

**Special Village Board Budget Meeting and Joint Meeting with Cable TV Committee  
Monday, October 19, 2009 at**

1. **Call to Order:** President Steve Staton called the special Village Board Budget Meeting to order at 5:30 pm on Monday, October 19, 2009.
2. **Roll Call:** Present: Randy Way, Phil Harms, Jon Lourigan, Darlene Groenier, Eric Poole, Jerry Bollig (left meeting early) and President Steve Staton. Also Present: Village Administrator Mike Gracz, Director of Public Works Mark Below, Attorney Matt Dregne, Financial Consultant Jim Mann, Chief of Police Doug Pettit, Library Director Susan Santner and Deputy Clerk/Deputy Treasurer Tracey Berman.
3. **Public Appearances and Public Hearings:**
  - a) **Discussion and Possible Action re: Tree Removal Fee for 442 N. Main Street—Aaron Johnson, Owner**
    - 1) **Example of Village Costs to Remove 2 Hazardous Trees on Terrace (\$2,900):** Aaron Johnson was present. Johnson requested a reduction in the bill from \$900 to \$500 that was sent to him for the removal of the tree and debris. Johnson stated the reason for his request is due to the nature of the need to immediately remove the debris. Johnson was not given sufficient time to make his own arrangements. There was discussion regarding the special charges in State Statutes. Staff's recommendation is for Johnson to pay the bill. It was noted the tree was on private property and fell onto the roadway. Lourigan questioned if billing the County for removing debris from a County Highway would be an option. Below felt the County's insurance would deny the claim and delay this another month. Below explained Hoeft needs to know by the end of the month, in case it is not paid it can be placed on the tax roll as a special charge. Way questioned if the Fire Department could issue a bill to Johnson's insurance company to recover some of the cost. It was unclear if the Fire Department could do this. There was discussion if this could be delayed until next year's tax roll. Gracz was unsure if the Village would lose the ability to place this on the following year's tax roll. Groenier questioned if the homeowner could pay the bill and if funding was found the Village could reimburse the homeowner. Dregne explained if the homeowner pays the bill it could undermine the attempt to get funding elsewhere. Gracz felt this is the homeowner's responsibility to pay and noted if Johnson had to hire a tree removal company on his own he would be paying much more than what the Village billed him. Gracz will check with Hoeft to see if the Village has the capability to place this on next year's tax roll. This item will be brought back to the next meeting on Thursday night.
  - b) **Tax Increment District Items including Tax Increment District No. 3 Project Plan Amendment within the Village of Oregon, Wisconsin and Tax Increment District No. 2 Project Plan Amendment and to allow the sharing of increment with Tax Increment District No. 3 within the Village of Oregon:**
    - 1) **Overview of TIDs by Jim Mann (Ehlers & Associates):** Jim Mann from Ehlers & Associates was in attendance to present an overview of Tax Increment Districts (TID). Mann highlighted that TID's are an economic development tool to assist in development of communities. TID's are define boundaries with an established base value and that value continues to be taxed by all the overlapping taxing jurisdictions at the same tax rate that is being charged on the base value. Within those boundaries the Village undertakes projects to cause economic development to occur. The Village expends dollars for value to be created. That value is taxed at the same rate as all other property taxable in the community; however the added value from the base value to the current value is kept by the TID to pay back any costs that have occurred.
    - 2) **Consideration of "Resolution No. 09-26, Approving an Amendment to the Project Plan of Tax Incremental District No. 2, Village of Oregon, Wisconsin":** Mann explained by amending TID # 2 and TID # 3 it will allow the TID's to share revenues. He further

explained that TID #2 is relatively successful in meeting its obligation and will close in about 2014 with a positive fund balance of about \$100,000. TID #2 is in good economic health and State Statute allows the district the opportunity to assist TID#3, which has incurred project cost and values are coming in slower than anticipated to cover costs. The proposal is a revenue sharing amendment of about \$330,000 and would extend the life to about 2016. The amendment for TID#2 is also clarifying some language in the TID. Dregne noted the Village could give themselves the flexibility to use another \$285,000 in transferring from TID #3 to TID #2 if the need arises without prolonging the life of the district. Dregne suggested giving that serious consideration, otherwise if the Village runs into a cash flow problem several years from now and the Village hasn't done that the Village will have to go through the process again. Dregne explained by adding the \$285,000 it doesn't mean the Village is going to use it, it just means that if you need to you can. **Way moved to approve Resolution No. 09-26 approving an amendment to the project plan of Tax Incremental District No. 2 Village of Oregon, Wisconsin in the amount of \$615,000.00. Second by Harms.** There was discussion regarding adding the additional \$285,000. Dregne noted this motion does not give them the ability to spend the money but the capability to do so in the future. **Motion carried 7-0.**

- 3) Consideration of "Resolution No. 09-27, Approving an Amendment to the Project Plan of Tax Incremental District No. 3, Village of Oregon, Wisconsin": TID #3 is the downtown district. The revenue stream is being generated and the district is falling behind in terms of what is anticipated, which is why the revenue sharing amendment is being proposed. The sharing of \$330,000 will give a positive cash flow for TID#3 through 2011. In 2012 if the amendment is not approved without the revenue share the TID will be in a negative cash position. Mann pointed out that TID#2 could share an additional sum of money and not cause the closure of TID #2 to extend out any further than what's anticipated at this point. Mann gave a brief overview of TID #4, noting this is a newly created TID. Gracz referenced the levy sharing sheet noting the impact on the tax levy with and without the TID sharing. Way questioned what effect, if any, closing the TID has on the developer's agreement with Lycon if the plant has not been constructed? Dregne explained that if the TID is closed meaning all TID obligations have been funded, Lycon would not have any exposure to making any payments with respect to that guarantee that all costs will have been covered. Way questioned if the Village can count the transfers out to other TIF's as legitimate expenses in TIF#2 that Lycon would be expected to pay for? Dregne noted he has looked at that but as a general rule it is likely that Lycon would have the ability to benefit from the increment that TIF district is generating and would be able to rely on that to cover any guarantee obligation it has. Dregne explained this is a general answer to a question and to know for certain he would need to review that particular agreement. Mann stated state statute is very specific when it comes to revenue sharing with TID's, noting the donating tax increment district may only share positive tax increment. TID # 2 cannot be run into debt. Mann highlighted in TID #3 in terms of the amendment it is to clarify several projects and language. Mann referenced Page 14 noting the most recent numbers added. Mann included the updated project costs in the motion. **Bollig moved to amend Project Plan TID #3 in the amount of \$597,568.00. Second by Groenier.** Mann suggested including adding project costs of #26 and project #27 to the motion. Gracz gave an overview explaining TID #3 is being amended for two projects. **Bollig amended his motion to approve Project plan TID #3 in the amount of \$953,528.00. Second by Groenier. Motion carried 7-0.**
4. Status Report re: Union Negotiations with WPPA – Police Union has Ratified Agreement with Village: Gracz noted the agreement will be on the October 26, 2009 board agenda for consideration.
5. The Village Board may adjourn into closed session from time to time during the course of the meeting pursuant to §19.85(1) (e) to discuss Village's negotiations with hotel developer and Labor

**Contract Negotiations with AFSCME and §19.85 (1)(c) to consider 2010 Compensation for the Village Administrator and Department Heads:** Bollig moved, Second by Harms to adjourn into closed session from time to time during the course of the meeting pursuant to §19.85(1) (e) to discuss Village's negotiations with hotel developer and Labor Contract Negotiations with AFSCME and §19.85 (1)(c) to consider 2010 Compensation for the Village Administrator and Department Heads. Roll Call: Way – yes; Harms – yes; Lourigan – yes; Groenier – yes; Poole – yes; Bollig – yes; and Staton – yes. Motion carried 7-0.

6. **Village Board will Reconvene into Open Session to Discuss and Possibly Take Action on Closed Session Items:** No action was taken in closed session. Staton moved to agenda item # 11 as a courtesy for Kevin Lord with MSA.
7. **Approval of Minutes**
  - a) None – It was noted there were no minutes for approval.
8. **Approval of Vouchers:** Bollig moved to approve the vouchers in the amount totaling \$425,417.06. Second by Harms. There was discussion regarding the Alliant Energy Payment and the Library working on a historical community book. Roll Call Vote: Way - yes; Harms - yes; Lourigan - yes; Groenier - yes; Poole - yes; Bollig - yes; Staton – yes. Motion carried 7-0.
9. **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.
10. **Proclamations and Announcements**
  - a) **Village Board Comments:** Lourigan noted he has had several residents make comments to him the last several weeks regarding Highway CC/Jefferson Streets rough conditions and if S. Burr Oak and Jefferson Street could be a four-way stop. Lourigan suggested putting these items on a future agenda for discussion. Gracz noted he will add these items to the October 26<sup>th</sup> agenda since it is a joint Board and Personnel and Public Works meeting.
  - b) **Staff Comments: Trick and Treat Hours: October 31<sup>st</sup> 5:00PM to 8:00PM:** Pettit recommended residents abide by the Trick or Treat hours designated. Staton moved to 11 c since agenda items 11 a & b have been completed already.
11. **Communication and Miscellaneous Business**
  - a) **Discussion and Possible Action re: MSA's Request for an additional \$15,000 for Downtown Phase 2 Inspection Fees:** Kevin Lord with MSA was in attendance. Lord explained when the project was originally bid the contracted was for 8 weeks and the project is currently at 13 weeks. It was noted this is basically for James's time to oversee the construction project. Harms questioned why the project has been stretched out an extra 5 weeks. Below discussed there was some weather issues and the water main in the Hitching Park took longer than anticipated. Lord also stated the original estimate for the front entrance of the Village Hall was not on that bid and was added. Lourigan moved to approve the additional \$15,000 for the Downtown Phase 2 Inspection Fees. Second by Groenier. Motion carried 7-0.
  - b) **Report on Work Done at 123 S. Main Street (Peaceful Heart) (Below):** Below explained what happened was they did excavate between the pipe and the building. It was noted the area they felt was causing the water to go onto the Deits's property was an old foundation wall and the wall was acting like a conduit for Deits's property. The construction company did excavate, pack, and fill it. This seems to have solved the issue. It was noted James from MSA observed the entire time the work was being done. Staton moved to item #12.

- c) Discussion and Possible Re-Approval re: Authorizing Agreement with Boldtronics for Village Hall Security System in the amount of \$7,200: Gracz noted this item was approved back in June and the more discussion with the consultant and staff suggested the ability for audio. Gracz stated the additional cost is for the audio. The funding will come from the funding budgeted for the remodeling in the Village Hall that will not take place this year. The cameras will also help with the vandalism at Village Hall. **Way moved to approve authorizing an agreement with Boldtronics for the Village Hall Security System in the amount of \$7,200. Second by Lourigan.** Poole questioned the difference in the two quotes. There was discussion regarding the cost of audio. Pettit suggested having audio for documentation in any instances that could arise. It was noted the audio would be turned on by a switch. There was discussion regarding cameras and audio at the Library. An outside camera was suggested for Village Hall. Staff will get a quote for the outside camera at the Village Hall, Police Departments updates, and adding the Library to the Police Department camera system. **Motion carried 7-0.**
  
- d) Discussion and Possible Approval re: Authorizing Agreement with Dane County for Inspection services in the amount of \$1,000 for Village's Mill & Overlay Program in 2009: Below noted this used to be included in the authorizing agreement for Mill & Overlay with the County and now it has to be separate. Gracz noted this is due to the prevailing wage act. **Way moved to approve authorizing an agreement with Dane county for Inspection Services in the amount of \$1,000 for the Village's Mill & Overlay Program in 2009. Second by Groenier. Motion carried 7-0. Staton moved to 12 b.**

12. **Report of Committees**

- a) **Planning Commission 10/1/2009 (Trustee Harms):**
  - 1) Discussion and Possible Action re: rezone of Rolling Meadows Homes of Outlot 1 of the proposed Plat of Rolling Meadows Homes from PD (Planned Development) to RH (Rural Holding) **Recommended motion: approve the rezoning request of Rolling Meadows Homes for Outlot 1 of the Proposed Plat of Rolling Meadows Homes from PD (Planned Development) to RH (Rural Holding) and adopt Ordinance #09-04:** Ross Michaels was in attendance to represent Rolling Meadows Homes. **Harms moved to approve the rezoning request of Rolling Meadows homes for Outlot 1 of the Proposed Plat of Rolling Meadows Homes from PD (Planned Development) to RH (Rural Holding) and adopt ordinance #09-04. Second by Bollig.** Harms noted this cleans up the lot lines and give the development the proper zoning. **Motion carried 7-0.**
  
  - 2) Discussion and Possible Action re: Amendment to the General Development Plan and Specific Implementation Plan for the Proposed Plat of Rolling Meadows **Recommended motion: to approve amending the General Development Plan and Specific Implementation Plan for the Proposed Plat of Rolling Meadows:** Harms moved to **approve amending the General Development Plan and Specific Implementation plan for the Proposed Plat of Rolling Meadows. Second by Poole.** Below noted this cleans up the original language from the GDP and SIP and brings it into compliance with the current zoning code. **Motion carried 7-0.**
  
  - 3) Discussion and Possible Action re: Update to the Comprehensive Plan **Recommended motion: to proceed with the required updates as listed at a cost of \$3,450:** Harms moved to **proceed with the required updates as listed at a cost of \$3,450. Second by Groenier.** This will bring the Comprehensive plan up to date and will come from the Planning budget and general fund. It was noted this process will take about 4 months. **Motion carried 7-0. Staton moved to item #19 as a courtesy to the Library Director.**
  
- b) **Committee Minutes Not Requiring Action**
  - 1) COA 9/10/09 - This is for informational purpose only.

- 2) Library Board 9/9/09 - This is for information purpose only. *Staton moved to item #21.*

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### 2010 Budget

13. **Call to order Cable TV Committee at Approximately 7:30 PM – 7:45 PM:** Chair John Bonsett-Veal called the Cable TV Committee meeting to order at 7:20 pm.
14. **Roll call Cable TV Committee: Present:** Phil Harms, Randall Way, Steve Scales, Ron Vernon, John Bonsett-Veal, Liz Harlow.
15. **Discussion of 2010 Budget by Cable TV Committee and Village Board – (Page 106):** Bollig explained for 2010 he would like to improve the communication between the Village Board and the Cable TV Committee. There was discussion regarding the Cable TV Committee determining that Cable TV could not generate enough revenue to be self sufficient and would need to mainly rely on franchise fees. It was noted there was a staff member that left in 2009 and that position would not be filled in the immediate future given the economic times. In the 2010 budget \$2,000 was budgeted for an outside source to help with the treasury portion. Bollig requested when Cable comes to apply for the quarterly payment, they provide a report with what they will potentially spend the funds on and what has been spent from the previous quarter. There was discussion regarding the Cable TV fund balance, noting the interest paid is currently paid to Cable not to the investment income fund. Bonsett-Veal questioned if cable were to not request the next quarterly payment with the understanding if the available funds will not carry cable thru the year if they could come back and get the additional draw on an as needed basis. It was noted Vernon will work with Hoeft for the reports requested for the Board. Gracz noted some things have been added and taken out and this item may need to come back before the board for a vote. Harms requested the Cable Board release the \$4,000 and \$2,000 the Village requested. Bonsett-Veal stated at their most recent cable meeting they made a motion to commit that money to the Village.
16. **Cable TV Committee’s Possible Recommendation to Village Board re: 2010 Cable Budget:** It was noted this recommendation had been done at the Cable TV’s previous meeting and does not need to be duplicated. Vernon questioned if the all the money committed to the Village was not spent would that unspent money revert back to cable. Staton noted the money would go back to cable.
17. **Village Board Possible Action re: Approving 2010 Cable Budget :** Bollig moved to approve the 2010 Cable Budget. Second by Groenier. Motion carried 7-0.
18. **Adjourn Cable TV Committee:** Bonsett-Veal moved to adjourn the Cable TV portion of the meeting, second by Vernon at 7:45 pm. *Staton moved to item #7.*
19. **Discussion and Possible Action re: 2010 Library, Library Building, Library Special Fund and Wackman Trust Fund and Funding for Delivery and Outreach Costs – (Pages 91-93, 103-104, 143) {Library Board Adopted 2010 Library Budget – August 12, 2009}:** Gracz explained the biggest thing with the Library is waiting to see what the County does with the County’s payment for Library service. Santner stated the Library Board did approve the budget and explained the link cost for computers has gone up and the Library has no control over that. Santner gave an overview of the South Central Library System’s estimated delivery costs of \$3,780.84. Santner explained the cost has increased some. There was discussion regarding the parking lot maintenance needed. **Way moved to approve the 2010 Library, Library Building, Library Special Fund and**

**Wackman Trust Fund and Funding for Delivery and Outreach Costs. Second by Poole.**  
**Motion carried 7-0.** *Staton moved to item #13. Bollig left meeting.*

20. Not Used
21. Discussion and Possible Approval of Municipal Court Budget (Pages 21 & 22): Gracz explained the Municipal Court budget is essentially the same as the previous year with a slight increase in mileage and travel. **Harms moved to approve the Municipal Court Budget. Second by Way.** There was discussion regarding the reduction in the salary budget. **Motion carried 6-0.**
22. Discussion regarding Draft Levy Worksheet and Communication with DOR: Gracz suggested holding on this until Thursday when Hoeft is present.
23. Discussion of Possibly Delaying November 16<sup>th</sup> Budget's Public Hearing Date Due to Dane County Budget: Gracz wanted to bring this to the Village Board attention, noting it takes 15 days of publication before having the hearing and suggested adopting the budget at a Special Board meeting after November 30<sup>th</sup>. Gracz suggested holding the public hearing on November 16<sup>th</sup>, but not adopt the Village's budget until after the County's budget is adopted. The Village Board consensus was to follow Gracz's suggestion due to the possible changes in the County's budget.

**Public Works Budget Section May be Delayed Until October 22<sup>nd</sup> Budget Meeting**

**Depending on Time:** There was discussion regarding covering some of the Public Works budget at the meeting. Gracz suggested talking about item #24.

24. Discussion of Unemployment Claims for Summer LTEs and Impact on Mowing: Gracz explained the Village has been getting unemployment claims filed against us. The Village Clerk is looking into this and investigating why this is happening. Harms questioned how LTE's qualify for unemployment? Below was unsure and it is being looked into. It was noted unemployment claims are charged to the general fund. Gracz just wanted to make the Board aware and will bring back to the Board when more information can be presented. Gracz explained he has seen more unemployment claims for LTE positions than he has seen in the past.
25. Inspections - (Pages 65-66): Below stated this is the Building Inspector budget. It was noted the salary budget was only the inspector. Support staff salaries come from the Clerk's budget. The building inspector is a full-time (40 hour/week) position. There was discussion regarding sharing building inspector services with the Town of Oregon. **Harms moved to approve the Inspections budget, second by Poole. Motion carried 6-0.**
26. Public Works and Administration - (Pages 71-72): Gracz noted this is fairly basic and similar to the previous year. **Harms moved to approve the Public Works and Administration budget, second by Poole.** Harms questioned the workman's compensation item noting the increase of 14%. Gracz noted this is the amount received from the insurance company. There was discussion regarding the engineering budget. **Motion carried 6-0.**
27. Engineering - (Page 73): **Harms moved to approve the Engineering budget, Second by Poole.** Gracz explained this budget includes money for the second phase of Fly Dane as well as some funding for Ruckert Mielke for assisting with finishing the Capital Improvement Plan and for finishing the storm water study. **Motion carried 6-0.**
28. PW Machine Repair - (Page 74): **Harms moved to approve the Public Works Machine Repair budget, Second by Poole. Motion carried 6-0.**

29. PW Garage - (Page 75): Harms moved to approve the Public Works Garage Budget, Second by Poole. Gracz noted the gas (heat) and electric were reduced some. Property insurance was increased. **Motion carried 6-0.**
30. Snow & Ice Control - (Pages 76 -77): Groenier moved to approve the Snow & Ice Control budget, second by Poole. Below noted this budget has stayed the same as the previous year. There was discussion regarding salt prices. **Motion carried 6-0.**
31. Traffic Signs - (Page 78): Poole moved to approve the Traffic Signs budget, Second by Groenier. Gracz stated Dane County pays a portion of the traffic signals. **Motion carried 7-0.**
32. Street Lighting - (Page 79): Pool moved to approve the Street Lighting budget, Second by Groenier. It was noted this portion is for the street lighting only. There was discussion regarding upgrading street lights to more energy efficient lights in new subdivisions. It was noted the Village Code would need to be changed. This item would be referred to the Public Works Committee. **Motion carried 6-0.**
33. Storm Sewer & Greenways - (Page 80): Poole moved to approve the Storm Sewer and Greenways budget, Second by Groenier. There was discussion regarding repairing some of the storm sewer grates. **Motion carried 6-0.**
34. Tree, Brush & Recycling - (Pages 81-82): Gracz summarized his memo, noting the tub grinding budget was reduced to \$5,000, \$1,500 was budgeted for tree inspection, and \$5,000 for a security system for monitoring the composting site. Staton referenced the new sign noting he feels it has been working. This item will be discussed in more detail at the next Board meeting. *Staton moved to item #4.*
35. Weed & Nuisance Control - (Page 83): Item was not discussed.
36. Cemetery - (Pages 85-86): Item was not discussed.
37. Recreation Program - (Page 98): Item was not discussed.
38. Refuse and Recycling Pickup (Page 114) – Discussion of Pending Electronics Recycling Legislation: Item was not discussed.
39. Possible Consideration of Agenda Items #25 through #38: Item was not discussed.
40. Discussion and Possible Action re: Public Works and Parks Equipment (Pages 129-131):
41. Tentative Schedule for October 22<sup>nd</sup> Budget Meeting: Staton noted the next scheduled Budget meeting and budget items that will be on that agenda.
42. Adjournment: Poole moved to the Village Board Budget meeting at 8:50 pm on Monday, October 19, 2009. Second by Groenier. **Motion carried 6-0.**

Submitted by,  
Tracey Berman  
Deputy Clerk/Deputy Treasurer