

Village Board Meeting Minutes
Monday, November 9, 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/85872326380>

Meeting ID: 858 7232 6380

Passcode: 591832

Call In

1-312-626-6799

Meeting ID: 858 7232 6380

Passcode: 591832

1. Call to Order

Village President Jeanne Carpenter called the Village Board Meeting to order at 5:00 p.m. on Monday, November 9, 2020.

2. Roll Call

Present: Luke Sticht, Jenna Jacobson, Cory Horton, Jeanne Carpenter, Randy Glysch, and Amanda Peterson.

Absent: Jerry Bollig.

Also Present: Village Administrator Mike Gracz, Finance Director Lisa Novinska, Public Works Director Jeff Rau, Rachel Brickner, Library Director Jennifer Way, Village Planner Elise Cruz, Chief of Police Jennifer Pagenkopf, Village 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.)

Aaron Zitzelsberger of 709 Foxfield Road raised the issue of speeding on Foxfield Road. In his opinion, it is only a matter of time until a child will be seriously injured or killed.

Carpenter asked that this come back to a future Board meeting and revisit ideas previously discussed.

Chief Pagenkopf noted the PD will place the speed trailer in that area again.

Zitzelsberger will e-mail Rau his contact information.

4. Public Appearance

a) Discussion with David Ferris from Ehlers regarding Initial Review of Financial Management Plan (Debt Capacity Workshop) – Possible Board Direction

In looking at the Village's Capital projects and debt plan, the Village's current Capital Improvement Plan has an aggressive project schedule presenting challenges to the Village's financial health relating to its bond rating. The Village needs to develop policies to guide the CIP moving forward.

Ehler's asked the Village to set a debt limit policy with a recommendation not to exceed 75% of the state defined debt limit. After much discussion, it was decided to use 75% as a guide and have staff move around the projects. Novinska explained that it is ok to use 75% but we never really want to reach the 75%. Gracz does not want to tax people out of their homes. The Village's growth rate will be a benefit.

Carpenter challenged the Board to think about how to grow the Village. What projects should the Village spend money on to get the more return on its investment? She believes Jaycee Park and the Library are two key factors. Being able to bring tournaments to Oregon will help, and in a time when many need Wi-Fi, people are more in need of the Library. She believes it makes sense for the Village to help get the Library to the 10 million to build the Library because it may be one of the biggest items determining new net growth.

5. Approval of Minutes

a) None.

6. Approval of Vouchers

a) Voucher List for November 9, 2020

Glysch moved, seconded by Jacobson to approve vouchers dated November 9, 2020 in the amount of \$2,342,528.62.

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

Motion carried 6-0.

7. Proclamations and Announcements

a) Board Comments:

Trustee Peterson thanked Clerk staff for the fantastic job on the election.

President Carpenter reminded residents of the Library's next fundraiser. The Roaring 20's Virtual Library Gala, is Saturday. There's an online silent auction containing 150 items that can be bid on now. Attendance is free. Bob Lindmeier will be the master of ceremonies.

b) Update regarding Leaf Collection (Rau)

With the recent mild weather, many have raked leaves to the curb. Rain is headed our way so Rau requested both leaf collection units to be out today authorizing overtime to keep the machines out as long as possible to get as much leaf collection done before the rain arrives.

Rau and Trustee Sticht received positive comments about leaf collection. To ensure speedy leaf clean-up Rau is asking residents not add sticks or brush in leaf piles. He is also asking that no cars park in front of the leaf piles.

Staff will continue to remind resident's leaf collection will be collected continuously until either weather prevents pick up or Public Works staff is done collecting leaves in the Village.

8. Staff Comments:

1) Upcoming (Virtual) Meetings:

- a) November 16, 2020 Board Meeting and 2021 Budget Public Hearing
- b) December 7, 2020 Board Meeting
- c) December 21, 2020 Board Meeting
- d) January 4, 2021 No Board Meeting
- e) January 11, 2021 Board Meeting
- f) (Thursday) January 14, 2021 Joint Meeting with Planning Commission for Vandewalle's presentation on the Westside Park's Conceptual Plans
- g) January 18, 2021 Board Meeting

9. Communication and Miscellaneous Business

- a) Update regarding Lakestone's Tax Increment Financing (TIF) Request for Janesville Street Affordable Housing Project -- Clarification from October 19th Board Meeting: No Upfront TIF payment. This will be a pay-as-you-go TIF project. Note: In a Pay-As-You –Go TIF (or Pay-Go TIF), the developer pays for upfront development costs and is reimbursed for TIF-eligible costs as the increment becomes available (i.e. when the tax base increases).

Gracz clarified there will be no upfront TIF Payment for Lakestone's Janesville Street affordable housing project. This will be a pay as you go TIF project. The developer pays for upfront development costs and is reimbursed for TIF-eligible costs as the increment becomes available.

Gracz explained nothing has changed. He thinks Lakestone misunderstood the question asked of them. Everyone is one is on the same page now. Lakestone would like to wrap up the TIF agreement this year. This same process was done for Thyse, and the hotel.

- b) Continuing 2021 Budget General Discussion

Gracz clarified the tax increase on an average house in the Village has been updated from \$44.10 per thousand to \$44.67 per thousand. The change is due to the final assessed value from the Department of Revenue decreasing. Value went down so the tax increased. The budget public hearing is November 16th. Staff will give a presentation at the meeting.

- c) Discussion and Possible Action re: Resolution #20-34-- 2020 Carryovers – Recommended Motion: Approve Resolution #20-34 -- 2020 Carryovers.

Jacobson moved, seconded by Peterson to approve Resolution #20-34 -- 2020 Carryovers.

Novinska explained the Village does a carryover when projects for the current year haven't been done. A resolution for carryovers is approved so the Village doesn't levy for the money again the following year.

Motion carried 6-0.

- d) November 3rd Presidential Election:

- 1) Thank you to our Dedicated Election Workers and Village Staff who worked the very busy November 3rd Presidential Election
- 2) Thank You to Chief Pagenkopf and Police Officers who provided security for the Election.
- 3) Review of Village November 3, 2020 Election Results (2016 Results are in the packet for comparison purposes)

Haag thanked the poll workers, chief inspectors, Beth Cox and her volunteers, Department Heads, and Village Hall staff, noting the Presidential Election was a team effort. The Clerk Department is appreciative of the PD's help with security and parking, Public Works help with signage and barricades, the Senior Center's offer to use their tents in inclement weather, poll workers new and old working in place of many senior poll workers unable to work, and the backbone of the election, Village Hall staff: Candie, Joy, Sue, Melissa, John, Elise, Mike, Jeff, and Lisa. The election wouldn't have been as successful as it was without everyone's help.

e) Status of Village Administrator Search:

- 1) Village of Oregon- New Village Administrator Assessment – Board members, please email your completed forms to Kevin Brunner by Monday, November 23rd

Forms were sent Friday to Trustees and Department Heads.

- 2) Community members who wish to provide comments regarding the Administrator Search should feel free to contact Kevin Brunner at kevin.brunner1013@gmail.com or call him at 262-903-9509

Community members are invited to provide comments to keep a transparent process.

- 3) At December 7th Board meeting -- Discussion with Kevin Brunner: Village Board to Finalize Text Announcement, Recruitment/Selection Schedule and Assessment Center Process

f) 2020 List of Village Employees being recognized for their (5, 10, 15, 20 & 25) years of service with the Village

Each department will host their own employee lunch. If departments are nervous to have the lunch with Covid cases spiking, they have the option to postpone the lunch until it is safer.

g) Discussion of Trustee Glysch's Letter of Support for Anderson Park

Glysch wrote a letter of support for the Anderson Park Friends, Inc. for their grant proposal to the Foundation for Dane County Parks, in the amount of \$1,100 to purchase a new rototiller for Anderson Park on behalf of the Village.

Carpenter noted Anderson Park is a great amenity to advertise as the Village is trying to increase net growth and people are looking for a place to live.

h) Discussion of Proposal from Staley Plumbing & Heating for Senior Center HVAC System – Dual UV Smart Lamp – Possible Board Action (Village will seek reimbursement through the Routes to Recovery Program.)

Senior Center staff has been looking at how to make their building safer during the pandemic. One of the ways they can do this is by adding UV smart lamp lights to their HVAC system. This

will provide an added layer of protection from flue colds etc. Each unit costs \$1,390 and there are five furnaces at the Senior Center.

Gracz already signed off on this item since the Board has given him permission to handle Covid issues. Money will be reimbursed through the Cares Act.

- i) FYI Only – Repairs to Senior Center’s Commercial Dish Washer
The Senior Center’s hot water booster for their dish washer is no longer working properly. It is almost as expensive to repair the piece (\$3,558) as it would be replace it (\$4,534). Dane County has already sent a check to the Senior Center to contribute \$2,500. The Senior Center has a \$3,000 budgeted for kitchen repairs and maintenance for 2020. None of these funds have been used yet.
- j) From Chief Linzmeier - See flyer regarding smoke detectors in the Oregon Area Fire/EMS District. The goal of the District is to have NO ONE without Smoke Detectors in their home!
Oregon Area Fire and EMS District (OAFED) received a grant from the Red Cross for smoke detectors. OAFED will come to a private residence to install one detector per bedroom with a max of three detectors per home. They are unable to provide detectors in homes that have hard wired systems.
- k) Discussion and Possible Action re: Bergamont Phase 4D Street Acceptance --
Recommended Motion: Accept the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Bergamont Phase 4D
Sticht moved, seconded by Jacobson to accept the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Bergamont Phase 4D.

The Village Engineer has reviewed the requirements for completion and acceptance of roadways and other public improvements as part of Bergamont Phase 4D. Punch list items have been completed. The Village Engineer recommends acceptance of public improvements. When approved the Village will assume maintenance responsibilities and include them as part of the Village of Oregon’s Public Improvements.

Motion carried 6-0.

- l) Discussion and Possible Action re: Bergamont Phase 4E Street Acceptance & Letter of Credit (LOC) Reduction Request -- Recommended Motion: Accept the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Bergamont Phase 4E and also allow the reduction of the letter of credit to \$0.
Horton moved, seconded by Peterson to accept the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Bergamont Phase 4E and also allow the reduction of the letter of credit to \$0.

The Village Engineer has reviewed the requirements for completion and acceptance of roadways and other public improvements as part of Bergamont Phase 4E. Punch list items have been completed. The Village Engineer recommends acceptance of public improvements. When approved the Village will assume maintenance responsibilities and include them as part of the Village of Oregon’s Public Improvements.

Since this project is complete, Village Engineers also recommend a reduction of the letter of credit on this phase to zero.

Motion carried 6-0.

- m) Discussion and Possible Action re: Bergamont Phase 5B Street Acceptance and Letter of Credit (LOC) Reduction Request -- Recommended Motion: Accept the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Bergamont Phase 5B and also allow the reduction of the letter of credit to \$0.

Glysch moved, second by Peterson to accept the street improvements, storm sewer on site, sidewalks, and curb/gutter improvements as part of Bergamont Phase 5B and also allow the reduction of the letter of credit to \$0.

The Village Engineer has reviewed the requirements for completion and acceptance of roadways and other public improvements as part of Bergamont Phase 5B. Punch list items have been completed. The Village Engineer recommends acceptance of public improvements. When approved the Village will assume maintenance responsibilities and include them as part of the Village of Oregon's Public Improvements.

Since this project is complete, Village Engineers also recommend a reduction of the letter of credit on this phase to zero.

Motion carried 6-0.

- n) Discussion and Possible Action re: 2020/2021 Snow/Ice Control Program -Recommended Motion: Approve the Snow and Ice Control Program revised October 26, 2020.

Glysch moved, second by Peterson to approve the Snow and Ice Control Program revised October 26, 2020.

Rau told the Board approving the document yearly is a good reminder what the priority roads are. This year the map has been made electronic.

Motion carried 6-0.

10. Report of Committees

a) None.

11. Minutes Not Requiring Action

a) None.

12. Unfinished Business

a) None.

13. New Business

a) None.

14. 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

15. Adjournment

Glysch moved, seconded by Peterson adjourn the Regular Village Board meeting at 6:47 p.m. on Monday, November 21, 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.
- 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