

1. **CALL TO ORDER.** The regular meeting of the Oregon Village Board was called to order at 5:32 p.m. on November 17, 2003 by Board President Jerry Luebke.
2. **ROLL CALL.** Present: Darrell Klimke, Jerry Luebke, Bob Munson, Eric Poole, Marv Severson and Steve Staton. Absent: Jerry Bollig,  
  
Also present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Public Works Director Mark Below, Police Chief Doug Pettit and Clerk Georgia Johnson, with Library Director Vicki Cothroll and Senior Center Director Alison Koelsch arriving later.
3. **EXECUTIVE SESSION.** Munson moved to adjourn into Executive (Closed) Session at 5:33 p.m. per the exemption under Wisconsin Statutes Sec. 19.85(1)(c) and (e) to discuss labor negotiations. Second by Staton. Roll call vote: Staton – yes; Severson – yes; Munson – yes; Klimke – yes, Luebke – yes; and Poole – yes. Motion carried 6-0.
4. **RECONVENE INTO OPEN SESSION.** Munson moved, second by Klimke, to reconvene into open session. Motion carried 6-0. The meeting reconvened at 6:10 after a brief recess.
5. **APPROVAL OF MINUTES.**
  - a) Regular Meeting 11/3/03. **Klimke moved to approve the minutes of the regular Village Board meeting of November 3, 2003. Second by Munson. Motion carried 6-0.**
  - b) Special Meeting – Budget Workshop 9/22/03. **Munson moved, second by Staton, to approve the minutes of the Budget Workshop Special Meeting of September 22, 2003. Motion carried 6-0.**
  - c) Special Meeting – Budget Workshop 9/29/03. **Munson moved, second by Staton, to approve the minutes of the Special Meeting Budget Workshop of September 29, 2003. Luebke asked to have added to the minutes an omission under Mr. Pettit’s proposal. “It will be reviewed by the board due to looking at 2005 possible cuts by the State and Union contracts. Motion carried 6-0.**
  - d) Special Meeting - Budget Workshop – 10/8/03. **Munson moved, second by Klimke, to approve the minutes of the Special Meeting Budget Workshop of October 8, 2003. Motion carried 6-0.**
  - e) Special Meeting – Budget Workshop – 10/13/03. **Staton moved, second by Munson, to approve the minutes of the Special Meeting Budget Workshop of October 13, 2003. Motion carried 6-0.**
  - f) Special Meeting – Budget Workshop – 10/14/03. **Munson moved, second by Staton, to approve the minutes of the Special Meeting Budget Workshop of October 14, 2003. Motion carried 6-0.**
6. **APPROVAL OF VOUCHERS.** Klimke moved, second by Munson, to approve payment of vouchers for the Water and Sewer Utility Funds in the amount of \$37,526.66 per the list dated November 17, 2003. Roll call vote: Poole – yes; Staton – yes; Severson – yes; Munson – yes; Luebke – yes; Klimke – yes. Motion carried 6-0. Staton moved, second by Klimke, to approve payment of vouchers for the General Operating Fund per the list dated November 17, 2003 in the amount of \$279,463.85. Roll call vote: Poole – yes; Staton – yes; Severson – yes; Munson – yes; Luebke – yes; Klimke – yes. Motion carried 6-0.
7. **PUBLIC APPEARANCES AND PUBLIC HEARINGS.**
  - a) Public Hearing for the 2004 Annual Budget. Luebke called the public hearing for the 2004 Annual Budget to order at 6:15 p.m. Finance Director Hoeft gave a brief synopsis of the 2004 budget including the Village’s debt, the mill rate and the total tax levy. There were no public comments and the public hearing was closed at 6:32 p.m.
    - 1) Discuss any possible changes to Budget. Following the public hearing, there was a brief discussion with no changes being made to the budget. Staff was complimented on doing such a

good job on the budget. It was noted the tax rate was kept the same as last year and without using fund balance.

The following items were taken out of order.

- 4) Adopt 2004 Tax Levy #03-24. **Klimke moved, second by Munson, to adopt Resolution #03-24, the 2004 Tax levy. Roll call vote: Poole – yes; Severson – yes; Staton – yes; Klimke – yes; Luebke – yes; Munson – yes. Motion carried 6-0.**
- 2) Review of Estimated Tax Bill. Hoeft went over examples of estimated tax bills indicating these were only estimates since we don't have the County or State's figures.
- 3) Discussion of County Illegal Taxes. Hoeft explained that the County Illegal Taxes are because of the assessor errors made so those taxes will have to be collected as an illegal tax and has to be levied as illegal tax. The total illegal tax amount is \$4,670.06 and will be spread over the full amount.

Item #10a) was taken out of order since persons in the audience were present regarding this item.

a) Planning Commission 11/6/03.

- 1) Recommendation re Conditional Use Permit Request at 201 N. Main Street. Luebke noted that Mr. Tarkenton submitted a letter withdrawing his application for a conditional use permit and he read the letter dated November 12, 2003. Since there were members of the audience present in this regard, Luebke gave them an opportunity to speak regarding this issue.

Don Reed, 127 W. Grove Street, spoke as the owner of property that abuts Mr. Tarkenton's property. Mr. Reed advised of his concerns regarding the property at 201 N. Main Street including parking problems, vision problems, vehicles parking on the street, and the many safety issues at that property. He encouraged the Board to look into this property from a public safety standpoint. There was discussion regarding public safety issues and Luebke stated the Board needs to look into the ordinance. Gracz noted the ordinance is being looked into by the Personnel, Public Safety & Protection Committee.

Tim Lebrun, of 238 Haylor Court, owns property at 111 W. Grove Street and he spoke regarding the condition of the property and stated the condition of that property is the main reason his property is not selling.

Chief Pettit stated the ordinance actually restricts parking on the north side of Grove Street but no signs were ever put up. They could look at restricted parking and amend the ordinance so that it meets everyone's satisfaction. The Personnel, Public Safety & Protection Committee is looking at passing an ordinance regarding prohibiting parking on terraces.

c) Oregon Youth Center Report. Director Amy Koeppert gave the Youth Center Monthly Report.

b) Chamber of Commerce Monthly Report. Director Linda Pollock gave the Chamber of Commerce Monthly Report highlighting upcoming activities.

8. **COMMUNICATION AND MISCELLANEOUS BUSINESS.**

- a) Reschedule November 24, 2003 Public Works Meeting. Following a brief discussion, it was determined to cancel the November 24<sup>th</sup> Public Works meeting and reschedule it to Monday, December 8, 2003, prior to the Finance Committee meeting.

9. **REPORT OF OFFICERS.** Chief Pettit reminded residents of the free gun locks and encouraged anyone interested to stop at the Police Department. Alternate side parking started Saturday.

Below advised that the leaf pickup is continuing; and they will be doing one more brush pick up.

Luebke encouraged people to sign up for ACH withdrawals for water and sewer payments.

10. **REPORT OF COMMITTEES.**

- 2) Preliminary Plat and Zoning for Oregon Parks Neighborhood. A recommended motion was distributed by Administrator Gracz. Gracz referred to the revised plat that was received and the omission of wording on that plat. The Planning Commission's approval of the plat included the language "This outlot is subject to dedication for park purposes according to the municipal code." Gracz indicated there are monies still owed the Village by Ladapoulos (a balance of \$6,629.26). The motion distributed includes #1 which is what came out of the Planning Commission referring to Earth Tech's stormwater calculations; #2 and #3 are additions. Gracz went over the dedicated property indicating that the portion of Alpine Parkway that Ladapoulos has to dedicate to the Village should be included in the motion also as #4. Add the words "dedicated to the public" on the lower part of Alpine Parkway.

**Munson moved to recommend approval of the Oregon Parks Neighborhood contingent on the following:**

- (1) Number 3 and not number 4 of Levendoski's October 29, 2003 memo. Item Number 3 states that "The developer also submitted revised stormwater calculations dated October 15, 2003. All of these have been reviewed in detail, and there remain unresolved questions at this date with regard to detention basin sizing for the basins east and west of Bergamont Avenue. The developer has submitted an e-mail that commits to increasing the size of the basin east of Alpine Parkway if necessary to provide additional storage capacity. We recommend acceptance of the detention areas shown on the plat, with the condition that the basin east of Alpine Parkway will be increased in size if necessary.**
- (2) The Preliminary Plat shall not be approved until all outstanding invoices 30-days overdue are paid.**
- (3) If all outstanding invoices 30-days overdue are not paid prior to November 26th, the preliminary plat should be listed on the December 1, 2003 Village Board agenda to allow the Board to consider rejecting the preliminary plat prior to the 90-day review period expiring.**
- (4) Add to the plat the wording "dedicated to the public" for Alpine Parkway.**

**Second by Klimke.** Munson stated that the Planning Commission went over the plat thoroughly and were comfortable with it with the revisions. Luebke indicated the amounts due were principal - \$49,652.36, interest - \$6,629.26 totaling \$56,281.62. There was some discussion. **Motion carried 6-0.**

- 3) Site Implementation Plan (S.I.P.) Recommendation re Bergamont Condominiums. **Munson moved to recommend approval of the S.I.P. Bergamont Condominiums. Second by Klimke. Roll call vote: Staton – yes; Severson – yes; Poole – yes; Klimke – yes; Luebke – abstained; Munson – yes. Motion carried 5-0, with 1 abstaining.** It was noted the Board did not have to approve the Site Plan Review for Bergamont Condominiums.

- 4) Easement Release for Lots 141 and 142 Alpine Meadows Plat. **Munson moved to recommend approval of the easement release for lots 141 and 142 Alpine Meadows Plat. Second by Klimke. Motion carried 6-0.**
  - 5) Recommend Establishing the Extraterritorial Plat Review Jurisdiction. **Munson moved to recommend the Village Board direct staff to begin the process of implementing Extraterritorial Plat Review Jurisdiction. Second by Poole.** Luebke noted this starts the review process. Gracz went over Planner Mike Slavney's Memorandum dated October 30, 2003 regarding the process.
- b) Finance, Building & Facilities 11/10/03.
- 1) Water Rate Study and Comparison. **Klimke moved to recommend the Village Board approve submitting the application for a rate increase to the Public Service Commission. Second by Poole.** This is for a water rate study. Klimke noted the water and sewer are separate entities and are governed by the Public Service Commission. Hoeft advised that the last water rate increase was August 2001. If the PSC feels an increase is warranted, the rates would not be effective until 2004. It is not known what the fee increase would be to the base rate, usage or fire protection. This is determined by the PSC. Hoeft advised we are requesting a 5% which is lower than the statewide average. **Motion carried 6-0.**
  - 2) Revise amount for State Trust Fund Loan. **Klimke moved to approve the application for a State Trust Fund Loan in the amount of \$675,000.000 for a term of 5 years at an interest rate of 2.75%. Second by Poole.** Klimke noted this is for the new water tower. Hoeft referred to attachments #10b(2) and (3) and stated it is recommended to borrow \$1,000,000 over 10 years at an interest rate of 3.75%. Hoeft advised the portion of the water main that goes from the water tower to the Bergamont development could be included in the impact fee. She referred to a map that was distributed that breaks down the cost as follows: \$675,000 is the cost of the water tower; the next section of water main is \$296,000 and then a section for \$59,100. The \$296,000 and \$59,100 can be added in the impact fee and collected back. These two amounts would be included in the State Trust Fund Loan. There was discussion. **Klimke amended his motion to apply for the State Trust Fund Loan in the amount of \$1,000,000 for a term of 10 years with an interest rate of 3.75%. Poole seconded.** Luebke referred to the number of times this amount has been changed and stated the engineers had not included all the numbers which required increasing the loan amount two additional times. Luebke expressed his discontent with the engineering firm. There was further discussion. **Motion carried 6-0.**
  - 3) Authorize going out to bid on water tower. **Klimke moved that the Village Board authorize going out for bid on the water tower project. Second by Poole.** Klimke noted this is the normal bidding process that have to be followed. **Motion carried 6-0.**
  - 4) Review of Sewer Plant costs and authorize going out to bid. **Klimke moved, second by Poole, that the Village Board approve going out for bid on the sewer plant and making the new lab building and the mixers as bid alternates.** Klimke stated they will bid on the main cost and with a breakdown, so we have a cost for the building itself as well as the things that we have to have to get up to code. When the bids come in, it can be determined how to proceed with the project. **Motion carried 6-0.**
  - 5) Approval of payment from Village for sewer connection fee for Jefferson Street. **Klimke moved that the Village Board approve spending \$1,400.00 for the sewer connection fee for the property at 600 Jefferson Street. Second by Poole.** This is part of a town island that could have developed out there and it was part of the agreement that the Village would pay for the connection fee. **Motion carried 6-0.**

- 6) Mower bids. **Klimke moved, second by Poole, the Village Board approve the purchase of the mower in the amount of \$18,528.01 with the \$4,028.01 that is over budget coming from street equipment fund balance. Motion carried 6-0.**
- 7) Website Hosting. **Klimke moved to recommend using Interland as the Web Host and Email provider in the amount of \$39.95 monthly, with a one time set up fee of \$49.94, a one time domain parking and pointing fee of \$20.00 and \$30.00 every 2 years for the second domain name registration. Second by Poole.** This is for developing the Village's website. The cost is currently \$60 per month. Interland will provide a lot better services and for a lesser fee. **Motion carried 6-0.**
- 8) Payment of Vierbicher bill. **Klimke moved to recommend the Village Board reject payment of \$125.00 and instruct the administrator to send a letter to that effect to Vierbicher. Second by Poole.** Klimke noted the total amount of the statement is now \$126.88 and it is a billing for work at the Police Department. Klimke indicated it was felt the problems they are having is part of the original contract and should not be paid by the Village. **Motion carried 6-0.**
- 9) Vandewalle 2004 Contract. **Klimke moved, second by Poole, to approve the 2004 Contract with Vandewalle & Associates with the addition of "Not Applicable" to item II.D.** The rate is the same as for 2003 and \$3,000 has been budgeted for planning. **Motion carried 6-0.**
- c) Park Board 11/4/03.
  - 1) Oregon Lacrosse Club—Use of soccer field in Jaycee Park and temporary installation of fencing. **Poole moved to approve the use of the soccer field in Jaycee Park adjacent to the sledding hill by the Oregon Lacrosse Club during their regular seasons and approve the temporary installation of plastic mesh fencing at the ends of the field at the expense of the Oregon Lacrosse Club. Second by Klimke. Motion carried 6-0.**
  - 2) Youth Member Appointment to Vacant Seat. **Poole moved to recommend the appointment of Steve Roche, to fill the current vacancy on the Park Board. Second by Klimke.** Poole stated Steve Roche is an Oregon High School sophomore and would act as the youth member position that's currently vacant on the Park Board. **Motion carried 6-0.**
  - 3) Report on Skateboard Park meeting. Poole reported that 12 kids came to a special meeting prior to the Park Board meeting and it was felt they came up with some good resolutions. Gracz stated it appeared that the students using the park are not the ones trashing it. There will be a discussion at the next B.O.A.T. meeting. Staton advised the kids appreciated being included in the process.
- d) Committee Minutes Not Requiring Action. The following minutes are for information only.
  - 1) Library Board 10/8/03
  - 2) Fire-EMS District 10/22/03
  - 3) Jt. Business Park Oregon/Fitchburg 11/4/03

Gracz advised that at the next Joint Business Park meeting there will be a discussion on the rail line. The meeting is tomorrow [November 18<sup>th</sup>] beginning at 7:30 a.m. in Fitchburg.

11. **ADJOURNMENT.** At 7:30 p.m., Severson moved, second by Munson, to adjourn the meeting. Motion carried 6-0.

Submitted by  
Georgia Johnson,  
Village Clerk