

The Village Board meeting was called to order on October 10, 2011 at 6:31 pm by President Walsten. Trustees present were Steve Lust, Mark Bruner, Jessica Hawkey, Dorothy Frandy, Dean Van Den Eng. Trustee Klahn was absent. Others present were Clerk Strause, Police Chief Barger, Public Works Director Langer, Alison Koelsch, Rachael Brickner, Steve Staton, Joshua Cornell, Wade Engelhardt, and Pat Hawkey.

There were no public comments.

Bruner moved, second Lust, carried to approve the Sept 12, 2011 minutes with a correction adding the word "carried" to a motion by Bruner, second Van Den Eng "carried" for \$4500 to be taken from the 2007 BAN for cement work around the Community Bldg.

Alison Koelsch, **Oregon Senior Center** Director, Oregon Village President, Steve Staton, and case worker, Rachael Brickner were present to discuss the 2012 Senior Center budget and Village's contribution. Town of Dunn is withdrawing funding from the Senior Center. What the center has to offer the seniors was explained. Koelsch stated the original agreement was effective in 1996 with all municipalities within the school district partnering making this center unique to Dane County. Because of the economy of the State, there are budget shortfalls. Seniors in the Town of Dunn are not happy about the funding being pulled from this program and a listening session is scheduled. When the agreement started, the Village paid per capita for the entire population in the Village. The agreement changed when the calculation was based on only Dane County population even though Green County residents are welcome to the center. Koelsch also explained that there are services provided which are not recorded because "we never turn anyone away who needs our help", which includes village residents who are in Green County. Brickner explained some of the work she does as a case worker for the center, i.e., finding resources for dental work, assisted with sign up on the Medicare Part D drug program which is hard for elderly to understand, arranged rides to appointments, helped surviving spouse get benefits, gave resource info during foreclosure, attended medical appointments with residents to help them better understand what the doctor was saying, provided resources for food pantries and home delivered meals, located medical equipment needed, helped them sign up for Lifeline, secured energy assistance, provided resources for legal advice, and much more. Walsten asked if nurse case managers take referrals when there is concern for the welfare of elderly or disabled persons in the community and Brickner acknowledged that is part of their role. The 2012 budget presented shows an increase for the Village from \$14,336 to \$16,625 (+\$2289) which is a 15% increase. Staton reported the services provided are about more than numbers participating. Staton stated the center was a great resource of information when his own father became ill. Resources are also provided to those that are not sixty years of age. Staton said if the Village would maintain the 2011 commitment, he would ask the Oregon Village Board to pick up the difference of \$2289. Dane County has reinstated the \$6500 to their budget for next year. Staton said he wants the community to be comfortable with the services provided and the fees paid for those services. Walsten felt the Village and Senior Center need to work together to promote services available to our seniors as well as providing the Board updates over the year.

President Walsten reported on the 9/28 meeting with Dane County Cities and Villages Association and the Oregon Area Economic Development Commission meeting on 10/4. As a member of the League Board, Walsten will be attending the League of Municipalities Annual Conference on 10-18 thru 10-21 in Milwaukee and will also be attending the Capital Area Regional Planning Conference 10-28 & 29th.

Clerk Strause reported on the Towns Association, Attorney Hazelbaker's filing with the Dept of Revenue an exemption for towns for the DaneCom radio expense from levy limits. The expense from each municipality will be mandated by Dane County if signing on to the new communication system.

President Walsten gave the **Oath of Office to Officer Joshua Cornell**. Chief Barger gave a background summary and work overview which includes extensive military service. Cornell was welcomed to the Village.

**Public Works:** Director Langer presented the **Cross Connection Control Program**. Bruner moved, second Van den Eng, carried to approve as written. Langer gave an overview of the **Capital Improvement Projects (CIP)** with approximate costs. Two owners of property in the alley behind Hotel St. businesses were contacted to see if they are interested in improvements to their property if the Village refurbishes the rest of the alley which is Village owned. Neither owner opposed the project but want more information. The alley would need to be surveyed to determine where all the property lines are. It is hoped to do a mill and overlay for part of Easy and Teddy Street (from Kerch to Hotel) at a cost of about \$40,000 next year. It is also hoped to be shovel ready with surveying done on some streets in case federal dollars are appropriated for infrastructure projects. The sidewalk contractor has started work in the Village. Langer reported the alarm sounded again tonight for the Kerch St. lift station. A flyer will soon be handed out to residents in the neighborhood regarding what is allowed to go down the sewer system. Residents are putting something in the system that is plugging pumps consistently as Public Works employees have been called in several times over the last few months because of the lift station being plugged. It would cost approximately \$11,000 to switch pumps to 3 hp and change motors and other parts if the problem can't be resolved. Discussion was had on replacing the 6" water main with a 10" main on N. Kerch to St. Hwy 92 for better pressure, especially the Hilltop and South Kerch neighborhoods, and to serve a proposed business park on St. Hwy 92. Replacing the 6" main with a 10" main along Market St. was also discussed.

**New Business: Amended Ordinance 32.08(1)(2) Parking Restrictions** was presented. Bruner explained that even though there were several requests for alternate side parking during the winter months, this policy was found not feasible for many reasons after discussion with police and public works employees. To keep the streets clear and free of ice ruts requires early and complete plowing during snowfalls, which is prevented when parked cars are present. The compromise allows overnight parking on one side of the street on dead end streets in the Village, on first come first serve basis. These dead end streets are: Daisy Lane, Sunrise, N. Kerch (north of Douglas), and Marcie Dr., west of Pine St. All other streets (with the exception of Hotel St between Commercial St and N. Rutland Ave) will remain no parking from Nov 15th through April 15th from 1 a.m. to 7 a.m. Frandy moved, second Bruner, carried to approve the amendment 32.08 (1)(2) as written. Trustee Hawkey voted Nay.

A draft outline of framework on **fees for amendments to the Dane County Water Quality Plan** (service area expansion requests) was presented. DCCVA has drafted this policy that CARPC be allowed to charge \$110 per acre for processing urban service area applications. The fee structure is proposed rather than to cut CARPC services as a way to maintain the structure of CARPC and meet the needs regarding approval of service area extension applications. Walsten will gather more info.

The 2010 Mission and Goals Statement was distributed and Walsten asked each committee to develop their **2012 Goals**, which couldn't be accomplished earlier because of the accelerated budget process but can be completed by 12/1/2011. A Board mission statement and committee goals were not completed for 2011, but Walsten feels this process needs to be renewed. **Unfinished Business:** The **Heart of Brooklyn's proposed lease agreement** was presented. Heart of Brooklyn has requested to use the gym for an after school day care program from 2:30 to 6 pm, Monday-Friday. Van Den Eng moved, second Frandy, carried to approve the lease with minor wording corrections. Van Den Eng moved, second Bruner, carried to approve an **assessment maintenance only contract for one year with Jacobsen Appraisal for 2012** for \$4500. This is no increase from the 2011 contract. There are changes being implemented by DOR starting in 2013; and at this time, assessors are unsure what expense they will incur due to these changes, consequently they are advising only a 1 year extension. A multiple year contract which may include a full revaluation would be bid in 2012 effective Jan 1st, 2013, as that can cost approximately \$20,000. **DaneCom's apportionment of charges for radio operation and maintenance** only was presented, using ½ by population and ½ by valuation, reports that the Village would be charged \$306 in 2012, \$610 in 2013, \$1205 in 2014. Until all communities sign on, these numbers are not set. Deadline for signing the intergovernmental agreement by municipalities has been extended to 12/1/2011. The deadline for all states to begin an interoperable emergency communications system is

Jan 1, 2013, however, Walsten reported it appears Dane County will need to apply for an extension as implementation is behind schedule. Finance committee reviewed the **proposed lease with Union Bank & Trust**. Van Den Eng stated if the Board determines there are funds to pay for the \$6,000 annual lease in the 2012 budget cycle, the lease would then be sent to the attorney for review. Van Den Eng moved, second Walsten, carried to postpone the process until it is determined there will be money in the 2012 budget for the Clerk's office to lease space at UBT. Chief Barger reported the Dane County Police Chiefs Association has created a draft ordinance that can be used for **the Concealed Carry Law/Ordinance**. Barger will also get ordinance copies from neighboring communities. Signage prohibiting concealed weapons can be posted for municipal buildings. Barger recommended keeping all municipal buildings posted the same.

**Municipal Court** update: Walsten reported the certified court clerk that was interested in the position is no longer interested. Walsten will contact Attorney Beth Cox to see if her court clerk is interested in this part time position. The **2007 BAN** will be discussed during budget at the end of the meeting. Nov 2 or Nov 8th are two dates picked for a possible joint meeting with the Town of Rutland regarding the **Hwy 14/92 flooding remediation project**. Walsten is meeting with Dale Beske on Oct 17<sup>th</sup>. The town board meeting is Nov 1st.

**Consent Agenda:** Van Den Eng moved, second Bruner, carried to approve all items as follows: approve payment of October 2011 invoices as listed; approve Resolution 2011-10 Domestic Violence Awareness Month Proclamation; approve Resolution 2011-11 Green County All Hazards Mitigation Plan Revision; operator licenses for Jean Haerle and James Ronspiez; approve Clerk to attend WMCA District 4 meeting in Dodgeville, Oct 27th and have office closed; approve Cub Scout Pack 352, Webelos 1 Den Bluebird Service Project in Mt. Hope Cemetery.

**Committee Reports: Safety**-Chief Barger reported it would cost \$9329.60 to add a base radio to the dept in addition to two portable radios costing \$7315.20 for a total of \$16,644.80 to become **DaneCom compliant**. Public Works will also need to replace the base in the Clerk's office and five portable radios. Spilde's portable is already compatible. Total cost is expected at \$15,000. Village may get a discount if both systems are replaced at the same time, and another promotion may be available before the end of year. Barger, Walsten, Clerk Strause and Deputy Clerk Brewer met with National Financial Corporation, who has a contract with WIDOT, **for vehicle registration and titling services**. A service center could be set up in the Clerk's office for registration only renewals. A processing fee would be kept by the Village. Safety Committee recommended proceeding with this service. Finance Committee will discuss further regarding the extra work load and the cost for a credit card swipe machine. Van Den Eng moved, second Bruner, carried to postpone until review by Finance. Frandy moved, second Van Den Eng, carried to have **Trick or Treat on Oct 31 from 4-7:30 p.m.** as recommended by the Safety Committee. Trustee Bruner voted Nay.

**Junk vehicle abatement** work is almost completed. Officer Engelhardt and Chief Barger met with **Dept. Of Corrections** representatives today to receive training to help their agency conduct regular status checks on sex offenders that live in the community. Staff evaluations are being worked on; department windows are completed; work will be done creating a concealed weapon ordinance; squad car is back in service after radio and new counsel install.

**Planning & Zoning:** Working on Chapter 48 Zoning Ordinance. Community survey results will be presented and discussed. **EDC:** Results of the community survey have been tabulated and will be discussed at the next meeting. **Ordinance:** Still reviewing Chapter 2. **Fire-EMS:** Next meeting Wed Oct 12<sup>th</sup> to finalize their budgets. As the Village has to work on budgets earlier every year, the Fire-EMS budget requests will also have to be done earlier next year. An open house was conducted last weekend. **Personnel:** Van Den Eng moved, second Frandy, carried to approve the **Authorization for Release of Information form for new hires**. Walsten voted Nay. Because the release of information is comprehensive, the Board discussed the need for all the information requested be dependent on the position being filled. Van Den Eng explained the committee's recommendation to pay the **Emergency Management Director \$750 annually** with payments made quarterly. Wage is based on the number of hours per month that Director Spilde works keeping the plan up to date. Their recommendation also is to make this retroactive to Jan 1, 2011 to pay Spilde for the time he has put in to create the plan. Committee felt this should not be tied to an hourly wage while reimbursing him

for taking on the task. Frandy moved, second Van Den Eng, carried to pay Spilde \$750 per year, paid quarterly, retroactive to Jan 1, 2011 for the Emergency Management Director position.

EDC-Walsten presented and reported on the survey analysis with final tabulations of all 122 surveys. If the survey had more than four questions unanswered, it was not included in the analysis. There were about 12 of these incomplete surveys. Three documents were distributed: 1) a summary of all responses; 2) A bar graph of questions #2, #15-20, #29; and 3) comments listed for questions #3-#23. The results will be discussed in more detail at next month's meeting, however, Walsten highlighted a) prevalent complaint was about the high sewer rates; b) there is a great deal of support for economic development; c) village services are viewed positively, especially garbage and recycling pick up; and, given the dissatisfaction with the sewer rates, it was surprising to see d) civic leaders were ranked as "somewhat satisfied". At the next EDC meeting, the survey analysis will be reviewed in greater detail. **Recreation:** Frandy requested the Clerk to get a price from Bartolotta for a half-hour show on July 4th next year. The ice rink set up schedule will be worked on. No other committee reports were given.

**2012 Budgets:** A **special Budget meeting** will be held on Monday, Oct 17<sup>th</sup> at 6:30 p.m. Clerk Strause explained the 2007 BAN refinancing balance needs to be decided as debt service needs to be calculated for 2012 in order to do the levy limit worksheet. There are some outstanding contracts, some completed, some not, that need to be paid with BAN dollars. The 2007 BAN needs to be refinanced before Aug 2012 and totals \$370,000. The balance in this fund would pay down the debt. EDC's approved wish list includes \$37,000 for completing the development steps necessary for creation of a business park (create TIF, service area application; marketing; planner/engineer); replacement signage for the village hall, (if there is a move to UBT), all parks, the Community Building and Hwy 104 entrance sign for \$7,000 and \$18,000 for Community Building entrance upgrade. Eric Urtes, Strand architect, drafted a plan for the Community Building with a cost of \$13,000 for a new ramp and steps, meeting ADA specifications, \$2,400 for concrete slab/stamped concrete; and \$2600 for exterior lighting. (Drawings showed additional plans for moving the bike rack and installing pavers, replacement of front doors with auto opening, ground lighting from parking lot, new sidewalk and curb cut from building to parking lot, and adding enhancements such as planter, bench, trash/recycling containers.) The cost of the ramp/entrance slab/lighting was felt to be excessive and lower costs could be found. To improve the appearance of the entrance, the Police Department door is bleached and needs to be repainted and it might be possible to paint the front doors also. The exterior lighting on the Community Building needs to be replaced but for less than \$2600. The steps/ramp/slab to sidewalk at \$15,400 is too expensive. Van Den Eng stated EDC needs to come to the Board to explain what the needs are for the dollars to develop the business park plan, that there needs to be more dialog. Walsten pointed out the economic development funds was requested in April, 2011 and the money from the 2007 BAN that has been spent on building and public works maintenance projects; and economic development cannot be put on the back shelf. Lust stated the \$37,000 can be borrowed when the Village is ready to do these projects. Walsten moved, second Frandy, carried to approve \$7,000 for signs for all three parks, the Community Building, the south Village entrance, and UBT if the Clerk's Office moves there. Price includes installation. Trustees Van Den Eng and Hawkey voted Nay. Lighting of the Community Building may be taken from the General Fund's fund balance rather than the BAN. After additional discussion, there will be no capital projects added to the budget for 2012. A snow plow truck is in need of replacement.

Changes in the Levy limit formula for 2011 and the need for an amendment to be filed for 2010's levy limit was presented and explained by Clerk Strause. The Village did not use \$24,393 of its allowable levy last year. Because the formula has changed, the levy for the Village is now being penalized an extra \$24,393. An amendment filed lowering the debt service by \$24,393 to make the allowable levy to be the same as the actual levy in 2010 will raise the 2011 allowable levy by the same amount. All the refinancing issues need to be addressed so that general obligation debt service payments can be added to the levy limit worksheet.

Bruner moved, second Van Den Eng, carried to adjourn at 10:15 pm.

Carol A. Strause, MMC