

Town of Oregon
Town Board Meeting Minutes
Tuesday, October 14, 2025

1. Call Town Board Meeting to order

Town Board Chair Carl Walser called the meeting to order at 6:00pm on Tuesday, October 14, 2025.

2. Roll Call

Clerk Hanson called roll. Present: Carl Walser, Laurie Fitzgerald, Arlan Kay, and Steve Jernegan.

Excused Absence: Tim LeBrun. Also Present: Clerk Jennifer Hanson.

3. Approval of minutes

Walser approved by unanimous consent the town board minutes from Tuesday, September 9, 2025, and Monday, September 15, 2025.

4. Approval of Financial Report, Loan Update and Payment Vouchers

Motion by LeBrun to approve financial report, loan update and payment vouchers of \$363,292.29. Second by Jernegan. Motion carried 5-0.

5. Public Comments

There were no public comments.

6. Road & Traffic Safety Committee Report

a. Discussion and possible Approval re: Payne & Dolan overage for Raven Oaks

Kay said the Road & Traffic Safety Committee members measured the roads three times to determine the quantities and recommend approving \$41,411.21 payment to Payne & Dolan.

Motion by Kay to approve final payment to Payne & Dolan for \$41,411.21. Second by LeBrun.

There was lengthy discussion regarding the Payne & Dolan invoice for \$52,665.38 and the recommendation to pay \$41,411.21 as final payment. There was discussion on changes with future bidding. **Motion carried 5-0.**

b. Discussion and possible Action re: 2026-2030 Road Work

Kay presented the 2026-2030 Town of Oregon Road Work Plan from the Road & Traffic Safety Committee. 2026 is a road maintenance year. The rating of the Bellbrook bridge is not yet known. Kay would like the updated 2026-2030 Road Work Plan on the town website. There was discussion on accounting for contingency amount in future road work.

7. Building Committee Report

Kay reported on agenda item 7b and then 7a.

a. Discussion and possible Action re: Public Works Office Trailer

Kay reported that Abel and Ryan went to Elgin, Illinois to view the office trailers at Willscot.

They are working on a final contract for a 36' x 10' trailer, which is a 32' box. **Motion by Kay to approve purchasing a 36' X 10' mobile office trailer for public works up to \$65,000 to include installed skirting, no sales tax, satisfactory approval by public works staff and waiver of 50% down/50% upon final delivery. Second by LeBrun. Motion carried 5-0.**

b. Discussion and possible Action re: Town of Oregon Refuse Center (TORC) Office Trailer

Kay reported that he, Sheldon, and Abel went to view the used container for sale as office space for TORC. They agreed the container would work and left a \$500 deposit pending final board approval. The cost is \$13,000 including delivery. They need to determine placement of the container on-site prior to delivery. It is not considered a permanent structure by Dane

County Zoning. **Motion by Fitzgerald to approve \$13,000 for the purchase of container for TORC office. Second by Jernegan. Motion carried 5-0.**

8. Park Committee Report

The board discussed the final Kennedy Park Playground Equipment installation. Jernegan expressed appreciation for the Park Committee member's time and talent.

9. Discussion and possible Action re: Board of Commissioners of Public Lands (BCPL) Loan Application Request Form – Municipal General Obligation Loan Application for Kennedy Park Playground Equipment, Public Work Office Trailer, and TORC Office Trailer

Clerk Hanson presented the loan options and terms. The town board had lengthy discussion over borrowing and terms of loan. **Motion by LeBrun to approve loan application request for a \$200,000, 5-year loan from Board of Commissioners of Public Lands (BCPL) to purchase office trailer for public works, container for TORC office, and Kennedy Park playground equipment. Second by Kay. Motion carried 5-0.**

10. Public Works Report

a. Discussion and possible Action re: damage claim during ROW mowing

Walser presented the request for damages from Karen Roberts, 5213 Netherwood Road, Oregon, WI 53575. The board discussed the request for damages, condition of the fence, and ROW mowing performed by town staff. There was discussion of future mowing and town policy on road encroachment that will be included in the annual tax letter. Walser drafted a response letter with historical photos from Google street views. **Motion by Kay that the town does not accept any responsibility or liability for damages to fence at 5213 Netherwood Road, Oregon, WI and award damages of zero dollars \$0. Second by Jernegan. Motion carried 5-0.** Walser requested to include a few historical photos in the response letter.

b. Discussion and possible Action re: selling of trailer and woodchipper

The board reviewed the memo from public works on selling the old trailer and woodchipper on Wisconsin Surplus Auction. **Motion by LeBrun to move forward with putting the Vermeer woodchipper and 16-foot trailer on Wisconsin Surplus Auction. Second by Jernegan. Motion carried 5-0.** Chair Walser moved to agenda item 12a.

11. Fire & EMS Report (Oregon, Brooklyn & Belleville)

a. Discussion and possible Approval re: 2026 Oregon Area Fire – EMS District Budget and Capital Improvement Plan

The board reviewed 2026 OAFED budget. **Motion by LeBrun to approve the 2026 Oregon Area Fire-EMS District Budget and Capital Improvement Plan. Second by Jernegan. Motion carried 5-0.**

b. Discussion and possible Approval re: 2026 Brooklyn EMS Service Budget and 2026 Brooklyn Fire Service Budget

The board reviewed the 2026 Brooklyn EMS Budget and Fire Budget. Jernegan mentioned the HVAC worked needed on the boiler system at the Brooklyn Fire & EMS building. There was some confusion if the HVAC repair costs were included in the 2026 budget. **Motion by LeBrun to approve 2026 Brooklyn EMS Service Budget and 2026 Fire Service Budget with recognizing the potential for an additional expense up to \$2,500. Second by Jernegan. Motion carried 5-0.**

- c. Discussion and possible Approval re: 2026 Belleville Fire Budget and 2026 Belleville EMS Budget
Walser said the updated 2026 Belleville Fire Budget and 2026 Belleville EMS Budget are included in the packet. **Motion by LeBrun to approve the 2026 Belleville Fire Budget and 2026 Belleville EMS Budget as presented. Second by Fitzgerald. Motion carried 5-0.**
- d. Discussion and possible Approval re: Intergovernmental Agreement EMS and Fire Belleville, Exter, Montrose, Brooklyn and Oregon amended to include the name of each board "Belleville, Montrose, Exter, Brooklyn and Oregon"
Walser said the latest update includes all municipalities. The Village and Town of New Glarus will now be serviced by Belleville EMS District. There was discussion of Belleville Fire and EMS meetings. **Motion by Jernegan to approve the Intergovernmental Agreement EMS and Fire Belleville, Exter, Montrose, Brooklyn, and Oregon. Second by Fitzgerald. Motion carried 5-0.**
- e. Discussion and possible Action re: possible one year loan to cover fire and EMS capital equipment and capital/equipment
Clerk Hanson said the interest rate is 5.25% for a one-year loan from LakeRidge Bank. Due to outstanding numbers on payment to Payne & Dolan and fire & EMS capital purchases needed to finalize borrowing the board will discuss it at a later meeting date.

12. Town of Oregon Refuse (TORC) Report

- a. Discussion and possible Action re: expansion of burning area
The board reviewed a memo from public works regarding purchasing cement blocks to expand the burning area at TORC. Walser explained this was in response to the DNR violation letter. Fitzgerald explained the methods being used by TORC staff to ensure the fire is suppressed. **Motion by Fitzgerald to approve purchase of 68 cement blocks at \$65 a piece for a total of \$4,420 for construction of a second burn pit at TORC. Second by Kay. Motion carried 5-0.**
Chair Walser moved to agenda item 11a.

13. Vision Committee Report

Chair Walser said Sharon Lezberg is out of the office until end of November and she will then finish reporting from the Community Input Meeting on Tuesday, September 16. The board discussed implementing low-cost action from survey results that could be quick wins. There was appreciation expressed and positive response from the Vision Survey process.

14. Building Inspections Report

There were 18 building permits for August 2025 and 23 building permits for September 2025.

15. Assessor's Report

- a. Discussion and possible Action re: Update to 6-Year Contract with Accurate Appraisal
Clerk Hanson presented the updated contract with Accurate Appraisal that allows for market update every other year at a yearly cost of \$30,000 to begin in 2027 to 2032. The board supported the move to more frequent market revaluations due to the large increase in 2025 due to the 5-year gap. The change in yearly cost is less than \$6,000. **Motion by Kay to approve the Agreement for Maintenance and Interim Market Update Assessment Services by Accurate Appraisal LLC for assessment years 2027 to 2032. Second by LeBrun. Motion carried 4-1(Jernegan).**

16. Clerk's Report

- a. Town Business Office Winter Hours Update; Closed for Training-Thursday, Oct. 16 until 1PM and Wednesday, Oct. 23 all day

Clerk Hanson said the office will be closed for attendance at Dane County Treasurer training on Thursday, October 16 and Wednesday, October 23. The tax collection software is being updated to LandNav. Due to medical leave the town business office will close one additional day during the week. Stephanie is working on tax collection dates and hours and will determine scheduling.

- b. Update Cooperation Agreement Urban County Program

The town is part of the Dane County Urban County Consortium and needs to approve an updated Cooperation Agreement with Dane County for the Urban County Program. The board reviewed the information provided. **Motion by Kay to approve the Dane County Urban County Program Cooperation Agreement. Second by Jernegan. Motion carried 5-0.**

17. Board Communication and Future Agenda Item(s)

- a. Future Meeting Dates:

Wednesday, October 15 Town Board Budget Work Session 12pm

Tuesday, October 21 Plan Commission Meeting 6:30pm

Wednesday, October 22 Town Board Budget Work Session 12pm

Thursday, October 23 Road & Traffic Safety Committee 9am

Wednesday, October 29 Park Committee Meeting 6pm

Monday, November 10 Budget Public Hearing and Special Town Meeting of Electors to Adopt Town Tax Levy 6pm

Monday, November 10 Town Board Meeting (immediately following meeting of electors)

Tuesday, November 18 Plan Commission Meeting 6:30pm

Wednesday, November 19 Joint Meeting of the Oregon Area Fire-EMS District Commission 6:30pm

Monday, November 24 Park Committee Meeting 6pm

Thursday, November 27 Holiday – Town Closed

Tuesday, December 9 Town Board Meeting 6pm

Wednesday & Thursday, December 24 & 25 Holiday – Town Closed

Wednesday & Thursday, December 31 & Jan 1 Holiday – Town Closed

Tuesday, January 13 Town Board Meeting 6pm

Tuesday, January 20 Plan Commission Meeting 6:30pm

Wednesday, January 28 Park Committee Meeting 6:00pm

Clerk Hanson will not be at the November 10 budget hearing and board meeting. Jernegan maybe in California during November. LeBrun said the joint OAFED meeting scheduled for Wednesday, November 19 has been cancelled.

18. Adjournment

Walser approved by unanimous consent the adjournment of the town board meeting on Tuesday, October 14, 2025, at 8:11pm.

Respectfully Submitted,

Jennifer Hanson, Clerk