



**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, February 5, 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, February 5, 2024.
  
- 2) Roll Call.  
Present: Tim Higgins, Tom Kirchdoerfer, Jason Mahnke, Lynn McDaniel, Amanda Peterson, & Phil Van Kampen.  
  
Absent: Carlene Bechen (excused)  
  
Also Present: Village Administrator Martin Shanks, Finance Director Lisa Novinska, Assistant Public Works Director Lauren Striegl, Director of Community Development Elise Cruz, Senior Center Director Rachel Brickner, Library Director Jennifer Endres Way, Village Clerk Candie Jones, and two (2) members of the public
  
- 3) Approval of January 22, 2024 Village Board meeting minutes if correct, and correction of mistakes, if any (staff recommendation: motion to approve as presented).  
**Higgins moved, seconded by Kirchdoerfer to approve the 01-22-2024 Village Board meeting minutes. Motion carried 6-0.**
  
- 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 \$1,237,658.48 (staff recommendation: motion to approve as presented).

**Mahnke moved, seconded by Peterson to approve the vouchers dated 02-05-2024 in the amount of \$1,237,658.48.**

**Roll call vote: Peterson – yes; Higgins – yes; McDaniel – yes; Van Kampen – yes; Mahnke – yes; Kirchdoerfer. Motion carried 6-0.**

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

a) Request from Oregon Area Fire – EMS District to use the Village Board Room for the Wills for Heroes event on Saturday, April 20, 2024, between 8:30 am – 4:30 pm.

b) Village President nomination of Liina-Ly Roos to the Diversity, Equity, and Inclusion Committee to fill an unexpired term ending April 2025.

c) Grant Contract with Madison Community Foundation for \$10,000 grant towards Village of Oregon Public Art Program.

d) Resolution No. 24-02 Acceptance of wet ponds and infiltration basin within Highlands of Netherwood Phase 1A, street improvements, storm sewer on-site, sidewalk, and curb improvements for Interlachen Avenue located within Bergamont Phase 5D, and release of credit for Bergamont Phase 5D.

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

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

a) Public Safety Committee.

1. Amendment to Issuance of Alcohol Beverage Operator’s Licenses Policy related to renewals (Committee and staff recommendation: motion to approve as presented).

**Peterson moved, seconded by McDaniel to approve the amendment of Issuance of Alcohol Beverage Operator’s Licenses Policy related to renewals as presented. Motion carried 6-0.**

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

a) Ordinance No. 24-04 An ordinance amending Chapter 1 and Chapter 5 of the Village of Oregon Code of Ordinances relating to committee, commission, and board composition and quorum requirements (staff recommendation: motion to approve as presented).

Van Kampen referenced Shanks’ memo dated 02-05-2024 provided in the packet of information. Kirchdoerfer mentioned the reason for this amendment is to help the overall functionality of newer committees while they are being filled. It is not to discourage community participation or input. He mentioned the Village Board always encourages citizen input and urges anyone interested in serving on any committee, commission, or board to reach out.

**Higgins moved, seconded by Peterson to approve Ordinance No. 24-04 An ordinance amending Chapter 1 and Chapter 5 of the Village of Oregon Code of Ordinances relating to committee, commission, and board composition and quorum requirements. Motion carried 6-0.**

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

a) Review Village Administrator Performance Evaluation process.

There was a general discussion about the process that the Village Board took last year. Last year, the Chair of the Finance and Personnel Committee distributed and gathered the results of the evaluation to members of the governing body and department heads. They then met in closed session to review the results and then to provide the Village Administrator with their review.

Peterson noted the former Chair of the Finance and Personnel Committee put together a “word cloud” that provided words that were mentioned often in the evaluations about Martin. She suggested doing this again.

Kirchdoerfer recommended that Martin conduct a self-evaluation. Mahnke suggested the form be tweaked to reflect a self-evaluation.

**Mahnke moved, seconded by Higgins to approve having Chair of the Finance and Personnel Committee Tom Kirchdoerfer oversee and conduct the process for distributing and retrieving the Village Administrator Performance Evaluations. Motion carried 6-0.**

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) Senior Center Director Report. Transportation services pilot program to the new Oregon Public Library for older adults in the senior center service district.

c) Police Chief Report. January 31 press release regarding attempted burglary at 1042 Park Street.

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.

1. Reminder for upcoming Community Input Open House opportunities for the Senior Center future building project: Friday, February 23 from 2:00 pm – 3:30 pm for Senior Center users, Thursday, February 29 from 6:30 pm to 8:00 pm for the general public, and Saturday, March 2 from 10:00 am to 11:30 am for the general public. All sessions located at the Senior Center, 219 Park Street.

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.

There were no future agenda items requested.

12) Adjournment.

**Mahnke moved, seconded by Peterson to adjourn the Village Board meeting at 5:28 p.m. on Monday, February 05, 2024. Motion carried 6-0.**

Submitted by,

Candie M. Jones  
Village Clerk