

TOWN OF OREGON
Annual Meeting Agenda
September 1, 2020
6:00 p.m.



Notice is hereby given that that Annual Meeting of Electors of the Town of Oregon, Dane County, Wisconsin will be held in the Town of Oregon Garage at 1138 Union Road, Oregon, WI 53575 on Tuesday, September 1, 2020 at 6:00 p.m.

1. Call to Order.
2. Approval of minutes from the 2019 meeting.
3. Set date of 2021 Annual Meeting (Statutory Date April 20, 2021)
4. Financial Report by Treasurer – Deputy Clerk/Treasurer Stephanie Goth.
5. 2019 Budget Comparison – Clerk Hanson (*In her absence, S. Goth will present.*)
6. Oregon Senior Center – Rachel Brickner.
7. Oregon Area Fire EMS District – Chief Glenn Linzmeier.
8. Belleville Fire EMS Report – Fred Clark.
9. Brooklyn Fire EMS Report – Mark O’Brien/Wayne Ace.
10. Any new business from the floor allowed under Wis. Stats. Ch. 60.10.
11. Adjournment.

**Town of Oregon
Annual Meeting Minutes
April 16, 2019**

MINUTES SUBJECT TO APPROVAL

- **6:30 p.m. Call to Order – Chairperson Wayne Ace**

Town Board Chairman Wayne Ace called the 2019 Annual Meeting to order at 6:30 pm with 20 guests and residents present.

- **Minutes from the 2018 Meeting**

Motion made by Arlen Christensen and seconded by Fred Clark, Jr. to approve the Annual Meeting Minutes from April 17, 2018. Motion carried.

- **Financial Report by Treasurer – Deputy Clerk/Treasurer Jennifer Hanson**

Motion made by Phil Van Kampen and seconded by Mark O'Brien to accept the 2018 Financial report prepared by Deputy Clerk/Treasurer Jennifer Hanson. Motion carried. Hanson shared that the Local Government Investment Pool (LGIP) has provided an improved interest rate at 2.37%. Much of the Town's funds and Park funds have been deposited there. LGIP is a bank provided for government municipalities to use.

- **Recognition of Retirees: Andy Blomstrom and Ralph Maher**

Chairman Ace recognized Ralph Maher. Mr. Maher has worked at the Town of Oregon Recycling Center (TORC) for twenty years. A plaque was awarded to Ralph thanking him for his years of service for the Town. Andy Blomstrom was not in attendance.

- **Oregon Area Senior Center – Rachel Brickner**

Oregon Senior Center Director Rachel Brickner distributed annual reports with financials and activities recapped for 2018. The same trends are being displayed with the seniors using nutrition, exercise and recreation. Over 11,378 meals were served, 5,335 exercise classes and 35,618 total activities. The Town of Oregon contributed \$61,515 in 2018 which is 12.52% of their budget. The average daily attendance is 68 people. Residents thanked Ms. Brickner for her comprehensive report in an easy to read format.

- **Oregon Area Fire/EMS District – Chief Glenn Linzmeier**

Oregon Area Fire/EMS District Fire Chief Glenn Linzmeier distributed a packet of information regarding the operations in 2018. The OAFED is made up of 38 members covering 44 square miles serving approximately 17,000. The Town of Oregon is the second largest contributor to the OAFED. The request for services increased with a total of 1708 calls, 966 for the EMS and 743 that required fire resources. In the December of 2018 the OAFED had a save from a burning structure. Rescue 68 Ambulance was purchased and outfitted to the district's needs. They are offering a school to work program, internships and constant training. The OAFED has filed and been accepted as a 501(c) (3) nonprofit organization. In 2018 the OAFED underwent a remodel of the main hallway and dormitories of the third floor. In late August 2019 the OAFED will celebrate 125 years as a Fire Association. There will be a memory time celebration and historical reflection at the time of the 2019 Oregon Summerfest.

- **Belleville Fire/EMS District – Fred Clark**

Town Board Supervisor and Belleville Fire/EMS District representative Fred Clark shared that the organization disbanded and regrouped to join back together. This will make all municipalities involved be responsible for the building and grounds. A new ambulance will need to be purchased and the Belleville Fire/EMS has the funds available for that expense. There are 35 Firefighters and 29 EMS members. They are in need of more staff and have been working with UW nursing students.

- **Brooklyn Fire/EMS Protection District – Mark O'Brien/Wayne Ace**

Brooklyn Fire/EMS District representative to the Town of Oregon Mark O'Brien shared that they had 38 runs in the Town of Oregon in 2018. Brooklyn provides mutual aid to other neighboring departments. In 2019 Brooklyn is starting the process to merge the Fire with the EMS. They are obtaining a new tanker truck to replace the last one purchased in 1992. Mason Barber is the Fire Chief and Sara Andrisevic is the new District Secretary/Treasurer replacing Joanne Van Norman.

- **2018 Budget Comparison – Clerk Denise Arnold**

Clerk Arnold reviewed the 2018 Budget Comparison and supporting documents for the year 2018. The 2018 levy stayed about the same as the year prior. The building permits and inspections increased due to more building activity. The Town of Oregon Recycling Center (TORC) increased in recycling revenues. The Payne and Dolan payment was doubled from \$7,500 to \$15,000 because two payments were made in 2018. Interest increased \$9,000 more than budgeted as Treasurer Hanson mentioned due to depositing funds with LGIP. The International Truck was sold this year for \$35,500. In 2018 the Town used \$35,000 of the reserve funds, \$25,000 for the Public Works Garage improvements and \$10,000 for the Oregon Food Pantry donation. The Bell Brook Road project required the Town to obtain a loan from the Commissioner of Public Lands in the amount of \$385,000. The expenditures in 2018 were approximately the same with the exception of the \$86,063 OAFED equipment expense. The Town borrowed money from the Park Funds for the customizing of the new Public Works Truck and paid that back when the July/August Tax settlement from Dane County was received. Chairman Ace explained that Payne and Dolan was closing down a plant in the area and offered a special of \$60.00 per ton for asphalt paving. The Town Board decided to take advantage of that savings for the Bell Brook Road Project and that was why the loan was needed. Clerk Arnold encouraged residents to call if they have any questions regarding the information received this evening. Arnold shared the loan balances and fund balance effective December 31, 2018. Due to the health of our fund balance, the Town Board felt comfortable with the loan in 2018.

- **Oath of Office for Town Officials**

Clerk Arnold swore in the recently elected Town Board Officials: Wayne Ace Town Board Chairman, Steve Root and Fred Clark, Jr. Town Board Supervisors and Kurt Maher as Town Constable.

- **Set Annual Meeting time & date for 2020 (State Statute date April 21, 2020)
at 6:30 pm.**

Motion made by Fred Clark, Jr. and seconded by Arlen Christensen to set the 2019 Town of Oregon Annual Meeting date for Tuesday, April 21, 2020 at 6:30 pm. Motion carried.

- **Other Business from the floor – (Blomstrom arrived late)**

Chairman Ace acknowledged the retirement of Assessor Andy Blomstrom serving 38 years. Clerk Arnold shared that Assessor Blomstrom was the last elected assessor in all of Dane County.

Chair Ace mentioned that the garage was insulated, covered with siding and the Town Hall was painted. New tables and chairs were purchased for the Town Hall. Ace wanted to thank the Board Supervisors, for their support Brian Duffin as Plan Commission Chairman, Jerry Bollig our Dane County Representative, the Public Works Department, Abel Schultz, Ryan Zurfluh, Chester Ace and Ken Haugen. The Town Roads are being well kept all winter. Clerk Denise Arnold and Deputy Clerk/Treasurer Jennifer Hanson. August 30th, 2019 Clerk Denise Arnold will be retiring. Clerk Denise Arnold said that the Town will be left in good hands as the Clerk position has been offered and accepted by Jennifer Hanson the current Deputy Clerk/Treasurer. Ace thanked the wives of the Town Officials for tolerating all the meetings.

- **Adjournment**

Motion Made by Fred Clark, Jr. and seconded by Arlen Christensen to adjourn the 2019 Town of Oregon Annual Meeting at 7:25 pm. Motion carried. There will be a brief break then the April Town Board Meeting will begin.

Respectfully submitted,

Denise R. Arnold
Clerk

**Town of Oregon
Annual Treasurer's Report
2019**

Park Account Balances - As of 12/31/2019		
	Bank Accounts	
	LGIP Bicentennial Park	97,784.63
	LGIP Lamont Park	34,241.17
	LGIP Park	34,664.85
	SBCP*1458 Park Money Market	12,143.97
	SBCP*1467 Bicentennial	10,774.02
	TOTAL Bank Accounts	189,608.64

Town Account Balances - As of 12/31/2019		
	Bank Accounts	
	Local Government Investment Pool	361,651.23
	SBCP - Checking	54,620.49
	SBCP 1682 Impact Fee	11,981.24
	SBCP-General*0306	4,026,823.40
	SBCP-ICS*0324	92,716.39
	LGIP Capital Outlay	60,080.49
	LGIP Hwy Equipment	34,045.61
	LGIP Cultural & Recreation	2,002.68
	TOTAL Bank Accounts	4,643,921.53

TOTAL ACCOUNT BALANCES

4,833,530.17

	2018 Ending Balance	2019 Ending Balance
January	\$3,076,348.36	\$3,640,023.76
February	\$1,477,911.14	\$1,506,641.92
March	\$1,468,644.87	\$1,329,588.02
April	\$1,425,984.35	\$1,334,175.08
May	\$1,395,350.49	\$1,313,738.49
June	\$754,357.80	\$1,239,777.55
July	\$1,096,449.26	\$1,158,662.98
August	\$1,150,559.83	\$1,267,568.99
September	\$1,089,338.97	\$1,014,502.78
October	\$1,070,342.44	\$971,090.44
November	\$1,048,224.17	\$970,895.69
December	\$3,992,752.94	\$4,833,530.17

Town of Oregon

2019 Annual Treasurer's Report Notes

1. The Town has a new Treasurer! Stephanie Goth started July 1st, 2019. Though new to the Deputy Clerk-Treasurer role comes to us with over a decade of Municipal experience.

2. In September 2019 the town had a CD worth \$112,383.28 expire. These funds were dispersed between 3 new LGIP accounts created for internally designated funds.
 - a. Highway Equipment
 - b. Capital Outlay
 - c. Cultural & Recreation

3. LGIP interest rates continued strong into 2019, several park funds were moved to LGIP in 2018. Made out well in 2019. We continue to monitor the rates into 2020.

Jan. 2.47%	May 2.45%	Sept. 2.18%
Feb. 2.46%	Jun. 2.42%	Oct. 1.92%
Mar. 2.47%	Jul. 2.38%	Nov. 1.71%
Apr. 2.49%	Aug. 2.17%	Dec. 1.63%

4. The UB&T is now State Bank of Cross Plains. This transition was relatively smooth.

Town of Oregon Budget Comparison 2019 to 2020

Revenue	2019 Budget	2019 Actual	2020 Budget
Local Tax	992,216	992,216	1,052,207
MFL/WTL		77	1,797
Agricultural Conversion		1,264	
Shared Revenue	43,657	43,643	43,390
Fire Dues	16,000	17,388	16,000
Revenue Computer	350	2,438	2,438
State Highway Aids	125,853	125,853	138,101
State Recycling Grant	16,000	17,846	17,000
DNR PILT	3,000	5,224	5,555
Dane County Grave Care	24	24	24
Liquor License - Class B	740	715	715
Franchise Fee - Cable	18,000	27,217	26,000
Dog License	1,200	1,828	1,000
Building Permits/Inspections	25,000	27,001	22,000
Submittal Fees	1,000	460	450
Impact Fees	1,000	2,000	2,000
Jt. Court Proceeds		171	
Special Assessments/Title Search	700	900	800
Payne & Dolan/Usage Fee	7,500	7,500	7,500
Punch Cards/Stickers	37,000	42,952	37,000
Cemetery	300	900	300
Cultural Affairs Calendars	50	212	
General Government (Election)	500	1,003	500
Dane County Septic Fee Reimbursement	200	52	100
Dane Co Anderson Farm Park	2,000	6,622	6,600
Interest	4,000	12,173	9,000
Interest Parks	500	5,446	4,000
Rent - Town Hall	500	500	300
Recycling	1,500	1,562	1,500
Miscellaneous Revenues		296	200
Dane County Lottery Credit	18,000		
Reserve Funds Applied - Senior Center			14,879
Reserve Funds Applied - Retirement			10,000
Reserve Funds Applied	65,810	65,810	
Reserve - Bellbrook Rd			129,640
Park Fund Loan		55,760	
Park Fund Loan - Brooklyn Fire			60,124
Park Fund Loan - OAFED	96,000	96,000	68,866
Contingency	20,000		
Total Revenue	1,498,600	1,563,053	1,679,986

Town of Oregon Budget Comparison 2019 to 2020

EXPENDITURES	2019 Budget	2019 Actual	2020 Budget
Board Salaries	22,000	20,943	22,000
Board Expenses WC/SS	10,000	6,928	7,000
Plan Commission Salaries/WC SS/EXP	13,500	3,491	9,000
Legal Fees	5,000	1,573	3,000
Clerk/Deputy Clerk Salaries	106,000	112,885	110,000
Clerk Pay Tax/Expense	55,500	65,623	65,000
Computer/Copier Expense	12,000	16,903	11,000
Office Supplies	2,200	2,309	2,000
Continuing Education	488	164	500
Elections Salaries/Equip/WC/Exp.	9,000	7,341	12,000
Audit	5,000	4,300	5,000
Treasurer/WC/SS /Expenses	1,000	2,463	1,000
Assessor Service	20,000	20,000	25,000
Assessor Wage/Exp/WC/SS	1,500	11,475	
Town Hall Utilities	10,000	9,769	10,000
Illegal Tax Adjustment	1,000	1,728	
Highway Insurance	17,000	13,663	15,000
Other Insurance - Business	-	265	500
General Government Capital Outlay/Hall	10,000	-	20,000
Constable Salary/Expense/Mileage	2,500	2,577	2,950
Fire - EMS Oregon	169,076	164,818	178,658
Fire - EMS Oregon Loan (Village)	32,331	32,331	33,632
OAFED Equipment	96,000	95,028	68,866
Fire - Brooklyn	25,682	21,918	22,215
Fire/EMS Brooklyn - Loan Bldg	12,727	12,727	12,727
Fire Brooklyn Capital Purchase - Truck		60,124	60,124
Fire - Belleville	2,449	2,477	6,858
Fire Dues	16,000	17,388	16,000
EMS - Belleville	800	608	2,578
EMS - Brooklyn	16,199	16,199	17,589
Building Inspection Services	25,000	17,287	20,000
Dane Com (Radio Expense)	5,859	4,134	7,188
Public Safety Expense	500	-	

Town of Oregon Budget Comparison 2019 to 2020

EXPENDITURES	2019 Budget	2019 Actual	2020 Budget
Patrolmen Salaries	110,000	108,010	116,000
Patrolmen Payroll Tax/Benefits	62,000	54,088	55,000
Engineering Fees	500	124	200
Major Roadwork	200,000	198,503	200,000
Fuel Expense gas-oil	20,000	14,829	20,000
Repairs/Supplies	40,000	62,400	40,000
Road Salt and Sand/Chips	45,000	55,580	50,000
Culverts			5,000
Crack Sealer	13,000	13,000	13,000
Traffic Signs	2,500	1,233	2,500
Garage Utilities/Expense	7,200	6,048	7,500
Tree & Brush Control			5,000
Highway Equipment Outlay	10,000	-	
Radios	1,000		
Solid Waste Expenses WC/SS/Exp.	32,000	31,948	33,000
State Recycling Funds Expended	44,000	49,552	44,000
Cemetery	1,500	-	1,000
Senior Center	61,844	47,283	67,836
Youth Center	6,000	6,000	6,000
Library			5,000
Cultural Affairs Poster/Calendar	200	213	-
Park Salary/Maintenance	6,120	1,200	2,500
Cable/WOW Channel	2,000	2,000	2,000
Oregon Chamber of Commerce	650	650	650
Recreation Outlay	2,000	-	2,000
Park Capital Outlay -OAFED Cap Equip		56,039	69,216
Park Capital Outlay -Brooklyn Truck			60,424
Loan Payment - Bellbrook	104,775	104,775	104,775
Contingency	20,000	-	
Total Expenditures	1,498,600	1,562,913	1,679,986



2019 Town of Oregon Loan Balances

12/31/2019	Loan Amount	Interest Payment	Principal Payment	Total Payments	Loan Balance
Commissioner of Public Lands 2018 Road Construction	\$ 385,000.00	\$ 10,505.75	\$ 94,269.58	\$ 104,775.33	\$ 290,730.42
Brooklyn Fire/EMS District Building Loan	\$ 160,981.09	\$ 5,634.34	\$ 7,092.65	\$ 12,726.99	\$ 153,888.44
Oregon Area Fire/EMS District Building Loan	\$ 99,736.26	\$ 1,409.97		\$ 1,409.97	\$ 67,405.32
		\$ 1,409.97	\$ 29,511.00	\$ 30,920.97	
Oregon Area Fire/EMS District Capital Equipment	\$ 55,760.00	\$ 278.80	\$ 55,760.00	\$ 56,038.80	\$ 56,038.80
Total Loan Balance	\$ 701,477.35	\$ 19,238.83	\$ 186,633.23	\$ 205,872.06	\$ 568,062.98



2020 Town of Oregon Loan Balances

9/1/2020	Beginning Balance	Interest Payment	Principal Payment	Total Payment Due	Ending Balance
Commissioner of Public Lands 4% - 2018 Road Construction Pay Off 2022	\$ 290,730.42	\$ 11,661.08	\$ 93,114.25	\$ 104,775.33	\$ 197,616.17
Brooklyn Fire/EMS District 3.5 % - Building Loan Pay Off 2035	\$ 153,888.44	\$ 5,400.85	\$ 7,326.14	\$ 12,726.99	\$ 146,562.30
Oregon Area Fire/EMS District Interest Building Loan Pay Off 2021	\$ 67,405.32	\$ 967.31	\$ 31,697.00	\$ 32,664.31	\$ 33,773.70
		\$ 967.31			
Oregon Area Fire/EMS District Capital Equipment To be pd in full 2020	\$ 69,049.00	\$ 2,071.47	\$ 69,049.00	\$ 71,120.47	\$ -
Brooklyn Fire Dept Truck Loan To be pd in full 2020	\$ 60,124.00	\$ 1,803.72	\$ 60,124.00	\$ 61,927.72	\$ -
Total Loan Balance	\$ 581,073.18	\$ 21,068.02	\$ 201,186.39	\$ 283,214.82	\$ 377,952.17

TOWN OF OREGON

CALCULATION OF VARIOUS CASH BALANCES - UNAUDITED
December 31, 2019

Account Title	Total	Internally Designated	Externally Restricted	Held for Others	Undesignated
UB&T Checking	\$ 114,744	\$ -	\$ -	\$ -	\$ 114,744
UB&T General Tax	4,026,823	-	-	3,483,287	543,536
LGIP Bi-Centennial Funds	97,785	97,785	-	-	-
LGIP Town Park Funds	34,665	34,665	-	-	-
UB&T Impact Fee Svgs.	11,981	-	11,981	-	-
LGIP Money Market	361,651	-	-	-	361,651
Settlers Lamont (Park)CD	34,241	34,241	-	-	-
UB&T Bi-Centennial Park	10,774	10,774	-	-	-
UB&T Park Fund	12,144	12,144	-	-	-
UB&T ICS	92,716	-	-	-	92,716
LGIP Capital Outlay	60,080	60,080	-	-	-
LGIP Cultural & Recreation	2,003	2,003	-	-	-
LGIP Hwy Equipment	34,046	34,046	-	-	-
Totals:	\$ 4,893,653	\$ 285,738	\$ 11,981	\$ 3,483,287	\$ 1,112,647

Fund Balance Calculation Comparison

2009	\$ 830,879
2010	\$ 909,814
2011	\$ 932,242
2012	\$ 1,006,489
2013	\$ 960,030
2014	\$ 863,105
2015	\$ 1,120,229
2016	\$ 1,329,895
2017	\$ 1,360,986
2018	\$ 1,168,402
2019	\$ 1,112,647
Average	\$ 1,054,065

Town of Oregon 2019 Annual Clerk's Report Notes

1. Provided are the 2019 Budget Comparisons.
 - 2019 Revenues were higher because the town took out a loan of \$55,760 to cover the cost of Oregon Area Fire EMS Department (OAFED) capital equipment.
 - 2019 Expenditures were higher because the town was asked to pay for the Brooklyn Fire truck in 2019.
 - 2019 to 2020 Revenues & Expenditure New Categories:
Revenue - Agricultural Conversion for funds received from property owners for converting agricultural land.
Expenditures - Culverts and Tree/Brush Control to separate from Repairs/Supplies. The 2019 Repairs/Supplies was higher due to the costs for culverts, bobcat trade-in and cold patch.

2. End of 2019:
 - Total Indebtedness \$568,062.98
 - Fund Balance \$1,112,647 (Funds were moved to create internally designated capital outlay accounts)

3. The 2018 levy payable in 2019 was 2.60%; a 1.6% increase from 2017. The 2019 levy payable in 2020 was 2.73%; a 5% increase from 2018. The town took out a loan in 2018 for \$385,000 payable starting in 2019 over 4 years for Bellbrook Road.

4. The town benefited from higher interest rates again in 2019. The town did have a slight increase in personnel expenses due to both the clerk and assessor retiring in 2019.

5. An audit was completed by Baker Tilly in 2019.

6. Please contact me at 835-3200 or jhanson@town.oregon.wi.us with any questions regarding the information. I apologize for not being in attendance and will answer all questions promptly when I return.