

Village Board – First 2021 Budget & Joint Cable TV Committee Meeting Minutes  
Monday, October 12, 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 are included in the meeting minutes.

The following was also listed for informational purposes.

In-Person Absentee (Early) Voting Hours for November 3, 2020 General Presidential Election

LOCATION: Village Hall - 117 Spring Street, Oregon, WI 53575

DATES/TIMES:

- October 20<sup>th</sup> – October 23<sup>rd</sup> - Tuesday - Friday - 7:30 a.m. - 4:30 p.m.
- October 26<sup>th</sup> – October 30<sup>th</sup> - Monday – Friday - 7:30 a.m. - 5:30 p.m.

Note: There is no in-person registration and /or voting on Monday, November 2, 2020.

Additional Election Information can be found on Village’s Web Page: [www.vil.oregon.wi.us](http://www.vil.oregon.wi.us) and click on “Election Information”

Virtual Meeting will be held at: [Join Zoom Meeting](#)

Zoom login info:

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<https://us02web.zoom.us/j/88352809639>

Meeting ID: 883 5280 9639

Passcode: 703048

Call In

1-312-626-6799

Meeting ID: 883 5280 9639

Passcode: 703048

1. Call to order

President Jeanne Carpenter called the Village Board 2021 First Budget Meeting & Joint Meeting with the Cable TV Committee to order at 5:00 p.m. on Monday, October 12, 2020.

2. Roll Call

Present: Jerry Bollig (arrived 5:14 p.m.), Jeanne Carpenter, Randy Glysch, Cory Horton, Jenna Jacobson, Amanda Peterson, Luke Sticht (arrived 5:02 p.m.)

Also Present: Village Administrator Mike Gracz, Public Works Director Jeff Rau, Director of Planning and Zoning Administrator Elise Cruz, Finance Director Lisa Novinska, Chief of Police Jennifer Pagenkopf, Library Director Jennifer Enders Way, Senior Center Director Rachel Brickner, Director of Administrative Services Candie Jones, and a couple members of the public

3. Discussion and Possible Action re: 2019 Waste Receiving Upgrade – Project Closeout – Recommended Motion: Approve Change Order #1 in the amount of \$688.00 and also

approve the certificate of substantial completion for the 2019 Waste Receiving Upgrade project.

**Glysch moved, seconded by Horton to approve Change Order #1 in the amount of \$688.00 and also approve the certificate of substantial completion for the 2019 Waste Receiving Upgrade project. Motion carried 5-0. Bollig and Sticht not in attendance.**

4. Press Release: Friday, October 30th at 2:00PM – Highlands of Netherwood Park Ribbon Cutting

This was informational only.

5. (5:05PM- 5:30PM) Overview of 2021 Budget and Questions/Issues from Board Members

- a) Review of General Fund Revenue (Pages 1 to 3)

- 1) State Shared Revenue is remaining relatively constant: \$181,522.00

Gracz reviewed his 2021 Budget Overview that outlines the major budget impacts and mentioned the anticipated budget public hearing date would be Monday, November 16, 2020. He noted an estimated tax increase of \$44.10 for an average assessed home value for 2021. He noted the Village of Oregon's tax rate is decreasing from \$5.41 (2020) to \$5.27 per \$1,000 of assessed value. He further noted that the Village of Oregon has one of the lowest tax rates in Dane County.

Carpenter mentioned the budget is not adopted until the public hearing on November 16, 2020 so amounts may be adjusted throughout the process.

Information in 2021 Budget Book

The Preliminary 2021 Budget, Village Administrator's Budget Overview, and Department Head Goals & Accomplishments was provided to each board member and was provide to the public via the Village of Oregon website [www.vil.oregon.wi.us](http://www.vil.oregon.wi.us) in the packet of information.

- 2) State Highway Aids Increasing in 2021

- 2021: \$547,493
- 2020: \$513,713
- 2019: \$446,913
- 2018: \$429,208
- 2017: \$373,223
- 2016: \$414,693
- 2015: \$460,770
- 2014: \$442,863
- 2013: \$415,973

Gracz indicated the League of Wisconsin Municipalities is cautioning municipalities that these amounts be adjusted and possibly decreased.

- 3) Building Permits reduced by \$10,000

Gracz reported the revenue from building permits has been decreased because building has slowed due to COVID-19.

- 4) Revenue from Village Planner’s Chargeback to developers is decreasing \$12,500. This is being offset by a \$10,000 transfer-in of Room Tax into the General Fund.
- 5) From 2019 to 2021 Revenue from Investments is projected to decrease approximately \$35,000  
Gracz mentioned this was decreased due to the amended Banking Agreement which lowered the investment rate.
6. (5:30PM – 5:45PM) – Joint Meeting with Cable TV Committee
7. Call to Order – Cable TV Committee  
There was no quorum for the Cable TV Committee.
8. Roll Call – Cable TV Committee  
The meeting was not called to order due to no quorum.  
Tom Kirchdoerfer, Judy Knutson, Paul Zwicker, and Amanda Peterson were in attendance.
9. Cable TV Budget
  - a) (Pages 32, 33, 33a & 33b) Cable TV Budget – \$24,254 in State Aid represents the State paying 1% of franchise fee.  
Tom Kirchdoerfer reported the major revenue losses from 2020 were due to COVID-19. He noted there is usually more revenue generated from the DVD sales (events like concerts, sports, graduation, etc.) and underwriting. He noted that Oregon Community Foundation (OCA) Media received assistance (\$18,500) from the Payroll Protection Program. He indicated they are considering it a liability at this point but hopes that the loan will be forgiven.  
  
Kirchdoerfer commended the staff for their continued work and dedication during the pandemic.  
  
It was suggested the equipment in the Village Board room used to stream the meetings is outdated and needs to be replaced when in-person meetings resume.  
  
Glysch commended the OCA Media Staff for their dedication and support in the community.
  - b) Possible consideration of items 9a by Cable TV Committee  
There was no action on this item because there was no quorum.
  - c) Possible consideration of items 9a by Village Board  
**Glysch moved, seconded by Peterson to approve the 2021 Cable TV Budget items 9 (a). Motion carried 7-0.**

10. Adjournment – Cable TV Committee

There was no action on this item because there was no quorum.

11. (5:45PM – 6:00PM) Discussion of Police Budget

Chief of Police Jennifer Pagenkopf was in attendance for this item.

- a) Review of 2021 Goals and 2020 Accomplishments (in Goals & Accomplishments Tab in binder)
- b) Police Department (Pages 10 & 11) -Budget reflects fully staffed as of 1/1/2021
- c) Police Building (Page 11)
- d) Uniforms (Pages 11 to 13)
- e) Emergency Government (Pages 14 & 15) – DaneCom Payment
- f) Crossing Guards (Page 15)
- g) Animal Control (Page 21)
- h) Police Special Revenue - Explorers Program, Community Policing and Shop with a Cop - (Pages 39 & 40)
- i) Police Canine Fund - (Page 45)  
Pagenkopf noted that K9 Vende is anticipated to retire in 2022. It was noted the funds to purchase a new K9 Officer will be from donated funds.
- j) Police Equipment in Fund 414 - (Pages 74, 74a & 75) --- Emergency Operations Center Equipment, and purchase two (2) vehicles.  
Pagenkopf reviewed the estimated cost to purchase the following:
  - Two (2) new 2021 Ford Explorer Squads - \$112,500
  - Taser Program - \$3,432
  - Tactical Rifle - \$1,650
  - One (1) Portable Radio - \$4,500
  - Camera for Overflow Evidence Room - \$2,000
  - Handheld Lidar Radar Unit - \$2,800
  - Axon Flex 3 Camera \$1,000
- k) Possible Approval of Items 11b through 11j.  
**Bollig moved, seconded by Jacobson to approve the 2021 Preliminary Police Budget items 11 (b) – (j). Motion carried 7-0.**

12. (6:00PM to 6:15PM) Senior Center Budget -- Discussion and Possible Approval

Senior Center Director Rachel Brickner was in attendance for this item.

- a) 2021 Allocation Sheet (before Senior Center Department Budget in binder)  
Brickner noted the position of Administrative Assistance was anticipated to begin in 2020 but did not. She reported it is included in the 2021 budget.
- b) Meal Site (Page 20)
- c) Outreach (Pages 20 & 21)
- d) Adult Day Program (Page 21)
- e) Senior Center (Pages 21 & 22)
- f) Senior Center Building (Pages 22 & 23)

- g) Senior Center Donations (Page 36)
- h) Possible Approval of Items 12b through 12g.  
Glysch commended the Senior Center staff for their hard work and dedication.

**Glysch moved, seconded by Peterson to approve the 2021 Senior Center Budget items 12 (b) – (g). Motion carried 7-0.**

13. (6:15PM – 6:30PM) Administrative Section

- a) (Page 4) Village Board - League of Wisconsin dues in budget.
- b) (Pages 4 & 5) Municipal Court - Budget Includes funding for Parent Liaison position
- c) (Page 5) Legal – Decreasing slightly due to no labor negotiations in 2021
- d) (Pages 5 & 6) Administrator – Includes three (3) months of pay for current Administrator and nine (9) months for new Administrator. Also includes retirement accrued vacation pay-out.
- e) (Page 6) Clerk Budget - Review of 2020 Accomplishments and 2021 Goals (in Goals & Accomplishments Tab in binder)
- f) (Pages 6 & 7) Elections - Includes only two (2) Elections in 2021.
- g) (Page 7) Computers - Board will review proposal from Computer Magic at a future Board meeting.
- h) (Pages 7 & 8) Accounting - Review of Finance Director's 2020 Accomplishments and 2021 Goals (in Goals & Accomplishments Tab in binder)
- i) (Page 8) Assessor - Amount in the budget for Contract with Accurate Appraisal.
- j) (Pages 8 & 9) Village Hall – Major repair work for Village Hall and Post Office being funded in Capital Improvement Fund 414.
- k) (Page 9 ) Other General Government - Currently \$20,000 in budget for Implicit Bias Training (Resolution #20-22 Include Funding in the 2021 Budget for Implicit Bias Training provided by organizations such as Nehemiah, Groundwork, Journey Mental Health Center (Witnessing Whiteness) and the YWCA for all Village employees including Police Department employees and Village Board members with the training to be completed by the end of September, 2021.)
- l) (Pages 9 & 10) Insurance - Still waiting for final insurance numbers.
- m) (Pages 13 & 14) Fire Protection - Village is 64.47% of Fire/EMS budget. Budget Allocations Sheet (after Fire Protection Department Budget in binder).
- n) (Page 14) EMS
- o) (Page 14) Inspections - SAFEBuilt serves as the Village's building inspector. The SAFEBuilt (75%) Village (25%) fee split is in effect.
- p) (Pages 23 & 24) Recreation Program including Youth Center's 2021 Budget - Payment to School District for running Summer Rec Program and Village's continued support for the Youth Center. Includes \$12,000 for Youth Center and \$11,000 for Summer Rec Program which did not occur in 2020 due to COVID-19.  
Gracz noted the \$11,000 for Summer Rec Program will be carried over from the 2020 budget.
- q) (Page 24) Planner - Staff Planner levy impact is offset by \$56,250 of developer fees and review of distribution of Planner's Expense in the 2021 Budget. (2020 Accomplishments/2021 Goals in Goals & Accomplishments Tab in Binder)

Director of Planning & Zoning Administrator Elise Cruz was in attendance for this item. She reviewed her 2020 Accomplishments/2021 Goals and noted there were numerous exciting projects to look forward to in the upcoming year.

- r) (Page 24) Economic Development Fund - Includes Chamber of Commerce's funding.
- s) (Pages 24 & 25) General Fund Transfer to Other Funds
- t) Possible Consideration of Administrative Section Agenda Items 13a through 13s  
**Peterson moved, seconded by Sticht to approve the 2021 Administrative Section items 13 (a) – 13 (s). Motion carried 7-0.**

14. (6:30PM to 6:40PM) Ten (10) Minute Break

The Village Board took a ten minute break from 6:28 p.m. until 6:38 p.m.

15. (6:40PM to 6:55PM) Park Budget -- Discussion and Possible Approval

- a) (Page 23) 2021 General Fund Park's Budget - Planning for Lerner Park Master Plan has been carried over to the 2021 Budget.
- b) (Pages 68 & 69) 2021 Park Fund – Fund may only be used for purchase of Parkland.
- c) (Pages 80, 81 & 82) 2021 Playing Fields Development –Fund includes constructing the re-development of Jaycee Park West in 2021, and \$10,000 for Conceptual Planning for Westside Park.
- d) Possible Approval of Items 15a through 15c.  
**Peterson moved, seconded by Horton to approve the 2021 Park Budget items 15 (a) – (c). Motion carried 7-0.**

16. (6:55PM – 7:15PM) Public Works (PW) General Fund

Rau was in attendance for this item.

- a) (Pages 15, 15a & 16) Public Works & Administration Budget – Public Works Organization Re-Structuring Memo (1st discussed at 9/14/2020 Board meeting)  
Note: A percentage of Director of Public Works salary is allocated to TIF 4, TIF 5 and Southeast Business Park Funds and budget includes 3-retirement accrued vacation pay-outs. 2020 Accomplishments and 2021 Goals are included in Goals & Accomplishments Tab in Binder)

Director of Public Works Jeff Rau was in attendance for this item. He reviewed his 2020 Accomplishments and 2021 Goals.

Rau referenced and reviewed the staffing and structure plan outlined in his memo dated 09-10-2020 (provided in the packet). There was a general discussion about staffing and structure plan. Bollig suggested phasing these new positions in over a number of years. Horton noted he believes the Board needs to consider adding maintenance staff as much as administrative staff. Rau explained the Superintendent positions will work as staff too but will need to allocate some of their time for clerical work.

Rau noted the Public Works department remains busy while in a pandemic.

- b) (Page 16) Engineering
- c) (Page 16) PW Machinery Repair
- d) (Pages 16 & 17) PW Garage
- e) (Pages 17 & 18) Snow & Ice Control  
Rau mentioned he would really like to focus on salt control this upcoming year. Peterson noted she believes the public needs to be involved in conversations related to this.
- f) (Page 18) Traffic Signals - *The cost-sharing of the signals with the County will change in the future upon the transfer of ownership of County roads to the Village.*
- g) (Page 18) Street Lighting - *Alliant Energy increased number of fixtures on Village account in 2018.*  
Rau noted Alliant is always responsive and quick to repair street lights that are out.
- h) (Pages 18 & 19) Storm Sewer
- i) (Page 19) Tree, Brush & Leaves - *\$20,000 for Brush Pile Grinding and Hauling*
- j) (Pages 19 & 20) Cemetery – *Continue hiring a Limited Term Employee for maintenance of cemetery rather than contracting with a landscaping company.*
- k) Possible Consideration of Public Works Agenda items 16a through 16j  
Horton mentioned there may be grant funds available (specifically for Public Works) due to COVID-19. Peterson commended Jeff Rau for his dedication and efforts.

**Horton moved, seconded by Peterson to approve the 2021 Public Works items 16 (a) – (j). Motion carried 7-0.**

17. (7:15PM – 7:30PM) Special Funds

- a) (Page 26) Sick Leave Fund - *Fund Balance was \$179,364 as of 12/31/19. \$22,500 added to balance in 2019 and another \$15,000 in 2020 was added for a total of \$197,087. Staff has been generating this balance in anticipation of two (2) retirements in 2021. This benefit is only available to employees, who have been supervisors for at least 20 years and were employed by the Village prior to January, 2006.*
- b) (Page 34) Hermsen Property Fund - *Highlands of Netherwood Special Assessments of \$155.00 per lot sold for future Park Maintenance Fund.*
- c) (Page 35) Community Development Authority (CDA) Fund
- d) (Page 37) Preserve the Water Tower Fund - *Includes funding for Historical Society's plaque for Red Maple Tree. (Approved at 6/1/2020 Village Board meeting.)*
- e) (Page 38) Herman Cemetery Trust Fund
- f) (Pages 41 & 42) Refuse & Recycling Fund - *Transfer out of \$3,000 to General Fund to help offset staff time handling of refuse/recycling matters, and 2021 Budget includes new contract amount for every week recycling.*
- g) (Pages 43 & 44) Room Tax Fund
- h) (Page 46) Tax Increment Finance (TIF) #2 Special Revenue Fund - *Tax Increment District (TID) #2 was closed in 2018.*
- i) (Pages 47 & 48) TIF #3 Special Revenue Fund - *2021 will be the fifth year of debt service for GroMor loan. This loan will be paid off in 2026.*

- j) (Pages 49, 50 & 51) TIF #4 Special Revenue Fund - JAD Partnership LLC {Headquarters} began paying interest on TIF loan in 2017 and 2021 is the last year for this payment. Interest payment will stay in TIF#4, but increment will be transferred to General Fund to pay back advance. SleepInn Hotel's TID incentive payment is included in the budget.
- k) (Pages 52, 53, 54 & 55) TIF# 5 Fund - Thyse's TIF grant in this fund and re-construction of North Main Street with Dane County.
- l) (Page 56) Workforce Housing - Genesis Housing grant payment was made in 2020.
- m) (Pages 57 & 58) TIF#3 Debt Service Fund - \$166,405 of levy to help cover debt service payments.
- n) (Pages 59 & 60) TIF #2 Debt Service Fund - Braun Road loan paid off in 2020.
- o) (Pages 61 & 62) General Debt Service Fund: Fund 307 - Debt Service is increasing \$160,990, which equates to a levy increase of \$18,624.
- p) (Pages 63 & 64) TIF #4 Debt Service Fund – 2021 Budget includes debt service for purchase of former motel property and Park Street and Janesville Street Intersection projects.
- q) (Pages 65 & 66) TIF #5 Debt Service Fund - Debt Service for Façade Grant and Jefferson Street Parking Lot Improvements.
- r) (Page 67) Storm Water Fund - Changed name from “Developers Storm Water Fund”. \$2,000 for Annual Inspection for Drainage District Board and Lerner Lateral and Cusick Parkway Project.
- s) (Pages 70, 71 & 72) Street Improvements - Director of Public Works will review street projects at budget meeting with the Village Board. Fund includes new Village Street Tree Program.  
Rau noted one of the big street improvements next year will be North Main Street from Grove Street to McDonald's.
- t) (Page 73) Cemetery Land Purchase Fund
- u) (Pages 74, 75, 75b, 76 & 77) Office Equipment, Village Hall Building, Public Works and Parks Equipment in Fund 414 – Review of Equipment list.  
Rau noted the main vehicle/equipment purchases for the Public Works Department are:
- 2020 F-550 Flatbed Truck - \$74,250. He noted the trucks are used on daily basis.
  - Veermeer BC1500 Brush Chipper - \$67,333. He noted this includes a \$15,000 trade-in.
- Gracz mentioned that Computer Magic (IT consultant) has suggested replacing the Village server in the amount of \$35,000.
- v) (Pages 78 & 79) Oregon Bike Trails Fund - Rotary's \$1,000 annual donation last payment was made in 2020. Funding in budget to re-build sections of Rotary Trail includes Dane County grant.
- w) (Pages 83, 84 & 85) Southeast Business Park Fund – In 2020, Village borrowed \$75,000 for developing east side of HWY 14, and staff is proposing to borrow another



- \$50,000 in 2021. In late 2020/early 2021, Village staff will provide the Board with an update regarding the Southeast Business Park.
- x) (Page 86) DNR Grant –Approximately \$311,145 is owed to the General Fund for the advance which purchased homes on Florida Avenue following the 2007 flood. Resolution #20-25 was approved on 7/13/2020 to write off the balance per the Village Auditors' recommendation.
  - y) (Pages 87, 88 & 89) TIF #4 Capital Projects – Janesville/Perry Parkway intersection project.
  - z) (Page 90) Civic Campus Plan Projects – Borrowing \$25,000 to begin conceptual planning for new village hall.
  - aa) (Page 107) Cemetery Perpetual Care Fund
  - bb) Possible Consideration of Agenda Items Special Funds items 17a through 17aa.  
**Bollig moved, seconded by Jacobson to approve the 2021 Special Funds items 17 (a) – (aa). Motion carried 7-0.**

18. Adjournment of Village Board

**Bollig moved, seconded by Peterson to adjourn the Village Board 2021 First Budget Meeting & Joint Meeting with the Cable TV Committee at 7:43 p.m. on Monday, October 12, 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.

Note: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Village Clerk at (608) 835-3118, 117 Spring Street, Oregon, Wisconsin, at least twenty-four (24) hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Submitted by,

Candie M. Jones  
Director of Administrative Services