

Village Board Meeting Minutes  
Monday, August 17, 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/87283760627>

Meeting ID: 872 8376 0627

Passcode: 132267

To call in:

1-312-626-6799

Meeting ID: 872 8376 0627

Passcode: 132267

1. Call to Order

President Jeanne Carpenter called the Village Board Meeting to order at 5:00 p.m. on Monday, August 17, 2020.

2. Roll Call

Present: Amanda Peterson, Cory Horton, Jenna Jacobson, Jerry Bollig, and Jeanne Carpenter.

Absent: Randy Glysch

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

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 Administrator Recruitment Search Firms: GovHR and Public Administration Associates (PAA) and Possible Board Action re: Selecting a Search Firm  
**Village Administrator's Note -- Some comments for Board members to consider:**

- *You may want to discuss the draft Recruitment TimeLine, especially posting the job announcement in November, with both search firms. I had a brief discussion with Stephen Hintz (from PAA) who questioned recruiting during the holiday season.*
- *Also I feel the Board members should discuss having me in the Zoom waiting room during your discussion with the search firms. I want to make sure you feel that you can speak freely without me at the meeting, if you so desire.*

Board members felt it would be helpful to have Gracz available for this discussion because he knows the position best.

After meeting with GovHR and Public Administration Associates (PAA), and discussion about the cost and the guaranty to return for free if the person chosen leaves, there was a consensus to hire PAA.

**Peterson moved, seconded by Bollig, to approve hiring PAA as the firm to recruit for the Village Administrator.**

**Motion carried 5-0.**

b) Conceptual Discussion with Steve Dieter and Todd Malcook re: Proposed Wine Bar at Maria's Property – 134 South Main Street

Steve Dieter and Todd Malcook spoke to the Village Board regarding their conceptual plan for a casual wine bar. They were given some suggestions and things to think about after discussion with the Board, the Police Chief, Staff, and Deb Bossingham who is a neighbor to the property being discussed. They are working on finalizing things and will work with Cruz, Jones, and Gracz to get the appropriate paperwork needed.

c) Candidates Interested in Filling Village Board Vacancy

1. Welcoming Comments by President Carpenter and other Board Members to the Candidates

2. Discussion of Motion from July 20, 2020 Board Meeting: **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.**

Aaron Frank withdrew as candidate for the Village Board and endorsed Luke Sticht. The Board Okayed continuing the process.

3. Discussion with Candidates: (Listed in Alphabetic Order by last name)

- Frank, Aaron
- Sticht, Luke

4. Possible Board Action re: Approval of Appointment New Village Trustee.

The Board had some questions for Sticht. After some discussion, the Board approved the appointment of Luke Sticht as Village Trustee.

**Peterson moved, seconded by Horton, to approve appointment of Luke Sticht as Village Trustee effective September 14, 2020 term would expire April 2021.**

**Motion carried 5-0.**

5. Approval of Minutes

- a) None.

6. Approval of Vouchers

- a) Voucher List for August 17, 2020

**Bollig moved, seconded by Jacobson, to approve vouchers dated August 17, 2020 in the amount of \$383,529.06.**

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

**Motion carried 5-0.**

7. Proclamations and Announcements

- a) Board Comments:

There was no discussion.

- b) Staff Comments:

- 1) Upcoming (Virtual) Meetings:

a) **August 24, 2020 –No Special Board Meeting**

b) **September 7, 2020 No Meeting (Labor Day)**

c) September 14, 2020 – Board Meeting

d) September 21, 2020 – Board meeting

e) September 23, 2020- Joint Meeting @6:30PM with Towns – Wednesday night

f) October 1, 2020 – Joint Public Hearing @6:30PM with Planning Commission - Thursday night

g) October 5, 2020 – Board meeting

h) October 12, 2020 – 1st Budget Meeting

i) October 19, 2020 – Board/2nd Budget Meeting

j) October 21, 2020 – 3rd Budget Meeting – Wednesday night

8. Communication and Miscellaneous Business

- a) Discussion and Possible Action re: Police Commission Appointment – Recommended Motion:

**Appoint Harry Hawkins, III to the Police Commission for a term expiring in 2025.**

**Carpenter moved, seconded by Peterson, to appoint Harry Hawkins, III to the Police Commission for a term expiring in 2025.**

Gracz received some nice recommendation letters for Harry Hawkins. He is the Executive Vice President of the Nehemiah Community Development Corporation, a non-profit in Madison and has been in Oregon for eight years. Hawkins feels he is uniquely situated to be a bridge and accountability partner for the police and the community. The Police Commission terms are five years. The commission handles the hiring and firing all police staff.

**Motion carried 5-0.**

- b) Discussion and Possible Action re: Police Department Fair and Impartial Policing– Train the Trainer Agreement -- **Recommended Motion: Authorize Police Chief Pagenkopf to sign the Fair and Impartial Policing Agreement.**

Fair and Impartial Policing is a training supported by the Office of Community Oriented Policing Services. With the change of management staff in the Police Department, it is good to move forward with this training. The certification will last for two years. Chief Pagenkopf's ideal goal is to have Jansen learn the information, train staff, and bridge a gap with families of color in the community.

**Horton moved, seconded by Jacobson, to authorize Police Chief Pagenkopf to sign the Fair and Impartial Policing Agreement.**

**Motion carried 4-0. Bollig stepped away momentarily.**

- c) Discussion and Possible Action re: Highlands of Netherwood Park Structure – Contract “B” Change Order #1 – **Recommended Motion: Approve Change Order #1 from Meier Construction in the amount of \$3,735 for electrical and lighting additions to the playground shade structure and a change to wall-hung toilets at Highlands of Netherwood Park.**  
**Jacobson moved, seconded by Peterson, to approve Change Order #1 from Meier Construction in the amount of \$3,735 for electrical and lighting additions to the playground shade structure and a change to wall-hung toilets at Highlands of Netherwood Park.**

**Motion carried 5-0.**

- d) Discussion regarding Westside Park Development Options – Initial Discussion  
**Note: Village purchased School Property on August 6th.**

Cruz presented a couple of ideas to the Village Board for the Westside Park. The options include a Village Hall / Community Center combination and multi-family housing. The construction of a new Village Hall will require a referendum.

The Board will see the Capital Improvement Plan at the next meeting. The Village Hall / Community Center and multi-family housing ideas are in the CIP. Village Staff have been looking at these issues and wanted to show the Village Board the tentative plan, so when they look at the CIP, it makes sense.

- e) Discussion of Pellitteri's Proposal to Switch Refuse/Recycling Collection Days due to Village's increase in new homes on Westside of Village. This is anticipated to go into effect on Wednesday, October 7, 2020.

Tim Bolhuis of Pellitteri explained they are spending a considerable amount of time on the west side of the Village and need to get things back in line. Pellitteri had a great experience with adding a fifth day in Waunakee and would like to do the same in the Village of Oregon because drivers struggle to get everything picked up timely.

- f) Discussion and Possible Action re: Surplus Office Equipment – **Recommended Motion: Declare as surplus, miscellaneous remaining desks or portions of desks, file cabinets, and appurtenances currently being stored at the Public Works garage.**

**Peterson moved, seconded by Jacobson, to approve declaring as surplus miscellaneous remaining desks or portions of desks, file cabinets, and appurtenances currently being stored at the Public Works garage.**

**Motion carried 5-0.**

- g) Discussion and Possible Action re: Utility Acceptance – Autumn Ridge Phase 1C –  
**Recommended Motion: Accept the water and sewer public improvements for Autumn Ridge Phase 1C development and assume maintenance and operation of this portion of the system.**

**Bollig moved, seconded by Horton, to accept the water and sewer public improvements for Autumn Ridge Phase 1C development and assume maintenance and operation of this portion of the system.**

If approved, the Village will take over maintenance and operation of the water and sewer for Phase 1C of Autumn Ridge. The connection from Foxfield to Highway MM is now open.

**Motion carried 5-0.**

- h) Discussion and Possible Action re: Cost Reimbursement Agreement with Lakestone Properties –  
**Recommended Motion: Approve Cost Reimbursement Agreement with Lakestone Properties for Janesville Street Project**

The Village uses the Cost Reimbursement Agreement to obtain a deposit before construction. The agreement holds developers accountable and helps get invoices paid timely. Developers will continue to be billed monthly for incurred expenses. Money is taken out of the deposit if fees are unpaid.

**Peterson moved, seconded by Jacobson, to approve Cost Reimbursement Agreement with Lakestone Properties for Janesville Street Project.**

**Motion carried 5-0.**

- i) Discussion and Possible Action re: Cost Reimbursement Agreement with Oregon Parks LLC –  
**Recommended Motion: Approve Cost Reimbursement Agreement with Oregon Parks LLC for Oregon Parks Project**

The Cost Reimbursement Agreement discussed relates to rezoning of the Oregon Parks project north of Mulligan's Bar and Grill and BeeHive Homes. Currently, the property zoning is mixed-use / commercial. Oregon Parks LLC would like to redevelop the property into duplexes and multifamily housing. The project will require a Comprehensive Plan amendment, a GDP, SIP, and some CSMs for the lots.

**Peterson moved, seconded by Jacobson, to approve Cost Reimbursement Agreement with Oregon Parks LLC for Oregon Parks Project.**

**Motion carried 5-0.**

- j) Review of "Account 100-48100 Interest on Temporary Investments"

The Village was getting a great interest rate for the money at State Bank of Cross Plains; however, interest rates have fallen at LGIP, which affects the amount of interest the Village will receive until the end of the year. The rate decreased from 3.5% to .34%. Novinska does not anticipate hitting the \$80,000 of projected interested income because of the contract renegotiation with the State Bank of Cross Plains' contract. The Village was supposed to get 1.45% above LGIP but the percentage is decreasing to .1%.

k) FYI Only - Partisan Primary – August 11, 2020: Review of Statistical Results:

- Percentage of Absentees not returned
- In Person vs. Absentee
- Overall Turnout

The percentage of voter turnout for the 2020 Partisan Primary was approximately the same as in 2016 and 2018. Absentee voting was dramatically different. In 2016, and 2018 the amount of absentee voting was between 2% and 3%. August 11, 2020, absentee voting was at 23%. Unfortunately, over 700 absentee ballots were not returned.

l) COVID-19 Information:

- 1) Discussion and Possible Action re: Review of Village Administrator’s recommendation authorizing Department Heads to allow village employees to flex their time for child care and other issues as a result of the COVID-19 pandemic. – Recommended Motion: Approve Village Administrator's recommendation.

**Jacobson moved, seconded by Peterson, to approve Village Administrator's recommendation to allow village employees to flex their time for child care and other issues as a result of the COVID-19 pandemic.**

**Motion carried 5-0.**

- 2) Village received \$7,902.20 (CARES Act) grant on 8-07-2020 from Wisconsin Election Commission for the 2020 Federal election cycle.

Thank you to Candie Jones for completing the grant.

- d) 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)

Carpenter hopes to bring someone forward for EMS Joint Board in the next month or two. Parks Board appointments may take longer due to Covid and lack of projects.

9. Report of Committees

- a) August 3, 2020 Special Personnel, Public Safety & Protection Committee Meeting (Trustee Jacobson)

- 1) Discussion and Possible Action re: School Resource Officer Program’s Agreement for 2020/2021 School Year – Recommended Motion: Approve School Resource Officer Program’s Agreement for 2020/2021 School Year

The Personnel Committee met with the Police Department and the School District on August 3rd to discuss the School Resource Officer Agreement. Everyone wanted to keep the agreement as is for next year with some minor changes. All groups intend to revisit the SRO agreement in October after there is a better idea of what the school schedule will be.

**Jacobson moved, seconded by Horton, to approve School Resource Officer Program’s Agreement for 2020/2021 School Year.**

**Motion carried 5-0.**

- 2) Review SRO Alex Koratko's Training
  - 3) Next meeting to Review SRO Program with School District: October 13th @7:45am
- b) August 6, 2020 Planning Commission Meeting (President Carpenter)
- 1) Discussion and Possible Action re: Approval of a Conditional Use Permit (CUP) to allow Vehicle Repair and Maintenance in the General Industrial Zoning District (for Varesi Service and Repair, LLC) at 291 Market St. – Planning Commission's  
**Recommendation: Recommend to Village Board the approval of the Conditional Use Permit to allow Vehicle Repair and Maintenance in the General Industrial Zoning District for Varesi Service and Repair, LLC at 291 Market St. with findings all in the affirmative and the recommended conditions as listed in Cruz's memo. Motion carried 6-0.**  
**Recommended Motion: Approve Conditional Use Permit and Agreement to allow Vehicle Repair and Maintenance in the General Industrial Zoning District at 291 Market St and direct Village Staff to record the agreement.**

The difference with this CUP is that it will be issued to the address, not to a specific business.

**Carpenter moved, seconded by Bollig, to approve Conditional Use Permit and Agreement to allow Vehicle Repair and Maintenance in the General Industrial Zoning District at 291 Market St and direct Village Staff to record the agreement.**

**Motion carried 5-0.**

- 2) Discussion and Possible Action - Zero Lot Line CSM for Kienitz property: 893/899 New Hampton Drive -- Planning Commission's Recommendation: Bieno moved, seconded by Mahr to recommend to Village Board the approval of a Zero Lot Line CSM for Kienitz property: 893/899 New Hampton Drive, contingent on the removal or relocation of the shed to be approved by the Village Zoning Administrator Elise Cruz. Motion carried 6-0. (To VB 8/17/20)

**Carpenter moved, seconded by Peterson, to approve a Zero Lot Line CSM for Kienitz property: 893/899 New Hampton Drive, contingent on the removal or relocation of the shed to be approved by the Village Zoning Administrator Elise Cruz.**

**Motion carried 5-0.**

- c) August 12, 2020 Special Planning Commission Meeting (President Carpenter)
- 1) Discussion and Possible Action re: Review of Public Participation Plan for 2020 Comprehensive Plan Amendments- Planning Commission's Recommendation: Approve Resolution #20-28 Establishing Public Participation Procedures for the 2020 Amendments to the Village of Oregon Comprehensive Plan (Board Members: Please note October 1st @6:30pm Joint Public Hearing with Planning

**Commission for Comp Plan.)**

**Carpenter moved, seconded by Peterson, to approve Resolution #20-28 Establishing Public Participation Procedures for the 2020 Amendments to the Village of Oregon Comprehensive Plan.**

**Motion carried 5-0.**

10. Minutes Not Requiring Action

- a) Oregon Area Fire-EMS District Commission July 2, 2020 Minutes and Information
- b) Library Board July 29, 2020 & July 8, 2020 Minutes

11. Unfinished Business

None.

12. New Business

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

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 Peterson, to adjourn the Regular Village Board meeting at 7:54 p.m. on Monday, August 17, 2020.**

**Motion carried 5-0.**

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>



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- 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