

The Village Board meeting was called to order by President Walsten on October 8, 2012 at 6:35 p.m. Trustees Hawkey, Lust, Frandy, Van Den Eng, McCallum were present. Trustee Klahn was absent. Others present were Clerk Strause, Chief Barger, PW Director Langer. All stood for the Pledge of Allegiance.

There were no public comments. President Walsten stated she received an email from a resident that was distressed by an incident on First St. Walsten and Chief Barger will discuss this further and contact the resident. Walsten was also contacted by a citizen interested in the status of the bike path between Oregon and Brooklyn and possibly participating in the intergovernmental working group.

Trustee Van Den Eng moved, second Frandy, carried to approve the minutes of 9-10-12. Trustee Hawkey abstained. Trustee Van Den Eng moved, second Frandy, carried to approve the minutes of 9-18-12.

President Walsten announced there will be an auction at Rome Corners Intermediate School on Nov 3<sup>rd</sup> beginning at 9 a.m. with proceeds going to support the **Oregon Area Senior Center and Public Library**. Items for sale can be viewed on the wanlessauctiongroup facebook page or the website. The **League of Municipalities will have their annual conference** Oct 17-19 in Wis Dells. Trustees are encouraged to attend. Walsten stated she has moved her **President's office** from home to the new Village Hall and will be keeping regular office hours. A reminder was given to Trustees and committee members that timesheets are to be turned in to the Clerk's Office by the second Monday each month in order to be paid on the second payroll of the month. The **Village Hall open house will be held on 10-15-12** from 5-7 p.m. followed by a special Board meeting. Residents are encouraged to visit the new Village Hall, refreshments will be served. Recreation Committee and Sharon George, Village Historian and member of Brooklyn Area Historical Society, will have displays and planned land use maps will be set up also. The Oregon Observer will have an article in this week's paper.

Clerk Strause stated **absentee voting** in the Clerk's office begins Oct 22 for the Fall Partisan Election that will be held on Nov 6<sup>th</sup>. The January 31<sup>st</sup> **tax collection deadline** is critical in 2013 as Dane County files have to be turned over on Feb 1<sup>st</sup>. Any payments postmarked by Jan 31<sup>st</sup> (legal deadline) but received after noon on Feb 1<sup>st</sup> will have to be receipted by the county with the Village not receiving their share of these funds until August 2013. Dane County insists they need this Feb 1<sup>st</sup> deadline in order to balance collections in all municipalities and make statutory deadlines for payment to taxing jurisdictions by Feb 20<sup>th</sup>. Green County requires files to be turned over before Feb 4<sup>th</sup>. Cash flow could be a problem if mortgage companies hold tax payments until 1/31. The **US Post Office** is conducting a community input session on Oct 24<sup>th</sup> at 6:30 p.m. at the Community Building regarding cutting window hours for service. As cuts are being made, it is possible that the future of the local post office service may be moved to Stoughton. All residents are encouraged to attend this public meeting.

**Safety Committee**-Chief Barger announced approval has been received from the Office of Justice for a **JAG Smaller Agency Crime Initiative Grant for 2012**. One part-time officer has resigned and one is on temporary leave from surgery. Barger stated he will need to **upgrade his computers** in the near future and will need a server that could be shared with other departments. **Halloween trick or treat hours are set for 4-7:30 on 10/31**. Barger attended a meeting to talk about **social media** and the department will be looking at facebook and twitter to be more responsive to the community. Trustee

Village for a 21 gun salute. Ordinance Committee will add an exception to the ordinance to allow Veteran ceremonies with notification to the police department before the event.

**Public Works Committee**-Trustee Van Den Eng moved, second Frandy, carried to approve **Resolution #2012-14 Urban Forestry Grant** for maintenance, removal, and planting of trees which incorporates recommendations for Emerald Ash Borer. Trustee Van Den Eng moved, second Hawkey to approve the committee's recommendation to upgrade to a **two speed Bob Cat loader through Carter & Gruenewald** at a cost not to exceed \$1600 paid from 2012 funds. Loader will not be received until 2013. Director Langer reported aluminum cans have been sold, storm drains cleaned, dumpster days last weekend went well, millings were put on a driveway between cemetery property and Village View Salon.

**New Business**-President Walsten moved, second Frandy to appoint **Heather Kirkpatrick to the Joint Review board** as a member at large for the Tax Incremental District board. **A joint meeting of the Oregon Area Senior Center** will be held on 10-10-12 at the Oregon Town Hall to discuss the funding formula for 2013. All entities involved are asked to have a quorum of their Boards present for this meeting. Clerk will post a special Board Meeting agenda. Village of Oregon has requested the formula be phased in over three years as their share of the cost is increasing significantly. Frandy moved, second Walsten, carried to approve **Resolution 2012-15 calling on the State to restore shared revenue funding to provide property tax relief in 2013. Goals for 2013**-Recreation will remain the same as in 2012. Safety, Planning and Zoning, and EDC have submitted their goals. President Walsten will incorporate them into one document before the next budget meeting. Walsten stated the goals should identify what each committee's needs are and their budget request should reflect these priorities. Goals permit residents to evaluate how tax money is being spent and assess the outcomes. She asked the trustees to also consider what goals they want the Board to set for 2013. Because she attends most committee meetings, she identified that several committees are discussing social media goals and have needs to improve computer capacity/function. Goals will be discussed further at the 10-15 special budget session.

**Capital Improvements Plan**-A five year color coded plan presented by Public Works Director, Mark Langer, was reviewed with priority items (orange) considered for the 2013 budget. Clerk Strause will put in the Capital budget for 2013 the following (to be further discussed at the 10-15 special budget meeting): \$3,000 for Community Bldg bathroom windows and vents (2) and former Clerk's Office window replacement (3); \$10,000 for a used emergency generator (16KW minimum) to provide back up power for the Emergency Operation Center (EOC) at the Community Bldg should disaster strikes; \$5400 for a new roof on the Smithfield pavilion (Langer to get a combined price for doing both shelter roofs); \$12,000 for a new Ford Explorer squad Interceptor; \$150,000 for business park land. Utility expenditures proposed are \$62,000 to replace fiberglass with steel on a 32x40 structure at the WWTP, \$31,000 for a lift station back up generator, \$4300 for an engineer to review the draft WPDES permit when received, and \$5200 for forty-one more MXU boxes for the remote read water meters. Clerk will also check on loan rates and payment schedules.

**Unfinished Business**-An update on the **Oregon Area Senior Center** apportionment was discussed previously. Walsten stated she has drafted an agreement for the **Village Court system** to utilize the Belleville Court system but needs to send it to the District 5 Court Administrator for approval. After it is reviewed, another meeting will be had with the Village of Belleville. The **CARPC application for the Urban Service Amendment (USA)** has been submitted for the East side Business Complex with the hearing date Nov 8<sup>th</sup> to be held at the Community Bldg. CARPC will then make a decision in granting an extension to USA. If approved, it will be sent to DNR in December for that approval. **TIF#2 creation** is being worked on and a Joint Review Board meeting will be held soon. Walsten

**Consent Agenda**-Trustee Hawkey asked for item #3 to be pulled from the consent agenda. Trustee Van Den Eng moved, second Frandy, carried to amend the consent agenda removing item #3 and approving items #1-payment of October invoices, and #2 Resolution 2012-13 **Flexible Benefit Plan Amendment** which lowers the annual maximum employee salary reduction contributions from \$3000 to \$2500 as mandated by the Plan's description for health care reimbursements. Item #3 on the **consent agenda was to approve appointment of Mark Bruner as the Public Information Officer (PIO) for the Emergency Management program.** Walsten stated this is a volunteer position that requires someone that has community background and is knowledgeable with Public Works operations. Bruner has also taken many of the NIMS classes for Emergency Management. Trustees Hawkey and McCallum had concerns with appointing Bruner as PIO. Trustee Van Den Eng moved, second Walsten to appoint Mark Bruner as PIO with voting as follows: AYE: Walsten, Van Den Eng, Lust, NAY: Frandy, Hawkey, McCallum. Motion denied.

**Committee Reports-Planning and Zoning-Chapter 48 Zoning Code hearing** is scheduled for 10-22 at the next meeting. Van Den Eng moved, second Lust, carried to postpone discussion on compensation to Lynn Markham, Center for Land Use Education, for doing a night time telephone conference training for our **Zoning Board of Appeals.** Clerk will check to see if it is acceptable to pay her privately as this training is part of her job duties. Training was done last Tues evening. A second alternate is still needed. A hearing date needs to be established. Clerk will send the **administrative appeal application** to our Zoning administrator, Rob Roth, and to our attorney who has been in contact with the applicant's (Grover) attorney. **Ordinance-Chapter 22** was presented for approval. Van Den Eng moved, second Hawkey, carried to approve Chapter 22 with revisions. Walsten abstained. **Fire/EMS**-Budget meeting will be 10-10 at 7 pm. **EDC**-no report. **Recreation**-Frandy reported the committee will again be doing the Christmas decorating contest. Movie night has started along with Zumba classes. Their new website will be available soon which will link to the Village's website. **Emergency Management**-A policy for the **Nixle Information System** was presented. Nixle replaces the "reverse 911" program. It could be used to advertise Depot Days or Fire/EMS celebration but President Walsten feels the policy should be restricted for only emergency purposes as the header will say "Public Safety". She felt any non-emergency notifications would teach users to ignore the notice when a true emergency occurs. Trustee Hawkey, moved, second Frandy, carried to approve the Nixle Policy only to be used for emergency purposes. Trustee Van Den Eng moved, second Frandy, carried to approve the **Cooling Center Operations Policy** which will open the Community Building during a "Heat Advisory". **Personnel**- No report.

**Finance**-Van Den Eng moved, second Frandy, carried to approve the **2013 assessment contract** with Jacobson Appraisal for \$5,000 an increase of \$500 from 2012. The increase is due to new state mandates for digital records requiring new software in 2013. **Recycling**-No report. **Website** will be meeting later this month. **Bluegrass**-Walsten moved, second Van Den Eng, carried to discontinue the ad hoc Bluegrass committee.

At 9:38 p.m., Trustee Van Den Eng moved, second Frandy, carried by roll call vote to convene to **closed session pursuant to Wis Stats 19.85 (1)(e) to negotiate the possible purchase of property for the Brooklyn Business Complex.** The Board did not reconvene to open session and adjourned at 9:40 p.m.

Carol A Strause, MMC, WCMC, CMTW