

**VILLAGE OF OREGON**  
WISCONSIN

INCORPORATED 1883

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Pursuant to Wis. Stat. § 19.84, notice is hereby given to the public by the Village President, that the following meeting will be held:

Meeting:	Village Board of Oregon	Date:	Monday, January 8, 2024
Location:	Village Hall; 101 Alpine Parkway	Time:	5:00 PM

Note: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Village Clerk at (608) 835-3118, 101 Alpine Parkway, Oregon, Wisconsin, at least twenty-four (24) hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

## MEETING MINUTES

- 1) Call to Order.  
Village President Phil Van Kampen called the Village Board meeting to order at 5:00 p.m. on Monday, January 08, 2024.
  
- 2) Roll Call.  
Present: Carlene Bechen, Tim Higgins, Tom Kirchdoerfer, Jason Mahnke, Lynn McDaniel, Amanda Peterson, & Phil Van Kampen.  
  
Also Present: Village Administrator Martin Shanks, Village Attorney Derek Panches, Chief of Police Jennifer Pagenkopf (arrived at 5:10 p.m.), Finance Director Lisa Novinska, Assistant Public Works Director Lauren Striegl, Director of Community Development Elise Cruz, Park & Recreation Programming Coordinator Liane Rhodes, Senior Center Director Rachel Brickner, Library Director Jennifer Endres Way, Village Clerk Candie Jones, and two (2) members of the public
  
- 3) Approval of December 18, 2023 Village Board meeting minutes if correct, and correction of mistakes, if any (staff recommendation: motion to approve as presented).  
**Mahnke moved, seconded by Kirchdoerfer to approve the 12-18-2023 Village Board meeting minutes. Motion carried 7-0.**
  
- 4) Public Appearances, Comments, and Communications.
  - a) Public Comment. *This part of the agenda allows members of the public to provide information to the Village Board, including items both on and off the agenda. Under the Open Meetings Law, this agenda item allows the Board to receive information, and to ask questions of a presenter to facilitate a better understanding of the information. Board members may discuss procedural matters relating to the information, such as whether the information should be directed to staff, referred to a committee, or placed on a future Board agenda. However, Board members may not expand their discussion beyond such procedural matters. Fifteen (15) minutes will be provided for this item with a three (3) minute maximum per speaker; otherwise, the agenda will proceed as posted. (This note may not be read at Board meetings.)*  
There were no public comments.

- 5) Approval of vouchers in the amount of \$823,031.17 (staff recommendation: motion to approve as presented).

**Bechen moved, seconded by Higgins to approve the vouchers dated 01-08-2024 in the amount of \$823,031.17.**

**Roll call vote: Kirchdoerfer – yes; Higgins – yes; Van Kampen – yes; McDaniel – yes; Bechen – yes; Peterson – yes; Mahnke – yes. Motion carried 7-0.**

- 6) Consent Agenda (staff recommendation: motion to approve the consent agenda items as presented).

- a) Minor revisions and updates to the Senior Center job descriptions.
- b) Putts for Paws Golf Event 2024 Contract with The Legend at Bergamont for annual K9 fundraiser.
- c) Temporary Grading Easement with Le Villette Development, LLC related to real estate development occurring on Lot 501, The Bergamont.
- d) Public Utility Easement Agreement with Habitat for Humanity of Dane County, Inc. to maintain, operate, repair, and / or replace public water main within Kay Court (private drive).
- e) Village President nominations of Trustee Tim Higgins to the Oregon Area Fire-EMS District Commission for an unexpired term ending April 2024, Aaron Zitzelsberger to serve the Ad Hoc Public Transportation Committee, and Jeanne Carpenter to serve the Ad Hoc Public Arts Committee.
- f) Cost reimbursement agreement with Madison Cellular Telecom Company for Midband Addition project on Village of Oregon water tower.
- g) Engagement letter with Johnson Block & Company, Inc. for 2023 financial audit and accounting services.
- h) Public Art Application submitted by Actual Size Artworks for “Birthday Party” sculpture for one year loan and \$1,000 stipend recommended for approval by the Ad Hoc Public Art Committee.

**Peterson moved, seconded by Mahnke to approve consent agenda items 6 (a) – 6 (h). Motion carried 7-0.**

- 7) Reports of Committees (items are for discussion and / or possible action).

- a) Park Board

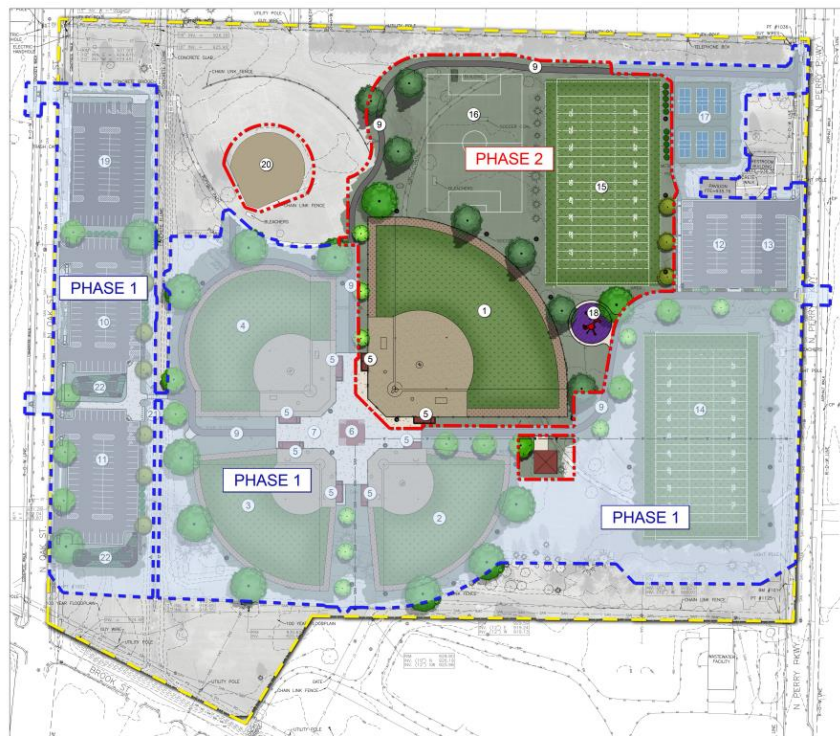
- 1. Request from Oregon Youth Baseball Club to upgrade Kiser Park #1 Ball Field Dugouts and authorize up to \$10,000 in Park Improvement Impact Fees towards project (Park Board and staff recommendation: motion to approve as presented).  
**Mahnke moved, seconded by Peterson to approve the request from Oregon Youth Baseball Club to upgrade Kiser Park #1 Ball Field Dugouts and authorize up to \$10,000 in Park Improvement Impact Fees towards project. Motion carried 7-0.**

2. Update on Jaycee Community Park Redevelopment Project Phase II and final site plan.

Rau reported the Village is currently accepting bids for Phase II of the redevelopment of Jaycee Community Park.

McDaniel noted the Park Board has had discussions about the trees that will be removed during this phase (pg. 115 of the packet of information). She noted they believed it was important to better connect with the public and make them aware there will be tree planting efforts organized.

Rau noted that he has had conversations with The Wood Cycle of Wisconsin Inc. and they have interest in acquiring some of the trees to create unique furniture or cabinetry.



8) Unfinished Business (items are for discussion and / or possible action).

- a) Community Facilities Grant Agreement with the United States of America acting through the Rural Housing Service in the amount of \$1,000,000 for the Oregon Public Library construction project and Notice of Federal Interest (staff recommendation: motion to approve as presented).

**Peterson moved, seconded by Bechen to approve the Community Facilities Grant Agreement with the United States of America acting through the Rural Housing Service in the amount of \$1,000,000 for the Oregon Public Library construction project and Notice of Federal Interest. Motion carried 7-0.**

b) Ordinance No. 24-01 An ordinance amending Chapters 3, 11, and 13 of the Village of Oregon Code of Ordinances relating to impact fees and municipal utilities.

1. Public hearing related to amending impact fee ordinances. Members of the public may present comments to the Village Board related to the topic at hand. A time limit of 3 minutes per speaker is set.

**Van Kampen opened the public hearing at 5:17 p.m.**

There were no public comments.

**Van Kampen closed the public hearing at 5:18 p.m.**

2. Discussion and possible action (staff recommendation: motion to approve as presented).

**Mahnke moved, seconded by Bechen to approve Ordinance No. 24-01 amending Chapters 3, 11, and 13 of the Village of Oregon Code of Ordinances. Motion carried 7-0.**

c) Lease for premises at 101 Alpine Parkway for Dahlen Systems, Inc. (Suite 203), and SG Insurance Agency, LLC (Suite 101) through December 31, 2028 (staff recommendation: motion to approve as presented).

**Kirchdoerfer moved, seconded by Higgins to approve the lease for premises at 101 Alpine Parkway for Dahlen Systems, Inc. (Suite 203), and SG Insurance Agency, LLC (Suite 101) through December 31, 2028. Motion carried 7-0.**

9) New Business (items are for discussion and / or possible action).

a) Resolution No. 24-01 Preliminary resolution declaring intent to exercise special assessment powers for the 2024 S. Main Street reconstruction project (staff recommendation: motion to approve as presented).

**Peterson moved, seconded by McDaniel to approve Resolution No. 24-01 Preliminary resolution declaring intent to exercise special assessment powers for the 2024 S. Main Street reconstruction project. Motion carried 7-0.**

b) Composition and organizational rules for Village established boards, committees, and commissions.

There was a general discussion on this item.

They decided to authorize Village Staff to draft an ordinance revision for the advisory and ad hoc committees/commissions. In the revision they would like the total composition of members on these committees to range between 5 - 7 members (one being a Village Board Representative) and the quorum would adjust based on the number of members currently appointed.

**Mahnke moved, seconded by Bechen to authorize Village Staff to draft an ordinance revision for the advisory and ad hoc commissions/committees. The total composition of members on these committees could range between 5 - 7 members (one being a Village Board Representative) and the quorum would adjust based on the number of members currently appointed. Motion carried 7-0.**

10) Reports of Village Officers, Department Heads, and Consultants. Informational only. No action by the Village Board will be taken. See reports in meeting packet.

a) Village Administrator Report.

b) Police Chief Report; November 2023 monthly activities and notice of revisions made to the following department policies: Officer Involved Domestic, Confidential Informants, Organizational Structure, Property Control Handling, Arrest, and Active Shooter.

11) Announcements and Miscellaneous Business.

a) Announcements, comments, communications, upcoming meetings and events, and miscellaneous business. Village Board members may provide brief statements, but no discussion or action of the body shall occur.

Mahnke noted that applications for the 2<sup>nd</sup> Annual Public Art Fair to be held in June 2024 are now being accepted. Volunteers are also being sought and should contact members of the Ad Hoc Art Committee if they are interested.

Peterson mentioned the Village has been awarded a Wisconsin Department of Transportation Transit Planning Grant. The transit planning grant is an 80/20 grant, which means the Village will be reimbursed for 80% of the expenses of transportation planning and the Village of Oregon will cover the remaining 20%. The estimated total cost of the planning project is \$60,000.

McDaniel commended the Oregon Public Library Staff and their work in opening the new library.

1. Village President appointments of Trustee Lynn McDaniel to Public Safety Committee, Trustee Tim Higgins to Public Works & Utilities Committee, and Trustee Jason Mahnke as Chair of the Public Works & Utilities Committee.  
Van Kampen reviewed the appointments listed.

b) Future Agenda Items. This item gives Village Board members the opportunity to place a topic on a future agenda for discussion and / or potential action. The Board may, if desired, conduct a vote on proposed topics to determine whether a majority of members agrees the topic should be placed on a future agenda. Discussion and actions shall be limited to procedural future agenda setting matters.

Bechen reported the Diversity, Equity, & Inclusion Committee will draft an article for the Village Board to review outlining recruitment and committee openings.

12) Closed Session Business (discussion and / or possible action).

Under Wis. Stats. § 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Attendance is limited to the Village Board and, at its discretion, any necessary staff, other officers, and other individuals whose presence is necessary for the business at hand.

a) Deliberate the investment of public funds, purchasing of public properties, and related negotiation strategy for future economic growth and expansion of the Village.

**Mahnke moved, seconded by Kirchdoerfer to meet in closed session pursuant to Wis. Stats. § 19.85(1)(e) at 5:59 p.m. to deliberate the investment of public funds, purchasing of public properties, and related negotiation strategy for future economic growth and expansion of the Village.**

**Roll call vote: McDaniel – yes; Van Kampen– yes; Bechen – yes; Mahnke – yes; Kirchdoerfer – yes; Higgins – yes; Peterson – yes. Motion carried 7-0.**

13) Adjournment.

**Higgins moved, seconded by Peterson to adjourn the Village Board meeting at 7:21 p.m. from closed session on Monday, January 08, 2024. Motion carried 7-0.**

Submitted by,

Candie M. Jones  
Village Clerk