

Special Village Board Budget Meeting September 21, 2009

1. **Call to Order:** Village President Steve Staton called the Special Oregon Village Board meeting to order at 6:00 pm on Monday September 21, 2009.
2. **Roll Call:** Randy Way, Phil Harms, Darlene Groenier, Eric Poole, Jerry Bollig, and Village President Steve Staton. Absent: Jon Lourigan. Also Present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Public Works Director Mark Below, Chief of Police Doug Pettit, and Deputy Clerk/Deputy Treasurer Tracey Berman.
3. **Public Appearances and Public Hearings**
 - a) **(6:00 PM) Discussion and Possible Action re: Submitting Grant for Water Tower by October 1, 2009 and Historic Preservation Conference – Joan Gefke. Recommended Motion: Send a letter of intent for funding for Phase I of the Water Tower. (from August 26th HPC Meeting)** Joan Gefke was present to address the Village Board regarding the intent for funding. Gefke wanted to bring the Board up to date on this. Gefke explained she had been working with National Trust and the submission for the grant was due the first of October. Gefke noted that deadline will not be met and will need to apply in February 2010. Gefke indicated there is grant money available. Gefke would also apply for grants other than the National Trust Grant to obtain 100% funding for the water tower. Gefke gave a brief overview regarding the Historic Preservation Commission Conference. Bollig questioned if there was a chance in 2010 the Village could be put in a position to match funds for the water tower. Gefke stated in writing the grant she is going to put the money the Village has already spent (structural analysis) on the tower as the Village's matching portion. Gefke noted she will be applying to more than one grant so it is covered 100%. It was noted there is no money in the 2010 budget for the downtown water tower. Staton concluded by giving an overview of the Board's opinion. **Bollig moved to authorize Joan Gefke to continue to apply for grants for Phase 1 of the Water Tower and to come back to the Village Board in December with an update prior to submittal.** It was noted this is with the understanding that the Village has no matching funds. **Second by Groenier. Motion carried 6-0.** Staton thanked Gefke for her hard work on the grants.
 - b) Presentation of 2008 Audit by Hawkins, Ash, Baptie & Company via telephone (tabled until the Special Board meeting of September 28th) Staton noted this item has been tabled until the board meeting on September 28th.
 - c) Discussion and Possible Action re: Authorizing Finance Director to submit Continuing Debt Disclosures for compliance with SEC Rule 15 c2-12 – Note: This submittal is a bonding requirement and requires sending a copy of audit report by September 25th Hoeft stated she has been working with the auditors to finish up a couple of items on the report. Hoeft explained she had just received an e-mail from the auditors noting everything looks good. Hoeft gave an overview of the process. Hoeft stated at the Board meeting on September 25th the auditor will give a summary.
4. **Approval of Vouchers: Bollig moved to approve the vouchers in the amount totaling \$60,248.99. Second by Harms. Roll Call Vote: Randy Way – yes; Phil Harms – yes; Darlene Groenier – yes; Eric Poole – yes; Jerry Bollig – yes; and Steve Staton – yes. Motion carried 6-0.**
5. 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.
6. **Proclamations and Announcements**
 - a) Village Board Comments. There was discussion regarding the Downtown Phase II project. Groenier stated the Oregon Lioness Club has dissolved and the remaining funds left were given to the Library, the NINA Fund, Oregon Area Fire/EMS District, Food Pantry, and sponsored

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Sonja Hendrickson for Breast Cancer Awareness. There was discussion regarding reporting traffic accidents and residents are urged to call 911 instead of the local Police number after hours. Calling 911 will ensure a better response time for the officers due to the County's dispatching system and how it prioritizes the call type.

- b) Staff Comments: Update on Downtown Phase II: Gracz stated staff has been working on a questions and answers handout for Phase II. Gracz noted the 5 questions they have so far and inquired if there are any others they may be missing. Way stated he has heard the following questions: "Why was this not done as part of Phase I?" and "Why are they tearing up Brook Street a second time?" Gracz noted he will add these. There was discussion regarding the construction timeline update.

7. **Communication and Miscellaneous Business:**

- a) Discussion and Possible Action re: Memorandum of Understanding between the Village of Oregon, Peggy Haag, and LOCAL 60, WCCME, AFSCME, AFL-CIO re: Hours of Work and Overtime Calculations for 2009-10 School Year: Gracz noted this to accommodate Haag's schedule for her child's school hours. Staton explained this does not set a precedence it is to accommodate an employee. Hoeft stated this is only for the 2009-2010 school year. **Way moved to approve the memorandum of understanding between the Village of Oregon, Peggy Haag, and LOCAL 60, WCCME, AFSCME, AFL-CIO regarding the hours of work and overtime calculations for 2009-2010 school year. Second by Groenier. Motion carried 6-0.**
- b) Discussion regarding new law affecting (tax exempt status) Low Income Housing—specifically Rolling Meadows and Genesis Housing: Gracz stated this is information that the Village has been made aware of regarding a new act the State has provided about low income housing and tax exemption. Gracz explained at this point it is only for informational purposes.
- c) Discussion and Possible Action regarding Purchase of Vehicle for Oregon Fire/EMS District: Gracz noted this was put on the agenda because of the District's bi-laws explaining anything over \$10,000 has to be approved by each community. Gracz is unsure as to what type of vehicle is being purchased. Way explained the District is looking at replacing Car 1, which is the suburban. Way noted he was not on that particular committee so is unable to provide specific details. Staton noted he would like some more information before the Board takes action. Gracz stated he will bring this item back to the board after the next District's meeting. Hoeft noted she will contact Chief Bloom to see when he is available to come to a Board meeting.
- d) Discussion and Possible Action regarding Discharge of Delinquent Utility Bill in the amount of \$905.73. Gracz noted the agenda wording for this item should be changed to "regarding a write off of a utility bill in the amount of \$905.73 due to bankruptcy." **Bollig moved to approve a write off of a utility bill in the amount of \$905.73 due to bankruptcy. Second by Harms.** Hoeft stated the bankruptcy court tells the Village this has to be written off. Hoeft noted this is the only time the Public Service Commission allows the Village to write off a utility bill. There was discussion regarding the disconnection policy implemented by the Board and utility amounts not reaching high amounts in 2010.. Harms questioned if the name could be written into the minutes. Gracz noted it is public information. **Motion carried 6-0.**

8. **Update of Memorandum re: Outline of 2010 Budget Major Issues:** Gracz gave an overview of the memo.

9. **Discussion and Possible Action re 2010 Budget Major Issues:**

- a) 2010 Mill and Overlay Projects and preparing a cost to abandon Florida Avenue and turning the street into a green space area: Gracz referred to the memo regarding the mill and overly projects,

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explaining the projected fund balance is to be around \$48,000. Gracz stated the bottom line is there is not enough money going in to 405 to stay on schedule with resurfacing and street improvement projects. Gracz urged the Village Board to think about alternative funding methods for these improvements. Gracz gave examples of possible revenue options. Wheel tax discussion occurred. Below estimated the street improvement budget would need to be around \$150,000 to stay on track and not fall behind. There was discussion regarding abandoning Florida Avenue and turning the street into a green space area. The Board concluded they would be interested in abandoning Florida Avenue in the next few years. It was noted staff will get estimates on the project.

- b) Hiring of Arborist (contractor) and becoming a Tree City U.S.A: Gracz gave a brief history and explanation regarding hiring an arborist and becoming a Tree City U.S. A. There was discussion and it was noted with hard economic times it would be tough to hire one at this time. It was noted Director of Public Works currently checks trees as calls are received.
 - c) Cemetery Land Purchase: The Board moved to open session items on the agenda first and returned to closed session as the final agenda item. **Bollig moved to adjourn into closed session from time to time during the course of the meeting pursuant to Wis. Stats. §19.85(1)(e) permitting a closed session to discuss the Village's strategy and bargaining position for the possible acquisition of land for the cemetery. The Board will reconvene into open session and continue with its regular meeting. Second Groenier. Roll Call Vote: Randy Way- yes, Phil Harms - yes, Darlene Groenier - yes, Eric Poole- yes, Jerry Bollig - yes, and Steve Staton – yes. Motion carried 6-0.** The Board went into closed session at 7:38 pm and adjourned from closed session at 7:57 pm. No motions were made in closed session.
 - d) Enhancing the Village's Web Page: Gracz explained the webpage was designed in 2004 and have had good feedback, however it has become outdated and needs to be redesigned and enhanced. It was noted staff is looking into a web based program which would enable each Department to update their own page and information. Gracz stated the web page needs to become more user friendly. It was noted a scrolling banner is needed on the homepage. Hoefl gave an overview regarding the costs indicating the design and conversion cost is about \$4,200 and \$700 per year for maintenance.
 - e) Adoption of the Storm Water Study: Gracz stressed the importance of the study needing to be adopted concluding the Board needs to revisit the study and fine tune it. Gracz stated it is a good idea to have a final copy in the files. Gracz also noted other projects in the study that the Board has not had a chance to look at.
 - f) Budgeting for Completion of New Storm Water Regulations: Gracz stated staff will search for the money in the 2009 budget for consultants to attend a meeting to help wrap up the completion of the proposed storm water regulations.
 - g) Discussion of Creating a Storm Water Utility: Gracz noted there will be an expense to the new regulations and how these expenses will be paid has come up. Gracz explained this discussion should be talked about in conjunction with the proposed storm water regulations. Gracz suggested having the consultants attend a future meeting to explain storm water utilities in more detail.
10. Next Budget Meeting 9/28/09 at 5:30 p.m.: It was noted the next meeting will be on September 28th at 5:30 pm.
11. Adjournment: **Bollig moved to adjourn the Special Village Board Meeting at 7:58 pm. Second by Groenier. Motion carried 6-0.**