

1. **Call to order:** President Steve Staton called the regular Village Board meeting to order at 6:00 pm on Monday, October 4, 2010.
2. **Roll call:** *Present:* Phil Harms, Darlene Groenier, Jon Lourigan, Randy Way, Eric Poole, David Donovan and Steve Staton. *Also Present:* Mike Gracz Village Administrator, Mark Below Director of Public Works, Renee Hoelt Finance Director, Doug Pettit Chief of Police, Library Director Susan Santner, Village Attorney Matt Dregne and Tracey Berman Village Clerk.
3. **Public Appearances**
  - a) **Discussion and Possible Action re: Real Estate Purchase Agreements for the Development of East Thompson Drive – Mary Jo Lease:** Gracz mentioned this is for informational purpose only. No action will be taken tonight. Jim Lease was present and acknowledged working on the first agreement for the two parts of the land on Thompson Drive to get the street right away. Dregne noted part of Thompson Drive was dedicated but only half is adjacent to the lots platted to the East. Dregne explained that Mary Jo Lease is interested in developing the lots including putting in Thompson Drive. To put Thompson Drive in, it would be necessary to obtain the additional right of way from the property located to the West (Parcel A & B). Dregne mentioned two agreements must be completed, involving the Village, Mary Jo Lease and one of the property owners. The agreement is set up to have the property owner convey the right of way to the Village and the developer would agree to build the road. There would be no additional compensation paid for the property. The Village needs to be involved because the existing Thompson Drive right of way is Village property. The property for the additional right of way needs to be dedicated to the Village by the property owner and the developer. This agreement includes sidewalks, sewer and water laterals.
4. **2011 Proposed Budget (Board members, pls bring your 2011 Proposed Budgets to the meeting)**
  - a) **Debt Service Funds 301, 305 and 306 (Pages 198 -201) Discussion and Possible Approval:** Hoelt mention on pg.198 of Proposed Budget is the General Debt Service issued prior to July 1, 2005 and on the Levy Limit Calculation Worksheet there are different calculations on debt issued prior to and after July 1, 2005. In 2011, the total debt payments go up approximately \$12,000. Donovan asked what the debt was for. Hoelt noted part of it was constructing the buildings for the Public Works and Police Departments; and for storm water in 1999 and additional debt for the Oregon Area Fire/EMS District building.
  - b) Hoelt discussed pg. 200 regarding 2008 Borrowing (TIF #3) of \$5 million which includes the \$90,000 borrowed to put stones on the railroad bridge (not part of TIF #3) and the dump truck from 2008-09. This debt was issued after July 1, 2005 so the Village can add this levy to the Levy Limit Calculations. Page 201 reviews the new fund being created for Braun Road. Payments do not have to be paid in 2011 because the money was drawn down after August 15, 2010. If no payments are made the money could be used towards a streetproject in TIF #2. Hoelt feels since there is nothing else to use the money for that we should go ahead with payments in 2011 to reduce the interest payments. Harms wanted to know if the funds could be used to market the area. Gracz wasn't sure but would look into it. Gracz mentioned he received an inquiry from Thrive which he forwarded to the County Economic Development Coordinator. Gracz did a submittal of Lot 3 in the Business Park for a business. **Motion by Poole to approve Debt Service Funds 301, 305 and 306 of the 2011 Proposed Budget. Second by Harms. Motion carried 7-0.**

- c) 2011 Water & Sewer Budgets (Pages 221-228) Discussion and Possible Approval: Hoeft gave an overview of pgs. 221-223, Hoeft mentioned there isn't a rate increase budgeted in 2011 but will look at it after the PSC submitted for 2010. Revenue is going down due to people conserving their water. Expenditures are projected to increase about \$19,000 in 2011. Poole wanted to know if there was a place where it shows any delinquent payments. Hoeft said that we don't show delinquencies because write-offs are done in bankruptcies but under the Forfeits and Discounts it shows the amount of penalties and 1% is what people are paying. We are currently budgeting \$750 for Uncollectable per year.

Hoeft reviewed why the Village is increasing the sewer rates. This information is currently on our website and whenever a resident logs on to view their bill they have to open this file to continue. In regards to the Sewer, there are some changes in the projected Revenues for 2010 over the budgeted 2010 because they assumed four months at the new sewer rates. 2011 shows the new sewer rates for a full year. One of the biggest expenditures is power for pumping which is budgeted for \$137,000 per year for. Chemical & sludge hauling is a large expenditure. The maintenance of collection system is being bumped to \$50,000 next year. This is when the I & I study comes back where the Village will put the expenditures for repairing or replacing the manholes. Poole asked Below about implementing studies to look at power and electricity. Below said that he will be talking with Alliant's Focus on Energy people to see what they would recommend. The Village currently talks with Alliant when replacing motors in trying to reduce the electric bill. Donovan mentioned that energy use for water handling has become a significant issue across the state. He said that water conservation is the true way to reduce the energy cost. **Motion by Way to approve 2011 Water & Sewer Budgets. Second by Harms. Motion carried 7-0.**

5. Special Finance Committee Meeting – September 27, 2010 (Trustee Poole)

- a) Discussion and Possible Action re: smoke testing for Sewer Infiltration and Inflow. **Motion by Poole to authorize Village President to sign an agreement with MSA in the amount not to exceed \$12,750.00 for smoke testing Sewer Infiltration and Inflow. Second by Way.** Below said that this is the start of trying to reduce the I&I in the system. The Village received two proposals and MSA was the lowest. Poole said the purpose was to see how much infiltration and inflow we have and figure out how to make the WWTP more efficient in terms of not treating water that doesn't need to be treated. Below said there will be a public notification regarding possible dry pipes and instructions on how to deal with this issue. **Motion carried 7-0.**
- b) Discussion and Possible Action re: 2010 interest rate on advances. **Motion by Harms to approve setting the advance interest rate for 2010 at 1.5%. Second by Groenier.** Poole said this was the interest rate what was set when the Village borrows money to other funds within the Village. Hoeft looked at the average the Village is receiving on investments for 2010. Donovan asked if this isn't part of the budget process. Hoeft said that the biggest advance is to the DNR Fund which is where the Village purchased the Florida Avenue homes from. Some of the money came from grants but there was a significant amount the village needed to pay as a match. The Village took money from the General Fund and loaned it to the DNR Fund. Hoeft said that for governmental accounting it's called an "advance". Since the General Fund no longer has that \$300,000 to invest, the village charges the fund interest. Donovan asked why the Village doesn't use the Long-term Borrowing Rate and not the Invested Rate. Hoeft said that they always have used that rate but can use the other one if we choose to. These Funds generally don't have a lot of money to begin with; you don't want to compound the problem. **Motion carried 7-0.**
- c) Discussion and Possible Action re: postage meter lease. **Motion by Poole to authorize Village President to enter into a 63 month lease with MAILwaukee Mailing & Shipping Equipment,**

**Inc. for \$81.74/month in 2011 and \$158.86/ month for the remainder of the contract.**  
**Second by Harms.** Hoelt mentioned that this included the maintenance, lease, scale and also includes mailing rate updates. **Motion carried 7-0.**

- d) Discussion and Possible Action re: Election Systems & Software agreement **Motion by Poole to authorize Village President to sign and agreement with Election Systems & Software, Inc. from November 1, 2010 through October 31, 2014 in the amount of \$1,065.00 per year (totaling \$4,260.00 over a 4 year period). Second by Groenier.** Poole said that this was a maintenance agreement for our electronic voting machines for the handicap. **Motion carried 7-0.**
- e) Discussion and Possible Action re: Clarity Software proposal (Referred to October 11<sup>th</sup> Budget Meeting): On hold till October 11<sup>th</sup>
6. Approval of Minutes -  
a) 9/21/09 - Poole moved to approve the September 21, 2009 Village Board minutes. Second by Lourigan. **Motion carried 7-0.**
7. Approval of Vouchers: Poole moved to approve vouchers in the amount totaling \$160,477.98. **Second by Groenier.** Poole asked about a voucher to Carey Signs for \$900 for a double sided outdoor banner. Gracz said it was for the library. It was paid for by donations not Village Funds. **Roll Call: Groenier – Yes; Way – Yes; Donovan – Yes; Harms – Yes; Poole – Yes; Lourigan – Yes; Staton – Yes. Motion carried 7-0.**
8. Community Input. None.
9. Proclamations and Announcements  
a) Board Comments:  
Groenier mentioned she attended the homecoming parade and wanted to compliment two young girls that were there picking up all the trash after the parade.  
Poole wanted to remind everyone that Saturday is the celebration of the Centennial at the Library 1910-2010 from 10am – 2pm.
- b) Staff Comments  
1) October 31<sup>st</sup> Trick/Treat Hours (5:00PM to 8:00PM)  
2) Re-Scheduling of November 1<sup>st</sup> Board Meeting to November 8th due to Election  
3) Reminder about /October Budget Meetings  
a) Wednesday - October 6<sup>th</sup> at 5:30 PM  
b) Monday - October 11<sup>th</sup> at 5:30 PM  
c) Monday – October 11<sup>th</sup> at 5:00PM Special Finance Meeting to discuss GASB54. Meet in the Community Room.  
4) The last brush pickup starts next Monday. Leaf pickup will starting Monday October 25<sup>th</sup> until the snow falls.
10. Police Chief's Report  
a) Monthly Statistic: Pettit said that he would like the Board to take an opportunity to review the reports by Resource Officer, Cindy Neubert. Neubert is quite busy with primary duties being with the OHS but also responsible for any issues at OMS and RCI. She has been working with staff at OHS on security plans, drills and fire drills.  
The 2010 Motorcycle Activity Report which has been used as much due to shortage of staff but it has been effective when it's been used. Pettit had the Radar Assignment Data Sheet, Traffic

Enforcement Data and OPD Monthly Statistics Reports for the Board to review. There is nothing too exciting to report on but one thing Pettit pointed out is that traffic related activities have increased from July to August mostly because of Administration making an emphasis with officers about traffic enforcement. As a staff they have made a concerted effort to not just observe traffic but stopping vehicles and reducing their tolerance levels in terms of when they stop someone for a violation. In regards to parking Pettit said that they are currently talking with the Village Attorney about amended the parking ordinance relating to street storage and 24 hour parking. Right now this ordinance is unclear as to what it means when you "must move your vehicle". People have been playing games where the tires have been chalked by law enforcement officers and then someone moves the vehicle two feet ahead. They are circumventing the street storage ordinance and Pettit wants to strengthen the ordinance so this can't happen. There are a lot of complaints from resident about street storage.

- b) Discussion and Possible Action re: Update on Recent Compliance Checks Violations: As an overview, during May 2010 through September 2010, Alcohol Compliance Checks were conducted. The following businesses had employees sell to the underage buyer which resulted in one of their employees receiving a citation for Procure/Give Alcohol to Minor: On 6/22/10, Kwik Trip South, Loco Gringo, Hacks Sports Page and Oregon Bowl. On 9/17/10, Mulligan's Bar & Grill, Pizza Pit, Kwik Trip Central.

Kwik Trip South, J.L. Richards, Senor Peppers, Hawthorne's, The Legend, Bill's Foods and Oregon Liquor had the same violations in 2009.

Pettit said that he worked a few of these checks and feels that there are a couple of reasons why the violations happen. For one, the clerk simply doesn't take the time to look clearly at or scan the ID or they believe they recognize the person from serving them once before or they believe they know the age of the person buying. An example, the violation on 9/17/10 at Kwik Trip, Pettit was there and the clerk did not scan. They are told to scan anyone under the age of 30 and the underage buyer was 19 years old. Pettit has talked with the district manager about this latest violation and they have already counseled the employee and manager of this store. Poole asked if the only consequence for the employee was to be counseled. Pettit said that they get a citation from the PD but the employer did say that counseling was what they were going to do with this particular employee.

Harms asked if we should continue to treat the Kwik Trips individually. Pettit said that we have to because they have separate liquor licenses but if it became systemic with this corporation and he didn't believe that their policies or training procedures were in place that would keep them from repeat violations; then we would deal with them (corporation) as a whole. Pettit feels that with using the scanners that they have, they should never have an issue but they are just not using them consistently. Poole asked if management was doing their job with employees to correct their mistakes. Pettit said he had asked the district manager whether or not the employee will be mandated to go back through their training program and he never got an answer. Harms said that if this happens again with any other Kwik Trip that they should give them something more than a warning. Lourigan asked how many compliance checks the PD does in a year. Pettit said that they do three checks and three "Cops in Shops". Next year the PD will probably add on to that and do patrols for house parties.

- c) Update re: Possibly Changing Downtown Intersection Traffic Signals on North Main: Pettit said he emailed Dan Dettman, City of Madison Engineer, asking him what was the timetable of the changes that could be made and what are the costs. The email back said that it wasn't a priority and when they get to it he would answer the questions. Pettit emailed him last week and said if you're not able to answer these questions is there anyone else he could refer the questions to, to get them answered. His response was that it was \$1,000 and it will be

sometime in November or December. Pettit mentioned that he wanted to double check the price on having it done.

- d) Street for Pedestrian Crossings: See previous 10(c)
- e) Update on K-9 Program: Pettit said that Vende and her handler graduate from the program on Friday, October 8<sup>th</sup>. They both have done well with all tests.

11. **Communication and Miscellaneous Business**

- a) Update re: Strategic Planning Committee: Special Committee Meeting –October 19<sup>th</sup> at 6:30PM with UW River Falls to review Community Survey Results: None.
- b) Discussion and Possible Action re: Dane County Radio System (Report from September 29<sup>th</sup> Dane County Cities and Villages Meeting): Gracz mentioned he received a memo from the County Board explaining where they are with the radio system. October 15<sup>th</sup> is the response date to whether the Village wants to be a part of the system. Gracz believes we should participate but finds it unnerving not knowing what the process & cost are going to be. Pettit said that one of the advantages of going with the recommended DaneCOM 2 is that all of the radios that have been purchased off of State bids; we would be able to use. One thing to remember is that this project isn't viable unless the County gets 70% of the population to participate. Lourigan wanted to know how this (operating costs) works. Does it hit the taxpayers, is it added to the levy or 3% increase. Gracz said that he would have to confer with Hoeft.
- c) Discussion and Possible Action re: Hiring of Clerk Assistant 1 for Front-Office: There is still discussion. The Board will hold off until Wednesday.

12. **Report of Committees**

- a) Public Works Committee – September 27, 2010 (Trustee Harms)
  - 1) Discussion and Possible Action re: review of surveying for the parking lot behind S. Main St. for engineering services and possible location for the dumpsters. **Motion by Harms to accept the agreement for engineering services with MSA for Outlot 154 in the amount not to exceed \$1,860.00. Second by Poole.** Harms said this includes the grass area to west of the downtown parking lot. The Village needs to stake out the area to see if the spot can be used to put dumpsters on to free up the parking lot. Below mentioned it would be good to do this now and for future use. **Motion carried 7-0.**
  - 2) Discussion and Possible Action re: liquidated damages and final pay request for phase II of the downtown project. **Motion by Harms to approve the final pay request voucher to Mandt Sandfill Trust in the amount totaling \$65,344.65 which includes liquidated damages of \$13,250.00. Second by Lourigan.** Below mentioned this will close out the project. **Motion carried 7-0.**
  - 3) Discussion of Village / Town Clean – Up Day information from the Town of Oregon (FYI Only): Electronics recycling on Saturday at HMC parking lot. From 8am –noon. On the website.

13. **Minutes Not Requiring Action – None**

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
- b) October 18th Board meeting – Discussion of Village Board's possible financial support for THRIVE and Chamber of Commerce in the 2011 Budget
- c) Development of liquor license policies

16. The Village Board may adjourn into closed session from time to time during the course of the meeting pursuant to Wis. Stat. sec. 19.85(1) (f) to discuss a Senior Center personnel matter. **The Board will adjourn from Closed Session. Poole moved to adjourn into closed session at 6:55 pm pursuant to Wis. Stat. sec. 19.85(1) (f) to discuss a Senior Center personnel matter. Second by Groenier. Roll Call: Lourigan – Yes; Harms – Yes; Donovan – Yes; Way – Yes; Groenier – Yes; Poole – Yes ;Staton – Yes. Motion carried 7-0.**

17. **Adjournment: Lourigan moved to adjourn the Village Board meeting at 7:34 pm on Monday, October 4, 2010. Second by Harms. Motion carried 7-0.**

Submitted by,  
Tracey Berman  
Village Clerk