

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, March 27, 2023**

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: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koeppe, Gregory Ziegler, Dale McNamee, and Barbara Hanson. Excused: Trustee Mark Englebert.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Fire Chief Brian Harbison, Chief of Police Scott Blashka, Police Captain Tim Callan, Street Superintendent Randy Gallow, Utility Superintendent David Tracey, Director of Parks & Recreation Amanda Geiser, Director of Information Technology Tim Plagenz, Attorney Andrew Rossmeissl, Engineer Zach Laabs, and Engineer Lee Reibold. Excused: Engineer Bradley Werner. There were four 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 13, 2023

Minutes and Correspondence to Receive

b) Planning Commission Meeting Minutes – February 15, 2023

MOTION: Trustee Van Dyke, seconded by Trustee Koeppe 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

a) Discussion Regarding the Potential Renewal of the Bird Scooter Memorandum of Understanding for 2023

Manager Sturgell asked the Board for their thoughts on renewing the Bird Scooter program. He stated last year was our pilot year with this program, and all of the other local municipalities have decided to renew their contracts. The Park Commission had a good discussion at their last meeting with a consensus being to renew the program and consider expanding the area the scooters are allowed to travel including more areas on the East Side of the Village and some Village trails. Manager Sturgell thinks it would be difficult to open the route further at this time, due to the safety considerations that need to be reviewed by the Police Department. If the Board would like to renew, we will have a Resolution to approve the Agreement on the next meeting agenda. Director Geiser stated the program went well last year with no resident complaints to her knowledge. She would like to work towards expanding the service area of these scooters in upcoming years. Director Geiser also noted the confusion riders have on the East Side as far as knowing when they're in Menasha or Fox Crossing and where the scooters

can be ridden and also stated Grand Chute has elected to expand their service area to a larger area.

Trustee McNamee expressed his concerns with expanding the service area due to seeing scooters cluttering up the sidewalks in other local municipalities. President Youngquist suggested that we look into collecting revenue from Bird Scooters if we choose to expand the service area in the future. The Board agreed to continue this Agreement with Bird Scooters for another year utilizing the same approved service area.

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 230327-1 2022 Year End Budget Amendments

MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. On roll call vote, Motion carried 6-0.

b) 230327-2 2023 Budget Amendments to Provide Funds for Various Items in Village Departments

MOTION: Trustee McNamee, seconded by Trustee Ziegler to approve as submitted. Director Searl stated this Amendment covers both new items that did not come up during the Budget process, and items that were ordered but not received in 2022 and are being rolled over to 2023. On roll call vote, Motion carried 6-0.

c) 230327-3 Preliminary Assessment Resolution Declaring Intent to Exercise Special Assessments for the Installation of Water Mains and Laterals, and Sanitary Sewer Mains and Laterals, for the County Highway II Water and Sanitary Sewer Extension Project

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Village Manager Sturgell stated this Resolution details the Village's intent to impose special assessments to certain properties on County Highway II, sets the Public Hearing date for the April 24th Board Meeting, and orders the Village Engineer to put together the schedule of assessments and Engineer's Report. Motion carried.

d) 230327-1:ORD Create Village of Fox Crossing Municipal Code Chapter §310 Rights-of-Way Management: Rights-of-Way of Streets, Sidewalks and Other Public Places in the Village of Fox Crossing *First Reading, Second Reading, & Adoption*

MOTION: Trustee Hanson, seconded by Trustee McNamee to accept the First Reading, Second Reading, and Adoption as submitted. Manager Sturgell stated staff have been working on this Ordinance for a few years, and we are now ready to finalize it. Staff felt it was necessary to create a more formal process to register utilities using Village rights-of-way, making sure contractors are following the proper processes, and requiring larger projects to be broken down into sections. The Fee Schedule will be updated in an upcoming meeting to reflect the new permit fees as well. Motion carried.

e) 230327-2: ORD Amend Fox Crossing Municipal Code Chapter §364-2 Speed Zones, to Reduce the Speed Limit on East Shady Lane from Clayton Avenue to Irish Road from 55 Miles Per Hour to 45 Miles Per Hour *First Reading*

MOTION: Trustee Hanson, seconded by Trustee Van Dyke to accept the First Reading as submitted. Chief Blashka stated he has received multiple calls from residents over the years concerned about the speed on this length of roadway, and considering the apartment buildings being built in this area and the results of the speed study that was conducted, it has been determined there should be a reduction on this stretch of road to 45 miles per hour. Motion carried.

f) 230327-4 Award Bid – Ninth Street Water Main Improvement Project

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

- g) 230327-5 Award Bid – Sand Point Stormwater Pond Construction Project
MOTION: Trustee Ziegler, seconded by Trustee Van Dyke to approve as submitted. Motion carried.
- h) 230327-6 Award Bid – 2023 Road Resurfacing Program to Include the Resurfacing of East Shady Lane West of Irish Road, the Fire Station #40 Parking Lot Project, the Fritse Park Parking Lot Addition, the Friendship Trail Paving Project, and the Gavin Road Curb Ramp Installation
MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. Motion carried.
- i) 230327-7 Award Bid – 2023 Crack Sealing Program
MOTION: Trustee McNamee, seconded by Trustee Koeppe to approve as submitted. Motion carried.
- j) 230327-8 Award Bid – 2023 Concrete Work Program to Include Trail Ramp Replacements
MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Superintendent Gallow stated this bid came in better than expected, however with the increased price of concrete, the project is still over budget. The plan is to move funds from the crack sealing account to cover this overage. Motion carried.
- k) 230327-9 Approve Out-of-State Training Request for the Police Department
MOTION: Trustee McNamee, seconded by Trustee Ziegler to approve as submitted. Motion carried.
- l) 230327-10 Expenditures
MOTION: Trustee Ziegler, seconded by Trustee Koeppe to approve the expenditures submitted without exception. Motion carried.

9. Reports

- a) Village President Dale Youngquist – Open Book will be open Monday, April 17, 2023 through Friday, May 26, 2023 by Scheduling a Phone Appointment with an Assessor at www.accurateassessor.com; Open Book will also be held in Person on Wednesday, May 3, 2023 from 12:00 p.m. to 2:00 p.m. in the Arden Tews Assembly Room; the 2023 Board of Review will be held on Monday, June 5, 2023 from 4:30 p.m. to 6:30 p.m.

President Youngquist advised the dates to schedule in-person and phone Open Book appointments, as well as the contact information for scheduling. He also provided the date for the Board of Review meeting.

- b) Community Development Director George Dearborn – Municipal Separate Storm Sewer System (MS-4) Report

Director Dearborn explained the need for this report as a requirement for the Wisconsin DNR. This report includes documents from the Village Engineer, Streets Department, and Finance Department. It is also a requirement to inform the public about this program. The Village spends significant funds developing stormwater ponds, however many of the ponds are built by the commercial entity owning the land which the pond is on, and the Community Development Department has the responsibility of inspecting and monitoring these. This MS-4 report will be submitted in the next couple days following this report to the Village Board.

- c) Clerk Darla Fink – Early Voting for the April 4 Spring Election continues through Friday, March 31, 2023; Voting will be Open from 8:00 a.m. to 4:30 p.m., Monday through Friday, with the Exception of Friday, March 31, when Voting will be Open Until 5:00 p.m.

Clerk Fink stated early voting continues through Friday March 31, 2023, and the regular polling places will be open from 7:00 a.m. to 8:00 p.m. on Election Day, April 4th.

10. Closed Session

11. Adjourn

At 6:53 p.m., **MOTION:** Trustee Ziegler, seconded by Trustee Koeppel 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.