

**Amundson Community Center
200 Spring Street, Cambridge
Tuesday, June 24, 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 05/27/2025
 - b. Joint Police Minutes 05/27/2025
 - c. Public Works Minutes 06/05/2025
 - d. Plan Commission Minutes 06/09/2025
 - e. Licensing Minutes 06/10/2025
 - f. Board of Review Minutes 06/10/2025
 - g. Water/Sewer Minutes 06/17/2025
- 6. Reports:**
 - a. Fire/EMS Commission June 11, 2025
 - b. Library Board June 11, 2025
 - c. Water/Sewer Committee June 17, 2025
 - d. Economic Development June 24, 2025
- 7. Approval of Bills: Discussion and Possible Action**
- 8. New Business: Discussion and Possible Action Regarding:**
 - a. Floodplain Regulations Ordinance 15.60
 - b. Ehlers Proposal 2026 Budget and Capital Planning
 - c. Dane County Urban County Consortium Renewal FFY 2026-2028
 - d. Discussion regarding procedures for public meetings and legal duties for public officials
 - e. 2025 Wisconsin Municipal Clerks Association Annual Conference Scholarship
 - f. Resolution 2025-04 – Relating to 2025-26 Alcohol and Tobacco Licensing
 - g. Resolution 2025-06 – Relating to the 2024 Compliance Maintenance Annual Report
 - h. Job Description for Clerk/Deputy Treasurer position
 - i. Discussion about Oakland rejoining IGA
- 9. Old Business: Discussion and Possible Action Regarding:**
 - a. Stormwater Ponds
 - b. Spring Water Alley Update
- 10. Correspondence:**
 - a. Letter from Sandy Jankowski
 - b. Pond Petition for Vineyards of Cambridge
 - c. Certificate of Commendation from Governor Evers
- 11. Public Comment ****
- 12. Questions, Referrals to Staff or Future Agenda Items:**
 - a. Ordinance Follow up
 - b. Public Works Director Position
- 13. Upcoming Meetings:** July 8th, 2025, Village Board, July 9th, 2025, Library Board, July 14th, Plan Commission, July 15th, 2025, Board of Review, July 15th, Water/Sewer, July 22th, Village Board
- 14. 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, May 27, 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 Schulz, and President Breunig. Others present: Lucy Peterson, Treasurer/Deputy Clerk/Deputy Treasurer; Chris Lee, Jackie Frey, Nicholas Phillip, and Roy Marsden

1. Pledge of Allegiance

- 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 Village Website.

3. Public Comment

Roy Marsden wanted to share his appreciation for the board for taking their time and energy given to the community.

Nicholas Phillips shared that he lives in the vineyards subdivision and is a representative for the HOA board. He asked the board to please bring this back to life or communicate with the homeowners about what is happening and what is happening with the funds that the homeowners raised to go towards this park.

Jackie Frey wanted to share her appreciation for the board and her hope that everyone can come together to make strives for the betterment of the community.

4. 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

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

Trustee Hollenbeck noted a correction that needs to be made on the Village Board minutes. 11d, should state that Trustee Hollenbeck shared information on Mat Hughson. Lucy Peterson will update that correction.

5. Reports:

- a. Library Board, May 14, 2025**

Trustee Trendel stated that the summer library programs have begun. They also interviewed for the vacant trustee positions on the library board and there was a recommendation for Pam Schmidt and Rob Kantzler to be the new library trustees. The library will be putting up some signage to assist with directions during the construction on Spring Water Alley.

- b. Joint Law Enforcement: May 27, 2025**

Trustee Blackwood shared that a new chair was appointed, Gary W from the Village of Deerfield. Deputy Corrigan has been on the road for the past two weeks. At the next meeting they will begin budget discussions.

- c. Economic Development, May 20, 2025**

Trustee Kreklau shared that The Mural Ordinance will be on the June 10th agenda. Discussion on goals of the EDC, ways we can promote businesses, and utilize and update the Cambridge village website so that it is an improved resource for the community to have. Request from EDC members to better communicate to the EDC on projects, at Wednesday Wakeup those in attendance were not informed of the Spring Water Alley project with advanced notice.

6. Approval of Bills: Discussion and Possible Action

First run of bills in the amount of \$128,898.45, second run in the amount of \$10,247.37, and a cashiers check for \$5,100 for a total of \$144,245.82.

Trustee Blackwood made a motion to approve the bills in the amount of \$144,245.82 , seconded by Trustee Hollenbeck. Motion carried on a 7-0.

a. Treasurer's Report

Overpayment to the Department of Administration of \$409,037.16. The Oakland Sanitary District pays two of the General Obligation Bonds annually as the Village of Cambridge pays The Oakland Sanitary District monthly. On the invoice this was not noted, and it was addressed to the Village of Cambridge to pay in full. Documentation has been made, and steps are in place to prevent this from happening in the future.

The check has been received and will be deposited tomorrow.

A cashier's check for \$4,590.00 needs to be delivered tomorrow to the Dane County Treasurer for the purchase of parcel 0612-121-0622-1.

7. New Business: Discussion and Possible Action Regarding:

a. Library Board Vacancy Update

Pamela Schmitt and Robin Kantzler have been recommended by the Library Board to be the new trustees.

Trustee Trendel made a motion to approve the recommendation of the Library Board of Pamela Schmitt and Robin Kantzler to be the new Library trustees, seconded by Trustee Schulz. Motion carried.

b. Committee Assignments Update

Trustee Hollenbeck made a motion to approve the updated committee assignments as presented, seconded by Trustee Trendel. Motion carried.

c. Amundson Center Rental Policy

After board discussion The Amundson Center Rental Policy was updated to include no bare feet allowed, no pets, and report of major spills or damage immediately to staff.

a. Cleaning

Trustee Hollenbeck asked what our cleaning person does on a regular basis and frequency and would like to request a list from Administrator Lisa Moen on what was provided to our current cleaning person. This will be forwarded to the Public Works Committee for their next meeting.

d. Lions Club Temporary Liquor License – Concerts in the Park: June 6, Beer and Wine; July 11 and August 8, Beer

Trustee Blackwood made a motion to approve the Lions Club temporary liquor license-concerts in the park: June 6, Beer and Wine; July 11 and August 8, seconded by Trustee Schulz. Motion carried.

e. Application and Fee for Comprehensive Plan Amendments

Trustee Hollenbeck made a motion to table , seconded by President Breunig. Motion carried.

This item will go to the Planning Commission as an agenda item at the next meeting.

f. Ordinance Updates

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

Trustees will review this ordinance and have recommended updates to share at the next village board meeting.

8. Old Business: Discussion and Possible Action Regarding:

a. Spring Water Alley Update

Minutes were provided in the packet from the preconstruction meeting. Lucy Peterson spoke to the crew this morning and they will be communicating with staff if either end of Spring Water Alley is closed for entrance. Village staff will continue to post updates regarding accessibility to the Library, Village Hall, and businesses. Staff was assured that during this process the parking lot will be assessable during construction. The sidewalks are closed. The school district has been notified. Trustee Hollenbeck wants staff to address MSA's short notice on the start of the Spring Water Alley

project.

Trustee Hollenbeck made a motion to approve waiving the fee for the Arts Council to rent Mill Park for Fire Fest due not being able to utilize the space behind Art Hub for demonstrations, seconded by Trustee Blackwood. Motion passed.

b. Vacating Lucille Circle

MSA provided the map and legal description depicting Lucille Court.

The is the beginning process of vacating Lucille Circle. There will be a public hearing at a future meeting where the public will be able to voice their questions and concerns.

Trustee Hollenbeck made a motion to approve resolution 2025-05, A resolution initiating the right of way discontinuance process under Wis. Stat. 66.100(4) for a portion of Lucille Circle, seconded by Trustee Kreklau. Motion passed.

c. Fire and EMS Commission Update:

Trustee Hollenbeck shared updates from the meeting held on May 27th, 2025. Trustee Hollenbeck was elected Fire & EMS Commission President, Tracy Brandel from Lake Mills is the Treasurer, Alicia Hynes from Rockdale is the secretary and Steve Kriedeman from Christiana is a commission member. They went over the business plan Trustee Blackwood presented. They will be drafting a new EMS Director job description, starting the process to look at the IGA for review and possible updates, so far in 2025 the commission has paid \$97,000 in unpaid 2023 and 2024 bills. The commission would like each municipality to post all agendas and minutes on websites to improve communication. The commission is working on SOP's, and duties for the administrative clerk they are looking into hiring. Trustee Hollenbeck stated that she would like the commission to evaluate how often the attorney is at commission meetings. It was also suggested to move up items on the agenda requiring the attorney to be moved up on the agenda so decrease attorney fees.

1) 2nd Quarter Invoice

Trustee Blackwood made a motion to approve payment of \$147,888, seconded by President Breunig. Motion passed on a 7-0 roll call vote.

2) Sale of Ambulance #92

Trustee Blackwood shared that the commission has 3 ambulances. The ambulance has been sitting in a storage shed since December of 2024. The commission wants to approve the sale of the ambulance though sealed bids. All municipalities need to approve the sale and then the commission needs to approve. Any funds received from the sale of the ambulance will go into a reserve fund that will not be assessable until the audit is complete. The communication equipment will be removed.

Trustee Kreklau made a motion to approve the sale of Ambulance #92 owned by the Cambridge Area Fire & EMS Commission, seconded by Trustee Breunig. Motion passed.

9. Correspondence:

a. Recycling Grant

The Village has received a recycling grant from the DNR for \$3,955.58.

b. Correspondence regarding Ice Rink

Email from a resident stating how much their family enjoyed the ice rink this past winter in the Village of Cambridge.

10. Public Comment: None

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

a. State Health Insurance Plan: June 10, 2025

b. Snowplow update

c. Portable Bathrooms

d. Application and Fee for Comprehensive Plan Amendments

12. Upcoming Meetings: May 29, Personnel; June 10, Licensing; June 10, Board of Review; June 10, Village Board; June 11, Fire&EMS; June 17, Water and Sewer; June 24 Village Board, June 24 Economic Development

- 13. 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.

Trustee Blackwood 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: Public Works Position and Personnel matters, seconded by Trustee Hollenbeck. Motion carried on a 7-0 Roll call vote.

14. Reconvene into Open Session

Trustee Blackwood made a motion to reconvene into Open Session, seconded by Trustee Hollenbeck, motion carried on a 7-0 roll call vote.

15. Possible action taken on closed session items

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

Trustee Kreklau made a motion to direct Village President Breunig to address the personnel matter discussed in the closed session, seconded by Trustee Trendel. Motion carried on a 7-0 roll call vote.

16. Adjournment

Trustee Kreklau made a motion to adjourn, seconded by Trustee Schulz. Motion carried. President Breunig adjourned the meeting at 10:33 pm.

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Lucy Peterson, Treasurer, Deputy Clerk, Deputy Administrator

JOINT CAMBRIDGE / DEERFIELD LAW ENFORCEMENT COMMITTEE
Amundson Community Center, Community Room
Tuesday, May 27, 2025, 5:30 p.m.

MINUTES

Consideration and Possible Action on the Following:

1. Call to Order/Roll Call: Trustee Blackwood called the meeting to order at 5:31 p.m. Members present: Deerfield: Trustees Wieczorek and Hewitt; Cambridge: Trustees Jacobson, Trendel, and Blackwood. Others Present: Lucy Peterson, Cambridge Treasurer/Deputy Clerk/Deputy Administrator, Cambridge; Deputy O'Donnel. Deerfield: Trustee Dunnington absent.

2. Appoint Chairperson

Trustee Hewitt made a motion to appoint Trustee Wieczorek as the Chair of the Joint Cambridge/Deerfield Law Enforcement Committee, seconded by Trustee Blackwood. Motion carried.

3. Approval of Agenda: *Trustee Hewitt made a motion to approve the agenda as presented, seconded by Trustee Blackwood. Motion carried.*

4. Approval of Minutes: March 11, 2025

Trustee Hewitt made a motion to approve the minutes as written and reviewed, seconded by Trustee Trendel. Motion carried.

5. Public Comment: None

6. Reports

a. Court: March, April 2025 - *Trustee Blackwood made a motion to approve the court report, seconded by Trustee Jacobson. Motion carried.*

b. Police: Memorial Day parade in Cambridge, school graduations all went well. Deerfield will have Libertyfest in June. Deputies met with representatives from the Solar Farm company to touch base.

March, April 2025 - Trustee Blackwood made a motion to approve the Police reports as presented, seconded by Trustee Hewitt. Motion carried.

7. Unfinished Business: None

8. New Business, Discussion and Possible Action: None

9. Correspondence: New Hire Michael Corrigan

Michael has been on the road for a few weeks now and is getting acclimated with the community.

10. Next Meeting Date, Future Agenda Items, Correspondence and Miscellaneous Business

- a. Next Meeting date, July 8, 2025, at 5:30pm
- b. Budget Discussions 2026
- c. Personnel update.
- d. SRO Contract

11. Adjournment: Trustee Blackwood made a motion to adjourn, seconded by Trustee Hewitt. Meeting adjourned at 5:53 p.m.

Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.

More specific information about agenda items may be obtained by calling 423-3712.

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

Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator

Village of Cambridge
PUBLIC WORKS COMMITTEE
Thursday, June 5th, 6:30 p.m.
Amundson Community Center
Community Room
200 Spring Street
MINUTES

1. **Call to order/Roll Call:** Chairman Hollenbeck called the meeting to order at 5:30 p.m. Members present: Trustees Kreklau, Jacobson, and Hollenbeck. Others present: Lucy Peterson Treasurer/Deputy Clerk/Deputy Administrator; Cody Garcia, and Derrick Schroedl Public Works; and Mary Cebertowicz.
2. **Proof of Posting:** The agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Badger Bank and the Village Web Site.
3. **Public Comment: None**
4. **Approval of Minutes**
 - a. Approval of Public Works minutes: January 27, 2025
Trustee Kreklau made a motion to approve the minutes as presented, seconded by Trustee Jacobson. Motion carried
5. **Unfinished Business: Update, Discussion and Possible Action Regarding:**
 - a. Welcome Signs update
Trustee Hollenbeck made a motion to recommend to the Village Board to approve hiring Combs and Associates survey for the Welcome to Cambridge Sign, seconded by Trustee Kreklau. Motion carried.
 - b. Spring Water Alley update
Derek Schoedl stated that some extra was needed to connect the storm drains. Engineers didn't include in the plans that the roof drains from the businesses on main street connect directly to the storm sewer main and those connections needed to be made. Lucy Peterson stated that no change order has been received from MSA and she has reached out to them for an update. Trustee Hollenbeck wants the contract looked at to see who is responsible when details are missed on project plans.
 - c. Sidewalk Projects
 - 1) Village Wide Sidewalk Project
Cody Garcia had MSA revamp a GIS program so we can find a location, make notes, and add a picture. He has completed an inventory of approximately four blocks and thinks it would be more realistic to shrink the scope so that action can be made each year. He noted Main St, and a few outliers are the highest priority. Cody stated that he would like to know how much money is in the budget for sidewalk repairs and replacements. The homeowners will be assessed for repairs and replacements, but the Village needs funding to pay upfront for the work to be completed. Cody Garcia explained the process is that the village provides a notice to the homeowner for repairs/replacements and they have a specific amount of time to have that work completed or they can have the village do the work and the homeowner would be assessed on the tax roll.
 - 2) Village Sidewalks : None
 - 3) Sidewalk Connection to New Kwik Trip
Trustee Hollenbeck asked staff to reach out to the developer to remind them this needs to be completed. Cody Garcia stated we aren't getting road aid for Westgate Court because this sidewalk has not been installed by the Developers Plans.
 - 4) Connection from Kwik Trip to Bike Trail
Lucy Peterson reached out to MSA for an update and will provide when it becomes available. Paula Hollenbeck wants staff to check whose responsibility it is to put in the crosswalk.
 - d. LBK Park

Trustee Hollenbeck directed this item to go to the village board and discuss having an LBK subcommittee.

e. Update on Superintendent Rotation

The final rotation has started, and it ends on July 31, 2025. Derek Schroeld is the current interim Public Works director. Per Trustee Hollenbeck this position review will go to the full board in closed session in July 8th of 2025.

f. Cleaning of Amundson Center

The committee reviewed the cleaning checklist provided to the cleaning staff member and advised Lucy Peterson to look into the budget amount for cleaning services and to see if the budget allows the cleaning staff member to increase hours from 10 to 15 per week. Staff will also purchase a carpet cleaner.

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

a. Katie Court

Trustee Kreklau made a motion to recommend to the Village Board to assess the owners of the parcel at Katie Court special charge to repair the curb, seconded by Trustee Hollenbeck. Motion carried.

b. Flags for Veteran's Park

President Breunig offered a donation of \$700 towards the flag replacement. Trustee Hollenbeck and Kreklau also stated they would contribute, and this item will go to the next Village Board meeting to see if anyone else would like to donate. In the future this would be a good item to ask for donations from the Cambridge Community Foundation.

c. No Parking South Lawn Street

Public Works staff was contacted by the school to put a no parking sign and paint the curb yellow on South Lawn Street near the intersection to help control

d. North Street and Potters Road-Cambridge/Oakland IGA

The IGA will be expiring in June of 2026.

7. Update/Other Items for Future Consideration: None

8. 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 equipment.

Trustee Kreklau 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 equipment, seconded by Trustee Hollenbeck. Motion carries on a 3-0 roll call vote.

9. Reconvene into Open Session: Trustee Hollenbeck made a motion to reconvene into Open Session, seconded by Trustee Kreklau. Motion carried on a 3-0 roll call vote.

10. Possible action taken on closed session items: None

11. Adjournment: Trustee Kreklau made a motion to adjourn the meeting, seconded by Trustee Jacobson. Motion carried. Chairman Hollenbeck adjourned the meeting at 8:38 p.m.

Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.

A quorum of the Village Board will attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. Recommendation by the committee will be made to be acted upon by the Village Board at a regular meeting.

More specific information about agenda items may be obtained by calling 423-371

Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator

**Village of Cambridge
Plan Commission
June 9, 2025 –6:30 P.M.
Amundson Community Center, Senior Room
200 Spring Street**

MINUTES

1. Call to Order / Roll Call: Chairperson Kreklau called the meeting to order at 6:31 p.m. Members present: Commissioners Landowski, Hollenbeck, Milsap, Gronemus, Schulz, and Kreklau. Members excused: Commissioner Anderson. Others present; Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator, and Bill Pinnow, MSA.
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. Approve Minutes from Plan Commission Meeting on April 14, 2025
Commissioner Landowski made a motion to approve the minutes as presented, seconded by Trustee Hollenbeck. Motion carried.

4. Public Appearances: NONE

5. New Business: Discussion and Possible Action Regarding

a. Application and Fee for Comprehensive Plan Amendments

Bill Pinnow from MSA explained that when rezoning applications impact the Comprehensive Plan, we currently do not have a fee schedule or application for amendments that need to be made to the Comprehensive Plan. He advised to have an application for amending the comprehensive plan and a fee schedule.

Commissioner Gronemus made a motion to recommend to the Village Board approval of the Application and Fee Schedule for Comprehensive Plan Amendments, Rezone application of \$400 and Comp Plan Amendment fee of \$200, for a total of \$600, seconded by Commissioner Landowski. Motion carried.

b. Dane County Rezone Petition extra-territorial review

Commissioner Milsap made a motion to recommend to the Village Board approval of the Extra-Territorial CSM –parcels 0612-032-8315-0 and 0612-031-8745-0, Town of Christiana, seconded by Commissioner Kreklau. Motion carried.

6. Unfinished Business: None

7. Correspondence: None

8. Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff:

- a. Plan Commission – What is the role
- b. Orientation Packet for Plan Commission
- c. Full Fee Schedule
- d. Comprehensive Plan
- e. Solar Project – status updates
- f. Old Kwik Trip

9. Adjournment of Meeting

Commissioner Gronemus made a motion to adjourn, seconded by Commissioner Hollenbeck. Motion carried. Chair Kreklau adjourned the meeting at 7:24 p.m.

Note

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Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator

NOTICE of PUBLIC MEETING of the VILLAGE of CAMBRIDGE LICENSING COMMITTEE

Tuesday, June 10, 2025, 5:30 p.m.
Amundson Community Center, 200 Spring St
Senior Room

Minutes

1. Call to order: Trustee Blackwood called the meeting to order. Members present: Trustees Trendel, Jacobsen and Blackwood. Others present: Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator and John Kennedy.

2. Approval of Minutes from June 24, 2024

Trustee Trendel made a motion to approve the minutes as presented, seconded by Trustee Jacobson. Motion carried.

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

4. Review and Recommendations to Village Board regarding the following license applications for 2025-2026

A. Class A Beer & Liquor

- 1) Liberty Square Gas Station Inc d/b/a Refuel Pantry-Cambridge
- 2) ENR Investment, Inc d/b/a CB Liquor
- 3) Day's Family Foods Inc d/b/a Cambridge Piggly Wiggly
- 4) Kwik Trip, Inc d/b/a Kwik Trip 1507
- 5) Dolgen Corp, LLC d/b/a Dollar General #10132
- 6) Cambridge Market, LLC d/b/a Cambridge Market & Gifts

Trustee Jacobson made a recommendation to the Village Board to approve the Class A Beer & Liquor licenses as presented, seconded by Trustee Trendel. Motion carried.

B. Class B Beer and Class C Wine

- 1) Cambridge Market, LLC d/b/a Cambridge Market
- 2) Cambridge Tap House, LLC d/b/a Cambridge Tap House
- 3) Wisconsin Art Hub d/b/a Art Hub
- 4) Shirley Holzhuetter, d/b/a Elegance and Design Studio

Trustee Jacobson made a recommendation to the Village Board to approve the Class B Beer and Class C Wine Licenses as presented, seconded by Trustee Jacobson. Motion carried.

C. Class B Beer and Liquor

- 1) Keystone Grill, LTD d/b/a Keystone Grill
- 2) Plow, LLC d/b/a PLOW
- 3) Cambridge Winery LLC d/b/a Cambridge Winery
- 4) Lions Club of Cambridge d/b/a Cambridge Area Lions Club

Trustee Trendel made a recommendation to the Village Board to approve the Class B Beer and Class B Liquor Licenses as presented, seconded by Trustee Jacobson. Motion carried.

D. Class B Beer License:

- 1) Madtown Vapor LLC, d/b/a Madtown Vapor

Trustee Trendel made a recommendation to the Village Board to approve the Class B Beer Licenses as presented, seconded by Trustee Jacobson. Motion carried.

E. Class A Liquor

- 1) Cambridge & Co LLC, d/b/a Cambridge & Co. LLC

Trustee Jacobson made a recommendation to the Village Board to approve the Class A Liquor Licenses as presented, seconded by Trustee Blackwood. Motion carried.

F. Class A Liquor and Class C Wine

- 1) BKJ Inspirations LLC d/b/a Rowe Pottery
- 2) Lilybird, Inc. d/b/a Avid Gardener

Trustee Trendel made a recommendation to the Village Board to approve the Class A Liquor and Class C Wine Licenses as presented, seconded by Trustee Jacobson. Motion carried.

5. Review and Recommendations to Village Board Regarding Alcohol Operator's License Applications for the 2025-26 Licensing Year

- A. **Cambridge Market: Taylor** Dressler*, Suzette Natvig*
- B. **Piggly Wiggly**: Dustin Fevig**, Steven Klawitter**, Lisa DeLacy**, Clark Rygh**, Jennifer Probst* **
- C. **Keystone Grill: Samantha** Loyd**, Marti Lynn Castle**, Eric Kemler**, Ginger Probst**
- D. **Avid Gardener**: Lauralee Bartley*, L. Lyn Larsen * **
- E. **Dancing Goat**: Marion Pecoraro**, Todd Nieting**, Matthew Havey**, Patrick Brady**
- F. **Lions Club**: Leigh Price**, John Sherman**, Kory Lugmbuhl**, John Halikowski**
- G. **Cambridge Taphouse**: Scott Filter**
- H. **CB Liquor**: Muhammed Mohiuddin* **
- I. **Dollar General**: Erin Van Horn**, Patricia Gaustad**, Kathy Perry**, Sasha Koebke* **
- J. **Cambridge Winery**: Nicole Gjertson*
- K. **Refuel Pantry**: Julie Miller**, Barbara Gjertson**, Jake Pierner * **, Margaret Schult**, Gary Pfeifer**

Trustee Trendel made a recommendation to the Village Board to approve the Operators Licenses as presented, seconded by Trustee Jacobson. Motion carried.

6. Review and Recommendations to Village Board Regarding Tobacco Retail License Applications for the 2025-26 Licensing Year

- A. ENR Investment, Inc. d/b/a CB Liquor
- B. Day's Family Foods Inc d/b/a Cambridge Piggly Wiggly
- C. Kwik Trip, Inc d/b/a Kwik Trip 1507
- D. Dolgencorp LLC, d/b/a Dollar General

E. Madtown Vapor LLC, d/b/a Madtown Vapor

F. Liberty Square Gas Station Inc d/b/a Refuel Pantry-Cambridge

Trustee Jacobson made a recommendation to the Village Board to approve the Tobacco Licenses as presented, seconded by Trustee Trendel. Motion carried.

7. CLOSED SESSION per 19.85(1) (f), Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Trustee Trendel made a motion to enter into closed session per 19.85(1) (f), Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, seconded by Trustee Blackwood. Motion carried on a 3-0 roll call vote.

8. Adjourn from Closed Session & Reconvene into Open Session per 19.85

Trustee Trendel made a motion to adjourn from Closed Session and reconvene into Open Session, seconded by Trustee Jacobson. Motion carried on a 3-0 vote.

9. Discussion and Possible Action on Items Discussed in Closed Session

Trustee Trendel made a motion to approve the operator's license which was discussed in closed session, seconded by Trustee Jacobson. Motion carried.

10. Any Other Business, Updates, Concerns Regarding Licensing Activities: None

11. Adjournment: *Trustee Trendel made a motion to adjourn, seconded by Trustee Jacobson. Motion carried. Chairperson Blackwood adjourned the meeting at 5:58 p.m.*

Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator

New operators are denoted by a *

Two-year operators' licenses are denoted by a **



CAMBRIDGE BOARD OF REVIEW
200 SPRING STREET – COMMUNITY ROOM
TUESDAY, June 10, 2025
6:25 p.m.

Minutes

1. Call Meeting to Order/Roll Call Trustee Hollenbeck called the meeting to order at 6:25 pm. Members present: Trustees Breunig, Jacobson, and Hollenbeck. Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator.
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. Set Next Meeting Date and Time – Tuesday, July 15, 12:00 p.m.-2:00 p.m.
(Open Book will be held on Thursday, June 26, 2025 12:00 p.m. – 2:00 p.m., by telephone)
4. Adjournment: Trustee Breunig made a motion to adjourn, seconded by Trustee Hollenbeck. Motion carried. The meeting was adjourned at 6:28 p.m.

Lucy Peterson
Treasurer/Deputy Clerk/Deputy Administrator

CAMBRIDGE WATER, SEWER, AND STORMWATER COMMITTEE
AMUNDSON COMMUNITY CENTER`
200 SPRING STREET - COMMUNITY ROOM
JUNE 17, 2025
6:30PM
MINUTES

1. **Call to Order/Roll Call:** Hollenbeck called the meeting to order at 6:30pm. Members present: Steve Struss, Ted Kumbier, and Paula Hollenbeck. Members absent: Sarah Schulz, and Mat Hughson. Others present: Matt Castillo, and Chase Przybylski from MSA Engineering. Village Staff: Water Operator Derek Schroedl, and 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.

Hollenbeck made a motion to move Public Comment to the top of the agenda. Struss seconded. Motion carried.

Hollenbeck made a motion to move 6a.to be discussed next. Struss seconded. Motion carried

3. **Approval of consent agenda**

- a. Meeting Minutes from 05-20-2025

Struss made a motion to accept the consent agenda. Hollenbeck seconded the motion. Kumbier abstained because he was absent from the May meeting. Motion carried.

4. **Approval of Bills**

Kumbier made a motion to accept the bills in the amount of \$306,125.67 Hollenbeck seconded the motion. Motion carried on a 3-0 roll call vote.

Struss questioned a bill for OMNI Meters. Schroedl told the Committee that bill was to replace the inside of two different meters. One for At Home Again, and one for the School District.

5. **Reports**

- a. Utility Clerk: I have been busy with my regular office duties. Doing a lot of meter change outs, and new accounts as well as move in/move out paperwork. We have been working hard to get the office organized.

- b. Staff Report: Schroedl told the Committee that Intercon is replacing a gas main. They are pulling manholes looking for laterals. The manhole on north street had to be replaced. Fox & Son did the work and should be about \$7500.00. Intercon is basically televising our sewers. They are able to map laterals. Schroedl will be adding this information to our GIS system.
Schroedl said he would like to put a large amount of money towards sewer lining. Hollenbeck asked Schroedl to bring what he thinks needs to be replaced to the July meeting. When we have a completed budget, we will know how much can be spent

on lining sewers. Derek will also be abandoning the sewer line by the old Fur Company.

Schroedl has been training Cody Garcia on how to install meters and MXU's and helping him to work in the water department as well as public works.

Struss and Hollenbeck noticed that chlorine has been high on the testing sheets. Schroedl said chlorine has been leaking from well #3 and causing the numbers to be higher. He is replacing the fittings to help with the chlorine leakage at well #3. Committee members asked for the heading by manganese on the testing sheets to be changed to N/A.

- c. COWC Report: Struss said there was a hit at the plant a month ago. They are not sure where it came from. They had a meeting with the Clearinghouse people working on the phosphorus trading with the DNR. DNR said they will not allow adaptive management. They will not approve of constructive wetland. There is a farm in our water shed, we will wait to see what points the DNR will give for that.

6. Old Business: Discussion and Possible Action Regarding

- a. Well #3 Final Payment and Closeout: - MSA
Chase Przybylski from MSA said the contract has been fulfilled. It is his recommendation to pay the final bill to Mid-City Corp. for \$240,4013.91. The warranty is for one year. If there is any issue in that year's time, the one-year warranty starts over. There was a new backwash pump replaced. Schroedl thinks it is time to close out the project. However, there was an alignment issue. Przybylski said alignment issues are quite common with wells. There is a vibration in the well. Schroedl had it evaluated today. Hollenbeck said we need to fix the alignment issue. Przybylski said Mid-City has tried three things to take care of the problem. They shimmed it. They also raised it up by eighty feet. The final option would be to replace the pump with a submersible pump. Przybylski recommends having an alignment test done at the time the pump is replaced. The Committee agreed that when the current pump wears out, we will replace it with a submersible pump. Hollenbeck suggested setting aside money for this purchase in the future.

Struss made a motion that we accept the recommendation from MSA and make the final payment to Mid-City of \$240,403.91 and close-out the Well #3 project. Kumbier seconded the motion. Motion carried on a 3-0 roll call vote.

Schroedl also said that Mid-City has offered to reseed the grass at Well #3.

- b. Water Tower Cleaning: Schroedl asked the contractor if the quote for the tower cleaning was still good. He said yes, the quote is still good. Hollenbeck said that after our budget is done this will be put on a future agenda.

7. New Business: Discussion and Possible Action Regarding

- a. Pulliam Large Water Usage at 706 Townsend St. - Utility Clerk
Zach Pulliam was not able to attend the meeting. He provided a letter that was included in the packet. The extra water that was used was a hose that was left on in the back yard.

Struss made a motion to give Mr. Pulliam a sewer credit for the additional 4,000 gallons of water used above his average. Hollenbeck seconded the motion. A full sewer credit was given without Using the typical sewer credit formula because they know the water did not go down the sewer system.

b. Bulk Water Dispensing Station: - Water Operator

Schroedl said the solar project is using 7-8 loads of water a day. Schroedl has talked to several companies that said they would use a Bulk Fill Station a lot if we had one here in the Village. There was discussion about whether the solar company would contribute to the cost of the station, and where it would be placed. The Committee would like Administrator Peterson, and Water Operator Schroedl to contact the solar company about assistance with the cost of the Water Filling Station.

8. Public Comment:

Matt Castillo from MSA asked if the Dancing Goat Sampling Plan was going ok. Committee Member Struss said everything has been going well with the Dancing Goat Distillery. Struss said he thinks the occasional issues at the COWC may be coming from someone else.

Castillo said that Rockdale is moving along with the Regionalization project. He talked to General Engineering, and they bid the project. Castillo said he recommends they not award the bid until we have an agreement with Rockdale. There was a discussion about if Rockdale is being billed for the work on the project. They are being billed for our engineers and attorneys. The Committee discussed how Rockdale will be charged for the sewer service if it moves forward. There are things that will have to be worked out as the project is discussed in the future.

Mat Hughson called into the meeting at 7:25pm on Hollenbeck's phone.

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

1. Regionalization
2. Update on Budget
3. Sewer Lining/Abandon sewer line by old fur company
4. Bulk Water Station

10. Adjournment: Kumbier made a motion to adjourn the meeting. Struss seconded the motion. Hollenbeck adjourned the meeting at 7:48pm.

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

6/19/2025 10:37 AM

In Progress Checks - Full Report - ALL

Page: 1

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 6/24/2025

From Account:

Thru: 6/24/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	6/24/2025	CHARTER COMMUNICATIONS/SPECTRUM	
170805901	JULY 2025		
100-00-52100-310-000		POLICE - INTERNET	55.01
170805901	JULY 2025		
		170805901060725 6/07/2025	
100-00-51420-221-000		ADMIN - TELEPHONE/INTERNET	55.00
170805901	JULY 2025		
		170805901060725 6/07/2025	
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	54.99
170805901	JULY 2025		
		170805901060725 6/07/2025	
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	54.99
170805901	JULY 2025		
		170805901060725 6/07/2025	
		Total	219.99
	6/24/2025	DANE COUNTY CLERK	
		2025 DS200 MODEM CHARGES \$5/PER MONTH	
100-00-51440-390-000		ELECTIONS - SUPPLY & EXPENSE	60.00
		2025 DS200 MODEM CHARGES \$5/PER MONTH	
		Total	60.00
	6/24/2025	DANE COUNTY TREASURER (LAND CONSERVATION)	
		EROS CONTROL 2024-06 DANCING GOAT	
100-00-56700-210-000		PLANNING - CONSULTING FEES	88.22
		EROS CONTROL 2024-06 DANCING GOAT	
		CAM0525 6/10/2025	
100-00-51520-290-000		CONTRACTED SERVICES	98.02
		EROS CONTROL -2023-01 KWIK TRIP#1073	
		CAM0525 6/10/2025	
100-00-56700-210-000		PLANNING - CONSULTING FEES	58.81
		EROS CONTROL-2022-01 THE VINEYARDS CONDO	
		CAM0525 6/10/2025	
100-00-56700-210-000		PLANNING - CONSULTING FEES	58.81
		EROS CONTROL 2024-04-VINEYARD DR -LOT 1	
		CAM0525 6/10/2025	
		Total	303.86
	6/24/2025	REFUEL PANTRY	
		F150 FUEL (2) / RAM FUEL	
500-00-53700-660-000		VEHICLE/FUEL EXPENSES	79.50
		F150 FUEL (2) / RAM FUEL	
		1834, 6231	
		Total	79.50
	6/24/2025	REFUEL PANTRY	
		PUBLIC WORKS FUEL MAY 2025	

LP

6/19/2025 10:37 AM

In Progress Checks - Full Report - ALL
ALL Checks by Payee
HOMETOWN BANK GENERAL OPERATINGPage: 2
ACCTDated From: 6/24/2025 From Account:
Thru: 6/24/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-53311-370-000	6/24/2025	PUBLIC WORKS - FUEL	614.58
		PUBLIC WORKS FUEL MAY 2025	
		2090 5/31/2025	
		Total	614.58
	6/24/2025	VESTIS	
		MATS - AS OF 6/17/2025	
100-00-51600-390-000	6/24/2025	MUN BLDG - SUPPLIES	169.01
		MATS - AS OF 6/17/2025	
		6140612486	
		Total	169.01
	6/24/2025	VILLAGE OF DEERFIELD	
		05/04 - 5/31/2025 POLICE WAGES	
100-00-52100-290-000	6/24/2025	Dane County Sheriffs Contract	21,295.67
		05/04 - 5/31/2025 POLICE WAGES	
		3037 6/09/2025	
100-00-52100-370-000	6/24/2025	POLICE - SQUAD GAS/OIL	403.52
		POLICE FUEL 5/1 - 5/31/2025	
		3038 6/12/2025	
		Total	21,699.19
	6/24/2025	VISA	
		CAM ACE -ELECTRICAL TAPE, EXTENSION CORD	
920-00-55190-390-000	6/24/2025	CABLE TV-SUPPLIES & EXPENSE	41.76
		CAM ACE -ELECTRICAL TAPE, EXTENSION CORD B167637 5/07/2025	
920-00-55190-390-000	6/24/2025	CABLE TV-SUPPLIES & EXPENSE	-37.97
		RETURN - EXTENSION CORD B167697 5/8/2025	
		Total	3.79
		Grand Total	23,149.92

6/19/2025 10:37 AM

In Progress Checks - Full Report - ALL
ALL Checks by Payee
HOMETOWN BANK GENERAL OPERATING

Page: 3
ACCT

Dated From: 6/24/2025 From Account:
Thru: 6/24/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	22,956.65
Total Expenditure from Fund # 500 - WATER UTILITY	134.49
Total Expenditure from Fund # 600 - SEWER UTILITY	54.99
Total Expenditure from Fund # 920 - CAMBRIDGE/OAKLAND CABLE TV	3.79
Total Expenditure from all Funds	23,149.92

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
2984 Shawano Avenue
Green Bay WI 54313

Tony Evers, Governor

Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



Tuesday, January 28, 2025

Mr. Mark McNally, Village President
Village of Cambridge
PO BOX 99
CAMBRIDGE WI 53523-0099

Electronic delivery via email: mmcnally@ci.cambridge.wi.us

Subject: Ordinance adoption notice for Village of Cambridge. FEMA Community ID: 550080.

Dear Mr. Mark McNally,

The Federal Emergency Management Agency (FEMA) recently updated some of the Flood Insurance Rate Maps (FIRMs) and the entire Flood Insurance Study (FIS) for Dane County. According to NR116.05(4)(d), these changes must be adopted into the local floodplain ordinance within six months. The floodplain zoning ordinance for your community must be updated and approved by DNR no later than July 28, 2025, when the new maps and study go effective.

This letter, and the information listed below explain how to set up the ordinance and the ordinance adoption process. This information was provided as attachments to the same email that contained this letter.

- FIRM and FIS Information – lists out the FIRM panels, FIS numbers and the effective dates needed for the official maps section of the local floodplain ordinance.
- [Storage district maps for communities in Dane County](#) - The cities of Edgerton, Fitchburg, Madison, Middleton, Monona, Stoughton and Sun Prairie, villages of Cambridge, Cottage Grove, Deerfield, Maple Bluff, Marshall, McFarland, Oregon and Shorewood Hills and Dane County all have updated flood storage maps to add to their ordinance. DNR staff can assist with the wording in the ordinance. Local floodplain zoning staff from the affected communities need to download copies of the updated flood storage map panels to have on file for regulatory purposes. From the [DNR Risk Map Web Page](#), scroll to and select the Pennito Creek -Dane County (PMR) Watershed Project. Then scroll to the maps section and select the flood storage panels for your area of jurisdiction.
- Checklist for standard model ordinance – used to match local sections to state model sections, to ensure all applicable text is included. Completing this document is required if the local ordinance has language that varies from the state model. An editable version in Word format is attached.
- WDNR current standard model ordinance – to be used for the update of your community ordinance. The state standard model meets the minimum requirements of the NFIP and Chapter NR116, Wisconsin Administrative Code. An editable version in Word format is attached.
- [Adopting an ordinance](#)- a step-by-step guide quick guide outlining the adoption process.
- Ordinance adoption timeline – an outline of steps, with timeframe for each, to receive the DNR approval before the deadline.

DNR staff are prepared to assist you in the ordinance review and adoption process, provide example public notices and explain state and federal regulatory requirements. Communities are encouraged to have DNR staff review the draft local floodplain ordinance well before the ordinance is presented to the local governing body for adoption to ensure compliance with the NFIP and Chapter NR116, Wisconsin Administrative Code.

The process for amending a local floodplain ordinance is:

- **Ordinance amendment draft (recommended)**- submit draft ordinance to your DNR Floodplain Management contact for review 2-4 weeks prior to the public hearing to ensure it is compliant with the minimum standards of the NFIP and Chapter NR116, Wisconsin Administrative Code before adoption. We advise the Community to adopt the DNR model as it does meet current minimum standards for the NFIP and Chapter NR116. However, the community may be more restrictive than the minimum standards, if desired.
- **Notice of public hearing (Class2)** - the publication or posting of a public hearing notice for two consecutive weeks with the final notice being published or posted **no less than seven (7) days** prior to the public hearing. It is critical that the notice is published/posted correctly because if it is not, it may not be valid, and the community would be required to go through the adoption process again.
- **Decision of governing body**- once an amended floodplain ordinance has been adopted, please submit the following information in electronic format PDF to your DNR Floodplain Management contact within ten (10) days after adoption:
 1. A certified copy of the adopted ordinance.
 2. An affidavit of publication of the notice of public hearing from the newspaper with the notice. If the notice was posted, a notarized affidavit by the local official (usually the clerk) stating that the notice of public hearing was posted in three public places (with date and location), together with the notice, or posted in one public place and placed electronically on the municipality internet site per s. 985.02(2)(a).
 3. An affidavit of publication of the ordinance adoption from the newspaper with the notice. If the notice was posted, a notarized affidavit by the local official (usually the clerk) stating that the notice of public hearing was posted in three public places (with date and location), together with the notice, or posted in one public place and placed electronically on a municipality internet site per s. 985.02(2)(a).
- Upon receipt DNR staff will review the documents to issue the approval and forward the approved ordinance to FEMA.

If you have any questions concerning this letter or need further information on the ordinance adoption process or the Wisconsin model ordinance, please reach out to the Floodplain Management Program contact identified in the email sent to you.

Sincerely,



Kristin L. Rankin
Water Regulation Zoning Specialist
Wisconsin Department of Natural Resources
Green Bay office

Copy to: Ms. Lisa Moen - Village of Cambridge, via Imoen@ci.cambridge.wi.us
William T Disser, P. E. - Wisconsin DNR, via william.disser@wisconsin.gov

Sections: ^[2]

FOOTNOTE(S):

⁽²⁾ **Editor's note**— Ord. No. 2008-03, adopted Oct. 14, 2008, repealed ch. 15.60 in its entirety and enacted a new ch. 15.60 to read as set out herein. Former ch. 15.60 pertained to similar subject matter and derived from Ord. No. 2003-03, § 4; Ord. No. 2003-02; and Ord. No. 2-3-3, adopted in 2002.

15.60.10 - Statutory authorization, finding of fact, statement of purpose, title and general provisions, definition.

15.60.11 Statutory Authorization. This chapter is adopted pursuant to the authorization in ss. 61.35 and 62.23, for villages and cities; 59.69, 59.692, and 59.694 for counties; and the requirements in s. 87.30, Stats.

15.60.12 Finding of Fact. Uncontrolled development and use of the floodplains and rivers of this municipality would impair the public health, safety, convenience, general welfare and tax base.

15.60.13 Statement of Purpose. This chapter is intended to regulate floodplain development to:

- (a) Protect life, health and property;
- (b) Minimize expenditures of public funds for flood control projects;
- (c) Minimize rescue and relief efforts undertaken at the expense of the taxpayers;
- (d) Minimize business interruptions and other economic disruptions;
- (e) Minimize damage to public facilities in the floodplain;
- (f) Minimize the occurrence of future flood blight areas in the floodplain;
- (g) Discourage the victimization of unwary land and homebuyers;
- (h) Prevent increases in flood heights that could increase flood damage and result in conflicts between property owners; and
- (g) Discourage development in a floodplain if there is any practicable alternative to locate the activity, use or structure outside of the floodplain.

15.60.14 Title. This chapter shall be known as the Floodplain Zoning Ordinance for Cambridge, Wisconsin.

15.60.15 General Provisions.

- (1) Areas to be Regulated. This chapter regulates all areas that would be covered by the regional flood or base flood. Note: Base flood elevations are derived from the flood profiles in the flood insurance study. Regional flood elevations may be derived from other studies. Areas covered by the base flood are identified as A-zones on the flood insurance rate map.
- (2) Official Maps and Revisions. The boundaries of all floodplain districts are designated as floodplains or A-Zones on the maps listed below and the revisions in the Cambridge Floodplain Appendix. Any change to the base flood elevations (BFE) in the flood insurance study (FIS) or on the flood insurance rate map (FIRM) must be reviewed and approved by the DNR and FEMA before it is effective. No changes to

regional flood elevations (RFE's) on non-FEMA maps shall be effective until approved by the DNR. These maps and revisions are on file in the office of the Village of Cambridge. If more than one map or revision is referenced, the most restrictive information shall apply.

Official Maps:

Flood Insurance Rate Map (FIRM), panel numbers 55025493G, 55025494G, 55025656G, 55025657G, dated January 2, 2009; with corresponding profiles which are based on the Dane County Flood Insurance Study, dated January 2, 2009, volume numbers 55025CV001B and 55025CV002B.

Flood insurance rate map (FIRM), panel numbers 55055C0144E, dated June 2, 2009; with corresponding profiles which are based on the Jefferson County Flood Insurance Study, dated June 2, 2009, volume numbers 55055CV000A.

Approved by: The DNR and FEMA

- (3) Establishment of Districts. The regional floodplain areas are divided into three (3) districts as follows:
 - (a) The floodway district (FW) is the channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional floodwaters.
 - (b) The floodfringe district (FF) is that portion of the floodplain between the regional flood limits and the floodway.
 - (c) The general floodplain district (GFP) is those areas that have been or may be covered by floodwater during the regional flood.
- (4) Locating Floodplain Boundaries. Discrepancies between boundaries on the official floodplain zoning map and actual field conditions shall be resolved using the criteria in subsections (a) or (b) below. If a significant difference exists, the map shall be amended according to section 15.60.80. The zoning administrator can rely on a boundary derived from a profile elevation to grant or deny a land use permit, whether or not a map amendment is required. The zoning administrator shall be responsible for documenting actual pre-development field conditions and the basis upon which the district boundary was determined and for initiating any map amendments required under this section. Disputes between the zoning administrator and an applicant over the district boundary line shall be settled according to subsection 15.60.73(3) and the criteria in (a) and (b) below.
 - (a) If flood profiles exist, the map scale and the profile elevations shall determine the district boundary. The regional or base flood elevations shall govern if there are any discrepancies.
 - (b) Where flood profiles do not exist, the location of the boundary shall be determined by the map scale, visual on-site inspection and any information provided by the department.

Note: Where the flood profiles are based on established base flood elevations from a FIRM, FEMA must also approve any map amendment pursuant to subsections 15.60.81(6).
- (5) Removal of Lands From Floodplain. Compliance with the provisions of this chapter shall not be grounds for removing land from the floodplain unless it is filled at least two (2) feet above the regional or base flood elevation, the fill is contiguous to land outside the floodplain, and the map is amended pursuant to section 15.60.80

Note: This procedure does not remove the requirements for the mandatory purchase of flood insurance. The property owner must contact FEMA to request a letter of map change (LOMC).

- (6) Compliance. Any development or use within the areas regulated by this ordinance shall be in compliance with the terms of this chapter, and other applicable local, state, and federal regulations.
- (7) Municipalities and State Agencies Regulated. Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this chapter and obtain all necessary permits. State agencies are required to comply if s. 13.48(13), Stats., applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the Wisconsin Department of Transportation is exempt when s. 30.2022, Stats., applies.
- (8) Abrogation and Greater Restrictions.
 - (a) This chapter supersedes all the provisions of any municipal zoning ordinance enacted under ss. 59.69, 59.692 or 59.694 for counties; s. 62.23 for cities; s. 61.35 for villages; or s. 87.30, Stats., which relate to floodplains. If another ordinance is more restrictive than this chapter, that chapter shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.
 - (b) This chapter is not intended to repeal, abrogate or impair any existing deed restrictions, covenants or easements. If this chapter imposes greater restrictions, the provisions of this chapter shall prevail.
- (9) Interpretation. In their interpretation and application, the provisions of this chapter are the minimum requirements liberally construed in favor of the governing body and are not a limitation on or repeal of any other powers granted by the Wisconsin Statutes. If a provision of this chapter, required by ch. NR 116, Wis. Adm. Code, is unclear, the provision shall be interpreted in light of the standards in effect on the date of the adoption of this chapter or in effect on the date of the most recent text amendment to this chapter.
- (10) Warning and Disclaimer of Liability. The flood protection standards in this chapter are based on engineering experience and scientific research. Larger floods may occur or the flood height may be increased by manmade or natural causes. This chapter does not imply or guarantee that non-floodplain areas or permitted floodplain uses will be free from flooding and flood damages. Nor does this chapter create liability on the part of, or a cause of action against, the municipality or any officer or employee thereof for any flood damage that may result from reliance on this chapter.
- (11) Severability. Should any portion of this chapter be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected.
- (12) Annexed Areas for Cities and Villages. The Dane and Jefferson Counties floodplain zoning provisions in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements of ch. NR 116, Wis. Adm. Code and the National Flood Insurance Program (NFIP). These annexed lands are described on the municipality's official zoning map. County floodplain zoning provisions are incorporated by reference for the purpose of administering this section and are on file in the office of the municipal zoning administrator. All plats or maps of annexation shall show the regional flood elevation and the location of the floodway.

(13) General Development Standards. The community shall review all permit applications to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall be designed or modified and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads; be constructed with materials resistant to flood damage; be constructed by methods and practices that minimize flood damages; and be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. Subdivisions shall be reviewed for compliance with the above standards. All subdivision proposals (including manufactured home parks) shall include regional flood elevation and floodway data for any development that meets the subdivision definition of this chapter.

15.60.16 Definitions. Unless specifically defined, words and phrases in this chapter shall have their common law meaning and shall be applied in accordance with their common usage. Words used in the present tense include the future, the singular number includes the plural and the plural number includes the singular. The word "may" is permissive, "shall" is mandatory and is not discretionary.

A zones. Those areas shown on the official floodplain zoning map which would be inundated by the regional flood. These areas may be numbered or unnumbered A zones. The A zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.

Accessory structure or use. A facility, structure, building or use which is accessory or incidental to the principal use of a property, structure or building.

Base flood. Means the flood having a one (1) percent chance of being equaled or exceeded in any given year, as published by FEMA as part of a FIS and depicted on a FIRM.

Basement. Any enclosed area of a building having its floor sub-grade, i.e., below ground level, on all sides.

Building. See Structure.

Bulkhead line. A geographic line along a reach of navigable water that has been adopted by a municipal ordinance and approved by the department pursuant to s. 30.11, Stats., and which allows limited filling between this bulkhead line and the original ordinary highwater mark, except where such filling is prohibited by the floodway provisions of this chapter.

Campground. Any parcel of land which is designed, maintained, intended or used for the purpose of providing sites for nonpermanent overnight use by four (4) or more camping units, or which is advertised or represented as a camping area.

Camping unit. Any portable device, no more than four hundred (400) square feet in area, used as a temporary shelter, including but not limited to a camping trailer, motor home, bus, van, pick-up truck, tent or other mobile recreational vehicle.

Certificate of compliance. A certification that the construction and the use of land or a building, the elevation of fill or the lowest floor of a structure is in compliance with all of the provisions of this chapter.

Channel. A natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.

Crawlways or crawl space. An enclosed area below the first usable floor of a building, generally less than five (5) feet in height, used for access to plumbing and electrical utilities.

Deck. An unenclosed exterior structure that has no roof or sides, but has a permeable floor which allows the infiltration of precipitation.

Department. The Wisconsin Department of Natural Resources.

Development. Any artificial change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or alterations to buildings, structures or accessory structures; the repair of any damaged structure or the improvement or renovation of any structure, regardless of percentage of damage or improvement; the placement of buildings or structures; subdivision layout and site preparation; mining, dredging, filling, grading, paving, excavation or drilling operations; the storage, deposition or extraction of materials or equipment; and the installation, repair or removal of public or private sewage disposal systems or water supply facilities.

Dryland access. A vehicular access route which is above the regional flood elevation and which connects land located in the floodplain to land outside the floodplain, such as a road with its surface above regional flood elevation and wide enough for wheeled rescue and relief vehicles.

Encroachment. Any fill, structure, equipment, building, use or development in the floodway.

Existing manufactured home park or subdivision. A parcel of land, divided into two (2) or more manufactured home lots for rent or sale, on which the construction of facilities for servicing the lots is completed before the effective date of this chapter. At a minimum, this would include the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads

Expansion to existing mobile/manufactured home park. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed. This includes installation of utilities, construction of streets and either final site grading, or the pouring of concrete pads.

Federal Emergency Management Agency (FEMA). The federal agency that administers the National Flood Insurance Program.

Flood insurance rate map (FIRM). A map of a community on which the Federal Insurance Administration has delineated both special flood hazard areas (the floodplain) and the risk premium zones applicable to the community. This map can only be amended by the Federal Emergency Management Agency.

Flood or flooding. A general and temporary condition of partial or complete inundation of normally dry land areas caused by one of the following conditions:

- The overflow or rise of inland waters,
- The rapid accumulation or runoff of surface waters from any source,

- The inundation caused by waves or currents of water exceeding anticipated cyclical levels along the shore of Lake Michigan or Lake Superior, or
- The sudden increase caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a seiche, or by some similarly unusual event.

Flood frequency. The probability of a flood occurrence which is determined from statistical analyses. The frequency of a particular flood event is usually expressed as occurring, on the average once in a specified number of years or as a percent chance of occurring in any given year.

Floodfringe. That portion of the floodplain outside of the floodway which is covered by flood waters during the regional flood and associated with standing water rather than flowing water.

Flood hazard boundary map. A map designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A-zones and do not contain floodway lines or regional flood elevations. This map forms the basis for both the regulatory and insurance aspects of the National Flood Insurance Program (NFIP) until superseded by a flood insurance study and a flood insurance rate map.

Flood insurance study. A technical engineering examination, evaluation, and determination of the local flood hazard areas. It provides maps designating those areas affected by the regional flood and provides both flood insurance rate zones and base flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A-zones. Flood insurance rate maps, that accompany the flood insurance study, form the basis for both the regulatory and the insurance aspects of the National Flood Insurance Program.

Floodplain. Land which has been or may be covered by flood water during the regional flood. It includes the floodway and the floodfringe, and may include other designated floodplain areas for regulatory purposes.

Floodplain island. A natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.

Floodplain management. Policy and procedures to insure wise use of floodplains, including mapping and engineering, mitigation, education, and administration and enforcement of floodplain regulations.

Flood profile. A graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.

Floodproofing. Any combination of structural provisions, changes or adjustments to properties and structures, water and sanitary facilities and contents of buildings subject to flooding, for the purpose of reducing or eliminating flood damage.

Flood protection elevation. An elevation of two (2) feet of freeboard above the water surface profile elevation designated for the regional flood. (Also see: Freeboard.)

Flood storage. Those floodplain areas where storage of floodwaters has been taken into account during analysis in reducing the regional flood discharge.

Floodway. The channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional flood discharge.

Freeboard. A safety factor expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for any factors that cause flood heights greater than those calculated, including ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of watershed urbanization, loss of flood storage areas due to development and aggregation of the river or stream bed.

Habitable structure. Any structure or portion thereof used or designed for human habitation.

Hearing notice. Publication or posting meeting the requirements of Ch. 985, Stats. For appeals, a class 1 notice, published once at least one (1) week (seven (7) days) before the hearing, is required. For all zoning ordinances and amendments, a class 2 notice, published twice, once each week consecutively, the last at least a week (seven (7) days) before the hearing. Local ordinances or bylaws may require additional notice, exceeding these minimums.

High flood damage potential. Damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.

Historic structure. Any structure that is either:

- Listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register,
- Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district,
- Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior, or
- Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program, as determined by the Secretary of the Interior; or by the Secretary of the Interior in states without approved programs.

Increase in regional flood height. A calculated upward rise in the regional flood elevation, equal to or greater than 0.01 foot, based on a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain but not attributable to manipulation of mathematical variables such as roughness factors, expansion and contraction coefficients and discharge.

Land use. Any nonstructural use made of unimproved or improved real estate. (Also see Development.)

Manufactured home. A structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used with or without a permanent foundation when connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle."

Mobile recreational vehicle. A vehicle which is built on a single chassis, four hundred (400) square feet or less when measured at the largest horizontal projection, designed to be self-propelled, carried or permanently towable by a licensed, light-duty vehicle, is licensed for highway use if registration is required and is designed primarily not for use

as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use. Manufactured homes that are towed or carried onto a parcel of land, but do not remain capable of being towed or carried, including park model homes, do not fall within the definition of "mobile recreational vehicles."

Municipality or municipal. The county, city or village governmental units enacting, administering and enforcing this zoning ordinance.

NAVD or North American Vertical Datum. Elevations referenced to mean sea level datum, 1988 adjustment.

NGVD or National Geodetic Vertical Datum. Elevations referenced to mean sea level datum, 1929 adjustment.

New construction. For floodplain management purposes, "new construction" means structures for which the start of construction commenced on or after the effective date of floodplain zoning regulations adopted by this community and includes any subsequent improvements to such structures. For the purpose of determining flood insurance rates, it includes any structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures.

Nonconforming structure. An existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this chapter for the area of the floodplain which it occupies. (For example, an existing residential structure in the floodfringe district is a conforming use. However, if the lowest floor is lower than the flood protection elevation, the structure is nonconforming.)

Nonconforming use. An existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this chapter for the area of the floodplain which it occupies. (Such as a residence in the floodway.)

Obstruction to flow. Any development which blocks the conveyance of floodwaters such that this development alone or together with any future development will cause an increase in regional flood height.

Official floodplain zoning map. That map, adopted and made part of this chapter, as described in subsection 15.60.15(2), which has been approved by the department and FEMA.

Open space use. Those uses having a relatively low flood damage potential and not involving structures.

Ordinary highwater mark. The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.

Person. An individual, or group of individuals, corporation, partnership, association, municipality or state agency.

Private sewage system. A sewage treatment and disposal system serving one structure with a septic tank and soil absorption field located on the same parcel as the structure. It also means an alternative sewage system approved by the department of commerce, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure or a system located on a different parcel than the structure.

Public utilities. Those utilities using underground or overhead transmission lines such as electric, telephone and telegraph, and distribution and collection systems such as water, sanitary sewer and storm sewer.

Reasonably safe from flooding. Means base flood waters will not inundate the land or damage structures to be removed from the special flood hazard area and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

Regional flood. A flood determined to be representative of large floods known to have occurred in Wisconsin. A regional flood is a flood with a one (1) percent chance of being equaled or exceeded in any given year, and if depicted on the FIRM, the RFE is equivalent to the BFE.

Start of construction. The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within one hundred eighty (180) days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure. Any manmade object with form, shape and utility, either permanently or temporarily attached to, placed upon or set into the ground, stream bed or lake bed, including, but not limited to, roofed and walled buildings, gas or liquid storage tanks, bridges, dams and culverts.

Subdivision. Has the meaning given in s. 236.02(12), Wis. Stats.

Substantial damage. Damage of any origin sustained by a structure, whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed fifty (50) percent of the equalized assessed value of the structure before the damage occurred.

Unnecessary hardship. Where special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height or density unnecessarily burdensome or unreasonable in light of the purposes of the ordinance.

Variance. An authorization by the board of adjustment or appeals for the construction or maintenance of a building or structure in a manner which is inconsistent with dimensional standards (not uses) contained in the floodplain zoning ordinance.

Violation. The failure of a structure or other development to be fully compliant with the floodplain zoning ordinance. A structure or other development without required permits, lowest floor elevation documentation, floodproofing certificates or required floodway encroachment calculations is presumed to be in violation until such time as that documentation is provided.

Watershed. The entire region contributing runoff or surface water to a watercourse or body of water.

Water surface profile. A graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.

Well. Means an excavation opening in the ground made by digging, boring, drilling, driving or other methods, to obtain groundwater regardless of its intended use.

(Ord. No. 2008-03, 10-14-2008; Ord. No. 2008-07, 12-10-2008; Ord. No. 2009-06, 6-23-2009)

15.60.20 - General standards applicable to all floodplain districts.

15.60.21 Hydraulic and Hydrologic Analyses.

(1) Except as allowed in subsection (3) below, no floodplain development shall:

- (a) Obstruct flow, defined as development which blocks the conveyance of floodwaters by itself or with other development, increasing regional flood height; or
- (b) Increase regional flood height due to floodplain storage area lost, which equals or exceeds 0.01 foot.

(2) The zoning administrator shall deny permits if it is determined the proposed development will obstruct flow or increase regional flood heights 0.01 foot or more, based on the officially adopted FIRM or other adopted map, unless the provisions of subsection (3) are met.

(3) Obstructions or increases equal to or greater than 0.01 foot may only be permitted if amendments are made to this chapter, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with section 15.60.80

Note: This section refers to obstructions or increases in base flood elevations as shown on the officially adopted FIRM or other adopted map. Any such alterations must be reviewed and approved by FEMA and the DNR.

15.60.22 Watercourse Alterations. No land use permit to alter or relocate a watercourse in a mapped floodplain shall be issued until the local official has notified in writing all adjacent municipalities, the department and FEMA regional offices and required the applicant to secure all necessary state and federal permits. The flood carrying capacity of any altered or relocated watercourse shall be maintained. As soon as is practicable, but not later than six (6) months after the date of the watercourse alteration or relocation, the zoning administrator shall notify FEMA of the changes by submitting appropriate technical or scientific data in accordance with NFIP guidelines that shall be used to revise the FIRM, risk premium rates and floodplain management regulations as required.

15.60.23 Chapter 30, 31, Wis. Stats., Development. Development which requires a permit from the department, under chs. 30 and 31, Wis. Stats., such as docks, piers, wharves, bridges, culverts, dams and navigational aids, may be allowed if the necessary permits are obtained and amendments to the floodway lines, water surface profiles, BFE's established in the FIS, or other data from the officially adopted FIRM, or other floodplain zoning maps or the floodplain zoning ordinance are made according to section 15.60.80

15.60.24 Public or Private Campgrounds. Public or private campgrounds shall have a low flood damage potential and shall meet the following provisions:

- (1) The campground is approved by the department of health and family services.
- (2) A land use permit for the campground is issued by the zoning administrator.
- (3) The character of the river system and the elevation of the campground is such that a seventy-two-hour warning of an impending flood can be given to all campground occupants.
- (4) There is an adequate flood warning procedure for the campground that offers the minimum notice required under this section to all persons in the campground. This procedure shall include a written agreement between the campground owner, the municipal emergency government coordinator and the chief law enforcement official which specifies the flood elevation at which evacuation shall occur, personnel responsible for monitoring flood elevations, types of warning systems to be used and the procedures for notifying at-risk parties, and the methods and personnel responsible for conducting the evacuation.
- (5) This agreement shall be for no more than one (1) calendar year, at which time the agreement shall be reviewed and updated - by the officials identified in subsection 15.60.24(4) - to remain in compliance with all applicable regulations, including those of the state department of health and family services and all other applicable regulations.
- (6) Only camping units are allowed.
- (7) The camping units may not occupy any site in the campground for more than one hundred eighty (180) consecutive days, at which time the camping unit must be removed from the floodplain for a minimum of twenty-four (24) hours.
- (8) All camping units that remain on site for more than thirty (30) days shall be issued a limited authorization by the campground operator, a written copy of which is kept on file at the campground. Such authorization shall allow placement of a camping unit for a period not to exceed one hundred eighty (180) days and shall ensure compliance with all the provisions of this section.
- (9) The municipality shall monitor the limited authorizations issued by the campground operator to assure compliance with the terms of this section.
- (10) All camping units that remain in place for more than one hundred eighty (180) consecutive days must meet the applicable requirements in either subsection 15.60.30 or subsection 15.60.40 for the floodplain district in which the structure is located.
- (11) The campground shall have signs clearly posted at all entrances warning of the flood hazard and the procedures for evacuation when a flood warning is issued.
- (12) All service facilities, including but not limited to refuse collection, electrical service, natural gas lines, propane tanks, sewage systems and wells shall be properly anchored and placed at or floodproofed to the flood protection elevation.

(Ord. No. 2008-03, 10-14-2008)

15.60.30 - Floodway district (FW).

15.60.31 Applicability. This section applies to all floodway areas on the floodplain zoning maps and those identified pursuant to subsection 15.60.54.

15.60.32

Permitted Uses. The following open space uses are allowed in the floodway district and the floodway areas of the general floodplain district, if

- They are not prohibited by any other ordinance;
- They meet the standards in subsections 15.60.33 and 15.60.34; and
- All permits or certificates have been issued according to subsection 15.60.71:
 - (1) Agricultural uses, such as: farming, outdoor plant nurseries, horticulture, viticulture and wild crop harvesting.
 - (2) Nonstructural industrial and commercial uses, such as loading areas, parking areas and airport landing strips.
 - (3) Nonstructural recreational uses, such as golf courses, tennis courts, archery ranges, picnic grounds, boat ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting, trap and skeet activities, hunting and fishing areas and hiking and horseback riding trails, subject to the fill limitations of subsection 15.60.33(4).
 - (4) Uses or structures accessory to open space uses, or classified as historic structures that comply with subsections 15.60.33 and 15.60.34.
 - (5) Extraction of sand, gravel or other materials that comply with subsection 15.60.33(4).
 - (6) Functionally water-dependent uses, such as docks, piers or wharves, dams, flowage areas, culverts, navigational aids and river crossings of transmission lines, and pipelines that comply with chs. 30 and 31, Stats.
 - (7) Public utilities, streets and bridges that comply with subsection 15.60.33(3).

15.60.33 Standards for Developments in Floodway Areas.

- (1) General.
 - (a) Any development in floodway areas shall comply with section 15.60.20 and have a low flood damage potential.
 - (b) Applicants shall provide the following data to determine the effects of the proposal according to subsection 15.60.21:
 - 1. A cross-section elevation view of the proposal, perpendicular to the watercourse, showing if the proposed development will obstruct flow; or
 - 2. An analysis calculating the effects of this proposal on regional flood height.
 - (c) The zoning administrator shall deny the permit application if the project will increase flood elevations upstream or downstream 0.01 foot or more, based on the data submitted for subsection (b) above.
- (2) Structures. Structures accessory to permanent open space uses or functionally dependent on a waterfront location may be allowed by permit if the structures comply with the following criteria:
 - (a) The structure is not designed for human habitation and does not have a high flood damage potential.

- (b) It must be anchored to resist flotation, collapse, and lateral movement;
 - (c) Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and
 - (d) It must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.
- (3) Public utilities, streets and bridges. Public utilities, streets and bridges may be allowed by permit, if:
- (a) Adequate floodproofing measures are provided to the flood protection elevation; and
 - (b) Construction meets the development standards of subsection 15.60.21.
- (4) Fills or deposition of materials. Fills or deposition of materials may be allowed by permit, if:
- (a) The requirements of subsection 15.60.21 are met;
 - (b) No material is deposited in the navigable channel unless a permit is issued by the department pursuant to ch. 30, Stats., and a permit pursuant to s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344 has been issued, if applicable, and the other requirements of this section are met;
 - (c) The fill or other materials will be protected against erosion by riprap, vegetative cover, sheet piling or bulkheading; and
 - (d) The fill is not classified as a solid or hazardous material.

15.60.34 Prohibited Uses. All uses not listed as permitted uses in subsection 15.60.32 are prohibited, including the following uses:

- (1) Habitable structures, structures with high flood damage potential, or those not associated with permanent open-space uses;
- (2) Storing materials that are buoyant, flammable, explosive, injurious to property, water quality, or human, animal, plant, fish or other aquatic life;
- (3) Uses not in harmony with or detrimental to uses permitted in the adjoining districts;
- (4) Any private or public sewage systems, except portable latrines that are removed prior to flooding and systems associated with recreational areas and department-approved campgrounds that meet the applicable provisions of local ordinances and ch. COMM 83, Wis. Adm. Code;
- (5) Any public or private wells which are used to obtain potable water, except those for recreational areas that meet the requirements of local ordinances and chs. NR 811 and NR 812, Wis. Adm. Code;
- (6) Any solid or hazardous waste disposal sites;
- (7) Any wastewater treatment ponds or facilities, except those permitted under s. NR 110.15(3)(b), Wis. Adm. Code;
- (8) Any sanitary sewer or water supply lines, except those to service existing or proposed development located outside the floodway which complies with the regulations for the floodplain area occupied.

(Ord. No. 2008-03, 10-14-2008)

15.60.40 - Floodfringe district (FF).

- 15.60.41 Applicability. This section applies to all floodfringe areas shown on the floodplain zoning maps and those identified pursuant to subsection 15.60.54.
- 15.60.42 Permitted Uses. Any structure, land use, or development is allowed in the floodfringe district if the standards in subsection 15.60.43 are met, the use is not prohibited by this or any other ordinance or regulation and all permits or certificates specified in subsection 15.60.71 have been issued.
- 15.60.43 Standards for Development in Floodfringe Areas. Section 2.1 shall apply in addition to the following requirements according to the use requested.
- (1) Residential Uses. Any habitable structure, including a manufactured home, which is to be erected, constructed, reconstructed, altered, or moved into the floodfringe area, shall meet or exceed the following standards;
 - (a) The elevation of the lowest floor, excluding the basement or crawlway, shall be at or above the flood protection elevation on fill. The fill shall be one (1) foot or more above the regional flood elevation extending at least fifteen (15) feet beyond the limits of the structure. The department may authorize other floodproofing measures if the elevations of existing streets or sewer lines makes compliance with the fill standards impractical;
 - (b) The basement or crawlway floor may be placed at the regional flood elevation if it is floodproofed to the flood protection elevation. No basement or crawlway floor is allowed below the regional flood elevation;
 - (c) Contiguous dryland access shall be provided from a structure to land outside of the floodplain, except as provided in subsection 15.60.43(1)(d).
 - (d) In developments where existing street or sewer line elevations make compliance with subsection 15.60.43(1)(c) impractical, the municipality may permit new development and substantial improvements where access roads are at or below the regional flood elevation, if:
 1. The municipality has written assurance from police, fire and emergency services that rescue and relief will be provided to the structure(s) by wheeled vehicles during a regional flood event; or
 2. The municipality has a natural disaster plan approved by Wisconsin Emergency Management and the department.
 - (2) Accessory Structures or Uses.
 - (a) Except as provided in subsection 15.60.43(2)(b), an accessory structure which is not connected to a principal structure may be constructed with its lowest floor at or above the regional flood elevation.
 - (b) An accessory structure which is not connected to the principal structure and which is less than six hundred (600) square feet in size and valued at less than ten thousand dollars (\$10,000.00) may be constructed with its lowest floor no more than two (2) feet below the regional flood elevation if it is subject to flood velocities of no more than two (2) feet per second and it meets all of the provisions of subsections 15.60.33(2)(a), (b), (c) and (d) and subsection 15.60.43(5) below.
 - (3) Commercial Uses. Any commercial structure which is erected, altered or moved into the floodfringe area shall meet the requirements of subsection 15.60.43(1). Subject to the requirements of subsection 15.60.43(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if

an adequate warning system exists to protect life and property.

- (4) Manufacturing and Industrial Uses. Any manufacturing or industrial structure which is erected, altered or moved into the floodfringe area shall be protected to the flood protection elevation using fill, levees, floodwalls, or other floodproofing measures in subsection 15.60.75. Subject to the requirements of subsection 15.60.43(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.
- (5) Storage of Materials. Materials that are buoyant, flammable, explosive, or injurious to property, water quality or human, animal, plant, fish or aquatic life shall be stored at or above the flood protection elevation or floodproofed in compliance with subsection 15.60.75. Adequate measures shall be taken to ensure that such materials will not enter the water body during flooding.
- (6) Public Utilities, Streets and Bridges. All utilities, streets and bridges shall be designed to be compatible with comprehensive floodplain development plans; and
 - (a) When failure of public utilities, streets and bridges would endanger public health or safety, or where such facilities are deemed essential, construction of and substantial improvements to such facilities may only be permitted if they are floodproofed in compliance with subsection 15.60.75 to the flood protection elevation;
 - (b) Minor roads or non-essential utilities may be constructed at lower elevations if they are designed to withstand flood forces to the regional flood elevation.
- (7) Sewage Systems. All on-site sewage disposal systems shall be floodproofed, pursuant to subsection 15.60.75, to the flood protection elevation and shall meet the provisions of all local ordinances and ch. COMM 83, Wis. Adm. Code.
- (8) Wells. All wells shall be floodproofed, pursuant to subsection 15.60.75, to the flood protection elevation and shall meet the provisions of chs. NR 811 and NR 812, Wis. Adm. Code.
- (9) Solid Waste Disposal Sites. Disposal of solid or hazardous waste is prohibited in floodfringe areas.
- (10) Deposition of Materials. Any deposited material must meet all the provisions of this chapter.
- (11) Manufactured Homes.
 - (a) Owners or operators of all manufactured home parks and subdivisions shall provide adequate surface drainage to minimize flood damage, and prepare, secure approval and file an evacuation plan, indicating vehicular access and escape routes, with local emergency management authorities.
 - (b) In existing manufactured home parks, all new homes, replacement homes on existing pads, and substantially improved homes shall:
 - 1. Have the lowest floor elevated to the flood protection elevation; and
 - 2. Be anchored so they do not float, collapse or move laterally during a flood.
 - (c) Outside of existing manufactured home parks, including new manufactured home parks and all single units outside of existing parks, all new, replacement and substantially improved manufactured homes shall meet the residential development standards for the floodfringe in subsection 15.60.43(1).

Mobile Recreational Vehicles. All mobile recreational vehicles that are on site for one hundred eighty (180) consecutive days or more or are not fully licensed and ready for highway use shall meet the elevation and anchoring requirements in subsection 15.60.43(11)(b) and (c). A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

(Ord. No. 2008-03, 10-14-2008)

15.60.50 - General floodplain district (GFP).

- 15.60.51 Applicability. The provisions for this district shall apply to all floodplains for which flood profiles are not available or where flood profiles are available but floodways have not been delineated. Floodway and floodfringe districts shall be delineated when adequate data is available.
- 15.60.52 Permitted Uses. Pursuant to subsection 15.60.54, it shall be determined whether the proposed use is located within a floodway or floodfringe area. Those uses permitted in floodway (subsection 15.60.32) and floodfringe areas (subsection 15.60.42) are allowed within the general floodplain district, according to the standards of subsection 15.60.53, provided that all permits or certificates required under subsection 15.60.71 have been issued.
- 15.60.53 Standards for Development in the General Floodplain District. Section 15.60.30 applies to floodway areas, section 15.60.40 applies to floodfringe areas. The rest of this chapter applies to either district.
- 15.60.54 Determining Floodway and Floodfringe Limits. Upon receiving an application for development within the general floodplain district, the zoning administrator shall:
- (1) Require the applicant to submit two (2) copies of an aerial photograph or a plan which shows the proposed development with respect to the general floodplain district limits, stream channel, and existing floodplain developments, along with a legal description of the property, fill limits and elevations, building floor elevations and floodproofing measures;
 - (2) Require the applicant to furnish any of the following information deemed necessary by the department to evaluate the effects of the proposal upon flood height and flood flows, regional flood elevation and to determine floodway boundaries:
 - (a) A typical valley cross-section showing the stream channel, the floodplain adjoining each side of the channel, the cross-sectional area to be occupied by the proposed development, and all historic high water information;
 - (b) Plan (surface view) showing elevations or contours of the ground; pertinent structure, fill or storage elevations; size, location and layout of all proposed and existing structures on the site; location and elevations of streets, water supply, and sanitary facilities; soil types and other pertinent information;
 - (c) Profile showing the slope of the bottom of the channel or flow line of the stream;
 - (d) Specifications for building construction and materials, floodproofing, filling, dredging, channel improvement, storage, water supply and sanitary facilities.

(3)

Transmit one (1) copy of the information described in subsections 15.60.54(1) and (2) to the department regional office along with a written request for technical assistance to establish regional flood elevations and, where applicable, floodway data. Where the provisions of subsection 15.60.71(2)(c) apply, the applicant shall provide all required information and computations to delineate floodway boundaries and the effects of the project on flood elevations.

(Ord. No. 2008-03, 10-14-2008)

15.60.60 - Nonconforming uses.

15.60.61 General.

- (1) Applicability. If these standards conform with s. 59.69(10), Stats., for counties or s. 62.23(7)(h), Stats., for cities and villages, they shall apply to all modifications or additions to any nonconforming use or structure and to the use of any structure or premises which was lawful before the passage of this chapter or any amendment thereto.
- (2) The existing lawful use of a structure or its accessory use which is not in conformity with the provisions of this chapter may continue subject to the following conditions:
 - (a) No modifications or additions to a nonconforming use or structure shall be permitted unless they comply with this chapter. The words "modification" and "addition" include, but are not limited to, any alteration, addition, modification, structural repair, rebuilding or replacement of any such existing use, structure or accessory structure or use. Ordinary maintenance repairs are not considered an extension, modification or addition; these include painting, decorating, paneling and the replacement of doors, windows and other nonstructural components and the maintenance, repair or replacement of existing private sewage or water supply systems or connections to public utilities. Ordinary maintenance repairs do not include any costs associated with the repair of a damaged structure. The construction of a deck that does not exceed two hundred (200) square feet and that is adjacent to the exterior wall of a principal structure is not an extension, modification or addition. The roof of the structure may extend over a portion of the deck in order to provide safe ingress and egress to the principal structure.
 - (b) If a nonconforming use or the use of a nonconforming structure is discontinued for twelve (12) consecutive months, it is no longer permitted and any future use of the property, and any structure or building thereon, shall conform to the applicable requirements of this chapter;
 - (c) The municipality shall keep a record which lists all nonconforming uses and nonconforming structures, their present equalized assessed value, the cost of all modifications or additions which have been permitted, and the percentage of the structure's total current value those modifications represent;
 - (d) No modification or addition to any nonconforming structure or any structure with a nonconforming use, which over the life of the structure would equal or exceed fifty (50) percent of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in

compliance with subsection 15.60.43(1). The costs of elevating a nonconforming building or a building with a nonconforming use to the flood protection elevation are excluded from the fifty (50) percent provisions of this subsection;

- (e) 1 Except as provided in subsection 15.60.61(2)(e)2., if any nonconforming structure or any structure with a nonconforming use is destroyed or is substantially damaged, it cannot be replaced, reconstructed or rebuilt unless the use and the structure meet the current ordinance requirements. A structure is considered substantially damaged if the total cost to restore the structure to its pre-damaged condition equals or exceeds fifty (50) percent of the structure's present equalized assessed value.
- 2. For nonconforming buildings that are damaged or destroyed by a nonflood disaster, the repair or reconstruction of any such nonconforming building may be permitted in order to restore it after the nonflood disaster, provided that the nonconforming building will meet all of the minimum requirements under applicable FEMA regulations (44 CFR Part 60), or the regulations promulgated thereunder.
- (f) A nonconforming historic structure may be altered if the alteration will not preclude the structures continued designation as a historic structure, the alteration will comply with subsection 15.60.33(1), flood resistant materials are used, and construction practices and floodproofing methods that comply with subsection 15.60.75 are used.

15.60.62 Floodway Areas.

- (1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use in a floodway area, unless such modification or addition:
 - (a) Has been granted a permit or variance which meets all ordinance requirements;
 - (b) Meets the requirements of subsection 15.60.61;
 - (c) Will not increase the obstruction to flood flows or regional flood height;
Any addition to the existing structure shall be floodproofed, pursuant to subsection 15.60.75, by means other than the use of fill, to the flood protection elevation;
 - (d) If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:
 - 1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two (2) openings must be provided with a minimum net area of at least one (1) square inch for every one (1) square foot of the enclosed area. The lowest part of the opening can be no more than twelve (12) inches above the adjacent grade;
 - 2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;
 - 3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and
 - 4. The use must be limited to parking or limited storage.

- (2) No new on-site sewage disposal system, or addition to an existing on-site sewage disposal system, except where an addition has been ordered by a government agency to correct a hazard to public health, shall be allowed in a floodway area. Any replacement, repair or maintenance of an existing on-site sewage disposal system in a floodway area shall meet the applicable requirements of all municipal ordinances and ch. COMM 83, Wis. Adm. Code.
- (3) No new well or modification to an existing well used to obtain potable water shall be allowed in a floodway area. Any replacement, repair or maintenance of an existing well in a floodway area shall meet the applicable requirements of all municipal ordinances and chs. NR 811 and NR 812, Wis. Adm. Code.

15.60.63 Floodfringe Areas.

- (1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use unless such modification or addition has been granted a permit or variance by the municipality, and the modification or addition shall be placed on fill or floodproofed to the flood protection elevation in compliance with the standards for that particular use in subsection 15.60.43, except where subsection 15.60.63(2) is applicable.
- (2) Where compliance with the provisions of subsection 15.60.63(1) would result in unnecessary hardship and only where the structure will not be used for human habitation or be associated with a high flood damage potential, the board of adjustment/appeals, using the procedures established in subsection 15.60.73, may grant a variance from those provisions of subsection 15.60.63(1) for modifications or additions, using the criteria listed below. Modifications or additions which are protected to elevations lower than the flood protection elevation may be permitted if:
 - (a) No floor is allowed below the regional flood elevation for residential or commercial structures;
 - (b) Human lives are not endangered;
 - (c) Public facilities, such as water or sewer, will not be installed;
 - (d) Flood depths will not exceed two (2) feet;
 - (e) Flood velocities will not exceed two (2) feet per second; and
 - (f) The structure will not be used for storage of materials as described in subsection 15.60.43(6).
- (3) If neither the provisions of subsection 15.60.63(1) or (2) above can be met, one (1) addition to an existing room in a nonconforming building or a building with a nonconforming use may be allowed in the floodfringe, if the addition:
 - (a) Meets all other regulations and will be granted by permit or variance;
 - (b) Does not exceed sixty (60) square feet in area; and
 - (c) In combination with other previous modifications or additions to the building, does not equal or exceed fifty (50) percent of the present equalized assessed value of the building.
- (4) All new private sewage disposal systems, or addition to, replacement, repair or maintenance of a private sewage disposal system shall meet all the applicable provisions of all local ordinances and ch. COMM 83, Wis. Adm. Code.
- (5)

All new wells, or addition to, replacement, repair or maintenance of a well shall meet the applicable provisions of this chapter and ch. NR 811 and NR 812, Wis. Adm. Code.

(Ord. No. 2008-03, 10-14-2008)

15.60.70 - Administration.

Where a zoning administrator, planning agency or a board of adjustment/appeals has already been appointed to administer a zoning ordinance adopted under ss. 59.69, 59.692 or 62.23(7), Stats., these officials shall also administer this chapter.

15.60.71 Zoning Administrator.

- (1) The zoning administrator is authorized to administer this chapter and shall have the following duties and powers:
 - (a) Advise applicants of the ordinance provisions, assist in preparing permit applications and appeals, and assure that the regional flood elevation for the proposed development is shown on all permit applications.
 - (b) Issue permits and inspect properties for compliance with provisions of this chapter, and issue certificates of compliance where appropriate.
 - (bm) Inspect all damaged floodplain structures and perform a substantial damage assessment to determine if substantial damage to the structures has occurred.
 - (c) Keep records of all official actions such as:
 1. All permits issued, inspections made, and work approved;
 2. Documentation of certified lowest floor and regional flood elevations for floodplain development;
 3. Records of water surface profiles, floodplain zoning maps and ordinances, nonconforming uses and structures including changes, appeals, variances and amendments.
 4. All substantial damage assessment reports for floodplain structures.
 - (d) Submit copies of the following items to the department regional office:
 1. Within ten (10) days of the decision, a copy of any decisions on variances, appeals for map or text interpretations, and map or text amendments;
 2. Copies of any case-by-case analyses, and any other information required by the Department including an annual summary of the number and types of floodplain zoning actions taken.
 3. Copies of substantial damage assessments performed and all related correspondence concerning the assessments.

Note: Information on conducting substantial damage assessments is available on the DNR website - <http://dnr.wi.gov/org/water/wm/dsfm/flood/title.htm>
 - (e) Investigate, prepare reports, and report violations of this chapter to the municipal zoning agency and attorney for prosecution. Copies of the reports shall also be sent to the department regional office.
 - (f) Submit copies of text and map amendments and biennial reports to the FEMA regional office.

(2) Land Use Permit. A land use permit shall be obtained before any new development or any structural repair or change in the use of a building or structure, including sewer and water facilities, may be initiated. Application to the zoning administrator shall include:

(a) General Information.

1. Name and address of the applicant, property owner and contractor;
2. Legal description, proposed use, and whether it is new construction or a modification;

(b) Site Development Plan. A site plan drawn to scale shall be submitted with the permit application form and shall contain:

1. Location, dimensions, area and elevation of the lot;
2. Location of the ordinary highwater mark of any abutting navigable waterways;
3. Location of any structures with distances measured from the lot lines and street center lines;
4. Location of any existing or proposed on-site sewage systems or private water supply systems;
5. Location and elevation of existing or future access roads;
6. Location of floodplain and floodway limits as determined from the official floodplain zoning maps;
7. The elevation of the lowest floor of proposed buildings and any fill using the vertical datum from the adopted study - either National Geodetic Vertical Datum (NGVD) or North American Vertical Datum (NAVD);
8. Data sufficient to determine the regional flood elevation in NGVD or NAVD at the location of the development and to determine whether or not the requirements of section 15.60.30 or 15.60.40 are met; and
9. Data to determine if the proposed development will cause an obstruction to flow or an increase in regional flood height or discharge according to subsection 15.60.21. This may include any of the information noted in subsection 15.60.33(1).

(c) Data Requirements to Analyze Developments.

1. The applicant shall provide all survey data and computations required to show the effects of the project on flood heights, velocities and floodplain storage, for all subdivision proposals, as "subdivision" is defined in s. 236, Stats., and other proposed developments exceeding five (5) acres in area or where the estimated cost exceeds one hundred twenty-five thousand dollars (\$125,000.00). The applicant shall provide:
 - a. An analysis of the effect of the development on the regional flood profile, velocity of flow and floodplain storage capacity;
 - b. A map showing location and details of vehicular access to lands outside the floodplain; and
 - c. A surface drainage plan showing how flood damage will be minimized.

The estimated cost of the proposal shall include all structural development, landscaping, access and road development, utilities, and other pertinent items, but need not include land costs.

(d)

Expiration. All permits issued under the authority of this ordinance shall expire three hundred sixty-five (365) days after issuance.

- (3) Certificate of Compliance. No land shall be occupied or used, and no building which is hereafter constructed, altered, added to, modified, repaired, rebuilt or replaced shall be occupied until a certificate of compliance is issued by the zoning administrator, except where no permit is required, subject to the following provisions:
 - (a) The certificate of compliance shall show that the building or premises or part thereof, and the proposed use, conform to the provisions of this chapter;
 - (b) Application for such certificate shall be concurrent with the application for a permit;
 - (c) If all ordinance provisions are met, the certificate of compliance shall be issued within ten (10) days after written notification that the permitted work is completed;
 - (d) The applicant shall submit a certification signed by a registered professional engineer, architect or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. Floodproofing measures also require certification by a registered professional engineer or architect that floodproofing measures meet the requirements of subsection 15.60.75.
- (4) Other Permits. The applicant must secure all necessary permits from federal, state, and local agencies, including those required by the U.S. Army Corps of Engineers under s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344.

15.60.72 Zoning Agency.

- (1) The Cambridge Water, Sewer, and Stormwater Committee shall:
 - (a) Oversee the functions of the office of the zoning administrator; and
 - (b) Review and advise the governing body on all proposed amendments to this chapter, maps and text.
- (2) This zoning agency shall not
 - (a) Grant variances to the terms of the ordinance in place of action by the board of adjustment/appeals; or
 - (b) Amend the text or zoning maps in place of official action by the governing body.

15.60.73 Board of Adjustment/Appeals. The board of adjustment/appeals, created under s. 59.694, Stats., for counties or s. 62.23(7)(e), Stats., for cities or villages, is hereby authorized or shall be appointed to act for the purposes of this chapter. The board shall exercise the powers conferred by Wisconsin Statutes and adopt rules for the conduct of business. The zoning administrator may not be the secretary of the board.

- (1) Powers and Duties. The board of adjustment/appeals shall:
 - (a) Appeals - Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this chapter.
 - (b) Boundary Disputes - Hear and decide disputes concerning the district boundaries shown on the official floodplain zoning map.
 - (c) Variances - Hear and decide, upon appeal, variances from the ordinance standards.
- (2) Appeals to the Board.

- (a) Appeals to the board may be taken by any person aggrieved, or by any officer or department of the municipality affected by any decision of the zoning administrator or other administrative officer. Such appeal shall be taken within thirty (30) days unless otherwise provided by the rules of the board, by filing with the official whose decision is in question, and with the board, a notice of appeal specifying the reasons for the appeal. The official whose decision is in question shall transmit to the board all records regarding the matter appealed.
- (b) Notice and Hearing for Appeals Including Variances.
1. Notice - The board shall:
 - a. Fix a reasonable time for the hearing;
 - b. Publish adequate notice pursuant to Wisconsin Statutes, specifying the date, time, place and subject of the hearing;
 - c. Assure that notice shall be mailed to the parties in interest and the department regional office at least ten (10) days in advance of the hearing.
 2. Hearing - Any party may appear in person or by agent. The board shall:
 - a. Resolve boundary disputes according to subsection 15.60.73(3).
 - b. Decide variance applications according to subsection 15.60.73(4).
 - c. Decide appeals of permit denials according to subsection 15.60.74.
- (c) Decision: The final decision regarding the appeal or variance application shall:
1. Be made within a reasonable time;
 2. Be sent to the department regional office within ten (10) days of the decision;
 3. Be a written determination signed by the chairman or secretary of the board;
 4. State the specific facts which are the basis for the board's decision;
 5. Either affirm, reverse, vary or modify the order, requirement, decision or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or grant or deny the variance application;
 6. Include the reasons for granting an appeal, describing the hardship demonstrated by the applicant in the case of a variance, clearly stated in the recorded minutes of the board proceedings.
- (3) Boundary Disputes. The following procedure shall be used by the board in hearing disputes concerning floodplain district boundaries:
- (a) If a floodplain district boundary is established by approximate or detailed floodplain studies, the flood elevations or profiles shall prevail in locating the boundary. If none exist, other evidence may be examined.
 - (b) In all cases, the person contesting the boundary location shall be given a reasonable opportunity to present arguments and technical evidence to the board.
 - (c)

If the boundary is incorrectly mapped, the board should inform the zoning committee or the person contesting the boundary location to petition the governing body for a map amendment according to section 15.60.80

(4) Variance.

(a) The board may, upon appeal, grant a variance from the standards of this ordinance if an applicant convincingly demonstrates that:

1. Literal enforcement of the ordinance provisions will cause unnecessary hardship;
2. The hardship is due to adoption of the floodplain ordinance and unique property conditions, not common to adjacent lots or premises. In such case the ordinance or map must be amended;
3. The variance is not contrary to the public interest; and
4. The variance is consistent with the purpose of this chapter in subsection 15.60.13.

(b) In addition to the criteria in subsection 15.60.73(4)(a), to qualify for a variance under FEMA regulations, the following criteria must be met:

1. The variance may not cause any increase in the regional flood elevation;
2. Variances can only be granted for lots that are less than one-half ($\frac{1}{2}$) acre and are contiguous to existing structures constructed below the RFE;
3. Variances shall only be granted upon a showing of good and sufficient cause, shall be the minimum relief necessary, shall not cause increased risks to public safety or nuisances, shall not increase costs for rescue and relief efforts and shall not be contrary to the purpose of the ordinance.

(c) A variance shall not:

1. Grant, extend or increase any use prohibited in the zoning district.
2. Be granted for a hardship based solely on an economic gain or loss.
3. Be granted for a hardship which is self-created.
4. Damage the rights or property values of other persons in the area.
5. Allow actions without the amendments to this chapter or map(s) required in subsection 15.60.81.
6. Allow any alteration of an historic structure, including its use, which would preclude its continued designation as an historic structure.

(d) When a floodplain variance is granted the board shall notify the applicant in writing that it may increase flood insurance premiums and risks to life and property. A copy shall be maintained with the variance record.

15.60.74 To Review Appeals of Permit Denials.

(1) The zoning agency (subsection 15.60.72) or board shall review all data related to the appeal. This may include:

- (a) Permit application data listed in subsection 15.60.71(2).
- (b) Floodway/floodfringe determination data in subsection 15.60.54.

- (c) Data listed in subsection 15.60.33(1)(b) where the applicant has not submitted this information to the zoning administrator.
 - (d) Other data submitted with the application, or submitted to the board with the appeal.
- (2) For appeals of all denied permits the board shall:
- (a) Follow the procedures of subsection 15.60.73;
 - (b) Consider zoning agency recommendations; and
 - (c) Either uphold the denial or grant the appeal.
- (3) For appeals concerning increases in regional flood elevation the board shall:
- (a) Uphold the denial where the board agrees with the data showing an increase in flood elevation. Increases equal to or greater than 0.01 foot may only be allowed after amending the flood profile and map and all appropriate legal arrangements are made with all adversely affected property owners.
 - (b) Grant the appeal where the board agrees that the data properly demonstrates that the project does not cause an increase equal to or greater than 0.01 foot provided no other reasons for denial exist.

15.60.75 Floodproofing.

- (1) No permit or variance shall be issued until the applicant submits a plan certified by a registered professional engineer or architect that the floodproofing measures will protect the structure or development to the flood protection elevation.
- (2) Floodproofing measures shall be designed to:
 - (a) Withstand flood pressures, depths, velocities, uplift and impact forces and other regional flood factors;
 - (b) Protect structures to the flood protection elevation;
 - (c) Anchor structures to foundations to resist flotation and lateral movement; and
 - (d) Insure that structural walls and floors are watertight to the flood protection elevation, and the interior remains completely dry during flooding without human intervention.
- (2) Floodproofing measures could include:
 - (a) Reinforcing walls and floors to resist rupture or collapse caused by water pressure or
 - (b) Adding mass or weight to prevent flotation.
 - (c) Placing essential utilities above the flood protection elevation.
 - (d) Installing surface or subsurface drainage systems to relieve foundation wall and basement floor pressures.
 - (e) Constructing water supply wells and waste treatment systems to prevent the entry of flood waters.
 - (f) Putting cutoff valves on sewer lines or eliminating gravity flow basement drains.

15.60.76 Public Information.

- (1) Place marks on structures to show the depth of inundation during the regional flood.
- (2) All maps, engineering data and regulations shall be available and widely distributed.
- (3) All real estate transfers should show what floodplain zoning district any real property is in.

15.60.80 - Amendments.

15.60.81 General. The governing body may change or supplement the floodplain zoning district boundaries and this chapter in the manner provided by law. Actions which require an amendment include, but are not limited to, the following:

- (1) Any change to the official floodplain zoning map, including the floodway line or boundary of any floodplain area.
- (2) Correction of discrepancies between the water surface profiles and floodplain zoning maps.
- (3) Any fill in the floodplain which raises the elevation of the filled area to a height at or above the flood protection elevation and is contiguous to land lying outside the floodplain.
- (4) Any fill or floodplain encroachment that obstructs flow, increasing regional flood height 0.01 foot or more.
- (5) Any upgrade to a floodplain zoning ordinance text required by s. NR 116.05, Wis. Adm. Code, or otherwise required by law, or for changes by the municipality.
- (6) All channel relocations and changes to the maps to alter floodway lines or to remove an area from the floodway or the floodfringe that is based on a base flood elevation from a FIRM requires prior approval by FEMA.

Note: Consult the FEMA web site - www.fema.gov - for the map change fee schedule.

15.60.82 Procedures. Ordinance amendments may be made upon petition of any interested party according to the provisions of s. 62.23, Stats., for cities and villages, or 59.69, Stats., for counties. Such petitions shall include all necessary data required by subsections 15.60.54 and 15.60.71(2).

- (1) The proposed amendment shall be referred to the zoning agency for a public hearing and recommendation to the governing body. The amendment and notice of public hearing shall be submitted to the department regional office for review prior to the hearing. The amendment procedure shall comply with the provisions of s. 62.23, Stats., for cities and villages or s. 59.69, Stats., for counties.
- (2) No amendments shall become effective until reviewed and approved by the department.
- (3) All persons petitioning for a map amendment that obstructs flow, increasing regional flood height 0.01 foot or more, shall obtain flooding easements or other appropriate legal arrangements from all adversely affected property owners and notify local units of government before the amendment can be approved by the governing body.
- (4) For amendments in areas with no water surface profiles, the zoning agency or board shall consider data submitted by the department, the zoning administrator's visual on-site inspections and other available information. (See subsection 15.60.15(4).)

15.60.90 - Enforcement and penalties.

Any violation of the provisions of this chapter by any person shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, forfeit to the municipality a penalty of not less than twenty dollars (\$20.00) and not more than one hundred dollars (\$100.00), together with a taxable cost of such action. Each day of continued violation shall constitute a separate offense. Every violation of this ordinance is a public nuisance and the creation may be enjoined and the maintenance may be abated by action at suit of the municipality, the state, or any citizen thereof pursuant to s. 87.30, Stats.

(Ord. No. 2008-03, 10-14-2008)

May 27, 2025

Lisa Moen, Administrator/Clerk/Deputy Treasurer
Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator
Village of Cambridge, Wisconsin
200 Spring St
PO Box 99
Cambridge, WI 53523

**Re: Written Municipal Advisor Client Disclosure with the Village of Cambridge ("Client") for
2026 Budget and Capital Planning ("Project" Pursuant to MSRB Rule G-42)**

Dear Lisa and Lucy:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.

As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers & Associates

A handwritten signature in black ink, appearing to read 'Brian Roemer', written over a horizontal line.

Brian Roemer
Senior Municipal Advisor

¹ This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).

Appendix A

DISCLOSURE OF CONFLICTS OF INTEREST/OTHER REQUIRED INFORMATION

Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

Affiliated Entities

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

Material Legal or Disciplinary Events

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

MSRB Contact Information

The website address of the MSRB is www.msrb.org. Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

Appendix B

Budgeting & Capital Financing Planning Services

Scope of Service

Client has requested that Ehlers to provide Budget assistance and develop a Capital Financing Plan (“Project”). Ehlers proposes and agrees to provide the following scope of services:

Phase I - Gather Required Information

- To complete our work, we will need to gather certain information which may include:
 - Capital improvement plan
 - 2020-2024 detailed actual revenues and expenses for each of the levy supported funds
 - Draft 2025 Budgets for each of the levy supported funds
 - Current Cash balances of each of the levy supported funds both Restricted and Unrestricted.

Phase II - Prepare Financing Model & Budget Assistance

- Based on the Client’s objectives and the information available, we will prepare a Client-specific financial planning model that includes:
 - Capital Planning Model. Using Client’s capital improvement plans, we will prepare one or more models identifying funding sources for identified projects. Fund balances, tax levy, debt proceeds, and annual revenues will be evaluated as funding sources.
 - Debt Model. We will prepare a current debt service schedule including projected debt abatement sources and tax levy requirements. To the extent that debt financing is required for capital improvement projects, the projected impact of that financing will be modeled. The model will also forecast debt limit capacity utilization and the projected impact of future debt obligations on selected debt profile indicators (for General Obligation debt).
- Prepare separate detailed forecasts for each of the levy supported funds with the following:
 - Valuation Forecast. We will project growth in equalized value based on historical valuation trends, and anticipated potential for and timing of new development based on Client input. If applicable, “TID IN” and “TID OUT” forecasts will be provided. The impact of TID closure will be considered based on Client direction. One or more potential growth scenarios may be modeled based on Client’s objectives.

- Fund Forecasts. We will forecast revenues and expenditures for the following funds based on prior year budgetary trends. Based on the Client's objectives and the information available to us, one or more alternate fund forecasts may be developed to reflect adjustments to service levels and staffing.
- Consolidated Tax Levy and Rate Projection Model. A summary forecast will be provided that projects the future tax levy that would be required to support the General Fund, Capital Projects Fund, Debt Service Fund, and other levy supported funds. Based on the valuation projection model, a forecasted equalized tax rate will be provided. Future levy requirements will be tested against applicable levy and rate limits. A similar summary forecast will be provided for any enterprise funds included in the model and will include a projection of any additional revenue requirements needed to support the forecast.
- Meet with staff virtually to discuss and review the analysis.

Phase III - Final Report

- Following completion of the model, we will prepare a summary report that includes and explains all primary elements of the plan. The report will include a summary of key observations and recommendations.
- The report will be presented at a meeting of the Governing Body.

Scope of Service Limitations

Notwithstanding the Scope of Service listed above, Ehlers' engagement related to the Project is expressly limited as follows:

1. Scope does not include serving as Municipal Advisor on a debt issuance for capital projects. This would be completed on a separate engagement.

Compensation

In return for the services set forth in the "Scope of Service," Client agrees to compensate Ehlers in the amount of \$8,000.

Service	Charge
Phase 1 & 2	\$6,000
Phase 3	\$2,000
Total	\$8,000

Payment for Services

For all compensation due to Ehlers, Ehlers will invoice Client for the amount due at the completion of the work. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

Hourly Charges

For any service directed by Client and not covered by this, or another applicable Appendix, Client will be charged on an hourly basis. Current hourly rates are:

Senior Municipal Advisor	\$250-300/hour
Municipal Advisor	\$200-250/hour
Financial Specialist	\$200/hour
Senior Financial Analyst	\$200-230/hour
Financial Analyst	\$195-215/hour
Clerical Support	\$100/hour

Client Engagement

The above Proposal is hereby accepted by the Village of Cambridge, Wisconsin,

by its authorized officer this day of , 2025.

Signature:

Title:



DANE COUNTY

Melissa Agard
County Executive

May 20, 2025

Re: Dane County Urban County Consortium Renewal FFY 2026-2028

President Kris Breunig
Village of Cambridge
PO Box 99
Cambridge, WI 53523

Dear President Breunig:

Thank you for your past support and participation in the Dane County Urban County Consortium for the Community Development Block Grant (CDBG) and Home Investments Partnerships (HOME) programs. The Dane County Urban County Consortium (Consortium), formed in 1999, is comprised of 56 municipalities outside the City of Madison. The Consortium qualifies Dane County to receive a direct formula allocation from the U.S. Department of Housing and Urban Development (HUD) under the CDBG and HOME programs. Current allocations for the CDBG/HOME programs total approximately \$1.6 million for use outside the City of Madison. Funds have been used within the Consortium to create affordable housing; rehabilitate homes in need of repair; contribute toward the construction of public facilities, such as senior centers and youth centers; and spur economic development.

Participating municipalities in the Consortium work together to set goals and strategies for the CDBG/HOME programs that are articulated in the five-year Consolidated Plan and Annual Action Plans. The programs are guided and monitored by the 13-member CDBG Commission, comprised of representatives from participating communities.

Your three-year agreement with Dane County to participate in the CDBG and HOME program will expire on September 30, 2025. The agreement will automatically be renewed, as per its terms, unless you notify Dane County and the Milwaukee Field Office of the U.S. Department of Housing and Urban Development (HUD) no later than Friday, July 11, 2025 that you do not wish to participate in the new three-year cycle (FFY 2026-2028) of the County CDBG and HOME programs. This letter serves as official notification of your option not to be automatically renewed in the County CDBG/HOME program.

Choosing to remain a member of the Dane County Urban County Consortium means that your municipality is not eligible to receive grants directly from the State CDBG program. As the County receives HOME funding, that means your municipality is also a participant in the HOME program. As a result, it may only receive a formula allocation under the HOME Program as part of the Urban

County. However, that does not preclude the municipality from applying to the State for HOME funds, if the State allows.

I sincerely hope that you will elect to continue your participation in the Consortium and the County CDBG/HOME programs. A great deal has been accomplished. A sample of projects undertaken in 2024 with CDBG and HOME dollars includes:

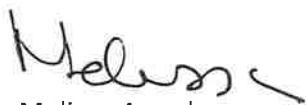
- 1,077 Families were assisted with CDBG and HOME funds (a 50% increase from 2023)
- 163 Businesses assisted (a 29% increase from 2023)
- 31 Jobs created or retained
- 22 Households provided with affordable housing units
- 38 Households supported through home rehabilitation or acquisition

More information on CDBG/HOME activities, plans, and projects, may be found on our website at: <https://cdbg.danecounty.gov/>.

We look forward to continuing our efforts together in the future. The successes are truly the result of the combined effort of the participating communities. Your continued participation will further strengthen the CDBG/HOME program for you and other communities.

If you have any questions regarding these programs, please contact either Joanna Cervantes at Cervantes.Joanna@danecounty.gov, or Cindy Grady at Grady.Cindy@danecounty.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melissa', with a stylized flourish at the end.

Melissa Agard
County Executive



2025 Scholarship Application for the WMCA Annual Conference

The deadline to submit applications is Tuesday, July 1st, 2025.

* 1. Check mark the following to acknowledge that you have read and will comply:

☐ I will submit a letter from my Supervisor, Mayor or Board, along with this application, confirming my municipality's support of my attendance to the 2025 WMCA Conference. [I understand that my application is forfeit if a letter is not sent in.] **Please send to execdirector@wisclerks.org.**

☐ I will answer every question in this application in order to receive the most points possible.

☐ I understand that if a scholarship is awarded to me, I must attend the 2025 WMCA Annual Conference on August 20-22, 2025, at the La Crosse Center and I will attend all classes and events from Wednesday through Friday afternoon. **(This includes the Afternoon with the Vendors; attending 4 classes on Thursday and staying until the very end of the conference on Friday.)** **If you receive a Full Scholarship and do not send/bring your hotel bill to the Executive Director on Friday, you may forfeit your scholarship.** The Scholarship does not cover the Tuesday morning Pre-Conference Classes.

- ☐ I also understand that if I am not employed at the same municipality at the time of the 2025 WMCA Conference, I will forfeit the scholarship.

2. Check the box that applies to you (If you qualify for a scholarship, this will help us distribute the scholarships appropriately.):

- ☐ I will be commuting to the Conference
- ☐ I will be staying at on of the conference hotel

Next

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VILLAGE OF CAMBRIDGE RESOLUTION No. 2025-04

A RESOLUTION OF THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF CAMBRIDGE, WISCONSIN GRANTING ALCOHOL and TOBACCO RETAIL LICENSES

The Board of Trustees of the Village of Cambridge does hereby grant the following establishments a liquor license for the licensing year of July 1, 2025– June 30, 2026, issuance contingent upon payment and compliance with all applicable Village Ordinances and Wisconsin Statutes.

<u>Approved</u>	<u>LICENSE TYPE / BUS.</u>	<u>LOCATION</u>	<u>AGENT/ APPLICANT</u>	<u>PREMISES</u>
<u>Class A Beer & Liquor:</u>				
Liberty Square Gas Station Inc. d/b/a Refuel Pantry - Cambridge		281 W. Main St.	Lakhbir Singh	Convenience store shelving, beer cooler, checkout, office file cabinet
ENR Investment, Inc d/b/a CB Liquor		109 Jefferson Street	Mohammed Farooqui	Liquor Store sales floor, walk in cooler and office
Day's Family Foods Inc, d/b/a Perry's Piggly Wiggly Cambridge		100 Jefferson St.	Nathan Perry	Stand alone store
Kwik Trip, Inc d/b/a Kwik Trip 1507		424 W. Main Street	Lesley Harrington	One-story building with storage, walk in cooler and behind sales counter.
Dolgen Corp, LLC d/b/a Dollar General Store #10132		213 Jefferson St.	Emmanuel Agyemang	Stand alone store
Cambridge Market LLC d/b/a Cambridge Market & Gifts		217 W Main St,	Catherine Yerges	Retail Store Front, Suite B
<u>Class B Beer and Class C Wine</u>				
Cambridge Market, LLC d/b/a Cambridge Market Cafe		217 W. Main Street	Catherine Yerges	217 W. Main St. Suite A, Both floors, including front porch and patio, back porch and patio.
Cambridge Tap House, LLC, d/b/a Cambridge Taphouse		201 W. Water St.	Christian Krueger	Free Standing building, North side patio, eastside greenspace, southside patio and green space, storage room
Wisconsin Art Hub d/b/a Art Hub		145 W. Main St	Jacy Eckerman	Main floor gallery, classroom and ceramic studio, basement, filing cabinet behind register

Shirley Holzhueter, d/b/a Elegance and Design Studio	114 S Pleasant St	Shirley Holzhueter	Studio floor, basement, front porch, back room, back lot and garden
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Class B Beer & Liquor:

Keystone Grill LTD d/b/a Keystone Grill	206 W. Main St	Kenneth Kemler	5 dining rooms, 2 bars, 3 patios, 2 walk in coolers, service hall, liquor room, office
Plow LLC d/b/a Plow	157 W. Main St	Charles Fiesel	Restaurant, bar, cellar, basement, wine racks along stairs
Cambridge Winery, LLC d/b/a Cambridge Winery	600 Kenseth Way	Frank Peregrine	Entire building, including 120' x 30' outdoor patio
Lions Club of Cambridge d/b/a Cambridge Area Lions Club	150 Lagoon Rd	Darin Zimmerman	Lions Area Club House, main bar and seating area, kitchen, storage rooms, immediate outdoor space

CLASS B BEER

Madtown Vapor LLC d/b/a Madtown Vapor	111 Jefferson Street, Suites E	Kathleen Harless	Bar, cooler, behind bar
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CLASS A LIQUOR

Cambridge & Co. LLC d/b/a Cambridge & Co. LLC	214 W Main St, Suite 5	Deborah Brown	Suite 5
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CLASS A LIQUOR AND CLASS C WINE

BKJ Inspirations LLC d/b/a/ Rowe Pottery	110 E Main St	Beverly Semmann	retail store on first floor, First floor storage, lower Level and 2 nd floor offices
Lllybird, Inc d/b/a Avid Gardener	136 W Main St	Christianne Laing	Brick and Mortar Retail store

The Board of Trustees of the Village of Cambridge does hereby grant the following establishments a tobacco license for the licensing year of July 1, 2025– June 30, 2026, issuance contingent upon payment and compliance with all applicable Village Ordinances

TOBACCO LICENSE APPLICATIONS – OVER THE COUNTER

<u>Business</u>	<u>LOCATION</u>	<u>Agent/ Applicant</u>
------------------------	------------------------	------------------------------------

Liberty Square Gas Station Inc d/b/a Refuel Pantry Cambridge	281 W. Main St.	Lakhbir Singh
Day's Family Foods Inc. d/b/a Cambridge Piggly Wiggly	100 Jefferson St.	Nathan Perry
Kwik Trip, Inc. d/b/a Kwik Trip 1507	424 W. Main Street	Lesley Harrington
Dolgen Corp, LLC d/b/a The Dollar General	213 Jefferson Street	Emmanual Agyemang
ENR Investment, Inc d/b/a CB Liquor	109 Jefferson Street	Mohammed Farooqui
Madtown Vapor LLC d/b/a Madtown Vapor	111 Jefferson St Suite E	Kathleen Harless

The Board of Trustees of the Village of Cambridge does hereby grant the following persons an Operator's license for the licensing year of July 1, 2025– June 30, 2026 issuance contingent upon payment and compliance with all applicable Village Ordinances and Wisconsin Statutes.

OPERATOR'S LICENSES

<u>Lions Club</u>	<u>CB Liquor</u>	<u>Keystone Grill</u>
Leigh Price **	Muhammed Mohiuddin * **	Samantha Loyd **
John Sherman **		Marti Lynn Castle **
Kory Lugmbuhl**	<u>Dancing Goat</u>	Eric Kemler **
John Halikowski **	Marion Pecoraro **	Ginger Probst * *
	Todd Nieting **	
<u>Cambridge Taphouse</u>	Matthew Havey **	<u>Piggly Wiggly</u>
Scott Filter **	Patrick Brady **	Dustin Fevig **
		Steven Klawitter **
	<u>Dollar General</u>	Lisa DeLacy **
<u>Cambridge Market</u>	Erin Van Horn **	Clark Rygh **
Taylor Dressler *	Patricia Gaustad **	Jennifer Probst * **
Suzette Natvig *	Kathy Perry **	
	Sasha Koebke * **	<u>Refuel Pantry</u>
		Julie Miller **
<u>Avid Gardener</u>	<u>Cambridge Winery</u>	Barbara Gjertson **
Lauralee Bartley *	Nicole Gjertson *	Jake Pierner * **
L. Lyn Larsen ** *		Margaret Schuld **
		Gary Pfeifer **

* = new licensees ** = two year operator's license

EFFECTIVE DATE. This resolution shall become effective upon passage by the Village Board.

DATED this 24th day of June, 2025.

By:	Kris Breunig, Village President	Attest: Lucy Peterson Administrator/Treasurer/Deputy Clerk
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Date:	
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Vote:	Ayes:	Noes:
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RESOLUTION #2025-06

**A RESOLUTION OF THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF
CAMBRIDGE, WISCONSIN, RELATING TO THE
2024 COMPLIANCE MAINTENANCE ANNUAL REPORT**

BE IT RESOLVED by the Village of Cambridge, Dane and Jefferson County, Wisconsin, to inform the Wisconsin Department of Natural Resources that the Board of Trustees has reviewed and accepted the 2023 Compliance Maintenance Annual Report, which is attached to this resolution, at its meeting of June 24, 2025.

This resolution was duly considered and adopted by the Village Board pursuant to a vote of _____ for and _____ against on this _____ day of June, 2025.

VILLAGE OF CAMBRIDGE

By: _____
Kris Breunig, Village President

Date: _____

Attest: _____
Lucy Peterson, Administrator/Treasurer/Deputy Clerk

Date: _____

Compliance Maintenance Annual Report

Cambridge Sewage Collection System

Last Updated: Reporting For:
6/18/2025 2024

Financial Management

1. Provider of Financial Information		
Name:	Lucy Peterson	
Telephone:	(608)423-3712	(XXX) XXX-XXXX
E-Mail Address (optional):	lpeterson@ci.cambridge.wi.us	
2. Treatment Works Operating Revenues		
2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?		
● Yes (0 points) ☐		
○ No (40 points)		
If No, please explain:		
2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?		
Year: 2022		0
● 0-2 years ago (0 points) ☐		
○ 3 or more years ago (20 points) ☐		
○ N/A (private facility)		
2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?		
● Yes (0 points)		
○ No (40 points)		
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds		
3.1 When was the Equipment Replacement Fund last reviewed and/or revised?		
Year: 2022		
● 1-2 years ago (0 points) ☐		
○ 3 or more years ago (20 points) ☐		
○ N/A		
If N/A, please explain:		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	121,036.10
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00
3.2.3 Adjusted January 1st Beginning Balance	\$	121,036.10
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	97.65

Compliance Maintenance Annual Report

Cambridge Sewage Collection System

Last Updated: Reporting For:
6/18/2025 2024

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 121,133.75

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 120,000.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

○ Yes - If Yes, please provide major project information, if not already listed below. □ □

● No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 2

Compliance Maintenance Annual Report

Cambridge Sewage Collection System

Last Updated: Reporting For:
6/18/2025 **2024**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	53	131
February	58	158
March	54	93
April	82	91
May	57	28
June	72	46
July	86	13
August	60	17
September	55	7
October	56	13
November	43	25
December	50	109
Total	726	731
Average	61	61

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☒ Comminution or Screening
- ☒ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ☒ No
- ☐ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Cambridge Sewage Collection System

Last Updated: Reporting For:
6/18/2025 2024

6.4 Future Energy Related Equipment	
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?	

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

Compliance Maintenance Annual Report

Cambridge Sewage Collection System

Last Updated: Reporting For:
6/18/2025 2024

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Cleaning, televising, root abatement, main rehabilitation.

Did you accomplish them?

- ☐ Yes
- ☒ No

If No, explain:

Rehabilitation such as lining was not performed in 2024 due to budget concerns.

☒ Organization [NR 210.23 (4) (b)] ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

NR110

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2012-06-14

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

Compliance Maintenance Annual Report

Cambridge Sewage Collection System

Last Updated: Reporting For:
6/18/2025 **2024**

☒ A description of routine operation and maintenance activities (see question 2 below) ☒ Capacity assessment program ☒ Basement back assessment and correction ☒ Regular O&M training ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐ What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property? ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements ☐ Construction, Inspection, and Testing ☐ Others: ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐ Does your emergency response capability include: ☒ Responsible personnel communication procedures ☒ Response order, timing and clean-up ☒ Public notification protocols ☒ Training ☒ Emergency operation protocols and implementation procedures ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐ ☒ Special Studies Last Year (check only those that apply): ☐ Infiltration/Inflow (I/I) Analysis ☐ Sewer System Evaluation Survey (SSES) ☐ Sewer Evaluation and Capacity Management Plan (SECAP) ☒ Lift Station Evaluation Report ☐ Others: 	0
2. Operation and Maintenance 2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.	
Cleaning 20 % of system/year	
Root removal 3 % of system/year	
Flow monitoring 100 % of system/year	
Smoke testing % of system/year	
Sewer line televising 20 % of system/year	
Manhole inspections 20 % of system/year	
Lift station O&M 1 # per L.S./year	
Manhole rehabilitation 0 % of manholes rehabbed	
Mainline rehabilitation 0 % of sewer lines rehabbed	
Private sewer inspections 0 % of system/year	
Private sewer I/I removal 0 % of private services	

Compliance Maintenance Annual Report

Cambridge Sewage Collection System

Last Updated: Reporting For:
6/18/2025 2024

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

20% of system gets cleaned and televised every year. Lift stations are inspected and cleaned at least once per year.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

38.41	Total actual amount of precipitation last year in inches
37.13	Annual average precipitation (for your location)
9.2	Miles of sanitary sewer
2	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
2	Number of basement backup occurrences
3	Number of complaints
0.226	Average daily flow in MGD (if available)
0.386	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.22	Basement backups (number/sewer mile)
0.33	Complaints (number/sewer mile)
1.7	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☒ Yes

☐ No

If Yes, please describe:

There are several areas within the system in need of rehabilitation.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

Compliance Maintenance Annual Report

Cambridge Sewage Collection System

Last Updated: Reporting For:
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If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

No significant changes.

5.4 What is being done to address infiltration/inflow in your collection system?

Continuing to inspect 20% of the system through televising every year. Pursuing targeted rehabilitation of mains. Inspections to identify inflow are done during meter change-outs and cross connection inspections.

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

Compliance Maintenance Annual Report

Cambridge Sewage Collection System

Last Updated: Reporting For:
6/18/2025 2024

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial				
Collection				
TOTALS			0	0
GRADE POINT AVERAGE (GPA) =				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Last Updated: Reporting For:
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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Cambridge

Date of Resolution or
Action Taken:

2025-06-24

Resolution Number:

2025-06

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade =

Collection Systems: Grade =

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. =

Village of Cambridge, Wisconsin

Job Posting: Clerk/Deputy Treasurer

Status: Full-Time, Exempt, Non-Represented

Salary Range: \$55,000 – \$65,000 annually (DOQ)

Application Deadline: This position will be open until filled; applications reviewed on a weekly basis.

Position Summary

The Village of Cambridge is seeking a qualified, motivated, and community-minded individual to serve as Clerk/Deputy Treasurer. This dynamic leadership role is essential to the effective and transparent operation of local government. Under the direction of the Village Administrator, the Clerk/Deputy Treasurer performs a variety of statutory, financial, and administrative responsibilities as outlined in Wis. Stat. §61.25 and Village of Cambridge ordinances and policies and serves as a critical link between the Village Board, staff, and the community.

Key Responsibilities

Clerk Duties (Wis. Stat. §61.25):

- Serve as the Village's official recordkeeper, maintaining all municipal records, ordinances, resolutions, and proceedings.
- Administer all elections in accordance with Chapters 5–12 of the Wisconsin Statutes, working in coordination with the Wisconsin Elections Commission and the Dane and Jefferson County Clerks. Preparation and review of nomination papers and declarations of candidacy/non-candidacy, coordinating ballot layout and submission to the appropriate county for preparation, supervising election day processes, and ensuring the completion and timely submission of all required election reporting documents.
- Attend Village Board and committee meetings; prepare agendas, minutes, and legal notices.
- Issue and review licenses and permits and prepares them for the Village Board approval.
- Provide support for municipal boards and commissions including Plan Commission, Board of Review, and others.
- Manage grant reporting and administration (e.g., safety grant, recycling grants).
- Ensure compliance with open meetings and public records laws.
- Serve as a liaison to the public, ensuring effective communication and access to municipal services.

Deputy Treasurer Duties:

- Assist with payroll, accounts payable and receivable, and other day-to-day financial operations.
 - Support annual property tax billing, collection, and reconciliation.
 - Assist with financial reporting, employee benefits administration, and internal controls.
-

Qualifications

Education & Experience:

- **Minimum:** Associate's degree in Public Administration, Business, Accounting, or related field.
- **Preferred:** Bachelor's degree and prior municipal experience.
- An equivalent combination of education and relevant work experience will be considered.
- Must be bondable.

Skills & Knowledge:

- Strong understanding of Wisconsin municipal statutes, election laws, and accounting principles.
 - Proficiency with Microsoft Office and ability to learn municipal software (Workhorse).
 - Excellent communication, organizational, and interpersonal skills.
 - Ability to manage multiple tasks and deadlines while maintaining attention to detail.
 - Demonstrated commitment to public service and ethical governance.
-

Licenses & Certifications

- Valid Wisconsin Motor Vehicle operator's license and willingness to use their own transportation while performing required duties like making bank deposits. (Required)
 - Notary Public (preferred).
 - Certification by the Wisconsin Municipal Clerks Association (WMCA) required or willingness to obtain.
-

Work Environment & Schedule

- Standard hours: Mon, Wed, & Thurs 7:30 am to 4:00 pm, Tues 9:00 am to 6:00 pm, and Fri 7:30 am to 1:00 pm.
 - Additional evening hours required for board/committee meetings and election administration.
 - Occasional lifting (up to 20 lbs.), driving, and physical tasks typical of an office environment.
-

How to Apply

Please submit the following:

- Application
- Cover letter
- Resume
- Three professional references

Send application materials to:

Lucy Peterson

Village Administrator

Village of Cambridge

PO Box 99

Cambridge, WI 53523

or

lpeterson@ci.cambridge.wi.us

Subject Line: Clerk/Deputy Treasurer Application

The Village of Cambridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the Village and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.



To: Village of Cambridge
From: MSA Professional Services
Subject: Vineyards Pond Inspections and Maintenance Recommendations
Date: November 11th, 2024

INTRODUCTION

On September 17th, 2024, MSA Professional Services performed visual inspections of four stormwater ponds in the Village of Cambridge, Dane County, WI. The purpose of the inspections was to address Village and resident concerns regarding performance, visual observations, modifications made by the previous developer and sump backup issues. Inspections included visual checks of detention basins, infiltration basins, inlet and outfall structures, bank erosion, berms, erosion control such as rip rap and erosion fabrics, as well as checking pond footprints to construction plans. Observations and recommended maintenance are included in this memo to maintain pond function in the Vineyards Development.

MAPPING

Figure 1 in the attachments of this memo detail the locations of the four inspected ponds and the approximate watershed boundaries of each pond. Figures 2 through 4 overlay construction plans for the ponds over aerial imagery to compare plans to existing conditions.

INSPECTION NOTES

North Vineyards Ponds

As shown in Figure 2, the North Vineyards Ponds consist of two wet detention basins and an infiltration basin located north of Kenseth Way. The following observations were identified as a result of MSA's inspection

North Vineyards Ponds – West:

1. The infiltration basin located adjacent to the west pond has been filled in and is no longer functioning as designed. Rip rap has been installed between the infiltration basin and the detention basin that is not included in the original design.
2. The infiltration basin is lacking bio-retention vegetation called out in design plan.
3. The erosion socks located in the filled-in infiltration basin are insufficient for a permanent solution of directing water to the pond.
4. Excessive vegetation is present throughout the western inlet structure and rip rap.
5. Trash was observed at the southern inlet rip rap.

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6. Large cattails are present within the majority of the wet detention basin and extend into the designed permanent pool, which is indicative of insufficient depth of permanent pool.
7. The permanent pool appears to be smaller than in the design plans.
8. Woody overgrowth is present on the northern edge of the pond.
9. Outlet structures from the pond to the wetland are overgrown.

North Vineyards Ponds - East:

1. The banks of the pond are fully overgrown.
2. Large cattails are present within the majority of the wet detention basin and extended into the designed permanent pool which is indicative of insufficient depth of permanent pool.
3. The SE inlet structures are overgrown with woody vegetation.

South Vineyards Pond

As shown in Figure 3, the South Vineyards Pond consists of a wet detention basin and infiltration area located south of Vineyard Drive. The following observations were identified as a result of MSA's inspection.

1. There are large trees and vegetation on the pond banks and berm separating the infiltration and detention basins.
2. Erosion fabric has been exposed on the dividing berm.
3. The inlet structure is overgrown.
4. There is a small amount of standing water in the infiltration basin.
5. Both the infiltration and detention basins are full of cattails which indicates insufficient depth of the permanent pool; Infiltration basin design plans indicate no vegetation within basin.
6. The pipe to the outlet structure is overgrown.
7. The outlet structure is full of lawn clippings.

North Winery Pond

As shown in Figure 4, the North Winery Pond consists of an infiltration basin located south of the Dancing Goat Distillery. The following observations were identified as a result of MSA's inspection.

1. The banks of the pond are overgrown.
2. A small tree is present on the northern bank of the pond.
3. The outlet structure is overgrown.
4. Cattails are present at the northeast edge of the pond.

South Winery Pond

As shown in Figure 4, the South Winery Pond consists of a wet detention basin located north of vineyards drive and south of the North Winery Pond. The following observations were identified as a result of MSA's inspection.

1. Cattails are filling much of permanent pool, indicating insufficient depth.
2. There is overgrowth and woody vegetation present on the pond's banks.
3. Dense woody vegetation is obstructing the outlet pipe. The standpipe is overgrown with grass.
4. There is woody vegetation along the east edge of the pond obstructing the inlet structures.

CONCLUSION

The intention of the visual inspections was to identify needed maintenance of the ponds as it relates to pond function. Notwithstanding, sump issues reported by homeowners are likely related to substantial rain events earlier in the year, and proximity to wetlands leading to high groundwater table. Pond maintenance will improve the function of the ponds, but is not intended to address sump discharge issues.

Several observations from the visual inspection of the ponds indicate the ponds may not be functioning as efficiently as designed. The presence of cattails in the detention ponds likely means the water depth may not be at the designed depth for portions of the detention ponds. The standard depth for the permanent pool of a detention pond is five feet. Cattails will grow in water that is up to three or four feet deep. Therefore, the cattails in these ponds indicate the permanent pools may not be at the designed five-foot depth. Additionally, the infiltration basin of the North Vineyards Ponds that has been filled in will no longer function at all, as water has been diverted away from the basin.

Excess vegetation around the banks of the ponds is not the planned design, and several ponds have dense woody vegetation in several places indicating longer term growth. The South Vineyards Pond has large trees growing from its banks, as well as the berm that separates the infiltration and detention basins. Most of the inlet and outlet structures of each pond are also overgrown, with some having dense woody vegetation obstructing the pipes and endwalls.

To begin remedying these issues, MSA recommends the following actions:

1. Clear the inlet and outlet structures of growth and debris for all ponds.
2. Remove vegetation and trees from the banks of all ponds.
3. Cut or remove cattails located in the South Vineyards Pond infiltration basin south of the berm.
4. Infiltration basin for the North Vineyards Ponds – West to be excavated back to design depth and plant appropriate bioretention vegetation.
5. Replenish rock supply to dividing berm in Vineyards South Pond.
6. After maintenance items 1-5 are completed, re-inspect ponds within one year to evaluate effects of maintenance on basins and potential functionality improvements. Additionally, re-inspect for evaluation of condition and expanse of permanent pools.

Sincerely,
MSA Professional Services, Inc.



Bill Pinnow, PE
Principal Engineer



David Hodel
Graduate Engineer

FUTURE MAINTENANCE AND BEST MANAGEMENT PRACTICES

The following information details general best management practices for wet ponds, should the Village wish to reference it:

INSPECTION AND MAINTENANCE

All components of the stormwater management system shall be inspected at least semiannually in early spring and early autumn or more frequently as described below. Repairs will be made whenever the performance of the system is compromised as described below.

- **Vegetation**
 - Turf along the side slopes and top of containment berms for the detention pond shall be watered as needed during first growing season.
 - Woody vegetation (trees and shrubs) shall not be allowed to grow within the detention pond and shall be removed when discovered.
 - After initial establishment of vegetation, any area in excess of 1 square foot where vegetation has died or is missing shall be revegetated.
- **Earthworks**
 - Side slope areas of the detention pond shall be inspected for occurrences of erosion and slumping of bank material. Evidence of failure will require regrading and stabilization.
- **Inlet and outlet structures.**
 - These types of structures shall be inspected monthly for obstructions that may reduce their hydraulic capacity. Structure openings should immediately be cleared of any accumulated debris. Debris should be properly disposed of outside of stormwater storage areas. Evidence of structural or foundation material failure should be repaired immediately.
- **Trash and Debris**
 - The stormwater pond shall be inspected monthly for trash and debris. Trash and debris shall be properly disposed of outside of stormwater storage areas
- **Pond Storage Volume**
 - The owner shall complete an 'as-built' survey of the pond at the time that the site is substantially stabilized. The survey shall be sufficient to determine the as-built volume of the pond permanent pool and live storage areas. Additionally, the survey shall identify the pond average bottom elevation and at least two full depth cross-sections. If the pond does not substantially conform to the approved design the pond shall be modified until it conforms to the approved plan and meets the approval of the Village engineer.

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- Every 10 years after the pond's initial construction, and any time ownership of the property where the pond is located is sold, the pond shall be surveyed in accordance with the previous paragraph. This survey shall be provided to the Village engineer. If accumulated sediment has resulted in any portion of the 'sediment storage area' (those areas beyond any safety shelf) to be within three (3) feet of the normal pool elevation the pond shall be dredged to restore the original planned sediment storage volume. The Village engineer shall be notified at least two weeks in advance of any scheduled dredging and shall be notified again on the day that dredging is to occur. Record of the dredging including documentation of sediment volumes removed shall be provided to the Village engineer within one month of completion of dredging.
- The City engineer may adjust the required time interval (longer or shorter) between scheduled surveys depending upon the observed rate of sediment accumulation within the pond.

The owner shall maintain records of the dates and findings of inspections of the stormwater management system and the cleaning and replacement of system components. The owner shall provide copies of all records to the Village upon request.

Applications of fertilizers are prohibited for areas below the top of slope of the wet pond.

ATTACHMENTS

Correspondence from Sandy Jankowski
Requests to the Village for June 24 meeting.

1. Clear Communication

We request regular, transparent updates on what maintenance actions are being taken and what is not.

2. Adherence to Maintenance Agreement

The Village should uphold its responsibilities under the original storm pond maintenance agreement.

3. Implementation of MSA Plan

We ask that the Village proceed with recommendations outlined in the MSA maintenance plan to ensure long-term functionality and regulatory compliance.

4. DNR Compliance

All work must fully comply with Wisconsin DNR regulations.

5. Timeline for Action

We request a clear timeline indicating when each action will begin and when it is expected to be completed.

6. Dye Testing for Pond Liner Integrity

We formally request a dye test to determine whether the pond liner in the northwest pond has been compromised. While muskrats were removed by the Village several years ago, there was significant burrowing activity at that time. This area is also near the location where home water damage previously occurred, making this assessment especially important.

7. Review of Petition

We respectfully request that the Village formally review and respond to the petition submitted by residents concerning stormwater pond maintenance and related concerns.

8. Pond Construction & Functionality

The MSA report did not confirm whether the ponds were constructed according to design specifications or whether they are functioning as intended. We request a follow-up evaluation to address this.

9. Tree Removal Impact

Large trees were removed from areas near the ponds where roots may have penetrated the liners. We request clarification on whether this has been assessed and whether any necessary remediation has been completed.

These requests reflect a shared goal of protecting property, ensuring compliance, and maintaining community infrastructure. We appreciate your attention and look forward to a timely response and a defined plan of action.

**PETITION TO THE CAMBRIDGE VILLAGE BOARD REGARDING
MAINTENANCE OF PONDS AND WETLANDS VINEYARDS OF CAMBRIDGE SUBDIVISION**

To: The Village Board and Public Works Department

We, the undersigned residents and property owners of the **Vineyards of Cambridge subdivision**, hereby formally request that the Village fulfill its obligations regarding the ongoing maintenance and care of the ponds and wetlands within our neighborhood.

Over the past three years, residents have made numerous good-faith efforts to communicate with the Village and request corrective actions. Unfortunately, despite these efforts, little measurable progress has been made. The deterioration of these natural features is having a negative impact on the aesthetic, environmental, and property values of our subdivision.

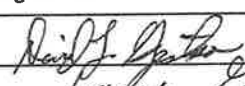
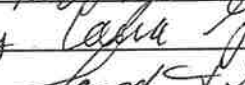
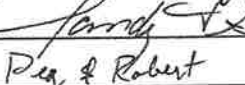
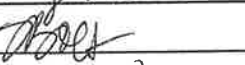
We respectfully request that the Village:

1. **Repair and address existing issues** in the ponds, including erosion, poor water flow, and overgrowth.
2. **Uphold and take full liability** for the continued maintenance of the ponds, as originally agreed upon when responsibility was transferred from the developer to the Village.
3. **Remove invasive thistles and Cattails** and other unwanted vegetation currently overtaking the wetlands and pond areas.

Supporting Documents Attached:

- The **Village Agreement** outlining its responsibilities for maintaining the ponds following transfer from the developer.
- The **MSA Report**, offering reasonable and less restrictive maintenance recommendations than what was originally agreed to by the Village.

By signing below, we urge the Village to act in good faith and fulfill its obligation to preserve the quality and beauty of the Vineyards of Cambridge. Proper maintenance of our shared natural features is not only a matter of appearance—it is a matter of environmental stewardship and community pride.

Name	Address	Signature	Date
David Gjeston	713 Kenneth Way		5/17/25
Laura Gjeston	713 Kenneth Way		5-17-25
Jankowski	715 Kenneth Way		5-17-25
Larabell/Watson	702 Vineyard Dr.	Reg. & Robert	5-17-25
Tobi Bolt	705 Vineyard Dr		5-17-25
Mary Woodring	605 Vineyard Dr.	Mary Woodring	5-17-25

PETITION TO THE CAMBRIDGE VILLAGE BOARD REGARDING
MAINTENANCE OF PONDS AND WETLANDS VINEYARDS OF CAMBRIDGE SUBDIVISION

Name	Address	Signature	Date
Aileen Barry	700 Merlot Ln.	Aileen Barry	5/17/25
Andrea Masotti	705 Merlot Ln.	Andrea Masotti	5-17-25
Jean Belanger	706 Merlot Ln.	Jean Belanger	5-17-25
Becky Phillips	703 Merlot Ln.	Becky Phillips	5-17-25
Christa Weiss	708 Merlot Ln.	Christa Weiss	5-17-25
Sergio Diaz	602 Chardonnay Ct	Sergio Diaz	5-17-25
Kathryn Franz	605 Chardonnay Ct	Kathryn Franz	5-17-25
Lorna Shad	601 Chardonnay Ct	Lorna Shad	5/17/25
Josh Heimsoth	606 Chardonnay Ct	Josh Heimsoth	5/17/25
Scott Portner	714 Kenseth Way	Scott Portner	5-17-25
Megan Sollenberger	711 Kenseth way	Megan Sollenberger	5-17-25
Theresa A Taylor	709 Kenseth way	Theresa A Taylor	5-17-25
Laura Stewenson	710 Kenseth way	Laura Stewenson	5/17/25
CHAD SCHWENGER	800 Winery way	Chad Schwenger	5/17/25
Laura Hance	802 Winery Way	Laura Hance	5/17/25
TINA ZAVORA	801 Winery Way	Tina Zavora	5/17/25
Renée Smith	811 Winery Way	Renée M. Smith	5/17/25
Linda Barutha	809 Winery Way	L. Barutha	5/17/25

The following are the regulations and documentation for pond maintenance from the DNR that apply to the Vineyards of Cambridge. Several lots on Kenseth Way had sump pump failures on the same day and I believe this has to do with the ponds and grading of the lots which caused significant property loss. I am requesting that the Maintenance Management Plan(MMP) pond, and the Engineering Plan for the pond be reviewed. Also, the grading of the homes on Kenseth Way be evaluated. Note: Homeowners have previously requested these regulations be enforced since 2021.

Wet detention pond 1001 Wisconsin DNR technical Standards

Page 1: Use of wet detention ponds.

Page 2: Watershed map required. Please provide a copy of the map for the residents to review.

Page 3: Engineering plan for the pond: Please provide a copy of the map for the residents to review.

- a. Safety Shelf
- b. Depth
- c. Sediment Storage
- d. Side Slopes

Page 4: What are the measurement

- a. Backward Flow
- b. Emergency spillage
- c. Peak flow control
- d. Inflow points: rip rap is installed incorrectly.
- e. Side slopes

Page 5:

- a. Depth to bedrock
 - i. Was this measured and if so what is it?

Page 6:

- a. Wetlands: What is the maintenance plan for the wetlands?
 - i. Rip rap is installed incorrectly
- b. Operation and maintenance plan for the pond: Where is this?
 - i. Who is responsible for this? Village or Developer
 - ii. Sediment removal, when was this last measured and how will this be addressed when the sediment is too deep?
 - iii. Inlet and outlet maintenance. Woody vegetation needs to be removed and inspected. When was this last done?
 - iv. Weed and algae growth, and wildlife control plan is needed.

Page 7. Considerations

- a. Prevent nuisance geese
- b. Sediment forebay should be considered
- c. Collect clippings when mowing around pond to minimize sediment buildup
- d. When the site assessment was completed, before the Vineyards of Cambridge was approved: Developer was supposed to discuss this with the local administering agency, which I believe to be the village. Was this completed? Or who did the developer meet with?

Page 8.

- a. Conduct groundwater boring levels to 15 feet below the pond depth to determine water levels.

- b. Consider groundwater monitoring levels if the groundwater is less than 10 feet below the pond depth.

Document A-Wisconsin Lake and Pond Resource (Note: Read entire attached document)

Multiple internet searches were conducted and all resources state the pond needs to be maintained for proper drainage and to prevent flooding. Document A provides a summary of how the ponds should be maintained.

Document B-supporting document on mowing and weed control for a pond (Note: Read entire attached document)

Document C, D, and E Weed Control

- a. These documents are from the Wisconsin DNR.
 - i. Thistle and cattail are to be controlled in ponds and wetlands.