

Village Board – Second 2021 Budget Meeting & Joint Library Board Meeting Minutes
Monday, October 19, 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 20th – October 23rd - Tuesday - Friday - 7:30 a.m. - 4:30 p.m.
- October 26th – October 30th - 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 and click on “Election Information”

Virtual Meeting will be held at: Join Zoom Meeting

Zoom login info:

Join Zoom Meeting

<https://us02web.zoom.us/j/87150634804>

Meeting ID: 871 5063 4804

Passcode: 664072

Call In

1-312-626-6799

Meeting ID: 871 5063 4804

Passcode: 664072

1. Call to order – Village Board
President Jeanne Carpenter called the Village Board 2021 Second Budget Meeting & Joint Meeting with the Library Board to order at 5:00 p.m. on Monday, October 19, 2020.
2. Roll Call – Village Board
Present: Jerry Bollig, Jeanne Carpenter, Randy Glysch, Cory Horton, Jenna Jacobson, Amanda Peterson, Luke Sticht
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 numerous members of the public
3. Report of Committees
 - a) From October 1, 2020 Planning Commission Meeting (President Carpenter)

1) Discussion and Possible Action re: Adoption of Ordinance #20-10: Ordinance to Adopt Amendments to the Village of Oregon Comprehensive Plan – Recommended Motions:

- 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.

Glysch moved, seconded by Bollig to suspend the rules and waive the 1st & 2nd readings of Ordinance #20-10. Motion carried 7-0.

- Possible Second Motion to Consider: If the Board chooses to suspend the rules, the Board may then consider adopting Ordinance #20-10.
Cruz referenced the Comprehensive Plan Amendments that were provided in the packet and in Ordinance #20-10.

Bollig moved, seconded by Sticht to adopt Ordinance #20-10. Motion carried 7-0.

2) Discussion and Possible Action re: Letter from All-Star Properties requesting Village Board refer possible Comp Plan Amendment for 200 Liberty Park Dr. and 931 Oregon Center Dr. change to Mixed-Residential back to the Planning Commission for re-consideration.

Kyo Ladopoulos, Developer-All Star Properties, was in attendance for this item.

Carpenter referenced the letter dated 10-14-2020 (provided in the packet) from Mr. Ladopoulos requesting the Village Board ask the Planning Commission reconsider their Comprehensive Plan Amendment request.

Cruz reported historically the Comprehensive Plan is amended on an annual basis due to the costs that are associated with it. However, there is no requirement that it can't be amended more often. She noted typically the Village tries to group a number of amendment requests together to lessen the cost for the requestors.

Ladopoulos noted the request was to create more residential (MR-8) space versus commercial at 200 Liberty Park Dr. and 931 Oregon Center Dr. He noted he didn't believe it was clear from the public comments what they were trying to accomplish and would like the chance to review it in more detail.

Bollig moved, seconded by Carpenter to refer the Comprehensive Plan Amendment for 200 Liberty Park Dr. and 931 Oregon Center Dr. (change to Mixed-Residential) back to the Planning Commission for re-consideration. Motion failed 1-6.

After considerable discussion the members didn't feel it was appropriate to override the Planning Commission's recommendation. The members suggested Mr. Ladopoulos reach out to the Planning Commission directly.

4. Community Input.

This part of the agenda allows members of the public to provide information to the Village Board, including on 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.)

Beth Drew, Town of Milton resident, appeared for this item. She indicated she will be on the 11-03-2020 ballot running for the 43rd Assembly District. She noted she was a nurse and local daycare business owner for over 22 years. She encouraged the public to reach out if they have questions or concerns to discuss.

2021 Proposed Budget

Information in 2021 Budget Book

5. (5:30PM -5:45PM) – Joint Meeting with Library Board

6. Call to Order – Library Board

President Jennifer Nelson called the Library Joint Meeting with the Village Board to order at 5:51 p.m. on Monday, October 19, 2020.

7. Roll Call – Library Board

Present: Leslie Bergstrom, Randy Glysch, Jennifer Nelson, Carrie Santulli-Schudda, Kyle Severson, Laura Shtaida

Absent: Coral Goplin

8. Update regarding New Library Building:

a) Reminder January 11, 2021 Date for Joint Meeting to discuss status of Fundraising Efforts

This was informational only.

9. Library Budgets

a) Review of 2021 Goals & 2020 Accomplishments (in Goals & Accomplishments Tab in binder)

Library Director Jennifer Endres Way was in attendance for this item. She referenced her goals and accomplishments provided in the packet. She reviewed some of the fundraising efforts that will be coming up.

- b) (Pages 27 & 28) Fund 202 Special Fund
 - 1) Review of 2021 Budget Change since distribution of budget: Page 27 – Library Fund – 202-49300 - Add Fund Balance Applied of \$600,000 for New Library Building
- c) (Pages 29, 30 & 31) Fund 203 (created in 2017) Operating and Building Budgets
Endres Way mentioned the revenue from fines has been decreased. She mentioned the County revenue remains stable. She reviewed additional expenses are mostly due to COVID-19 (cleaning and additional workstations).
- d) (Page 108) Fund 804 Wackman Trust Fund
- e) Possible consideration of Library Budget items 8a through 8d by Village Board.
Glysch moved, seconded by Jacobson to approve the 2021 Preliminary Library Budget.

Carpenter commended the Library Board and Library Staff for their dedication and service.

10. Adjournment – Library Board

Severson moved, seconded by Santulli-Schudda to adjourn the Joint Meeting with the Village Board at 6:00 p.m. on Monday, October 19, 2020.

11. (5:45PM – 6:00PM) Continuing 2021 Budget Overview

- a) General Discussion regarding 2021 Budget and Questions from Board members
There were no questions from the Board members.
- b) Discussion and Possible Action re: Possibly creating a “COVID-19 Emergency Fund” in 2021 Budget by delaying the hiring of the New Village Administrator. There would be a savings of approximately \$10,000 to \$11,000 in the General Fund for every month the Village Administrator position is vacant. These savings would generate an emergency fund in the event of a significant economic downturn and/or a cut in State aid next year.
There was a general discussion regarding this item among the members. The members believe the Village Administrator plays a vital role in the Village and they don’t want to risk leaving it vacant as it may put more strain on other staff.
- c) Review of Updated Proposed 2021-2025 Capital Improvement Plan (CIP) – Updated Projects Highlighted in Yellow
Gracz reviewed the CIP provided in the packet. He noted the changes were highlighted in yellow.

- d) Discussion and Possible Action re: 2020 Budget Transfer – Recommended Motion: Approve Budget Transfer of \$1,500 from General Fund (contingency) to cover the current deficit in Preserve the Water Tower Fund.
Glysch moved, seconded by Peterson to approve the Budget Transfer of \$1,500 from General Fund (contingency) to cover the current deficit in the Preserve the Water Tower Fund. Motion carried 7-0.
- e) Discussion and Possible Action re: 2020 Budget Amendment No. 1 – Recommended Motion: Approve 2020 Budget Amendment No. 1
Novinska reviewed the 2020 Budget Amendment No. 1 provided in the packet.
Glysch moved, seconded by Peterson to approve 2020 Budget Amendment No. 1. Motion carried 7-0.
- f) Review of 2021 Budget Changes since the October 12, 2020 Budget Meeting (Current Increase on an Average House remains at \$44.10)
- 1) Page 3 – Other Finance Sources 100-49310
 - Add \$15,000 for Village Administrator Search (Carry-Over from 2020 Budget)
 - In footnote change \$20,000 Legal to \$20,000 COVID-19 Additional Cleaning
 - 2) Page 6 – Clerk – 100-51420-112- Reduced Salaries Support Staff by \$4,600 and move to Contingency Fund.
 - 3) Page 9 – Other General Government – 100-51900-227 – Add \$4,600 to Reserve for Contingency.
 - 4) Page 9 – Other General Government - 100-51900-290 – Add (Carry-Over) \$15,000 for Village Administrator Search
 - 5) Page 32- Cable TV Franchise Fund - 205-49300 – Add \$20,000 of Fund Balance Applied to purchase New Village Board Room Equipment.
 - 6) Page 32- Cable TV Franchise Fund - 205-55700-830 – Add \$20,000 to Equipment for purchase of Village Board Room Equipment
 - 7) Page 67 – Storm Water Fund – 402-49100 – Change Proceeds from Long-Term Debt from \$200,000 to \$196,577 for Lerner Lateral and Cusick Parkway Project
 - 8) Page 67 – Storm Water Fund – 402-49310 – Add Continuing Appropriations of \$270,423 for Lerner Lateral and Cusick Parkway Project.
 - 9) Page 71 – Street Improvement Fund – 405-49300 – Removed \$15,000 from Fund Balance Applied
 - 10) Page 72 – Street Improvement Fund – 405-49310 – Add Continuing Appropriations for Intersection Study, Street Trees and prior year borrowing for Engineering for CTY MM South for a total of \$37,140.
 - 11) Page 75 – Equipment/Building Capital – 414-49300 – Move \$266,000 from Fund Balance Applied to Fund 402 Storm Water Projects.
 - 12) Page 75 – Equipment/Building Capital – 414-49100 – Add \$103,430 to Proceeds from Long Term Debt to help cover capital expenses including (\$63,180) for Fire/EMS District Capital purchases.

- 13) Page 75 – Equipment/Building Capital – 414-49310 – Add Continuing Appropriations for Tennis Courts resurfacing, computers and prior year borrowing for Fire/EMS District for a total of \$36,350.
- 14) Page 76 – Equipment/Building Capital – 414-57140-830 Office Equipment – Add \$35,000 for New Computer Server, \$15,000 for Annual Computer Purchase and \$1,600 for Wireless Access Point for a total \$51,600
- 15) Page 76 – Fire Expenditures – 414-57220 -830 Fire Equipment – Add \$63,180 for Fire/EMS District’s equipment purchases.
- 16) Page 79 – Oregon Bike Trails – 416-49100 – Change Continuing Appropriations from \$200,000 to \$226,000.
- 17) Page 81 – Playing Field Development – 423-49310 – Add \$1,250,000 to Continuing Appropriations for Jaycee Park West Project
- 18) Page 81 – Playing Field Development – 423-49300 Delete \$1,250,000 from Fund Balance Applied in 2020 Projected Actual Column
- 19) Page 84 – S/E Business Park–E of HWY 14– 423-49310 – Add \$45,000 to Continuing Appropriations
- 20) Page 88 – TIF#4 Capital Projects – 431-49100 Change Loan Proceeds from \$500,000 to \$493,750
- 21) Page 88 – TIF#4 Capital Projects – 431-49310- Add \$6,250 from Prior Year borrowing to Continuing Appropriations

12. (REVIEW OF WATER & SEWER BUDGET SHEETS IN PACKET)

(6:00PM – 6:30PM) 2021 Water & Sewer Budgets

a) (Pages 91 through 100a) Water Budget

- Village’s Water Utility was re-classified from a Class C utility to a Class AB utility by the Public Service Commission (PSC) in 2018. This occurred due to the utility having over 4,000 reported customers.
- 4th year of revenue for Lincoln Road Water Tower lease
- \$36,060 of Other Non-Operating Income is based on an estimated 30 new homes multiplied by new \$1,202 water impact fee
- Review of Updated Water Capital Budget

b) Possible consideration of Water Budget item 12a.

Rau reviewed the 2021 Water Capital & Operating Budget. He noted the Village has not had a rate increase since 2011 and anticipates evaluating the rates in 2021.

Jacobson moved, seconded by Peterson to approve the Preliminary 2021 Water Budget [item 12 (a)]. Motion carried 7-0.

c) (Pages 101 through 106a) Sewer Budget

- \$200,000 of Other Non-Operating Income is based on an estimated 30 new homes multiplied by current \$2,500 sewer connection fee.
- Review of Updated Sewer Capital Budget including future upgrades to Wastewater Treatment Plant (WWTP).

Note: In 2020 the Village Board adopted the Facilities Planning study for the WWTP, which includes preparing 20 year design projections, and evaluating the

existing facilities and costs of upgrades required for continuing treatment of wastewater in the future.

d) Possible consideration of Sewer Budget item 12c.

Rau reviewed the 2021 Sewer Capital & Operating Budget. He noted the large Waste Water Treatment Plant Blower upgrade will be paid from fund balance.

Bollig moved, seconded by Peterson to approve the Preliminary 2021 Sewer Budget [item 12 (c)]. Motion carried 7-0.

13. Discussion and Possible Action re: Approving 2021 Preliminary Budget with Changes including Proposed Tax Levy and Setting November 16, 2020 as Public Hearing Date
Peterson moved, seconded by Jacobson to approve the 2021 Preliminary Budget with noted changes discussed during the meetings; including the proposed tax levy; including Budget Amendment No. 1; and setting November 16, 2020 as Public Hearing Date. Motion carried 7-0.

14. No Need for October 21st Budget Meeting

This was informational only.

Carpenter commended Village Administrator Mike Gracz and all Village Department Heads on their work in preparing and presenting the budget.

Board will continue with Regular Village Board Meeting following a 5-Minute Break
The Village Board took a short break and resumed the meeting at 6:50 p.m.

15. Public Appearance

- a) Discussion and Possible Action re: Lakestone TIF Request for Janesville Street Affordable Housing Project – Possible Motion: Forward TIF request to Ehlers (Village’s Financial Consultant) for review and analysis.

Brett Riemen and Brian Spanos, Lakestone Properties, were in attendance for this item. Riemen noted they have purchased the land in September. The project will consist of three (3) affordable housing buildings, totaling 153 units. One of the buildings will be age restricted (55+).

Bill Boerigter, Baker Tilly, was in attendance for this item. He provided an in-depth review of the financial aspects of the affordable housing project.

Spanos noted a similar project (Nordic Ridge) has been completed in Stoughton.

The Village Board members are supportive of the affordable housing project and are eager to move it forward.

Sticht moved, seconded by Jacobson to forward the Tax Increment Financing (TIF) request to Ehlers for review and analysis. Motion carried 7-0.

16. Approval of Minutes

a) October 5, 2020 Board Meeting

b) October 12, 2020 - First Budget & Joint Cable TV Committee Meeting

Sticht moved, seconded by Glysich to approve the 10-05-2020 Village Board Meeting Minutes & the 10-12-2020 First Budget & Joint Cable TV Committee Meeting Minutes. Motion carried 7-0.

17. Approval of October 19, 2020 Vouchers and Follow-Up to Invoice Question from October 5th Board Meeting

Bollig moved, seconded by Peterson to approve vouchers dated 10-19-2020 in the amount of \$503,938.75.

Roll call vote: Sticht – yes; Peterson – yes; Jacobson – yes; Horton– yes; Glysich – yes; Carpenter – yes; and Bollig – yes. Motion carried 7-0.

18. Proclamations and Announcements

a) Board Comments:

There were no Board comments.

b) Update regarding Leaf Collection (Rau)

Rau noted Leaf Collection started today. He reminded residents to pile leaves in the terrace area and not in the curb.

c) Staff Comments:

1) Upcoming (Virtual) Meetings:

a) November 2, 2020 – No Board Meeting due to Election

b) November 9, 2020 Board Meeting

c) November 16, 2020 Board Meeting and 2021 Budget Public Hearing

d) December 7, 2020 Board Meeting

e) December 21, 2020 Board Meeting

19. Communication and Miscellaneous Business

a) Discussion and Possible Action re: Village Donation for Splash Pad Project – Recommended Motion: Provide a \$2,000 Donation to the Splash Pad Project by waiving the regular planning deposit of \$1,150 and covering additional consulting fees of \$850.00.

Jacobson moved, seconded by Sticht to provide a \$2,000 Donation to the Splash Pad Project by waiving the regular planning deposit of \$1,150 and covering additional consulting fees of \$850.00. Motion carried 7-0.

b) (No Board Action Required) Discussion of Promega Corporation collecting raw wastewater samples from Village’s Wastewater Treatment Plant for Covid-19 testing. Rau referenced the email from Promega dated 10-09-2020 provided in the packet.

- c) Discussion and Possible Action re: Department of Public Works Files & Self Storage Rental Agreement – Recommended Motion: Approve Month-to-Month Self Storage Rental Agreement as part of the Wastewater Treatment Plant Blower Upgrade Project.

Jacobson moved, seconded by Peterson to approve month-to-month Self Storage Rental Agreement as part of the Wastewater Treatment Plant Blower Upgrade Project. Motion carried 7-0.

- d) Review of Investments, Building Permits, Connection Fees & Impact Fees
Gracz noted the number of building permits for single-family homes is down for 2020. He indicated he believes that it is due to the COVID-19 pandemic.
- e) FYI Only – The Village will provide a gift certificate from a Village restaurant to the following individuals for maintaining the downtown flowers this year.
- Donna Disch
 - Lynne Johnson
 - Marty Berman
 - Eileen Durken
 - Gary Disch
- Carpenter thanked the individuals for their work and dedication in making the downtown look so nice.

20. Report of Committees

- a) Please see Agenda Item #3

21. Minutes Not Requiring Action

- a) Oregon Area Fire-EMS District Commission September 3, 2020 Minutes and Information
- b) Library Board September 9, 2020 Minutes

22. Unfinished Business

- a) None

23. New Business

- a) None

24. 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

25. Adjournment

Bollig moved, seconded by Jacobson to adjourn the Village Board 2021 Second Budget Meeting & Joint Meeting with the Library Board at 7:44 p.m. on Monday, October 19, 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.

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.