

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, December 14, 2020**

Minutes

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

Meeting called to order by President Youngquist at 6:02 p.m. The Pledge of Allegiance was recited.

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

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

2. Awards / Presentations

3. Public Hearings

4. Minutes to Approve / Minutes and Correspondence to Receive

Minutes to Approve

- a) Regular Village Board Meeting – November 23, 2020
- b) Special Meeting Budget Workshop – October 5, 2020, October 12, 2020, October 19, 2020, October 26, 2020, & November 30, 2020

Minutes and Correspondence to Receive

- c) Planning Commission – October 21, 2020
- d) Neenah Menasha Sewerage Commission – October 27, 2020
- e) Park Commission – November 11, 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

Ron Jahnke – 1833 Susan Avenue – G&M Storage

Mr. Jahnke stated there was recently a street project done on Theresa Avenue on which this business has a driveway. He had previously redone the parking lot and entrance with millings (a blacktop like surface). Since the street work has been completed, all other driveway entrances have been blacktopped or put back to the condition they were previously in except for this business driveway entrance in which only gravel was put down. He stated he has spoken to Superintendent David Tracey multiple times on this who has advised the contractor kept stating they would get it done, but nothing has been completed. Superintendent Tracey advised they have extra millings at the shop and the Village will just take care of making this right as the contractor has not gotten out there.

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

- a) 201214-1:ORD An Ordinance Attaching Certain Lands from the Town of Neenah, Winnebago County to the Village of Fox Crossing, Winnebago County, Wisconsin – Sturgis Annexation *First Reading, Second Reading & Adoption*
MOTION: Trustee Van Dyke, seconded by Trustee Hanson to accept the First Reading, Second Reading, and Adoption as submitted. On roll call vote, motion carried 7-0.
- b) 201214-2:ORD Amend Fox Crossing Municipal Code Chapter 302-1(A) Offenses Endangering Public Safety, to Adopt Provisions of Wisconsin Statute 961.41(3g) Possession of Controlled Substances *First Reading*
MOTION: Trustee Ziegler, seconded by Trustee Koeppel to accept the First Reading as submitted. Motion carried.
- c) 201214-1 Zero Lot Line Certified Survey Map – 903 & 905 Highland Park Road
MOTION: Trustee Ziegler, seconded by Trustee McNamee to approve as submitted. Motion carried.
- d) 201214-2 Change Order #1 & Final – Stroebe Island Causeway Culvert Project
MOTION: Trustee Ziegler, seconded by Trustee Koeppel to approve as submitted. Trustee Englebert commented that the work done has made a huge difference structurally and was well worth the money to save extra work in the future. Motion carried.
- e) 201214-3 Change Order #1 & Final – 2020 Road Resurfacing Program to Include the Clayton Avenue Resurfacing Project, the West American Drive Curb Ramp Replacements, and the Bryce Drive Cul-de-Sac Improvements
MOTION: Trustee McNamee, seconded by Trustee Englebert to approve as submitted. Motion carried.
- f) 201214-4 Change Order #1 & Final – County Highway O Water and Sanitary Sewer Main Relay Project
MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Trustee Englebert asked if the sewer lateral program is being used for this project. Superintendent Tracey advised they are replacing 13 laterals and the special assessments for this project will not be part of the sewer lateral program. The preliminary assessment resolution will be on an Agenda in January. Motion carried.
- g) 201214-5 Change Order #1 & Final – Stroebe Road Water Main Replacement Project
MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Motion carried.
- h) 201214-6 Change Order #1 & Final – East Shady Lane Water and Sanitary Sewer Main Extension Phase II Project
MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Motion carried.
- i) 201214-7 Change Order #4 & Final – East Shady Lane Water and Sanitary Sewer Main Extension Phase I Project
MOTION: Trustee McNamee, seconded by Trustee Koeppel to approve as submitted. President Youngquist noted this project was previously closed out, and questioned if this additional amount was included in the special assessment. Superintendent Tracey advised this Change Order is for the asphalt work which was not part of the special assessment and noted the entire project came in over \$100,000 under budget. Motion carried.

- j) 201214-8 Amend Additional Compensation Pay Schedule
MOTION: Trustee Van Dyke, seconded by Trustee Koeppel to approve as submitted.
Motion carried.
- k) 201214-9 Issue Annual Secondhand Dealer Licenses – January 1 through December 31, 2021
MOTION: Trustee Ziegler, seconded by Trustee Van Dyke to approve as submitted.
Motion carried.
- l) 201214-10 Operator License Applicants
MOTION: Trustee Ziegler, seconded by Trustee Van Dyke to approve as submitted.
Motion carried.
- m) 201214-11 Expenditures
MOTION: Trustee Ziegler, seconded by Trustee Koeppel to approve the expenditures as submitted. Motion carried.

9. Reports

- a) Clerk Darla Fink – Circulation of Nomination Papers for Spring Election begins December 1, 2020 through January 5, 2021 at 5:00 p.m.

Clerk Fink stated circulation of nomination papers is currently underway and goes through 5:00 p.m. on January 5, 2021. The offices which will be on the April 6, 2021 ballot are Village President Dale Youngquist, Trustee 2 Kris Koeppel, Trustee 4 Mark Englebert, Trustee 6 Barbara Hanson, and Municipal Judge Timothy Hogan. Candidacy packets are available to pick up in the Clerk's Office or can be mailed, e-mailed, or faxed to any interested candidates while the Municipal Complex is closed.

- b) Village Manager Jeffrey Sturgell – Village of Fox Crossing 2020 Accomplishments Report

Village Manager Sturgell went through an extensive list of Village Accomplishments from 2020 including Capital Projects, Clerk and Elections, Community Development, Information Technology, Fire, Audits/Inspections, Garbage and Recycling, and noted all of this was done in the midst of a global pandemic. He commended all of the Department Heads, Staff, and Board Members on a successful yet challenging year.

- c) President Dale Youngquist

- Village Offices Closed December 24, 25 and December 31, 2020, & January 1, 2021 in Observance of Holidays
- Last Day for In-Person Tax Collection in 2020 at the Municipal Complex Finance Office is Wednesday, December 30, 2020; Community First Credit Union will Collect Taxes in the Lobby from 8:30 a.m. to 5:00 p.m. on Thursday, December 31, 2020

President Youngquist stated the Municipal Complex will be open for tax collection on the following dates from 8:00 a.m.-4:30 p.m.: December 21-23 and December 28-30. Residents can also submit tax payments via mail, the secure dropbox at the Municipal Complex, or online in addition to the option of paying at Community First Credit Union through December 31st. A representative from Accurate Appraisal will be in person at the Municipal Complex on December 23 (9:00 a.m.-12:00 p.m.), December 28 (9:00 a.m.-12:00 p.m.), December 29 (9:00 a.m.-12:00 p.m. & 1:00 p.m.-4:00 p.m.), and December 30 (9:00 a.m.-12:00 p.m. & 1:00 p.m.-4:00 p.m.).

- Christmas and Holiday Wishes

10. Closed Session

11. **Adjourn**

At 7:10 p.m., **MOTION:** Trustee Ziegler, seconded by Trustee Koeppe 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.