

**VILLAGE OF FOX CROSSING  
BOARD OF TRUSTEES REGULAR MEETING  
Municipal Complex – Arden Tews Assembly Room  
Monday, February 8, 2021**

**Minutes**

**1. Call to Order, Pledge of Allegiance, and Roll Call**

Meeting called to order by President Youngquist at 6:00 p.m. The Pledge of Allegiance was recited.

Village Clerk Darla Fink took roll call and noted those present in person: President Dale Youngquist and Trustee Mark Englebert. Present via teleconference: Trustees Michael Van Dyke, Gregory Ziegler, Dale McNamee, and Barbara Hanson. Excused: Trustee Kris Koeppel.

Also Present: Village Manager Jeffrey Sturgell, Director of Community Development George Dearborn, Assistant Fire Chief Todd Sweeney, Chief of Police Tim G. Seaver (via teleconference), Street Superintendent Randy Gallow, Utility Superintendent David Tracey, Director of Parks & Recreation Amanda Geiser, and Attorney Kyle Thelen. Excused: Director of Finance Myra Piergrossi, Engineer Lee Reibold, and Engineer Bradley Werner. There were two attendees.

**2. Awards / Presentations**

**3. Public Hearings**

- a) Special Assessments for Installation of Sanitary Sewer Laterals on Clayton Avenue from 9240 Clayton Avenue Southward to 9114 Clayton Avenue

**MOTION:** Trustee Englebert, seconded by Trustee Van Dyke to open the Public Hearing.

Village Manager Sturgell explained the assessment process, displayed a map of the assessment area, and provided a project description. The sewer main itself is not part of these assessments as that has already been paid by the Town of Clayton, only the sewer laterals are included in this special assessment. He provided the estimated project costs and detailed how the assessments are calculated. Payment options include paying the entire assessed amount within 30 days or making annual equal principal payments at the Village's borrowing rate plus 2% over a term of 10 years with no penalty for prepayments.

There were no public comments.

**MOTION:** Trustee Englebert, seconded by Trustee McNamee to close the Public Hearing.

**4. Minutes to Approve / Minutes and Correspondence to Receive  
Minutes to Approve**

- a) Regular Village Board Meeting – January 25, 2021

**Minutes and Correspondence to Receive**

- b) Neenah Menasha Sewerage Commission – December 15, 2020  
c) Water Pumpage Report – November 2020 & December 2020  
d) Water Breaks Report – November 2020 & December 2020

**MOTION:** Trustee Van Dyke, seconded by Trustee Hanson to approve the minutes and accept other departmental minutes and correspondence into record. Motion carried.

**5. Public Comments Addressed to the Village Board**

**6. Discussion Items****7. Unfinished Business****8. New Business-Resolutions/Ordinances/Policies**

- a) 210208-1 Final Assessment Resolution Declaring Intent to Exercise Special Assessments for Installation of Sanitary Sewer Laterals for the Clayton Utilities Sanitary Sewer Main Extension Project  
**MOTION:** Trustee Englebert, seconded by Trustee McNamee to approve as submitted. On roll call vote, Motion carried 6-0-1 (Trustee Koeppe excused).
- b) 210208-2 Change Order #1 & Final – 2020 Reconstruction of Water and Sanitary Sewer Mains on Woodgate Lane, Shady Springs Drive, Shady Springs Court, Weatherwood Drive, Theresa Avenue, and George Street Project  
**MOTION:** Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Superintendent Tracey noted the water for this project came in under the original budget and sewer came in under the amended budget. Motion carried.
- c) 210208-3 Change Order #3 & Final – Storage Building Construction Project  
**MOTION:** Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Superintendent Gallow noted his appreciation to the Village Board for approving the construction of this building to provide additional storage and record retention for many departments. This project was completed on time and within budget. The existing building will be taken down this summer. Motion carried.
- d) 210208-4 Award Bid – 2021 Reconstruction of Water and Sanitary Sewer Mains on Palisades Lane, Palisades Drive, West Palisades Drive, Riverview Court, Omega Drive, Larkspur Drive, Winwood Drive, and Sumac Lane  
**MOTION:** Trustee Englebert, seconded by Trustee Hanson to approve as submitted. Superintendent Tracey noted all bids received came in under budget. Motion carried.
- e) 210208-5 Award Bid – Stead Drive Sanitary Sewer Main Replacement Project  
**MOTION:** Trustee Englebert, seconded by Trustee Hanson to approve as submitted. Superintendent Tracey noted this project came in substantially under budget. Motion carried.
- f) 210208-6 Memorandum of Understanding Between Town of Clayton and the Village of Fox Crossing Regarding a 2021 Joint Road Resurfacing Project  
**MOTION:** Trustee Van Dyke, seconded by Trustee McNamee to approve as submitted. Village Manager Sturgell stated the Village and Town of Clayton are each responsible for 1.5 miles of Clayton Avenue. The Village will be the lead agent on this project, conduct bid advertising, award the bid, etc. The Town of Clayton has already approved this Memorandum at their meeting last week. If approved tonight, bid advertisement will begin tomorrow. Motion carried.
- g) 210208-7 Approve Well #5 Rehabilitation Project  
**MOTION:** Trustee Englebert, seconded by Trustee Van Dyke to approve as submitted. Motion carried.
- h) 210208-8 Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing  
**MOTION:** Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Motion carried.

- i) 210125-1:ORD Amend Fox Crossing Municipal Code Chapter 38 Elections, by Adding §38-3 to Address the Appointment of Election Officials Pursuant to §7.30(1)(A) of Wisconsin Statutes *Second Reading & Adoption*

**MOTION:** Trustee Englebert, seconded by Trustee Hanson to accept the Second Reading and Adoption as submitted. Motion carried.

- j) 210208-9 Operator License Applicants

**MOTION:** Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Motion carried.

- k) 210208-10 Expenditures

**MOTION:** Trustee Van Dyke, seconded by Trustee McNamee to approve the expenditures submitted without exception. Motion carried.

9. Reports

- a) Clerk Darla Fink – Spring Primary Election on Tuesday, February 16, 2021, with Poll Open from 7:00 a.m. to 8:00 p.m.

Clerk Fink advised the Spring Primary is Tuesday, February 16<sup>th</sup> with polls open from 7:00 a.m. to 8:00 p.m. using the same four polling places as used for the 2020 elections. Early in-person absentee voting is currently taking place in the Clerk's Office and mailed absentee ballots can be requested through end of business on Thursday, February 11<sup>th</sup>.

10. Closed Session

11. Adjourn

At 6:40 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Englebert to adjourn. Motion carried.

Respectfully submitted,

Darla M. Fink, Village Clerk

**Note:** These minutes are not considered official until acted upon at an upcoming meeting; therefore, are subject to revision.