

MINUTES
FOXFIRE VILLAGE COUNCIL
Monthly Work Session
March 26, 2026 ~ 5:30 PM
Village Hall Meeting Room

Call to Order: Mayor Pro Temp Kragel called the monthly work session to order at 5:30 PM. Members present included Councilmembers Mary Gilroy, Stephen Gunn, and Kevin Robbins. Mayor Janice Gregorich was absent. Others in attendance were P&Z Board Chair, Tashe Jarusinski and several Village residents.

Councilmember Robbins commented, *"I want it to be known publicly that I made two attempts to have the solution for the pool put on the agenda and both of those were blocked."* Mayor Pro Temp Kragel responded that the swimming pool was not being discussed this evening.

Councilmember Gilroy moved to approve the March 26, 2026 agenda as written, seconded by Councilmember Robbins and unanimously carried.

1. Planning & Zoning Board Update

Planning & Zoning Board Chair, Tashe Jarusinski provided an update on recent board activities. She reported the board had reviewed applicants, conducted interviews, and forwarded a recommendation to the Village Council regarding board membership.

2. Planning & Zoning Board Recommendation

The Planning and Zoning Board unanimously recommended amendments to the UDO to correct inconsistencies in the Table of Authorized Uses, particularly regarding greenhouse on-premise sales in very low-density zoning districts where conflicting language both prohibits and permits such activity. The Board also recommended allowing accessory buildings to be used for home-based and hobby businesses in the same manner as principal dwellings by removing restrictive "no gain" language, aligning regulations with the Foxfire land use plan's support for low-impact agricultural and residential uses. The recommendation is based on the rural, large-lot character of these districts, where impacts from small-scale sales and home enterprises are minimal and consistent with state distinctions between agricultural and retail commercial activity.

Concerns about noise and nuisance impacts were discussed, with enforcement expected to continue under existing nuisance ordinances.

Councilmember Gilroy moved to advance the Planning & Zoning Board Recommendations regarding greenhouses and accessory buildings, and the appointment of a new PZ member to the next regular meeting, seconded by Councilmember Robbins and unanimously carried. It was noted that the P&Z recommendations will need to have a public hearing before they are adopted.

3. Continuation from Previous Meeting:

a. Storage Shed

Council discussed the proposed storage shed project, noting that funding had already been approved as part of the capital budget. Members expressed concerns about the proposed location near the entrance to the village parking area and agreed that alternative locations should be considered to reduce visual impact before proceeding.

Discussion also included the intended use of the shed for departmental storage, as well as security considerations and installation requirements. Council agreed to further evaluate potential locations and revisit the matter at a future meeting.

b. Auditor RFP

Councilmember Gilroy reported that auditor RFPs were sent to approximately 19-20 firms on March 16th, with delivery receipts confirming receipts. One viable proposal has been received,

another firm has expressed interest and asked follow-up questions, two firms declined due to capacity constraints, and one was ruled out based on price. Proposals are due April 17th, Village staff and the CPA consultant will evaluate proposals and may make a recommendation before the May 12th award deadline. Any selected contract will also require LGC approval.

c. Budget Work Sessions

Council discussed the need for additional budget work sessions. After checking individual schedules, they agreed to schedule the following:

Thursday, April 2, 2026, 4 to 6 PM focusing on FY 26/27 Revenues and Employee Salaries
Tuesday, April 14, 2026, 9 to 11:00 AM focusing on Departmental Review

Councilmember Gilroy will provide these dates to Lisa Kivett for public notice posting.

d. Central Pines Initial Call

Councilmember Gilroy reported a positive initial call with Central Pines regarding budget and financial support. Central Pines staff will provide templates for vendor packets and may assist with purchasing policy development. They will also follow up with additional resources, including potential support for contract evaluation.

e. Police Vehicle Claim

Councilmember Gunn reported the vehicle has been fully stripped and prepared, and all necessary items and paperwork, including the signed title, are complete. Arrangements are being made for the vehicle to be picked up so the transfer will be complete.

f. For2FI Emergency Phone

This item was acted on at the March 10, 2026 meeting.

g. Date for Reopening Fire Department

Councilmember Gunn reported the first inspection was complete. Only minor remaining items identified, including installation of two missing lights, one outlet, and adjustment of sprinkler heads in the ceiling. All other work is complete, and the project remains within budget. A final inspection is tentatively scheduled for next Friday, with plans for occupancy by the weekend and a tentative public opening date of April 19th.

h. Foxfire Asset Management (Proposal and Proposal Analysis Justification)

Robbins provided extensive details on his proposed asset management program. Council discussed a quarterly pilot contract with Legion for combined heavy equipment and facility maintenance services, shifting toward preventive upkeep supported by condition assessments and a prioritized work list. The pilot would allocate set hourly service blocks for tasks like tree removal, drainage, and repairs, with council potentially approving a short-term trial to evaluate cost, usage, and effectiveness before any longer-term commitment. This item will be forwarded to the regular meeting for consideration.

i. IT Services (Comprehensive Digital Infrastructure, Records Integrity, and Transparency Modernization Assessment and Proposal)

Councilmember Robbins presented a potential IT consulting effort to improve internal communication, records management, livestreaming, etc. Council debated whether an external consultant is needed or if improvements could be handled internally through better use of existing systems. The item was recommended for further discussion at a council retreat and alignment with the long-range plan and budget priorities.

4. Public Comments - Items Listed on Agenda Only

Dan Leary - 73 North Shamrock Drive raised concerns about accessory building zoning rules, asking for clearer standards tying permitted home business uses to accessory structures and

suggesting the village establish defined decibel limits for noise enforcement. He also sought clarification on responsibility for culverts depending on property ownership. He supports the proposed maintenance program while recommending it be run as a quarterly pilot over a year to evaluate actual needs and avoid scope creep.

Joe Coppola - Meadow Court asked why there was a delay in the permit approval for his accessory structure (greenhouse). Council member Gunn asked to have a conversation after the meeting.

5. Adjournment

Councilmember Robbins moved to adjourn, seconded by Councilmember Gunn and unanimously carried. The meeting adjourned at 7:12 PM.



Lisa Kivett, MMC, NCCMC, CZO
Village Administrator/Clerk



Janice Gregorich
Mayor