

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, June 22, 2020 - 6:00 p.m.
Municipal Complex - Arden Tews Assembly Room
2000 Municipal Drive, Neenah WI 54956
Agenda

1. Call to Order, Pledge of Allegiance and Roll Call
2. Awards/Presentations
3. Public Hearings
4. Minutes to Approve/ Minutes and Correspondence to Receive
Minutes to Approve
 - a) Regular Village Board Meeting – June 8, 2020Minutes and Correspondence to Receive
 - b) Park Commission Meeting – May 27, 2020
5. **Public Comments Addressed to the Village Board.** Individuals properly signed in may speak directly to the Village Board on non-repetitive village matters whether on, or not on the agenda. However, no announcements of candidacy for any elected position will be permitted. Commenters must wait to be called, must speak from the podium, directing their comments to the board. Comments must be orderly. A maximum of **2-minutes** per person is allowed and you must return to the audience when signaled to do so. Public comment is not permitted outside of this public comment period. *Note:* The board's ability to act on or respond to public comments is limited by Chapter 19, WI Stats. **To address the Village Board, complete the Public Participation signup sheet.**
6. Discussion Items
7. Unfinished Business
8. **New Business- Resolutions/Ordinances/Policies**
 - a) 200622-1:ORD An Ordinance Attaching Certain Lands from the Town of Neenah, Winnebago County to the Village of Fox Crossing, Winnebago County, Wisconsin – Wirth Annexation *First Reading, Second Reading & Adoption*
 - b) 200622-2:ORD An Ordinance Attaching Certain Lands from the Town of Neenah, Winnebago County to the Village of Fox Crossing, Winnebago County, Wisconsin – Ernst Annexation *First Reading, Second Reading & Adoption*
 - c) 200622-1 Adoption of Fire Department Five Year Strategic Plan
 - d) 200622-2 County/Municipal Agreement Between Winnebago County, the City of Menasha, and the Village of Fox Crossing for the Reconstruction of County Highway P with Installation of Storm Sewer Facilities and Pedestrian Accommodations
 - e) 200622-3 Change Order #1 – Anunson Farm Park Construction Project
 - f) 200622-4 Accept the Electronic Compliance Maintenance Annual Report (eCMAR)
 - g) 200622-5 Amend Fox Crossing Additional Compensation Pay Schedule
 - h) 200622-6 Designation of July as Parks and Recreation Month in Fox Crossing
 - i) 200622-7 Operator License Applicants for the Two-Year Term 2020-2022
 - j) 200622-8 Expenditures
9. Reports
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.

ORD#200622-1 *First Reading, Second Reading & Adoption*

AN ORDINANCE ATTACHING CERTAIN LANDS FROM THE TOWN OF NEENAH, WINNEBAGO COUNTY TO THE VILLAGE OF FOX CROSSING, WINNEBAGO COUNTY, WISCONSIN – WIRTH ANNEXATION

The Village Board of the Village of Fox Crossing does ordain as follows:

PART I. Territory Attached. In accordance with the Petition for Direct Annexation By Unanimous Consent filed with the Village Clerk on or about the 8th day of June, 2020, which Petition was signed by all of the owners of all of the real property within the territory proposed to be attached; now, therefore, the territory described in Exhibit A, and shown in a scale map of the subject territory, Exhibit B, is hereby attached to the Village of Fox Crossing, Winnebago County, Wisconsin, and is detached from the Town of Neenah, Winnebago County, Wisconsin.

PART II. Effect of Annexation. From and after the date of the adoption of this Ordinance, as required by law, the territory described in Exhibit A shall be a part of the Village of Fox Crossing for any and all purposes provided by law and all persons coming and residing within such territories shall be subject to all ordinances, rules and regulations governing the Village of Fox Crossing.

PART III. Required Filings. The Village Clerk shall file immediately with the Secretary of Administration a certified copy of the Ordinance, with a copy of the legal description and map, and the Village Clerk shall send one copy to each company that provides any utility service in the area that is attached. The Village Clerk shall also record the Ordinance with the Register of Deeds and file a signed copy of the Ordinance with the Clerk of any affected school district. The Clerk's certificate shall include reference to the population of the territory being attached as set forth in the Petition, which population is zero (0) persons.

PART IV. Municipal Boundary Review. The Petition for Direct Annexation was found to be in the public interest by Wisconsin Department of Administration, Division of Intergovernmental Relations/Municipal Boundary Review, under **MBR number: 14315**.

PART V. Severability. If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such unconstitutionality shall not affect the other provisions or obligations of this Ordinance which can be given effect without the invalid or unconstitutional provision or application.

PART VI. Effective Date. This Ordinance shall be effective upon passage as required by law.

Date Introduced: _____

Date Adopted: _____

Date Published: _____

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

STATE OF WISCONSIN COUNTY OF _____

Personally came before me this _____ day of _____, 20____ the above named
Dale A. Youngquist, Village President and Darla M. Fink, Village Clerk to me known to be
the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, Wisconsin
My Commission Expires: _____

ORD#200622-2 *First Reading, Second Reading & Adoption*

AN ORDINANCE ATTACHING CERTAIN LANDS FROM THE TOWN OF NEENAH, WINNEBAGO COUNTY TO THE VILLAGE OF FOX CROSSING, WINNEBAGO COUNTY, WISCONSIN – ERNST ANNEXATION

The Village Board of the Village of Fox Crossing does ordain as follows:

PART I. Territory Attached. In accordance with the Petition for Direct Annexation By Unanimous Consent filed with the Village Clerk on or about the 7th day of May, 2020, which Petition was signed by all of the owners of all of the real property within the territory proposed to be attached; now, therefore, the territory described in Exhibit A, and shown in a scale map of the subject territory, Exhibit B, is hereby attached to the Village of Fox Crossing, Winnebago County, Wisconsin, and is detached from the Town of Neenah, Winnebago County, Wisconsin.

PART II. Effect of Annexation. From and after the date of the adoption of this Ordinance, as required by law, the territory described in Exhibit A shall be a part of the Village of Fox Crossing for any and all purposes provided by law and all persons coming and residing within such territories shall be subject to all ordinances, rules and regulations governing the Village of Fox Crossing.

PART III. Required Filings. The Village Clerk shall file immediately with the Secretary of Administration a certified copy of the Ordinance, with a copy of the legal description and map, and the Village Clerk shall send one copy to each company that provides any utility service in the area that is attached. The Village Clerk shall also record the Ordinance with the Register of Deeds and file a signed copy of the Ordinance with the Clerk of any affected school district. The Clerk's certificate shall include reference to the population of the territory being attached as set forth in the Petition, which population is zero (0) persons.

PART IV. Municipal Boundary Review. The Petition for Direct Annexation was found to be in the public interest by Wisconsin Department of Administration, Division of Intergovernmental Relations/Municipal Boundary Review, under **MBR number: 14308**.

PART V. Severability. If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such unconstitutionality shall not affect the other provisions or obligations of this Ordinance which can be given effect without the invalid or unconstitutional provision or application.

PART VI. Effective Date. This Ordinance shall be effective upon passage as required by law.

Date Introduced: _____

Date Adopted: _____

Date Published: _____

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

STATE OF WISCONSIN COUNTY OF _____

Personally came before me this _____ day of _____, 20____ the above named
Dale A. Youngquist, Village President and Darla M. Fink, Village Clerk to me known to be
the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, Wisconsin
My Commission Expires: _____

RES #200622-1

ADOPTION OF FIRE DEPARTMENT FIVE YEAR STRATEGIC PLAN

WHEREAS, in order to gain a deeper understanding of the Village of Fox Crossing Fire Department's fire service response paradigm, priorities of service, and overall perception of the Department from the Fox Crossing community, the Fire Chief developed and drafted a Village of Fox Crossing Fire Department Five Year Strategic Plan for years 2021 through 2025; and

WHEREAS, the plan was developed and created with input from community surveys, an external stakeholder meeting, an internal stakeholder meeting, firefighter meetings, fire officer meetings, and the creation and consideration of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis; and

WHEREAS, the Fire Chief presented the final draft of the plan to the Fox Crossing Village Board of Trustees at a June 15, 2020 Board Workshop.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Fox Crossing hereby adopts the Fire Department Five Year Strategic Plan for years 2021 through 2025, as attached.

Adopted this 22nd day of June, 2020

Requested by: Brian Harbison, Fire Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #200622-2

COUNTY/MUNICIPAL AGREEMENT BETWEEN WINNEBAGO COUNTY, THE CITY OF MENASHA, AND THE VILLAGE OF FOX CROSSING FOR THE RECONSTRUCTION OF COUNTY HIGHWAY P WITH INSTALLATION OF STORM SEWER FACILITIES AND PEDESTRIAN ACCOMMODATIONS

WHEREAS, Winnebago County, the City of Menasha, and the Village of Fox Crossing desire to reconstruct County Highway P (CTH P) from Midway Road to State Highway 47 (STH 47), to include the installation of storm sewer and pedestrian accommodations; and

WHEREAS, the estimated cost of the road reconstruction project with installation of storm sewer and pedestrian accommodations is \$7,426,000; and

WHEREAS, Winnebago County applied for, and received, a Surface Transportation Program – Urban (STP-Urban) grant from the Wisconsin Department of Transportation to cover approximately 70% of the project costs; and

WHEREAS, it is necessary to draft an agreement between Winnebago County, the City of Menasha, and the Village of Fox Crossing to formalize the division of costs shared by each unit of government; and

WHEREAS, the three (3) parties agree to cost share the project as determined in the County/Municipal Agreement between Winnebago County, the City of Menasha, and the Village of Fox Crossing, as attached.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Fox Crossing hereby approves the County/Municipal Agreement between Winnebago County, the City of Menasha, and the Village of Fox Crossing, as attached.

Adopted this 22nd day of June, 2020

Requested by: Jeffrey Sturgell, Village Manager

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #200622-3

CHANGE ORDER #1 – ANUNSON FARM PARK CONSTRUCTION PROJECT

WHEREAS, on March 23, 2020, R & R Wash Materials, Inc., was awarded the Anunson Farm Park Construction project, for the Base Bid amount of \$189,998.79; and

WHEREAS, Change Order #1 reflects an increase of \$6,875.00 for the additional survey layout, excavation, and concrete curbing for the South playground area, and \$400 for additional underdrain pipe, resulting in a total change order increase of \$7,275.00; and

WHEREAS, the increase of \$7,275.00 from Change Order #1 items results in a new total contract price of \$197,273.79 (bid tabulation attached); and

WHEREAS, it is the recommendation of Engineer Blake Theisen and Parks & Recreation Director Amanda Geiser to approve Change Order #1 to R & R Wash Materials, Inc., for an increase in the amount of \$7,275.00, resulting in a new contract amount of \$197,273.79.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #1 to the Anunson Farm Park Construction project, resulting in an increase in the amount of \$7,275.00 to **R & R Wash Materials, Inc., 1110 Dartford Road, Ripon, Wisconsin**, for the adjusted contract amount of \$197,273.79.

Adopted this 22nd day of June, 2020

Requested by: Amanda Geiser, Parks & Recreation Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #200622-4

**ACCEPT THE ELECTRONIC COMPLIANCE MAINTENANCE ANNUAL REPORT
(eCMAR)**

WHEREAS, the Department of Natural Resources (DNR) mandates annual electronic reporting of (CMAR) Compliance Maintenance Reports; and

WHEREAS, the Village Board has reviewed the 2020 eCMAR report.

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the eCMAR report be accepted as written.

Adopted this 22nd day of June, 2020

Requested by: David Tracey, Utility Superintendent

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES#200622-5

AMEND FOX CROSSING ADDITIONAL COMPENSATION PAY SCHEDULE

WHEREAS, Resolution #140630-5:TB approved the Town of Menasha Additional Compensation Pay schedule, and Resolution #160411-7:TB amended the schedule; and

WHEREAS, the Utility Construction Inspection pay rate that currently exists had been approved by the Village Board through the budgeting process, but had not been identified on the Additional Compensation Pay schedule; and

WHEREAS, the attached Additional Compensation Pay listing has been amended for recommended changes to remove various additional pays; and

WHEREAS, Chief Harbison is requesting to change the Weekend Shift Commander Pay from \$100 to \$250 per weekend, due to the significant increase in the required duties for this position; and

WHEREAS, Paid-on-Call Firefighters are paid a minimum of one (1) hour per fire call, but only ¾ hours for an EMS call; and

WHEREAS, Chief Harbison is requesting to standardize the Fire Department minimum pay for both fire and EMS calls to one (1) hour per call, with the removal of Paid-on-Call Firefighter Runs Pay to offset this cost.

NOW, THEREFORE BE IT RESOLVED, by the Village of Fox Crossing Board of Trustees that the amended Fox Crossing Additional Compensation Pay Schedule is hereby approved, as attached, effective June 29, 2020.

Adopted this 22nd day of June, 2020

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

RES #200622-6

DESIGNATION OF JULY AS PARKS AND RECREATION MONTH IN FOX CROSSING

WHEREAS, July is celebrated nationally as Parks and Recreation Month; and

WHEREAS, the Fox Crossing Parks and Recreation Department and Park Commission's vision is to positively impact and touch the lives of the community we serve through quality parks, programs, facilities and trails; and

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the Village of Fox Crossing; and

WHEREAS, parks and recreation generates opportunities for people to come together and experience a sense of community through fun recreational pursuits; and

WHEREAS, our parks and recreation programs are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and

WHEREAS, parks, playgrounds, nature trails, and open spaces make communities attractive and desirable places to live, work, play, and visit, in a manner that contributes to our ongoing economic vitality; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and enjoy recreation outdoors; and

WHEREAS, the Village of Fox Crossing recognizes the benefits derived from parks and recreation resources.

NOW, THEREFORE, BE IT RESOLVED by Village of Fox Crossing Board of Trustees that July will be recognized as Parks and Recreation Month in Fox Crossing.

Adopted this 22nd day of June, 2020

*Requested by: Park Commission and Amanda Geiser, Director of Parks & Recreation
Submitted by: Dale A. Youngquist, Village President*

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #200622-7

OPERATOR LICENSE APPLICANTS FOR THE TWO-YEAR TERM 2020 - 2022

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 as follows:

Keegan Allen	Approved	Jodie Kircher	Approved
Michael Arndt	Approved	Andrew Kolb	Approved
Margaret Ayotte	Approved	Jeffrey Lawson	Approved
Thomas Barlament	Approved	Kevin LeCalire	Approved
Pamela Barnes	Approved	Abigail Liebhauser	Approved
Heather Behm	Approved	Rajwant Mann	Approved
Alec Bell	Approved	Wayne Meetz	Approved
Sharon Billman	Approved	Austin Mikoulinskii	Approved
Hannah Brems	Approved	Jill Nagel	Approved
Corey Bringman	Approved	Joseph Nichols	Approved
Jill Burge	Approved	Stephanie Nichols	Approved
Patricia Burroughs	Approved	Lynsey Nowak	Approved
Ally Butterfield	Approved	Jasmine Nyreen	Approved
Emily Chavez	Approved	Nancy Ohst	Approved
Salli Coyle	Approved	Jeanne Peskie	Approved
Ricahrd Daniels	Approved	Andrew Peterson	Approved
Tiffani Daul	Approved	James Quella	Approved
Shanna David	Approved	Stephanie Randerson	Approved
Kayla Dionysus Bunts	Approved	Tyler Reindl	Approved
Corrine Dordel	Approved	Daniel Rhodes	Approved
Vicky Esler	Approved	Darien Riemer	Approved
Candice Faust	Approved	Jordy Rojas	Approved
Trina Foth	Approved	Austin Roth	Approved
Melissa Frazier	Approved	Taylor Sadowski	Approved
Tracy Fuss	Approved	Melissa Schlaver	Approved
Jill Gibson	Approved	Kayla Sfetku	Approved
Sukhpal Gill	Approved	Josue Simon	Approved
Dylan Gillespie	Approved	Parmjit Singh	Approved
Renee Greenlee	Approved	Virender Singh	Approved
Elizabeth Groshek	Approved	Sheryl Triolo	Approved
Shannon Heid	Approved	Cory Ulrich	Approved
Maxwell Hinrichs	Approved	Nathen Washburn	Approved
Kathy Hottenstine	Approved	Jeffrey Will	Approved

Miranda Jaskolski	Approved	Sean Wipfli	Approved
Charanjit Kaur	Approved	Abby Zuberhier	Approved
Justin Kellner	Approved	Brinna Zuhse	Approved
Dawn Keltner	Approved		
Jeffrey Kennedy	Approved		
Noah Kersten	Approved		
Mathew Bacon	Denied		
Michael Barrie	Denied		
Jamie Deroso	Denied		

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**.

BE IT FURTHER RESOLVED that the above applicants recommended for denial be DENIED.

Adopted this 22nd day of June, 2020

Requested by: Tim G. Seaver, Police Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #200622-8

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$ 2,036,796.90

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

Pending:		
General Fund	\$	362,216.26
Special Revenue Fund	\$	86,994.01
Debt Fund	\$	-
Capital Projects Fund	\$	56,415.41
Water Fund	\$	344,905.66
Sewer Fund	\$	352,163.38
Stormwater Fund	\$	348,825.47
Trust & Agency Fund	\$	-
Park Commission Processed Payments	\$	3,531.63
Special Processed Payments	\$	481,745.08
Total:	\$	<u>2,036,796.90</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 22nd day of June, 2020

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