

Village Board Meeting Minutes  
Tuesday, May 19, 2020  
Virtual Meeting - Zoom

The Village of Oregon Board 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 are included in the meeting minutes.

Virtual Meeting will be held at: Join Zoom Meeting

Zoom login info:

<https://us02web.zoom.us/j/81564457097?>

Meeting ID: 815 6445 7097

Password: 665440

To call in:

1-312-626-6799

Meeting ID: 815 6445 7097

Password: 665440

1. Call to Order

President Jeanne Carpenter called the Village Board to order at 5:00 p.m. on Tuesday, May 19, 2020.

2. Roll Call

Present: Jerry Bollig, Jeanne Carpenter, David Donovan, Randy Glysch, Cory Horton, Jenna Jacobson, Amanda Peterson

Also Present: Village Administrator Mike Gracz, Village Attorney Matt Dregne, Public Works Director Jeff Rau, Director of Planning and Zoning Administrator Elise Cruz, Finance Director Lisa Novinska, Acting Chief of Police Jennifer Pagenkopf, Library Director Jennifer Enders Way, Senior Center Director Rachel Brickner, Director of Administrative Services Candie Jones, and a couple members of the public

3. 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.

4. Police Chief Pagenkopf

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- a) Swearing-In of Police Chief Pagenkopf  
Carpenter swore in Chief of Police Jennifer Pagenkopf.
- b) Letters of Support for Chief Pagenkopf  
Carpenter referenced the letters of support in the packet. Numerous Village Board members congratulated Pagenkopf.
- c) Possible Board Action re: Adjusting Chief Pagenkopf's Annual Salary – Recommended Motion: Increase Chief Pagenkopf's annual salary from \$101,543 (Acting Chief Salary) to \$109,513 effective May 15, 2020. (Note: Former Police Chief Uhl's annual salary was \$109,513.)  
**Bollig moved, seconded by Jacobson to increase Chief Jennifer Pagenkopf's annual salary from \$101,543 (Acting Chief Salary) to \$109,513 effective May 15, 2020. Motion carried 7-0.**

5. Status of Safer-At-Home Order

- a) Discussion and Possible Board Direction re: Dane County's Safer-At-Home Order and discussing the following items if the Order continues or if it expires on May 26<sup>th</sup> @8:00AM:

- Basketball Courts, Skateboard Park, Tennis Courts and Playgrounds
- Parks, Playfields and Bathrooms
- Dog Park (currently open)
- Village-Owned Buildings

Gracz referenced the Village would follow the "Forward Dane Plan" provided in the packet of information.

There was a general discussion about equipping Village facilities with personal protective equipment before they are opened. Rau noted he has been working with each department on this and is comfortable with the supply stock at this time.

It was noted the tennis courts are anticipated to be open this week after signage and other safety measures to practice social distancing have been put into place. The center court will be closed. Horton suggested removing the net (from the center court) and chaining the gates open so people will not have to touch the gate to enter or exit.

Brickner noted the Senior Center will be resuming the Adult Day Program on Monday, June 1<sup>st</sup>.

- b) Review of Village Attorney's Memo re: Religious Entities  
Dregne referenced his letter dated 05-14-2020 provided in the packet of information. Generally speaking, religious entities have more flexibility under Dane County's order to allow for larger gatherings (more than 10 people) as long as they follow the requirements of section 2 (b) of the order. His letter outlines the requirements in more detail.

c) Discussion of Upcoming Elections during COVID-19 Pandemic Crisis and Absentee Voting

Jones provided a brief update on the upcoming elections. Village Staff is working to secure personal protective equipment and supplies and prepare for increased absentee voting. She noted there are already over 1,500 absentee requests on file for the remaining elections for 2020. She further noted staff anticipates using the same polling locations as used for the April 7, 2020 election. This would mean that the People's United Methodist Church's polling location (Wards 7-10) would vote at the Village Hall Community Room.

d) Village's 2020 Memorial Day Services have been canceled

This was informational only.

e) Possible Board Action re: Resolution #20-19 Waiving Interest and Penalties on Certain Delinquent Property Tax Installment Payments due in 2020 – Recommended Motion: Approve Resolution #20-19

It was noted that Dane County has already passed a resolution.

**Glysch moved, seconded by Jacobson to approve Resolution #20-19 Waiving Interest and Penalties on Certain Delinquent Property Tax Installment Payments due in 2020. Motion carried 7-0.**

f) Initial 2020 Budget Impacts Discussion and Possible Board Action/Direction re:

- At the end of the 2<sup>nd</sup> quarter, we will have better cost estimates of the impact of COVID-19 purchases and decreasing revenue (i.e. investment income).
- Department Heads will be scrutinizing Expenses throughout 2020
- Personnel Decisions for some Department Positions:  
Proposed Public Works Savings of approximately \$50,000.00 in 2020 by not filling the following positions:
  - LTE Position @560 Hours
  - LTE Position @560 Hours
  - LTE Position @480 Hours (cemetery data input)
  - Full-Time Position 1,040 Hours plus benefits (Full-Time Public Works employee recently submitted his resignation. The position to be filled in 2021.)
- Police Department will have savings between \$50,000 -\$60,000 in 2020 as the result of vacant positions, which the department is trying to fill including the Police Lieutenant Position.
- Vacant Senior Center Administrative Assistant Position  
This was informational only.

6. Public Appearance

- a) None

7. Approval of Minutes

a) May 4, 2020 (Virtual Meeting –Zoom)

**Jacobson moved, seconded by Glysich to approve the Regular Village Board Meeting Minutes from 05-04-2020. Motion carried 7-0.**

8. Approval of Vouchers

a) Voucher List for May 19, 2020

**Bollig moved, seconded by Glysich to approve vouchers dated 05-19-2020 in the amount of \$1,272,924.84.**

**Roll call vote: Peterson – yes; Jacobson – yes; Horton– yes; Glysich – yes; Donovan – yes; Carpenter – yes; and Bollig – yes. Motion carried 7-0.**

9. Proclamations and Announcements

a) Board Comments:

Horton mentioned the Wisconsin Economic Development Corporation (WEDC) website is a helpful resource for businesses during this time. They provide guidelines (reopening, relief and recovery) to each type of businesses.

WEDC website: <https://wedc.org/programs-and-resources/covid-19-response/>

b) Staff Comments:

1) Special Board Meeting either on June 8<sup>th</sup> or June 22<sup>nd</sup> for review of WWTP Facilities Plan

The meeting to review the Waste Water Treatment Plant (WWTP) will be held on Monday, June 8<sup>th</sup>, 2020.

2) Upcoming (Virtual) Meetings:

a) June 1, 2020 – Village Board Meeting (Annual Alcohol Beverage License Renewal)

b) June 8, 2020 – Special Personnel, Public Safety & Protection Committee Meeting  
This meeting date has been cancelled.

c) June 15, 2020 Village Board Meeting -- Joint Meeting with Library Board to Review Fundraising Status for New Library Building and Scheduling August Budget Meeting

d) July 6, 2020 – No Board Meeting

e) July 13, 2020 – Board Meeting

f) July 22, 2020 @6:30PM – Joint Meeting with Towns for Senior Center and Fire-Ems District

10. Communication and Miscellaneous Business

a) Discussion and Possible Action re: Firefly Coffeehouse 114 North Main Street –

Amending Façade Grant for Tuck-pointing and Replacing Failing Bricks – *Background Information: At the August 5, 2019 Board Meeting, the Board approved a Façade Improvement Grant to Firefly Coffeehouse for \$796.81 for Tuck-pointing and Replacing Failing Bricks on west facade of the building at 114 North Main Street.*

Recommended Motion: Motion to approve an amended Façade Improvement Grant to Firefly Coffeehouse for a total grant of \$1,947.37 for Tuck-pointing and Replacing Failing Bricks on west facade of the building at 114 North Main Street.

President Carpenter requested Vice President Bollig take control over the meeting for this item due to her being an owner of the property. She removed herself from the Village Board as a voting member for this item.

**Glysch moved, seconded by Jacobson to approve the amended Façade Grant Application dated 05-13-2020 for a total grant amount of \$1,947.37 for tuck-pointing and replacing failing bricks on west façade of Firefly Coffeehouse and Artisan Cheese LLC, 114 North Main Street, owners Uriah & Jeanne Carpenter. Motion carried 6-0. Carpenter did not vote.**

- b) Discussion and Possible Action re: Acquisition of New Village Phone System – Recommended Motion: Village Staff recommends approving Computer Magic Inc.’s proposal with an amount not to exceed \$65,000 to procure a new phone system village-wide.  
**Jacobson moved, seconded by Glysch to approve Computer Magic Inc.’s proposal with an amount not to exceed \$65,000 to procure a new phone system village-wide. Motion carried 7-0.**

- c) Continuing Discussion and Possible Action re: Shared Services Agreement with City of Fitchburg and Oregon School District for future Middle School Site (immediately north of Prairie Mound Cemetery on HWY MM in Fitchburg) – Background Information:

- 1) Review of Oregon School District – Conceptual Diagram Fitchburg Donaldson Site
- 2) Review of Future Land use Map from Recently Adopted City of Fitchburg Comp Plan showing School Site
- 3) Per Dr. Busler, the development process would be cost neutral for the Village of Oregon and City of Fitchburg
- 4) Discussion of Sewer Interceptor Project with City of Fitchburg
- 5) City of Fitchburg will not detach the property into the Village of Oregon

Gracz mentioned he reached out to City of Fitchburg Administrator Pat Marsh and Oregon School District Superintendent Dr. Brian Busler to share the Village Board’s thoughts from the May 4, 2020 meeting. A summary of their comments is provided above.

Carpenter referenced two (2) letters dated 05-19-2020 from the Oregon School District. She noted these letters were delivered to Village Hall about 4:00 p.m. on Tuesday, May 19, 2020.

Letter 1 Authorized Dr. Brian Busler to take necessary steps to sell the Oregon School District’s (OSD) portion of Alpine Park back to the Village of Oregon – per the agreement dated March 20, 2006.

- Letter 2 OSD Board requested the opportunity to meet with the Village of Oregon Board to discuss the property (north of Prairie Mound Cemetery) purchased by OSD and to answer questions the Village Board members have.

After a lengthy discussion about concerns about the Village's financial impact and valuable staff time this will consume it was decided that the Village Board would like to invite Dr. Brian Busler and a couple members of the School Board to a future meeting.

Recommended Motion: Provide Direction to the Village Staff and Village Attorney regarding working with the Oregon School District and City of Fitchburg to provide water and sewer for the future school site in Fitchburg.

**Donovan moved, seconded by Peterson to authorize Mike Gracz to invite Dr. Brian Busler and a couple School Board Members to a future Village Board meeting to have an initial discussion about the school property. Motion carried 7-0.**

- d) FYI- Oregon School District will pay for having the School Resource Officer (SRO) position in the school per the SRO agreement.  
Carpenter thanked the school district for their contribution to the SRO position.  
Pagenkopf mentioned SRO Koratko continues to work from the school district office.
- e) Discussion of Banking Services Agreement with State Bank of Cross Plains and Review of Correspondence between State Bank of Cross Plains and Village Staff :
- Information from Finance Director Novinska May 5, 2020 Email to State Bank of Cross Plains:  
*Thank you for your April 29 email proposing two options for adjusting the interest rate to be paid on Village deposits. The Village Board discussed your proposal last night. The Board wishes to move forward with your second option ("a change in the margin to LGIP + 0.10%, effective in 90 days"). We believe an amendment to the existing agreement is needed to implement this change, and we could take that to the Board on May 19, 2020. The Board's direction was that the 90 days would begin to run from the effective date of the amendment to the agreement. If this approach is acceptable to you, please send us your proposed amendment to the agreement to me by May 13, 2020.*
  - Recommended Motion: Approve the Amended Village's Banking Services Agreement with State Bank of Cross Plains.  
**Glysch moved, seconded by Donovan to approve the amended Village's Banking Services Agreement with State Bank of Cross Plains. Motion carried 7-0.**
- f) Discussion and Possible Action re: Review of Village Administrator Recruitment Timeline – Recommended Motion: Authorize Village Staff to Prepare the Request for Proposal (RFP) for hiring a search firm for review by the Village Board at the June 15, 2020 Board meeting.

**Donovan moved, seconded by Jacobson to authorize Village Staff to Prepare a Request for Proposal (RFP) for hiring a search firm to be reviewed by the Village Board at the 06-15-2020 Board meeting. Motion carried 7-0.**

- g) Discussion and Possible Action re: Request to Execute Addendum to Dane County 2020 Purchase of Service Agreement – Recommended Motion: Approve Addendum to Dane County 2020 Purchase of Service Agreement  
**Donovan moved, seconded by Glysch to approve the Addendum to Dane County 2020 Purchase of Service Agreement. Motion carried 7-0.**
- h) Review of Letter from Town of Oregon Board Supervisor Phil Van Kampen re: Additional Playing Fields for use during Jaycee Park West’s Construction  
Carpenter referenced Phil VanKampen’s letter dated 03-12-2020 provided in the packet.
- i) Discussion and Possible Action re: Proclamation Professional Municipal Clerks Appreciation Week – Recommended Motion: Approve the Proclamation  
**Peterson moved, seconded by Jacobson to approve the Proclamation Recognizing Professional Municipal Clerk’s Week – May 3 – 9, 2020. Motion carried 7-0.**
- j) Review of Investments, Building Permits and Impact fees  
This information was provided in the packet.
- k) FYI Only - Alliant Energy Upgrade to Underground Electric Distribution System near 388 Public Works Garage
- l) Discussion and Possible Action re: Lincoln Road – Bid Recommendation & Award – Recommended Motion #1: Void the bid from Fischer Excavating of Freeport, Illinois for the Lincoln Road Project and return the required bid bond.  
**Glysch moved, seconded by Horton to void the bid from Fischer Excavating of Freeport, Illinois for the Lincoln Road Project and return the required bid bond. Motion carried 7-0.**
- Recommended Motion #2: Approve the bid from Northwestern Stone, LLC for the Lincoln Road project in the amount of \$954,308.25.  
**Glysch moved, seconded by Bollig to approve the bid from Northwestern Stone, LLC for the Lincoln Road project in the amount of \$954,308.25. Motion carried 7-0.**
- m) Department of Transportation (DOT) HWY 14 Updates:  
1. HWY 138 Project  
2. Hwy 138 –HWY 92 Project

- n) Discussion and Possible Action re: Surplus Bricks -- Recommended Motion: Declare approximately 1,000 gray paver bricks as surplus and allow Public Works to dispose or auction them.  
**Donovan moved, seconded by Jacobson to declare approximately 1,000 gray paver bricks as surplus and allow Public Works to dispose or auction them. Motion carried 7-0.**

- o) Thank You from Village Residents to Public Works Staff  
Rau noted he received a neat drawing from a young Village resident. The drawing was included in the packet.

- p) Village Residents Interested in serving on any of the following Committees/Commissions/Boards should submit a completed Village Application to Village Administrator Michael Gracz at [mgracz@vil.oregon.wi.us](mailto:mgracz@vil.oregon.wi.us). Applications may be obtained online at [www.vil.oregon.wi.us](http://www.vil.oregon.wi.us) or by calling 835-3118.

- Oregon Area Fire/EMS District Joint Board – 1 Seat Available
- Park Board – 6 Seats Available plus a student member (voting member)
- Police Commission – 1 Seat Available

This was informational only.

11. Report of Committees

- a) None

12. Minutes Not Requiring Action

- a) Oregon Area Fire-EMS District Commission Minutes: March 5, 2020 & April 2, 2020  
These meeting minutes were provided in the packet.

13. Unfinished Business

14. New Business

- a) Approval of Pending New Operator Licenses – (Recommended Approval by Police Department)

Stop N Go – Tera L. Gray

**Glysch moved, seconded by Peterson to approve the NEW Operators' License as listed. 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.

15. Future Agenda Items

- a) At Future Board meeting -- Discussion and Possible Board Direction re: Recent Compliance Checks by Police Department.  
b) Park Shelter Fees  
c) Review of 2020 Master Calendar  
d) Janesville Street/South Perry Parkway Intersection Evaluation & Warrant Analysis

16. Adjournment

**Donovan moved, seconded by Jacobson to adjourn the Regular Village Board meeting at 7:16 p.m. on Tuesday, May 19, 2020. Motion carried 7-0.**

The Additional Connection Instructions/Information were listed on the agenda.

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).

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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.

Submitted by,

Candie M. Jones

Director of Administrative Services