

Special Village Board Meeting Minutes
Monday, February 10, 2020

1. Call to Order

Village President Jeanne Carpenter called the Special Village Board meeting to order at 5:00 p.m. on Monday, February 10, 2020.

2. Roll Call

Present: Jerry Bollig (arrived at 5:54 p.m.) Jeanne Carpenter, David Donovan, Randy Glysch, Cory Horton, Jenna Jacobson, and Amanda Peterson.

Also Present: Village Administrator Mike Gracz, Director of Public Works Jeff Rau, Library Director Jennifer Endres Way, Village Attorney Matt Dregne (arrived at 5:03 p.m.), Senior Center Director Rachel Brickner, Director of Administrative Services Candie Jones, and five (5) members of the public.

3. Public Appearance

- a) Discussion with Oregon Soccer Club and Possible Action re: Oregon Soccer Club's request to use the additional fields for Spring, 2020 – Recommended Motion: Accept Recommendations in Village Planner Cruz's Memorandum dated 1-29-2020 regarding Oregon Soccer Club's Request to Use Village Neighborhood Parks

Eric Anderson and Bryan Steffen, Oregon Soccer Club, appeared for this item. They mentioned they were satisfied with the usage in the memo and noted Elise was good to work with.

Horton mentioned there were some members at the Park Board who were upset that there was not a joint meeting between the public and the Village Board regarding the usage at neighborhood parks.

Glysch moved, seconded by Donovan to accept recommendations in Director of Planning & Zoning Administrator Elise Cruz's memorandum dated 01-29-2020 regarding Oregon Soccer Club's request to use Village Neighborhood Parks. Motion carried 6-0.

4. Village Attorney/Village Administrator Report

- a) Discussion and Possible Action re: Agreement for Land Division Improvements Highlands of Netherwood Phase 2

Background: Forward Development (FDG) had outstanding invoices of \$39,682.07. All work on FDG's Phase 2 was put on hold by Village staff due to the outstanding invoices. FDG is scheduled to pay \$15,000 on Friday (2/7/2020) and is requesting the Village Board to approve Phase 2 agreement with the requirement FDG will pay the balance of the invoices by April 6, 2020. If the payment is not received by the Village, Village Staff will stop all Village related work on Phase 2.

Possible Motion: For the March 2nd Board meeting, direct the Village Attorney to prepare the Agreement for Land Division Improvements for Highlands of Netherwood Phase 2 conditioned upon FDG paying all outstanding invoices by April 6, 2020 and FDG must sign the agreement before the March 2nd Board meeting.

Gracz noted FDG exceeded the required \$15,000 payment on Friday, February 7, 2020.

Glysch moved, seconded by Peterson to direct Village Attorney to prepare the Land Division Improvements Agreement for Highlands of Netherwood Phase 2 for the 03-02-2020 Village Board Meeting conditioned upon Forward Development Group paying all outstanding invoices by 04-06-2020 and signing the agreement before the 03-02-2020 Village Board meeting. Motion carried 6-0.

- b) Discussion and Possible Action re: Tax Increment Financing (TIF) Agreement Oregon Apartments, LLC's (Adam Coyle) request for TIF Assistance for Apartment Project at 124 Rosewood Avenue

Background Information -- In response to questions at the 1-20-2020 Board meeting, Ehlers provided the following answers:

- Any new construction per year would be included in the net new construction for levy limit calculations. Generally assume Year 1 (2020) would be partial construction valued on cost basis for the apartment project, then most likely valued at income approach as the property leases up and stabilizes. Ehlers noted that while total project costs were \$8.5M, the ultimate value should be in the \$6.5 – \$6.7M range when fully built-out.
- Department of Revenue (DOR) reports indicate the Village is only at 1.59% against the 12%TIF test.

Recommended Motion: Approve TIF Agreement for Oregon Apartments, LLC's (Adam Coyle) at 124 Rosewood

Adam Coyle, Oregon Apartments LLC, appeared for this item.

Donovan moved, seconded by Peterson to approve the Tax Increment Financing (TIF) Agreement for Oregon Apartments, LLC (Adam Coyle) at 124 Rosewood Avenue. Motion carried 6-0.

5. Approval of Minutes
a) None

6. Approval of Vouchers
Donovan moved, seconded by Jacobson to approve vouchers dated 02-10-2020 in the amount of \$315,147.64.

Roll call Vote: Peterson – yes; Jacobson – yes; Horton – yes; Glysch – yes, Donovan – yes; and Carpenter – yes. Motion carried 6-0.

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.)
There was no community input.

8. Proclamations and Announcements

a) Board Comments:

Carpenter mentioned that on February 14, 2020, Firefly will be donating 50% of its sales revenue to the New Library Fund. She further noted the staff is going to donate their tips as well. Oregon Community Bank will match the contribution from Firefly.

b) Staff Comments:

1) Upcoming Meetings:

- a) February 17, 2020 – No Board Meeting due to Primary Election
- b) February 24, 2020 – Possible Special Board Meeting
- c) March 2, 2020 – Board Meeting
- d) March 16, 2020 – Board Meeting

This was informational only. Gracz noted there will be a Special Village Board meeting on Monday, February 24, 2020.

9. Communication and Miscellaneous Business

- a) Discussion and Possible Action re: Use of Village Law Enforcement Vehicle for Traveling to and From Police Department by Acting Police Chief Pagenkopf – Recommended Motion: Approve Acting Chief Pagenkopf’s use of a law enforcement vehicle to travel only to and from work, not for any personal use. This would be effective the evening of February 13, 2020.

Background Information:

- Having Use of Police Vehicle would allow Acting Chef Pagenkopf the ability to respond to emergency incidents directly from home
- It would be an approximate 22 miles round-trip from Evansville to Oregon
- Police vehicle would be parked inside a garage overnight
- Motion is contingent on Lt. Pagenkopf’s appointment as Acting Chief by the Police Commission.

Peterson moved, seconded by Horton to approve Acting Chief Pagenkopf’s use of a law enforcement vehicle to travel only to and from work, not for any personal use. This would be effective the evening of February 13, 2020. Motion carried 6-0.

- b) No Board Action Required – Review of 2019 and 2020 Master Calendars

The master calendars were provided in the packet of information.

- c) FYI - Police Department Needs Crossing Guards- For More Information Please Contact Ruti Trace at the Oregon Police Department at 835-3111, Ext. 211
This was informational only.
- d) FYI - Applications continue to be accepted – Village is seeking applications to fill a vacant Alternate Park Board Member Position. More information on the Village’s Web Page.
This was informational only.
- e) Discussion and Possible Action re: Wastewater Treatment Plant (WWTP) LED Exterior Lighting Upgrade – Recommended Motion: Approve the proposals from Searl Electric for replacement of wall pack units (\$3,831.00) and pole luminaries (\$5,355.00) for lighting upgrades at the Wastewater Treatment Plant.
Jacobson moved, seconded by Donovan to approve the proposals from Searl Electric for replacement of wall pack units (\$3,831.00) and pole luminaries (\$5,355.00) for lighting upgrades at the Wastewater Treatment Plant. Motion carried 6-0.
- f) The League of American Bicyclists’s Bicycle Friendly Community Program Application has been submitted – Village Administrator's Note: Thank you to Village Planner Cruz for completing the application.
This was informational only.

10. Report of Committees

- a) Planning Commission Meeting – February 6th (President Carpenter)
 - 1) Discussion and Possible Action re: Approval of Site Plan for Highlands of Netherwood Park (Village Project) -- Planning Commission Motion: Meier moved, seconded by Severtson to recommend to the Village Board the approval of the Bid Package and Site Plan for Highlands of Netherwood Park subject to final parking lot, lighting, and engineering approvals. Motion carried 6-0.
It was noted there will be a drinking fountain in the park that will have the capabilities of filling up re-useable water bottles. The capability of having a drinking fountain for pets was encouraged.

Carpenter moved, seconded by Donovan to approve bid package and site plan for Highlands of Netherwood Park subject to final parking lot, lighting, and engineering approvals. Motion carried 6-0.
- b) Park Board Meeting – January 8, 2020 (Trustee Horton)
 - 1. Discussion and Action re: Rettler’s Plans for Bidding, Design and Construction Oversight of Highlands of Netherwood Park (Note: construction starting in spring/summer 2020. Playing Field may be ready for use in fall, 2021.)

Park Board Motion: Knutson moved, seconded by LeBrun to recommend to Village Board the approval Bid Documents from Rettler for Bidding, Design, and Construction Oversight of the Highlands of Netherwood Park with having Village/Park Board Member Cory Horton review the final plans. Motion carried 5-0. Since the Park Board meeting, Horton has reviewed the plans. He noted he is comfortable moving forward with the bid documents.

Horton moved, seconded by Donovan to approve Bid Documents from Rettler for Bidding, Design, and Construction Oversight of the Highlands of Netherwood Park. Motion carried 6-0.

2. Discussion and Possible Action re: Vandewalle's Proposed Scope of Services and Budget for Keller Alpine Meadows (Westside Park) Planning
The Park Board took no action.

Horton noted there was a significant discussion at the Park Board on this topic. He reported they decided to take no action. He noted the Oregon School District (OSD) Representative addressed some of the district's concerns at the Park Board's meeting.

At the Park Board meeting, the OSD Representative spoke about having the opportunity to build a multi-use sports complex on the property purchased north of the Prairie Mound Cemetery and across from McDonald's. However, before this can happen the OSD Representative would like to take a more comprehensive look at future park/playing fields in the surrounding communities (within the school district).

It was noted the Oregon School District (OSD) has an agreement to sell the property back to the Village of Oregon by the end of 2020. Horton indicated the OSD Representative said the OSD Board may approach the Village to ask for an extension on selling the property noting they may have to keep the property for a future school site due to their expected population growth.

Gracz noted that he believed OSD may be getting pressure from the sports organizations to sell the property to construct fields. He reported the Village is also getting pressure to construct playing fields because there are not enough playing fields for all the youth sports. He suggested going through the planning phase in 2020. He noted he believes there will never be enough playing fields.

Peterson, Jacobson, and Carpenter noted they were in favor of moving forward with planning for this park as there is an immediate need for playing fields and there are other potential plans for affordable housing on the site as well.

Dregne suggested the Village Board could require the school district pay the costs of Vandewalle's Proposed Scope of Services if they request an extension.

Horton noted if they move forward with design plans for this park he would like to see public participation at the preliminary stages versus after a conceptual design.

Carpenter and Donovan mentioned they believe there is more public participation when there are conceptual designs put before them. Peterson and Donovan noted they believe the affordable housing is essential at this site. Jacobson mentioned the Housing Coalition may be able to help with the public participation aspect as it relates to affordable housing.

Donovan moved, seconded by Peterson to approve Vandewalle’s Proposed Scope of Services and Budget for Keller Alpine Meadows (Westside Park) Planning. Motion carried 5-1. Horton voted no.

3. Discussion and Possible Action re: Jaycee Park West Sponsorship Agreements – Park Board Motion: Knutson moved, seconded by Horton to recommend to Village Board the approval of Jaycee Park West Sponsorship Agreement with Horizon Design – Build – Manage (dbm), John Faust. Motion carried 5-0.

Horton moved, seconded by Glysch to approve the Jaycee Park West Sponsorship Agreement with Horizon Design – Build – Manage (dbm), John Faust. Motion carried 6-0.

11. Minutes Not Requiring Action

- a) January 2, 2020 Minutes and Information
This was informational only.

12. Unfinished Business

There was none.

13. New Business

- a) Approval of Pending New Operator Licenses – (Recommended Approval by Police Department)
Kwik Trip #731 – Mauriana E. Kraft, Andrew J. Lins, Kelsey K. Willard
Peterson moved, seconded by Jacobson to approve the NEW Operator’s Licenses listed above. Motion carried 6-0.
- 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)
Bill’s Food Center – Brent K. Kirby – Village Administrator’s Note: Village Staff recommends the Board approve the New Operator License for Brent K. Kirby.
Jacobson moved, seconded by Peterson to approve the NEW Operator’s Licenses listed above. Motion carried 6-0.
- d) Approval of Pending RENEWAL Operator Licenses – (Memo provided by Police Department)

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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 15th, 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 possible acquisition of property for development purposes. The Board will adjourn from closed session.

Donovan moved, seconded by Jacobson to convene into closed session at 5:42 p.m. pursuant to 19.85 (1) (e) to discuss the possible acquisition of property for development purposes. The Village Board will adjourn from closed session.

Roll call Vote: Donovan – yes; Glysch – yes; Horton – yes, Jacobson – yes; Carpenter – yes; and Peterson - yes. Motion carried 6-0.

16. Adjournment

Glysch moved, seconded by Bollig to adjourn the Special Village Board meeting from closed session at 6:24 p.m. on Monday, February 10, 2020. Motion carried 7-0.

Submitted by,

Candie M. Jones
Director of Administrative Services