

Village Board Meeting Minutes
Monday, December 21, 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/82175585702>

Meeting ID: 821 7558 5702

Passcode: 063181

Call In

1-312-626-6799

Meeting ID: 821 7558 5702

Passcode: 063181

1. Call to Order

Village President Jeanne Carpenter called the Village Board Meeting to order at 5:00 p.m. on Monday, December 21, 2020.

2. Roll Call

Present: Amanda Peterson, Luke Sticht, Cory Horton leaving at 5:27 p.m., Jenna Jacobson, Randy Glysich, Jeanne Carpenter, and Jerry Bollig.

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

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) Swearing-In of Police Officer Brockton Russell

Chief Pagenkopf introduced Officer Brockton Russell as a graduate of the academy in September. She said he stuck out as their first choice and is happy Russell accepted the PD's offer of employment. President Carpenter administered the oath.

b) Discussion with Pellitteri Waste Systems Representatives and Possible Board Action:

1. Review of Lisa Court Pavement Issue

Rau briefly noted, in August, Lisa Court received fresh asphalt. A resident notified him of wheel ruts. After much communication with Pellitteri and no remedy Rau felt it important to make the Board aware of the situation. Rau noted Public Works will fix the affected areas with taxpayer dollars so the concerns of residents are adequately addressed.

Danielle Pellitteri appeared before the Board. She summarized Pellitteri's relationship with the Village, donations they have made to organizations in Oregon, and their goal of being the best partner they can be.

In reading through the material, Carpenter explained Pellitteri will not fix the asphalt. She understands fixing roads is not in our contract and it sets a precedent. Carpenter hopes Pellitteri understands the Director of Public Works is doing his job by following up on a resident's concern by reaching out and asking for Pellitteri to address the issue. She would like to move on and recognize Pellitteri's support of the community but also to know that Rau has the Board's support.

Glysch expressed disappointment the issued couldn't be worked through.

2. Review of Any Changes in Recyclable Items being collected by Pellitteri

Pellitteri is adding items to the "non- recyclable" list, such as plastic bags and diapers.

3. Amendment to Refuse & Recycling Collection Contract extending Services through 2032

Motion for Discussion: Approve the Amendment to Refuse and Recycling Collection Services Contract dated November 13, 2020 extending the contract with Pellitteri Waste Services through 2032.

Jacobson moved, seconded by Bollig to approve the Amendment to Refuse and Recycling Collection Services Contract dated November 13, 2020 extending the contract with Pellitteri Waste Services through 2032.

Bollig wants to note, by approving this motion the Village is really extending the contract for 12 years because there are two years left on the current contract.

There was discussion about the length of the contract. Stitch added if the Village agrees on a contract less than 10 years, it is likely to be more expensive at that time so it makes sense to lock in at a low rate now.

Motion carried 6-0.

c) Discussion with Ross Rettler re: Rettler's Proposal for Site Design and Engineering Services for Jaycee Park West

1. Review of Resolution #19-31 –Development of Jaycee Park West

Gracz explained the Village is staying in the parameters of the resolution. At this time, all that is being discussed is design work.

2. Status of Concession Building in Project

Staff is working on a different approach to the concession building so Rettler is not currently scheduled to design the concession building.

3. Review of Proposal for Design, Engineering & Permitting (\$175,000)

Possible Board Action – Recommended Motion: Approve Rettler’s Proposal in the amount of \$175,000 with funding from previous borrowing.

Staff would like to make sure things are ready when the funding of the park meets its goal.

Ross Rettler, of Rettler Corporation, summarized the scope of the project. The first phase is for design development, engineering, and permitting documents. Planning will take place January - April of 2021. DNR permits are good for three years. Having the permits complete puts the Village in a good place to move forward with bidding. Pending fundraising, construction will begin in 2021 and the park will open the fall of 2022.

Glysch moved, seconded by Jacobson to approve Rettler’s Proposal in the amount of \$175,000 with funding from previous borrowing.

Motion carried 7-0.

d) Discussion with Computer Magic re: 2020 Proposal and Draft Agreement – Possible Board Action – Recommended Motion: Direct Village Attorney to review draft Computer Agreement and bring agreement back to the January 18, 2021 Board Meeting for consideration.

Bollig moved, seconded by Glysch to approve directing Village Attorney to review draft Computer Agreement and bring agreement back to the January 18, 2021 Board Meeting for consideration.

Brandon Gracyalny & Tom Breuer of Computer Magic appeared before the Board. Computer Magic is changing their fee structure from a per machine and per server fee to a per user fee. They recommend the Village upgrade their e-mail exchange server because it is becoming outdated. There are two options for this upgrade; one option is to have the mail server be at the Village like it is now or the other is hosting the e-mail exchange server through Microsoft 365. Gracz brought this before the Board to show the changes in the contract before approving the new contract. If the Board is comfortable, Gracz will bring the contract back to a future Board meeting.

Jacobson asked which option is best to set the Village up for the future. Breuer noted the Microsoft 365 option would be best moving ahead. Microsoft is positioning themselves to get rid of the local server option. They are also moving to a subscription based service. Staff recommends going the new approach on billing.

Motion carried 6-0.

e) Discussion with Public Administration Associates (PAA) regarding Village Administrator Search and Possible Board Direction: 51:25

- 1) Village Administrator’s Note: Thank you to President Carpenter for doing the promotional video for the job announcement
- 2) Review of Revised Village Administrator Position Announcement
- 3) Review of Position Profile
- 4) Finalize Recruitment/Selection Schedule and Impact of Dane County Public Health Orders

Jacobson believes there should be information in the job description regarding affordable housing.

Gracz agrees affordable housing should be a priority for the new administrator and the village moving forward.

Jacobson doesn't think the new administrator has to have experience in affordable housing as much as she would like the new administrator to know the Board would like them to spearhead the initiatives moving forward.

Carpenter agrees. She wouldn't want someone to apply because they have never done an affordable housing project. The Board wants to let them know affordable housing is something they have to work on if they get the job.

The future emphasis sentence at the end of the first paragraph "affordable housing initiatives" would be added and at the end of the vision profile section on page 7.

The deadline will be moved to February 11, 2021 with interviews in March and the new Administrator starting April 19, 2021.

- f) Discussion with Labor Attorney Kyle Gulya and Possible Action re: Consideration of Tentative Agreement between the Village of Oregon and Local 421, WPPA (Police Union) for a Successor Collective Bargaining Agreement – **Recommended Motion: Approve Agreement with Local 421, WPPA (Police Union)**

Jacobson moved, seconded by Stitch to approve agreement with Local 421, WPPA (Police Union).

Village Labor Attorney, Kyle Gulya, appeared before the Village Board and gave a brief overview of the labor agreement between the Village and Local 421, WPPA.

Pagenkopf noted three sworn officers left in 2020, and anticipates another leaving. It is a challenge time for the police profession so it is not surprising the influx of applications since July is trending down. Currently, 61 agencies in Wisconsin are hiring along with 14 Sheriff Departments. Pagenkopf explained there is a possibility of losing current employees if the police department doesn't continue with competitive pay rates.

Motion carried 6-0.

5. Approval of Minutes

- a) June 22, 2020 Special Meeting for Waste Water Treatment (WWTP) Facility Plan
- b) October 19, 2020 Second 2021 Budget Meeting & Joint Library Board Meeting
- c) November 9, 2020 Meeting

Glysch moved, seconded by Peterson to approve a) June 22, 2020 Special Meeting for Waste Water Treatment (WWTP) Facility Plan, b) October 19, 2020 Second 2021 Budget Meeting & Joint Library Board Meeting, and c) November 9, 2020 Meeting.

Motion carried 6-0.

6. Approval of Vouchers

a) Voucher List for December 7, 2020

Bollig moved, seconded by Glysch to approve vouchers dated December 21, 2020 in the amount of \$475,438.91.

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

Motion carried 6-0.

7. Proclamations and Announcements

a) Board Comments:

None.

b) Staff Comments:

1) Upcoming (Virtual) Meetings:

a) January 4, 2021 No Board Meeting

b) January 11, 2021 Board Meeting

c) (Thursday) January 14, 2021 Joint Meeting with Planning Commission for Vandewalle's presentation on the Westside Park's Conceptual Plans

d) January 18, 2021 Board Meeting

e) February 1, 2021 Board Meeting

f) February 15, 2021 Board Meeting may be re-scheduled to February 22, 2021, if Primary Election is held on February 16, 2021.

There may be a Board meeting on February 15, 2021 to look at applications.

8. Communication and Miscellaneous Business

a) Review of Village Attorney's Email re: Thiel's Request for Raze Order for 215 South Main Street Property and Possible Board Reaction/Direction

There was a fire at 215 South Main Street with significant damage. Theil's insurance company suggested asking the Village for a raze order. Per the Building Inspector and PW Director, the Village is usually the entity asking for a raze order so this is a little unusual.

Thiel's attorney reached out to Dregne asking, if the Village would issue a raze order, if appropriate. Dregne said if the Village moves forward then he would suggest an agreement. Staff has concerns if there would be an issue with authorizing a raze order. Rau spoke to Dave Hendrix, from SAFEbuilt Inc. on the issue. Village ordinances and state code says, if the damage is greater than 50% and unreasonable to repair, then recommending a raze order is not difficult. The Village would require some indemnity language for the Village and SAFEbuilt. Staff will want to take a look at the report, who issued the report, and their credentials. It would take some time but Rau thinks the Village could move forward.

Gracz mentioned this is unusual request but staff is trying to be transparent and keep the Board in the loop. If the Board is comfortable continuing to work on this, then a cost reimbursement agreement will be needed to cover Village costs.

There was considerable discussion as to whether the Board should be getting involved with this issue. Dregne noted the Village doesn't have any obligation to issue a raze order but at some

point if the Thiel's don't tear the building down on their own, the Village may end up issuing a raze order anyway.

Bollig moved, second by Carpenter, Village Staff notify the Thiel's or their attorney, the Village will not get involved in the raze order for 215 South Main Street at this at this time.

Thiel's are allowed to request a demolition permit from the Village for \$50.00

Motion amended by Bollig, Second by Carpenter to include, if the Thiel's wish, they can request a demolition permit.

Motion carried 6-0.

- b) Discussion and Possible Action re: Ehlers' Proposal for Extending TIF#4 -- Standard and Tech College Extensions – Recommended Motion: Approve Proposal from Ehlers in the amount of \$5,000.00

Glysch moved, seconded by Jacobson to approve Proposal from Ehlers in the amount of \$5,000.00.

Extending the TIF for six years helps Lakestone and the TIF itself because it is under water at this point. There are no negatives to the extension.

Motion carried 6-0.

- c) Discussion and Possible Action re: Installing Blue Bird Houses in Alpine Meadows Park by Pat Hermesen – Recommended Motion: Approve Installing Blue Bird Houses in Alpine Meadows Park

Glysch moved, seconded by Bollig to approve Installing Blue Bird Houses in Alpine Meadows Park.

Motion carried 6-0.

- d) Discussion and Possible Action re: Memorial Bench – Highlands of Netherwood Park – Recommended Motion: Approve Sue Saunders and donors to procure a memorial bench in memory of Cathy Stephens and to have Public Works install a concrete pad and mount the bench in the approximate location shown in Highlands of Netherwood Park.

Carpenter moved, seconded by Bollig to approve Sue Saunders and donors to procure a memorial bench in memory of Cathy Stephens and to have Public Works install a concrete pad and mount the bench in the approximate location shown in Highlands of Netherwood Park.

Rau is working with Sue Saunders to pick a nice location for a memorial bench.

Motion carried 6-0.

- e) Discussion and Possible Action re: Autumn Ridge Subdivision Phases 2 & 3:
1) (FYI Only) Conceptual discussion at December 3, 2020 Planning Commission Meeting with developer Glenn Hofer re: Autumn Ridge Phases 2 and 3

- 2) Cost Reimbursement Agreement with Ridgeview Development, LLC – Recommended Motion: Approve Cost Reimbursement Agreement with Ridgeview Development, LLC
Peterson moved, seconded by Jacobson to approve Cost Reimbursement Agreement with Ridgeview Development, LLC.

Motion carried 6-0.

- 3) Vandewalle’s Scope of Services for Urban Service Area Amendment for Autumn Ridge Phases 2& 3 - Recommended Motion: Approve Vandewalle’s Scope of Services in the amount not to exceed \$25,000 to be paid by Ridgeview Development, LLC.
Glysch moved, seconded by Peterson to approve Vandewalle’s Scope of Services in the amount not to exceed \$25,000 to be paid by Ridgeview Development, LLC.

This is covered in the agreement just approved. A deposit is being paid to cover the cost.

Motion carried 6-0.

- f) Review of Investments, Impact Fees and Building Permits
There were no comments.
- g) Discussion and Possible Action: West Netherwood Road and Cusick Parkway Stormwater Improvements Project – Rejection of Bids -- Recommended Motion: Reject the bids received on October 15, 2020 for the West Netherwood Road and Cusick Parkway Stormwater Improvements project.
Peterson moved, seconded by Stich to reject the bids received on October 15, 2020 for the West Netherwood Road and Cusick Parkway Stormwater Improvements project.

Rau was hoping to work on the stormwater project this fall but unfortunately, this project will now take longer and cost more money due to a determination by the Wisconsin Department of Agriculture, Trade and Consumer Protection and the Wisconsin Department of Natural Resources. Staff will continue to work with Stafford and Village Engineers.

Motion carried 6-0.

- h) Discussion and Possible re: Disposal of Police Department Old Gym Equipment – Recommended Motion: Declare the Equipment as Surplus and allow the Police Department to dispose of the equipment as outlined in Support Services Supervisor’s Ruti Trace’s memo.
Glysch moved, seconded by Jacobson to approve declaring the Equipment as Surplus and allow the Police Department to dispose of the equipment as outlined in Support Services Supervisor’s Ruti Trace’s memo.

Motion carried 6-0.

- i) Discussion and Possible Action re: 2nd Draw Request (\$61,651) from Genesis Affordable Housing Grant –1st Draw of Genesis Housing Grant of \$106,349.00 was approved at

7/13/2020 Board meeting. (Total Grant is \$168,000 from Affordable Housing Fund.)
Recommended Motion: Approve 2nd Draw Request (\$61,651) from Genesis Affordable Housing Grant

Jacobson moved, seconded by Glysch to approve 2nd Draw Request (\$61,651) from Genesis Affordable Housing Grant

Motion carried 6-0.

- j) Review of Police Department's Reports for the Months of September, October & November, 2020

There were no questions.

- k) Discussion and Possible Action re: CTH MM/North Main Street 2020 Project --
Recommended Motion: Accept the proposal from Town & Country Engineering for the design and construction services for a fee of \$70,000 per the proposal dated December 17, 2020.

Bollig moved, seconded by Peterson to accept the proposal from Town & Country Engineering for the design and construction services for a fee of \$70,000 per the proposal dated December 17, 2020.

Motion carried 6-0.

- l) Discussion and Possible Action re: Old Water Meters – Surplus Declaration **Recommended Motion: Motion to declare the meters listed on the sheets dated December 14, 2020 as surplus and approve of the disposal of the meters.**

Peterson moved, seconded by Jacobson to approve declaring the meters listed on the sheets dated December 14, 2020 as surplus and approve of the disposal of the meters.

There are not as many meters as normal to dispose of due to Covid.

Motion carried 6-0.

- m) Discussion of Including Pending Operator Licenses on January 14, 2021 Special Personnel, Public Safety & Protection Committee Meeting

There will be a meeting January 14th, 2021 at 8:00 a.m. to discuss the School Resource Officer Program and staff would like to add a few pending operator licenses to the meeting.

- n) "Twas the Year Full of Elections" -- Thank You to Election Workers & Village Hall Staff from Peggy, Joy and Candie

Haag thanked election workers for their hard work and Candie Jones for her thoughtful poem.

- o) COVID-19 Update

- 1) Message to Village Property Taxpayers: 2020 Tax Collection - Tax bills will be mailed by Monday, December 21, 2020. The Village is encouraging EVERYONE to pay their taxes via mail or electronic means.

- Option 1: Drop off in secure drop-box – located in Village Hall parking lot
Note: Want a receipt? Put your email in the memo line of your check and we will send you an electronic receipt or enclose a self-addressed stamped envelope for a paper receipt.
- Option 2: Mail your payment to Village Hall – 117 Spring Street, Oregon, WI 53575
- Option 3: By ACH - <https://www.officialpayments.com/index.jsp>
Note: This option is only available through 3:00 p.m. Friday, January 22, 2021 and will include a \$1.95 flat administrative fee.
- Option 4: By Credit Card -
Note: This option is only available through 3:00 p.m. Friday, January 22, 2021 and will include a 2.70% administrative fee of the amount to be paid.
- Option 5: During In-Person Collection Dates/Hours
 - Wednesday, December 30th – 7:30 a.m. – 4:30 p.m.
 - Friday, January 29th – 7:30 a.m. – 4:30 p.m.

9. Report of Committees

- a) Planning Commission – November 12, 2020 Meeting (President Carpenter)
- 1) (FYI Only) Planning Commission Approved the Site Plan Revision to the Oregon Optimists' Splash Pad at Oregon Pool
 - 2) (FYI Only) Planning Commission Held a Conceptual Discussion regarding the Oregon Ice Arena expansion
- b) Planning Commission – December 3, 2020 Meeting (President Carpenter)
- 1) Discussion and Possible Action re: Approval of a Zoning Map Amendment from Planned Development to Central Business submitted by Oregon Parks, LLC for 871 Oregon Center Dr. and 831 Oregon Center Dr.

Planning Commission Motion: Bieno moved, seconded by Mahr to recommend to Village Board the approval of a Zoning Map Amendment from Planned Development to Central Business submitted by Oregon Parks, LLC for 871 Oregon Center Drive and 831 Oregon Center Drive. Motion carried 7-0.

Ordinance #20-15 -- An Ordinance Adopting a Zoning Map Amendment for Oregon Parks, LLC to Rezone the Parcels at 200 Liberty Park Drive and 831 Oregon Center Drive from Planned Development to Central Business

- **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.**

Carpenter moved, second by Peterson, 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.

Motion carried 6-0.

- **Possible Second Motion to Consider: If the Board chooses to suspend the rules, the Board may then consider adopting Ordinance #20-15.**

Carpenter moved, seconded by Stitch, if the Board chooses to suspend the rules, the Board may then consider adopting Ordinance #20-15.

Motion carried 6-0.

- 2) Discussion and Possible Action re: Approval of Specific Implementation Plan (SIP) for Netherwood Brewing regarding Development at 900 Market St.

Planning Commission Motion: Molzahn moved, seconded by Severtson to recommend to Village Board the approval of the Specific Implementation Plan (SIP) for Netherwood Brewing regarding Development at 900 Market St. Motion carried 7-0.

Recommended Motion: Approve Resolution #20-41 Netherwood Brewing Specific Implementation Plan (SIP)

Carpenter moved, seconded by Stitch to approve Resolution #20-41 Netherwood Brewing Specific Implementation Plan (SIP)

Motion carried 6-0.

- 3) Discussion and Possible Action re: Approve of a Conditional Use Permit (CUP) submitted by Lakeside Landscaping for operating a mixed-use business operation at 930 Market St.

Planning Commission Motion: Bieno moved, seconded by Mahr to recommend to Village Board the approval of the Conditional Use Permit (CUP) submitted by Lakeside Landscaping, LLC for operating a mixed-use business operation at 930 Market Street conditioned upon meeting the recommendations in Village Planner's memo dated 11-22-2020.

Recommended Motion: Approve the Conditional Use Permit and Agreement for 930 Market Street

Carpenter moved, seconded by Jacobson to approve the Conditional Use Permit and Agreement for 930 Market Street.

Motion carried 6-0.

- 4) (FYI Only) Planning Commission Approved a site plan revision for Journey Above Child Care, 767 Jefferson St.

The fence will be moving five feet closer to Highway CC.

- 5) Review and Possible Action re: Proposal from Vandewalle & Associates to clean up online zoning ordinance (Ch. 17)

Planning Commission Motion: Bieno moved, seconded by Meier to recommend to Village Board the approval of Vandewalle & Associates to clean up online zoning ordinance (Ch. 17) not to exceed \$2,200. Motion carried 7-0.

Recommended Motion: Approve motion from Planning Commission.
Carpenter moved, seconded by Glysch to approve of Vandewalle & Associates to clean up online zoning ordinance (Ch. 17) not to exceed \$2,200.

Motion carried 6-0.

10. Minutes Not Requiring Action
 - a) Cable TV Committee Meeting – June 18, 2020
 - b) Oregon Area Fire-EMS District Commission Meeting – November 12, 2020
 - c) Library Board Meeting – November 11, 2020
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
14. Adjournment

Glysch moved, seconded by Bollig adjourn the Regular Village Board meeting at 7:20 p.m. on Monday, December 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.

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- 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