

Village Board Meeting Minutes
Monday, March 16, 2020

1. Call to Order

President Jeanne Carpenter called the Village Board to order at 5:00 p.m. on Monday, March 16, 2020.

2. Roll Call

Present: Jerry Bollig, Jeanne Carpenter, Randy Glysch, Jenna Jacobson (via phone), Amanda Peterson (via phone)

Absent: David Donovan and Cory Horton

Also Present: Village Administrator Mike Gracz, Village Attorney Matt Dregne (left at approximately 6:18 p.m.), Public Works Director Jeff Rau, Director of Planning and Zoning Administrator Elise Cruz, Finance Director Lisa Novinska, Acting Chief of Police Jennifer Pagenkopf, Library Director Jennifer Enders Way, Senior Center Director Rachel Brickner, and Director of Administrative Services Candie Jones

**Moved to item 4 (a)

3. Village's Response to Coronavirus (COVID-19)

a) Discussion and Possible Action re: #20-11 – A Resolution Delegating Executive Authority during the State of Emergency

Dregne noted Resolution #20-11 will allow specific rights to Village Administrator Mike Gracz during the State of Emergency and will go through June 15, 2020.

Glysch moved, seconded by Bollig to approve Resolution #20-11 – Delegating Executive Authority during the State of Emergency. Motion carried 5-0.

Village Administrator's Note: I tabled/removed a number of items from tonight's agenda in an attempt to reduce the number of people attending the meeting including Recognizing Oregon Community Bank's Donation for the new Library Building.

b) Discussion of Village Departments' Initial Preparations in response to the Coronavirus (COVID-19) and Possible Board Action – Recommended Motion: Until further notified, it is the Village Board's policy that if a Village Employee chooses to travel out of state, they will be subjected to a 14 day quarantine at home to ensure that fellow employees and village operations are not put at risk upon the employee's return. This policy will also apply to individuals from Village consulting firms and companies who enter Village-owned buildings.

- 1) Court's Response
- 2) Front-Office's (Village Hall) Response
- 3) Library's Response
- 4) Police Department's Response
- 5) Public Works' Response
- 6) Senior Center's Response

- c) Discussion of Holding Future Village Meetings, Paying of Vouchers and Restricting Use and Entering of Village-Owned buildings for other events/meetings – Possible Board Action
- d) Review of Information from Dane County and State of Wisconsin re: Coronavirus (COVID-19) Response

4. Public Appearance

- a) Discussion and Possible Action re: Façade Grant Application from Michael White for 130 North Main Street (Pizza Pit/Soleil Spa) Background Information: At March 5th Planning Commission Meeting, the Commission approved the façade improvements (site plan) for Pizza Pit with some conditions. -- Recommended Motion: Approve façade grant to Michael White in the amount of \$14,522.56 for the façade improvement grant for the building at 130 North Main Street.

Village Planner Elise Cruz's memo dated 03-10-2020 was referenced.

Michael White, Property Owner of 130 North Main Street, appeared for this item. He noted he anticipates the project to be completed in phases. He mentioned the first phase would be to work on the façade on Main Street. He mentioned he has some concerns due to the uncertainties and/or impacts from the Coronavirus.

Gracz noted the Village would be borrowing funds to for this façade grant.

Bollig moved, seconded by Glysch to approve the façade grant application in the amount of \$14,522.56 for Michael White for 130 North Main Street (Pizza Pit/Soleil Spa). Motion carried 5-0.

**Moved back to item 3 (a)

- b) Discussion with David Ferris from Ehlers re: 2020 Borrowing -- Village of Oregon \$1,245,000 General Obligation Promissory Notes, Series 2020A; \$3,790,000 General Obligation Corporate Purpose Bonds, Series 2020B and \$1,060,000 Taxable General Obligation Refunding Bonds, Series 2020C -- Possible Action on the Following Resolutions

David Ferris, Ehlers, provided an overview of the 2020 borrowing documents. He referenced the informational material provided in the packet and noted he will work with Village Staff regarding the rates. He noted he believed the Village is still in a position for favorable interest rates at this time. It was noted the Village Board has the ability to reject any bids.

- 1) Resolution #20-02 Providing for the Sale of Approximately \$1,325,000 General Obligation Promissory Notes, Series 2020A

- 2) Initial Resolution #20-03 Authorizing General Obligation Bonds in an Amount Not to Exceed \$510,000 for Street Improvement Projects
- 3) Initial Resolution #20-04 Authorizing General Obligation Bonds in an Amount Not to Exceed \$230,000 for Fire Department Equipment
- 4) Initial Resolution #20-05 Authorizing General Obligation Bonds in an Amount Not to Exceed \$1,295,000 for Parks and Public Grounds Projects
- 5) Initial Resolution #20-06 Authorizing General Obligation Bonds in an Amount Not to Exceed \$365,000 for Community Development Projects in Tax Incremental District No. 4.
- 6) Initial Resolution #20-07 Authorizing General Obligation Bonds in an Amount Not to Exceed \$615,000 for Sewerage Projects
- 7) Initial Resolution#20-08 Authorizing General Obligation Bonds in an Amount Not to Exceed \$700,000 for Water System Projects
- 8) Resolution#20-09 Providing for the Sale of \$3,715,000 General Obligation Corporate Purpose Bonds, Series 2020B
- 9) Resolution #20-10 Providing for the Sale of Approximately \$1,060,000 Taxable General Obligation Refunding Bonds, Series 2020C

Bollig moved, seconded by Glysch to approve items 4 (b) (1) – 4 (b) (9) related to the Village of Oregon 2020 Borrowing by a roll call vote.

Roll call Vote: Peterson – yes; Bollig – yes; Glysch – yes; Jacobson – yes; and Carpenter - yes. Motion carried 5-0.

5. (Tabled to a Future Meeting) Discussion with Senior Traffic Engineer Lee Gibbs from SRF Consulting Group re: Intersection Control Evaluation (ICE) Study Janesville Street and South Perry Parkway
6. Approval of Minutes
 - a) None
7. Approval of Vouchers

Bollig moved, seconded by Glysch to approve vouchers dated 03-16-2020 in the amount of \$387,053.16.

Roll call Vote: Peterson – yes; Jacobson – yes; Glysch – yes; Carpenter – yes; and Bollig - yes. Motion carried 5-0.

8. 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.

9. Proclamations and Announcements

a) Board Comments:

There were no Board Comments.

b) Staff Comments:

1) Upcoming Meetings:

- a) March 30, 2020 – Possible Special Board Meeting for Highlands of Netherwood Park Project
- b) March 30, 2020 Committee Meetings - Cancelled
- 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
- g) April 22, 2020 – Southern Dane County Community Resource Forum

(CANCELLED)

This was informational only.

10. Communication and Miscellaneous Business

a) Library Capital Campaign: Progress Update, February, 2020 and Related Information

Jennifer Endres Way appeared and thanked Unified Newspaper Group for alerting them about the Woodward Communications Grant.

b) Library March/April, 2020 Newsletter: The Buzz

This item was provided in the packet of information.

c) FYI – Update regarding West Netherwood Flooding

Rau noted the Public Works department will continue to pump as needed.

d) Discussion and Possible Action re: Improvements to Village Hall Security – *Background Information: In response to an Active Shooter Evaluation of Village-Owned Buildings by the Oregon Police Department, Village staff is proposing to enhance access control and replacing video cameras in the Village Hall building. Funding for these improvements would be from the 2020 borrowing.* – Recommended Motion: Accept the quotes from J&K Security Solutions for access control in the amount of \$18,618.17 and for replacing video cameras in the amount of \$2,811.75 for a total of \$21,429.92

This item will appear on a future agenda.

- e) Discussion and Possible Board Direction re: Repayment Agreement with Former Police Officer Jeffrey Aurit – Recommended Motion: Approve having former Police Officer Jeff Aurit reimburse the Village \$3,000 instead of \$8,000.
Bollig moved, seconded by Glysch to approve having former Police Officer Jeff Aurit reimburse the Village \$3,000 as a Repayment Agreement instead of \$8,000. Motion carried 5-0.
- f) Discussion and Possible Action re: Ordinance #20-05 Repealing and Recreating Sections 1.31 of the Village Code of Ordinances Relating to the Park Board
- Review of Park Board Members’ Comments from March 4th Meeting. (please see draft Park Board minutes.)
 - Possible First Motion to Consider: The Board by a 2/3 vote of the Board members may suspend the rules and waive the 1st and 2nd Readings at tonight’s meeting.
Jacobson moved, seconded by Peterson to suspend the rules and waive the 1st & 2nd readings of Ordinance #20-05 – Repealing and Recreating Sections 1.31 of the Village Code of Ordinances Relating to the Park Board. Motion carried 5-0.
 - Possible Second Motion to Consider: If the Board chooses to suspend the rules, the Board may then consider adopting Ordinance #20-05.
Bollig moved, seconded by Jacobson to adopt Ordinance #20-05 - Repealing and Recreating Sections 1.31 of the Village Code of Ordinances Relating to the Park Board. Motion carried 5-0.
- Jacobson noted she supports this item. Peterson noted she believes there should be a school representative.
- g) Discussion and Possible Action re: Hiring of the New Adult Day Program Staff, Molly Kramer – Recommended Motion: Approve the Hiring of the New Adult Day Program Staff, Molly Kramer at an hourly rate of \$15.50 with a start date of April 1, 2020.
Brickner reported the start date of the position was anticipated to begin on April 1, 2020. However, at this time there is no specific set due to the uncertainty related to the coronavirus.
- Glysch moved, seconded by Bollig to approve the Hiring of the New Adult Day Program Staff, Molly Kramer at an hourly rate of \$15.50 with a start date to be determined by Village Staff. Motion carried 5-0.**
- h) Discussion and Possible Action re: 2019 Budget Amendment #2 -- Recommended Motion: Approve 2019 Budget Amendment #2

Bollig moved, seconded by Glysch to approve the 2019 Budget Amendment #2. Motion carried 5-0.

- i) FYI - Village is seeking applications to fill a vacant a Position on the Oregon Area Fire/EMS District's Joint Board. More information on the Village's Web Page.
- j) Follow-Up to Question from March 2nd Board Meeting re: Use of Emergency Powers for Lerner Lateral Project
Rau referenced the email from John Mitby dated 03-05-2020 provided in the packet.
- k) Discussion and Possible Action re: Agreement for Land Division Improvements Bergamont Development Phase 5C – Recommended Motion: Approve Agreement
Peterson moved, seconded by Jacobson to approve Agreement for Land Division Improvements Development Phase 5C. Motion carried 5-0.
- l) FYI – Per the 11-18-19 Board motion, Finance Director Novinska paid off smaller State Trust Fund Loan (STFL) for former Motel Property
- Apply Balance of Loan \$38,745.98
 - Apply Sale of Property \$11,357.99
 - Total Payoff \$50,103.97
- From 11-18-19 Board Meeting: Recommended Motion: Approve the total payoff of the \$50,103.97 State Trust Fund Loan (STFL) on March 15, 2020 for former Motel Property. Motion Carried.
- m) Discussion of Newly Created Village of Oregon Tourism Grant Application for 2020 – Approved at March 3rd Tourism Commission Meeting and does not require Village Board Action.
This was informational only. The Tourism Grant Application was provided in the packet for reference.
- n) Discussion and Possible Action re: 2020 Farm Lease between the Village of Oregon and John & Gary Doerfer -- Recommended Motion: Approve 2020 Farm Lease between the Village of Oregon and John & Gary Doerfer for Outlot 1 in the Westside Community Park for \$150.00 per acre.
Carpenter moved, seconded by Glysch to approve the 2020 Farm Lease between the Village of Oregon and John & Gary Doerfer for Outlot 1 in the Westside Community Park for \$150.00 per acre. Motion carried 5-0.
- o) Discussion and Possible Action re: Public Works Equipment – DR Mower & Bobcat Mower
- First Recommended Motion: Direct Public Works to procure a DR Pro XL-30 brush mower from Middleton Power, including an additional heavy duty brush blade and maintenance meter for a total cost of approximately \$3,450.00
This item will appear on a future agenda.

- Second Recommended Motion: Direct Public Works to procure a Bobcat 72” Brush cat Mower Attachment from Carter & Gruenewald for a total cost of approximately \$2,525.00

This item will appear on a future agenda.

- p) FYI - Upcoming Road Construction in Village of Oregon 2020 -2022
This item will appear on a future agenda.

- q) Discussion and Possible Action re: Resolution #20-01 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers (For Park Street Project) – Background Information: There will be new sidewalk being installed along Park Street as part of the reconstruction project. Sidewalk is being installed on the north side which currently doesn’t have sidewalk. Only spot repairs to existing sidewalk is on the south side. The assessments will likely only affect four (4) properties (Vet Clinic, Everson Storage Units, and 2 Supreme Structures lots). In keeping with the Village’s previous policy on special assessments for roadway reconstructions, the property owners will be special assessed an amount equal to 50% of the cost of just the sidewalk. Recommended Motion: Adopt Resolution #20-01

Glysch moved, seconded by Bollig to approve Resolution #20-01 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers (For Park Street Project). Motion carried 5-0.

- r) Review of Building Permits, Connection and Impact Fees
This was provided in the packet of information.

11. Report of Committees

- a) Park Board Meeting – March 4, 2020 (Trustee Horton)

- 1) Discussion and Possible Action re: Approving Revised Jaycee Park West Master Plan – Rettler made the following changes to the 2/18/2019 Approved Plan:

- Show Six (6) Pickleball Courts with lights and an area for an additional six (6) courts in the future
- Combined the two separate playgrounds into one central location
- Added Playing Fields 5 & 8
- Added and altered the walking trail based on relocated components
- Rettler also updated and increased the cost estimates based on recent bids for such items as masonry dugouts, seeding, topsoil amendment, infield/warning track material, fencing, and lighting prices.

Park Board Motion: Horton moved, seconded by LeBrun to recommend to Village Board the approval of the revised Concept Jaycee Park West Master Plan which includes the revisions listed in item 7 (b). Motion carried 5-0.

This item will appear on a future agenda.

- 2) Discussion and Possible Action re: Developing Master Plan (Facility Plan) for Future Playing Fields
Park Board Motion: LeBrun moved, seconded by Horton to recommend to Village Board that the Village of Oregon work with the Oregon School District to complete a current and future joint funding and planning analysis of playing fields and the use.
Motion carried 5-0.
This item will appear on a future agenda.
12. Minutes Not Requiring Action
 - a) Oregon Area Fire-EMS District Commission Meeting – Minutes and Related Information
13. Unfinished Business

There was none.
14. New Business
 - a) Approval of Pending New Operator Licenses – (Recommended Approval by Police Department)
 - Kwik Trip #731 – Rachelle C. Kunze
 - Kwik Trip #731 – Bruce W. Schwantes**Bollig moved, seconded by Glysch to approve the New Operator’s License as listed above. Motion carried 5-0.**
 - 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.
15. Future Agenda Items
 - a) At April 13th Board meeting -- Discussion and Possible Board Direction re: Recent Compliance Checks by Police Department.
 - b) TIF #4 must close no later than September 15, 2035
 - c) Park Shelter Fees
 - d) Review of 2019 & 2020 Master Calendar
 - e) Tom Dorn regarding request for Tax Increment Financing (TIF) Assistance for Dorn’s Phase I Project
 - f) Janesville Street/South Perry Parkway Intersection Evaluation & Warrant Analysis

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- g) 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

16. Adjournment

Glysch moved, seconded by Bollig adjourn the Regular Village Board at 6:40 p.m. on Thursday, March 16, 2020. Motion carried 5-0.

Submitted by,

Candie M. Jones
Director of Administrative Services