

1. **CALL TO ORDER.** The special meeting of the Village Board was called to order by President Staton at 5:03 p.m. on Monday, October 13, 2008.
2. **ROLLCALL.** Present: Eric Poole, Steve Staton, Phil Harms and Randy Way, with Jerry Bollig arriving shortly after roll call and Jon Lourigan arriving at 5:50 p.m. Absent: Darlene Groenier. Also present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Police Chief Doug Pettit, Public Works Director Mark Below and Clerk Georgia Johnson.
3. **APPROVAL OF VOUCHERS.** Poole moved, second by Harms, to approve the payment of vouchers for the General Operating Fund in the amount of \$29,764.99 per the list dated October 13, 2008. Roll call vote: Poole – yes; Staton – yes; Way – yes; Bollig – yes; Harms – yes. Motion carried 5-0.
4. **GENERAL DISCUSSION OF UPCOMING BOARD MEETINGS AND AGENDAS BY VILLAGE ADMINISTRATOR.** There was discussion regarding upcoming budget meetings and the importance of Board members being present.
5. **PUBLIC APPEARANCES.**
 - a) Discussion with Paul Lynch and Possible Action regarding Invoices from Vierbicher for Dane County Grant for Jefferson Street Project. It was noted this will go to the November Finance Committee meeting with an update.
6. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
 - a) Update on Oakhill Agreement meeting with State Employees on August 28th. Hoeft noted that following the meeting, Attorney Yde drafted a proposed Agreement which will be reviewed by staff and then forwarded to the State. There was a brief discussion.
 - b) Review of Investments, Connection Fees, Impact Fees and Building Permits. These reports are distributed monthly and there was discussion.
 - c) Discussion and Possible Action on Purchase of Additional Salt for 2008-2009 Winter. Hoeft referred to Below's summary sheet and the proposal for purchasing salt in 2008 for use in 2009. There was discussion including currently have 106 tons of mixed salt/sand on hand, would like to order 400 tons of salt, typically use 400-500 ton annually, it is anticipated there will be a shortage in 2009, what the cost would be and how it would be paid for and so forth, Following discussion, **Harms moved to authorize the Public Works Director to purchase 400 tons of salt. Second by Staton.** There was further discussion. **Motion carried 5-0.**
 - d) Update on Expenditures for DNR and FEMA Grants. Reference was made to the spreadsheets with the breakdown by residence of the cost and the FEMA and DNR grant amounts as well as an estimate of the Village's share. Following Hoeft's explanation of the spreadsheets there was discussion including, the totals are pretty close to what was projected and the fact that four of the homes will be removed without using any taxpayer money which was a goal of the Board from the beginning.
 - e) Discussion on Possible Financial Policies and Initiatives and Five-Year Plan. The financial policies and initiatives were distributed at September 29th meeting, the Board needs to determine from the total tax rate how much to use for debt and for capital items and so forth. Hoeft noted the development of these policies will be worked on in conjunction with the budget process and brought back to a meeting in November.
 - f) Update on BBE Agreement regarding Investments for the 2008 Borrowing – information only staff has decided not to proceed with the agreement. Hoeft stated staff was working with BBE (a

subsidiary of Ehlers) and incurred a lot of legal fees just to get an agreement in place for investments, so staff made the decision to leave it in the State Investment Pool which is doing well. There was a brief discussion.

- g) Dane County Collecting the First Installment of Property Tax. Hoeft advised that Dane County will not be collecting the first installment of Village property taxes this year. They do not feel they have the time required to do so due to the increased number of delinquent tax bills. Monies were budgeted for payment to the County and will be used to hire a temporary person in the front office. There was discussion.
- h) Discussion and Possible Action to Write-off of Debt Discharged in Bankruptcy. Hoeft noted this debt was discharged in bankruptcy and that is the only time the PSC allows the municipality to write-off the amount owed. There was discussion. **Harms moved to write off the utility amount of \$211.35. Second by Poole. Motion carried 5-0.**
- i) Discussion and Possible Action on Delinquent Utility Bills Placed on Tax Roll. Hoeft referred to the summary sheet regarding delinquent utilities being placed on the tax roll. There was discussion regarding the total amount placed on the tax roll in 2007, the fact there is still a balance outstanding, the Village had quit disconnecting water and needs to revisit that at this time, what the process is if a tax bill is not paid and so forth.
- j) Discussion and Possible Action on Denial of Service for Failure to Pay Utility Bill at a Previous Address. Hoeft noted the PSC allows a municipality to refuse utility service when a customer has an outstanding account balance at a previous address. There was discussion regarding checking for past due amounts, in a rental situation usually the landlord withholds from the tenant's deposit, would be a good protective measure to take, whether or not this is something the Board would want to do, and it was decided to set the amount at \$100.00 and try it for a couple of months and bring a report back to the December meeting. [Lourigan arrived at 5:50 p.m.]
- k) Discussion and Possible Action on Enrolling in a Foreclosure Notification Program. Hoeft noted this is something the Village could enroll in at a cost of \$50/month. We would receive information on properties going into foreclosure which would assist with knowing which properties would be vacant in order to winterize the water pipes. There was discussion. When asked if it would be helpful to the Police Department, Chief Pettit responded that it would. Following discussion, **Poole moved to authorize staff to enroll in a Foreclosure Notification Program at a cost of \$50.00 per month. Second by Way. There was further discussion. Motion carried 6-0.**
- l) Debt Service Budgets 301 and 305—TIF Increment Allocations and Impact Fee Draws. Hoeft went over the spreadsheets provided in the packet noting the general debt service revenues including impact fees, Fund 305 was created for borrowing after 2005 because there is a different allocation, 2008 principal debt payments—paid with impact fees—which can only be used for excess capacity and so forth. There was discussion.
- m) Discussion on Importance of Fund Balance and Cash on Hand when Tax Collection Percentages Decrease. Hoeft noted key dates for tax collection are December 31st and January 31st. The percentage of collection has dropped from 52% in 2004 down to 47% in 2007. Hoeft went over the spreadsheet attached noting the amount of taxes collected in August and in February every year noting they have gone up every year. The amount of delinquent real estate taxes is also shown and Hoeft noted the increase from \$216,000 in 2004 to \$488,000 in 2007. The key areas are the percentage of taxes collected by February 1st of every year and the percentage of General Fund expenditures by July of each year. The Village's Fund Balance will become more important if tax collection percentages continue to decline. Fund Balance provides cash to the Village for those periods when cash receipts are lower than what is expended. There was discussion considerable

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discussion including if expenses exceed collection would have to draw from Village's fund balance, what the general fund balance amount is, the need to use fund balance if necessary, what steps can be taken for collection of personal property taxes and delinquent utility charges, delinquent utility charges are placed on the tax roll and paid with the first installment and so forth.

- n) Possible Dog License Increase by Dane County. It was noted the County is looking at increasing its dog license fee by \$.50. If they do, then the Board needs to increase the fee by at least that amount. There was a discussion and it was noted this will come back to the Board after the County adopts their budget.
 - o) Possible Action on State Trust Fund Loan Application for Public Works Truck. It was noted the worksheet was filled out and sent in to request the application. The interest rate has gone up to 3.5%. This will put it on the next possible agenda for approval—either Wednesday (the 15th) or Monday (the 20th).
 - p) Update on Collection from Kathy Naylor. For informational purposes. Naylor has signed an extension of the garnishment for an additional 13 weeks. There is approximately \$6,000 still owed.
 - q) Discussion and Possible Action of Ruckert Mielke Invoices of Bergamont's Phases 3A and 3B and TIF #2 Project – from October 6th Board Meeting. [Note per Administrator: As a follow-up to the October 6th Board meeting, there is no need for any further discussion by the Board regarding this matter.]
 - r) Discussion and Possible Action regarding Madison Community Foundation Contract – from October 6th Board Meeting. [Note: President Staton referred back to the Board for further discussion regarding the Contract.] Staton noted this was approved without any real discussion and he brought it back for further discussion and in order to understand exactly what the Acorn Fund is about. There was discussion after which Staton noted he would contact the Madison Community Foundation and get an explanation. Discussion continued including whether the Park Board discussed the matter, whether the funds would come out of Park Funds and so forth. It was noted this will be added to the Park Board's next agenda.
7. **ADJOURNMENT**: Lourigan moved, second by Bollig to adjourn at 6:31 p.m. Motion carried 6-0.

Respectfully submitted,
Georgia Johnson,
Village Clerk