

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, June 10, 2024**

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 and a moment of silence was held in honor of Memorial Day.

Village Clerk Darla Fink took roll call and noted those present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koeppel, Gregory Ziegler, Deb Swiertz, and Barbara Hanson.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Chief of Police Scott Blashka, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, and Engineer Lee Reibold. Excused: Director of Public Works Joe Hoechst and Engineer Bradley Werner. There were ten attendees.

2. Awards / Presentations

a) Introduction and Oath of Office of Fox Crossing Police Officer Joshua Biocic – Police Chief Scott Blashka

Chief Blashka introduced the newest Police Officer Joshua Biocic and provided his educational background and work history. Clerk Fink administered the Oath of Office.

b) Annual Audit Report for Fiscal Year 2023 – David Minch, CPA of KerberRose, S.C.

Director Searl introduced David Minch and gave the typical timeline for the Audit and noted this year went significantly better than last year as far as being timely. David Minch stated there are two reports issued at the conclusion of the Audit. The opinion on the financial results is unmodified which means it is a clean opinion and the highest level of assurance that can be provided. He congratulated the Village on receiving the Excellence in Financial Reporting Award again. He provided detail on the general fund balance and a breakdown of each component. He stated the Village is sitting in a good financial position going into 2024 and compared total fund balances as compared to previous years. The Village's total debt increased by approximately \$300,000.00.

Mr. Minch went through the proprietary net funds and the breakdown by utility, including sewer, water, and storm water showing trend information over the previous years. He stated all utilities are functioning very strongly and generating good operating income. He stated there was a comment in the management letter regarding the Village's change from punch clocks to timesheets for hourly employees. He stated there is no right or wrong way to handle this, however they would encourage the Village to evaluate this change and the key controls over employee hour reporting.

Trustee Hanson asked if it is more efficient to use a timesheet or a punch clock and the cost of a current punch clock system. Mr. Minch stated he cannot answer those questions but stated it is Kerber Rose's recommendation to use a punch clock system. Director Searl stated the Village is currently in the process of evaluating different options using technology and paperless timesheets, but they are still researching this.

3. Public Hearings**4. Minutes to Approve / Minutes and Correspondence to Receive
Minutes to Approve**

a) Regular Village Board Meeting – May 20, 2024

Minutes and Correspondence to Receive

MOTION: Trustee Van Dyke, seconded by Trustee Ziegler to approve the minutes. Motion carried via voice vote, with President Youngquist abstaining due to his absence at the previous meeting.

5. Public Comments Addressed to the Village Board**6. Discussion Items****7. Unfinished Business****8. New Business-Resolutions/Ordinances/Policies**

a) 240610-1:ORD Amend Fox Crossing Municipal Code Chapter §154 Animals, to Add a License Fee Exemption for Dogs that are Service Animals First Reading

MOTION: Trustee Van Dyke, seconded by Trustee Ziegler to accept the First Reading as submitted. Manager Sturgell advised we already waive the license fee if a resident shows paperwork proving their dog has been deemed a service animal but this will change the Ordinance to match our current practice. Motion carried via voice vote.

b) 240610-1 Accept the Electronic Compliance Maintenance Annual Report (eCMAR)

MOTION: Trustee Ziegler, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.

c) 240610-2 Reappointment of Park Commission Member – Jordyn Kurer

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Clerk Fink administered the Oath of Office. Motion carried via voice vote.

d) 240610-3 Reappointment of Park Commission Member – Jean Wollerman

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

e) 240610-4 Reappointment of Sustainability Committee Member – Thomas Willecke

MOTION: Trustee Koeppe, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.

f) 240610-5 Reappointment of Sustainability Committee Member – Susan Garcia-Franz

MOTION: Trustee Koeppe, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.

g) 240610-6 Reappointment of Sustainability Committee Member – Megan Horejs

MOTION: Trustee Hanson, seconded by Trustee Koeppe to approve as submitted. Motion carried via voice vote.

h) 240610-7 Reappointment of Sustainability Committee Member – Michael Scheibe

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

i) 240610-8 Annual Alcohol Beverage License Renewal Applications for the Term July 1, 2024 – June 30, 2025

MOTION: Trustee Van Dyke, seconded by Trustee Ziegler to approve as submitted. Clerk Fink advised there are two establishments that missed the deadline for this meeting, so there will be a similar Resolution at the upcoming meeting. Motion carried via voice vote.

- j) 240610-9 Annual Beer Garden License Renewal Applications for the Term July 1, 2024 – June 30, 2025
MOTION: Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. Motion carried via voice vote.
- k) 240610-10 Annual Mechanical Amusement License Renewal Applications for the Term July 1, 2024 – June 30, 2025
MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.
- l) 240610-11 Issue Class “B” Beer License and Appointment of Agent for Omsai LLC d/b/a Econolodge Neenah, 2000 Holly Road
MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. Trustee Hanson questioned the change in license, and asked where the customers will drinking at the establishment. Director Dearborn stated he recently visited and stated they have made dramatic changes to this location, including the addition of a breakfast eating area and he does not see any issues with the issuance of this license. Motion carried via voice vote.
- m) 240610-12 Operator License Applicants
MOTION: Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. Motion carried via voice vote.
- n) 240610-13 Expenditures
MOTION: Trustee Ziegler, seconded by Trustee Koeppe to approve the expenditures submitted without exception. Motion carried via voice vote.

9. Reports

- a) Village President Dale Youngquist – Village Trustee #4 Vacancy Update

President Youngquist advised Trustee Jason Patzwald has resigned from the Village Board, and they are now seeking applicants for this position. Applicants will be accept through June 17th with an intention to fill the position by early July.

- b) Village Manager Jeffrey Sturgell – Theodore (Ted) Lang Revocable Trust Gifts to Village Police & Fire Departments

Manager Sturgell advised the Police and Fire Departments each received a generous donation from the Estate of Ted Lang. Ted and his wife were longtime residents of the Village, and when he passed away in 2022, his Will included a provision that the Police and Fire Departments would each receive 3% of his estate which came to \$17,650 to each department. The funds have been placed in the special revenue fund for each department, with no restrictions on these gifts. At an upcoming meeting, the Village Board will need to identify where those funds will be designated via a budget amendment. Manager Sturgell stated he is currently trying to track down where he can send a thank you card.

10. Closed Session

11. Adjourn

At 6:54 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Koeppe to adjourn. Motion carried via voice vote.

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.