

Town of Oregon
Town Board Regular Meeting Minutes
Tuesday, May 12, 2026

Administrative

1. Call to Order

Town Board Chair Carl Walser called the meeting to order at 6:00 p.m. on Tuesday, May 12, 2026.

2. Roll Call

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

3. Approval of Minutes

Chair Walser approved the Town Board meeting minutes from the previous month by unanimous consent, with a correction to the April 21, 2026, Town Board meeting minutes to reflect the earlier start time of 5:00 p.m. LeBrun abstained.

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

Chair Walser approved the financial report, loan update, and payment vouchers by unanimous consent.

a. Update on Payne & Dolan Invoice of \$11,254.17

Chair Walser requested confirmation that no balance remains due to Payne & Dolan. Clerk Hanson will contact the company to obtain an updated account statement.

Public Input & Presentations

5. Public Comment — No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3-minutes speaking period for comment.

There were no public comments.

Action/Discussion Items

6. Discussion and Possible Action re: 2025 Road Bid Approval

Kay reported that the bids received for the 2026 Town Sealcoating Contract were lower than anticipated, creating additional capacity within the budget for future road work.

LeBrun moved to award the 2026 Town Sealcoating Contract to Fahrner Asphalt Sealers, the lowest responsible bidder, in the amount of \$75,609.12, in accordance with Wisconsin Statute § 60.47, and to authorize the Town Board Chair and Town Clerk to execute the final contract documents. Jernegan seconded the motion. Motion carried, 5–0.

7. Discussion and possible Amended Approval of Conditions re: Discussion and Possible Action: Land

Rezone Petition #DCPREZ-2026-12256 Parcel #0509-054-9315-0; 5900 County Highway D, Oregon, WI 53575. This request is to rezone 4.88 acres of LC to GC to enable building reconstruction for existing use. Applicant/Owner is Amble Land, LLC 5900 County Highway D., Oregon, WI 53575. (Dane County Zoning Recommendation for Amendment to Conditions from 4/21/26 Approval)

Kay explained that Agenda Items 7 is related to the zoning category of limited commercial "LC" no longer fitting the property use because they are replacing a building and need to be rezoned to the general commercial "GC" zoning category. The town board voted on this petition last month, but the county requested updated restrictions based on the petitioners' need for a conditional use permit "CUP" due to outdoor storage and caretaker's residence. The county has amended the restrictions to use positive language instead of negative language. The town board is being asked to approve the updated restrictions and the plan commission will review at their meeting next week. This will allow the petitioners to stay on track with their application at the county.

Kay moved to approve amending approval of the rezone petition for the property located at 5900 County Road D, Oregon, WI 53575/Parcel Number 0509-054-9315-0 from LC to GC, subject to the findings of fact and staff analysis, and conditioned upon the applicant:

REZONE DEED RESTRICTION

Town recommended conditions/restrictions:

- 1. Outdoor lighting shall comply with Dane County Zoning Ordinance Chapter 10, Section 10.102(5). After business hours, exterior lighting shall be limited to building entrances and overhead service doors. A dusk-to-dawn light is permitted in the parking lot.**
- 2. Burning of debris shall be prohibited on the property.**
- 3. Garbage and/or recycling receptacles shall be located behind (north) of the buildings so as to minimize street visibility.**
- 4. Outdoor storage of parts, tires or non-essential equipment or materials is prohibited.**
- 5. Signage shall be limited to one (1) freestanding, unlit sign in accordance with Dane County Sign Ordinances.**
- 6. Permanent fuel storage shall be prohibited on the property. Two mobile fuel transfer tanks shall be permitted. Mobile tanks must meet all spill containment standards required by the Division of Environmental Health.**
- 7. Hours of operation shall be limited to 6:30am -7:00pm Monday to Friday; 8:00am - 12:00pm (noon) Saturday. Winter hours will be dependent on the weather.**
- 8. Business onsite employees shall be limited to no more than 6.**
- 9. Loudspeakers on the subject property shall be prohibited.**
- 10. Off-street employee parking shall be limited to no more than 20 exterior stalls for operational and onsite employees.**
- 11. Onsite equipment and vehicles shall be equipped with squawker/white sound reversing alarms to reduce potential noise-nuisance.**
- 12. No retail sales or other onsite transactions with final customers shall be permitted.**
- 13. The existing vegetative screening meeting s.10.101(12) requirements shall be maintained along the subject property's eastern and western boundaries.**
- 14. No onsite tri-axel or quad-axe vehicles shall be permitted in the operation of the business.**
- 15. Operator will comply with all town road weight restrictions imposed by the Town of Oregon.**
- 16. Building footprints may not exceed 20% of the Subject Property site.**
- 17. Transient or tourist lodging is prohibited.**

18. Land uses shall be limited to the following permitted uses:

- a. Contractor, landscaping or building trade operations.**
- b. Office uses (associated with contractor landscaping business)**

19. Land uses shall be limited to the following conditional uses:

- a. Outdoor storage**
- b. Caretaker's residence**

LeBrun seconded the motion. Motion carried, 5-0.

8. Discussion and Possible Action: CUP Petition #DCPCUP-2026-02702 Parcel #0509-254-9315-4; 5900 County Highway D, Oregon, WI 53575. This request is to update the CUP for outdoor storage and caretaker's residence for existing use. This Petition is associated with rezone petition #12256 for GC zoning. Applicant/Owner is Amble Land, LLC.

Kay explained that the petition for a Conditional Use Permit (CUP) is for outdoor storage and a caretaker's residence. The Board discussed the storage of vehicles and equipment on the property.

Kay moved to approve the Conditional Use Permit (CUP) for Amble Land, LLC, located at 5900 County Highway D, Oregon, WI, 53575/Parcel Number 0509-054-9315-0, to allow for outdoor storage and caretaker's residence, subject to the conditions listed in the Dane County staff report and the town recommended conditions below.

CUP 2702 RECOMMENDED CONDITIONS

- 1. The physical development and operation of the conditional use must conform, in all respects, to the approved site plan, operational plan and phasing plan.**
 - 2. Outdoor storage shall be limited to landscaping materials, equipment and vehicles associated with the landscaping company/ contractor operation. This includes landscaping materials (soil, mulch, and bark in the designated bin areas behind the buildings), and trailers, vehicles, and equipment to be stored behind the existing screening along Highway D.**
 - 3. No more than 9 pieces of equipment may be stored outside overnight.**
 - 4. Outdoor storage of parts, tires or debris piles is prohibited.**
 - 5. Permanent fuel storage shall be prohibited on the property. Two mobile fuel transfer tanks shall be permitted. Mobile tanks must meet all spill containment standards required by the Division of Environmental Health. [RH: include this on both the DR and the CUP]**
 - 6. Vegetative screening, consistent with Section 10.102(12), Dane County Code, must be maintained along the western side of the property, to shield the adjacent residentially-zoned lot. Additional evergreen screening must be installed along CTH D from the new, shared driveway, to the existing driveway to be eliminated.**
 - 7. This conditional use permit will expire on the sale of the property to a third party. Continuation of the conditional use after sale to a third party will require approval of a new conditional use permit.**
 - 8. This CUP is only effective upon Rezone #12256 becoming effective.**
- Jernegan seconded the motion. Motion carried, 5-0.**

9. Discussion and Possible Action re: Contract with Crack Filling Service, Corp.

LeBrun moved to approve the crack filling contract with Crack Filling Service, Corp. for municipal road maintenance in an amount not to exceed \$15,000, with funding to be drawn from the public

works budget. Kay seconded the motion. Motion carried, 5-0.

10. Discussion and Possible Action re: Dane County Agreement providing road markings

The Board discussed positive feedback received from residents regarding the recent pavement markings (road striping). Concern was expressed about paint fading at the intersection of Fish Hatchery Road and Lincoln Road.

Kay moved to approve the intergovernmental agreement with Dane County for the Town's 2026 pavement marking services in an amount not to exceed \$11,500, and to authorize the Town Board Chair and Town Clerk to execute the final contract. Jernegan seconded the motion. Motion carried, 5-0.

11. Discussion and Possible Action re: hiring consultant for town hall furnaces and air conditioning replacement (1994); three phase electrical

Clerk Hanson reported that the ceiling leak was caused by two 1994 furnaces located in the ceiling. Three quotes for replacement were included in the packet from R.A. Heating & Air Conditioning, Inc., J&J Mechanical, and Brothers HVAC.

The recommended replacement unit would be located outside the building and would require three-phase electrical service, which the Town does not currently have. Staff met with an electrician and were informed that the electrical upgrade would cost over \$10,000 and would require Alliant Energy approval for availability.

Due to the potential cost of the project, it may require engineering and competitive bidding. Chair Walser recommended that the Building Committee meet to discuss the matter.

12. Discussion and Possible Action re: employee handbook; amend job titles to town administrator/clerk and treasurer/land use coordinator 60.37(3); job descriptions

Clerk Hanson reported that work is ongoing to update the employee handbook and job descriptions.

Reports

13. Oregon Area Fire & EMS District

LeBrun provided an update on discussions between the Village of Oregon and the City of Fitchburg regarding the potential consolidation of their Fire and EMS departments to form a shared regional district. The municipalities have jointly contracted with McMahon Associates to complete a formal feasibility study and implementation plan. The initial discussions have expanded to include additional municipalities, including McFarland, Brooklyn, and Stoughton, while Verona has opted out at this time.

The cost of the study is being funded by the Village of Oregon. It was noted that overall operational savings from consolidation are not anticipated; however, potential savings may be realized in capital equipment.

The Commission also discussed the potential purchase of a used pumper truck, identified as a two-year-old unit that has never been used, and reviewed possible funding options for the purchase. Additionally, the Village Board has opened discussion regarding redevelopment of the old Village Hall, which may allow for evaluation of expanding the current fire station at that site.

14. Brooklyn Fire & EMS District

Jernegan reported that the next Brooklyn Fire & EMS District Board meeting is scheduled for May 20, 2026. He had no additional updates, as the District Board had not met since the last Town Board meeting.

15. Belleville Fire & EMS District

Walser reported that he was unable to connect with Belleville Fire & EMS District representative Mike Grochowski in time to obtain an update. He indicated that he did not believe the District had met since the last Town Board meeting.

16. Road & Traffic Safety Committee

Kay reported that the Road & Traffic Safety Committee will meet later this week to consider the potential for additional minor roadwork projects in 2026.

The Board reviewed the proposed Ironman bike route through the Town and suggested evaluating the condition of Judd Road. The Board also requested that advance notice signs be posted to inform residents prior to the event.

17. Town of Oregon Refuse Center (TORC)

Fitzgerald reported that the new traffic pattern is working well. The checkpoint requires users to check in, allowing the attendant to review incoming loads and identify any hazardous materials before disposal.

Fitzgerald also reported that the office container is functioning well. Demand at the site continues to be strongest for brush disposal, although there is also significant use for the disposal of large items.

18. Monthly Building Inspections

There were 17 building permits issued in April 2026.

19. Public Works

Clerk Hanson asked Abel for an update, and he reported that Public Works will be purchasing new tires.

20. Business Office

Clerk Hanson shared an email from Elise Cruz, Director of Community Development for the Village of Oregon, regarding the proposed annexation of property located north of Netherwood Road. The

property, owned by Ronald and Julie Jenkins, is the site of a proposed residential development by Veridian.

The Town will contact the Village to obtain the date of the public hearing and will notify Town residents once that information is available. The Board expressed concern regarding the location of the proposed lots along Netherwood Road. Due to the isolated segment of Netherwood Road that would remain within the Town, a road maintenance agreement between the Town and Village will be necessary.

Clerk Hanson also shared information from the May 5, 2026, Spring Meeting with Dane County Treasurer and Planning & Development staff. Discussion included proposed language for local governments to include in road construction bids to help preserve and protect survey monuments. Dane County has completed remonumentation work within the Town, which may result in adjustments to lot size information in Access Dane and could affect assessed property values. Updates to the DCI map are also anticipated.

Clerk Hanson reported that the Oregon Senior Center agreement with the Village of Oregon is currently in the third year of a five-year contract. Village of Oregon Administrator Martin Shanks indicated that the agreement will be reviewed in 2027 and that no major changes are anticipated.

21. Assessor Report

Clerk Hanson reported that the Board of Review will need to convene that evening in order to adjourn.

Communications

22. Board Communication

Kay reported that he spoke with Jesse Straubhaar regarding the property located at 825 County Highway MM. Kay and LeBrun will meet with Mr. Straubhaar on-site to discuss the property.

23. Future Agenda Items

LeBrun noted that the August meeting will include the consultant for the fire and EMS consolidation discussion.

24. Board Committee Assignments

Walser presented a draft of the Board committee and commission assignments, including subcommittee appointments. He indicated that a revised version would be available at the next meeting.

Kay reported that the terms of two Plan Commission members expire in June. The chair has the authority to make the appointments for those positions.

25. Review of Town Parking Ordinance

Walser indicated that he would discuss potential amendments to the Town parking ordinance, including parking regulations at Town Hall.

26.

Future Meeting Dates:

Tuesday, May 19 Plan Commission Meeting 6:30pm

Thursday, May 21 Road & Traffic Safety Committee Meeting 9am

Wednesday, May 27 Park Committee Meeting 6pm

Tuesday, June 9 Town Board Meeting 6pm

Tuesday, June 16 Plan Commission Meeting 6:30pm

Thursday, June 18 Road & Traffic Safety Committee Meeting 9am

Wednesday, June 24 Park Committee Meeting 6pm

Monday, July 6 2pm-4pm Open Book via phone ONLY – appointments accurateaccessor.com

Tuesday, July 14, Town Board Meeting 6pm

Thursday, July 16 Road & Traffic Safety Committee Meeting 9am

Tuesday, July 21 Plan Commission Meeting 6:30pm

Thursday, July 23 Board of Review 12pm-2pm

Wednesday, July 29 Park Committee Meeting 6pm

Wednesday, July 29 Joint Meeting of OAFED 6:30pm-Village of Oregon Community Room

Tuesday, August 4 Town Board Meeting 6pm (*rescheduled from August 11 due to election*)

Tuesday, August 11 Election - Fall Primary 7am-8pm

Tuesday, August 18 Plan Commission Meeting 6:30pm

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

Wednesday, August 26 Park Committee 6pm

Tuesday, September 8, Town Board Meeting 6pm

Thursday, September 10, Road & Traffic Safety Committee Meeting 9am

Tuesday, September 15 Plan Commission Meeting 6:30pm

Wednesday, September 30 Park Committee 6pm

Walser expressed interest in scheduling a Building Committee meeting.

Clerk Hanson informed the Board that the August Board meeting has been rescheduled to August 4 due to the election scheduled for August 11.

Adjournment

27. Adjournment

Chair Walser declared the meeting adjourned by unanimous consent at 8:06 p.m. on Tuesday, May 12, 2026.

Respectfully submitted,

Jennifer Hanson, Clerk