

1. **CALL TO ORDER.** The regular meeting of the Oregon Village Board was called to order at 5:15 p.m. on September 15, 2003, by Board President Jerry Luebke.
2. **ROLL CALL.** Present: Jerry Luebke, Bob Munson, Eric Poole, Marv Severson, Jerry Bollig, Darrell Klimke and Steve Staton.

Also present: Village Administrator Mike Gracz, Village Attorney Dick Yde, Finance Director Renee Hoeft, and Public Works Director Mark Below, with Police Chief Doug Pettit, Senior Center Director Alison Koelsch, Library Director Vicki Cothroll and Clerk Georgia Johnson arriving at 6:00.

3. **EXECUTIVE SESSION.** Klimke moved to adjourn into Executive (Closed) Session at 5:17 p.m. per the exemption under Wisconsin Statutes Sec. 19.85(1) (c) and (e) and (g) to discuss employee compensation and the potential dispute with sewer interceptor contractor. Second by Staton. Roll call vote: Luebke – yes; Munson – yes; Poole – yes; Severson – yes; Bollig – yes, Klimke – yes; and Staton – yes. Motion carried 7-0.
4. **RECONVENE INTO OPEN SESSION.** Munson moved, second by Staton, to reconvene into open session. Motion carried 7-0. The meeting reconvened at 6:05 p.m.
5. **APPROVAL OF MINUTES.** Klimke moved to approve the minutes of the regular Village Board meeting of September 2, 2003. Second by Munson. Motion carried 7-0.
6. **APPROVAL OF VOUCHERS.** Klimke moved, second by Staton, to approve payment of vouchers for the Water and Sewer Utility Funds in the amount of \$110,012.85 per the corrected list dated September 15, 2003. Roll call vote: Munson – yes; Severson – yes; Staton – yes; Bollig – yes; Poole – yes; Klimke – yes; Luebke - yes. Motion carried 7-0. Klimke moved, second by Severson, to approve payment of vouchers for the General Operating Fund per the list dated September 15, 2003 in the amount of \$168,884.25. Roll call vote: Munson – yes; Severson – yes; Staton – yes; Bollig – yes; Poole – yes; Klimke – yes; Luebke - yes. Motion carried 7-0.

President Luebke indicated items 8a) through 8g) would be taken up at this time since the Village Attorney's presence was necessary for a number of the items.

8. **COMMUNICATION AND MISCELLANEOUS BUSINESS.**
  - a) **Discussion of Village Board Agendas with Village Attorney.** Gracz questioned whether it was necessary to list certain items on the agenda when there was nothing to discuss under that item and whether the Board should be “approving” the minutes of the committees. Attorney Yde explained that if there were no items to discuss there was no need to have an item on the agenda. He stated that although it is advantageous to provide the committee minutes with the packet, the only minutes the Board should approve is Village Board. It was the consensus of the Board that the Committees should be approving their own minutes.
  - b) **Ordinance #03-16, Providing for the Annexation of a Portion of the Town of Oregon.** Attorney Yde stated this is for the annexation of the property for the water tower site. Because it is property owned by the Village, the procedure is somewhat different. **Staton moved to accept the first reading , waive the second, and adopt Ordinance #03-16 providing for the annexation of a portion of the Town of Oregon. Second by Munson. Motion carried 7-0.**
  - c) **Authorize Contract for Construction of Detention Ponds on Keller Alpine Meadows Park.** Below referred to Earth Tech's letter regarding the bids stating the money is there to finish the project and it is recommended to proceed with the project. He explained that the proposal includes a bid for Phase 2 and

an alternate bid for Phase 3. It is recommended to go with the low bid submitted by Meise Construction. **Poole moved to authorize the low bid by Meise Construction, Inc. of Plain, Wisconsin, in the total amount of \$80,506.50 for the completion of the detention ponds on Keller Alpine Meadows Park. Second by Severson.** There was some discussion. **Motion carried 7-0.**

- d) Discussion of Phase I Report for Old Stage Auto and Need for Phase II. Below indicated there was not enough evidence to recommend Phase II although \$5,000 was authorized for Phase I and II. Phase I cost \$1,500 and Phase II would cost \$2,450. Discussion followed and it was concluded to go ahead with Phase II due to potential hot spots. **Klimke moved to authorize proceeding with Phase II of Old Stage Auto premises. Second by Poole. Motion carried 7-0.**
- e) Maintenance of green space at Rustic Vinyards Park. This request was referred to the Board by the Park Board. There was concern regarding adverse possession of the property. Attorney Yde indicated the document drafted indicates occupancy does not warrant adverse possession since mowing would be done with the Village's consent. There was some discussion. **Bollig moved that based on the recommendation of the Park Board and the Public Works Director the Board approve the Consent form presented for maintenance of the green space at Rustic Vinyards Park. Second by Staton. Motion carried 7-0.**
- f) Appointment of Pat Kanable to Park Board. Poole referred to the letter from Pat Kanable indicating her interest in the Park Board. **Poole moved to approve the appointment of Pat Kanable to the Park Board. Second by Klimke. Motion carried 7-0.**

President Luebke advised that Mike Way recently resigned his position with WOW. He thanked Mike Way for his years of service. This will be on the next agenda for an appointment to fill the vacancy.

- g) Revised Monthly Calendar—Discuss Special Meetings. Gracz went over the revised calendar.

7. **PUBLIC APPEARANCES AND PUBLIC HEARINGS.**

- a) Chamber of Commerce Monthly Report. Linda Pollock gave her monthly report.

President Luebke advised that he will be addressing the Madison Builders Association this week to promote the Parade of Homes in Oregon.

8. **REPORT OF OFFICERS.**

- a) Status of Wolfe Street Signals—Below. Public Works Director Below indicated the contractor should run the cable next week and then Homberg will be back through towards the end of the week to do the concrete work. The City of Madison will then get the poles and lights up. There was some delay due to scheduling problems.

Below stated the Main Street project is completed and went very well. The County will be changing the school signs to the new color on Main Street.

Chief Pettit publicly thanked Buzz Hansen for his recent donation of \$100.00 for one of the crime prevention programs.

Library Director Cothroll advised story time starts this week—on Tuesday @ 9:30 a.m. and Thursday evenings at 7:00 p.m. Toddler story time will begin on Friday at 7:00 p.m.

Senior Center Director Koelsch advised the kick-off for the walking campaign started the end of August. This is a program sponsored by AARP and about 70 pedometers have been handed out. The program is to encourage taking 10,000 steps per day and is for persons over the age of 50.

9. **REPORT OF COMMITTEES.**

a) Finance, Building & Facilities 9/8/03.

- 1) DSL—for internet service. This will be taken up during the budget meetings.
- 2) Award Audit Contract. **Bollig moved that the Board award the contract for auditing services to Hawkins, Ash, Baptie & Company. Second by Klimke. Motion carried 7-0.**
- 3) Road Projects and Wheel Tax Discussion. These two items will be taken up during the budget meetings.
- 4) Summary of heating and air conditioning issues at the Public Safety Building. For information only.
- 5) 2003 equipment purchases—Public Works and Police Department. **Bollig moved to approve the purchase of 10 new picnic tables, 3 park benches and 2 sand backhoe diggers . Second by Klimke.** This equipment is for use in the parks and is not levied. Paid for by developers. **Motion carried 7-0.**

**Bollig moved to approve the purchase of a pulverizer, Brushheat Rotary Cutter, shop tools and a loader for John Deere in the amount of \$25,500. Second by Klimke.** These monies were budgeted in the 2003 Public Works budget. **Motion carried 7-0.**

**Bollig moved to approve the purchase of a garden tractor with mower, cab, blower and broom, a chain saw with extra chains and bars, a front mount box rack and digger and 2-way radios in an amount not to exceed \$21,250.00. Second by Klimke.** The trade-in will not exceed \$4,000. Monies were budgeted in Public Works 2003 budget. **Motion carried 7-0.**

**Bollig moved to approve the purchase of replacement radar unit, replacement portable radio, replacement of light bar, one new service weapon, and two replacement mobile data computers in an amount not to exceed \$12,650.00. Second by Klimke.** The monies for these items were in the 2003 Police Department budget. **Motion carried 7-0.**

**Bollig moved to approve the purchase of a 2004 Crown Victoria in an amount not to exceed \$17,387.00 with a trade-in. Second by Klimke.** Bollig stated this is the squad car purchase that was in the 2003 budget. The purchase was held off due to the State's budget and where the Village would end up. Bollig advised he would be asking the Finance Committee to seek proposals for a service provider to do preventative maintenance on vehicles in the future. Discussion followed. **Motion carried 7-0.**

- 6) Discussion of using PSC rules for disconnection of water and sewer utility service. **Bollig moved to rescind the Village policy regarding disconnects and adopt the Public Service Commission's guidelines. Second by Klimke.** Finance Director Hoelt explained the difference between what the Village previously adopted and what is allowed by the Public Service Commission. It is recommended that the PSC policy be used due to the amount of time spent on disconnects. Following discussion, **the motion carried 7-0.**
- 7) Authorized staff to obtain a proposal for TIF#2 End of Expenditure Period Audit. **Bollig moved to obtain a proposal for TIF #2 End of Expenditure Period Audit. Second by Klimke.** This audit would be for an end of expenditure period audit. A TIF close out audit will need to be conducted next year. **Motion carried 7-0.**

- 8) Authorized staff to obtain a proposal for Sewer Rate review. **Bollig moved to authorize the Finance Director to obtain proposals from the Village's new auditing firm of Hawkins, Ash, Baptie & Company for a sewer rate review. Second by Klimke.** Hoeft advised that this is required because of the clean water fund grant for the sewer treatment plant in 1996 and the agreement with Oakhill requires that the rates be reviewed every two years. Bollig noted it is an estimated cost of \$5,000-\$7,000 which will come out of the sewer utility funds. **Motion carried 7-0.**
- 10) 2003 Budget Transfer #2. **Bollig moved to approve 2003 Budget Transfer #2. Second by Klimke.** The Finance Director went over the budget transfer stating that it deals with GASB 34 requirements and reclassifies some of the Administrator's time, increases building permit revenues, is moving funds from general fund to business park and so forth. **Roll call vote: Munson – yes; Bollig – yes; Staton – yes; Poole – yes; Klimke – yes; Luebke – yes; Severson – yes. Motion carried 7-0.**
- 9) Discussion on funds available for downtown TIF and Business Park creation/study. Gracz stated in discussions at the Finance meetings they tried to identify some funds in the general fund to transfer into the CDA budget and the business park budget. It was decided to transfer funds into the business park budget because of the activity with the City of Fitchburg. The budget transfers are a bookkeeping decision and the transfer is a policy decision. The discussion of what to do with the downtown for more funding is going to be one of the policy issues that will be discussed with the Board in the future.
- b) COA 7/10/03. Severson noted no action is required and the minutes are for informational purposes.
- c) CDA 8/20/03. No action required. For information only.
- d) Planning Commission 9/4/03.
  - 1) Woodland Village C.S.M. recommendation. Munson explained this is on the agenda merely to get the Board's opinion on this Certified Survey Map. The petitioner appeared at the Planning Commission requesting a "conceptual approval" by the village before he approaches the other owners of the property. The Planning Commission had no problem with this approach. There was some discussion. The Board did not oppose the concept but felt it needs to go through the usual procedure.
- e) Public Works & Utility 9/4/03.
  - 1) Possible wet well pump installation at WWTP. **Poole moved that the previous motion regarding the WWTP plant upgrade be rescinded and reviewed in November to determine how to proceed. Second by Bollig.** This is to delay the WWTP project until November for additional funding information. **Motion carried 7-0.**
  - 2) Proposed 12" water main on S. Perry Parkway. **Poole moved that the Board approve spending up to \$15,000 to replace approximately 250 feet of 8 inch water main along S. Perry Parkway with 12 inch water main. Second by Klimke.** Below stated this needs to be changed since it has created a bottleneck in the pipe. The funds will come from water utility. **Motion carried 7-0.**

It was noted that the Annual Water Quality Report was very favorable. This report is different from the Consumer Confidence Report done annually.
- f) Library Board 8/13/03. For informational purposes
- g) Park Board 9/2/03. No Board action required. For information only.

h) Historic Preservation Commission 8/27/03.

- 1) Bergey Façade Application. **Klimke moved that the façade application (#2003-05) for Bergey Jewelry, located at 111 N. Main Street, be approved for the amount of \$5,000.00. Second by Bollig.** This is money from the Dane County grant. **Motion carried 7-0.**

10. UNFINISHED BUSINESS.

- a) Ordinance #03-15, creating Section 12.16 regarding weights and measures. Hoeft explained that we are now required to have the weights & measures checked every year. It is cheaper for the Village to pay the State to come in and do the inspections than to certify the Village's inspector. This ordinance would allow the Village to charge the fee back to the user. **Klimke moved to adopt Ordinance #03-15 creating Section 12.16 regarding weights and measures. Second by Bollig. Motion carried 7-0.** [The first reading of this Ordinance was July 21, 2003.]

11. NEW BUSINESS. Item #11 and #12 will not appear on the agenda in the future unless there is an item listed.

12. ITEMS FOR FUTURE MEETINGS.

13. ADJOURNMENT. At 7:35 p.m., Severson moved, second by Munson, to adjourn the meeting. Motion carried 7-0.

Submitted by  
Georgia Johnson,  
Village Clerk