

# Please Note Meeting Date

VILLAGE OF OREGON

Village Board Meeting

AGENDA

Wednesday, February 17, 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/82517951625>

Meeting ID: 825 1795 1625

Passcode: 842332

Call In

1-312-626-6799

Meeting ID: 825 1795 1625

Passcode: 842332

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) None

5. Approval of Minutes
  - a) September 21, 2020 Meeting
  - b) September 23, 2020 Joint Meeting with Towns
  - c) December 21, 2020 Meeting
6. Approval of Vouchers
7. Proclamations and Announcements
  - a) Board Comments:
  - b) Staff Comments:
    - 1) February 22, 2021 – Board Meeting (Joint Meeting with Library Board)
    - 2) March 1, 2021 – 9:00AM Joint Review Board Meeting – TID#4 Extension Request
    - 3) 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)
    - 4) March 8, 2021 Regular Board Meeting
    - 5) Friday March 12th: Village Administrator Finalists Come to Oregon for Interviews/Assessment Center with Village Board and Staff
    - 6) March 15, 2021 Board Meeting
    - 7) April 5, 2021 NO Board meeting due to Election
    - 8) April 12, 2021 Board Meeting
    - 9) April 19, 2021 Board Meeting
    - 10) Tuesday, April 20, 2021 Special Organizational Board Meeting
8. Communication and Miscellaneous Business
  - a) Discussion with Village Attorney and Possible Action re: Review of Procedure for Filling a Vacancy in the Office of Trustee (Please Note: Former Trustee Horton's term expires in April, 2021)
  - b) Discussion and Possible Action re: Pitney Bowes Mail Machine – **Recommended Motion: Approve New Pitney Bowes Mail Machine Agreement**
  - c) Discussion and Possible Action re: Police Chief's Request to Sell Ammunition that is no longer used by Police Department – **Recommended Motion: Approve Police Chief's Request**
  - d) COVID-19 Update:
    - 1) Discussion and Possible Action/Direction re: 2021 Park Reservations and Dane County Order #13
    - 2) Discussion and Possible Action re: COVID-19 Village Administrator's Recommendation regarding waiving disconnecting utility services at this time. -- **Recommended Motion: Approve Village Administrator's Recommendation.**

3) Village Staff purchased Plexiglass Shields for the Board Room

e) Discussion by Director of Public Works re: Village's Water System Security

f) Status of Village Administrator Search

At tonight's meeting, in addition to reviewing the mini-resumes in closed session, the Board will review and discuss the following with Kevin Brunner & Chris Swartz (Public Administration Associates):

1) **Interviews with Finalists:** We will have the capability (with OCA Media's assistance) to have Board members participate via zoom for the March 12th interviews. Please note the in-person interviews will be held in the Village Hall Board Room.

***Please remember to schedule yourself to be available from 8:00AM to 8:00PM on Friday, March 12th.***

2) **Community Involvement:** Trustee Jacobson wanted to discuss community involvement in the selection process. A possible suggestion is to request community members submit interviewing questions to PAA by February 28th, which the Board may consider including in the March 12th interviews.

3) **Assessment Process:** PAA could conduct the Emotional Intelligence and Writing Exercise on-line or in-person on March 12th.

4) **Tours of the Community:** Village staff has assembled some background information and two (2) recent videos of the village for review by the candidates. If requested, an in-person tour could be provided to the selected candidate.

5) **Review Draft Employment Agreement:** Possibly forward the draft agreement to Village Attorney Kyle Gulya for review.

6) **Background Process:** Reminder that Chief Pagenkopf has confirmed Verona's Police Department will conduct the background on the finalist for the Board.

9. Report of Committees

a) None

10. Minutes Not Requiring Action

a) None

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 will meet in closed session pursuant to Wisconsin Statutes 19.85(1)(c) to review resumes and select semi-finalists for the Village Administrator position. 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](mailto: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.