

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, March 14, 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
 - a) Regular Village Board Meeting – February 28, 2022Minutes and Correspondence to Receive
 - b) Park Commission Meeting Minutes – February 9, 2022
 - c) Water Main Breaks Report – February 2022
 - d) Water Pumpage Report – February 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 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) 220314-1 2021 Year-End Budget Amendments
 - b) 220314-2 2022 Budget Amendments to Provide Funds for Various Items in Village Departments
 - c) 220314-3 Award Bid – 2022 Road Resurfacing Program to Include the Resurfacing of Cold Spring Road from East Shady Lane to Jacobsen Road
 - d) 220314-4 Amend Fox Crossing Fee Schedule for Fire Department Fees in Association with the Local Program Operation Tank Program
 - e) 220314-5 Reappointment of Zoning Board of Appeals Member – Arden Tews
 - f) 220314-6 Reappointment of Zoning Board of Appeals Member – Elizabeth Vorpahl
 - g) 220314-7 Appointment of Zoning Board of Appeals Member – Michael Prince
 - h) 220314-8 Reappointment of Zoning Board of Appeals Member First Alternate – Michael Gibbons
 - i) 220314-9 Reappointment of Zoning Board of Appeals Member Second Alternate – Pam Seidl
 - j) 220314-10 Operator License Applicants
 - k) 220314-11 Expenditures
9. **Reports**
 - a) Clerk Darla Fink – Early Voting for the April 5 Spring Election will be held Tuesday, March 22 through Friday, April 1, 2022; Voting will be Open from 8:00 a.m. to 4:30 p.m., Monday through Friday, with the Exception of Friday, April 1, in which Voting will be Open Until 5:00 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 #220314-1

2021 YEAR-END BUDGET AMENDMENTS

WHEREAS, the Village of Fox Crossing has certain departments/activities that are over budget in the 2021 Village of Fox Crossing Budget; and

WHEREAS, budget amendments are necessary to close out the 2021 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 2021 Village of Fox Crossing Budget, as attached.

Adopted this 14th day of March, 2022

Requested by: Myra Piergrossi, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220314-2

2022 BUDGET AMENDMENTS TO PROVIDE FUNDS FOR VARIOUS ITEMS IN VILLAGE DEPARTMENTS

WHEREAS, numerous departments are requesting to rollover funds from the 2021 Budget into the 2022 Budget, or requesting funds for items previously not identified in the 2022 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees that the 2022 Village of Fox Crossing budget is amended, as attached, to provide funds for the various items in Village Departments.

Adopted this 14th day of March, 2022

Requested by: Myra Piergrossi, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220314-3

AWARD BID – 2022 ROAD RESURFACING PROGRAM TO INCLUDE THE RESURFACING OF COLD SPRING ROAD FROM EAST SHADY LANE TO JACOBSEN ROAD

WHEREAS, on March 8, 2022, sealed bids for the 2022 Road Resurfacing Program to include the Resurfacing of Cold Spring Road from East Shady Lane to Jacobsen Road project, were due in the office of the Street Department by 10:00 a.m., at which time they were publicly opened and read; and

WHEREAS, two (2) bids were received: (bid tabulation enclosed);

<u>Item</u>	<u>MCC, Inc.</u>	<u>Northeast Asphalt, Inc.</u>
Base Bid	\$ 971,191.95	\$ 972,446.75
Supplement #1	\$ 58,498.00	\$ 62,560.00
Total:	\$1,029,689.95	\$1,035,006.75

WHEREAS, it is the recommendation of Engineer Lee Reibold and Street Superintendent Randy Gallow to award the Base Bid and Supplement Bid #1 to the lowest responsible bidder, MCC, Inc., in the amount of \$1,029,689.95, with final quantity adjustments made by change order to reflect actual quantities.

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby award the Base Bid and Supplement Bid #1 for the 2022 Road Resurfacing Program to include the Resurfacing of Cold Spring Road from East Shady Lane to Jacobsen Road project to the lowest responsible bidder, **MCC, Inc., 2600 N. Roemer Road, P.O. Box 1137, Appleton, Wisconsin, 54912** for the total amount of **\$1,029,689.95**.

Adopted this 14th day of March, 2022

Requested by: Randy Gallow, Street Superintendent
Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220314-4

AMEND VILLAGE OF FOX CROSSING FEE SCHEDULE FOR FIRE DEPARTMENT FEES IN ASSOCIATION WITH THE LOCAL PROGRAM OPERATION TANK PROGRAM

WHEREAS, on July 13, 2020, the Village of Fox Crossing Board of Trustees adopted the Village of Fox Crossing Fee Schedule (previously listed as Appendix B of the former Fox Crossing Municipal Code)

WHEREAS, it is necessary, from time to time, to amend the Fee Schedule to ensure appropriate fees are charged to maintain adequate Village services; and

WHEREAS, the Local Program Operation Tank Program was previously overseen by the Village of Fox Crossing, but now the State of Wisconsin Department of Agriculture, Trade and Consumer Protection has claimed control of the program; and

WHEREAS, the Village of Fox Crossing no longer needs to collect fees for the program; and

WHEREAS, Fire Chief Brian Harbison recommends amending the Fox Crossing Fee Schedule for Chapter § 218-51C Local Program Operation Tank Program as follows (red strike thru indicates the change in the schedule):

218-51C	Fees in association with Local Program Operation Tank Program	
	Revision of Previously Approved Plans:	\$22.00
	Underground storage tank removals, per tank	\$60.00

For information on State of Wisconsin required fees for the tank program please see the link below ~~and choose the TR-WN-126 form on the State website.~~

https://datcp.wi.gov/Pages/Programs_Services/PetroleumHazStorageTanksForms.aspx

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby amends the Village of Fox Crossing Fee Schedule, as shown above, effective March 15, 2022.

Adopted this 14th day of March, 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 #220314-5

REAPPOINTMENT OF ZONING BOARD OF APPEALS MEMBER – ARDEN TEWS

WHEREAS, Chapter 31 Zoning Ordinance requires appointments to the Village of Fox Crossing Zoning Board of Appeals; and

WHEREAS, the Zoning Board of Appeals hears and decides on administrative appeals and variances consistent with the requirements of Article 7 of Chapter 31; and

WHEREAS, the term of Zoning Board of Appeals member Arden Tews will expire on March 31, 2022; and

WHEREAS, Arden Tews has expressed interest in being reappointed for a three (3) year term beginning April 1, 2022 through March 31, 2025; and

WHEREAS, Village President Dale Youngquist nominates Arden Tews for reappointment to a three (3) year term beginning April 1, 2022 through March 31, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby reappoints Arden Tews as a member to the Village of Fox Crossing Zoning Board of Appeals for a three (3) year term beginning April 1, 2022 through March 31, 2025.

Adopted this 14th day of March, 2022

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220314-6

REAPPOINTMENT OF ZONING BOARD OF APPEALS MEMBER – ELIZABETH VORPAHL

WHEREAS, Chapter 31 Zoning Ordinance requires appointments to the Village of Fox Crossing Zoning Board of Appeals; and

WHEREAS, the Zoning Board of Appeals hears and decides on administrative appeals and variances consistent with the requirements of Article 7 of Chapter 31; and

WHEREAS, the term of Zoning Board of Appeals member Elizabeth Vorpahl will expire on March 31, 2022; and

WHEREAS, Elizabeth Vorpahl has expressed interest in being reappointed for a three (3) year term beginning April 1, 2022 through March 31, 2025; and

WHEREAS, Village President Dale Youngquist nominates Elizabeth Vorpahl for reappointment to a three (3) year term beginning April 1, 2022 through March 31, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby reappoints Elizabeth Vorpahl as a member to the Village of Fox Crossing Zoning Board of Appeals for a three (3) year term beginning April 1, 2022 through March 31, 2025.

Adopted this 14th day of March, 2022

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220314-7

APPOINTMENT OF ZONING BOARD OF APPEALS MEMBER – MICHAEL PRINCE

WHEREAS, Chapter 31 Zoning Ordinance requires appointments to the Village of Fox Crossing Zoning Board of Appeals; and

WHEREAS, the Zoning Board of Appeals hears and decides on administrative appeals and variances consistent with the requirements of Article 7 of Chapter 31; and

WHEREAS, a vacant seat exists for the three (3) year term beginning April 1, 2021 through March 31, 2024; and

WHEREAS, Village President Dale Youngquist nominates Michael Prince for appointment to the remainder of the three (3) year term beginning April 1, 2021 through March 31, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby appoints Michael Prince as a member to the Village of Fox Crossing Zoning Board of Appeals for the remainder of the three (3) year term beginning April 1, 2021 through March 31, 2024.

Adopted this 14th day of March, 2022

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220314-8

REAPPOINTMENT OF ZONING BOARD OF APPEALS MEMBER FIRST ALTERNATE
- MICHAEL GIBBONS

WHEREAS, Chapter 31, Article 7 of the Village Zoning Ordinance requires appointments to the Village of Fox Crossing Zoning Board of Appeals; and

WHEREAS, this Board shall hear and decide on administrative appeals and variances consistent with the requirements of Chapter 31, Article 7; and

WHEREAS, in addition to the five regular members of the Zoning Board of Appeals, two alternate members shall be appointed to serve in a reserve role for the Board; and

WHEREAS, Village President Youngquist recommends Michael Gibbons to serve as the First Alternate member of the Zoning Board of Appeals, for a three-year term, beginning April 1, 2022 and ending March 31, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby reappoints Michael Gibbons to serve as the First Alternate member of the Zoning Board of Appeals for a three-year term beginning April 1, 2022 and ending March 31, 2025.

Adopted this 14th day of March, 2022

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220314-9

**REAPPOINTMENT OF ZONING BOARD OF APPEALS MEMBER SECOND
ALTERNATE – PAM SEIDL**

WHEREAS, Chapter 31, Article 7 of the Village Zoning Ordinance requires appointments to the Village of Fox Crossing Zoning Board of Appeals; and

WHEREAS, this Board shall hear and decide on administrative appeals and variances, consistent with the requirements of Chapter 31, Article 7; and

WHEREAS, in addition to the five regular members of the Zoning Board of Appeals, two alternate members shall be appointed to serve in a reserve role for the Board; and

WHEREAS, Village President Youngquist recommends Pam Seidl to serve as the Second Alternate member of the Zoning Board of Appeals for a three-year term beginning April 1, 2022 and ending March 31, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby reappoints Pam Seidl to serve as the Second Alternate member of the Zoning Board of Appeals for a three-year term beginning April 1, 2022 and ending March 31, 2025.

Adopted this 14th day of March, 2022

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220314-10

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:

Terri Van Linn – Approved
Angelina Cousineau – Approved
Kaden Bassetto – Approved
Catherynn Scheffler – Approved

WHEREAS, at the February 28, 2022 Village Board meeting, Operator License applicant Heather Rhode was denied an Operator License by the Village Board at the recommendation of the Police Chief; and

WHEREAS, Ms. Heather Rhode has requested reconsideration of the denial, and has provided additional information to the Police Chief for review; and

WHEREAS, the Police Chief recommends reconsideration and approval of an Operator License for Heather Rhode.

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 14th day of March, 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 #220314-11

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$688,399.25

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

Pending:		
General Fund	\$	98,596.47
Special Revenue Fund	\$	53,250.17
Debt Fund	\$	-
Capital Projects Fund	\$	12,168.90
Water Fund	\$	44,020.12
Sewer Fund	\$	62,859.46
Stormwater Fund	\$	11,260.56
Trust & Agency Fund	\$	8,938.25
Special Processed Payments	\$	397,305.32
Total:	\$	<u>688,399.25</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 14th day of March, 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: March 8, 2022

For Village Board Meeting of: March 14, 2022

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$98,596.47
Special Revenue Funds	\$53,250.17
Debt Fund	\$0.00
Capital Projects Fund	\$12,168.90
Water Fund	\$44,020.12
Sewer Fund	\$62,859.46
Stormwater Fund	\$11,260.56
Trust & Agency Fund	\$8,938.25
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Total Bills for	March 14, 2022
	<u><u>\$291,093.93</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE	DEPT. /PURPOSE	AMOUNT
	Village Specials	2/23-3/8/2022	**See Attached Listing** \$138,555.44
ACH	Employee Benefits Corp	2/23-3/8	Flex Spending Claims \$4,446.94
ACH	Associated Bank	2/23/2022	May Bank Fees \$96.09
ACH	Associated Bank	3/4/2022	June Bank Fees \$150.40
ACH	Ehlers	2/23/2022	Feb 2021 Mgmt Fee \$612.70
ACH	Ehlers	2/23/2022	Mar 2021 Mgmt Fee \$677.76
ACH	Ehlers	2/24/2022	Apr 2021 Mgmt Fee \$656.79
ACH	Ehlers	2/24/2022	May 2021 Mgmt Fee \$678.20
ACH	Ehlers	2/24/2022	June 2021 Mgmt Fee \$656.37
ACH	Ehlers	2/25/2022	July 2021 Mgmt Fee \$677.70
ACH	Ehlers	2/25/2022	Aug 2021 Mgmt Fee \$676.85
ACH	Ehlers	2/25/2022	Sept 2021 Mgmt Fee \$654.43
ACH	Ehlers	2/25/2022	Oct 2021 Mgmt Fee \$676.29
ACH	Ehlers	2/25/2022	Nov 2021 Mgmt Fee \$653.76
ACH	Ehlers	2/25/2022	Dec 2021 Mgmt Fee \$675.56
ACH	Plug N Pay	3/3/2022	Feb CC Fees \$15.00
ACH	Plug N Pay	3/3/2022	Feb CC Fees \$15.00
ACH	Elavon	3/7/2022	Feb CC Fees \$66.08
ACH	Elavon	3/7/2022	Feb CC Fees \$40.25
ACH	WI Deferred Comp	3/3/2022	Deferred Comp \$6,899.86
ACH	WI DOR	3/7/2022	Suspension Fees \$54.00
42634-42644	Payroll	3/3/2022	Payroll \$4,146.56
ACH	Payroll	3/3/2022	Payroll \$166,550.49
ACH	Payroll	3/3/2022	Taxes \$68,972.80
			<hr/>
Total Special Processed Payments			<u><u>\$397,305.32</u></u>
GRAND TOTAL			<u><u>\$688,399.25</u></u>