

Special Joint Village Board Meeting with Towns of Dunn, Oregon and Rutland and the Oregon Area Fire/EMS District Commission & Senior Center
Via Zoom Wednesday, July 22, 2020

1. Call to order by Oregon Area Fire/EMS District Commission Chair Randy Glysch
Village of Oregon Board member Randy Glysch called the Special Joint Meeting with the Town of Oregon, Town of Rutland, and Town of Dunn, and the Oregon Area Fire/EMS District Commission to order at 6:30 p.m. on Wednesday, July 22, 2020.
2. Roll Call of Commission
Present: Randy Glysch, Deana Zentner, Jeff Hodgson arriving at 6:32 p.m. and Jenna Jacobson.
3. Roll Call of Town of Oregon
The Town of Oregon called their meeting to order. Present: Clark, Christensen, and Root.
Absent: Ace.
4. Roll Call of Town of Rutland
There was not a quorum for the Town of Rutland. Present: Deana Zentner.
5. Roll Call of Town of Dunn
When called to order Ed Minihan was present, Jeff Hodgson arrived at 6:32 p.m.
6. Roll Call of Village of Oregon
Village President Jeanne Carpenter called the Village of Oregon members to order and requested roll call.

Present: Jerry Bollig arriving at 6:33 p.m., Jenna Jacobson, Jeanne Carpenter, Cory Horton, Amanda Peterson, and Randy Glysch.

Also Present: Village Administrator Mike Gracz, Finance Director Lisa Novinska, Fire Chief Glenn Linzmeier, Senior Center Director Rachel Brickner, and Clerk Peggy Haag.

7. Discussion of District's Matters
 - a) Announce Hiring of Division Chief of EMS Casey Jesberger
Jesberger previously worked for the City of Janesville and the City of Sun Prairie EMS. He started with OAFED July 1st.
 - b) Administrative Services 2021 Agreement – Village of Oregon and Oregon Area Fire/EMS District -- Village Staff is proposing to increase the 2020 Charge for Village Services \$18,540.00 fee to \$18,900.00 in 2021. (Please note the Village will pay approximately 64% of the expense.)
Gracz, Novinska, and Linzmeier have worked on the Administrative Services Agreement the last couple of years. Haines helps with payroll, Novinska with finances, and Haag with HR. In being a good will partner, Chief feels it is in the Fire Districts best interest to increase this amount and thinks the money well spent. OAFED would not be able to hire someone in house to do this work for \$18,000. This item will go to the commission for approval and then to the Village Board.
 - c) 2019 Audit is available from Commission Members
Linzmeier disbursed the 2019 audit to all municipalities. Overall OAFED is \$79,000 to the good. Money has gone into the fund balance so the district is sitting well for 2019. He doesn't believe that will be the case in 2020.

Special Joint Village Board Meeting with Towns of Dunn, Oregon and Rutland and the Oregon Area Fire/EMS District Commission
Oregon Area Senior Center – 219 Park Street, Oregon, WI 53575
Wednesday, July 22, 2020

- d) Review of 2020 Financial Statements as of June 30th
Overall percentages of revenues are at about 38% but there is a 6-8 week lag time of billing. Overall everything is where it needs to be. The biggest factor is how Covid will play out in the next six months and where the revenues will fall. There is nothing over alarming at this point.
- e) Review of Preliminary 2021 Budget – Fire/EMS Commission Approved at their July 2nd Meeting
Contracts with union are at 3% and staff is looking at admin increases of 2%. It appears the Village's portion divided amongst the Towns will increase to about 65%.

Bollig inquired about bad debt. Linzmeier explained when bad debt is reconciled; there is a point where the billing company is not able to collect any more on the outstanding debt, so it is written off. Currently, in the Village, about 50% is written off. In continued discussion Van Kampen explained, for example, Medicare pays a percentage of what the district bills. The largest portion of the bad debt is the difference between what the district bills Medicare and what they actually pay the district. If the district billed what they think is going to be paid, Medicare would pay a percentage of that amount so the district would get an even lower amount.

- f) Review of District's Capital Improvement Plan (CIP) -- Fire/EMS Commission Approved at their July 2nd Meeting
In the master plan the goal was to look have about \$500,000 of capital in 2021. That amount doesn't seem realist during Covid. Linzmeier took another look and has brought things to a minimum of \$98,000 after moving things around. Linzmeier believes everything is accounted for on the CIP so it will be a matter of moving items around as needed moving forward.
- g) Discussion of SAFER Grant
The SAFER Grant was created to provide funding to fire departments and help increase or maintain staff. Demands of the fire district have steadily increased so the board approved the SAFER Grant program; however, recently the Federal Government made changes to the program. The program changed from a five year program down to a three year program; and payout percentages have decreased from 100% in the first year. The program won't provide the financial assistance needed to help the district up front that said Linzmeier can no longer support moving ahead with the grant.
- h) Reminder of 2020 2nd Payment to District
The second payment is due August 15th.

- 8. Discuss Scheduling Future Joint Meeting: Wednesday, September 23rd @ 6:30 p.m.
The next meeting is scheduled for Wednesday, September 23, 2020 at 6:30 p.m.
- 9. Adjournment of Town of Dunn Board and Commission
Minihan moved, second by Hodgson, to adjourn the Town of Dunn meeting at 7:04 p.m.
Jacobson moved second by Zentner, to adjourn the Fire/EMS Commission at 7:04 p.m.

Special Joint Village Board Meeting with Towns of Dunn, Oregon and Rutland and the Oregon Area Fire/EMS District Commission
Oregon Area Senior Center – 219 Park Street, Oregon, WI 53575
Wednesday, July 22, 2020

10. Discussion of Senior Center Matters

a) Review of Statistics of Participating Communities and Other Users of Center

Brickner has provided pages of statistics to review because it is what the contract funding formula is based on. The formula determines how much each municipality is responsible for in the next budget. Brickner included 2019 numbers for a comparison. As she suspected, there is a considerable difference due to the pandemic. The number of meals provided has gone up over 20% from the previous year and staff increased the amount of people they talked to by 77%. It appears the Village's portion will be increase a little and the Towns portions will decrease a little.

Bollig's thanked Brickner and Senior Center staff for reaching out to so many Senior citizens. He said just showing up with a meal can be the highlight of a senior citizen's day, especially during Covid. Zentner added the percentages shared show the importance of the Senior Center and what staff provides.

It was noted services provided to "others" such as exercise classes are reimbursed to the Senior Center because there is a charge for those services.

b) Review of 2020 Financial Statements as of June 30th

Although they have been impacted by Covid the Senior Center financials look good. The Adult Day Program, which provides the center with revenue, suspended all operations indefinitely from mid-March to June. Another source of revenue the Senior Center has not been able to collect is funds from renting the building.

Contractual-catered meals have gone over budget by 6,200 but this does not reflect the additional \$20,000 Dane County's is giving the Senior Center over the original \$12,000 budgeted amount to help pay for meals.

c) Building Updates and Repairs (to include roof repairs, water heater replacement and front door access control system)

In the last year there was a roof repair in the amount of \$547.00 and replacement of the dying water heater. A commercial grade water heater is required to provide water hot enough to sanitize dishes. The end cost is lower than anticipated at \$8,709.00. This amount was not in the 2020 budget because it had been discussed in 2019 not to add it but some municipalities intended to keep their money in a fund in case it was needed. If the water heater is in good shape when the Senior Center moves buildings they can move it with them.

There was a door intercom installed at the front door of the Senior Center. Staff can talk to the person from inside and open the door without physically having someone at reception desk. This has helpful during the pandemic. Brickner is looking into funding the door system from the Road to Recovery Grant.

d) 2020 Budgeted Item Not Acted Upon to Date: Status of additional full-time staff member who was budgeted to begin April 1, 2020

There was discussion last fall of adding to the Senior Center staff but hiring process came to a halt amid Covid. As much as Brickner appreciates the support from all municipalities

Special Joint Village Board Meeting with Towns of Dunn, Oregon and Rutland and the Oregon Area Fire/EMS District Commission
Oregon Area Senior Center – 219 Park Street, Oregon, WI 53575
Wednesday, July 22, 2020

to hire another staff member, she doesn't anticipate hiring anyone in 2020 which will in turn help offset their budget.

- e) Consultant will not be hired in 2020 to begin addressing space needs assessment for future Senior Center Building

Brickner previously indicated the Village would use money borrowed for the Senior Center to hire a consultant and look at space needs for a future building. With many things postponed during Covid, it doesn't make sense to move forward with the study in 2020.

11. Adjournment of Boards

The Town of Oregon adjourned their meeting at 7:21 p.m.

Peterson moved, seconded by Jacobson of Village of Oregon Board to adjourn the Special Joint Meeting with the Town of Oregon, at 7:22 p.m. on Wednesday, July 22, 2020. Motion carried 6-0.

Submitted by,
Peggy Haag
Village Clerk