

1. **Village Board Call to order:** President Steve Staton called the Special Village Board Budget meeting to order at 5:35 p.m. on Monday, October 11, 2010.
2. **Village Board Roll call: Present:** Randy Way, David Donovan, Eric Poole, Phil Harms, Darlene Groenier, Steve Staton, and Jon Lourigan arriving later. **Also Present:** Village Administrator Mike Gracz, Finance Director Renee Hoeft, Chief of Police Doug Pettit, Library Director Susan Santner, and Deputy Clerk Peggy S.K. Haag.
3. Discussion and Possible Action re: Resolution #10-20 – Amendment to Annual Fee Schedule regarding Sewer rates and Sewer Connection Fees. **Motion by Donovan to adopt Resolution #10-20 Amending the Annual Fee Schedule regarding Sewer Rates and Sewer Connection Fees. Second by Way. Motion carried 5-1 with Harms voting no.**
4. Discussion and Possible Action re: Increasing Contract for Composting Site Paving \$7,052 with Wolf Paving for a total of \$11,926 (Original County Estimate: \$12,050) Gracz said that the Village staff felt Dane County's original estimate of \$12,000 was the correct number. When they got the actual cost estimate of \$4,000 from the contractor they thought that seemed low. Dane County then discovered they forgot to include the paving to the south side of the driveway of the ice arena, but it is still under the \$12,050 original estimate. Gracz is asking the Board to approve the additional money for the paving. **Motion by Poole to approve increasing contract for composting site paving using additional money totaling \$11,926 increasing the amount by \$7,052. Second by Groenier.** Poole noted the \$7,052 is just for the proposed additional area on the map. Hoeft said in the past this has all gone through Dane County but with the new Davis Bacon requirements and bidding requirements the Village has to have separate contracts. The county can't contract with a paving company on behalf of all of the municipalities in Dane County to do this. They can still bid it out and then each municipality needs to sign a separate contract with the contractor that wins. Gracz said what was approved back on September 7th was \$4,874. Gracz said to pave the entire area would be over \$25,000. The concern is not knowing what will happen with N. Perry Parkway; spending all of that money and then redo that area in 5 years doesn't make a lot of sense. Harms said to watch south edge so it doesn't break when people back up/off of it. He also mentioned checking the cameras for people that are not supposed to use the area. **Motion carried 6-0.**
5. Discussion and Possible Action re: Advertising to Fill Janitor Position (Currently a Custodian Position). Wendy Meierdirk's last day is October 29th. It is a union position and would start advertising as janitor position. **Motion by Groenier to approve advertising to fill Janitor Position. Second by Poole. Motion carried 6-0.**
6. Discussion and Possible Action re: Resolution #10-19 Requesting Exemption from County Library Tax. **Motion by Harms to adopt Resolution #10-19 requesting exemption from County Library Tax. Second by Donovan. Motion carried 6-0.**
7. Discussion of Possibly Having Dane County Cities and Villages Association's Lobbyist Forbes McIntosh at the October 18th meeting to Discuss the Dane County Radio Project. This is an FYI. The Village of Deforest did approve proceeding with the \$18 million project. Deforest, Waunakee, Verona, were all looking at it. Municipalities that are approving this are having a hard time approving it because it's not a perfect situation. Forbes offered to come to meeting at no charge. Poole thinks this would be a good idea.

8. Reminder about Keeping Political Signs Out of the Terrace and Public Right of Way Areas. Staton said they can be in peoples' yards but not between the curb and sidewalk. Staton asked Chief Pettit to have a sheet typed up to leave at peoples' doors as a reminder because a lot of people aren't aware of this. Gracz said Clerk Berman is going to call both parties to remind them as well and have them get the word out. There have been complaints about a sign at the southeast corner of the Village by the Chamber sign. It is on the state highway right of way. Clerk Berman has contacted the person associated with the sign and if it is not moved she will contact the state.
9. Approval of Vouchers – Poole moved, second by Groenier, to approve the payment of vouchers for the General Operating Fund in the amount of \$63,125.66 per the list dated October 11, 2010. Harms asked about item 8000 for Staley Plumbing and Heating \$822.00. Chief Pettit said this is for wear and tear on several fixtures at the Police Department. **Roll call vote: Groenier – yes; Staton – yes; Harms – yes; Way – yes; Poole – yes; Donovan – yes. Motion carried 6-0.**

2011 Proposed Budget

10. Animal Control Budget (page 156) – The Police Department takes care of this. The salary is out of the Animal Control Budget because they can't find anybody who will work in that area. They will rely on the Dane County Humane Society to pick up dogs or have people deliver them to the kennel area. Money will be left in this budget for supplies and training but the salary will be transferred to help pay for the part-time clerical position for next year. Pettit said they have averaged about 100-200 calls a year including everything from setting a live trap to picking up a dog to barking dogs to checking out chicken coops. There is plenty of work but nobody wants to do this on an on-call basis.
11. Senior Center Donations Budget (page 186) – Hoeft said this money is made up of three donations by people in their wills to the Senior Center. The Council on Aging will make recommendations to the Village Board on what to spend money on. Some examples are the Madsen Garden and piano.
12. Building Improvement Bonds Fund – Fund closed in 2009 no budget for 2011 (page 210) – No Budget. This is closed
13. Railroad Bridge – Fund closed in 2009 no budget for 2011 (page 215) – No Budget. This is closed.
14. FEMA Grants – For Purchase of Homes (page 217) – No Budget. This is closed.
15. Possible Consideration of Agenda Items #10 through #14. Motion by Poole to approve agenda items 10-14. Second by Harms. Motion carried 6-0.
16. Discussion and Possible Action re: General Fund Park's Budget (pages 164 and 165) – Motion by Donovan to approve the General Fund Park's Budget. Second by Harms. Motion carried 6-0.
17. Discussion and Possible Action re: Park Fund (pages 205 and 206) – Motion by Donovan to approve the 2011 Park Fund Budget including the shelter to be built by the high schools kids in the amount of \$15,000 and \$2,000 to replace the sand at Stoneridge Park with woodchips. Second by Way. Motion carried 6-0. Hoffman Estates and the Lexington Drive neighborhood asked for this.

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18. **(6:00PM – 6:15PM) Joint Meeting with Cable TV Committee**

19. **Roll call – Cable TV Committee** – There was no quorum. Cable TV Committee Chair Bonsett-Veal wanted to address the Board stating one member who is yet to be confirmed, another is no longer with the Chamber. There are 5 remaining members 4 of which are out of town and unavailable. He is the only sitting Board member available to come to this meeting. He asked how the Cable TV Committee was notified about the meeting. He said he received notice by the cable office calling saying by the way did you know there is a meeting tonight. Gracz said we know that Liz Harlow is e-mailed the agenda every week so we thought it was passed on. Bonsett-Veal said she is out of town. Gracz said this is noticed in case the committee wants to show up it isn't mandatory. Bonsett-Veal said out of courtesy when requested to attend that is the committee's intent.

20. **Discussion and Possible Action re: Discussion and Possible Action on Cable WOW Budget (page 184) & (pages 20-30)** Hoelt said if the Board passes the resolution given as a draft next Monday night, nothing changes. If it is not adopted all of these funds have to go back into General Fund. Poole said based on what was discussed adding to that resolution to Cable Franchise Fees some changes would have to be done because that is not included. Hoelt said it is the \$2,000 listed. Harms noticed cable expenditures have gone up about \$32,000 for 2011. Bonsett-Veal stated at their last meeting the committee approved a 1% increase in salaries. Hoelt said health insurance is going up 15%, 1% for wages, and rent is up 7.9%. Hoelt said Charter franchise fees aren't going up \$40,000 they will stay at approximately \$96,000. Bonsett-Veal said Cable has been reluctant to invest in equipment and technology but they have had to invest to bring technology up to current standards. Staton asked if \$43,000 would be coming out every year from now on. Bonsett-Veal says the committee has struggled with how the Village Board would like them to conduct business because they would like to do the right thing. Bonsett-Veal said another option might be for the Village to put cable under its wing. WOW staff was absent health insurance and it was added which could be the increase in expenses. Hoelt said personnel expenses for 2010 were \$76,000 goes to \$105,000 for 2011. It is being increased by \$30,000 next year. He thinks this may be part of the health insurance increase but he would have to look at it. Staton asked if a Community Event is recorded is a person paid each time or do they volunteer. There is a bit of both. Way asked about running an analysis to see what it would cost for the Village to have cable as a department. Gracz asked to have the discussion if that is what the Village should do first. Way agreed that could be labor intensive and before going through that work see if it is an option. It was discussed to put this on a future agenda for the Board. **Motion by Donovan to approve WOW Cables 2011 Budget Second by Groenier. Motion carried 7-0.**

21. **Adjournment of Cable TV Committee** – No quorum.

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22. **(6:15PM – 7:00PM) Joint Meeting with Oregon Fire/EMS District Commission**

President Staton called the Joint Meeting with Oregon Fire/EMS District Commission to order at 6:17 p.m. on Monday, October 11, 2010.

23. **Roll call – Oregon Area Fire/EMS District Commission** – Present: David Donovan, Darlene Groenier, and Phil Van Kampen. Randy Way stepped down from the Board.

24. **Discussion and Possible Action re: Oregon Fire/EMS District Payment Schedule and Other Changes to 1995 Contract** - Gracz said the commission is agreeing to make changes to the municipal payment schedule. It was Hoelt's idea at the same time to make some minor changes to the contract for example meeting dates. They asked staff to prepare some language for the

commission to consider. Hoeft said the district payment schedule was changed in 2006 and are looking at changing it again so it would be 70% in February, 20% in August, and 10% in November (every year). Hoeft thought it might be better to do one motion on all of the changes because it is in the same agreement. Draft the changes, have the commission look at it and bring it back. Chief Bloom said the commission did approve the payment schedule in October.

25. **Discussion and Possible Action re: Submit Worksheet for Municipal Application Request for State Trust Fund Loan for Oregon Area Fire/EMS District in the amount of \$160,000 for 5 Years (current rate: 3.5%).** Hoeft said this ties into a discussion the Board had in July when the District's Fund Balance was a negative \$3,000 at the end of 2009. The Fire/EMS District purchased an ambulance in 2009 and took it out of the Fund Balance. In July Hoeft called the State Trust Fund Loan to see if the Village of Oregon could take out a loan on behalf of the District because they can't take it out in their own name and pass it on to the Fire District even if the ambulance was purchased in 2009 and State Trust Fund Loan said the Village can do this. Chief Bloom took this back to the Fire District and started talking about this in August and decided they would like the Village to take out that loan on their behalf. The Village is going with the State Trust Fund Loan because there aren't any legal fees; the Attorney General looks at all of the paper work, saving a lot of time and money. **Motion by Harms, second by Lourigan to submit the worksheet for the municipal application request for the State Trust Fund Loan for the Fire/EMS District in the amount of \$160,000 for 5 years at a current rate of 3.5%.** Harms asked if the general fund balance is down to zero. Bloom said no, right now with looking at borrowing the ending fund balance of \$233,000 for this year. Bloom said the amount includes receivables at this point. Bloom said for 2011 the District is looking at a proposed ending Fund Balance of \$345,000 with receivables of \$262,000. Hoeft said the total Fund Balance is positive but when you look at the undesignated that is the amount that was negative, but the total Fund Balance was \$223,000. The cash on hand was \$153,000, some of that is receivable. There are many things that were purchased last year, not all of them were within their control. Hoeft stated the wage settlement was approximately \$80,000, \$164,000 for the new ambulance, \$10,000 for a used ambulance, \$17,000 for radios, fire vehicle repairs of \$30,000 and a new car 1 of \$31,700 all came out of the fund balance. Hoeft said they are trying to take out a loan to get their undesignated up to a more comfortable level. Harms said they are budgeting behind to try and catch up. Bloom said he has been here for 5 years and has run a very conservative budget. The Fire District has not borrowed any money in over 5 years, costs have been within budget. In 2006 the Fire District moved \$104,000 fund balance at the end of the year. After the audit and into a reserve account because we knew with the Fire Department there will be large purchase items that come up. This year and last year the Fire District had some large purchases in retrospect should have borrowed money for but we felt we were trying to be conservative and not borrow money. The older ambulance was upgraded by 5 years for \$10,000 instead of spending \$160,000 on another ambulance. The radio purchases was a large purchase but only 25% of the total paid was paid by grants which puts the Fire District 2 radios away from being in compliance with the FCC guidelines in a year and a half. Had some expensive vehicle repairs last year. Car 1 and car 3 both had engine failure. They would like to borrow the \$160,000 to bring the Fund Balance back up to within the 26% which will be within the commission's guidelines next year. **Motion carried 6-0-1 with Way abstaining.**
26. **Discussion and Possible Action re: Making the November Payment early to Improve the District's Cash Flow (Will require Roll-Call Vote) (Town's already made early payments)** **Motion by Donovan to approve making the November Payment early to Improve the District's Cash Flow. Second by Groenier.** Hoeft said this ties into item 24 changing the payment schedule for next year but for this year there is still money that has not been paid for this year. They are asking for it early. **Roll call Vote: Staton – yes; Harms – yes; Donovan – yes; Groenier – yes; Poole – yes; Lourigan – yes. With Way Abstaining. Motion carried 6-0-1.**

27. **Discussion and Possible Action re: Approval of Advancing a short-term with interest (3.5%) to the District prior to receiving loan proceeds from State Trust Fund Loan to meet District's Cash Flow.** Hoeft said this ties into item 25 and depending on the time this could take 60 days to get the money from the State Trust Fund Loan and then pay it over to the Fire District. To help the Fire District's cash flow the Board can discuss giving them up to \$160,000 earlier and charging them the same rate as the State Trust Fund Loan until the Village receives the money from the State Trust Fund. **Motion by Harms to approve advancing a short-term interest (3.5%) to the District prior to receiving loan proceeds from State Trust Loan to meet District's Cash Flow amended to include if needed available as a line of credit if not needed no payment is necessary. Second by Groenier.** Donovan said if they need it, it will be available to them? Hoeft said this can be done either way. Donovan would prefer to do this as a line of credit because then they don't get stuck paying the interest unless they need it. Commission member Phil Van Kampen doesn't think it is necessary at this time. **Motion carried 6-0.**
28. **Discussion and Possible Action re: Oregon Fire/EMS District Budget (page 131 and 132).** **Motion by Donovan to approve the Oregon Fire/EMS District Budget. Second by Poole.** Chief Bloom said the last page on the budget shows the 2011 proposed budget. The ending Fund Balance is \$345,000 at the end of 2011 would give them a 26% fund balance meeting the 25% - 40% meets what the commission set as a guideline. Donovan asked if the \$345,000 including \$160,000 loan and Chief Bloom said it does. Poole asked if the total receivables of \$262,000 are for outstanding bills if people have not paid. Chief Bloom said primarily, yes. Poole asked if this can be put on the TRIP program. The Fire District can't put this on TRIP and we as a municipality can't for the Fire District. All they can do is use a collection agency. Chief Bloom said this is something that needs to be changed. Fire Districts need to be recognized as government entities so they can do things like add to TRIP. Right now they can't enforce codes, which puts a burden on the police department and can't borrow money, which puts a burden on the Village. There are a lot of things that need to change in the State of Wisconsin. Gracz said he will put this on the agenda when Forbes is here next week. There was discussion. **Motion carried 6-0-1.**
29. **Adjournment of Oregon Fire/EMS District Commission** **Motion by Donovan to Adjourn the Oregon Fire/EMS District Commission Meeting at 6:40 p.m. Second by Phil Van Kampen. Motion carried 3-0.**
30. **At the October 18th Board Meeting – Consideration of Approving 2011 Preliminary Budget and Setting November 22nd as the Public Hearing Date.** On Monday the Board will be asked about funding the Chamber, Thrive and other miscellaneous items. If the Board agrees with all of this the Budget Hearing will be set for November 22nd and publish the budget.
31. **Adjournment:** **Donovan moved to adjourn the Village Board meeting at 6:32 p.m. on Tuesday, September 7, 2010. Second by Groenier.**

Respectfully submitted by,
Peggy S.K. Haag
Deputy Clerk