

Village of Fox Crossing Board of Trustees Regular Meeting  
Monday, July 11, 2022 - 6:00 p.m.  
Municipal Complex - Arden Tews Assembly Room  
2000 Municipal Drive, Neenah WI 54956  
Agenda

1. Call to Order, Pledge of Allegiance and Roll Call
2. Awards/Presentations
3. Public Hearings
4. Minutes to Approve/ Minutes and Correspondence to Receive  
Minutes to Approve
  - a) Regular Village Board Meeting – June 27, 2022  
Minutes and Correspondence to Receive
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) 220711-1:ORD An Ordinance Attaching Certain Lands from the City of Menasha, Winnebago County, to the Village of Fox Crossing, Winnebago County, Wisconsin – Habitat for Humanity Attachment
  - b) 220711-1 Change Order #1 & Final – 2022 Concrete Work Program to Include Municipal Complex, Community Center, and Palisades Park Concrete Work
  - c) 220711-2 Adoption of the Fox West Regional Sewerage Commission Ordinance-Contract, to Address the Village of Greenville Serving as the Successor Agent to the Town of Greenville Sanitary District #1
  - d) 220711-3 Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2023
  - e) 220711-4 Annual Village Mobile Home Park License Renewals for the Term August 1, 2022 through July 31, 2023
  - f) 220711-5 Operator License Applicants
  - g) 220711-6 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 #220711-1:ORD *First Reading, Second Reading & Adoption*  
**AN ORDINANCE ATTACHING CERTAIN LANDS FROM THE CITY OF MENASHA,  
WINNEBAGO COUNTY, TO THE VILLAGE OF FOX CROSSING, WINNEBAGO  
COUNTY, WISCONSIN – HABITAT FOR HUMANITY ATTACHMENT**

WHEREAS, the City of Menasha Clerk's office coordinated with the petitioner, Habitat for Humanity, to publish a Class 1 Notice of their Intention to Circulate a Petition of Detachment, which was published on April 14, 2022.

WHEREAS, the petitioner filed a Petition for Detachment with a legal description, exhibit map, and GIS maps with the Menasha City Clerk on May 10, 2022.

WHEREAS, the Menasha City Administration Committee met and recommended approval of the Petition for Detachment on June 6, 2022.

WHEREAS, the Menasha City Council adopted a detachment ordinance on June 20, 2022, which was published on June 27, 2022.

WHEREAS, the Village wishes to attach the subject land and complete the detachment and attachment process in accordance Wis. Stat. §66.0227 via this Ordinance.

NOW THEREFORE, the Village Board of the Village of Fox Crossing does ordain as follows:

**Part 1: Territory Attached.** In accordance with Section 66.0227(2) of the Wisconsin Statutes for 2020 – 2021, the following described territory in the City of Menasha, Winnebago County, Wisconsin, lying contiguous to the Village of Fox Crossing, is hereby attached to the Village of Fox Crossing, Wisconsin.

*A parcel of land located in and being a part of government Lot 3, Section 10, Township 20 North, Range 17 East, Village of Fox Crossing, Winnebago County, Wisconsin, Bounded and described as follows; commencing at the South ¼ corner of Section 10; thence N00°22'23"E, 1376.45 feet along the West line of the Southeast ¼ of Section 10; thence S89°37'37"E, 355.62 feet to a Northerly right-of-way line of U.S.H 10/S.T.H. 441 as described in Document No. 1675559 and the Point of Beginning; thence S45°58'01"E, 82.17 feet along said Northerly line; thence Southeasterly, 63.84 feet along the arc of a 1085.92 foot radius curve to the left of said Northerly right-of-way line, having a chord which bears N85°53'12"E and is 63.83 feet in length to the end of said curve; thence S35°41'55"E, 1.41 feet; thence S86°10'57"W, 123.67 feet to the Southerly extension of the East right-of-way line of Tayco Road; thence N00°09'44"W, 61.92 feet along said extension to the point of beginning.*

Area of Property to be attached contains 0.04 acres m/l.

Winnebago County Parcel Id Number: D1866192 (also identified as a portion of #72-00803-00).

The population of such territory is 0.

Part 2: Effect of Attachment. From and after the date of this ordinance the territory described in Part 1 shall be a part of the Village of Fox Crossing for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the Village of Fox Crossing.

Part 3: Severability. If any provisions of this ordinance are invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or application of this ordinance which can be given without the invalid or unconstitutional provision or application.

Part 4: Effective Date. This ordinance shall take effect upon passage and posting.

Date Introduced: July 11, 2022

Date Adopted: \_\_\_\_\_

*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 #220711-1

**CHANGE ORDER #1 & FINAL – 2022 CONCRETE WORK PROGRAM TO INCLUDE MUNICIPAL COMPLEX, COMMUNITY CENTER, AND PALISADES PARK CONCRETE WORK**

WHEREAS, on March 28, 2022, Al Dix Concrete, Inc. was awarded the 2022 Concrete Work Program to Include Municipal Complex, Community Center, and Palisades Park Concrete Work contract, in the amount of \$100,470.00; and

WHEREAS, Change Order #1 & Final reflects an increase of \$24,230.25, due to the following:

Addition of Detectible Warning Fields on Calumet Street	\$ 280.00
Concrete Panel final quantity adjustments	\$ 23,950.25
Total:	\$ 24,230.25

WHEREAS, the increase of \$24,230.25 from Change Order #1 items results in a new total contract price of \$124,700.25 (final tabulations attached); and

WHEREAS, it is the recommendation of Village Engineer Lee Reibold and Street Superintendent Randy Gallow to approve Change Order #1 & Final to Al Dix Concrete, Inc., for an increase in the amount of \$24,230.25, resulting in a new contract amount of \$124,700.25.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #1 & Final for the 2022 Concrete Work Program to Include Municipal Complex, Community Center, and Palisades Park Concrete Work contract, for an increase in the amount of \$24,230.25 to **Al Dix Concrete, Inc., 401 Gertrude Street, Kaukauna, Wisconsin**, for an adjusted contract amount of \$124,700.25.

Adopted this 11<sup>th</sup> day of July, 2022

*Requested by: Randy Gallow, Street Superintendent*

*Submitted by: Dale A. Youngquist, Village President*

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Dale A. Youngquist, Village President

\_\_\_\_\_  
Attest: Darla M. Fink, Village Clerk

RES #220711-2

**ADOPTION OF THE FOX WEST REGIONAL SEWERAGE COMMISSION  
ORDINANCE-CONTRACT, TO ADDRESS THE VILLAGE OF GREENVILLE  
SERVING AS THE SUCCESSOR AGENT TO THE TOWN OF GREENVILLE  
SANITARY DISRICT #1**

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees for the Village of Fox Crossing:

1. That the Village of Fox Crossing, as a municipal corporation, created pursuant to Charter Ordinance and Wisconsin Statutes, as a Limited Contracting Municipality, does hereby adopt the “Fox West Regional Sewerage Commission Ordinance-Contract”, a copy of which is attached hereto.
2. That the Village President and Village Clerk for the Village of Fox Crossing be, and they hereby are, empowered to execute the “Fox West Regional Sewerage Commission” Ordinance-Contract, as and for the act and deed of the Village.

Adopted this 11<sup>th</sup> day of July, 2022

*Requested by: Dale A. Youngquist, Village President*

*Submitted by: Dale A. Youngquist, Village President*

\_\_\_\_\_  
Dale A. Youngquist, Village President

\_\_\_\_\_  
Attest: Darla M. Fink, Village Clerk

Number voted for: \_\_\_\_\_

Number voted against: \_\_\_\_\_

**CERTIFICATE OF AUTHENTICITY**

The undersigned, as Village Clerk of the Village of Fox Crossing, does hereby certify that the attached Resolution on behalf of the Village is a duplicate original, in all respects, and was duly authorized and passed at a regular meeting of the Village of Fox Crossing, duly called and held; that the undersigned is the Custodian of all books and records of the Village, and has compared the duplicate original Resolution, Series of 2022, attached, with the original on file and finds it, in all respects, to be a true and duplicate copy there of.

Dated this \_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Darla M. Fink, Village Clerk

RES #220711-3

**INTERGOVERNMENTAL AGREEMENT TO SATISFY ELIGIBILITY FOR  
RECYCLING CONSOLIDATION GRANT FOR CALENDAR YEAR 2023**

WHEREAS, Act 10 and Act 32 legislation, passed in 2011, amended state statutes and administrative codes governing the State of Wisconsin municipal recycling programs and created a new grant identified as the “Recycling Consolidation Grant”; and

WHEREAS, for the Village of Fox Crossing to qualify for the “Recycling Consolidation Grant” for the grant period January 1, 2023 to December 31, 2023, the Village must enter into an Intergovernmental Agreement with other Responsible Units (RUs) to demonstrate the intent to effectively and efficiently provide for the recycling needs of village citizens; and

WHEREAS, the cities of Menasha and Omro, the villages of Winneconne and Fox Crossing, and the towns of Algoma, Black Wolf, Clayton, Neenah, Nekimi, Omro, Vinland, Winneconne, and Wolf River, each of which is a municipal corporation, and each of which is a Responsible Unit (RU) as defined in Section 287.01(9) of the Wisconsin Statutes, entered into a County/Municipal Recycling Agreement in 1992, to effectively and efficiently process and market recyclable materials; and

WHEREAS, by entering into the attached Intergovernmental Agreement, the Village of Fox Crossing plans to qualify for the Recycling Consolidation Grant for the grant period of January 1, 2023 through December 31, 2023. We will work with the above RUs to distribute and make available to our residents a Tri-County Recycling Guide, to improve the education of our residents and in turn improve the processing and marketing of recyclables in a more cost efficient manner.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves the Intergovernmental Agreement, as attached, in order to qualify for the Recycling Consolidation Grant for the grant period of January 1, 2023 through December 31, 2023.

BE IT FURTHER RESOLVED, the Village of Fox Crossing Board of Trustees authorizes the Village President and the Village Clerk to sign and execute the necessary paperwork.

Adopted this 11<sup>th</sup> day of July, 2022

*Requested by: Jeffrey Sturgell, Village Manager*

*Submitted by: Dale A. Youngquist, Village President*

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

RES #220711-4

**ANNUAL VILLAGE MOBILE HOME PARK LICENSE RENEWALS FOR THE TERM  
AUGUST 1, 2022 THROUGH JULY 31, 2023**

WHEREAS, the mobile home park license applicants listed below have made proper application with the Village Clerk's office and the proper fees have been paid and receipted; and

WHEREAS, Municipal Code Chapter 276 requires the applicant/owner of the mobile home park to comply to specific regulations including maintaining the park for the health, safety, morals, and the welfare of its residents; and

WHEREAS, Chapter 276-16 further requires in every mobile home park that there shall be an on-site manager in residence for the residents' well-being, available on a daily basis with reasonable hours; and

WHEREAS, should any mobile home park be found that they are not in conformity with Chapter 276, the applicant/owner shall see that the mobile home park complies in all respects before a license shall be issued; and

WHEREAS, the Village Clerk submits the following license applications for Village Board approval provided the above conditions are met per the Village's code:

Meadows Development Group, LLC  
Reeseville Associates, LLC  
Jim's Friendly Village, LLC

Harbor Lights, 960 Happy Valley Drive  
Bridgeview Gardens, 888 E. Shady Lane  
Jim's Friendly Village, 370 Ninth Street

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees, the annual mobile home park licenses are hereby granted to the above applicants, pending satisfactory inspections, and a report from the Finance Department that all outstanding invoices and taxes have been satisfied, with the above conditions, for the licensing period of August 1, 2022 – July 31, 2023.

Adopted this 11<sup>th</sup> day of July, 2022

*Requested by: Darla M. Fink, Village Clerk*

*Submitted by: Dale A. Youngquist, Village President*

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk



RES #220711-5

**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:

Emily Winget – Approved	Mandeep Singh – Approved
Melissa Poulsen – Approved	Sukhpal Gill – Approved
Kevin LeClaire – Approved	Thomas Barlament – Approved
Caitlin Johnson – Approved	Candice Buss – Approved
Tyler Bechle – Approved	Megan Miller – Approved
Kristin Johnson – Approved	Rena Winkler – Approved
Stephanie Buchanan – Approved	Meghan Wodill – Approved
Sophie Hillend – Approved	Madeson Benson – Approved
Alexander Cousineau – Approved	Pammi Murphy – Approved
Jaclyn Schock – Approved	Alex Hodge – Approved
Heather Rayn – Approved	Sharon Ambrosius – Approved
Kaden Bassetto – Approved	Jessica Young – Approved
Christian Davis – Approved	Jesse Mayberry – 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 11<sup>th</sup> day of July, 2022

*Requested by: Scott Blashka, Police Chief*

*Submitted by: Dale A. Youngquist, Village President*

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

RES #220711-6

**EXPENDITURES**

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$632,859.86

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

Pending:		
General Fund	\$	106,290.63
Special Revenue Fund	\$	6,805.82
Debt Fund	\$	-
Capital Projects Fund	\$	50,649.86
Water Fund	\$	30,981.45
Sewer Fund	\$	17,537.05
Stormwater Fund	\$	6,155.50
Trust & Agency Fund	\$	1,351.30
Special Processed Payments	\$	413,088.25
Total:	\$	<u>632,859.86</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 11th day of July, 2022.

*Requested by: Jeremy Searl, Finance Director*  
*Submitted by: Dale A. Youngquist, Village President*

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Dale A. Youngquist, Village President

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Attest: Darla M. Fink, Village Clerk

**VILLAGE OF FOX CROSSING**  
**2000 Municipal Drive**  
**Neenah, WI 54956**

**EXPENDITURE SUMMARY**

For Accounts Payable Period Ending: July 5, 2022  
 For Village Board Meeting of: July 11, 2022

<b>REGULAR PROCESSED CHECKS</b>	<b>AMOUNT</b>
General Fund	\$106,290.63
Special Revenue Funds	\$6,805.82
Debt Fund	\$0.00
Capital Projects Fund	\$50,649.86
Water Fund	\$30,981.45
Sewer Fund	\$17,537.05
Stormwater Fund	\$6,155.50
Trust & Agency Fund	\$1,351.30
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Total Bills for	July 11, 2022
	<u><u>\$219,771.61</u></u>

**SPECIAL PROCESSED PAYMENTS**

<b>CHECK #</b>	<b>PAYEE</b>	<b>DEPT. /PURPOSE</b>	<b>AMOUNT</b>
	Village Specials	**See Attached Listing**	\$174,393.17
			<hr/>
ACH	Employee Benefits Corp	Flex Spending Claims	\$1,176.55
ACH	American Express	May CC Fees	\$6.97
ACH	WI Deferred Comp	Deferred Comp	\$6,292.85
ACH	Plug N Pay	June CC Fees	\$30.00
43709-43724	Payroll	Payroll	\$4,946.58
ACH	Payroll	Payroll	\$162,558.33
ACH	Payroll	Taxes	\$63,683.80
			<hr/>
<b>Total Special Processed Payments</b>			<u><u>\$413,088.25</u></u>
 <b>GRAND TOTAL</b>			 <u><u><b>\$632,859.86</b></u></u>