

Village Board Meeting Minutes  
Monday, February 3, 2020

1. Call to Order

Village President, Jeanne Carpenter, called the Regular Village Board meeting to order at 5:00 p.m. on Monday, February 3, 2020.

2. Roll Call

Present: Cory Horton, Jeanne Carpenter, Randy Glysch, Amanda Peterson, Jerry Bollig, Jenna Jacobson, and David Donovan.

Also Present: Village Administrator Mike Gracz, Library Director Jennifer Endres Way, Senior Center Director Rachel Brickner, Police Chief Brian Uhl leaving at 6:11 p.m., Lt. Jenny Pagenkopf, Finance Director Lisa Novinska, Director of Public Works Jeff Rau, Village Planner Elise Cruz, Village Attorney Matt Dregne arriving at 5:01 p.m. and leaving at 6:20 p.m., Village Clerk Peggy Haag, and members of the public.

*Agenda items were taken out of order but remain in order for ease of reading.*

3. Public Appearance

a) Discussion with OregonCARES and Possible Board Direction re: Possibly Creating Guidelines for Click and Collect Transactions

Cynthia DiCamelli & Amy Miller appeared on behalf of Oregon Cares, a community coalition. Their mission is to provide an action plan to prevent youth substance abuse in Oregon. They hope to educate the children and address the environment kids go back into after being educated.

There is a new way people can purchase food and alcohol online and then pick them up at the store. It is called 'Click and Collect.' DiCamelli's hope is that Oregon is on board with this to be ahead of the curve. Some places allow the 'Click and Collect' service with alcohol. DiCamelli is asking the Village Board to consider amending local ordinances that define what a licensed premise is. Right now, face-to-face contact is required. She is concerned about transactions happening in the parking lot, if the person picking up the alcohol is sober, with underage people in the car.

There was some discussion. Board members had different thoughts on whether or not to look at the Village Ordinances. Carpenter said the Village Board has the information and can revisit it if they would like to review it further.

b) Discussion and Possible Action re: Village of Oregon Wastewater Treatment Plant Facilities Plan discussion with Town & Country Engineering and presentation of improvement alternatives to the plant. Possible action to include the selection of the recommended improvement alternatives going forward based on the Facility Plan analysis. **Recommended Motion: Motion to approve Alternative 1, 'ideal' option for facility upgrades as outlined in the memo from Town and Country Engineering dated January 30, 2020.**

Ben Heidemann of Town and County gave a detailed overview of the Wastewater Treatment Plant Facility Plan. Options include upgrading the Village's wastewater treatment facilities or pumping to the Madison Metropolitan Sewerage District.

**Horton moved, seconded by Bollig, to approve Alternative 1, an ‘ideal’ option for facility upgrades as outlined in the memo from Town and Country Engineering dated January 30, 2020.**

**Motion carried 7-0.**

4. Village Attorney/Village Administrator Report

- a) Letter to Wisconsin River Rail Transit Commission re: Frontier North, Inc. Utility Crossing Issue  
The Wisconsin River Rail Transit Commission is having issues bringing a utility crossing on rail infrastructure. It is the Village’s stance that they do not have the authority to suspend all permits submitted by Frontier or their affiliates.
  
- b) Discussion and Possible Action re: Lincoln Road Water Tower – Proposed US Cellular Lease Agreement – Please Note the Board may adjourn into closed session during the meeting pursuant to Wis. Stat. 19.85 (1) (e) to discuss the Proposed US Cellular Lease Agreement.  
US Cellular has leased space on the Lincoln Road tower. They are a good tenant that pays the Village \$1850 per month. US Cellular is now offering a \$250.00 increase in the rent per month. Rau suggested a \$450 increase per month.

Rau is asking the Board to authorize him to work with US Cellular to negotiate price and terms. Then he will return to the Board with a lease and rendering for approval.

**Donovan moved, seconded by Glysch, to authorize staff to pursue negotiations with US Cellular on price and terms.**

**Motion carried 7-0.**

5. Approval of Minutes

- a) None.

6. Approval of Vouchers

**Bollig moved, seconded by Jacobson, to approve vouchers dated February 3, 2020, in the amount of \$ 456,437.18.**

**Roll call vote: Bollig – yes; Jacobson – yes; Carpenter – yes; Horton – yes; Peterson – yes; Glysch – yes; and Donovan – yes.**

**Motion carried 7-0.**

7. 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.)

Hans Noeldner of 132 West Lincoln Street appeared and regarding drivers continuing to drive through crosswalks while crossing guards are already in the street. The guards were wearing a safety vest and holding up a stop sign. He is requesting the Village add cameras at the most heavily used crosswalks to help spot potential violators.

8. Proclamations and Announcements

- a) Board Comments: There were no comments.

Staff Comments:

1) Upcoming Meetings:

- a) February 10, 2020 – Board Meeting – Special Board Meeting  
b) February 17, 2020 – No Board Meeting due to Primary Election  
c) February 24, 2020 – Possible Public Works Meeting or Special Board Meeting  
d) March 2, 2020 – Board Meeting  
e) March 16, 2020 – Board Meeting
9. Communication and Miscellaneous Business
- a) Discussion and Possible Action re: Police Chief Uhl’s Resignation - Recommended Motion: The Village Board accepts Police Chief Uhl’s Resignation and acknowledges his last day with the Oregon Police Department will be February 13, 2020. The Board also thanks Chief Uhl for his service with the Village and wishes him good luck in his new position.  
Jacobson moved, seconded by Bollig, to accept Police Chief Uhl’s Resignation and acknowledges his last day with the Oregon Police Department will be February 13, 2020. The Board thanked Chief Uhl for his service with the Village and wishes him good luck in his new position.
- Motion carried 7-0.**
- b) Discussion and Possible Action re: Investigative Report of Patrick Fiedler to Jeanne Carpenter Village President Village of Oregon Village Board regarding Complaint involving Conduct Engaged in by Chief Brian Uhl on the morning of September 6, 2019  
**Recommended Motion: Accept the Report and refer it to the Personnel, Public Safety & Protection for further discussion.**  
Donovan moved, seconded by Jacobson, to Accept the Report as presented and refer it to the Personnel, Public Safety & Protection for further discussion.
- Carpenter would like this report to be used as a teaching tool and see if any policies need to be updated.
- Motion carried 7-0.**
- c) Discussion and Possible Action re: Consideration of Establishing Salary for Interim Police Chief Position and Recommendation to the Police Commission of appointing Lt. Pagenkopf as Interim Police Chief – Please Note the Board may go into closed session at the end of the meeting, pursuant to section 19.85 (1) (c), to further discuss the promotion and compensation relating to the interim police chief position.

**Peterson moved, seconded by Jacobson, to recommend to the Police Commission that Lieutenant Pagenkopf be appointed acting Police Chief by the Police Commission and the Board Members express their appreciation to the Police Commission for considering this recommendation.**

The Police Commission oversees the hiring and firing of police officers and command staff.

**Motion carried 7-0.**

**Glysch moved, seconded by Bollig, to recommend Lieutenant Pagenkopf's salary be increased to \$101,543.00 for the period serving as acting Police Chief.**

Donovan is concerned the Village will set precedence by adjusting Acting Chief Pagenkopf's salary before the Chief's position is filled.

Horton is on the opposite side of Donovan. The Village needs a Police Chief. Horton does not think the acting Chief should be any less than the Chief that will be hired.

Jacobson thinks a person should be paid for the job they are currently doing. If Pagenkopf is Acting Chief, she should be compensated for it. Peterson agreed.

Gracz said we have done a similar process in the past. It is typical in Government.

**Motion carried 7-0.**

- d) Discussion by President Carpenter regarding Board members attending First Diversity and Inclusion Advisory Committee scheduled for February 20th.

Several Board members were interested in attending the Diversity and Inclusion Advisory Committee. Alice Egan told Carpenter that for the first two or three meetings, she would request the Village Board not be in attendance. This way, people that are attending feel comfortable and welcome to talk about struggles or things they are experiencing in the community. Egan will be in charge of the meetings.

- e) Update regarding BMO Harris Property – Owner of property has informed the Village the property is not for sale.

It was noted that BMO Harris knows the Village is interested in the property.

- f) Update regarding Well No. 6 – Letter from Department of Natural Resources

The Wisconsin Department of Natural Resources has provided the Village with the Well Site Investigation Report for Well No. 6. This part of the process deals with getting the site and well approved in the Highlands of Netherwood.

- g) Discussion and Possible Action re: Equipment Selection – Wastewater Treatment Plant

(WWTP) Blower Upgrade Project - **Recommended Motion: Approve Neuros turbo blowers in Arrangement #3 of the memorandum from Town and Country dated January 24, 2020, for inclusion in the blower upgrade project documents.**

Ben Heidemann of Town and Country Engineering gave an overview of the Wastewater Treatment Plan Blower upgrade. He and staff reviewed three options outlined in his memo resulting in a recommendation for Arrangement #3.

**Donovan moved, seconded by Jacobson, to approve Neuros turbo blowers in Arrangement #3 of the memorandum from Town and Country dated January 24, 2020, for inclusion in the blower upgrade project documents.**

**Motion carried 7-0.**

- h) Discussion and Possible Action re: Lincoln Road Reconstruction – Engineering Services - **Recommended Motion: Approve a task order with Ruckert-Mielke in the amount of \$15,750 for the design, bidding, and construction management of Lincoln Road from Union Road to the Village western boundary.**

Glysch moved, seconded by Bollig, to approve a task order with Ruckert-Mielke in the amount of \$15,750 for the design, bidding, and construction management of Lincoln Road from Union Road to the Village western boundary.

Ruckert Mielke has done a lot of work on this already. This project moved up to a 2020 project after things fell apart with the bike path. The Village has the funds, and the Town of Oregon is also moving forward.

Bollig asked to notify Ruckert Mielke that the Village does not want any change orders. Rau did follow up with them on previous concerns.

**Motion carried 7-0.**

The funds for the project are coming out of developer fees collected for the past 16 years. It has also been noted, the Town of Oregon wants to work with the Village on this project simultaneously. Ideally, they will have the same contractor.

- i) Discussion and Possible Action re: Perry Parkway Connection – Final Payment – **Recommended Motion: Approve Payment Application #5 to Parisi Construction Company in the amount of \$73,510.62 for the 2018 North and South Perry Parkway Utility and Street Improvements project.**

Horton moved, seconded by Jacobson, to approve Payment Application #5 to Parisi Construction Company in the amount of \$73,510.62 for the 2018 North and South Perry Parkway Utility and Street Improvements project.

**Motion carried 7-0.**

- j) Discussion and Possible Action re: Toro Groundskeeper 5900 – **Recommended Motion:**

**Approve procurement of the Toro Groundsmaster 5900 mower from Reinders for the amount of \$100,550.64. Funding will be from 2020 borrowing.**

The requested mower is in the Capital Improvement Plan and will have a June 1st delivery date.

**Glysch moved, seconded by Peterson, to approve the procurement of the Toro Groundsmaster 5900 mower from Reinders for the amount of \$100,550.64. Funding will be from 2020 borrowing.**

Horton noted that this is a \$100,000 mower, but to maintain the Village the way residents expect this equipment is needed. This piece of equipment will be in service for 10-15 years.

**Motion carried 7-0.**

- k) FYI – Village is purchasing new (additional) Holiday decorations for streetlights with the Chamber of Commerce (approximately \$3,000) with possible funding from Village’s share of Room Tax collection.

Rau said fourteen new streetlights went up along Jefferson Street. Some streetlights are replacements, and some are new. They need holiday decorations.

Donovan asked the staff if there will be issues with the new electrical code. Rau will look into this issue further, and Knutson will talk to Alliant.

- l) Alternate Member Ken Kluz has resigned from the Park Board

Carpenter thanked Kluz for his work on the Park Board. Gracz will have the Park Board Member application added to the Village website.

10. Report of Committees

- a) Personnel, Public Safety & Protection Meeting – January 27, 2020 (Trustee Jacobson)

- 1) Discussion and Possible Action re: Approval of Village Hall Summer Hours from May 1, 2020 – September 4, 2020

**Personnel Committee Motion: Donovan moved, seconded by Glysch to recommend to Village Board the approval of Village Hall Summer Hours (closing at noon to the public on Fridays) from May 1, 2020 – September 4, 2020. May 1, 2020, the Village Hall will be closed all day for record retention cleaning. Motion carried 3-0.**

**Note: Village Hall will be closed to the public, but Village staff will be working.**

**Jacobson moved, seconded by Donovan, to approve Village Hall Summer Hours (closing at noon to the public on Fridays) from May 1, 2020 – September 4, 2020. May 1, 2020, the Village Hall will be closed all day for record retention cleaning.**

**Motion carried 7-0.**

- 2) (Discussion Possible Recommendation to the Village Board re: Proposed Revisions to the Credit Card Policy, Code of Ethics and Purchasing Policy – (Staff requested action on the

*motion be delayed until a future Board Meeting.)*

**Personnel Committee Motion: Donovan moved, seconded by Glysch to recommend to Village Board directing staff to make the revisions to the Credit Card Policy, Code of Ethics, and Purchasing Policy per the Village Attorney's email provided in the packet. Motion carried 3-0.**

Gracz will bring this back.

b) **Public Works & Utility Committee Meeting – January 27, 2020 (Trustee Bollig)**

- 1) Discussion and Possible Action re: Request by Sara Perkins for a crosswalk to be installed on Windward Lane.

**PW & Utility Committee Motion: Peterson moved, seconded by Horton to recommend to Village Board directing Public Works to install painted crosswalks at the locations on Windward Lane and Leeward Lane per the map provided in the packet. Motion carried 3-0.**

Bollig moved, seconded by Glysch, to direct Public Works to install painted crosswalks at the locations on Windward Lane and Leeward Lane per the map provided in the packet.

**Motion carried 7-0.**

- 2) Discussion and Possible Action re: Request by Mark Severtson for a crosswalk on N. Perry Parkway at Jaycee Park.

**PW & Utility Committee Motion: Horton moved, seconded by Peterson to recommend to Village Board making sure there is a crosswalk in place with the renovations planned at Jaycee Park West. The location of the crosswalk will be evaluated and determined during the planning and design of Jaycee Park West. Motion carried 3-0.**

Bollig moved, seconded by Horton, to making sure there is a crosswalk in place with the renovations planned at Jaycee Park West. The location of the crosswalk will be evaluated and determined during the planning and design of Jaycee Park West.

**Motion carried 7-0.**

- 3) Discussion and Possible Action re: Request by Jamie Frisch for a crosswalk and sidewalk near Bergamont Boulevard at County Highway CC/Jefferson Street

**PW & Utility Committee Motion: Horton moved, seconded by Peterson to recommend to Village Board directing Public Works Director to include funding in 2021 Budget for sidewalk ramps, signage, and a painted crosswalk at Bergamont Boulevard and County Highway CC/Jefferson Street. Motion carried 3-0.**

Bollig moved, seconded by Peterson, to direct Public Works Director to include funding in 2021 Budget for sidewalk ramps, signage, and a painted crosswalk at Bergamont Boulevard and County Highway CC/Jefferson Street.

Donovan is going to vote yes for this, but he does not think it solves the problem. He would like to see this issue come back and talk to Dane County about the long-range plans are for this area. He thinks the Village would incorporate the fix when Dane County addresses the area.

**Motion carried 7-0.**

11. Minutes Not Requiring Action

- a) None.

12. Unfinished Business

- a) None.

13. New Business

- a) Approval of Pending NEW Operator Licenses – (Recommended Approval by Police Department)  
There were none.
- b) Approval of Pending RENEWAL Operator Licenses – (Recommended Approval by Police Department)  
There were none.
- c) Approval of Pending NEW Operator Licenses – (Memo provided by Police Department)  
There were none.
- d) Approval of Pending RENEWAL Operator Licenses – (Memo provided by Police Department)  
There were none.

14. Future Agenda Items

- a) TIF #4 must close no later than September 15, 2035
- b) Park Shelter Fees
- c) Review of 2019 & 2020 Master Calendar
- d) Tom Dorn regarding request for Tax Increment Financing (TIF) Assistance for Dorn's Phase I Project
- e) Janesville Street/South Perry Parkway Intersection Evaluation & Warrant Analysis
- f) Joint Meeting with Library Board on Monday, June 15<sup>th</sup>, 2020, to Review Fundraising Status and Construction Manager's and Owner's Representative's Roles in the Design and Construction Process

15. **The Village Board may adjourn into closed session during the meeting pursuant to Wis. Stat. 19.85 (1) (e) to discuss the Proposed US Cellular Lease Agreement and pursuant to Wis. Stat. 19.85 (1) (c) to further discuss the promotion and compensation relating to the interim police chief position.**

Closed session was not needed.

16. **The Board will reconvene into open session.**

17. Adjournment

**Horton moved, seconded by Peterson, to adjourn the Regular Village Board at 6:54 p.m. Monday, February 3, 2020.**

Submitted by,  
Peggy Haag  
Village Clerk