

VILLAGE OF OREGON

Village Board Meeting

AGENDA

Monday, February 1, 2021

5:00 P.M.

Virtual Meeting

Connection Instructions (Additional Instructions/Information may be found at the end of the agenda.)

Virtual Meeting will be held at: [Join Zoom Meeting](#)
[Zoom login info:](#)

Join Zoom Meeting

<https://us02web.zoom.us/j/87137432983>

Meeting ID: 871 3743 2983

Passcode: 615524

Call In

1-312-626-6799

Meeting ID: 871 3743 2983

Passcode: 615524

1. Call to order

2. Roll Call

3. Community Input

This part of the agenda allows members of the public to provide information to the Village Board, including on items not listed on the Board's agenda. Under the Open Meetings Law, this section of the agenda allows the Board to receive information, and to ask questions of a presenter to facilitate a better understanding of the information. Fifteen (15) minutes will be provided; otherwise the agenda will proceed as posted. Note for Board Members and Public: After receiving information from a member of the public, Board members need to be careful about how they discuss an issue among themselves. 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 Village Board agenda. However, Board members may not expand their discussion beyond such procedural matters. (This note will not be read at Board meetings.)

4. Public Appearance

- a) (Follow-Up Discussion from December 7, 2020 Village Board Meeting) – Discussion with Police Chief Pagenkopf and Jamie Bush re: Headquarters:
- Chief Pagenkopf's Summary of Actions since December 7th Board meeting
 - Jamie Bush's Comments

5. Approval of Minutes
 - a) None
6. Approval of Vouchers
 - a) None
7. Proclamations and Announcements
 - a) Board Comments:
 - b) Staff Comments:
 1. Upcoming (Virtual) Meetings including Village Administrator Search:
 - a) February 8, 2021 – No Board Meeting
 - b) Week of February 15, 2021 Board Meeting to review Mini-Resumes and Selection of 6-10 Village Administrator Semi-Finalists with PAA (Closed Session – Typically 1- to 1.5 Hours in Length)
 - c) February 22, 2021 - 2nd Board Meeting of February (Joint Meeting with Library Board)
 - d) March 1, 2021 - Board Meeting to review Village Administrator Candidates' Video Interviews/Reference Reports and Select Finalists with PAA (Closed Session Typically 2 to 2.5 Hours in-Length)
 - e) March 8, 2021 Regular Board Meeting
 - f) Week of March 8th: Village Administrator Finalists Come to Oregon for Interviews/Assessment Center with Village Board and Staff
 - g) March 15, 2021 Board Meeting
 - h) April 5, 2021 NO Board meeting due to Election
 - i) April 12, 2021 Board Meeting
 - j) April 19, 2021 Board Meeting
 - k) Tuesday, April 20, 2021 Special Organizational Board Meeting
8. Communication and Miscellaneous Business
 - a) Status of Village Administrator Search
 - POLCO and Kevin Brunner both feel it is too late in the process to conduct the survey.
 - Re-Scheduling February 15th Board Meeting to February 17th or 18th. At this meeting the Board will (in addition to reviewing the mini-resumes in closed session) review and discuss the following with Kevin:
 - Review Draft Job Description
 - Review Draft Employment Agreement and possibly forward it to Village Attorney for review
 - Discuss Assessment Process for Interviews including possible writing exercise and tours of the community (Banquet Room at Headquarters has been reserved 8AM to 8PM on March 12th.
 - Discuss Village Administrator's and Department Heads' involvement in the selection process (Please note Kevin is recommending Department Heads not

participate in the review of the mini-resumes.)

- Discuss background process for finalist. Chief Pagenkopf has confirmed Verona's Police Department will conduct the background for us.
 - Village Administrator's New Retirement Date: **Monday, May 3, 2021**. This will allow me to help the new Village President and Board members get through the April 20, 2021 Special Organizational Board Meeting, and also prepare the agenda packet for their first regular Board meeting on May 3rd. This may also be the new Village Administrator's starting date with the Village.
- b) Status of Autumn Ridge Capital Area Regional Planning Commission (CARPC) Submittal -- Autumn Ridge Phases 2 and 3- Urban Service Area Amendment Public Hearing at CARPC postponed (originally scheduled for Feb. 11, 2021)
- c) Discussion and Possible Action re: Updating Village's Social Host Ordinance –
Recommended Motion: Direct Village Attorney to prepare necessary ordinance to update Village's Social Host Ordinance
- d) Discussion and Possible Action re: Ordinance #21-01AN ORDINANCE AMENDING SECTION 1.31 (2) OF THE VILLAGE CODE OF ORDINANCES RELATING TO TERMS OF OFFICE OF PARK BOARD MEMBERS
- **Possible First Motion to Consider: The Board by a 2/3 vote of the Board members may suspend the rules and waive the 1st and 2nd Readings at tonight's meeting.**
 - **Possible Second Motion to Consider: If the Board chooses to suspend the rules, the Board may then consider adopting Ordinance #21-01.**
- e) Discussion and Possible Action re: Lease Agreement between the Oregon Area Chamber of Commerce and Village of Oregon for a term January 1, 2021 –December 31, 2021 --
Recommended Motion: Approve Lease Agreement for 2021.
- f) COVID-19 Update:
- 1) Discussion and Possible Action re: COVID-19 Village Administrator's Recommendation regarding allowing Village Employees to get vaccinated on work time, if appointments become available -- **Recommended Motion: Approve Village Administrator's Recommendation.**
 - 2) **Status of Mask Mandate**
- g) Discussion and Possible Action re: Staley Plumbing Annual Contract – **Recommended Motion: Approve the annual HVAC maintenance contract with Staley Plumbing and Heating in the amount of \$19,900.00 billed monthly at \$1,658.00 per their proposal dated 7/23/2020.**
- h) Madison Beltline Planning and Environment Linkages (PEL) Corridor Study- Jeff Rau and Elise Cruz will serve on the Technical Advisory Committee (TAC) and Policy Advisory Committee (PAC)
- i) Discussion and Possible Action re: Ordinance #21-02 AN ORDINANCE REPEALING SECTION 14.15 AND REPEALING AND RECREATING SECTION 14.45 OF THE VILLAGE CODE OF ORDINANCES RELATING TO RAZING BUILDINGS
- **Possible First Motion to Consider: The Board by a 2/3 vote of the Board members may suspend the rules and waive the 1st and 2nd Readings at tonight's meeting.**
 - **Possible Second Motion to Consider: If the Board chooses to suspend the rules, the Board may then consider adopting Ordinance #21-02.**

9. Report of Committees

a) Planning Commission – January 14, 2021 Meeting (**President Carpenter**)

- 1) Discussion and Possible Action re: Approve of a Conditional Use Permit (CUP) submitted by The Wine Reserve, LLC for Indoor and Outdoor Commercial Entertainment at 113 N. Main St. -- ***Planning Commission Motion: Molzahn moved, seconded by Bieno to recommend to Village Board the approval of the Conditional Use Permit (CUP) submitted by The Wine Reserve, LLC for Indoor and Outdoor Commercial Entertainment at 113 N. Main St. Motion carried 7-0***
- 2) Discussion and Possible Action re: Certified Survey Map (CSM) for 917, 919, and 947/957 Janesville St.- Lakestone Properties Affordable Multifamily Housing Project -- ***Planning Commission Motion: Bieno moved, seconded by Mahr to recommend to Village Board the approval of the Certified Survey Map (CSM) for 917, 919, and 947/957 Janesville St.- Lakestone Properties Affordable Multifamily Housing Project. Contingent upon meeting the recommendations from the Village Planner and Zoning Administrator in the memo dated 01/07/2021. Motion carried 7-0.***
- 3) Discussion and Possible Action re: Specific Implementation Plan (SIP) for 917, 919, and 947/957 Janesville St.- Lakestone Properties Affordable Multifamily Housing Project – ***Planning Commission Motion: Carpenter moved, seconded by Bieno to recommend to Village Board the approval of the Specific Implementation Plan (SIP) for 917, 919, and 947/957 Janesville St. Lakestone Properties Affordable Multifamily Housing Project to include the Village Planners recommendations noted in the memo dated 01/07/21. Motion carried 7-0.***
- 4) FYI Only – Site Plan revision for Wille Enterprises, 748 Cusick Parkway for fence expansion -- ***Planning Commission Motion: Molzahn moved, seconded by Bieno to approve the site plan revision for Wille Enterprises, 748 Cusick Parkway for fence expansion motion carried 7-0.***
- 5) Discussion and Possible Action re: Zero-lot line CSM for Lot 105, Ithaca Ct. ***Planning Commission Motion: Bieno moved seconded by Mahr to recommend approval to the Village Board a Zero-lot line CSM for Lot 105, Ithaca Ct. Motion carried 7-0.***
- 6) Discussion and Possible Action re: Zero-lot line CSM for Lot 106, Ithaca Ct. ***Planning Commission Motion: Bieno moved seconded by Mahr to recommend approval to the Village Board a Zero-lot line CSM for Lot 106, Ithaca Ct. Motion carried 7-0.***
- 7) Discussion and Possible Action re: Zero-lot line CSM for Lot 107, Ithaca Ct. ***Planning Commission Motion: Mahr moved, seconded by Schnelle to recommend approval to the Village Board a Zero-lot line CSM for Lot 107, Ithaca Ct. Motion carried 7-0.***
- 8) FYI Only -- Forward Development Group re: conceptual layout of Lot 41 and Tarkenton parcels along Hwy. CC, Highlands of Netherwood neighborhood

10. Minutes Not Requiring Action

- a) Library Board Minutes – December 9, 2020

11. Unfinished Business

- a) None

12. New Business

- a) None

13. Future Agenda Items

- a) At May 3rd Board Meeting, update Resolution #21-05 COVID-19 Emergency Order and Review Employee Leave Policy
- b) At Future Board meeting re: Recent Compliance Checks by Police Department.
- c) Park Shelter Fees
- d) Preparing Citizen Guide for assistance in understanding the roles of Village Board and Police Commission as they relate to the oversight of the Police Department

14. The Board may meet in closed session pursuant to Wis. Stat. sec. 19.85(1)(e) to consider its bargaining position in connection with the possible acquisition of One Community Bank Building at 101 Alpine Parkway and Vacant Lot at 153 Alpine Parkway. The Board will adjourn from closed session.

15. Adjournment

Additional Connection Instructions/Information

Participate on-line in Zoom webinar by using the link at the top of the agenda to join:
(A computer, tablet or smart phone will allow participation.)

a) Computer:

First time users will need to download and run the Zoom client app (zoom.us) for your computer. It may be easiest to use a laptop computer with built-in camera and microphone, or a desktop computer with a headset or speakers/microphone. If you would like to speak during the meeting, but do not have a microphone on your computer, you will also need to call-in with a phone.

b) Smartphone/Tablet:

First time users will need to download and run the Zoom client app (zoom.us) for your iPhone, iPad or Android device to connect with your smartphone or tablet.

c) To Watch Meeting -- Oregon Community Access (OCA Media)

Oregon Village Board Meetings are televised live by OCA Media on Spectrum Cable channel 983 and TDS cable channel 1019. Archived meetings are available for viewing on OCA Media's YouTube channel: <https://www.youtube.com/user/OCAmedia>

d) Written Public Comments:

You may send written comments to the Village Board on an issue listed on the agenda or not listed on the agenda by emailing the Village Clerk at phaag@vil.oregon.wi.us.

e) Requesting Accommodations in Advance of Meeting:

If you do not have internet access or are unable to participate electronically, please contact Village Clerk Peggy Haag for accommodations 24 hours in advance of the meeting. Her phone number is 835-6282.

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, 117 Spring Street, 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.