

Village Board Special Meeting Minutes – Waste Water Treatment Plant (WWTP) Facility Plan
Monday, June 22, 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 is included in the meeting minutes.

Virtual Meeting will be held at: Join Zoom Meeting

Zoom login info:

<https://us02web.zoom.us/j/83841082137>

Meeting ID: 838 4108 2137

Password: 555766

To call in:

1-312-626-6799

Meeting ID: 838 4108 2137

Password: 555766

1. Call to Order

President Jeanne Carpenter called the Village Board Special Meeting – Waste Water Treatment Plant (WWTP) Facility Plan to order at 5:00 p.m. on Monday, June 22, 2020.

2. Roll Call

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

Also Present: Village Administrator Mike Gracz, Public Works Director Jeff Rau, Chief of Police Jennifer Pagenkopf, Director of Administrative Services Candie Jones, and a couple members of the public

President Carpenter expressed sincere condolences to David Donovan's Family. Trustee Donovan passed away on Friday, June 19, 2020. The Board Members expressed their gratitude for Mr. Donovan's service on the Village Board.

The Village Board will discuss the vacancy of the Trustee position at a future meeting.

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. Public Appearance

a) Discussion with Town & Country Engineering re: Wastewater Treatment Plant Facilities Planning Document, June 2020 and Next Steps in Process

Background Information from February 3, 2020 Board Meeting: Motion by Horton to approve Alternative 1, 'ideal' option for facility upgrades as outlined in the memo from Town and Country Engineering dated January 30, 2020. Second by Bollig. All alternatives will be listed in the report. Motion carried 7-0.

Ben Heidemann, Town & Country Engineering, appeared for this item. He provided an in-depth review of the Waste Water Treatment Plant (WWTP) Facilities Planning Document, June 2020. The document was made available in the packet of information.

Heidemann reviewed the costs involved with the WWTP alternatives discussed at the February 3, 2020 meeting.

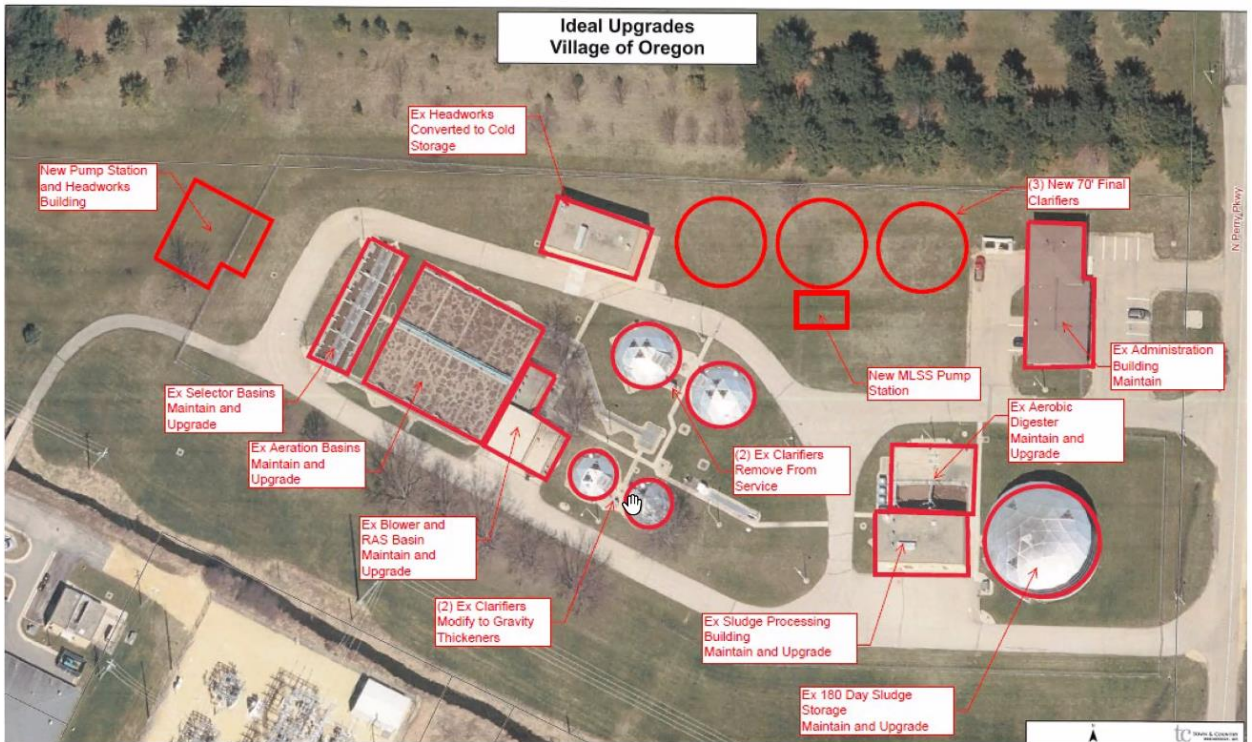
WWTP Alternatives

- Alternative 1 – Upgrade Village WWTP
 - Low Cost Alternative - \$15.427M
 - "Ideal" Alternative - \$18.282M
- Alternative 2 – Pump to Madison Metropolitan Sewerage District
 - Two Pumping Station Options - \$4.160M - \$5.200M
 - Three Pipeline Options - \$3.487M - \$14.306M
 - Connection Fees - \$3.000M - \$12.000M (2019 \$)
 - Total - \$19.647M - \$22,508M

Heidemann provided the following recommendations and ideal upgrades with Alternative 1. He noted this alternative offers the most flexibility. He reported that Phase 0 will begin in 2020 and is being paid for out of the sewer fund balance. Phase 1 would be implemented in 5 years (2025). Phase 2 would be implemented in 10 years (2030). Phase 3 would be implemented in 15 years (2035). This would allow the Village to gradually to increase rates and not have to take out debt service for the entire project.

Recommendations

- Alternative 1 – Ideal
 - Phase 0 – Blower/Aeration Improvements
 - \$1.813M
 - Phase 1 – Liquid/Hydraulic Improvements
 - \$12.663M
 - Phase 2 – Solids Improvements
 - \$2.391M
 - Phase 3 – Hydraulic Capacity Expansion (only necessary if I/I is not addressed)
 - \$1.414M



Heidemann reviewed the User Charges. He noted this only includes average sewer charges and does not include water usage. It was noted the Village has not increased rates since 2007.

User Charges

- Current Average Residential User Rate - \$23/month
- Proposed FP Rate Impact
 - Approximate 5% increase per year, 2021 – 2032
 - Accounts for phased construction/debt service (<50% of future increases associated with debt service)
 - Create “down-payment” for future projects
 - Proposes a Collection System Improvements Fund
- Rate Schedule
 - Phase 1 (2025) - \$34/month
 - Phase 2 (2030) - \$41/month
 - Phase 3 (2035) - \$44/month

There were a few concerns about the WWTP exceeding capacity with continued service to Oakhill Correctional Center and a potential new school facility (located on the parcel north of Prairie Mound Cemetery in Fitchburg). Heidemann noted there was no concern about capacity with additional users.

Rau noted the public hearing would take place on the August 3, 2020 Village Board meeting.



Bollig moved, seconded by Jacobson to approve the date of August 3, 2020 as the public hearing date. Motion carried 6-0.

Bollig mentioned he would like Mr. Heidemann to primarily focus on the user rates during the public hearing.

- b) Discussion and Possible Action Re: WWTP Blower Upgrade Project and Authorizing Public Works to Advertise This Project for Bidding – Recommended Motion: Motion to authorize Public Works to seek competitive bids for the WWTP Blower Upgrade Project. Rau noted the WWTP blower equipment is over 35 years old. The funding of \$1.1 million will come from fund balance and the equipment reserve fund.

Peterson moved, seconded by Bollig to authorize Public Works to seek competitive bids for the WWTP Blower Upgrade Project. Motion carried 6-0.

5. New Business

- a) Discussion and Possible Action Re: Rettler’s Proposal to design Jaycee Park West Fundraising Signs – Recommended Motion: Approve Proposal from Rettler to design Jaycee Park West Fundraising Signs with funding from borrowed money for Jaycee Park West project.

Horton moved, seconded by Peterson to approve proposal from Rettler to design Jaycee Park West Fundraising Signs, with funding from borrowed money, for Jaycee Park West Project. Motion carried 6-0.

- b) Discussion and Possible Action Re: Polling Location for August 11, 2020 Election – Recommended Motion: Approve polling location for August 11, 2020 Partisan Primary. **Glysch moved, seconded by Peterson to approve the polling locations for the August 11, 2020 Partisan Primary as follows:**

Village Board Special Meeting Minutes – Waste Water Treatment Plant (WWTP) Facility Plan
Monday, June 22, 2020
Virtual Meeting – Zoom

- Wards 1, 5-6, 11, & 13 – Village Hall Community Room – 117 Spring Street, Oregon, WI 53575
- Wards 2-4, & 12 – Village Hall Board Room – 117 Spring Street, Oregon, WI 53575
- Wards 7 – 10 – Village of Oregon – 117 Spring Street, Oregon, WI 53575

Motion carried 6-0.

- c) Approval of Pending Renewal Operator Licenses – (Recommended Approval by Police Department)

Bill’s Food Center – Joseph A. Shoemaker

Headquarters – Lynette M. Fieldhouse

Jacobson moved, seconded by Glysch to approve the RENEWAL Operator’s Licenses as listed above. Motion carried 6-0.

6. Reminder Next Village Board Meeting: July 13, 2020 – Board Meeting -- Janesville Street/South Perry Parkway Intersection Evaluation

7. Adjournment

Bollig moved, seconded by Peterson to adjourn the Special Village Board Meeting – Waste Water Treatment Plant (WWTP) Facility Plan at 6:15 p.m. on Monday, June 22, 2020. Motion carried 6-0.

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>

Village Board Special Meeting Minutes – Waste Water Treatment Plant (WWTP) Facility Plan
Monday, June 22, 2020
Virtual Meeting – Zoom

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.

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.

Submitted by,

Candie M. Jones
Director of Administrative Services