

Village Board Meeting Minutes
Monday, August 3, 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/87656236393>

Meeting ID: 876 5623 6393

Passcode: 005132

To call in:

1-312-626-6799

Meeting ID: 876 5623 6393

Passcode: 005132

1. Call to Order

President Jeanne Carpenter called the Village Board Meeting to order at 5:00 p.m. on Monday, August 3, 2020.

2. Roll Call

Present: Jeanne Carpenter, Jerry Bollig (connected at 5:48 p.m.), Jenna Jacobson, Randy Glysch, and Amanda Peterson.

Absent: Cory Horton.

Also Present: Village Administrator Mike Gracz, Finance Director Lisa Novinska, Public Works Director Jeff Rau, Village Attorney Matt Dregne, Village Planner Elise Cruz, Library Director Jennifer Way, Chief of Police Jennifer Pagenkopf, Village Clerk Peggy Haag, and a couple members of the public.

Some items were taken out of order but remain in order for ease of reading.

3. Swearing-In of New Police Lieutenant Chad Schaub

Chief Pagenkopf explained a community panel and a law enforcement panel interviewed four internal applicants for the Lieutenant position. All candidates seemed like they would be a great fit but in the end Chad Schaub was chosen. Lieutenant Chad Schaub was sworn in by Village President, Jeanne Carpenter.

4. Discussion and Possible Action: Setting 2020 Annual Salary for Lieutenant Schaub – Recommended Motion: Set Lieutenant Schaub’s 2020 Annual Salary at \$91,542.72 effective August 3, 2020. Funding in 2020 Budget.

Motion by Jacobson, second by Glysch, to approve setting Lieutenant Schaub's 2020 Annual Salary at \$91,542.72 effective August 3, 2020. Funding in 2020 Budget.

Gracz explained the Police Department is trying to keep a gap in pay between the Lieutenant and the most senior Sergeant position. The wage is the same amount Pagenkopf was making in this position.

Motion carried 4-0.

5. 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.

6. Public Appearance
 - a) Public Hearing – Daniel J. Donoghue, agent for Marvelous Morsels LLC has filed an application for a Class “B” Fermented Malt Beverage and “Class B” Intoxicating Liquor (Class B Combo) Alcohol Beverage License with the Village Clerk for the Village of Oregon for the property at 107 S. Main St., d/b/a Kickback Cafe, Oregon, Wisconsin.
 - 1) Open Hearing – The open hearing began at 5:10 p.m.
 - 2) Applicant's Comments – This is dessert café next to the Chocolate Caper with cordials, dessert, and after dinner drinks.
 - 3) Village Staff's Comments –Everything is in order.
 - 4) Public Comments – There were no public comments.
 - 5) Village Board Comments – Glysch asked what their time frame is for opening. In their opinion it doesn't makes sense to open when capacity can only be 25%. They are planning on opening when capacity can be at 50 – 75 % and are hoping for September. There will not be any to go drinks. Anticipated hours are 4 p.m. – 10 p.m. for bakery items with alcohol from 5 or 6 p.m. to 10 p.m.
 - 6) Close Hearing – The hearing closed at 5:14 p.m.
 - 7) **Recommended Motion: Approve New Alcohol Beverage License for a Class “B” Fermented Malt and “ Class B” Intoxicating Liquor (Class B Combo) for Marvelous Morsels LLC d/b/a Kickback Cafe at 107 South Main Street.** Peterson moved, second by Jacobson, to approve New Alcohol Beverage License for a Class “B” Fermented Malt and “ Class B” Intoxicating Liquor (Class B

Combo) for Marvelous Morsels LLC d/b/a Kickback Cafe at 107 South Main Street.

Motion carried 4-0.

- b) Wastewater Plant Public Hearing - The purpose of the hearing is to discuss and review the Facilities Planning Document (which was reviewed at the June 22, 2020 Village Board meeting) for the Village's wastewater treatment facilities. Upgrades to these facilities are needed to comply with current and future Wisconsin Department of Natural Resources permit requirements, repair or replace equipment that is nearing the end of its useful life, and upgrade the facilities to meet the Village's current and future needs. The public hearing will discuss:
- Population and Design Projections
 - Current and Future Permit Requirements
 - Alternatives Evaluated
 - Review of Alternatives Selected
 - Implementation Schedule
 - Environmental Effects
 - User Charge Impacts
- 1) Open Hearing – Note: The Village Board is holding a public hearing for the Wastewater Treatment Facility Planning Document dated June, 2020 for the Village of Oregon Wastewater Treatment Facility. The August 3rd public hearing will remain open and public comments will be accepted up to fifteen (15) calendar days after the start of the public hearing process and should be submitted to Village Hall in writing. Written comments may be submitted via email to jrau@vil.oregon.wi.us. At a future Village Board meeting, any outstanding public comments will be discussed, and the Board may take action on the Facility Planning document following the public comment period.

The Public Hearing was opened at 5:21 p.m.

2) Village Engineer & Village Staff's Comments

Ben Heidemann of Town & Country presented the information on the Wastewater Facilities Upgrade for the Village of Oregon. There are be three phases; the facilities planning, design, and construction. Generally an upgrade is needed every 20 years to remain in compliance, because equipment becomes outdated, and codes requirements need to be met.

The biggest areas of concern for the Village are influent flows, influent pump station and headworks, blowers and electrical, final clarifiers and phosphorus removal.

Alternative 1 provides the most flexibility for operations by meeting current and future nutrient limits and increases hydraulic capacity. It also cost less compared to Madison Metropolitan Sewer District.

Village Board Meeting Minutes
Monday, August 3, 2020
Virtual Meeting – Zoom

The Village does not qualify for grants since it is located in Dane County but other funding sources include a low interest loan from the Wisconsin Clean Water Fund program, USDA Rural Development Loans, and possibly Focus on Energy Incentives.

Current sewer rates are approximately \$30.00 per month and over next 20 years the projected increase will be about \$45 per month.

3) Public Comments

Michael Doran of 319 Janesville Street inquired whether the Wastewater Facilities Planning document is available on the Village's website. Rau confirmed it's on the Village's website.

4) Village Board Comments

Since the Wastewater Treatment Plant planning document has been discussed quite a bit so there were no comments.

5) Hearing will remain open for fifteen (15) days until August 18, 2020.

Questions can be e-mailed to Jeff Rau at jrau@vil.oregon.wi.us.

c) Discussion with Village Engineer and Possible Action re: 2020 Wastewater Treatment Plant (WWTP) Blower Improvements – Project Award -- **Recommended Motion: Accept the bid and award the 2020 WWTP Blower Improvement project to Staab Construction Corporation in the amount of \$1,283,000.00**

This motion is to approve the upgrade of the blowers which provide air for the aeration basins and will be paid out of the equipment replacement fund and fund balance for the wastewater utilities. There will be no impact to rates at this time. Anticipated completion is May of 2021.

Bollig moved, second by Peterson, to accept the bid and award the 2020 WWTP Blower Improvement project to Staab Construction Corporation in the amount of \$1,283,000.00.

Motion carried 5-0.

7. Approval of Minutes

a) July 20, 2020 Village Board meeting

Glysch moved, second by Jacobson, to approve the minutes of the July 20, 2020 Village Board meeting.

Motion carried 5-0.

8. Approval of Vouchers

Village Board Meeting Minutes
Monday, August 3, 2020
Virtual Meeting – Zoom

- a) Voucher List for August 3, 2020
Bollig moved, second by Glysch, to approve vouchers dated August 3, 2020 in the amount of \$576,519.61.

Roll call vote: Glysch – yes; Carpenter – yes; Bollig – yes; Jacobson – yes and Peterson – yes. Motion carried 5-0.

9. Proclamations and Announcements

- a) Board Comments:

There were no comments.

- b) Staff Comments:

- 1) Upcoming (Virtual) Meetings:

- a) August 17, 2020 – Board Meeting
b) **August 24, 2020 – Possible Special Board Meeting**
c) **September 7, 2020 No Meeting (Labor Day)**
d) September 14, 2020
e) September 21, 2020

Rau said the Town portion of Lincoln Road is done and the Village portion is being started. He anticipates completion by the end of the month.

10. Communication and Miscellaneous Business

- a) **Reminder of Thursday, August 13, 2020 - 4:30pm deadline of Village Board accepting applications to appoint a Village Trustee Position. Village Residents Interested in serving on the Village Board should submit a completed Village Application to Village Administrator Michael Gracz at mgracz@vil.oregon.wi.us. Applications may be obtained online at www.vil.oregon.wi.us or by calling 835-3118. Applicants will be interviewed by the Village Board at the August 17, 2020 Board meeting.**
If there is a qualified candidate they will serve on the Board until the April 2021 and may choose to run for another term.

- b) Discussion and Possible Action re: Ordinance #20-08 amending Section 13.11 of the Village of Oregon Code of Ordinances relating to impact fees for water facilities.

- **Possible First Motion to Consider: The Board by a 2/3 vote of the Board members may suspend the rules and waive the 1st and 2nd Readings at tonight's meeting.**

Peterson moved, seconded by Jacobson to approve the Board by a 2/3 vote of the Board members may suspend the rules and waive the 1st and 2nd Readings at tonight's meeting.

The required ordinance is based on the needs assessment Laura Callan of Stafford Rosenbaum prepared. The Village is lowering the water impact fee from \$1800 to \$1200 for a normal water meter.

Motion carried 5-0.

- **Possible Second Motion to Consider: If the Board chooses to suspend the rules, the Board may then consider adopting Ordinance #20-08.**
Bollig moved, second by Peterson, to adopt Ordinance #20-08.

Motion carried 5-0.

- c) Discussion and Possible Action re: Resolution #20-26 Amending 2020 Fee Schedule for New Water Impact Fee – Recommended Motion: Adopt Resolution #20-26
Jacobson moved, second by Glysch, to adopt Resolution #20-26.

Motion carried 5-0.

- d) Discussion and Possible Action re: First Amendment to Development Agreement with Oregon Apartments LLC (Adam Coyle) for Rosewood Apartment Project in Tax Increment District (TID) #4 – Recommended Motion: Approve First Amendment to Development Agreement with Oregon Apartments LLC.
Glysch moved, second by Peterson, to approve First Amendment to Development Agreement with Oregon Apartments LLC.

The Board spoke about the amendment to the Development Agreement at the last meeting and directed staff to create the agreement.

Motion carried 5-0.

- e) Discussion and Possible Action re: Ordinance #20-09 An Ordinance to Amend Section 12.05 Relating to the Issuance of Alcohol Beverage Licenses (This ordinance would allow certain village staff {Village Clerk & Deputy Clerk} to approve NEW & RENEWAL alcohol beverages operator’s licenses rather than sending them through the Village Board with some exceptions.
- Possible First Motion to Consider: The Board by a 2/3 vote of the Board members may suspend the rules and waive the 1st and 2nd Readings at tonight’s meeting.
Peterson moved to approve, second by Bollig, the Board by a 2/3 vote of the Board members may suspend the rules and waive the 1st and 2nd Readings at tonight’s meeting.

Motion carried 5-0.

- **Possible Second Motion to Consider: If the Board chooses to suspend the rules, the Board may then consider adopting Ordinance #20-09.**
Glysch moved, second by Jacobson, to adopt Ordinance #20-09.

Motion carried 5-0.

- f) **Discussion and Possible Action re: Cost Reimbursement Agreement with Developers – Recommended Motion: Approve Cost Reimbursement Agreement**

Since staff has three comp plan amendments projects requiring rezoning, they thought it would be good to look at the cost reimbursement agreement instead of chasing down developers to pay a monthly invoice. Developers would still be billed monthly but if fees are not paid, they will be deducted from the developer's deposit.

The template has been changed a bit from the one used with Forward Development Group for Highlands of Netherwood. The \$15,000 amount is a place holder and will change depending on the size of the project. It is also possible the project will stop until the Village receives another deposit. The Cost Reimbursement Agreement will not replace simple development agreement for zero lot lines or CSMs on duplexes. Although the Village doesn't get a letter of credit until after the review process, it is an added layer of projection for the Village.

Glysch moved, second Peterson to approve cost reimbursement agreement.

Motion carried 5-0

- g) **Developer Jim Lease Paid Outstanding Invoices**

Bollig wants to apologize for not coming to Jim Lease's defense after he explained why he was unable to pay the outstanding debt in a timely manner. Lease's family has been developing in the Village since the early 1960's. His father built the first affordable housing in the Village and they continue to develop affordable housing. If Lease returns in the future, Bollig thinks we owe the family a little patience.

Glysch thought everyone was respectful. Staff worked with Lease for nine months trying to find a way to resolve the issue. Gracz added the item on the agenda because he thinks all developers should be treated equally.

- h) **Will be Available at August 17th Board Meeting -- Review of "Account 100-48100 Interest on Temporary Investments"**

- i) Discussion and Possible Action re: Planting a Memorial Tree in Highlands of Netherwood Park in honor of Matthew Pearson – Recommended Motion: Authorize Public Works to work with the Matthew Pearson family in determining a location and arrangements for a memorial tree and plaque in memory of their son. The tree and memorial will be located likely in Highlands of Netherwood Park or another location as directed by Public Works and approved by his family.

Rau said Matthew Pearson was a standout soccer player in the Village and a student at the University of Wisconsin who tragically took his own life this past year. His family would like to honor him by planting a tree as a memorial to him. They will take care of the cost of the tree and plaque. Rau is suggesting Highlands of Netherwood Park since there is a lot of soccer that will be played there.

Mary Pearson said she had planned on purchasing a tree but Paul Ganshert of Ganshert Nursery wants to donate a tree. She believes it will be a sugar maple; a nice shade tree that will grow for many years. She agreed it will be nice to plant the tree near the soccer fields because Matthew loved soccer and he loved Oregon.

Motion by Glysich, second by Jacobson, to authorize Public Works to work with the Matthew Pearson family in determining a location and arrangements for a memorial tree and plaque in memory of their son. The tree and memorial will be located likely in Highlands of Netherwood Park or another location as directed by Public Works and approved by his family.

Motion carried 4-0

- j) Status of Payne & Dolan Mill & Overlay Completion
There was a long lag time between the streets being milled and paved. The end product is good but Rau would like contractors to communicate better with residents. Rau will work with engineers and future contracts to help improve communication.
- k) Status of Trees at South Perry Parkway/Janesville Intersection
The dead tree is coming down. Rau was asked to consider taking down the other evergreen which is also coming down.
- l) Fantastic Results of July 25th Library Fundraising Event -- \$80,840.66
Library Director Jennifer Way said, largely due to Randy Glysich and co-chair Jenny Nelson, there was a combined Covid friendly brat sale and day of giving promotion. The original goal was \$25,000, and they have currently received \$81,855 and are still getting checks. The next event is scheduled to be virtual.

Village Board Meeting Minutes
Monday, August 3, 2020
Virtual Meeting – Zoom

- m) Village Administrator Recruitment – Please note the search firms GovHR and Public Administration Associates have both confirmed they will be in attendance (Via Zoom) at the August 17th Board meeting.

The Board will ask questions of both hiring firms. If comfortable, the Board will make a decision on who to use that night.

- n) FYI Only – Alliant Energy Clean Energy Vision Goals

In 2030 Alliant will achieve a 50% reduction in Carbon Emission, and a 75% reduction in water use for generation with their new goals. In 2040 Alliant will eliminate all coal generation, and in 2050 they will aspire to meet net-zero carbon emissions as they generate their electricity.

- o) Neighborhood Meeting for Upcoming Projects -- Oregon Parks: Wednesday, August 12 at 6:30pm at Liberty Park (rain date Thursday, August 13 at 6:30pm)

Cruz mentioned the gathering for the neighborhood meetings will have to be kept to 25 people. There was a decent turn out last week with some great questions.

- p) Review of Updated New Development Projects Map & Developer Contact List – Summer 2020

The map is a nice way to track what is happening in the Village.

- q) COVID-19 Information:

- 1) Discussion and Possible Action re: Ordering UV-C Disinfection Lamps with Funding from the “Routes to Recovery” Program – **Recommended Motion: Approve Village Staff’s order of Four (4) UV-C Disinfection lamps.**

Glysch moved, seconded by Peterson to approve Village Staff’s order of Four (4) UV-C Disinfection lamps.

The UV-C lamps disinfect and kill viruses.

Motion carried 5-0.

- 2) Discussion and Possible Action re: “Routes to Recovery” Election Administration Purchase – **Recommended Motion: Approve the \$18,840.00 purchase of three (3) additional tabulators (Model DS200) from Election Systems & Software (ES&S) to help with the absentee ballot processing in each polling location due to COVID-19.**

Peterson moved, seconded by Jacobson, to approve the \$18,840.00 purchase of three (3) additional tabulators (Model DS200) from Election Systems & Software (ES&S) to help with the absentee ballot processing in each polling location due to COVID-19.

Additional tabulators will allow staff to process absentees faster.

Motion carried 5-0

- 3) Governor Evers Issues Executive Order Declaring Public Health Emergency and Requiring Face Coverings Statewide
- 4) League of Wisconsin Municipalities Newsletter – Governor Evers Announces Additional State Cuts; No Impact on 2020 Shared Revenue Allocation (at this point)
- r) 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.

Applications may be obtained online at 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

11. Report of Committees
None.

12. Minutes Not Requiring Action
None.

13. Unfinished Business
None.

14. New Business

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

Peterson moved, seconded by Jacobson, to approve pending new operator licenses for Mulligan’s – Megan E. Olle.

Motion carried 5-0.

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

Peterson moved, seconded by Jacobson, to approve the pending renewal operator licenses for

The Legend at Bergamont – Joshua D. Hentrich

The Legend at Bergamont – Zach H. Neild

The Legend at Bergamont – Kylie R. Reinhart

Kwik Trip #372 – Jodi M. Huston

Kwik Trip #372 – Catherine J. Rose

Kwik Trip #372 – Ian J. Dewild.

Motion carried 5-0.

The Board will only see these in the future if there is an issue.

- 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)

15. 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

16. Adjournment

Glysch moved, seconded by Peterson to adjourn the Regular Village Board meeting at 6:45 p.m. on Monday, August 3, 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.

Village Board Meeting Minutes
Monday, August 3, 2020
Virtual Meeting – Zoom

- 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.

- 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