

Oregon Town Board

AGENDA

1138 Union Road, Oregon, WI 53575

Due to Inclement Weather – The town board will meet remotely ONLY.

There will NOT be an in-person meeting option.

Tuesday, December 9, 2025 6:00 p.m.

The Oregon Town Board will MEET REMOTELY ONLY join the meeting from your computer or phone at Join Zoom

<https://us02web.zoom.us/j/81370736737?pwd=cC9oVE9XS2xwanhNbiltTDV4V3lzUT09>

Meeting ID: 813 7073 6737 Passcode: 1138 and can also dial in using your phone +1 312 626 6799 US (Chicago).

1. Call Town Board Meeting to order
2. Roll Call
3. Approval of minutes
4. Approval of Financial Report, Loan Update and Payment Vouchers
5. Public Comments

This part of the agenda allows members of the public to provide information to the Town Board, including items both on and off the agenda. Under the Open Meetings Law, this agenda item allows the Board to receive information, and to ask questions of a presenter to facilitate a better understanding of the information. 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 Board agenda. However, Board members may not expand their discussion beyond such procedural matters. Twenty (20) minutes will be provided for this item with a three (3) minute maximum per speaker; otherwise, the agenda will proceed as posted. (This note may not be read at meeting.)

6. Appearance by Payne & Dolan – yearly update
7. Discussion and possible Approval re: Resolution 09-2025; Appointment of Election Officials 2026-2027
8. Discussion and possible Approval re: Resolution 10-2026 Fee Schedule; Including Building Permit Fees
9. Park Report
10. Fire & EMS Report (Oregon, Brooklyn & Belleville)
11. Town of Oregon Refuse (TORC) Report
12. Plan Commission Recommendation and Report
 - a. Land Rezone/Land Division/CSM Request. Petition #DCPREZ-2025-12228.Parcel #0509-222-9000-6; 0509-222-9700-9; 0509-223-8501-1; 0509-223-8061-4; 5480 County Highway A. This request is to rezone 40.26 acres of FP-35 and FP-1 to RM-16, 10.26 acres of FP-1 & FP-35 to RR-8 to create two residential lots, one for an existing residence and one for a new home. Applicant/Owner is Leslie Orosz, 690 Inverness St. Oregon, WI 53575.
13. Road & Traffic Safety Committee Report
 - a. Determine qualifications for “impractical width” ROW between 49.5 feet and 66.0 feet. (Wis Stats 82.18 Width of highways; <https://docs.legis.wisconsin.gov/statutes/statutes/82/ii/18?view=section>)

14. Public Works Report

15. Building Committee Report

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

16. Building Inspections Report

17. Discussion and possible Action re: employee handbook, create town administrator and land use coordinator positions 60.37(3), job descriptions

18. Board Communication and Future Agenda Item(s)

- a. Future Meeting Dates:

Tuesday, December 16 Plan Commission Meeting 6:30pm

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

Wednesday & Thursday December 31 & Jan1 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

Tuesday, February 10 Town Board Meeting 6pm

Tuesday, February 17 Spring Primary (if needed) 7am-8pm

Tuesday, February 17 Plan Commission Meeting 6:30pm (*may need to be rescheduled*)

Wednesday, February 25 Park Committee Meeting 6pm

Tuesday, March 10 Town Board Meeting 6pm

Tuesday, March 17 Plan Commission Meeting 6:30pm

Wednesday, March 25 Park Committee Meeting 6pm

Tuesday, April 7 Spring Election 7am-8pm

Tuesday, April 14 Town Board Meeting 6pm

Tuesday, April 21 Annual Meeting 6pm

Wednesday, April 29 Park Committee Meeting 6pm

**Tuesday, April 14 Plan Commission Meeting 6:30pm (to be rescheduled)*

19. Clerk's Report and Loan Update

- a. 2026 Election Dates and nomination papers

Spring Primary: Tuesday, February 17, 2026

Spring Election: Tuesday, April 7, 2026

Partisan Primary: Tuesday, August 11, 2026 (conflict with August town board mtg reschedule to 8/4/26)

General Election: Tuesday, November 3, 2026

Election Day Voting Hours are 7am to 8pm

Anticipate closing office on Thursday, January 29 for election worker training

- b. 2025 Payable 2026 Mill Rate and Property Tax Collection

20. Adjournment

Posted 12/01/25 Amended 12/08/25

Note: Agendas are subject to amendment after publication. Check the posting locations Town of Oregon Hall, 1138 Union Road and the Town website at <https://townoforegonwi.gov>. It is possible that members of and possibly a quorum of members of other governmental bodies of the town maybe in attendance at any of the meetings to gather information; however, no action will be taken by any governmental body at said meeting other than the governmental body specifically referred to in the meeting notice. Requests from people with disabilities who need assistance to participate in this meeting or hearing should be made to the Clerk's office 608-835-3200 with 48-hour notice.

Town of Oregon
Board of Review Meeting Minutes
Wednesday, October 8, 2025

1. Call Board of Review (BOR) to order.

Chair Carl Walser called the Wednesday, October 8, 2025, Board of Review to order at 12:00pm.

2. Roll Call.

Clerk Hanson called roll with the following member present Carl Walser, Laurie Fitzgerald, Arlan Kay, Steve Jernegan and Tim LeBrun. Assessor Zack Jones from Accurate Appraisal and Clerk Jennifer Hanson were also present.

3. Review Notices of Intent to File Objection.

Chair Walser asked for confirmation that there was only one objection to be heard. Clerk Hanson confirmed there is one objection from Marlene Storms, 128 County Road D, Oregon, WI 53575.

4. Proceed to hear objections, if any and if proper notices/waivers are given unless scheduled for another date.

Clerk Hanson swore in the property owners and the assessor. Chair Walser read an outline of the hearing procedures. Chair Walser called the first objection, Marlene Storms, 128 County Road D, Oregon, WI 53575.

Marlene Storms, 128 County Road D, Oregon, WI 53575 stated her opinion of fair market value of property is \$850,000. Marlene Storms presented her case based on findings of other similar properties. Assessor Jones presented his case based on comparable sales of similar properties. There was discussion of cost per foot of finished basement versus above grade living space and comparison of contemporary style home versus modern multi story. There was additional presentation of market analysis from online website such as Zillow. The number of acres was discussed. No witnesses were presented. There was lengthy discussion. Chair Walser asked for roll call stating if based upon the sworn testimony presented whether the assessor's evaluation of this property is correct or incorrect.

Motion made by Kay to accept the assessor's evaluation of 128 County Road D, Oregon, WI 53575.

Second by Jernegan. Clerk Hanson called roll clarifying that a yes vote indicating the assessor's evaluation of the property is correct and a no vote indicating the assessor's evaluation is incorrect.

Walser-yes Fitzgerald-yes Kay-yes Jernegan-yes LeBrun-yes. **Motion carries 5-0.** Clerk Hanson provided Marlene Storms, 128 County Road D, Oregon, WI 53575 with written Notice of Board of Review Determination PR-302 that provides the 2025 Final Assessment of all property \$1,083,600 (Land \$132,900 and Improvements \$949,700).

5. Consider/act on scheduling additional BOR Date(s).

Chair Walser confirmed there are no additional BOR dates required.

6. Consider approval of the Assessment Roll.

Motion made by LeBrun to approve the Assessment Roll. Second by Jernegan. Motion carries 5-0

7. Adjourn.

Walser approved by unanimous consent the adjournment of the board of review on Wednesday, October 8, 2025, at 1:07pm.

Respectfully Submitted,

Jennifer Hanson, Clerk

**Town of Oregon
Board Meeting Minutes
Monday, November 3, 2025**

1. Call board meeting to order.

Town Board Chair Carl Walser called the meeting to order at 1:00pm on Monday, November 3, 2025.

2. Roll Call.

Clerk Hanson called roll. Present: Carl Walser, Laurie Fitzgerald, Steve Jernegan, and Tim LeBrun. Also Present: Clerk Jennifer Hanson. Excused Absent: Arlan Kay

3. Approval of minutes

Motion by LeBrun to approve the town board minutes from October 8, 2025, and October 15, 2025. Second by Fitzgerald. Motion carries 4-0.

4. Payment Voucher Approval

Motion by Fitzgerald to approve payment vouchers of \$53,288.73. Second by Jernegan. Motion carries 4-0. The town board discussed payment of \$12,500 for the container that will be used as an office at the TORC.

5. Discussion and possible Approval re: Resolution No. 05-2025 Authorizing the Use of Section D, Line 1 on The Levy Limit worksheet for a Joint Fire Department (Belleville Fire Department)

The board discussed the levy resolution needed for the Belleville Fire Department. **Motion by LeBrun to approve Resolution No. 05-2025 Authorizing the Use of Section D, Line 1 on the Levy Limit worksheet for the Belleville Fire Department. Second by Fitzgerald. Motion carries 4-0.**

6. Discussion and possible Approval re: Resolution No. 06-2025 Resolution Authorizing the Borrowing of \$121,000 General Obligation Promissory Note Therefor; and Levying a Tax in Connection Therewith

The town board discussed the one-year loan for 2026 capital expense for fire departments, TORC container, and public works equipment. The lender is Lake Ridge Bank with a fixed interest rate of 5.250% and due on October 31, 2026. **Motion by Fitzgerald to approve Resolution No. 06-2025 Authorizing the Borrowing of \$121,000 General Obligation Promissory Note Therefor; and Levying a Tax in Connection Therewith. Second by LeBrun. Motion carries 4-0.**

7. Clerk Report

Clerk Hanson will not be present for the Budget Hearing and Town Board meeting on Monday, November 10. There was discussion on budget hearing and approval of tax levy by electors. The final equalized value from Department of Revenue (DOR) is not yet available. The mill rate will be set near Thanksgiving when all the values are known. Dane County is requiring all municipalities to move to Land Nav to collect property taxes. This will allow taxpayers to get their tax receipt on the website Access Dane the day after payment is posted.

8. Adjournment

Walser approved by unanimous consent the adjournment of the town board meeting on Monday, November 3, 2025, at 1:46pm.

Respectfully Submitted,

Jennifer Hanson, Clerk

Town of Oregon
Town Board Meeting Minutes
Monday, November 10th, 2025

1. Call Town Board Meeting to order

Town Board Chair Carl Walser called the meeting to order at 6:29pm on Monday, November 10, 2025.

2. Roll Call

Deputy Clerk Goth called roll. Present: Carl Walser, Laurie Fitzgerald, Arlan Kay, Steve Jernegan, and Tim LeBrun. Also Present: Deputy Clerk Goth.

3. Approval of minutes

Motion made by LeBrun. Second by Fitzgerald to approve meeting minutes from October 14, 2025, and Board of Review meeting minutes from September 17, 2025. Motion Carried.

4. Financial Report, Loan Update and Payment Voucher Approval

Chair Walser requested the Financial Report and Loan Update be voted on separate from the Payment Voucher approval to leave room for discussion on the road work payment check. **Motion made by LeBrun to approve the October Financial Report and Loan Update. Second by Fitzgerald. Motion Carried 5-0.**

Motion made by Lebrun to approve the Payment Vouchers for November. Second by Fitzgerald.

Jernegan expressed concerns with the overpayment and is seeking clarity on what is owed. Walser stated that the \$41,411.21 payment is based on three different measurements and based on the last email from Payne and Dolan it is presumed that they are expecting the invoiced overpayment of \$52,665.38. Jernegan asked if there have been face-to-face negotiations, Kay stated that Payne & Dolan has not communicated after attempts have been made, and that sending the \$41,411.21 payment as a final payment may prompt the conversation if they are not in agreement. **Motion Carried 5-0.**

5. Public Comments

No public comment

6. Adopt the 2026 Budget

Motion made by Kay to adopt the 2026 Budget. Second by LeBrun. Motion Carried 5-0.

7. Discussion and possible action re: Resolution No. 08-2025; BCPL Loan for \$230,000.00 financing park equipment, roadwork, and office trailer.

The board reviewed the resolution. Motion made by Kay to approve Resolution No. 08-2025; Authorizing and Approving an application from the Board of Commissioners of Public Lands/State Trust Loan in the amount of \$230,000.00, for a period of 5 years; BCPL Loan #05606227. Second by Fitzgerald. Motion carried 4-0 on a roll call vote with Supervisors Fitzgerald, Kay, Lebrun, Chair Walser voting in favor. Jernegan abstains.

8. Building Committee

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

Kay said there are a few lingering questions on siding and delivery date. Walser asked about electric hook up, Kay said that Abel is working on electric for the office trailer and the TORC office trailer. Kay reviewed the positive feedback received from Sheldon regarding the first weekend of the use of the office container. Fitzgerald added that the employees mentioned purchasing a stand-up desk to use inside and outside of the trailer.

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

Belleville – Chair Walser- no updates

Oregon- LeBrun noted there is a meeting Thursday, no updates.

Brooklyn- Jernegan updated the board on the boiler replacement, noting the project is delayed because the brand that had been quoted is no longer available in the US.

10. Building Inspections Report

There were 21 building permits issued in October 2025.

11. Board Communication and Future Agenda Item(s)

Kay will not be at the January 13th board meeting.

a. Future Meeting Dates:

Tuesday, November 18 Plan Commission Meeting 6:30pm

Thursday, November 20 Road & Traffic Safety Committee Meeting 9am

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 & Jan1 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

12. Adjournment

Walser approved by unanimous consent the adjournment of the town board meeting on Monday, November 10th, 2025, at 6:50pm.

Respectfully Submitted,

Stephanie Goth, Treasurer/Deputy Clerk

Town of Oregon
Budget Public Hearing and Special Town Meeting of Electors Minutes
Monday, November 10, 2025

1. Open Public Hearing

Chair Walser opened the public hearing at 6:06pm on Monday, November 10, 2025.

2. Presentation of the 2026 Budget

Chair Walser gave a presentation on the 2026 budget.

3. Public Comments and Questions

Chair Walser opened the floor for questions from the audience. Lee Christensen, 4827 Rome Corners Road, recommended a total comprehensive property assessment to ensure that all properties are assessed equitably. Sharon Christensen, 4827 Rome Corners Road, added that there are discrepancies and that when discrepancies were raised to the assessor that they were told they cannot inquire of other properties.

4. Close Public Hearing

Chair Walser closed the public hearing at 6:22pm.

5. Call Special Town Meeting of Electors to Order

Chair Carl Walser immediately called the special town meeting of electors to order after closing the public hearing.

6. Discussion and possible Approval re: Adoption of the 2025 total town tax levy, to be collected in 2026 pursuant to Wis. Stat. § 60.10(1)(a)

Walser asked to vote by a show of hands. **Motion made by Tim LeBrun, 933 County Road MM, to adopt the 2025 town tax levy of \$1,368,243.00 to be paid in 2026. Second by Steve Jernegan, 5464 Alan Drive. 8-Yes, 0- No, and 3-Abstained. Motion Carried.**

7. Adjournment

Adjournment of the special town meeting of electors on Monday, November 10 at 6:26pm.

Respectfully Submitted,

Stephanie Goth, Treasurer/Deputy Clerk

Town of Oregon
November 30th , 2025

Beginning Cash Balance	1,093,807.96
Revenues	129,440.88
Expenditures	143,570.54
Ending Cash Balance	1,079,678.30

Title	10/31/2025	11/30/2025
1-10001 Cash - SBCP Checking	286,257.21	151,332.62
1-10003 SBCP General Tax Account	4,275.93	12,570.06
1-10004 LGIP Bi-Centenial Park	188,662.72	189,338.31
1-10008 LGIP General	417,000.30	528,134.31
1-10009 LGIP - Lamont Park	40,034.99	40,178.35
1-10010 SBCP Bi-Centennial Park *146	12,637.52	12,678.92
1-10014 SBCP Park Fund *1458	41,213.22	41,348.22
1-10019 LGIP Capital Outlay	53,624.56	53,816.59
1-10020 LGIP Cultural & Recreation	2,341.56	2,349.94
1-10021 LGIP Hwy Equipment	47,759.95	47,930.98

Total Cash	\$	1,093,807.96	\$	1,079,678.30
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Account Balances

Title	10/31/2025	11/30/2025
Cash - SBCP Checking	286,257.21	151,332.62
SBCP General Tax Account	4,275.93	12,570.06
LGIP Bi-Centennial Park	188,662.72	189,338.31
LGIP General	417,000.30	528,134.31
LGIP - Lamont Park	40,034.99	40,178.35
SBCP Bi-Centennial Park *1	12,637.52	12,678.92
SBCP Park Fund *1458	41,213.22	41,348.22
LGIP Capital Outlay	53,624.56	53,816.59
LGIP Cultural & Recreation	2,341.56	2,349.94
LGIP Hwy Equipment	47,759.95	47,930.98
Total Cash	\$ 811,259.51	\$ 796,134.50
Total Park Funds	\$ 282,548.45	\$ 283,543.80
Total Cash	\$ 1,093,807.96	\$ 1,079,678.30

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
WillIscot							
1015	2025DOWNPA	Public Office Trailer	11/18/2025	61,225.00	.00		
Grand Totals:				61,225.00	.00		

Dated: _____

Town Board Chairperson: _____

Town Board Supervisors: _____

Town Clerk: _____

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Accurate Appraisal, LLC							
	7 5818	Assessment Services	12/01/2025	19,520.00	.00		
Badger Welding Supplies, Inc.							
	60 3910563	Repairs and Supplies	11/11/2025	521.41	.00		
Bucky's Portable Toilets							
	120 106350	Solid Waste Expense - Portable Toilet	11/14/2025	150.00	.00		
Caselle LLC							
	150 INV-14359	Accounting Software/Support Fees	12/04/2025	2,573.58	.00		
Cintas							
	968 4251178612	Uniforms, Rugs	11/30/2025	313.68	.00		
Computer Magic, Inc.							
	159 13632	Computer Support; Office 365	11/26/2025	760.50	.00		
Coverall North America, Inc.							
	169 1000412542	Town Hall Cleaning	12/01/2025	150.00	.00		
Dane County Treasurer - Sheriff							
	982 47290	Police Services	12/01/2025	417.38	.00		
Election Systems & Software							
	258 CD2134308	Election Expense; DS200 Warranty & License	11/19/2025	438.11	.00		
Kwik Trip							
	439 11302025	Fuel for Vehicles	11/30/2025	1,541.69	.00		
NAPA Auto Parts							
	563 511779	Public Works Supplies	11/03/2025	845.90	.00		
O'Rourke Media Group							
	928 279247	Legal Posting	12/01/2025	33.27	.00		
Pellitteri Waste Systems							
	606 6463697	Solid Waste Disposal	11/30/2025	519.10	.00		
	606 6463697	Residential Recycling	11/30/2025	5,078.75	.00		
	606 6463697	Residential Trash	11/30/2025	12,045.60	.00		
	606 6463697	Fuel Surcharge	11/30/2025	382.40	.00		
	606 6463697	Solid Waste Disposal Residential Landfill	11/30/2025	370.45	.00		
Rosenbaum Crushing & Excavating							
	682 8726	Torepodo Sand	11/30/2025	544.88	.00		
Rural Mutual Insurance Company							
	686 BOPAUDITWR	Business Owners Policy	12/01/2025	849.00	.00		
SAFEbuildt, LLC.							
	700 2889556	Building Inspections	11/30/2025	4,449.36	.00		
Terminix Wil-Kil							
	997 89242704	Pest Control	12/05/2025	73.94	.00		
	997 89242704	Odor Management	12/05/2025	10.71	.00		
The Printing Place							
	934 18176A	Tax Envelopes	11/06/2025	144.12	.00		
US Bank							
	842 NOVEMBER20	USPS	11/30/2025	11.90	.00		
	842 NOVEMBER20	SmartSign	11/30/2025	98.90	.00		
	842 NOVEMBER20	TallGrass Restoration	11/30/2025	510.00	.00		
	842 NOVEMBER20	Alliant	11/30/2025	301.43	.00		
	842 NOVEMBER20	Alliant	11/30/2025	75.35	.00		
	842 NOVEMBER20	Alliant	11/30/2025	34.30	.00		
	842 NOVEMBER20	Frontier	11/30/2025	101.12	.00		
	842 NOVEMBER20	Spectrum	11/30/2025	289.98	.00		
	842 NOVEMBER20	Dorn Ace	11/30/2025	19.99	.00		
	842 NOVEMBER20	Tractor Supply	11/30/2025	119.98	.00		
US Cellular							
	843 0768325306	Public Works Cell Phones	11/10/2025	135.54	.00		
Wingra Stone Company							
	890 39568	Crushed Stone	11/22/2025	95.42	.00		
	890 975789	Blocks for TORC	11/06/2025	3,060.00	.00		

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Grand Totals:				56,587.74	.00		

Dated: 12/9/25

Town Board Chairperson:

Town Board Supervisors:

Town Clerk: Jennifer Hanson

Check Issue Date	Check Number	Payee	Amount
12/07/2025	24452	Accurate Appraisal, LLC	19,520.00
12/07/2025	24453	Badger Welding Supplies, Inc.	521.41
12/07/2025	24454	Bucky's Portable Toilets	150.00
12/07/2025	24455	Caselle LLC	2,573.58
12/07/2025	24456	Cintas	313.68
12/07/2025	24457	Computer Magic, Inc.	760.50
12/07/2025	24458	Coverall North America, Inc.	150.00
12/07/2025	24459	Dane County Treasurer - Sheriff	417.38
12/07/2025	24460	Election Systems & Software	438.11
12/07/2025	24461	Kwik Trip	1,541.69
12/07/2025	24462	NAPA Auto Parts	845.90
12/07/2025	24463	O'Rourke Media Group	33.27
12/07/2025	24464	Pellitteri Waste Systems	18,396.30
12/07/2025	24465	Rosenbaum Crushing & Excavating	544.88
12/07/2025	24466	Rural Mutual Insurance Company	849.00
12/07/2025	24467	SAFEbuildt, LLC.	4,449.36
12/07/2025	24468	Terminix Wil-Kil	84.65
12/07/2025	24469	The Printing Place	144.12
12/07/2025	24470	US Cellular	135.54
12/07/2025	24471	Wingra Stone Company	3,155.42
12/07/2025	99917744	US Bank	1,562.95
Grand Totals:			56,587.74

Town of Oregon Payment Vouchers

December 9, 2025 Town Board Meeting

Paychecks	\$	25,450.99
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Payroll Liabilities	\$	13,009.59
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Monthly Vouchers	\$	56,587.74
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<i>11/18/2025-Public Works Office</i>	\$	<i>61,225.00</i>
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Total	\$	156,273.32
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2025 Town of Oregon Loan Balances

12/1/2025	Beginning	Interest	Principal	Total	Payment
	Balance	Payment	Payment	Payment Due	Due
LakeRidge Bank	\$ 115,000.00	\$6,381.53	\$ 115,000.00	\$ 121,381.83	11/1/2025
5.58% - Fire Equip, Roadwork, Equip				Paid Off	
Pay Off 2025					
LakeRidge Bank	\$ 121,000.00				
5.25% - Fire Equip, Roadwork, Equip					
Pay Off 2026 *Starts 2026					
Brooklyn Fire/EMS District	\$ 114,551.86	\$ 4,009.32	\$ 8,717.67	\$ 12,726.99	3/15/2025
3.5 % - Building Loan					2/11/25 pd
Pay Off 2035					
Commissioner of Public Lands	\$ 112,374.21	\$ 2,809.36	\$ 112,374.21	\$ 115,183.57	3/15/2025
2.5% - 2021 Roadwork & Equipment				Paid Off	2/11/25 pd
Pay Off 2025					
Commissioner of Public Lands	\$ 365,000.00	\$ 31,107.50	\$ 108,375.03	\$ 139,482.53	3/15/2025
5.75% - 2023 Roadwork & Equipment					2/11/25 pd
Pay Off 2027					
Commissioner of Public Lands	\$ 516,600.00	\$ 18,916.05	\$ 125,908.70	\$ 144,824.75	
5.50% - 2025 Roadwork & Equipment					
Pay Off 2029 *Starts 2026					
Commissioner of Public Lands	\$ 230,000.00				
5.0% - 2025 Roadwork & Equipment					
Pay Off 2030 *Starts 2027					
Total	\$ 706,926.07	\$44,307.71	\$ 344,466.91	\$ 388,774.92	

Oregon Aggregate Site

Annual Update – 12/9/2025

Permit Information

- Dane County CUP #2334 – Non-Metallic Mineral Extraction
 - Issued: May 10th, 2016 & Expires: May 10th, 2046
- Dane County CUP #2510 – Asphalt Plant
 - Issued: February 9th, 2021 & Expires: February 9th, 2036

2025 Oregon Aggregate Site Operations

- Portable crushing plant ran in the spring and again in the fall
- Underwater excavation intermittently in June & July
- Stripped topsoil and overburden in August & September and used the material to reclaim ~7 acres
- Portable asphalt plant ran in May and again in September & October

2025 Oregon Asphalt Plant Paving Projects

- Ravenoaks Subdivision – Town of Oregon
- State Highway 92 – Brooklyn to Belleville
- Mesa Drive, Franklin Road, Hickorywood Lane, Woodsview Circle – Town of Rutland
- Town Hall/Shop – Town of Dunn
- Paved in the Towns of Brooklyn & Union
- Paved in the Cities of Broadhead & Evansville

2026 Oregon Aggregate Site Operations

- No stripping of overburden and topsoil anticipated
- Expecting to process material in the summer and fall

Property Boundary

Interim
Reclaimed
in 2025

CTH M



Oregon Aggregate Site

157 CTH MM

TOWN OF OREGON
DANE COUNTY, WISCONSIN
RESOLUTION NO. 09-2025

A RESOLUTION APPOINTING ELECTION OFFICIALS FOR 2026-2027

WHEREAS, as required by Wisconsin State Statute 7.30(4)(a) the Election Officials for a municipality must be certified to two-year terms; and

WHEREAS, the following individuals have indicated their willingness to serve at the Town of Oregon's polling locations as trained Election Officials:

Unaffiliated

Chuck Crawford
Kathy Wolf
Beth Garvoille
Brenda Cuta
Chris Johnson
Duane Burkhalter
Laurie Fitzgerald
Sharon Christensen
Diana Loots-Gams
Linda Orloff
Wanda Schrank
Len Fabian
Marcy Larson
Dwight Ott

Judy Keller
Linda Fuller
Lyn Johannsen
Marsha Cooper
Sandra O'Malley
Tim Yanacheck
Thomas Aten

Barbara Snell* Democratic
Gloria Compton* Republican
Jess Lawinger* Republican
Kristopher Martinson *Republican
Dustin Erickson *Republican
Jo Ann Omalley *Republican

*Party Nominated

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Oregon, Dane County appoints the listed Election Officials to serve a two-year term starting January 1, 2026, and ending December 31, 2027.

BE IT FURTHER RESOLVED, the Town Board authorizes the Town Clerk to issue the appointed Election Officials an oath of office.

The above and foregoing resolution was duly adopted by the Town Board of the Town of Oregon at its meeting held on December 9, 2025, by a vote of _____ in favor, _____ opposed, and _____ not voting.

APPROVED:

By _____
Carl Walser, Town Chairman

ATTEST:

Jennifer Hanson, Town Clerk

**TOWN OF OREGON
2026 FEE SCHEDULE**

I. DRIVEWAY Chapter 4.10	
Standard driveway permit fee	\$300.00
Standard field road permit fee	\$100.00
II. TOWN OF OREGON RECYCLING CENTER (TORC) Chapter 6.10	The TORC has a minimum charge of \$5.00 for putting items into the trash container.
Fluorescent Light Bulbs	\$8.00
Stove/washer/dryer – Each piece	\$30.00
Couch – Each piece	\$30.00
Hide-a-bed – including mattress	\$40.00
Sectional Sofa – Each piece	\$30.00
Mattress/box springs – Each piece	\$35.00
Upholstered chair	\$35.00
Dining chair	\$15.00
Water Heater	\$30.00
Toilet	\$20.00
Furnace	\$20.00
Water Softener	\$20.00
Vacuum	\$15.00
Book Case	\$15.00
Desk	\$20.00
Door	\$10.00
Dresser	\$20.00
Entertainment Center	\$25.00
Lawnmower (push)	\$15.00
Lawnmower (riding)	\$30.00
Mirror	\$10.00
Pallet (painted or vanished)	\$10.00
Patio Door (per panel)	\$15.00
Shower Doors (per panel)	\$10.00
Sink	\$20.00
Table	\$20.00
Treadmill/Exercise Bike	\$30.00
Tires (up to 20”) without rim	\$15.00
Large tire truck, tractor with rim	\$32.00
III. LICENSING OF DOGS Chapter 7.05	
Dog Licensing Late Fee	\$5.00
Dog Licensing	\$5.25 over county fee for neutered/spayed \$5.25 over county fee for un-neutered/un-spayed
Dog Kennel License	\$5.25 over county fee for up to 12 dogs
III. REGULATION OF THE SALE OF ALCOHOL BEVERAGES Chapter 7.10	

Retail class "A" fermented malt beverage license	\$250.00/year
Retail class "B" fermented malt beverage license	\$100.00/year
Class "B" picnic license for fermented malt beverages license for bona fide clubs, state, county, or local fair associations, or agricultural societies, lodges, or societies, etc.	\$10.00/day
Class "B" fermented malt beverage license for six (6) month period	\$75.00/six-month period
Wholesaler's fermented malt beverage license	\$25.00/year
Special wholesaler fermented malt beverage license	\$25.00/year
Operator's License	\$25.00/year
Manager' License	\$25.00/year
Retail class "A" intoxicating liquor license	\$500.00/year
Retail class "B" intoxicating liquor license	\$500.00/year
Retail class "B" intoxicating liquor license for six (6) month period	\$250.00/six-month period
Publication Fee	\$15.00
Pharmacist's license (Ord. 36)	\$10.00/year
Alcoholic beverage license transfer	\$10.00
Operator's License	\$25.00/year; \$5.00 for temporary or provisional
<i>IV. MOBILE HOMES Chapter 7.20</i>	
<i>Mobile home permit application inspection fee</i>	<i>\$5.00</i>
<i>Mobile home park license</i>	<i>\$50.00/year for each 50 spaces (surety bond of \$5,000)</i>
<i>Mobile home park license transfer</i>	<i>\$10.00</i>
<i>Mobile home monthly parking permit</i>	<i>Value of mobile home multiplied by established tax rate, divided by 12</i>
<i>V. TRAFFIC CODE Chapter 8.05</i>	
Wisconsin DOT Traffic Violation and Registration Program administrative fee	
Parking Violation (Wis. Stats. 345.28)	\$50.00 each day
<i>VII. PLAT AND LAND DIVISION REVIEW AND APPROVAL PROCEDURE Chapter 11.20</i>	
Escrow fee – Minor Subdivision (CSM)	\$1,000.00
Escrow fee - Subdivision (including condominiums)	\$1,000.00 per lot
Application for Land Use Change	\$300.00 plus \$30.00 for each additional petition (Nonresidential Site Plan Review, Land Division or CSM, Plat or Subdivision, Zoning Amendment, Conditional Use Permit and Variance)

Preliminary Plat/Certified Survey Map	\$100 plus \$10.00 for each subsequent lot
Reapplication Preliminary Plat	\$50.00
Final Plat	\$50.00 plus \$10.00 for each subsequent lot
Reapplication Final Plat	\$10.00
Condominium Development Review	\$25.00 plus \$2.00 for each unit (less \$2.00 unit on preliminary plat/survey map)
IV. CEMETERY Chapter 4.30	
Grave Site	\$500.00 per lot
Fireworks Permit	\$10.00

- *Building Permit Fees Start on Page 4*

**2026 TOWN OF OREGON
BUILDING PERMIT FEE SCHEDULE**

A.	Minimum permit fee for all permits	\$65.00
B.	Residence - One and Two-family and Attached garages	\$0.44/ sq. ft. \$160.00 minimum
C.	Residences and Apartments, Three Family and over, Row Housing, Multiple Family Dwellings, Institutional	\$0.46/ sq. ft.
D.	Residences – Additions	\$0.44/ sq. ft. or fraction thereof
E.	Local Business, Office Buildings or Additions thereto	\$0.42/ sq. ft. or fraction thereof
F.	Manufacturing or Industrial (Office Areas to be included under E)	\$0.36/ sq. ft. or fraction thereof
G.	Permit to start construction of footings and foundations	\$330.00 Multi-Family, Industrial and Commercial \$250.00 One and Two Families
H.	Agriculture Buildings, Detached Garages and Accessory Buildings	\$0.36/ sq. ft. or fraction thereof
I.	All other buildings, structures, alterations* and repairs* where square footage cannot be calculated (*See Note-3)	\$15.00/\$1,000.00 valuation
J.	Heating, Incinerator Units, Wood Burning Appliances, Energy Recovery Ventilators, Heat Pumps, and Split HVAC units	\$62.00/unit, up to and including 150,000 input BTU Units. Additional fee of \$22.00/each 50,000 BTU or fraction thereof. \$995.00 maximum/unit
K.	Commercial/Industrial Exhaust Hoods and Exhaust Systems	\$210.00/unit

L.	Heating and Air Conditioning Distribution Systems		\$2.40/100 sq. ft. of conditioned area with a \$65.00 minimum
M.	Air Conditioning, Heat Pumps, and Split HVAC units		\$65.00/unit up to 3 tons or 36,000 BTU's. Additional fee of \$22.00 each ton or 12,000 BTU's or fraction thereof. \$995.00 maximum/unit
N.	Wrecking, Razing and Interior Demolition Fees may be waived at the discretion of the Building Inspector		\$102.00 minimum plus \$0.14/sq. ft. with \$995.00 maximum fee per building
O.	Moving buildings over public ways		\$270.00 plus \$0.14/sq. ft.
P.	Re-inspection		\$65.00/inspection
Q.	Plan Examination:		
	1.	One and Two-Family Residence 0 to 3,000 sq. ft. Over 3,000 sq. ft.	\$300.00 \$300.00 plus 0.10/sq. ft. for floor area greater than 3,000 sq. ft.
	2.	Apartment, Three Family Residence, Row Housing, Multiple Family Buildings	\$355.00 plus \$32.00/unit
	3.	Commercial/Industrial New	\$355.00
		Commercial/Industrial Alterations and Additions	\$355.00
	4.	Additions to One and Two Family Dwellings	\$120.00
	5.	Alterations to One and Two Family Dwellings	\$70.00
	6.	Accessory Buildings, greater than 120 sq. ft.	\$85.00
	7.	Decks, Swimming Pools	\$65.00
	8.	Renewable Energy Systems	Residential \$65.00 Commercial \$162.00

	9.	Heating plans, lighting and energy calculations to heating plans submitted separately	\$81.00 each
	10.	Priority Plan Review - At the discretion of the Building inspector and depending upon workload of the Department, two (2) business day priority plan review may be provided at double the regular rate for plan review fees. Certified municipalities may also charge double the regular State plan review fees in addition to those listed above. Priority plan review shall not apply to submittals requiring review and/or approval by other governing agencies of the municipality.	
	11.	Resubmission of previously approved plans	\$65.00
R.	Special Inspections, other than normal working hours, and Reports		\$205.00
S.	Wisconsin Uniform Building Permit Seal		\$80.00
T.	Occupancy Permits:	Residential and multi-family	\$65.00/unit, addition, alteration or accessory building over 120 sq. ft.
		Commercial/Industrial New, Alterations and Additions	\$255.00
		Temporary Occupancy Permits (6 mo. or less)	\$102.00
U.	Pools - In Ground/Above Ground/Spas		\$15.00/\$1,000.00 valuation \$65.00 minimum and \$540.00 maximum/pool or spa
V.	Accessory Structures		
	1.	Decks; less than 100 sf	\$100.00
	2.	Decks; 100 sf or more	\$190.00
	3.	Sheds and Commercial Tents four hundred (400) sf or more and fifty (50) or more occupants	\$65.00
W.	Erosion Control Fees:		
	1.	One and Two Family Lots	\$205.00/Lot

	2.	Multi-Family Units	\$240.00/Bldg. plus \$6.50/1,000.00 sq. ft. of disturbed lot area with a \$2,640.00 maximum
	3.	Commercial Lots	\$240.00/Bldg. plus \$6.50/1,000.00 sq. ft. of disturbed lot area with a \$2,640.00 maximum
	4.	Industrial Lots	\$240.00/Bldg. plus \$6.50/1,000.00 sq. ft. of disturbed lot area with a \$2,640.00 maximum
	5.	Institutional Lots	\$240.00/Bldg. plus \$6.50/1,000.00 sq. ft. of disturbed lot area with a \$2,640.00 maximum
	6.	Other	\$65.00 minimum
X.	Reroofing, residing and trim:		
	1.	Residential	\$65.00
	2.	Commercial	\$15.00/\$1,000.00 valuation with a \$330.00 maximum/building
Y.	Renewable Energy Systems (Solar, Wind, Geothermal, Hydro)		
		Residential	\$15.00/\$1,000.00 valuation with a \$270.00 maximum/building
		Commercial	\$15.00/\$1,000.00 valuation with a \$540.00 maximum/building
Z.	Other fees charged to the Municipality from other government entities for reviewing plans or permits. Fees charged are required to be paid at the time of application.		
AA.	Failure to obtain permit before work commences		Double fees - 1st offense

		Triple fees – Subsequent Offenses
	NOTE 1	Permits may be obtained individually or on one form in the categories of construction, heating, ventilation and air conditioning, electrical and plumbing.
	NOTE 2	An additional fee for plan review may be assessed at the time of application for renewal of the permit.
	NOTE 3	Fees for One & Two-Family Dwelling Interior alterations/remodeling, repair and restoration projects (<i>basement build-outs/specialty rooms, kitchen/bathroom remodeling, fire/water damage or similar work</i>) shall be based on square footage of work area and the calculation method under Item B. above. Work area shall be determined by the Building Inspector. Additional fees in this table may also apply.

Agricultural Structures

1. Agricultural Structures

\$20.00 Building Recording Fee

All new agricultural construction buildings with 200 square feet or more, including silos and grain bins.

Only applies to properties that are exempt from fees at Dane County Zoning.

So resolved,

Approved: Tuesday, December 9, 2025

Carl Walser, Chair

Attest:

Jennifer Hanson, Clerk

TOWN OF OREGON
DANE COUNTY, WISCONSIN
RESOLUTION NUMBER 10-2025

RESOLUTION ESTABLISHING 2026 FEE SCHEDULE

WHEREAS, the Town of Oregon, Dane County, State of Wisconsin has determined that it is prudent to create a Fee Schedule to provide efficiency, economy and uniformity in establishing and adjusting the fees charged by the Town of Oregon as enumerated throughout the Town of Oregon Code of Ordinances into one abbreviated schedule, and

WHEREAS, the fees set forth in the Fee Schedule append the fees in the Town of Oregon Code of Ordinance, and

WHEREAS, the fees set forth in the Fee Schedule may be added to or amended from time to time by adoption of a Resolution, and

WHEREAS, the Town Board shall review the Fee Schedule on at least an annual basis for the purposes of adjusting and updating the fees charged by the Town, and any amendments or additions thereto may be made by Resolution, and

WHEREAS, the fees set forth in the Fee Schedule shall supersede any fee established elsewhere in the Town's Code of Ordinance for the same charge. If a fee is set forth elsewhere in the Town of Oregon Code of Ordinance or via a Resolution, and there is no corresponding fee set forth in the attached Fee Schedule, the fee set forth elsewhere in the Code of Ordinance or the Resolution shall control until such time as a fee for the same charge is established in the Fee Schedule, and

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Oregon, Dane County approves the following Fee Schedule as defined in the attached schedule upon passage of this resolution and posting of this resolution.

The above and foregoing resolution was duly adopted by the Town Board of the Town of Oregon at its meeting held on December 9, 2025, by a vote of _____ in favor, _____ opposed, and _____ not voting.

APPROVED BY:

By _____
Carl Walser, Chair

ATTEST:

Jennifer Hanson, Town Clerk

To: Town of Oregon Board of Supervisors

From: Sheldon Tachon, TORC Manager, Town of Oregon

Subject: TORC Operations

Date: November 10, 2025

TORC USE

Date	Hours	Vehicle Total	Brush and recycling	Trash (paid)	TORC Card Punches	Revenue
10-18-2025	8:30-3:00	48	37	11	—	215.00
10-25-2025	8:30-3:00	79	69	10	2	129.00
11-1-2025	8:30-3:00	79	71	8	12	100.00
11-8-2025	8:30-3:00	121	107	14	8	350.00

NOTES

1. Extended fall hours (8:30 to 3:00) began on October 4.
2. New traffic pattern was introduced on Oct. 25, 2025. Vehicles are now directed counterclockwise for check-in with attendants.
3. Container trailer/office unit was delivered on Wednesday, Nov. 5, 2025.
4. Staff received favorable comments from residents about the new traffic pattern.

To: Town of Oregon Board of Supervisors

From: Sheldon Tachon, TORC Manager, Town of Oregon

Subject: TORC Operations

Date: December 6, 2025

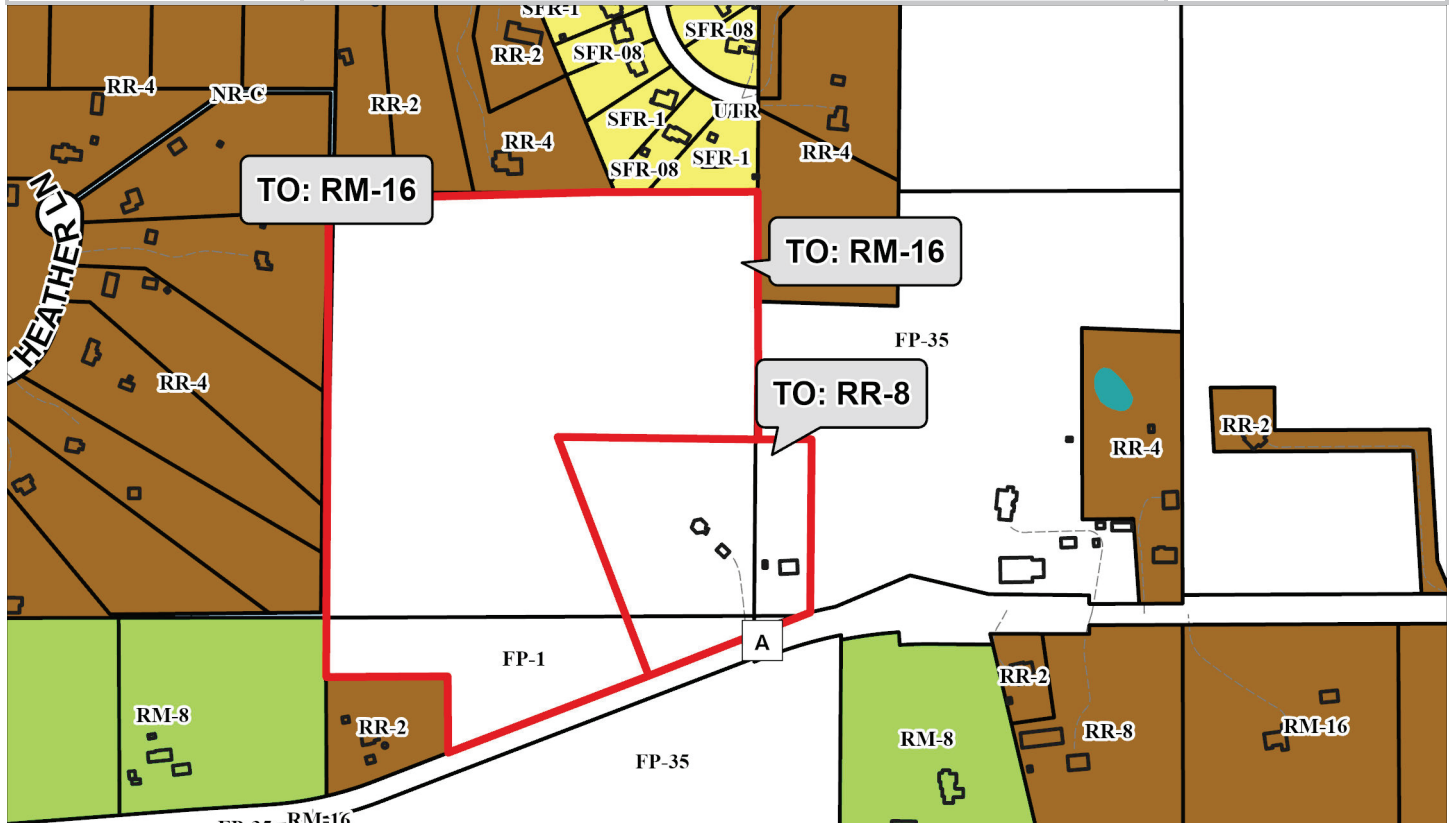
TORC USE

Date	Hours	Vehicle Total	Brush and recycling	Trash (paid)	TORC Card Punches	Revenue
11-15-2025	8:30-3:00	115	108	6	20	100.00
11-22-2025	8:30-3:00	78	66	7	2	90.00
11-29-2025	8:30-3:00	12	8	4	—	85.00
12-6-2025	8:30-12:00	16	12	12	—	65.00

NOTES

1. As of Dec. 6, 2025, the one-way traffic pattern has been in place for 7 weeks.
2. Highpoints of the re-organization:
 - a. One-way traffic pattern seems to be working smoothly.
 - b. Garbage and metal bins are now located side by side, near the check-in point. Attendants look over the loads residents are bringing in and explain where to drop them off.
 - c. Attendants have a clear view of where customers place their refuse and recycled metal.
 - d. Attendants follow DNR rules with regard to site management, including requesting burn permits from OAFD.
3. Attendants continue to receive positive feedback about the new traffic pattern.

Staff Report  Zoning & Land Regulation Committee	Public Hearing: December 16, 2025		Petition 12228
	Zoning Amendment Requested: FP-35 Farmland Preservation District and FP-1 Farmland Preservation District TO RM-16 Rural Mixed-Use District; FP-35 Farmland Preservation District and FP-1 Farmland Preservation District TO RR-8 Rural Residential District		Town, Section: OREGON, Section 22
	Size: 33.5,6.6,8.8,1.4 Acres	Survey Required: Yes	Applicant: LESLIE I OROSZ
	Reason for the request: creating two residential lots - one for an existing residence and one for a new home		Address: 5480 COUNTY HWY A



DESCRIPTION: Les Orosz wants to divide his property, to separate the existing home (proposed lot 2) from the FP-35 parcel and building a new big one on the remainder (proposed Lot 1). Existing home is dilapidated. There are no plans for the second lot, and Mr. Orosz has no desire to sell this. Based on the Density study, there are two available density units (splits) at this location.

OBSERVATIONS: Proposed lots meet county ordinance requirements including lot size and public road frontage. Property abuts existing residential subdivisions.

The property is subject to the Village of Oregon’s extraterritorial jurisdiction (ETJ) for review of the land division.

HIGHWAY ACCESS: An access permit exists for Lot 1; however an updated access permit is also needed for Lot 2, which has no prior access permit. Applicants are advised to contact Kevin Eslick 608-283-1486 / eslick.kevin@danecounty.gov.

COMPREHENSIVE PLAN: This application is consistent with the Farmland Preservation density policies, and the general goals, objectives, and policies of the Comprehensive Plan. Property owner has adequate density units (see density study) and all density units will be exhausted north of Hwy A. Deed restrict all of Orosz properties from further division. For questions about the town plan, contact Senior Planner Bridgit Van Belleghem at (608) 225-2043 or VanBelleghem.Bridgit@danecounty.gov.

RESOURCE PROTECTION: No sensitive environmental features on or within 300 feet of the subject property.

TOWN ACTION: Pending (Town Board meeting scheduled for December 9th).

STAFF RECOMMENDATION: Staff recommends postponement by ZLR, to allow time for the applicants to apply for the access permit and for the town board action.

Once these items are resolved, and pending any comments at the public hearing, Staff recommends approval subject to the applicant recording the CSM for the reconfigured lots.

Please contact Rachel Holloway at (608) 266-9084 or holloway.rachel@danecounty.gov if you have questions about this petition or staff report.

Dane County Rezone Petition

Application Date	Petition Number
10/15/2025	DCPREZ-2025-12228
Public Hearing Date	
12/16/2025	

OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME LESLIE I OROSZ	PHONE (with Area Code) (608) 347-5432	AGENT NAME VIERBICHER ASSOCIATES	PHONE (with Area Code) (608) 821-3957
BILLING ADDRESS (Number & Street) 690 INVERNESS ST		ADDRESS (Number & Street) 525 JUNCTION ROAD - SUITE 7000	
(City, State, Zip) OREGON, WI 53575		(City, State, Zip) Madison, WI 53717	
E-MAIL ADDRESS les@oroszproperties.com		E-MAIL ADDRESS gbla@vierbicher.com	

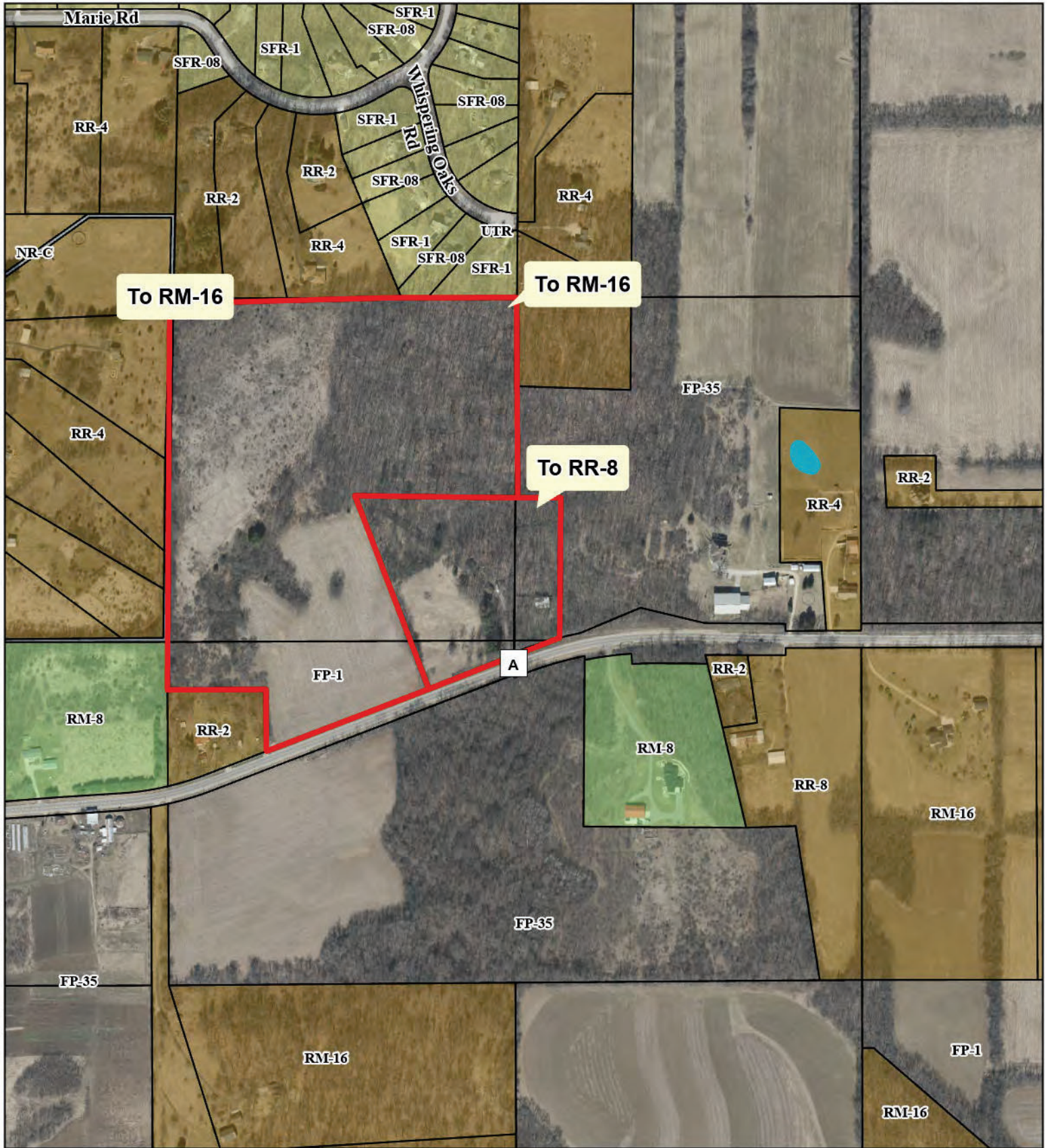
ADDRESS/LOCATION 1		ADDRESS/LOCATION 2		ADDRESS/LOCATION 3	
ADDRESS OR LOCATION OF REZONE		ADDRESS OR LOCATION OF REZONE		ADDRESS OR LOCATION OF REZONE	
5480 County Hwy A					
TOWNSHIP OREGON	SECTION 22	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0509-222-9000-6		0509-222-9700-9 0509-223-8501-1		0509-223-8061-4	

REASON FOR REZONE

CREATING TWO RESIDENTIAL LOTS - ONE FOR AN EXISTING RESIDENCE AND ONE FOR A NEW HOME

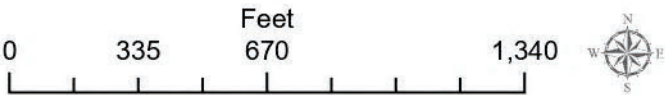
FROM DISTRICT:	TO DISTRICT:	ACRES
FP-35 Farmland Preservation District	RM-16 Rural Mixed-Use District	33.5
FP-1 Farmland Preservation District	RM-16 Rural Mixed-Use District	6.6
FP-35 Farmland Preservation District	RR-8 Rural Residential District	8.8
FP-1 Farmland Preservation District	RR-8 Rural Residential District	1.4

C.S.M REQUIRED? ☒ Yes ☐ No Applicant Initials _____	PLAT REQUIRED? ☐ Yes ☒ No Applicant Initials _____	DEED RESTRICTION REQUIRED? ☐ Yes ☒ No Applicant Initials _____	INSPECTOR'S INITIALS RWL1	SIGNATURE:(Owner or Agent) PRINT NAME: DATE:
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PETITION 12228
LESLIE I OROSZ

-  Proposed Zoning Boundary
-  Tax Parcel Boundary





Dane County
Department of Planning and Development
Zoning Division
Room 116, City-County Building
210 Martin Luther King Jr. Blvd.
Madison, Wisconsin 53703
(608) 266-4266

Application Fees	
General:	\$395
Farmland Preservation:	\$495
Commercial:	\$545
• PERMIT FEES DOUBLE FOR VIOLATIONS. • ADDITIONAL FEES MAY APPLY. CONTACT DANE COUNTY ZONING AT 608-266-4266 FOR MORE INFORMATION.	

REZONE APPLICATION

APPLICANT INFORMATION

Property Owner Name:	Leslie I. Orosz	Agent Name:	Vierbicher Associates
Address (Number & Street):	690 Inverness Street	Address (Number & Street):	525 Junction Road - Suite 7000
Address (City, State, Zip):	Oregon, WI 53575	Address (City, State, Zip):	Madison, WI 53717
Email Address:	les@oroszproperties.com	Email Address:	gbla@vierbicher.com
Phone#:	(608) 347-5432	Phone#:	608-821-3957

PROPERTY INFORMATION

Township: Oregon	Parcel Number(s): 0509-222-9000-6, 0509-222-9700-9, 0509-223-8501-1
Section: 22-5-9 SW1/4 NW1/4	Property Address or Location: 5480 CTH A

REZONE DESCRIPTION

Reason for the request. In the space below, please provide a brief but detailed explanation of the rezoning request. Include both current and proposed land uses, number of parcels or lots to be created, and any other relevant information. For more significant development proposals, attach additional pages as needed.

Is this application being submitted to correct a violation?
Yes ☐ No ☒

Les Orosz owns three adjacent parcels-all three are currently zoned Farmland Preservation (either FP-1 or FP-35). One of the parcels has a dilapidate home. The other two parcels are farmed or wooded. Mr. Orosz desires to combine these lots and create two lots through a Certified Survey Map (CSM)-the small lot (10.26-acres) zoned RR-8 and the larger lot (40.26-acres) zoned RM-16 which would be deed restricted to prohibit further development. A single-family home would be build on the larger lot. There are no plans for the second lot, but Mr. Orosz has no desire to sell this. Based on the Density study, there are two available density units (splits) at this location. See attached maps showing existing zoning and conceptual CSM.

Existing Zoning District(s)	Proposed Zoning District(s)	Acres
FP-1 & FP-35	RM-16	40.26
FP-1 & FP-35	RR-8	10.26

Applications will not be accepted until the applicant has contacted the town and consulted with department staff to determine that all necessary information has been provided. Only complete applications will be accepted. All information from the checklist below must be included. Note that additional application submittal requirements apply for commercial development proposals, or as may be required by the Zoning Administrator.

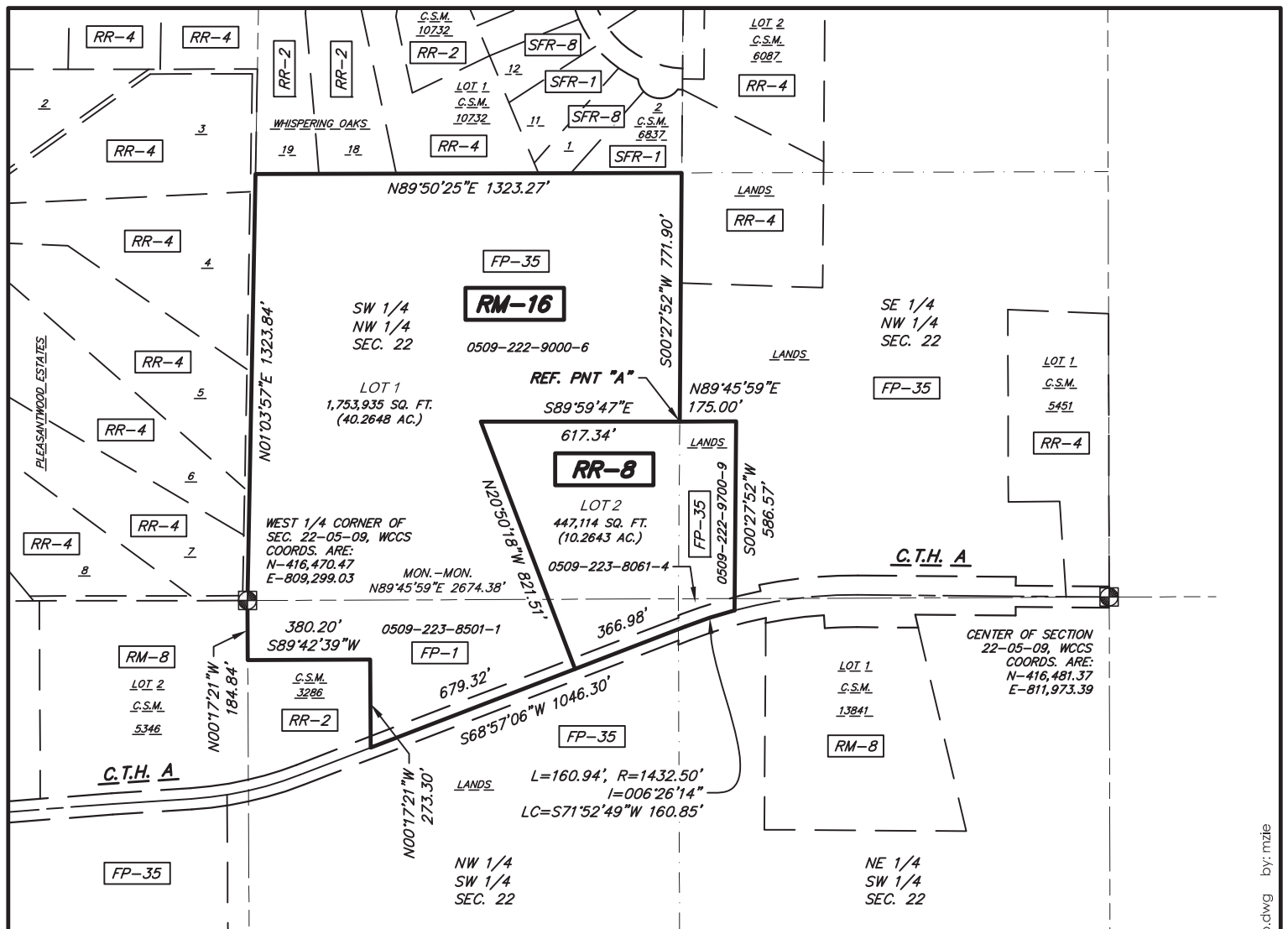
☒ Scaled drawing of proposed property boundaries	☒ Legal description of zoning boundaries	☐ Information for commercial development (if applicable)	☒ Pre-application consultation with town and department staff	☒ Application fee (non-refundable), payable to the Dane County Treasurer
--	--	---	---	---

I certify by my signature that all information provided with this application is true and correct to the best of my knowledge and understand that submittal of false or incorrect information may be grounds for denial. Permission is hereby granted for Department staff to access the property if necessary to collect information as part of the review of this application. Any agent signing below verifies that he/she has the consent of the owner to file the application.

Owner/Agent Signature

Date

10/14/2025



LEGAL DESCRIPTION:

FP-1 and FP-35 Zoning to RM-16 and RR-8 Zoning:

Part of the SW 1/4 and SE 1/4 of the NW 1/4 and part of the NW 1/4 and NE 1/4 of the SW 1/4 of Section 22, all in Township 05 North, Range 09 East, Town of Oregon, Dane County, Wisconsin, more fully described as follows:

RM-16 Zoning Description:

Commencing at the West Quarter corner of said Section 22; thence N01°03'57"E, along the west line of the said NW 1/4 also being the easterly line of Pleasantwood Estates plat recorded as Doc. No. 1426906, a distance of 1323.84 feet to the northwest corner of the SW 1/4 of the NW 1/4 of said Section 22; thence N89°50'25"E, along the north line of said SW 1/4 of the NW 1/4 of said Section 22, also being the south line of Whispering Oaks plat recorded as Doc. No. 1704263, a distance of 1323.27 feet to the southeast corner of said Whispering Oaks plat, also being the northeast corner of said SW 1/4 of the NW 1/4 of said Section 22; thence S00°27'52"W, along the east line of said SW 1/4 of the NW 1/4 of said Section 22, a distance 771.90 feet to Reference Point "A"; thence N89°59'47"W, 617.34 feet; thence S20°50'18"E, 821.51 feet to the centerline of County Trunk Highway (C.T.H.) "A"; thence S68°57'06"W, along said centerline, 679.32 feet to the intersection with the east line of Certified Survey Map (C.S.M.) Number 3286; thence N00°17'21"W, along the east line of said C.S.M. 3286, a distance of 273.30 feet to the northeast corner of said C.S.M. 3286; thence S89°42'39"W, along the north line of said C.S.M. 3286, a distance of 380.20 feet to the northwest corner of said C.S.M. 3286, also being on the west line of said NW 1/4 of the SW 1/4 of Section 22; thence N00°17'21"W, along said west line of the NW 1/4 of the SW 1/4 of Section 22, a distance of 184.84 feet to the point of beginning. Said description contains approximately 1,753,935 square feet or 40.2548 acres.

RR-8 Zoning Description:

Beginning at said Reference Point "A"; thence N89°45'59"E, 175.00 feet; thence S00°27'52"W, 586.57 feet to the centerline of C.T.H. "A" and a point of curvature; thence 160.94 feet along said centerline and the arc of a curve to the left having a radius of 1432.50 feet and a chord bearing S71°52'49"W, 160.85 feet; thence S68°57'06"W, along said centerline, 366.98 feet; thence N20°50'18"W, 821.51 feet; thence S89°59'47"E, 617.34 feet to the point of beginning. Said description contains approximately 447,114 square feet or 10.2643 acres.



GRID NORTH
BEARINGS ARE REFERENCED TO THE
WISCONSIN COUNTY COORDINATE
SYSTEM, DANE CO., WI. NAD83 (2011),
THE SOUTH LINE OF THE
NW 1/4 OF SECTION 22 MEASURED
AS BEARING N89°45'59"E



SCALE: 1" = 500'

vierbicher
planners | engineers | advisors

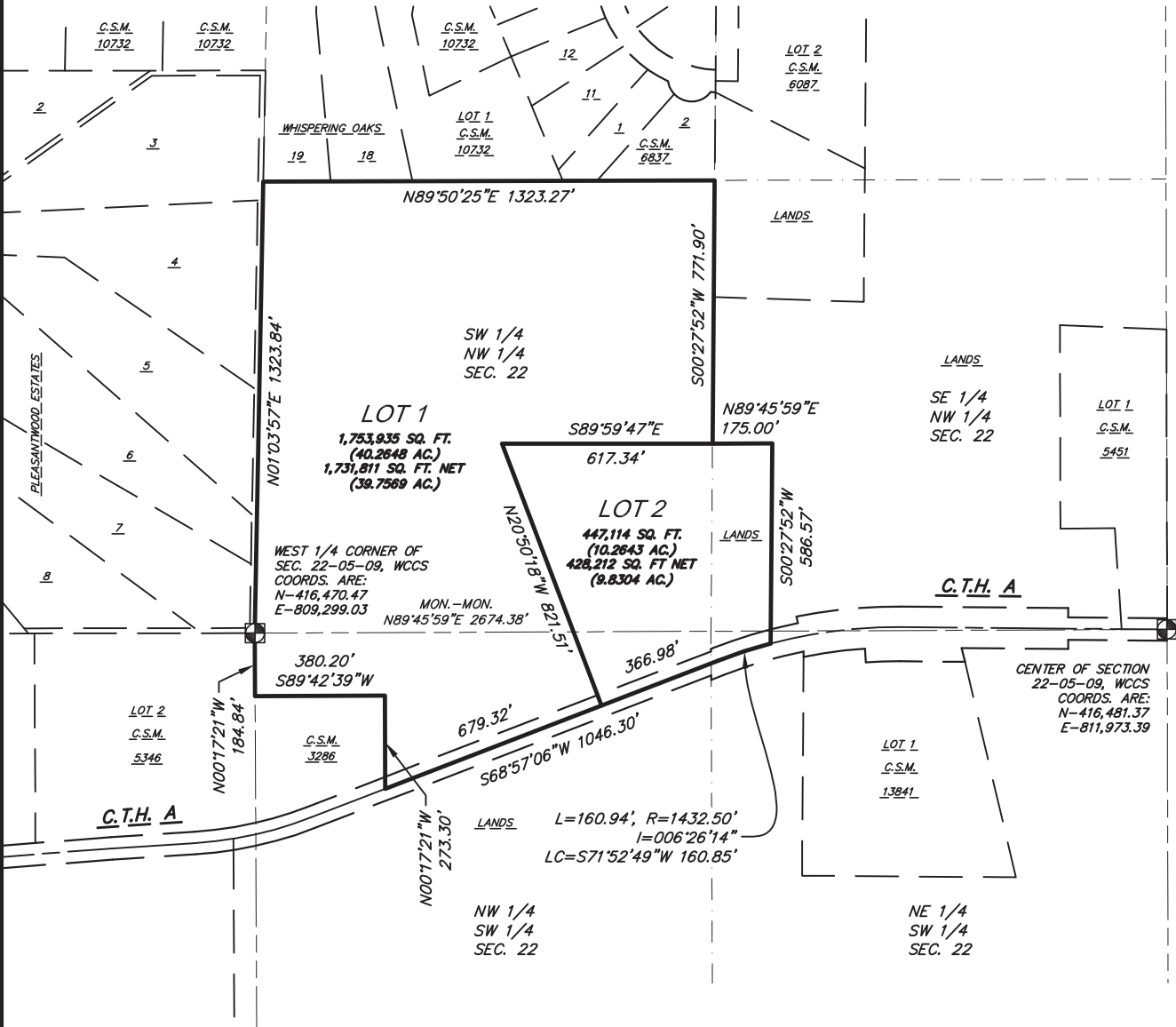
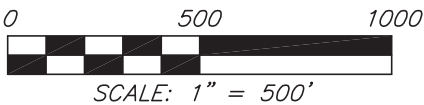


EXHIBIT A ZONING MAP

SCALE	1"=500'	SHEET
CHECKED	GBLA	1 OF 1 35
DRAFTER	MZIE	
DATE	10/13/2025	
JOB NO.	250685	

PRELIMINARY CERTIFIED SURVEY MAP

PART OF THE SW 1/4 AND SE 1/4 OF THE NW 1/4 OF SECTION 22 AND PART OF THE NW 1/4 AND NE 1/4 OF THE SW 1/4 OF SECTION 22, ALL IN TOWNSHIP 05 NORTH, RANGE 09 EAST, TOWN OF OREGON, DANE COUNTY, WISCONSIN



GRID NORTH
BEARINGS ARE REFERENCED TO THE
WISCONSIN COUNTY COORDINATE
SYSTEM, DANE CO., WI. NAD83 (2011),
THE SOUTH LINE OF THE
NW 1/4 OF SECTION 22 MEASURED
AS BEARING N89°45'59"E

14 Oct 2025 - 11:03a M:\Orosz Properties\250685 5480 CTH A\CADD\250685_CSM.dwg by: mzie

PART OF THE SW 1/4 AND SE 1/4 OF THE NW 1/4 OF SECTION 22 AND PART OF THE NW 1/4 AND NE 1/4 OF THE SW 1/4 OF SECTION 22, ALL IN TOWNSHIP 05 NORTH, RANGE 09 EAST, TOWN OF OREGON, DANE COUNTY, WISCONSIN

Resolved that this Certified Survey Map and the public dedication shown hereon is hereby acknowledged, accepted and approved for recording by the Town Board of the Town of Oregon this _____ day of _____, 2025.

4 Oct 2025 - 1:50a M:\Grosz Properties\250685_5480 C1HA\CADD\250685_CSM.dwg by: mzie

PRELIMINARY CERTIFIED SURVEY MAP

PART OF THE SW 1/4 AND SE 1/4 OF THE NW 1/4 OF SECTION 22 AND PART OF THE NW 1/4 AND NE 1/4 OF THE SW 1/4 OF SECTION 22, ALL IN TOWNSHIP 05 NORTH, RANGE 09 EAST, TOWN OF OREGON, DANE COUNTY, WISCONSIN

LEGAL DESCRIPTION:

Part of the SW 1/4 and SE 1/4 of the NW 1/4 of Section 22 and part of the NW 1/4 and NE 1/4 of the SW 1/4 of Section 22, all in Township 05 North, Range 09 East, Town of Oregon, Dane County, Wisconsin, more fully described as follows:

Commencing at the West Quarter corner of said Section 22; thence N01°03'57"E, along the west line of the said NW 1/4 also being the easterly line of Pleasantwood Estates plat recorded as Doc. No. 1426906, a distance of 1323.84 feet to the northwest corner of the SW 1/4 of the NW 1/4 of said Section 22; thence N89°50'25"E, along the north line of said SW 1/4 of the NW 1/4 of said Section 22, also being the south line of Whispering Oaks plat recorded as Doc. No. 1704263, a distance of 1323.27 feet to the southeast corner of said Whispering Oaks plat, also being the northeast corner of said SW 1/4 of the NW 1/4 of said Section 22; thence S00°27'52"W, along the east line of said SW 1/4 of the NW 1/4 of said Section 22, a distance 771.90 feet thence N89°45'59"E, 175.00 feet; thence S00°27'52"W, 586.57 feet to the centerline of C.T.H. "A" and a point of curvature; thence 160.94 feet along said centerline and the arc of a curve to the left having a radius of 1432.50 feet and a chord bearing S71°52'49"W, 160.85 feet; thence S68°57'06"W, along said centerline, 1046.30 feet to the intersection with the east line of Certified Survey Map (C.S.M.) Number 3286; thence N00°17'21"W, along the east line of said C.S.M. 3286, a distance of 273.30 feet to the northeast corner of said C.S.M. 3286; thence S89°42'39"W, along the north line of said C.S.M. 3286, a distance of 380.20 feet to the northwest corner of said C.S.M. 3286, also being on the west line of said NW 1/4 of the SW 1/4 of Section 22; thence N00°17'21"W, along said west line of the NW 1/4 of the SW 1/4 of Section 22, a distance of 184.84 feet to the point of beginning. Said description contains approximately 2,201,049 square feet or 50.5291 acres.

SURVEYOR'S CERTIFICATE

I, Michael J. Ziehr, Professional Land Surveyor, S-2401, do hereby certify to the best of my knowledge and belief, that I have surveyed, divided and mapped the lands described herein under the direction of the owners of said land and that the map on sheet one (1) is a correct representation of the exterior boundaries of the land surveyed and the division of that land in accordance with the information provided. I further certify that this Certified Survey Map is in full compliance with Section 236.34 of the Wisconsin State Statutes, Chapter A-E7 of the Wisconsin Administrative Code and the Subdivision Ordinances of the Town of Oregon in surveying, dividing and mapping the same.

Vierbicher Associates, Inc.
By: Michael J. Ziehr

Date: OCTOBER 16, 2025

Signed: Michael J. Ziehr, P.L.S. S-2401

REGISTER OF DEEDS CERTIFICATE

Received for recording this day of , 20 at o'clock .m. and recorded in Volume of Certified Survey Maps on pages , as Doc. No. .

Kristi Chlebowski,
Dane County Register of Deeds

M:\Orosz Properties\250685 5480 CTH A\CADD\250685_CSM.dwg by: mzie 14 Oct 2025 - 11:06a

FARMLAND PRESERVATION DENSITY STUDY

Note: Density policies vary by town. Farmstead ownership is based on the date farmland preservation zoning. This report is based on the best property information available to staff. Please contact staff with questions at (608) 266-4266. Learn about density studies at <https://danecountyplanning.com/Permits-Applications/Density-Study>

Applicant: Alex Weber

Accela ID: 2025-00023

Density Study Date: 4/15/2025

Town: Oregon

Section(s): 22

Farmstead Owner: Donald E. Christensen

Farmland Preservation Enacted: 1/4/1995

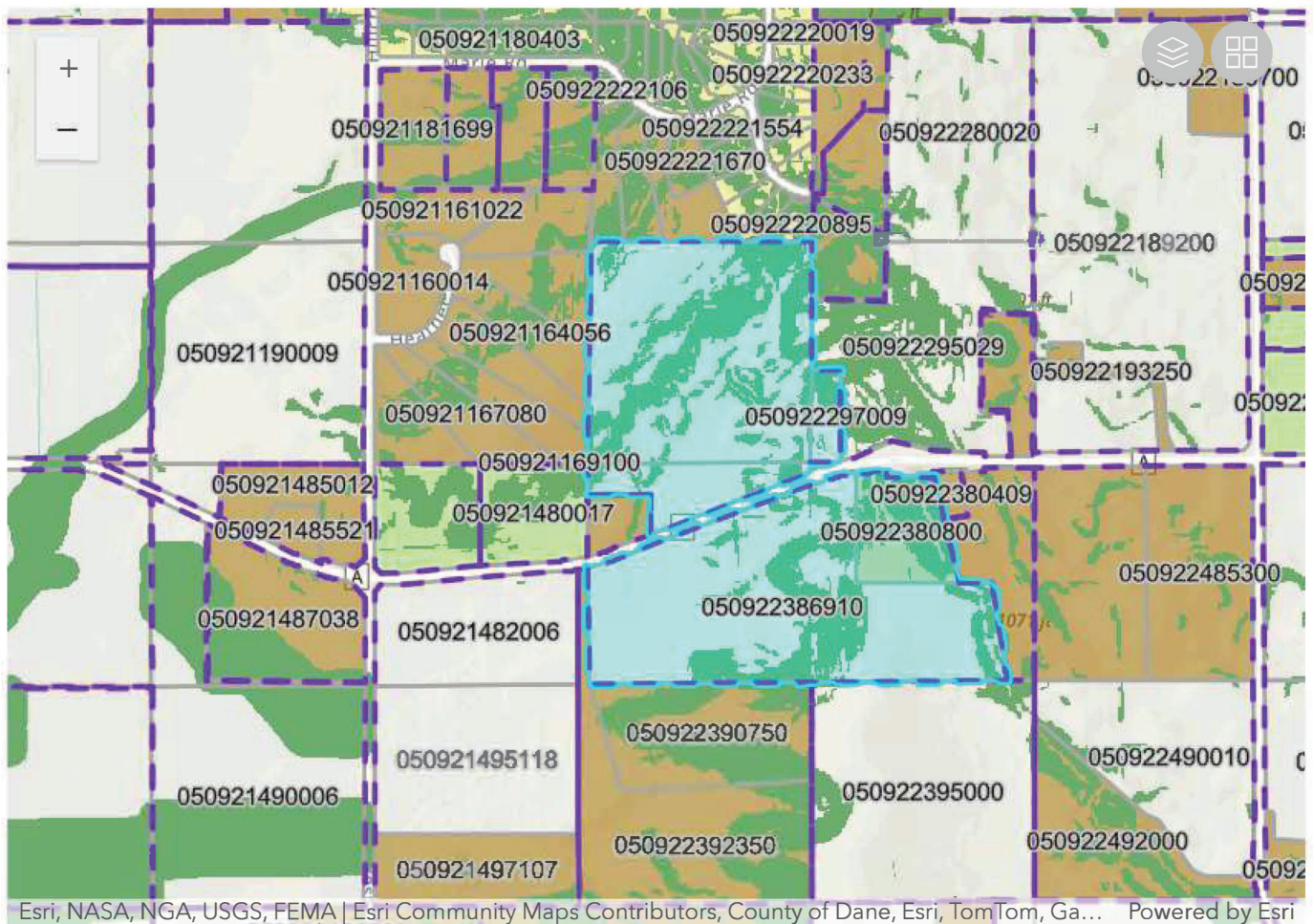
Density Factor: 1:35acres

Farmstead Acres: 105.55

Available Density Unit(s): 1

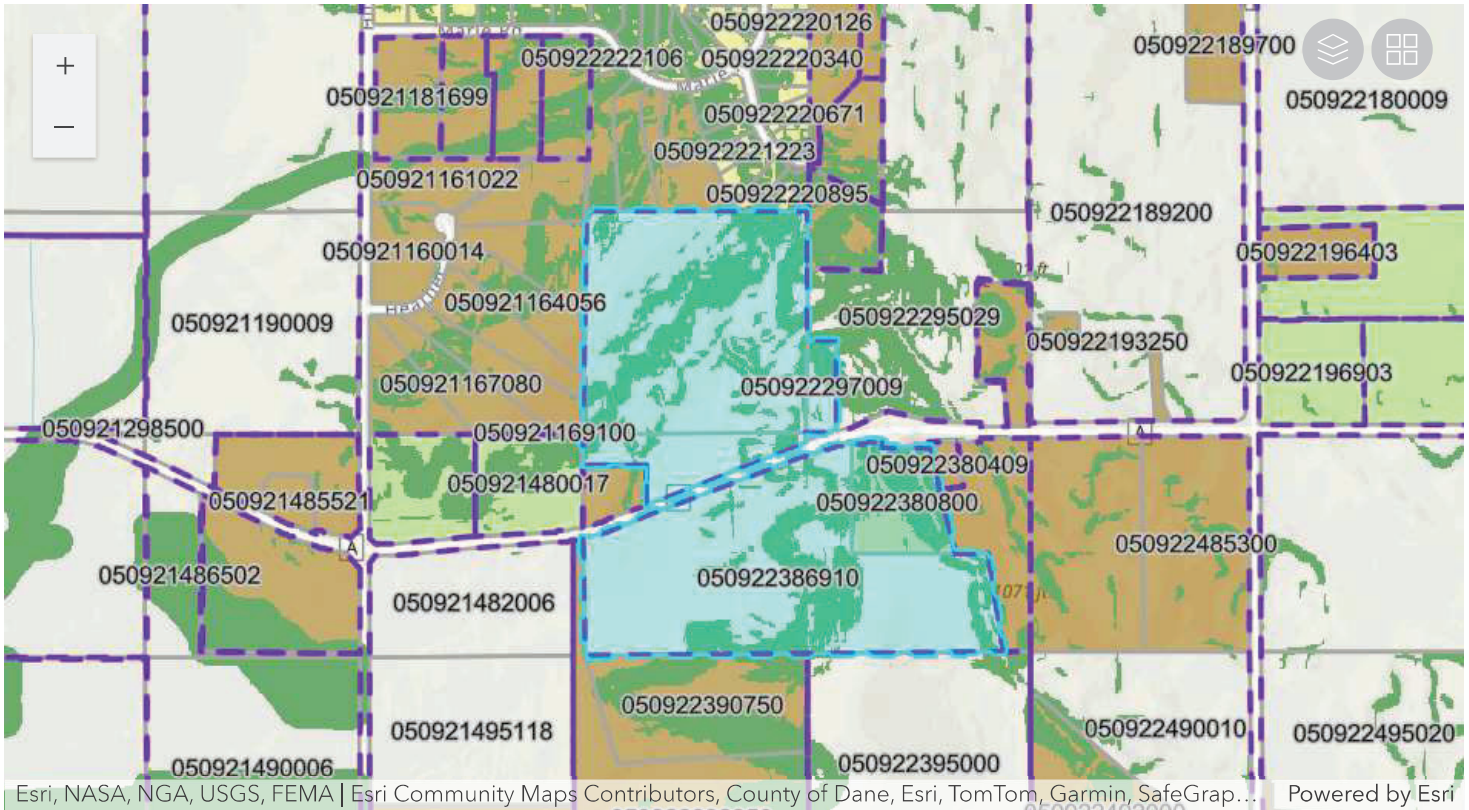
Original Splits: 3.02

Justification: One (1) of three (3) density units used for via CSM 13841. Farm house counts. One density unit remains. The Tiger Group and Don Christensen recorded an agreement allocating splits.



FARMLAND PRESERVATION DENSITY STUDY

Applicant: Alex Weber



Parcel Number	Acres	Owner	CSM
050922290006	40.39	DONALD E CHRISTENSEN	
050922297009	2.21	DONALD E CHRISTENSEN	
050922380800	8.07	ROBERT A SWITZKY & KATHRYN S SWITZKY	13841
050922385011	6.92	DONALD E CHRISTENSEN	
050922386910	47.96	ROBERT A SWITZKY & KATHRYN S SWITZKY	

FP-1 and FP-35 Zoning to RM-16

Part of the SW 1/4 and SE 1/4 of the NW 1/4 of Section 22 and part of the NW 1/4 and NE 1/4 of the SW 1/4 of Section 22, all in Township 05 North, Range 09 East, Town of Oregon, Dane County, Wisconsin, more fully described as follows: Commencing at the West Quarter corner of said Section 22; thence N01°03'57"E, along the west line of the said NW 1/4 also being the easterly line of Pleasantwood Estates plat recorded as Doc. No. 1426906, a distance of 1323.84 feet to the northwest corner of the SW 1/4 of the NW 1/4 of said Section 22; thence N89°50'25"E, along the north line of said SW 1/4 of the NW 1/4 of said Section 22, also being the south line of Whispering Oaks plat recorded as Doc. No. 1704263, a distance of 1323.27 feet to the southeast corner of said Whispering Oaks plat, also being the northeast corner of said SW 1/4 of the NW 1/4 of said Section 22; thence S00°27'52"W, along the east line of said SW 1/4 of the NW 1/4 of said Section 22, a distance 771.90 feet to Reference Point "A"; thence N89°59'47"W, 617.34 feet; thence S20°50'18"E, 821.51 feet to the centerline of County Trunk Highway (C.T.H.) "A"; thence S68°57'06"W, along said centerline, 679.32 feet to the intersection with the east line of Certified Survey Map (C.S.M.) Number 3286; thence N00°17'21"W, along the east line of said C.S.M. 3286, a distance of 273.30 feet to the northeast corner of said C.S.M. 3286; thence S89°42'39"W, along the north line of said C.S.M. 3286, a distance of 380.20 feet to the northwest corner of said C.S.M. 3286, also being on the west line of said NW 1/4 of the SW 1/4 of Section 22; thence N00°17'21"W, along said west line of the NW 1/4 of the SW 1/4 of Section 22, a distance of 184.84 feet to the point of beginning. Said description contains approximately 1,753,935 square feet or 40.2648 acres.

FP-1 and FP-35 Zoning to RR-8

Beginning at said Reference Point "A"; thence N89°45'59"E, 175.00 feet; thence S00°27'52"W, 586.57 feet to the centerline of C.T.H. "A" and a point of curvature; thence 160.94 feet along said centerline and the arc of a curve to the left having a radius of 1432.50 feet and a chord bearing S71°52'49"W, 160.85 feet; thence S68°57'06"W, along said centerline, 366.98 feet; thence N20°50'18"W, 821.51 feet; thence S89°59'47"E, 617.34 feet to the point of beginning. Said description contains approximately 447,114 square feet or 10.2643 acres.

Town of Oregon

Application for Land Use Change

Applicant Name Leslie I Orosz
Applicant Address 690 Inverness Street
City/State/Zip Oregon, WI 53575
Phone (608) 347-5432 Alt. Phone _____
Email les@oroszproperties.com
Agent Name Vierbicher - Gary Blazek
Agent Phone & Email (608) 821-3957 / gbla@vierbicher.com
Property Address 5480 County Highway A
Parcel Number/s 0509-222-9000-6, 059-222-9700-9, 0509-223-8501-1, 0509-223-8061-4

Please check all the apply



Rezone Petition



Certified Survey Map (CSM)



Land Division



Transfer of Development Right (TDR)



Conditional Use Permit (CUP)

Zoning Change

Current zoning:	Proposed zoning:	# of acres:
FP-1 & FP-35	RM-16 & RR-8	50.3

Total # of splits
allowed (density
study?)

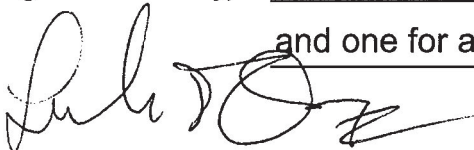
Two

Description of Land Use

Change requested (use
additional pages if necessary) Creating 2 residential lots-one for an existing residence

and one for a new home.

Signature:



**Return Completed Application, maps, and any
other information to:** Town of Oregon

1138 Union Rd. Oregon, WI 53575

Email: sgoth@townoforegonwi.gov

Office Use Only

Application received:

Fee:

Payment Method:

Date:

Cleaning Up Zoning errors stemming from the 2019 ZO rewrite

From Van Belleghem, Bridgit <VanBelleghem.Bridgit@danecounty.gov>

Date Wed 11/19/2025 4:42 PM

To Stephanie Goth <sgoth@townoforegonwi.gov>; Jennifer Hanson <jhanson@townoforegonwi.gov>

 3 attachments (603 KB)

Oregon Blanket Rezone 2025_Proposed.xlsx; Oregon Blanket Rezone 2025_Proposed.pdf; Oregon_2025_BRZ.pdf;

Hi Stephanie and Jennifer:

The planning and zoning teams have come together to review the zoning in the town with the objective of correcting errors that may have stemmed from the conversion to the new zoning code adopted in 2019. Mostly, these are size mismatches. However, there are a few RH properties that may have been converted to RM-16 (many allowances like mineral extraction, livestock) because of their size. But given that they are in the middle of subdivisions they are likely intended to be RR zoning. If the town wants to change these, I will pull out the five or so specific parcels and add them to this list. Let me know.

Please find the proposed list, with accessdane links and a place for the town to put their decision. The parcels should be pretty straight forward. I also included a crude map.

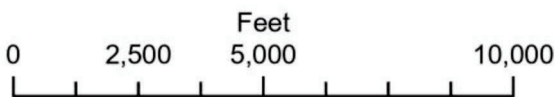
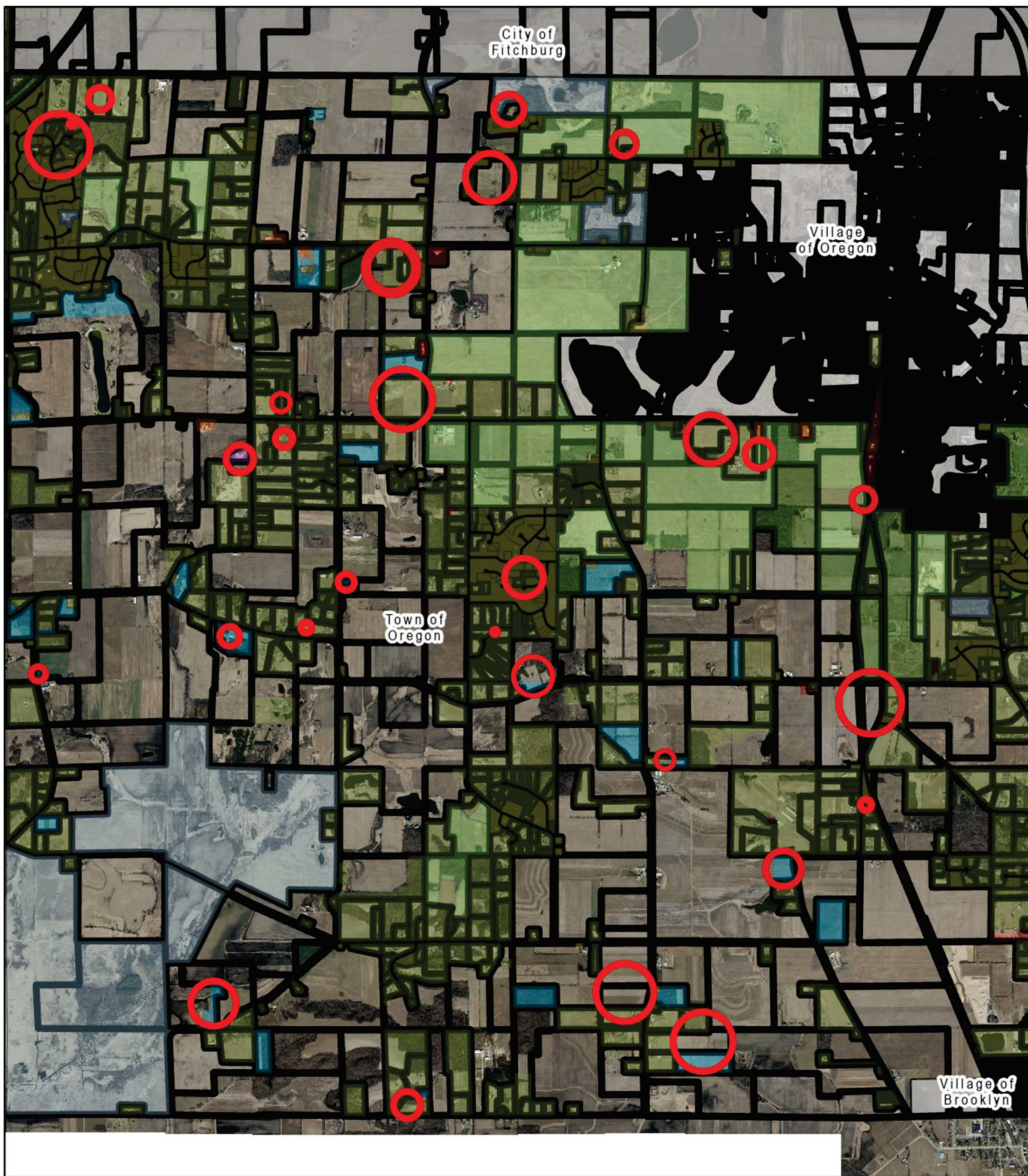
If the town could take a first look at these. Make an initial decision on them (I can discuss these with them if needed, but most towns have just loosely approves the list). Then I make an official zoning app, send a targeted letter to the land owners, formal town action occurs. Once town action occurs, updates are taken up and the ZLR public hearing will occur.

Can you please add this to the next PC meeting and share these material with the members? Can you remind me who the OC Chair is? Eek.

Thank you,
Bridgit

Bridgit Van Belleghem
Senior Planner, Department of Planning and Development
VanBelleghem.Bridgit@danecounty.gov
608.225.2043





draft 11/19/2025

Town of Oregon Residents

All Town of Oregon residents share in the responsibility to keep our roads safe. A major part of keeping our roads safe is to be able see oncoming traffic and pedestrians. Here is where you come in. Look at your property.

- Is it safe for you to enter and exit your driveway?
- Can you see in both directions and clearly see oncoming traffic?
- Is your vision blocked by encroaching trees, fences or other plantings?
- Can passing vehicles see the road ahead clearly?
- Can vehicles see clearly in both directions at intersections?

Here is what you need to do.

- Do not install fences or plant trees, shrubs or other tall plantings in the Right of Way.
- If your property is at an intersection, fences and plantings must not block the line of sight across your property.
- Do not plant trees or shrubs within 10 feet of the Right of Way. Trees and shrubs all start small yet grow tall and spread and can block the sight lines of drivers if not properly placed or maintained.
- Trim and maintain plantings and other landscaping features that block sight lines or overhang into the Right of Way.

Where is the Right of Way? Town Roads are typically centered in the Right of Way (ROW) which is 66 feet wide. Measure 33 feet from the center of the road, or about 23 feet from the edge of the road. Roadways are not always exactly in the center of the Right of Way so allow a few extra feet when planning your landscaping project.

Town staff and officials will notify property owners of encroachments into the Right of Way and problems with line of sight.

Together, we can all help to make our roads safer for ourselves and our community.

Thank you,

Town of Oregon, Road and Safety Committee

RE: Attached Image

From Scott Brickson <Scott.Brickson@willscot.com>

Date Fri 11/21/2025 7:29 AM

To Abel Schultz <aschultz@town.oregon.wi.us>

Cc Carl Walser <cwalser@townoforegonwi.gov>; Stephanie Goth <sgoth@townoforegonwi.gov>; Jennifer Hanson <jhanson@townoforegonwi.gov>; Arlan Kay <akay@townoforegonwi.gov>

Hello,

I have been advised that your office will be ready around January 28th.

Thank you,

SCOTT BRICKSON

Product Sales Manager



Office: 800.782.1500

Cell: 608.509.2958

Scott.Brickson@willscot.com

From: Abel Schultz <aschultz@town.oregon.wi.us>

Sent: Monday, November 17, 2025 2:50 PM

To: Scott Brickson <Scott.Brickson@willscot.com>

Cc: Carl Walser <cwalser@townoforegonwi.gov>; Stephanie Goth <sgoth@townoforegonwi.gov>; Jennifer Hanson <jhanson@townoforegonwi.gov>; Arlan Kay <akay@townoforegonwi.gov>

Subject: FW: Attached Image

From: scanner@town.oregon.wi.us <scanner@town.oregon.wi.us>

Sent: Monday, November 17, 2025 2:40 PM

To: Abel Schultz <aschultz@town.oregon.wi.us>

Subject: Attached Image

Good afternoon,

Here are the signed and initialed documents for the Town of Oregon.

If you could send info on timelines and what is needed for the electrician.

Thankyou,

FW: Job Trailer

From Abel Schultz <aschultz@town.oregon.wi.us>

Date Tue 11/25/2025 7:06 AM

To Arlan Kay <akay@townoforegonwi.gov>; Jennifer Hanson <jhanson@townoforegonwi.gov>; Carl Walser <cwalser@townoforegonwi.gov>

-----Original Message-----

From: Tom Sommers <tlectric@tds.net>

Sent: Friday, November 21, 2025 3:04 PM

To: Abel Schultz <aschultz@town.oregon.wi.us>

Subject: Fwd: Job Trailer

----- Forwarded Message -----

From: "Tom Sommers" <tlectric@tds.net>

To: "aschultz" <aschultz@townoforegon.gov>

Sent: Friday, November 21, 2025 12:54:38 PM

Subject: Re: Job Trailer

Abel,

Please let me know you got this email

Tom

----- Original Message -----

From: "Tom Sommers" <tlectric@tds.net>

To: "aschultz" <aschultz@townoforegon.gov>

Sent: Friday, November 21, 2025 12:53:49 PM

Subject: Job Trailer

11/21/25

From: T & L Electric

Tom Sommers

608-438-8402

To: Town Of Oregon

1138 Union Rd

Oregon, WI 53575

Stephanie Goth 608-835-3200

Abel Schultz 608-438-2397

Project: New job trailer (west side of 2nd shop) 1. Trailer requires a 60A 240V feed 2. Trailer has an electrical panel on inside of exterior wall

A. we will need to get feed from 2nd shop panel BUT that panel is only fed with a 40A and #8 wire.

(1) Make CH sub-panel a 100A (currently its a 60A backfed)

- Install larger greenfield flex conduit
- install #3 cable spliced into existing polaris blocks in j-box
- wire a 100A back fed breaker with hold down in existing panel
- use 90A CH breaker to feed shop 2

(2) Splicing wire that goes to shed 2

- The existing underground wire is sufficient
- Run 1 1/4" conduit from 100A CH sub-panel across shop to a new junction box for the existing underground cable (in PVC)
- Run #4 cable through EMT and splice to underground cable existing

(3) SHED 2 panel

- Replace shed 2 panel with a main breaker panel
- repair ground rod equipment grounding
- install a 60A breaker to feed trailer

(4) Trailer feed to exterior j-box

- Run 1" EMT over ceiling from new main breaker panel to exterior j-box
- install [4] #6 cables in conduit

(5) Trailer hook-up [cord and plug]

- Install a 4 prong plug receptacle at exterior j-box
- Fish SO cord up trailer wall to terminate on trailer panel main terminals
- Wire in a male cord cap onto SO cord

Electrical Estimate: \$8,000.00 -8,500.00 *Lots of pieces with some highish work and sometimes multiple people will be required when pulling wire.

(a) I feel workers may be there for 3 days

(b) material to include: 1 1/4" EMT with fittings and boxes, 1" EMT conduit with fittings and boxes, 1 1/4" greenfield flex with straight connectors, 100A CH breaker with hold down, 90A CH breaker, main breaker panel with needed breakers for that panel, ground rods and acorn clamps, #3 copper THWN, #4 THWN, #6 copper THWN, #6 hard usage SO cord, Male nema 14-60P cord cap, Nema 14-60R with cover.

-

Page 2 of 2		The Following Specifications are SIGN: ☐ Approved as Stated		DATE: _____		SERIALNO _____		pg. 2 of 2	
ELECTRICAL					EXTERIOR				
☒ Service Panel ☒ Recess Mount ☒ Stub Panel Through Floor					Siding 28 Ga. Commercial Rib Steel ¼" Ribs Color: "Light Stone"				
☒ 100 Amp (1) 240/208v Single Phase Service Required @ Site For Bldg.					Trim Matching Steel Trims Color: "				
☒ Romex Wire Min. Wire Size: 14-2 AWG *All wired per N.E.C.*					☐ Tie Downs (0) "By Others @ site"				
☒ Lighting (5) LED 4'-0" Fixtures					☐ Roof Vents: N/A				
☒ "Surface Mount" ☒ Diffused Type #(1) Ext Light on PC #					☐ Exterior Sheathing N/A ## House wrap installed under siding ##				
☒ Recepts (2) 20 Amp Rated (Duplex Type) wired on 12-2 AWG					☒ Roof Sheathing 7/16" OSB				
Note: Min. (2) Receptacles per circuit.					☒ Skirting (11) 3'x9' Rib Steel "Framing, Insulation, & Vent By Others @ Site"				
☒ QUAD Recept (4) 20 Amp Rated (Duplex Type) wired on 12-2 AWG					ROOF COVERING: Color: "Black"				
Note: Min. (2) Receptacles per circuit.					☒ .045 Rubber EPDM (Complete Glue Down System)				
☒ Exterior Recept (1) 15 Amp Rated (GFCI Type) wired on 14-2 AWG					☒ Aluminum K-60 J Channel Roof Edge installed				
Note: "In Use Plastic Cover"									
☒ Phone J Boxes (5) 2x4 Steel Box w/ ½" EMT Through Floor									
					Exterior Windows: "Double Pane Glass"				
☒ See Notes All Interior fixtures will be "White".					☒ Vinyl Frames w/J Channel ☒ White Finish				
HVAC					(3) 46"x 27" Horizontal Sliding @ 40" A.F.F.				
HVAC System: 120/240 Volt Single Phase Electric System					## Windows complete with Insect Screens ##				
☒ A/C: (1) 12,000 Btu "W/ Heat Comfort-Aire Brand Thru Wall Type									
(Controls on Face of Units)									
☒ Heat: (4) 1,000 Watt 4'-0" Electric Base Board Htr. 220 volt					Exterior Doors: TelStar Door with Tell Grade 2 Hardware				
All wired to Wall Thermostat.					(1) 36"x80" Insulated Steel w/ Steel Jamb, Small Lite "Safety Type"				
					with Passage Lever Set , Dead Bolt DB2051, Drip Cap DT100011				
☐ Exhaust Fan (0) 0CFM "Lighted" (Ceiling Mount Fans Direct Duct to Ext.)					Closer , Threshold, and Weather Strip				
☐ See Notes									
TRIM / CABINETS									
☒ Interior Trims; Standard Color: "W-Oak" through out.					☐ See Notes				
☒ 4" Rubber Base: Yes "Charcoal"					NOTES:				
☒ Interior Door: (1) 36"x 80" P/H Hollow Core Wood					☒ Ship Loose Material Required (Yes) "Skirting"				
"Golden Oak" w/ 1 ½ Pair Hinges and Passage Lever Set									
☒ Window Blinds (3) 46" x 27" "White" 1" Mini									
Furniture: Laminat = "Black" (Desks will be High Pressure Type)									
☐ Desk (0) 10'-0" Wide x 30" Deep Laminat Desktop with (2) Two Drawer									
File Cabinet and (2) Pencil Drawers									
☐ Overhead Shelf (0) 10'-0" Wide x 12" Deep above each Desk									
☒ Closet (1) "As Shown"									
## No Built In Furniture ##					*All Local/State & Fire Code Requirements				
					to be the Responsibility of Others*				
					Code				
					☒ IN/IL ☒ N.E.C. ☐ INT'L ☒ A.N.S.I.				
☐ See Notes									

ak



Your Sales Representative
Scott Brickson

scott.brickson@willscot.com

Agreement Number: Q-2181596
Revision: 3
Date: 11/3/2025
Expiration Date: 12/3/2025

Sale Agreement For New Equipment With Limited Warranty

Buyer: Town of Oregon 1138 Union Rd Oregon, WI 53575	Contact: Arlan Kay 1138 Union Road Oregon, WI 53575, US Phone: 608-835-3200 E-mail: akay@townoforegonwi.gov	Ship To Address: 1138 Union Rd Oregon, WI 53575, US Delivery Date (on or about): 12/01/25
--	---	--

Unit Description and Pricing	Quantity	Price	Extended
TRAILER 36x10 "32' box"	1	\$ 52,700.00	\$ 52,700.00
Custom Delivery	1	\$ 2,500.00	\$ 2,500.00
Fuel Surcharge Delivery	1	\$ 575.00	\$ 575.00
Custom Setup and Anchor	1	\$ 2,150.00	\$ 2,150.00
Custom Vinyl Skirting	1	\$ 2,000.00	\$ 2,000.00
Installation of steps	1	\$ 350.00	\$ 350.00
Steel Steps - Sale	1	\$ 950.00	\$ 950.00
Total Purchase Price Including Delivery And Installation (If Applicable)*:			\$ 61,225.00
Total Purchase Price Including Delivery And Installation (If Applicable)* Including Estimated Taxes:			\$ 64,592.38

Summary of Charges

Model: TRAILER	QUANTITY: 1	Total Charges for(1) Building(s): \$ 61,225.00
		Total Charges for (1) Building(s) Including Estimated Tax: \$ 64,592.38

HL



Your Sales Representative
Scott Brickson

scott.brickson@willscot.com

Agreement Number: Q-2181596
Revision: 3
Date: 11/3/2025
Expiration Date: 12/3/2025

Payment Terms

Credit Terms: 100% due upon signing, 0% due upon unit delivery and remaining, 0% due upon substantial completion.

Acknowledgement

This Sales Agreement (the "Agreement") is made on November, 3, 2025, by and between William Scotsman Inc., a Maryland corporation, doing business at 4601 Femrite Dr, Madison, WI 53716 ("Seller") and Town of Oregon ("Buyer"), doing business at the address noted above.

Buyer agrees to purchase from Seller **one or more** trailer(s) and/or relocatable modular and/or pre-fabricated structures, including stairs, railings, furniture, and other items attached or **appurtenant** thereto, as noted above and detailed on any Addenda to this Agreement (hereinafter collectively referred to as the "Equipment"), for the purchase price and payment **terms** and subject to the terms and conditions set forth of this Agreement and as detailed on the Addenda to this Agreement. The Agreement and the **Addenda** together form the "Contract Documents". The Addenda are as follows and are an integral part of this Agreement.

Addenda: No Addenda attached.

*All prices exclude applicable taxes.

By its signature below, Buyer hereby acknowledges that it has read and agrees to be bound by the Seller's Sales Agreement Additional Terms and **Conditions (11-30-11)** located on Seller's internet site (<https://www.willscot.com/About/terms-conditions>) in their entirety, which are incorporated herein by reference and agrees to purchase the Equipment from Seller subject to the terms therein.

LIMITED WARRANTY: Seller hereby warrants to Buyer that at the time of delivery Seller has good and marketable title to the Equipment, free and clear of all liens and encumbrances arising by or through the Seller. Seller warrants to Buyer that the materials and equipment (the "Equipment") furnished by Seller hereunder will be of good quality and new (factory built) and free from defects for a period of one (1) year from the date of delivery of the Equipment. Further, Seller hereby assigns to Buyer all assignable manufacturers' warranties, which shall be subject to the specific manufacturer's warranty provisions and time period. During the warranty period, Seller shall repair or replace all defective parts of the Equipment which are covered under Seller's warranty, (excluding maintenance items such as HVAC filters, fire extinguishers, fuses/ breakers, and light bulbs). Seller's warranty excludes repairs for damage or defect caused by abuse, work or modifications not executed by Seller, Buyer's alteration of the Equipment, improper or insufficient maintenance, improper operation, unreasonable and/or excessive use, or use of the Equipment for a purpose for which it was not intended or other misuse. Seller shall have no liability whatsoever for any consequential or incidental damages, costs or expenses arising from the Equipment, the work or any other factor. **Except as expressly stated herein, Seller disclaims any and all other warranties, either expressed or implied, including without limitation all warranties of merchantability, fitness for a particular purpose or usage of trade.**

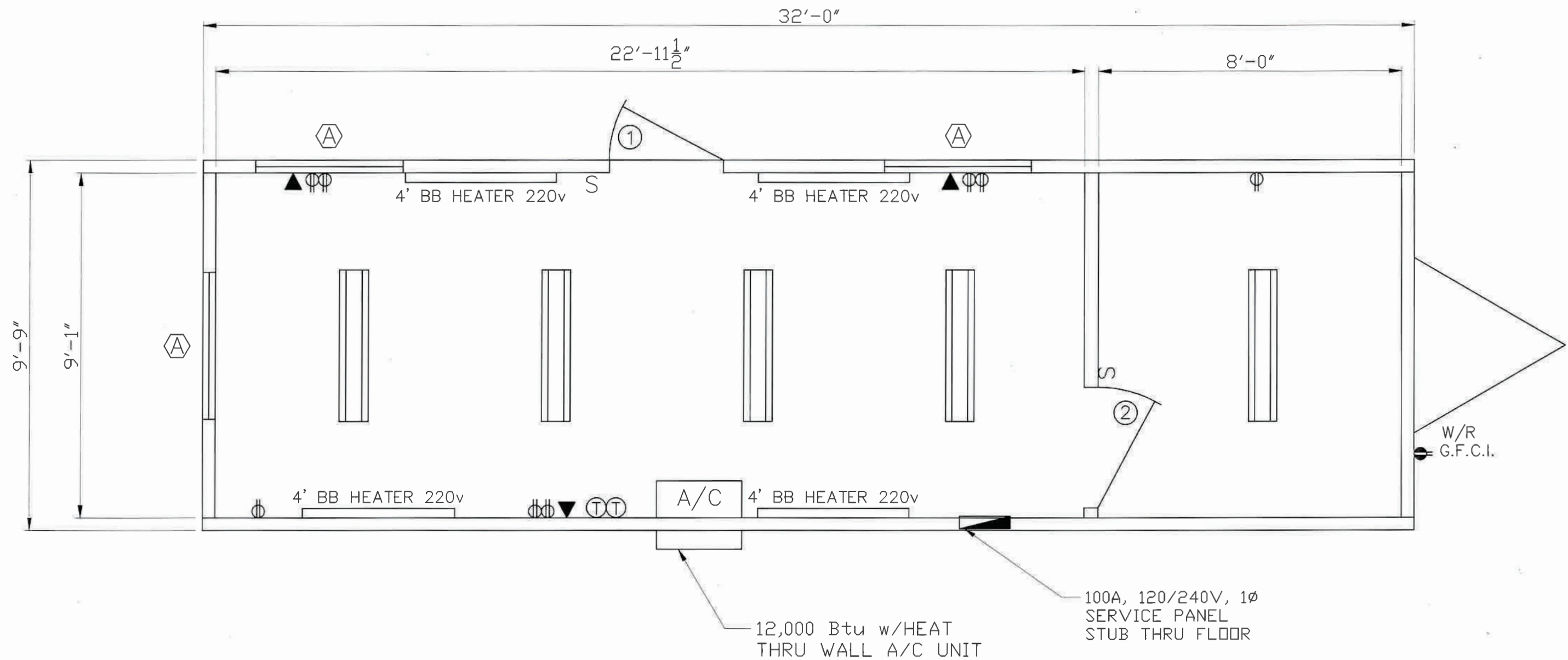
Signatures	
BUYER (Name): Town of Oregon	SELLER: Williams Scotsman inc
Signature:	Signature:
Print Name: GERARD KAY	Print Name:
Title: SUPERVISOR	Title:
Date: 17 NOV 2025	Date:
PO#:	

Williams Scotsman now issues paperless invoices via email, an efficient, convenient & environmentally friendly process. Go green and provide us with the proper email address for your invoices.

AP Email:

No thanks. Please mail my invoices to:
1138 Union Road
Oregon, WI 53575, US

ORDER DATE	QUOTE DATE 11/12/25	DEL. DATE By	CUST.P.O. NO. #	SIZE 10'x36' O/A	SALES PERSON	SERIALNO
Q U O T E D T O	WILLSCOT /mobile mini			MOBILE UNIT WS 1036 ## 2025 Model ###		
				9'-9" x 32'-0" Single Wide Open Office		
				(320 s.f.) ## Temporary Construction Trailer Specifications ##		
	ATTN: Scott Brickson			# Customer Pick Up #		
	CELL: (608)509-2958			## No Built in Furniture ##		
Email: Scott.Brickson@willscot.com						
Page 1 of 2		TERMS T.B.D. #All Pricing valid for 30 days from date # The Following Specifications are SIGN: ☐ Approved as Stated DATE:				
FRAME / FLOOR				SIDEWALL / PARTITION		
Frame: O/A Size: 10'-0" x 36'-0" Actual Floor Size: (1)9'-9"x 32'-0"				☒ 8' - 0" IN Mobile Trans. (Single Top Plates)		
Jr. I-Beam Size: 8"		Frame Type: "Outrigger Type"		Side Walls: ☒ 2" x 4" S.P.F. Studs @ 16" o.c.		
☒ Cross members and Outriggers: @ 48" o.c.				Side Wall Insulation: R – 11 (8'-0" Clear Ceiling Height)		
Hitch Type: (1) "Detachable" with 2 5/16" Coupler				Partitions: ☒ 2" x 4" S.P.F. Studs @ 16" o.c.		
No. Axles w/ Brakes: (2) 75 1/2" Leaf Springs (Tandem Set Up)				Partition Insulation: N/A		
☒ Tires: (4) 8.00 x 14.5 14Ply rated (Standard MHDoughnut style)				Size: ☐ 8' ☐ 10' ☐ 12' ☒ As Shown		
				## Wide Open Plan ##		
Floor Construction:				Wall Covering:		
☒ Under Covering: "Standard Poly Weave"				1/2" Vinyl Covered Gypsum (Class A F.S.)		
☒ 2"x 6" Floor Joists – Transverse @ 16"o.c. #2 S.P.F. eq. or btr.				Through Out w/ matching Batten Trims		
(Double Perimeter Edge Rails)				Color: "Hampton Gray"		
☒ Insulation R – 11 "Through Out"				☒ HVAC False Wall Return Air: Through Wall @ each HVAC		
☒ Plywood Floors 3/4" Fir (Square Edge Type with Blocked seams)				☐ See Notes		
				PLUMBING		
Floor Covering:				☒ Bath: (0) "None" ☐ Barrier Free Yes (ADA)		
☒ 1/8" Vinyl Composite Floor Tile Commercial Grade				☐ Kitchen Sink (0) Sgl Bowl Stainless Steel w/ Faucet.		
Armstrong Brand Color: #51858 "Sandrift"				☐ Commode (0) ADA Elongated w/ Tank Supply		
				☐ Grab Bars (0) set Handicap @ commode.		
☐ See Notes ☐ 2 1/2 Comp. Strips				☐ Lavatory (0) Wall Hung ADA w/ Lever Faucet (Insulate P-Trap)		
ROOF				☐ Maint. Sink (0) ## ADA Bathroom Facilities@ Site By Others per local Code Rqmnts. ##		
Rafter Type: 30# IN Mobile Trans. "Bow" Trusses @ 16" o.c. "Peak Ends"				☐ Mirror (0) 18" x 36" w/ Clips		
Insulation: R – 19 Throughout R-11 & R-19				☐ Drinking Fountain (0) Wall Hung # N/A @ Site by others.#		
Sub Ceiling: N/A				☐ Water Heater (0) Size: 2.5 Gal. Electric Eemax		
Finish Ceiling: (Class A /1 F.S.)				☐ PEX Water Lines (ShutOffs@EachFix) Exposed @ Water Htr.		
1/2" Sea Spray Finished Gypsum w/ Battens and Buttons				☐ P.V.C. D.W.V. w/ Drops Below Building # Manifold by others @ site #		
				Accessories:		
☐ HVAC Ductwork N/A "U.L. Fiberglass with adjustable ceiling diffusers."				(0) Toilet Paper Holder		
☐ Mate Line Ridge Beam N/A (0) Layer LVL "Per Drawing" (18") each side						
☐ See Notes		☐ 2 1/2" Comp. Strips		☐ See Notes		"Quote Continued on Next Page"



COMMERCIAL STRUCTURES CORP.
 These Drawings Are Accepted
 As Shown ☐ With Changes ☐
 Name _____ Date _____
 Co. _____
 Dealer _____
 Reply to ☒ Nappanee

ALL DOORS MAY REQUIRE ADJUSTMENT
 DUE TO SHIFTING DURING TRANSPORT.
 COMMERCIAL STRUCTURES CORP. MUST
 BE NOTIFIED PRIOR TO PERFORMING ANY
 WARRANTY WORK. FAILURE TO COMPLY
 WILL VOID THE WARRANTY CONTRACT.

THESE DRAWINGS AND CONCEPTS ARE
 THE SOLE PROPERTIES OF COMMERCIAL
 STRUCTURES CORP. AND MAY NOT BE
 REPRODUCED IN ANY FORM WITHOUT
 THE EXPRESSED PERMISSION OF
 COMMERCIAL STRUCTURES CORP.
 THIS POLICY IS LEGALLY ENFORCED.

Built by: COMMERCIAL STRUCTURES CORP. P.O. BOX 225
 655 N. TOMAHAWK TR.
 NAPPANEE, IN 46550

WILLSCOT / mobile mini

1036/9'-9"x32'-0" OFFICE

REVISIONS	
NO.	DATE

CUSTOMER: _____

DRAWN BY: MZ SCALE: 3/8"=1'-0" DATE: 10/28/25

FLOOR PLAN

DRAWING NO. 1 SERIAL NO. ---

102825L1



Invoice

Invoice Number: 2889556

Invoice Date: 11/30/2025

Terms: Net 30 Days

Due Date: 12/30/2025

Customer #: 11-OREGTWN

Customer PO #:

Oregon, WI, Town of
1138 Union Road
Oregon, WI 53575

Fee Type	Amt Paid	Paid Date	% Due to 3rd Party	Amt Due to 3rd Party
Permit # 25TORE-B00133 969 Union Road, Oregon, WI 53575 Re-Roof				
Reroofing, residing and trim	\$65.00	11/3/2025	85.00%	\$55.25
25TORE-B00133 Subtotal				\$55.25
Permit # 25TORE-B00134 915 Hillcrest Lane, Oregon, WI 53575 Re-Roof				
Reroofing, residing and trim	\$65.00	11/4/2025	85.00%	\$55.25
25TORE-B00134 Subtotal				\$55.25
Permit # 25TORE-B00135 455 Union Road, Brooklyn, WI 53521 Re-Roof				
Reroofing, residing and trim	\$65.00	11/4/2025	85.00%	\$55.25
25TORE-B00135 Subtotal				\$55.25
Permit # 25TORE-B00136 5474 Marie Road, Oregon, WI 53575 Siding				
Reroofing, residing and trim	\$65.00	11/6/2025	85.00%	\$55.25
25TORE-B00136 Subtotal				\$55.25
Permit # 25TORE-B00138 1481 Ravenoaks Trail, Oregon, WI 53575 Residential Alteration				
Residential - Minimum Permit Fee	\$65.00	11/25/2025	85.00%	\$55.25
Plan Review - Residential -Alterations to 1 & 2 Family Dwellings	\$70.00	11/25/2025	85.00%	\$59.50
25TORE-B00138 Subtotal				\$114.75
Permit # 25TORE-BE00137 5685 Lincoln Rd, Oregon, WI 53575 Accessory Structure (Residential Misc./One Stop)				
Agricultural Buildings, Detached Garages & Accessory Buildings	\$276.48	11/17/2025	85.00%	\$235.01
Plan Review - Residential - Accessory Buildings, greater than 120 sq. ft.	\$85.00	11/17/2025	85.00%	\$72.25
Residential (New Construction) - Electric	\$88.40	11/17/2025	85.00%	\$75.14
New Structures (Erosion Control)	\$205.00	11/17/2025	85.00%	\$174.25
25TORE-BE00137 Subtotal				\$556.65
Permit # 25TORE-BEPH00132 5349 Lincoln Road, Oregon, WI 53575 NEW SINGLE FAMILY DWELLING				
New Structures (Erosion Control)	\$205.00	11/13/2025	85.00%	\$174.25
Residential (New Construction) - Electric	\$218.10	11/13/2025	85.00%	\$185.38
Occupancy (Single-Family)	\$65.00	11/13/2025	85.00%	\$55.25
Residential (New Construction) - Plumbing	\$218.10	11/13/2025	85.00%	\$185.38
New Structures (Plan Review & Inspections)	\$1,479.28	11/13/2025	85.00%	\$1,257.39
Residential (New Construction) - HVAC	\$218.10	11/13/2025	85.00%	\$185.38
25TORE-BEPH00132 Subtotal				\$2,043.03

Oregon, WI, Town of	Invoice Number:		Invoice Date: 11/30/2025		Page: 2
Fee Type	Amt Paid	Paid Date	% Due to 3rd Party	Amt Due to 3rd Party	
Permit # 25TORE-E00025 6195 Purcell Road, Oregon, WI 53575 Electrical Permit					
Residential (Remodel/Additions/Replacement) - Electric	\$316.72	11/5/2025	85.00%	\$269.21	
25TORE-E00025 Subtotal				\$269.21	
Permit # 25TORE-E00026 6240 Onwentsia Trail, Oregon, WI 53575 Electrical Permit					
Residential (Remodel/Additions/Replacement) - Electric	\$588.00	11/13/2025	85.00%	\$499.80	
25TORE-E00026 Subtotal				\$499.80	
Permit # 25TORE-H00019 1039 Tipperary Road, Oregon, WI 53575 HVAC Permit					
HVAC- Alteration/Remodel- Residential	\$226.23	11/4/2025	85.00%	\$192.30	
25TORE-H00019 Subtotal				\$192.30	
Permit # 25TORE-H00020 799 Whispering Oaks Road, Oregon, WI 53575 HVAC Permit					
HVAC- Alteration/Remodel- Residential	\$187.17	11/13/2025	85.00%	\$159.09	
25TORE-H00020 Subtotal				\$159.09	
Permit # 25TORE-H00021 5520 Windridge Road, Oregon, WI 53575 HVAC Permit					
HVAC- Alteration/Remodel- Residential	\$292.98	11/13/2025	85.00%	\$249.03	
25TORE-H00021 Subtotal				\$249.03	
Permit # 25TORE-H00022 647 Tipperary Road, Brooklyn, WI 53521 HVAC Permit					
HVAC- Alteration/Remodel- Residential	\$105.00	11/24/2025	85.00%	\$89.25	
25TORE-H00022 Subtotal				\$89.25	
Permit # 25TORE-P00012 5592 Ralph Road, Oregon, WI 53575 Plumbing Permit					
Residential (Remodel/Additions/Replacement) - Plumbing	\$65.00	11/24/2025	85.00%	\$55.25	
25TORE-P00012 Subtotal				\$55.25	

Summary by Fee Type

Item Code	Amount
Agricultural Buildings, Detached Garages & Accessory Buildings	\$235.01
HVAC- Alteration/Remodel- Residential	\$689.67
New Structures (Erosion Control)	\$348.50
New Structures (Plan Review & Inspections)	\$1,257.39
Occupancy (Single-Family)	\$55.25
Plan Review - Residential - Accessory Buildings, greater than 120 sq. ft.	\$72.25
Plan Review - Residential - Alterations to 1 & 2 Family Dwellings	\$59.50
Reroofing, residing and trim	\$221.00
Residential - Minimum Permit Fee	\$55.25
Residential (New Construction) - Electric	\$260.52
Residential (New Construction) - HVAC	\$185.38
Residential (New Construction) - Plumbing	\$185.38
Residential (Remodel/Additions/Replacement) - Electric	\$769.01
Residential (Remodel/Additions/Replacement) - Plumbing	\$55.25
Total	\$4,449.36

**Please remit to: SAFEbuilt LLC Lockbox #88135
PO Box 88135, Chicago, IL 60680-1135**

Net Invoice:	\$4,449.36
Freight:	\$0.00
Sales Tax:	\$0.00
Invoice Total:	\$4,449.36

TOWN OF OREGON

JOB DESCRIPTION

JOB TITLE: TOWN ADMINISTRATOR/CLERK

SUPERVISOR: TOWN BOARD

PURPOSE OF POSITION:

The purpose of this position is to serve as the key Town official, to perform the statutory duties of the Town Administrator as provided in Wis. Stats. § 60.41 and Town Clerk as provided in Wis. Stats. § 60.33 and other related statutes, and to be a liaison between the Town Board and the public.

ESSENTIAL PERFORMANCE SKILLS:

- Excellent personal, verbal, and written skills required.
- Ability to work closely with people by responding verbally and in written form to requests and provide information from files and records.
- Ability to communicate via telephone and email.
- Ability to use office equipment such as computers, copiers, fax machines, typewriters, and calculators.
- Knowledge of office practices, including accounting principles, English grammar, spelling, work processing and spreadsheets.
- Ability to keep clear and concise records; interpret and apply ordinances, rules and regulations.
- Ability to work with the public and staff with tact and courtesy.
- Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design, document, specify, coordinate, implement, present, supervise and manage.
- Ability to react to change productively and to handle other tasks as assigned.
- Ability to work as required in a standard office environment.

THE FOLLOWING DUTIES ARE NORMAL FOR THIS POSITION:

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform all town clerk duties as required by Wisconsin Statutes 60.33.
- Appoint Deputy Clerk with appropriate qualifications to serve in the clerk's absence.
- Sign payroll, tax, and general fund checks.
- Administer town finances and record in compliance with Wisconsin statutes and town ordinances.
- Maintain public records and ensure that records are properly preserved, filed and disposed of; maintain official records of licenses, permits and bonds; coordinate publication of town legal notices.
- Prepare official minutes of Town Board proceedings, prepare meeting agendas and packets, publish public notices in accordance with State Statutes as required, complete follow-up as required.
- Administer and conduct all elections, including scheduling election workers, administering statutory oaths, supervising all paperwork completion, maintaining and testing of election equipment and reporting of election outcomes.
- Participate as Clerk of the Board of Review.
- Assist the Town Board with development and preparation of annual budget.
- Maintain, record, and renew all bonds.
- Prepare mill rate information, special assessments and special charges for distribution to the County for calculation of property taxes and production of the tax bills.
- Comply with mandates and processes as directed by the County Clerk, Department of Revenue, State Elections Board, Department of Transportation, Department of Natural Resources and Dane County Zoning.
- Administer the Statutory Oath of Office for elected officials.
- Sign with the Town Chairperson for all legal documents and contracts entered into by the Town.
- Send and review applications for alcohol, tobacco, operator's and other licenses as required.
- Perform all town administrator duties defined by Wis. Stats. 60.41.

- Oversee day-to-day operations of the town under the direction of the Town Board.
- Supervise and direct town staff under the direction of the Town Board.
- Supervise and process accounts payable and accounts receivable; audit receipts and disbursements; reconcile accounting records; and allocate payments to various accounts.
- Maintain a system of control to ensure that expenditures do not exceed appropriations.
- Perform personnel duties; coordinate health insurance, life insurance, retirement program and other benefit administration; administer Town insurance programs.
- Serve as Coordinator and claims agent for the Town property, liability and worker's compensation programs.
- Serve as liaison with the Road Department, Plan Commission, Parks Committee, Assessor, Building Inspector, Constable, Waste Management, Sheriff's Department and other governmental units.
- Serve as a liaison between the Plan Commission and the Town Board and Dane County Zoning.
- Record and administer special assessments.
- Compile timesheets, sign payroll checks for distribution; maintain and update payroll records; and oversee payroll process.
- Provide the Town Board with timely and informational financial reports, statements, and financial analysis.
- Coordinate and obtain information on special projects as assigned.
- Prepare tax rolls for submission; prepare statement of assessment and statement of taxes; file with the Department of Revenue.
- Serve as Town agent for the health and life insurance and retirement program.
- Prepare required local, state, and federal annual reports.
- Assist in revision/preparation of ordinances and resolutions.
- Serve as authorized representative to file recycling grant applications for the Town.
- Log and expedite complaints and reports to the appropriate person.
- Assemble informational materials for the Town Board meetings.
- Provide support and guidance to the Plan Commission.
- Attend Wisconsin Municipal Clerks Institute
- Attend workshops, conferences, ETN sessions and any other available educational and information opportunities to keep abreast of mandated legislative and procedural changes. Inform appropriate Town officials, committees, and commissions of necessary changes needed for compliance.
- Arrange for proper maintenance, repair and upkeep of Town Hall.
- Brief and update Town Attorney on matters needing special attention and action.
- Inform and update Town Chairperson on Town activities on a regular basis.
- Contribute and assist in editing and distributing township newsletter.

HOURS AND REPORTING:

This position is full-time reporting to the Town Board. Required working hours are:

- A forty-hour work week is required.
- Office is to be open Monday through Thursday 8:00am to 4:00pm
- Required to attend evening meetings as scheduled
- **FLEXIBILITY:** There is a requirement for extended working hours during tax collections months, elections and/or any other times as needed.

TOWN OF OREGON

JOB DESCRIPTION

JOB TITLE: TREASURER/LAND USE COORDINATOR/DEPUTY CLERK

SUPERVISOR: TOWN ADMINISTRATOR/CLERK/DEPUTY TREASURER

PURPOSE OF POSITION:

The purpose of this position is to carry out the statutory defined duties for a town treasurer, perform important administrative work involving land use issues and building permit applications, provide policy and program support to the Administrator/Clerk, provide services to the public, outside agencies and governmental units and serve as Clerk in that person's absence.

ESSENTIAL PERFORMANCE SKILLS:

- Excellent personal, verbal, and written skills required.
- Ability to work closely with people by responding verbally and in written form to requests and provide information from files and records.
- Ability to communicate via telephone and email.
- Ability to use office equipment such as computers, copiers, fax machines and calculators.
- Knowledge of office practices, including accounting principles, English grammar, spelling, word processing and spreadsheets.
- Ability to keep clear and concise records; interpret and apply ordinances, rules and regulations.
- Ability to work with the public and staff with tact and courtesy.
- Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze plan, design, document, specify, coordinate, implement, present, supervise and manage.
- Ability to react to change productively and to handle other tasks as assigned.
- Ability to work as required in a standard office environment.

THE FOLLOWING DUTIES ARE NORMAL FOR THIS POSITION:

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform all town treasurer duties as prescribed by Wisconsin Statutes 60.34.
- Collect property taxes and receive money.
- Collect, process, and issue dog licenses. Maintain dog license database and reports required by county.
- Complete Special Assessment Certificates for Title Companies.
- Create a yearly town newsletter for tax bills.
- Maintain all fiscal records for the town. Include keeping a detailed financial report in accounting software and preparing monthly financial report.
- Deposit all funds received *by* the town in the town bank accounts.
- Participate in annual budget preparation.
- Responsible for preparing annual recycling grant application and a report of actual yearly recycling costs.
- Collect, process, and issue fireworks *permits*.
- Process and complete background checks for liquor license/bartender applications and snowplow drivers.
- Serve as the Land Use Coordinator responsible for coordinating land use issues and the building permit process.
- Support land use issues including but not limited to permit flow process, administration of land use permit applications, and centralization of land use functions.
- Serve as the primary contact with the public concerning land use matters. Provide a level of technical information to the public and professionals regarding town policies.
- Serve as a liaison between the Plan Commission and the Town Board and Dane County Zoning.
- Maintain Land Use and Building Permits files in hard copy and electronic formats
- Facilitate Plan Commission meetings, agendas, and minutes.
- Provide Plan commission and others with details of various projects including land use permit applications.

- Provide highly responsible technical and office duties to the building permit inspector and assessor.
- Conduct research, collect data, publicize and provide information on Land Use and Building Department rules and regulations.
- Serve as Deputy Clerk and perform duties of Town Clerk when the Clerk is absent.
- Prepare and distribute elections notices, meeting agendas/hearings, legal notices and advertisements for publication/posting as required.
- Answer phones to provide information, assistance, take messages and direct calls as appropriate.
- Assist the public during open hours; provide information as necessary.
- Work closely with public works.
- Process incoming and outgoing mail.
- Create agendas, assemble informational materials, and set up for Town meetings/events.
- Attend and participate in meetings and prepare minutes as assigned.
- Assist with election preparations.
- Maintain Wis Vote, the statewide election management and voter registration system.
- Maintain and test equipment used for voting.
- Assist voters with election information.
- Train, schedule, and oversee Election Inspectors for working on Election Day.
- Maintain town website and provide website updates.
- Requisition office supplies and monitor inventory.
- Maintain complaint log and report to appropriate officials.
- Type reports, emails, letters, and other correspondence as required.
- Maintain Town files.
- Assist the Administrator/Clerk as required.
- Attend Wisconsin Municipal Clerks Institute
- Attend available workshops, educational sessions, etc., as necessary.
- Complete any other such assignments given to him/her by the Administrator/Clerk, Treasurer or Town Board.

HOURS AND REPORTING:

This position is full-time reporting to the Town Administrator/Clerk. Required working hours are:

- A forty-hour work week is required.
- Office is to be open Monday through Thursday 8:00am to 4:00pm
- Required to attend evening meetings as scheduled
- **FLEXIBILITY:** There is a requirement for extended working hours during tax collections months, elections and/or any other times as needed.

**WISCONSIN ELECTIONS
COMMISSION**

Wisconsin Elections

Wisconsin's elections are highly decentralized, with elections conducted at the local level by over 1,900 local election officials in 72 counties and 1,851 municipalities. Municipal clerks in Wisconsin's towns, villages, and cities and the Board of Election Commissioners in the City of Milwaukee, are responsible for establishing polling places, acquiring voting equipment, recruiting and training poll workers, maintaining voter lists, administering absentee voting, and supervising the conduct of elections on Election Day.

Elections are administered at the state level by the Wisconsin Elections Commission (WEC). The WEC is responsible for the administrative oversight of federal and state election laws including establishing uniform standards and training local election officials.

Important Dates

FEB
17
2026

2026 Spring Primary

ELECTION DAY

APR
07
2026

2026 Spring Election

ELECTION DAY

AUG
11
2026

2026 Partisan Primary

ELECTION DAY

NOV
03
2026

2026 General Election

ELECTION DAY

2026 Ballot Access Checklist:

Municipalities Where Nomination Papers are Used



Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 17, 2026 Spring Primary** and the **April 7, 2026 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk (town, village or city). Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- ☐ **Register your Campaign Committee** A current registration (CF-1L) must be filed prior to raising or spending any funds, and no later than **5:00 p.m. on January 6, 2026** or the candidate's name will not be placed on the ballot. For questions, please contact the Ethics Commission: ethics@wi.gov | 608-266-8123.
- ☐ **Complete and Submit a Declaration of Candidacy (Form [EL-162](#))** to the filing officer no later than **5:00 p.m. on Tuesday, January 6, 2026** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 6, 2026. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.
- ☐ **Circulate and Submit Nomination Papers for Nonpartisan Office (Form [EL-169](#))** to the filing officer no later than **5:00 p.m. on Tuesday, January 6, 2026** or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2025. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

All village and town offices:		20 - 100
1 st Class Cities:	Citywide offices	1,500 - 3,000
	Aldersperson elected to district	200 - 400
2 nd and 3 rd Class Cities:	Citywide offices	200 - 400
	Aldersperson elected at large	100 - 200
	Aldersperson elected to district	20 - 40
4 th Class Cities:	Citywide offices	50 - 100
	Aldersperson elected to district	20 - 40

- ☐ **Municipal Judge Candidates:**
Complete and submit a Statement of Economic Interests (SEI) to the Ethics Commission using the website (<https://sei.wi.gov>). Incumbent candidates will receive a filing notice around December 1, 2025, and new candidates will receive an email notice within one or two days of registering their committee. The SEI must be received no later than 4:30 p.m. on Friday, January 9, 2026, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may also print the SEI form and instructions from the Ethics Commission website (<https://ethics.wi.gov>), and return those forms by email or fax. For more information, please contact the Ethics Commission at 608-266-8123 or ethics@wi.gov.

Important Note Regarding Statements of Economic Interests:

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office, *in addition to the office of Municipal Judge*, to file a **Statement of Economic Interests (SEI)**. The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.



District Meetings

[Home](#) [District Meetings](#)

District Meetings are a series of educational sessions hosted annually throughout the state in winter and spring. District Meetings feature annual Board of Review certification training as well as programming on other town government topics. Please see the District Meeting agenda for more information.

Save the Date! 2026 District Meeting Dates and Locations

Click on the location for directions.

Friday, January 30, 2026 – The MARQ

3177 French Rd., De Pere, WI 54155

Saturday, January 31, 2026 – The Eagle's Club

1104 S. Oak Ave., Marshfield, WI 54449

Friday, February 6, 2026 – Deer Valley Lodge

401 W. Industrial Dr., Barneveld, WI 53507

Saturday, February 7, 2026 –



**WISCONSIN TOWNS
ASSOCIATION**
Empowering Town Officials

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Potawatomi Carter Casino

620 HWY 32, Wabeno, WI 54566

Friday, February 27, 2026 -

Holiday Inn Hotel & Convention Center

1001 Amber Ave., Stevens Point, WI 54481

Saturday, February 28, 2026 -

Farm Discovery Center

7001 Gass Lake Rd., Manitowoc, WI 54220

Friday, March 6, 2026 -

Stony Creek Hotel & Conference Center

3060 S. Kinney Coulee Rd., Onalaska WI 54650

Saturday, March 7, 2026 -

The Florian Gardens Conference Center

2340 Lorch Ave., Eau Claire, WI 54701

Friday, March 13, 2026 - 841 Brewhouse

841 W. Milwaukee St., Whitewater, WI 53190

Saturday, March 14, 2026 - Old Hickory Golf Club

W7596 State Road 33, Beaver Dam, WI 53916

Friday, March 27, 2026 - Turtle Back Golf Course

1985 18 ½ St., Rice Lake, WI 54868

Saturday, March 28, 2026 -

Lakewoods Resort & Lodge

21540 CTH M, Cable, WI 54821

Monday, March 30, 2026 - Virtual Session: Please see agenda.

Tuesday, March 31, 2026 - Virtual Session: Please see agenda.

Meeting agenda coming soon!