

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex - Arden Tews Assembly Room
Monday, March 23, 2020**

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 Designee Darla Fink took roll call and noted President Dale Youngquist, Trustees Kris Koeppe and Mark Englebert were present in person and Trustees Michael Van Dyke, Gregory Ziegler, Dale McNamee, and Barbara Hanson were present via telephone.

Staff including Village Manager Jeffrey Sturgell, Director of Finance Myra Piergrossi, Director of Community Development George Dearborn, Fire Chief Brian Harbison, Street Superintendent Randy Gallow, Utility Superintendent David Tracey, Director of Parks & Recreation Amanda Geiser, and Director of Information Technology Tim Plagenz were present in person and Chief of Police Tim G. Seaver, Clerk Karen Backman, and Attorney Andrew Rossmeissl were present via telephone. Excused: Engineer Lee Reibold and Engineer Bradley Werner. There were 2 attendees.

2. Awards / Presentations

3. Public Hearings

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

a) Regular Village Board Meeting - March 9, 2020

Minutes and Correspondence to Receive

a) Park Commission Meeting - February 12, 2020

b) Planning Commission Meeting - February 19, 2020

MOTION: Trustee Englebert, seconded by Trustee Koeppe to approve the minutes and accept other departmental minutes and correspondence into record. On roll call vote, motion carried 7-0.

5. Public Comments Addressed to the Village Board

Josh Finch, Shreve Lane: He thanked the Village Board and Staff including police and EMS for their response to the COVID-19 pandemic. He stated a lot of people aren't taking this situation seriously nationwide and thanked the Board for proactively handling this unique situation responsibly and with careful consideration.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 200323-1 2019 Year-End Budget Amendments

MOTION: Trustee McNamee, seconded by Trustee Hanson to approve as submitted. Director Piergrossi reported two items were over budget, building permits and assessments. The assessor amount was over budget due to an extra payment being made in 2019 for work being completed for 2020. On roll call vote, motion carried 7-0.

b) 200323-2 2020 Budget Amendments to Provide Funds for Various Items in the Police, Parks & Recreation, Fire, Information Technology, Streets, Municipal Complex, Water, and Wastewater Departments

MOTION: Trustee Ziegler, seconded by Trustee Van Dyke to approve as submitted. Director Piergrossi noted that many of the changes are just corrections to the budget to match the agreed to contracts previously approved by the Board. On roll call vote, motion carried 7-0.

- c) 200323-3 Change Order #3 & Final - East Shady Lane Water and Sanitary Sewer Main Extension Project
MOTION: Trustee Hanson, seconded by Trustee Ziegler to approve as submitted. On roll call vote, motion carried 7-0.
- d) 200323-4 Award Bid - Anunson Farm Park Construction Project
MOTION: Trustee Ziegler, seconded by Trustee Hanson to approve as submitted. President Youngquist commended the Planning Commission, Village Manager Sturgell, and staff for obtaining favorable bids and scrutinizing those bids to select the most qualified, low bidder. On roll call vote, motion carried 7-0.
- e) 200323-5 Approve Associate Planner Work Agreement for Farrah Yang
MOTION: Trustee Englebert, seconded by Trustee Koeppel to approve as submitted. Trustees discussed the ability for Village Manager Sturgell to have the discretion to approve these types of work agreements without Board approval. President Youngquist stated the personnel manual is currently being worked on extensively and this can be addressed. On roll call vote, motion carried 7-0.
- f) 200323-6 Operator License Applicants
MOTION: Trustee Ziegler, seconded by Trustee Hanson to approve as submitted. On roll call vote, motion carried 7-0.
- g) 200323-7 Expenditures
MOTION: Trustee Ziegler, seconded by Trustee Englebert to approve as submitted. On roll call vote, motion carried 7-0.

9. Reports

a) Village Manager Jeffrey Sturgell - COVID-19 Information Update

Village Manager Sturgell gave a general report on the Village's response to the COVID-19 pandemic as the situation is rapidly changing. He noted the changes ordered by Governor Evers including the closure of schools, groups of 10 or less recommended, and that Wisconsin is on the verge of a "Safer at Home" order being put into place tomorrow. He stated he is working with Director Piergrossi and Human Resource Director Kim Burdick to determine how to move forward with personnel policies and has had numerous meetings with department heads to gather staff concerns. He stated the Village will be taking further steps at the Municipal Complex to shut down all operations other than voting and village meetings. Once the "Safer at Home" order is in place, all non-essential employees will be sent to work from home when possible and we will continue to provide very limited services to the public. Federal law requires municipalities to provide 10 days of paid sick leave for the COVID-19 pandemic which will be reimbursed to the Village over time. Further time frames will need to be discussed with the Village Board to determine how to compensate staff going forward.

The Board noted protection of employees and the public is the #1 priority. Trustees stated keeping the public informed through the Village website and Facebook pages is important to include what services will be continued, and strongly encouraged the public to vote via absentee ballot if at all possible. President Youngquist commended Village Manager Sturgell on his leadership and organizational skills through this unprecedented time.

b) Village President Youngquist - Open Book will be held Tuesday, April 21, from 4:00 p.m. to 7:00 p.m., Wednesday, April 22 from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., and Monday, April 27 from 4:00 p.m. to 7:00 p.m.

President Youngquist advised as of today, the plan is still to hold these Open Book sessions with the Assessor in the Assembly Room, however this is subject to change due to the COVID-19 pandemic. He indicated the Board of Review meeting is still scheduled for June 1 from 4:30 p.m. to 6:30 p.m.

c) Trustee Kris Koeppe

- Spring Electronic Recycling Event scheduled for Saturday, April 18, 2020 is canceled

Trustee Koeppe stated the vendor is still currently open and accepting electronic recycling for the same fees at their location, but due to the safety considerations for workers and residents, the event is being canceled. More information regarding the cancellation has been posted on Facebook. The fall event is still planned at this time.

- Winnebago County Agriculture & Household Material Clean Sweep Event - Friday, April 24 from 9:00 a.m. to 11:00 a.m. at Winnebago-Poygan Fire Station, and 3:00 p.m. to 5:00 p.m. at the Fox Crossing Municipal Complex Street Garage

Village Manager Sturgell received notice stating this event is currently under consideration as to whether it will still occur as planned. He stated he will have an update at the next Village Board Meeting.

d) Director George Dearborn - Municipal Separate Storm Sewer System (MS-4) Report

Director Dearborn advised this report is similar to previous year's reports but includes more emphasis on public education and outreach. He noted projects including the river clean-up effort in May, road salting/maintenance, and upcoming pond projects are included in the report. He stated he will be submitting the report at the end of this week and encouraged any public questions.

e) Clerk Designee Darla Fink - Spring Election April 7, 2020 - Polls Open for Voting 7:00 a.m. to 8:00 p.m.; Central Count Location for Processing Absentee Ballots at Fire Station #40, Open 7:00 a.m. to 8:00 p.m.

Clerk Designee Fink advised the election is still scheduled as of today, but open registration has been extended to March 30 for residents to register or update registration online. She provided absentee voting hours and stated special attention is being paid to practicing social distancing along with additional sanitizing protocols. The use of Badger Books will not begin until the fall election and paper poll books will continue to be used for the April 7 election.

10. Closed Session11. Adjourn

At 6:48 p.m., **MOTION:** Trustee Koeppe, seconded by Trustee Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Village Clerk

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