

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, January 23, 2023 - 6:00 p.m.
Municipal Complex - Arden Tews Assembly Room
2000 Municipal Drive, Neenah WI 54956
Agenda

1. Call to Order, Pledge of Allegiance and Roll Call
2. Awards/Presentations
3. Public Hearings
4. Minutes to Approve/ Minutes and Correspondence to Receive
Minutes to Approve
 - a) Special Village Board Meeting – January 9, 2023
 - b) Regular Village Board Meeting – January 9, 2023Minutes and Correspondence to Receive
 - c) Planning Commission Meeting Minutes – November 16, 2022
 - d) Park Commission Meeting Minutes – December 14, 2022
5. **Public Comments Addressed to the Village Board.** Individuals properly signed in may speak directly to the Village Board on non-repetitive Village matters whether on, or not on the agenda. However, no announcements of candidacy for any elected position or “electioneering” will be permitted. Commenters must be orderly, wait to be called, speak from the podium, and direct their comments to the Board. A maximum of **2-minutes** per person is allowed and you must return to the audience when signaled to do so. The total time allocated for public comments shall not exceed 30 minutes. Public comment is not permitted outside of this public comment period. *Note:* The Board’s ability to act on or respond to public comments is limited by Chapter 19, WI Stats. To address the Village Board, complete the Public Participation signup sheet.
6. **Discussion Items**
 - a) Potential Inclusion of Water, Sanitary Sewer, and Storm Sewer Utilities in the Church Pond (Jacobsen Road Middle Pond) Project
7. **Unfinished Business**
8. **New Business- Resolutions/Ordinances/Policies**
 - a) 230123-1 Certified Survey Map – 1133 & 1141 Racine Road
 - b) 230123-2 Preliminary Assessment Resolution Declaring Intent to Exercise Special Assessments for the Installation of Water Mains and Laterals, and Sanitary Sewer Mains and Laterals, for the Buttes Des Morts Beach Road Water and Sanitary Sewer Extension Project
 - c) 230123-3 Operator License Applicants
 - d) 230123-4 Expenditures
9. **Reports**
 - a) Trustee Kris Koepe – 2023 LED Streetlight Replacement Project Update
10. Closed Session
11. Adjourn

A quorum of Police & Fire, Planning, and Park Commissions may be present, although official action by those bodies will not be taken; the only business to be conducted is for Village Board action.

Those individuals requiring the assistance of a sign language interpreter to participate in this meeting may call 720.7101 a minimum of five business days prior to the meeting.

RES #230123-1

CERTIFIED SURVEY MAP – 1133 & 1141 RACINE ROAD

WHEREAS, the applicant requests approval of a Certified Survey Map (CSM) to combine the parcels located at 1133 Racine Road (parcel #740100304) & 1141 Racine Road (parcel #121035409) into one (1) lot; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their January 18, 2023 meeting and recommended approval of the Certified Survey Map with the following conditions:

1. All taxes and assessments shall be paid prior to the Village affixing signatures on the Certified Survey Map.
2. The applicant shall provide the Village with a final copy of the recorded CSM.
3. The applicant apply for a zoning change as specified in the Future Land Use Map before any construction or use of the property occurs beyond its current use.

Planning Commission: 7 Aye 0 Nay 0 Excused 0 Abstain

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby recommends approval of the Certified Survey Map with the above conditions.

Adopted this 23rd day of January, 2023

Requested by: George Dearborn, AICP, Director of Community Development

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #230123-2

PRELIMINARY ASSESSMENT RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENTS FOR THE INSTALLATION OF WATER MAINS AND LATERALS, AND SANITARY SEWER MAINS AND LATERALS, FOR THE BUTTES DES MORTS BEACH ROAD WATER AND SANITARY SEWER EXTENSION PROJECT

A preliminary assessment resolution declaring intent to exercise special assessment powers under Chapter 66.0703 of the WI Statutes.

BE IT RESOLVED by the Board of Trustees of the Village of Fox Crossing, located in Winnebago County, Wisconsin, as follows:

- 1) That the Village Board of Trustees hereby declares its intent pursuant to Chapter 66.0703 of the WI Statutes to levy special assessments upon property within the following described area for improvements upon said property. (*Exhibit A attached*).
 - a) **DESCRIPTION OF SPECIAL ASSESSMENT PROJECT:**
Work shall consist of construction of 3,650 lineal feet of new water main and laterals, and 450 lineal feet of sanitary sewer main and laterals, to certain properties located along Buttes Des Morts Beach Road.
 - b) **AREA OF SPECIAL ASSESSMENT IMPROVEMENTS:**
Buttes Des Morts Beach Road from the Fox West Regional Wastewater Treatment Plant north to Stroebe Road. Refer to Exhibit A attached.
- 2) Said improvements shall include the required cost of construction and installation, including contract costs, engineering fees, attorney fees and publication expenses of the municipality.
- 3) The Village Board of Trustees shall hereby determine that all such municipal improvements shall be made under Chapter 66.0703 of the WI Statutes and that the amount to be assessed against each affected parcel is based upon a reasonable basis being total construction and material cost including engineering fees, attorney's fees, publication expenses and other appropriated special assessment proceeding costs. The Village Board of Trustees further determines that all said improvements specially benefit the property described in Paragraph 1 above.
- 4) The assessments against affected property owner(s) may be paid in cash or in the number of installments to be determined at the Public Hearing on the proposed assessments and according to the final resolution of the Village Board of Trustees of the Village of Fox Crossing as may be hereinafter adopted.
- 5) The Village Engineers are directed to prepare an Engineer's Report consisting of:
 - a) Preliminary estimates for the entire cost of the proposed construction and installation, including cost of construction, material, engineering fees,

attorney fees, publication expenses and other appropriate cost of special assessment proceedings.

- b) A schedule of proposed assessments against affected property prepared under the term and conditions of Chapter 66.0703 of the WI Statutes.
- c) The Engineer's Report shall state that all such assessments are based upon a reasonable basis being total construction and material costs and that all said special assessments benefit the property(s) being assessed.

Upon completing said Engineer's Report the Village Engineers are directed to file a copy of the same in the office of the Village Clerk for public inspection.

- 6) Upon receiving the Engineer's Report of said Village Engineers, the Village Clerk is directed to prepare and publish a Class One Notice of a Public Hearing on said Engineer's Report and upon the Preliminary Special Assessment Resolution as specified in Chapter 66.0703 of the WI Statutes which Notice of Public Hearing shall state the place and time at which the report may be inspected and the place and time at which all persons interested or their agents or attorneys may appear before the Village Board for the Village of Fox Crossing and be heard concerning the matters contained in the Special Assessment preliminary resolution and the Village Engineers' Report at the Public Hearing. A copy of the Notice of Public Hearing together with a scale map (*if available*) showing the general boundary areas of the proposed assessment district/area shall be mailed at least ten (10) days before the hearing date to all interested persons whose post office addresses are known. The Public Hearing shall commence no less than ten (10) days, nor more than forty (40) days after publication. A Public Hearing shall be held in the Arden Tews Assembly Room at the Village of Fox Crossing Municipal Complex, 2000 Municipal Drive, Neenah, WI 54956, Winnebago County, State of WI, on the **27th day of February, 2023 at 6:00 p.m.**, or shortly thereafter, during the regularly scheduled Village Board Meeting.

Adopted this 23rd day of January, 2023

Requested by: Darla M. Fink, Village Clerk

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #230123-3

OPERATOR LICENSE APPLICANTS

WHEREAS, the operator license applicants for the upcoming two-year term, listed below, have made proper application with the Police Department; and

WHEREAS, all applicants either currently hold a valid two-year server license elsewhere, or have successfully completed the mandatory alcohol awareness training program, or have scheduled the course; and

WHEREAS, background checks have been conducted by the Police Department; and

WHEREAS, the Police Chief submits the applicants with a recommendation of approval as follows:

Noah Ford – Approved
Goran Ratkovic – Approved
Nicole Spranger – Approved
Kaitlyn Uncles – Approved

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees recommends the above applicants recommended for approval be approved, pending payment, successful background checks, and completion of a state-approved alcohol awareness training program, for the licensing period beginning July 1, 2022 - June 30, 2024.

Adopted this 23rd day of January, 2023

Requested by: Scott Blashka, Police Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #230123-4

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$10,905,086.41

WHEREAS, the disbursements are categorized below & the detail is attached:

Pending:		
General Fund	\$	141,898.21
Special Revenue Fund	\$	72,647.84
Debt Fund	\$	-
Capital Projects Fund	\$	4,390.21
Water Fund	\$	117,740.92
Sewer Fund	\$	9,696.93
Stormwater Fund	\$	3,821.80
Trust & Agency Fund	\$	-
Special Processed Payments	\$	10,554,890.50
Total:	\$	<u>10,905,086.41</u>

NOW, THEREFORE BE IT RESOLVED, the Village of Fox Crossing Board of Trustees hereby authorizes the above expenditures to be paid by the Finance Department with the exception of none.

Adopted this 23rd day of January, 2023.

Requested by: Jeremy Searl, Finance Director
Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

VILLAGE OF FOX CROSSING
2000 Municipal Drive
Neenah, WI 54956

EXPENDITURE SUMMARY

For Accounts Payable Period Ending: January 17, 2023
 For Village Board Meeting of: January 23, 2023

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$141,898.21
Special Revenue Funds	\$72,647.84
Debt Fund	\$0.00
Capital Projects Fund	\$4,390.21
Water Fund	\$117,740.92
Sewer Fund	\$9,696.93
Stormwater Fund	\$3,821.80
Trust & Agency Fund	\$0.00
Total Bills for	January 23, 2023
	<u><u>\$350,195.91</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE	DEPT. /PURPOSE	AMOUNT
	Village Specials	1/4-1/17/2023	**See Attached Listing**
			\$10,146,646.92
ACH	Employee Benefits Corp	12/8-1/17/2023	Flex Spending Claims
			\$1,889.56
ACH	Plug N Pay	1/5/2023	Dec CC Fees
			\$30.00
ACH	American Express	1/6/2023	Dec CC Fees
			\$3.00
ACH	WI Deferred Comp	1/5/2023	Deferred Comp
			\$6,155.07
45674	Void	1/16/2023	Void
			(\$513.00)
ACH	Elavon	1/16/2023	Dec CC Fees
			\$26.48
ACH	Elavon	1/16/2023	Dec CC Fees
			\$79.94
ACH	Elavon	1/16/2023	Dec CC Fees
			\$121.73
ACH	ETF	1/16/2022	Medical Ins
			\$139,210.26
ACH	WI Dot	1/17/2023	Suspension Fees
			\$39.00
45702-45704	Payroll	1/5/2023	Payroll
			\$2,127.08
ACH	Payroll	1/5/2023	Payroll
			\$181,441.25
ACH	Payroll	1/5/2023	Taxes
			\$77,633.21
Total Special Processed Payments			<u><u>\$10,554,890.50</u></u>
GRAND TOTAL			<u><u>\$10,905,086.41</u></u>