

1. **CALL TO ORDER.** The regular meeting of the Oregon Village Board was called to order at 5:02 p.m. on January 24, 2005 by Board President Jerry Luebke. Luebke noted that he will need to leave the meeting by 6:00 p.m. and that Trustee Klimke would be asked to take over at that time.
2. **ROLL CALL.** Present: Jerry Bollig, Darrell Klimke, Jerry Luebke, Eric Poole, Marv Severson and Steve Staton, with Mark Mortensen arriving at 5:05 p.m.

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

Attorney Dick Yde, Attorney Mark Sewell and Attorney Joe Wright, as well as Village Engineer Paul Levendoski, were present for purposes of discussion in open and closed session regarding specific items on the agenda.

3. **EXECUTIVE SESSION.** Staton moved to adjourn into Executive (Closed) Session at 5:04 p.m. per the exemption under Wis. Stats. Sec. 19.85(1)(c),(e) and (g) to discuss Fire/EMS District Joint Agreement with Towns, personnel matters and labor negotiations concerning the Fire/EMS District, potential dispute with sewer interceptor contractor, negotiating agreement amendment and enforcement of master site grading plan requirements for Oregon Parks Neighborhood and Public Works Department Personnel Issue. Second by Poole. Roll call vote: Klimke – yes; Severson – yes; Poole – yes; Luebke – yes; Staton – yes; Bollig - yes. Motion carried 7-0.

The Board reconvened into open session at 6:03 p.m. on motion by Bollig, second by Staton, and a short recess was taken. Vice President Klimke reconvened the meeting at 6:07 p.m.

4. **APPROVAL OF MINUTES 1/10/05.** Severson moved to approve the minutes of the regular Village Board meeting of January 10, 2005. Second by Poole. Motion carried 6-0.
5. **APPROVAL OF VOUCHERS.** Poole moved, second by Staton, to approve payment of vouchers for the Water and Sewer Utility Funds in the amount of \$10,031.97 per the list dated January 24, 2005. Roll call vote: Mortensen - yes; Klimke – yes; Severson – yes; Poole – yes; Staton – yes; Bollig - yes. Motion carried 6-0.

Poole moved, second by Staton, to approve the payment of vouchers for the General Operating Fund in the amount of \$4,761,474.89 per the list dated January 24, 2005. It was noted that \$4.7M is for payment to the other taxing districts—the County, School District and MATC. Roll call vote: Mortensen - yes; Klimke – yes; Severson – yes; Poole – yes; Staton – yes; Bollig - yes. Motion carried 6-0.

6. **PUBLIC APPEARANCES AND PUBLIC HEARINGS.**

- a) **Chamber of Commerce Monthly Report.** The Chamber representative was not present.
- b) **Oregon Youth Center Report.** The monthly report was presented by three of the members of the Youth Center—Randy, Justin and Tyler.

It was agreed to take certain items out of order. For ease in reading, items are listed as they appeared on the agenda.

7. **COMMUNICATION AND MISCELLANEOUS BUSINESS.**

- a) **Review of Master Calendar for February and Discussion of Consultants' Proposals for Amending TIF #2 for Oregon Business Park and Creating TIF #3 for Downtown Area.** Gracz referred to the

- 2005 Master Calendar for February listing the projects being worked on next month. Staff will be asking the Board to consider hiring consultants to assist with the TIF projects. A tentative schedule for completing the plan has been put together with the completion date by the April meeting. The TIF has to be completed by September 1<sup>st</sup>. Proposals have been requested from Vandewalle, Earth Tech, Stifel, Nicolaus and Stafford Rosenbaum for their respective work. Staff recommends not using the RFP process to hire an engineering firm because Earth Tech staff has done some initial work on the Business Park and has detailed knowledge of the downtown area. The tentative plan is to bring those proposals to the February meeting for approval. Due to the tight schedule with the need to complete the TIF #3 by September 30<sup>th</sup>, Gracz asked if the Board had any objection to bringing the consultants' proposals directly to the Board without recommendation coming from Committee. The Board had no objection. There was some discussion.
- b) Discussion of Asset Building (BOAT). Staton referred to the distributed materials on the 40 developmental assets and the extensive research that has been done to identify building blocks of healthy development that help young people grow up healthy, caring and responsible. He emphasized the need for young people to perceive that the adults in their community value youth and noted the importance of the community to support our youth. There was some discussion.
- c) Discussion of January 11, 2005 Condemnation Hearing and Condemnation Commission's Decision for Acquisition of Property of Oregon Parks LLC by the Village of Oregon. Gracz noted that a decision had been reached by the Commission on the acquisition price for the 30 acres. The hearing was held January 11<sup>th</sup> with the decision on the cost at \$23,000 per acre. The decision is not binding to either party and can be appealed. The Board will be discussing this matter in closed session at the end of the meeting.
- d) Spring Election Ballot Placement. Johnson noted this is for informational purposes. The ballot placement is determined by a drawing which was held in the Clerk's Office on January 7, 2005. The candidates were all extended an invitation to attend the ballot drawing.
- e) Discussion of Dane County Cities and Villages Association's Issues. Gracz advised that he and the Village President will be attending this meeting. The meeting will be held in Mt. Horeb and there will be a discussion on short and long range goals of the Association. The minutes attached to the agenda provide excellent information on the Association and Luebke had requested it be passed along to the Board members.
- f) Discussion of January 25<sup>th</sup> 5:00 p.m. Meeting in Fitchburg regarding Joint Business Park. For informational purposes only. Gracz will be attending as will President Luebke.
- g) Consideration of Hiring Stephen Swiggum for Wastewater Treatment Plant Operator's Position. Below referred to his interoffice memo wherein he is recommending filling the vacant WWTP operator position. The necessary background checks, driving record and so forth have been completed with positive results. **Bollig moved, second by Poole, to approve the hiring of Stephen Swiggum as Wastewater Treatment Plant Operator. Motion carried 6-0.**
8. **REPORT OF OFFICERS**. Library Director Cothroll advised of upcoming storybook hours scheduled for the next couple of weeks.
9. **REPORT OF COMMITTEES**.
- a) Finance, Buildings & Facilities 1/17/05.
- 1) Authorization to Order 2005 Squad. **Bollig moved to authorize the purchase of the 2005 squad. Second by Mortensen.** This is a 2005 Crown Victoria automobile and was included in the budget. The cost is \$17,940 with the trade-in. **Motion carried 6-0.**

- 2) Engagement Letter for 12/30/04 Audit. **Bollig moved to approve the Engagement Letter with Hawkins, Ash, Bapti & Company for the 12/30/04 audit.** Bollig noted this is the second year with this firm and includes the sewer and water audits as well as general fund and the GASB 34 changes that need to be made. **Second by Mortensen. Motion carried 6-0.**
  - 3) Earth Tech Engineering Agreement for 2005. **Bollig moved to approve the Engineering Agreement for 2005 with Earth Tech. Second by Staton.** Below noted this is the agreement for 2005 services and includes some discounts as well as 100 hours of meeting time per year at no charge. **Motion carried 6-0.**
  - 4) Disposal of Hydrants. **Bollig moved, second by Mortensen, to approve the disposal of the hydrants per the listing marked 7e).** The hydrants were inadvertently left off the listing for disposal of meters and transponders which was approved at an earlier meeting. **Motion carried 6-0.**
  - 5) Filling of the Two (2) Clerk's Assistant II Positions. **Bollig moved to approve the filling of both Clerk's Assistant II Positions in the Clerk's Office. Second by Mortensen.** Hoeft advised that one of the positions is the vacancy left with Nancy Nicholas' resignation and the other position will be vacant when Mary Jo Lease retires the end of February. During the interview process several very good candidates applied for the position and staff has narrowed that down to two. It is being proposed that both positions be filled. There was discussion. **Motion carried 6-0.**
  - 6) 2004 Budget Transfer #2. **Bollig moved, second by Mortensen, to approve 2004 Budget Transfer #2 as presented.** Hoeft went over the budget transfers indicating that many were relocations of funds; an adjustment to the election budget is due to going over budget with the increased costs of the Presidential Election; transfer due to problems at the Public Safety Building; some adjustments to revenues and expenses formerly paid by the Council on Aging; and so forth. Klimke questioned the heating problems at the Police Department. There was some discussion. Pettit clarified the Explorers Post transfer and noted that this was set up several years ago and is not tax levy monies. The deficit is around \$1,000 and will be made up by the Explorers Post. Bollig requested a regular update. **Motion carried 6-0.**
- b) Planning Commission 1/06/05.
- 1) Villages of Foxboro – Consideration of Amendment to the GDP, for lots 1, 2, 3 (hearing on February 7, 2005. **Staton moved to approve the amendment to the General Development Plan for lots 1, 2, and 3, the Villages of Foxboro.** Below stated this will require a public hearing and that hearing is scheduled to be at the Village Board meeting on February 7<sup>th</sup>. **Staton withdrew the motion.** This will be acted on following the public hearing.
  - 2) Review and recommendation of C.S.M. for 704 N. Main Street to include the properties at 726 and 744 N. Main St., 123 and 131 E. Netherwood St. **Staton moved to approve the Certified Survey Map for 704 N. Main Street to include the properties at 726 and 744 N. Main Street, and 123 and 131 E. Netherwood Street. Second by Bollig.** It was noted this is the site for the Walgreens drugstore. **Motion carried 6-0.** Gracz noted that items #3 through #5 are also with regard to the Walgreens site.
  - 3) Review and recommendation to rezone 704, 726, and 744 N. Main St., and 123 E. Netherwood from B-H to B-G and 131 E. Netherwood St from R-2 to B-G.
    - (a) Ordinance #04-14, Rezoning Main Street and Netherwood Properties (Listed under 3) above). (1<sup>st</sup> reading) **Staton moved to accept the first reading, waive the second reading and adopt Ordinance #04-14, rezoning 704, 726 and 744 N. Main Street and 123 and 131 E. Netherwood Street. Second by Bollig. Motion carried 6-0.**

- 4) Consideration and recommendation for a Conditional Use Permit at 704 N. Main St. to permit a L.E.D. reader board sign. **Staton moved, second by Bollig, to approve the Conditional Use Permit at 704 N. Main Street to permit a L.E.D. reader board sign. Motion carried 6-0.**
- 5) Consideration and recommendation for a Conditional Use Permit at 704 N. Main St. to permit a drive thru facility. **Staton moved, second by Bollig, to approve the Conditional Use Permit at 704 N. Main Street to permit a drive thru facility. Motion carried 6-0.**
- c) Historic Preservation Commission 11/17/04 and 12/15/04.
  - 1) Consideration of Revised Façade Grant Request for Pizza Pit. Gracz reported that the Commission felt that since some of the grant monies had been returned by another applicant, that Pizza Pit be given up to the matching \$5,000. **Bollig moved, second by Poole, to approve the revised façade grant request for Pizza Pit contingent upon compliance with the Davis/Bacon Act. Motion carried 6-0.**
  - 2) Consideration of Statement of Support for Establishing a Downtown Art Community in Downtown Area. Gracz indicated the Commission had expressed its full support for the efforts being undertaken to establish a Downtown Arts Community and recommends the Village Board support the current and future initiatives in this area as well. This is for informational purposes only.
  - 3) Consideration of Revised Façade Application for 2005. Gracz noted that the Commission and Village staff have made significant changes to the application process. The petitioner will bring a conceptual plan to the Commission and they will have to meet with the Village consultant regarding the Bacon/Davis Act. All the work will have to be completed within 12 months or the grant may be revoked. There was some discussion. **Bollig moved to approve the revised façade application. Second by Staton. Motion carried 6-0.**
- d) Committee Minutes Not Requiring Action. The following minutes are for informational purposes.
  - 1) Park Board 1/4/05
  - 2) Library Board 11/8/04
  - 3) Oregon Area Fire/EMS Commission 12/8/04
- e) Executive Session. Mortensen moved to adjourn into Executive (Closed) Session at 6:51 p.m. per the exemption under Wis. Stats. Sec. 19.85(1)(c),(e) and (g) to discuss deliberating the possible acquisition of parkland for Westside Community Park. Second by Staton. Roll call vote: Mortensen - yes; Klimke – yes; Severson – yes; Poole – yes; Staton – yes; Bollig - yes. Motion carried 6-0.

A brief recess was taken until the attorney arrived.

10. **ADJOURNMENT.** At 7:10 p.m., Bollig moved, second by Mortensen, to adjourn the meeting. Motion carried 6-0.

Submitted by  
Georgia Johnson,  
Village Clerk