



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 19, 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 19, 2024.

- 2) Roll Call.
Present: Carlene Bechen (left at 6:14 p.m.), Tim Higgins, Tom Kirchdoerfer, Jason Mahnke, Lynn McDaniel, Amanda Peterson, & Phil Van Kampen.

Also Present: Village Administrator Martin Shanks, Assistant Public Works Director Lauren Striegl, Chief of Police Jennifer Pagenkopf, Director of Community Development Elise Cruz, Recreation and Programming Coordinator Liane Rhodes, Senior Center Director Rachel Brickner, Library Director Jennifer Endres Way, Village Clerk Candie Jones, and five (5) members of the public

- 3) Approval of February 5, 2024, Village Board meeting minutes if correct, and correction of mistakes, if any (staff recommendation: motion to approve as presented).
Mahnke moved, seconded by Higgins to approve the 02-05-2024 Village Board meeting minutes. Motion carried 7-0.

- 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.)

Michael Wunsch, 299 N Main Street, appeared to speak regarding item 9 (a). He mentioned he is a candidate for the upcoming Spring Election Village Trustee Race and has also served previously on the Village Board. He noted his concern about the upcoming borrowings listed in the Capital Improvement Plan (CIP) and the effect that they will have on taxpayers, utility bills, and rent increases. He noted he believes the CIP should be reviewed and encourages the members to cancel or postpone items that are not absolutely essential.

- 5) Approval of vouchers in the amount of \$447,494.81 (staff recommendation: motion to approve as presented).

Kirchdoerfer moved, seconded by Mahnke to approve the vouchers dated 02-19-2024 in the amount of \$447,494.81.

Roll call vote: McDaniel– yes; Van Kampen– yes; Higgins – yes; Mahnke – yes; Kirchdoerfer – yes; Peterson – yes; Bechen - yes. Motion carried 7-0.

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

a) Resolution No. 24-03 Acceptance of street improvements, storm sewer on-site, sidewalk, and curb improvements for Greenview Preserve Phase 1, and reduction of bond for Greenview Preserve Phase 1

b) Authorize trade in of 2013 Toolcat and purchase of 2024 Toolcat and related appurtenances for a total cost of \$46,012.72 from Mid-State Equipment.

c) Revisions to Oregon Area Senior Center Policy Manual.

d) 2024 Software Purchase Agreement with Civic Systems LLC for financial and accounting management software.

e) Equitable Sharing Agreement with Federal Government and Annual Certification Report.

f) Task Order No. 23 with Town & Country Engineering, Inc. for 2024 roadway maintenance, bike trail maintenance, and repaving Public Works facility lot, outdoor basketball courts, and Rotary Bike Trail sections specifications and bidding in an amount not to exceed of \$65,000.

Bechen moved, seconded by Higgins to approve consent agenda items 6 (a) – 6 (f). Motion carried 7-0.

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

a) Park Board.

1. Review bids for Jaycee Community Park Redevelopment Project Phase 2 and awarding Contract A General Site Construction to Janke General Contractors, Inc in the amount of \$1,585,152.75; Contract B Building Construction to Bauer Builders, Inc. in the amount of \$271,000; and Contract C Site Electrical Construction to Nickles Electric Construction, Inc. in the amount of \$299,385 (Park Board and staff recommendation: motion to approve as presented).

Rau reviewed his memo dated 02-06-2024 provided in the packet of information. He noted Village Staff have been in conversations with Janke General Contractors to confirm they were comfortable with their bid and the scope of the project.

McDaniel commended the Village Staff for collaborating with Janke General Contractors to make sure they were comfortable and fully aware of the scope of the project.

Higgins noted this project is an example of the Village exercising its significant fiscal responsibility. Parts of this project were postponed to better manage the debt incurred.

Mahnke moved, seconded by McDaniel to approve bids for Jaycee Community Park Redevelopment Project Phase 2 and awarding Contract A General Site Construction to Janke General Contractors, Inc. in the amount of \$1,585,152.75; Contract B Building Construction to Bauer Builders, Inc. in the amount of \$271,000; and Contract C Site Electrical Construction to Nickles Electric Construction, Inc. in the amount of \$299,385. Motion carried 7-0.

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

- a) Procurement of two Western Star plow / patrol trucks, dump beds, and plow packages in the amount of \$527,861.96 (staff recommendation: motion to approve as presented).
Rau referenced and reviewed his memo dated 02-05-2024 provided in the packet of information.

Kirchdoerfer moved, seconded by Peterson to approve the procurement of two Western Star plow / patrol trucks, dump beds, and plow packages in the amount of \$527,861.96. Motion carried 7-0.

- b) 2024 – 2028 Senior Center Service Agreement with the towns of Dunn, Oregon, and Rutland and the Village of Brooklyn (staff recommendation: motion to approve as presented).
The members thanked everyone including the partnering municipalities that were involved in completing this agreement.

Kirchdoerfer moved, seconded by Bechen to approve the 2024 – 2028 Senior Center Service Agreement with the towns of Dunn, Oregon, and Rutland and the Village of Brooklyn. Motion carried 7-0.

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

- a) Review of preliminary 2024 debt plan and process, and related capital projects.
Shanks referenced and reviewed his memo dated 02-19-2024 and the listed material provided in the packet of information.
1. Preliminary 2024 Debt Plan.
 2. General Obligation (G.O.) Debt Capacity Projection.
 3. Tax Impact of 2024 – 2033 – Capital Improvement Plan (CIP).
 4. Water Utility Cash Flow Analysis – Projected 2023-2032.

5. Sewer Utility Cash Flow Analysis – Projected 2023-2032.



Shanks encouraged the members to review the 2024 Preliminary Debt Plan (provided in packet) and provide any feedback or changes. He reminded the members the documents provided in the packet are working documents and are used for used for planning the Village’s debt over the next 10 years. He noted these documents provide and plan for the worst-case scenario tax impact. Often the impact is not as severe because there are several items taken into consideration before the borrowing process takes place. For instance, the Village Board examines budgetary surpluses and leftover funds (cash on hand) from previous projects. These cash on hand funds can be used to reduce the annual borrowing and fund smaller cost items and equipment. A good example of this is a police squad.

He also mentioned the Village conservatively plans for a 2% increase in its change in value (See Tax Impact of 2024 – 2033 CIP document). The Village’s change in value in 2023 was 11.38%, which far exceeded the projected 2% and resulted in a reduced tax impact on debt.

He reviewed the Water Utility and Sewer Utility Cash Flow Analysis projected for the years 2023-2032.

b) Review draft of Volunteer Policy.

Shanks referenced and reviewed his memo dated 02-19-2024 and the draft policy provided in the packet of information.

There was a general discussion, and the members were in support of the policy.

Shanks noted he is still working with department heads on further refinements. If the members have any concerns, they are encouraged to reach out to him. The final draft will be reviewed by Village Attorney Derek Panches and then placed on an upcoming agenda for final approval.

c) Review draft revisions to priorities in Tax Incremental Financing (TIF) Policy.

Shanks referenced and reviewed his memo dated 02-19-2024 and the revisions to the TIF Policy provided in the packet of information.

Peterson requested the Village create a list of resources for sustainable measures and practices and place it on the website for developers to view.

d) Update on Wisconsin Housing and Economic Development Authority new loan programs and Village eligibility.

Shanks referenced and reviewed his memo dated 02-19-2024 provided in the packet of information.

New Loan Programs

-  **Vacancy to Vitality Loan:** converts vacant and underutilized commercial properties to housing.
-  **Restore Main Street Loan:** rehabs second and third-floor rental housing over commercial space.
-  **Infrastructure Access Loan:** covers the costs of installing, replacing, upgrading, or improving public infrastructure related to workforce housing or senior housing.

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) Director of Community Development Report. Housing Affordability Report for 2023.
- c) Senior Center Director. Dane County Meal Site Inspection 2024.
- d) Finance Director Report. Building permits, impact fees, and connection fees collected January 2024.
- e) Police Chief Report. Revisions to Victim / Witness Assistance Policy to reflect new accreditation standards.

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.
There were no comments.
- 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.

12) Closed Session Business (discussion and / or possible action).

Under Wis. Stats. § 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Attendance is limited to the Village Board and, at its discretion, any necessary staff, other officers, and other individuals whose presence is necessary for the business at hand.

- a) School Resource Officer Agreement with Oregon School District.

Mahnke moved, seconded by Peterson to meet in closed session at 6:40 p.m. pursuant Wis. Stats. § 19.85(1)(e) to deliberate and negotiate the School Resource Officer (SRO) Agreement with the Oregon School District.

Roll call vote: Peterson– yes; Kirchdoerfer– yes; Van Kamepn – yes; Higgins – yes; McDaniel – yes; Mahnke - yes. Motion carried 6-0. Bechen was not in attendance for this vote.

13) Adjournment.

Mahnke moved, seconded by Peterson to adjourn the Village Board meeting from closed session at 7:52 p.m. on Monday, February 19, 2024. Motion carried 6-0.

Submitted by,

Candie M. Jones
Village Clerk