

Village Board Meeting Minutes  
Monday, July 20, 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/82676730486>

Meeting ID: 826 7673 0486

Password: 748363

To call in:

1-312-626-6799

Meeting ID: 826 7673 0486

Password: 748363

1. Call to Order

President Jeanne Carpenter called the Village Board Meeting to order at 5:02 p.m. on Monday, July 20, 2020.

2. Roll Call

Present: Jerry Bollig (connected at 5:10 p.m.), Jeanne Carpenter, Randy Glysch, Cory Horton (connected at 5:04 p.m.), Jenna Jacobson, Amanda Peterson

Also Present: Village Administrator Mike Gracz, Finance Director Lisa Novinska, Public Works Director Jeff Rau, Village Attorney Matt Dregne, Village Planner Elise Cruz, Senior Center Director Rachel Brickner, Library Director Jennifer Way, Chief of Police Jennifer Pagenkopf, Director of Administrative Services Candie Jones, and a few 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 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 Village Attorney re: Revising Water Impact Fee

1. Public Hearing to discuss and act upon an ordinance amending Section 13.11 of the Village of Oregon Code of Ordinances relating to impact fees for water facilities.

a) Open Hearing

Carpenter opened the public hearing at 5:04 p.m.

b) Village Attorney & Village Staff's Comments and Review of Impact Fee Schedule and Needs Assessments

Gracz provided a brief overview of the Water Impact Fee Needs Assessment provided in the packet of information. He noted Attorney Callahan was not able to be in attendance this evening due to a family emergency. He mentioned the required public hearing notice was published pursuant to State Law.

He noted the last Water Impact Fee Assessment was completed in 2004.

It was noted the Water Impact Fee for a ¾" meter would decrease to \$1,202 from \$1,800 (difference of \$598). The Water Impact Fee Schedule in the Village's Fess Schedule will be updated based on the meter size.

Gracz suggested all impact fees should be evaluated after the new library is constructed.

c) Public Comments

There were no public comments.

d) Village Board Comments

There was a general discussion about evaluating future impact fees after the library building is constructed.

e) Close Hearing

Carpenter closed the public hearing at 5:17 p.m.

f) Recommended Motion: Direct Village Staff to make any necessary requested changes to the ordinance amending Section 13.11 of the Code of Ordinances relating to impact fees for water facilities and amended Fee Schedule for the August 3, 2020 Village Board agenda.

**Glysch moved, seconded by Jacobson to direct Village Staff to make any necessary requested changes to the Ordinance amending Section 13.11 of the Code of Ordinances relating to impact fees for water facilities and amended Fee Schedule for the August 3, 2020 Village Board agenda. Motion carried 6-0.**

Carpenter commended Attorney Callahan for her work in preparing the Water Impact Fee Needs Assessment.

5. Approval of Minutes

- a) None

6. Approval of Vouchers

- a) Voucher List for July 20, 2020

**Bollig moved, seconded by Glysch to approve vouchers dated 07-20-2020 in the amount of \$383,168.60.**

**Roll call vote: Peterson – yes; Jacobson – yes; Horton– yes; Glysch – yes; Carpenter – yes; and Bollig – yes. Motion carried 6-0.**

7. Proclamations and Announcements

- a) Board Comments:

There were no Board comments.

- b) Staff Comments:

1) Upcoming (Virtual) Meetings:

- a) July 22, 2020 @6:30PM – Joint Meeting with Towns for Senior Center and Fire-Ems District  
b) August 3, 2020 – Board Meeting  
c) August 17, 2020 – Board Meeting  
d) September 7, 2020 No Meeting (Labor Day)  
e) September 14, 2020  
f) September 21, 2020

Rau noted he has been in contact with the contractor about the mill-and-overlay projects throughout the Village. He reported generally speaking the roadways are paved right after the milling takes place. He believes the contractor may have fallen behind but is confident that the roads will be completed soon.

8. Communication and Miscellaneous Business

- a) Discussion with Village Attorney and Possible Action re: Review of Procedure for Filling a Vacancy in the Office of Trustee

Dregne referenced the Village Board's options in the memo dated 07-17-2020 provided in the packet.

There was a general discussion about the memo and the route the Village Board would like to use. Historically, the Village Board has filled the position by allowing interested individuals to apply to the Board, interviewing the individual(s), and then making an appointment for the remaining term.

It was noted the term for the vacant position expires April 2022.

Glysch reported he believes that the appointment process has worked well in the past. Bollig agreed.

Peterson reported she believes the vacancy should be filled by a Special Election in April 2021.

Horton reported he believes filling the vacancy by appointment (until April 2021) and then holding a Special Election in April 2021 to finish the remaining one-year term. Jacobson agreed. Numerous members mentioned they believed it was important to have the public elect the position.

Bollig noted he has some reservation about appointing the position and then making the applicant then run for a one-year term at the Special Election in April 2021.

**Horton moved, seconded by Glysch to fill the vacant Trustee position by appointment until April 2021. In April 2021 the Trustee position will be put on the ballot for a one-year term (ending April 2022) during a Special Election. Motion carried 6-0.**

It was noted the interested individuals can submit applications to Village Administrator Mike Gracz until Thursday, August 13, 2020 @ 4:30 p.m. The applicants will be invited to the Village Board on Monday, August 17, 2020. The Application for Appointment will be available on the Village website – [www.vil.oregon.wi.us](http://www.vil.oregon.wi.us)

b) Discussion and Possible Action re: Proposals from Search Firms for Village Administrator Recruitment – Village Administrator’s Notes: Initial Information/Issues for the Board to consider:

- *\$15,000 has been included in the 2020 Budget for the Search. However, I would recommend not letting the funding influence your selection of the firm.*
- *Will the entire Board conduct the interview process or will the Board create a screening committee?*
- *Will the Search Firm or the Oregon Police Department conduct the background of the final candidate?*

Recommended Motion: The Board is requested to provide direction. Does the Board feel the need to invite the Search Firms to the August 17th Board Meeting or does the Board want make a selection tonight?

It was noted there were three (3) proposals provided in the packet of information.

There was a general discussion about the proposals among the Board Members. The Board decided they would like to invite the individual(s), which would be working on the recruitment, from Public Administration Associates LLC and GovHR USA to their August 17, 2020 meeting to ask additional questions.

The members decided did not want to move forward with the RW Management – A McMahan Associates, Inc. Company proposal.

**Jacobson moved, seconded by Horton to direct Village Staff to invite the primary individual(s) that will work on the recruitment process from Public Administration LLC and GovHR USA to the August 17, 2020 meeting. Motion carried 6-0.**

Gracz reported Village Staff will invite the individuals that will be the primary individuals working on the recruitment project.

- c) Discussion of Scheduling a Possible Special Board Meeting on Monday, August 24<sup>th</sup>  
Gracz encouraged the Board Members to reserve this date for a Special Board Meeting.

It was noted the August 17, 2020 Board Meeting will consist of interviewing the recruitment consultants [from item 8 (b)] and then the applicants for the Village Board Trustee position [from item 8 (a)].

- d) Discussion and Possible Action re: Possibly Amending Tax Increment Finance (TIF) Agreement with Adam Coyle for Rosewood Apartment Project in TID#4 – Recommended Motion: Direct the Village Attorney to prepare the revised TIF Agreement for the August 3, 2020 Board meeting.

Gracz referenced Village Planner Elise Cruz's memo dated 07-14-2020 provided in the packet.

**Glysch moved, seconded by Peterson to direct Village Attorney to prepare the revised Tax Increment Finance (TIF) Agreement for the August 3, 2020 Board meeting. Motion carried 6-0.**

- e) Discussion and Possible Action re: Change Order #1 for Highlands of Netherwood Park Project – Recommended Motion: Approve Change Order #1 in the amount of \$46,590.90 for a new total project cost of \$857,599.90. (Note: The Village Board borrowed \$1,000,000.00 for the project.)

**Horton moved, seconded by Glysch to approve Change Order #1 in the amount of \$46,590.90 for a new total project cost of \$857,599.90. Motion carried 6-0.**

- f) Discussion and Possible Action re: 2020 Comprehensive Plan Amendment – Recommend Motion: Accept the Comprehensive Plan Amendment Scope of Work from Vandewalle in the amount of \$3,115.00 with the condition that the developers affected by the amendment share in the cost of the update.

**Peterson moved, seconded by Jacobson to accept the Comprehensive Plan Amendment Scope of Work from Vandewalle in the amount of \$3,115.00 with the condition that the developers affected by the amendment share in the cost of the update. Motion carried 6-0.**

- g) Review of Six (6) months financial report including Revenues Update – Village Administrator's Notes:

- Overall the Village's Operating (General Fund) Budget is balanced as of June 30th.

Village Board Meeting Minutes  
Monday, July 20, 2020  
Virtual Meeting – Zoom

- Please note on page 2 “Account 100-48100 Interest on Temporary Investments” will be updated for the August 3rd Board meeting. We are waiting for instructions from our Accounting Software Company which will allow staff to upload a file. The \$58,641.60 reflects interest only through March, 2020.
- h) Review of Building Permits & Connection Fees  
This was informational only. Novinska noted the new home building permits (21) are down a bit from last year (23). She noted it may be a result of the COVID-19 pandemic.
- i) FYI – League of Wisconsin Municipalities Mutual Insurance -- 2019 Dividend -- \$9,794.00. (Note: Past Dividend Payments have been used for Village’s Safety Program.)  
This was informational only.
- j) Reminder of Neighborhood Meetings for Upcoming Projects on Janesville St.
  - Habitat for Humanity: Monday, July 27 at 6:30pm (rain date Tuesday, July 28 at 6:30pm) at Waterman Triangle Park
  - Lakestone: Wednesday, July 29 at 6:30pm (rain date Thursday, July 30 at 6:30pm) at Waterman Triangle Park  
This was informational only.
- k) COVID-19 Information and Status of Forward Dane Plan – Emergency Order #8 is still effective which requires everyone age 5 or older to wear a face covering or mask when indoors and around people outside of their household.
  1. Discussion and Possible Action re: Notification to the Public Service Commission (PSC) to Continue Waiving Late Payment Penalties for Water/Sewer Bills until October 31, 2020. – Recommend Motion: Direct Staff to send letter to PSC regarding continuing to Waive Late Payment Penalties for Water/Sewer Bills until November 30, 2020  
**Bolig moved, seconded by Glysch to direct Village Staff to send letter to the Public Service Commission (PSC) regarding continuing to Waive Late Payment Penalties for Water/Sewer Bills until November 30, 2020. Motion carried 6-0.**
  2. Dane County to Purchase and Hand-Out 100,00 Free Face Masks to Local Organizations during the COVID-19 Pandemic  
This was informational only.
  3. Signs have been posted on all Village –Owned Buildings  
Announcement from Public Health Madison & Dane County - Mask Signage on Entrances of Business Spaces Are Now A Requirement  
“Public Health Madison & Dane County is requiring that businesses place *Public Health’s sign*, which says that masks are required, on the entrances of their building(s). This requirement is effective immediately and is included under section 4(i) of Emergency Order #8. *Emergency Order #8* requires that people wear masks when in an enclosed space with people outside their household, including inside

businesses.

Businesses must post [Public Health Madison & Dane County's sign](#) in order to be in compliance with this requirement.

The sign has messaging in English, Spanish, Hmong, and Mandarin on one page. Businesses can also use their own signage in addition to the sign provided by Public Health, but cannot use their own sign as a replacement to the sign provided by Public Health.

Overall, most businesses and individuals in Dane County have been supportive of public health requirements and have been wearing masks in indoor public spaces. Public Health Madison & Dane County wants to thank everyone who has been wearing masks in the community. Thanks to you, we can keep the people in our community safer and can slow down the spread of COVID-19.”

This was informational only.

- l) Discussion and Possible Action re: Well #5 Variable Frequency Drive – Recommended Motion: Confirm the purchase and installation of a variable frequency drive for Well #5 from Altronex in the amount of \$8,279.67.  
**Horton moved, seconded by Jacobson to confirm the purchase and installation of a variable frequency drive for Well #5 from Altronex in the amount of \$8,279.67.**  
**Motion carried 6-0.**
- m) FYI - Village and School officials (Ad-Hoc Committee) will meet (Date TBD) to evaluate the School Resource Officer Program and Agreement for the Upcoming School Year  
This was informational only.

Gracz noted the next meeting will be held virtually through Zoom on Monday, August 3, 2020 at 7:45 a.m.

- n) Discussion and Possible Board Direction re: Status of Outstanding Invoices by Developer  
Gracz noted that the developer for Merri-Hill 5<sup>th</sup> Addition (Jim Lease) has an outstanding balance owed with the Village. He noted Mr. Lease made a payment of \$5,000 this morning but the balance is still over \$20,000. The outstanding invoices range from 2018-2020.

He is suggesting the Board Members consider the possibility of having the Village Attorney evaluate the possibility of putting a lien on his property to collect past due balance.

There was a general discussion about the delinquent fees that are owed.

Village Board Meeting Minutes  
Monday, July 20, 2020  
Virtual Meeting – Zoom

Jim Lease was in attendance by phone. He apologized for the delinquent fees. He noted he cannot provide a date for payment without talking to the Accountant. Mr. Lease reported he would speak with the Accountant and will contact Gracz by Wednesday, July 22, 2020.

The members would like to work with Mr. Lease before the Village Attorney becomes involved.

Carpenter noted this item will appear on the August 17, 2020 Board agenda for further action if the account is not paid in full. She noted it is likely the Board will decide to move forward with legal proceeding to collect the delinquent amount.

- o) Discussion and Possible Action re: Wisconsin Elections Commission (WEC) Cares Subgrant Agreement – Recommended Motion: Authorize Candie Jones to Sign Subgrant Agreement in the amount of \$7,900.00.

**Bollig moved, seconded by Glysch to authorize Candie Jones to sign Subgrant Agreement (\$7,900) from the Wisconsin Elections Commission. Motion carried 6-0.**

- 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.

9. Report of Committees

- a) None

10. Minutes Not Requiring Action

- a) None

11. Unfinished Business

There was none.

12. New Business

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

There were none.

- 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)  
Headquarters – Mason Wyland – Village Administrator recommends approval of license.  
**Bollig moved, seconded by Jacobson to approve the RENEWAL Operator’s Licenses as listed above. Motion carried 6-0.**

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, seconded by Glysch adjourn the Regular Village Board meeting at 6:58 p.m. on Monday, July 20, 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 Meeting Minutes

Monday, July 20, 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](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,

Candie M. Jones

Director of Administrative Services