

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, February 13, 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) Regular Village Board Meeting – January 23, 2023Minutes and Correspondence to Receive
 - b) Park Commission Meeting Minutes – January 11, 2023
 - c) Neenah-Menasha Sewerage Commission Meeting Minutes – November 22, 2022
 - d) Neenah-Menasha Sewerage Commission Meeting Minutes – December 20, 2022
 - e) Water Main Breaks Report – December 2022
 - f) Water Pumpage Report – December 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
7. Unfinished Business
8. New Business- Resolutions/Ordinances/Policies
 - a) 230213-1 Approve State/Municipal Agreement for a State-Let Urbanized Area STP-Urban Program Project – East Shady Lane Reconstruction from County Highway CB to Cold Spring Road
 - b) 230213-2 Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing
 - c) 230213-3 Operator License Applicants
 - d) 230213-4 Expenditures
9. Reports
 - a) Clerk Darla Fink – Spring Primary Election on Tuesday, February 21, 2023, with Polls Open from 7:00 a.m. to 8:00 p.m.
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 #230213-1

**APPROVE STATE/MUNICIPAL AGREEMENT FOR A STATE-LET URBANIZED
AREA STP-URBAN PROGRAM PROJECT – EAST SHADY LANE
RECONSTRUCTION FROM COUNTY HIGHWAY CB TO COLD SPRING ROAD**

WHEREAS, in 2022, the Village of Fox Crossing applied for, and received, a Wisconsin Department of Transportation (WISDOT) Surface Transportation Program (STP) Urban grant for the asphaltic reconstruction and urbanization of East Shady Lane from County Highway CB (CTH CB) to Cold Spring Road; and

WHEREAS, in order to receive the grant, the Village must enter into a State/Municipal Agreement (SMA) with WISDOT to memorialize the terms of the grant program; and

WHEREAS, the awarded STP-Urban grant would provide funds for 80% of the reconstruction and urbanization of East Shady Lane from CTH CB to Cold Spring Road, to include a 10 foot trail on one side of the road, to a maximum grant amount of \$1,776,802; and

WHEREAS, the Village of Fox Crossing agrees to fund the remaining 20% of the costs (estimated at \$941,448), and any costs over \$1,776,802; and

WHEREAS, the project will be a State-let and managed project, to be constructed in fiscal year (FY) 2026.

NOW, THEREFORE BE IT RESOLVED, that the Village of Fox Crossing Board of Trustees hereby approves the State/Municipal Agreement for a State-Let Highway Urbanized Area STP-Urban Program for the East Shady Lane Reconstruction project, as attached.

Adopted this 13th day of February, 2023

Requested by: Jeffrey Sturgell, Village Manager

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #230213-2

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING

WHEREAS, the Village of Fox Crossing, Winnebago County, Wisconsin (the "Municipality") plans to undertake Road Reconstructions and Resurfacings, Stormwater Improvements, Parking Lot improvements, Pedestrian Trail Paving, and the Replacement of the Street and Park Department Radios, (the "Project"); and

WHEREAS, the Municipality expects to finance the Project on a long-term basis by issuing tax-exempt general obligation bonds, revenue bonds or general obligation promissory notes (the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to commencement of the Project, the Municipality must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance monies from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Municipality, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$4,928,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the Village Clerk's office within 30 days after its approval, in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted, recorded and approved this 13th day of February, 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

RES #230213-3

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:

Anmol Singh – Approved
Gurpreet Singh – Approved
Emma Walters – Approved
Kobe Bartlett – Approved
Marissa Barden – Approved
Courtney Schultz – 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 13th day of February, 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 #230213-4

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$1,558,296.02

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

| | | |
|----------------------------|----|---------------------|
| Pending: | | |
| General Fund | \$ | 81,740.43 |
| Special Revenue Fund | \$ | 775.63 |
| Debt Fund | \$ | - |
| Capital Projects Fund | \$ | - |
| Water Fund | \$ | 88,278.27 |
| Sewer Fund | \$ | 20,532.73 |
| Stormwater Fund | \$ | 11,905.39 |
| Trust & Agency Fund | \$ | 4,172.94 |
| Special Processed Payments | \$ | 1,350,890.63 |
| Total: | \$ | <u>1,558,296.02</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 13th day of February, 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: February 7, 2023
 For Village Board Meeting of: February 13, 2023

| REGULAR PROCESSED CHECKS | AMOUNT |
|---------------------------------|----------------------------|
| General Fund | \$81,740.43 |
| Special Revenue Funds | \$775.63 |
| Debt Fund | \$0.00 |
| Capital Projects Fund | \$0.00 |
| Water Fund | \$88,278.27 |
| Sewer Fund | \$20,532.73 |
| Stormwater Fund | \$11,905.39 |
| Trust & Agency Fund | <u>\$4,172.94</u> |
| Total Bills for | February 13, 2023 |
| | <u><u>\$207,405.39</u></u> |

SPECIAL PROCESSED PAYMENTS

| CHECK # | PAYEE | DEPT. /PURPOSE | AMOUNT |
|---|------------------------|-----------------------|---------------------------------------|
| | Village Specials | 1/18-2/7/2023 | **See Attached Listing** \$644,064.39 |
| ACH | Employee Benefits Corp | 1/24-2/7/2023 | Flex Spending Claims \$950.71 |
| ACH | Paymentus | 1/20/2023 | Dec CC Fees \$2,285.01 |
| ACH | WI Retirement | 1/20/2023 | Retirement \$76,195.25 |
| ACH | WI Deferred Comp | 1/20/2023 | Deferred Comp \$6,116.60 |
| ACH | Plug N Pay | 2/3/2023 | Jan CC Fees \$30.00 |
| ACH | WI Deferred Comp | 2/3/2022 | Deferred Comp \$6,302.39 |
| ACH | ETF | 2/6/2023 | Medical Ins \$140,932.54 |
| ACH | Elavon | 2/7/2023 | Jan CC Fees \$378.98 |
| ACH | American Express | 2/7/2023 | Jan CC Fees \$2.41 |
| ACH | WI Dot | 1/20/2023 | Suspension Fees \$45.00 |
| 45743-45747 | Payroll | 1/19/2023 | Payroll \$3,356.92 |
| ACH | Payroll | 1/19/2023 | Payroll \$165,499.57 |
| ACH | Payroll | 1/19/2023 | Taxes \$66,592.87 |
| 45907-45911 | Payroll | 2/2/2023 | Payroll \$3,709.01 |
| ACH | Payroll | 2/2/2023 | Payroll \$167,512.70 |
| ACH | Payroll | 2/2/2023 | Taxes \$66,916.28 |
| Total Special Processed Payments | | | <u><u>\$1,350,890.63</u></u> |

GRAND TOTAL \$1,558,296.02