

AGENDA

**Special Meeting Oregon Village Board
to include Personnel, Public Safety & Protection
and Public Works & Utilities Items
Thursday, September 24, 2009**

5:30 P.M.

NOTE THE MEETING DATE AND TIME

Village Hall
117 Spring Street
Oregon, WI 53575
Lower Level

1. Call to order
2. Roll call
3. Public Appearances and Public Hearings
 - a) Eldon Jones, 362 E. Lincoln Street, regarding an update on traffic concerns expressed at the special Board meeting June 8, 2009
 - b) Presentation regarding Oregon Area Community Book Project – Lisa Hustad
 - c) Discussion regarding Gary Osman’s request to allow for a bridge over drainage swale adjacent to Forest View Park (Referred from Park Board and Public Works Committee)
4. The Village Board may adjourn into closed session from time to time during the course of the meeting pursuant to Wis. Stats. §19.85(1)(c) and (e) permitting a closed session **to consider the terms under which it may be willing to accept the dedication of, or to purchase, the vacant lot owned by Oregon Manor located on Soden Drive** and pursuant to Wis. Stats. 19.85(g) permitting a closed session **to confer with legal counsel and financial advisor regarding negotiations with hotel developer** and pursuant to **Wis. Stats. §19.85(1)(e) permitting a closed session** for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session **to discuss the Labor Contract Negotiations with AFSCME and WPPA** and pursuant to Wis. Stats. §19.85(1)(c) permitting a closed session **for considering performance evaluation data of employees over which the Village Board has authority**
5. Board will Reconvene into Open Session at approximately 7:00 PM
6. Approval of Minutes
 - a) Regular meeting 9/8/09
7. Approval of Vouchers

8. Community Input. The Village Board has established an opportunity for the public to address the Board. In the event community members wish to address the Board, 15 minutes will be provided; otherwise the agenda will proceed as posted.
9. Proclamations and Announcements
 - a) Village Board Comments
 - b) Staff Comments: Update on Downtown Phase II
10. Communication and Miscellaneous Business
 - a) Discussion and Possible Action re: Strategic Plan Appointments to Outreach and Planning Committee
 - b) Discussion and Possible Action re: Appointment of Trustee and Citizen Member to Joint Review Board for Amending TIF #2 and #3 – October 1st first meeting
 - c) Discussion and Possible Action re: Status of Claim of Lindsey Zentko (**Johnson**)
 - d) Update regarding letter from the Town of Oregon re: N. Alpine Parkway/W. Netherwood Intersection
 - e) Employee Appreciation Luncheon Thursday, 9/24/09 Recognizing Years of Service:
 - Mark Below (35 years)
 - Gary Disch (30 years) and
 - Dana Schulz (15 years)
11. Police Chief's Report
 - a) From September 14th Board Meeting: Discussion of Police Department Invoices – PD Water Service from Great Glacier of Wisconsin and PD Lodging Training (from Bankcard Services)
 - b) Monthly Statistic Reports including Motorcycle Use Data
 - c) Recruitment Process for Police Officer
 - d) Update on Canine Fund Raising
 - e) Discussion and Possible Action re: updating Chapter 9.07 of the Municipal Code regarding Loud and Unnecessary Noise
 - f) Acknowledge Office of Justice Assistance Grant to Oregon Police Department for Crime Reduction and Criminal Apprehension in the Amount of \$9, 997.00
12. Future Agenda Items
 - a) Schedule League of Wisconsin Municipalities Mutual Insurance Company's Viewing of DVD on Public Officials' Liability
 - b) Discussion regarding Public Officials' Handbook
 - c) Provide Update to Village Board re: Community Sensitive Design Status for Hwy. 14 Project
 - d) Amend Chapter 1.25(4) of the Municipal Codebook regarding Annual Reviews of Department Heads and Employees

13. Adjournment

Note: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Village Clerk at (608) 835-3118, 117 Spring Street, Oregon, Wisconsin, at least twenty-four hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request

1. **CALL TO ORDER.** President Staton called the special meeting of the Village Board to order on Monday, June 8, 2009 at 5:30 p.m.
2. **ROLLCALL.** Present: Jerry Bollig, Phil Harms, Eric Poole, Steve Staton, Randy Way and Jon Lourigan, with Darlene Groenier arriving a few minutes late. Also present: Village Administrator Mike Gracz, Village Attorney Drew Cochrne, Finance Director Renee Hoeft, Police Chief Doug Pettit, Public Works Director Mark Below and Village Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES.** There were none.
4. **APPROVAL OF VOUCHERS.** Bollig moved, second by Poole, to approve the payment of vouchers for the General Operating Fund in the amount of \$292,054.79 per the list dated June 8, 2009. Roll call vote: Poole – yes; Lourigan – yes; Harms – yes; Way – yes; Staton – yes; Bollig – yes; Groenier – yes. There was discussion regarding certain items. Motion carried 7-0.
- * 5. **COMMUNITY INPUT.** Eldon Jones, 362 E. Lincoln Street, spoke to concerns with safety regarding parking in that area, problems with trash pick up at times, concern with regard to snow plowing delays, and littering in that area. He urged the Board to get the parking back on Orchard Street. There was discussion. There was discussion regarding the trash pick up and the need to advise residents of the early pickup time—before school starts to avoid the parked vehicles. Jones questioned why his wife received a ticket for blocking their driveway—stating he did not believe that was a violation. Chief Pettit stated he would look into that. Jones was advised to come back to the Board meeting the 3rd Monday in September for a review and update of his concerns.
6. **DISCUSSION AND POSSIBLE ACTION RE: AWARDING OF CONTRACT FOR BROOK STREET IMPROVEMENTS (TIF #3 PROJECT).** Below noted the bids were opened on June 4, 2009 and the low bidder was S&L Underground & Trucking (out of Sauk City). The engineer had estimated bids would come in around \$534,000—the low bid came in at \$339,582.40. Bollig moved, second by Harms, to accept the bid from S&L Underground & Trucking for the Brook Street Improvement Project. It was noted it was budgeted for \$550,000. There was some discussion. Motion carried 7-0.
7. **UPDATE ON EXPENDITURES FOR DNR AND FEMA GRANTS AND PROJECTED TOTAL COSTS:**
 - a) **Update on Dane County Grant – Committee and County Board Meeting Dates.** Gracz stated Dane County Board meetings regarding the grant are being held on June 16th at 5:45 p.m., June 22nd or June 29th—it's not known for sure which date. He stated if it goes to the County Board on July 6th he will be out of town. There was discussion. Staton noted he could attend the meetings with Gracz.
 - b) **Closed on 340 Florida Avenue—June 4, 2009.** The closing was held on Friday, June 5th. Gracz publicly thanked Renee Hoeft for handling the paperwork on this matter in his absence.
 - c) **Update re: 370 Florida Avenue.** Gracz noted this is waiting for Dane County to adopt a resolution after which the closing can be scheduled on the McAllister's home.
8. **DISCUSSION ON ADOPTION OF ROOM TAX – VILLAGE ATTORNEY IS WORKING ON ORDINANCE FOR JUNE 15TH MEETING.** For informational purposes only.
9. **DISCUSSION AND POSSIBLE ACTION ON WRITE-OFF OF UTILITY BILLS DUE TO BANKRUPTCY—TWO WRITE OFFS.** Hoeft noted the Village has received two Discharge of Debtor Notices from the Bankruptcy Court—one in the amount of \$174.26 and one for \$352.96. Bollig moved, second by Poole, to write off the two utility bills due to bankruptcy. There was discussion. Motion carried 7-0.
10. **PROCLAMATIONS AND ANNOUNCEMENTS.**

3(b)**Georgia Johnson**

From: Michael Gracz
Sent: Monday, September 14, 2009 5:04 PM
To: 'Lisa D. Hustad'; staton.steve: gmail.com; Steven Staton
Cc: Randy Way; Georgia Johnson
Subject: RE: Oregon Area Community Book

We will put this on the special 9/24th Board agenda.

From: Lisa D. Hustad [mailto:ldhustad@charter.net]
Sent: Monday, September 14, 2009 3:31 PM
To: Michael Gracz; staton.steve: gmail.com; Steven Staton
Cc: Randy Way
Subject: Oregon Area Community Book

Hello,
President Steve Staton suggested discussing the OACB after the library board's special meeting last week, and Randy was to see if it could be added to the agenda. I noticed that the Oregon Area Community Book did not make it to the agenda as it looks like a very full one. I notified the OAHS members that it was not on the agenda so no one from the OAHS board will likely be attending.

The OACB project is a library and historical society boards' collaboration. It is a community building endeavor and we would like to discuss the project with the Village Board. While we understand that the village is not in the position to provide financial support, the boards' approval of the concept of the project is important too. Village board approval or endorsement would make our business plan stronger. After seeing that OACB was not on the agenda, I decided to hold sending documents to the other village board members for now, but I would welcome the idea of viewing the OACB docs from village board laptops, as I am not able to financially support printing copies for all of the board members at this time.

There are other ways that the Village could provide support too. For instance, we need photos to use in the OACB powerpoint presentation to the Chamber this Thursday. What we are looking for are photos that show or imply vision, and aerial shots of the village (or parts of it) that show it off.

I realize that you are all very busy and as library board president I appreciate that the village board is providing the opportunity to discuss the library's budget.

9/15/2009

Respectfully,

Lisa D. Hustad
Library Board President

Total Control Panel

[Login](#)

To: mgracz@vil.oregon.wi.us
From: ldhustad@charter.net

[Remove this sender from my allow list](#)

You received this message because the sender is on your allow list.

9/15/2009

Park Board Meeting
May 6, 2009 at 7:00A.M.

1. Call to order

The meeting was called to order at 7:00p.m. by Chair Person Jon Blanchard.

2. Roll Call

Present: Jon Blanchard, Jennifer Skibba, Jon Lourigan, Dan Olson, Chad Winklepleck, and Ron Novinska

Absent: Brett Subach and Rich Strohmenger

Also Present: Assistant Public Works Director, Gary Disch

3. Election of Chair and Vice-Chair

Blanchard moved to nominated Ron Novinska for Vice-Chair. Winklepleck moved to nominated Jon Blanchard for Chair Person. Second by Skibba. Motion Carried.

4. Approval of Minutes

Olson moved to approve the April 1, 2009 minutes. Second by Winklepleck. Correction on page 2. 5(b) has a name spelled wrong. Bails should be spelled Bales. Motion Carried.

5. Report from Village Board:

a) FYI – Submittal of Dane County Bike Grant

b) FYI – Submittal of Stewardship Grant

6. Public Appearances


~~X~~ a) Discussion and Possible Recommendation to the Village Board re: Gary Osman's (741 Swallow Tail Drive) Request to allow building of bridge from Alpine Meadows over drainage swale adjacent to Forest View Park

- Children are playing on the street.
- The children do not have a good route to get to the park safely.
- Children are Middle School Age and younger.
- Can anything be done to create a path/bridge to let children use Forest View Park?
 - The Park Board referred this matter to the Village Public Works Committee because it is not Park Land that needs the bridge. It is the drainage ditch that needs the bridge.

b) Discussion and Possible Recommendation to the Village Board re: Use of Jaycee Park for Summer Fest Event June 26, 2009.

- Marechiel R. Santos-Lang presented the plan to add an additional attraction during Summer Fest.
- A Classic Car, Bike, and Truck Show.
- Registration would start on Sunday, June 26, 2009 at 8:00a.m.
- Show would be from 10:00a.m. to 4:00p.m. on June 26, 2009.
- Vehicles would be able to be in the parade.

approved it was supposed to run down the other side of the fence line. The problem with that design was when it came down swale and got to the sidewalk and there wasn't an inlet there. The sidewalk is higher than the yards so naturally when this drain went in this subdivision the water migrates that direction. It goes thru the fence from South to North, but also when it gets to the sidewalk it heads to this drain. Contributing to this problem as well. The future Hotel will not affect this. Harms raises the question if any TIF money could be spent to help resolve this issue. This water that is discharging from that area now is going into Darrell Wilde's pond behind the Kwik Trip. The water from the Fox Glen subdivision is actually supposed to discharge into the pond next to the Hotel and D'Orazio's Cleaning Supply. It isn't overwhelming the pond in the Elliot subdivision, but it isn't designed to take on that water. Below and Gracz have been discussing this off and on, and how and when to bring it to the Public Works Committee. Lourigan mentions re-evaluating that engineering cost estimate. Below comments on paying for this thru special assessments.

- c)  Discussion regarding Gary Osman's request to allow for a bridge over drainage swale adjacent to Forest View Park (Referred from Park Board).
Gary had some health issues and wasn't able to attend. Gary told Below that there wasn't a big rush on this. This issue was tabled.

5. COMMUNICATIONS AND MISCELLANEOUS BUSINESS.

- a) Discussion and possible recommendation to the Village Board regarding the letter from CARPC regarding the shared cost for ground water modeling.

Below has participated in this most recently in the late 90's or early 2000. This is a program that the County does regarding ground water. They monitor the ground water for deep and shallow drinking water wells. Below is bringing this issue to the committee because of the cost and the budget. In the past Below has just gone ahead and participated without the committee or board approval. In view of the budget times Below thought that he should present it before the committee with a recommendation to the Village Board one way or the other to participate. Below feels that it is a good program and it's worth the money in the long run. One of the ways that it will help us is in the future when we decide that we need to drill well #6. They will have a lot of the information that the Village will need to decide where to put well #6. Lourigan questions whether this will save us money down the road and if so how much. Below wasn't sure and it would be hard to tell. This is a two year program. It would cost \$2,000 per year. If this is approved it would be coming out of the water fund. **Motion by Harms to recommend to move the letter from CARPC regarding the shared cost for ground water modeling on to Village Board. Second by Way. Motion carried 3-0.**

- b) Discussion and possible recommendation to the Village Board regarding the agreement from Dane County Fly 2009/2010.

This was before the board a couple of months ago. This is also a two year payback. This is a formal agreement with what the board has already approved. **Motion by Way to recommend the Village Board approve the agreement from Dane County Fly 2009/2010. Second by Harms. Motion carried 3-0.**

- c) Discussion and possible recommendation to the Village Board regarding the letter from Ruekert & Mielke regarding Market St. relief storm sewer.

This is part of the Market Street storm sewer. Below was trying to get the contractor to come back in and mill and overlay that. They have to come in and raise the manholes anyway and level up that street. The contractor is saying that they would come in and do that, but we would be required to pay for the milling. Below looked at it again and is recommending the same as Ruekert & Mielke, to not proceed with the change order. The second reason not to proceed is because in the TIF #3 project Market Street is scheduled for mill and overlay sometime in the near future. This will rectify the situation at that time. Right now it is just a ride ability issue.

1. **CALL TO ORDER**. President Staton called the regular meeting of the Village Board to order on Tuesday, September 8, 2009, at 6:00 p.m.
2. **ROLLCALL**. Present: Jerry Bollig, Darlene Groenier, Phil Harms, Eric Poole, Steve Staton and Randy Way, with Jon Lourigan arriving later. Also present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Police Chief Doug Pettit, Senior Center Director Alison Koelsch, Library Director Susan Santner and Village Clerk Georgia Johnson.
3. **PUBLIC APPEARANCES AND PUBLIC HEARINGS**. None.
4. **APPROVAL OF MINUTES**.
 - a) Regular meeting 8/17/09. **Bollig moved, second by Poole, to approve the minutes of the regular meeting of 8/17/09.** Way noted that he had abstained from the vote on approval of vouchers, however the minutes do not reflect that. Johnson stated she would make that correction to the minutes. **Motion carried 7-0.**
5. **APPROVAL OF VOUCHERS**. **Bollig moved, second by Groenier, to approve the payment of vouchers for the General Operating Fund in the amount of \$414,276.24 per the list dated September 8, 2009. Roll call vote: Bollig – yes; Harms – yes; Staton – yes; Groenier – yes; Way – yes; Poole – yes.** There was discussion regarding certain items. **Motion carried 6-0.**
6. **COMMUNITY INPUT**. None.
7. **PROCLAMATIONS AND ANNOUNCEMENTS**.
 - a) Village Board Comments. Groenier stated how nice the downtown looks.
 - b) Staff Comments. Johnson read an email from The Legend Club thanking the Village Board for allowing fireworks on August 22, 2009 for a wedding reception.
8. **COMMUNICATION AND MISCELLANEOUS BUSINESS**.
 - a) Discussion regarding September, October and November Calendars and Budget Schedule. Gracz went over the upcoming meetings for September through November and there was discussion. It was concluded to switch the meetings of September 24th and the 28th and to start the meeting on September 21st at 6:00 p.m. It was noted there is a special Board meeting October 7th with the Park Board regarding the Park Board's 2010 budget. There was discussion regarding starting the meeting at 5:30 p.m.
 - b) Update on Railroad Issues: September 11th Wisconsin River Rail Transit Commission Meeting and Fitchburg Mayor Allen's Appearance at September 14th Board Meeting. Gracz noted the Wisconsin River Rail Transit Commission meeting scheduled for September 11th. The Village is looking for assistance with paying insurance coverage—which cost \$36,000 for 2009. The Fitchburg Mayor will be attending the Board meeting on September 14th.
 - c) Update on Oregon Farm Center Payment of Interest Charged—from 8/17/09 Board Meeting. This came up at the last meeting and it was noted the Farm Center has been contacted and has agreed to waive the \$13.33 interest charge.
 - d) Update regarding Downtown Phase II Project—(Project began in mid-July). Staton referred to the updated schedule. It was noted the project is off schedule about one week and an October 2nd completion date is projected.
 - e) Discussion and Possible Action re: Status of Claim of Lindsey Zentko. Johnson noted this is still being worked on and can be postponed to the September 14th Board meeting.

- f) Discussion and Possible Action re: Oregon Internet Connections with Charter Affected by State's new Video Franchise Law—Approving Agreements. Gracz referred to the email stating the Village will have to start paying for a service they now receive free due to the State's new video franchise law. There was discussion including the cost per month (\$30.00 for the Village and \$30.00 for the Youth Center), whether the Village would be paying the Youth Center portion, whether video service is provided at the Police Department (Gracz will have Mike Kleisch check into that), checking into Lite Wire's service, whether other municipalities are supporting the Youth Center, etc. [Lourigan arrived at 6:36 p.m.] Following discussion, **Poole moved, second by Groenier, to approve the Agreement with Charter affected by the new State Video Franchise Law. Motion carried 7-0.**
 - g) Acknowledgments of Senior Center Reaccreditation for 2009 and Senior Center Proclamation. Staton commended the Senior Center on the Reaccreditation for 2009. Koelsch noted they first became accredited in 2004 and personally acknowledged the Executive Board and Caryl Farrell, Joan Wethal, Ruth Swanson and Charlotte Clark for their assistance. Staton read the Proclamation declaring the month of September 2009 as Senior Center Month in Oregon asking all citizens to recognize the special contributions of the Senior Center participants and the special efforts of the staff and volunteers who work every day to enhance the well-being of the older citizens of our community.
 - h) Discussion of Press Release Announcing New Library Saturday Hours. Staton referred to the news release announcing new Library hours noting that effective October 3rd the Saturdays hours will be from 10:00 a.m. to 1:00 p.m., the Library will no longer be open on Sundays during the winter months, and will be open Monday through Thursday 9:00 a.m. to 8:30 p.m. and Friday 9:00 a.m. to 6:00 p.m. It was noted these changes are due to budget constraints. Santner noted this was a difficult decision to make.
 - i) Discussion and Action re: Acceptance of Resignation of Police Officer Monica Tomlinson. **Poole moved, second by Groenier, to accept the resignation of Monica Tomlinson effective August 21, 2009.** Pettit acknowledged Tomlinson for her years of service with the Village and stated it is due to her family relocating. **Motion carried 7-0.**
 - j) Discussion and Action re: Acceptance of Resignation of Police Officer Gerard Pehler. **Poole moved, second by Lourigan, to accept the resignation of Gerard Pehler effective January 22, 2010.** Pettit stated Officer Pehler has 32 years of service with the Village and will be retiring effective January 22nd, 2009. There was discussion regarding the letter of resignation and reference to "unforeseeable circumstances" that could impact his retirement date. **The motion and second were withdrawn.** This will be addressed closer to the retirement date.
 - k) Discussion of Dane County Radio System Support Cost-Sharing. There was discussion including this has been a lengthy process, cost sharing is currently being worked on based on equalized values, the need to be fair and equitable in cost sharing, a decision should be made shortly, Pettit will be looking into possible grant monies for purchasing in-devices and so forth.
 - l) Discussion of Oregon Straw Hat Players Ribbon Cutting. For informational purposes. It was noted the ribbon cutting will take place Saturday, September 12, 2009, from noon to 2:00 p.m.
9. **REPORT OF COMMITTEES.**
- a) Public Works & Utilities 8/24/09. (Lourigan)
 - 1) Update regarding Letter from the Town of Oregon re: N. Alpine Parkway/W. Netherwood Intersection. Pettit noted the best solution was to put in a second stop bar. It improves the visual greatly. There was discussion including possible signage. Gracz will discuss this further with Below.
 - 2) Discussion and Possible Action re: Acceptance of Public Utilities on Drumlin Circle and Declare the Private Roadway Acceptable to Allow for the Issuance of Building Permits. **Lourigan moved**

to adopt Resolution #09-22 accepting the public utilities on Drumlin Circle and to allow for the issuance of building permits. Second by Bollig. Motion carried 7-0.

- 3) Discussion to Extend North Perry Parkway. Following discussion regarding the petition to extend North Perry Parkway, **Lourigan moved, second by Bollig, to send a letter to Ruth Swanson acknowledging that the Village has received the petition.** Lourigan noted the Public Works Committee did discuss the safety concerns. **Motion carried 7-0.**

b) Historic Preservation Commission 8/26/09. (Harms)

- 1) Discussion and Possible Action re: Historic Preservation Conferences. **Harms moved, second by Bollig, to sign a letter of intent for the Historic Preservation Conference.** Harms noted this is an annual conference and Vice-Chair Joan Gefke has arranged for the conference to be held in Oregon next year with approximately 125 registrants. **Motion carried 7-0.**
- 2) Discussion and Possible Action re: Downtown Water Tower Historic Preservation Grants. It was noted this matter should be tabled until the September 14th Board meeting when Vice-Chair Joan Gefke can be present to answer any questions.

c) Committee Minutes Not Requiring Action.

- 1) None.

10. UNFINISHED BUSINESS. None.

11. FUTURE AGENDA ITEMS.

- a) Schedule League of Wisconsin Municipalities Mutual Insurance Company's Viewing of DVD on Public Officials' Liability
- b) Draft Ordinance Regarding Procedure for Annual Review and Evaluation of Village Department Heads
- c) Discussion regarding Public Officials' Handbook
- d) Provide Update to Village Board re: Community Sensitive Design Status for Hwy. 14 Project
- e) Update regarding Parking at Oregon High School (3rd meeting in September)

12. EXECUTIVE SESSION. At 6:56 p.m., **Poole moved** to adjourn into closed session pursuant to Wis. Stats. §19.85(1)(e) to consider the terms under which it may be willing to accept the dedication of, or to purchase, the vacant lot owned by Oregon Manor located on Soden Drive. **Second by Poole. Roll call vote: Bollig – yes; Harms – yes; Staton – yes; Groenier – yes; Way – yes; Poole – yes; Lourigan – yes. Motion carried 7-0.**

13. ADJOURNMENT. The meeting was adjourned in closed session at 7:15 p.m. on **motion by Bollig, second by Lourigan. Motion carried 7-0.**

Submitted by
Georgia Johnson,
Village Clerk

DRAFT

AGENDA

VILLAGE OF OREGON

10(a)

Outreach and Planning Committee

Strategic Planning Kickoff Meeting

October 15, 2009
6:00 p.m. – 8:30 p.m.

Village Hall
117 Spring Street
Oregon, WI 53575
Lower Level

1. **(6:00 PM – 6:15 PM) Welcome (President Staton)**
 - a) Statement of Welcome
 - b) Background—How we got to this point
 - c) Purpose and Intended Outcomes of the Planning Effort
 - d) Charge to the Planning Team
 - e) Meeting Logistics
 - f) Introduce Process Facilitator

2. **(6:15 PM – 6:45 PM) Facilitator Remarks (Facilitator)**
 - a) Introductions
 - b) Review Agenda
 - c) Purpose & Role of the Planning Team
 - d) Role of the Facilitator
 - e) Process Rules of Engagement

3. **(6:45 PM – 7:15 PM) Educational Session (Facilitator)**
 - a) Strategic Planning Principles & Process Steps
 - b) Public Participation Principles and Methods

4. **(7:15 PM – 8:15 PM) Plan Process Design (Facilitator & Team)**
 - a) Planning Context
 - Unique Contextual Issues
 - Readiness/Constraint Issues
 - Plan Ownership
 - Plan Scope
 - Structure & Composition of Planning Team

 - b) Planning Process
 - Overall Planning Timeline
 - Plan Process Steps

- Critical Partners
 - Initial Subcommittees
 - Public Participation Methods
- c) Schedule Planning Meetings
 - d) Determine Timing & Schedule of Public Participation Activities
5. **(8:15 PM – 8:30 PM) End of Meeting Items (Team & Facilitator)**
 - a) Team Member Reflections on the Evening and Process
 - b) Develop Agenda for Next Planning Meeting
 6. **(8:30 PM) Adjourn**

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Village of Oregon

Incorporated in 1883

Steven L. Staton
Village President

D R A F T

The Oregon Village Board has decided to engage a variety of stakeholders in the development of a strategic plan for the Village of Oregon. This is to be a highly inclusive process that reaches across the many interests, needs, and perspectives within our Village. As the first step in the process, the Village is establishing an Outreach and Planning Committee to undertake a rigorous public participation effort to identify the essential issues and priorities to be addressed by the strategic plan. The Committee will use what it learns to generate specific strategies and formulate an implementation plan.

The purpose of this letter is to invite you to apply for appointment to this new Committee. An application is attached. Highest consideration will be given to individuals who can demonstrate a combination of the following attributes/capacities:

1. Willingness and ability to think critically about diverse perspectives and interests;
2. Willingness and ability to work productively as a member of a group
3. Commitment to actively participating in Committee meetings
4. Ability to commit the time necessary to complete the Committee's assignment. This commitment is generally anticipated to include one (1) 2-1/2 hour meeting per month for approximately one year ending September, 2010.

It is important to emphasize that this committee's role will be to take the pulse of the community rather than serve as the pulse of the community. Additional opportunities to serve on subcommittees will be available for individuals not designated as members of this Committee.

The committee will consist of the Village President, two (2) other Board members, Village Administrator, Department Heads and five (5) public members for a total of ten (10) members. **If you are interested in serving as a public member on the committee, please complete and return the attached form to the Village Hall by October 7th.**

Sincerely,

Steven L. Staton

Village President

Personal Information

Name: _____
Address: _____
Phone #: _____
Email: _____
Occupation: _____
How long have you lived in Oregon? _____

1. Please describe your reasons for wanting to participate as a member of the Village of Oregon Outreach and Planning Committee:

2. Based upon the selection criteria described in the invitation letter, please tell us how you can best contribute to the work of this Committee. Feel free to include examples describing similar or other relevant roles you have played to illustrate your points.

3. Please indicate which general meeting times would be most convenient for you. For each of the three time periods below, please use the following key to indicate your availability to attend Committee meetings:

- 1 = Definitely works for me
- 2 = May work for me but not ideal
- 3 = Definitely will not work for me

Weekday mornings:	1	2	3
Weekday afternoons:	1	2	3
Weekday evenings: (not including Friday)	1	2	3

Town of Oregon



1138 Union Road
 Oregon, WI 53575
 Phone (608) 835-3200
 Fax (608) 835-2235
 Web Site: www.town.oregon.wi.us
 e-mail: townoforegon@mailbag.com

Darryl J. Weber, Chairperson
 Wayne L. Ace, Supervisor
 Rick Andersen, Supervisor
 Phil Van Kampen, Supervisor
 Chris Johnson, Supervisor
 Denise R. Arnold, Clerk
 Rhonda L. LaFlash, Treasurer
 Andrew R. Blomstrom, Assessor
 Gary G. Wackett, Constable

July 31, 2009

Mr. Mark Below
 Supt. Of Public Works
 Village of Oregon
 117 Spring Street
 Oregon, WI 53575

Dear Mr. Below,

It has been brought to our attention that several pine trees and shrubs located on village property at the intersection of Alpine Parkway and Netherwood are causing a visibility obstruction. Town board supervisors and the town constable have viewed the intersection and would appreciate it if you would cut or trim the trees and shrubs so that traffic is visible to the west of the intersection.

Notification and knowledge of this concern could result in liability if the obstruction were the cause of an accident. Your prompt attention to this matter will be appreciated.

If you have any questions, please contact members of our Road & Traffic Safety Committee: Supervisor Chris Johnson or Supervisor Wayne Ace. Thank you.

Sincerely,

Chris Johnson
 Town of Oregon Supervisor





11(f)

JIM DOYLE
GOVERNOR
STATE OF WISCONSIN

September 15, 2009

Steve Staton, Village President
Village of Oregon
117 Spring Street
Oregon, WI 53575

Dear Mr. Staton:

I am pleased to award the Village of Oregon a Justice Assistance Grant for \$9,997. These funds are being provided through the American Recovery and Reinvestment Act of 2009 to improve public safety by helping local communities hire and retain personnel, increase agency efficiency, and provide state of the art equipment and technology needed for preventing and detecting criminal activity.

These funds, in particular, are being distributed to smaller law enforcement agencies that often do not qualify for federal grant opportunities. Your local officials are to be commended for the quality of their grant submission in what was a highly competitive process.

This grant is administered by the Office of Justice Assistance. If you have any questions or need further assistance with the grant (#6948), please feel free to contact the OJA staff at (608) 266-3323.

We share a commitment to make Wisconsin a safe place for all citizens. Thank you for your support of local law enforcement and our state government justice initiatives.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Doyle".

Jim Doyle
Governor

AMERICAN RECOVERY and REINVESTMENT ACT



State of Wisconsin

JIM DOYLE
Governor

DAVID STEINGRABER
Executive Director



August 31, 2009

Craig Sherven, Lieutenant
Village of Oregon Police Department
383 Park Street
Oregon, WI 53575

RE: Crime Reduction and Criminal Apprehension Project
OJA Grant Number: 2009-DS-01-6948

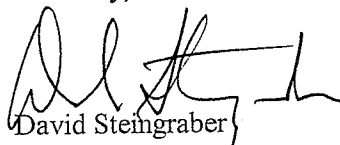
Dear Lt. Sherven:

Congratulations! On behalf of Governor Doyle, I have approved an American Recovery and Reinvestment Act grant to Village of Oregon in the amount of \$9,997. These Recovery Act funds are made available through OJA's Byrne Memorial Justice Assistance Grant Program. This grant supports Village of Oregon's Crime Reduction and Criminal Apprehension Project.

To accept this award, have the authorized official sign the *Signatory Page, Certified Assurances and Lobbying and Debarment Forms* in addition to initialing the bottom right corner of Attachment A and B, if enclosed. The Project Director should sign the Acknowledgement Notice. Please also note the additional Recovery Act Special Conditions form. This form should be signed by both the Project Director and Signing Official. One of the two award packets enclosed should be returned to OJA within 30 days. The other should be maintained for your records. Funds can not be released until all signed documents are received.

As project director, you will be responsible for all reporting requirements outlined in the grant award and seeing that funds are administered according to the approved application materials and certifications. Recovery Act funds have additional reporting requirements within a strict timeframe. Please refer to the FAQ sheet enclosed for contact information and grant guidelines. We look forward to a collaborative working relationship with you.

Sincerely,



David Steingraber
Executive Director

Enclosures

cc: Steve Staton