Submitted for approval 5/4/2020

**VILLAGE OF FOX CROSSING**

**BOARD OF TRUSTEES REGULAR MEETING**

**Municipal Complex – Arden Tews Assembly Room**

**Monday,** April 20, **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, Mark Englebert, and Dale McNamee were present in person and Trustees Michael Van Dyke, Gregory Ziegler, and Barbara Hanson were present via telephone.

Staff including Village Manager Jeffrey Sturgell, Director of Community Development George Dearborn, Fire Chief Brian Harbison, Street Superintendent Randy Gallow, Utility Superintendent David Tracey, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, and Director of Information Technology Tim Plagenz were present in person and Director of Finance Myra Piergrossi and Chief of Police Tim G. Seaver were present via telephone. Excused: Engineer Lee Reibold and Engineer Bradley Werner. There were zero (0) attendees.

**2. Awards / Presentations**

1. Introduction and Ceremonial Swearing-In of Newly-Elected Officials – Village Clerk Karen Backman

Clerk Backman completed the ceremonial swearing-in of Trustees Van Dyke, Ziegler, and McNamee. Trustees Van Dyke and Ziegler were sworn in via telephone and Trustee McNamee was sworn in in-person. Certificates of Election have been mailed to each re-elected Trustee. President Youngquist congratulated the Trustees as well.

1. Governor’s Proclamation of Municipal Treasurer’s Appreciation Week April 19 – 25, 2020 – Village President Dale Youngquist

President Youngquist read the Proclamation from Governor Evers for Municipal Treasurer’s Appreciation Week and thanked Director Piergrossi for her efforts and congratulated her on her department’s achievements.

1. Tree City USA Award Presentation – Director of Parks & Recreation Amanda Geiser

Director Geiser stated the Village received the Tree City USA Award for the fourteenth consecutive year and explained the core standards the Village met to achieve this award. A postponed Arbor Day celebration is being planned in September, with more information to follow.

**3. Public Hearings**

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

 **Minutes to Approve**

1. Regular Village Board Meeting – April 6, 2020

 **Minutes and Correspondence to Receive**

1. Park Commission Meeting – March 11, 2020
2. April 7, 2020 Spring Election & Presidential Preference Primary Results

 **MOTION**: Trustee Van Dyke, seconded by Trustee McNamee 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**

1. 200420-1 Certified Survey Map – Parcels #12105271308 & 12106271303 Located on Deerwood Avenue

**MOTION:** Trustee Hanson, seconded by Trustee Van Dyke to approve as submitted. Director Dearborn advised the Plan Commission reviewed and approved the CUP for this senior housing development which combines two (2) parcels, with minimal conditions. Motion carried.

1. 200420-2 Change Order #2 – Jacobsen Road Reconstruction from County Highway CB to Cold Spring Road

 **MOTION:** Trustee Van Dyke, seconded by Trustee McNamee to approve as submitted. Superintendent Tracey provided a status update and stated the project is set to be completed on time if not earlier due to low traffic at this time. Motion carried.

1. 200420-3 Appointment of Personnel Committee Member

 **MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. Trustee Ziegler nominated Trustee Van Dyke to be reappointed. President Youngquist asked for other nominations. Trustee Englebert suggested considering different formats for nominations or establishing maximum term lengths for Committee Members so other Trustees could be considered. Trustee Hanson expressed interest in the appointment and nominated herself. A vote was taken which resulted in 3 votes for Trustee Van Dyke and 3 votes for Trustee Hanson (Trustee Van Dyke abstained). Trustee Van Dyke then conceded to Trustee Hanson. A second vote was taken to appoint Trustee Hanson to the Personnel Committee which carried 7-0. Motion carried.

1. 200420-4 Appointment of Representative to the Fox West Regional Sewerage Commission

 **MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. Trustee Van Dyke indicated his willingness to continue to serve on this Commission. President Youngquist asked for additional nominations to which there were none. A vote was taken which carried 7-0 in favor of reappointing Trustee Van Dyke. Motion carried.

1. 200420-5 Appointment of Representative to the Fox West Regional Sewerage Commission

 **MOTION:** Trustee McNamee, seconded by Trustee Van Dyke to approve as submitted. Trustee Ziegler indicated his willingness to continue to serve on this Commission. President Youngquist asked for additional nominations to which there were none. A vote was taken which carried 7-0 in favor of reappointing Trustee Ziegler. Motion carried.

1. 200420-6 Reappointment of Planning Commission Member – Maury Cox

 **MOTION:** Trustee Ziegler, seconded by Trustee Van Dyke to approve as submitted. Director Dearborn indicated Mr. Cox is willing to continue to serve on this Commission. Motion carried.

1. 200420-7 Reappointment of Planning Commission Member – Michael Scheibe

 **MOTION:** Trustee Van Dyke, seconded by Trustee McNamee to approve as submitted. Director Dearborn indicated Mr. Scheibe is willing to continue to serve on this Commission. Motion carried.

1. 200420-8 Reappointment of Planning Commission Member – Thomas Young

 **MOTION:** Trustee Van Dyke, seconded by Trustee McNamee to approve as submitted. Director Dearborn indicated Mr. Young is willing to continue to serve on this Commission. Motion carried.

1. 200420-9 Reappoint Community Development Director George Dearborn to the Fox Cities Room Tax Commission

 **MOTION:** Trustee McNamee, seconded by Trustee Koeppe to approve as submitted. Director Dearborn indicated he is willing to continue to serve on this Commission. Motion carried.

1. 200420-10 Expenditures

 **MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. Trustee Koeppe questioned if the refunded checks for Parks and Recreation are due to reservation cancellations. Director Geiser confirmed and advised there will be additional refunds to be approved at upcoming meetings. Motion carried.

**9. Reports**

1. Village Manager Jeffrey Sturgell – COVID-19 Information Update

Village Manager Sturgell explained the election was a success considering the current situation. He visited all polling locations and found the election workers to be in good spirits. Voter turnout was low compared to the 2016 Presidential Preference Primary and Spring Election which also contained a local referendum. There were two members of the National Guard at each location, which were shifted around based on need, with some coming back on Wednesday to assist at Central Count processing absentee ballots.

He explained that Governor Evers extended the Safer at Home order with further information to come on phases to reopening the economy. He stated Village operations will continue as is at this time and he will discuss this further with the Board.

1. Village President Youngquist – Telephonic Open Book with an Assessor 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.; sign up for appointment at [www.accurateassessor.com](http://www.accurateassessor.com), or contact Accurate Appraisal, LLC at 1-800-770-3927

President Youngquist advised there have been no changes to meeting dates, times, or format since the last meeting.

1. Trustee Kris Koeppe
* Winnebago County Agriculture & Household Material Clean Sweep Event scheduled for Friday, April 24 has been canceled

Trustee Koeppe explained that Winnebago County has decided to cancel this event with no rescheduled date at this time. The Village was selected as a host for this event and he is hopeful we will be selected again in the future.

* Community Gardens Update

Trustee Koeppe stated the gardens are getting full with Schildt Garden completely sold out and only 1-2 spots remaining in Wittmann Garden which have already been verbally committed to.

1. Trustee Dale McNamee –2020 Census Operations Update

Trustee McNamee stated the Census is still in motion. Currently the National response rate is 50.7%, Wisconsin’s response rate is 57.1%, and the Village’s response rate is 66.6%, specifically 75.5% response from the West side and 62.6% response from the East side. Residents can respond to the Census online or via telephone through October. In August, representatives will be heading out to wrap up the missing responses. He expressed the importance of the Census as it relates to legislative representatives, grants, etc.

**10. Closed Session**

**11. Adjourn**

At 6:57 p.m., **MOTION:** Trustee Ziegler, seconded by Trustee Koeppeto 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.