



MINUTES

VILLAGE BOARD OF TRUSTEES
AMUNDSON COMMUNITY CENTER
200 SPRING ST., CAMBRIDGE, WI 53523
TUESDAY, JUNE 9, 2026, 6:30 PM

1. **CALL TO ORDER:** President Hollenbeck called the meeting to order at 6:31 p.m.
2. **ROLL CALL:** Members Present – President Hollenbeck, Trustee Blackwood, Trustee Jacobson, Trustee Jankowski, Trustee Sands, and Trustee Trendel.

Members Absent – Trustee Busch

Others Present – Dean Lund, Sonja Jacobson, Duane H. Veium, Tom Theune, Libby Theune, Sharon Daly, Debra van Steenderen, Jerry Pilsner, Barb Pilsner, Victoria Sims, Lead Cable Operator Melissa Murack, and Clerk/Treasurer Brian Wilson.
3. **PLEDGE OF ALLEGIANCE:** Trustee Sands led the pledge.
4. **PROOF OF POSTING:** Confirmed - Upper and Lower levels of the Amundson Center, Cambridge Post Office, Badger Bank, Bank First, and the Village website.
5. **PUBLIC COMMENT (LIMIT OF 3 MINUTES PER PERSON):**

Sonja Jacobson addressed the board regarding Country Lane and asked that the Village consider plowing that street into their condominiums.

Sharon Daley also spoke about Country Lane and said that there has been changes in the area since the private road was first put in and with a neighborhood behind the condos now, it doesn't make sense for it to remain a private road.
6. **SPECIAL GUEST REPORTS:**

Representative Joan Fitzgerald of the 46th Assembly District spoke to give an update on things that occurred in the Assembly during its last session. Laws were passed that expands Medicaid for postpartum care and Gail's Law which improves access to expansive mammograms and breast cancer screenings. DNR is creating regulations to provide \$12.5 million for grants related to PFAS remediation. A bipartisan task force for Internet Crimes Against Children created some bills that were passed that increase penalties, increase staffing to investigate such crimes, and fund education. The popular Knowles-Nelson Stewardship Program still exists, but no funding was allocated to it. They were unable to pass any laws regarding data centers or pass a bill that proposed usages for the state budget surplus. EMS services are a challenge for many communities across the state and she hopes that the Assembly will address this issue in the future.
7. **APPROVAL OF MINUTES:**
 - a. Approval of Village Board Minutes for May 26, 2026.

Trustee Sands moved to approve the Minutes for May 26, 2026. Second by Trustee Trendlei. Motion carried by voice vote.
8. **APPROVAL OF BILLS:**

Motion by Trustee Blackwood to approve bills totaling \$43,303.13. Second by Trustee Jankowski. Motion carried on a roll call vote.

Yes – President Hollenbeck, Trustee Blackwood, Trustee Jacobson, Trustee Jankowski, Trustee Sands, and Trustee Trendel

No – None

9. COMMITTEE REPORTS:

a. Fire and EMS Commission

Trustee Blackwood gave a report regarding the annual meeting held on May 27:

- Fire and EMS Commission officers were elected with Trustee Blackwood reelected as president.
- Breah Klemp (Rockdale) to serve as combined Secretary/Treasurer due to treasurer stepping down.
- Financial stability reported; Q1 line of credit (~\$63,000) paid off; voted to pay off Plymovent exhaust system loan (~\$65,000).
- Approximately \$130,000 in interest-bearing debt paid in first two quarters of 2026; focus on eliminating interest-bearing debt to reduce annual budget.
- IGA revisions discussed; Christiana approved amendments with minor language tweaks.
- Deer Grove/Lakeside proposals considered elsewhere; no significant savings seen; constituents favor staying due to response times.

b. Economic Development Committee

Clerk/Treasurer Wilson read meeting notes provided by Trustee Busch regarding the meeting on June 2:

- Prior meeting was December 2025; draft minutes from previous clerk to be corrected and returned for approval.
- Committee discussed purpose and future focus; economic development plan last updated in 2011 and is outdated; considering budget allocation to update the plan.
- Enforcement questions: zoning/ordinance enforcement, especially signage on Highways 12 and 18; current enforcement mechanism limited; building inspector noted as not strong on enforcement; Administrator Breunig exploring alternatives.
- Seeking to fill one vacant seat, preferably with banking or real estate expertise; regular meetings to shift to Tuesdays at 4:30, aiming for first Tuesday; may become every other month after next meeting.
- Committee aims for one long-term goal and one short-term win per year; welcome signs cited as past success.

c. Personnel Committee

Trustee Trendel provided a report on the Personnel Committee meeting held on June 2:

- Personnel Handbook edits ready to be incorporated into full document; goal to deliver full handbook for Village Board review sometime after July 4.
- Add definitions of exempt vs. non-exempt; request four-week notice for retirements if possible.
- Computer Magic proposed cybersecurity language; may align with insurer requirements; uncertainty about cybersecurity liability insurance status.
- Update outdated references (e.g., pagers) and clarify sick vs. comp time.
- Review processes and compensation expectations discussed; old language implied automatic monetary increase after reviews, which may not be the case.
- Personnel handbook update also noted with need to brief staff before July 31, 2026.

d. Plan Commission

President Hollenbeck discussed the Plan Commission meeting of June 8:

- Katie Court item postponed with two Billstad Road items to appear for Village Board action later in agenda.
- PUD discussion considering minimum development size (e.g., two acres) for eligibility; no action taken.
- Palmer Meadows Preliminary Plat at 230 Billstad Road: approval to create six additional lots; lots meet required sizing/standards; sidewalks not required to maintain consistency; developer to widen road by 4 feet within property boundaries for walking and vehicle turnarounds; Fire/EMS review had no concerns; homes to have private wells; Water and Sewer Board approved as presented.

- Rezoning 230 Billstad Road to RL (Residential, Low Density): aligned with standards; private wells chosen due to cost-prohibitive mains extension; wetlands behind area make future mains extension unlikely.

e. Joint Police Commission

Trustee Jankowski provided a report on the meeting which occurred prior to the Village Board meeting:

- Trustee Jankowski was elected to chair the commission as it was Cambridge's turn to lead the body.
- Commission to plans to review and update court contract and sheriff's contract; sheriff's department provided updated language (e.g., removing names).
- Commission to review edits and share with Deerfield and local committees; review again next meeting with Sheriff's Department.
- Need to add explicit language for School Resource Officer (SRO); currently absent despite long-standing SRO in Cambridge; Deerfield lacks SRO.
- Invite court clerk, judge, and the Cambridge and Deerfield Administrators to the next meeting to discuss budgets and year-to-date status.
- New deputy progressing; expected full-time start around the third week of August; discussion on part-time coverage due to uncovered weekends in Deerfield; evaluate flexible part-time staffing against budget and needs.
- Coverage detail requested to understand resource use and staffing; school district pays 75% for SRO; usage reports desired to assess costs and staffing.
- Next meeting moved to the third Tuesday of August due to the partisan primary; village board meeting on August 11 may be affected; decision to reschedule or authorize bill payment to be made by end of July.

10. VILLAGE ADMINISTRATOR'S REPORT:

Administrator Breunig provided the following updates:

- Training Registrations
 - Three trustees signed up for League "locally" session in Oregon, Wisconsin; billing flagged—should be free for League Insurance members; adjustment requested.
 - Four registrants (clerk and three trustees) for Board of Review training on June 16, 2026.
- Community Bike Rack Donations
 - Effort to secure bike racks across Cambridge; outreach to a solar company and Lee Recreation for donations; suggestion to contact the Bike Trail Committee and consider foundation requests for future needs.
- Amundsen Center Water Heater Replacement
 - Replacement scheduled for June 10, 2026; estimated cost about \$1,500 from the maintenance budget.
- Legal Counsel Transition
 - Planned July visit by Nathan from Russell Offices to assist transition from current attorney Jane (Stafford Rosenbaum) to Nathan.
- Wednesday Wake Up Community Event
 - Event scheduled for June 17, 2026, at 8:00 AM at the marketplace.
- Liquor License Renewals and Ordinance Review
 - Attorney working through questions on liquor license renewals; ongoing ordinance review and updates.
- Employee Performance Reviews
 - Reviews started; goal to complete before June 30, 2026.
- PQ Bridge Project Timeline and 2026 Street Maintenance
 - PQ bridge project pushed to late July/early August 2026; may be a second push; crack sealing and similar street maintenance projects ongoing.

- Fireworks Sales Ordinance and Permits
 - Inquiries received to sell fireworks; ordinance indicates retail fireworks sales are not allowed; permit covers large displays only and lacks a listed cost; other communities issue one annual permit for a municipal display with no charge.
- Sidewalk Completion Between Quick Trip and Subway
 - Legal approved seeking a bid to finish the sidewalk segment; developers will be billed for costs; enabled by state bid threshold change from \$25,000 to \$50,000.
- Formalizing Finance Policies
 - Need to convert “in practice” finance policies into written policy; clarify spending authorizations, board approvals, and treatment of budget-approved items.

11. VILLAGE CLERK/TREASURER’S REPORT:

- a. 2026 Budget-to-Actual through May 2026
 - Budget-to-actual comparison provided through the end of May; Debt Service fund activity added.
 - TID budgets lacked entries for expected tax revenues and admin costs; plan to clean up in 2027 budget so TIDs cover their costs.
 - A question was raised regarding the Public Works Building Supply Expenses. Budget shows \$1,000; actual nearly \$4,000; Clerk-Treasurer to investigate details (e.g., filters) and report back.
- b. Update on 2025 Audit
 - Annual Form C filed by May 15, 2026; PSC annual report filed under extension; data reconciled; audit review hoped by August 2026 with many journal entries expected.
 - Bank deposits from PSN are batched and not date-aligned with individual payments, complicating reconciliation; suggestion to coordinate with PSN for better deposit info or monthly single deposit day; concern about administrative overhead offsetting postage savings.

12. OLD BUSINESS – ACTION REQUIRED:

- a. Discussion and Possible Action on Draft Fire & EMS IGA Proposal

President Hollenbeck made a motion to approve the proposed draft Fire and EMS IGA. Second by Trustee Jankowski. Motion carried on a voice vote.
- b. Discussion and Possible Action on updated Employee Handbook

A final version of the Employee Handbook will come back to the Village Board sometime in July.
- c. Discussion and Approval of 2026-2027 Village Board Committee Assignments

Motion by Trustee Blackwood to approve the appointment of Nadine Breunig to the Economic Development Committee. Second by Trustee Jacobson. Motion carried on a voice vote.

13. NEW BUSINESS – ACTION REQUIRED:

- a. Discussion and Possible action on a Recommendation from the Plan Commission to approve a Conditional Use Permit for 708 Katie Court (Parcel 0612-013-2014-1) allowing commercial condos

No action was taken on this item as no action was taken by the Plan Commission. This will return to the Village Board at a future date.
- b. Discussion and Possible action on a Recommendation from the Plan Commission to approve a Palmer Meadows Preliminary Plat for 230 Bilstad Road (Parcel 0612-124-0010-2).

President Hollenbeck made a motion to approve a Palmer Meadows Preliminary Plat for 230 Bilstad Road (Parcel 0612-124-0010-2). Second by Trustee Jankowski. Motion carried on voice vote.
- c. Discussion and Possible action on a Recommendation from the Plan Commission to approve a Rezone at 230 Bilstad Road (Palmer Meadows Plat) to R-L zoning district.

Motion by Trustee Blackwood to approve a Rezone at 230 Bilstad Road (Palmer Meadows Plat) to R-L zoning district. Second by Trustee Jacobson. Motion carried on a voice vote.

- d. Discussion and Approval of Resolution 2026-06, Resolution Recognizing World Migratory Bird Day and Authorizing Village Staff to Apply for Bird City Designation.

Motion by Trustee Jankowski to approve Resolution 2026-06, Resolution Recognizing World Migratory Bird Day and Authorizing Village Staff to Apply for Bird City Designation. Second by Trustee Blackwood. Motion carried on a roll call vote 5-1.

Aye – President Hollenbeck, Trustee Jacobson, Trustee Jankowski, Trustee Trendel, and Trustee Blackwood.

Nay – Trustee Sands

14. FUTURE AGENDA ITEMS:

Consider taking action to repeal the Room Tax Ordinance.

Discuss change of date for the August 11, 2026, meeting.

Consider two resolutions for CMAR and Liquor Licensing.

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

16. NEXT MEETING DATES:

- a. Library Board – Wednesday, June 10, 2026, at 6:30 p.m.
- b. Public Works Committee – Wednesday, June 10, 2026, at 6:30 p.m.
- c. Water and Sewer Committee – Tuesday, June 16, 2026, at 6:30 p.m.
- d. Open Book – Monday, June 22, 2026, from 12:00 p.m. until 2:00 p.m.
- e. Village Board – Tuesday, June 23, 2026, at 6:30 p.m.
- f. Fire and EMS Committee – Wednesday, June 24, 2026, at 6:30 p.m. (at Fire Station)
- g. Economic Development Committee – Tuesday, July 7, 2026, at 4:30 p.m.
- h. Board of Review – Wednesday, July 8, 2026, from 12:00 p.m. until 2:00 p.m.

17. ADJOURNMENT: Trustee Trendel made a motion to adjourn. Second by Trustee Sands. Motion carried by voice vote.

Meeting adjourned at 8:01 p.m.

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

These minutes were approved by the Village Board of Trustees on June 23, 2026.