

1. **CALL TO ORDER**. The Special Organizational meeting of the Oregon Village Board was called to order by Village Board President Jerry Luebke at 6:00 p.m. on April 18, 2006.
2. **ROLL CALL**. Present: Jerry Bollig, Jon Lourigan, Jerry Luebke, Hans Noeldner, Eric Poole and Steve Staton. Absent: Tom Eithun. Also present: Village Administrator Mike Gracz, Police Chief Doug Pettit and Clerk Georgia Johnson.
3. **CONFIRMATION OF APPOINTMENTS:**

- a) **Announcement of Appointments**. Luebke stated after last night's meeting he had reservations about the appointment of Noeldner to the Finance Committee in that Noeldner's vote at the Fire/EMS District Commission meeting increased the 2007 budget by 30% and just wanted that noted. Luebke encouraged all Board members to attend all committee meetings in order to be informed on all issues. Luebke announced appointments to Standing Committees as follows:
 - Finance, Buildings & Facilities—Noeldner (Chair), Eithun and Lourigan
 - Personnel, Public Safety & Protection—Staton (Chair), Eithun and Noeldner
 - Public Works & Utilities—Poole (Chair), Bollig and Lourigan
- b) **Vice President, Committees, Commissions and Boards**: **Staton nominated Bollig as Vice President. Second by Poole.** There were no additional nominations. **Roll call vote: Bollig – yes; Lourigan – yes; Luebke – yes; Noeldner – yes; Poole – yes; Staton – yes. Motion carried 6-0.**

Luebke appointed Staton as Village Board Representative on the Planning Commission. **Staton moved to approve the reappointment of Ken Kluz as a citizen member for a three-year term and the reappointment of Scott Meier as Alternate for a one-year term. Second by Poole.** Noeldner requested that Ken Kluz be appointed as the alternate and Scott Meier as the member in that Meier's attendance record and contribution to the meetings is so much greater than Kluz. There was discussion. **Staton amended the motion to reflect Scott Meier's appointment for a three-year term and Ken Kluz as Alternate for a one-year term. Second by Poole. Motion carried 6-0.**

Bollig moved to approve the appointment of Steve Staton as the Village Board Representative on the Library Board. Second by Poole. Motion carried 6-0.

Bollig moved to approve the appointment of Hans Noeldner and Tom Eithun as the Village Board Representatives on the Community Development Authority and the reappointment of Paul Larson as a member for a four-year term. Second by Poole. Motion carried 6-0.

Staton moved to approve the appointment of Hans Noeldner as the Village Board Representative on the Historic Preservation Commission Board, the reappointment of Joan Gefke and Dave Gochberg as citizen members for a three-year term and the reappointment of Michael Kleisch as Ad Hoc member. Second by Noeldner. There was some discussion regarding the building inspector's attendance at the regular meetings and the Deputy Clerk taking the minutes for the meeting. Kleisch's presence will be requested when needed. **Motion carried 6-0.**

Staton moved to approve the appointment of Robert Scott to the Police Board of Commissioners for a five-year term. Second by Noeldner. Chief Pettit noted that Maynard Stoehr as Chair, Robert Scott as Vice-Chair and Paul Sever as Secretary. Pettit has contacted Scott who has agreed to serve another 5-year term. **Motion carried 6-0.**

Noeldner moved to approve the appointment of Jon Lourigan as the Village Board Representative on the Park Board, the reappointment of Pat Kanable for a three-year term, and the reappointment of Ron Novinska and Gary Wille for a one-year term. Second by Bollig. It

was noted that a student has to be appointed for the youth position and the Board is looking for a student that is interested in serving. **Motion carried 6-0.**

Staton moved to approve the appointment of Jerry Bollig as Village Board Representative on the Zoning Board of Appeals, and the reappointment of Greg Schnelle, John J. Bieno and Janet Murray for 2-year terms. Second by Poole. It was noted there is a vacancy that needs to be filled and the Board is looking for anyone interested. A notice of any vacancies will be placed on the Village's website and interested parties can contact the Village. **Motion carried 6-0.**

Staton moved to approve the appointments of Hans Noeldner, Eric Poole, Steve Staton, Jerry Bollig and Georgia Johnson to the Board of Review for 1-year terms. Second by Noeldner. Motion carried 6-0.

Bollig moved to approve the appointment of Jerry Bollig as Village Board Representative to the Cable TV Committee for a 1-year term and the reappointment of Steve Scales, Ron Vernon, and Gary Wille for 1-year terms. Second by Noeldner. Motion carried 6-0.

Noeldner moved, second by Staton to approve the appointment of Jon Lourigan and Hans Noeldner to the Fire/EMS District Commission. Motion carried 6-0.

Bollig moved to approve the reappointment of Jeff Groenier and Cheryl Endicott to the Fire/EMS Joint Board for a 1-year term. Second by Staton. Motion carried 6-0.

Staton moved to approve the appointment of Hans Noeldner to the Oregon Council on Aging for 1-year term. Second by Poole. Motion carried 6-0.

Luebke noted his appointment of Steve Staton and Administrator Mike Gracz to the Village/School District Cooperation Committee. This is a newly formed committee for the purpose of coordinating plans for the new park. The School District's appointments are Andy Weiland and Courtney Odorico.

Luebke noted his reappointment of Doug Pettit to the Ad Hoc Committees consisting of the Oakhill Advisory Committee and the Oakhill Master Plan Committee.

Luebke noted the following appointments stating they are 1-year appointments and require Board approval. They are as follows: Accurate Appraisal as Assessor; Mike Kleisch as Building Inspector; Mark Below as Cemetery Sexton; Mike Kleisch as Electrical Inspector, Plumbing Inspector and HVAC Inspector; Vicki Cothroll as Library Director; Alison Koelsch as Senior Center Director; and Mark Below as Village Forester and Zoning Administrator. **Bollig moved, second by Staton, to approve the appointments as indicated by Luebke. Motion carried 6-0.**

4. DESIGNATION OF OFFICIAL NEWSPAPER AND LEGAL POSTING AREAS.

- a) Official Newspaper. Luebke noted that *The Oregon Observer* has been the official newspaper and he recommended doing a request for proposal (RFP). He indicated his reason for this is due to the misinformation and some of the ethics of the paper. Luebke stated the RFP would include (1) circulation numbers in the Village; (2) what the deadlines are; and (3) the cost. It was noted this has never been done and it would be good to find out what other newspapers in the area charge, etc. Luebke asked Board members their thoughts and Poole stated it was a good idea as did Bollig. Staton stated he felt there were benefits to having the local newspaper but we might find there is a larger circulation of the *Wisconsin State Journal*. Lourigan stated it was his understanding a community had to select the nearest newspaper. He stated there may be some changes in the local newspaper with the new editor. There was discussion including the current costs for publications, whether there was a flat fee, whether the cost was governed by State Statute, the possibility of change with the new editor, and the benefit of finding out what other newspapers charge. It was agreed to bring the RFP results back to the Board

rather than going through Committee and in the interim to use the *Oregon Observer*. **Bollig moved to go out with RFP's for the official newspaper and to continue to use the Oregon Observer as the official newspaper until the Board reviews the Request for Proposals. Second by Staton.** Lourigan stated he has issues with changing from the current paper—it has been the official newspaper for a very long time and for the most part has done a good job. **Roll call vote: Bollig – yes; Lourigan – no; Luebke – yes; Noeldner – yes; Poole – yes; Staton – yes. Motion carried 5-1 with Lourigan opposed.**

- b) Legal Posting Areas. Noeldner asked if this is where the use of the web site would be discussed. There was some discussion including that staff has fallen behind on getting agendas and minutes on the web site and keeping it updated. Gracz noted that is something staff will make a concerted effort to change. **Noeldner moved, second by Bollig, to designate Village Hall, the Public Library and the Post Office as the Village's legal posting areas. Motion carried 6-0.**
- c) Resolution #06-04, Designation of Financial Institutions/Depositories and Authorize Account Signers. Gracz stated this is done annually and designates the financial institutions being used by the Village as well as part of the resolution authorizes the account signers—the Village President, the Administrator, the Clerk/Deputy Treasurer, the Finance Director/Treasurer and the Deputy Clerk/Deputy Treasurer. **Staton moved, second by Bollig, to adopt Resolution #06-04 designating the Village of Oregon's financial institutions/depositories and authorizing the account signers.** Noeldner asked whether there is a procedure we go through at this time to see if any other financial institutions are interested in participating or if there is some manner in which they are notified about this. Gracz stated that the Associated Bank is the Village's current bank and it was selected through the RFP process (in 2004) and when the Finance Director returns an RFP will be done again. The RFP process is done approximately every 2 years. There was discussion. **Roll call vote: Bollig – yes; Lourigan – yes; Noeldner – yes; Poole – yes; Staton – yes; Luebke - abstained. Motion carried 5-0, with Luebke abstaining.**

5. GENERAL DISCUSSION.

- a) Discussion of setting agendas (Ordinance #06-01). Village Administrator requested to table this item until June. Gracz stated that it is related to item #5(e) and it makes sense to table it as well and look at both matters later. This will allow the new trustees to get acclimated somewhat before dealing with these types of issues.
- b) Discussion of Adding "President Remarks" to Board Agendas. Luebke advised that it is his thought to have approximately 5 minutes before the meeting to allow for comments received since the last meeting—questions and/or comments. This would be an opportunity to correct any misinformation and give out general information and would better inform the public regarding of the happenings in the Village. There was discussion and Board members agreed that it was a good idea and to title it "Village Board Remarks". Following discussion, **Staton moved, second by Bollig, to approve the addition of "Village Board Remarks" to the Village Board agenda as a separate item.** Noeldner stated he would like to see a time limit so the public knows what to expect. Luebke stated 10 minutes would be allowed. Discussion continued. Gracz likened it to the agenda item "report of officers" stating that sometimes it would only take a few minutes. It was noted this allows for reporting issues only—there can be no discussion on the matter. There was further discussion. **Motion carried 6-0.**
- c) Adding Names of Committee Member Names to Agendas. Gracz stated this is something he has seen on agendas in other communities. The names of the committee members are listed on the bottom of the agenda along with the name of the chair person for that committee. There was no opposition to this suggestion.
- d) General Board Activities and Issues. Gracz stated this is listed for any input from the Board. Noeldner referred to a procedural matter in which a request was made to include "citizen input" on the agenda and

he did not recall the Board having taken action on that. Staton stated it was voted on. [In reviewing the minutes it was found to have been agreed to at the 3/6/06 meeting without an official vote.]

- e) Discussion of Trustee Noeldner's Request for Proposed Ordinance Changes Pertaining to Public Hearings for Developers' Agreements, Public Review of Developers' Agreements and Disclosure of Financial Interests in Proposed Developments. (This first came to the Board at the February 6, 2006 meeting.) Trustee Noeldner requested to table this until the June Board Meeting.
- f) Discussion of putting draft Board agendas on Village's Web Page by Wednesday preceding meeting. Staton noted he requested this be put on the agenda. Residents have indicated it is difficult to get an agenda Friday afternoon for a Monday meeting and would like to be able to get access to a draft of the agenda during the week. Staton is proposing that a draft agenda be put on the web page by Wednesday. Gracz stated that a new practice will be put into effect so that when the front office does the packet the last thing they will need to do after emailing the agenda out to the distribution list is they will post the agenda on the web page before the end of the day on Friday. There was additional discussion. By posting a draft agenda on the web site by Wednesday it gives the residents an idea of what will be coming up. Discussion continued.

Luebke referred to the Committee Listing previously gone over and noted the names, addresses and telephone numbers of Board trustees. He requested that Trustees provide the Administrator with telephone contact numbers and whether or not you can be reached at work. Luebke said provide the numbers you can be contacted at and who can use the numbers provided. Gracz advised that the staff does not give out the Village Board's work telephone numbers. Any requests for those numbers or email addresses are routed through Gracz, Johnson or Hoeft. In addition if there are certain hours within which a trustee can be reached those hours should be included also.

- g) Discussion of Top Three (3) Goals for New Board—Village Administrator's Recommendations: Luebke referred to the 3 items below listed by Gracz as goals for the new Board and requested each of the Trustees to provide a list of their goals—what they would like to see accomplished. Gracz will provide a form. Luebke requested these goals be provided within 30 days and it will go to the June 5th meeting. There was discussion. Gracz's goals listed on the agenda were:
 - 1) Completion of Capital Improvement Plan.
 - 2) Completion of Development Handbook and Related Discussion of Village Staff's Involvement Concerning Planning Projects.
 - 3) Setting 2007 Annual Budget Goals.

Noeldner asked if Gracz was going to talk about these items and it was concluded to wait until the June meeting to discuss the goals. Gracz stated he would be happy to discuss them with Noeldner prior to that if he wanted.

- 6. **ADJOURNMENT.** At 6:45 p.m., Bollig moved, second by Poole, to adjourn the Village Board meeting. Motion carried 6 0.

Submitted by
Georgia Johnson,
Village Clerk