

VILLAGE OF OREGON

Special Organizational Village Board Meeting
Tuesday, April 20, 2021

5:00 P.M.

Note Meeting Date and Time

Virtual 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/86301957917>

Meeting ID: 863 0195 7917

Passcode: 808922

Call In

1-312-626-6799

Meeting ID: 863 0195 7917

Passcode: 808922

1. Call to order
2. Roll Call
3. Congratulations to Randy Glysch for winning the Village President Seat
4. Congratulations to Derek Below, Mike Wunsch and Carlene Bechen for winning Trustee Seats and welcome to the Village Board
5. Administer Oaths of Office (if requested)
6. Remarks by President Glysch
 - a) Memo dated 04-20-2021 from Martin Shanks
7. Discussion and Possible Action re: Appointment to Library Building Committee: Trustee Peterson and Jenna Jacobson
8. Village Residents Interested in serving on the **Oregon Area Fire/EMS District Joint Board – One Seat Available** should submit a completed Village Application to Village Administrator Michael Gracz at mgracz@vil.oregon.wi.us.

9. Confirmation of Appointments:
 - a) Announcement of Village President’s Appointments as follows: **No Board Action Required**
 - 1) Finance, Buildings & Facilities – Bollig (Chair), Wunsch, Peterson
 - 2) Personnel, Public Safety – Bollig (Chair) Sticht, Below
 - 3) Public Works & Utilities – Peterson (Chair), Below, Wunsch
 - 4) Planning Commission – Glysch VB Rep
 - 5) Library Board –Bechen VB Rep through 2023
 - 6) Historic Preservation Commission – Glysch VB Rep through 2023
 - b) Nomination and Appointment of Vice-President – **Board Action**
 - c) Board President’s Recommended Appointments to Committees, Commissions and Boards Requiring Board Approval: **Recommended Motion: Approve Appointments on Agenda Items C (1) through C (12)**
 - 1) Board Action approving reappointments to Planning Commission:
 - 3-year term
Scott Meier
 - 1-year term
Eric Smithback – Alternate Member
Vacant - Student Member
 - 2) Board Action approving reappointments to Library Board:
 - 3-year term
Coral Goplin
Kyle Severson
 - 1-year term
Vacant - Student Member
 - 3) Board Action approving reappointment to Historic Preservation Commission:
 - 3-year term
Jan Bonsett-Veal
Uriah Carpenter
 - 1-year term
Vacant - Student Member
Tony Fockler – Ad Hoc Member (Safebuilt Inc.)
 - 4) Police Board of Commissioners
 - 5-year term
Anne Staton
 - 5) Board Action approving reappointments to Park Board:
 - 1-year term
Luke Sticht - VB Rep
 - 6) Board Action approving reappointments to Zoning Board of Appeals:
 - 2-year term

Dennis Staskal
Douglas Tucker
Gregory Schnelle
Amanda Peterson VB Rep
Vacant

- 7) Board Action approving reappointments to Board of Review:
- 1-year term
Jerry Bollig – VB Member
Carlene Bechen – VB Member
Amanda Peterson - VB Member
Michael Wunsch- VB Member
Candie Jones – Village Clerk
- 8) Board Action approving reappointments to Room Tax Commission:
- 1-year term
Randy Glysch- VB Member
Adam Coyle – Hotel Rep
Judy Knutson – Chamber Rep
Jamie Bush
Debbie Verhelst
- 9) Board Action approving reappointments to Fire/EMS District Commission:
- 1-year term
Luke Stitch
Derek Below
- 10) Board Action approving reappointments to Fire/EMS Joint Board:
- 1-year term
Mark Severtson
Vacant
- 11) Board Action approving reappointments to Oregon Council on Aging:
- 1-year term
Carlene Bechen
- 12) Board Action approving reappointments to Oakhill Advisory Committee and Oak Hill Master Plan Committee
- 1-year term
Chief Pagenkopf
- d) Board Action approving 1-year reappointments (**Board Action Required**) as follows:
- Village Attorney—Matt Dregne & Laura Callan
 - Prosecution Attorney—Timm Speerschneider
 - Assessor – Accurate Appraisal
 - Cemetery Superintendent & Sexton—Jeff Rau
 - Forester and Weed Commissioner—Jeff Rau
 - Building Inspector— Tony Fockler, Safebuilt Inc.

- e) Board Action approving the Oregon Observer as the Village's Official Newspaper
- f) Board Action designating Legal Posting Areas as: Village Hall, Post Office, and Library
- g) Board Action Adopting Resolution #21-26: Designation of Financial Institutions/Depositories and Authorize Account Signers
- h) Discussion and Possible Action re: Identity Theft Prevention Program for 2021
(Please Note this is a requirement and is recommended by the auditors.)

10. 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 cjones@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 Candie Jones for accommodations 24 hours in advance of the meeting. Her phone number is 835-6289.

Note: 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 (24) hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

MEMO

TO: Village Board of Oregon
FROM: Martin Shanks
DATE: April 20, 2021
SUBJECT: New Position Start

I want to sincerely thank the members of the Village Board for giving me the opportunity to serve as your Village Administrator. I consider it a privilege to serve the public and I take the trust and responsibility that you have given me very seriously. I am excited and looking forward to starting in the position and to begin learning more about the current state of operations, projects, and the community.

I also want to congratulate those of you who were recently elected to Village office, including current Trustee / President-elect Glysch and incoming Trustees Below, Bechen, and Wunsch. I am looking forward to working with all of you.

As part of my first couple of weeks on the job in May I would like to take time to meet or connect with each one of you one-on-one to get to know all of you better. I am hoping these meetings will help me to get to know you more personally and to learn about your thoughts and goals for the community. Since the new, incoming Trustees were not able to be part of the Administrator interview and selection process in March I am hoping this meeting will give us the opportunity to connect and cover some things that may have been touched on during that process. Look for me to reach out to each one of you in May to have these meetings.

Please know that my door will always be open and that I am always a phone call or an email away. I am excited to become part of the Oregon community and the terrific team at the Village. I am looking forward to starting on May 3rd!

MS

RESOLUTION #21-26

**DESIGNATION OF DEPOSITORIES
AND AUTHORIZE ACCOUNT SIGNERS**

NOW, THEREFORE, BE IT RESOLVED, that the following depositories are hereby designated as public depositories for the funds of the Village of Oregon, as provided in Sections 34.01(5) and 34.05(1), Wis. Stats.: Associated Bank, Bank of Brodhead, Bank of Deerfield, The Bank of New Glarus, Bank of Prairie Du Sac, Bank of Sun Prairie, Capitol Bank, DMB Community Bank, First Business Bank – Madison, First Business Bank – Milwaukee, Home Savings Bank, JP Morgan Chase Bank N.A., Johnson Bank, BMO Harris Bank N.A., Middleton Community Bank, Monona State Bank, Oak Bank, Old National Bank, One Community Bank, Park Bank, PyraMax Bank, Byline Bank, State Bank of Cross Plains, Wells Fargo, Starion Financial and the Local Government Investment Pool (each an "Authorized Public Depository").

NOW, THEREFORE, BE IT RESOLVED, that all funds of the Village Board shall be deposited with an Authorized Public Depository and held in one of the following types of accounts or investments: time deposits as permitted by section 66.0603(1m), Wis. Stats., demand deposits or savings deposits.

NOW, THEREFORE, BE IT RESOLVED, that an Authorized Public Depository shall be required to provide a surety bond or other security, as provided in section 34.07, Wis. Stats., to the extent that any deposits exceed available FDIC insurance and the coverage provided by section 34.08(2), Stats.; however, if the account or investment is fully insured by the FDIC, no surety bond or other security will be required.

NOW, THEREFORE, BE IT RESOLVED, that the following persons are designated as authorized account signatories on behalf of the Village of Oregon with respect to accounts and investments held by an Authorized Public Depository: Village President, Village Administrator, Finance Director/Treasurer/Deputy Clerk, Village Clerk/Deputy Treasurer and Director of Administrative Services/Deputy Treasurer.

The above Resolution was duly adopted at a meeting of the Village Board of the Village of Oregon on April 20, 2021.

APPROVED:

Randy Glysch
Village President

Attest:

Candie Jones
Village Clerk/Deputy Treasurer



Identity Theft Prevention Program
For
Village of Oregon Utility
117 Spring Street
Oregon, WI 53575
April 20, 2021

Village of Oregon Utility Identity Theft Prevention Program

This Program is intended to identify red flags that will alert our employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, methods to ensure accounts were not opened using false information, and measures to respond to such events.

Contact Information:

The Senior Management Person responsible for this program is:

Name: Lisa Novinska

Title: Finance Director

Phone Number: 608-835-3118

The Governing Body members of the Utility are:

Village Board Members

1. Randy Glyesh
2. Derek Below
3. Mike Wunsch
4. Jerry Bollig
5. Carlene Bechen
6. Luke Sticht
7. Amanda Peterson

Risk Assessment:

The Village of Oregon Utility has conducted an internal risk assessment to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. The risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using the collected information, the utility was able to identify red flags that were appropriate to prevent identity theft.

- New accounts opened in person
- New accounts opened via telephone
- New accounts opened via Fax
- New accounts opened via e-mail
- Account information accessed in person
- Account information accessed via telephone
- Account information accessed via e-mail

Detection (Red Flags):

The Village of Oregon Utility adopts the following red flags to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- Fraud or active duty alerts included with consumer alerts
- Identification documents appear to be altered
- Photo and physical description do not match appearance of applicant
- Other information is inconsistent with information provided by applicant
- Other information provided by applicant is inconsistent with information on file
- Application appears altered or destroyed and reassembled
- Personal information provided by applicant does not match other sources of information (e.g. credit reports, SSN# not issued or listed as deceased)
- Information provided is associated with known fraudulent activity (e.g. address or phone number provided is same as that of a fraudulent application)
- Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager)
- SSN#, address, or telephone number is the same as that of other customer at utility
- Customer fails to provide all information requested
- Personal information provided is inconsistent with information on file for a customer
- Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet
- Identity theft is reported or discovered

Response:

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to the senior management official.

- Ask applicant for additional documentation
- Notify internal manager: Any utility employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify the Finance Director
- Notify Law Enforcement: The utility will notify the Chief of Police at the Oregon Police Department of any attempted or actual identity theft
- Do not open the account
- Close the account
- Do not attempt to collect against the account but notify authorities

Personal Information Security Procedures:

The Village of Oregon adopts the following security procedures:

1. Paper documents, files, and electronic media containing secure information will be stored in locked file cabinets.
2. Only specially identified employees with a legitimate need will have keys to the file cabinets.
3. Files containing personally identifiable information are kept in locked file cabinets except when an employee is working on the file.
4. Employees will not leave sensitive papers out on their desks when they are away from their workstations.
5. Employees store files when leaving their work areas.
6. Employees leaving work for the day must log off or lock their computers.
7. Employees lock file cabinets when leaving their work area.
8. Visitors who must enter areas where sensitive files are kept be escorted by an employee of the Village.
9. No visitor will be given any entry codes or allowed unescorted access to the office.
10. Access to sensitive information will be controlled by using “strong” passwords. Employees will choose passwords with a mix of letters, numbers, and characters. User names and passwords will be different.
11. Passwords will not be shared or **posted** near workstations.
12. Sensitive information that is sent to third parties over public networks will be encrypted.
13. Sensitive information that is stored on computer network or portable storage devices used by your employees will be encrypted.
14. Anti-virus and anti-spyware programs will be run on individual computers and on servers daily.
15. Computer passwords will be required.
16. User names and passwords will be different.
17. The use of laptops is restricted to those employees who need them to perform their job.
18. Laptops are stored in a secure place.
19. Laptops users will not store sensitive information on their laptops.
20. The computer network will have a firewall where your network connects to the Internet.
21. Any wireless network in use is secure.
22. Maintain central log files of security-related information to monitor activity on your network.
23. Monitor incoming and out coming traffic for signs of a data breach.
24. Implement a breach response plan.
25. Check reference or do background checks before hiring employees who will have access to sensitive data.

26. New employees sign an agreement to follow your company's confidentiality and security standards for handling sensitive data.
27. Access to customer's personal identity information is limited to employees with a "need to know."
28. Procedures exist for making sure that workers who leave your employment or transfer to another part of the company no longer have access to sensitive information.
29. Implement a regular schedule of employee training.
30. Employees will be alert to attempts at phone phishing.
31. Employees are required to notify their managing supervisor immediately if there is a potential security breach, such as a lost or stolen laptop.
32. Employees who violate security policy are subjected to discipline, up to, and including, dismissal.
33. All Paper records for disposal will be placed in a locked shred container.
34. Any data storage media will be disposed of by shredding, punching holes in, or incineration.

Identity Theft Prevention Program Review and Approval:

This plan has been reviewed and adopted by the Village Board. Appropriate employees have been trained on the contents and procedures of this Identify Theft Prevention Program.

Signatures:

1. _____	Date: _____
2. _____	Date: _____
3. _____	Date: _____
4. _____	Date: _____
5. _____	Date: _____
6. _____	Date: _____
7. _____	Date: _____

Adopted: 4/20/2021
Admin/Utility Billing/Red Flag