

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, May 20, 2024 - 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 – April 22, 2024 & May 6, 2024Minutes and Correspondence to Receive
 - b) Park Commission Meeting Minutes – April 10, 2024
 - c) Planning Commission Meeting Minutes – April 17, 2024
 - d) Water Main Breaks Report – January 2024, February 2024, & March 2024
 - e) Water Pumpage Report – January 2024, February 2024, & March 2024
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) 240520-1 Certified Survey Map – 1855 O’Leary Road
 - b) 240520-2 2024 Budget Amendments to Provide Funds for Various Items in Village Departments
 - c) 240520-3 Award Bid – Church Pond & Sand Point Pond Prairie Plantings
 - d) 240520-4 Approve Professional Fireworks Display Permit – Neenah High School, 500 Rocket Way
 - e) 240520-5 Operator License Applicants
 - f) 240520-6 Expenditures
9. **Reports**
 - a) Village Clerk Darla Fink – Board of Review will be held Wednesday, June 5, 2024 at 5:30 p.m. at the Municipal Complex in the Arden Tews Assembly Room, 2000 Municipal Drive, Neenah; Objectors shall provide Written or Oral Notice of Intent to Object to their Assessment to the Village Clerk at least 48 hours in Advance of Board of Review
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.

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, April 22, 2024**

Minutes

1. Call to Order, Pledge of Allegiance, and Roll Call

Meeting called to order by President Youngquist at 6:00 p.m. The Pledge of Allegiance was recited.

Village Clerk Darla Fink took roll call and noted those present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koeppe, Gregory Ziegler, Jason Patzwald (via teleconference), Deb Swiertz, and Barbara Hanson.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Chief of Police Scott Blashka, Director of Public Works Joe Hoechst, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, and Engineer Lee Reibold. Excused: Engineer Bradley Werner. There were six attendees.

2. Awards / Presentations

a) Introduction and Ceremonial Oath of Office of Newly Elected Officials – Village Clerk Darla Fink

President Youngquist congratulated Trustee Van Dyke, Trustee Ziegler, and Trustee Swiertz on their re-election. Trustees Van Dyke and Ziegler will be completing their Oaths with the Clerk's Office this week, and President Youngquist administered the Oath of Office to Trustee Swiertz.

b) Governor's Proclamation of Municipal Treasurers Appreciation Week April 21 – 27, 2024 – Village President Youngquist

President Youngquist read the Proclamation from Governor Tony Evers and thanked Director Searl and his staff for their hard work for the Village.

c) Tree City USA Award Presentation – Director of Parks & Recreation Amanda Geiser

Director Geiser stated this is the 18th year the Village has received this Award and provided some highlights of the park system from last year including the planting of new trees and the removal of numerous ash trees.

3. Public Hearings

**4. Minutes to Approve / Minutes and Correspondence to Receive
Minutes to Approve**

a) Regular Village Board Meeting – April 8, 2024

Minutes and Correspondence to Receive

b) Park Commission Meeting Minutes – March 13, 2024

c) Planning Commission Meeting Minutes – March 20, 2024

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve the minutes and accept other departmental minutes and correspondence into record. Motion carried via voice vote.

5. Public Comments Addressed to the Village Board

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

- a) 240422-1 Condominium Plat – 1713 & 1715 Midway Road
MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. Director Dearborn advised the Planning Commission recommended this for approval. Motion carried via voice vote.
- b) 240422-2 Amend Village of Fox Crossing Fee Schedule for 2024
MOTION: Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. Director Hoechst stated most of the changes to the Fee Schedule are associated with any work that is completed in the Village right-of-way. Motion carried via voice vote.
- c) 240422-3 Approve Rocket Placement Agreement Between the Neenah Joint School District and the Village of Fox Crossing
MOTION: Trustee Koeppe, seconded by Trustee Ziegler to approve as submitted. Manager Sturgell advised the School District reached out a few months ago as they needed the Village's assistance as a sponsor in order to obtain a rocket display at the new high school in Fox Crossing. This Agreement meets the Army's requirements to complete the request for a new rocket display. Motion carried via voice vote.
- d) 240422-4 Approve Encroachment Agreement Between the City of Menasha, the Menasha Joint School District, and the Village of Fox Crossing
MOTION: Trustee Van Dyke, seconded by Trustee Swiertz to approve as submitted. Motion carried via voice vote.
- e) 240422-5 Appointment of Representative to the Fox West Regional Sewerage Commission
MOTION: Trustee Ziegler, seconded by Trustee Koeppe to reappoint Michael Van Dyke as Representative to the Fox West Regional Sewerage Commission. Motion carried via voice vote.
- f) 240422-6 Appointment of Representative to the Fox West Regional Sewerage Commission
MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to reappoint Gregory Ziegler as Representative to the Fox West Regional Sewerage Commission. Motion carried via voice vote 5-0-2. **MOTION:** Trustee Swiertz, seconded by Trustee Hanson to appoint Barbara Hanson as Representative to the Fox West Regional Sewerage Commission. Motion rejected via voice vote 2-0-5.
- g) 240422-7 Reappointment of Planning Commission Member – Dennis Jochman
MOTION: Trustee Van Dyke, seconded by Trustee Ziegler to approve as submitted. Motion carried via voice vote.
- h) 240422-8 Reappoint Community Development Director George Dearborn to the Fox Cities Room Tax Commission
MOTION: Trustee Van Dyke, seconded by Trustee Ziegler to approve as submitted. Motion carried via voice vote.
- i) 240422-9 2024 Village of Fox Crossing Arbor Week Celebration
MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. Motion carried via voice vote.
- j) 240422-10 Operator License Applicants
MOTION: Trustee Ziegler, seconded by Trustee Koeppe to approve as submitted. Motion carried via voice vote.
- k) 240422-11 Expenditures
MOTION: Trustee Ziegler, seconded by Trustee Koeppe to approve the expenditures submitted without exception. Motion carried via voice vote.

9. **Reports**

- a) Village President Dale Youngquist – Open Book will Continue Tuesday, April 23 from 8:00 a.m. to 12:00 p.m. in the Assembly Room, and Virtually on Tuesday, April 23 from 1:00 p.m. to 4:00 p.m. by Scheduling an Appointment with an Assessor at www.accurateassessor.com; the 2024 Board of Review will be held on Wednesday, June 5, 2024 from 5:30 p.m. to 7:30 p.m.

President Youngquist reminded residents of the dates/times for Open Book and Board of Review.

- b) Trustee Kris Koeppe – Spring Electronic Recycling Event will be held on Saturday, April 27, 2024 from 8:00 a.m. to Noon at the Municipal Complex

Trustee Koeppe reminded residents of the upcoming Electronic Recycling Event in the Municipal Complex Street Garage. He stated more information is on the Fox Crossing website as to what will be collected and any fees associated with item collection.

10. **Closed Session**

11. **Adjourn**

At 6:40 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Koeppe to adjourn. Motion carried via voice vote.

Respectfully submitted,

Darla M. Fink, Village Clerk

Note: These minutes are not considered official until acted upon at an upcoming meeting; therefore, are subject to revision.

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, May 6, 2024**

Minutes

1. Call to Order, Pledge of Allegiance, and Roll Call

Meeting called to order by President Youngquist at 6:00 p.m. The Pledge of Allegiance was recited.

Village Clerk Darla Fink took roll call and noted those present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koeppe, Gregory Ziegler, Deb Swiertz, and Barbara Hanson. Excused: Trustee Jason Patzwald.

Also Present: Village Manager Jeffrey Sturgell, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Chief of Police Scott Blashka, Director of Public Works Joe Hoechst, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Micheletti, Engineer Lee Reibold, and Engineer Bradley Werner. Excused: Director of Finance Jeremy Searl. There were two attendees.

2. Awards / Presentations

a) Governor's Proclamation of Municipal Clerks Appreciation Week May 5 – 11, 2024, Village President Youngquist

President Youngquist read the Proclamation from Governor Tony Evers and thanked Clerk Fink and Deputy Clerk Jaenke for their hard work.

3. Public Hearings

4. Minutes to Approve / Minutes and Correspondence to Receive

Minutes to Approve

Minutes and Correspondence to Receive

5. Public Comments Addressed to the Village Board

Nate Gustafson – 1820 County Road II, Neenah

Mr. Gustafson announced he has organized a blood drive which will be held at the Municipal Complex on Friday, June 14th from 8:00 a.m. to 1:00 p.m. He encouraged residents to sign up and spread the word.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 240506-1 Proclamation of National Police Week 2024

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.

b) 240506-2 Amend Village of Fox Crossing Employee Handbook, Chapter 2-3 Organizational Chart, Chapter 9-2 Severe Weather, Chapter 9-6 Working Hours and Schedules, Chapter 10-3.4 Police Lieutenant Additional Compensation, Chapter 11-7.4 Holiday Pay Calculations, Chapter 11-12.3 Post-Employment Healthcare Reimbursement Account (HRA) Plan, and Adding Chapter 10-3.5 Sunday Snow Plow Operations

MOTION: Trustee Van Dyke, seconded by Trustee Koeppel to approve as submitted. Motion carried via voice vote.

- c) 240506-3 Approve Automatic Assistance Agreement for Structure Fires Between the City of Appleton and the Village of Fox Crossing

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.

- d) 240506-4 Change Order #1 – 2024 Road Resurfacing Program to Include the Butte Des Morts Beach Road & Circle Resurfacing Project, and the Cold Spring Road Trail Resurfacing Project

MOTION: Trustee Van Dyke, seconded by Trustee Swiertz to approve as submitted. Motion carried via voice vote.

- e) 240506-5 Reappointment of Police & Fire Commission Member – Thomas Gritton

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.

- f) 240506-6 Reappointment of Housing Board of Appeals Member – Jeff Donato

MOTION: Trustee Van Dyke, seconded by Trustee Koeppel to approve as submitted. Motion carried via voice vote.

- g) 240506-7 Appointment of Planning Commission Member – Michael Prince

MOTION: Trustee Hanson, seconded by Trustee Ziegler to approve as submitted. Motion carried via voice vote.

- h) 240506-8 Operator License Applicants

MOTION: Trustee Ziegler, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.

- i) 240506-9 Expenditures

MOTION: Trustee Ziegler, seconded by Trustee Koeppel to approve the expenditures submitted without exception. Motion carried via voice vote.

9. Reports

- a) Public Works Director Joe Hoechst

- Valley Road Utility Improvement Project Update

Director Hoechst advised this is a huge project taken on by Winnebago County for a section of Valley Road to be reconstructed. This project was originally scheduled for 2025, however this has been pushed to 2026 due to some right-of-way acquisition delays for the Wisconsin DOT. The Village has some utility improvements to complete before the road reconstruction begins, however after receiving the plans from the County Engineer, it was discovered that the Village's water main will be in a very vulnerable spot during the reconstruction due to the WI DOT deciding to lower the road. The project now needs to include the lowering of the Village's water main which will increase costs for the Village, but will protect our asset. Director Hoechst advised the Village is involved in an Agreement with Winnebago County and City of Menasha for this project, however the Village is solely responsible for our utility work.

- Jacobsen Road and Green Bay Road Closures Beginning May 6, 2024

Director Hoechst advised Jacobsen Road and Green Bay Road closures are starting today and wanted residents to be aware.

b) Parks & Recreation Director Amanda Geiser – Installation of Kayak Launch Update

Director Geiser advised the Park Commission is looking to move the proposed kayak launch from Butte Des Morts Park due to some difficulties that the project was encountering. Also, the popularity of the kayak rental program at Fritse Park made the Park Commission think construction of the launch may be more successful and preferable at Fritse Park. Director Geiser advised this would not require a budget amendment, she is just looking for the Board's support to move the kayak launch to Fritse Park. The Board agreed with this plan to move the launch. Director Geiser advised the launch should be installed in June.

c) Village President Dale Youngquist – Board of Review will be held Wednesday, June 5, 2024 at 5:30 p.m. at the Municipal Complex in the Arden Tews Assembly Room, 2000 Municipal Drive, Neenah; Objectors shall provide Written or Oral Notice of Intent to Object to their Assessment to the Village Clerk at least 48 hours in Advance of Board of Review

President Youngquist reminded residents of the upcoming Board of Review date and time, and the requirement for a Notice of Intent to be filed with the Village Clerk at least 48 hours prior to Board of Review.

d) Trustee Kris Koeppe – Results of Electronic Recycling Event held on April 27, 2024

Trustee Koeppe advised the Electronic Recycling Event was held last weekend which was very successful collecting over 15,000 pounds of electronics to be properly disposed of. He thanked the Street Department for use of the Municipal Complex garage. He also thanked Jack's Maintenance Service for their monetary donation to cover the Sustainability Committee's cost of this project.

10. Closed Session

11. Adjourn

At 6:56 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Koeppe to adjourn. Motion carried via voice vote.

Respectfully submitted,

Darla M. Fink, Village Clerk

Note: These minutes are not considered official until acted upon at an upcoming meeting; therefore, are subject to revision.



FOX CROSSING PARKS & RECREATION DEPARTMENT

2000 Municipal Drive Neenah, WI 54956-5663
Phone (920) 720-7108 Fax (920) 720-7113
www.foxcrossingwi.gov | parkrec@foxcrossingwi.gov

PARK COMMISSION MEETING MINUTES

April 10, 2024

Park Commissioners Present: Jim Beson, Jordyn Kurer, Chris McCoy, Steve Otto, Suneer Patel, Kathy Sylvester, Jean Wollerman

Staff Present: Director Amanda Geiser

* * * * *

The Commission meeting was held at the Municipal Complex, 2000 Municipal Dr., Neenah, and was called to order by Commissioner Beson at 6:00PM. The Pledge of Allegiance was recited and roll call was taken.

APPROVAL OF MINUTES AND DISCUSSION OF EXPENDITURES

The Park Commission dispenses with the reading of, and adopts, the March 13, 2024, regular meeting minutes. Commissioner Sylvester motioned to accept the minutes, seconded by Commissioner Otto. Commissioner Patel abstains. Motion carried.

PUBLIC FORUM

- None

DISCUSSION/PRESENTATION

A. Butte Des Morts Park Kayak Launch: Director Geiser spoke of the Butte des Morts Park kayak dock/launch that was part of this year's budget. It was staff's intention to have the Park Commission approve bids on an ADA accessible dock/launch at this month's meeting. However, after meeting with a dock representative, it was determined that it would be difficult to meet ADA slope requirements at this location. This is due to the slope of the shoreline, and the awkward placement of piping that extends out to the water, along with a limited shoreline area. Installation would be quite difficult, more extensive engineering work would be needed, and costs would be higher than originally anticipated. It was then discussed that the new kayak rental station at Fritse Park has been extremely popular on social media. It has yet to be determined if the excitement online will translate into excitement at the park, but Director Geiser asked if we should consider putting the assessable dock/launch at Fritse Park instead. Currently Fritse Park has a quiet water launch, but it is not ADA accessible. Commissioner McCoy said it made sense to consider the alternate location. Commissioner Beson said after looking at the area, he felt there are fewer interesting physical features on the eastern shore opposed to the western shore with the wildlife areas to explore. He noted we could explore possibly placing a fishing dock in the future. He favors Fritse Park based on cost and overall interest. Commissioner Patel feels we should ask the board to consider allowing us to use the funds at Fritse Park. Commissioner Otto note Friste Park has better parking and would be able to accommodate more users. The overall consensus from the commissioners was to consider seeking approval to use the funds to install a launch at Fritse Park.

REPORTS

- A. Park Report:** Accepted as written.
- B. Recreation Report:** Accepted as written.
- C. Director Report:** Accepted as given.
- D. Commission Reports:**
 - **Commissioner Beson:** No report.

- **Commissioner Otto:** Mentioned he recently attended a program at the Menasha library regarding the influence of the Irish settlers in our community. Irish families were given land in the area between Irish Road and Clayton Avenue. He indicated it was a good presentation.
- **Commissioner Kurer:** Stated she went to Woodland Prairie Park recently and noticed on the pump track there is a pipe on the ramp that seems to be sticking out and moved.
- **Commissioner McCoy:** No report.
- **Commissioner Patel:** No report.
- **Commissioner Sylvester:** No report.
- **Commissioner Wollerman:** No report.

OLD BUSINESS

- None

NEW BUSINESS

- A. Jacobson Prairie Subdivision:** *Commissioner Patel made a motion to recommend that the Planning Commission accept fees in lieu of land for the proposed Jacobsen Prairie Subdivision. Commissioner Sylvester seconded the motion.*

Director Geiser reviewed the proposed area in which a developer is hoping to build the Jacobsen Prairie Subdivision. The new subdivision would be located west of Irish Road and north of Jacobsen Road. Director Geiser explained that with any new residential development, the Park Commission makes a recommendation to the Village's Planning Commission as to whether or not the Village should request new park land in the development area or request fees in lieu of new parkland. Based on the close proximity to O'Hauser Park and minimal pedestrian/bicycle barriers, staff's recommendation would be for the Park Commission to request fees in lieu of land for the development.

The motion was put to a vote and all were in favor, motion carried unanimously.

- B. Financial Assistance Request:** *Commissioner Patel made a motion to approve the Financial Assistance Request as submitted. Commissioner Kurer seconded the motion.*

Director Geiser reviewed the application in which assistance was requested for one spring program and one summer program. Our standard policy has been to approve 50% of the program fees and in this case the total would be \$31 worth of assistance.

The motion was put to a vote and all were in favor, motion carried unanimously.

- C. O'Hauser Beginner Course Fee:** *Commissioner McCoy made a motion to make the beginner disc golf course at O'Hauser Park a free-to-play course. Commissioner Otta seconded.*

Director Geiser indicated the new beginner course at O'Hauser Park is nearing completion. Due to the course being a beginner course and with notable differences from the existing 18-hole course, staff feels it would be beneficial to make the beginner course a free-to-play course rather than having users pay-to-play like they currently have to at the existing course. This new beginner course is geared towards the novice player with fewer obstacles, temporary rubber tee pads and shorter fairways. John Terlap feels the new course is segregated enough, that with clear signage it shouldn't be a problem to have a fee for the main course and not charge for the new course. Staff also spoke to Chief Blashka and he indicated it would not be an issue if we had separate rules for the two courses.

Commissioner Beson noted that many players will most likely begin playing at the easier/beginner course and will eventually move on to the more difficult course and become paying users.

The motion was put to a vote and all were in favor, motion carried unanimously.

- D. Appleton Little League Dug Out Renovation:** *Motion by Commissioner Patel to approve Appleton Little League's request to update the Palisades Park dugouts so long as the aforementioned conditions are met. Commissioner Sylvester seconded.*

Director Geiser reviewed a request made by Appleton Little League to raise the height of the dugouts at Palisades Park. There is a local masonry contractor that is willing to perform the work at a reduced rate. The club was hoping to have the work completed in May however it was noted there are still parts of a 2021 concession stand improvement project that have not been completed. Director Geiser indicated that once that project is officially complete, staff would be willing to recommend approval of the proposed project so long as certain conditions were met. Conditions noted include:

- Complete, and receive approval from Fox Crossing staff, on any remaining work from the 2021 concession stand project prior to starting the proposed dugout project.
- Provide proof of insurance naming the Village of Fox Crossing as an additional insured on the contractor's policy prior to starting the proposed dugout project.
- Incur all project related expenses. Fox Crossing will not be making a financial contribution to this project. The only exception being, Fox Crossing would be willing to purchase the paint needed to update the dugouts (with the painting work to be completed by ALL).
- If there is any structural or turf damage that occurs when completing the project, restoration work must be completed by Appleton Little League and/or their contractor.

The motion was put to a vote and all were in favor, motion carried unanimously.

ADJOURNMENT

Commissioner Otto motioned, seconded by Commissioner Sylvester, to adjourn the Park Commission meeting at 7:03PM. Motion carried unanimously.

The next Commission meeting is scheduled for May 8, 2024, at the Municipal Complex, 2000 Municipal Drive, Neenah, at 6:00PM.

Sincerely,



Jim Beson

Chairperson - Village of Fox Crossing Park Commission

VILLAGE OF FOX CROSSING
PLANNING COMMISSION MEETING
Municipal Complex – Arden Tews Assembly Room
Wednesday, April 17, 2024 at 5:15 PM

Minutes

CALL TO ORDER

The Planning Commission meeting was called to order by Chairman Jochman at 5:19 p.m.

PRESENT: Chairperson: Chair Dennis Jochman
Commissioners: Mr. Morris Cox
Ms. Tracy Romzek,
Mr. Thomas Willecke

EXCUSED: Vice Chair Aaron Sabel
Mr. Tom Young
Mr. Michael Scheibe,

Staff: Community Development Director George Dearborn
Associate Planner Daniel Dieck
Village Manager Jeffery Sturgell

Other: There was one (1) other present

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – March 20, 2024

MOTION: Mr. Cox, seconded by Mr. Willecke to approve the meeting minutes of the March 20, 2024 with superficial corrections. Motion carried 4-0-0.

PUBLIC HEARING

None

OLD BUSINESS

None

NEW BUSINESS

1. Condominium Plat – 1713 & 1715 Midway Road

Director Dearborn gave a brief overview of the project stating the applicant is proposing a 2-unit condominium plat that will allow individual ownership of each side of the existing duplex. The land will be held in common and due to the configuration of the lot, a zero lot line condominium is not possible.

Jim Sehloff – Davel Engineering

Mr. Sehloff introduced himself as the professional surveyor of the project and stated this is a land only twindominium with certain common elements and limited common elements that are depicted on the plat.

There was a brief discussion regarding this item.

MOTION: Mr. Willecke, seconded by Mr. Cox to approve the condominium plat with the following conditions:

1. A condominium declaration shall be recorded that addresses how the jointly owned land will be maintained.
 2. All taxes shall be paid prior to the recording of the plat.
 3. A copy of the recorded plat shall be provided to the Community Development Department.
- Motion carried 4-0-0

OTHER BUSINESS**1. Development Activity Report**

Director Dearborn reviewed the March Building Report.

COMMUNICATIONS**1. Sustainability Committee**

Director Dearborn reported the Sustainability Committee did not meet in April due to the inclement weather and power outage. He said the Electronics Recycling Event will be held on Saturday, April 27th in the municipal garage.

PUBLIC FORUM

No comments.

ADJOURN

At 5:31 p.m., **MOTION:** Mr. Willecke, seconded by Ms. Romzek to adjourn. Motion carried 4-0-0.

Respectfully submitted,

Daniel Dieck
Associate Planner

Note: These minutes are not considered official until acted upon at an upcoming meeting; therefore, are subject to revision.

FOX CROSSING UTILITIES

WATER MAIN BREAK/MISC WATER REPAIR REPORT JANUARY, 2024

Water Main Breaks

1/18/2024

1497 WINDMAR DR

6" MAIN BREAK

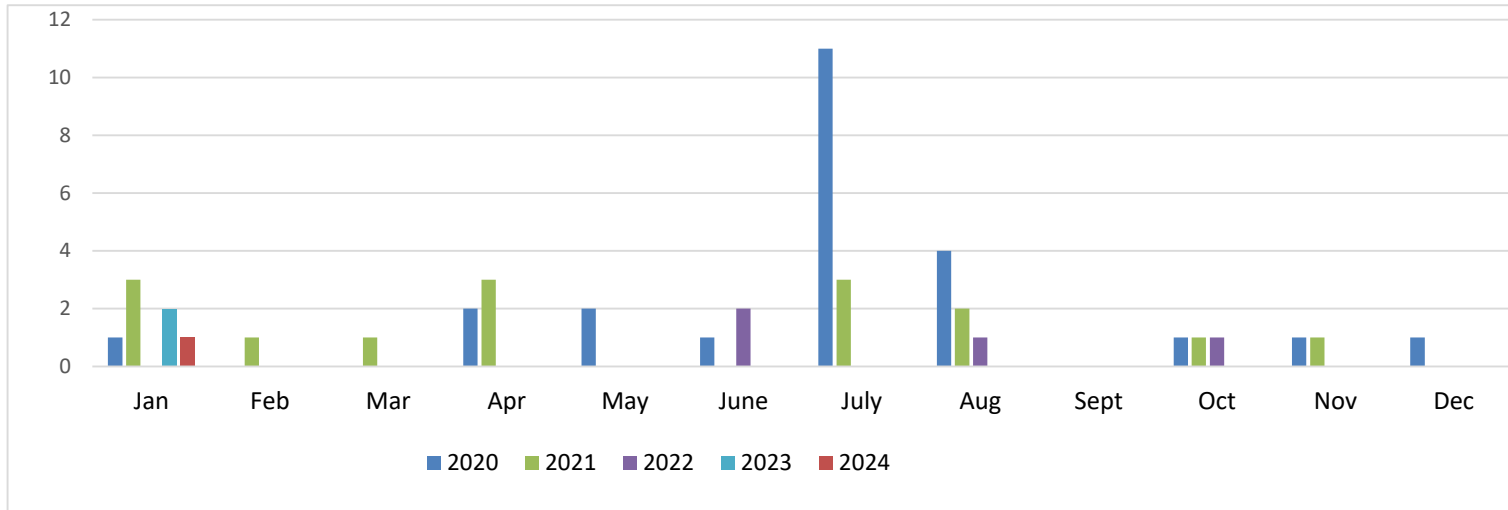
1/22/2024

1743 ACORN CT

6" MAIN BREAK

Total water main breaks year to date for 2024 = 2

Total water main breaks this time in 2023 0



YEAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2020	1	0	0	2	2	1	11	4	0	1	1	1	24
2021	1	1	1	0	1	0	3	6	7	6	3	0	29
2022	3	1	1	3	0	0	3	2	0	1	1	0	15
2023	0	0	0	0	0	2	0	1	0	1	0	0	4
2024	2												2

Utility Repairs

1

REPAIRED HYDRANT HIT BY CONTRACTOR

2

1/9/2024

VALLEY RD & SCHINDLER PL

REPAIRED WATER VALVE LEAK

3

1/23/2024

ONEIDA ST & PLANK RD

REPAIRED LEAK AT 12" X 8" REDUCER

FOX CROSSING UTILITIES

Utility Miscellaneous

- 1 STARTED EXCHANGING AND TESTING 1 1/2" AND 2" METERS
- 2 CONTINUED PUMPING OF HYDRANTS IN PROBLEM AREAS DURING THE WINTER MONTHS
- 3 CONTINUED WORKING ON EXCHANGING SMALL METERS
- 4 CONTINUED WORKING ON MOVING END CODERS FOR METERS THAT ARE NOT READING FROM ANTENNAS
- 5 CONTINUED WITH LEAK DETECTION IN PROBLEM AREAS

WASTEWATER REPAIR/MISC REPORT JANUARY, 2024

Wastewater Miscellaneous

1	Lift Station #1 - Brighton Beach Rd	Cleaned control building and vacuumed VFD Filters
2	Lift Station #2 - Lakeshore Dr & Frances St	Cleaned control building and drywell
3	Lift Station #3 - Lakeshore Dr	Cleaned Lift Station drywell
4	Lift Station #4 - Memorial Dr/Foster St	Cleaned Station
5	Lift Station #5 - Green Patch	Checked wet well for grease buildup
6	Lift Station #6 - Calumet St	Cleaned radar sensor and check valves
7	Lift Station #7 - Stroebe Rd & Harry's Gateway	Cleaned drywell
8	Lift Station #9 - County Rd II (Winchester Rd)	Pulled Pump 1 to remove rags that had it partially plugged Vacuumed control building and VFD's
9	Miscellaneous:	Cleaned and grinder pit for parks at Fritse Park Vehicle Maintenance Checked misc manholes for leakage Cleaned some trouble spots in sewer

FOX CROSSING UTILITIES

WATER MAIN BREAK/MISC WATER REPAIR REPORT FEBRUARY, 2024

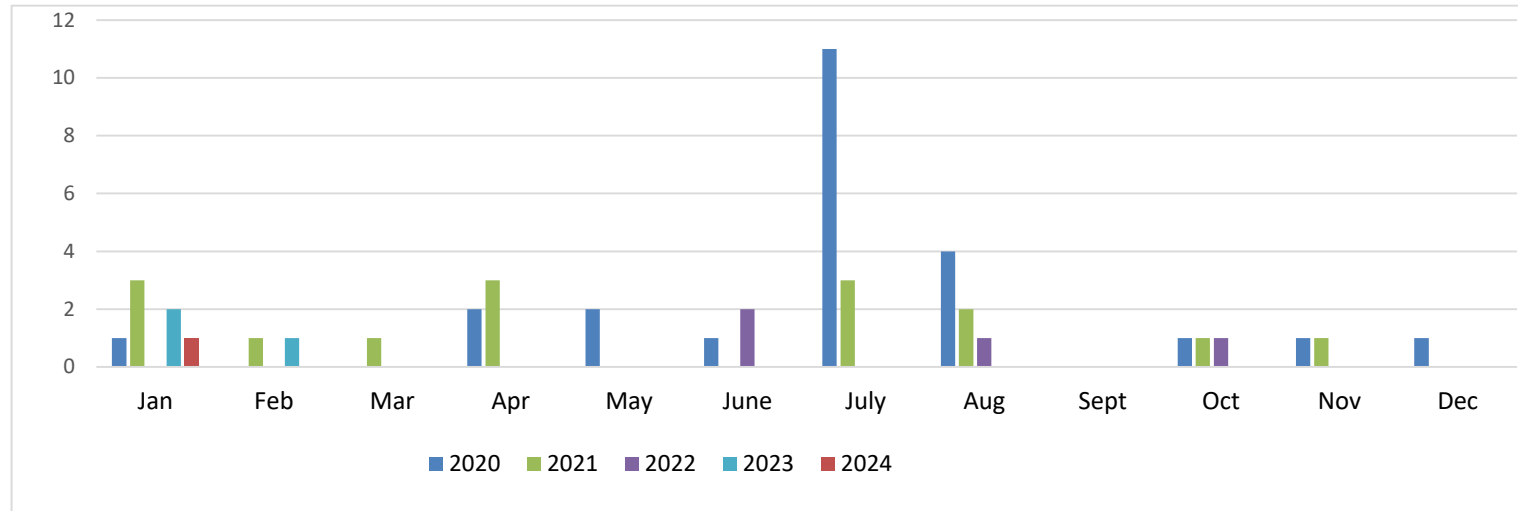
Water Main Breaks

2/13/2024

1557 MALOA ST

6" MAIN BREAK

Total water main breaks year to date for 2024 = 3
Total water main breaks this time in 2023 0



YEAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2020	1	0	0	2	2	1	11	4	0	1	1	1	24
2021	1	1	1	0	1	0	3	6	7	6	3	0	29
2022	3	1	1	3	0	0	3	2	0	1	1	0	15
2023	0	0	0	0	0	2	0	1	0	1	0	0	4
2024	2	1	0										3

Utility Repairs

1	2/1/2024	SCHOLAR RIDGE	REPAIRED 11 VALVE BOXES
2	2/7/2024	1772 WEATHERWOOD DR	INSTALLED SS HARDWARE ON MAIN LINE VALVE
3	2/8/2024	1925 DORDONA DR	REPLACED (2) 8" MAIN LINE VALVES
4	2/8/2024	1903 DORDONA DR	INSTALLED SS HARDWARE ON HYDRANT VALVE
5	2/9/2024	1224 WOODGATE LN	INSTALLED SS HARDWARE ON MAIN LINE VALVE
6	2/21/2024	1206 WOODGATE LN	INSTALLED SS HARDWARE ON MAIN LINE VALVE

FOX CROSSING UTILITIES

Utility Miscellaneous

- 1 CONTINUED EXCHANGING AND TESTING 1 1/2" AND 2" METERS
- 2 CONTINUED PUMPING OF HYDRANTS IN PROBLEM AREAS DURING THE WINTER MONTHS
- 3 CONTINUED WORKING ON EXCHANGING SMALL METERS
- 4 CONTINUED WORKING ON MOVING ENCODERS FOR METERS THAT ARE NOT READING FROM ANTENNAS
- 5 CONTINUED WITH LEAK DETECTION IN PROBLEM AREAS

WASTEWATER REPAIR/MISC REPORT FEBRUARY, 2024

Wastewater Miscellaneous

1	Lift Station #1 - Brighton Beach Rd	Finished cleaning check and exercise knife gate valves
2	Lift Station #2 - Lakeshore Dr & Frances St	Exercised knife gate valves Checked "mandown" alarms
3	Lift Station #3 - Lakeshore Dr	Checked wetwell sensors
4	Lift Station #4 - Memorial Dr/Foster St	Exercised knife gate valves
5	Lift Station #5 - Green Patch	Preventative maintenance of infunet manhole
6	Lift Station #6 - Calumet St	Back flushed pumps
7	Lift Station #7 - Stroebe Rd & Harry's Gateway	Continuation of monitoring cooling filters and fans
8	Lift Station #9 - County Rd II (Winchester Rd)	Preventative maintenance of VFD filters and fans
9	Miscellaneous:	Started cleaning sewers to meet CMOM Manhole inspections Continued to check for I&I Started preparing for spring

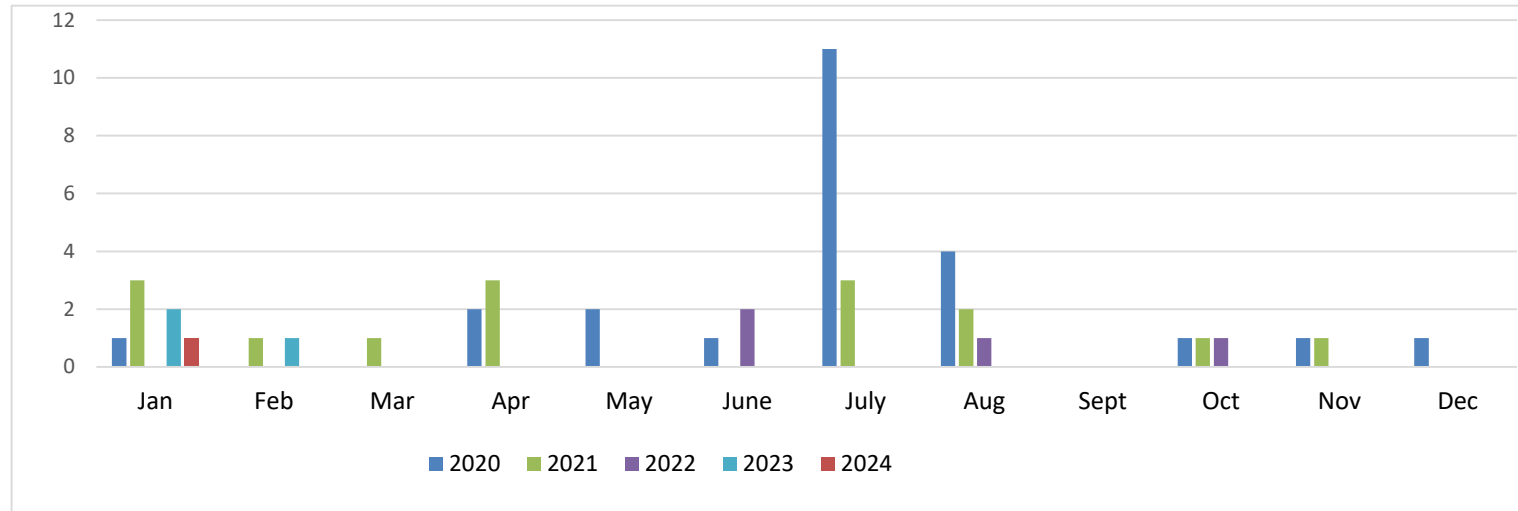
FOX CROSSING UTILITIES

WATER MAIN BREAK/MISC WATER REPAIR REPORT MARCH, 2024

Water Main Breaks

NO MAIN BREAKS THIS MONTH!

Total water main breaks year to date for 2024	=	3
Total water main breaks this time in 2023		0



YEAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2020	1	0	0	2	2	1	11	4	0	1	1	1	24
2021	1	1	1	0	1	0	3	6	7	6	3	0	29
2022	3	1	1	3	0	0	3	2	0	1	1	0	15
2023	0	0	0	0	0	2	0	1	0	1	0	0	4
2024	2	1	0										3

Utility Repairs

1	3/13/2024	31 Five Oaks Dr	Replace 4' SS Rod and 1" Stop Box
2	3/13/2024	1233 Bartlein Ct	Replace 4' SS Rod and 1" Stop Box
3	3/13/2024	1289 Bartlein Ct	Replace 4' SS Rod and 1" Stop Box
4	3/13/2024	177 Royal Oak Ct	Replace 4' SS Rod and 1" Stop Box
5	3/15/2024	888 E Shady Ln Trl 300	Pulled New Water Service from Main to Curb Stop
6	3/18/2024	1767 Fritsch St	Repaired Stop Box Top
7	3/21/2024	199 Harry's Gateway	Replace 4' SS Rod and 1" Stop Box

FOX CROSSING UTILITIES

8	3/28/2024	1313 Racine St	Replace 4' SS Rod and 1" Stop Box
9	3/28/2024	1532 Eugene Ave	Replace 4' SS Rod and 1" Stop Box
10	3/28/2024	1159 Home Ave	Replace 4' SS Rod and 1" Stop Box
11	3/28/2024	2404 Gmeiner Rd	Replace 4' SS Rod and 1" Stop Box
12	3/29/2024	1179 Mayer St	Repaired Stop Box Top

Utility Miscellaneous

- 1 COMPLETED EXCHANGING AND TESTING 1 1/2" AND 2" METERS
- 2 CONTINUED WORKING ON EXCHANGING SMALL METERS
- 3 CONTINUED WORKING ON MOVING ENCODERS FOR METERS THAT ARE NOT READING FROM ANTENNAS
- 4 CONTINUED WITH LEAK DETECTION IN PROBLEM AREAS

WASTEWATER REPAIR/MISC REPORT

MARCH, 2024

Wastewater Miscellaneous

1	Lift Station #1 - Brighton Beach Rd	<i>Cleaned check valves</i>
2	Lift Station #2 - Lakeshore Dr & Frances St	<i>Added gravel around concrete base of control building</i>
3	Lift Station #3 - Lakeshore Dr	<i>Cleaned check valves</i>
4	Lift Station #4 - Memorial Dr/Foster St	<i>Tested back up pump</i>
5	Lift Station #5 - Green Patch	<i>Checked wet well for grease and rags</i>
6	Lift Station #6 - Calumet St	<i>Cleaned check valves and cleaned transducer</i>
7	Lift Station #7 - Stroebe Rd & Harry's Gateway	<i>Removed sump pump. It was bad. New one being installed</i>
8	Lift Station #9 - County Rd II (Winchester Rd)	<i>Checked transfer switch working properly</i>
9	Miscellaneous:	<i>Vactored curb stops for water dept. Practiced setting up confined space equipment Safety Training</i>

FOX CROSSING UTILITIES PUMPAGE REPORT

MONTH: JANUARY, 2024

Total water purchased & pumped from wells											
EAST SIDE					WEST SIDE					TOTAL PUMPED X 1,000	Compare to same month in 2023
<i>DEEP WELL #5 X 1,000</i>	<i>DEEP WELL #7 X 1,000</i>	<i>PURCHASED CTY/MENASHA X 1,000</i>	<i>TOTAL EAST X 1,000</i>	<i>DEEP WELL #3 X 1000</i>	<i>DEEP WELL #4 X 1,000</i>	<i>DEEP WELL #6 X 1,000</i>	<i>DEEP WELL #8 X 1,000</i>	<i>TOTAL WEST X 1,000</i>			
TOTAL	-	16,753	14,274	31,027	14,939	4,560	-	23,317	42,816	73,843	68,725
AVERAGE/DAY	-	540	460	1,000	482	147	-	752	1,381	2,381	2,217
MAXIMUM/DAY	-	590	622	1,079	840	739	-	880	1,602	2,681	2,614
MINIMUM/DAY	-	442	360	930	-	-	-	600	1,151	2,081	1,825

SERVICE PUMPAGE (Water pumped to distribution system)								
EAST SIDE				WEST SIDE			TOTAL SERVICE PUMPAGE TOTAL EAST & WEST X 1,000	Compare to same month in 2023
<i>PLANT #2 X 1,000</i>				<i>PLANT #3 X 1,000</i>	<i>PLANT #4 X 1,000</i>	<i>TOTAL WEST SIDE X 1,000</i>		
TOTAL	28,506			19,581	23,470	43,051	71,557	66,690
AVERAGE/DAY	920			632	757	1,389	2,309	2,152
MAXIMUM/DAY	1,082			864	923	1,787	2,532	2,309
MINIMUM/DAY	797			428	614	1,042	2,004	1,803

WATER LEVEL READINGS						
	EAST SIDE <i>DEEP WELLS</i>			WEST SIDE <i>DEEP WELLS</i>		
	<i>#5</i>	<i>#7</i>	<i>#3</i>	<i>#4</i>	<i>#6</i>	<i>#8</i>
	AVERAGE STATIC	-	165	56	55	-
AVERAGE PUMPING LEVEL	-	354	157	159	-	224

East Side System Purchased Water			
Month 2024	46%	Month 2023	41%
Year-to-Date	41%	Year-to-Date	41%
Month, 2022	32%	Year-to-Date	32%

FOX CROSSING UTILITIES PUMPAGE REPORT

MONTH: FEBRUARY, 2024

Total water purchased & pumped from wells											
	EAST SIDE				WEST SIDE					TOTAL PUMPED X 1,000	Compare to same month in 2023
	DEEP WELL #5 X 1,000	DEEP WELL #7 X 1,000	PURCHASED CTY/MENASHA X 1,000	TOTAL EAST X 1,000	DEEP WELL #3 X 1000	DEEP WELL #4 X 1,000	DEEP WELL #6 X 1,000	DEEP WELL #8 X 1,000	TOTAL WEST X 1,000		
TOTAL	-	15,549	12,099	27,648	3,284	15,641	-	22,993	41,918	69,566	63,727
AVERAGE/DAY	-	536	403	939	113	539	-	793	1,445	2,384	2,277
MAXIMUM/DAY	-	569	478	1,035	715	879	-	931	1,747	2,782	2,798
MINIMUM/DAY	-	480	-	900	-	-	-	571	1,222	2,122	1,903

SERVICE PUMPAGE (Water pumped to distribution system)								
	EAST SIDE			WEST SIDE			TOTAL SERVICE PUMPAGE TOTAL EAST & WEST X 1,000	Compare to same month in 2023
	PLANT #2 X 1,000	PLANT #3 X 1,000	PLANT #4 X 1,000	TOTAL WEST SIDE X 1,000				
TOTAL	25,325	18,740	22,967	41,707	67,032	62,084		
AVERAGE/DAY	873	646	792	1,438	2,311	2,217		
MAXIMUM/DAY	961	10,620	1,039	11,659	2,587	2,521		
MINIMUM/DAY	803	-	545	545	2,014	1,814		

WATER LEVEL READINGS						
	EAST SIDE DEEP WELLS		WEST SIDE DEEP WELLS			
	#5	#7	#3	#4	#6	#8
AVERAGE STATIC	-	-	-	56'	-	43'
AVERAGE PUMPING LEVEL	-	364'	-	158'	-	235'

East Side System Purchased Water			
Month 2024	44%	Month 2023	39%
Year-to-Date	43%	Year-to-Date	40%
Month, 2022	40%	Year-to-Date	40%

FOX CROSSING UTILITIES PUMPAGE REPORT

MONTH: MARCH, 2024

Total water purchased & pumped from wells											
EAST SIDE					WEST SIDE					TOTAL PUMPED X 1,000	Compare to same month in 2023
<i>DEEP WELL #5 X 1,000</i>	<i>DEEP WELL #7 X 1,000</i>	<i>PURCHASED CTY/MENASHA X 1,000</i>	<i>TOTAL EAST X 1,000</i>	<i>DEEP WELL #3 X 1000</i>	<i>DEEP WELL #4 X 1,000</i>	<i>DEEP WELL #6 X 1,000</i>	<i>DEEP WELL #8 X 1,000</i>	<i>TOTAL WEST X 1,000</i>			
TOTAL	13,177	3,685	13,591	30,453	18,672	432	4,159	19,886	43,149	73,602	69,220
AVERAGE/DAY	425	119	438	982	602	14	134	641	1,391	2,373	2,233
MAXIMUM/DAY	573	571	501	1,051	816	227	1,038	934	1,707	2,758	2,631
MINIMUM/DAY	-	-	362	837	421	-	-	-	1,166	2,003	1,852

SERVICE PUMPAGE (Water pumped to distribution system)								TOTAL SERVICE PUMPAGE TOTAL EAST & WEST X 1,000	Compare to same month in 2023
EAST SIDE				WEST SIDE					
<i>PLANT #2 X 1,000</i>				<i>PLANT #3 X 1,000</i>	<i>PLANT #4 X 1,000</i>	<i>TOTAL WEST SIDE X 1,000</i>			
TOTAL	27,943			19,131	23,208	42,339		70,282	67,153
AVERAGE/DAY	901			617	749	1,366		2,267	2,166
MAXIMUM/DAY	991			845	998	1,843		2,544	2,403
MINIMUM/DAY	721			364	636	1,000		1,922	1,796

WATER LEVEL READINGS						
	EAST SIDE <i>DEEP WELLS</i>		WEST SIDE <i>DEEP WELLS</i>			
	<i>#5</i>	<i>#7</i>	<i>#3</i>	<i>#4</i>	<i>#6</i>	<i>#8</i>
AVERAGE STATIC	169'	161'	57'	57'	68'	42'
AVERAGE PUMPING LEVEL	327'	385'	158'	158'	186'	227'

East Side System Purchased Water					
Month 2024	44%	Month 2023	38%	Month, 2022	39%
Year-to-Date	44%	Year-to-Date	39%	Year-to-Date	39%

RES #240520-1

CERTIFIED SURVEY MAP – 1855 O’LEARY ROAD

WHEREAS, the applicant requests approval of a Certified Survey Map (CSM) to split the parcel located at 1855 O’Leary Road (parcel #121054901) into two lots; and

WHEREAS, the CSM would also dedicate public right-of-way for Irish Road, as well as a public easement for a small portion of the Village bicycle and pedestrian trail located on the property; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their May 15, 2024 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 20th day of May, 2024

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

PLANNING COMMISSION MEMO

Date: May 13, 2024
 To: Village Planning Commission Members
 From: George L. Dearborn Jr., AICP Director of Community Development
 RE: Agenda Item 1 –1835 O’Leary Road CSM Revised

Overview

The applicant is requesting a certified survey map (CSM) to split the existing 4.37 acre parcel zoned R-3 Medium Density Residential into two lots. One issue needs to be addressed on this CSM.

A portion of the bike/pedestrian trail that feeds from Irish Road was inadvertently constructed on the Otto property. The applicant is proposing to dedicate a public easement for the portion of the trail located on the planned lot two (2) of this new CSM.

Staff Recommendation

Staff recommends approval of this two lot CSM with the following conditions:

As per the CSM a public pedestrian/bicycle easement shall be granted for lot two.

All taxes and fees shall be paid prior to the recording of the CSM.

A copy of the recorded plat shall be provided to the Community Development Department.

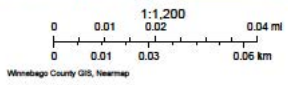
Location Map

Fox Crossing Public Web Map



5/8/2024, 5:13:54 PM

- Fox Crossing Municipal Boundary
- County Boundary
- Road ROW
- Tax Parcel Boundary
- Parcels - Fox Crossing



Village of Fox Crossing
 Winnebago County, Outagamie County, Calumet County GIS

Certified Survey Map No. _____

Part of the Northwest 1/4 of the Northwest 1/4 of Section 18, Township 27 North, Range 47 East, Village of Fox Crossing, Winnebago County, Wisconsin.

Northwest Corner
Section 18, T27N, R47E
Surveyed and Found

Survey by:
Darin Dyle
2241 Highway 70
Kewaunee, WI 54134

Original Plat
Block 2

Lot 1 Lot 2 Lot 3 Lot 4

O'Leary Road

Irish Road



Readings are referenced to the Best Fit of the Northwest 1/4, Section 18, T27N, R47E, assumed to bear N89°09'44"W, based on the Winnebago County Coordinate System.

LEGEND

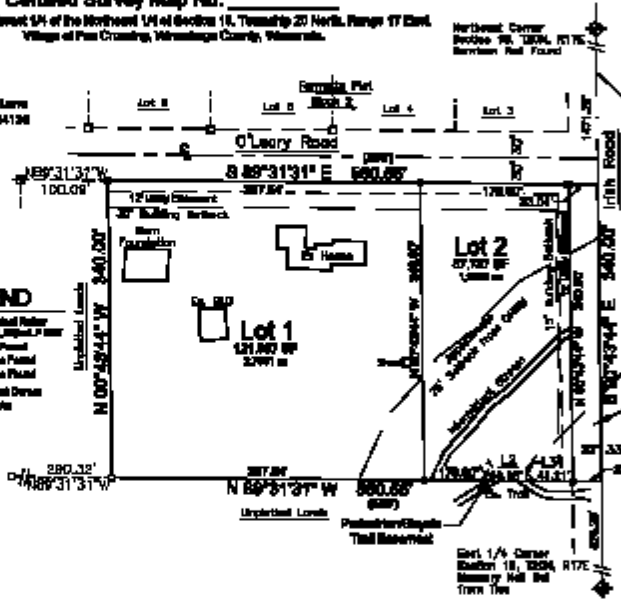
- 3" x 4" Steel Pin
- 3" x 4" Iron Pin
- 1" Iron Pipe Pin
- 2" Iron Pipe Pin
- ⊙ Surveyed Point
- ⊕ Proposed Pin
- ⊖ Proposed Pin

Darin Dyle
Professional Land Surveyor
No. 8-2168



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
7750 WISCONSIN AVENUE, SUITE 100
FOXCROSSING, WISCONSIN 54134

6/12/2014 1:07:18 PM J:\Projects\2014\2014-06-12\2014-06-12.dwg Printed by dyle



CA. 1/4 Sec. 1/4 T27N R47E
201°15'44\"/>

High Road
Dedicated to the Public
11.88' Right-of-Way

West 1/4 Corner
Section 18, T27N, R47E
Surveyed and Found
T27N R47E

File created: .dwg
Date: 09/20/04
Created by: dyle
Sheet 1 of 4

RES #240520-2

2024 BUDGET AMENDMENTS TO PROVIDE FUNDS FOR VARIOUS ITEMS IN VILLAGE DEPARTMENTS

WHEREAS, various departments are requesting to amend the 2024 Budget for items not previously identified in the 2024 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees that the 2024 Village of Fox Crossing budget is amended, as attached, to provide funds for the various items in Village Departments.

Adopted this 20th day of May, 2024

Requested by: Jeremy Searl, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

**FOX CROSSING
2024 BUDGET AMENDMENT**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	ADJUSTMENT REQUESTED	ADJUSTED BUDGET	COMMENTS
General Fund - 101					
Expenditures/Transfers Out					
Municipal Complex					
101-5100-590.08-19	Capital Outlay: Building & Improvements	25,000	5,650	30,650	3 high-definition cameras at the municipal complex
Parks					
101-5500-710.08-31	Capital Outlay: Miscellaneous	63,715	11,275		Palisades Park bathroom repair for leaking pipe
101-5500-710.08-31	Capital Outlay: Miscellaneous		13,500	88,490	Increase Fritse Park kayak rental station (to \$31,000 total)
Total General Fund Expenditure Adjustments			30,425		
Offset from Revenues/(expenses)/transfers:					
101-5100-492.09-00	Transfer from Fund Balance - General Government	255,438	5,650	261,088	Offset for camera purchase and installation
101-5500-480.08-11	Donation Revenue	-	13,500	13,500	Fox Cities Convention Bureau donation for kayak rental
101-5500-492.09-00	Transfer from Fund Balance - Parks	98,717	11,275	109,992	Offset for repairs to Palisades Park restrooms
Total General Fund Offsets			30,425		
Water Utility - 611					
Expenditures/Transfers Out					
611-0500-930.08-01	Capital Reserve	1,743,000	100,000		additional water meters for replacement program (\$225,000 total)
611-0500-930.08-01	Capital Reserve		16,800	1,859,800	increase cost for SCADA replacement (\$78,000 total; 60% water)
Total Water Utility Expense Adjustments			116,800		
Offset from Revenues/(expenses)/transfers:					
611-5300-492.01-00	Transfer from Depreciation Fund	45,000	100,000	145,000	Offset for additional water meter purchases
611-5300-492.09-00	Transfer from Fund Balance	222,000	16,800	238,800	Offset for increase in SCADA replacement
Total Water Utility Offsets			116,800		
Sewer Utility - 612					
Expenditures/Transfers Out					
612-5300-701.08-01	Capital Reserve	4,488,000	11,200	4,499,200	increase cost for SCADA replacement (\$78,000 total; 40% water)
Total Sewer Utility Expense Adjustments			11,200		
Offset From (revenues/(expenses)/transfers):					
612-5300-492.09-00	Transfer from Fund Balance	-	11,200	11,200	Offset for increase in SCADA replacement
Total Sewer Utility Offsets			11,200		

RES #240520-3

AWARD BID – CHURCH POND & SAND POINT POND PRAIRIE PLANTINGS

WHEREAS, on May 16, 2024, sealed bids for the Church Pond & Sand Point Pond Prairie Plantings were due in the office of the Street Department by 9:00 a.m., at which time they were publicly opened and read; and

WHEREAS, two (2) bids were received for the Church Pond Prairie Plantings (bid tabulation enclosed):

<u>Contractor</u>	<u>Base Bid</u>	<u>Supplement Bid #1</u>	<u>Total</u>
Apple Valley Landscaping LLC	\$ 34,302.95	\$ 3,600.00	\$ 37,902.95
Highway Landscapers, Inc.	\$ 46,503.50	\$ 7,200.00	\$ 53,703.50

WHEREAS, two (2) bids were received for the Sand Point Pond Prairie Plantings (bid tabulation enclosed):

<u>Contractor</u>	<u>Base Bid</u>	<u>Supplement Bid #1</u>	<u>Total</u>
Apple Valley Landscaping LLC	\$ 12,151.20	\$ 1,200.00	\$ 13,351.20
Highway Landscapers, Inc.	\$ 15,921.00	\$ 2,400.00	\$ 18,321.00

WHEREAS, it is the recommendation of Hydrogeologist Stuart Boerst and Public Works Director Joe Hoechst to award the Base Bid and Supplement Bid #1 for the Church Pond Prairie Plantings project to the lowest responsible bidder, Apple Valley Landscaping LLC, in the total amount of \$37,902.95, with final quantity adjustments made by change order to reflect actual quantities; and

WHEREAS, it is the recommendation of Hydrogeologist Stuart Boerst and Public Works Director Joe Hoechst to award the Base Bid and Supplement Bid #1 for the Sand Point Pond Prairie Plantings project to the lowest responsible bidder, Apple Valley Landscaping LLC, in the total amount of \$13,351.20, 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 both the Church Pond & Sand Point Pond Prairie Plantings projects, to the lowest responsible bidder, **Apple Valley Landscaping LLC, 1670 Mar-El Road, DePere, Wisconsin**, for the total amount of **\$37,902.95** for the Church Pond Prairie Planting project, and **\$13,351.20** for the Sand Point Pond Prairie Planting project.

Adopted this 20th day of May, 2024

Requested by: Joe Hoechst, Public Works Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk



May 16, 2024

Village of Fox Crossing
Attn: Joe Hoechst, DPW
2000 Municipal Drive
Neenah, WI 54956

Re: Village of Fox Crossing
Church Pond Prairie Seeding & Tree Installation
Letter of Recommendation
McM. No. F0057-09-18-00152-A

Dear Joe:

On May 16, 2024, bids were received at the Village Municipal Complex for the above referenced project. Two bids were received, ranging in price from \$37,902.95 to \$53,703.50 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract F0057-09-18-00152-A to the low bidder, Apple Valley Landscaping LLC, in the amount of \$37,902.95.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Stuart A. Boerst".

Stuart A. Boerst, P.S.S., P.H.
Associate / Sr. Hydrogeologist / Ecologist

SAB:car

Enclosures: Notice of Awards
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: APPLE VALLEY LANDSCAPING LLC
1670 Mer-EI Road
De Pere, WI 54115

Contract No. F0057-09-18-00152-A

Project: CHURCH POND
PRAIRIE SEEDING & TREE INSTALLATION
For The VILLAGE OF FOX CROSSING | Winnebago County, Wisconsin

You are notified that your Bid, dated May 13, 2024, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Church Pond Prairie Seeding & Tree Installation for the Village of Fox Crossing, Winnebago County, Wisconsin.

The Contract Price of your Contract is Thirty-Seven Thousand Nine Hundred Two & 95/ 100 Dollars (\$37,902.95).

Base Bid.....	\$34,302.95
<u>Supplemental Bid 1.....</u>	<u>\$3,600.00</u>
Contract Price	\$37,902.95

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.01) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

VILLAGE OF FOX CROSSING | Winnebago County, Wisconsin

(authorized signature)

(title)

Witness: _____

BID TABULATION

OWNER: VILLAGE OF FOX CROSSING
Project Name: Church Pond Prairie Seeding & Tree Installation
Contract No. F0057-09-18-00152-A
Bid Date/Time: May 16, 2024 @ 9:00 a.m., local time
Project Manager: Stuart A. Boerst

Engineer: McMAHON ASSOCIATES, INC.
 1445 McMahan Drive
 PO Box 1025
 Neenah, WI 54956 / 54957-1025

APPLE VALLEY LANDSCAPING LLC
 1670 Mar-El Road
 De Pere, WI 54115

HIGHWAY LANDSCAPERS, INC.
 1650 E. Elm Drive
 Little Chute, WI 54140

BASE BID

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
A-1	3	EVENT	Site Preparation - Herbiciding Prairie Area (1.65 acres)	\$1,050.00	\$3,150.00	\$5,300.00	\$15,900.00
A-2	2.27	acres	Supply and Seed Mesic Prairie	\$4,375.00	\$9,931.25	\$6,350.00	\$14,414.50
A-3	0.38	acres	Supply and Seed Wet-to-Wet Mesic Prairie	\$3,530.00	\$1,341.40	\$8,850.00	\$3,363.00
A-4	12,826	S.Y.	Supply and Install WisDOT Class 1, Type B Straw Erosion Control Blanket	\$1.55	\$19,880.30	\$1.00	\$12,826.00
TOTAL (Items A-1 through A-4, Inclusive)					\$34,302.95		\$46,503.50

SUPPLEMENTAL BID 1

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
1-1	12	TREE	Supply and Install 12 Bur Oak (1.0 Inch DBH) (Potted)	\$300.00	\$3,600.00	\$600.00	\$7,200.00
TOTAL (Base Bid + Supplemental Bid 1)					\$37,902.95		\$53,703.50

Bid Security	5% Bid Bond	5% Bid Bond
Addendum Acknowledgement	Yes - #1	Yes - #1



May 16, 2024

Village of Fox Crossing
Attn: Joe Hoechst, DPW
2000 Municipal Drive
Neenah, WI 54956

Re: Village of Fox Crossing
Sand Point Pond Prairie Seeding & Tree Installation
Letter of Recommendation
McM. No. F0057-09-18-00152-B

Dear Joe:

On May 16, 2024, bids were received at the Village Municipal Complex for the above referenced project. Two bids were received, ranging in price from \$13,351.20 to \$18,321.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract F0057-09-18-00152-B to the low bidder, Apple Valley Landscaping LLC, in the amount of \$13,351.20.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Stuart A. Boerst".

Stuart A. Boerst, P.S.S., P.H.
Associate / Sr. Hydrogeologist / Ecologist

SAB:car

Enclosures: Notice of Awards
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: APPLE VALLEY LANDSCAPING LLC
1670 Mer-EI Road
De Pere, WI 54115

Contract No. F0057-09-18-00152-B

Project: SAND POINT POND
PRAIRIE SEEDING & TREE INSTALLATION
For The VILLAGE OF FOX CROSSING | Winnebago County, Wisconsin

You are notified that your Bid, dated May 13, 2024, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Sand Point Pond Prairie Seeding & Tree Installation for the Village of Fox Crossing, Winnebago County, Wisconsin.

The Contract Price of your Contract is Thirteen Thousand Three Hundred Fifty-One & 20/ 100 Dollars (\$13,351.20).

Base Bid.....	\$12,151.20
<u>Supplemental Bid 1.....</u>	<u>\$1,200.00</u>
Contract Price	\$13,351.20

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.01) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

VILLAGE OF FOX CROSSING | Winnebago County, Wisconsin

(authorized signature)

(title)

Witness: _____

BID TABULATION

OWNER: VILLAGE OF FOX CROSSING
Project Name: Sand Point Pond Prairie Seeding & Tree Installation
Contract No.: F0057-09-18-00152-B
Bid Date/Time: May 16, 2024 @ 9:00 a.m., local time
Project Manager: Stuart A. Boerst

Engineer: McMAHON ASSOCIATES, INC.
 1445 McMahan Drive
 PO Box 1025
 Neenah, WI 54956 / 54957-1025

APPLE VALLEY LANDSCAPING LLC
 1670 Mar-El Road
 De Pere, WI 54115

HIGHWAY LANDSCAPERS, INC.
 1650 E. Elm Drive
 Little Chute, WI 54140

BASE BID

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
B-1	3	EVENT	Site Preparation - Herbiciding Prairie Area (0.90 acres)	\$400.00	\$1,200.00	\$1,800.00	\$5,400.00
B-2	0.72	acres	Supply and Seed Mesic Prairie	\$4,345.00	\$3,128.40	\$6,350.00	\$4,572.00
B-3	0.18	acres	Supply and Seed Wet-to-Wet Mesic Prairie	\$3,530.00	\$635.40	\$8,850.00	\$1,593.00
B-4	4,356	S.Y.	Supply and Install WisDOT Class 1, Type B Straw Erosion Control Blanket	\$1.65	\$7,187.40	\$1.00	\$4,356.00
TOTAL (Items B-1 through B-4, Inclusive)					\$12,151.20		\$15,921.00

SUPPLEMENTAL BID 1

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
1-1	4	TREE	Supply and Install Four Bur Oak (1.0 Inch DBH) (Potted)	\$300.00	\$1,200.00	\$600.00	\$2,400.00
TOTAL (Base Bid + Supplemental Bid 1)					\$13,351.20		\$18,321.00

Bid Security	5% Bid Bond	5% Bid Bond
Addendum Acknowledgement	Yes - #1	Yes - #1

RES #240520-4

APPROVE PROFESSIONAL FIREWORKS DISPLAY PERMIT – NEENAH HIGH SCHOOL, 500 ROCKET WAY

WHEREAS, the applicant, Flying Fortress LLC, on behalf of Neenah High School, requests a Professional Fireworks Display Permit for a fireworks display to be held Wednesday, May 22, 2024, at approximately 10:05 p.m.; and

WHEREAS, the applicant has completed the proper application paperwork, and will pay the associated fees; and

WHEREAS, the Fox Crossing Fire Chief and Fox Crossing Police Chief have reviewed the application, conducted the necessary inspections, and are satisfied that the application meets the requirements of Village Ordinance Chapter §218-43 Applications for permits; professional displays.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves a Professional Fireworks Display Permit for Wednesday, May 22, 2024, at approximately 10:05 p.m., hosted by Neenah High School at 500 Rocket Way.

BE IT FURTHER RESOLVED that the Village Clerk will notify the public by posting notice of the location, date, and time of the display at the three Village approved posting sites; additionally, the Clerk will post notice on the Village web page and Facebook page.

Adopted this 20th day of May, 2024

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



FOR OFFICE USE ONLY	
License Fee \$ _____	Date Rec'd <u>5/6/24</u>
AMOUNT PAID \$ _____	Receipt No. _____

101-5100.440.01-02

PERMIT FOR FIREWORKS DISPLAY

(At least 30 days advance notice of the display)

PLEASE PRINT

Application for permit to operate a display of fireworks in conformance with the terms of the Fox Crossing Municipal Code shall be made in writing on this form provided by the Fire Prevention Bureau to the Chief of the Fire Department.

Fee for a Fireworks Display: **\$ 25.00 per display**
\$ 45.00 per fire apparatus, plus firefighter payroll for detail
(Invoiced after the event)

Today's Date _____ Receipt # _____ By _____

Applicant Name: Brian Scott Wunderlich

Applicant Address: 500 Rocket Way Fox Crossing 54956

Organization Name: NEENAH High School

Organization Address: NEENAH Joint School District

Date of Display: MAY 22 2024 Time: Fireworks Delivered 6:05 p.m.
Fireworks Display 10:05 p.m.

APPLICATION CHECKLIST

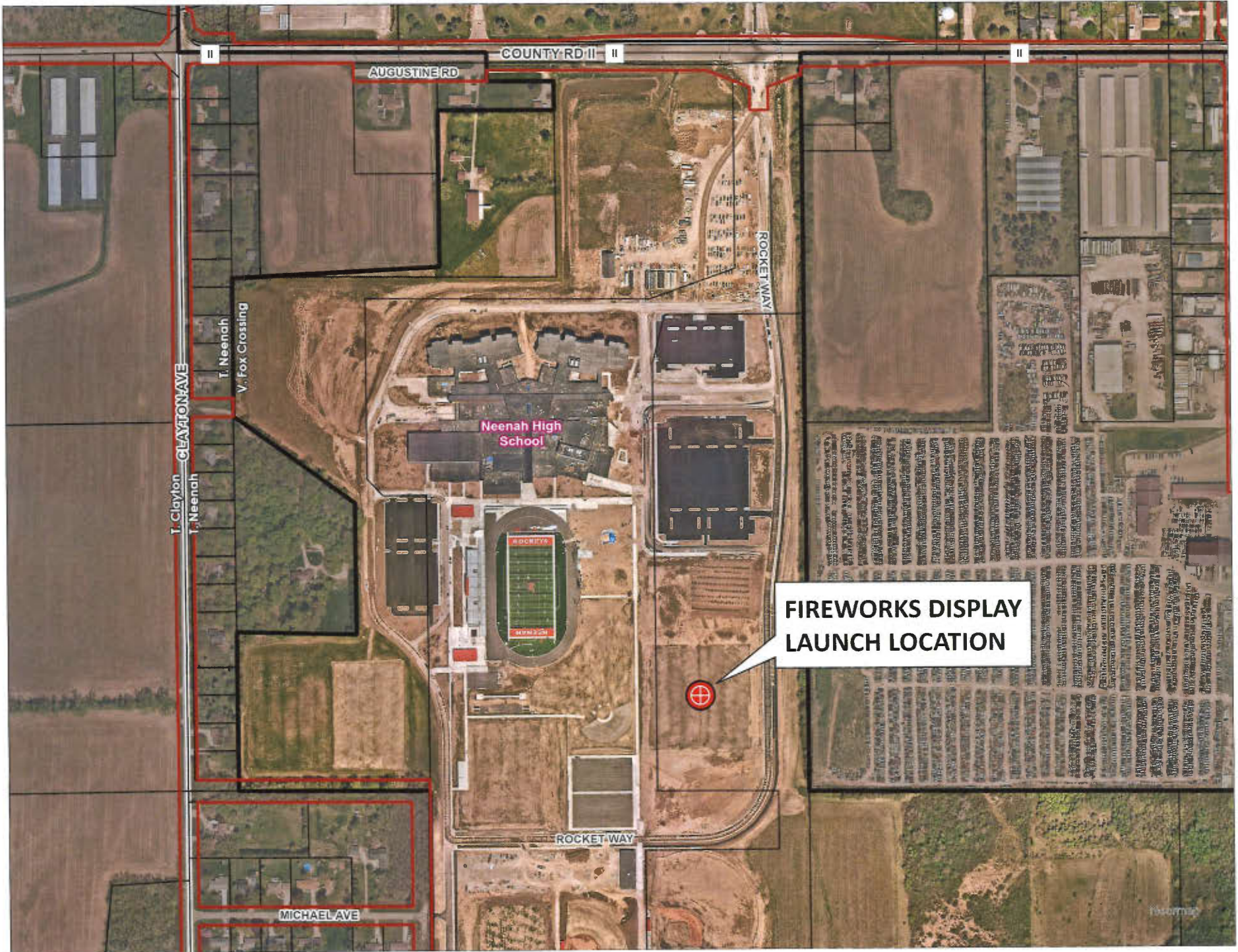
- License Bond \$ 2,000.00
- Proof of Liability Insurance \$ 300,000.00 per Accident
\$ 500,000.00 per Occurrence
- List of Persons in Charge of Display
- Type / Number of Fireworks
- Manner and Place of Storage of Fireworks Prior to Display
- Diagram of Location for Fireworks Display
- Permit Fee \$ 25.00
- Certificate of Competency

→ To be invoiced after the event.

Being satisfied that the fireworks display is properly lawful, the Chiefs of the Police and Fire Departments endorse this application. They approve the display as being in conformance with all parts of the law according to Village Ordinance. [See Paragraph (2)]

J. Bill
Village of Fox Crossing Police Chief

Joel Deverney
Village of Fox Crossing Fire Chief



AUGUSTINE RD

COUNTY RD II

T. Clayton CLAYTON AVE

T. Neenah
V. Fox Crossing

Neenah High School

ROCKET WAY

FIREWORKS DISPLAY
LAUNCH LOCATION

ROCKET WAY

MICHAEL AVE

Esri

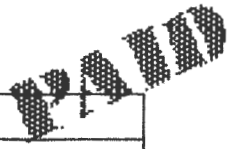
Flying Fortress Fireworks LLC

W1056 Hasselt RD
WI 54130

Invoice

Date	Invoice #
5/7/2024	3

Bill To
2024 Graduation Neeenah High School



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
200	2" Artillery Shells		0.00
12	200gram 25shot multi-shot boxes		0.00
10	350-500gram multi-shot finale boxes		0.00
All fireworks are 1.4 consumer grade [formerly known as class C fireworks]. All fireworks are stored at my facility of choice prior to show and are delivered to site of the show the DAY OF show when setting up the display			
Total			\$0.00

DRAYTON INSURANCE BROKERS, INC.

2500 CENTER POINT ROAD, SUITE 301
BIRMINGHAM, ALABAMA 35215
PHONE: (205) 854-5806
FAX: (205) 854-5899

POST OFFICE BOX 94067
BIRMINGHAM, ALABAMA 35220
EMAIL: dib@draytonins.com

CERTIFICATE OF INSURANCE

NO. 362802

We certify that insurance is afforded as stated below. This Certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the insurance policy and the insurance afforded is subject to all the terms, exclusions and conditions of the policy.

INSURER Admiral Insurance Company **POLICY NO.** CA000003209-33-1187

NAMED INSURED Flying Fortress
W1056 Hasselt Road
Kaukauna, WI 54130

POLICY TERM September 1, 2023 to September 1, 2024; Both Days 12:01 A.M. Standard Time

COVERAGE Fireworks Display Contractors Liability: Occurrence Basis Claims Made Basis

LIMIT OF LIABILITY \$ 1,000,000 each occurrence, \$ 2,000,000 general aggregate
The limit of liability shall not be increased by the inclusion of more than one insured or additional insured.

RESTRICTION This policy applies only to displays which comprise solely Class "C" Fireworks (Explosives Classification 1.4), pyrotechnics special effects (including indoor pyrotechnics), propane, open flame effects, lasers and other non-pyrotechnic special effects. Excluding the use of Class "B" fireworks (Explosives Classification 1.3).

INSURED OPERATIONS Public fireworks display and special effects contractor

It is certified that, if named below, this policy includes as Additional Insureds 1) the sponsor(s), promoter(s), organizer(s) (including other entities having similar interests), of insured pyrotechnic events and/or 2) the owner(s) of real property (or barges) at which insured pyrotechnic events are held and/or 3) the owner(s), manager(s), tenant(s), mortgagee(s) (including other entities having similar interests), of buildings, stadiums, arenas and similar facilities at which insured pyrotechnic events are held and/or 4) the licensing or permitting authority, or other authority having jurisdiction, issuing licenses/permits for insured pyrotechnic events and/or 5) any other entity for which the insurance is required to be afforded under written contract. Coverage applies only as respects the legal liability of such Additional Insured(s) for bodily injury and property damage caused by the operations of the Named Insured. The insurance afforded any Additional Insured does not include coverage for any bodily injury or property damage arising from the failure of such Additional Insured to fulfill its obligations specified in its contract with the Named Insured.

**NAME(S) OF
ADDITIONAL INSURED(S)**

Neenah High School

DISPLAY LOCATION

DISPLAY DATE(S)

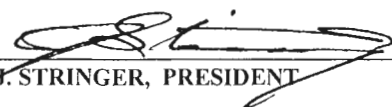
500 Rocket Way
Fox Crossing, WI 54956

May 22, 2024

It is certified that this policy requires a 30 day mutual notice of cancellation between the Insurer and the Named Insured. In the event of such cancellation we will endeavor to mail 10 days written notice to the Additional Insured(s), whose name and address is shown hereon, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer and/or the undersigned.

DRAYTON INSURANCE BROKERS, INC.

May 2, 2024
DATE OF ISSUE


A.J. STRINGER, PRESIDENT

RES #240520-5

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:

Kimberly Schweitzer – Approved
Holy Brecheen – 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 20th day of May, 2024

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 #240520-6

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$1,194,597.04

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

Pending:		
General Fund	\$	227,546.57
Special Revenue Fund	\$	88,735.42
Debt Fund	\$	-
Capital Projects Fund	\$	71,588.03
Water Fund	\$	56,247.04
Sewer Fund	\$	32,447.95
Stormwater Fund	\$	17,337.64
Trust & Agency Fund	\$	-
Special Processed Payments	\$	700,694.39
Total:	\$	<u>1,194,597.04</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 May, 2024.

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: May 14, 2024
 For Village Board Meeting of: May 20, 2024

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$227,546.57
Special Revenue Funds	\$88,735.42
Debt Fund	\$0.00
Capital Projects Fund	\$71,588.03
Water Fund	\$56,247.04
Sewer Fund	\$32,447.95
Stormwater Fund	\$17,337.64
Trust & Agency Fund	\$0.00
Total Bills for	May 20, 2024
	<u><u>\$493,902.65</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE	DEPT. /PURPOSE	AMOUNT
	Village Specials	**See Attached Listing**	\$191,721.06
	Employee Benefits Corp	Flex Spending Claims	\$1,798.10
ACH	Elavon	April CC Fees	\$228.73
ACH	WI Retirement	Retirement	\$87,426.48
ACH	WDC	Deferred Comp	\$6,569.80
ACH	Plug N Pay	April CC Fees	\$30.00
ACH	North Shore Bank	Deferred Comp	\$1,495.00
ACH	ETF	Medical Ins	\$160,024.68
ACH	WI DOT	Suspension Fees	\$24.00
50286-50296	Payroll	Payroll	\$1,162.31
ACH	Payroll	Payroll	\$180,087.64
ACH	Payroll	Taxes	\$70,126.59
Total Special Processed Payments			<u><u>\$700,694.39</u></u>
GRAND TOTAL			<u><u>\$1,194,597.04</u></u>