

1. **CALL TO ORDER.** President Staton called the special meeting of the Village Board to order on Monday, June 8, 2009 at 5:30 p.m.
2. **ROLLCALL.** Present: Jerry Bollig, Phil Harms, Eric Poole, Steve Staton, Randy Way and Jon Lourigan, with Darlene Groenier arriving a few minutes late. Also present: Village Administrator Mike Gracz, Village Attorney Drew Cochrne, Finance Director Renee Hoeft, Police Chief Doug Pettit, Public Works Director Mark Below and Village Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES.** There were none.
4. **APPROVAL OF VOUCHERS.** **Bollig moved, second by Poole, to approve the payment of vouchers for the General Operating Fund in the amount of \$292,054.79 per the list dated June 8, 2009. Roll call vote: Poole – yes; Lourigan – yes; Harms – yes; Way – yes; Staton – yes; Bollig – yes; Groenier – yes.** There was discussion regarding certain items. **Motion carried 7-0.**
5. **COMMUNITY INPUT.** Eldon Jones, 362 E. Lincoln Street, spoke to concerns with safety regarding parking in that area, problems with trash pick up at times, concern with regard to snow plowing delays, and littering in that area. He urged the Board to get the parking back on Orchard Street. There was discussion. There was discussion regarding the trash pick up and the need to advise residents of the early pickup time—before school starts to avoid the parked vehicles. Jones questioned why his wife received a ticket for blocking their driveway—stating he did not believe that was a violation. Chief Pettit stated he would look into that. Jones was advised to come back to the Board meeting the 3rd Monday in September for a review and update of his concerns.
6. **DISCUSSION AND POSSIBLE ACTION RE: AWARDING OF CONTRACT FOR BROOK STREET IMPROVEMENTS (TIF #3 PROJECT).** Below noted the bids were opened on June 4, 2009 and the low bidder was S&L Underground & Trucking (out of Sauk City). The engineer had estimated bids would come in around \$534,000—the low bid came in at \$339,582.40. **Bollig moved, second by Harms, to accept the bid from S&L Underground & Trucking for the Brook Street Improvement Project.** It was noted it was budgeted for \$550,000. There was some discussion. **Motion carried 7-0.**
7. **UPDATE ON EXPENDITURES FOR DNR AND FEMA GRANTS AND PROJECTED TOTAL COSTS:**
 - a) **Update on Dane County Grant – Committee and County Board Meeting Dates.** Gracz stated Dane County Board meetings regarding the grant are being held on June 16th at 5:45 p.m., June 22nd or June 29th—it's not known for sure which date. He stated if it goes to the County Board on July 6th he will be out of town. There was discussion. Staton noted he could attend the meetings with Gracz.
 - b) **Closed on 340 Florida Avenue—June 4, 2009.** The closing was held on Friday, June 5th. Gracz publicly thanked Renee Hoeft for handling the paperwork on this matter in his absence.
 - c) **Update re: 370 Florida Avenue.** Gracz noted this is waiting for Dane County to adopt a resolution after which the closing can be scheduled on the McAllister's home.
8. **DISCUSSION ON ADOPTION OF ROOM TAX – VILLAGE ATTORNEY IS WORKING ON ORDINANCE FOR JUNE 15TH MEETING.** For informational purposes only.
9. **DISCUSSION AND POSSIBLE ACTION ON WRITE-OFF OF UTILITY BILLS DUE TO BANKRUPTCY—TWO WRITE OFFS.** Hoeft noted the Village has received two Discharge of Debtor Notices from the Bankruptcy Court—one in the amount of \$174.26 and one for \$352.96. **Bollig moved, second by Poole, to write off the two utility bills due to bankruptcy.** There was discussion. **Motion carried 7-0.**
10. **PROCLAMATIONS AND ANNOUNCEMENTS.**

- a) Village Board Comments. Groenier noted the flag banners that were put up in the downtown and how attractive they were. It was noted the Chamber hired Searl Electric to put them up.
- b) Staff Comments. There were none.

11. **EXECUTIVE SESSION**. At 5:54p.m., **Poole moved** to adjourn into closed session pursuant to Wis. Stats. §19.85(1)(e) and 19.85(1)(g), permitting a closed session to confer with legal counsel regarding personnel issues and union contract negotiations. **Second by Groenier. Roll call: Bollig – yes; Poole – yes; Harms – yes; Groenier – yes; Staton – yes; Way – yes; Lourigan – yes. Motion carried 7-0.**

12. **RECONVENE INTO OPEN SESSION**. At 6:35 p.m., the Board reconvened into open session on **motion by Way, second by Lourigan. Motion carried 7-0.**

13. **COMMUNICATION AND MISCELLANEOUS BUSINESS**.

- a) Discussion of Board Members' Questions for Cable TV Committee Chair John Bonsett-Veals's Appearance at June 15th Board Meeting to Provide an Update on WOW's efforts to Generate Income. Staton advised Mr. Bonsett-Veal would like to receive the Board's questions ahead of time in order to allow for preparation before the meeting on the 15th. There was discussion. These are the questions the Board would like addressed:
 - 1) Would like a detailed profit & loss statement.
 - 2) How has the increase in payroll expenses to \$117,000 benefited Cable?
 - 3) What are your anticipated invoice amounts for July and October since Cable's staffing and health insurance expenses are less than budgeted?
 - 4) Where is the funding coming from for creation of the web page?
 - 5) In summary, the Village Board wants to know if the increase in funding has been fruitful.
- b) Discussion and Possible Action on Disconnection for failure to pay Municipal Services Bill. Hoelt stated letters were sent out to 94 customers and 24 responded; notice went to customers with balances over \$200; some made partial payment and some made payment arrangements; 20 disconnect notices would be sent out. She noted there were different responses. *[Attorney Cochrane arrived at this time and it was determined to go into closed session and return to this item following closed session.]* Discussion included the procedure used for disconnecting, it was noted there is a fee to the resident to have the water turned back on, the Village would have to get approval for an increase to that fee from the Public Service Commission (PSC), the PSC does not require a municipality to turn water back on after the close of business (3:30 p.m.), staff has been looking at ways to notice a resident of the upcoming shut off and so forth. Following discussion, **Bollig moved to authorize disconnection for failure to pay utility bills based on the procedure discussed. Second by Harms.** Discussion continued regarding the procedure and staff was asked to provide the Board with a policy to review at the next meeting. **Bollig amended the motion to authorize the Finance Director to contact the Public Service Commission regarding increasing the after hour charge. Second by Harms.** There was further discussion. **Motion carried 7-0.**
- c) Review of Investments, Connection Fees, Impact Fees and Building Permits. There was discussion regarding the reduction in the number of building permits, how the numbers affect the budget, two commercial permits were approved and the hotel has not broken ground at this time.
- d) Discussion on mailing of 2009 Assessment Notices and Impact on Individual Tax Bill. Johnson noted there was approximately a 2.3% decrease in residential values and a .79% increase in commercial properties, for a 2009 assessment ratio of 98%. The comparison sheet provided in the packet indicates the impact on individual properties at different percentage decreases and there was discussion.
- e) Discussion and Possible Direction to Staff on 2009 General Fund:
 - 1) Address Anticipated \$200,000 Deficit as of 12/31/09. Staff's goal is to reduce the deficit to under \$10,000 by 11/01/09 prior to snowplowing season. Hoelt referred to the revenue/expenditure

breakdown noting that the building permits are down considerably—originally \$96,000 was budgeted for building permits, in April that was reduced to \$66,000 and now the dollar amount is at \$25,000. Hoeft stated the projected deficit now is \$87,000 for 2009 but staff's goal is to reduce that down to under \$10,000. There was discussion.

- 2) Discussion of Letter from Dane County regarding Bike Grant. It was noted Dane County has advised the Village will not be awarded any grant money for the bike path. It was determined to send this back to the Park Board and get direction from them regarding the funding.
- 3) Possibly Delaying Capital Projects including part of 2009 Road Program. Gracz stated staff is looking at proposing making less of a transfer from general fund into the capital projects to help balance the general fund in 2009 and doing fewer streets in 2009. It was noted Below will be recommending going ahead with Timber Ridge (at approx \$8,000) and hold off on other road projects. Gracz noted there has been discussion with the department heads on possibly delaying other capital purchases that are in the capital budget. Below will need to notify the County directly regarding what roads will be included. There was considerable discussion. Hoeft noted the motion last week was to do two streets for \$77,600 but after looking at budget numbers and the current deficit staff is recommending pulling one of those streets out to avoid having to transfer as much out of general fund. There was further discussion. Hoeft noted the general fund transfer to other funds year to date amount is \$124,435. If the Board wants to transfer less than that dollar amount, the only capital projects not approved yet are the street projects. Discussion continued. Hoeft noted under item h) below one of the things done to reduce the deficit is \$170,000 has been taken out of the general fund transfer—right now general fund has \$170,000 going to the street fund and the capital improvement fund; \$120,000 of that amount is for street improvement for 2009. \$50,000 has been taken out of those two funds for 2010 alone so already street improvement for 2010 has been tapped into. Discussion continued. It was noted there is \$20,000 in the street improvement budget to work on the safe route to school plan. If that program is not funded, that \$20,000 would be available in 405. Gracz stated they could rerun Fund 405 with both streets being done and what the fund balance would be at the end of the year since that will affect what the Village does in 2010. There was further discussion. It was agreed to bring this back to the Board meeting on the 15th for a decision at that time. In the meantime staff will redo the 6-month general fund sheet and redo Fund 405 and bring that back as well as verifying the safe route program and pricing on chip sealing.
- f) Discussion of FDIC Insurance Extended to 2013. For informational purposes. Hoeft noted it will give the Village more options with its investments.
- g) Discussion and Possible Action re: Hiring of LTE Position in Front Office for Utility Projects. Hoeft noted the front office staff is having trouble keeping up with the work load. Staff has been down one position for quite some time and the request is to hire a part time person for the summer to enter utility bills and other projects which would allow staff to get caught up with some of their work such as minutes. The majority of the time would be charged to utilities—in that only one LTE was hired in the Water Department for the summer the monies could come out of that budget. It was noted a staff member has volunteered to help at the Police Department doing data entry and by shifting work around it would alleviate some of the staff problems in the front office and the Police Department. It will cost approximately \$4,000 with the majority charged to the utilities and it is anticipated a savings of about \$1,500 to the Police Department. There was discussion. **Bollig moved to approve hiring of an LTE position in the front office. Second by Way. There was further discussion. Motion carried 5-2, with Poole and Harms opposed.**
- h) Discussion and possible direction to staff on 2010 Budget. Gracz referred to the staff memo regarding the 2010 budget and Hoeft highlighted the following points:

- 3.5% reduction in State Shared Revenue—each municipality being capped at a 15% reduction—close to \$40,000 for the Village
 - Maintenance of effort Police and Fire
 - Increase in tipping fees – proposed fee is \$13 which would be an increase of \$7.10; it was agreed last fall to pass this onto the residents (as part of refuse charge); it is estimated to increase about \$.40 per resident per month
 - Proposed levy limit for 2010 is 3%--total levy will be reduced approximately \$30,000 due to the assessor error in 2008
 - Transportation Aids are being increased in 2010 and 2011 and after that will stay at the 2011 amount
 - Proposed new property tax exemption for retirement homes (article referred to)—a retirement condo valued at \$160,000 of the average residential unit in that county would be tax exempt
 - State Shared Revenue payments since 1999—anticipated to be 4.45% of revenues which is a 42.38% decrease since 1999
 - State Transportation Aids have gone from 7.42% of total revenues in 1999 and estimated to go down to 5.65% of total revenue for 2010; it was noted 2004 was high at \$334,000
 - Calculation of levy limit – projected in 2010 at about \$4.2M; of that amount \$871,000 would go to debt payment (principal and interest); leaving about \$3.3M for general fund operation
 - Regarding the Library, per State Statutes the Village must maintain at least the average of the levy for the last three years for the Library (that levy is \$421,000) so you deduct that from the \$3.3M (total levy); for proposed maintenance effort—you would have to take off \$1.62M for the police and \$284,000 for fire; bringing the dollar amount of remaining levy down to approximately \$1.5M services in the Village; expenditures above remaining levy is approximately \$500,000; some revenue (such as state shared revenue) that is not tied to anything totals about \$544,000; giving the Village approximately \$46,000 to cover increased expenses in 2010
 - Projected health insurance increase – over \$50,000
 - All of these factors together leave a \$300,000 deficit; this is based on the shortfalls in revenue and increase in wages.
 - Still need to discuss debt service – very complicated formula – one formula for prior to July 1st, 2005 and one formula for after that date – will be discussed at July 20th meeting
 - Dane County has advised that in 2009 the grant will be decreasing by 2% as of July 1st which is an overall 1% decrease for the entire year—it is anticipated there will be a 4% decrease in 2010
- 1) Article about Mayville. This article is provided for informational purposes as it explains what can happen to a municipality when it depletes its fund balance and factors that can lead up to that.
 - 2) Village Board Direction to Fire/EMS Representatives regarding 2010 District's Budget. Hoelt noted that based on the maintenance of effort, it should be suggested to the Commission that when they take the payment from the four municipalities for 2009 that's what the payment for the four municipalities for 2010 should be. There was discussion and it was noted that the allocation may change from 2009 to 2010 because the Village may be growing faster than the towns, but the towns will feel the impact more than the Village will. **Bollig moved to direct the Village Board representatives on the Fire/EMS District Commission to request the municipal contributions to the 2010 District budget remain the same in total as in 2009 of \$636,878. Second by Harms.** Way noted he would be abstaining. There was some discussion regarding the allocation to the municipalities and so forth. **Motion carried 5-1-1, with Lourigan opposed and Way abstaining.**
 - 3) 2010 Debt Service Discussion at July 20th Board Meeting. The staff will be looking for direction from the Board on the debt, how to handle it, the use of impact fees to pay a portion of principal and interest next year before meeting with the department heads the first week in September. That could impact possible budget cuts, etc.

- i) Discussion and Possible Action re: Approving Proposals from Ehlers & Associates for Amending TIF's. Hoeft noted the proposal from Ehlers & Associates to amend the TIF #2 and TIF #3. TIF #2 amendment would allow revenue sharing between TIF#2 and TIF#3. There is a cost savings by amending both TIF's at the same time. There was discussion including where the funds would come from (TIF), there is increment in both with over \$200,000 in TIF#2, the cost is \$12,000 and \$6,200. **Bollig moved, second by Way, to approve the proposal from Ehlers & Associates for Amending TIF#2 and TIF#3. Motion carried 6-1, with Harms opposed.**
- j) Update on collections from Kathleen Kraus a.k.a. Kathleen Naylor –Since May 1,2002, the Village has collected \$16,000 and paid \$700 in fees. For informational purposes.
- k) Discussion and Possible Action re: Proposal from Boldtronics for security cameras for Village Hall. This came up when discussion was held on disconnecting notices—the front office staff had concerns. This would provide cameras in the lobby area and in the front office—the Police Department could call them up at any time, the P.D. has the ability to monitor 16 cameras at one time, the staff could call the P.D. and they could watch the camera for what is happening at that location, the happenings are recorded at the P.D., could catch vandalism as it is happening, etc. It was noted that \$14,000 was budgeted for remodeling across the hall and since that is not being done, the cost could come out of those monies. There was discussion including camera locations, type of equipment, P.D. has good history with this company, equipment is under one year warranty, this system is widely used, whether a benefit to having an additional camera (for outside), additional cost of \$479, and so forth. It was agreed to check with Chief Pettit regarding whether or not he would recommend the additional camera outside. Following discussion, **Poole moved to approve the proposal from Boldtronics for security cameras for Village Hall at a cost of \$3,613.00 as proposed with the option of an additional outside camera at an additional \$479.00. Second by Bollig.** Gracz questioned if the Chief thinks it is a good idea, could we do both that door and the back door at Village Hall. Poole stated if there is room for it. **Poole the moved to amend the motion to allow for two additional outside cameras at a cost of \$479.00 each. Second by Bollig.** There was additional discussion. **Motion carried 7-0.**
- l) Discussion and possible action re: Waiving Village Policy's Requirement of a 50% match from the Petitioner for Scott MacWilliams' Windows Replacement Façade Grant through Dane County. It was noted the Board previously did this for another downtown business. In order for the County to provide the monies they want a letter from the Board officially matching the funding. Following discussion, **Harms moved, second by Groenier, to waive the Village's policy requirement of a 50% match from the petitioner, Scott MacWilliams, for Façade Grant monies from Dane County for the replacement of windows.** It was noted the Historic Preservation Commission supports the request. **Motion carried 7-0.**
- m) Discussion and Possible Action re: Annual Maintenance & Copy Agreement with Wisconsin Copy & Business Equipment for Senior Center. **Bollig moved, second by Groenier, to approve the annual maintenance and copy agreement for the Senior Center.** Discussion followed and it was concluded to discuss this agreement further with the Senior Center Director and put it back on next week's agenda. **The motion and second were withdrawn.**
- n) Discussion of Upcoming Board meetings: The following meeting dates were noted and there was some discussion.
 - 1) June 15th Board Meeting: Continuing Discussion of new Stormwater Regulations, DOT HWY 14 Project and Room Tax
 - 2) June 22nd Special Board Meeting: Discussion and possible action on update on proceeds remaining from 2008 borrowing for Downtown Phase II Project (Meeting will be noticed for Ad-Hoc members) and Possible Awarding of Phase II Project, and North Main Street Project and Continuing Discussion on curbside pickup for brush and leaves and Compost Pile
 - 3) Canceling Committee Meetings on June 22nd

- 4) May have to move special Board meeting to June 29th due to County Board meetings
- 5) Initial Discussion of July & August Meeting Schedule: July 20th and August 10th Special Board Finance Meetings

14. **UNFINISHED BUSINESS.** None

15. **FUTURE AGENDA ITEMS.**

- a) Schedule League of Wisconsin Municipalities Mutual Insurance Company's Viewing of DVD on Public Officials' Liability.

16. **ADJOURNMENT.** The meeting was adjourned at 8:15 p.m. on **motion by Bollig, second by Groenier.**
Motion carried 7-0.

Submitted by
Georgia Johnson,
Village Clerk