Submitted for approval 4/20/2020

**VILLAGE OF FOX CROSSING**

**BOARD OF TRUSTEES REGULAR MEETING**

**Municipal Complex – Arden Tews Assembly Room**

**Monday, April 6**, **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 Finance Myra Piergrossi, Director of Community Development George Dearborn, Fire Chief Brian Harbison, Street Superintendent Randy Gallow, Utility Superintendent David Tracey, Attorney Andrew Rossmeissl, and Director of Information Technology Tim Plagenz were present in person and Chief of Police Tim G. Seaver and Director of Parks & Recreation Amanda Geiser were present via telephone. Excused: Clerk Karen Backman, Engineer Lee Reibold, and Engineer Bradley Werner. 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 – March 23, 2020
2. Regular Village Board Meeting – March 23, 2020

 **Minutes and Correspondence to Receive**

1. Neenah Menasha Sewerage Commission Meeting – February 25, 2020
2. Fox West Regional Sewerage Commission Meeting – March 4, 2020

 **MOTION**: Trustee Van Dyke, seconded by Trustee Koeppe to approve the minutes and accept other departmental minutes and correspondence into record with one correction noted by Trustee Englebert on the Regular Village Board Meeting Minutes. Motion carried.

**5. Public Comments Addressed to the Village Board**

**6. Discussion Items**

**7. Unfinished Business**

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

1. 200406-1 Award Bid – 2020 Crack Sealing Program

**MOTION:** Trustee Englebert, seconded by Trustee McNamee to approve as submitted. Street Superintendent Gallow noted the price is significantly cheaper than last year using a new contractor from Michigan. Gallow stated they checked references on the new contractor which were all favorable. Motion carried.

1. 200406-2 Change Order #1 – Jacobsen Road Reconstruction from County Highway CB to Cold Spring Road

 **MOTION:** Trustee McNamee, seconded by Trustee Koeppe to approve as submitted. Street Superintendent Gallow stated the increased costs were to include message boards necessary for such a big project so the public is aware of this construction. Motion carried.

1. 200406-3 Expenditures

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

**9. Reports**

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

Village Manager Sturgell gave an update on the Village’s response to the COVID-19 pandemic. The Village is staying up to date on personnel changes, current legislation which is coming through quite frequently, and he has been working with Director Piergrossi and Human Resources Director Kim Burdick to draft policies for employee paid sick leave along with other affected personnel policies. He commended Chief Harbison for securing an agreement with Fairfield Inn to provide an isolation area for public protection officers needing a 2 week quarantine to stay at the Fairfield Inn as opposed to going home and exposing their families. Manager Sturgell stated he will continue discussions with the Board in Closed Session regarding employee payroll during this reduced staffing time.

President Youngquist advised he would like residents to have the ability to listen to Board Meetings via telephone, rather than having them come into the building. He stated they are looking to develop a way for residents to listen, but not verbally participate in these telephonic meetings. He stated he will be speaking further with Attorney Rossmeissl to discuss suspending public forums during this COVID-19 social distancing time.

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 provided an update from the last Board Meeting advising the Open Book dates and times remain unchanged, however the meetings will now be held via telephone and email rather than in person due to the COVID-19 pandemic. When the time comes to schedule appointments for the Board of Review meeting, we will be setting firm appointment times.

1. Trustee Kris Koeppe
* Spring Electronic Recycling Event scheduled for Saturday, April 18, 2020 is canceled

Trustee Koeppe stated the vendor is still currently open and accepting electronic recycling for the same fees at their location, but due to the safety considerations for workers and residents, the event is being canceled. More information regarding the cancellation has been posted on the Village’s Facebook page. The fall event is still planned at this time.

* Winnebago County Agriculture & Household Material Clean Sweep Event scheduled for Friday, April 24 has been canceled

As an update from the previous Village Board meeting, Trustee Koeppe stated this event has also now been canceled.

1. Clerk Designee Darla Fink – Spring Election April 7, 2020 – Polls Open for Voting 7:00 a.m. to 8:00 p.m.; Central Count Location for Processing Absentee Ballots at Fire Station #40, Open 7:00 a.m. to 8:00 p.m.

Clerk Designee Fink advised that after multiple changes throughout the day, the Election is officially still scheduled for April 7, 2020 with polls being open from 7:00 a.m. to 8:00 p.m. Shields have been built to protect poll workers and residents and face masks, gloves, hand sanitizer, alcohol wipes, and disinfectant sprays are being provided to all polling locations. All four polling locations are open at this election and Central Count located at Fire Station #40 will be used to process all absentee ballots. All absentee ballots must be delivered by 8:00 p.m. on Election Day or postmarked on or before April 7, 2020 in order to be counted. Results of the Election will not be available until after 4:00 p.m. on April 13, 2020 due to the delayed deadline to receive absentee ballots.

**10. Closed Session**

**MOTION:** Trustee Hanson, seconded by Trustee McNamee for the Village of Fox Crossing Board of Trustees to convene into Closed Session, pursuant to WI Statute 19.85(1)(c), specifically to discuss the performance and compensation of individual employees.

On roll call to go into Closed Session, motion carried unanimously.

The Board specifically discussed the performance and compensation of individual employees.

Pursuant to WI Statute 19.85(2), the Village Board will reconvene into open session.

At 7:05 p.m., pursuant to WI Statute 19.85(2), **MOTION:** Trustee Koeppe, seconded by Trustee Hanson to reconvene into Open Session. Motion carried.

**11. Adjourn**

At 7:05 p.m., **MOTION:** Trustee Hanson, 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.