

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, November 14, 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**
 - a) Premiere of Fire Department Recruitment Video – Fire Chief Brian Harbison
3. **Public Hearings**
4. **Minutes to Approve/ Minutes and Correspondence to Receive**

Minutes to Approve

 - a) Regular Village Board Meeting – October 24, 2022

Minutes and Correspondence to Receive

 - b) November 8, 2022 Gubernatorial Election Results
 - c) Park Commission Meeting Minutes – October 12, 2022
 - d) Neenah-Menasha Sewerage Commission Meeting Minutes – September 27, 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) 221114-1 Amend Village of Fox Crossing Fee Schedule for 2023
 - b) 221114-2 Amend Village of Fox Crossing Bond Schedule for 2023
 - c) 221114-3 Set 2023 Sanitary Sewer Rates
 - d) 221114-4 Amend Fox Crossing Additional Compensation Pay Schedule
 - e) 221114-5 Amend Fox Crossing Paid-on-Call Firefighter Pay Plan
 - f) 221114-6 Approve 2023 Village Board Meeting Calendar
 - g) 221114-7 Readopt Village of Fox Crossing Public Records Policy to Comply with Chapter § 19.34 of the Wisconsin Statutes
 - h) 221114-8 Appointment of Park Commission Member – Jordyn Kurer
 - i) 221114-9 Reappoint Fox Crossing Representative to the Fox Cities Convention & Visitors Bureau Board of Directors – Village Manager Jeffrey Sturgell
 - j) 221114-10 Change Order #1 & Final – Cold Spring Road Reconstruction with Trail from Jacobsen Road to Zephyr Drive Project
 - k) 221114-11 Operator License Applicants
 - l) 221114-12 Expenditures
9. **Reports**
 - a) Finance Director Jeremy Searl – Wisconsin Public Service Commission (PSC) will Host a Virtual Public Hearing on the Fox Crossing Utilities Water Rate Case on Tuesday, November 22, 2022 at 11:00 a.m.; the audiovisual link will be <https://us02web.zoom.us/my/pschearings>
 - b) President Dale Youngquist
 - 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
 - Santa Rides Again on the Santa Float December 5 through December 9, 2022
 - Thanksgiving Wishes
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 #221114-1

AMEND VILLAGE OF FOX CROSSING FEE SCHEDULE FOR 2023

WHEREAS, on July 13, 2020, the Village of Fox Crossing Board of Trustees adopted the Village of Fox Crossing Fee Schedule (previously listed as Appendix B of the former Fox Crossing Municipal Code)

WHEREAS, it is necessary, from time to time, to amend the Fee Schedule to ensure appropriate fees are charged to maintain adequate Village services.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby amends the Village of Fox Crossing Fee Schedule, as attached, effective January 1, 2023.

Adopted this 14th day of November, 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 #221114-2

AMEND VILLAGE OF FOX CROSSING BOND SCHEDULE FOR 2023

WHEREAS, on July 13, 2020, the Village of Fox Crossing Board of Trustees adopted the Village of Fox Crossing Bond Schedule (previously listed as Appendix D of the former Fox Crossing Municipal Code)

WHEREAS, it is necessary, from time to time, to amend the Bond Schedule to ensure appropriate bond amounts are charged to maintain the proper enforcement of Village ordinances.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby amends the Village of Fox Crossing Bond Schedule, as attached, effective January 1, 2023.

Adopted this 14th day of November, 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 #221114-3

SET 2023 SANITARY SEWER RATES

WHEREAS, Fox Crossing Utilities has received projected 2023 budget cost increases from the Fox West Sewerage Commission, the Neenah-Menasha Sewerage Commission, along with increased debt payment costs; and

WHEREAS, it is necessary to increase rates due to the increase in the projected treatment plant expenses and increased debt payment costs; and

WHEREAS, on October 24, 2022, the Village Board, at its budget workshop, reviewed the projected Fox Crossing Utilities' costs for 2023; and

WHEREAS, the Wastewater Utility needs a 5% overall revenue increase; and

WHEREAS, the lateral repair fund charge is applicable to all single family (including 1 and 2 unit condominiums), duplex or mobile home residential customers—private sewer systems are excluded; and

WHEREAS, with the lateral repair charge, Fox Crossing Utilities will pay 50% of the repair costs, to a maximum of \$2,000, when a village-approved contractor is utilized; and

WHEREAS, the Fox Crossing Utilities will pay 50% for the installation of backflow check valves, up to a maximum of \$300; and

WHEREAS, the sewer summer credit calculations will remain the same, as stated in resolution #060508-2:UD.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees authorizes the Finance Director to increase sewer rates, effective January 15, 2023, as attached, to result in an overall 5% sanitary sewer revenue increase.

Adopted this 14th day of November, 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

RES#221114-4

AMEND FOX CROSSING ADDITIONAL COMPENSATION PAY SCHEDULE

WHEREAS, Resolution #140630-5:TB approved the Town of Menasha Additional Compensation Pay schedule, and Resolutions #160411-7:TB, #200622-5, and #211122-4 amended the schedule; and

WHEREAS, full-time, part-time, and seasonal Park employees currently receive \$10 per day for Standby Pay when they are required to carry a cell phone/pager for a day; and

WHEREAS, Director Geiser requests the pay schedule be amended to authorize a Standby Pay payment of \$20 per day for full-time Park employees; and

WHEREAS, Director Geiser requests the pay schedule be amended to authorize a Standby Pay payment of \$15 per day for part-time and seasonal Park employees.

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 January 1, 2023.

Adopted this 14th day of November, 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

RES#221114-5

AMEND FOX CROSSING PAID-ON-CALL FIREFIGHTER PAY PLAN

WHEREAS, Resolution #100222-1:CLOSED approved the Town of Menasha (Village of Fox Crossing) Paid-on-Call Firefighter Pay Plan, which was updated through the Budget process in 2014 and 2018; and

WHEREAS, Fire Chief Brian Harbison requests to simplify the Pay Plan to provide pay based on four (4) position categories and years of service, as follows:

Beginning January 2, 2023

		YEARS OF SERVICE			
	GRADE	0-3	4-5	6-10	10+
POSITION	STEP	1	2	3	4
Fire Fighter	1	\$12.00	\$13.00	\$15.00	\$16.00
Driver	2	\$13.00	\$14.00	\$16.00	\$17.00
Lieutenant	3	\$15.50	\$16.50	\$18.50	\$19.50
Captain	4	\$16.50	\$17.50	\$19.50	\$20.50

Beginning July 3, 2023

		YEARS OF SERVICE			
	GRADE	0-3	4-5	6-10	10+
POSITION	STEP	1	2	3	4
Fire Fighter	1	\$13.00	\$14.00	\$15.00	\$16.00
Driver	2	\$14.00	\$15.00	\$16.00	\$17.00
Lieutenant	3	\$16.50	\$17.50	\$18.50	\$19.50
Captain	4	\$17.50	\$18.50	\$19.50	\$20.50

NOW, THEREFORE BE IT RESOLVED, by the Village of Fox Crossing Board of Trustees that the Fox Crossing Paid-on-Call Firefighter Pay Plan is hereby amended, as listed above, effective January 2, 2023, and July 3, 2023, respectively.

Adopted this 14th day of November, 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

RES #221114-6

APPROVE 2023 VILLAGE BOARD MEETING CALENDAR

WHEREAS, the Village of Fox Crossing Board of Trustees desires to set the dates and times for the 2023 Village meetings; and

WHEREAS, the meeting dates for regularly scheduled Village Board meetings are determined by majority vote of the Village Board in accordance with Chapter § 5-2(A) Regular Meetings.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves and establishes the regular 2023 meeting calendar, as attached.

Dated this 14th day of November, 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 #221114-7

READOPT VILLAGE OF FOX CROSSING PUBLIC RECORDS POLICY TO COMPLY WITH CHAPTER 19.34 OF THE WISCONSIN STATUTES

WHEREAS, in accordance with Wisconsin Statute 19.34, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice with established times and places whereby the public may obtain information and access to Village records, make requests for records, or obtain copies of records, and the costs thereof; and

WHEREAS, a Public Records Policy was adopted by the Town Board of Supervisors on January 10, 1983; and

WHEREAS, the Public Records Policy requires review by the Village Board every three (3) years, unless substantial changes have been made; and

WHEREAS, the Policy was last amended at a Village Board meeting on November 11, 2019; and

WHEREAS, the Village Clerk is recommending that the Village Board readopt the attached Village of Fox Crossing Public Records Policy.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of Trustees shall approve the attached Public Records Policy.

BE IT FURTHER RESOLVED that a copy of the Public Records Policy shall be permanently posted on the bulletin board in the front lobby of the Fox Crossing Municipal Complex, 2000 Municipal Drive, Neenah, Wisconsin.

Adopted this 14th day of November, 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 #221114-8

APPOINTMENT OF PARK COMMISSION MEMBER – JORDYN KURER

WHEREAS, Park Commissioner Rhonda Elliot has decided to step down from the Park Commission to pursue other activities; and

WHEREAS, with Commissioner Elliot stepping down from the Commission, an open seat exists on the Park Commission for the remainder of a three (3) year term that expires on June 30, 2024; and

WHEREAS, Village President Dale Youngquist nominates Jordyn Kurer for appointment to the Park Commission to fill a vacancy for the remainder of a three (3) year term beginning July 1, 2021 and expiring June 30, 2024; and

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

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby approve the appointment of Jordyn Kurer to the Park Commission to fill the remainder of a three (3) year term commencing July 1, 2021 and expiring June 30, 2024.

Adopted this 14th day of November, 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

RES #221114-9

**REAPPOINT FOX CROSSING REPRESENTATIVE TO THE FOX CITIES
CONVENTION & VISITORS BUREAU BOARD OF DIRECTORS—VILLAGE
MANAGER JEFFREY STURGELL**

WHEREAS, when a community within the Fox Cities Tourism Zone generates one percent (1%) or greater of the total Room Tax generated in the Zone, the community receives a seat on the Fox Cities Convention and Visitors Bureau Board of Directors; and

WHEREAS, the Village of Fox Crossing holds one (1) seat on the Fox Cities Convention and Visitors Bureau Board of Directors; and

WHEREAS, Village President Youngquist nominates Village Manager Jeffrey Sturgell for reappointment to a three (3) year term beginning January 1, 2023 and ending December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby appoints Village Manager Jeffrey Sturgell to serve as the Fox Crossing representative to the Fox Cities Convention & Visitors Bureau Board of Directors for a three (3) year term beginning January 1, 2023 and ending December 31, 2025.

Adopted this 14th day of November, 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

RES #221114-10

CHANGE ORDER #1 & FINAL – COLD SPRING ROAD RECONSTRUCTION WITH TRAIL FROM JACOBSEN ROAD TO ZEPHYR DRIVE PROJECT

WHEREAS, on April 11, 2022, Carl Bowers & Sons Construction Co., Inc. was awarded the Cold Spring Road Reconstruction with Trail from Jacobsen Road to Zephyr Drive contract, in the amount of \$560,294.00; and

WHEREAS, Change Order #1 reflects a decrease of \$16,626.30, due to the following:

Add 12 inch Storm Sewer south of KC entrance	\$ 4,900.00
Add 12 inch Endwall	\$ 100.00
Remove Concrete from KC lateral & roadway	\$ 3,200.00
Add Traffic Signal Cable	\$ 251.75
Remove Lawn Restoration	(\$ 2,450.00)
Final Quantity Adjustments	(\$ 22,628.05)
Total:	(\$ 16,626.30)

WHEREAS, the decrease of \$16,626.30 from Change Order #1 items results in a new total contract price of \$543,667.70; and

WHEREAS, it is the recommendation of Village Engineer Lee Reibold and Street Superintendent Randy Gallow to approve Change Order #1 to Carl Bowers & Sons Construction Co., Inc., for a decrease in the amount of \$16,626.30, resulting in a new contract amount of \$543,667.70.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #1 & Final for the Cold Spring Road Reconstruction with Trail from Jacobsen Road to Zephyr Drive contract, for a decrease in the amount of \$16,626.30 to **Carl Bowers & Sons Construction Co., Inc., N1844 Maloney Road, Kaukauna, Wisconsin,** for an adjusted contract amount of \$543,667.70.

Adopted this 14th day of November, 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 #221114-11

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:

Iain Decker – Approved
Jeffrey Key – Approved
Mersadee Steen – 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 14th day of November, 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 #221114-12

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$2,257,778.53

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

Pending:		
General Fund	\$	73,323.10
Special Revenue Fund	\$	54,945.92
Debt Fund	\$	-
Capital Projects Fund	\$	-
Water Fund	\$	840,021.80
Sewer Fund	\$	294,510.47
Stormwater Fund	\$	32,122.31
Trust & Agency Fund	\$	4,938.80
Special Processed Payments	\$	957,916.13
Total:	\$	<u>2,257,778.53</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 14th day of Novemember, 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: November 8, 2022
 For Village Board Meeting of: November 14, 2022

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$73,323.10
Special Revenue Funds	\$54,945.92
Debt Fund	\$0.00
Capital Projects Fund	\$0.00
Water Fund	\$840,021.80
Sewer Fund	\$294,510.47
Stormwater Fund	\$32,122.31
Trust & Agency Fund	\$4,938.80
	<hr/>
Total Bills for	November 14, 2022
	<u><u>\$1,299,862.40</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE	DEPT. /PURPOSE	AMOUNT
44390-44471	Village Specials	10/19-11/8/22	**See Attached Listing** \$236,308.28
ACH	Employee Benefits Corp	10/20-11/8	Flex Spending Claims \$1,721.33
ACH	Paymentus	10/20/2022	Sept CC Fees \$1,928.08
ACH	DTCC	11/1/2022	Revenue Interest Pymnt \$272,064.38
ACH	State of WI	10/25/2022	TID #5 Creation Fee \$1,000.00
ACH	Elavon	11/7/2022	Oct CC Fees \$77.18
ACH	WI Deferred Comp	10/27/2022	Deferred Comp \$5,937.51
ACH	VOID	10/28/2022	Void (\$13,650.00)
ACH	Plug N Play	11/3/2022	Oct CC Fees \$30.00
ACH	Elavon	11/7/2022	Oct CC Fees \$29.75
ACH	ETF	11/8/2022	Medical Ins \$136,454.80
ACH	ETF	11/8/2022	Retirement \$73,489.40
ACH	WI Deferred Comp	11/8/2022	Deferred Comp \$6,135.67
45035-45041	Payroll	10/27/2022	Payroll \$2,170.53
ACH	Payroll	10/27/2022	Payroll \$166,850.49
ACH	Payroll	10/27/2022	Taxes \$67,368.73
			<hr/>
Total Special Processed Payments			<u><u>\$957,916.13</u></u>
 GRAND TOTAL			 <u><u>\$2,257,778.53</u></u>