

**Village Board of Trustees
Village of Cambridge, Wisconsin 53523
August 26, 2025**

Village President Breunig was present and presided over the Village Board Meeting. The meeting was called to order at 6:30 pm in the Amundson Community Center located at 200 Spring Street, Cambridge, WI 53523.

Present and responding to roll call were the following

Voting Members:

Breunig, Trendel, Jacobson, Schulz,
Kreklau, Blackwood

Absent Voting Members:

Hollenbeck

Also Present (Non-Voting Members):

Lucy Peterson, Village Administrator
Cody Garcia, Director of Public
Works
Yessi Arce, Village Clerk/ Deputy
Treasurer
John Williams, Cambridge EMS
Mary Cebertouicz

1. Call to Order/Roll Call

- Village President Breunig called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Proof of Posting

- The agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Badger Bank and Village Website.

4. Public Comment

5. Approval of Consent Agenda

- a. Village Board Minutes 8/12/2025
- b. Water/Sewer Committee 8/19/2025

MOTION: Trustee Blackwood (1), Trustee Schulz (2) moved to approve the consent agenda as presented.

Motion CARRIED by voice vote.

6. Reports

a. Water/Sewer Committee

- Trustee Schulz reported that Well #3 requires \$30,000 in repairs, which are not covered under warranty. The committee opted for the \$30,000 quote instead of the \$42,000 quote. The Utility Superintendent position has been officially posted, with a pay range of \$60,000 - \$70,000. Under the direction of Director of Public Works Garcia, there is a \$40 charge for bulk water hookups and a fee ranging from \$25 to \$40 for final water readings.

b. Library Board

- Trustee Trendel reported that the Library Board met on August 20th and is working on the fiscal year 2026 budget. The installation of the drive-up window has been completed, and the new School Superintendent has been invited to attend the next meeting. During a recent HVAC inspection, two chillers were found to be non-operational, and Samantha is currently addressing the issue.

c. Fire/EMS Commission

- Trustee Blackwood announced that regular meetings will now be held on the third Wednesday of each month at 6:30 p.m. The next meeting is scheduled for September 17th

and will focus on budget planning. She also noted an improvement in paramedic coverage.

d. Plan Commission

- Trustee Kreklau presented his report that there are five agenda items for recommendation. He specifically addressed item (e), the fee schedule, noting that the committee appreciated how all the fees were consolidated. He added that the committee will continue working with staff on further development of the schedule.

e. Economic Development

- Trustee Kreklau gave his report, noting discussions around the environmental impact of data centers. He suggested inviting Cathy to the next meeting to provide feedback and share a brief "Lessons Learned" from last year's Enactus Project, as well as any plans you may have for this year. Also mentioned there was talk on helping new businesses coming to town to propose holding a ribbon-cutting ceremony to help promote.

f. Administrator Report

i. LBK Park update

- Village Administrator/Treasurer/Deputy Village Clerk Peterson provided an update on the LBK Park project. The proposal has been signed and submitted, maintaining the original pricing. Director of Public Works Garcia will visit the park site to assess locations, with a potential start date in October. The team hopes for a mild fall to complete the work this year. No payment is required at this time.

ii. Audit update

- The audit has been completed but will not be officially released yet. Village Administrator/Treasurer/Deputy Village Clerk Peterson completed 319 journal entries on Sunday. Once finalized, the audit will be available for download online. Anyone requesting a physical copy will need to submit an open records request, as the audit is a public document.

iii. Personnel update (Utility Superintendent & Public Works)

- For personnel matters, an interview for the Utility Superintendent position is scheduled for August 28th with one member of the Public Works team. At the last meeting, Trustee Hollenbeck was informed that there was no excess wage funding for an additional Public Works employee. Following a meeting on Thursday, she will follow up and may bring a recommendation to the next Public Works meeting and Jennifer is able to make it to the meeting.

iv. Welcome to Cambridge

- On the "Welcome to Cambridge" signage, Director of Public Works Garcia is working on the necessary DOT applications. One of the four major permits—submitted to the Village of Cambridge for right-of-way—has already been approved. A second permit has been submitted to the DOT for sign placement and is awaiting approval. Another permit is pending from Jefferson County. There are ongoing issues regarding the outdoor advertising permit required by DOT, which Director of Public Works Garcia is currently working on.

v. Bike Trail Grant payback

- There is a significant discrepancy—around \$30,000—related to the final accounting of the bike trail grant. Steve has identified a few thousand dollars that were previously unaccounted for, but a large gap remains. Administrator/Treasurer/Deputy Village Clerk Peterson will follow up with Steve. This situation is complex, as the project concluded several years ago with no follow-up until recently. Administrator/Treasurer/Deputy Village Clerk Peterson recommended that the Village of Cambridge not serve as the fiscal agent for future projects. President Breunig reminded the board that the Village donated \$5,000 for the project to allow the grant application to proceed, with the understanding that no additional funds would come from the Village's budget, as documented in prior meeting minutes.

g. Public Works Director Report

i. Utility work on Main Street and surrounding area

Director of Public Works Garcia provided the following updates:

- A hazardous tree line threatening a house, driveway, and sidewalk has been removed.
- Work continues on the service line inventory, and staff are responding to resident inquiries.
- A compliance meeting was held with a DNR representative to review the 2023 Sanitary Survey and discuss steps for compliance through 2026.
- Policies related to on-call procedures have been updated.
- Bulk chemical deliveries have been received.
- The Well #3 submersible pump project has received DNR approval, and parts are awaited for the next steps.
- A meeting is scheduled with the DNR to discuss the 2026 Tree Grant, which offers a 50% reimbursement (up to \$5,000) if the Village spends \$10,000.
- Utility work on Main Street continues, led by Alliant Energy as part of a preventative maintenance project. Gas lines are being replaced and buried underground.
- Two separate crews are working: one is replacing the gas main, while the other is focused on repairing and filling holes. The holes on Main Street are expected to be filled by next Friday.
- The decorative sidewalk project is pending identification of the original stone, with an estimated completion time of two weeks once a matching material is found.

7. **Approval of Bills: Discussion and Possible Action**

- Village Administrator/ Treasurer/ Deputy Village Clerk Peterson presented the approval of bills in the amount of \$108,355.12.

MOTION: Trustee Kreklau(1), Trustee Blackwood(2) moved to approve the bills in the amount of \$108,355.12.

Motion CARRIED by the following roll call vote:

Aye: Breunig, Trendel, Jacobson, Schulz, Kreklau, Blackwood

Nay: (None)

Abstain: (None)

Absent: Hollenbeck

8. **New Business: Discussion and Possible Action Regarding**

- a. 111 Spring Street Rezone Request & Comprehensive Plan Amendment
Plan Commission recommended not to go to the board. Item tabled.

- b. CSM for 313 & 403 E Main Street

- Trustee Kreklau reported that this concerns a church parking lot, with small adjustments from mixed-use to light use. The recommendation is subject to a rezoning approval application.

MOTION: Trustee Kreklau(1), Trustee Blackwood (2) moved to approve the CSM for 313 & 403 E Main Street, pending the approval of the rezoning application.

Motion CARRIED by voice vote.

- c. Extraterritorial CSM for Myklebust Trust in Section 8 of the Town of Oakland

- Trustee Kreklau reported that this Certified Survey Map (CSM) involves neighboring communities and requires their joint approval. He noted that it has minimal impact on the Village of Cambridge.

MOTION: Trustee Kreklau(1), Trustee Breunig(2) moved to approve the extraterritorial CSM for Myklebust Trust in Section 8 of the Town of Oakland.

- d. Extraterritorial CSM for part of lot 4, block 2, Woodcrest of the Town of Oakland
- Trustee Kreklau reported that the CSM (Certified Survey Map) involves neighboring communities and requires approval from each affected municipality. He noted that the CSM has already been approved by the other involved communities.

MOTION: Trustee Blackwood(1), Schulz(2) moved to approve the extraterritorial CSM for part of lot 4, block 2, Woodcrest of the Town of Oakland.

Motion CARRIED by voice vote

- e. Draft of Updated Village of Cambridge Fee Schedule
- Village Administrator/Treasurer/Deputy Village Clerk Peterson presented a draft version of the Village of Cambridge Fee Schedule. She noted that she wanted to share this early in the process and intends to present it formally to the Board. She encouraged Board members to email her with any questions or feedback. The fee schedule, provided in Excel format, will be color-coded as best that it can for clarity. Moving forward, it will be subject to annual review.
- f. DPW/Water/Sewer on Call Policy Updates
- Director of Public Works Garcia reported that the Water/Sewer Committee approved updates to the Department of Public Works' on-call policy to ensure it accurately reflects current practices. He also clarified what qualifies as an emergency and outlined expectations for staff while on call.

MOTION: Trustee Breunig(1), Kreklau(2) moved to approve the DPW/Water/Sewer on-call policy updates.

Motion CARRIED by voice vote

9. **Old Business: Discussion and Possible Action Regarding**

- a. 15.60 Floodplain Regulations Ordinance update
- Village Administrator/Treasurer/Deputy Village Clerk Peterson reported that she had been in contact with the DNR representative, who had been out of the office for a week and a half. The representative is expected to return on Monday and will follow up to address Trustee Hollenbeck's question.
- b. Fire/EMS Commission 3rd Qtr. Invoice
- Trustee Blackwood reported that the third quarter is due by August 31. Village Administrator/ Treasurer/ Deputy Village Clerk Peterson updated that we are over budget and will be borrowing from other areas to pay for this and for 4th quarter.

MOTION: Trustee Blackwood(1), Trustee Kreklau(2) moved to approve the Fire/EMS Commission 3rd-quarter invoice in the amount of \$147,388.00.

Motion CARRIED by the following roll call vote:

Aye: Kreklau Breunig, Blackwood, Trendel, Jacobson
Nay: Schulz
Abstain: (None)
Absent: Hollenbeck

10. **Correspondence**

- Village President Breunig welcomed Yessi Arce as the new Village Clerk/ Deputy Treasurer to the Village of Cambridge.

11. **Public Comment**

12. **Questions, Referrals to Staff or Future Agenda Items**

- Village Administrator/Treasurer/Deputy Village Clerk Peterson reported that Ehlers is actively working on the 2026 budget. Brian, and possibly Casey, are expected to attend the

second Village Board meeting in September to provide educational insight on municipal financing and an overview of the Village's current financial status. Following that presentation, they will meet with the Audit and Finance Committee for a detailed, line-by-line budget review.

- Village President Breunig requested that Committee Assignments be added to the next Finance Committee meeting agenda.

13. Upcoming Meetings

August 28, 2025, Joint Personnel/Water/Sewer
September 4, 2025, Personnel Committee
September 8, 2025, Tentative - Plan Commission
September 9, 2025, Joint Law Enforcement Committee
September 9, 2025, Village Board
September 16, 2025, W/S Committee
September 17, 2025, Fire & EMS Commission
September 23, 2025, Economic Development
September 23, 2025, Village Board
September 30, 2025, Tentative - Audit & Finance Committee.

14. Adjournment

MOTION: Trustee Blackwood(1), Trustee Hollenbeck(2) moved to adjourn at 7:37 p.m.

Motion Carried by voice vote.

I hereby certify that the foregoing was action of the Village Board on August 26, 2025.

Yessi Arce, Village Clerk/ Deputy Treasurer

Minutes approved as distributed on September 9, 2025, Village Board of Trustees meeting.