

1. **CALL TO ORDER.** The regular meeting of the Oregon Village Board was called to order at 5:30 p.m. on March 15, 2004 by Board President Jerry Luebke.
2. **ROLL CALL.** Present: Jerry Bollig, Darrell Klimke, Jerry Luebke, Eric Poole, Marv Severson and Steve Staton. Absent: Bob Munson.

Also present: Village Administrator Mike Gracz, Public Works Director Mark Below and Clerk Georgia Johnson, with Police Chief Doug Pettit, Library Director Vicki Cothroll and Senior Center Director arriving later.

3. **EXECUTIVE SESSION.** Staton moved to adjourn into Executive (Closed) Session at 5:30 p.m. per the exemption under Wisconsin Statutes Sec. 19.85(1)(c) (e) and (g) for the purpose of deliberating the possible acquisition of park land for Westside Community Park, potential dispute with sewer interceptor contractor, Joint Business Park Negotiations, Post Office Lease, possible acquisition of downtown property, and Southeast Business Park Negotiations. Second by Bollig. Roll call vote: Bollig – yes; Klimke – yes; Severson – yes; Luebke - yes; Poole – yes; Staton – yes. Motion carried 6-0.
4. **RECONVENE INTO OPEN SESSION.** Severson moved, second by Staton, to reconvene into open session. Motion carried 6-0. [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 March 1, 2004. Second by Bollig. Motion carried 6-0.
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 \$27,167.70 per the list dated March 15, 2004. Roll call vote: Bollig – yes; Staton– yes; Poole – yes, Luebke – yes; Severson – yes; and Klimke – yes. Motion carried 6-0.

Klimke moved, second by Staton, to approve the payment of vouchers for the General Operating Fund per the list dated March 15, 2004, in the amount of \$70,718.42. Roll call vote: Bollig – yes; Staton– yes; Poole – yes, Luebke – yes; Severson – yes; and Klimke – yes. Motion carried 6-0.

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

- a) **Chamber of Commerce Monthly Report.** Director Linda Pollock was unable to attend the meeting and will present her monthly report at the first meeting in April.
- b) **Oregon Youth Center Report.** Director Amy Koeppert gave the Youth Center Monthly Report

8. **COMMUNICATION AND MISCELLANEOUS BUSINESS.**

- a) **Discussion of Joint Business Park Oregon/Fitchburg Committee (March 9<sup>th</sup> Minutes) and Consideration of Following Items:**
  - 1) **Proposal from Ruckert/Mielke for Joint Business Park Project.** Luebke summarized the proposal presented by Ruckert/Mielke reading from page 3 of the proposal as follows:

“The proposed services would include the following general tasks: (1) developing a recommended plan for the terms of conditions of providing water and sewer service to the City of Fitchburg. The plan will cover the following issues:

- a. A capital cost allocation and recommendations for a method of cost recovery;
- b. Wholesale service versus retail service;
- c. Recovery of operation and maintenance costs.

(2) Provide technical expertise to the attorneys drafting the intermunicipal agreement between the Village of Oregon and City of Fitchburg. This will include reviewing draft text, providing technical advice regarding the content and wording of the agreement, drafting certain portions of the text if needed, and preparing exhibits for the agreement.

Since the exact length of this process and the required level of effort would be very difficult to predict at this time, we propose to provide services to the Village on a time and materials basis with billing based upon our standard hourly billing rates.”

Luebke noted the maximum cost to the Village would be \$7,500 since the City of Fitchburg is paying half the cost. Klimke stated the presentation made to the committee by Ruckert/Mielke was very concise and solutions to issues were brought up that had not been thought of. There was discussion. **Klimke moved, second by Severson, to authorize up to \$7,500.00 for the joint business park agreement preparation by Ruckert/Mielke. Motion carried 6-0.**

2) Resolution #04-11, Approving Application for Freight Railroad Infrastructure Improvement Program and Freight Railroad Preservation Program for Track and Bridge Rehabilitation of Joint Rail Line. Luebke advised the Village is applying to the Department of Transportation for funds to repair the rail. This resolution approves the Village applying for the monies and the City of Fitchburg will be adopting a similar resolution. Discussion followed. **Staton moved to approve Resolution #04-11, Approving Application for Freight Railroad Infrastructure Improvement Program. Second by Poole. Motion carried 6-0.**

b) Status of TE Grant for Downtown Area. Gracz indicated there is going to be a Special Board meeting next Monday night prior to the Personnel Committee meeting from 5:00 to 5:30 p.m. Awarding the contract for Janesville Street and the status of the Downtown TE Grant will be on the agenda for discussion.

c) Ordinance #04-03, Chapter 12 (1<sup>st</sup> reading). It was noted that Chapter 12 has been revised and updated. It pertains to the licenses and permits and the Personnel Committee recommends adoption. There was discussion. **Klimke moved to approve the first reading, waive the second reading, and adopt Ordinance #04-03. Second by Severson. Motion carried 6-0.**

#### 9. REPORT OF OFFICERS.

a) Library Annual Report for 2003. The Library Director is required to file a Library Annual Report with the Village Clerk’s Office annually and this is the report for 2003. Cothroll pointed out the total circulation increased 5% over last year and there was increased usage by Dane County residents. There was some discussion.

b) Sewer Interceptor-Below. Below advised the sewer interceptor has been connected and will be put into service either today or tomorrow with the hole being backfilled as well.

#### 10. REPORT OF COMMITTEES.

a) Planning Commission 3/4/04.

1) Approve Conditional Use Permit at 101 Alpine Parkway to Allow for Message Board Sign. Below advised that the public hearing on this matter was held at the Planning Commission and they recommend approval to the Village Board. This is a request for a conditional use permit to allow for a message board sign which is smaller in size than the one at the bank at 101 Alpine Parkway. **Klimke moved to approve the conditional use permit at 101 Alpine Parkway to allow for a message board sign. Second by Staton. Motion carried 5-0, with Luebke abstaining.**

- 2) Certified Survey Map of Oregon Water Tower Site (Lincoln Road). Below noted this is the CSM for the water tower site on Lincoln Road and the Planning Commission recommends approval. **Klimke moved to approve the Certified Survey Map of Oregon Water Tower Site. Second by Staton. Motion carried 6-0.**
  - 3) Certified Survey Map for Lots 390 and 391 Bergamont. Below stated this is a CSM for Lots 390 and 391, Bergamont, which moves a lot line to provide access to the golf course. The Planning Commission recommends approval. **Klimke moved, second by Staton, to approve the Certified Survey Map for Lots 390 and 391 Bergamont. Motion carried 6-0.**
- b) Finance, Buildings & Facilities 3/8/04.
- 1) IP Address for Village Computer Network. **Bollig moved that the Village contract with Charter Communications to provide 5 IP addresses at a cost of \$50 per month each with a total installation fee of \$99.00. Second by Klimke.** This is a staff recommendation after price comparisons were done with Charter and Verizon. **Motion carried 6-0.**
  - 2) Approve Purchase of Cut Sheet Cutter for Utility Bills. **Bollig moved to authorize staff to purchase one Duplo V-580 Cut Sheet Cutter in the amount of \$5,987.00 and to enter into an annual maintenance agreement to include parts and labor at a cost of \$500.00 annually. Second by Klimke.** The cut sheet cutter is used to process the water bills and separates the utility bills which will save considerable amount of staff time. The use of using 8½ x 11” paper was checked into but those bills would have to be stuffed and the postage would be more. Using this system we can still use the postcard size utility bill. **Motion carried 6-0.**
  - 3) 2003 Payments from Other Districts for Senior Center. **Bollig moved to authorize staff to refund an overpayment of 2003 Senior Center costs to the Village of Brooklyn in the amount of \$4,715.00 and to allow the Town of Rutland and Town of Oregon to defer the payment of underestimated costs until the 2005 budget year. Second by Klimke.** Payments to the Senior Center are based on population and due to the fact that budgets have to be prepared early, the districts are provided with estimates. **Motion carried 6-0.**
  - 4) Cemetery Mowing Contract. **Bollig moved to award a two year contract to Cemetery Mowing Contract to Rick’s Lawn Service in the amount of \$9,095.65. Second by Klimke.** It was noted five requests for proposals were sent out and Rick’s Lawn Service was the only one received back. Rick’s has been the Village’s contractor for the last 8-10 years. **Motion carried 6-0.**
  - 5) Copier for Clerk’s office. **Bollig moved, second by Klimke, to authorize staff to purchase one Sharp AR-153E Digital Copier in the amount of \$743.00 and enter into an annual maintenance agreement contract to include a total of 14,000 copies at an annual cost of \$360.00.** This is a small copier that will be used in the Clerk’s Office area for miscellaneous copies freeing up the larger copier for the bigger copying jobs. **Motion carried 6-0.**
  - 6) Delinquent Personal Property Tax Bills. Action is being deferred to a later date.
  - 7) Library Internet Service. Bollig noted this was discussed at the Finance Committee and the Library staff was checking into why Charter gave the Library a different rate than the Library. Library Director Cothroll talked to Charter and the \$50 is to cover the IP address and would not be as powerful as what the Village is receiving. The proposal from Verizon would be more powerful at a cost of \$39.95. The Library Board has decided to go with Verizon. No action is required by the Village Board. This is an unexpected cost and was not budgeted for. There was discussion.

- 8) 2003 Budget Transfer #5. **Bollig moved to approve Budget Transfer #5 for 2003 per the attached scheduled. Second by Klimke.** This transfers show different expenditures that are happening in the 2004 budget. An adjustment is being made for the stewardship grant since a different amount was projected, and the same with recording the reimbursement from Dane County for the Wolfe Street stop lights. **Motion carried 6-0.**
  
- c) Park Board 3/2/04.
  - 1) OHS Alumni Association: Park Reservation. **Poole moved to approve refunding \$35.00 to the Oregon High School Alumni Association for a one day fee and set up fee for reservation of a Park shelter. Second by Klimke.** The OHS Alumni Association reserved a date and arranged to have picnic tables brought to the shelter. They ended up rescheduling the shelter and when they rescheduled they were informed they had to pay the fee again. [Park fees are non-refundable.] The Park Board is recommending refunding that fee of \$35.00. **Motion carried 6-0.**
  
  - 2) Park Shelter Policy Revisions. **Poole moved to approve the attached “Guidelines to the Park Shelter Reservation Policy”. Second by Klimke.** Gracz requested this item be tabled for a couple of weeks in order to discuss this with office staff prior to approve the guidelines. **Poole withdrew the motion and Klimke his second.**
  
  - 3) Waive Park Shelter Reservation Fee for Oregon Community Band Concerts. **Poole moved to waive the park shelter reservation fee for the Oregon Community Summer Band Concerts. Second by Bollig.** The Park Board felt that since the concerts are provided to the Village for summer entertainment as a public service that they not be charged for reservation of the shelter. **Motion carried 6-0.**
  
- d) Committee Minutes Not Requiring Action. The following minutes are for informational purposes.
  - 1) COA 1/8/04
  - 2) Historic Preservation Commission 2/25/04
  - 3) Library Board 2/11/04

11. ADJOURNMENT. At 6:43 p.m., Severson moved, second by Bollig, to adjourn the meeting. Motion carried 6-0.

Submitted by  
Georgia Johnson,  
Village Clerk