

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, January 24, 2022 - 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
Minutes and Correspondence to Receive
 - a) Planning Commission Meeting Minutes – October 20, 2021 & December 8, 2021
 - b) Park Commission Meeting Minutes – December 8, 2021
 - c) Water Main Breaks Report – December 2021
 - d) Water Pumpage Report – December 2021
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 will be permitted. Commenters must wait to be called, must speak from the podium, directing their comments to the board. Comments must be orderly. A maximum of **2-minutes** per person is allowed and you must return to the audience when signaled to do so. 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
7. Unfinished Business
8. **New Business- Resolutions/Ordinances/Policies**
 - a) 220124-1 Certified Survey Map – 2210 Carleton Avenue & Vacant Parcel #1210953
 - b) 220124-2 Certified Survey Map – 953 Nennig Road & 900 Millbrook Drive
 - c) 220124-3 Certified Survey Map – Parcel #121057614 Located at 500 Rocket Way
 - d) 220124-4 Preliminary Assessment Resolution Declaring Intent to Exercise Special Assessments for the Installation of Water Mains and Laterals for the Clayton Avenue Water Extension Project
 - e) 220124-5 A Resolution in Support of Improving the Intersection at State Highway 76 and Larsen Road
 - f) 220124-6 Operator License Applicants
 - g) 220124-7 Expenditures
9. **Reports**
 - a) Street Superintendent Randy Gallow – Leaf Vacuum Collection 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 #220124-1

**CERTIFIED SURVEY MAP – 2210 CARLETON AVENUE & VACANT PARCEL
#1210953**

WHEREAS, the applicant, Jeff Martin, requests approval of a Certified Survey Map (CSM) to combine the parcel located at 2210 Carleton Avenue (parcel #121095301) with adjacent vacant parcel #1210953; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their January 19, 2022 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.

Planning Commission: 5 Aye 0 Nay 2 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 24th day of January, 2022

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 #220124-2

CERTIFIED SURVEY MAP – 953 NENNIG ROAD & 900 MILLBROOK DRIVE

WHEREAS, the applicants, Randy and Pat Socha, and Tim and Amanda Hoger, request approval of a Certified Survey Map (CSM) to adjust the boundary line between their properties located at 953 Nennig Road and 900 Millbrook Drive; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their January 19, 2022 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.

Planning Commission: 5 Aye 0 Nay 2 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 24th day of January, 2022

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 #220124-3

CERTIFIED SURVEY MAP – PARCEL # 121057614 LOCATED AT 500 ROCKET WAY

WHEREAS, the Neenah Joint School District requests approval of a Certified Survey Map (CSM) to divide parcel #1211057614 located at 500 Rocket Way into three (3) separate parcels; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their January 19, 2022 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.

Planning Commission: 5 Aye 0 Nay 2 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 24th day of January, 2022

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 #220124-4

PRELIMINARY ASSESSMENT RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENTS FOR THE INSTALLATION OF WATER MAINS AND LATERALS FOR THE CLAYTON AVENUE WATER 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 1,626 lineal feet of new water main and laterals to certain properties located along Clayton Avenue.
 - b) *AREA OF SPECIAL ASSESSMENT IMPROVEMENTS:*
Clayton Avenue from East Shady Lane south to the south lot line of 9189 Clayton Avenue. 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 **28th day of February, 2022 at 6:00 p.m.**, or shortly thereafter, during the regularly scheduled Village Board Meeting.

Adopted this 24th day of January, 2022

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 #220124-5

A RESOLUTION IN SUPPORT OF IMPROVING THE INTERSECTION AT STATE HIGHWAY 76 AND LARSEN ROAD

WHEREAS, in 2020, the Neenah Joint School District purchased 225 acres of land east of Clayton Avenue between CTH II and Larsen Road; and

WHEREAS, in 2020, the Neenah Joint School District received community support through a referendum to construct a new high school on this 225-acres of land; and

WHEREAS, the new Neenah High School is scheduled to open in the Fall of 2023 and will increase traffic at the intersection of State Highway 76 and Larsen Road; and

WHEREAS, in December of 2021, the Village of Fox Crossing received a letter dated December 2, 2021 from citizens regarding their concerns for the safety of the intersection at State Highway 76 and Larsen Road; and

WHEREAS, State Highway 76 has been undergoing improvements in Winnebago County to include reconstruction and intersection improvements at CTH GG, CTH G and CTH JJ.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Fox Crossing, Winnebago County, that we support the State of Wisconsin Department of Transportation and Winnebago County Highway Commission and Board of Supervisors to allocate sufficient funds for implementation of alterations to the intersection of State Highway 76 and Larsen Road in a timely manner meet the demands for and coincide with the opening of the new Neenah High School in the Fall of 2023.

BE IT FURTHER RESOLVED, that the Village Board directs the Village Clerk to deliver this approved resolution to State, County, City of Neenah, Town of Neenah, Town of Clayton, Town of Vinland and Neenah Joint School District Officials and to the individuals that signed the letter dated December 2, 2021, Max Ogden and Rustin Keller.

Adopted this 24th day of January, 2022

Requested By: Jeffrey Sturgell, Village Manager

Submitted By: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

Deliver to:

Congressman Mike Gallagher

State Senator Roger Roth

State Rep. Rachel Carbel-Guevara

Winnebago County Executive Jon Doemel
Winnebago County Highway Commissioner Robert Doemel
Winnebago County Board of Supervisor President Shiloh Ramos
City of Neenah Mayor Dean Kaufert
Town of Neenah Chairman Robert Schmeichel
Town of Clayton Chairman Russel Geise
Town of Vinland Chairman Don O'Connell
Neenah Joint School District Superintendent Mary Pfeiffer

RES #220124-6

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:

Alicia Welhouse – Approved
Giovanna Berg – Approved
Lewis Perry – 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, 2020 - June 30, 2022.

Adopted this 24th day of January, 2022

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 #220124-7

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$11,144,713.62

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

Pending:	
General Fund	\$ 84,340.64
Special Revenue Fund	\$ 72,751.41
Debt Fund	\$ -
Capital Projects Fund	\$ 18,894.07
Water Fund	\$ 537,899.14
Sewer Fund	\$ 794,849.52
Stormwater Fund	\$ 6,082.28
Trust & Agency Fund	\$ -
Special Processed Payments	\$ 9,629,896.56
Total:	<u>\$ 11,144,713.62</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 24th day of January, 2022.

Requested by: Myra R. Piergrossi, 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 18, 2022
 For Village Board Meeting of: January 24, 2022

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$84,340.64
Special Revenue Funds	\$72,751.41
Debt Fund	\$0.00
Capital Projects Fund	\$18,894.07
Water Fund	\$537,899.14
Sewer Fund	\$794,849.52
Stormwater Fund	\$6,082.28
Trust & Agency Fund	\$0.00
Total Bills for	January 24, 2022
	<u><u>\$1,514,817.06</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE	DEPT. /PURPOSE	AMOUNT
	Village Specials	1/5-1/18/2022	\$9,232,228.97
		See Attached Listing	
ACH	Employee Benefits Corp	1/7-1/18/22	\$4,192.64
ACH	Elavon	1/6/2022	\$83.29
ACH	Elavon	1/6/2022	\$37.60
ACH	Elavon	1/6/2022	\$2,008.67
ACH	WI Deferred Comp	1/7/2022	\$6,832.57
41590	VOID	1/11/2022	(\$338.09)
ACH	WI DOR	1/11/2022	\$30.00
ACH	ETF	1/18/2021	\$134,203.68
41909-41912	Payroll	1/6/2022	\$805.89
ACH	Payroll	1/6/2022	\$172,753.73
ACH	Payroll	1/6/2022	\$77,057.61
		Taxes	<u>\$77,057.61</u>
Total Special Processed Payments			<u><u>\$9,629,896.56</u></u>

GRAND TOTAL \$11,144,713.62