

Village Board Meeting Minutes  
Monday, March 2, 2020

1. Call to Order

Village President, Jeanne Carpenter, called the Regular Village Board meeting to order at 5:00 p.m. on Monday, March 2, 2020.

2. Roll Call

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

Also Present: Village Administrator Mike Gracz, Library Director Jennifer Endres Way, Senior Center Director Rachel Brickner, Lieutenant. Jenny Pagenkopf leaving at 5:54 p.m., Finance Director Lisa Novinska, Director of Public Works Jeff Rau, Village Planner Elise Cruz, Village Attorney Matt Dregne arriving at 5:04 p.m., Village Clerk Peggy Haag, and members of the public.

3. Public Appearance

a) Library Fundraising Kickoff Events and Items

1) <https://www.oregonpubliclibrary.org/new-library>

Library Director, Jennifer Way, thanked the Steering Committee, Capital Campaign, and community members for their support. At this time, 1.2 million has already been raised. The campaign has been publicized by numerous media outlets, including Oregon Community Access Media, Oregon Observer, Orange Whip Designs, and Sprint Print.

2) February 14<sup>th</sup> Fundraiser at Firefly Coffeehouse

Thank you to the Firefly Coffeehouse and their baristas who donated their tips. Oregon Community Bank matched all the contributions. This fundraiser was great for awareness of the campaign.

3) March 14<sup>th</sup> – Oregon Community Resource Network March 14<sup>th</sup> Community Celebration at Headquarters

The Oregon Community Resource Network is holding an event to thank the community for their help with the food pantry and the youth center. They will also share information about the library project.

4) Capital Campaign: Progress Update, January 2020

A monthly handout was provided.

4. Acting Police Chief Items

a) Review of February 13, 2020 Police Commission Minutes

Items a and f are related. The Police Commission is asking for the Village Board to make a recommendation to the Police Commission.

b) **Possible Board Action: Approve Letter from Village Board to Acting Police Chief Pagenkopf regarding appointment as Acting Police Chief**

Carpenter wrote a letter on behalf of the Village Board to the acting Police Chief regarding her appointment.

**Glysch moved, seconded by Jacobson, to approve letter from Village Board to Acting Police Chief Pagenkopf regarding appointment as Acting Police Chief.**

**Motion carried 7-0.**

- c) Swearing-In of Acting Police Chief Pagenkopf by President Carpenter  
Jeanne Carpenter, the first female Village President, swore in Jennifer Pagenkopf as the first female Acting Chief of Police.
- d) Acting Police Chief Pagenkopf's Comments  
Pagenkopf appreciates the support and encouragement from the Village Board, Police Commission, her department, friends, and family. Pagenkopf will work hard to deserve that support. She has been working the last five years towards getting her master's, which she would not have been able to do without the support staff, her family, and her friend, Ruti Trace.
- e) Review of Acting Police Chief Pagenkopf's 60- Day Plan  
Pagenkopf highlighted some items from her 60-day plan as Acting Chief.

Carpenter told Pagenkopf she's always able to use the Village Board as a resource.

- f) **Possible Board Action: Direct Village Administrator to prepare a recommendation for the April 20<sup>th</sup> Board meeting regarding the permanent Police Chief position.**  
**Bollig moved, seconded by Horton, to direct the Village Administrator to prepare a recommendation for the April 20th Board meeting regarding the permanent Police Chief position.**

Gracz will give the Village Board a recommendation at the April 20, 2020, Village Board meeting.

Carpenter thinks it would be amazing to have the next Police Chief of Oregon be a person that began as an officer rising through the ranks to the position of Police Chief.

**Motion carried 7-0.**

- 5. Discussion and Possible Board Direction re: Recent Compliance Checks by Police Department. (Please Note Acting Chief Pagenkopf will need to leave the meeting after this agenda item.)  
Gracz noted Ace's Main Tap and Senor Peppers have two violations in a rolling 12 months. There is a resolution that allows the Board to go through the process of revoking a business license. Last time business owners were invited to a Board meeting, and they explained what they were going to do to prevent this kind of thing from happening again.

Board members would like to have Ace's Main Tap, Senor Peppers, and LaRocca's come in to explain what happened, what they are doing to prevent failing compliance checks and help them prevent issues moving forward. The Board wants to be firm.

Pagenkopf said she has been speaking to Julia Sherman, of the Wisconsin Alcohol Policy Project. Sherman is crafting some ideas and options of what businesses can do to comply.

Dregne wondered if the business owner would enter into an agreement stating if they failed two compliance checks in less than twelve months, they would receive a citation.

The Board agrees they would like to offer other ideas and options. None of the Board members want to suspend a liquor license, but if business owners don't work with the Board, the Board may resort to revocation. Anticipate having a meeting on April 13th. Horton asked to let all

Village Board Meeting Minutes

Monday, March 2, 2020

licensees know there will be a meeting. One business may suggest what they have done and help another business that is failing compliance checks.

6. Village Attorney/Village Administrator Report

- a) Discussion and Possible Action re: Amended and Restated Development Agreement – Highlands of Netherwood – **Recommended Motion: Approve Agreement**  
**Glysch moved, seconded by Peterson, to approve Amended and Restated Development Agreement – Highlands of Netherwood.**

This development was approved back in 2018 with a master development agreement.

When working on the agreement for Phase II, there were several highly technical adjustments at the staff level to the master development agreement. After this agreement will be the Phase II agreement to bring to the Board.

The developer has agreed to this, and fees are due April 6th.

**Motion carried 7-0.**

- b) Discussion and Possible Action re: Agreement for Land Division Improvements Highlands of Netherwood Phase II -- **Recommended Motion: Approve Agreement for Land Division Improvements for Highlands of Netherwood Phase II.**  
**Jacobson moved, seconded by Peterson, to approve Agreement for Land Division Improvements for Highlands of Netherwood Phase II.**

Approving the agreement for land division improvements for Highlands of Netherwood phase II allows the builder to move ahead with Phase II. Past due payments are due April 6th. If amounts are not paid by April 6th, the Village may suspend any work done by the Village or consultant on the worksite.

**Motion carried 7-0.**

- c) Discussion and Possible Action re: Agreement for Land Division Improvements Autumn Ridge Phase 1C (Hofer Development) and Release of Restrictive Covenants Plat of Autumn Ridge Phase 1C - **Recommended Motion: Approve the Agreement for Land Division Improvements for Highlands of Netherwood Phase 1C and Release of Restrictive Covenants Plat of Autumn Ridge Phase 1C**  
**Peterson moved, seconded by Jacobson, to approve the Agreement for Land Division Improvements for Highlands of Netherwood Phase 1C and Release of Restrictive Covenants Plat of Autumn Ridge Phase 1C.**

This agreement allows Hofer Development to move forward with Phase 1C.

The lots in this phase are currently restricted and can't be sold. If the development agreement is approved, then there is a release of restrictions to sell lots.

Attachment B is Phase 1.

**Motion carried 7-0.**

7. Approval of Minutes

- a) Special Meeting – February 10, 2020

**Horton moved, seconded by Peterson, to approve the Special Meeting Minutes of February 10, 2020.**

**Motion carried 7-0.**

8. Approval of Vouchers

**Bollig moved, seconded by Jacobson, to approve vouchers dated March 2, 2020, in the amount of \$ 2,237,336.13.**

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

**Motion carried 7-0.**

9. 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.

10. Proclamations and Announcements

a) Board Comments:

Bollig would like to start a Village initiative to ban the use of plastic bags. He would like to learn more about how to eliminate plastic bag use. Bollig would be looking at ways to soften the blow to a business's bottom line; so they are receptive and cooperative.

b) Staff Comments:

1) Upcoming Meetings:

- a) March 16, 2020 – Board Meeting
- b) March 30, 2020 – Possible Special Board Meeting for Highlands of Netherwood Park Project and Committee Meetings
- c) April 6, 2020 – No Night Meeting due to Election
- d) April 13, 2020 – Board meeting
- e) April 20, 2020 – Board Meeting
- f) April 21, 2020 – Organizational Board Meeting - Tuesday

11. Communication and Miscellaneous Business

a) Discussion of President Carpenter’s Proposed Changes to Park Board Membership –Modernizing the Village of Oregon Park Board

Carpenter is proposing to update the Village Code to change the make-up of the Oregon Park Board to consist of all Village residents, including one Village Board member, one student

member, and five citizen members, all with equal voting rights. She believes it is time to treat Oregon less like a small town and more like a Village of 10,000 people.

The new alignment would be consistent with neighboring communities.

Carpenter recommends current Park Board members living in the Village to reapply for a new seat under the realigned membership. Committee members will still be appointed by the Village President and approved by the Village Board.

There was some discussion about having the school district as a member of the Park Board. Carpenter hopes that the school district will ask a resident to apply for a position.

The Village Attorney will draft something consistent with Jeanne's proposal. It will come back to the Board for final approval with the option to be amended.

b) Review of 2019 Library Annual Report

Jennifer Way is required to file the annual report with the Department of Public Instruction. Way summarized the report.

c) Discussion and Possible Action re: Ruekert-Mielke Task Order 2020-02 First Addition to the Badfish Drainage District -- **Recommended Motion: Approve Task Order 2020-02 from Ruekert-Mielke in the amount of \$15,766.00 for preparation of specifications for the First Addition to the Badfish Drainage District.**

**Bollig moved, seconded by Donovan, to approve Task Order 2020-02 from Ruekert-Mielke in the amount of \$15,766.00 for preparation of specifications for the First Addition to the Badfish Drainage District.**

**Motion carried 7-0.**

d) Discussion and Possible Action re: 451 Lexington Street Lateral – Infiltration & Inflow (I/I) Source Removal – **Recommended Motion: Approve a \$4,000 reimbursement to Lucia Rowley for the repair of sewer and water laterals and removal of a large I/I source at the property located at 451 Lexington Drive.**

**Peterson moved, seconded by Bollig, to approve a \$4,000 reimbursement to Lucia Rowley for the repair of sewer and water laterals and removal of a large I/I source at the property located at 451 Lexington Drive.**

**Motion carried 5-2 with Donovan and Horton opposed.**

e) Discussion and Possible Action re: Ruekert-Mielke – Lincoln Road Task Order 2020-01 – **Recommended Motion: Approve Task Order 2020-01 from Ruekert-Mielke in the amount of \$38,150 for engineering services for Lincoln Road and Water Main Connection.**

**Glysch moved, seconded by Bollig, to approve Task Order 2020-01 from Ruekert-Mielke in the amount of \$38,150 for engineering services for Lincoln Road and Water Main Connection.**

**Motion carried 7-0.**

f) FYI – Senior Center Grant for Staff Education

The Staff was selected to receive a grant to help them earn an educational certificate through Boston University’s Center for Aging and Disability Research and Education. Education is being done online at work.

g) For the Board’s Information, at the March 30<sup>th</sup> Public Works & Utility Committee Meeting, Village Staff will present some initial background information to begin the discussion for establishing Sustainability Practices for Village Operations and Buildings.

The meeting will likely include the amendment to the street tree ordinance.

h) April 22, 2020 – Southern Dane County Community Resource Forum

Cruz already has 15 RSVPs for this forum. Board members are welcome. Cruz is excited Oregon is taking the lead on how communities can achieve their vision for housing and economic development.

i) Follow-Up to Question regarding The League of American Bicyclists’s Bicycle Friendly Community Program Application – Village should receive notification regarding its application by May.

As a follow-up to the application, there's a survey about bicycling in Oregon and ways to improve shared on the Village Facebook page and Chamber of Commerce website. Becoming bicycle friendly allows the Village to be a part of programs, receive grants and plaques. Amy Miller of the Oregon School District helped move this forward.

j) FYI Only- Lakestone Properties (Jefferson Crossing Developer) has secured an option to purchase the property at 917 Janesville Street and plans on developing Affordable/Workforce Housing on the property. This property is in Tax Incremental District #4.

Village Staff will ask Vandewalle for conceptual layouts.

Bollig is making a pitch for Senior Housing. Rolling Meadows has a list of over 100 people waiting to get in.

Lakestone Properties will be partnering with another company to work on workforce housing.

12. Report of Committees

- a) None.

13. Minutes Not Requiring Action

- a) January 8, 2020, Library Board Minutes

14. Unfinished Business

- a) None.

15. New Business

Village Board Meeting Minutes

Monday, March 2, 2020

- a) Approval of Pending NEW Operator Licenses – (Recommended Approval by Police Department)  
Rachelle C. Kunze –Ace’s Main Tap  
**Donovan moved, seconded by Peterson, to approve pending new operator licenses for Rachelle C. Kunze – Ace’s Main Tap.**

**Motion carried 7-0.**

- 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)

There were none.

- d) Approval of Pending RENEWAL Operator Licenses – (Memo provided by Police Department)

There were none.

16. Future Agenda Items

- a) TIF #4 must close no later than September 15, 2035
- b) Park Shelter Fees
- c) Tom Dorn regarding request for Tax Increment Financing (TIF) Assistance for Dorn’s Phase I Project
- d) Janesville Street/South Perry Parkway Intersection Evaluation & Warrant Analysis
- e) 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

17. **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 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.**

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

**Motion carried 7-0.**

18. Adjournment

**Donovan moved, seconded by Peterson, to adjourn the Regular Village Board from closed session at 8:10 p.m. Monday, March 2, 2020.**

**Motion carried 7-0.**

Submitted by,  
Peggy Haag  
Village Clerk