MINUTES

VILLAGE BOARD OF TRUSTEES
AMUNDSON COMMUNITY CENTER
200 SPRING ST., CAMBRIDGE, WI 53523
TUESDAY, OCTOBER 13, 2026, 6:30 PM

1. **CALL TO ORDER:** President Hollenbeck called the meeting to order at 6:30 p.m.
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:** Members Present – President Hollenbeck, Trustee Blackwood, Trustee Busch, Trustee Jacobson, Trustee Jankowski, Trustee Sands, Trustee Trendel.

   Members Absent – None.

   Others Present – Frank Peregrine, Richard Scott, Mikayla Groonwald, Bill Crist, Julie Crist, Abigail Karbusicky, Lead Cable Operator Melissa Murack, Administrator Kris Breunig, and Clerk/Treasurer Brian Wilson.
4. **PROOF OF POSTING:** Confirmed - Upper and Lower levels of the Amundson Center, Cambridge Post Office, Badger Bank, Bank First, and the Village website.

   President Hollenbeck announced that under Old Business there would be no discussion or action on the proposed preliminary plat for Summer Prairie as it will be in front of the Plan Commission again in November.
5. **PUBLIC COMMENT (LIMIT OF 3 MINUTES PER PERSON):**
   - Bill Crist (312 Oriole Lane):

     Regarding 2025 Audit, he said an audit tests whether financial statements follow accounting rules. It is not designed to find fraud or summarize organizational performance. He said the missing management discussion and analysis leaves the board without a plain-language account of operating, economic, and historical results.
   - Richard Scott (15 Dilemma Rd.):

     Richard Scott praised Trustee Busch's handling of the October 6 Economic Development Committee meeting. He said committee members were prepared and focused on moving matters forward.
   - Mikayla Groonwald (809 Chickadee Dr.) spoke to several financial concerns:
     - **Financial analysis:** Resident and CPA distributed a five-page board deck. She said the 2025 draft audit showed a general-fund loss of $772,000 on about $1.5 million in revenue. She said the fund ended nearly $400,000 below zero and without cash, while borrowing bridged the gap.
     - **Peer comparison:** Grunwald said Cambridge's property-tax levy was 55% above the state average per resident. She said the village spent about 69% more per resident than eight nearby communities on basic services. She identified fire and EMS as the largest difference.
     - **Budget concern:** Grunwald said the September budget-to-actual report showed an apparent general-fund surplus of about $650,000, but she found inconsistencies that she believed required correction. She expected the corrected position to look more like a deficit.
     - **Suggested budget work:** Grunwald urged the board to correct and reconcile the September financials, prepare a cash forecast through December 31, build the 2027 budget on actual costs, and make substantial spending cuts after a line-by-line review. She offered to help with the analysis at no cost.
6. **APPROVAL OF MINUTES:** Village Board Minutes of September 22, 2026.

Trustee Blackwood moved to approve the Minutes for September 22, 2026. Second by Trustee Jankowski. Motion carried by voice vote.

7. APPROVAL OF BILLS:

Motion by Trustee Blackwood to approve bills totaling $314,841.59. Second by Trustee Trendel. Motion carried on a roll call vote 7-0.

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

No – None

8. AUDITOR'S REPORT ON THE 2025 FINANCIAL STATEMENTS

Eric Davidson, Auditor, with Bauman Associates Ltd. presented the audit of the 2025 financial statements. He issued an unmodified opinion, meaning the financial statements were fairly presented under the applicable accounting standards. He stressed that an audit provides reasonable assurance, not absolute assurance, and is not a deep fraud investigation.

Internal-control findings:

Davidson reported several control deficiencies.

- Segregation of duties: The village did not have enough staff to fully separate custody of assets, transaction recording, and transaction authorization. Davidson said this is common for a municipality of Cambridge's size. Staff turnover during 2025 worsened the condition.
- Financial-statement preparation: The village relied on the auditor to prepare draft financial statements and notes. Davidson said the technical requirements of governmental accounting standards make this common for smaller municipalities.
- Audit adjustments: The audit proposed 49 entries to correct the records. Davidson attributed the need in part to turnover and lack of continuity. He expected stronger workpapers and tools to reduce this issue.
- Journal-entry review: The audit found a need for controls over journal entries and review. Davidson said the village was putting a review process in place. He said inadequate journal-entry review has been a weakness in fraud and error cases.
- Meeting minutes: Some 2025 minutes could not be produced because of turnover. Davidson said Wilson had searched for them and that the issue should be corrected going forward.
- Deficit fund balances: The general fund and capital projects fund had continuing deficit balances. Davidson said the deficits accumulated over time and were not limited to 2025.

Davidson said the staff stability provided by Breunig and Wilson should improve audit timeliness and reduce the village's reliance on audit staff for accounting corrections. He said future audit presentations should ordinarily occur in May rather than October.

General fund and capital projects deficits:

Davidson said public-safety expenditures rose to $1,193,412 in 2025, from $774,600 in 2024. The increase included about $80,000 more for Dane County Sheriff costs and a $312,000 increase for Fire and EMS.

Public works expenditures fell from $326,655 to $252,890. Conservation and development spending totaled $249,154. Davidson said that amount included the final developer payment of about $200,000, which should be available for other purposes after 2026.

The general fund reported a $772,000 deficit. Borrowing of $480,000 partly covered public-safety costs. The general fund's fund balance fell by $157,103.

The capital projects fund's fund balance fell by $218,055 and ended with a $417,200 deficit fund balance. Davidson said recent capital projects were not backed by dedicated levy revenue, debt, grants, or other sources. The general fund was effectively covering them.

Trustee Blackwood asked whether capital work should have been financed through borrowing rather than the general fund. Davidson agreed that the village needed a clearer capital-financing approach. He said capital debt is common under levy limits, and a five-year capital improvement plan should guide budgeting and borrowing.

Utility funds, debt capacity, and interfund borrowing:

- Water utility: The water fund reported operating income of $504,000 and a $253,000 increase in net position. Davidson said recent rate action helped support the well project and water rates.
- Sewer utility: The sewer utility reported an operating loss of $70,495. Davidson said the utility should ideally at least break even through rates.
- Stormwater utility: The stormwater utility reported a $2,737 operating loss.

Hollenbeck said the village shifted 50% of fire-hydrant costs to water and sewer billing. She said the village did not implement Ehlers recommended 3% sewer-rate increase. The Water and Sewer Committee was negotiating with COWC because a related loan had been paid off. She said a new payment arrangement might reduce sewer costs and avoid another sewer-rate increase next year.

Davidson said the village had nearly $12.7 million in debt margin, or about 78% capacity to issue additional general-obligation debt. He said that capacity could fund capital projects, although he did not suggest borrowing simply because capacity exists.

One environmental-improvement loan was paid in 2025. Davidson said the final loan was expected to be paid in 2026, reducing the sewer utility's debt-service burden.

The board also discussed money owed among funds. Davidson said the water and sewer utilities had advanced about $37,000 to the general fund in the year-end schedule. Hollenbeck said Ehlers had explained that pooled cash helps municipalities manage uneven general-fund receipts during the year. Davidson distinguished temporary cash-flow management from year-end structural borrowing. He said the year-end balances represented money owed to the utilities, not normal temporary borrowing, and lacked a formal note or repayment plan.

Davidson said using debt for general-fund operating costs is not sound practice. He said it was not typical among his municipal clients.

Levy-limit options and Fire and EMS costs:

Davidson said Fire and EMS costs had risen 88% since 2021. He said levy limits constrain the village's ability to recover those costs through normal tax growth.

He identified a levy-limit adjustment for changes in costs under an existing intergovernmental agreement. He said the village should consider whether the Fire and EMS cost shift after Oakland's withdrawal qualified. He also described a potential increase of the CPI rate of 3.3% plus 2% if all participating municipalities approve the required resolution.

Hollenbeck said the village has a voter-approved $95,000 levy-limit increase from a referendum held seven or eight years ago. It has no end date and remains part of the village's annual levy base.

Davidson said the board's options were to reduce general-fund spending, use allowable levy-limit adjustments, borrow for capital work rather than operations, or pursue another referendum. He said new construction increases tax capacity gradually and requires added services.

9. COMMITTEE REPORTS:

a. Fire and EMS Committee – Trustee Blackwood

Trustee Blackwood said the Fire and EMS Commission approved its budget and submitted it to member communities before the October 1 deadline. She said this was the first on-time submission in about five years.

Lake Mills still plans to withdraw at the end of 2026 and join the City of Lake Mills. Blackwood said Lake Mills contributes about $100,000 in municipal revenue. The commission adjusted its budget and equalized values to absorb that loss while still producing a reduced 2027 budget.

Blackwood said equalized values had not been updated for several years. The update benefited Cambridge and increased Christiana's share.

b. Economic Development Committee – Trustee Busch

Trustee Busch reported that one committee member resigned because of work and other commitments. Two people expressed interest in joining. The board noted that the committee must include representatives from real estate or retailing, a small business, and the legal or banking community.

The committee distributed a draft municipal ordinance for member review. Members were also asked to review the WEDC mural toolkit.

Room-tax letters and applications were sent by certified mail on October 9. Room tax collection will begin

January 1, 2027. Lodgekeepers' first payments will be due April 30.

The committee also reviewed possible elimination of downtown parking spaces. It sought more information before recommending any change. The requested information includes turning-radius data and accident statistics for the intersection.

The committee's next meeting is November 4 at 4:30 p.m.

c. Personnel Committee – Trustee Trendel

Trustee Trendle said the Personnel Committee met October 6 and continued finalizing the employee handbook. The committee expects to present it to the full board before the end of the calendar year.

The committee entered closed session. No action resulted. Its next meeting is scheduled for October 27 at 5:00 p.m.

d. Plan Commission – President Hollenbeck

President Hollenbeck deferred her report as items acted on by the Plan Commission would be coming up later in the meeting.

e. Public Works Committee – Trustee Sands

Trustee Sands said the Public Works Committee found an urgent need for a new snowplow truck. The committee approved a recommendation to purchase one, subject to village approval, but did not want to bypass the budget process.

The committee recommended no action on parking spaces at Highway 12 and Spring Street. It also identified Allen Street as the next street likely needing full reconstruction, but took no action before the budget process.

Public Works reviewed the proposed departmental budget line by line. Sands said the basketball court was expected within the next few weeks. Potter's Road was complete and the village had received its portion of the bill.

10. VILLAGE ADMINISTRATOR'S REPORT:

Breunig reported that the contractor for the bulk water fill station mobilized on October 12. Electrical work cost $23,612, against a $12,000 allowance. The project had an $11,612 overrun that would need to be addressed by Water and Sewer.

The Koshkonong Creek Bridge remained on track for completion before Halloween.

The village repaired a water-main break near Highway 18. It also repaired two breaks at West Main and North Pleasant. Breunig said the latter two occurred after required valve exercising. The Highway 18 break was not related to valve exercising.

Breunig said staff suspected the Highway 18 line had leaked for a long time. Repairing it should reduce water loss in that area. Hollenbeck said the village must report unaccounted-for water to the state and had been tracking the issue.

The Summer Prairie preliminary plat was postponed to November at the developer's request. The village granted a 90-day preliminary-plat consideration extension through November 30.

Palmer Meadows final plat was approved in September. Staff were working through utility questions.

The proposed rezoning of 600 Kenseth Way was on the board's agenda. Breunig said the potential church use involved no exterior changes beyond signage.

For the November general election, mail and online registration closes October 14. In-person registration runs from October 20 through October 30.

Breunig recognized Brock Pinnow for passing distribution and groundwater exams to qualify as a municipal waterworks operator. He also recognized Blake and Lee for refurbishing, priming, painting, and improving Well No. 2. Breunig said estimates for the work exceeded $10,000.

11. VILLAGE CLERK/TREASURER'S REPORT:

Wilson said the September budget-to-actual report showed general property taxes at 152% of budget. The excess was about $615,000. He said it would be divided among the three TIF funds, mainly one of them, after he calculated the allocation based on TIF value.

Wilson said he had begun correcting entries. He moved a fire department quarterly payment that had been placed in fire dues. He also added the library's tax allocation to its budget after the library reported that the amount was missing.

12. NEW BUSINESS – ACTION REQUIRED:

a. Discussion and Possible Action on an exemption for farm equipment on Spring Water Alley

The board considered an exemption from Spring Water Alley's six-ton weight limit for farm equipment. Hollenbeck said the exemption could reduce the need for farm equipment to travel on Main Street. She said farm traffic on the alley would not be a daily occurrence.

Richard Scott said semitrailers would not use the alley. He estimated that a combine and loaded gravity wagons could weigh about 12 tons. He said his own use would be limited to about three days per year, with four or five loaded trips per day during a short fall harvest period. Empty return trips would be under six tons.

Trustee Blackwood said the alley had a weight restriction because heavy use had caused significant damage. She raised concerns about allowing machinery that could exceed the limit and about preventing other heavy vehicles from claiming the exemption.

Trustee Sands opposed the exemption. He said the village had spent about $100,000 repairing the alley and did not receive GTA support for the work. He said the exemption could again damage the village's investment.

Trustee Jankowski also cited the village's limited road budget and concern over making special exceptions.

Motion by President Hollenbeck to exempt farm equipment from being restricted on Spring Water Alley. Second by Trustee Blackwood. Motion failed on a voice vote.

b. Discussion and Possible Action on recommendation from the Plan Commission to approve the rezone of 600 Kenseth Way (Lot 2 of CSM) Rezone from B-MU to B-G

The former winery building is being considered for sale to a church. The Business General district permits churches.

Motion by President Hollenbeck to approve the rezone 600 Kenseth Way from B-MU to B-G. Second by Trustee Jacobson. Motion carried on a voice vote.

c. Discussion and Possible Action on recommendation from the Plan Commission to approve a land division of 112/120 South Street by certified survey map.

The division more evenly splits the two properties. It also gives one homeowner access to sewer infrastructure on the property. That homeowner accepted responsibility for additional trees and grass mowing.

President Hollenbeck made a motion to approve the land division of 112/120 South Street. Second by Trustee Jankowski. Motion carried.

d. Discussion and Possible Action on Resolution 2026-16 Approving Additional Election Inspectors for the 2026-2027 Term.

Motion by Trustee Blackwood to approve Resolution 2026-16 Approving Additional Election Inspectors for the 2026-2027 Term. Second by Trustee Sands. Motion carried on a voice vote.

e. Discussion and Possible Action on Resolution 2026-17 Resolution Requesting Exemption From Jefferson County Library Tax

Trustee Trendel said the exemption prevents double taxation because the library does not function as its own taxing authority.

Trustee Blackwood made a motion to approve Resolution 2026-17 Resolution Requesting Exemption From Jefferson County Library Tax. Second by Trustee Busch. Motion carried on a voice vote.

f. Discussion and Possible Action on Resolution 2026-18 Resolution Requesting Exemption From Dane County Library Tax

Trustee Jankowski moved to approve Resolution 2026-18 Resolution Requesting Exemption From Dane County Library Tax. Trustee Jacobson made the second. Motion carried by voice vote.

g. Discussion and Possible Action on Halloween Trick or Treat hours of 5:00 pm until 7:00 pm, Saturday, October 31, 2026

The board amended the initial proposal and set Halloween trick-or-treat hours for 5:30 p.m. to 7:30 p.m. on

Saturday, October 31, 2026. Trustee Sands said online listings and historical practice showed those hours.

Motion by Trustee Trendel to set Halloween Trick or Treat hours for 5:30 p.m. to 7:30 p.m. on Saturday, October 31, 2026. Second by Trustee Blackwood. Motion carried on a voice vote.

h. Discussion and Possible Action on recommendation from the Public Works Committee regarding the need for a new snow plow truck

The board took no action on the new snowplow truck. It will address the need through the budget process.

13. OLD BUSINESS – ACTION REQUIRED:

a. Discussion and Possible Action on recommendation from the Plan Commission regarding approval of the Summer Prairie Preliminary Plat for Parcel 0612-123-4780-1 subject to conditions.

This item was removed from the agenda.

14. FUTURE AGENDA ITEMS:

a. Discussion and Possible Action on a referral from the Public Works Committee to consider the removal of parking spaces from the intersection of HWY 12 and Spring Street

b. Discussion on E-bike and E-scooter ordinances

c. Dane County Sheriff's contract

d. Fire and EMS Budget

e. Approve the Village 2027 Budget

15. PUBLIC COMMENT (LIMIT OF 3 MINUTES PER PERSON):

- Bill Crist (312 Oriole Lane):

Stressed the importance of and need for the village to have a five-year capital improvement plan.

16. NEXT MEETING DATES:

a. Library Board – Wednesday, October 14, 2026, at 6:30 p.m.

b. Water and Sewer Committee – Tuesday, October 20, 2026, at 6:30 p.m.

c. Village Board – Tuesday, October 27, 2026, at 6:30 p.m.

d. Fire and EMS Commission – Wednesday, October 28, 2026, at 6:30 p.m.

e. 2026 General Election – Tuesday, November 3, 2026, 7:00 a.m. until 8:00 p.m.

f. Economic Development Committee – Wednesday, November 4, 2026, at 4:30 p.m.

g. Plan Commission – Monday, November 9, 2026, at 6:30 p.m.

h. Village Board – Tuesday, November 10, 2026, at 6:30 p.m.

17. ADJOURNMENT

Trustee Sands made a motion to adjourn. Second by Trustee Janksowski. Motion carried by voice vote.

Meeting adjourned at 8:30 p.m.

Respectfully submitted by Josie Stine, Utility Clerk/Deputy Clerk, Village of Cambridge
These minutes were approved by the Village Board of Trustees on October 27, 2026.