

**Joint Meeting with Village Board and Downtown Ad Hoc Committee
Monday, February 2, 2009**

1. **Village Board Call to Order:** President Steve Staton called the Village Board meeting to order on Monday, February 02, 2009 at 6:00 pm.
2. **Roll Call:** Present: Randy Way, Phil Harms, Jon Lourigan, Darlene Groenier, Eric Poole, Jerry Bollig, and President Steve Staton. Also Present: Village Administrator Mike Gracz, Public Works Director Mark Below, Chief of Police Doug Pettit, and Deputy Clerk/Deputy Treasurer Tracey Hicks.

Staton moved to agenda item #12 as a courtesy to Vicki Cothroll.

3. **Downtown Ad Hoc Committee Call to Order:** Chair Steve Staton called the Downtown Ad Hoc Committee to order at 6:05 pm.
4. **Ad Hoc Roll Call:** Present: Chair Steve Staton, Jon Lourigan, Arlan Kay, and Greg Schnelle. Absent: Steve Peotter.
5. **Hold Public Forum and Present MSA's Concept Plan regarding Waterman Park/Village Hall Parking Lot, Village Hall Entrance/Spring Street Streetscape and discussion of Construction Schedule and Statements regarding Waterman Park/Village Hall Parking Lot.** The public hearing opened at 6:05 pm. Kevin Lord from MSA gave an overview regarding the Waterman Park/Village Hall parking lot. Lord stated from the last meeting it was suggested to align the Village Hall parking lot with Park Street. Lord noted the memorial cannon would need to be relocated. Lord discussed the proposed design has 43 parking stalls, noting two stalls have been added from what is currently there. Lord stated the downtown design theme will tie into this project. Lord stated the one item that will need to be discussed will be the location of the cannon. Lord stated the architect put together a few ideas, noting one idea was to put it at the corner of Spring Street and Janesville. Lord noted Steve Lawrence with the VFW meet with Lord and staff and he did like the location at Spring and Janesville Street. Lord suggested a few ideas if the Spring Street/Janesville location did not work. There was discussion regarding the possibility of moving utilities to put the cannon at the Spring/Janesville Street location. Lord stated it would be around \$30,000. Schnelle noted this would be overall good money spent. Bollig suggested staff breakdown the finances to see if there is money available. Gracz stated he needs an estimate of what the overall cost of Phase 2 would cost. Bollig noted he would like to see this on the project list. There was discussion regarding moving the flag pole and it was noted to put it on the itemized list to see if it was cost effective or not. Lord gave an overview of the Village Hall entrance. Lord suggested looking at putting in lighting on the opposite side of the Village Hall where there is over head lighting. Lord noted it is a hefty cost to bury everything across the street, stating it is over \$130,000. Lord noted there is a minimal terrace area to work with to put street lighting. It was noted to put this on the itemized list. There was discussion to have Lord come back to the next Village Board on February 16th meeting with numbers for the project. A Village resident stated she does not care for the cannon as the entrance for the downtown. The public hearing closed at 6:36 pm.
6. **Ad Hoc Committee's Discussion and Possible Recommendation from January 14th Meeting to the Village Board re: Waterman Park/Village Hall Parking Lot, Village Hall Entrance/ Spring Street Streetscape** **Recommended motion:** approve Alternative A for Waterman Park including the underground work, resurfacing the parking lot, and reconfiguring the entrance to the lot. Second by Schnelle. **Kay moved to approve Alternative A for Waterman Park and Village Hall Parking Lot redoing the Spring Street entrance to line up with Park Street, move the cannon to a different location, enhance the green space by the band shelter, and repave and reconfigure the parking lot to Alternative A keeping the same amount of parking. Second by Schnelle. Motion carried 4-0.**
7. **Village Board's Discussion and Possible Action re: Waterman Park/Village Hall Parking Lot and Village Hall Entrance/ Spring Street Streetscape.** Harms moved to approve Alternative A for Waterman Park and Village Hall Parking Lot redoing the Spring Street entrance to line up with

Park Street, move the cannon to a different location, enhance the green space by the band shelter, and repave and reconfigure the parking lot to Alternative A keeping the same amount of parking. Second by Lourigan. Way questioned how costly it would be to in the future if the Village was able to provide enough additional parking elsewhere, would it be to turn this space into green space that the Comprehensive Plan calls for. Lord stated you would need to remove curb and asphalt which will have a price tag. Lord also explained other things that would need to be done in order to accomplish this. Way stated the Board will eventually need to look at the Comprehensive Plan and question if it is really the objective long term. Staton noted the Village Board will look at reviewing the Comprehensive Plan. Gracz explained the Comprehensive Plan is a guide and may eventually be required. **Motion carried 7-0.**

8. **Adjournment of Ad Hoc Meeting.** Schnelle moved to adjourn the Downtown Adhoc Committee meeting at 6:50 pm. Second by Kay. Motion carried 4-0.

9. Village Board continues with regularly scheduled meeting.

10. Discussion with MSA and Possible Action regarding liquidated damages for downtown lights. Below stated he put this on the agenda and does not expect action, noting this will go to the Public Works committee for more discussion.

11. Discussion and Possible Action regarding hiring MSA for 2009 sidewalk program for Time and Material Not to Exceed \$6,070. Below explained this is for the sidewalk program in front of Bill's Supermarket and Movie Gallery. It was noted this will be in the special assessment for the sidewalk program. **Bollig moved to approve hiring MSA for 2009 sidewalk program time and material not to exceed \$6,070. Second by Way.** Lourigan questioned if other quotes were received. Below stated he did receive one other quote from Ruekert Mielke. Below explained the process regarding the sidewalk program. It was noted the property owner's pay for the sidewalk. **Motion carried 7-0.**

12. **Public Appearances and Public Hearings**

a) Recognition of former Library Director Vicki Cothroll. Staton presented Cothroll with a plaque for her years of service. Staton thanked Cothroll for the positive impact she has had on the Library and wished her the best with her retirement. Senator Jon Erpenbach also thanked Cothroll and presented her with a Citation from the Wisconsin State Senate noting her various accomplishments. *Staton moved to agenda item #3.*

b) Meet new Library Director—Susan Santner. Lisa Hustad, President of the Library Board, thanked Cothroll for her years of service and welcomed the new Library Director Susan Santner.

c) Discussion of the Draft Storm Water Management Review Report for the Bergamont Development by Dane County – Village Attorney's January 30th Memo (Referral from Public Works Committee Meeting 1/26/09). Staton referred to a memo from the Village Attorney Matt Dregne. Staton noted in the memo it stated there is still information that needs to be gathered. Staton suggested holding off until this information has been gathered and it will be referred back to the Public Works Committee. It was noted to check with all the parties involved to ensure all can attend the meeting.

13. **Approval of Minutes**

a) Special meeting 9/22/08 - Bollig moved, Second by Poole to approve the Special Village Board minutes of September 22, 2008. Motion carried 7-0.

b) Regular meeting 10/6/08 - Bollig moved, Second by Poole to approve the Village Board minutes of October 6, 2008. Motion carried 7-0.

c) Regular meeting 12/8/08 - Groenier moved, Second by Lourigan to approve the Village Board minutes of December 8, 2008. Motion carried 7-0.

- d) Regular meeting 1/19/09 - Groenier moved, Second by Way to approve the Village Board minutes of January 19, 2009. Motion carried 7-0.
14. **Approval of Vouchers: Bollig moved to approve the General Operating Fund in the amount of \$1,384,428.17. Second by Poole.** Bollig questioned the L.W. Allen primary charge. It was noted this item was budgeted. Bollig questioned the Fire District Adjustment. Gracz stated this had to do with the error between the Town's and Village. Gracz noted this was budgeted. Way noted he would abstain due to the Fire/EMS District item. **Roll call – Harms – yes; Lourigan – yes; Groenier – yes; Poole – yes; Bollig – yes; Staton – yes; Way – Abstaining. Motion carried 6-0-1. Way abstaining.**
15. Community Input. The Village Board has established an opportunity for the public to address the Board. In the event community members wish to address the Board, 15 minutes will be provided; otherwise the agenda will proceed as posted. There was no discussion.
16. **Proclamations and Announcements**
- a) Village Board Comments. There was no discussion
- b) Staff Comments.
- 1) Public Works Projects Update –Below stated things are fairly quiet right now and Advance Construction will be back in the spring to do restoration of the ball diamonds and things of that nature.
 - 2) Review of 2008 Village Accomplishments – Gracz stated when they did this list they tried to come up with they key things that the Village accomplished in 2008, noting it was a busy year.
17. **Communication and Miscellaneous Business**
- a) Discussion and Possible Action re: Change Order #2 for Railroad Bridge. Gracz explained this change order was already sent to the railroad contractor, stating it is allowing them to come back in the spring to work on the track work on the bridge. **Harms moved, Second by Way to approve Change Order #2 for the Railroad Bridge.** It was noted substantial completion is the middle of May 2009. **Motion carried 7-0.**
- b) Discussion and Possible Action re: Authorizing Request For Proposal process for removal of Florida Avenue homes. Gracz referred to a memo from Ruckert Mielke regarding interest in moving the homes on Florida Avenue. Gracz stated they would like to pursue interest of moving the homes viruses demolitoning them. **Lourigan moved to approve authorizing the request for the proposal process for removal of Florida Avenue homes. Second by Groenier.** It was noted the Village will not be involved with moving the homes. **Motion carried 7-0.**
- c) Discussion of Upcoming Meetings:
1. Hold Special Board Meeting on February 9th to discuss Dane County Grant for acquisition of Florida Avenue Homes instead of Finance Meeting. Staton noted the County has money in the budget and would like to discuss this further. There was discussion regarding the meeting and it was noted it would start at 5:30 pm next Monday.
 2. Hold Regular Board Meeting on February 16th including Finance Committee agenda items. Staton noted there will be a Board meeting on February 16th that will include Finance Committee agenda items.
 3. Refer the following items from HWY 14/138 Project from Public Works to March 2nd Board meeting at which Ruckert Mielke's Preliminary Design for Janesville/Park Street Intersection will be presented: It was noted this discussion will be on the March 2nd Board meeting.
 - Park & Ride Lot Agreement with DOT
 - Discussion of Bike/Pedestrian Path along HWY 138
 - Discussion of Community Sensitive Design

- E-mail regarding Wis DOT Connections 2030

4. Hold next discussion on Bergamont Stormwater Report at February 23rd Public Works Meeting. It was noted all involved parties will be contacted to set up the next meeting date.
 5. Hold Joint Meeting with Planning Commission on March 2nd to discuss and consider new stricter stormwater regulations. Gracz noted Trustee Harms made some good points at a previous meeting and there really should be a joint meeting with the Planning Commission because Ruckert Mielke will be there the same and would have Joe Eberle cover this topic as well.
 6. Planning Commission will hold public forum on draft Master Bicycle /Pedestrian Plan at its March 5th Meeting. Gracz stated this is for information purposes.
- d) Discussion and Possible Action re: Adopting Resolution #09-02 designating depositories. **Bollig moved to adopt Resolution #09-02 Designating Depositories. Second by Way.** Gracz stated this resolution is consistent with the revised investment policy the Board approved at a previous meeting. Gracz stated the investment policy allows the Village to invest per Wisconsin's State Statutes. Gracz stated at a near future meeting Hoefl will have a list of the investments. Gracz stated there is 10 – 12 CDs. **Motion carried 7-0.**
 - e) Board Action approving Appointment to Oregon Fire/EMS Joint Board – Aaron D. Tomlinson (complete 1 year term which expires April 14, 2009 replacing Jeff Groenier) **Recommended motion: approve appointment of Aaron Tomlinson to Oregon Fire/EMS Joint Board to expire April 14, 2009.** Groenier moved to approve appointment of Aaron Tomlinson to Oregon Fire/EMS Joint Board to expire April 14, 2009. **Second by Poole.** Way noted he will be abstaining from this vote. **Motion carried 6-0-1. Way abstaining.**
 - f) Board Action approving Appointment of Steve Peotter to Historic Preservation Commission (term expires April 14, 2009) (3-year term) **Recommended motion: approve appointment of Steve Peotter to Historic Preservation Commission to expire April 14, 2009.** Harms moved to approve appointment of Steve Peotter to the Historic Preservation Commission to expire April 14, 2009. **Second by Groenier. Motion carried 7-0.**
 - g) Discussion of Historic Photos Provided to Village and Possible Action re: making a donation to the Oregon Historical Society. **Bollig moved to approve making a donation to the Oregon Historical Society. Second by Harms.** Gracz stated the Village received 4 nicely framed photos that will be displayed in the Village Hall. Gracz suggested a \$50 donation, which would come from other general governmental funds. Staton noted this is the amount for a professional amount for a business to be a member. **Bollig amended the motion to approve making a donation to the Oregon Historical Society in the amount of \$50.00 to come from the other general governmental funding. Second by Groenier. Motion carried 7-0.**
18. **Report of Committees:**
- a) **Personnel, Public Safety & Protection 1/26/09**
 - 1) Request for Class B Beer Liquor License at Oregon Community Sports Arena (to February 16th meeting in order to meet publication requirement). It was noted this will be moved the February 16th meeting to meet the publication requirements.
 - b) **Public Works & Utilities 1/26/09**
 - 1) Discussion and Possible action regarding the request from Kristi Salvisberg to deposit snow in Liberty Park. **Recommended motion: deny the request from Kristi Salvisberg to deposit snow in Liberty Park.** Harms moved to deny the request from Kristi Salvisberg to deposit snow in Liberty Park. **Second by Way.** There was discussion regarding where the park is. Lourigan stated they are in the process of creating a new snow policy and this would

not be allowed in the policy. Staton noted that if you say yes to one how to you say something different to someone else. **Motion carried 7-0.**

- 2) Discussion and Possible Action regarding the 2008 Sanitary Survey Report and the Corrective Action Plan **Recommended motion: review and discuss letter from WDNR regarding the 2008 Sanitary Survey Report and Corrective Action Plan.** Way moved to approve reviewing and discussing the letter from the WDNR regarding the 2008 Sanitary Survey Report and Corrective Action Plan. Second by Harms. Below summarized by stating the DNR goes thru the water system and records then inspect and make recommendations. Below stated this is a thru one they do every 4 years. It was noted they are asking the Village to pull the deep water wells and booster pumps every 10 years to have them inspected and repair if needed. Below stated this was the biggest one and otherwise the report was a note to the operators of what a great job they are doing. **Motion carried 7-0.**
 - 3) Discussion and possible recommendation to the Village Board regarding adding a security system to the SCADA system for the wells, water towers, and WWTP **Recommended motion: approve the proposals for a Security System to the SCADA system for the wells, water towers and Wastewater Treatment Plant to be charged to the water and sewer accounts.** Harms moved to approve the proposals for a Security System to the SCADA system for the wells, water towers and Wastewater Treatment Plant to be charged to the water and sewer accounts. Second by Way. There was discussion rearding a dollar amount. Below stated for the water utility it would be about \$17,000 and for the sewer it was \$9,140. **Motion carried 7-0.**
- c) Committee Minutes Not Requiring Action
- 1) COA 11/11/08 – There was no discussion.
19. Unfinished Business – There was no discussion
20. Future Agenda Items
- a) Ruckert Mielke’s Park Street/Janesville Street Preliminary Design – March 2nd
21. The Village Board may adjourn into closed session from time to time during the course of the meeting pursuant to Wis. Stat. §19.85(1)(e), **to discuss road maintenance agreement negotiations with Lycon, to discuss driveway issue regarding KwikTrip’s Downtown Property and negotiating a resolution to an elevation conflict between existing Verizon Duct Bank and pursuant to Wis. Stats. §19.85(1)(c) permitting a closed session for considering performance evaluation data for conducting performance evaluations on the Village Administrator and Department Heads.** Bollig Moved, Second by Groenier adjourn into closed session. **Roll call - Way-yes; Harms - yes; Lourigan – yes; Groenier – yes; Poole - yes; Bollig - yes; Staton – yes.**
22. The Board will adjourn from closed session. There were no motions made in closed session
23. Adjournment – Bollig moved to adjourn the Village Board meeting of February 2, 2009 at 8:15 pm. Second by Lourigan. **Motion carried 7-0.**

Submitted by,
Tracey Hicks,
Deputy Clerk/Deputy Treasurer