MINUTES

VILLAGE BOARD OF TRUSTEES
AMUNDSON COMMUNITY CENTER
200 SPRING ST., CAMBRIDGE, WI 53523
TUESDAY, FEBRUARY 10, 6:30 PM

1. **CALL TO ORDER:** President Hollenbeck called the meeting to order at 6:30 p.m.

2. **ROLL CALL:** Members Present – President Hollenbeck, Trustee Blackwood, Trustee Jacobson, Trustee Kreklau, Trustee Schulz, and Trustee Trendel.

   Members Absent – None

   Others Present – Roy Marsden, Director of Public Works Cody Garcia, and Administrator Kris Breunig.

3. **PROOF OF POSTING:** Confirmed - upper and lower levels of the Amundson Center, Cambridge Post Office, Badger Bank, Bank First, and the Village website.

4. **PUBLIC COMMENT (LIMIT OF 3 MINUTES PER PERSON):** None

5. **APPROVAL OF CONSENT AGENDA:**

   a. Approval of Village Board Minutes for January 27, 2026, and December 16, 2025

      Trustee Blackwood moved to approve the Consent Agenda. Second by Trustee Trendel. Motion carried by voice vote.

6. **APPROVAL OF BILLS:**

   Administrator Breunig answered a variety of questions from Trustees regarding the three check runs being considered.

   Motion by Trustee Jacobson to approve bills totaling $322,640.50. Second by Trustee Kreklau. Motion carried on a roll call vote.

   Yes – President Hollenbeck, Trustee Blackwood, Trustee Jacobson, Trustee Kreklau, Trustee Schulz, and Trustee Trendel.

   No – None

7. **COMMITTEE REPORTS:**

   a. Fire and EMS Commission

      Trustee Blackwood reported that collective bargaining negotiations will occur on Tuesday, February 17, and that should be the final piece of information for the budget. The next meeting of the Commission is on Thursday, February 26.

   b. Economic Development Committee

      Trustee Kreklau reported that the first item discussed at the last meeting was the Water Street Bridge reconstruction. The Committee was happy to hear that the work on the bridge is not going to impact Fire Fest. The Committee also reviewed its duties under the Village Ordinances and found that it has broad ability to meet as needed and meet with other committees as needed. Discussion then turned to ways the Committee could work with the Plan Commission. The Committee wants to put together a list of development priorities and have the Plan Commission to do the same thing to meet together and get on the same page. The next meeting, the Committee will review the 2011 Economic Development Plan.

c. Plan Commission

President Hollenbeck reported that the Plan Commission meeting for Monday, February 9, was moved to Monday, February 16, due to notice requirements for two Public Hearings to be held then.

d. Personnel Committee

Trustee Blackwood reported that the Committee had met to work on the Employee Handbook. Those items discussed by the Committee will be brought up in the Employee Handbook discussion under Unfinished Business.

8. VILLAGE ADMINISTRATOR'S REPORT:

Administrator Breunig reported that Karl Frantz with PAA finished his work with the Village two weeks ago this Thursday and Brian Wilson with PAA is currently focused on election work. He reported that he has implemented a Wall of Wins in the Village office that is where we can show savings created by employees. Taxes paid directly to the Village are complete. Any other Property Tax payments must be made directly to the respective County Treasurer's office. The Village should be getting a Tax Settlement check from Dane County next week while the Village will be distributing checks based upon Jefferson County collections to the appropriate taxing entities.

9. UNFINISHED BUSINESS – ACTION REQUIRED:

a. Discussion and Possible Action on updated Employee Handbook.

Trustee Blackwood began the discussion explaining that the Village's attorney had made some recommendations for changes to specific sections of the handbook as presented in the attached document provided in the Agenda Packets.

Trustee Trendel then explained the changes recommended by the attorney. The first change recommended was for the Village to refer to the Fair Labor Standards Act (FLSA) and make certain that the difference between exempt vs. non-exempt employees is clearly explained. This resulted in initial changes being made regarding flex time for exempt employees and overtime and compensatory time for non-exempt employees. Changes were also made to increase vacation time to align with what other municipalities are offering as this can work as a recruitment and retention strategy.

Based upon the direction of the Village Board, the payout of unused vacation time was removed from the handbook. However, the Personnel Committee has proposed adding the ability for an employee to rollover up to 40 hours of unused vacation at the end of the calendar year, but it must be used within the first quarter of the following calendar year or it will be lost.

A long discussion regarding the accumulation and payout of unused sick leave followed. This matter will continue to be discussed by the Personnel Committee.

Trustee Kreklau made a motion to approve the first three changes of four proposed by the Personnel Committee. Second was made by Trustee Schulz. Motion carried by voice vote.

10. NEW BUSINESS – ACTION REQUIRED:

a. Discussion and Possible Action on Cambridge Arts Council 2026 plans.

This matter will be brought back on the February 24 meeting agenda for the Village Board.

b. Discussion and Approval of Resolution No. 2026-01 Approving Election Inspectors for the 2026-2027 Term.

Motion to approve Resolution No. 2026-01 – Approving Election Inspectors for the 2026-2027 Term was made by Trustee Blackwood. Second was made by Trustee Kreklau. Motion carried by voice vote.

c. Discussion and Possible Action to direct Village Engineer and Staff to go out for bids on the US 12/18 Pedestrian Crossing Project.

As it is not yet clear how this project will be funded, the Village Board declined to take any action on this until the funding source is known. This item will be moved to a future agenda.

11. FUTURE AGENDA ITEMS:

a. Update on Joint Policing with Village of Deerfield.

12. PUBLIC COMMENT (LIMIT OF 3 MINUTES PER PERSON): None.

13. **CLOSED SESSION:**

The Village Board will convene into Closed Session pursuant to Wis. Stat. §19.85(1)(e) for 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: Consideration of changes in Village banking and investment of public funds.

Trustee Trendel made a motion to convene into Closed Session pursuant to Wis. Stat. §19.85(1)(e) for 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: Consideration of changes in Village banking and investment of public funds. Motion carried on a roll call vote

Yes – President Hollenbeck, Trustee Blackwood, Trustee Jacobson, Trustee Kreklau, Trustee Schulz, and Trustee Trendel.

No – None

Village Board convened into Closed Session at 7:57 p.m.

14. **RECONVENE TO OPEN SESSION:**

Motion made by President Hollenbeck to reconvene into Open Session. Seconded by Trustee Blackwood. Motion carried on a roll call vote.

Yes – President Hollenbeck, Trustee Blackwood, Trustee Jacobson, Trustee Kreklau, Trustee Schulz, and Trustee Trendel.

No – None

Village Board reconvened into Open Session at 8:12 p.m.

15. **POSSIBLE ACTION TAKEN ON CLOSED SESSION ITEMS:**

a. Trustee Kreklau made a motion to direct staff to open an interest-bearing account with Bank of Deerfield or LGIP as discussed. Second by Trustee Jacobson. Motion carried on a roll call vote.

   Yes – President Hollenbeck, Trustee Blackwood, Trustee Jacobson, Trustee Kreklau, Trustee Schulz, and Trustee Trendel.

   No – None

b. Trustee Kreklau made a motion for signatories on the appropriate account chosen for investments to be Administrator Breunig and President Hollenbeck. Second by Trustee Trendel. Motion carried on a roll call vote.

   Yes – President Hollenbeck, Trustee Blackwood, Trustee Jacobson, Trustee Kreklau, Trustee Schulz, and Trustee Trendel.

   No – None

c. Trustee Kreklau made a motion to direct staff to cancel the safety deposit box at Badger Bank. Second by Trustee Blackwood. Motion carried on a roll call vote.

   Yes – President Hollenbeck, Trustee Blackwood, Trustee Jacobson, Trustee Kreklau, Trustee Schulz, and Trustee Trendel.

   No – None

16. **NEXT MEETING DATES:**

a. Plan Commission – Monday, February 16, 2026, at 6:30 p.m.

b. Cable Commission – Tuesday, February 17, 2026, at 4:00 p.m.

c. Public Works Committee – Tuesday, February 17, 2026, at 5:30 p.m.

d. Water & Sewer Committee – Tuesday, February 17, 2026, at 6:30 p.m.

e. Personnel Committee – Wednesday, February 18, 2026, at 6:30 p.m.

f. Economic Development Committee – Monday, February 23, 2026, at 5:00 p.m.

g. Village Board – Tuesday, February 24, 2026, at 6:30 p.m.

h. Fire and EMS Commission – Thursday, February 26, 2026, at 6:30 p.m. at Fire Station

i. Plan Commission – Monday, March 9, 2026, at 6:30 p.m.

j. Village Board – Tuesday, March 10, 2026, at 6:30 p.m.

k. Water & Sewer Committee – Tuesday, March 17, 2026, at 6:30 p.m.

17. **ADJOURNMENT:** Trustee Kreklau made a motion to adjourn. Second by Trustee Schulz. Motion carried by voice vote.

Meeting adjourned at 8:29 p.m.

Respectfully submitted by Brian Wilson, Clerk/Treasurer, Village of Cambridge

These minutes were approved by the Village Board on February 24, 2026.