

Oregon Town Board
AGENDA
1138 Union Road, Oregon, WI 53575
Wednesday, October 22, 2025 at 12:00 p.m.

- 1 Call Town Board meeting to order
- 2 Roll Call
- 3 Discussion and possible Approval re: Resolution No. 04-2025 Resolution In Favor of Exceeding Local Levy Limit for Charges Assessed by the Oregon Area Fire-EMS District
- 4 Discussion and possible Action re: Board of Commissioners of Public Lands (BCPL) Loan Application Request Form - Municipal General Obligation Loan Application for Kennedy Park Playground Equipment, Public Work Office Trailer, and TORC Office Container. *(Reconsideration of October 14, 2025, town board meeting.)*
- 5 Discussion and possible Action re: possible one year loan to cover fire/EMS capital equipment in 2026 budget
- 6 Preparation of the 2026 Town Budget
- 7 Set additional budget meetings dates
- 8 Adjournment

Posted 7/10/25 Updated 10/16/25

Note: Agendas are subject to amendment after publication. Check the posting locations Town of Oregon Hall, 1138 Union Road and the Town website at www.townoforegonwi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies of the town maybe in attendance at any of the meetings to gather information; however, no action will be taken by any governmental body at said meeting other than the governmental body specifically referred to in the meeting notice. Requests from people with disabilities who need assistance to participate in this meeting or hearing should be made to the Clerk's office at 835-3200 with 48 hour notice.



MEMORANDUM

To: Village Board

From: Martin Shanks, Village Administrator

Date: October 20, 2025

Subject: Resolution Exceeding the Local Levy Limit for Oregon Area Fire/EMS District Charges

Background

Attached for the Village Board's consideration is a resolution that would allow the Village of Oregon to exceed the state-imposed levy limit for charges assessed by the Oregon Area Fire-EMS District. This action is permitted under a specific exception in state law, provided certain conditions are met and all member municipalities agree.

The Village of Oregon, along with the towns of Dunn, Oregon, and Rutland, jointly operate and maintain fire and emergency medical services through the Oregon Area Fire-EMS District. Wisconsin Statute § 66.0602(3)(h) provides an exception to the local levy limit for charges from a joint fire or EMS district. This allows a municipality to levy the amount needed to pay these charges without it counting against the general levy limit, but only to the extent that the charges would cause the municipality to exceed its limit.

For this exception to apply, two conditions must be met:

- The annual increase in total charges from the joint district must be less than or equal to the increase in the Consumer Price Index (CPI) for the 12 months ending August 31, plus 2 percent. The Oregon Area Fire-EMS District's 2026 budget meets this requirement.
- The governing body of every member municipality must adopt a resolution in favor of exceeding the limit. We have coordinated with the towns of Dunn, Oregon, and Rutland to consider the adoption of this resolution.

Adopting this resolution is a procedural step required as part of the Board's previous discussions and understandings for the 2026 annual budget. By taking this action, the increased charges from the Fire/EMS District will not be counted against our general levy limit. This frees up levy capacity that can be used to fund other essential Village services. Without this resolution, the increase in Fire/EMS charges would consume a substantive portion of our allowable levy increase, potentially requiring reductions in other service areas.

Recommendation

Motion to approve as presented.

OREGON AREA FIRE - EMS DISTRICT TOTAL ASSESSED CHARGES			
	2025 Adopted Budget	2026 Adopted Budget	Difference
Village of Oregon			
<i>Fire Dues</i>	60,500.00	60,500.00	-
<i>Operating Contribution</i>	935,010.00	936,350.00	1,340.00
<i>Capital Contribution</i>	113,462.00	155,941.00	42,479.00
Total Village of Oregon Assessed Charges	1,108,972.00	1,152,791.00	43,819.00
Town of Oregon			
<i>Fire Dues</i>	17,600.00	17,600.00	-
<i>Operating Contribution</i>	252,862.00	253,519.00	657.00
<i>Capital Contribution</i>	30,685.00	42,222.00	11,537.00
Total Town of Oregon Assessed Charges	301,147.00	313,341.00	12,194.00
Town of Dunn			
<i>Fire Dues</i>	8,800.00	8,800.00	-
<i>Operating Contribution</i>	137,640.00	149,367.00	11,727.00
<i>Capital Contribution</i>	16,702.00	24,876.00	8,174.00
Total Town of Dunn Assessed Charges	163,142.00	183,043.00	19,901.00
Town of Rutland			
<i>Fire Dues</i>	4,400.00	4,400.00	-
<i>Operating Contribution</i>	65,109.00	64,016.00	(1,093.00)
<i>Capital Contribution</i>	7,901.00	10,661.00	2,760.00
Total Town of Rutland Assessed Charges	77,410.00	79,077.00	1,667.00
	2025 Budget	2026 Budget Proposed	
TOTAL ASSESSED CHARGES	1,650,671.00	1,728,252.00	
<i>\$ Difference</i>		77,581.00	
<i>% Difference</i>		4.70%	
CPI-U +2%		4.70%	

Total Assessed Charges	2025 Budget	2026 Budget	Levy Exceptions for Worksheet
Village of Oregon	1,108,972.00	1,152,791.00	43,819.00
Town of Oregon	301,147.00	313,341.00	12,194.00
Town of Dunn	163,142.00	183,043.00	19,901.00
Town of Rutland	77,410.00	79,077.00	1,667.00
Total	1,650,671.00	1,728,252.00	77,581.00

**VILLAGE OF OREGON
DANE COUNTY, WISCONSIN**

RESOLUTION NO. 25-36

**RESOLUTION IN FAVOR OF EXCEEDING LOCAL LEVY LIMIT FOR CHARGES ASSESSED
BY THE OREGON AREA FIRE-EMS DISTRICT**

WHEREAS, the towns of Dunn, Oregon, and Rutland, and the Village of Oregon, pursuant to Wisconsin Statute § 66.0301, provide for the joint operation and maintenance of fire protection and emergency medical services through the Oregon Area Fire-EMS District, and

WHEREAS, under Wisconsin Statute § 66.0602(3)(h), the local levy limit otherwise applicable to municipalities does not apply to the amount a municipality levies in that year to pay for charges assessed by a joint fire department or a joint emergency medical services district, but only to the extent that the amount levied to pay for such charges would cause the municipality to exceed the limit otherwise applicable, and

WHEREAS the exception to the limit described above applies only if all the following apply:

1. The total charges assessed by the joint fire department or the joint emergency medical services district for the current year increase, relative to the total charges assessed by the joint fire department or the joint emergency medical services district for the previous year, by a percentage that is less than or equal to the percentage change in the U.S. consumer price index for all urban consumers, U.S. city average, as determined by the U.S. department of labor, for the 12 months ending on August 31 of the year of the levy, plus 2 percent, and
2. The governing body of each city, village, and town that is served by the joint fire department or the joint emergency medical services district adopts a resolution in favor of exceeding the limit, and

WHEREAS the total charges assessed by the Oregon Area Fire-EMS District for the current year (2026 budget) increased, relative to the total charges assessed for the previous year (2025 budget), by a percentage that is less than or equal to the percentage change in the U.S. consumer price index for all urban consumers, U.S. city average, as determined by the U.S. department of labor, for the 12 months ending on August 31 of the year of the levy, plus 2 percent, and

WHEREAS, the governing bodies of the towns of Dunn, Oregon, and Rutland, and the Village of Oregon have coordinated to consider the adoption of the required resolution described above in favor of exceeding the limit.

NOW, THEREFORE, BE IT RESOLVED the Village Board of Oregon, Dane County, Wisconsin, hereby adopts this resolution in favor of exceeding the levy limit, as described under Wisconsin Statute § 66.0602(3)(h), for charges assessed by the Oregon Area Fire-EMS District.

Adopted by the Village Board on the 20th day of October 2025.

SIGNATURE:

Phil Van Kampen
Village President

COUNTERSIGNATURE:

Candie Jones
Village Clerk

RESOLUTION OF THE TOWN BOARD OF
THE TOWN OF OREGON
RESOLUTION 04-2025

RESOLUTION IN FAVOR OF EXCEEDING LOCAL LEVY LIMIT FOR CHARGES
ASSESSED BY THE OREGON AREA FIRE-EMS DISTRICT

WHEREAS, the towns of Dunn, Oregon, and Rutland, and the Village of Oregon, pursuant to Wisconsin Statute § 66.0301, provide for the joint operation and maintenance of fire protection and emergency medical services through the Oregon Area Fire-EMS District, and

WHEREAS, under Wisconsin Statute § 66.0602(3)(h), the local levy limit otherwise applicable to municipalities does not apply to the amount a municipality levies in that year to pay for charges assessed by a joint fire department or a joint emergency medical services district, but only to the extent that the amount levied to pay for such charges would cause the municipality to exceed the limit otherwise applicable, and

WHEREAS the exception to the limit described above applies only if all the following apply:

1. The total charges assessed by the joint fire department or the joint emergency medical services district for the current year increase, relative to the total charges assessed by the joint fire department or the joint emergency medical services district for the previous year, by a percentage that is less than or equal to the percentage change in the U.S. consumer price index for all urban consumers, U.S. city average, as determined by the U.S. department of labor, for the 12 months ending on August 31 of the year of the levy, plus 2 percent, and
2. The governing body of each city, village, and town that is served by the joint fire department or the joint emergency medical services district adopts a resolution in favor of exceeding the limit, and

WHEREAS the total charges assessed by the Oregon Area Fire-EMS District for the current year (2026 budget) increased, relative to the total charges assessed for the previous year (2025 budget), by a percentage that is less than or equal to the percentage change in the U.S. consumer price index for all urban consumers, U.S. city average, as determined by the U.S. department of labor, for the 12 months ending on August 31 of the year of the levy, plus 2 percent, and

WHEREAS, the governing bodies of the towns of Dunn, Oregon, and Rutland, and the Village of Oregon have coordinated to consider the adoption of the required resolution described above in favor of exceeding the limit.

NOW, THEREFORE, BE IT RESOLVED the Town Board of Oregon, Dane County, Wisconsin, hereby adopts this resolution in favor of exceeding the levy limit, as

described under Wisconsin Statute § 66.0602(3)(h), for charges assessed by the Oregon Area Fire-EMS District.

Adopted by the Town Board on the 22nd day of October 2025.

Carl Walser, Town Chair

Attest:

Jennifer Hanson, Clerk

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Total	1,650,671.00	1,728,252.00	77,581.00



101 E. Wilson Street
2nd Floor
PO Box 8943
Madison, WI 53708-8943

608 266-1370 INFORMATION
608 266-0034 LOANS
608 267-2787 FAX
bcpl.wisconsin.gov

Thomas P. German, *Executive Secretary*

BCPL Loan Application Request Form Municipal General Obligation Loan

Date _____

Municipality _____
Include type of municipality (e.g. Town of Lake Tomahawk)

County _____

Municipal Mailing Address _____

Overnight Mail Address _____
If different from above (no P.O. Box)

Head of Municipality _____

Phone (w) _____

Mailing Address _____

(h) _____

(c) _____

Email _____

Municipal Clerk _____

Phone (w) _____

Mailing Address _____

(h) _____

(c) _____

Email _____

Finance Dir/Treasurer _____

Phone (w) _____

Mailing Address _____

(h) _____

(c) _____

Email _____

Financial Advisor/Firm _____

Phone (w) _____

Email _____

(c) _____

Loan Purpose _____

Loan Amount \$ _____

Loan Term _____ Years

Estimated Date Funds Needed: _____

Dates of Next Two Board/Council Meetings: _____



Outlook

RE: Pay Off//New Loan

From Mike Maynard <MMaynard@lakeridge.bank>
Date Fri 9/26/2025 11:26 AM
To Jennifer Hanson <jhanson@townoforegonwi.gov>
Cc Stephanie Goth <sgoth@townoforegonwi.gov>

@ 1 attachment (132 KB)
709358 - POQ.pdf;

Good morning Jennifer & Stephanie,
Attached is the payoff good to October 14th.

The tax-exempt interest rate on a 1 year, due at maturity is 5.25%

Please let me know what else I can help with.



Mike Maynard
Vice President- Business Relationship Manager

PHONE: (608) 291-6113
883 N. Main Street, Oregon, WI 53575-1005
MMaynard@lakeridge.bank



Member FDIC

This confidential e-mail is only intended for the person(s) to whom it is addressed. If you have received this e-mail in error, please kindly notify us immediately and then delete this message. Unless stated to the contrary, any opinions or comments are personal to the writer and do not necessarily represent the official view of the company.

CAUTION: Email is generally not secure. For your protection, please avoid sending identifying information such as account, Social Security or credit card numbers to us over email.

From: Jennifer Hanson <jhanson@townoforegonwi.gov>
Sent: Wednesday, September 24, 2025 3:41 PM
To: Mike Maynard <MMaynard@lakeridge.bank>
Cc: Stephanie Goth <sgoth@townoforegonwi.gov>
Subject: Pay Off//New Loan



Town of Oregon, WI Meeting Hall Updates

A PROPOSAL FOR

Town Of Oregon

Jennifer Hanson
jhanson@town.oregon.wi.us
(608) 835-3200

1138 Union Road
Oregon, WI 53575

PREPARED BY BILL MARR

Audio Contractors™
"Your Blueprint for Audio Success and More"

Audio Contractors LLC
<http://www.audiocontractorsllc.com/>
(608) 835-0556

1015 N. Main St.
Suite F
Oregon, WI 53575

About Us

Audio Contractors began in 1998 in our owner John Deem's garage. Today we are one of the largest and most successful audio/video integrators in the Madison, Wisconsin area. We sell and install over 80 Brands of AudioNideo Products, carefully selecting the products and services that are best for your personal needs. We are committed to giving you the best possible price, best possible service, and best possible products for the money. Our staff is kind, professional, and will treat with the respect that you deserve. We understand that your respect is something we must earn. We promise you a fair price, a great installation experience, and the best after-the-sale service in the market. Whether you are spending \$1,000 or \$100,000, our goal is to exceed your expectations. We believe this is what sets us apart from all other Custom Audio Video integrator in our market. We live by a very simple philosophy Treat our customers right, and they will be our BEST advertising!

Project Description

Town of Oregon, WI is considered a retrofit project. One additional wall mounted Sony 85" Commercial display will be added to meeting space. A full motion articulating mount will provide better viewing for audience members. Existing microphones will be re-tuned to greatly reduce far end audio interruptions. Additionally, 8 Shure Wireless conference systems will provide each board member, and 1 participant podium, a much-improved audio experience.

Areas & Items

Meeting Hall

Equipment:

- Town Hall Board Room
 - Existing equipment head end behind 85" commercial display
 - New 85" commercial display located between two windows in audience area
- 8 Shure Wireless conferencing units, microphones, and NFC cards
- 1 Shure WIFI access point

Sources:

- New monitor will mirror primary display in Town Hall meeting room

Control:

- Client provided PC

Scope of Work:

Audio Contractors will wall mount 1 additional Sony 85" commercial display. New display will mirror content being displayed on the primary (existing) Sony 85" commercial display. An HDMI splitter will be installed behind the primary display, a new Fiver HDMI will be routed to new display. A full articulation wall mount will allow new monitor to pull away from wall and swivel to provide better viewing from audience area. Shure wireless conferencing units will be placed at board member locations and 1 will be placed at audience participation podium. Shure WIFI access point will be located behind existing primary display monitor.

Client to provide NFC card programming device. Audio Contractors will provide information and link to retailer for client to purchase. NFC card programming device connects to client provided PC for each NFC programming.

Additionally, the existing Shure MXA7110 on-ceiling microphones will be re-tuned to greatly reduce far end audio drop out concerns.

Updates to Town of Oregon, WI Meeting Hall will include complete system engineering, professional installation, programming, and system commissioning (up to 1 hour of training).

Equipment Highlights

Shure Microflex Complete Wireless

Try watching this video on www.youtube.com

Sony Commercial Displays

Applications

- Corporate presentation
- Digital signage
- Video conferencing
- Education

Features

- Round the clock display - Designed for 24/7 operation
- 3 Year Advanced Exchange Warranty
- 16:9 4K resolution (3840 x 2160 pixels)
- 4K X1 Enhanced Processor
- Improve content quality with Reality Creation
- Compatible with High Dynamic Range (HOR)
- Portrait and 24/7 capability
- Automatic on/off feature

[Try watching this video on www.youtube.com](http://www.youtube.com)

Items	Qty
 Sony FW85B240H 85" 4K (2160P) Bravia Professional Display 24/7	x1
 Strong SM-CB-ART2-XL Strong Carbon Series Large Dual Arm Articulating Mount 49"-90" Televisions	x1
 Binary B-260-444-HDR-SP12SA Binary 4K HDR HDMI Splitter w/ EDID Control, Audio Breakout and Downscaling 1x2	x1
 Techlogix MOFO-HD21-15 8K Fiber Optic HDMI Interconnect	x1
 Shure MXCW640 Wireless Conference Unit With Loudspeaker And Touchscreen	x8
 SHURE MXCNFCCARD-10PK Shure NFC Card	x1

Items		Qty
	Shure MXC425DF/C MXC 25" GOOSENECK MICROPHONE, DUAL FLEX	x8
	Shure MXCWAPT ACCESS POINT	x1
	Audio Data-AP Contractors Cat6 to support a wireless access point - Rough In Tax Exempt	x1
	Shure MXCWNC BATTERY CHARGER	x1
	Shure SB930 Shure SB930 Rechargeable Li-Ion Battery Battery	x2
	Audio Parts & Labor Contractors Standard 1-Tech Labor Rate & Installation Parts	x1
	Audio Parts Contractors Misc. Installation Parts	x20

Meeting Hall Total : \$29,039.48

Financial Summary

Parts	\$25,760.95
Parts Total	\$25,760.95
Labor Total	\$3,278.53
Subtotal	\$29,039.48
Proposal Total	\$29,039.48

Payments

Payment Schedule

Payment Schedule

Payment #1 Due at Proposal Acceptance

Payment #2 Due at Project Substantial Completion

[CLICK HERE](#) to make a payment*

*We assess a 3% surcharge on credit cards that is not greater than our cost of acceptance.

Payment 1	65% of Proposal Total• \$18,875.66	Due Upon Proposal Acceptance
Payment 2	Outstanding Balance• \$10,163.82	Due Upon Substantial Completion

PAYMENT REQUESTS

Project Terms

ACTIONABLE ITEMS

This proposal does not include WI sales tax. Client must provide WI tax exemption certificate or applicable taxes will be included in invoices.

5 business days required to schedule any phase of this project

Any special-order items in the Proposal will be acquired as promptly as possible. Please be aware that lead times on special order items may greatly impact scheduling of the project.

Deposits paid, and all documents signed and returned before any work can begin

ELECTRICAL

ELECTRICAL REQUIREMENTS

Single duplex outlet at mounting height of each flat panel TV

NETWORK SYSTEMS

CABLE TV/SATELLITE TV PLATES

NETWORK(ETHERNET)PLATES

Highly recommended to have Ethernet at each TV/Equipment location

AUDIO CONTRACTORS, LLC. WARRANTY

LABOR

Audio Contractors warrants our installation labor for a period of 1 year, starting from the date products are installed in your home or commercial application at the completion of the job. This warranty is for installation work performed by Audio Contractors only and is separate from the manufacturer's product warranty. During the 1-year warranty period, Audio Contractors will not charge for a service call if a problem exists with our installation work.

PRODUCTS

All electronic items, including speakers, purchased from Audio Contractors, will carry a full manufacturer's warranty from the date they are installed or delivered to the customer.

If a product fails during the Audio Contractors labor warranty period, we will come to the dwelling and attempt to return the item to a normal working state. If we are not successful, we will offer to take the product out and send it into a service department for repair at no charge for our time or labor. Once the item is repaired, if we originally installed it, we would reinstall it with no charge for our time and labor.

If a product fails after the Audio Contractors 1-year labor warranty, and the manufacturer's warranty is still in effect, then Audio Contractors will come to the dwelling and attempt to return the item to a normal working state. If we are not successful, we will offer to take the product out and send it into a service department for repair. A trip charge, labor charges, & shipping charges will apply. Once the item is repaired, we will offer to reinstall it for the normal installation charge.

Service calls for "out of warranty" items will be charged on a time & material basis, along with any other associated costs to get the product fixed and re-installed.

Audio Contractors is not responsible for repair or replacement of product not purchased from Audio

Contractors. It is the customer's responsibility to contact the retailer or manufacturer for warranty service. We would gladly assist in problem determination, disconnecting, and reconnecting of these products. Normal labor charges would apply on a time and material basis for these services.

If during a service call for a product, the defective product is determined to have been physically damaged, it will not be covered under warranty. In this situation, a trip charge may apply.

MISCELLANEOUS:

If during a service call it is found that there is no problem with the product and our installation, and it is determined that the problem was caused by "User Error", a trip charge may apply.

Audio Contractors reserves the right to make any changes in product or design as the installation progresses. All changes and substitutions will be of equal or greater value, or to improve the overall system performance. Changes that have a financial impact on the overall project will require client sign-off on a Change Order form.

The facility and/or working space must be accessible during normal working hours to accommodate the complete installation of the system within the specified time frame.

- **Diligent**

Town of Oregon - Proposal

**The next generation of governance management for
public & elected boards**

Cole Fullerton, Account Manager

October 21, 2025

© 2024 Diligent Corporation



From the trusted team behind BoardDocs, the pioneer in board management software for public education.

Backed by **Diligent**, the global leader in integrated Governance, Audit, Risk & Compliance solutions serving more than 750,000 board members worldwide.

Why boards choose Diligent Community



Purpose-Built for Public Boards

Designed specifically for public and elected boards, Diligent Community addresses critical needs for security, accessibility, and transparency while ensuring compliance with open meeting laws.



Ease of Use

Streamlined for simplicity, our intuitive platform empowers boards to govern efficiently and effectively.



Top-Tier Security

Share sensitive information confidently with industry-leading security designed to protect public-facing boards.



Advanced Functionality

Go beyond meetings with features like committee management, livestreaming with automated closed captioning, and streamlined policy lifecycle management.



Mobile-Friendly and Modern

Access your governance tools anytime, anywhere with our sleek, user-friendly platform optimized for mobile devices.



Backed by Experts

Created by the team behind Board Docs and iCompass and supported by GRC leader Diligent, our platform combines proven expertise with a solid foundation.

A complete suite of tools for boards success

Board Meetings

- Meeting Management
- Agenda Builder
- Minutes Management
- Agenda Item Management
- Live Meeting Presentation Mode
- Livestream Manager

Board Collaboration

- Document Management
- Board Member Cross Device Annotations
- Approvals & Workflows
- Digital Voting
- Public Transparency Website
- Policy Publisher
- Committee Manager
- Enhanced Accessibility Features

Board Development

- Goal Tracking
- Board Member Experience
- 24/7 Support

$\$7,500 + \$1,200 + \$4,550 = \$13,250$ Total Cost

Pricing

Tier 1	Price
Diligent Community	\$6,000
Committee Manager (pack of 5 Committees)	\$1,500
Total Value	\$7,500
Optional add-ons	
Livestream Essentials*	\$1,200
Livestream Manager Pro (Boxcast)**	\$4,550

*Essentials - includes uploading the video after the meeting has taking place

**Boxcast - includes the actual livestream of the meeting and then closed captions, timestamps, and transcription for after video



.Diligent

**Thank you
Cole Fullerton
904-907-7021
cfu llerton@d iligent.com**

Committee Manager for Diligent Community: Streamline your governance

Struggling to manage multiple boards and committees? The administrative burden of coordinating calendars, juggling emails, and handling documents can be overwhelming.

That's where Committee Manager for Diligent Community steps in. Extend the capabilities of Diligent Community with the powerful Committee Manager feature and seamlessly manage multiple boards, committees, or internal meetings, all within the same instance of Diligent Community.

Streamlined committee management

Committee Manager is an add-on feature for Diligent Community, offering a comprehensive solution for organizations with multiple governing bodies or committees.



Effortless management: With Committee Manager, you can effortlessly manage multiple boards and committees within the same Community instance, streamlining the governance experience and eliminating the need for disparate systems.



Controlled access: Easily manage committee members and who can create, access, and engage with content within each group, ensuring the right stakeholders are involved at every step.



Customized workflows: Tailor custom workflows and approval trees for each committee, optimizing efficiency and accountability.



Transparent and organized: Committee Manager creates dedicated spaces for each committee group, making committee management efficient, organized, and transparent.



Public meeting notifications: Allow the public to subscribe to meeting notifications for just the committees and meeting groups they care about!

Streamline your governance processes with Committee Manager for Diligent Community!

Upgrade to Committee Manager for Diligent Community today and experience seamless committee management, enhanced efficiency, and improved transparency. Book a call with our expert team today to learn more and schedule a demo.

For more information or to request a demo, contact us today:

community@diligent.com | diligent.com/community

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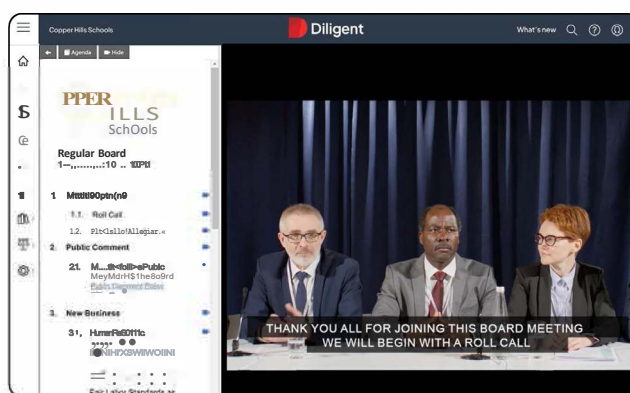
Livestream Manager for Diligent Community: Elevate your transparency and engagement

Are you struggling to effectively livestream your public meetings? The administrative burden of coordinating multiple accounts and devices, coupled with accessibility concerns, can hinder transparency and engagement. But now, there's a streamlined solution to enhance community engagement, improve transparency, and meet legislative requirements.

Effortless livestreaming experience

Livestream Manager for Diligent Community is your integrated solution for reliable livestreaming and a professional experience. Effortlessly livestream meetings using our integration with BoxCast, embed videos alongside agendas and minutes, and empower constituents to stay informed anytime, anywhere, and on any device.

- **Easy setup:** Simplify the livestream setup process within Diligent Community, eliminating the complexity associated with platforms like YouTube and Zoom.
- **Choice of encoders:** Facilitate easy livestreaming and ultra-smooth viewing experience by opting for a BoxCast high-end HDMI or SDI encoder for a professional streaming setup for multiple cameras.
- **High-quality livestreaming:** Provide a seamless viewing experience with BoxCast's proprietary streaming protocol, ensuring high-quality feeds regardless of internet speed.
- **Split-screen viewing and timestamped recordings:** View livestreams on your public transparency site in a split-screen view alongside the agenda. Recorded meetings feature timestamped agendas and minutes for easy navigation.
- **Automated live closed captions:** Enhance public accessibility with automated live closed captioning with up to 90% accuracy, and the ability to pre-program often misheard names and words.
- **Create meeting minutes faster:** Streamline your minute-taking process with the AI-Supported Minutes tool that leverages the power of closed captions from livestreamed meetings and your past meeting data.



- **Added benefits:** Schedule livestreams in advance for automated and timely broadcasting, ensure an ad-free experience for the public, enjoy unlimited streams and audience, and share streams on social media platforms.
- **Knowledgeable implementation and training:** Benefit from best practice training for effective livestreaming and assistance in setting up and connecting BoxCast and YouTube accounts.

Experience the future of transparent public meetings with Livestream Manager for Diligent Community!

Upgrade to Livestream Manager today and revolutionize your livestreaming experience.

Book a call with our expert team to learn more and schedule a demo.

Features	Live stream Essentials	Livestream Manager Pro	Livest ream Manager Plus
Ability to connect YouTube account or add YouTube Links	✓	✓	✓
Livestream broadcast embedded on public transparency site	✓	✓	✓
Split-screen view alongside agenda	✓	✓	✓
Ability to timestamp minutes to appear alongside recorded version	✓	✓	✓
Ability to search closed captions	✓	✓	✓
Integration with best-in-class livestreaming provider BoxCast		✓	✓
Ability to stream to YouTube		✓	✓
Assisted set-up of BoxCast and YouTube accounts		✓	✓
Automated live captioning for added accessibility		✓	✓
AI-supported minutes		✓	✓
Max. 8-hour broadcast durations		✓	
Viewer analytics		✓	✓
3 concurrent broadcasts			✓
Extended broadcast duration (up to 24 hours)			✓
Stream to multiple social destinations (Facebook, X, RTMP, TV Apps)			✓
High-frame rate			✓
Advanced features: Geo-Blocking, embed restrictions, password protected stream			✓

For more information or to request a demo, contact us today:
community@diligent.com | diligent.com/community

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-110139-1

10/21/2025 12:54 PM

12/31/2025

Client:

Town of Oregon, WI

Bill To:OREGON TOWN (DANE COUNTY),
WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Megan Poole		megan.poole@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM: Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design
1.00	CivicPlus Media: Implementation Fee	CivicPlus Media: Implementation Fee
1.00	AMM Select: Historical Import Fee with Videos (up to 500)	Historical import of up to 500 meetings; Volume is calculated based on number of meetings being imported; Import does include video files

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee
1.00	CivicPlus Media: Annual Fee	CivicPlus Media Annual Fee: Unlimited storage, unlimited users, up to 3 concurrent streams

QTY	PRODUCT NAME	DESCRIPTION
1.00	Allyant Remediation & Clarity Integration Package: Clarity	Access to the Allyant Clarity Integration
1.00	Allyant Remediation & Clarity Integration Package: CommonLook Web Simplified + Advanced Editor	1 license

List Price - Initial Term Total	USD 18,395.00
Total Investment - Initial Term	USD 13,995.00
Annual Recurring Services (Subject to Uplift)	USD 12,145.00

Initial Term	24 Months, beginning at signature date. Total Investment - Initial Term refers to the first 12 months of the agreement. Annual Recurring Services (subject to Uplift) refers to the second 12 months of the agreement.
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-110139-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Proposal

Valid for 60 days from date of receipt

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

OUR PORTFOLIO INCLUDES:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Company Contact Information

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233
Fax: 785.587.8951

civicplus.com



Experience & Recognition

25+ Years

10,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.



The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign on for friction-free, no-hassle services.

With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government goes beyond transactional services to create lasting change in communities. By modernizing processes, it uses automation, collaboration, and data-driven insights to help staff work more efficiently and make services more accessible—anticipating needs and addressing challenges before they arise for residents and staff.

The CivicPlus Civic Impact Platform Enables Impact-Led Government Through Five Key Principles:

1. Modernize and connect every function: Work better together through intelligent automation, efficiency, and stronger collaboration.
2. Deliver a singular, personalized resident experience: Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. Supercharge staff impact: Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. Strengthen compliance, accessibility, and readiness: Forward-thinking best practices and continuous adaptation to change.
5. Consolidate on a comprehensive, purpose-built platform: Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.



Support Services

TECHNICAL SUPPORT

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your new solution.

CivicPlus Technical Support hours typically span between 7 a.m. to 7 p.m. CST, but vary by product. You can access a Technical Support Team via a toll-free number as well as an online email support system for users to submit technical issues or questions.

Our current initial response time is 4-hours for email tickets during normal hours. Further, emergency technical support for urgent requests is available 24/7 for designated, named points-of-contact for most products.



Award-Winning Support

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. The Help Center also provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Proposal Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Agenda and Meeting Management Select



Select Pro with Premium Implementation

Features & Functionality

Select Solution

CivicPlus' Select software (Select) is the fastest, most intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.



Our Pro package includes the most frequently used functionality to manage your agendas and meetings. You'll be able to seamlessly create agendas with the ability to assign an item status and use configurable workflows to help manage your internal processes. Built-in integrations and a suite of APIs make working with other internal applications easy. Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- » User-friendly, modern interface
- » Unlimited users
- » Unlimited storage
- » Highly configurable to your agenda and meeting management processes
- » Adaptable permission settings
- » Confidential attachments
- » Enhanced Analytics for Data Visibility
- » Field-level versioning
- » Single sign-on via the CivicPlus Platform
- » Integrated code of ordinances
- » Secure Cloud-Based Hosting
- » Automatic Updates
- » Customer-Defined Roadmap
- » Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)



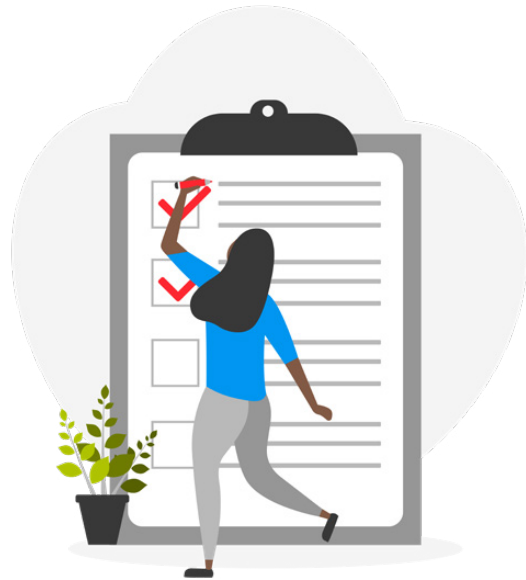
Agenda Management

FLEXIBLE, PERSONALIZED DESIGNS

Standardized designs throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.



Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

Item Management

CREATE AGENDA ITEMS AND STAFF REPORTS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and collaborate with each other to make items meeting ready. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

MANAGE THE MEETING READINESS OF ITEMS

Update item statuses (approved, in-progress, tabled, etc.), assign tasks to staff members to update item content and attachments, leave comments on items, and be notified when changes are made to items.



AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED-FASTER

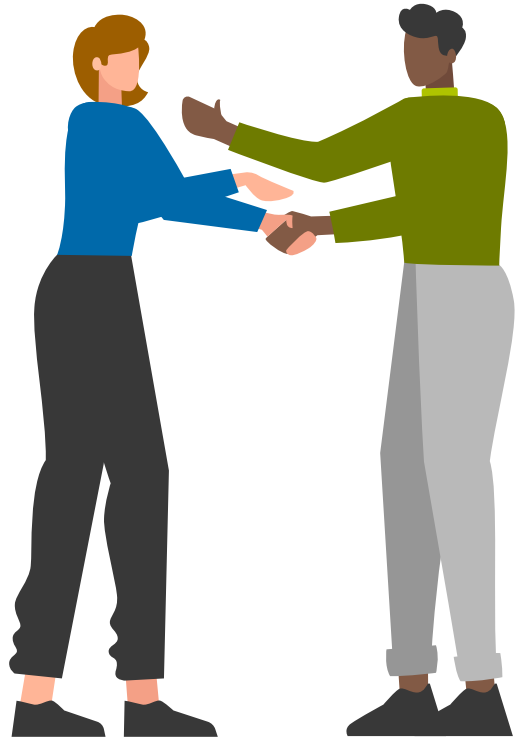
Agenda and Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate published meeting content by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.



Public Resident Portal

FEATURES

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Mobile-responsive
- Custom branding
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Integrated live or on-demand video with timestamps to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls



CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.



Minutes Module

AUTOMATED MINUTES SETUP

A fully-integrated Minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls.



SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create timestamps for the accompanying video during the live meeting. Additional fees apply.



The Civic Impact Platform

For governments to operate smoothly, departments, staff, and residents need to be able to find answers, complete their tasks, and communicate without hassle. CivicPlus connects all of your teams and functions, so they work better together for your community. With the Civic Impact Platform, you can:

- Modernize and connect every function.
- Strengthen compliance, accessibility, and readiness.
- Consolidate onto a comprehensive, purpose-built platform.
- Deliver a singular, personalized resident experience.
- Empower staff effectiveness.

EXAMPLES OF MEANINGFUL CIVIC IMPACT INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda and Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

Municipal Websites Central (Web Central)	• Set-up a workflow to post in Web Central's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to Web Central's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the Web Central's Calendar. • Meeting files are automatically included in the website's search results.
Codification	• Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	• Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	• Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfiche, Google Drive, Dropbox, and other APIs.

Hosting & Security

Redundant power sources and internet access ensure consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site are unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage is done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda and Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account, which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.



Implementation

Project Timeline

14 – 16 Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	• Project Kickoff and communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	• Design Review meeting to review and discuss needs for proposed Agenda, Minutes, and Item/Staff Report designs • Obtain internal approvals on proposed designs and send in final approval
PHASE 3: DESIGN & CONFIGURE	• Configuration of designs • Configuration of up to 10 boards • Configuration of up to 10 meeting types • Configuration of up to 10 approval workflows • Configuration of up to 1 item/staff report
PHASE 4: OPTIMIZE	• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options • Configuration is completed and handed off for review, testing, and feedback • Configuration adjustments made per submitted feedback
PHASE 5: EDUCATE	• Live, virtual training sessions are conducted within configured site
PHASE 6: LAUNCH	• First Live Meeting and System Launch • Access to live chat features, Technical Support and introduction to Live Care



Implementation Approach

Implementation & Support Experience Designed for You

The Select Implementation Team has experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for transforming complex agenda and meeting processes. Have CivicPlus create original designs that meet the specific needs of your Agendas, Minutes, and Item/Staff Reports. A dedicated and knowledgeable Implementation Team will manage your project from end-to-end—consulting and collaborating with your team to build confidence navigating the system, configuring the system to automate your process, and delivering live virtual training to your users.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to Two Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your agenda, minutes, and item/staff report designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN CONFIGURATIONS

We will configure the following consistent with your branding and content needs:

- One original Agenda Design with both four Section Designs and four Item Designs per Agenda Design
- One original Minutes Design with two Discussion Designs
- One original Item/Staff Report Design with up to 32 fields; eight system defaults, eight text boxes, eight check boxes, and eight date fields

Additional design configurations and approval workflows can be purchased as needed. For no additional cost, Approval Workflows can be created from scratch and Meeting Types can be duplicated and modified—while still making use of existing designs—by administrative users at any time using Help Center resources.

TRAINING

Up to Four Hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda and Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



Optional Enhancements

Live Meeting Manager

Our Live Meeting Manager enhances the live meeting by integrating the board portal and added audience display pages for a unified live meeting experience, with you in control. Time-saving automations help you keep pace with the meeting and keep board members and meeting participants engaged.

Engage Participants

Keep meeting participants engaged with in-chamber displays, including a welcome screen, the current item, speaker, countdown timer, motion, or vote results.

Electronic Voting

Initiate electronic votes with one-click and allow board members to privately cast votes within the Board Portal.

Current Item Control

One-click control updates the Board Portal and Audience Display to the current item being discussed.

Display Speaker Details

One-click control displays current speaker details and timer within the Board portal and Audience Display page.

Board Member Requests

Board members can request to be formally recognized or added to the speaker queue from within the Board Portal.

Chairperson Controls

Enable chair view to allow designated chairperson to set the current item, and call speakers from within the Board Portal.



CivicPlus Media

Today's digitally minded residents are logging more hours watching online video than ever before, and they are searching for content that ranges from entertaining to informative. For local governments, video is a powerful mechanism for sharing news and events, encouraging civic participation, meeting transparency requirements, building a brand, recruiting employees, and encouraging residents to develop a sense of civic pride.

Media is a core component of the Civic Experience Platform and is accessible through CivicPlus Municipal Websites and CivicPlus Agenda & Meeting Management Select. With CivicPlus Media, you can integrate live or recorded videos of meetings and events anywhere on your CivicPlus website that are easily accessible by residents from any desktop computer or mobile device—no technical or coding skills necessary.

SIMPLE LIVE STREAM RECORDING

- Immediate availability of recorded videos for on-demand viewing—no additional steps or manual file uploads
- Convenient integration with social media platforms including Facebook and YouTube
- High-definition video for professional-quality presentations
- Link meeting agendas and bookmarks
- Auto-start recordings of meetings, so video viewers never miss a moment of live proceedings

CIVICPLUS MEDIA + ZOOM

- Password protect each meeting to prevent Zoombombing
- Create and share a Zoom meeting ID number only with elected officials and key staff when necessary
- Mute resident participants when open comment session has ended
- Control the meeting within Zoom and protect participants from attempting a screen share
- Allow residents to sign up to receive a link that will allow them to issue public comments and share their screen during the session
- Record and automatically upload meeting videos for on-demand playback



Boards & Committees Module

The module handles the process of managing the board itself.

THREE DASHBOARDS

- Upcoming open seats (vacancies)
- Number of appointments
- Number of applicants

BOARD MANAGEMENT

- Board Rules (number of seats, term length, max # of terms, etc.)
- Board Appointments
- Board Documents (file storage)
- Board Roster
- Board Liaisons
- Letter and Email Template

APPOINTEE AND APPLICANT MANAGEMENT

- Custom Reporting
- Application Tracking
- Appointment Tracking
- Bulk Letter Creation
- Bulk Email Creation
- Mailing Labels



Board Applications

Powered by CivicPlus' Process Automation and Digital Services solution, our Board Applications solution provides a comprehensive, digital solution to empower local government administrations to recruit, vet, and appoint civic board members and successfully facilitate ongoing board operations.

Provide your residents with an easy-to-use online portal embedded in your website. This will enable them to directly apply to open board member seats with your civic organizations.

Board Applications Offers:

- A mobile-responsive interface
- A cloud-based application
- Multi-board management for communities of every size
- Configurable workflows to accommodate a variety of vetting processes
- Easy implementation, customization, and ongoing management
- End-to-end data encryption

For administrative managers, our Board Applications solution powers a singular, consistent, and frictionless process for recruiting civic-minded leaders and then receiving and reviewing qualified candidate applications.

Recruitment – Promote all your administration's open board positions, making it easy for passionate community members to identify areas where they can contribute to community initiatives.

Application Submissions – Residents can easily submit their applications for open board positions at any time from any device. No paper, no stamps, no town hall drop-offs. All personally identifiable information (PII) is stored and transmitted securely to protect candidate data and meets the digital accessibility requirements of the Americans with Disabilities Act.

Transparent Communications – Build applicant trust with transparent communications throughout the application and selection process. Customize email templates for automatically generated communications issued throughout the process as the selection committee reviews applications and makes candidacy determinations.

Review and Select Candidates – Receive notifications about new applications to ensure prompt actions and digitally route applicants to board selection committees for review and collaboration.

Board Operations – Help your civic organizations collaborate remotely using the included board operation functionality. Create board-specific profiles to store meeting schedules, member rosters, and current and upcoming chair vacancies.

Reporting and Analytics – View and export board data to help inform future administrative and organization-specific leadership strategies.

Advanced Search – Are you looking for a specific piece of information? Your Board Application portal includes advanced search functionality to save you time.

POWER AUTOMATE CONNECTOR

Additionally, the optional addition of the Power Automate Connector extends data movement functionality of our Process Automation system to feed data directly out to Office 365 products like SharePoint, Excel, etc. This easy, no code solution can automate many of your staff's daily routines and functions.



Platform Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. The CivicPlus' Platform IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

Laserfiche Integration

With a third-party integration in Integration Hub you can route data to Laserfiche's cloud-hosted solution.

Historical File Import

As part of your implementation project, we will import a specified number of meetings to your new system. Choose an import with or without videos in increments of up to 500, 500-750, or 750+ meetings.

The process includes indexing your imported agendas for keyword searching and retrieval. You and your residents will still have access to this historical information with increased functionality. Historic meeting documents imported into Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.



	2026 Draft Town of Oregon Loan Balances					
	Beginning	Interest	Principal	Total	Remaining	Payment
	Balance	Payment	Payment	Payment Due	Balance	Due
Brooklyn Fire/EMS District	\$ 105,834.19	\$ 3,704.20	\$ 9,022.79	\$ 12,726.99	\$ 86,811.40	3/15/2026
3.5 % - Building Loan						
Pay Off 2035						
Commissioner of Public Lands	\$ 256,624.97	\$ 14,755.94	\$ 124,726.59	\$ 139,482.53	\$ 131,898.38	3/15/2026
5.75% - 2023 Roadwork & Equipment						
Pay Off 2027						
Commissioner of Public Lands	\$ 516,600.00	\$ 18,916.05	\$ 125,908.70	\$ 144,824.75	\$ 390,691.30	3/15/2026
5.50% - 2025 Roadwork & Equipment						
Pay Off 2029						
LakeRidge Bank	\$ 148,501.00	\$ 7,796.30	\$ 148,501.00	\$ 156,297.30	\$ -	11/1/2026
5.25% - Fire Equip, Roadwork, Equip	\$ 118,501.00	\$ 6,221.30	\$ 118,501.00	\$ 124,722.30	\$ -	11/1/2026
Pay Off 2025	\$ 80,501.00	\$ 4,226.30	\$ 80,501.00	\$ 84,727.30		11/1/2026
Commissioner of Public Lands	\$ 200,000.00	\$ 12,438.36	\$ 34,297.74	\$ 46,736.09	\$ 165,702.26	3/15/2027
5.0% - Kennedy Park Playground						
Equipment & Office Trailers	\$ 268,000.00	\$ 16,447.12	\$ 46,130.78	\$ 62,577.91	\$ 221,869.22	3/15/2027
Pay Off 2031						
				\$ 453,331.57		
				\$ 421,756.57		
				\$ 381,761.57		
Total	\$ 879,059.16	\$ 37,376.19	\$ 607,161.08	\$ 297,034.27	\$ 609,401.08	

LakeRidge Bank Loan		Historical Loan Payments		**Increase to the 2025 Property Tax Bill
OAFED - Capital	\$ 40,134.00	2025	\$ 388,774.92	\$ 381,761.57
Belleville - Capital	\$ 10,367.00	2024	\$ 302,479.56	\$ 421,756.27
Raven Oaks Overage	\$ 53,000.00	2023	\$ 265,028.40	\$ 453,756.57
Public Works Equipment	\$ 15,000.00	2022	\$ 205,810.62	
Total without AV Equipment	\$ 118,501.00			
AV Equipment	\$ 30,000.00			
Total One-Year Term Loan Amount	\$ 148,501.00			

Commissioner of Public Lands			
Kennedy Park Equipment	\$ 100,000.00	Raven Oaks Ove	\$ 53,000.00
Container	\$ 25,000.00	Public Works Eq	\$ 15,000.00
Trailer	\$ 75,000.00	New Loan	\$268,000.00
Total Five-Year Term Loan Amount	\$200,000.00		

Year 2025	Co-muni Code 13042	County DANE Municipality TOWN OF OREGON	Account No. 0355	Report Type
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Section A: Determination of 2025 Payable 2026 Allowable Levy Limit

1	2024 payable 2025 actual levy plus 2025 personal property aid (\$5,039.88)	\$1,333,602
2	Exclude prior year levy for unreimbursed expenses related to an emergency	\$0
3	Exclude 2024 levy for new general obligation debt authorized after July 1, 2005	\$386,032
4	2024 payable 2025 adjusted actual levy (Line 1 minus Lines 2 and 3)	\$947,570
5	0.00% growth, plus terminated TID (0 %), plus TID subtraction (0 %) applied to 2024 adjusted actual levy	\$947,570
6	Net new construction (0.14 %), plus terminated TID (0 %), plus TID subtraction (0 %) applied to 2024 adjusted actual levy	\$948,896
7	Greater of Line 5 or Line 6	\$948,896
8	2025 levy limit before adjustments less 2026 personal property aid (\$5,039.88)	\$943,856
9	Total adjustments (from Sec. D, Line U)	\$393,956
10	2025 Payable 2026 Allowable Levy (sum of Lines 8 and 9)	\$1,337,812
11	Higher levy approved by special resolution at a special meeting of Town electors	

Section B: Adjustment for Previous Year's Unused Levy (sec. 66.0602(3)(f), Wis. Stats.)

1	Previous year's allowable levy	\$1,328,562
2	Previous year's actual levy	\$1,328,562
3	Previous year's unused levy (Line 1 minus Line 2)	\$0
4	Previous year's actual levy \$1,328,562 x 0.015	\$19,928
5	Allowable Increase (lesser of Lines 3 or 4)	\$0

Section C: Adjustment for Prior Years Unused Levy Carryforward (sec. 66.0602(3)(fm), Wis. Stats.)

1	2024 unused percentage	0.000%
2	2023 unused percentage	0.000%
3	2022 unused percentage	0.000%
4	2021 unused percentage	0.000%
5	2020 unused percentage	0.000%
6	Total unused percentage (sum of Lines 1-5)	0.000%
7	Previous year's actual levy due to valuation factor	\$884,011
8	Allowable Increase (Line 6 multiplied by Line 7)	\$0

Section D: Adjustments to Allowable Levy Limit

		Additions	Subtractions
A	Increase for unused levy from previous year (<i>from Sec. B, Line 5</i>)	\$0	
B	Decrease in 2026 debt service levy as compared to 2025 debt service levy for debt authorized prior to July 1, 2005		\$0
C	Increase in 2026 debt service levy as compared to 2025 debt service levy for debt authorized prior to July 1, 2005	\$0	
D	Increase for town, village, or city's share of refunded or rescinded taxes certified under sec. 74.41(5), Wis. Stats.	\$0	
E	Debt service levy for general obligation debt authorized after July 1, 2005	\$381,762	
F	Increase in 2025 payable 2026 levy approved by a referendum.	\$0	
G	Amount levied in 2025 to pay unreimbursed expenses related to an emergency	\$0	
H	Increase/decrease in costs associated with an intergovernmental cooperation agreement	\$0	\$0
I	Adjustment to 2025 payable 2026 levy for increase in charges assessed by a joint fire department or a joint emergency medical services district	\$12,194	
J	Adjustment to 2025 payable 2026 levy for transfer of services during 2025 to other governmental units		\$0
K	Adjustment to 2025 payable 2026 for transfer of services during 2025 from other governmental units	\$0	
L	Adjustment to 2025 payable 2026 levy for annexation of land during 2025 by a city or village (<i>towns only</i>)		\$0
M	Adjustment to 2025 payable 2026 levy for annexation of land during 2025 from a town (<i>villages or cities only</i>)		
N	Lease payment for lease revenue bond issued before July 1, 2005	\$0	
O	Levy for shortfall of debt service on revenue bond issued under sec. 66.0621, Wis. Stats., or special assessment B bond issued under sec. 66.0713(4), Wis. Stats.	\$0	
P	Increase in levy for shortfall in general fund due to loss of revenue from the sale of water or other commodity to a manufacturer that has discontinued operations	\$0	
Q	Adjustment to 2025 payable 2026 levy for the adoption of a new fee or fee increase for covered services partly or wholly funded by levy in 2013		\$0
R	Increase for unused levy carryforward from prior years (<i>from Sec. C, Line 8</i>)	\$0	
S	Increase in levy for each occupancy permit issued in 2024 for qualifying new single-family residential dwelling units	\$0	
T	Increase in levy due to a reduced utility aid payment for a decommissioned or closed plant	\$0	
U	Total Adjustments (<i>sum of Lines A-T</i>)		\$393,956

TOWN OF OREGON
DANE COUNTY

IMPORTANT:

- Correspondence should refer to parcel number.
- See reverse side for important information.
- Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.

5978082 5345809 4221315 4183500 ACRES: 0.840
SEC 02, T 05 N, R 09 E, SW¼ of NW¼
PLAT: 246100-TRUSLER SUBDIVISION
BLOCK/CONDO: LOT 26
TRUSLER SUBD LOT 26

ARSENAULT JT REV TR
1554 TRUSLER CIR
OREGON WI 53575

Parcel #: 0509-022-4576-3
Alt. Parcel #:

Property Address: 1554 TRUSLER CIR

Assessed Value Land 86,600	Ass'd. Value Improvements 344,700	Total Assessed Value 431,300	Ave. Assmt. Ratio 0.6988	Net Assessed Value Rate (Does NOT reflect credits)	0.018673972
Est. Fair Mkt. Land 123,900	Est. Fair Mkt. Improvements 493,300	Total Est. Fair Mkt. 617,200	A Star in this box means Unpaid Prior Year Taxes	School taxes reduced by school levy tax credit	\$1,143.78
Taxing Jurisdiction	2023 Est. State Aids Allocated Tax Dist.	2024 Est. State Aids Allocated Tax Dist.	2023 Net Tax	2024 Net Tax	% Tax Change
DANE COUNTY	120,668	122,119	1,784.38	1,831.18	2.6%
TOWN OF OREGON	268,795	271,383	1,032.72	1,156.96	12.0%
OREGON SCHOOL DIST	4,125,346	4,125,782	4,355.45	4,675.07	7.3%
MADISON TECH COLLEGE	412,195	421,366	378.13	390.87	3.4%
Total	4,927,004	4,940,650	7,550.68	8,054.08	6.7%
	First Dollar Credit		85.14	85.87	0.9%
	Lottery & Gaming Credit		316.91	276.49	-12.8%
	Net Property Tax		7,148.63	7,691.72	7.6%

Make Check Payable to: TOWN OF OREGON TREASURER 1138 UNION ROAD OREGON WI 53575	Full Payment Due On or Before January 31, 2025 \$7,872.33	Net Property Tax 7,691.72 PRIVATE SEPTIC MAINTENANCE 12.00 TRASH/RECYCLING 168.61
	Or First Installment Due On or Before January 31, 2025 \$3,888.23	
And Second Installment Payment Payable To DANE COUNTY TREASURER T ADAM GALLAGHER PO BOX 1299 MADISON WI 53701-1299	And Second Installment Due On or Before July 31, 2025 \$3,984.10	TOTAL DUE FOR FULL PAYMENT Pay By January 31, 2025 ▶ \$ 7,872.33
	FOR TREASURERS USE ONLY PAYMENT _____ BALANCE _____ DATE _____	

FOR INFORMATIONAL PURPOSES ONLY
- Voter Approved Temporary Tax Increases

Taxing Jurisdiction
OREGON SCHOOL DIST

Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
347,787.54	319.96	2038

TOTAL DUE FOR FULL PAYMENT
 Pay By January 31, 2025
 ▶ \$ 7,872.33
Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. **Failure to pay on time. See reverse.**

**PLEASE RETURN LOWER
PORTION WITH REMITTANCE**

Alt. Parcel #:

Total Due For Full Payment	\$7,872.33
Pay to Local Treasurer By Jan 31, 2025	

OR PAY INSTALLMENTS OF:

1ST INSTALLMENT Pay to Local Treasurer \$3,888.23 BY January 31, 2025	2ND INSTALLMENT Pay to County Treasurer \$3,984.10 BY July 31, 2025
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☐ Check For Billing Address Change.

ARSENAULT JT REV TR
1554 TRUSLER CIR
OREGON WI 53575

FOR TREASURERS USE ONLY

PAYMENT _____

BALANCE _____

DATE _____

TOWN OF OREGON
Proposed 2025 Budget Summary

<u>Revenues</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>% Change</u>
Taxes	1,179,293	1,328,562	12.66%
Special Assessment	97,788	213,738	
Other Taxes	1,600	600	
Intergovernmental Revenues	318,833	323,221	
Licenses/Permits	48,700	52,500	
Public Charges	29,000	13,800	
Intergovernmental Charges	600	50	
Miscellaneous Revenues	420,877	20,100	
Proceeds from Long-Term Debt	81,378	800,000	
TOTAL REVENUES	2,178,069	2,752,571	26.38%

<u>Expenditures</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	
General Government	351,786	439,454	
Public Safety	387,752	414,575	
Public Works	1,046,598	1,427,715	
Health & Human Services	65,500	76,000	
Cultural, Recreation & Education	20,737	106,675	
Conservation & Development	3,216	3,220	
Debt Service	302,480	386,032	
TOTAL EXPENSES	2,178,069	2,853,671	31.02%

Difference of Revenues-Expenditures	-101,100
Use of Reserves for Capital Expenses	101,100
Difference After Use of Reserves	0

2025 Anticipated Expenditures	2,752,535
2025 Anticipated Non-Tax Revenues	1,424,009
2024 Tax Levy to be paid in 2025	1,328,526

	<u>2023</u>	<u>2024</u>	<u>2025</u>	
Tax Levy	1,132,849	1,179,293	1,328,526	
Assessed Valuation	488,296,200	492,515,000	495,270,700 *	
Mill Rate \$/1000	2.32	2.39	2.68	12.03%
Assessment Ratio	83.48%	75.20%	69.89%	

* Estimated Values Until Finalized 2024 Statement of Assessment

Outstanding Debt - Fire/Roads	47,000	81,378	115,000	
Outstanding Debt - Brooklyn Fire	131,102	122,963	114,552	
BCPL - 2020 Road & Equipment	170,202	86,149		
BCPL - 2021 Road & Equipment	325,000	221,993	112,374	
BCPL - 2023 Road & Equipment		365,000	365,000	
Total Debt	673,304	877,483	706,926	-19%

Town Fund Balance as of 9/30	1,294,089	1,335,964	666,190
Park Fund Balance as of 9/30	244,333	255,630	269,079

TOWN OF OREGON
Proposed 2026 Budget Summary

Revenues	2025 Budget	2026 Budget	% Change
Taxes	1,328,562	1,337,812	0.70%
Special Assessment	213,738	216,048	
Other Taxes	600	500	
Intergovernmental Revenues	323,221	339,051	
Licenses/Permits	52,500	57,000	
Public Charges	13,800	13,800	
Intergovernmental Charges	50	50	
Miscellaneous Revenues	20,100	34,553	
Proceeds from Long-Term Debt	901,100	0	
TOTAL REVENUES	2,853,671	1,998,814	-29.96%

Expenditures	2025 Budget	2026 Budget	
General Government	439,454	423,245	
Public Safety	414,575	432,560	
Public Works	1,427,715	765,148	
Health & Human Services	76,000	65,500	
Cultural, Recreation & Education	106,675	37,300	
Conservation & Development	3,220	3,800	
Debt Service	386,032	381,762	
TOTAL EXPENSES	2,853,671	2,109,315	-26.08%

Difference of Revenues-Expenditures	-110,501
Use of Reserves for Capital Expenses	110,501
Difference After Use of Reserves	0

2026 Anticipated Expenditures	2,109,315
2025 Anticipated Non-Tax Revenues	771,503
2024 Tax Levy to be paid in 2025	1,337,812

	<u>2023</u>	<u>2,024</u>	<u>2025</u>	<u>2026</u>
Tax Levy	1,132,849	1,179,293	1,328,526	1,337,812
Assessed Valuation	488,296,200	492,515,000	495,270,700	
Mill Rate \$/1000	2.32	2	2.68	12.03%
Assessment Ratio	83.48%	1	69.89%	

* Estimated Values Until Finalized 2024 Statement of Assessment

Outstanding Debt - Fire/Roads	47,000	81,378	115,000	
Outstanding Debt - Brooklyn Fire	131,102	122,963	114,552	
BCPL - 2020 Road & Equipment	170,202	86,149		
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Total Debt	673,304	877,483	706,926	-19%

Town Fund Balance as of 9/30	1,294,089	1,335,964	666,190	
Park Fund Balance as of 9/30	244,333	255,630	269,079	



THE BUDGETING PROCESS

Q. Who develops the budget for a town or village?

A. In both towns and villages, the board is responsible for preparing and adopting the final budget to decide how public funds will be spent in the coming years. See Wis. Stats. §§ 60.40 and 61.34(4). Budget preparations typically take place over several planning meetings held by the board during the summer and/or fall each year, and the board often asks the clerk, treasurer, and other administrative staff to assist in this process. The Wisconsin Statutes outline the information that must be included in a municipal budget. See Wis. Stat. § 65.90(2).

Q. What takes place at the budget public hearing that towns and villages must hold each fall?

A. Before the town or village board adopts its final budget for the coming year, the board must hold a public hearing. Wis. Stat. § 60.40(3). This is an opportunity for the board to present and explain its proposed budget and for members of the public to ask questions and make comments about the proposed budget before its final adoption. The hearing is run by the town chair or village president, and at least a quorum of board members must be present. However, no motions are made and no official action is taken at the public hearing – members of the public do not vote on the budget.

Q. How must a town or village provide notice of the public hearing on the proposed budget?

A. The public hearing notice must include the time and place of the hearing, information about where the budget in detail is available for the public to inspect, and a budget summary with all of the information outlined in Wis. Stat. § 65.90(3)(b). An example budget summary is available on the WTA website. In towns, the official public hearing notice must be posted in 3 public places at least 15 days prior to the hearing. Villages have the option to either publish the notice in the newspaper, post it in 3 public places, or post it in at least 1 public place and on the village's official website. See Wis. Stat. § 65.90(3)(a).

Q. Who is responsible for setting the town or village tax levy to be included in the budget?

A. In towns, the town board must call a special town elector meeting to have the town electors vote to approve the levy (unless the electors previously voted to surrender this power to the town board, something very few towns have done). See Wis. Stats. §§ 60.10(1)(a)-(2)(a) and 60.12(1)(c). This special town elector meeting is often held immediately following the budget public hearing.

The town clerk must provide public notice of the special town elector meeting per Wis. Stat. § 60.12(3). The notice must include the time and place of the meeting and the specific agenda items on which the electors will vote. The clerk must provide the notice to the public at least 15 and not more than 20 days

prior to the meeting date, either by publishing the notice as a class 2 notice in the newspaper, posting it in at least 3 public places, or posting it in at least 1 public place and on the town's official website.

In villages, the village board is responsible for setting the village's tax levy by adopting a resolution at a properly noticed village board meeting on or before December 15 each year. See Wis. Stat. § 61.46(1).

Q. How is a town or village's final budget ultimately adopted?

A. After the town or village board holds the required public hearing on the proposed budget, and after the town electors vote to approve the levy at a special town elector meeting, the board must hold another meeting to approve the final budget. Some towns and villages choose to hold this board meeting the same night as the budget public hearing; others wait until a later date to give themselves time to consider whether they wish to make any changes to the proposed budget before its final adoption. The new fiscal year begins on January 1, so the board must take this vote at a properly noticed meeting no later than December 31.

Q. Can a town or village establish a contingency fund or savings fund as part of the budget if there are surplus funds available at the end of the year?

A. If a town or village has extra funds at the end of the year, those funds must be designated for a specific purpose in the following year's budget. Municipalities may not accumulate *unallocated* reserves, but they can save for future specified expenses. See 76 Op. Att'y Gen. 77 (1987). One acceptable purpose is to create a contingency fund for unbudgeted expenses. A contingency fund should be limited to a reasonable percentage of the total municipal budget, rather than being allowed to build up exponentially over time. The amount of that percentage should be based on the town or village's typical emergency needs and unanticipated costs in previous years. Various municipalities keep different amounts in contingency funds, typically between 10-20% of the municipality's operating budget, depending on the size of the budget and the specific needs of the community. Another option is to create one or more capital reserve funds to save for specific future projects or large expenses, such as a "Town Hall Addition Reserve Fund." Amounts set aside in reserve funds should be tied to the estimated amount of the specified expense.

Q. What is the process to amend a budget after it has been adopted?

A. A town or village board can vote to amend the budget via a 2/3 vote of the members-elect of the board at any properly noticed board meeting. Wis. Stat. § 65.90(5). A sample resolution for this purpose is available on the WTA website. Villages must notify the public within 15 days after an amendment is made, via either a class 1 notice under ch. 985 or a notice posted on the village's website. Towns are exempted from this notice requirement. Municipal budgets must balance at all times, so an amendment must be made before any bill is paid that would cause the budget to become unbalanced, as well as any time that unbudgeted revenues are received. How frequently budget amendments are required will depend on the level of detail included in the final budget adopted by the board. We recommend adopting an official budget with the broad general categories outlined under Wis. Stat. § 65.90(2)-(3). A more detailed "working" budget can be used internally to keep track of finances during the year, but this way formal budget amendments would only be required if the general budget adopted by the board needed adjusting.