

## Village Board Meeting Minutes

Monday, October 5, 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/87841798397>

Meeting ID: 878 4179 8397

Passcode: 330005

### Call In

1-312-626-6799

Meeting ID: 878 4179 8397

Passcode: 330005

#### 1. Call to Order

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

#### 2. Roll Call

Present: Randy Glysch, Jerry Bollig, Cory Horton, Luke Sticht, Jenna Jacobson arriving at 5:02 p.m., Amanda Peterson, and Jeanne Carpenter.

Also Present: Village Administrator Mike Gracz, Finance Director Lisa Novinska, Public Works Director Jeff Rau, Village Attorney Matt Dregne arriving at 5:02 p.m., Village Planner Elise Cruz, Library Director Jennifer Way, Chief of Police Jennifer Pagenkopf, 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.)

None.

#### 4. Public Appearance

##### a) Discussion with Molly Vidal and Oregon Allies Group

Following a presentation by the Oregon Allies Group there was discussion from some Board members about collaboration with the Oregon Allies Group and having a blueprint for equality. Trustees Peterson and Jacobson will work with members of the Oregon Allies group on the next steps.

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5. Approval of Minutes

- a) None.

6. Approval of Vouchers

- a) Voucher List for September 21, 2020

**Glysch moved, seconded by Bollig to approve vouchers dated October 5, 2020 in the amount of \$574,512.24.**

Trustee Bollig requested staff report back on the Stoehr Automotive invoice.

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

**Motion carried 7-0.**

7. Proclamations and Announcements

- a) Board Comments: None.

- b) Staff Comments:

- 1) Upcoming (Virtual) Meetings:

- a) October 12, 2020 – 1st Budget Meeting
- b) October 19, 2020 – Board/2nd Budget Meeting
- c) October 21, 2020 – 3rd Budget Meeting
- d) November 2, 2020 – No Board Meeting due to Election
- e) November 9, 2020 Board Meeting
- f) November 16, 2020 Board Meeting and 2021 Budget Public Hearing

Pellitteri's new garbage schedule and pick-up starts this week, which is a day later and will mainly only affect the west side of the Village.

8. Communication and Miscellaneous Business

- a) Update regarding 2021 Annual Budget and State Mandated Property Tax Cap

Gracz expects budget binders will be ready to distribute Thursday. He is requesting Board members pick up their budget binder so the information is in front of them during budget meetings. Staff had to do some maneuvering to get the budget under the state mandated property tax cap. More discussion will follow next week.

- b) Discussion and Possible Action re: Paving of Bike Path in Highlands of Netherwood Park – **Recommended Motion: Pay \$10,870.08 to Forward Development Group for paving part of Bike Path in Highlands of Netherwood Park.**

**Peterson moved, second by Horton to approve paying \$10,870.08 to Forward Development Group for paving part of Bike Path in Highlands of Netherwood Park.**

The Village is in the process of constructing Highlands of Netherwood Park which includes a full size playing field, restrooms, walking paths, concrete mezzanine, and playground. The Village will reimburse Forward Development Group \$10,870.08, the balance between the paths already

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constructed in Highlands of Netherwood Park and the requested path along Netherwood Road. The complete length around walking path is about six tenths of a mile.

Funding for the project will come out of the Contingency Fund.

**Motion carried 7-0.**

- c) Discussion and Possible Action re: Closing Village Hall on Wednesday, November 25, 2020 (Day before Thanksgiving) **Recommended Motion: Approve Closing Village Hall on Wednesday, November 25, 2020 with Village Hall Staff using their own available time-off.**

It has been challenging for Village Hall staff to use leave time with the pandemic and a heavy election year. Closing Village Hall on November 25<sup>th</sup> will provide staff with an opportunity to use time.

**Jacobson moved, second by Bollig to approve Closing Village Hall on Wednesday, November 25, 2020 with Village Hall Staff using their own available time-off.**

**Motion carried 7-0.**

- d) Discussion and Possible Action re: Agreement for Land Division Improvements Bergamont Development Phase 5C – **Recommended Motion: Rescind Approval of Phase 5C Agreement. (Fiduciary will not be constructing Phase 5C in 2020.)**

Gracz explained Fiduciary is not proceeding with Phase 5C at this time. Per the 2007 Master Plan agreement, when Fiduciary adds a phase, they pay the Village fees for Lincoln Road and Jefferson Street improvements. Currently, there are outstanding invoices for Phase 5C in the Village's accounts receivable system for \$77,000.

Staff would like to rescind the Phase 5C agreement to remove the invoices from the Village's accounts receivable.

Village Auditors do not recommend letting aging invoices for accounts carry over to the next year. If approved, the bill will be removed.

When Fiduciary moves forward with Phase 5C the invoice for Lincoln Road and Jefferson Street improvements will be billed.

These types of fees have paid for 100% of the Lincoln Road improvement.

**Peterson moved, second by Bollig to Rescind Approval of Phase 5C Agreement. (Fiduciary will not be constructing Phase 5C in 2020.)**

**Motion carried 7-0.**

- e) COVID-19 Information:  
1) Village Hall still closed to public traffic throughout the building. However, Village Staff is available by appointment from 7:30am to 4:30pm Monday-Friday. Visitors should call 608-

835-3118 for an appointment. Drop-Box can be used for all Village documents including water payments, building payments and absentee ballots.

There was no discussion.

- 2) Discussion and Possible Action re: 2020 Trick-or-Treating – **Background Information: The Centers for Disease Control and Prevention (CDC) has identified many traditional Halloween activities to be a high-risk for spreading viruses.**

**Village Administrator’s Recommended Motion:**

- **Village should not encourage traditional trick-or-treating.**
- **Village should not establish hours for trick-or-treating on Halloween.**
- **Village should encourage residents to follow the Centers for Disease Control and Prevention (CDC) guidelines included in tonight’s meeting packet.**

Carpenter shared information Chamber of Commerce Director, Judy Knutson, shared with her on safe Halloween events taking place in the Village.

The Board’s consensus is to follow the Village Administrator’s recommendation. It is their job to keep the community safe.

Horton asked to link the list of events on the Chamber’s webpage to the Village’s webpage in hopes of reducing the amount of calls to Village Hall staff.

**Jacobson moved, second by Sticht to approve Village not encouraging traditional trick-or-treating, Village should not establish hours for trick-or-treating on Halloween, Village should encourage residents to follow the Centers for Disease Control and Prevention (CDC) guidelines included in tonight’s meeting packet.**

**Motion carried 7-0.**

- f) Discussion and Possible Action re: Janesville Street /South Perry Parkway Intersection – **Geotechnical Services -- Recommended Motion: Approve the geotechnical services contract with CGC, Inc. for the Janesville/S. Perry Parkway Intersection in the amount of \$2,670.00.**

**Horton moved, second by Bollig to approve the geotechnical services contract with CGC, Inc. for the Janesville/S. Perry Parkway Intersection in the amount of \$2,670.00.**

Geotechnical services are a subservice sampling of the soils below pavement to a depth of about 15 feet. In going this, it will help the Village understand the foundation requirements for the pavement design for the new intersection. The Village has worked with all three of these companies, all have provided good service.

**Motion carried 7-0.**

- g) Update regarding November 3, 2020 General Election–Presidential:
- Voters can still request absentee ballots - [myvote.wi.gov](http://myvote.wi.gov)

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By law, voters may request an absentee to be mailed to them until 5:00 p.m. October 29, 2020.

In office absentee voting hours will be October 20th – October 23rd from 7:30 a.m. – 4:30 p.m. and October 26th – October 30th from 7:30 a.m. – 4:30 p.m.

The Clerk's office is highly recommending people do not wait until the last minute to register or vote. Absentee ballots can be requested right now on MyVote.

- Village's Facebook Post "Follow the Absentee Ballot Return Road" to Village Hall Parking Lot Secured Drop Box
- Encourage voters to make a plan. Don't wait until the last minute. Get registered. Request ballot. Turn it in! Use secure drop-box.

h) Update regarding Public Works' Projects

Park Street and Janesville Street signals will be installed by tomorrow. Anticipate flashing lights by Wednesday.

The final layer of sponge surface was placed under the playground at Highlands of Netherwood Park.

Lincoln Road will be paved October 8<sup>th</sup> and 9<sup>th</sup>, following with shoulders and striping. Date of completion is expected to be October 16, 2020. The width of the road went from less than 20 feet up to 25 feet on the Village portion of Lincoln Road. Speed on the road has already been a concern so residents should anticipate police presence in the area.

Public works is kicking off the WWTP blower project and there is work going on in the high school area with regard to infiltration and inflow reduction.

- i) Discussion and Possible Action re: Ruckert-Mielke Task Order 2020-03 – West Netherwood and Cusick Parkway Stormwater Improvements Project – Construction Services – **Recommended Motion: Approve Task Order 2020-03 from Ruckert-Mielke in the amount of \$26,500 for construction services for the West Netherwood and Cusick Parkway Stormwater Improvements Project.**

**Peterson moved, second by Bollig to approve Task Order 2020-03 from Ruckert-Mielke in the amount of \$26,500 for construction services for the West Netherwood and Cusick Parkway Stormwater Improvements Project.**

Ruckert Mielke has prepared Task Order 2020-03 for construction administration and observation services for the West Netherwood and Cusick Parkway Stormwater Improvements Project.

Funding is borrowed funds for the construction and engineering of the project.

**Motion carried 7-0.**

- j) Discussion and Possible Action re: Graphics Interface System (GIS) Upgrades – **Recommended Motion: Authorize Public Works to acquire the necessary software licenses from ESRI for \$1,500 and two iPad Pro tablets and appurtenances for approximately \$2,300.**

**Bollig moved, second by Jacobson to authorize Public Works to acquire the necessary software licenses from ESRI for \$1,500 and two iPad Pro tablets and equipment for approximately \$2,300.**

The Village very actively uses GIS for complete mapping and data storage of the Village's Utility systems, plans, maps, data points and more. The software upgrade to the tablets will allow seeing data in real time instead of having to downloading information.

Funding will be from the Sewer Utility Fund Balance and Water Utility Balance approved in the 2019 and 2020 budgets.

**Motion carried 7-0.**

- k) Discussion and Possible Action re: Security Camera Upgrades – Wastewater Treatment Plant (WWTP) – **Recommended Motion: Approve the purchase and installation of two security cameras at the WWTP from Altronex Control Systems for the total amount of \$8,381.56.**

**Glysch moved, second by Peterson to approve the purchase and installation of two security cameras at the WWTP from Altronex Control Systems for the total amount of \$8,381.56.**

A Wastewater Treatment Plant camera has failed and another is needed to monitor the brush and yard waste drop off site to identify individuals dumping unrelated items at the brush site. This will give the Village the opportunity to determine who is disposing of in appropriate items with the hope of giving them a warning or ticket. This camera is movable and can also monitor the WWTP.

Funding will be from the Sewer Utility General Fund and Fund Balance approved in the 2020 Budget.

**Motion carried 7-0.**

- l) Discussion and Possible Action re: Autumn Ridge Phase 1A Street Acceptance – **Recommended Motion: Accept the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Autumn Ridge Phase 1A.**

**Horton moved, second by Jacobson to approve accepting the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Autumn Ridge Phase 1A.**

Public Improvements in Phase 1A of Autumn Ridge development have been reviewed by the Village Engineer for completion. Once accepted, the Village will assume maintenance responsibility of the roadways and public improvements; however, the developer is still responsible for the detention pond as stated in the development agreement until it is reviewed and accepted by the Village.

**Motion carried 7-0.**

- m) Discussion and Possible Action re: Autumn Ridge Phase 1B Street Acceptance – **Recommended Motion: Accept the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Autumn Ridge Phase 1B.**

**Glysch moved, second by Horton to approve accepting the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Autumn Ridge Phase 1B.**

Public Improvements in Phase 1B of Autumn Ridge development have been reviewed by the Village Engineer for completion. Once accepted, the Village will assume maintenance responsibility of the roadways and public improvements.

**Motion carried 7-0.**

- n) Discussion and Possible Action re: Jaycee Park West – Wetland Delineation Survey – **Recommended Motion: Authorize Public Works to commission Ruckert-Mielke to complete the wetland delineation and report for the Jaycee Park property for the amount of \$4,500.00.**

The Jaycee Park West project is in the Capital Improvement Plan for construction in 2021 pending Board approval. One requirement for construction of the park will be determination of wetlands within the site. Wetland delineations can only be done during the growing season. It will be a challenge to move ahead with design if delineations aren't done this fall.

Funding will be borrowed from funds for the Jaycee Park project.

**Glysch moved, second by Horton to authorize Public Works to commission Ruckert-Mielke to complete the wetland delineation and report for the Jaycee Park property for the amount of \$4,500.00.**

**Motion carried 7-0.**

- o) 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

9. Report of Committees

- a) October 1, 2020 Planning Commission Meeting (President Carpenter )

- 1) ***FYI only- Village Board will consider Adopting Comprehensive Plan Amendments recommended for approval by the Plan Commission at their October 19, 2020 meeting at 5pm on Zoom.***

There was no discussion.

- 2) Discussion and Possible Action re: Amending Phase 2 Specific Implementation Plan (SIP) for Beehive Homes -- Revised Fencing Plan – Recommended Motion: Molzahn moved, seconded by Severtson to recommend to Village Board the approval of Amending Phase 2 Specific Implementation Plan (SIP) for Beehive Homes. Motion carried 6-0. Bieno abstained.

**Carpenter moved, second by Peterson to approve Amending Phase 2 Specific Implementation Plan (SIP) for Beehive Homes.**

In the process of trying to complete Phase 2 of the Beehive Homes and the final grade of the site, the property owners now realize the proposed fence layout will be difficult to install. They've submitted a revised SIP with a new fence layout. The proposed new location will not negatively impact residents or neighbors, the original courtyard space will not change, and fence material will be the same. The generator for the building will move slightly and be screened in by a cedar fence. Generator placement will be above street level.

**Motion carried 7-0.**

- 3) Discussion and Possible Action re: Extra-territorial Jurisdiction (ETJ) Review: Van Kampen CSM, Town of Oregon – Recommended Motion: Meier moved, seconded by Molzahn not to object to Van Kampen's CSM in the Town of Oregon in Village's ETJ area. Motion carried 7-0.

**Carpenter moved, second by Glysch to approve not to object to Van Kampen's CSM in the Town of Oregon in Village's ETJ area.**

There is an adjustment to the boundary. The proposed CSM meets Village requirements.

**Motion carried 7-0.**

10. Minutes Not Requiring Action  
a) None.

11. Unfinished Business  
a) None.

12. New Business  
a) None.

13. Future Agenda Items  
a) At Future Board meeting re: Recent Compliance Checks by Police Department.  
b) January 11, 2021 Joint Meeting with Library Board re: New Library Building  
c) Park Shelter Fees  
d) Review of 2020 Master Calendar  
e) Preparing Citizen Guide for assistance in understanding the roles of Village Board and Police Commission as they relate to the oversight of the Police Department



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14. Adjournment

**Bollig moved, seconded by Peterson adjourn the Regular Village Board meeting at 6:25 p.m. on Monday, October 21, 2020. Motion carried 7-0.**

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>

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