

1. **CALL TO ORDER**. President Staton called the organizational meeting of the Village Board to order on Tuesday, April 20, 2010 at 6:00 p.m.
2. **ADMINISTER OATHS OF OFFICE**. There were no requests to publicly administer oaths.
3. **ROLLCALL**. Present: Darlene Groenier, Phil Harms, Eric Poole, Steve Staton and Randy Way. Absent: David Donovan and Jon Lourigan. Also present: Administrator Mike Gracz, Police Chief Doug Pettit and Village Clerk Georgia Johnson. President Staton noted that Trustee David Donovan had a previous commitment and was unable to attend tonight's meeting.
4. **WELCOMING TRUSTEE DAVID DONOVAN**. Rescheduled to next meeting (May 3rd).
5. **CONFIRMATION OF APPOINTMENTS**.
 - a) **Announcement of Village President's Appointments as follows:** Appointments not requiring Board approval.
 - 1) Finance, Buildings & Facilities – **Poole (Chair), Groenier, Harms**
 - 2) Personnel, Public Safety – **Way (Chair), Poole, Lourigan**
 - 3) Public Works & Utilities – **Harms (Chair), Donovan, Way**
 - 4) Planning Commission – **Harms, VB Rep**
 - 5) Library Board – **Lourigan, VB Rep**
 - 6) Community Development Authority – **Groenier and Lourigan, VB Reps**
 - 7) Historic Preservation Commission – **Harms, VB Rep**
 - 8) Park Board – **Donovan, VB Rep**
 - 9) Zoning Board of Appeals – **Lourigan, VB Rep**
 - 10) Cable TV Committee – **Way, Education Rep, Lourigan, VB Rep**
 - b) **Nomination and Appointment of Vice-President.** **Harms nominated Eric Poole as Vice President. Second by Way. Motion carried 5-0.**
 - c) **Board President's Recommended Appointments to Committees, Commission and Board Requiring Board Approval.**
 - 1) Board Action approving appointments to Planning Commission of members Larry Mahr, Patrick Molzahn, and John Bieno (for 3-year terms), and Doug Brethauer (alternate) (for 1-year term)
 - 2) Board Action approving reappointments to Library Board of Lisa Hustad, Carrie Santulli-Schudda and Loretta Himmelsbach (for 3 year terms)
 - 3) Board Action approving appointment Community Development Authority members -- (Note: There are two (2) vacancies on CDA)
 - 4) Board Action approving appointment of Historic Preservation Commission members Al Miller and Patrick Molzahn (for 3-year terms) and Mike Kleisch (1-year term- Ad-Hoc Member)
 - 5) Board Action approving appointment of Police Board of Commissioners members Paul Sever (5-year term)
 - 6) Board Action approving appointment of Park Board members Jennifer Skibba (for 3-year term) (Note: Youth Position is Vacant—1 year term)
 - 7) Board Action approving appointment of Zoning Board of Appeals members Greg Schnelle, Jason Johns (1st Alt), John J. Bieno (2nd Alt) and Janet Murray (3rd Alt) (for 2-year terms)
 - 8) Board Approval of Appointments by Village President on Board of Review: Eric Poole, Darlene Groenier, Randy Way, David Donovan, and Tracey Berman (all 1-year terms)
 - 9) Board Action approving appointment of Cable TV Committee members, Steve Scales, and Ron Vernon for 1-year terms
 - 10) Board Action approving appointment of Oregon Council on Aging member Darlene Groenier (1-year term)
 - 11) Board Action approving appointment of Village/School District Cooperation Committee members Darlene Groenier (VB Rep) and Mike Gracz (Village Administrator) (1-year term)
 - 12) Board Action approving appointment of Doug Pettit (Police Chief as member of Oakhill Advisory Committee and Oak Hill Master Plan Committee (1-year term)

- 13) Board Action approving 1-year appointments requiring Board approval as follows:
 - a. Village Attorney—Matt Dregne and Richard Yde, Stafford Rosenbaum LLC
 - b. Prosecution Attorney—Timm Speerschneider
 - c. Cemetery Superintendent & Sexton—Mark Below
 - d. Forester and Weed Commissioner—Mark Below
 - e. Building Inspector—Mike Kleisch
 - f. Zoning Administrator—Mark Below
 - g. Zoning Administrator Alternate—Mike Kleisch

President Staton noted the vacancies on certain boards and commissions and requested anyone interested in serving on these committees to either contact Administrator Gracz or him. **Poole moved to approve the Board President's recommended appointments—agenda items #C(1) through C(13) as presented. Second by Groenier. Motion carried 5-0.**

6. Board Action approving appointment of Fire/EMS District Commission members—Darlene Groenier and David Donovan (1-year terms). **Poole moved, second by Harms, to approve the appointment of Darlene Groenier and David Donovan for 1-year terms to the Fire/EMS District Commission.** Way noted he would be abstaining from the vote. **Motion carried 4-0-1, with Way abstaining.**
7. Board Action approving appointment of Fire/EMS Joint Board Member Cheryl Endicott (1-year term). It was noted there is a vacancy on this Committee. **Groenier moved, second by Harms, to approve the appointment of Cheryl Endicott to a 1-year term on the Fire/EMS Joint Board.** Way noted he would be abstaining from the vote. **Motion carried 4-0-1, with Way abstaining.**
8. Discussion of Possibly Re-Scheduling April 26th Committee Meetings and Discussion of Personnel and Public Works Committee Meetings during May, June, July and August. Following discussion, Trustees agreed not to hold Personnel and Public Works Committee meetings during the months of May through August. New business before either of these committees will be placed on Village Board or Finance Committee meeting agendas. Gracz requested all Board members to attend the May and June Finance Committee meetings due to the important issues being discussed.
9. Discussion of Village Board Members Signing Email Policy. Gracz noted that an email policy was adopted in November of 2007 and now that the Board members are set up with email addresses it is being requested to adhere to the policy and to sign the receipt. [Copies were available at the meeting and those Trustees present signed and returned the receipt to the Clerk.]
10. Designation of Official Newspaper, Legal Posting Areas and Financial Institutions/depositories. There was discussion and it was agreed to address items 10(a) through (d) under one motion.
 - a) Board Action approving the Oregon Observer as the Village's Official Newspaper.
 - b) Board Action designation Legal Posting Areas as: Village Hall, Message Board outside Village Hall, Library and Post Office.
 - c) Board Action Adopting Resolution #10-09—Designation of Financial Institutions/Depositories and Authorize Account Signers.
 - d) Board Action Adopting Resolution #10-10—Designation of Public Depository and Authorizing Withdrawals of Village Moneys—Evergreen State Bank.

Staton read the motion. **Poole moved to approve the Oregon Observer as the Village's official newspaper; to approve the Village Hall, the Message Board outside Village Hall, the Public Library and the Post Office as the Village's legal posting areas; to adopt Resolution #10-09 (designation of financial institutions/depositories and authorize account signers; and to approve Resolution #10-10 designating Evergreen State Bank as a Public Depository and authorizing withdrawals of Village moneys.** There was a brief discussion regarding the wording of Resolution #10-10 and it was noted that the

resolution was provided by and required by the Evergreen State Bank. **Second by Groenier. Motion carried 5-0.**

- e) Discussion and Possible Action re: Identify Theft Prevention Program for 2010. It was noted this a program the auditors are requiring and needs to be updated annually. **Harms moved, second by Way, to adopt the Identity Theft Prevention Program as presented. Motion carried 5-0.**

11. **GENERAL DISCUSSION.**

- a) General Board Activities, Issues and Goals. Some discussion regarding Strategic Planning and other projects going on.
- b) Continued Discussion and Possible Action re: Authorization to Recruit for Village Clerk Position. Regarding the recruitment for the Village Clerk position, Gracz stated if the Board approves the request he would like to require three to five years experience in government office management and experience in election administration and alcohol licensing administration. Following discussion **Way moved to recruit for the Village Clerk position and approve 3-5 years experience in government office management and experience in election and alcohol licensing administration be required. Second by Groenier. Motion carried 5-0.**
- c) Discussion and Possible Action re: Transferring of Ownership of Horse from Raffle License for K-9 Program Funding Raising Event. There was discussion regarding the necessity for ownership to be officially transferred. **Poole moved, second by Harms, to transfer ownership of the horse to the rightful owner. Motion carried 5-0.**

12. **ADJOURNMENT.** The meeting was adjourned at 6:32 p.m. on **motion by Harms, second by Poole. Motion carried 5-0.**

Submitted by
Georgia Johnson,
Village Clerk