6,043.58
		MAY 25 TRASH COLLECTION SERVICES	
		U10000217879 4/30/2025	
350-00-53620-295-000		RECYCLE COLLECT- CONTRACTED	3,722.40
		MAY 25 RECYCLE COLLECTION SERVICES	
		U10000217879 4/30/2025	
Total			9,855.86
5/13/2025 JEFFERSON COUNTY CLERK			
POLL BOOK, WISVOTE - ELECTIONS SPR 2025			
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	38.50
		POLL BOOK, WISVOTE - ELECTIONS SPR 2025 SPRING ELECTION 2025	
Total			38.50
5/13/2025 MC FARLANE, BRYAN			
04/19 - 5/02/2025 CLEAN VILLAGE HALL			
100-00-51600-120-000		MUN BLDG - HOURLY WAGES	300.00
		04/19 - 5/02/2025 CLEAN VILLAGE HALL	
		4/18/2025	
Total			300.00
5/13/2025 MC FARLANE, BRYAN			
04/12 - 05/02/2025 LIBRARY CLEANING			
150-00-55110-240-000		LIB BUILDING MAINT & REPAIR	375.00
		04/12 - 05/02/2025 LIBRARY CLEANING	
		4/24/2025	
Total			375.00
5/13/2025 MERG, DONNA			
J SCHNEIDER RESTITUTION -PROPERTY DAMAGE			
100-00-51200-400-000		RESTITUTION	741.00
		J SCHNEIDER RESTITUTION -PROPERTY DAMAGE	
		4/22/2025	
Total			741.00
5/13/2025 MOEN, LISA			
MILEAGE-VERONA, BOARD OF REVIEW TRAINING			
100-00-51420-330-000		ADMIN TRAINING/MILEAGE	44.10
		MILEAGE-VERONA, BOARD OF REVIEW TRAINING	
		4/25/2025	
100-00-51420-330-000		ADMIN TRAINING/MILEAGE	105.00
		MILEAGE- DELLS -LWM JOINT CONFERENCE	
		4/28/2025	

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Voucher Nbr	Check Date	Payee	Amount
Total			149.10
5/13/2025 MOTL, WENDY			
COURT SUPPLIES-PRINTER INK,TAPE RECORDER			
100-00-51200-390-000		COURT - SUPPLY & EXPENSE	161.84
COURT SUPPLIES-PRINTER INK,TAPE RECORDER 5/05/2025			
Total			161.84
5/13/2025 MSA PROFESSIONAL SERVICES			
#R09310034 MIGRATE PARCEL VIEWER			
100-00-53100-215-000		ENGINEERING SERV	225.00
#R09310034 MIGRATE PARCEL VIEWER 015741 5/1/2025			
500-00-53700-682-300		OUTSIDE SERVICES - ENGINEERING	112.50
#R09310034 MIGRATE PARCEL VIEWER 015741 5/1/2025			
600-00-53700-852-300		OUTSIDE SRVCS - ENGINEERING	112.50
#R09310034 MIGRATE PARCEL VIEWER 015741 5/1/2025			
100-00-53100-215-000		ENGINEERING SERV	1,600.00
#R09310034 MIGRATE PW EDITOR 015741 5/1/2025			
100-00-53100-215-000		ENGINEERING SERV	150.00
#R09310034 MIGRATE PW VIEWER 015741 5/1/2025			
600-00-53700-852-300		OUTSIDE SRVCS - ENGINEERING	177.50
#R09310034 MIGRATE SANITARY SEWER 015741 5/1/2025			
500-00-53700-682-300		OUTSIDE SERVICES - ENGINEERING	87.50
#09310034 MIGRATE WATER DIST EDITOR 015741 5/1/2025			
100-00-53100-215-000		ENGINEERING SERV	153.13
#9310034 GIS ADMINISTRATION 015741 5/1/2025			
500-00-53700-682-300		OUTSIDE SERVICES - ENGINEERING	76.56
#9310034 GIS ADMINISTRATION 015741 5/1/2025			
600-00-53700-852-300		OUTSIDE SRVCS - ENGINEERING	76.56
#9310034 GIS ADMINISTRATION 015741 5/1/2025			
100-00-51520-290-000		CONTRACTED SERVICES	537.50
#09310034 MAP CREATION 015741 5/1/2025			
100-00-53100-215-000		ENGINEERING SERV	13.76
#09310034 MISC TASKS - RECORDS COOR 015741 5/1/2025			
500-00-53700-682-300		OUTSIDE SERVICES - ENGINEERING	6.87
#09310034 MISC TASKS - RECORDS COOR 015741 5/1/2025			
600-00-53700-852-300		OUTSIDE SRVCS - ENGINEERING	6.87
#09310034 MISC TASKS - RECORDS COOR 015741 5/1/2025			

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Voucher Nbr	Check Date	Payee	Amount
800-00-58100-682-300		STORMWATER - ENGINEER	125.00
#R09310004	015437 4/22/2025	- VINEYARDS DRAINAGE ISSUES	
100-00-56700-215-000		PLANNING - DEV PROJECT CONSULT	916.38
#R09310004	015437 4/22/2025	PLANNING AND ZONING	
100-00-53311-823-000		PUBLIC WORKS - STREET OUTLAY	3,707.50
#R09310033	015438 4/22/2025	DESIGN SPRING WATER ALLEY	
Total			8,085.13
5/13/2025 MTAW			
MTAW 2025 MEMBERSHIP L PETERSON			
100-00-51420-330-000		ADMIN TRAINING/MILEAGE	60.00
MTAW 2025 MEMBERSHIP L PETERSON			
Total			60.00
5/13/2025 NAPA AUTO PARTS			
AIR FILTER - JOHN DEERE FRONT DECK MOWER			
100-00-53311-350-000		PUBLIC WORKS - EQUIP/VEHIC REP	17.10
AIR FILTER - JOHN DEERE FRONT DECK MOWER 769715 4/22/2025			
Total			17.10
5/13/2025 NYGREN, MICHAEL			
REIMBURSEMENT FOR DUPLICATE PAYMENT			
100-00-51200-390-000		COURT - SUPPLY & EXPENSE	98.80
REIMBURSEMENT FOR DUPLICATE PAYMENT 5/04/2025			
Total			98.80
5/13/2025 PIGGLY WIGGLY - DAYS FAMILY FOODS			
L HUGHES RESTITUTION FOR WORTHLESS CHECK			
100-00-51200-400-000		RESTITUTION	74.20
L HUGHES RESTITUTION FOR WORTHLESS CHECK 4/22/2025			
Total			74.20
5/13/2025 QUILL CORPORATION			
J TRENDEL, S JACOBSON - NAME PLATES			
100-00-51100-390-000		LEGISLATIVE - SUPPLY & EXPENSE	21.84
J TRENDEL, S JACOBSON - NAME PLATES 43764825 4/17/2025			
100-00-51410-390-000		PRESIDENT - SUPPLY & EXPENSE	10.92
K BREINIG, PRESIDENT -PLASTIC NAME PLATE 43764825 4/17/2025			
Total			32.76

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	5/13/2025	SAFEBUILT, LLC	
		PMT#24CAM-B00035- 900 VINEYARD DR	
100-00-52400-000-000		PLBG. & BLDG. INSPECTIONS	8,394.26
		PMT#24CAM-B00035- 900 VINEYARD DR 1687059 4/30/2025	
100-00-52400-000-000		PLBG. & BLDG. INSPECTIONS	2,002.94
		PMT#24CAM-E00009 - 900 VINEYARD DR 1687059 4/30/2025	
100-00-52400-000-000		PLBG. & BLDG. INSPECTIONS	1,896.69
		PMT#24CAM-H00009 - 900 VINEYARD DR 1687059 4/30/2025	
100-00-52400-000-000		PLBG. & BLDG. INSPECTIONS	1,960.44
		PMT#24CAM-P00007 - 900 VINEYARD DR 1687059 4/30/2025	
100-00-52400-000-000		PLBG. & BLDG. INSPECTIONS	280.50
		PMT#25CAM-B00008 - 211 SOUTH ST 1687059 4/30/2025	
100-00-52400-000-000		PLBG. & BLDG. INSPECTIONS	807.50
		PMT#25CAM-BEPH00010 - 201 HIGHLAND 1687059 4/30/2025	
		Total	15,342.33
	5/13/2025	SCOTT CONSTRUCTION INC	
		COLD PATCH MIX - 1.510 TON	
100-00-53311-392-000		PUBLIC WORKS - SEAL COAT/PATCH	166.10
		COLD PATCH MIX - 1.510 TON 5957 5/1/2025	
		Total	166.10
	5/13/2025	SECURIAN FINANCIAL GROUP, INC	
		LIBRARY LIFE INSURANCE JUN 2025	
150-00-55110-135-000		LIB - LIFE INS	24.48
		LIBRARY LIFE INSURANCE JUN 2025 002832L MAY 2025	
100-00-53311-135-000		PUBLIC WORKS - LIFE INS	34.75
		DPW LIFE INSURANCE JUN 2025 002832L MAY 2025	
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	21.81
		WATER LIFE INSURANCE JUN 2025 002832L MAY 2025	
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	21.80
		SEWER LIFE INSURANCE JUN 2025 002832L MAY 2025	
100-00-51420-135-000		ADMIN - LIFE INS	94.54
		VILLAGE HALL LIFE INS JUN 2025 002832L MAY 2025	
100-00-21514-000-000		GROUP LIFE INS PAYABLE	324.94
		EMPLOYEE SHARE JUN 2025 002832L MAY 2025	
		Total	522.32

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Voucher Nbr	Check Date	Payee	Amount
	5/13/2025	SHERWIN-WILLIAMS	
		PAINT FOR COMMUNITY ROOM - AMUNDSON BLDG	
100-00-51600-240-000		MUN BLDG - MAINT & REPAIR	221.80
		PAINT FOR COMMUNITY ROOM - AMUNDSON BLDG 0323-8	
		Total	221.80
	5/13/2025	STATE OF WISCONSIN COURT FINES & SURCHARGES	
		APR 25 CC, PENALTY, CRIME LAB SURCHARGES	
100-00-45100-000-000		COURT FINES/PENALTIES	977.20
		APR 25 CC, PENALTY, CRIME LAB SURCHARGES 5/01/2025	
		Total	977.20
	5/13/2025	SUPERIOR STATE ADMINISTRATORS INC	
		FSA MTHLY FEE (4) MAY 2025	
100-00-51420-134-000		ADMIN - FLEX BEN	5.75
		FSA MTHLY FEE (4) MAY 2025 GHX2978 5/1/2025	
100-00-53311-134-000		PUBLIC WORKS - FLEX BEN	5.75
		FSA MTHLY FEE (4) MAY 2025 PWORKS GHX2978 5/1/2025	
150-00-55110-134-000		LIB - FLEX BENEFIT	5.75
		FSA MTHLY FEE (4) MAY 2025 LIB GHX2978 5/1/2025	
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	2.88
		FSA MTHLY FEE (4) MAY 2025 - WATER GHX2978 5/1/2025	
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	2.87
		FSA MTHLY FEE (4) MAY 2025 - SEWER GHX2978 5/1/2025	
		Total	23.00
	5/13/2025	TREEWERX LLC	
		313 HIGH ST -TAKE DOWN SILVER MAPLE	
100-00-53311-230-000		PUBLIC WORKS - TREE & BRUSH	2,375.00
		313 HIGH ST -TAKE DOWN SILVER MAPLE 5160 5/1/2025	
		Total	2,375.00
	5/13/2025	US CELLULAR	
		POLICE CELL PHONES MAY 2025	
100-00-52100-390-000		POLICE - PHONES & SUPPLIES	196.28
		POLICE CELL PHONES MAY 2025 0725178389 4/22/2025	
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	262.97
		DPW CELL PHONE MAY 2025 0725178389 4/22/2025	

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Voucher Nbr	Check Date	Payee	Amount
100-00-51200-390-000		COURT - SUPPLY & EXPENSE	59.49
		COURT CELL PHONE MAY 2025	
		0718920680 3/22/2025	
100-00-51420-221-000		ADMIN - TELEPHONE/INTERNET	47.59
		ADMIN CELL PHONE MAY 2025	
		0725178389 4/22/2025	
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	47.61
		WATER CELL PHONE MAY 2025	
		0725178389 4/22/2025	
		Total	613.94
	5/13/2025	VESTIS	
		MATS - AS OF 4/22/2025	
100-00-51600-390-000		MUN BLDG - SUPPLIES	169.01
		MATS - AS OF 4/22/2025	
		6140577712 4/22/2025	
		Total	169.01
	5/13/2025	VILLAGE OF DEERFIELD	
		COURT FINES - APR 2025	
100-00-45100-000-000		COURT FINES/PENALTIES	854.00
		COURT FINES - APR 2025	
		5/1/2025	
		Total	854.00
	5/13/2025	VISA	
		CASH & OLIVES- DINNER FOR POLL WORKERS	
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	159.22
		CASH & OLIVES- DINNER FOR POLL WORKERS	
		4/03/2025	
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	176.71
		KEYSTONE GRILL - LUNCH FOR POLL WORKERS	
		4/04/2025	
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	22.32
		USPS - CERTIFIED LETTERS - ELECTION	
		04/06/2025	
100-00-51420-390-000		ADMIN - SUPPLY & EXPENSES	73.84
		FLOWERS - L MOEN SURGERY	
		4/08/2025	
100-00-51420-330-000		ADMIN TRAINING/MILEAGE	30.00
		WMCA - DISTRICT 4 MEETING	
		4/16/2025	
100-00-51420-390-000		ADMIN - SUPPLY & EXPENSES	18.99
		CCSI EFAX	
		3/30/2025	
		Total	481.08
	5/13/2025	VISA	
		EBAY - HDMI DVD PLAYER	

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Dated From: 5/13/2025 From Account:
Thru: 5/13/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
920-00-55190-390-000		CABLE TV-SUPPLIES & EXPENSE	109.93
	4/16/2025	EBAY - HDMI DVD PLAYER	
		Total	109.93
	5/13/2025	WISCONSIN DEPT OF JUSTICE - CIB	
		BACKGROUND CHECK-MAR 2025 (1) APRIL (2)	
100-00-51420-250-000		ADMIN - WDOJ TIME SYSTEM	21.00
	4/30/2025	BACKGROUND CHECK-MAR 2025 (1) APRIL (2) G2915	
		Total	21.00
		Grand Total	47,402.54

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Dated From: 5/13/2025 From Account:
Thru: 5/13/2025 Thru Account:

Amount

Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	35,188.67
Total Expenditure from Fund # 150 - LIBRARY FUND	405.23
Total Expenditure from Fund # 350 - REFUSE & RECYCLING FUND	9,855.86
Total Expenditure from Fund # 500 - WATER UTILITY	837.74
Total Expenditure from Fund # 600 - SEWER UTILITY	880.11
Total Expenditure from Fund # 800 - STORMWATER UTILITY	125.00
Total Expenditure from Fund # 920 - CAMBRIDGE/OAKLAND CABLE TV	109.93
Total Expenditure from all Funds	47,402.54

Cambridge Community Fire/EMS District Commission

Purpose:

A Functioning Commission to Ensure Affordable/Sustainable Public Safety Services for the Municipalities

Mission Statement:

To collaboratively enhance public safety across participating municipalities through coordinated policy development, resource sharing, and promotion of best practices.

Objectives:

1. Rebuild Public Trust – Ensure Complete Transparency

- This will likely be the hardest component of rebuilding a functioning commission
- All key players must agree at the onset on one common goal: the safety and well-being of our constituents
- This can be achieved through complete transparency and commitment to the process.
- It has been clearly proven that “past” practices have been detrimental to our communities.
- This will be crucial to bringing Oakland back into the commission.

How will this be accomplished?

- Centralized information hub – will this be one municipality or all, creation of commission website?
- Regularly scheduled meeting dates/ times (Minimum of Monthly) ***IGA Section 2.1.7 Change**
- Ideally all meetings recorded for public viewing (held at Amundson Center for ease of recording?). ***Would likely have to be budget line**
 - IGA Section 3.1.3 indicates station is the ‘Commission’s regular meeting place’.
***IGA Section 2.1.7 change would be needed**
- Agenda Packets: agenda, past meeting minutes, bill runs, payroll runs, monthly budget to actual, any documents to be reviewed by commissioners that are appropriate for public viewing ***Section 2.1.7**
- Agenda packets to be posted a minimum of 5 business days prior to the meeting date (may be subject to amendment as needed)
- Public comment at beginning and end of meetings.
- Development of clear, standardized report for each commissioner to take back to their respective boards (*no more individual interpretation of information for dissemination*)
 - Examples: Key takeaways, commission perspective on issues, budget updates, IGA revision/amendment discussions
- Each municipality agrees to a standing agenda line item for commission update/reports
- Explanation to the public of closed sessions, how voting works (should be exception NOT rule for each meeting).
- Elimination of meetings held via phone/text/email – leads to unilateral decision-making, **Violation of Open Meeting Laws**

2. Clear Financial Picture

- Identify who is involved in the financial management of the commission. Are their duplicate roles: CPA, Mrs. Clarke; Can these be consolidated and/or eliminated?
- Identify all accounts currently held by commission: where are they, who has access, balances
- All vendor accounts/bills identified and organized (NO MORE SURPRISE BILLS)
- Identify all loans/lines of credit: payment schedules, interest rates, balances
- Payroll: who processes? Do we need both CPA and Clarke? **Can this role be assumed by an Administrative Clerk?** **See section 4 for additional discussion of clerk position*
- Are there any opportunities to invest funds down the road to generate additional income?
- Is there any way to consolidate debt?
- **IGA Section 4.6** *"the commission shall maintain a system of accounting in conformity with Generally Accepted Accounting Principles appropriate for its operation".*
- **IGA Section 4.4** *"The commission shall not enter into any contracts not authorized by the annual operating or capital budget without the municipalities' approval. Any contract, bond, or other document of indebtedness not fully funded in the current year out of the approved annual operating budget must be approved and authorized by the municipalities and any such instruments must be executed by and in the name of the municipalities and not the District or Commission"*

How will this be accomplished?

- In-depth review of information currently available. Do we have account/vendor lists, banking information, loan schedules?
- Identify where this information will be housed, who will have access.
- Review past several years of banking statements to identify any potential missed bills or unnecessary expenditures.
- Review professional services for need and elimination of duplicate services (when are contracts due for review & renewal).
- Review of budget development processes/procedures (see next section)
- Yearly Audit? **Would have to be budget line item.** (Trust & Transparency with constituents and municipality leaders)
- Work Horse for bill paying and payroll?

3. Budget Review/Revision

- Ensure all information presented in budget is factual and complete
- Has capital needs review been completed? Apparatus/equipment replacement, building needs.
- Clear understanding of incoming/outgoing payments: are these consistent every month? How is this information accurately reflected on the budget to actual reports?

How will this be accomplished?

- Development of line-by-line budget document (no categories)
- Review of past budget documents to ensure all line items are represented
- Complete needs assessment if not done within past 3-5 years
- Development of 5 & 10-year plan (The commission must think downrange and anticipate needs, changes in services, etc.) **see separate heading for further discussion*
- Discussion on the building of Reserve Funds (THESE ARE OUR SAFETY NET). **Must be budget line item like past years. Cannot stockpile taxpayer money*
**IGA section 4.3*
- Identify needs vs wants. Do these align with municipal financial pictures? If no, how do we work together to ensure needs are being met?
- Contract negotiations – eliminate any excess overtime to reduce payroll costs
- **All incoming revenue/outgoing expenses must be listed on the budget** (cannot omit run revenue from budget)

4. Clearly Defined Roles of both the Commission and Commissioners – Identify

Scope of Authority **will require IGA changes/amendments (Section 2.1.1 & 2.1.8)

- This is **IMPERATIVE** for success of this commission.
- Current IGA leaves room for interpretation of roles and scope of authority.
- Goal will be to decrease unilateral decision-making and ensure all municipalities are represented equitably. (The President does not have sole authority over the commission and its functions – **no one reports “directly to the President”** unless mutually agreed upon by all commissioners and spelled out in the IGA.
- Identify what each “officer”/commissioner can do/approve independently vs what requires commission approval

How will this be accomplished?

- Review IGA language regarding roles and responsibilities of “officers”.
- Tighten language to eliminate any ambiguities (No more “I think the IGA says...”). ***Will require amendments to IGA**
- Distribution of duties: all commissioners should have a role/responsibility (Ex. Designated point persons for EMS, Fire, Buildings/Grounds, etc.). ***Spelled out in IGA?**
- Consideration of **Administrative Clerk** position: prep/post agendas packets, take minutes, manage mail, prepare bills for review/payment, preparing municipal invoices, payroll (Ex. Position could be part-time, 20 hours per week, \$20 per hour). This position would create the continuity that the current commission is lacking. *(IGA Section 2.1.8 “Officers”- The commission may establish any other office as it deems necessary, together with those powers & duties to be exercised by that office)*. Can replace secretary position.
- **Strong recommendation for commission members to be sitting municipal board members. (No “appointed” members)** **amend section 2.1.3 language which currently states “the members shall be **appointed** as determined by the respective municipality”*
 - must be accountable to the municipality and constituents.
 - Not clearly spelled out what term “appointed” means.

5. Clearly Defined Roles/Job Descriptions for Fire/EMS leadership

- These roles will remain separate for the foreseeable future.
- New job description for EMS director to be drafted
- Recruitment for EMS director needs to begin immediately if continuing with CAEMS (current interim director does not have appropriate qualifications to hold the job long-term)

How will this be accomplished?

- Specific job descriptions will be created for each role & included as appendices of IGA (new EMS director job description drafted, inclusion of CVFD constitution of Fire Chief job description)
- Oversight procedures will be developed and implemented to ensure each department head is satisfactorily completing their duties. ***Current language of IGA spells out – see Section 4.1.1**
- IGA amendments and/or appendices added to reflect the descriptions

- Descriptions, amendments, appendices, etc. will be taken back to municipalities for agreement. (Should this be unanimous vs majority?)

6. Identification and Agreement on Municipality vs Commission Decisions

- Current language in IGA is ambiguous, subject to interpretation.
(Will require IGA language changes)

How will this be accomplished?

- Review of current roles/responsibilities of commission **IGA section 2.1.1 "Duties & Authority"*.
- Identification of items to be considered on a commission level vs municipality level (Ex. Contracts, budgets, purchases, repairs, personnel hiring)
- Identification of what areas require unanimous vs majority decisions
- **Quarterly joint municipality meetings** for those areas that require municipality decisions, with quorum and voting to be completed at the joint meetings (all board members should have the opportunity to have discussions with each other) **IGA change. Currently no provision in IGA indicating joint municipality meetings.*

7. Opportunities for Revenue Generation – Alternative Funding Strategies

- In our challenging budget times, we must seek all sources of funding to offset the ever-rising costs of public safety.

How will this be accomplished?

- Grants (state, federal, private)
- Sale of duplicate/unnecessary equipment (Third ambulance, Chase Vehicle, etc.). ****any sales must align with the current Oakland audit in process**
 - *IGA section 3.1.2 indicates "net proceeds from sale of assets under 3.1.1 shall be deposited into the Reserve Fund"*
- Billing for calls (interstate, water, etc.).
- Explore any sources of funding available to municipalities

8. IGA Review/Re-write

- **Current IGA ends August 2028**
- Current language in most sections is ambiguous and subject to interpretation
- **The time to start reviewing this document is now.**
- Should this be a task for a joint municipality meeting?
- To be successful, all parties must be open to discussion and change. **(NOTHING SHOULD BE OFF THE TABLE- we all need to listen to each other)**
- Should there be an over arching commission IGA w/ separate appendices to cover Fire and EMS services rather than one all-inclusive document? Will this allow for easier change of services down the road as needed?

9. Long-range Plans (5-year, 10-year)

A. Space Allocation

- Current Fire/EMS station is at max capacity; conditions are bordering on unsafe for staff.
- Likelihood of a referendum to approve building new station is low given current economic times. Cost of that structure in today's dollars could exceed \$15 million dollars
- Does Fire take over entire station?
 - Smaller apparatus can be moved to the current EMS bays
 - EMS offices, etc. can become internal storage areas, office for administrative clerk
- Separate EMS building with sleeping quarters onsite; offers opportunity to sell current crew quarters and get back on tax roll. (A more immediate option could be the old Kwik Trip building)
- Cambridge Foundation grant? This could be money better spent than on a consultant.

B. Review of Services

- Are the current EMS services sustainable given rising costs associated with FT Department?
- ALS vs BLS service (what do we truly need)
- When is the right time to consider an independent or Municipal Fire Dept?

C. Apparatus Replacement

- Review of apparatus list to identify short-term/long-term needs (Chief Evans has this information for review).
- How will this be paid for – commission needs to be allocating funds to reserve accounts to offset costs **(Line items added back into budget). *IGA section 4.3**

Cambridge Community Fire & EMS District

271 W Main St. PO

Box 272

Cambridge, WI 53523

Non-emergency number: 608.423.3511

Village of Cambridge is being assessed by the Cambridge Community Fire & EMS District For the 2nd quarter payment 2025.

Due Date April 1, 2025

Village of Cambridge

P.O. Box 99

Cambridge, WI 53523

Item	Date Due	Assessment	Balance
Annual Municipal Assessment			\$591,552
1 st Quarter January 1 – March 31, 2025	01/01/2025	\$147,888	
2 nd Quarter April 1 – June 30, 2025	04/01/2025	\$147,888	
3 rd Quarter July 7 - September 30, 2025	07/01/2025	\$147,888	
4 th Quarter October 1 – Dec 31, 2025	10/01/2025	\$147,888	