

**VILLAGE OF FOX CROSSING  
BOARD OF TRUSTEES REGULAR MEETING  
Municipal Complex – Arden Tews Assembly Room  
Monday, September 25, 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, Jason Patzwald, and Barbara Hanson. Excused: Trustee Dale McNamee.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Chief of Police Scott Blashka, Street Superintendent Randy Gallow, Utility Superintendent David Tracey, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, Assistant Street Superintendent Brian Bauer, Deputy Finance Director Myra Piergrossi, Engineer Lee Reibold, and Engineer Bradley Werner. There were seven attendees.

2. Awards / Presentations

a) Retirement Presentation for Street Superintendent Randy Gallow – Village Manager Jeffrey Sturgell & Village President Dale Youngquist

Village Manager Sturgell stated he would like to honor Street Superintendent Randy Gallow for his years of service and dedication to the Town of Menasha and Village of Fox Crossing. He stated that Randy began working for the Town when he was in high school, and at retirement he will have worked for the Town/Village for more than 48 years. He gave a full history of Randy's employment responsibilities and projects he has been a part of. Manager Sturgell stated he has known many employees but considers Randy one of the most dedicated, loyal, and hardworking employees that he has ever supervised and will truly be missed and hard to replace.

Village President Youngquist recognized the work Randy has done with contractors, developers, and engineers over the years and the numerous stormwater projects he has completed. He stated Randy has been responsible for the development of quite a few ponds since the stormwater utility began, has been in charge of the Municipal Complex facility, and storage buildings, and has been a department head for 45 years. He commended Randy on being responsible for so many areas and managing to consistently live within budget.

The Village Board joined President Youngquist to present Randy with a plaque and sign which will formally name the storage and security building located at 2021 Municipal Drive as the "Randy P. Gallow Building". He also announced the road leading to the storage building is being officially named "Gallow Way".

Superintendent Gallow thanked Manager Sturgell, President Youngquist, the Village Board, and fellow department heads for their continued support and teamwork. He stated he knows he is leaving the department in good hands and is looking forward to the next chapter.

b) Annual Audit Report for Fiscal Year 2022 – David Minch, CPA of KerberRose, S.C.

Director Searl stated this Audit Report is normally completed much earlier in the year, and thanked Kerber Rose for being flexible. He noted there was one finding that the Village lacked in timeliness of completing bank reconciliations. He stated that due to some changeover in staff, there was a delay in processing these, but this has been addressed and will be corrected going forward.

David Minch, a Partner at Kerber Rose, was in attendance virtually and confirmed the finding which elevated their concern when performing the audit and was reported as a material weakness this year. He stated the Village has taken action to remedy this and will reconcile bank statements in a timely manner going forward. He announced the Village did receive the Certificate of Excellence from the GFOA.

Mr. Minch stated there was an increase of \$411,000 in fund balance which does stay within the 20-30% of unassigned fund balance per Village policy. He provided a breakdown of the different types of long-term debt the Village carries and a breakdown between general obligation debt and revenue debt as compared to the legal margin for new debt. He provided the balances of utility funds, including water, sewer and stormwater. Finally, he noted the rate of return in water utility is trending upward and getting closer to the authorized rate with the completion of the new PSC rate study.

President Youngquist asked how far behind the Finance Department was on the bank reconciliations. Mr. Minch stated they were approximately 6-7 months behind.

3. **Public Hearings**

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

**Minutes to Approve**

a) Regular Village Board Meeting – September 11, 2023

**Minutes and Correspondence to Receive**

b) Park Commission Meeting Minutes – August 9, 2023

c) Water Main Breaks Report – August 2023

d) Water Pumpage Report – August 2023

**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**

6. **Discussion Items**

7. **Unfinished Business**

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

a) **230925-1 Resolution Providing for the Sale of Approximately \$9,955,000 Waterworks System and Sewerage System Revenue Bonds**

Brad Viegut, Financial Advisor from Baird Financial, provided an overview presentation covering the next three Resolutions. The purpose of this report is to address a few primary components: the Note Anticipation Notes maturing at the end of this year and long-term funds needed to pay these notes, funding for water projects, funding the capital improvement program, and funding for stormwater projects. The financing plan developed to handle the funding of these projects breaks down to three separate bonds. He provided a detailed payment schedule and a timeline to complete this financing plan. He stated Baird will take these bonds to the marketplace to get the best rates and Baird will serve as the underwriter.

President Youngquist advised that a large item was approved in the previous meeting to be financed and asked if that is something that can be included in this financing plan. Brad advised it can be as the final resolution includes the final dollar amounts the Board approves.

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

- b) 230925-2 Resolution Providing for the Sale of Approximately \$2,965,000 General Obligation Promissory Notes

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

- c) 230925-3 Resolution Providing for the Sale of an Approximately \$2,702,000 Note Anticipation Note

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

- d) 230925-4 Operator License Applicants

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

- e) 230925-5 Expenditures

**MOTION:** Trustee Ziegler, seconded by Trustee Patzwald to approve the expenditures submitted without exception. Motion carried.

## 9. Reports

- a) Village President Dale Youngquist

- Announcement of Budget Workshop Dates
- 2024 Village of Fox Crossing Budget Public Hearing to be held Monday, November 27, 2023 at 5:00 p.m. in the Arden Tews Assembly Room of the Village Municipal Complex, 2000 Municipal Drive

President Youngquist announced the upcoming Budget Workshop Dates: October 9<sup>th</sup>, October 16<sup>th</sup>, and October 23<sup>rd</sup>, all beginning at 5:00 p.m. in the Arden Tews Assembly Room at the Municipal Complex, 2000 Municipal Drive. The Budget Public Hearing will be held on Monday, November 27<sup>th</sup> at 5:00 p.m. as well.

- b) Trustee Kris Koeppe – Fall Electronic Recycling Event will be held on Saturday, October 14, 2023 from 8:00 a.m. to Noon at the Municipal Complex

Trustee Koeppe announced the Sustainability Committee will be sponsoring a Fall Recycling Event on Saturday, October 14<sup>th</sup> in the Streets Garage at the Municipal Complex. More information is available on the Village website and was sent with the latest utility mailers. Many items are recycled for free, however some items do have a charge associated with them.

## 10. Closed Session

## 11. Adjourn

At 7:05 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.