

**Amundson Community Center
200 Spring Street, Cambridge
Tuesday, May 27, 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. Proof of Posting**
- 4. Public Comment ****
- 5. Approval of Consent Agenda:**
 - a. Village Board Minutes: May 13, 2025
 - b. Water and Sewer Committee Minutes: May 20, 2025
 - c. Economic Development Committee Minutes: May 20, 2025
- 6. Reports:**
 - a. Library Board, May 14, 2025
 - b. Joint Law Enforcement: May 27, 2025
 - c. Economic Development, May 20, 2025
- 7. Approval of Bills: Discussion and Possible Action**
 - a. Treasurer's Report
- 8. New Business: Discussion and Possible Action Regarding:**
 - a. Library Board Vacancy Update
 - b. Committee Assignments Update
 - c. Amundson Center Rental Policy
 - a. Cleaning
 - d. Lions Club Temporary Liquor License – Concerts in the Park: June 6, Beer and Wine; July 11 and August 8, Beer
 - e. Application and Fee for Comprehensive Plan Amendments
 - f. Ordinance Updates
 - a. 6.04.070 - Restrictions on keeping of dogs, cats, fowl and other animals
- 9. Old Business: Discussion and Possible Action Regarding:**
 - a. Spring Water Alley Update
 - b. Vacating Lucille Court
 - c. Fire and EMS Commission Update:
 - 1) 2nd Quarter Invoice
 - 2) Sale of Ambulance #92
- 10. Correspondence:**
 - a. Recycling Grant
 - b. Correspondence regarding Ice Rink
- 11. Public Comment ****
- 12. Questions, Referrals to Staff or Future Agenda Items:**
 - a. State Health Insurance Plan: June 10, 2025
 - b. Snowplow update
- 13. Upcoming Meetings:** May 29, Personnel; June 10, Licensing; June 10, Board of Review; June 10, Village Board; June 17, Water and Sewer; June 24 Village Board, June 24 Economic Development

14. 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: Public Works Position and Personnel matters.

15. Reconvene into Open Session

16. Possible action taken on closed session items

17. 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

Lucy Peterson, Treasurer, Deputy Clerk, Deputy Administrator

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

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

Call to Order/Roll Call

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: Lucy Peterson, Treasurer/Deputy Clerk/Deputy Treasurer; Sarah Schulz, Beth Crouch, Patty Strobusch, Julie Crist, Chris Lee, and Dean Lund.
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. **Convene into Closed Session** per 19.85(1) (c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: considering performance evaluation data of a Village employee: Vacant Village Board Seat

Trustee Hollenbeck made a motion to enter 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, seconded by Trustee Hollenbeck. Motion carried on a 6-0 Roll call vote.

5. **Reconvene into Open Session**
Trustee Blackwood made a motion to reconvene into Open Session, seconded by Trustee Trendel , motion carried on a 6-0 roll call vote.
6. **Possible action taken on closed session items**

Trustee Blackwood made a motion to approve the appointment of Sarah Schulz to the village board effective May 13, 2025, seconded by Trustee Trendel. Motion carried by majority vote.

Treasurer, Lucy Peterson swore in Trustee Schulz and notarized the sign oath agreement.

Trustee Kreklau made a motion to address the personnel concern discussed in the closed session, seconded by Trustee Hollenbeck. Motion carried on a 7-0 roll call vote.

7. **Public Comment ****

Beth Crouch, a resident of Cambridge and volunteer with CART shared information about a prayer

garden that she has been working on for the past two years with St. Pius X Congregation. This would be located on a small separate parcel located behind the church. This parcel is owned by the church; they are looking for a plat map for this property as they are unable to locate it. Volunteers will be cleaning this site of brush, leaves, and compost this weekend. They will be taking what is collected to the village waste site. There is no timeline for this project, no current funding, but Beth plans to do some fundraising. This prayer garden would be open to the public. Lucy Peterson will look into getting the plat map and parcel information for Beth.

8. Approval of Consent Agenda:

- a. Village Board Minutes: April 22, 2025
- b. Personnel Committee: May 8, 2025

Trustee Hollenbeck commented that she was pleased to see the personnel committee is diving the employee handbook into three parts for the review process.

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

President Breuning stated that with the approval of the consent agenda that he will be able to take the minutes to the bank to be added to all the village bank accounts per the banks policy. He will also be able to sign checks.

9. Reports:

- a. Library Board Meeting: April 23, 2025

Trustee Trendel shared that the library board is currently reviewing the Cambridge Area Library employee handbook. They are also in the process of interviewing and reviewing the applicants for the open library board position. There were three applicants.

10. Approval of Bills: Discussion and Possible Action

First run of bills in the amount of \$47,402.54, second run in the amount of \$18,379.42 for a total of \$65,781.96.

Village President Breunig made a motion to approve the bills in the amount of \$65,781.96, seconded by Trustee Hollenbeck. Motion carried on a 6-0, with trustee Schultz abstaining.

Trustee Hollenbeck requested a copy of everything we have spent on MSA to date for 2025 so that we can verify the budget status for 2025. President Breunig asked to be included in that email. Trustee Blackwood had a question regarding two identical Computer Magic charges, and that was due to two different departments. Trustee Hollenbeck asked that for any computers that need future upgrades that we go with laptops with a docking station. Lucy Peterson will send a report on the total paid to Computer Magic in 2024 and one for 2025.

11. New Business: Discussion and Possible Action Regarding:

- a. Personnel Committee to Review Employee Handbook

Trustee Kreklau stated that the personnel committee is currently planning to review the employee handbook in three sessions. The committee is required to review each assigned section prior to the

meeting, and they will work together to update and revise the handbook. The next personnel committee meeting is May 29th. The board gave directives to the personnel committee to review and bring to the board with the finalized product.

b. Appointment of Mat Hughson to the Water, Sewer, and Stormwater Committee

Trustee Blackwood made a motion to appoint Mat Hughson to the Water, Sewer, and Stormwater Committee for the open citizen position, seconded by President Breunig. Motion passed.

Trustee Blackwood shared some information from Mat Hughson who was unable to attend the board meeting. Mat has experience in the chemical engineering industry, and he has worked on a wastewater project recently. Mat has a BS degree in Chemistry from UW-Whitewater and is a member of the American Chemical Society. He has knowledge in plant operations and project management. He would be replacing Larry Gunzor. President Breunig wanted to thank Larry for his services on the Water, Service, Stormwater committee.

12. Old Business: Discussion and Possible Action Regarding:

a. Fire and EMS Commission Update:

i. Cambridge Community Fire/EMS Commission document prepared by Trustee Blackwood

Trustee Blackwood has prepared a comprehensive roadmap aimed at guiding the rebuilding of the Cambridge Community Fire/EMS Commission into a fully functioning and effective body.

At the heart of this document are the principles of trust and transparency, which are essential to restoring public confidence and ensuring accountable, community-centered governance. President Breunig commented that this was a very well thought out plan and he wanted Trustee Blackwood to bring this to the board to get their approval of bringing this document to the next Fire/EMS Commission meeting. Trustee Hollenbeck had a question on item number 4, under the how this will be accomplished section, the considerations of the administrative clerk position. Trustee Hollenbeck asked if this administrative clerk position would replace Mrs. Clark. Trustee Blackwood stated this position would replace Ms. Clark and the CPA which would be a significant cost savings and increase continuity. The next Fire/EMS Commission is May 21st, 2025, and this will be presented to the commission at that time.

ii. Second Quarter Invoice

Trustee Blackwood made a motion to approve payment of \$147,888, seconded by President Breunig. Motion failed on a 2-5 roll call vote.

13. Correspondence: None

14. Public Comment: None

15. 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
- e. Bike Path

16. Upcoming Meetings: May 14, Library Board; May 20, Economic Development; May 20, May 21, Fire and EMS Commission, May 21 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

17. Adjournment

Trustee hollenbeck made a motion to adjourn, seconded by Trustee Blackwood. Motion carried. President Breunig adjourned the meeting at 8:27pm.

**** 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:

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Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator

**CAMBRIDGE WATER, SEWER, AND STORMWATER COMMITTEE
AMUNDSON COMMUNITY CENTER
200 SPRING STREET - COMMUNITY ROOM
MAY 20, 2025
6:30PM
MINUTES**

1. **Call to Order/Roll Call:** Hollenbeck called the meeting to order at 6:33pm. Members present: Mat Hughson, Kris Breunig, and Paula Hollenbeck. Steve Struss arrived at 6:45pm. Member Absent: Ted Kumbier. Others present: Sandy Jankowski. Village Staff: Treasurer Lucy Peterson, Water Operator Derek Schroedl, Utility Clerk Vicki Redford.
2. **Proof of Posting:** Agendas were posted in the upper and lower levels of the Amundson Community Center, Badger Bank, Cambridge Post Office, and the Village Website.
3. **Approval of consent agenda:**
 - a. Meeting Minutes from 04-15-2025

Breunig made a motion to accept the consent agenda. Hollenbeck seconded the motion. Motion carried.

4. **Approval of Bills:**

Breunig made a motion to accept the bills in the amount of \$ 75,741.21. Hughson seconded the motion. Motion carried on a 3-0 roll call vote.

5. **Reports**

- a. **Utility Clerk:** I have been working on requests sent from the auditors to finalize the PSC report. I received an email from Larry Gunseor stating that he is stepping down from the Water & Sewer Committee. I also do my usual daily, weekly, and monthly duties. Chair Hollenbeck thanked Larry Gunseor for his service on the Water & Sewer Committee.
- b. **Staff Report:** Schroedl told the Committee that the advanced metering infrastructure hardware portion is complete. We are waiting on the software portion. Schroedl is working with LW Allen on the chlorine analyzers. Considering placement options. There was discussion of the shavings found at well #2, as well as issues they are working on at well #3. Mid-City may need to change the depth of the water pump at well #3. Schroedl is still working on quotes for the sewer lining. Cambridge Foundation has offered funding for the siding of well #2.

New Committee Member Mat Hughson gave a brief background of himself.

- c. **COWC Report:** Steve Struss gave a brief explanation of COWC for Hughson. Struss told the Committee that they are still working on getting farmers to work with them on phosphorus trading program and reducing phosphorus. Aqua Aerobics is

doing a pilot study. COWC is also investigating where the hits to their system could come from. Struss visited Centrifugal Industries to see how things are running there. Struss does not think the problems hitting the COWC system are from Centrifugal Industries.

6. Old Business: Discussion and Possible Action Regarding

- a. Update on Well #2 Generator: Schroedl told the Committee that the contract documents have been received from the Contractor and are currently being signed by the Village. Notice to Proceed will go into effect as soon as signed comments are received by the Village. The Contractor has initiated the order for the generator. MSA will be reviewing submittals for the generator and auxiliary equipment when received by the Contractor. Schroedl said the lead times have greatly improved. Van Ert believes they can complete the installation by the end of this year. This is well in advance of the proposed project schedule.
- b. Update on Well #3: Schroedl said the replacement pump was installed at well #3 on April 16, 2025. The Village has retained five percent of the contract. Mid-City Corporation will be requesting final payment for approval at the June W&S meeting. The punch list has been completed, the walk through with the DNR Funding Compliance Management Engineer has been completed, and MSA is preparing closeout documents for the Village signature and approval. The Facilities are currently under the Contractor Warranty Period and the Warranty includes turf establishment. There was discussion about the alignment issues at well #3 and fixes.
- c. Vineyard Retention Pond Maintenance Plan Update – Schroedl: Schroedl said since MSA reviewed the pond they have done mowing and burning. There are trees to remove on the southern pond. Also, more weed control will be needed. Hollenbeck asked when other items will be managed at the ponds. Schroedl said low staff has made this difficult. They will also have to rent equipment to do some of the maintenance. Hollenbeck stated that it is important that all the retention ponds in the Village are treated the same.

7. New Business: Discussion and Possible Action Regarding - None

- 8. Public Comment:** Sandy Jankowski spoke to the Committee. She said cattails and thistles have not been addressed. Sandy feels these are the real problem in her opinion. Jankowski said she has been contacting the Village for three years to have these problems resolved. Sandy said the Village is not meeting DNR requirements.

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

1. Review petition on Vineyards Retention Ponds
2. Update on Budget
3. Water Tower Cleaning

- 10. Adjournment:** Struss made a motion to adjourn the meeting. Breunig seconded the motion. Hollenbeck adjourned the meeting at 7:32pm.

Vicki Redford - Utility Clerk

- a) Persons needing special accommodations should call 608-423-3712 at least 24 hours prior to the meeting.
- b) More specific information about agenda items may be obtained by calling 608- 423-3712.
- c) Final Agendas are typically posted by 4 PM on the Friday preceding the regular meeting at the Amundson Community Center, Cambridge Post Office, Badger Bank and Village of Cambridge Web site at www.ci.cambridge.wi.us

**Village of Cambridge
Economic Development Committee
Amundson Community Center- Community Room
200 Spring St. Cambridge, WI 53523
Tuesday, May 20, 2025, 5:00 p.m.**

Minutes

1. **Call to Order/Roll Call:** Brian Kreklau called the meeting to order at 5:05 p.m. Members present: Chris Kreuger, Kayla Sipple, Jon Scott, Matt McFalls, and Brian Kreklau. Others present: Lucy Peterson, Treasurer
2. **Proof of Posting:** The agenda was posted in the upper and lower levels of the Amundson Community Center, Badger Bank, Cambridge Post office and the Village Website.
3. **Public Appearances/Citizen Input:** None
4. **Approval of Minutes** from April 15, 2025

Chris Krueger made a motion to approve the minutes for April 15, 2025, as presented, seconded by Kayla Sipple, Motion carried.

5. **New Business:** Discussion and Possible Action Regarding:
 - a. Discuss Future Initiatives
 - i. Engagement opportunities for community and committeeThe committee discussed ideas to increase communication and resources for the community. Some of the ideas were updating the village website to include information on the EDC, implementing an improved link to visitcambridgewi.com, promoting the Cambridge storefront competition, having a listening session, and/or community survey.
6. **Old Business:** Discussion and Possible Action Regarding:
 - a. Mural Ordinance discussion and follow up.

The mural ordinance is complete once discussed updates are completed and will be added to an upcoming village board meeting as an agenda item.

Trustee Kreklau made a motion to make corrections to the Mural Ordinance draft as discussed and bring this ordinance to an upcoming village board meeting as an agenda item, seconded by Jon Scott. Motion carried.

- b. Review workflow/application of Room Tax Ordinance
This committee will follow up on progress at the next meeting.
- c. Welcome to Cambridge Sign

Lucy Peterson shared that locations have been confirmed for the Welcome to Cambridge Signs. We are currently waiting for the village attorney to complete the easement documentation.

d. **Cambridge Storefront Competition**

Kayla Sipple provided an update on the Cambridge Storefront Competition. Voting is now closed, there were over five hundred votes. The final interviews will be completed by a panel of judges on Thursday May 22nd, 2025. The decision will be made in the next week. The EDC suggested that we share the announcement with the village board and on the village Facebook page.

7. **Setting of next meeting date:** The next meeting will be on Tuesday June 24th, 2025 @ 5:00pm in the Senior Room of the Amundson Center.

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

- a. Review workflow/application of Room Tax Ordinance.
- b. Future initiatives update.

9. **Adjournment:** Kayla Sipple made a motion to adjourn, seconded by Chris Krueger. Motion carried. Brian Kreklau adjourned the meeting at 6:33 p.m.

NOTE:

1. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
2. A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members, nor shall any action be taken by said Village Board members at this meeting.
3. More specific information about agenda items may be obtained by calling 423-3712.
4. The acronym EDC stands for the Economic Development Committee

Lucy Peterson Treasurer/Deputy Clerk/Deputy Administrator

5/23/2025 10:17 AM

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ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 5/27/2025 From Account:

Thru: 5/27/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
5/27/2025 ALLIANT ENERGY/WP&L			
#1762800000		SKOGEN RD WELL #3	
500-00-53700-620-000		POWER PURCHASED FOR PUMPING	1,171.35
#1762800000	17628 5/15/2025	SKOGEN RD WELL #3	
Total			1,171.35
5/27/2025 ALLIANT ENERGY/WP&L			
#5613463308		LAGOON RD SHED	
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	21.25
#5613463308	5/15/2025	LAGOON RD SHED	
100-00-53420-000-000		STREET LIGHTS	68.70
#5122342434	5/15/2025	12/18 & 138 TRAFFIC LIGHTS	
Total			89.95
5/27/2025 CHARTER COMMUNICATIONS/SPECTRUM			
170806001		ADMIN INTERNET SVC	
100-00-51420-221-000		ADMIN - TELEPHONE/INTERNET	53.33
170806001	170806001051425 5/14/2025	ADMIN INTERNET SVC	
100-00-52100-390-000		POLICE - PHONES & SUPPLIES	53.33
170806001	170806001051425 5/14/2025	POLICE INTERNET SVC	
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	26.67
170806001	170806001051425 5/14/2025	WATER INTERNET	
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	26.67
170806001	170806001051425 5/14/2025	SEWER INTERNET	
Total			160.00
5/27/2025 CHARTER COMMUNICATIONS/SPECTRUM			
#170804901			
100-00-53311-220-000		PUBLIC WORKS - UTILITY & PHONE	84.99
#170804901	170804901051425 5/14/2025		
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	42.50
#170804901	170804901051425 5/14/2025		
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	42.50
#170804901	170804901051425 5/14/2025		
Total			169.99
5/27/2025 CHARTER COMMUNICATIONS/SPECTRUM			
242543501			

LP

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Dated From: 5/27/2025 From Account:
 Thru: 5/27/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	102.49
242543501		242543501050125 6/01/2025	
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	102.49
242543501		242543501050125 6/01/2025	
		Total	204.98

Voucher Nbr	Check Date	Payee	Amount
5/27/2025 DELTA DENTAL			
JUNE 2025 DENTAL & VISION			
100-00-53311-133-000		PUBLIC WORKS - HEALTH/DENTAL	110.15
		JUNE 2025 DENTAL & VISION 2351117 6/1/2025	
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	58.01
		JUN 2025 DENTAL & VISION 2351117 6/1/2025	
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	58.01
		JUN 2025 DENTAL & VISION 2351117 6/1/2025	
100-00-51420-133-000		ADMIN - HEALTH/DENTAL INS	187.30
		JUN 2025 DENTAL & VISION 2351117 6/1/2025	
		Total	413.47

Voucher Nbr	Check Date	Payee	Amount
5/27/2025 GFC LEASING - GORDON FLESCH CO.			
6/5 - 12/4/2025 CANON PRINTER			
100-00-51420-240-000		ADMIN - MAINT & REPAIR	1,028.22
		6/5 - 12/4/2025 CANON PRINTER I01021276 5/17/2025	
500-00-53700-681-000		OFFICE SUPPLIES & EXPENSES	514.11
		6/5 - 12/4/2025 CANON PRINTER I01021276 5/17/2025	
600-00-53700-851-000		OFFICE SUPPLIES & EXPENSES	514.11
		6/5 - 12/4/2025 CANON PRINTER I01021276 5/17/2025	
		Total	2,056.44

Voucher Nbr	Check Date	Payee	Amount
5/27/2025 MSA PROFESSIONAL SERVICES			
GIS SITE ADMIN, MAP CREATION, PAVE TASKS			
100-00-53100-215-000		ENGINEERING SERV	418.12
		GIS SITE ADMIN, MAP CREATION, PAVE TASKS 014571	
500-00-53700-682-300		OUTSIDE SERVICES - ENGINEERING	418.12
		GIS SITE ADMIN, MAP CREATION, PAVE TASKS 014571	
600-00-53700-682-300		OUTSIDE SRVCS - ENGINEERING	418.13
		GIS SITE ADMIN, MAP CREATION, PAVE TASKS 014571	
800-00-58100-300-000		OUTSIDE SERVICES-ENGINEERING	418.13
		GIS SITE ADMIN, MAP CREATION, PAVE TASKS 014571	

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ALL Checks by Payee

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HOMETOWN BANK GENERAL OPERATING

Dated From: 5/27/2025

From Account:

Thru: 5/27/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			1,672.50

5/27/2025 OTIS ELEVATOR COMPANY

FUEL IMPACT FEE

125.00

350-00-53620-390-000 OTHER SUPPLIES & EXPENSE

FUEL IMPACT FEE

F0000225864 5/05/2025

Total 125.00

5/27/2025 QUILL CORPORATION

WHITE COPY PAPER

40.00

100-00-51420-310-000 ADMIN - OFFICE SUPPLY

WHITE COPY PAPER

43977791 5/02/2025

19.99

500-00-53700-640-000 SUPPLIES AND EXPENSES

WHITE COPY PAPER

43977791 5/02/2025

19.99

600-00-53700-851-000 OFFICE SUPPLIES & EXPENSES

WHITE COPY PAPER

43977791 5/02/2025

Total 79.98

5/27/2025 SAFE BUILT, LLC

PMT#24CAM-F00001- 603 VINEYARD DR

4.25

100-00-52400-000-000 PLBG. & BLDG. INSPECTIONS

PMT#24CAM-F00001- 603 VINEYARD DR

1553567 3/31/2025

63.75

100-00-52400-000-000 PLBG. & BLDG. INSPECTIONS

PMT#25CAM-B00007 - 111 SPRING ST

1553567 3/31/2025

680.00

100-00-52400-000-000 PLBG. & BLDG. INSPECTIONS

PMT#25CAM-BEP00006 - 751 CHICKADEE

1553567 3/31/2025

718.25

100-00-52400-000-000 PLBG. & BLDG. INSPECTIONS

PMT#25CAM-BEPH00005 - 230 W MAIN ST

1553567 3/31/2025

25.50

100-00-52400-000-000 PLBG. & BLDG. INSPECTIONS

PMT#25CAM-E00002 - 602 CHARDONNAY CT

1553567 3/31/2025

85.00

100-00-52400-000-000 PLBG. & BLDG. INSPECTIONS

PMT#25CAM-H00001 - 710 W WATER ST

1553567 3/31/2025

Total 1,576.75

5/27/2025 SERGENIANS FLOOR COVERINGS, INC

LVT & CARPET MATERIALS FOR VILLAGE HALL

13,879.00

100-00-43705-000-000 CAMBRIDGE FOUNDATION

LVT & CARPET MATERIALS FOR VILLAGE HALL CP7504-1

Total 13,879.00

5/23/2025 10:17 AM

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5/27/2025 SUPERIOR STATE ADMINISTRATORS INC			
FSA MTHLY FEE (5) APR 2025			
100-00-51420-134-000		ADMIN - FLEX BEN	7.19
		FSA MTHLY FEE (5) APR 2025	
		GHX2747 4/1/2025	
100-00-53311-134-000		PUBLIC WORKS - FLEX BEN	7.19
		FSA MTHLY FEE (5) APR 2025 PWORKS	
		GHX2747 4/1/2025	
150-00-55110-134-000		LIB - FLEX BENEFIT	7.19
		FSA MTHLY FEE (5) APR 2025 LIB	
		GHX2747 4/1/2025	
500-00-53700-686-000		EMPLOYEE PENSIONS AND BENEFITS	3.59
		FSA MTHLY FEE (5) APR 2025 - WATER	
		GHX2747 4/1/2025	
600-00-53700-854-000		EMPLOYEE PENSIONS & BENEFITS	3.59
		FSA MTHLY FEE (5) APR 2025 - SEWER	
		GHX2747 4/1/2025	
Total			28.75
5/27/2025 TERMINIX WIL-KIL			
AMUNDSON BUILDING PEST CONTROL			
100-00-51600-240-000		MUN BLDG - MAINT & REPAIR	73.05
		AMUNDSON BUILDING PEST CONTROL	
		77466032 5/9/2025	
Total			73.05
5/27/2025 VESTIS			
MATS - AS OF 5/20/2025			
100-00-51600-390-000		MUN BLDG - SUPPLIES	169.01
		MATS - AS OF 5/20/2025	
		6140593453 5/20/2025	
Total			169.01
5/27/2025 VILLAGE OF DEERFIELD			
12/15/24 - 1/11/25		POLICE WAGES	Previous Year Expense
100-00-52100-290-000		Dane County Sheriffs Contract	10,674.50
		12/15/24 - 12/28/2024 POLICE WAGES	
		3028 1/28/2025	
100-00-52100-370-000		POLICE - SQUAD GAS/OIL	307.44
		9/31 - 12/31/2024 POLICE FUEL	
		3029 2/26/2025	
Total			10,981.94
5/27/2025 VILLAGE OF DEERFIELD			
12/29 - 1/11/2025		POLICE WAGES	
100-00-52100-290-000		Dane County Sheriffs Contract	11,436.84
		12/29 - 1/11/2025 POLICE WAGES	
		3028 1/28/2025	

5/23/2025 10:17 AM

In Progress Checks - Full Report - ALL

Page: 5

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 5/27/2025

From Account:

Thru: 5/27/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-52100-290-000		Dane County Sheriffs Contract	20,831.49
1/12 - 2/8/2025		POLICE WAGES 3029 2/26/2025	
100-00-52100-370-000		POLICE - SQUAD GAS/OIL	159.70
1/1 - 1/31/2025		POLICE FUEL 3029 2/26/2025	
100-00-52100-290-000		Dane County Sheriffs Contract	21,151.96
2/9 - 3/08/2025		POLICE WAGES 3031 3/20/2025	
100-00-52100-290-000		Dane County Sheriffs Contract	20,816.86
3/09 - 4/05/2025		POLICE WAGES 3034 4/15/2025	
100-00-52100-290-000		Dane County Sheriffs Contract	21,198.79
4/9 - 5/3/2025		POLICE WAGES 3305 5/9/2025	
100-00-52100-370-000		POLICE - SQUAD GAS/OIL	450.65
3/1 - 4/30/2025		POLICE FUEL 3036 5/16/2025	
		Total	96,046.29
		Grand Total	128,898.45

5/23/2025 10:17 AM

In Progress Checks - Full Report - ALL

Page: 6

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 5/27/2025

From Account:

Thru: 5/27/2025

Thru Account:

Amount

Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	124,805.81
Total Expenditure from Fund # 150 - LIBRARY FUND	7.19
Total Expenditure from Fund # 350 - REFUSE & RECYCLING FUND	125.00
Total Expenditure from Fund # 500 - WATER UTILITY	2,356.83
Total Expenditure from Fund # 600 - SEWER UTILITY	1,185.49
Total Expenditure from Fund # 800 - STORMWATER UTILITY	418.13
Total Expenditure from all Funds	128,898.45

5/21/2025

Audit & Finance Committee

Paula Hollenbeck - CHAIR
Kris Breunig - Member
Kristin Blackwood - Member

Cable Committee (3-year term)

Sharon Jacobson - CHAIR
Ted Kumbier - Member
Wyatt Rose - Member

Board of Review Committee - Two Alternates

Paula Hollenbeck - CHAIR
Sharon Jacobson - Member
Kris Breunig - Member
Jennifer Trendel - 1st Alternate
Sarah Schulz - 2nd Alternate
Lucy/Peterson - Admin

Joint Law Enforcement Committee

Kristen Blackwood - Village Board Member
Sharon Jacobson - Village Board Member
Jennifer Trendel - Village Board Member

Police & Fire Committee

Kristen Blackwood - Village Board Member
Sharon Jacobson - Village Board Member
Jennifer Trendel - Village Board Member

Licensing Committee

Kristin Blackwood - CHAIR
Jennifer Trendel - Member
Sharon Jacobson - Member

Joint Cambridge/Oakland Planning Committee

Kris Breunig - Village Board Member
Paula Hollenbeck - Village Board Member
Gary Rattman - Citizen Member

Personnel Committee

Brian Kreklau - CHAIR
Jennifer Trendel - Member
Kristin Blackwood - Member

Economic Development Committee (2-year term)

Brian Kreklau - CHAIR
Kayla Sipple
Matt McFalls
John Scott
Chris Krueger

Public Works Committee

Paula Hollenbeck - CHAIR
Brian Kreklau - Member
Sharon Jacobson - Member

President Pro-Tem

Paula Hollenbeck (1-year appointment)

Jefferson County Economic Development Committee

Brian Kreklau
Lucy Peterson - 1st Alternate
Richard Nelson - 2nd Alternate

Water/Sewer/Stormwater Board (3-year term)

Paula Hollenbeck - CHAIR
Sarah Schulz - Member
Steve Struss - Citizen Member (Term ends 4/27)
Ted Kumbier - Citizen Member (Term ends 4/27)
Mat Hughson - Citizen Member (Term ends 4/27)

Paula	6
Kristin	6
Kris	5
Brian	6
Jennifer	6
Sharon	6
Sarah	5

Plan Commission (3-year term)

Brian Kreklau - Village President Designee/CHAIR

Sarah Schulz - Board Member
Jennl Landowski - Citizen Member (Term ends 4/26)
John Anderson - Citizen Member (Term ends 4/26)
Jeff Milsap - Citizen Member (Term ends 4/26)
Dean Hollenbeck - Citizen Member (Term ends 4/27)
Dan Gronemus - Citizen Member (Term ends 4/27)

Zoning Board of Appeals (3-year term)

Sarah Schulz - CHAIR

Jay Weiss (Term ends 4/27)
Craig Carpenter (Term ends 4/27)
James Leser (Term ends 4/26)
Terese Leonhard (Term ends 4/27)
VACANT - Citizen Alternate
VACANT - Citizen Alternate

TIF Review Board

Sarah Schulz - Board Member
Robert Warren - Citizen Member

Historic Preservation Committee (3-year term)

Jennl Landowski - Registered Architect
Jay Weiss - Historian
Lori Jensen - Licensed Real Estate Agent
Kris Breunig - Village Board Representative
Steve Struss - Citizen Member
Dean Lund - Citizen Member
VACANT - Citizen Member

Cambridge Area Fire/EMS Commission

Kristen Blackwood - Member (Term ends 4/26)

COWC

Ted Kumbler - Board Representative (Term ends 4/26)
Steve Struss - Board Representative (Term ends 4/26)

Dane County Cities & Villages Association

Kris Breunig - Board Representative
Brian Kreklau - Board Alternate

Library Board (3-year term)

Jennifer Trendel - President/Village of Cambridge Representative
Carl Redington - Jefferson County Representative
Jennifer Simdon - School Board Representative
Kristin Martin - Jefferson County Representative
Matthew Gaussmann - Citizen Member
VACANT - Citizen Member

POLICY FOR USAGE OF THE AMUNDSON COMMUNITY CENTER

VILLAGE OF CAMBRIDGE

This Policy establishes guidelines for usage. Usage of the Center is approved by the Administrator/Clerk/Treasurer's Office.

KEYS – A key is provided to you on the last business day before your event. You must call to confirm a time for the key pick up.

When your event is over, lock the doors and put the key in the lockbox that is located outside. The lockbox is on the outside wall of the building to the right of the double doors.

If the key is not returned to the lockbox after your event, your security deposit will be used to re-key the building.

Use of the Amundson Community Center is a privilege – not a right. It is the policy to encourage and accommodate use of the center. Charges may apply to help keep the building clean and maintained. The availability of the center does not guarantee the right to use it. All contracts may be reviewed by the Village of Cambridge Board of Trustees.

ACHOHOLIC BEVERAGES

- Bona-fide clubs and organizations that wish to serve alcoholic beverages at a **public** gathering must apply for a Picnic License from the Village of Cambridge.
- Private events do not require an alcohol license. The event must not be open to the public and no fees charged to the attendees.
- Only beer, wine and fermented malt beverages may be served.
- Renters must provide and use their own cups for serving alcohol.

DECORATIONS

- No candles or open flames allowed
- Nails, tacks, screws, or staples may not be driven into the walls, ceilings, floors, or woodwork of the center.
- Colored crepe paper may be used if the color does not bleed. Any cleaning costs due to dye stains may be charged to the user.
- Decorations must be removed by the user before leaving the center.

CLEAN – UP EXPECTATIONS

- Users must put all trash in bags and dispose of it. Trash can be taken out to the large dumpster at the south end of the parking lot.
- Tables/chairs must be wiped down.
- Any damages will be charged back to the user and/or security deposit retained in whole or in part.
- **UPON COMPLETION OF YOUR EVENT – PLEASE RETURN THE ROOM TO THE STANDARD SET UP AS WHEN YOU ARRIVED.**

THANK YOU!

VILLAGE OFFICE HOURS

Monday, Wednesday, Thursday: 7:30am – 4:00pm

Tuesday: 9:00am – 6:00pm

Friday: 7:30am – 1:00pm

License(s) Requested	Fees	
	License Fees	\$ 10.00
	Background Check	\$
	Total Fees	\$

☒ Temporary "Class B" Wine ☒ Temporary Class "B" Beer

Part A: Organization Information

1. Organization Name Cambridge Area Lions Club			
2. Organization Permanent Address Lagoon Rd. Cambridge			
3. City Cambridge	4. State WI	5. Zip Code 53523	
6. Mailing Address (if different from permanent address) PO Box 504 Cambridge WI 53523			
7. FEIN 391 45 6987	8. Date of Organization/Incorporation 9/22/1980	9. State of Organization/Incorporation WI	
10. Phone 920-723-1091	11. Email marlakay622@gmail.com		
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.			
13. Is this organization required to hold a Wisconsin Seller's permit? ☒ Yes ☐ No			
14. Wisconsin Seller's Permit Number (if applicable) #17: 2024/2025			

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Christian Krueger	Christian	President	608-212-1816
Krueger	Michelle	Board Member	608-212-5667
Price	Leigh	2nd Vice President	920-988-2772
Runge	Kristine	Board Member	608-212-2297
Burton	Marla	1st Vice President	920-723-1091

Continued →

Part C: Event Information

1. Name of Event (if applicable) Memorial Day Celebration			
2. Dates of Operation W 5/20/25, 6/6/25, 7/11/25, 8/8/25		3. Hours of Operation Sam - 9pm	
4. Premises Address Veterans Park			
5. City Cambridge		6. State WI	7. Zip Code 53523
8. County Dane	9. Governing Municipality ☐ City ☐ Town ☒ Village of: _____		10. Aldermanic District
11. Organizer of Event (if not the named applicant) Marla Burton		12. Email and/or Phone Number for Organizer of Event marlakay622@gmail.com 920-723-1091	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Veterans Park Memorial Day Celebration and Concerts in the park			

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Burton		First Name Marla		M.I. K
Title Vice President	Email marlakay622@gmail.com		Phone 920-723-1091	
Signature Marla Burton		Date 3/25/25		

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Lisa Moen

From: djdzim@charter.net
Sent: Tuesday, May 13, 2025 10:57 AM
To: Lisa Moen
Subject: Liquor license renewal for Lions Club

Importance: High

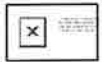
Lisa,

I spoke with Marla Burton about the wine picnic licenses needed for the Lions. The dates for the wine are May 26, and June 6. We will need beer picnic licenses for the following: May 26, June 6, July 11, Aug 8.

Please let me know ASAP the total dollar amount for the liquor license renewal, operator license renewals, and the picnic licenses.

Thanks

Darin



Virus-free www.avg.com

Lisa Moen

From: Bill Pinnow <bpinnow@msa-ps.com>
Sent: Monday, May 19, 2025 11:55 AM
To: Lisa Moen; Lucy Peterson
Cc: Stephen Tremlett; Bill Pinnow
Subject: Comp Plan Amendment Fee Schedules

Lisa and Lucy,

Following up on my call with Lisa last week, we took a look at some other communities' fee schedules. Below are some examples for you to consider for fee schedule modifications for the comp plan amendment. Let me know if you have other questions. Bill

- Cottage Grove
 - <https://www.vi.cottagegrove.wi.gov/DocumentCenter/View/113/Planning-and-Zoning-Fee-Schedule-PDF>
 - Zoning Map or Text Amendment \$360 review/filing fee w/\$250 escrow deposit to cover consultant fee charge-backs, Comprehensive plan amendments are usually processed as part of the rezone process
- Hartland
 - <https://www.villageofhartland.wi.gov/DocumentCenter/View/367/Rezoning---Zoning-Code-Amendment?bidId=>
 - \$400 review/filing fee + \$200 escrow deposit for professional fees

If the Village decided not to require a deposit or escrow, the initial fee should be higher. See below:

- Lodi
 - <https://www.cityoflodi.us/DocumentCenter/View/228/Comprehensive-Plan-Amendment-Application>
 - Rezone Application (\$400) and Comp Plan Amendment (\$250) are \$650 combined
 - Lodi also has a separate application to be filled out in addition to the rezoning application



Bill Pinnow, PE | Senior Project Manager – Public Works

MSA Professional Services, Inc.

100% Employee Owned

+1 (608) 421-7140

An Equal Employment Opportunity/Affirmative Action Employer



Village of Cambridge Plan Commission – Rezoning Application Form

I, (We), the undersigned owner(s)/agent do hereby petition the Plan Commission to grant a Zoning Amendment

	Owner/agent	Contractor
Name		
Address		
Phone		

Legal Description _____ ¼, _____ ¼, S _____, T _____ N, R _____ E, Village of Cambridge

Tax Parcel # _____ Address: _____

Current Zoning _____ Requested Zoning Classification _____

List names and addresses of all abutting property owners within 200 feet of subject site lot lines:

1. Name	_____	Address	_____
2. Name	_____	Address	_____
3. Name	_____	Address	_____
4. Name	_____	Address	_____

REASON FOR YOUR REQUEST - Please clearly describe your request, including proposed operation or use of the structure and number of employees.

ATTACH A SITE PLAN detailing the following (as applicable). Draw to scale or provide accurate measurements.

- | | |
|--|---|
| ☐ Property Lines (a survey may be needed) | ☐ Dimension and location of existing structures within 200 feet of subject lot lines |
| ☐ Utilities, roadways and easements | ☐ Dimension and location of proposed structures and parking facilities |
| ☐ Anything else related to your request | ☐ Location and classification of existing and proposed zoning |

*I certify that the information I have provided in this application is true and accurate,
and that I am the owner or authorized agent of the owner*

SIGNATURE: _____ **DATE:** _____

RETURN TO CLERK'S OFFICE AT 200 SPRING STREET WITH PAYMENT
Please make payable to Village of Cambridge

OFFICE USE ONLY

Plan Commission Rezoning Application Checklist

DEVELOPER / DEVELOPMENT: _____

ITEM	WHO APPROVED / DISAPPROVED	DATE (RECEIVED)	COMMENTS
Appeal is Filed with Clerk	Petitioner/Applicant		Fee = \$350 Check #
Schedule Hearing Date	Clerk / Administrative Assistant	Hearing Date:	
Publish/post notice of meeting and hearing	Clerk / Administrative Assistant	Published on: Notices mailed:	☐ Class 2 Notice (2x) ☐ Notify media ☐ Obtain Affidavit of Publication ☐ Notify applicant ☐ Notify Zoning Administrator ☐ Notify neighbors
Review of Proposal and Recommendation	Zoning Administrator (BZA)		☐ Received
Public Hearing & Recommendation	Plan Commission		☐ Approve ☐ Do not approve
Referred to Village Board for Action	Village Board		☐ Approve ☐ Do not approve
Filing and Notice of Decision	Clerk / Administrative Assistant		
Receive and File Minutes	Secretary of the Plan Commission		
Ordinance Reference: 17.112			
Statutory Reference: 62.23 (7)(d) (Public Notice)			



Memo

To: Village of Cambridge Planning & Zoning Commission
From: Stephen Tremlett, AICP, CNU-A, Planning Team Leader
Subject: Comprehensive Plan Amendment Process
Date: Monday, May 12, 2025

Request

On March 10, 2025, Plan Commission requested staff to work with MSA to complete a Comprehensive Plan Amendment as the next step in the approval process for the proposed Westgate Court Development. The following memo further outlines the amendment process that will allow the subject area to be rezoned as needed for this development.

UPDATING THE COMP PLAN

The Village may be faced with an opportunity, such as a development proposal, that does not fit the plan but is widely viewed to be appropriate for the Village. Should the Village wish to approve such an opportunity, it must first amend the plan so that the decision is consistent with the plan. Amendments may be proposed by either the Village Board or the Plan Commission, though a landowner or developer is also allowed to apply and initiate this process.

UPDATING THE FUTURE LAND USE (FLU) MAP

In the years between major plan updates it may be necessary or desirable to amend the Village's plan. Oftentimes, a request for a zoning change triggers the need for a comprehensive plan amendment to maintain consistency across these documents. A straightforward amendment, such as a strategy or future land use map revision for which there is broad support, can be completed through the following process:

1. Establish a request to amend the Comp Plan.
 - a. Typically, this should be done by a property owner or developer through a Comp Plan amendment application and fee, but can be initiated by Plan Commission or Village Board.
 - b. Currently, the Village does not have an application for this process. It is recommended the Village establish an application and corresponding review fee. An example is provided in Attachment A.
2. Provide a 30-day public notice of the public hearing discussing the requested Comp Plan amendment.
 - a. Notice of the proposed amendment should also be transmitted as appropriate to other governmental entities that may be affected by or interested in the change, such as a neighboring jurisdiction.
 - b. If the amendment involves changes to designated areas on the future land use map, it is best practice to notify adjacent landowners within 200 feet of the subject area that the map amendment and potential zoning changes have been proposed for a nearby property.
3. Hold a public hearing at Plan Commission.
4. Plan Commission shall consider a resolution recommending adoption of the amendment with or without conditions.
 - a. Such amendments should be carefully considered and should not become the standard response to proposals that do not fit the plan. Amendments to the Future Land Use Map should review criteria outlined on the Land Use section of the Village's Comprehensive Plan (Page 31).
 - b. The Commission may request more information before taking action on any proposed amendment.

- c. A public hearing can be on the same night as an action item to consider the resolution/recommendation to the Village Board.*
5. After reviewing the application and Plan Commission's recommendation, Village Board shall make a decision to either: deny the proposed amendment; or approve the proposed amendment without revision; or approve the amendment with revision(s) that it deems appropriate. Approval shall be in the form of an ordinance.

For amendments affecting a large geographical area of the Village or proposing major changes to plan policies, a more involved public input process should be considered to ensure that proposed amendments are in the best interest of and are well supported by the community. This could be through public informational meetings, surveys, and other engagement activities deemed appropriate. These effort shall take place prior to Step 2 outlined above.

FOLLOWING ADOPTION OF FLU MAP/TEXT AMENDMENT

Staff shall make an entry in the amendment log within the Comprehensive Plan's Table of Contents. A revised PDF copy of the plan is posted to the Village website or made available in a similar way as previous plans.

This application and approval shall be approved prior to a rezone or development review pertaining to the amendment request. This could be done at the same Plan Commission and Village Board meetings, but any other associated approvals shall take place as later agenda items after a decision has bee made on the Comp Plan amendment.

Plan Commission: Application for Comprehensive Plan Amendment

♦ [ADDRESS] ♦ [PHONE NUMBER] ♦ [FAX NUMBER] ♦

Per the general provisions of the [COMMUNITY NAME] Comprehensive Plan, amendments to the Plan may be requested by any resident of the Village, any person having title to land within the Village, any person having a contractual interest in land to be affected by a proposed amendment, or an agent for any of the previously mentioned persons. The person that proposes an amendment to the Future Land Use Map shall have the burden of proof to show that the proposed amendment is in the public interest and internally consistent with the remainder of the plan.

Comprehensive Plan Amendment:

- Requires this form be submitted with the **\$XXX application fee** to the Village Clerk
- Requires application be submitted at least **40 days prior to the Plan Commission Meeting** for public hearing notification, staff review and agenda placement
- Requires approval of the [COMMUNITY] Plan Commission
- Requires one hard copy, and one digital version of the items listed in the list below
- Requires applicant or their agent to attend Plan Commission meeting to explain & answer questions

If you have questions, please contact XXXXX.

Owner Name(s):	
Applicant Name (if different than above):	
Property Address:	Parcel #:
Applicant Address (if different than above):	
Applicant Phone:	Applicant Email:
Current Zoning Designation:	Current Property Use:
Current Future Land Use Designation:	
Proposed Future Land Use Designation:	

1. An application submitted by a landowner to amend the **Future Land Use Map** shall include the following:
 - (a) A scaled drawing of the subject property;
 - (b) A legal description for each of the parcels in the subject property;
 - (c) A map of the existing land uses occurring on and around the subject property;
 - (d) A written description of the proposed change;
 - (e) A written statement outlining the reason(s) for the amendment;
 - (f) Other supporting information the applicant deems appropriate; and
 - (g) If you are an agent representing the property owner, a letter from the property owner authorizing submittal of amendment request.
2. *Other Amendments.* **For all other types of amendments**, the application shall include the following:
 - (a) A written description of the proposed change;
 - (b) A written statement outlining the reason(s) for the amendment; and
 - (c) Other supporting information the applicant deems appropriate.

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

6.04.070 - Restrictions on keeping of dogs, cats, fowl and other animals.

- A. Restrictions. It is unlawful for any person within the village to own, harbor or keep any dog or cat which:
1. Habitually pursues any vehicle upon any public street, alley or highway in the village;
 2. Assaults or attacks any person or destroys property;
 3. Is at large within the limits of the village;
 4. Habitually barks or howls to the annoyance of any person or persons. (See Section 6.04.130 of this chapter);
 5. Kills, wounds or worries any domestic animal;
 6. Is known by such person to be infected with rabies or to have been bitten by an animal known to have been infected with rabies;
 7. In the case of a dog, is unlicensed.
- B. Vicious Dogs and Animals.
1. No vicious dog shall be allowed off the premises of its owner unless muzzled or on a leash in charge of the owner or a member of the owner's immediate family over sixteen (16) years of age. For purposes of enforcing this section, a dog shall be deemed as being of a vicious disposition if, within any twelve (12) month period it bites two or more persons or inflicts serious injury to one person in unprovoked circumstances off the owner's premises.
 2. No person shall harbor or permit to remain on his or her premises any animal that is habitually inclined toward attacking persons or animals, destroying property, barking excessively or making excessive noises or running after automobiles.
- C. Animals Running at Large.
1. No person having in his or her possession or ownership any animal or fowl shall allow the same to run at large within the village. The owner of any animal, whether licensed or unlicensed, shall keep his or her animal tied or enclosed in a proper enclosure so as not to allow the animal to interfere with the passing public or neighbors. Any animal running at large unlicensed and required by state law or village ordinance to be licensed shall be seized and impounded by a humane or law enforcement officer.
 2. A dog or cat shall not be considered to be running at large if it is on a leash not to exceed ten (10) feet in length and under control of a person physically able to control it when the animal is off of the owner's premises.
- D. Animals Restricted on Public Grounds and Cemeteries. No dog or cat shall be permitted in any public playground, school grounds, public park, beach, or swimming area within the village unless such dog or cat is on a leash and under control. Dogs and cats are prohibited from being in cemeteries. Every dog specially trained to lead blind persons shall be exempt from this section.
- E. Owner's Liability for Damage Caused by Dogs—Penalties. The provisions of Section 174.02, Wis. Stats., relating to the owner's liability for damage caused by dogs together with the penalties therein set forth are adopted and incorporated herein by reference.

(Prior code § 7-1-6)

6.04.170 - Providing proper shelter.

- A. Proper Shelter. No person owning or responsible for confining or impounding any animal may fail to provide the animal with proper shelter as prescribed in this section. In the case of farm animals, nothing in this section shall be construed as imposing shelter requirements or standards more stringent than normally accepted husbandry practices in the particular county where the animal or shelter is located.
- B. Indoor Standards. Minimum indoor standards of shelter shall include:
 - 1. Ambient Temperatures. The ambient temperature shall be compatible with the health of the animal.
 - 2. Ventilation. Indoor housing facilities shall be adequately ventilated by natural or mechanical means to provide for the health of the animals at all times.
- C. Outdoor Standards. Minimum outdoor standards of shelter shall include:
 - 1. Shelter From Sunlight. When sunlight is likely to cause heat exhaustion of an animal tied or caged outside, sufficient shade by natural or artificial means shall be provided to protect the animal from direct sunlight. As used in this subsection, "caged" does not include farm fencing used to confine farm animals.
 - 2. Shelter From Inclement Weather.
 - a. Animals Generally. Natural or artificial shelter appropriate to the local climatic conditions for the species concerned shall be provided as necessary for the health of the animal.
 - b. Dogs. If a dog is tied or confined unattended outdoors under weather conditions which adversely affect the health of the dog, a shelter of suitable size to accommodate the dog shall be provided.
- D. Space Standards. Minimum space requirements for both indoor and outdoor enclosures shall include:
 - 1. Structural Strength. The housing facilities shall be structurally sound and maintained in good repair to protect the animals from injury and to contain the animals.
 - 2. Space Requirements. Enclosures shall be constructed and maintained so as to provide sufficient space to allow each animal adequate freedom of movement. Inadequate space may be indicated by evidence of debility, stress or abnormal behavior patterns.
- E. Sanitation Standards. Minimum standards of sanitation for both indoor and outdoor enclosures shall include periodic cleaning to remove excreta and other waste materials, dirt and trash so as to minimize health hazards.

(Prior code § 7-1-16)



Preconstruction Meeting
Spring Water Alley Rehabilitation
Village of Cambridge

200 Spring Street
Cambridge, WI
Tuesday, May 20, 2025, 10:00 am

Meeting Minutes

- 1. Introductions**
- 2. List of Project Contacts:**

Contractor: Wolf Paving
Site Superintendent: Jamison Frame
Administrative: Bill Welling

Sub-Contractor: Madison Crushing
Site Superintendent: Mike Spangler
Administrative:

Design Engineer: MSA Professional Services, Inc.
Design Engineer: Joshua Meyerhofer, P.E. : 262-295-7787

Construction Manager: MSA Professional Services, Inc.
Project Manager Field: James Bongard: 608-444-6984

Resident Project Representative (RPR): MSA Professional Services, Inc.
TBD:

Village of Cambridge Water and Sewer
Contact: Derek Schroedl (608) 480-9274

- 3. Utilities** – Contractor shall coordinate any and all work near existing utilities.
 - a. Use caution when working near utilities.
 - b. Alliant Energy Gas & Electric
 - i. Contact: Dennis Beggs
 - c. Other?
- 4. Responsibility of Design Engineer (MSA):**
 - a. See Article 9 of the Standard General Conditions.



- b. Conduct preconstruction conference and prepare minutes.
- c. Review/approve shop drawing submittals.
- d. Provide construction staking.
- e. Make contractual arrangements with geotechnical consultant and Developer.
- f. Answer design intent questions throughout the construction phase.
- g. Complete erosion control inspections (unless assigned to Contractor).
- h. Assist Owner with processing pay requests.
- i. Conduct construction progress meetings and prepare minutes as required.
- j. Participate in construction walk-throughs and punchlist reviews.
- k. Prepare record drawings and GIS updates based on records of contractor and RPR.
- l. Complete as built surveys/certifications.
- m. Set Property Irons.

5. Responsibility of the RPR (MSA):

- a. See Article 9 of the Standard General Conditions.
- b. Engineer will be present to monitor the work to see that it conforms and is in accordance with the approved plans and specifications. The Engineer will also help the Contractor to determine the intent of said plans and specifications. The Engineer will verify project progress, check quantities, and maintain communications between the City and the Contractor.
- c. The Engineer is not responsible for the Contractor's methods, sequences of work or procedures during construction.
- d. Participate in the preconstruction conference.
- e. Review shop drawings for City conformance.
- f. Provide on-site RPR services (construction observation).
- g. Witness construction testing (utilities, concrete testing, proof-rolls, etc.)
- h. Serve as liaison between Village of Cambridge and Contractor.
- i. Keep site records including lateral cards and record drawing information.
- j. Document contractor progress in daily reports.
- k. Attend construction meetings as required.
- l. Participate in construction walkthroughs and prepare/monitor punchlist activity.
- m. Assemble information for record drawing preparation and facilitate submittal of record drawings to Village of Cambridge.
- n. Assist Village with project acceptance.

6. Responsibilities of Contractor:

- a. See Article 6 of the General Conditions
- b. The Contractor shall furnish and assume full responsibility for all materials, equipment, labor, and incidentals necessary to complete the work according to the plans and specifications.
- c. The Contractor is responsible for having utilities located prior to construction



- d. The Contractor is responsible for coordinating the work with the Village, utilities, and local residents. The Contractor shall verbally notify the Engineer of the Contractor's construction intent for the following day.
- e. The Contractor is responsible for job site safety. The Engineer will only report possible safety hazards to the Contractor. The Contractor is ultimately responsible for the Contractor's personnel and construction techniques.
- f. The Contractor is responsible for notifying the Engineer of possible conflicts, changes in scheduling, changes in scope of work, etc. The Engineer will analyze said situations and present the alternatives to the Owner for possible change order execution. The Contractor shall note Article 10, 11, and 13 of the General Conditions regarding change orders.
- g. Shall purchase and maintain property insurance and liability insurance upon the work at the site. This shall include the interests of the Owner, Contractor, Subcontractors, engineer, and the officers, directors, partners, employees, agents and other consultants and subcontractors to any of them whom is deemed to have an insurable interest and shall be listed as a primary insured or loss payee. This shall include at minimum the Village of Cambridge and MSA Professional Services, Inc.
 - i. Full descriptions of required insurance can be found in Project Specifications.

7. Schedule:

- a. Contractor has provided the Engineer and City with a detailed work schedule for review based on anticipated approvals. (See attached schedule)
- b. Library has event 1st week of August so all work needs to be completed by that event (current schedule from contractor complies with this req't)

8. Permits to be Posted:

9. Site Access

- a. Emergency Vehicles
- b. Traffic control on Spring Water Alley during construction

10. Shop Drawings Process/Review/Requirements:

- a. The Contractor to provide shop drawings to Design Engineer and RPR as soon as possible to ensure schedule is met (verify the specific contact).
- b. Engineer will review and submit to Strand for further review.

11. Equipment and Storage of Materials:

- a. The Contractor may store equipment and materials within the project limits out of traffic or drainage areas.



12. **Subcontractors:**
 - a. Concrete
 - i. Contact Information:
 - b. Traffic Control
 - i. Contact Information:
 - c. Other
 - i. Contact Information:
 - ii.
13. **Staking of Work:**
 - a. Construction staking will be provided by MSA. The contractor shall provide a minimum of **48 hours** notice to MSA for staking.
14. **Construction Limits:**
 - a. The Contractor shall perform all construction operations within the construction limits shown on the plans.
15. **Erosion Control:**
 - a. Erosion Control Measures must be installed prior to construction. Erosion inspections shall be performed by the MSA every 7 days and within 24 hours of a rainfall event of 0.5 inches or more.
 - b. An erosion logbook shall be kept on-site and made available to the Engineer and City upon request.
16. **Review:**
 - a. Road closure notifications to emergency departments as necessary (none planned)
 - b. Work hours: 7:00 am – 7:00 pm (Verify with Village)
 - i. Monday through Friday
 - c. Work days: no Sundays unless otherwise specified, no work on Memorial Day, Fourth of July, or Labor Day
17. **Testing and Records:**
 - a. Engineer will record contractor testing.
 - **Concrete**
Concrete Cylinders
 - **Asphalt Pavement**
By Contractor
 - **Proof Rolls**
To be monitored by MSA
 - b. Record of position and elevation will be prepared of all invert of storm sewer, water main and sanitary sewer connections.



18. Pay Applications:

- a. Pay Applications submitted by the contractor to the RPR by the 20th of the month or work with the Engineer.
- b. With the final pay application, the contractor must submit for review the lien waivers for the subcontractors & suppliers used to the RPR to be reviewed and compiled for the City as part of the acceptance process.

19. Miscellaneous

- a. Contractor Certificate of Insurance Approvals
- b. Other
 - i. Wide gap behind ribbon curb minimum
 - ii. Finish rolled pavement should be ¼" above flag of curb.
Contractor to grade base to 3.25" below flag of curb.
 - iii. Traffic Control to include sidewalk closed signage including at the walk to the library.

20. Meeting Sign-in

- a. Jamison Frame Wolf Paving 608-622-8569
- b. Bill Welling Madison Crushing 608-516-8339
- c. Mike Spangler Madison Crushing 608-575-1186
- d. Jae Ames Cambridge Public Works 608-480-9506
- e. Cody Garcia Cambridge Public Works 608-501-4143
- f. Derek Schroedl Cambridge DPW/ Utility 608-480-9274
- g. Skylar Culek Ray Cattell 608-800-1718





 WOLF PAVING
Spring Water Alley Rehabilitation

[illegible]

**VILLAGE OF CAMBRIDGE
DANE COUNTY, WISCONSIN**

**RESOLUTION NO. 25-__
A RESOLUTION INITIATING THE RIGHT OF WAY DISCONTINUANCE
PROCESS UNDER WIS. STAT. § 66.1003(4) FOR A PORTION OF LUCILLE
DRIVE**

RECITALS

- A. The Village of Cambridge currently maintains Lucille Court within the Village.
- B. A portion of Lucille Court, depicted in Exhibit A, and legally described in Exhibit B, can be accessed only by private roads and provides no exclusive access to any property.
- C. The Village has determined that the public interest requires that the portion of Lucille Drive as described in Exhibits A and B be discontinued because its continued maintenance by the Village serves no public purpose.

RESOLUTION

The Village Board of the Village of Cambridge hereby resolves as follows:

1. The public interest requires that Lucille Court, in the area depicted on Exhibit A, be discontinued and vacated.
2. Village staff are authorized to take any actions and execute any documents necessary for preparing to implement the discontinuance of Lucille Court.
3. Village staff are further authorized to work with adjacent property owners to allow the Village to acquire any real estate interest in the right-of-way proposed to be discontinued.
4. A public hearing on the discontinuance of Lucille Court will be held at a time place at least 40 days after adoption of his resolution.

Adopted by the Village Board on the __th day of May 2025.

SIGNATURE:

Kris Bruenig
Village President

COUNTERSIGNATURE:

Lisa Moen
Village Clerk

Exhibit A
Map Depicting Lucille Court



BEARINGS FOR THIS SURVEY ARE REFERENCED TO RIGHT-OF-WAY PROJECT 3080-00-22. THE EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 1 IS ASSUMED TO BEAR N00°12'40"W.

VILLAGE

U.S.H. 12/18

OF

U.S.H. 12

LUCILLE CIRCLE

LUCILLE CIRCLE
TO BE DISCONTINUED

19,547 S.F.
0.449 ACRES

CENTER
SECTION 1
3/4" IRON ROD

EAST LINE OF THE
SE 1/4 OF SEC. 1

CAMBRIDGE

COURTS II

CONDOMINIUM

NORTH

CAMBRIDGE

CONDOMINIUM

U.S.H. 18

CAMBRIDGE

S 1/4 CORNER
SECTION 1
ALUMINUM MON.



I, Bradley L. Tisdale, Professional Land Surveyor S-2824, do hereby certify that I have surveyed and mapped the property shown hereon to the best of my knowledge and belief and that this map is a true and correct representation thereof and that I have complied with Wisconsin Administrative Code AE-7.

Bradley L. Tisdale

05/23/2025

BRADLEY L. TISDALE
PLS #S-2824

DATE



LUCILLE CIRCLE
VILLAGE OF CAMBRIDGE
CAMBRIDGE, WI

DISCONTINUANCE EXHIBIT

PROJECT NO.
09310004
SHEET
1 OF 1

Exhibit B
Legal Description of Lucille Court

Lucille Circle Discontinuance

Legal Description

Part of the Southwest Quarter of the Southeast Quarter and part of the Southeast Quarter of the Southwest Quarter of Section 1, Township 6 North, Range 12 East, Village of Cambridge, Dane County, Wisconsin, more particularly described as follows:

Commencing at the South Quarter Corner of said Section 1; thence N00°12'40"W along the east line of the Southeast Quarter of said Section 1, 541.44 feet; thence S39°12'19"E, 58.99 feet to the intersection of the easterly right-of-way of Lucille Circle and the northerly right-of-way of U.S.H. 18 and the **Point of Beginning**;

Thence N39°12'19"W along the northeasterly right-of-way of U.S.H. 12 and 18, 111.43 feet;
Thence N37°16'49"W along the northeasterly right-of-way of U.S.H. 12 and 18, 137.69 feet;
Thence N47°28'39"E along the northeasterly right-of-way of U.S.H. 12 and 18, 13.58 feet to the southernmost corner of CSM 9330, recorded as Document #3125025 in Vol. 53, P. 38-39;

Thence continuing N47°28'39"E along the southeast line of said CSM 9330, 98.65 feet to the southeast corner of said CSM 9330;

Thence S00°12'43"E, 53.24 feet;

Thence N88°44'36"E, 66.01 feet to the easterly right-of-way of Lucille Circle, being a point on the west line of Cambridge Courts II, a Condominium Plat;

Thence S00°12'40"E along the west line of said Cambridge Courts II, 119.95 feet to the southwest corner of said Cambridge Courts II;

Thence N86°58'49"E along the south line of said Cambridge Courts II, 4.10 feet to the northwest corner of North Cambridge Condominium;

Thence S00°13'22"E along the west line of North Cambridge Condominium, 100.22 feet to the **Point of Beginning**.

Said parcel contains 19,547 square feet or 0.449 acres, more or less.

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 1 - September 30, 2025	07/01/2025	\$147,888	
4 th Quarter October 1 – Dec 31, 2025	10/01/2025	\$147,888	

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Tony Evers, Governor
Karen Hyun, Ph.D., Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



May 14, 2025

Lisa M Moen
Clerk
Village of Cambridge
Cambridge, WI 53523-0099

13111

SUBJECT: Announcement of **2025** Recycling Grants to Responsible Units

Dear Responsible Unit Contact:

On behalf of the Governor, the Department of Natural Resources (DNR) is pleased to offer an award of \$3955.58 to your responsible unit to offset your recycling program costs during the current calendar year. This grant amount is composed of your Basic Recycling Grant + the Recycling Consolidation grant if you applied and are eligible. Remember that the total grant amount may not exceed projected net eligible costs as stated in your grant application.

Basic Recycling Grant Award	\$3955.58
Recycling Consolidation Grant Award	\$0.00

Calculating Your Basic Recycling Grant

Your Basic Recycling grant amount was determined as prescribed by Wisconsin Statutes:

- 1- We identify your RU percentage of total available funds from 1999, then
- 2- We apply that percentage to the total available grant appropriation (\$19,000,000).

Calculating Your Recycling Consolidation Grant

Per Wisconsin Statutes, the consolidation grant awards are calculated on a per capita basis. A total of **212** Responsible Units applied for this grant by the deadline and are eligible to receive this grant. The total population of all those eligible applicants is **4,108,396**. The Legislature provided \$1M for this program. So, the per capita rate is **\$0.243** per person in each Responsible Unit ($\$1,000,000 \div \text{by population} = \0.243 per person in eligible RUs).

Timing of Grant Check

The grant award payments will be issued as one check per responsible unit on or before June 1, 2025.

Accepting Grant Conditions

By endorsing the grant check, you are accepting this award and agree to comply with the grant conditions, the program's financial guidelines, and the assurances you signed in your grant application. Grant conditions can be found at the Basic Recycling Grant website under the "RESOURCES" tab:

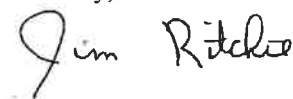
<https://dnr.wisconsin.gov/aid/Recycling.html>

Important Reminders

- If you spent less than the awarded amount within the current grant year, you will be required to repay the difference between your awarded amount and the actual amount you spent. A separate notification about this will be sent to affected RUs.
- Your Recycling Grant Award is to be used for eligible expenditures directly related to the cost estimates submitted with your grant application—*Estimated Budget Spreadsheet*.
- You will report actual 2025 recycling costs in the *2025 Annual Report of Recycling Program Accomplishments*. This Annual Report is necessary for maintaining continuity of data collection and to determine whether or not your total net eligible recycling costs matched or exceeded your grant award.

We appreciate your efforts to recycle in Wisconsin. Should you have any questions about this or any aspect of the recycling grant program, please contact Wendy Soleska, Grant Manager by e-mail at Wendy.Soleska@wisconsin.gov or by telephone number (608) 852-1358.

Sincerely,



Jim Ritchie,
Director Community Financial Assistance

C. Wendy Soleska – Grant Manager (via e-mail)

Lucy Peterson

From: Jenna
Sent: Friday, May 16, 2025 7:28 AM
To: Lucy Peterson
Subject: Westside Park

Good morning!

I am a teacher at the elementary school and one of my students was telling me about how Westside Park is going to be closing for a week? While I know I'm taking the word of a 4Ker I just thought I would double check! Quite a few of our grades go on a walking field trip to the park the last few weeks of school.

Also, I have to share how much my family enjoyed the awesome ice down at the park this year! We really appreciated the clean and smooth ice, thank you for all the extra effort to make that happen this year!

Thank you!

Jenna



[Amazon Wishlist](#)