Submitted for approval 7/13/2020

**VILLAGE OF FOX CROSSING**

**BOARD OF TRUSTEES REGULAR MEETING**

**Municipal Complex – Arden Tews Assembly Room**

**Monday, June 22**, **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 Darla Fink took roll call and noted those present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koeppe, Gregory Ziegler, Mark Englebert, Dale McNamee, and Barbara Hanson.

Also Present: Village Manager Jeffrey Sturgell, Director of Community Development George Dearborn, Fire Chief Brian Harbison, Chief of Police Tim G. Seaver, Utility Superintendent David Tracey, Street Superintendent Randy Gallow, Director of Parks & Recreation Amanda Geiser, Director of Information Technology Tim Plagenz, and Attorney Tyler Claringbole. Excused: Director of Finance Myra Piergrossi, Engineer Lee Reibold, and Engineer Bradley Werner. There were four (4) attendees.

**2. Awards / Presentations**

**3. Public Hearings**

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

 **Minutes to Approve**

1. Regular Village Board Meeting – June 8, 2020

 **Minutes and Correspondence to Receive**

1. Park Commission Meeting – May 27, 2020

 **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. 200622-1:ORD An Ordinance Attaching Certain Lands from the Town of Neenah, Winnebago County to the Village of Fox Crossing, Winnebago County, Wisconsin – Wirth Annexation *First Reading, Second Reading, & Adoption*

**MOTION:** Trustee McNamee, seconded by Trustee Koeppeto accept the First Reading, Second Reading, and Adoption as submitted. President Youngquist explained the Board would have acted on this at the last Village Board meeting but they needed to make some minor changes in order to receive a clean letter from the Department of Administration. Motion carried.

1. 200622-2:ORD An Ordinance Attaching Certain Lands from the Town of Neenah, Winnebago County to the Village of Fox Crossing, Winnebago County, Wisconsin – Ernst Annexation *First Reading, Second Reading, & Adoption*

**MOTION:** Trustee Van Dyke, seconded by Trustee Koeppeto accept the First Reading, Second Reading, and Adoption as submitted. Trustee Englebert noted this is the second piece of property the Neenah Joint School District is in the process of purchasing. He stated he feels the Village is a great community partner and is in the best position to support the school with our municipality’s services. Motion carried.

1. 200622-1 Adoption of Fire Department Five Year Strategic Plan

 **MOTION:** Trustee Hanson, seconded by Trustee Van Dyke to approve as submitted. Chief Harbison explained the Strategic Plan is part of the reaccreditation process. He noted all of the corrections/typos the Board pointed out at the recent Board Workshop have been corrected. Trustee McNamee commended Chief Harbison for getting a great team together to create a valuable final product for the department. Trustee Hanson asked if the Strategic Plan will be on the Village website and Chief confirmed it will be once it is approved. Motion carried.

1. 200622-2 County/Municipal Agreement Between Winnebago County, the City of Menasha, and the Village of Fox Crossing for the Reconstruction of County Highway P with Installation of Storm Sewer Facilities and Pedestrian Accommodations

 **MOTION:** Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Manager Sturgell indicated there were many negotiations regarding the division of cost between the County, City of Menasha, and Fox Crossing. Negotiations regarding future stormwater maintenance is still ongoing with the City of Menasha. Multiple Trustees agreed that the Village got a great deal on this project. Motion carried.

1. 200622-3 Change Order #1 – Anunson Farm Park Construction Project

 **MOTION:** Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. Director of Parks & Recreation Amanda Geiser noted the original concept plan for this project included a nature play area. This Change Order adds excavation and drainage tiles to avoid flooding. Motion carried.

1. 200622-4 Accept the Electronic Compliance Maintenance Annual Report (eCMAR)

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

1. 200622-5 Amend Fox Crossing Additional Compensation Pay Schedule

 **MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. This Amendment was initiated at the Board Workshop to increase weekend Fire Department Shift Commander pay to $250.00 per weekend, and included some other minor cosmetic changes to clean up some old issues within this Schedule. Trustees McNamee and Englebert commented on this being a good start to the conversation, but think this needs to be revisited in the coming years to update/increase the Shift Commander pay. Chief Harbison stated this is a great way to show the department the Village Board is behind them and will make sure to add this into the discussion at budget time. Motion carried.

1. 200622-6 Designation of July as Parks and Recreation Month in Fox Crossing

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

1. 200622-7 Operator License Applicants for the Two-Year Term 2020-2022

 **MOTION:** Trustee Ziegler, seconded by Trustee Van Dyke to approve as submitted. Police Chief Tim Seaver discussed the three denial recommendations and the reasons for denying each applicant. Motion carried.

1. 200622-8 Expenditures

 **MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted, with one correction of an expense being corrected from fire department to water department. Motion carried.

**9. Reports**

1. Fire Lieutenant Jesus Sanchez – Oakridge Gardens Nursing Home Fire Update

Lieutenant Sanchez gave a detailed account of the fire which occurred on Thursday, June 18th at 1700 Midway Road (Oakridge Gardens Nursing Home). He stated our Fire Department contacted surrounding departments for assistance with a total of five engine companies arriving. Two-thirds of the building sustained some smoke and water damage, with an estimated expense of $3 Million in damage. Fifty-three residents were evacuated with zero resident injuries reported. There was one heat related firefighter injury.

Chief Harbison explained then on Sunday, June 21st the fire rekindled at approximately 3:30 a.m. which is fairly common on large structure fires such as this one. The Fire Department is mandated to keep the building as intact as possible during an investigation and are no longer allowed to use foam other than in life or death situations, so these rekindling fires can occur. He noted that prior to the SAFER grant and updated staffing model, we wouldn’t have had anyone in the office at that time of night, but due to this change, we were able to meet the “out the door” timeframe of two minutes.

**10. Closed Session**

**11. Adjourn**

At 6:38 p.m., **MOTION:** Trustee Ziegler, seconded by Trustee Hansonto 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.