

VILLAGE OF OREGON

Village Board Meeting

AGENDA

Monday, May 3, 2021

**5:00 P.M.**

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/85190790955>

Meeting ID: 851 9079 0955

Passcode: 785173

Call In

1-312-626-6799

Meeting ID: 851 9079 0955

Passcode: 785173

1. Call to Order
2. Roll Call
3. Swearing-In of New Police Officer Cody Koeller (Start Date of May 10th)
4. Recognition of Village Administrator Michael Gracz – May 3rd Retirement Date
  - a) Proclamation Honoring Mike Gracz on His Retirement -- **Requested Board Action: Approve Proclamation**
5. Welcome New Village Administrator Martin Shanks
6. 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.)

7. Public Appearance

- a) Reading of Proclamation by Director of Public Works Jeff Rau Recognizing Gene Schulz for his Outstanding Service and Dedication to the Village of Oregon –  
**Requested Board Action: Approve Proclamation**
  
- b) Discussion with Ben Hobbins from Sons of American Revolution (SAR) regarding SAR’s Request to Plant a Liberty Tree at Prairie Mound Cemetery – **Possible Action: Authorize Public Works to work with the Sons of the American Revolution in the planting and establishment of a Liberty Elm tree at Prairie Mound Cemetery honoring Revolutionary War Veteran Nathaniel Ames.**
  
- c) **Public Hearing has been cancelled due to the applicant withdrawing his application. The applicant will be submitting a new application in the future. --** Public Hearing regarding Matthew W. Stebbins, agent for Good Co. Oregon LLC has filed an application for a Class “B” Fermented Malt Beverage and “Class B” Intoxicating Liquor (Class B Combo) Alcohol Beverage License with the Village Clerk for the Village of Oregon for the property at 113 & 119 S. Main St., d/b/a Good Co. Oregon, Oregon, Wisconsin.

8. Approval of Minutes

- a) April 12, 2021 Meeting
- b) April 19, 2021 Meeting
- c) April 20, 2021 Organizational Meeting

9. Approval of Vouchers

10. Proclamations and Announcements

- a) Board Comments:
  
- b) Staff Comments:
  - 1) Reminder of Senior Center Drive-Through Brat Bash – Friday, May 7th  
11:00AM to 1:00PM
  
  - 2) Upcoming Meetings:
    - May 17, 2021 Board Meeting
    - May 19, 2021 Board of Review (4PM to 6PM)

11. Village Attorney/Village Administrator's Report

- a) Overview of Open Meeting Law and Other Municipal Rules and Regulations
- b) League of Wisconsin Municipalities Articles re:
  - Open Meetings Law
  - Ethics Law
  - Document Retention Guidelines
- c) Posting on Village's Bulletin Boards and Publication Requirements – **Possible Board Direction regarding Posting at Bill's Food Store**
- d) New Library Building Project:
  1. Discussion and Possible Action re: Amended Memorandum of Understanding (MOU) Relating to the Construction of a New Municipal Library – **Recommended Motion: Approve Amended MOU (Note: The Library Board will consider adopting the amended MOU at their May 12th meeting.)**
  2. FYI Only - Review of Request for Proposal for Owner's Representative
- e) Discussion and Possible Action re: Agreement for Land Division Improvements Bergamont Development Phase 5C – **Recommended Motion: Approve Agreement**
- f) Discussion and Possible Action re: Lease Agreement between the Village of Oregon and DAJK, LLC for the vacant lot located at 102 Alpine Parkway – **Recommended Motion: Approve lease agreement.**

12. Communication and Miscellaneous Business

- a) Discussion and Possible Action re: Declaring Village Administrator Gracz's Village Cell Phone (purchased in 2011) as surplus – **Recommended Motion: Declare Phone as Surplus**
- b) COVID-19 Update and **Possible Board Action re:**
  1. Status of Resolution #21-05 COVID-19 Emergency Order  
**Recommended Motion: Approval of Village Administrator Gracz's recommendation not to extend the Village's Emergency Order.**
  2. Oregon Bowl LLC's Alcohol Beverage Premise Description
- c) 2021 Borrowing:
  - 1) Moody's Maintained the Village's General Obligation Debt Rating of Aa2
  - 2) **Possible Board Action re: Approving Scope of Engagement for Bond Counsel Quarles & Brady in the amount of \$20,000**
- d) Discussion and Possible Action re: Reading of Proclamation by Village Board Recognizing May 2-8, 2021 as Municipal Clerk's Week – **Recommended Motion: Approve Proclamation.**
- e) Review of Building Permits, Connection/Impact Fees and Investments

- f) Discussion and Possible Action re: Resolution #21-31 In Support of Sufficient State Aid to Cover Video Service Providers (VSPs) Fee Rate Reduction – **Recommended Motion: Approve Resolution #21-31**
- g) Discussion and Possible Action re: Public Dance Permit for 2021 Prom Dance – **Recommended Motion: Approve Permit and Waive \$10.00 Fee.**
- h) Discussion and Possible Action re: Public Works Crew Person Revised Job Description – **Recommended Motion: Approve Revised Job Description**
- i) Discussion and Possible Action re: Premises Description – The Chocolate Caper, 105 South Main Street – **Recommended Motion: Approve Premises Description for The Chocolate Caper.**
- j) Discussion and Possible Action re: Memorandum of Understanding Between Wisconsin Department of Justice and Law Enforcement Agencies for the Wisconsin Internet Crimes Against Children Task Force – **Recommended Motion: Approve Memorandum of Understanding (MOU) and Authorizing Chief Pagenkopf to sign the MOU.**
- k) Trustee Sticht will need to take a Leave of Absence from the Village Board and Village Committees for a period of time.
- l) Discussion and Possible Action re: Approve Removing Trustee Sticht from the following Committees/Commission during his leave of absence:
  - Park Board
  - Personnel, Public Safety & Protection Committee
  - Fire/EMS District Commission**Recommended Motion: Approve Motion.**
- m) Discussion of New Appointments by Village President Glysch – **No Board Action Required.**
  - Trustee Bechen – Park Board
  - Trustee Bechen – Personnel, Public Safety & Protection Committee
- n) Discussion and Possible Action re: New Appointment to Fire/EMS Commission -- **Recommended Motion: Approve Village President Glysch’s Appointment on the Fire/EMS District Commission**
- o) Discussion of Village President Glysch’s Appointment of Trustee Peterson to the OCA Media Board for a term expiring in April, 2022 -- **No Board Action Required.**
- p) 2021 Goals: Village Present Glysch is requesting Board members email their top 2021 three (3) goals to Village Administrator Shanks by Thursday, May 13th. The goals will be discussed at the May 17th Board Meeting.

- q) Reminder to Village Residents to apply for the 2021 Terrace Tree Program
- r) Discussion and Possible Action re: Vandewalle's Scope of Work for 2021 Comprehensive Plan Amendment – **Recommended Motion: Vandewalle's Scope of Work for 2021 Comprehensive Plan Amendment in the amount of \$3,260.00 (Fiduciary will reimburse the Village \$1,000.00 for the Comp Plan amendment costs.)**
- s) Update regarding Street Projects:
  - North Main Street Project to begin Week of May 3rd
  - Janesville Street & Perry Parkway Intersection Improvements Postponed to Spring, 2022
- t) Discussion and Possible Action re: Summer LTEs Hires – Public Works – **Recommended Motion: Approve the hiring of Derek Bell, Ed Zych, and Nicole Cochems for summer LTE positions pending approval of pending background evaluations by Oregon Police Department.**
- u) Discussion and Possible Action re: Staffing & Transition – Public Works
  - **Recommended Motion #1: Motion to authorize the Director of Public Works to solicit letters of interest and interview candidates for a Street Superintendent position with public works.**
  - **Recommended Motion #2: Motion to authorize the Director of Public Works to solicit and interview candidates for the newly created position of Village Engineer/Assistant Director of Public Works.**

13. Report of Committees

- a) None

14. Minutes Not Requiring Action

- a) None

15. Unfinished Business

- a) None

16. New Business

- a) None

17. Future Agenda Items

- a) OCA Media's Quarterly Report in June
- b) Possibly at May 17th Board Meeting, Discussion and Possible Action re: Annexation Ordinance #21-07 for Former Tarkenton Property –An Ordinance Providing for the Direct Annexation of a Portion of the Town of Oregon
- c) At Future Board meeting re: Recent Compliance Checks by Police Department.
- d) Park Shelter Fees

- e) Preparing Citizen Guide for assistance in understanding the roles of Village Board and Police Commission as they relate to the oversight of the Police Department

## 18. 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](mailto: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.

**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.