

1. **Village Board Call to order:** President Steve Staton called the Special Village Board meeting to order at 6:00 p.m. on Monday, November 22, 2010.
2. **Village Board Roll call:** Present: Darlene Groenier, Randy Way, David Donovan, Steve Staton, Eric Poole and Phil Harms. Absent: Jon Lourigan. Also Present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Chief of Police Doug Pettit, Library Director Susan Santner, and Village Clerk Tracey Berman.

3. **Open Public Hearing on 2011 Annual Budget**

At 6:01 p.m., President Staton opened the public hearing on the 2011 annual budget. It was agreed to have staff summarize the 2011 budget. Gracz thanked the Board members and the Department Heads for all their hard work and particularly Finance Director Hoeft for her work starting back in January on bringing the Board a balanced budget.

a) Changes since publication of Budget:

- \$900 Increase in Police Other Contractual Services for New World Costs
- \$1,000 Increase in Election due to larger Spring election
- \$910 Increase due to additional costs on Village Hall Maintenance
- \$1,883 change to General Fund Tax Levy
- Adjustments to 306 2010 Debt Issue, 401 TIF #2 Capital Projects and 217 TIF #2 Special Revenue fund (See Accompanying Staff Report)

b) Possible Change: \$3,200 for four (4) Additional Historic Building Markers

c) Review of PowerPoint Presentation

Gracz explained highlights of the budget. The 2010 levy is \$4.3 million compared to \$4.1 million in 2009. It's a \$138,000 increase and a 3.1% increase in the tax levy overall. The 2010 tax rate is a little over \$5 per \$1,000 of assessed value compared to \$4.86 per \$1,000 assessed value last year. With the proposed 2011 budget, a property tax payer may see an increase in their taxes for Village purposes as a result of this. The Village has been at full value method of assessment for 3 assessment years now. On page 9 of the PowerPoint there is a sample of a 2010 tax bill for Village purposes only. Most operating expenses were held constant; our buildings are getting older so we have to increase the budget on a couple of the buildings to do some additional maintenance. We are keeping the full time position in the front office vacant and at this point we're not going to fill the two summer park LTE positions.

Hoeft explained that total revenues are going up 2.8% with the general fund expenditures going up the same amount; we have a balanced budget. This brings 2011 total general fund revenues and expenditures to \$5,169,000. We're projecting about an \$8,000 surplus for 2010. Following this was an explanation of the attached PowerPoint slides regarding revenues and expenditures. Page 24 mentions various things that need to be worked on in 2011: we want to continue and adopt a 10 year capital improvement plan along with a 5 year financial plan, we want to identify and discuss acceptable levels of service through the Strategic Planning process, and the Village administrator's working on preparing the master calendar for 2011. We do not know what the property tax cap will be after 2011 and we don't know the status of the state shared revenue for the future; it's only about 5% of our total revenues. Our union contracts are up as of December 31 of this year. There was discussion of health insurance and retirement changes in 2011. There were no additional questions. Staton mentioned that there were a number of special meetings regarding budget so this is not the first time it's being brought up. There have been extensive discussions at special meetings to go through the budget which brings us to this summation tonight.

d) Review of Projected Tax Bill

Gracz and Hoeft explained that they went through different samples of what they wanted to have available for people to look at. In some respects, we want to make sure people understand we can only control the Village Budget and the Village tax rate. The increase is about \$22 for an average home and that's what we can control. We can't control the School District, MATC or the County (referral to page 12 of Adobe files). Staton summarized that when you have your tax bill, you have the Village taxes, but it also includes the School District, MATC and the County; we only deal with our part of that within the Village.

e) Public Comments

No public comments.

4. **Close Public Hearing on 2011 Annual Budget. President Staton closed the Public Hearing at 6:16 p.m.**

5. Discussion and Possible Action re: Approval of Resolution #10-18 Adopting 2011 Budget. **Motion by Poole to approve Resolution #10-18 adopting the 2011 Budget. Second by Groenier. Motion carried 6-0.**

6. Financial Matters

a) Investments, Building Permits, Connection and Impact Fees and Credit Card Charges
Hoeft stated that these start on page 39. The first one is our investments for October 2010 and then our connection fees; in October we passed the amounts of connection and impact fees we collected in 2009. The building permits through September are on page 47. We've had 20 new single family home permits in 2010 and we had 18 in 2009. The credit card report begins on page 45.

b) Discussion and Possible Action on 2010 audit engagement letter from Hawkins, Ash, Baptie & Company, LLP

Hoeft explained that this is for the 2010 audit work that will be completed in 2011, it's an increase of \$300. **Motion made by Poole to approve the 2010 audit engagement letter from Hawkins, Ash, Baptie & Company, LLP. Second by Harms. Motion carried 6-0.**

c) Discussion and Possible Action re: Proceed with Sending RFPs to Local Banks for a loan for the 2009 Ambulance purchase for Oregon Area Fire/EMS District in the amount of \$160,000

Gracz explained that he has talked to Chief Bloom about this issue and the Village is being requested to do the loan. **Motion by Donovan to proceed with sending RFPs to Local Banks for a loan for the 2009 Ambulance purchase for the Oregon Area Fire/EMS District. Second by Groenier.** Poole questioned if anyone is going to give us a loan to buy an ambulance that we've already purchased a year ago by the time everything's said and done. Hoeft stated that she called one of the local banks and they said they would to treat it more as an equity type of loan but they are still willing to do it. Harms asked if the ambulance has already been paid for and Hoeft responded that they paid for it in cash. Gracz explained that the Fire District is short on operating cash and he is strongly recommending that the District hire a local firm to help them prepare a cash goal analysis. Donovan brought up reserved accounts and questioned if they could use those reverse accounts as a loan base. Hoeft responded that she doesn't know the status of those reserve accounts but they had close to \$100,000-150,000 in one of them for

equipment; she does not know if they have touched those or not. Staton asked for further questions or comments. Way mentioned that he will not be voting on this item. Gracz suggested that the Board make a motion to authorize the Finance Director to send out the RFPs after verifying that the reserve account is not possible. Donovan questioned if it would be better to approve the next agenda item and advance the money to get enough cash flow through the end of the year and into next year. He suggested delaying action on the RFP until there is more feedback from the Commission. Harms agreed with the suggestion. **Donovan proposed to modify the motion to table this item to the December 6th meeting. Second by Harms.**

- d) Discussion and Possible Action re: Making the February 2011 Payment early (in 2010) to Oregon Area Fire/EMS District to Cover District's Cash Flow Issues until Loan Proceeds are received (Will require a Roll-Call Vote) (Town of Dunn is also making February 2011 Payment early) (This will be shown as a prepaid in the 2010 financial statements)

Harms asked the amount of the payment. Hoeft responded that it is \$212,979 and is 70% of the operating of 2011. Gracz explained that if this is passed, Donovan and Groenier should go to the Fire District meeting on the 2nd and if the reserve account is gone, we could deal with the loan issue at that time. It was expressed that the District needs to get a handle on their cash flow in the next year and Donovan suggested that they may need to delay the purchase of some equipment strictly because of this situation. **Donovan made a motion to approve the advancement of the Oregon Area Fire/EMS District 2011 February Payment of \$212,979 to cover cash flow issues. Second by Groenier.** Way mentioned that he will not be voting on this motion. **Roll-Call Vote: Groenier – Yes, Poole – Yes, Harms – Yes, Donovan – Yes, Staton – Yes. Motion carried 5-0- 1 with Way abstaining.**

7. **Public Appearances** : There were no public appearances.

8. **Approval of Minutes** -

- a) 02/22/10 Special Village Board/Personnel, Public Safety & Protection, and Public Works & Utility Meeting: Motion by Poole to approve the 02/22/10 minutes with no additions or corrections. Second by Groenier. Donovan commented that he will be abstaining from the following votes because they occurred before he was on the Board. **Motion carried 5-0-1 with Donovan abstaining.**
- b) 04/05/10 Village Board: Harms moved to approve the 04/05/10 minutes with no additions or corrections. Second by Groenier. **Motion carried 5-0-1 with Donovan Abstaining.**
- c) 05/11/09 Village Board: Poole moved to approve the 05/11/09 minutes with no additions or corrections. Second by Groenier. **Motion carried 5-0-1 with Donovan abstaining.**
- d) 11/24/08 Village Board: Poole moved to approve the 11/24/08 minutes with no additions or corrections. Second by Groenier. **Motion carried 5-0-1 with Donovan abstaining.**

9. **Approval of Vouchers**

Staton explained that there are vouchers in the general operating fund in the amount of \$148, 534.14. **Motion by Poole to approve. Second by Harms. Roll-Call Vote : Donovan – Yes, Way – Yes, Groenier – Yes, Poole – Yes, Harms – Yes, Staton – Yes. Motion carried 6-0.**

10. **Community Input.** None.

11. **Proclamations and Announcements**

- a) Board Comments

Staton explained that the holiday lights are installed and thanked Groenier for her work. She worked with Jim Groenier, Jeff Bergey and the shooting stars were put up by Tom Ethan at the EMS/Fire Department. Everyone was thanked for their work. No further Board comments.

b) Staff Comments

- 1) No Special Finance Committee Meeting on November 29th (**Gracz**)
- 2) Village Hall Closed on Thursday (11/25) and Friday (11/26) (**Gracz**)
- 3) Berman mentioned important election dates (handout given that highlights dates).
- 4) Susan Santner stated that the Library will be closing on Wednesday at 6pm for the Holiday and will also be closed on Thursday and Friday.

12. Communication and Miscellaneous Business

- a) Discussion and Possible Action re: Approving the hiring of Marilyn McGill as the Part-Time Police Secretary II at the hourly rate of \$15.56 – Starting Date 11-29-10
Motion made by Donovan to approve the hiring of Marilyn McGill as the Part-Time Police Secretary II. Second by Groenier. Pettit explained that this is a budgeted position and there were about 25 applicants. A selection process was conducted. McGill is currently retired but is a former State of Wisconsin employee who had worked various other positions. **Motion carried 6-0.**

- b) Discussion and Possible Action re: Status of Park and Ride Lot with DOT and November 23rd Meeting with Fitchburg – Adopted Motion from March 16, 2009 Board Meeting: **Park & Ride Lot Agreement with DOT.** *Gracz feels the Board should make a motion tonight directing the staff to get the DOT to move their proposed park & ride location to a different place. Staff doesn't feel the Village should be using valuable commercial property for a park & ride. Village Engineer, Eberle, feels the park & ride should be integrated with the shopping center that would be in that area at some point. There is still a concern an agreement would be signed and Village tax payers would be paying for a regional park & ride. Gracz would like the Board to direct staff to talk to the DOT about these issues. Motion by Bollig to have staff talk to the WI DOT about the location of the park & ride and maintenance agreement for the lot, with the understanding the Village does not want to be responsible for maintaining the lot. Second by Way. Poole questioned the DOT owning this property and how can it be commercial land. Eberle stated they own it but don't need it. Governor Doyle and his predecessor have been trying to get rid of excess R.O.W. all over the state. There was discussion about the park and ride being owned by the Village and who would be using it. Gracz stated the Village may not be opposed to the park and ride being in the proposed spot. There is more of a concern regarding the Village paying for something many local communities would be using. There was more discussion. Motion carried 7-0.*

Gracz began by stating that he went back and found the motion that was made at the March 16, 2009 Board Meeting (see above). The standing motion at the Board level was reviewed. Gracz wanted to ask the contact at the DOT a more direct question about considering moving the park & ride to Schuster Road. Her response was not in favor of this suggestion and she stated that if the Village does not want to participate on the one on HWY 138 that she'll turn to the county to do it. Gracz recommended that the Board reaffirm the motion from 2009 and indicate that we're not going to participate on the maintenance of the lot on HWY 138. He explained that the bottom line is that the DOT will not move it to Schuster Road and if it got moved there, Fitchburg wouldn't help pay for it because residents there wouldn't be using it.

There was discussion about the size of the lot; initially it would include 80 spaces. There were questions about future maintenance and changes to the lot. There is no master plan for that area at this time. Way questioned if the DOT ever leases parking. He explained that the former Fitness

Center parking lot is used on Saturday nights and Sundays and is empty all week; could we try and get them to lease that until something happens and then we could come back and discuss it. Gracz responded that they build the lots and they will not rent it. There were questions regarding lighting in the parking area for security purposes and the issue of plowing snow early in the morning. Gracz explained that if the lot gets built by the state, the county maintains it and we would still respond to Police calls out there. Harms suggested coming up with a shared county-township schedule with a rotating basis to share the costs and work of snow removal if needed. Gracz asked if it was the consensus of the Board to ask the DOT to contact the county and get the county's reaction so it can be brought back to the next Board meeting. Way stated that he's fine with it going to the county but he is opposed to the location and, even if the county said they would maintain it, he would still vote against it. There were no further comments.

13. **Report of Committees**

- a) **Special Public Works Meeting 11-15-10 (Trustee Harms)**. Draft Minutes included.
 - 1) **Status on the smoke testing project.**
No motion from the committee, but the committee requested that the report be available on the Village's web page and at the Village Hall. A copy will also be at the Library.
 - 2) **Discussion and Possible action re: the request from Jeff's Lawn Care to use the Village Compost Site.**
Motion made by Harms to approve enforcing the rules of the yard waste drop off site as they stand and revisit the issue in February. Second by Way. Harms mentioned that some of the lawn care services are using the compost site and there's a question as to whether it's for Village residents use or for the benefit of the lawn care service. The issue will be discussed more in February. **Motion carried 6-0.**
 - 3) **Discussion and Possible action re: the request from the Oregon Community Band to install banners on the light poles downtown.**
Harms made a motion to approve the Oregon Community Band's installation of banners on the light poles downtown. Second by Way. Harms further explained that it's the 30th Anniversary of the Community Band so they're going to put appropriate banners up in that area this summer funded through private donations. **Motion carried 6-0.**
 - 4) **Discussion and Possible action re: the request for additional street light in the 200 block of Waterman Street.**
Harms made a motion to approve an additional street light in the 200 block of Waterman Street. (Monthly Light Cost: \$35). Second by Way. Gracz explained that Below got an updated number today and it's actually a lot less than \$35/month; it's about \$100/year plus the usage. No further discussion. **Motion carried 6-0.**
 - 5) **Discussion and Possible action re: request to approve the 2010-2011 Snow & Ice Control Program.**
Harms moved to approve the 2010-2011 Snow & Ice Control Program. Second by Way. The information will be available on the website. No further discussion. **Motion carried 6-0.**
 - 6) **Discussion and Possible action re: request opening Braun Road for traffic -- approximately 825 linear feet.**
Harms moved to approve opening Braun Road for traffic -- approximately 825 linear feet. Second by Donovan. Harms stated that this gives the public permission to use the road (between Market Street and the tracks). No further discussion. **Motion carried 6-0.**

- 7) Discussion of Removing Florida Avenue – No Motion from the Committee, but did agree with the Public Works Director’s recommendation that the Village Staff will remove the street due to the high removal estimates from contractors. Harms questioned where the material will be moved to. Gracz responded that we’ll have to pay to get rid of it and that it will be worked on when time permits.
- b) Special Personnel Meeting 11-15-10 (Trustee Way) Draft Minutes included.
 - 1) Discussion and Possible Action re: Creating Parking Spaces south of UW Health Clinic’s Driveway on South Main Street (135 through 169 South Main Street).
Way advanced a motion to approve creating three parking spaces south of UW Health Clinic’s driveway on South Main Street (135 through 169 South Main Street). Second by Harms. Harms stated that the property owners near the area were informed and there was never any negative feedback. Gracz stated that he received one e-mail from UW Clinic today and a map and draft minutes were sent in response. No further questions or discussion.
Motion carried 6-0.
 - 2) Discussion and Possible Action re: changing EBC Contract to define part-time employee eligibility from 20 hours per week to 12 hours per week.
Recommended motion: to approve changing the EBC Contract to define part-time employee eligibility as 12 hours per week. (Currently 20 hours per week) Item was tabled to a later date.
 - 3) Discussion and Possible Action re: 2010 Side Letter of Agreement for K-9 Officer.
Way made a motion to approve the 2010 Side Letter of Agreement for K-9 Officer. Second by Harms. No discussion or questions. **Motion carried 6-0.**
 - 4) Discussion and Possible Action re: Removal of Extended Sick Leave up to 180 Days from Current Employee Handbook.
Recommended motion: to approve removal of extended sick leave up to 180 days from current employee handbook. {Village Administrator requests to table this matter at this time.} Item was tabled to a later date.
14. Minutes Not Requiring Action
 - a) Library Board Minutes: October 13th and Special Meeting of October 22nd
Minutes will be posted on the website but do not require Board action.
15. Unfinished Business
No unfinished business.
16. Future Agenda Items
 - a) Schedule League of Wisconsin Municipalities Mutual Insurance Company’s Viewing of DVD on Public Officials’ Liability
 - b) Development of liquor license policies by Board
17. 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 and 19.85 (1) (e) to discuss Labor Negotiations. **The Board will adjourn from Closed Session. Poole moved to adjourn into closed session pursuant to Wis. Stat. sec. 19.85(1) (f) to discuss a Senior Center personnel matter and 19.85 (1) (e) to discuss Labor Negotiations. Second by Groenier. Roll call vote: Poole – yes; Harms – yes; Way – yes; Donovan – yes; Groenier – yes; Staton – yes. Motion carried 6-0.**

Minutes of the Special Meeting of the Oregon Village Board
Monday, November 22, 2010

18. **Adjournment:** Way moved to adjourn the Village Board meeting at 7:25 p.m. on Tuesday, September 7, 2010. Second by Groenier. Motion carried 6-0.

Submitted by,
Tracey Berman
Village Clerk