

Village of Fox Crossing Board of Trustees Regular Meeting

Monday, April 20, 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
 - a) Introduction and Ceremonial Swearing-In of Newly-Elected Officials – Village Clerk Karen Backman
 - b) Governor's Proclamation of Municipal Treasurer's Appreciation Week April 19 – 25, 2020 – Village President Dale Youngquist
 - c) Tree City USA Award Presentation – Director of Parks & Recreation Amanda Geiser
3. Public Hearings
4. Minutes to Approve/ Minutes and Correspondence to Receive
 - Minutes to Approve
 - a) Regular Village Board Meeting – April 6, 2020
 - Minutes and Correspondence to Receive
 - b) Park Commission Meeting – March 11, 2020
 - c) April 7, 2020 Spring Election & Presidential Preference Primary Results
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) 200420-1 Certified Survey Map – Parcels #12105271308 & 12106271303 Located on Deerwood Avenue
 - b) 200420-2 Change Order #2 – Jacobsen Road Reconstruction from County Highway CB to Cold Spring Road
 - c) 200420-3 Appointment of Personnel Committee Member
 - d) 200420-4 Appointment of Representative to the Fox West Regional Sewerage Commission
 - e) 200420-5 Appointment of Representative to the Fox West Regional Sewerage Commission
 - f) 200420-6 Reappointment of Planning Commission Member – Maury Cox
 - g) 200420-7 Reappointment of Planning Commission Member – Michael Scheibe
 - h) 200420-8 Reappointment of Planning Commission Member – Thomas Young
 - i) 200420-9 Reappoint Community Development Director George Dearborn to the Fox Cities Room Tax Commission
 - j) 200420-10 Expenditures
9. Reports
 - a) Village Manager Jeffrey Sturgell – COVID-19 Information Update
 - b) Village President Youngquist – Telephonic Open Book with an Assessor 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.; sign up for appointment at www.accurateassessor.com, or contact Accurate Appraisal, LLC at 1-800-770-3927
 - c) Trustee Kris Koeppe
 - Winnebago County Agriculture & Household Material Clean Sweep Event scheduled for Friday, April 24 has been canceled
 - Community Gardens Update
 - d) Trustee Dale McNamee – 2020 Census Operations Update
10. Closed Session
11. Adjourn

Some Board members may be participating telephonically

The meeting will be live streamed on Facebook at www.facebook.com/foxcrossingwi/

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 #200420-1

CERTIFIED SURVEY MAP – PARCELS #12105271308 & 12106271303 LOCATED ON DEERWOOD AVENUE

WHEREAS, the applicant, Nicole Barrett for Copperstone Assisted Living, is requesting approval of a Certified Survey Map (CSM) to combine two (2) lots (parcels 12105271308 & 12106271303) located on Deerwood Avenue; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their April 15, 2020 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: 6 Aye 0 Nay 0 Excused 1 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 20th day of April, 2020

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

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200420-2

CHANGE ORDER #2 – JACOBSEN ROAD RECONSTRUCTION FROM COUNTY HIGHWAY CB TO COLD SPRING ROAD

WHEREAS, on February 10, 2020, Dorner, Inc., was awarded the Jacobsen Road Reconstruction from County Highway CB to Cold Spring Road project, for the Base Bid amount of \$1,710,544.20; and

WHEREAS, on April 6, 2020, Change Order #1 was approved reflecting an increase of \$2,320.00 for the addition of two (2) electronic message boards, including setup and take down, for eight (8) days; and

WHEREAS, Change Order #2 reflects a total decrease of \$61,812.66 for the following adjustments:

Lowering 12 inch water main west of Cold Spring Road	\$ 12,987.34
Open cut 24 inch storm sewer under ANR gas line, 100 feet	\$103,100.00
Remove bid item 11, boring steel casing pipe for storm, 100 feet	<u>(\$177,900.00)</u>
Total:	(\$ 61,812.66)

WHEREAS, the decrease of \$61,812.66 from Change Order #2 items results in a new total contract price of \$1,651,051.54 (bid tabulation attached); and

WHEREAS, it is the recommendation of Village Engineer Lee Reibold and Street Superintendent Randy Gallow to approve Change Order #2 to Dorner, Inc., for a decrease in the amount of \$61,812.66, resulting in a new contract amount of \$1,651,051.54.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #2 to the Jacobsen Road Reconstruction from County Highway CB to Cold Spring Road project, resulting in a decrease in the amount of \$61,812.66 to **Dorner, Inc., E506 Luxemburg Road, Luxemburg, Wisconsin**, for the adjusted contract amount of \$1,651,051.54.

Adopted this 20th day of April, 2020

Requested by: Randy Gallow, Street Superintendent

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200420-3

APPOINTMENT OF PERSONNEL COMMITTEE MEMBER

WHEREAS, the Fox Crossing Personnel Committee consists of the Village President, the Village Manager, and one (1) Village Trustee appointed by the Village Board; and

WHEREAS, the term of Village Trustee #1 Michael Van Dyke on the Personnel Committee expires on April 21, 2020; and

WHEREAS, at the April 20, 2020 Board meeting, the Village President will take nominations from the Board to appoint a successor member to the Personnel Committee.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees, to hereby approve the appointment of _____ to the Village of Fox Crossing Personnel Committee for a term beginning April 21, 2020, and ending with expiration of his or her term of office.

Adopted this 20th day of April, 2020

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200420-4

**APPOINTMENT OF REPRESENTATIVE TO THE FOX WEST REGIONAL
SEWERAGE COMMISSION**

WHEREAS, pursuant to the Fox West Regional Sewerage Commission, Article II – Creation and Powers and Duties of Commission, section (a)(ii), representation by three (3) Village of Fox Crossing Board members on the Fox West Regional Sewerage Commission (previously known as Grand Chute-Menasha West Sewerage Commission) is required; and

WHEREAS, Trustee #1 Michael Van Dyke’s term serving as a Village of Fox Crossing representative to the Fox West Regional Sewerage Commission expires on April 21, 2020; and

WHEREAS, at the April 20, 2020 Board meeting, the Village President will take nominations from the Board to appoint a successor member to the Fox West Regional Sewerage Commission.

NOW, THEREFORE BE IT RESOLVED, the Village of Fox Crossing Board of Trustees hereby appoints _____ to represent the Village of Fox Crossing on the Fox West Regional Sewerage Commission for a term beginning April 21, 2020, and ending with expiration of his or her term of office, in accordance with the Fox West Regional Sewerage Commission, Article II(b).

Adopted this 20th day of April, 2020

Requested by: Karen Backman, Village Clerk

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200420-5

**APPOINTMENT OF REPRESENTATIVE TO THE FOX WEST REGIONAL
SEWERAGE COMMISSION**

WHEREAS, pursuant to the Fox West Regional Sewerage Commission, Article II – Creation and Powers and Duties of Commission, section (a)(ii), representation by three (3) Village of Fox Crossing Board members on the Fox West Regional Sewerage Commission (previously known as Grand Chute-Menasha West Sewerage Commission) is required; and

WHEREAS, Trustee #3 Gregory Ziegler’s term serving as a Village of Fox Crossing representative to the Fox West Regional Sewerage Commission expires on April 21, 2020; and

WHEREAS, at the April 20, 2020 Board meeting, the Village President will take nominations from the Board to appoint a successor member to the Fox West Regional Sewerage Commission.

NOW, THEREFORE BE IT RESOLVED, the Village of Fox Crossing Board of Trustees hereby appoints _____ to represent the Village of Fox Crossing on the Fox West Regional Sewerage Commission for a term beginning April 21, 2020, and ending with expiration of his or her term of office, in accordance with the Fox West Regional Sewerage Commission, Article II(b).

Adopted this 20th day of April, 2020

Requested by: Karen Backman, Village Clerk

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200420-6

REAPPOINTMENT OF PLANNING COMMISSION MEMBER - MAURY COX

WHEREAS, the term for Village of Fox Crossing Planning Commission member Maury Cox ends on April 30, 2020; and

WHEREAS, the Village President has recommended the reappointment of Maury Cox to the Planning Commission for a three-year term, beginning May 1, 2020 and ending April 30, 2023; and

WHEREAS, an Oath of Office shall be administered by the Village Clerk upon appointment.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees, to hereby approve the reappointment of Maury Cox to the Planning Commission for a three-year term, beginning May 1, 2020 and ending April 30, 2023.

Adopted this 20th day of April, 2020

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200420-7

REAPPOINTMENT OF PLANNING COMMISSION MEMBER - MICHAEL SCHEIBE

WHEREAS, the term for Village of Fox Crossing Planning Commission member Michael Scheibe ends on April 30, 2020; and

WHEREAS, the Village President has recommended the reappointment of Michael Scheibe to the Planning Commission for a three-year term beginning May 1, 2020 and ending April 30, 2023; and

WHEREAS, an Oath of Office shall be administered by the Village Clerk upon appointment.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees, to hereby approve the reappointment of Michael Scheibe to the Planning Commission for a three-year term, beginning May 1, 2020 and ending April 30, 2023.

Adopted this 20th day of April, 2020

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200420-8

REAPPOINTMENT OF PLANNING COMMISSION MEMBER - THOMAS YOUNG

WHEREAS, the term for Village of Fox Crossing Planning Commission member Thomas Young ends on April 30, 2020; and

WHEREAS, the Village President has recommended the reappointment of Thomas Young to the Planning Commission for a three-year term, beginning May 1, 2020 and ending April 30, 2023; and

WHEREAS, an Oath of Office shall be administered by the Village Clerk upon appointment.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees, to hereby approve the reappointment of Thomas Young to the Planning Commission for a three-year term, beginning May 1, 2020 and ending April 30, 2023.

Adopted this 20th day of April, 2020

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200420-9

**REAPPOINT COMMUNITY DEVELOPMENT DIRECTOR GEORGE DEARBORN TO
THE FOX CITIES ROOM TAX COMMISSION**

WHEREAS, the Village of Fox Crossing is a member of the Fox Cities Room Tax Commission, which was created in 2001 to address the room tax and bond financing of the Fox Cities Performing Arts Center; and

WHEREAS, the Room Tax Commission and Tourism Zone Agreement was amended and restated in 2015, by all participating municipalities; and

WHEREAS, the Village of Fox Crossing has one (1) seat on this commission; and

WHEREAS, paragraph 10(b) of the Room Tax Commission and Tourism Zone Agreement states that members of the Fox Cities Room Tax Commission shall be appointed by the principal elected official in the municipality and shall be confirmed by a majority vote of the members of the municipality's governing body, who are present when the vote is taken; and

WHEREAS, Community Development Director Dearborn currently serves as the Village's representative to the Room Tax Commission with a term expiring May 31, 2020.

WHEREAS, Village President Dale Youngquist hereby nominates Community Development Director Dearborn, to be reappointed for a one (1) year term beginning June 1, 2020 through May 31, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that George Dearborn, Director of Community Development for the Village of Fox Crossing, is hereby reappointed to the Fox Cities Room Tax Commission, to represent the Village for a one (1) year term beginning June 1, 2020 and ending May 31, 2021.

Adopted this 20th day of April, 2020

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #200420-10

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$ 1,895,920.02

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

Pending:		
General Fund	\$	48,273.03
Special Revenue Fund	\$	74,058.46
Debt Fund	\$	-
Capital Projects Fund	\$	2,484.00
Water Fund	\$	244,952.69
Sewer Fund	\$	108,678.80
Stormwater Fund	\$	290,467.26
Trust & Agency Fund	\$	-
Park Commission Processed Payments	\$	18,294.11
Special Processed Payments	\$	1,108,711.67
Total:	\$	<u>1,895,920.02</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 20th day of April, 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