

**Special Village Board Budget Meeting and Joint Meeting with Park Board
Wednesday, October 7, 2009 – 5:30 P.M**

1. **Call to Order:** President Steve Staton called the special Village Board Budget Meeting to order on Wednesday, October 7, 2009 at 5:34 pm.
2. **Roll Call:** Present: Randy Way, Phil Harms, Jon Lourigan (arrived at 5:43pm), Darlene Groenier, Eric Poole, Jerry Bollig (arrived at 5:36 pm), and President Steve Staton. Also Present: Village Administrator Mike Gracz, Public Works Director Mark Below, Finance Director Renee Hoeft, and Deputy Clerk/Deputy Treasurer Tracey Berman.
3. **The Village Board may 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 Village's negotiations with hotel developer and to discuss the Labor Contract Negotiations with AFSCME and WPPA:** Closed session was not needed.
4. **Board will Reconvene into Open Session at approximately 5:50 PM -** There was no closed session.
5. **Discussion of Closed Session Items:** There was no discussion.
6. **Approval of Vouchers:** Poole moved to approve the vouchers in the amount totaling \$32,228.37. Second by Harms. Roll Call: Way -yes, Harms - yes, Groenier - yes, Poole - yes, and Staton – yes. Motion carried 5-0.
7. **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
8. **Proclamations and Announcements:**
 - a) **Re-Scheduling First Strategic Plan Outreach and Planning Committee Meeting from October to November and Requesting Village Residents Submit Applications to serve on the Committee – Information on the Village's Web Page:** Staton encouraged residents to apply.
9. **(6:00 PM – 7:00 PM) Discussion and Possible Action re: Remaining 2010 Budget Major Issues:**
 - a) **Installation of New Welcome Sign on North Side:** Gracz stated this has been on the Village's 'to-do' list for quite sometime and staff would like to work on this in 2010. Gracz noted they would budget approximately \$2,000 to get the easements needed from McDonald's and to do the Certified Survey Map. Gracz explained the money from the sign would come from room tax unless the Board decides otherwise. Gracz noted the legal work will take sometime. There was discussion regarding electronic programmable signs.
 - b) **Budget for Surveying Village Residents for Strategic Planning in 2010:** Gracz put money in the 2010 budget to do this. Gracz asked Bill Rizzo from the UW Extension to provide the Village with a better number for the budget. It was noted the Board supports this.
 - c) **Budget for Sustainability Study in 2010:** Gracz stated he took this out of the budget to help balance it.
 - d) **Insurance and Future Ownership of Railroad:** Gracz referred to a letter recently received from the City of Fitchburg's Mayor Jay Allen, which was sent to County Executive Kathleen Falk. Gracz noted the insurance was budgeted for in the 2010 budget - \$8,000 will come from the general fund and \$8,000 will come out of the TIF #2 budget. There was discussion regarding future ownership of the rail line and Gracz referred to a memo written by the Village Attorney stating the Village will own the rail line for a long time unless other arrangements can be made. Gracz stated they have been unable to find anyone to pick up the rail insurance for the Village and City unless the rail

line is activated. There was discussion regarding the costs to keep the rail line. There was also discussion regarding the Village Board meeting with the City of Fitchburg's council to discuss this further. Gracz acknowledged the difference of positions between the two municipalities and ownership of the line. It was noted the Village has to carry insurance on the line there's no opting out. Way questioned if there was stuff that could be done in 2010 to get all the crossings and other easements the Village needs before any decisions regarding getting rid of the rail line are made. Gracz stated yes. It was noted this discussion will be continued at another meeting and Gracz will refresh the Board on Attorney Matt Dregne's memo regarding ownership.

10. **Schedule of Department Heads' Budget Discussions with Village Board in October:**

a) **October 12th Meeting: Police, Senior Center and Fire/EMS District:** Staton noted on October 12th the Police, Senior Center and Fire/EMS Districts' budgets will be focused on. The Fire/EMS District will not be at the next meeting but will present their budget at a later date.

b) **October 19th Meeting: Public Works, Library, Clerk, Administration and Cable:** Staton noted focus on the October 19th agenda will be the Public Works Department, Library, Clerk, Administration, and Cable. *The Village Board was ahead of schedule and moved to agenda item 22.*

11. **Joint Meeting with Park Board: Call Park Board to Order at Approximately 7:00PM:** Chair John Blanchard called the joint Park Board meeting to order at 7:00 pm.

Roll Call: Present: John Blanchard, Jennifer Skibba, Dan Olson, Chad Winklepleck, Jon Lourigan, and Rich Strohmenger. Absent: Ron Novinska and Brett Subach.

12. **Park Board Possible Recommendation to the Village Board re: Revised Grass Mowing Schedule in 2010 due to budget constraints:** Below presented a proposal for the 2010 mowing season and outlined the effects if the LTE summer positions are cut in the 2010 budget. Below explained the domino effect it will have on the Public Works Department and highlighted what projects or work that could be delayed and/or eliminated. Below presented a map showing what mowing areas will be reduced or eliminated. Below gave an overview of how much money could be saved. There was emphasis on the tot lots and active areas that will be continued to be mowed. There was discussion regarding the storm water areas. It was noted storm water areas were unable to be mowed as much this year due to those areas being so wet and the inability to get the mower in those areas. Below did note complaints were minimal. There was discussion of having a public forum regarding this proposal. This was brought to the Village and Park Board's attention due to budget restraints and concerns regarding "over" mowing green spaces. This item was referred to the Park Board for more discussion regarding what park areas are used and how often.

13. **Village Board Possible Action re: Approval of Revised Mowing Schedule in 2010 due to budget constraints:** No motion was made. The Park Board will discuss this at their November meeting.

14. **2010 General Fund Park's Budget – Park Board Recommendation to the Village Board of Including General Fund Park's Budget in 2010 Preliminary Budget:** Gracz highlighted the items included in this budget. There was brief discussion regarding an electric upgrade in one of the parks. **Olson moved to recommend to the Village Board to include the General Fund Park's Budget in the 2010 Preliminary Budget. Second by Winklepleck. Motion carried 6-0.**

15. **2010 General Fund Park's Budget – Village Board Possible Action of Including General Fund Park's Budget in 2010 Preliminary Budget:** Bollig moved to approve the General Fund Park Budget in 2010 preliminary budget. **Second by Lourigan. Motion carried 7-0.**

16. **Discussion of Installing a Pedestrian/Bike Path along the west side of the railroad tracks between Braun Road and West Netherwood in Business Park -- FYI Only:** This is for informational purposes only. Gracz gave a brief overview of the path.
17. **Village Board and Park Board Discussion of Installing a Pedestrian/Bike Path from Kwik Trip to North Burr Oak as part of TIF #3 Project Plan and Use of Approximately \$50,000 of Park Fees (approximately 15% of project costs) as Park Fund's Share of the Proposed Path (Note: If the Village Board would decide to do this project, it will be referred to the Park Board for additional discussion in 2010.)** Gracz gave an overview of a meeting he had with Ruekert Mielke and the DNR. It was noted Eberle came up with this idea. The area labeled B on the map does not require a boardwalk making this project more affordable. Updated costs for the A, B & C on the map are currently being worked on. Gracz noted C will also have a cost savings and the path will connect with the west side path in the future. Staton encourage Board members to walk the path. The path would start near the downtown Kwik Trip and go to Burr Oak Avenue. Possible finance options for the project were discussed. Financing depends on where the bid for the resurfacing project on Market Street comes in at. Traffic control will be looked at to ensure pedestrian safety near the Kwik Trip area.
18. **Discussion and Park Board Possible Recommendation to the Village Board re: Removal of Florida Avenue and Future Use of Dega Park including Re-submittal of the Stewardship Grant for the pedestrian/bike path between Dega Park and the Westside Park:** There was discussion regarding what to do with Dega Park. The South side of Dega Park is higher and there is potential to relocate the play ground equipment there. There was discussion of potentially putting a bike path along the North side of Dega Park. It was noted areas of the park will be under water during parts of the year. Discussion occurred regarding the Stewardship Grant. Blanchard noted the Dega family has donated money towards the park within the last 10 years and would like to see this park name continued with. There was discussion regarding the bridge and what the cost would be to move it to another location. The Park Board will continue to discuss future plans for this area and will make a recommendation to the Village Board.
19. **2010 Park Fund Budget – Park Board Recommendation to the Village Board to Include Park Fund in Preliminary 2010 Budget:** Pages 120 & 121. Blanchard noted the expenditures for 2010. Footnotes under ‘budget’ was changed from “2010 design for Westside Park” to \$10,000 for Park Design.” There was discussion regarding the preliminary plan for a West Side Park. **Stomenger moved to recommend to the Village Board to include Park Fund in the preliminary 2010 Budget. Second by Chad Winklepleck.** There was discussion regarding the west side concept plan. **Motion carried 6-0.**
20. **2010 Park Fund Budget – Village Board Possible Approval of Including Park Fund in Preliminary 2010 Budget:** **Bollig moved to approve the Park Fund in the 2010 Preliminary Budget. Second by Groenier.** Way questioned by approving this if it includes the bike path. It was noted by voting on this item it does not approve the bike path project. **Motion carried 7-0.** *The joint meeting ended at 8:25 pm and the Village Board took a short break then moved to agenda item #38. The Park Board continued their regular meeting in the Community room.*
21. **Park Board will return to its regularly scheduled meeting in the Community Room**

The Village Board will continue with its regular meeting at **approximately 8:15PM**

22. 2010 Budget Overview and Discussion at October 12th Budget meeting: Gracz gave a brief overview of what staff will be discussing and noted a memo with a summary will be included in their packet. It was noted packets will be e-mail out as well.
23. Southeast Quadrant Plan Fund 426: Gracz stated since the Village Board has no interest going to the eastside of Highway 14, staff suggests transferring the remaining funds in this account to TIF #4. Gracz noted no decision is needed tonight but to think about this. The Village Board discussed this item with agenda item #41. See # 41 for more discussion.
24. Downtown Oregon Fund – Fund closed in 2009 no budget for 2010: Hoeft noted this fund paid for the installation of the banners for downtown and has a zero balance. This account is closed.
25. CDA – Historic Preservation Activities in downtown area: This is for the Historic Preservation activities along with the Façade money are in this account. Gracz noted there is uncertainty if the Village has paid enough matching Façade money and staff is looking into this. Hoeft stated there may be one more Façade grant to give.
26. Preserve the Water Tower Fund - No Changes: No changes have been made in this fund and the money designated to preserve the water tower was not used to do the structural analysis on the Tower.
27. Herman Cemetery Trust - No Changes: Hoeft stated this money has been around for a long time and the Herman family gave money to the Village to put flowers on the grave every year.
28. Refuse and Recycling – Contract Increase for 2010 and increase in State Generator Tax: Hoeft noted in 2010 the amount per month that will be charged by Pellitteri is \$10.48, however the generator tax has been increased from \$.029 to \$.058 per month. The total charge per month will be \$11.06, which is before any fuel surcharge or rebate. This is due to the State budget increases. There was an explanation of generator tax and what it is used for. Bollig questioned the contractual services and the increase. Hoeft explained this is due to the generator tax increases.
29. Developers Storm Water – No Changes: Gracz stated this is on page 119 and there have been no changes.
30. Cemetery Land Purchase – No Changes: Page 125. Gracz stated the Board has previously talked about this and no changes have been made. Gracz note the foot note should say \$800. Gracz explained this will be on the 2010 ‘to-do-list’.
31. Cemetery Perpetual Care – No Changes Page 142. No changes have been made. It was noted the mowing services are bid out.
32. Possible Consideration of Agenda Items #23 through #31: Staton noted item 23 was done with a separate motion so items #24-#31 will be voted on. **Poole moved to approve agenda items #24-31. Second by Harms.** Staton recapped the items covered in the motion. **Motion carried 7-0.** Hoeft gave an overview of more information regarding the generator tax from the League of Wisconsin Municipalities website.
33. Building Improvement Bonds Fund – Fund closed in 2009 no budget for 2010
 - a) Discussion and Possible Approval to Transfer \$1,572.71 to Fund 411 Building Improvement Bonds Fund from the General Fund to close out the fund 411: Page 127. **Bollig moved to approve transferring \$1,572.71 to Fund 411 Building Improvement Bonds from the General Fund to close out fund 411. Second by Poole.** Hoeft gave an overview noting this is where the Public Safety building and the addition to the Public Works building were paid out of. Hoeft

explained this had been kept open due to the problems with the HVAC system at the Public Safety building. **Motion carried 7-0.**

34. **Room Tax – New Fund for Public Accommodation Tax – Moved Chamber Payments from General Fund**
 - a) **Discussion and Possible Approval to Advance \$2,415 to Fund 215 from General Fund:** Bollig moved to approve advancing \$2,415 to Fund 215 from the General Fund. Second by Poole. Hoeft explained the costs booked here are the legal fees to create the ordinances and the cost to publish the ordinance. Hoeft thought the funds should come out of future room tax revenues. Hoeft noted she has \$3,000 budgeted for in 2010, but is unclear whether or not the Village will receive any revenues. **Motion carried 7-0.**

35. **Railroad Bridge – Fund closed in 2009 no budget for 2010**
 - a) **Discussion and Possible Approval to Transfer \$1,440.00 to Fund 428 Railroad Bridge Fund from the General Fund to close out the fund 428:** Poole moved to approve transferring \$1,440.00 to Fund 428 Railroad Bridge Fund from the General Fund to close out fund 428. Second by Bollig. Hoeft gave a brief overview of the fund. **Motion carried 7-0.**

36. **DNR Grants – For Purchase of Homes**
 - a) **Discussion and Possible Approval to Increase Advance up to an additional \$170,000 to Fund 429 from General Fund:** Page 139. Poole moved to approve increasing the advance up to an additional \$170,000 to Fund 429 from General Fund. Second by Groenier. Hoeft stated this is for the properties on N. Burr Oak and Florida Avenue, except Ann Slacks home which FEMA money was received for. Hoeft noted the Village's share is about 33% of the total cost. There was discussion of storm water fees. It was noted the storm water fee discussion will come before the Board in the future. **Motion carried 7-0.**

37. **FEMA Grants – For Purchase of Homes**
 - a) **Discussion and Possible Approval to Increase Advance an additional \$1,192.51 to Fund 430 from General Fund:** Bollig moved to approve increasing the advance an additional \$1,192.51 to Fund 430 from General Fund. Second by Poole. Page 140. Hoeft gave an overview of the funding noting this is the fund where the purchase of Ann Slacks home is recorded. Hoeft noted the Village has had the engineers completing all the reports to the State. **Motion carried 7-0.** Poole questioned with all the transfers out of the General Fund, what has it done to the General Fund. Hoeft estimated it has gone from 37% to about 34%, which is within the Village's policies. Hoeft noted for the undesignated unreserved at the end of 2008 was \$1.7 million and is currently around \$1.5 million. Staton moved to agenda item #11.

38. **Discussion and Possible Approval of Action on Debt Service Funds 301 and 305 Adjustment for 2010 Debt Payments:** This item was not discussed.

39. **Discussion and Possible Approval of TIF #2 – Braun Road Extension:** Hoeft is showing the purchase to occur in 2009, however one of the property owners would like for the closing to take place in 2010. Hoeft noted that adjustment will need to be made. The installation of Braun Road is also being shown (connecting from Market Street to the Railroad Tracks in 2010). Hoeft noted there is a \$40,000 increment sharing between the TIF's. This increment sharing is contingent upon Joint Board of Review approval. Gracz noted this would approve the proposed budget for TIF #2. Gracz listed the projects in TIF#2, noting each project will come back before the Board for approval. **Bollig moved to approve the proposed budget for TIF#2 as presented. Second by Poole. Motion carried 7-0.**

40. **Discussion and Possible Approval of TIF #3 – Market Street Resurfacing and Sanitary Sewer Replacement; Pedestrian/Bike Path; Spring Street Storm Sewer and Spring and Waterman Re-**

surfacing and Storm Sewer Work: Gracz stated once the Market Street resurfacing bid comes back they will see what kind of money is remaining for other projects. **Bollig moved to approve TIF #3 budget as presented. Second by Groenier.** There was discussion regarding replacing the sewer main on Market Street. **Motion carried 7-0.**

41. **Discussion and Possible Approval of TIF #4 – No Major Expenses – 1st Year of Increment and Discussion of Southeast Business Park Fund Balance:** Gracz explained there is almost \$15,000 that can be transferred to TIF #4 to bring the deficit down, unless the Village Board foresees going to the East of Highway 14 in the next few years. It was noted those fees are from the tax levy and not developer fees. Harms questioned if money needed to be left in that fund for any upcoming projects. Gracz noted there are not any at this time. Gracz stated this fund is mainly for developing and consulting fees. There was discussion regarding advancing versus transferring the money. **Way moved to transfer the cost occurred in 2009 for the round-about study from the Southeast Quadrant Fund 426. Second by Bollig.** Hoeft noted this helps reduce the TIF #4 deficit and helps increase the unreserved undesignated fund balance in the general fund. Hoeft stated it also zeros out a fund that won't be spent in the foreseeable future. **Motion carried 7-0** Staton moved to agenda item 24.
42. **Adjournment of Village Board:** Lourigan moved to adjourn the Village Board meeting at 8:43 pm. **Second by Way. Motion carried 7-0.**

Submitted by,
Tracey Berman
Deputy Clerk/Deputy Treasurer