

Special Meeting of the Oregon Village Board and Park Board,
Wednesday, September 28, 2005

1. **CALL TO ORDER.** The special meeting of the Oregon Village Board was called to order by President Luebke at 5:10 p.m. on Wednesday, September 28, 2005.
2. **ROLL CALL.** Present: Darrell Klimke, Jerry Luebke, Hans Noeldner, Eric Poole and Steve Staton, with Jerry Bollig arriving at 5:11 p.m. Absent: Mark Mortensen. Also present: Administrator Mike Gracz, Finance Director Renee Hoeft, Public Works Director Mark Below, Senior Center Director Alison Koelsch and Clerk Georgia Johnson as well as Park Board members.
3. **APPROVAL OF VOUCHERS.** Klimke moved, second by Poole, to approve payment to Boardman Law Firm in the amount of \$8,715.16. It was noted this voucher is for attorney fees incurred by President Luebke stemming from charges made in 2002 for violation of open meeting laws. **Roll call vote: Bollig – yes; Klimke – yes; Staton – yes; Noeldner – yes; Luebke – abstained; Poole – yes. Motion carried 5-0-1 with Luebke abstaining.**
4. **APPROVAL FOR OBTAINING APPLICATION FOR STATE TRUST FUND LOAN.** Luebke noted that this request is to approve obtaining the application for a State Trust Fund loan and will be used only if it is determined that the Village needs to take out a loan. **Klimke moved, second by Bollig, to approve obtaining an application for a State Trust Fund loan. Motion carried 6-0.**
5. **JT. MEETING WITH PARK BOARD: CALL PARK BOARD TO ORDER.** Chair Jon Blanchard called the meeting to order and took roll call. Present: Jon Blanchard, Gary Wille, Eric Poole, Jennifer Skibba, Pat Kanable and Ron Novinska with Dan Schmidt arriving later.
6. **DISCUSSION RE 2006 PARK BUDGETS INCLUDING PARK FUND, KELLER ALPINE MEADOWS PARK AND GENERAL FUND PARKS.** (pgs. 17-18; 31-32 and 82-83) Discussion regarding the 2006 budgets for Park Fund, Keller Alpine Meadows Park and General Fund Parks. Noeldner asked if the park pays directly for any mowing expenses? Hoeft advised that the general operating expenses for the parks are on the white pgs. with the green pgs. being the capital items. She noted that some maintenance is charged on occasion to fund 403 (Park Fund). For example, she stated the replacement of the sand with wood chips in the playground areas was charged to 403. 2006 revenues are projected to be \$8,600 with expenditures at \$30,014. The projects included are the Bergamont Alpine Meadows playground, continue to do the park signs, finish the wood chips as listed. The Neighborhood Association is working with the Park Board on the park. Discussion included the soda commission, the material that would be used for the paths—whether it is cost effective to use asphalt, and whether to wait until the area was more populated, the fact that the path would eventually be connected to the Trail Head, the School District contributing monies for the project and so forth. It was noted that the \$180,000 would be used in the conservancy part of the park. There was discussion whether it was a good idea to work on the paths if work was going to be done on the ponds, including that as an alternative when the Jefferson Street path bid is done, and the fact that specific projects are not being approved at this time—rather individual projects approval will come back to both Boards. Following discussion it was agreed to leave the \$180,000 in the Keller Alpine Meadows Park budget. Regarding operating expenses discussion included the salary item, what could be done to keep fuel costs down such as scaling back on the mowing, prioritizing certain fields used for sports events, mowing of greenways, use of rain gardens in parks, etc. **Staton moved, Noeldner seconded, to approve the Park Fund budgets as presented. Motion carried.**
7. **The Park Board adjourned at 5:45 p.m. on motion by Wille, second by Kanable.**
8. **BUDGET FOLLOW-UP FROM 09/21/05 MEETING.** Hoeft went over the items distributed prior to the meeting noting for the most part each was for informational purposes. These items included the 2006 transportation aids from the DOT, the Fire/EMS District 2006 proposed budget, calculations regarding increasing the sticker price for trash pickup, and an article from the Wisconsin State

Journal. She noted the transportation aids is in the budget at \$311 thousand and that will be changed to reflect the amount in the letter. There was some discussion.

9. **SENIOR CENTER BUDGET.** Bollig noted there was an issue with one of the participating municipalities not paying their share of the 2006 budget amount and a letter was sent to the municipalities. Koelsch noted there are no Sunday meals anymore for lack of interest, the County grant dropped from \$60,300 down to \$56,800, the Council on Aging will not be paying the 10 hours per week for the coordinator position, and the health insurance increase for family coverage to cover the new employee upon the retirement of another individual. There was discussion regarding the letter that was mailed to the municipalities, how to respond to one of the village's responses to the letter, losing the County aid, the fact that the Village would not be covering the deficit but would be looking at cutting services and so forth. Bollig noted that the Senior Center building loan would be paid off in 2006 and he commended the Council on Aging and all the seniors for accomplishing that feat. **Bollig moved, second by Noeldner, to approve the 2006 Senior Center budget. Motion carried 6-0.**

10. **HIRING A STAFF VILLAGE PLANNER.** Gracz referred to the attachment titled 2006 planner and noted this is a breakdown of the accounts the planner position would be charged to. Although it has been discussed in past years it has not been approved previously due to the effect on the levy. Discussion included what types of projects a planner would do, the level of experience, effect on the budget, working with another community in a shared capacity, whether there would be enough billable hours for a fulltime planner and so forth. Klimke asked what the Village paid out last year for planning and it was not known but it will be provided at a later time. It was noted that this year has been particularly higher what with the Lycon issue. Discussion continued. Gracz will get the particulars from Verona regarding the job description they used and will find out what the background was of the person they hired. There was further discussion. This will be placed on Monday night's Board agenda (October 3rd meeting). Hoeft stated in 2005 year to date Vandewalle (the Village planner) has been paid \$77,000. In 2004 - \$45,000; 2003 - \$64,000 and in 2002 \$58,000.

11. **CDA.** Gracz stated they have requested money from the County for next year. **Bollig moved, second by Staton, to approve the CDA budget. Motion carried 6-0.**

It was noted that the TIF items will be discussed at the October 12th meeting.

14. **BADFISH CREEK.** It is proposed to close out this fund and transfer the \$47,000 to TIF #3. This was initially set up for future dredging of the creek. Klimke had concerns with the shape of the creek and felt the monies should be used to clear up the creek and widen it. Discussion followed including what the funds were being used for, the Village needs to take care of the creek up to a mile east of the Village, possibility of creating a stormwater utility which it was noted has some ramifications, TIF#3 having no increment, putting the creek project in the 10-year capital plan, etc. Following discussion Hoeft was asked what she recommends and she stated putting it in fund 402. **Noeldner moved to move the funds to TIF#3. Second by Staton.** Discussion followed regarding earmarking the funds to be reimbursed. Hoeft explained the need to capitalize on borrowing and the need to reduce the capitalized interest as much as possible. She explained the difference between transferring funds from one account to another and advancing funds noting that advancing funds is similar to taking out a loan whereas transferring funds gives the money to that account and does not have to be paid back. Hoeft stated she didn't have a problem with either one of these options. **Noeldner moved to amend the motion to transfer the funds to TIF #3. Staton withdrew his second.** Staton stated he felt it should be an advance of the funds so that they are paid back and ultimately used on Badfish Creek. **The motion died for lack of a second. Klimke then moved to advance the funds to TIF#3. Second by Staton. Roll call vote: Bollig – yes; Klimke – yes; Staton – yes; Noeldner – no; Luebke – yes; Poole – yes. Motion carried 5-1.**

13. **TIF #2.** Hoeft stated these numbers are being recalculated and requested it be postponed until Monday night's meeting (October 3rd). Depending on how the Village handles things in TIF #2 it affects negotiations with Lycon and other developers in the business park and this will be discussed in closed session Monday night.
15. **JOINT BUSINESS PARK.** Gracz noted this is an estimate for continuing the work on the Joint Business Park next year. It shows the planner being involved and includes 15 hours for the whole year. There was some discussion. **Klimke moved to approve the Joint Business Park budget. Second by Noeldner. Motion carried 6-0.**
16. **SOUTHEAST BUSINESS PARK.** Gracz stated this is being included in 2006 so that if Veridian moves ahead with their project and runs the sewer out to the area they are looking at we have funds available for the approximately 53 hours that will be needed. If Veridian does not go through in 2006, we would likely not start the project until we get closer to the DOT project in 2008. There was some discussion. **Bollig moved, second by Klimke, to approve the proposed budget for the Southeast Business Park. Motion carried 6-0.**
17. **TIF #3.** This will be discussed at the meeting October 12th. Gracz will be sending out a memo to the CDA regarding it.
18. **BUDGET ITEMS:** Items #19 - #24.
19. **DISCUSSION OF WASTE/RECYCLING PROGRAM.** Below stated that Waste Management has advised him that they would be willing to work with the Village should it decide to switch to a different plan on the refuse/recycling program. Bollig asked if that meant they would agree to the confines of the contract specified. Below stated "yes". There was some discussion regarding the cart pickup program that was presented at the special Board meeting September 22nd. Waste Management would attend a future meeting should the Board choose to have them come back. It was noted that this will be on Monday night's agenda since the 45 days would run out on the proposal. Discussion followed regarding including inserting in the contract the language that the Village is looking at going to WM's alternate waste collection system in the future, getting the exact number of days notice they need, perhaps putting an addendum on the contract and so forth. It was concluded that an addendum would be put together to attach to the contract which would include the items discussed and placed on the October 12th budget meeting. There was further discussion regarding the sticker program and whether or not to raise the sticker price, how the alternative pickup program works, notification if free pickup is stopped and so forth. Following discussion, **Noeldner moved to increase the sticker price to \$2.25. Second by Staton. Motion carried 6-0.** There was continued discussion regarding the free pickup—whether to leave it in, do away with it or put it as a special charge on the tax bill. It was concluded that everything would remain the same for at least another year. It was agreed that education should be started early next year to allow for enough time to acclimate the residents. It was also agreed to get the Observer involved also. Discussion continued. **Bollig moved to approve the Waste/Recycling Program budget as presented. Second by Poole. Motion carried 4-0.** [Two Board members were out of the room during the vote on this item.]
20. **TREE, BRUSH & RECYCLING.** Bollig expressed concerns with the increase in the fuel cost. There was discussion including looking at the program to see if there was any way to cut gas costs, getting ideas from staff and others. Poole asked if when the compost pile is moved across the street, would it be possible to charge residents an annual fee to dump compost. Discussion followed. **Bollig moved, second by Staton, to approve the budget for tree, brush and recycling as presented. Motion carried 4-0.**

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21. **VILLAGE HALL/POST OFFICE**. It was noted that the light sensors have been included in the budget. These would be motion detector lights and would be installed in Village Hall. There was discussion. **Klimke moved, second by Staton, to approve the Village Hall/Post Office budget. Motion carried.**
22. **STREET EQUIPMENT AND PUBLIC WORKS DIRECTOR'S BUDGET MEMORANDUM**. The equipment is discussed in the P.W. Director's budget memorandum. There was discussion regarding replacement of mowers, whether the School District would be interested in going in at the same time in order to get a better bid price, the need to budget for worst case, whether any changes would appear on the maintenance budget with the purchase of new equipment and so forth. **Poole moved, second by Bollig, to approve the street equipment and Public Work's budget. Motion carried 6-0.**
23. **STREET IMPROVEMENTS**. Below noted that he pulled the Market Street repairs of \$71,000—the County's contractor was upset by that because they had bid that project in quantity. He has included a couple streets—S. Perry Parkway, N. Oak Street and moved it from next year's budget to 2006. Market Street will come back in 2006. Below stated it's getting hard to get a contractor to come in and do these smaller jobs. Discussion continued. **Staton moved, second by Klimke, to approve the 2006 street improvements budget. Motion carried 6-0.**
24. **CEMETERY LAND PURCHASE**. Hoeft advised this is something the Board needs to be thinking about down the road. Although they are not out of land now, at some point they will be and the Village needs to be thinking about this so that any land that may become available could be considered. Discussion followed. This matter will be referred to the Finance Committee to look at the current fees and so forth.
25. **BUDGET ITEMS**: Items #26 - #50.
- 26, 27 & 28. **Klimke moved, second by Poole, to approve the Legislative, Court and Legal budgets as presented. Motion carried 5-0.** [Bollig was out of the room during voting on these items.]
29. **Poole moved, second by Staton, to approve the Administrator's budget. Motion carried 6-0.**
30. Hoeft advised that it is being looked at to have the County do the tax collection for the Village and that increases account 290 by \$1,500. There was discussion including going electronic on packets, problems experienced with electronic mailing of CDA packets, and regarding the County collecting taxes. **Klimke moved, second by Staton, to approve the Clerk's budget with the additional \$1,500 included. Motion carried 6-0.**
31. It was noted that Elections will be on Monday night's agenda.
32. **COMPUTERS**. **Bollig moved, second by Klimke, to approve the Computer budget. Motion carried 6-0.**
- 33 & 34. **ACCOUNTING AND ASSESSOR**. The accounting budget includes the audit expense. Hoeft noted this goes down in 2006 due to GASB 34. The assessor is \$1,000 increase for 2006. **Bollig moved to approve the accounting and assessor budgets. Second by Noeldner. Motion carried 6-0.**
35. **SODA MACHINE**. **Klimke moved, second by Bollig, to approve the Soda Machine budget. Motion carried 6-0.**

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36. **OTHER GENERAL GOVERNMENT.** It was noted that an additional \$1,500 has been added in for an employee assistance program. This is something that needs to be put into place and will go to Personnel for review and to the Board for consideration. Hoeft stated the contingency in this fund has been reduced from \$25,000 to \$15,000 since there hasn't been a need for that much over the past few years. The contingency is an unbudgeted item for any expense that comes up and is there if needed. **Klimke moved, second by Staton, to approve the Other General Government budget. Motion carried 6-0.** The Youth Center is in this budget and that stayed the same.

There was discussion and it was agreed that unless there were questions or concerns to approve the remaining budget items as a whole.

Bollig moved, second by Poole, to approve items #37 through #50 as presented. It was noted that these are the usual budgeted items, with the exception of items #42 and #43—those two budgets are the Public Works' operating budgets. Regarding property insurance (item #38) Noeldner noted there is a much larger amount budgeted in 2005. Hoeft advised that was due to GASB 34—things had to be reallocated. The only item being charged in this account is the railroad insurance. There was some discussion. **Motion carried 6-0.**

51. **BUDGET ITEMS:** Items #52 – 61. There was some discussion regarding debt service. Regarding item #58 Hoeft noted that in 2005 \$8,000 was budgeted to purchase a handicapped accessible voting machine. It is required to have this machine in place by 2006. The State Elections Board has advised that they will be purchasing one machine per municipality and it is being proposed to use \$5,000 of these funds to purchase accounting software for accounts receivable. The current process is very time consuming and uses three programs. If approved, the program would be purchased in 2005, budgeting the \$5,000 levy in 2006 so the balance goes back to \$8,000 in order to have the funds available when a second voting machine will need to be purchased. There was some discussion. **Klimke moved, second by Bollig, to approve items #52 through 61 as presented. Motion carried 6-0.**
62. **DISCUSSION OF UPCOMING BUDGET MEETINGS:** The next meeting is scheduled for October 12th with the public hearing scheduled for November 7, 2005. Gracz stated that he will be trying to get the Community Development Authority to come to the October 12th meeting.
63. **ADJOURNMENT.** At 7:53 p.m., Noeldner moved, second by Staton, to adjourn. Motion carried 6-0.

Respectfully submitted,
Georgia Johnson,
Village Clerk