

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, September 26, 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 – September 12, 2022Minutes and Correspondence to Receive
 - b) Planning Commission Meeting Minutes – July 20, 2022
 - c) Park Commission Meeting Minutes – August 10, 2022
 - d) Water Main Breaks Report – August 2022
 - e) Water Pumpage Report – August 2022
5. **Public Comments Addressed to the Village Board.** Individuals properly signed in may speak directly to the Village Board on non-repetitive village matters whether on, or not on the agenda. However, no announcements of candidacy for any elected position will be permitted. Commenters must wait to be called, must speak from the podium, directing their comments to the board. Comments must be orderly. A maximum of 2-minutes per person is allowed and you must return to the audience when signaled to do so. Public comment is not permitted outside of this public comment period. *Note:* The board's ability to act on or respond to public comments is limited by Chapter 19, WI Stats. **To address the Village Board, complete the Public Participation signup sheet.**
6. Discussion Items
7. Unfinished Business
8. **New Business- Resolutions/Ordinances/Policies**
 - a) 220926-1 Certified Survey Map – Vacant Parcel #121023002 Located at the Northeast Intersection of Irish Road and West American Drive
 - b) 220926-2 Change Order #1 & Final – 2022 Road Resurfacing Program to Include the Resurfacing of Cold Spring Road from East Shady Lane to Jacobsen Road
 - c) 220926-3 Change Order #1 & Final – Stead Drive Sanitary Sewer Main Replacement Project
 - d) 220926-4 Authorization to Order a Parks & Recreation Replacement John Deere Six (6) Foot Mower in 2022 for Delivery in 2023
 - e) 220926-5 Accept Assistance to Firefighters Grant (AFG) for Fitness and Exercise Equipment to be Located at Fire Station #40 and Fire Station #41, to Include a 2022 Budget Amendment
 - f) 220926-6 Special Event License for Saint Mary Catholic High School Homecoming Parade Held October 7, 2022
 - g) 220926-7 Operator License Applicants
 - h) 220926-8 Expenditures
9. **Reports**
 - a) President Dale Youngquist
 - Announcement of Budget Workshop Dates
 - 2023 Village of Fox Crossing Budget Public Hearing to be Held Monday, November 28, 2022, at 6:00 p.m. in the Arden Tews Assembly Room of the Village Municipal Complex, 2000 Municipal Drive
 - b) Trustee Kris Koeppel – Fall Electronic Recycling Event will be held on Saturday, October 8, 2022 from 8:00 a.m. to Noon at the Municipal Complex
10. Closed Session
11. Adjourn

A quorum of Police & Fire, Planning, and Park Commissions may be present, although official action by those bodies will not be taken; the only business to be conducted is for Village Board action.

Those individuals requiring the assistance of a sign language interpreter to participate in this meeting may call 720.7101 a minimum of five business days prior to the meeting.

RES #220926-1

**CERTIFIED SURVEY MAP – VACANT PARCEL #121023002 LOCATED AT THE
NORTHEAST INTERSECTION OF IRISH ROAD AND WEST AMERICAN DRIVE**

WHEREAS, the applicant requests approval of a Certified Survey Map (CSM) to divide vacant parcel #121023002 located at the northeast intersection of Irish Road and West American Drive into two (2) lots and a segment of right-of-way; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their September 21, 2022 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: 7 Aye 0 Nay 0 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 26th day of September, 2022

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

RES #220926-2

CHANGE ORDER #1 AND FINAL – 2022 ROAD RESURFACING PROGRAM TO INCLUDE THE RESURFACING OF COLD SPRING ROAD FROM EAST SHADY LANE TO JACOBSEN ROAD

WHEREAS, on March 14, 2022, MCC, Inc. was awarded the 2022 Road Resurfacing Program, to include the Resurfacing of Cold Spring Road from East Shady Lane to Jacobsen Road project, in the amount of \$1,029,689.95; and

WHEREAS, Change Order #1 and Final reflects a decrease of \$5,550.96, due to the following:

Add Pavement Markings (Stop Line, Crosswalk, Words, and Arrows)	\$ 12,761.00
Gmeiner Road Inlet Adjustment	\$ 2,000.00
Detectable Warning Field (Cold Spring Road curb ramps)	\$ 5,175.00
Add Concrete for Cold Spring Road curb ramps	\$ 3,080.16
Tie Bars on Cold Spring Road	\$ 287.50
Remaining Base Bid final quantity adjustments	<u>(\$ 28,854.62)</u>
Total:	<u>(\$ 5,550.96)</u>

WHEREAS, the decrease of \$5,550.96 from Change Order #1 items results in a new total contract price of \$1,024,138.99 (final tabulations attached); and

WHEREAS, it is the recommendation of Village Engineer Lee Reibold and Street Superintendent Randy Gallow to approve Change Order #1 and Final to MCC, Inc., for a decrease in the amount of \$5,550.96, resulting in a new contract amount of \$1,024,138.99.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #1 and Final for the 2022 Road Resurfacing Program, to include the Resurfacing of Cold Spring Road from East Shady Lane to Jacobsen Road project, for a decrease in the amount of \$5,550.96 to **MCC, Inc., 2600 N. Roemer Road, P.O. Box 1137, Appleton, Wisconsin, 54912**, in the adjusted contract amount of \$1,024,138.99.

Adopted this 26th day of September, 2022

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

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220926-3

CHANGE ORDER #1 & FINAL – STEAD DRIVE SANITARY SEWER MAIN REPLACEMENT PROJECT

WHEREAS, on February 8, 2021, Advanced Construction, Inc., was awarded the Stead Drive Sanitary Sewer Main Replacement project, for the Base Bid amount of \$779,916.00 and Supplement Bid A amount of \$36,975.00, for a total contract amount of \$816,891.00; and

WHEREAS, Change Order #1 reflects a decrease of \$1,880.44 for the following adjustments:

Final Quantity Adjustments for Base Bid (Sanitary)	(\$4,039.92)
Final Quantity Adjustments for Supplement Bid A (Water)	(\$ 850.00)
Miscellaneous Change Order Items	<u>\$3,009.48</u>
Total:	<u>(\$1,880.44)</u>

WHEREAS, the decrease of \$1,880.44 from Change Order #1 items results in a new total contract price of \$815,010.56; and

WHEREAS, it is the recommendation of Village Engineer Brad Werner and Utility Superintendent David Tracey to approve Change Order #1 to Advanced Construction, Inc., for a decrease in the amount of \$1,880.44, resulting in a new contract amount of \$815,010.56.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #1 & Final for a decrease in the amount of \$1,880.44, for the Stead Drive Sanitary Sewer Main Replacement project, to **Advanced Construction, Inc., 2141 Woodale Avenue, Green Bay, Wisconsin**, reflecting a final contract amount of \$815,010.56.

Adopted this 26th day of September, 2022

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 #220926-4

AUTHORIZATION TO ORDER A PARKS & RECREATION REPLACEMENT JOHN DEERE SIX (6) FOOT MOWER IN 2022 FOR DELIVERY IN 2023

WHEREAS, according to the Village's Equipment Replacement Schedule, the Parks & Recreation Department's John Deere Six (6) Foot Mower is scheduled to be replaced in 2023; and

WHEREAS, due to material and supply shortages, the window for placing the order for the mower in order to receive delivery of the vehicle in 2023 is rapidly closing; and

WHEREAS, Director Geiser seeks authorization to order a replacement John Deere Six (6) Foot Mower for the Parks & Recreation Department in 2022, with delivery of the vehicle to occur in 2023.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that Director Geiser is authorized to order a replacement John Deere Six (6) Foot Mower for the Parks & Recreation Department in 2022, for delivery scheduled in 2023.

Adopted this 26th day of September, 2022

Requested by: 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 #220926-5

ACCEPT ASSISTANCE TO FIREFIGHTERS GRANT (AFG) FOR FITNESS AND EXERCISE EQUIPMENT TO BE LOCATED AT FIRE STATION #40 AND FIRE STATION #41, TO INCLUDE A 2022 BUDGET AMENDMENT

WHEREAS, the Village of Fox Crossing Fire Department has applied for and received an Assistance to Firefighters Grant (AFG) for Fitness and Exercise Equipment from the Federal Emergency Management Agency (FEMA); and

WHEREAS, the equipment will be located at Fire Station #40 and Fire Station #41; and

WHEREAS, the grant dollars for fiscal year 2022 are as follows:

AFG Grant	\$36,676.11	93.4%
Village Match	<u>\$ 2,575.89</u>	<u>6.6%</u>
Total:	\$39,252.00	100%

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby accepts the Assistance to Firefighters Grant (AFG) for Exercise and Fitness Equipment for Fire Station #40 and Fire Station #41.

BE IT FURTHER RESOLVED, the Village of Fox Crossing Board of Trustees appoints the Finance Director as the Authorized Organization Representative (AOR) for the purposes of accepting and executing the grant.

BE IT FURTHER RESOLVED, by the Village Board of Trustees that the 2022 Village of Fox Crossing budget is amended to provide funds for the AFG Grant, as attached.

Adopted this 26th day of September, 2022

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 #220926-6

**SPECIAL EVENT LICENSE FOR SAINT MARY CATHOLIC HIGH SCHOOL
HOMECOMING PARADE HELD OCTOBER 7, 2022**

WHEREAS, Kristin Billings, Student Council Advisor of Saint Mary Catholic High School, has submitted a Special Event License application to hold a Homecoming Parade; and

WHEREAS, this event will be held in the Village of Fox Crossing by Saint Mary Catholic High School on Friday, October 7, 2022 from 3:00 p.m. to 6:00 p.m.; and

WHEREAS, the parade participants will line up at Schildt Park between 3:00 p.m. and 6:00 p.m.; the parade route will begin at Schildt Park, proceed down Cold Spring Road, then conclude at Saint Mary Catholic High School, 1050 Zephyr Drive, Neenah; and

WHEREAS, the proper fees have been paid, receipted, and a copy of liability insurance will be on file for the event.

NOW, THEREFORE BE IT RESOLVED, the Village of Fox Crossing Board of Trustees hereby approves the Special Event License for Saint Mary Catholic High School, to be held on October 7, 2022.

Approved this 26th day of September, 2022

Requested by: Darla M. Fink, Village Clerk

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220926-7

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:

Samuel Allen – Approved
Megan Aubin – Approved
Asia Clark – Approved
Jada Guidry – Approved
Sierra Will – Approved

WHEREAS, the Police Chief submits the applicant with a recommendation of denial as follows:

Jose Ortega – 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, 2022 - June 30, 2024.

BE IT FURTHER RESOLVED that the above applicant recommended for denial be denied.

Adopted this 26th day of September, 2022

Requested by: Scott Blashka, Police Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #220926-8

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$1,781,721.71

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

Pending:		
General Fund	\$	372,124.98
Special Revenue Fund	\$	315,232.23
Debt Fund	\$	-
Capital Projects Fund	\$	287,401.92
Water Fund	\$	57,721.72
Sewer Fund	\$	38,753.87
Stormwater Fund	\$	34,078.49
Trust & Agency Fund	\$	565.80
Special Processed Payments	\$	675,842.70
Total:	\$	<u>1,781,721.71</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 26th day of September, 2022.

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: September 20, 2022

For Village Board Meeting of: September 26, 2022

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$372,124.98
Special Revenue Funds	\$315,232.23
Debt Fund	\$0.00
Capital Projects Fund	\$287,401.92
Water Fund	\$57,721.72
Sewer Fund	\$38,753.87
Stormwater Fund	\$34,078.49
Trust & Agency Fund	\$565.80
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Total Bills for	September 26, 2022
	<u><u>\$1,105,879.01</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE		DEPT. /PURPOSE	AMOUNT
44390-44471	Village Specials	9/7-9/20/22	**See Attached Listing**	\$235,499.38
ACH	Employee Benefits Corp	9/6-9/20	Flex Spending Claims	\$540.25
ACH	Plug N Pay	9/13/2022	Aug CC Fees	\$15.00
ACH	Plug N Pay	9/13/2022	Aug CC Fees	\$28.05
ACH	ETF	9/13/2022	Medical Ins	\$131,395.92
VOID	WI Dept of Revenue	8/26/2022	Void	(\$200.00)
VOID	Cummins N Power	9/12/2022	Void	(\$669.03)
VOID	Cardmember Service	9/12/2022	Void	(\$559.26)
VOID	Katie Buskirk	8/26/2022	Void	(\$60.00)
ACH	WDC	9/15/2022	Deferred Comp	\$5,905.20
ACH	WI Retirement	9/20/2022	August Retirement	\$70,007.90
ACH	Elavon	9/13/2022	Aug CC Fees	\$119.58
ACH	Elavon	9/13/2022	Aug CC Fees	\$333.76
ACH	American Express	9/14/2022	Aug CC Fees	\$6.86
ACH	WI Dept of Revenue	9/16/2022	Business Tax Registration	\$10.00
44602-44610	Payroll	9/15/2022	Payroll	\$1,605.68
ACH	Payroll	9/15/2022	Payroll	\$164,866.43
ACH	Payroll	9/15/2022	Taxes	\$66,996.98
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Total Special Processed Payments				<u><u>\$675,842.70</u></u>

GRAND TOTAL \$1,781,721.71