

**Special Village Board Meeting**  
**Wednesday, October 22, 2008 – 5:30 P.M.**

1. **CALL TO ORDER:** President Steve Staton called the Special Oregon Village Board Budget meeting to order at 5:31 pm.
2. **ROLL CALL:** Present: Jerry Bollig, Eric Poole, Darlene Groenier, Jon Lourigan (arrived at 7:00 pm), Phil Harms, Randy Way, and President Steve Staton. Also Present: Village Administrator Mike Gracz, Public Works Director Mark Below, Finance Director Renee Hoeft, Library Director Vicki Cothroll, Village Engineer Joe Eberle, and Deputy Clerk/Deputy Treasurer Tracey Hicks.
3. **Approval of Vouchers (Distributed at October 20<sup>th</sup> Board Meeting).** Poole moved to approve the vouchers in the amount of \$11,387.38. Second by Groenier. Motion carried 6-0. Roll call vote: Bollig – yes; Poole – yes; Groenier – yes; Harms – yes; Way – yes; Staton – yes.
4. **Update regarding Proposed 2009 Budget.** Gracz stated at the beginning of the week they were \$6 to the good and now there is a deficit of about \$1,000.
5. **Discussion of Initial Projections for 2010 Levy.** Gracz stated as challenging as 2009 is, 2010 may be even more challenging. Gracz explained for the 2010 budget it will depend on the growth in the Village, noting the 5-year plan discussions. Hoeft gave an overview of the possible levy increase for 2010 and referred to the packet example.
6. **Reminder fourth budget meeting on October 29th at 5:30 pm and Discussion of Scheduling Additional Budget Meetings for October 28<sup>th</sup> and/or November 3<sup>rd</sup> at 5:30pm (Budget Public Hearing Notice to Paper on November 4<sup>th</sup>; published November 6<sup>th</sup> and Hearing on November 24<sup>th</sup>).** Staton reminded the Board of the next budget meeting. Gracz gave an overview of what would be on the agenda. Bollig stated the Board has not seen the line items in the budget yet. Gracz stated the Board will receive them Friday. Staton discussed coming back to this item towards the end of the meeting to see what the Board was able to cover during the meeting to see how the Board would like to proceed.
7. **Discussion and Possible Approval of Park Fund and Parks Budget (see 10/15 Meeting Tab)**
  - a) **Close Fund 423 Keller Alpine Meadows Park.** It was noted that the Board failed to take action on this item during the meeting. Gracz stated staff decided to close this account if it was ok with the Board because a majority of the major projects are done with in the Westside community parks and run the projects through the Park Fund. Hoeft stated the fund is also out of money. **Bollig moved, second by Poole to approve the Parks Fund and Parks Budget and to close Fund 423 Keller Alpine Meadows Park.** Bollig requested an overview of the Parks Budget. Hoeft stated the main change was some expenditures were moved from Fund 403 to the General Fund because the Parks Board didn't feel they should be paying for picnic tables, benches, and bathroom repair out of park fees. Hoeft stated the Park Board felt these fees were more of an operational expense. **Motion carried 6-0.**
8. **Discussion and Possible Approval regarding:**
  - a) **Library – Request for Salary Adjustments and Additional Staff Hours.** Cothroll stated the reason they included the adjustments and additional staff hours is because in the past when they have been asked to keep their budget to a 0% increase they have. Cothroll explained the Libraries needs, noting they do not expect special treatment over other departments; however they are going into the 2009 budget year with out enough staff to run the Library. Cothroll stated the Library Board deliberated for a long time and decided not to take this money out of special funds. Cothroll stated the Library Board also discussed extra money for the book and AV area and decided that money could come out of special funds. Gracz stated in his budget he did not include any special step salary adjustments. Gracz stated

he does not disagree with the salary adjustments; however there just is not money in the budget for it. There was discussion regarding the 2008 budget for the Library. Cothroll stated the Library has gotten even busier in the last year or so. Staton quoted a paragraph in Cothroll's memo to the Village Board. Way stated the administrative budget is \$572,605 and the proposed Department Head's budget is \$587,000. Way explained that if the extra \$15,000 was given to the Library it would need to be cut from somewhere else in the budget. Gracz confirmed Way's statement.

b) **Request to use additional County funds for additional material purchases in 2008.**

Hoeft referred to an e-mail received from Cothroll. The e-mail questioned if this budget transfer was ever approved by the Board. Hoeft stated she did the first part of moving the money around but she missed the Library Board voted part. Hoeft stated this has not been on a budget transfer for the Board yet. Hoeft explained to Cothroll she was unsure if the Board would approve this or not. Hoeft stated the Village is in deficit spending, noting there is an additional library expense this year of \$10,000. The Library Board is asking this money go towards funds for additional material purchases. Cothroll stated when she met with Gracz and Hoeft she brought up the motion from the Library Board regarding the extra \$5,000 from the County be spent on library materials. Cothroll researched the issue and stated not only should the facilities portion they receive from Dane County go into the Library fund, but all of the County money should go into the Library fund. Cothroll explained additionally the appropriation for the Library belong in that fund and she included with the memo the League of Municipalities discussion about the County payment and it states that funding received by the municipal Library from the County cannot be included as funding of purposes of computing the 3 year average. The latter provision also supports the conclusion that the payment from the County for Library services goes to the Library rather than into the municipalities' General Fund. Cothroll stated she spoke with John Debocker at DPI he works for the Division for Library Technology and Community Learning, he explained that all of the money that is designated for the Library expenditures should be in a separate fund. Cothroll stated her and Gracz spoke regarding and he stated this is how it was done in Tomah. Hoeft stated she was an auditor and she saw the money in the general funds. Staton questioned if the money should be in a special fund. Staton discussed having a meeting with Way and staff concerning this. Hoeft suggested they work with the new Library Director on this and take their input. Hoeft suggested the Board adopt the 2009 budget as presented by staff. Hoeft stated the Board will need to give staff direction of the budget transfer. Hoeft stated there will be a salary payout coming out of the 2008 budget and the Board will have to decide where the money will come from. Hoeft stated this was not budgeted for in the 2008 budget. Bollig questioned what the options are? Hoeft stated normally the Board will take it out of contingency; however contingency is gone for 2008. There was discussion regarding Staton, Gracz, and the Library Director meeting to discuss this further.

c) **Information regarding Sunday Hours – Per Finance Committee's Request.**

Hoeft stated the Finance Committee wanted staff to calculate and update during budget time. Cothroll stated the Library was open approximately 14 Sundays during the winter months. Cothroll explained she feels there has been a decent response to being open on Sundays. Cothroll stated Library staff noted residents who came in on Sundays were very appreciative they were open. Cothroll explained Sundays are a great day to do adult programming. Harms stated the community as a whole benefits from the Library. Bollig questioned the normal circulation on a Saturday? Cothroll stated it is around 700 and Sunday is about half of that. There was discussion regarding Library hours. Cothroll explained a study they did regarding what residents wanted for Library hours a few years ago. Bollig stated the Finance Committee wanted a recap of this to ensure it was cost effective and it looks like it is worth while. Bollig questioned if the Sunday hours were in his proposed budget. Gracz stated they were.

d) **Library Building -- Salaries and Utilities Adjusted.**

Hoeft noted this is the Library building expenditures for the maintenance of the building. Hoeft stated next year they budgeted

\$4,300. Hoeft explained this account needs to be watched, stating with more snow staff spends more time at the buildings removing snow.

- e) Library Special Fund – Cothroll explained this is the fund where the designated funds (gifts, Dane County grants) go. Cothroll noted Dane County money typically goes to Capital expenditures. Cothroll stated these funds show how the Library plans to spend the funds for 2009. Cothroll gave an overview, noting a self-check out machine is included. Way questioned on the sheet it shows a beginning of the year fund balance and an end of the year fund balance, and inquired if this is the Library general fund. Hoeft stated this is the total fund balance for fund 202, discussing where the numbers came from. There was discussion regarding a Village campus plan being done for the potential location of the Village Hall, Senior Center and the Library. Hoeft stated the 2009 proposed budget has \$10,000 for next year and the following year to work on the location of the 3 buildings. Hoeft stated in 2004 the Village collected \$1,400 in impact fees and those fees need to be spent by December 31, 2011. Hoeft explained sometime in 2011 the Library Board will need to hire an architect. There was discussion regarding the Madison Community Fund.
  - f) Wackman Trust Fund – No Change. Hoeft noted this is a donation the Library received in the 1960's. Hoeft stated all they can spend is the interest. Hoeft noted they budget \$500 and it is typically spent on books. Cothroll stated this is completely under the Library Board's control. Cothroll gave an overview regarding the History of the fund. **Lourigan moved to approve items 8(a), 8(d), 8(e), and 8(f). Second by Way. Motion carried 7-0.** Staton thanked Cothroll.
9. Discussion and Possible Approval of Cable Budget – Increase in Personnel Costs and Equipment Purchases. Ron Vernon was in attendance to speak with regards to the Cable budget. Vernon stated the Cable Board asked for improvements in the Board room as part of the equipment budget. Vernon reviewed the requested equipment. Vernon stated there was an increase in payroll expenses, commenting they would like to start having 3 full time employees and allowing them health insurance. Vernon explained they would like to start earning their own income, because they believe the franchise fee will more than likely go away in 3 or so years. Way commented on the salaries noting this was discussed at length during the Cable TV Board. Way noted the franchise fees will cease to exist in 3 years and public access channels will probably fold in mass across the state. Way stated they looked at the recourses they had and they decided they will have to float on their own. Way stated a staff member is currently attending the University for Small Business Development. That program is written by the Department of Commerce. Bollig questioned if the franchise fees are used up what happens with the expenses incurred. Way stated it would come out of the Cable TV Franchise fees, not tax payers dollars. Harms stated the Cable TV Board looked at it as an opportunity to see if the Oregon Cable Access channel could be self supporting or come close to it. Harms noted they would watch closely at the income and expenses. Harms stated there was a lot of discussion regarding this. Poole questioned if the local cable channel could get access to the satellite providers? Vernon stated not unless the FCC basically force them to do it. Bollig recommended a 1-year trial period and review again in a year and see where it is at. Harms noted the only argument against that is in order for a business to turn a profit you need to give it 3 years. Bollig stated he would like to scrutinize this more and examine the potential after a year. **Way moved to approve the cable budget. Second by Harms. Motion carried 7-0.**

*The Board took a short 5 minute break before item (10)*

10. Continuing Discussion and Possible Action regarding Village Board Development Strategies and Impact of Hiring Village Planner/Economic Development Coordinator in 2009. Harms questioned what the total number of this position would be? Gracz stated with wages, benefits, everything is approximately \$84,000. It was noted this is for one individual. Staton explained this discussion is more than a planner it is an economic developer. Gracz stated the important thing is to give staff direction on Village Boards priorities first. Gracz explained if the Board did not want to do items 1-7 the Village does not need a planner. Gracz summarized his memo stating there have been inquiries for annexations into the Village. Gracz was not sure what to

tell people because it is a Board decision. Gracz stated they also need some direction on if the Board wants to expand the Alpine Business Park or concentrate on the Hwy 14 Project. Harms questioned if the planner was on staff would the Village save money on consulting fees. Gracz stated it would mainly take care of Mike Slavney's fees. It was stated in 2007 the Village spent \$44,000 and in 2008 currently has spent \$20,500 with Vandewalle. Gracz stated if the Village does not do development the Village does not need a planner. Staton noted paragraph 2 and 3 in Gracz's memo. Gracz stated he needs more direction of what the Board want staff to focus on. Staton noted as he sees it, Gracz is not lobbying to have a planner on staff he wants to find out what the Board's priorities are. Staton also explained the Board has an obligation to developers to let them know where the Village wants to go with annexations and growth. Gracz stated himself and Below are being up front and honest with the board noting there is no way the two of them can do everything without additional staff. Lourigan suggested having developers put on the agenda and talk to the Board, this way it would not interrupt staff time and minimize the impact on staff. Gracz stated he appreciates the comments noting some applicants want confidentially and there are things only Below and other staff can answer such as the zoning requirements. Gracz reaffirmed by stating it depends on the direction the Village wants to go in. Gracz stated when Moody's reclassified the Village; they hesitated some because the Village's tax base was not diversified enough. Staton discussed the Board needs to talk about future development and if that is the direction the Village wants to go in. Staton explained they need to start with the list staff provided. There was discussion regarding annexing the property for the First Presbyterian church along West Netherwood. Harms noted he felt it was a good idea, commenting it opens up opportunity downtown to be redeveloped. Staton agreed with Harms. Gracz noted the First Presbyterian church has been very professional in working with the Village. Bollig questioned what costs would be passed on to the taxpayers for the annexation. Gracz stated none; the developer pays all of the annexation fees. It was noted there is some staff time involved. Lourigan questioned how much staff time would be involved. Gracz stated it is a year and a half process and noted he is not sure how many hours exactly. Below stated it would take him about 3 months full time working on an annexation. Lourigan questioned out of the 5 options, could they do any of them without a planner. Gracz stated yes. Gracz explained they recently met with the DOT, noting if the Village works in conjunction with the DOT on the roundabout they will have to start doing planning for the roundabout soon. Gracz noted there is a cost savings for the Village to do the roundabout in conjunction with the DOT. Eberle stated if you look at the intersection of Janesville and Park Street if a design is not done what they will install is what is on their plan and when the Village goes to install the intersection the Village will have to tear up a portion at the Village's expense. Eberle noted they could bid their contract with the state to save money. Eberle stated they have been moving along with other parts of the Hwy 14 project. Eberle also noted that Hwy 14 may be designated as a relief point for the Beltline opposed to Hwy 51 through Stoughton. Eberle noted in the last 2 years they have keep in close contact with the DOT to keep this coordinated. Harms questioned if they hired a planner could they work with the understanding of a limited contract of a year? Gracz stated he would not want to hire some just for a year. Gracz stated Hoeft looked at past years and in past years there has been over \$100,000 on planning. Bollig noted he agreed with creating jobs in Oregon, but in the economic climate is there enough economic development to create a planner position. Gracz stated they would need 400 hours to charge back. Bollig questioned of all of the options are all of them ready to go? Gracz stated he would need to contact some of them to see if they are still interested. Bollig questioned if the Board needs to prioritize this list, noting if there is enough interest in the projects the planner position could be reviewed every so often. Lourigan noted he sees a lot of vacant lots in Oregon would like to see those developed first before any annexations. Lourigan noted if he saw more excitability in the economic development he would not have a problem with it, but there are a few commercial buildings that sit vacant. Lourigan stated he sees too much expenditure for not enough return. Gracz stated he just does not want to go into 2009 and jump around from project to project, noting the inefficiency of it. Gracz stated if Board does not want a planner than a list needs to be compiled of what the Board wants staff to focus on. Bollig read the list of projects. It was noted to add Braun Road to the list. Way questioned if they could number the list in order of priority. Bollig thought maybe staff should prioritize the list of what they think is top priority. Staton noted he thinks the Board should prioritize also and then compare the list with staff's. It was noted staff will put together a survey for the Board to do.

11. Discussion and Possible Approval of Southeast Quadrant Plan Fund 426 (Will be Distributed at October 20<sup>th</sup> board meeting). Gracz stated they did not have anything prepared because it ties into with that area.
12. Discussion and possible approval of action on Debt Service Funds 301 and 305. Hoeft stated this is where the Village pays all of the principal and interest payments out of 2 funds – 301 and 305. Hoeft referred to section 5 on the levy limit worksheet. Hoeft noted one of the items you can add on to levy limits is debt service for general obligation debt authorized after July 1, 2005. The general property tax levy that ends on that page will go on the form. Hoeft state the portion of the debt that is not able to be paid by the revenues in TIF #3. **Bollig moved to approve the action on Debt Service Funds 301 and 305. Second by Harms. Motion carried 7-0.**
13. Discussion and Possible Approval of Budget Transfer 2008-6 (Will be Distributed at October 20<sup>th</sup> board meeting). **Bollig moved to approve Budget Transfer 2008-6. Second by Lourigan.** Hoeft stated this is the budget transfer that removes the budget for the Personal Director because the position was filled with the Deputy Clerk/Deputy Treasurer position. It moves refuse and recycling out of the general fund and into fund 214. This allows the residents to see any fees collected on the utility are just covering the refuse and recycling. It also includes budgeting for the 2008 borrowing in fund 2008 and insurance recoveries for the Police and Public Works Departments. The fund has a final transfer out that removes the remaining funds, and then records the funds for the FEMA Grant and TIF #4. **Motion carried 7-0.**
14. Discussion and possible approval of TIF #3 including separating Village Hall Parking Lot Project from Hitching Park Project. Staton noted the Downtown ADHOC Committee meet this morning and they chose to set the limits for the projects so that they can move forward with the State but they will proceed on schedule with the Hitching Park but the Village Hall parking lot will be separate with more discussion needed. Gracz stated after the meeting Below noted the water and sewer mains under Brook Street were both installed in 1936. It was noted the 72” Culvert project will start next week. Hoeft stated they put in \$12,500 for a study on the Water Tower and now they received an estimate of \$2,000. That change will need to be done. This study will show what kind of shape the Water Tower is in and the cost to fix or tear down. Gracz stated at the November 17<sup>th</sup> Board meeting there will be a Public Forum for the Hitching Park and at the December 15 there will be an initial public input meeting for the Village Hall parking lot. **Lourigan moved to approve TIF#3 including separating Village Hall parking lot project for the Hitching Park project. Second by Way. Motion carried 7-0.**
15. Discussion and possible approval of TIF #2. Gracz stated this is the item that needs to be prioritizing, also noting they would like to proceed with Braun Road and would like to at least finish the engineering and the property acquisition in 2009. Gracz explained they are not showing the road being put in next year, but he will see where the Board is at after prioritizing their list. **Groenier moved to approve the proposed budget of TIF#2. Second by Bollig.** Hoeft stated they realized they forgot to put a dollar amount in for the land purchase. It was noted to leave it at zero and amend it at a later time. **Motion carried 7-0.**
16. Discussion and possible approval of TIF #4. Hoeft stated this is the budget for the TIF that was created during the summer. Hoeft referred to the 2008 column, noting the expenditures they anticipate spending to have the TIF District created and everything to the Department of Revenue by the end of they year. Hoeft explained for 2009 they have included planner time and \$25,000 worth of engineering work for the getting the roundabout for the Hwy 14 project. Gracz gave an overview of TIF #4’s location. Gracz stated the Village has to go with what the DOT is doing. **Harms moved to approve the TIF #4 budget. Second by Way. Motion carried 7-0.**
  - a) Discussion and possible action on advance to Fund 431 – TIF #4. Hoeft noted it will be at least 2 years until they start getting increment for TIF #4. Hoeft explained until increment or they borrow for TIF #4 money needs to be advanced from the general fund for the creation of the TIF.

In 2009, another advance will need to be done. It was noted the dollar amount would be \$35,000. **Bollig moved to advance \$35,000 from the General Fund to Fund 431. Second by Harms.** Lourigan questioned if it would be cheaper to do a short term loan. Hoeft stated the advanced rate is the rate they get for the State Fund investments, which has been 2.3% - 2.7% the last two months. Hoeft noted she did not think they could find that rate at a bank. **Motion carried 7-0.**

17. Discussion and possible action re: Trustee Lourigan's request to waive Building Permit and Connection Fees until the end of year and/or into 2009 to spur development. No discussion.
18. Downtown Oregon Fund - Gracz stated this fund will be discussed further with the Chamber of Commerce at the next budget meeting. Gracz stated the Chamber will be coming to ask for economic assistance from the Village. Searl Electric gave the Village a proposal to put up the Holiday lights. Groenier stated her self and a few other members in the Village will be putting up the Holiday lights up. Staton thanked her and noted his appreciation.
19. CDA – 3rd Year of Historic Preservation Activities budgeted for Lincoln Street District. Gracz noted they are still working on getting the Historic Plaques up. It was noted the Historic Preservation Commission is part of the CDA budget.
20. Preserve the Water Tower Fund - No Changes. It was noted there was no changes. Gracz stated they are showing the interest income generated. Staton noted it was \$3,082. Lourigan questioned if this could be used for consulting fees. Gracz stated he is not sure if this can be used for consulting fees or not and would look into this. Harms noted he thought that money was designated for restoration of the Tower.
21. Herman Cemetery Trust - No Changes. Gracz stated it is showing the interest generated and the interest can only be spent on flowers in the spring and at holiday time.
22. Refuse and Recycling – New Fund; had been in General Fund. Gracz stated this fund was created to show residents the money coming and going out. Bollig questioned where the fuel surcharge is? Hoeft noted it is in both the contracted services waste and contracted services recycling. Hoeft stated half is charge to each line item. Bollig questioned if this could be broken down separately. Hoeft stated she could break down separately.
23. Developers Storm Water – (Will be Distributed at October 20<sup>th</sup> board meeting). Gracz noted this was distributed at Monday night's meeting. Gracz stated the Board voted on June 10, 2008 to advance \$158,000 to cover the Village's share of the FEMA and DNR Grant. The motion also stated to dry to pay the advance within 10 years with Developer Stormwater fees.
24. Street Improvements - (Will be Distributed at October 20<sup>th</sup> board meeting). Gracz stated this is the fund staff is nervous about because levy is being put in the fund and each year and it keeps decreasing. Gracz noted this fund was talked about during the 5 year plan meetings. Gracz explained Below and himself went out and looked at the streets. Harms questioned how many streets was Below able to do from his original list. Below stated 2 were done this year out of the 4-5 on his list. Harms questioned if the others were on the schedule for the upcoming year. Below stated 1 is on next year's list.
25. Cemetery Land Purchase – No Changes. Gracz stated the Board will need to start talking in more detail regarding this. It was noted this will come back to the Board at a regular Board meeting sometime in the future. Gracz stated it would be a good idea to put this in the 5 year plan. Below noted the Village own about 13 acres and the Catholic Church owns 8 acres. It was noted a line of trees separate the cemeteries.
26. Badfish Creek – Closed in 2008, no budget for 2009. Staton noted this fund was closed in 2008 with no budget for 2009. It was noted this was used for the stormwater activities.

27. **Stormwater Control Fund (Will be Distributed at October 20<sup>th</sup> board meeting)**. Gracz stated initially in the 2009 department head column they were going to spend \$5,000 to look at occasional detention ponds. Gracz noted the problem is the time element of trying to do it and to find \$5,000 in tax levy to cover it. Gracz stated in his column he did not carry this over to 2009, commenting there is nothing budgeted in 2009.
28. **Railroad Bridge – Shows insurance and county payments for replacing bridge**. Staton explained this shows insurance and county payments for replacing the bridge. Hoeft stated this shows everything would be closed out in 2008. Hoeft noted she is not sure when the remaining insurance payments will come and may need to do a budget amendment from 2008 to 2009. Gracz gave an overview of the status of the payments. Gracz stated the County is trying to put their payment share of the Downtown Construction project with the Railroad Bridge project. Gracz explained they are trying to give the Village a ‘package’ deal. It was noted this will be discussed at Monday nights Public Works meeting.
29. **DNR Grants – For Purchase of Homes**. Hoeft referred to the 2008 column, noting she assumed the purchase completion of 2 homes. Hoeft explained one will be carried into 2009. Bollig questioned when will the FEMA home be taken down. Gracz stated they have signed the contracts, so they will need to do a pre-construction meeting then they can start anytime. It was noted the home has to be taken down within 90 days from October 1, 2008.
30. **FEMA Grants – For Purchase of Homes**. Hoeft stated the only thing for 2009 is the single audit.
31. **Cemetery Perpetual Care – No Changes**. Staton explained there is no change.
32. **Building Improvement Bonds Fund – No Change**. Gracz stated they revised it because it was show the \$16,900 which is the commissionaire report on the HVAC System for Police Department Building. Gracz noted then the account will be over with. Gracz explained they will start this tomorrow.
33. **Possible Consideration of Agenda Items #18 through #32. Bollig moved to approve agenda item #18 through #32. Second by Harms. Motion carried 7-0.**
34. **Fire District Special Revenue – Close Fund 212 Fire District Special Revenue, 404 Street Equipment Fund, 415 Police Equipment Fund and Change 414 Office Equipment Fund to Equipment Capital Fund**. Hoeft stated they are proposing is to have one Capital Fund and they would bring the approval of fund 414 to the Board next week when Pettit is there because it does include expenditures from the PD. Hoeft suggested the Board approve closing fund 212 and transferring the fund balance from there into fund 414 to be seed money for the equipment fund. Hoeft noted she would like for the Board to combine all the funds into one fund. **Harms moved to close Fund 212 Fire District Special Revenue, 404 Street Equipment Fund, 415 Police Equipment Fund and Change 414 Office Equipment Fund to Equipment Capital Fund. Second by Bollig.** Way questioned the Fire District Special Revenue and inquired if that was the money from the old EMS building. Hoeft stated it was money from a surplus of fund balance in 2005 that was paid out. Way noted he will abstain from voting. Lourigan questioned how staff would itemize between items. Gracz stated this follows the Capital Improvement Program. Hoeft stated they would still keep it segregated so that you could tell which department it was for. **Motion carried 6-0-1. Way abstaining.**  
Gracz stated what will be on the next budget agenda. Gracz stated staff is proposing a budget meeting on either November 3<sup>rd</sup> or 5<sup>th</sup>. It was noted the Election is on November 4<sup>th</sup>. Groenier noted she would not be able to come on November 5<sup>th</sup>. It was noted November 3<sup>rd</sup> works for the Board.
35. **ADJOURNMENT: Harms moved to adjourn the Special Village Board budget meeting at 8:45 pm. Second by Harms. Motion carried 7-0.**

Submitted by,  
Tracey Hicks – Deputy Clerk/Deputy Treasurer