Submitted for approval 5/18/2020

**VILLAGE OF FOX CROSSING**

**BOARD OF TRUSTEES REGULAR MEETING**

**Municipal Complex – Arden Tews Assembly Room**

**Monday, May 4**, **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 (arrived at 6:06 p.m.) 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, Chief of Police Tim G. Seaver, 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 was present via telephone. Excused: Engineer Lee Reibold, Engineer Bradley Werner, and Clerk Karen Backman. There were zero (0) attendees.

**2. Awards / Presentations**

**3. Public Hearings**

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

**Minutes to Approve**

1. Special Village Board Meeting – April 20, 2020
2. Regular Village Board Meeting – April 20, 2020
3. Special Village Board Meeting – April 27, 2020

**Minutes and Correspondence to Receive**

**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**

**7. Unfinished Business**

**8. New Business-Resolutions/Ordinances/Policies**

1. 200504-1 Proclamation of National Police Week 2020

**MOTION:** Trustee Van Dyke, seconded by Trustee Ziegler to approve as submitted. Chief Seaver stated this Proclamation recognizes local, state, and federal law enforcement officers for their courage and commitment to public safety. Motion carried.

1. 200504-2 Approve Vacant Land Purchase of Parcel No. 1210235, Located on Jacobsen Road between Irish Road and County Highway CB

**MOTION:** Trustee Englebert, seconded by Trustee Ziegler to approve as submitted. Trustee Hanson asked if there will be a survey completed on this property to ensure property lines are clearly defined for all parties. Attorney Rossmeisl explained a survey is typically only used for division of land which is not needed in this situation. He stated the purchase documents look good with the only irregularity being the proration of property taxes due to a past assessor issue, which benefits both parties. On roll call vote, approved 7-0.

1. 200504-3 Reappointment of Police & Fire Commission Member – Mike Lettier

**MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. Motion carried.

1. 200504-4 Reappointment of Housing Appeals Board Member – Mike Gibbons

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

1. 200504-5 Reappointment of Village of Fox Crossing Representative to the Fox Cities Transit Commission – Community Development Director George Dearborn

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

1. 200504-6 Operator License Applicants

**MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. Motion carried.

1. 200504-7 Expenditures

**MOTION:** Trustee Ziegler, seconded by Trustee Hanson to approve as submitted. Trustee Ziegler questioned the fees being paid to Ehlers Investment and asked if they have been contacting us regularly to update our investments due to the current economic situation. Director Piergrossi advised Ehlers’ specializes in government investments and per the Village’s contract with them, they receive a percentage of the Village’s investment, regardless of how the funds do and stated they have been in contact asking if we’d like to invest additional funds or reinvest. Trustee Ziegler questioned if Director Piergrossi feels we are getting our value out of them and if she’s shopped around for other companies. Director Piergrossi stated she will ask Ehlers to put together a presentation on their services along with a justification of their fee compared to other models.

Trustee Hanson questioned the Lopez Investment debt. Director Piergrossi explained this debt had already been sent to the debt collection service and then we received payment shortly thereafter which has to be sent to the collection agency before being sent back to the Village. Motion carried.

**9. Reports**

1. President Dale Youngquist – Board of Review will be held Monday, June 1, 2020 at 4:30 p.m. at the Municipal Complex in the Arden Tews Assembly Room, 2000 Municipal Drive, Neenah; Teleconference and Telephonic Appearances will be Accepted; Objectors shall provide Written or Oral Notice of Intent to Object to their Assessment to the Village Clerk at least 48 Hours in Advance of Board of Review

President Youngquist explained the Board of Review Meeting will be held at the Municipal Complex, however we are offering all objectors the option to appear via teleconference due to COVID-19. He explained written or oral notice of intent to object needs to be given to the Clerk’s office at least 48 hours in advance.

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

Village Manager Sturgell gave an update on Act 185 which would provide a potential extension of real estate tax installment payments. Winnebago County has elected not to allow this extension, which makes the decision for the Village as we are required to follow the County. He will be watching for more information over the coming weeks in regard to the Safer at Home Order.

1. Utility Superintendent David Tracey & Street Superintendent Randy Gallow – Capital Projects Update

Superintendent Tracey gave updates on the following projects:

**Theresa Avenue:** Sewer/sewer laterals are being completed. Letters were sent to 127 residents between Theresa Avenue and Home Avenue, all of the responses received (approximately 70 to date) have selected Option 1 to opt into the program which provides some financial assistance – deadline to complete construction: October 15th

**Home Avenue:** Sewer main (one mile stretch) completion deadline: September 15th

**Shady Lane:** The contractor (Jossart Brothers) is currently finishing restoration along Shady Lane between Clayton Avenue and Irish Road which will reduce traffic to one lane for the remainder of this week (estimate)

**Gmeiner Road Area:** Project was completed last year. They will be completing the final walk through of this project as soon as possible, now that some final restoration was completed by the contractor a few weeks ago.

**Airport Road:** Last fall, a group from the Village met to discuss what was needed to be completed in the spring. This group met with the contractor last week to discuss updates needed and marked the area. They will need to coordinate with City of Menasha to complete the concrete for this project at some point in the future.

Superintendent Gallow gave updates on the following projects:

**Green Valley Drive Ditch:** Phase 1 of this project began last year. Paving will commence tomorrow and should be completed by the end of this week. The contractor (DeGroot) was commended for stepping up to make timely repairs. Phase 2 of the project is moving along well. Work is near the cemetery right now which requires an archaeologist to be on site for the first 8 feet of excavation. Project is expected to be wrapped up by mid-June, but may require a change order at an upcoming meeting.

**Cooke Road:** Nothing has been ordered yet, we are waiting for work to begin. He will update the Board once we get a schedule for this project.

**Resurfacing Program:** This project just started last week with curb and gutter removal/repair and then asphalt work to begin in the area of the Ice Arena. Asphalt work should be complete by June 1st weather permitting.

Superintendent Gallow advised he is working on an update for the Village website on these projects.

**10. Closed Session**

**11. Adjourn**

At 6:42 p.m., **MOTION:** Trustee Hanson, seconded by President Youngquistto 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.