

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, March 23, 2020 - 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 – March 9, 2020Minutes and Correspondence to Receive
 - b) Park Commission Meeting – February 12, 2020
 - c) Planning Commission Meeting – February 19, 2020
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) 200323-1 2019 Year-End Budget Amendments
 - b) 200323-2 2020 Budget Amendments to Provide Funds for Various Items in the Police, Parks & Recreation, Fire, Information Technology, Streets, Municipal Complex, Water, and Wastewater Departments
 - c) 200323-3 Change Order #3 & Final – East Shady Lane Water and Sanitary Sewer Main Extension Project
 - d) 200323-4 Award Bid – Anunson Farm Park Construction Project
 - e) 200323-5 Approve Associate Planner Work Agreement for Farrah Yang
 - f) 200323-6 Operator License Applicants
 - g) 200323-7 Expenditures
9. **Reports**
 - a) Village Manager Jeffrey Sturgell – COVID-19 Information Update
 - b) Village President Youngquist – Open Book 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.
 - c) Trustee Kris Koeppel
 - Spring Electronic Recycling Event scheduled for Saturday, April 18, 2020 is canceled
 - Winnebago County Agriculture & Household Material Clean Sweep Event – Friday, April 24 from 9:00 a.m. to 11:00 a.m. at Winneconne-Poygan Fire Station, and 3:00 p.m. to 5:00 p.m. at the Fox Crossing Municipal Complex Street Garage
 - d) Director George Dearborn – Municipal Separate Storm Sewer System (MS-4) Report
 - e) 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.
10. Closed Session
11. Adjourn

Some Board members may be participating telephonically

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 #200323-1

2019 YEAR-END BUDGET AMENDMENTS

WHEREAS, the Village of Fox Crossing has certain departments/activities that are over budget in the 2019 Village of Fox Crossing Budget; and

WHEREAS, budget amendments are necessary to close out the 2019 Village of Fox Crossing Budget; and

WHEREAS, attached is a detailed listing of the budget amendments to bring the department/activity totals into balance.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby authorizes the Finance Director to amend the 2019 Village of Fox Crossing Budget, as attached.

Adopted this 23rd day of March, 2020

Requested by: Myra Piergrossi, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200323-2

2020 BUDGET AMENDMENTS TO PROVIDE FUNDS FOR VARIOUS ITEMS IN THE POLICE, PARKS & RECREATION, FIRE, INFORMATION TECHNOLOGY, STREETS, MUNICIPAL COMPLEX, WATER, AND WASTEWATER DEPARTMENTS

WHEREAS, numerous departments are requesting to rollover funds from the 2019 Budget into the 2020 Budget, or requesting funds for items previously not identified in the 2020 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees that the 2020 Village of Fox Crossing budget is amended, as attached, to provide funds for the various items in the Police, Parks & Recreation, Fire, Information Technology, Streets, Municipal Complex, Water, and Wastewater Departments.

Adopted this 23rd day of March, 2020

Requested by: Myra Piergrossi, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200323-3

CHANGE ORDER #3 & FINAL – EAST SHADY LANE WATER AND SANITARY SEWER MAIN EXTENSION PROJECT

WHEREAS, on May 20, 2019, Jossart Brothers, Inc., was awarded the installation contract for the East Shady Lane Water and Sanitary Sewer Main Extension Project, for the Base Bid amount of \$1,015,827.20; and

WHEREAS, on May 20, 2019, Change Order #1 was approved reflecting a decrease of \$476,522.20 in the project cost; and

WHEREAS, on August 26, 2019, Change Order #2 was approved reflecting an increase of \$189,119.00, due to extending the water main an additional 1,120 feet, and extending the sanitary sewer main an additional 880 feet; and

WHEREAS, Change Order #3 reflects a decrease of \$8,814.40 in final quantity adjustments; and

WHEREAS, the decrease of \$8,814.40 from Change Order #3 items results in a new total contract price of \$719,609.60 (bid tabulation attached); and

WHEREAS, it is the recommendation of Village Engineer Brad Werner and Utility Superintendent David Tracey to approve Change Order #3 to Jossart Brothers, Inc., for a decrease in the amount of \$8,814.40, resulting in a new contract amount of \$719,609.60.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #3 & Final to the installation contract for the East Shady Lane Water and Sanitary Sewer Main Extension Project, resulting in a decrease in the amount of \$8,814.40 to **Jossart Brothers, Inc., 1682 Swan Road, DePere, Wisconsin**, for the adjusted contract amount of \$719,609.60.

Adopted this 23rd day of March, 2020

Requested by: David Tracey, Utility Superintendent

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200323-4

AWARD BID – ANUNSON FARM PARK CONSTRUCTION PROJECT

WHEREAS, on March 17, 2020, sealed bids for the Anunson Farm Park Construction project were due in the office of the Parks & Recreation Department by 10:00 a.m., at which time they were publicly opened and read; and

WHEREAS, five (5) bids were received: (bid tabulation enclosed);

<u>Contractor</u>	<u>Base Bid</u>
Highway Landscapers, Inc., Little Chute	\$188,559.25
R & R Wash Materials, Inc., Ripon	\$189,998.79
Faulks Brothers Construction, Inc., Waupaca	\$216,166.30
H & H Civil Construction, LLC, Collins	\$229,535.32
Vinton Construction Company, Manitowoc	\$233,849.45

WHEREAS, upon a background check of the lowest bidder, Highway Landscapers, Inc., it was found that Highway Landscapers, Inc. has been debarred from working as a contractor for the Wisconsin Department of Transportation for “lack of business integrity and responsibility” (as posted on the Wisconsin Department of Transportation’s Debarred, Suspended, and Ineligible Contractor List dated March 6, 2020); and

WHEREAS, the next lowest bidder is R & R Wash Materials, Inc. for the amount of \$189,998.79 (which is \$1,439.54 higher than the lowest bid);

WHEREAS, it is the recommendation of Village Manager Jeffrey Sturgell and Parks & Recreation Director Amanda Geiser to award the Base Bid to the lowest *responsible* bidder, R & R Wash Materials, Inc., in the amount of \$189,998.79; and

WHEREAS, it is the recommendation of Parks & Recreation Director Amanda Geiser to authorize the direct purchase of playground equipment from Lee Recreation, LLC, in the not to exceed amount of \$100,000.

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby award the Base Bid to the lowest *responsible* bidder, **R & R Wash Materials, Inc., 1110 Dartford Road, Ripon, Wisconsin**, in the amount of **\$189,998.79**.

BE IT FURTHER RESOLVED, by the Village of Fox Crossing Board of Trustees to hereby authorize the direct purchase of playground equipment from **Lee Recreation, LLC, 260 West Main Street, Cambridge, Wisconsin**, in the not to exceed amount of **\$100,000**.

Adopted this 23rd day of March, 2020

*Requested by: Amanda Geiser, Director of Parks & Recreation
Park Commission*

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200323-5

APPROVE ASSOCIATE PLANNER WORK AGREEMENT LETTER FOR FARRAH YANG

WHEREAS, Community Development Director George Dearborn and Human Resources Coordinator Kim Burdick recently conducted a search process to fill the vacant Associate Planner position; and

WHEREAS, Farrah Yang has been selected by Director Dearborn to serve as the Village of Fox Crossing Associate Planner; and

WHEREAS, the benefit package negotiated between Village Manager Jeffrey Sturgell and Ms. Yang slightly deviates from the benefit package offered by the Personnel Manual; and

WHEREAS, Village Manager Sturgell has offered additional vacation days in the first and third years of employment than is offered by the Personnel Manual; and

WHEREAS, Village Manager Sturgell recommends the Village Board approve the work agreement letter for Farrah Yang, as attached.

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the work agreement letter for Farrah Yang is approved, as attached.

Adopted this 23rd day of March, 2020

Requested by: Jeffrey Sturgell, Village Manager

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200323-6

OPERATOR LICENSE APPLICANTS

WHEREAS, the operator license applicant(s) listed below have made proper application with the Police Department; and

WHEREAS, all applicant(s) either currently holds a valid two-year server license elsewhere, 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 applicant(s) as follows:

Lapraino Hill

Approve

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees recommend the above applicant(s) be approved pending payment, successful background check, and completion of a state-approved alcohol awareness training program for the licensing period of **JULY 1, 2018 – JUNE 30, 2020.**

Adopted this 23rd day of March, 2020

Requested by: Tim G. Seaver, Police Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200323-7

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$ 1,311,449.60

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

Pending:		
General Fund	\$	78,985.18
Special Revenue Fund	\$	70,261.85
Debt Fund	\$	-
Capital Projects Fund	\$	22,912.92
Water Fund	\$	229,561.82
Sewer Fund	\$	51,600.17
Stormwater Fund	\$	6,849.36
Trust & Agency Fund	\$	-
Park Commission Processed Payments	\$	32,120.06
Special Processed Payments	\$	819,158.24
Total:	\$	<u>1,311,449.60</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 March, 2020

Requested by: Myra R. Piergrossi, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk