

Please Note Special Date and Time of Meeting

Virtual Meeting

VILLAGE OF OREGON

AGENDA

Wednesday, March 31, 2021

5:00PM

NOTICE OF

**SPECIAL PERSONNEL, PUBLIC SAFETY & PROTECTION COMMITTEE
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/82273356197>

Meeting ID: 822 7335 6197

Passcode: 148004

To call in:

1-312-626-6799

Meeting ID: 822 7335 6197

Passcode: 148004

1. Call to Order
2. Roll Call
3. Public Appearances
 - a) None

4. Approval of Minutes
 - a) August 3, 2020
 - b) October 13, 2020 Minutes
 - c) January 14, 2021

5. Communications and Miscellaneous Business
 - a) Discussion and Possible Recommendation to the Village Board re: Possible Sick Leave Conversion Plan Payment of \$127,368 to Village Administrator Gracz upon his retirement

 - b) Discussion and Possible Recommendation to the Village Board re: Village Clerk /Deputy Treasurer & Director of Administrative Services/Deputy Treasurer Switching Positions – **Recommended Motion: Approve the switching of positions by Peggy becoming Director of Administrative Services/Deputy Treasurer and Candie becoming Village Clerk/Deputy Treasurer effective April 4, 2021.**

 - c) Discussion and Possible Recommendation to the Village Board re: Revised Village Clerk/Deputy Treasurer Job Description - **Possible Motion to Village Board: Approve Revised Job Description**

 - d) Discussion and Possible Recommendation to the Village Board re: Revised Director of Administrative Services/Deputy Treasurer Job Description - **Possible Motion to Village Board: Approve Revised Job Description**

 - e) Discussion and Possible Recommendation to the Village Board re: Revised Village Administrator’s Job Description - **Possible Motion to Village Board: Approve Revised Job Description**

 - f) Discussion and Possible Recommendation to the Village Board re: Ordinance #21-05 – Amending Section 1.04 and 4.02 of the Village of Oregon Code Ordinances Relating to Administrator, Clerk, Treasurer/Finance Director and Chief of Police Duties and Responsibilities – **Possible Motion to Village Board: Approve Ordinance #21-05**

 - g) Discussion and Possible Recommendation to the Village Board re: Gene Schulz – Retirement Announcement & Public Works Request to Begin Hiring Process - **Possible Motion to Village Board: Authorize Public Works to begin the hiring process for a Public Works Crew Person.**

 - h) Discussion and Possible Recommendation to the Village Board re: Kieran Connery – Internal Promotion from Limited Term Employee to Full-Time Employee - **Possible Motion to Village Board: Motion to promote Kieran Connery from a Limited Term Employee to a Full-Time Employee with a hourly wage of \$19.00 per hour plus benefits**

 - i) Discussion and Possible Recommendation to the Village Board re: Job Description Updates -- **Personnel Committee Recommended Motion: Motion to recommend to the Village Board the approval for the job descriptions for the Seasonal Water &**

Sewer Person, Seasonal Parks & Grounds Person, and Seasonal Cemetery Grounds Person.

- j) Discussion and Possible Recommendation to the Village Board re: Public Works Summer Limited Term Employee (LTE) Program -- **Personnel Committee**
Recommended Motion: Motion to recommend to the Village Board approval of the 2021 Public Works LTE hiring program including the rehire of staff for returning staff and advertisement of positions for the additional LTE's.
- 6. Unfinished Business
 - a) None
- 7. New Business
 - a) Next Committee Meeting: Thursday, April 15th @8:00AM with School District for SRO Program
- 8. Future Assignments
 - a) Discussion regarding Review of Public Officials' Handbook
 - b) Revision of Employee Handbook
- 9. 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.

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.

Notice is hereby given that a majority of the Village Board of the Village of Oregon is expected to be present at the special Personnel Public Safety & Protection Committee meeting scheduled for March 31, 2021 to gather information about subjects over which they have decision-making responsibility. This constitutes a meeting of the Village Board of the Village of Oregon pursuant to state exrel. *Badke V. Greendale Village Board.*, 173 Wis 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such although the Village Board will not take any formal action at this meeting. 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 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.