

Village Board Meeting Minutes
Monday, April 20, 2020

1. Call to Order

Village President, Jeanne Carpenter, called the Regular Village Board meeting to order at 5:00 p.m. on Monday, April 20, 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, Lt. Jenny Pagenkopf, Finance Director Lisa Novinska, Director of Public Works Jeff Rau, Village Planner Elise Cruz, Village Attorney Matt Dregne, and Village Clerk Peggy Haag.

3. Review of Connection to Board Meeting Instructions (**Note: -Village Planner Elise Cruz will be moderating the meeting on Zoom.**)

The Village of Oregon Board Meeting will be held as a live virtual meeting to practice social distancing due to the State of Wisconsin's Safer at Home Order. The public may participate and/or watch the meeting in one of the following manners:

**Participate on-line in Zoom webinar by using this link 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) **Zoom login info:**

Join Zoom Meeting
<https://zoom.us/j/93206495414?>
Meeting ID: 932 0649 5414
Password: 809090

d) **To call in:**

1-312-626-6799
Meeting ID: 932 0649 5414
Password: 809090

e) **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>

f) 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.

g) 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.

4. Reminder to Village Board Members and Village Staff:

- If you are on video, please raise your hand if you would like to speak. Elise will make sure you are unmuted when you are speaking.
- -Please state your name every time you speak and/or when making a motion and seconding so Peggy can have accurate minutes of the meeting.

5. 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.

6. Public Appearance

- a) Discussion and Possible Action re: Scope of Engagement with Quarles & Brady for Proposed Issuance of \$1,325,000 Village of Oregon General Obligation Promissory Notes, Series 2020A -- Estimated Fee is \$9,750.00

Bollig moved, seconded by Peterson, to approve the Scope of Engagement with Quarles & Brady for Proposed Issuance of \$1,325,000 Village of Oregon General Obligation Promissory Notes, Series 2020A - Estimated Fee is \$9,750.00

The next three items listed are for paying the attorney to review the borrowing documents.

Motion carried 7-0.

- b) Discussion and Possible Action re: Scope of Engagement with Quarles & Brady for Proposed Issuance of \$3,715,000 Village of Oregon General Obligation Corporate Purpose Bonds, Series 2020B --Estimated Fee is \$11,500.00

Glysch moved, seconded by Bollig, to approve the Scope of Engagement with Quarles & Brady for Proposed Issuance of \$3,715,000 Village of Oregon General Obligation Corporate Purpose Bonds, Series 2020B -Estimated Fee is \$11,500.00

Motion carried 7-0.

- c) Discussion and Possible Action re: Scope of Engagement with Quarles & Brady for Proposed Issuance of \$1,055,000 Village of Oregon Taxable General Obligation Refunding Bonds, Series 2020C --Estimated Fee is \$8,500.00

Donovan moved, seconded by Peterson, to approve the Scope of Engagement with Quarles & Brady for Proposed Issuance of \$1,055,000 Village of Oregon Taxable General Obligation Refunding Bonds, Series 2020C -Estimated Fee is \$8,500.00

Motion carried 7-0.

- d) Discussion with Dave Ferris from Ehlers and Possible Action re: Resolution #20-13 Authorizing the Issuance and Sale of \$1,325,000 General Obligation Promissory Notes, Series 2020A

Jacobson moved, seconded by Peterson, to adopt Resolution #20-13 Authorizing the Issuance and Sale of \$1,325,000 General Obligation Promissory Notes, Series 2020A.

Dave Ferris of Ehler's appeared before the Village Board and summarized the Village's borrowing. There was discussion.

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

Motion carried 7-0.

- e) Discussion with Dave Ferris from Ehlers and Possible Action re: Resolution #20-14 Awarding the Sale of \$3,715,000 General Obligation Corporate Purpose Bonds, Series 2020B

Glysch moved, seconded by Peterson, to adopt Resolution #20-14 Awarding the Sale of \$3,715,000 General Obligation Corporate Purpose Bonds, Series 2020B

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

Motion carried 7-0.

- f) Discussion with Dave Ferris from Ehlers and Possible Action re: Resolution #20-15 Authorizing the Issuance and Sale of \$1,035,000 Taxable General Obligation Refunding Bonds, Series 2020C

Glysch moved, seconded by Peterson, to adopt Resolution #20-15 Authorizing the Issuance and Sale of \$1,035,000 Taxable General Obligation Refunding Bonds, Series 2020C.

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

Motion carried 7-0.

- g) Discussion with Ross Rettler and Possible Action re: Highlands of Netherwood Park Development Project – Recommended Motion:

- 1) Award Contract ‘A’ General Site Construction to South Central Contracting in the amount of \$843,009.00, which includes Alternate Bid A1 in the amount of \$32,000.00 and Alternate A2 in the amount of \$35,515.00

This project is for the Highlands of Netherwood Park. Rau noted, the Village will not be doing alternate bid A1 for \$32,000. With the savings of not doing A1, money will be added to the poured in place (PIP) surfacing. The correct total with contingency is \$867,780. Amenities include a playing field, bathrooms, and handicapped accessibility. The timing of this project was good because bids came back very favorable.

Jacobson moved, seconded by Horton, to Award Contract ‘A’ General Site Construction to South Central Contracting in the amount of \$867,780.00 with contingency, which includes Alternate A2 in the amount of \$35,515.00.

Motion carried 7-0.

- 2) Award Contract ‘B’ Building Construction to Meier Construction in the amount of \$250,730.00

Donovan moved, seconded by Glysch, to Award Contract ‘B’ Building Construction to Meier Construction in the amount of \$250,730.00.

Motion carried 7-0.

- 3) Approve Amendment to Contract A to include Pour in Place Surfacing for Playground area to improve accessibility in the amount of \$56,425.00. A formal change order will be prepared for a future Board meeting.

Glysch moved, seconded by Peterson, to approve amendment to Contract A to include Pour in Place Surfacing for Playground area to improve accessibility in the amount of \$56,425.00. A formal change order will be prepared for a future Board meeting.

Motion carried 7-0.

Rau complimented Rettler Corporation for their outstanding job of collaborating with staff and the budget and changing of ideas. They are very professional.

7. Approval of Minutes

a) None.

8. Approval of Vouchers

a) Voucher List for March 31, 2020

b) Voucher List for April 20, 2020

Bollig moved, seconded by Glysch, to approve vouchers dated March 31, 2020, in the amount of \$522,754.98 and to approve vouchers dated April 20, 2020, in the amount of \$454,429.33.

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

Motion carried 7-0.

9. Proclamations and Announcements

a) Board Comments

Bollig thanked staff on an election well done. The turnout was larger than he anticipated. He also complimented Public Works on getting the Butter Creek area cleaned up.

Peterson complimented all staff, especially Mike Gracz, during COVID – 19 working to keep people working if they can and employed.

b) Staff Comments

1) Upcoming Meetings:

- a) April 21, 2020 – Organizational Board Meeting (Rescheduled to May 4th)
- b) Monday, May 4, 2020 – Regular Board Meeting and Board’s Organizational Meeting
- c) Monday, May 18, 2020 – Meeting begins @ 6:00PM

These meetings will all be Zoom meetings.

c) Communication and Miscellaneous Business

- a) Review of Spring Election & Presidential Preference – Village Administrator’s Note: Thank you to the election workers and Village employees for their tremendous efforts before and during Election Day. An election follow-up memorandum from the Village of Oregon Election Department Staff is included in the packet.

Carpenter thanked all staff for their hard work.

- b) Discussion and Possible Action re: Village Administrator’s Recommendations regarding Police Chief Position – Background Information: Pagenkopf was appointed Acting Police Chief by the Police Commission on February 13, 2020, and since that time she has thoroughly demonstrated she is highly qualified to be the next Oregon Police Chief. Her display of steady leadership during the on-going COVID-19 crisis is another reason I feel confident making the following recommendations. I recommend the Village Board consider approving the following two (2) motions:

- **First Motion:** The Village Board recommends to the Police Commission that Acting Police Chief Pagenkopf be appointed as Oregon’s next Police Chief by the Commission, and that the Village Board members appreciate the Commission considering this recommendation from the Village Board.

It is the Police Commission’s job to hire or terminate an officer or senior position of the Police Department. The Police Commission asked for the Village Board’s recommendation on hiring the Police Chief. There was considerable discussion on the hiring process for the Police Chief position resulting in three motions, with the third motion passing.

Bollig moved, seconded by Carpenter, to recommend to the Police Commission that Acting Police Chief Pagenkopf be appointed as Oregon’s next Police Chief by the Commission, and that the Village Board members appreciate the Commission considering their recommendation.

Roll call vote: Peterson – no; Donovan – no; Jacobson – no; Glysch – no; Bollig – yes; Carpenter – yes; and Horton – no.

Motion failed 5-2.

Peterson moved, seconded by Jacobson, in light of the public health crisis, the Village Board recommends delaying any recommendation to the Police Commission until at least 5/18/2020 so the public can provide ample opportunity to provide feedback to the Police Commission.

Roll call vote: Bollig – no; Horton – no; Peterson – yes; Carpenter – no; Glysch – yes; Donovan – no; and Jacobson – yes.

Motion failed 4-3.

Donovan moved, seconded by Bollig, to provide no official recommendation to the Police Commission.

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

Motion carried 7-0.

- **Second Motion:** The Village Board recommends Acting Chief Pagenkopf's annual salary is increased from \$101,543 to \$109,513 upon her appointment by the Police Commission. (Note: Former Police Chief Uhl's annual salary was \$109,513.)

There was no vote.

c) Police Department's Reports:

- 1) March 2020 Monthly Report
- 2) Update – The 60 Day Goals/Tasks for Acting Police Chief Pagenkopf
Unfortunately, due to Covid, Pagenkopf has not been able to get out into the community as she had hoped.

d) Coronavirus (COVID-19) Information:

- 1) Governor's Safer at Home Order Update – Extended to May 26th
Carpenter noted the Governor discussed his Badger Bounce Back Plan today.
- 2) Discussion and Possible Action Re: Resolution #20-12 A Resolution Ratifying Actions Taken in Response to the COVID-19 State of Emergency – **Recommended Motion: Adopt Resolution #20-12**
Donovan moved, seconded by Peterson, to Adopt Resolution #20-12.

Motion carried 7-0

- 3) Discussion and Possible Action re: Ordinance #20-06 An Ordinance Authorizing Local Enforcement of Measures Taken to Protect Public Health During the COVID-19 Pandemic (Examples of Village's Response to Creating Required Social Distancing: Closed Skateboard Park, Basketball Courts and Tennis Courts.)

- **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.

Donovan moved, seconded by Peterson, to suspend the rules and waive the 1st and 2nd Readings at tonight's meeting.

Motion carried 7-0

- **Possible Second Motion to Consider:** If the Board chooses to suspend the rules, the Board may then consider adopting Ordinance #20-06.

Glysch moved, seconded by Peterson, to adopt Ordinance #20-06.

Motion carried 7-0

- 4) Discussion and Possible Action Re: Resolution #20-16 A Resolution Approving the Village of Oregon Municipal Court Deposit Schedule (The revised schedule now includes a basic deposit amount corresponding to the new ordinance relating to COVID-19 enforcement.) **Recommended Motion: Adopt Resolution #20-16**

Donovan moved, seconded by Jacobson, to adopt Resolution #20-16.

Motion carried 7-0.

- 5) Public Works Department Update
Public Works reduced staff levels as much as possible to provide critical services and operations during the pandemic. The summer LTE program is on hold. The Public Works staff that are at work are working hard and social distancing. Rau checks on Public Works staff daily. Some Staff members are being furloughed.

There has been discussion about treating the pandemic like a recession and not hiring people until we get through the pandemic. Public Works will keep things mowed as much as possible. Budget-wise, Gracz wants to be careful. There may be things that do not get done as they would be in a regular summer. Projects will be prioritized.

- 6) Senior Center Update & Potential for County Required Audit for 2020
The Senior Center has six staff members, two full-time and four part-time. They are trying to rotate their schedule, so they are not all working at the same time. It is difficult to maintain social distancing when trying to package meals. Their focus has been on nutrition, transportation, grocery delivery, and not being socially isolated. In two days of working with the My Meals My Way program, the Senior Center delivered more than 230 to Seniors in the community. The Senior Center may be subject to an audit for the first time because every center that receives over \$100,000 or more of funding from Dane County in a calendar year has to undergo an audit. Now that the Senior Center is running more money through the

system, they will likely hit the \$100,000 mark. Brickner hopes the funds from Dane County will cover the cost of the audit.

7) Village Hall & Front-Office Update

Staff put in numerous extra hours to help with the absentee ballot process. Board of Review will likely take place via Zoom. Village Hall is closed to the public, but the staff is working every day and are available by appointment from 9:00 a.m. – 3:00 p.m. Call Tony Fockler for building inspections.

8) Police Department Update

Acting Chief Pagenkopf summarized the Police Department's internal operation changes and external operation changes. It has been a fight for the Police Department to get personal protective equipment at times. The Police Department is appreciative of the people and businesses that have donated or affordably sold their equipment to the Police Department. They have separated Staff to work in the youth center, courtroom, etc., so staff does not get sick. They are more cautious going to calls. Externally, the Police Department is dealing with more domestics calls that require two to three officers. The School Resource Officer is still working in the school district with kids from home to school.

9) Library Update

Library Director, Jennifer Way, said the previous order limited the services the Library could provide. With the new order, the Library is working to implement curbside pick-up safely. Furloughs have been difficult for Staff, so now that the Library can provide curbside pick-up will help get people back to work.

10) COVID-19 Impact on 2020 Budget and 2021 Budget Preparations

There is already an impact of lost revenues for the Village, so Staff is treating this period like the Village is in a recession and anticipates a very lean year.

Although there is money in the 2020 budget to continue with the search, Carpenter is concerned about how going through COVID-19 will impact the search for a new administrator.

11) Thank You Letter from Oregon Area Food Pantry for Village's Donation of \$2,500

Gracz felt the need to do something in the community during this time.

e) FYI- Village's overall 2020 Assessment Change – 3.80% Increase

The percentage of change in the Village assessment is less than the Village has averaged the last few years, mainly because the Village does not have a lot of commercial buildings. In the last couple of years, the Village has been averaging closer to 5%. This affects the net new construction that allows the Village to increase the levy the following year.

f) Discussion and Possible Action re: 2nd Proposed Banking Agreement Revision - Review of April 1, 2020, Email from State Bank of Cross Plains Bank regarding the bank wanting to lower the Village's interest rate from Local Government Investment Pool (LGIP) plus **1.45% (total rate:**

3.10% to LGIP plus .50% (total rate: 2.15%). This would change the rate that was approved in the Banking Agreement signed on May 13, 2019.

Staff is not asking the Board to take any action on this tonight.

Staff is asking the Board to allow them to reach out to One Community Bank (OCB) and come back with information from staff and OCB at the May 4th meeting.

With \$19 million in the bank and losing 1% a month, the Village would be losing a lot of money. Staff anticipated the State Bank of Cross Plains would come back with an agreement amendment, but not this soon.

g) 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

Bollig moved, seconded by Horton, to 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.

Motion carried 7-0

- **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

Donovan moved, seconded by Peterson, to direct Public Works to procure a Bobcat 72” Brush cat mower attachment from Carter & Gruenewald for a total cost of approximately \$2,525.00.

Motion carried 7-0

h) Discussion and Possible Action re: Proclamation -- Municipal Treasurers Appreciation Week April 19-25, 2020 – Recommended Motion: Approve Proclamation

Peterson moved, seconded by Jacobson, to approve Proclamation for Municipal Treasurers Appreciation Week, April 19-25, 2020.

Motion carried 7-0

i) FYI - Applications continue to be accepted – 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) Review of Investments, Building Permits, and Impact Fees
There was no discussion.

k) FYI- Reminder the Current HWY14 Project is a DOT Project, not a Village Project
This project is scheduled to be done in mid-June.

- l) Discussion and Possible Action re: Lincoln Road Water Tower – Proposed US Cellular Lease Agreement – **Approve the First Amendment to Tower and Ground space Lease with US Cellular.**

Bollig moved, seconded by Jacobson, to approve the First Amendment to Tower and Ground space Lease with US Cellular.

Motion carried 7-0.

d) 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. Motion carried 5-0.

Horton moved, seconded by Glysch, to approve the revised Concept Jaycee Park West Master Plan.

The project did not increase due to the changes being implemented, it increased due to the cost of materials.

Motion carried 7-0.

- 2) Discussion and Possible Action re: Developing Master 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.

Horton moved, seconded by Glysch, to approve working with the Oregon School District to complete a current and future joint funding and planning analysis of playing fields and the use.

Developing a master plan is the first step in the process.

Motion carried 7-0.

e) Minutes Not Requiring Action

- a) Oregon Area Fire-EMS District Commission April 2, 2020, Meeting – Minutes and Related Information

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Sick leave will be provided to Oregon Area Fire-EMS District employees that come down with COVID-19 symptoms.

- b) Oregon Public Library Board Minutes: February 12, 2020 & March 18, 2020, Special Meeting
The last meeting was tough because it dealt with furloughs. There was a thoughtful, in-depth discussion.
- f) Unfinished Business
a) None.
- g) New Business
a) Approval of Pending NEW Operator Licenses – (Recommended Approval by Police Department)
• Kwik Trip #731 – Brett P. Ward
Glysch moved, seconded by Peterson, to approve pending new operator licenses for Kwik Trip #731 – Brett P. Ward.

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.
- h) Future Agenda Items
a) At Future 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 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
- i) Adjournment
Bollig moved, seconded by Jacobson, to adjourn the Regular Village Board at 7:47 p.m. Monday, April 20, 2020.

Motion carried 7-0.

Submitted by,

Approved 12-06-2021

Village Board Meeting Minutes
Monday, April 20, 2020
Peggy Haag, Village Clerk