

Village Board Meeting Minutes  
Monday, July 13, 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:

Join Zoom Meeting  
<https://us02web.zoom.us/j/83005468873>  
Meeting ID: 830 0546 8873  
Password: 104795

Call In  
1-312-626-6799  
Meeting ID: 830 0546 8873  
Password: 104795

1. Call to Order  
Village President, Jeanne Carpenter, called the Regular Village Board meeting to order at 5:00 p.m. on Monday, July 13, 2020.
2. Roll Call  
Present: Cory Horton, Jeanne Carpenter, Amanda Peterson, Randy Glysch, Jerry Bollig, and Jenna Jacobson.

Also Present: Village Administrator Mike Gracz, Library Director Jennifer Endres Way, Senior Center Director Rachel Brickner, Chief Jenny Pagenkopf, Finance Director Lisa Novinska, Village Planner Elise Cruz, Village Attorney Matt Dregne joining at 5:02 p.m., and Village Clerk Peggy Haag, and 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. Public Appearance
  - a) Discussion with Senior Traffic Engineer Lee Gibbs from SRF Consulting Group re: Intersection Control Evaluation (ICE) Study Janesville Street and South Perry Parkway – Recommended

**Motion: Direct the Village Administrator to include the Janesville Street and South Perry Parkway Intersection Improvements in the Village's 2021-2025 Capital Improvement Plan (CIP) and the Village's Administrator's Proposed 2021 Annual Budget.**

Rau it is important to evaluate the intersection short term improvements and long term costs in addition to the warrant analysis. Janesville Street is still a County Highway and it needs to be determined if Dane County will contribute anything to this project.

Lee Gibbs, of SRF Consulting presented his findings to the Village Board. Possible recommendations include upgrading the intersection from a two-way stop to a four way controlled stop, updating to a roundabout, converting Janesville Street westbound to a single lane while exiting Wolfe Street, install advanced warning signs on Janesville Street, repainting crosswalks, installing pavement word or symbols, and construction of pedestrian bump outs.

The cost of a signalized intersection ranging from the \$300,000 – \$500,000.

**Motion by Peterson, second by Bollig to direct staff and public works to make cost effective safety changes now and direct the Village Administrator to include the Janesville Street and South Perry Parkway Intersection Improvements in the Village's 2021-2025 Capital Improvement Plan (CIP) and the Village's Administrator's Proposed 2021 Annual Budget.**

**Amended motion by Peterson, second by Bollig, to include having discussions with Dane County relative to making a dedicated left turn and through lane at Janesville Street at Wolfe Street.**

Rau said staff will not do anything in that area without talking to Dane County because Janesville Street is still Dane County's road.

Gibbs noted by adding a fourth leg at Janesville Street and Wolfe Street it could change how the intersection operates. Rau will provide Gibbs information to Lakestone Properties.

**Motion carried 6-0.**

5. Approval of Minutes
  - a) None.
6. Approval of Vouchers
  - a) Voucher List for July 13, 2020

**Motion by Carpenter, second by Bollig, to approve vouchers dated July 13, 2020 in the amount of \$921,917.56.**

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

**Motion carried 6-0.**

7. Proclamations and Announcements

a) Board Comments:

Carpenter thanked the PD for help with the Senior Parade.

b) Staff Comments:

1) Upcoming Meetings:

a) July 20, 2020 – Board meeting

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

c) August 3, 2020 – Board Meeting

d) August 17, 2020 – Board Meeting

8. Communication and Miscellaneous Business

- a) Discussion and Possible Action re: Emergency Repair/Replacement of Village Hall Air Condition Roof Top Unit – **Recommended Motion: Approve Proposal from Staley Plumbing & Heating for Emergency Repair/Replacement of Village Hall Air Condition Roof Top Unit in the amount of \$14,793.00 with funding from Fund 414 Capital Improvements.**

**Motion by Glysich, second by Horton, to approve Proposal from Staley Plumbing & Heating for Emergency Repair/Replacement of Village Hall Air Condition Roof Top Unit in the amount of \$14,793.00 with funding from Fund 414 Capital Improvements.**

**Motion carried 6-0.**

- b) Discussion and Possible Action re: 2019 Wisconsin Act 166 (Senate Bill 203) –

Background: This legislation allows the Village Board to designate by ordinance certain village staff (Village Clerk & Deputy Clerk) to approve NEW & RENEWAL (two-year) alcohol beverages operator's licenses rather than sending them through the Village Board. If the Board approves Attorney Dregne preparing the ordinance, it would be clear in the ordinance that applications which the Police Department has identified as having an issue would still come to the Village Board for consideration.

**Should Village Attorney Dregne prepare the required ordinance?**

All Board members are ok with Dregne preparing an ordinance to allow the Village Clerk and Deputy Clerk to approve alcohol beverage operator's licenses. Any license the Police Department has identified as having an issue will be forwarded to the Village Board for consideration.

- c) Police Chief Report

- 1) Discussion and Possible Action re: Contract for Purchase of Services between the Oregon Police Department and HealthyMinds, LLC – **Recommended Motion: Approve Contract for Purchase of Services between the Oregon Police Department and HealthyMinds, LLC and Authorize Police Chief Pagenkopf to sign the Contract on behalf of the Village.**

Pagenkopf has been working for several years on getting the HealthyMinds, LLC yearly contract set up for the Police Department and first responders. The program helps connect counselors with staff to help them through traumatic events. An annual check in will be included.

**Motion by Jacobson, second by Peterson, to approve Contract for Purchase of Services between the Oregon Police Department and HealthyMinds, LLC and Authorize Police Chief Pagenkopf to sign the Contract on behalf of the Village.**

**Motion carried 6-0.**

- 2) Discussion and Possible Action re: Revised Domestic Abuse Policy– Recommended Motion: Approve Revised Domestic Abuse Policy.

Chief has revised the Police Departments Domestic Abuse Policy by updating the following forms: the 72 Hour No-Contact Prohibition, Victim Information pertaining to Marsy’s Law, and the Conditional Release form. OPD does check in with victims 30, 60, and 90 days after an incident.

**Motion by Horton, second by Peterson, to approve Revised Domestic Abuse Policy.**

**Motion carried 6-0.**

- 3) Status of Police Lieutenant Promotion and Police Officer Hiring

First round interviews for the Police Officer position are taking place this week. Oregon Police Department averages around 43 applications but currently have 87 applications. There are four applicants for the Lieutenant position that will be interviewed this Friday and will have a final interview with Chief Pagenkopf.

- 4) Review of Monthly Reports

Transitioning into COVID, the Police Department is busy with increased domestic altercations and OWIs.

Chief enrolled in a program through Dane County to learn about Hate Crimes. In the first phase she is learning about African American history and enjoying it.

- d) Discussion and Possible Action re: Approving Village Bargaining Team for Upcoming negotiations with Police Union – Recommended Motion: Approve Personnel, Public Safety & Protection Committee Chair Jenna Jacobson, Village Administrator Mike Gracz, Police Chief Jennifer Pagenkopf, Police Department Support Services Supervisor Ruti Trace and Finance Director Lisa Novinska to serve as the Village’s bargaining team.

**Motion by Peterson, second by Horton, to approve Personnel, Public Safety & Protection Committee Chair Jenna Jacobson, Village Administrator Mike Gracz, Police Chief Jennifer Pagenkopf, Police Department Support Services Supervisor Ruti Trace and Finance Director Lisa Novinska to serve as the Village’s bargaining team.**

**Motion carried 6-0.**

- e) Discussion and Possible Action re: Resolution #20-25 Closing-Out and Writing-Off of DNR Fund – Recommended Motion: Approve Resolution #20-25.

Resolution #20-25 emerged from the audit.

**Motion by Bollig, second by Jacobson, to approve Resolution #20-25.**

**Motion carried 6-0.**

- f) Discussion and Possible Action re: Confirming Hiring New Summer LTEs in Public Works Department – Recommended Motion: Confirm hiring seasonal LTE hires for Public Works including Jared Mason, Kieran Connery, Patrick Piper, and Thomas Alstad at the rates discussed in the memo dated July 9, 2020.

Motion by Glysch, second by Jacobson, to confirm hiring seasonal LTE hires for Public Works including Jared Mason, Kieran Connery, Patrick Piper, and Thomas Alstad at the rates discussed in the memo dated July 9, 2020.

Motion carried 6-0.

- g) Discussion and Possible Action re: Village Administrator's Proposed 2021 Budget Schedule and Direction – Recommended Motion: Approve Village Administrator's Proposed 2021 Budget Schedule and Direction (Please Note: Six (6) month financial report will be available at the July 20th Board meeting.)

Motion by Jacobson, second by Horton, to approve Village Administrator's Proposed 2021 Budget Schedule and Direction (Please Note: Six (6) month financial report will be available at the July 20th Board meeting.)

Motion carried 6-0.

- h) Discussion and Possible Action re: 1st Draw of Genesis Housing Grant – Recommended Motion: Approve 1st Draw of Genesis Housing in the amount of \$106,349.00 (Total Grant is \$168,000 from Affordable Housing Fund.)

Motion by Jacobson, second by Glysch, to approve 1st Draw of Genesis Housing in the amount of \$106,349.00 (Total Grant is \$168,000 from Affordable Housing Fund.)

Motion carried 6-0.

- i) Discussion and Possible Action re: Senior Center Surplus Property – Recommended Motion: Declare Senior Center Property as Surplus

Motion by Glysch, second by Horton, to declare Senior Center Property as Surplus.

Motion carried 6-0.

- j) Discussion and Possible Action re: Resolution #20-24 BESTflex Plan Rollover Statutory Limit Amendment – Recommended Motion: Approve Resolution #20-24

Motion by Glysch, second by Peterson, to approve Resolution #20-24.

Motion carried 6-0.

- k) Review Village's Bicycle Friendly Community Report Card  
Cruz said the Village is exceeding expectations in safety and education but has work to do on bike friendly laws and ordinances, creation of more bike infrastructure, promoting a bike friendly culture and increasing ridership.

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- l) Review of Yahara Watershed Improvement Network (WINS) Annual Report  
Yahara WINS program is a critical step in reducing phosphorus in our lake and watershed system, and regulatory wise the Village needs to do this. The Village has partnered with the program for three years and its continuing to go well.
- m) FYI Only- Village's Employee Assistance Program's 2nd Quarter Utilization Report
- n) FYI Only – Library Fundraiser Saturday, July 25th from 11:00am to 2:00pm at Ziggy's  
The goal is to raise \$25,000 on 7/25. A monetary donation can also be donated on the Library website.
- o) FYI Only- Dane County Anderson Park - Dog Park Project Neighbor Notices  
The Dog Park will be a nice amenity to the Village. A driveway off Union Road has already been installed.
- p) COVID-19 Information
  1. Senior Center Updates  
The Adult Day Program is back to full enrollment. Council on Aging met for the first time in several months. The Senior Center Medical Equipment Loan Closet is open again by appointment only. Meal deliveries have gone back to five meals per week with Ziggy's available on Wednesdays and Fridays.
  2. Status of Forward Dane Plan – Emergency Order #8 Effective July 13, 2020 at 8:00AM -- Public Health Madison and Dane County issued emergency order #8 that requires everyone age 5 or older to wear a face covering or mask when indoors and around people outside of their household. Per the order, people must wear a face covering that covers their nose and mouth when in public, which includes in businesses, health care settings, waiting in line and on public transportation. The order also requires individuals to wear face coverings when in someone else's home. Exceptions are made for certain activities such as eating at a restaurant, but during those activities, 6 feet distancing of individuals not from the same household or living unit is required at all times. Some people are also exempted if they have a physical, mental or developmental condition that prevents them from wearing a mask. People may use a face mask, scarf, bandana or other types of face coverings. The county plans to provide cloth masks to those in need. More information on how to obtain free masks will be available on the Dane County website soon.
- q) August 11, 2020 Election – In-Person Absentee Voting begins on July 28<sup>th</sup>  
The Partisan Primary includes races for congress, legislature, district attorney, and several county seats.
- r) Discussion and Possible Action re: Acquiring Bobcat for Public Works Department – **Recommended Motion: Acquire Bobcat from Carter & Gruenewald in the estimated amount of \$8,000 for Public Works Department with funding from Fund 414 Capital Improvements.**  
  
**Motion by Bollig, second by Jacobson, to acquire Bobcat from Carter & Gruenewald in the estimated amount of \$8,000 for Public Works Department with funding from Fund 414 Capital Improvements.**

In the recent past, the Village of Oregon has annually upgraded the skid steer after one year and 300 hours which is a good deal for the Village. This is a budgeted item.

**Motion carried 6-0.**

- s) 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

Due to the pandemic, Carpenter would like to keep the application process open another month before bringing recommendations to the Board.

9. Report of Committees

- a) July 9, 2020 Planning Commission Meeting (President Carpenter)

- 1) Discussion and Possible Action re: Town of Oregon Extra-Territorial Jurisdiction (ETC) CSM review – Ditsch Property – **Planning Commission's Recommended Motion: Approve CSM for Ditsch Property**

**Motion by Carpenter, second by Horton, to approve CSM for Ditsch Property.**

This property is in the Village of Oregon's Extraterritorial Jurisdiction Boundary (ETJ) and is brought to the Village to have an opportunity to express concerns if needed.

The CSM is located on County Highway MM south of Oregon Trail and Highway A.

**Motion carried 6-0.**

- 2) Neighborhood Meetings for Upcoming Projects on Janesville St.

- a) Habitat for Humanity: Monday, July 27 at 6:30pm (rain date Tuesday, July 28 at 6:30pm) at Waterman Triangle Park  
b) Lakestone: Wednesday, July 29 at 6:30pm (rain date Thursday, July 30 at 6:30pm) at Waterman Triangle Park

If people want to learn more about the conceptual phase of a project, the neighborhood meetings are a great time to get information.

10. Minutes Not Requiring Action

- a) Library Board Meetings – May 13, 2020 & June 10, 2020  
b) Oregon Area Fire/EMS District Commission Meeting – June 4, 2020 Minutes plus additional information

11. Unfinished Business

- a) None.

12. New Business

- a) Approval of Pending NEW Operator Licenses – (Recommended Approval by Police Department)  
Mahen’s – Andre Voysey

**Motion by Peterson, second by Jacobson, to approve pending new operator licenses for Mahen’s – Andre Voysey.**

**Motion carried 6-0.**

- b) Approval of Pending RENEWAL Operator Licenses – (Recommended Approval by Police Department)  
Mahen’s – Laura Slezak  
Mulligan’s – Brittney Dutz

**Motion by Jacobson, second by Peterson, to approve pending renewal operator licenses for Mahen’s – Laura Slezak  
Mulligan’s – Brittney Dutz.**

**Motion carried 6-0.**

- 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.

13. Future Agenda Items

- a) At Future Board meeting re: Recent Compliance Checks by Police Department.  
b) December 21, 2020 Joint Meeting with Library Board re: New Library Building  
c) Park Shelter Fees  
d) Review of 2020 Master Calendar

14. Adjournment

**Bollig moved, second by Peterson, to adjourn the Regular Village Board at 7:20 p.m. Monday, July 13, 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.



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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.

Submitted by,

Peggy Haag  
Village Clerk