

Virtual Meeting

VILLAGE OF OREGON

AGENDA

Thursday, April 15, 2021
at 8:00am

NOTICE OF

**SPECIAL PERSONNEL, PUBLIC SAFETY & PROTECTION COMMITTEE
MEETING**

A quorum of the Village of Oregon Personnel Public Safety & Protection Committee will attend the following meeting between Village of Oregon and Oregon School District representatives to discuss the School Resource Officer (SRO) Agreement and Program

This meeting is open to the public

**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/8808340123>

Meeting ID: 880 8340 1231

Passcode: 558557

To call in:

1-312-626-6799

Meeting ID: 880 8340 1231

Passcode: 558557

1. Call to Order by Trustee Jacobson
2. Roll Call of Committee Members
 - Jacobson, Jenna
 - Luke Sticht

- Glysch, Randy
- 3. Discussion of Current School Resource Officer Program
- 4. Discuss Need for Scheduling Future Committee Meetings
- 5. Discussion and Possible Action re: March 31, 2021 Minutes
- 6. Adjourn

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.

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c) To Watch Meeting -- Oregon Community Access (OCA Media)

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d) Written Public Comments:

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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 April 15, 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.

Special Personnel, Public Safety, & Protection Committee
Wednesday, March 31, 2021
Virtual Meeting – Zoom

The Special Personnel, Public Safety, & Protection Committee Meeting was held as a live virtual meeting to practice social distancing. The public was encouraged to participate and/or watch the meeting in one of the listed options below. Connection Instructions were provided at the beginning of the agenda. Additional Instructions/Information was listed at the end of the agenda and is included in the meeting minutes. This meeting was open to the public.

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

Chair Jenna Jacobson called the Special Personnel, Public Safety, & Protection Committee Meeting to order at 5:00 p.m. on Wednesday, March 31, 2021.

2. Roll Call

Present: Randy Glysch and Jenna Jacobson

Absent: Luke Sticht

Also Present: Village President Jeanne Carpenter, Village Trustee Amanda Peterson, Chief of Police Jennifer Pagenkopf, Village Attorney Matt Dregne, Village Administrator Mike Gracz, Finance Director Lisa Novinska, Village Clerk Peggy Haag, Director of Administrative Services Candie Jones, and a member of the public.

3. Public Appearances

a) None

4. Approval of Minutes

a) August 3, 2020

b) October 13, 2020

c) January 14, 2021

Glysch moved, seconded by Jacobson to approve the Personnel, Public Safety, and Protection Meeting Minutes from 08-03-2020, 10-13-2020, & 01-14-2021. Motion carried 2-0.

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

Jacobson reviewed Resolution #17-24 related to the Village of Oregon Sick Leave Conversion Plan provided in the packet. Generally speaking the plan is a benefit available to supervisors and department heads that were in a supervisory role for over 20 years and were hired before January 1, 2006.

Jacobson moved, seconded by Glysch to recommend to Village Board the approval of the Sick Leave Conversion Plan Payment of \$127,368 for Village Administrator Mike Gracz upon his retirement. Motion carried 2-0.

- 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.

Jacobson moved, seconded by Glysch to recommend to Village Board the approval of Peggy Haag becoming Director of Administrative Services/Deputy Treasurer and Candie Jones becoming Village Clerk/Deputy Treasurer effective April 4, 2021. Motion carried 2-0.

- 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

Jacobson moved, seconded by Glysch to recommend to Village Board the approval of the revised Village Clerk/Deputy Treasurer Job Description. Motion carried 2-0.

- 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

Jacobson moved, seconded by Glysch to recommend to Village Board the approval of the revised Director of Administrative Services/Deputy Treasurer Job Description. Motion carried 2-0.

- 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

The members discussed removing the following items from the job description as they will be addressed into the Village's Purchasing Policy.

- *If action normally requiring Village Board approval is necessary at a time when the Village Board cannot meet, the Administrator shall receive directives from the Village President.*

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- *Authorizes expenditures and transfers within Board approved budget accounts of up to \$4,000.00 without prior approval.*
- *In case of emergencies requiring the immediate repair or replacement of Village-owned machinery and equipment, in consultation with the village President and/or Finance Committee Chair, such dollar limitations shall not apply.*
- *All expenditures or transfers shall be reported to the Village Board at the next regularly scheduled Village Board meeting.*

Jacobson moved, seconded by Glysch to recommend to Village Board the approval of the revised Village Administrator Job Description with removing the items listed above. Motion carried 2-0.

- 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

Jacobson moved, seconded by Glysch to recommend to Village Board the approval of Ordinance #21-05 – Amending Section 1.04 and 4.02 of the Village of Oregon Code of Ordinances Relating to Administrator, Clerk, Treasurer/Finance Director, and Chief of Police Duties and Responsibilities. Motion carried 2-0.

- 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.

Jacobson moved, seconded by Glysch to recommend to Village Board authorizing Public Works Director Jeff Rau to begin the hiring process for a Public Works Crew Person. Motion carried 2-0.

- 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
Rau reported Kieran Connery has done exceptional work as an LTE. He noted he has spoken with other Public Works staff and they are supportive of promoting Connery to a full-time Crew Person. He further noted Connery has already taken the necessary steps to obtain a Commercial Driver's License (CDL). He has passed the written test to obtain a CDL permit and will continue to work on the driving component.

Jacobson moved, seconded by Glysch to recommend to Village Board the approval of promoting Kieran Connery from a Limited Term Employee to a Full-Time Employee with an hourly wage of \$19.00 per hour plus benefits. Motion carried 2-0.

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- 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.
Jacobson moved, seconded by Glysch to recommend to Village Board the approval of the job descriptions for the Seasonal Water & Sewer Person, Seasonal Parks & Grounds Person, and Seasonal Cemetery Grounds Person. Motion carried 2-0.
- 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.
Jacobson moved, seconded by Glysch to recommend to Village Board authorizing Public Works Director Jeff Rau to begin the 2021 Public Works Limited Term Employee (LTE) hiring program including the rehire of staff for returning staff and advertisement of positions for the additional LTE's. Motion carried 2-0.
6. Unfinished Business
 - a) None
7. New Business
 - a) Next Committee Meeting: Thursday, April 15th @8:00AM with School District for SRO Program
This was informational only.
8. Future Assignments
 - a) Discussion regarding Review of Public Officials' Handbook
 - b) Revision of Employee Handbook
9. Adjournment
Jacobson moved, seconded by Glysch to adjourn the Special Personnel, Public Safety, & Protection Committee Meeting at 5:28 p.m. on Wednesday, March 31, 2021. Motion carried 2-0.

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Submitted by,

Candie M. Jones
Director of Administrative Services