

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, January 13, 2025 - 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) Special Village Board Meeting – December 16, 2024
 - b) Regular Village Board Meeting – December 16, 2024Minutes and Correspondence to Receive
 - c) Park Commission Meeting Minutes – December 11, 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) 250113-1 Award Proposal – Westfield Playground Equipment Replacement Project
 - b) 250113-2 Change Order #1 & Final – Sand Point Stormwater Pond Construction Project
 - c) 250113-3 Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing
 - d) 250113-4 Establish Polling Places for 2025 Elections
 - e) 250113-1:ORD An Ordinance to Adopt the Village of Fox Crossing Municipal Code Approved to Date as the General Ordinances for the Village of Fox Crossing *First Reading, Second Reading & Adoption*
 - f) 250113-5 Operator License Applicants
 - g) 250113-6 Expenditures
9. **Reports**
 - a) Police Chief Scott Blashka – Successful Re-accreditation of the Fox Crossing Police Department
 - b) Clerk Darla Fink – Announce Candidates for Village Offices for the April 1, 2025 Spring Elections
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
SPECIAL MEETING – CLOSED SESSION
Municipal Complex – Arden Tews Assembly Room
Monday, December 16, 2024

Minutes

1. Call to Order

At 5:15 p.m., the special meeting was called to order. Village Manager Jeffrey Sturgell noted the following Village Board members were present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koeppel, Kate McQuillan, and Deb Swiertz. Excused: Trustee Gregory Ziegler and Trustee Barb Hanson.

2. Closed Session

MOTION: Trustee Van Dyke, seconded by Trustee Swiertz to convene into Closed Session, pursuant to WI Statute 19.85(1)(c) to discuss the performance and compensation of individual employees. On roll call to go into Closed Session, Motion carried unanimously 5-0.

At 5:15 p.m., the Board met and discussed the performance and compensation of individual employees.

Village Manager Sturgell joined the meeting at 5:33 p.m.

At 5:38 p.m., pursuant to WI Stat. 19.85 (2), **MOTION:** Trustee Van Dyke, seconded by Trustee Swiertz to reconvene into Open Session. Motion carried 5-0.

3. Adjourn

At 5:38 p.m., **MOTION:** Trustee Van Dyke, seconded by Trustee Koeppel to adjourn the Closed Session. Motion carried.

Respectfully submitted,

Darla M. Fink, WCMC, 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, December 16, 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, Kate McQuillan, and Deb Swiertz. Excused: Trustee Gregory Ziegler and Trustee Barb 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, Police Captain Tim Callan, Director of Public Works Joe Hoechst, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, Engineer Zach Laabs, and Engineer Lee Reibold. There were ten attendees.

2. Awards / Presentations

a) Introduction and Oath of Office of Fox Crossing Police Officer Anna Matos – Police Chief Scott Blashka

Chief Blashka introduced Officer Matos and stated she will be graduating from the Recruit Academy in May 2026. Clerk Fink administered the Oath of Office.

3. Public Hearings

4. Minutes to Approve / Minutes and Correspondence to Receive

Minutes to Approve

- a) Budget Workshop #3 – October 21, 2024
- b) Budget Workshop #4 – October 28, 2024
- c) 2025 Budget Public Hearing – November 25, 2024
- d) Regular Village Board Meeting – November 25, 2024

Minutes and Correspondence to Receive

- e) Park Commission Meeting Minutes – November 13, 2024
- f) Planning Commission Meeting Minutes – November 20, 2024
- g) Police and Fire Commission Meeting Minutes – November 20, 2024

MOTION: Trustee Van Dyke, seconded by Trustee Koeppe 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

Connor Kane – 979 Solar Parkway, Neenah, WI

Mr. Kane stated he was involved in a vehicle vs. pedestrian accident a few weeks ago on Kaufman Street where he lives and travels every day. He stated he wanted to speak to the Board and advocate for some sort of sidewalk, additional lighting, or flashing signage be installed for safety. He stated he is legally blind, but he is also concerned for children and other pedestrians traveling on foot. President Youngquist stated he would refer this request to the Director of Public Works and the Police Chief. He asked Director Hoechst to give Mr. Kane his number to discuss this further.

6. Discussion Items**7. Unfinished Business****8. New Business-Resolutions/Ordinances/Policies**a) 241216-1 Final Plat – Tayco Road Subdivision

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) 241216-2 Change Order #2 & Final – 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.

c) 241216-3 Change Order #1 & Final – Blake’s Way Reconstruction Project

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

d) 241216-4 Final Acceptance for Various Water Mains Located in the Town of Clayton

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

e) 241216-5 2025 Intermunicipal Agreement Between the City of Appleton and the Village of Fox Crossing, to Provide for Cost-Sharing of Transit Services for the Elderly

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

f) 241216-6 Issue Annual Secondhand Dealer Licenses – January 1 through December 31, 2025

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

g) 241216 -7 Operator License Applicants

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

h) 241216-8 Expenditures

MOTION: Trustee Koeppe, seconded by Trustee McQuillan to approve the expenditures submitted without exception. President Youngquist mentioned holding back some funds for the Jacobsen Road project due to noise concerns coming from the pavement while traveling on this road. It was determined payment would not be withheld, and they would look into this pavement noise issue further. Motion carried via voice vote.

9. Reportsa) Village President Dale Youngquist

- *Village Offices Closed December 24, 25, & 31, 2024 and January 1, 2025 in Observance of Holidays*

President Youngquist advised the residents that the Village Offices will be closed on December 24th, 25th, and 31st and January 1st to observe the holidays.

- *Last Day for In-Person Tax Collection in 2024 at the Municipal Complex Finance Office is Monday, December 30, 2024; Community First Credit Union will Collect Taxes in Lobby from 8:00 a.m. to 5:00 p.m. on December 31, 2024*

President Youngquist advised the 2024 tax collection hours at the Municipal Complex will end on Monday, December 30th. Residents can continue to pay taxes at either branch of Community First Credit Union in the lobby until 5:00 p.m. on December 31st.

- *Christmas and Holiday Wishes*

President Youngquist and Board Members wished staff and residents a safe and healthy holiday season.

10. Closed Session

11. Adjourn

At 6:28 p.m., **MOTION:** Trustee Swiertz, seconded by Trustee McQuillan to adjourn. Motion carried via voice vote.

Respectfully submitted,

Darla M. Fink, WCMC, 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

December 11, 2024

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

Excused: Suneer Patel

Staff Present: Director Amanda Geiser

Others in Attendance: Tim Reitzner, Mary Ehlert, Zach Wenzlaff, Jacob Wenzlaff, Sam Wenzlaff

* * * * *

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 November 13, 2024, regular meeting minutes. Commissioner Otto motioned to accept the minutes, seconded by Commissioner Sylvester. Motion carried.

PUBLIC FORUM

- None

DISCUSSION/PRESENTATION

A. Volunteer of the Year Award: Director Geiser presented the 2024 Volunteer of the Year Award(s) to Jack Wenzlaff and Jake Wenzlaff. Both individuals were recognized for their time and dedication to the mountain bike trails, specifically the renovated pump track, at Woodland Prairie Park. Director Geiser noted that both Zack and Jake have spent over 160 hours working at the park throughout the year and are very deserving of this award. Commission members thanked both of them, noting the work that they have done is a real asset to the community and the pump track is a very busy area for local bikers, especially on nice days and weekends.

REPORTS

- A. Park Report:** Accepted as written.
- B. Recreation Report:** Accepted as written.
- C. Director Report:** Accepted as given.
- D. Commission Reports:**
 - **Commissioner Beson:** Reported that he recently went to Gant Park to mark ash trees. This will allow the park crew to start removing them over the winter. He estimated there were at least 30 trees that will need to be removed.
 - **Commissioner Otto:** Shared that he noticed that the O’Hauser Disc Golf Course remains busy so far this winter, despite the weather.
 - **Commissioner Kurer:** Questioned if there was a length of time Commissioners should retain the packets received for each meeting.
 - **Commissioner Sylvester:** No report.
 - **Commissioner Wollerman:** No report.
 - **Commissioner McCoy:** No report.
 - **Commissioner Patel:** Excused.

OLD BUSINESS

- None

NEW BUSINESS

- A. Suburban Athletics/O'Hauser Park Storage Shed:** *Commissioner Sylvester made a motion to approve the storage shed request made by Suburban Athletics, Inc. Commissioner Otto seconded.*

Director Geiser reviewed a request made by Suburban Athletics (SAI) to place a prefabricated shed structure at O'Hauser Park. The shed would be approximately 12'x24' in size and sit in an area south of the current concession building. SAI President, Tim Reitner, was in attendance to answer any questions the Commission had. He indicated that having this additional space would allow them to move equipment out of the existing building, creating more room for the concession stand volunteers to store soda, water, snacks, etc. As it stands right now, the volunteers are having to run to the store every week. The new shed would also allow the club to move items from a current storage facility to O'Hauser Park, allowing them to save money on rent. Mr. Reitzner noted the shed would match the new color scheme of the existing concession building. The Commission asked who is responsible if the shed were to be vandalized. Director Geiser indicated the club would be responsible and she would look to amend the current agreement to add verbiage to reflect the responsibility.

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

CORRESPONDENCE

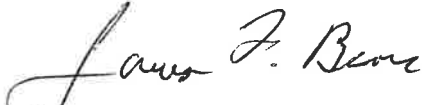
- None

ADJOURNMENT

Commissioner Otto motioned, seconded by Commissioner Sylvester, to adjourn the Park Commission meeting at 6:40PM. Motion carried unanimously.

The next Commission meeting is scheduled for January 8, 2025, at the Municipal Complex, 2000 Municipal Drive, Neenah, at 6:00PM.

Sincerely,



Jim Beson

Chairperson - Village of Fox Crossing Park Commission

RES #250113-1

AWARD PROPOSAL – WESTFIELD PLAYGROUND EQUIPMENT REPLACEMENT PROJECT

WHEREAS, on January 6, 2025, proposals for the Westfield Playground Equipment Replacement Project were due in the office of the Parks & Recreation Department by 11:00 a.m., at which time they were publicly opened and read; and

WHEREAS, one (1) vendor submitted two (2) proposals: (bid tabulation enclosed)

<u>Vendor</u>	<u>Base Proposal</u>
Lee Recreation, LLC (Option 1)	\$ 72,381.00
Lee Recreation, LLC (Option 2)	\$ 74,600.00

WHEREAS, it is the recommendation Parks & Recreation Director Amanda Geiser to award the proposal to Lee Recreation, LLC (Option 2), in the total amount of \$74,600.00, with final quantity adjustments made by change order to reflect actual quantities; and

WHEREAS, the Park Commission reviewed this item at their January 10, 2025 Commission meeting and voted to recommend the contract for the Westfield Playground Equipment Replacement project be awarded to Lee Recreation, LLC (Option 2), for a total amount of \$74,600.00; and

WHEREAS, Director Geiser requests flexibility to adjust the final project amount up to a maximum allowable amount of \$80,000 to potentially exchange pieces of equipment or make other on-site modifications.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby award the proposal for the Westfield Playground Equipment Replacement project to **Lee Recreation, LLC (Option 2), 260 West Main, Cambridge, Wisconsin**, for the total amount of **\$74,600.00**.

BE IT FURTHER RESOLVED, that the Village Board authorizes Director Geiser to adjust the final project amount up to a maximum allowable amount of \$80,000 to exchange pieces of equipment or make other on-site modifications.

Adopted this 13th day of January, 2025

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

APPENDIX B

The undersigned hereby declares that they have carefully examined the requirements of the specifications contained herein, and propose to furnish and deliver to the Village of Fox Crossing, the apparatus listed below.

OPTION 1	142-195556-1
Design Cost	\$ 0
Equipment Cost	\$ 37,181.00
Installation Cost	\$ 35,200.00
<small>Poured in place & 6" x 8" curbing</small>	
Total Cost	\$ 72,381.00

OPTION 2 (If Applicable)	142-195565-1
Design Cost	\$ 0
Equipment Cost	\$ 39,800.00
Installation Cost	\$ 34,800.00
<small>Poured in place & 6" x 8" curbing</small>	
Total Cost	\$ 74,600.00

Signed: Megan Lee Cunningham

Date: 1-06-2025

Representative Name: Megan Lee Cunningham

Title: Sales

Company: Lee Recreation, LLC

Address: 260 W Main - Cambridge, WI 53523

Phone Number: 800-775-8937

Email: megan@leerecreation.com

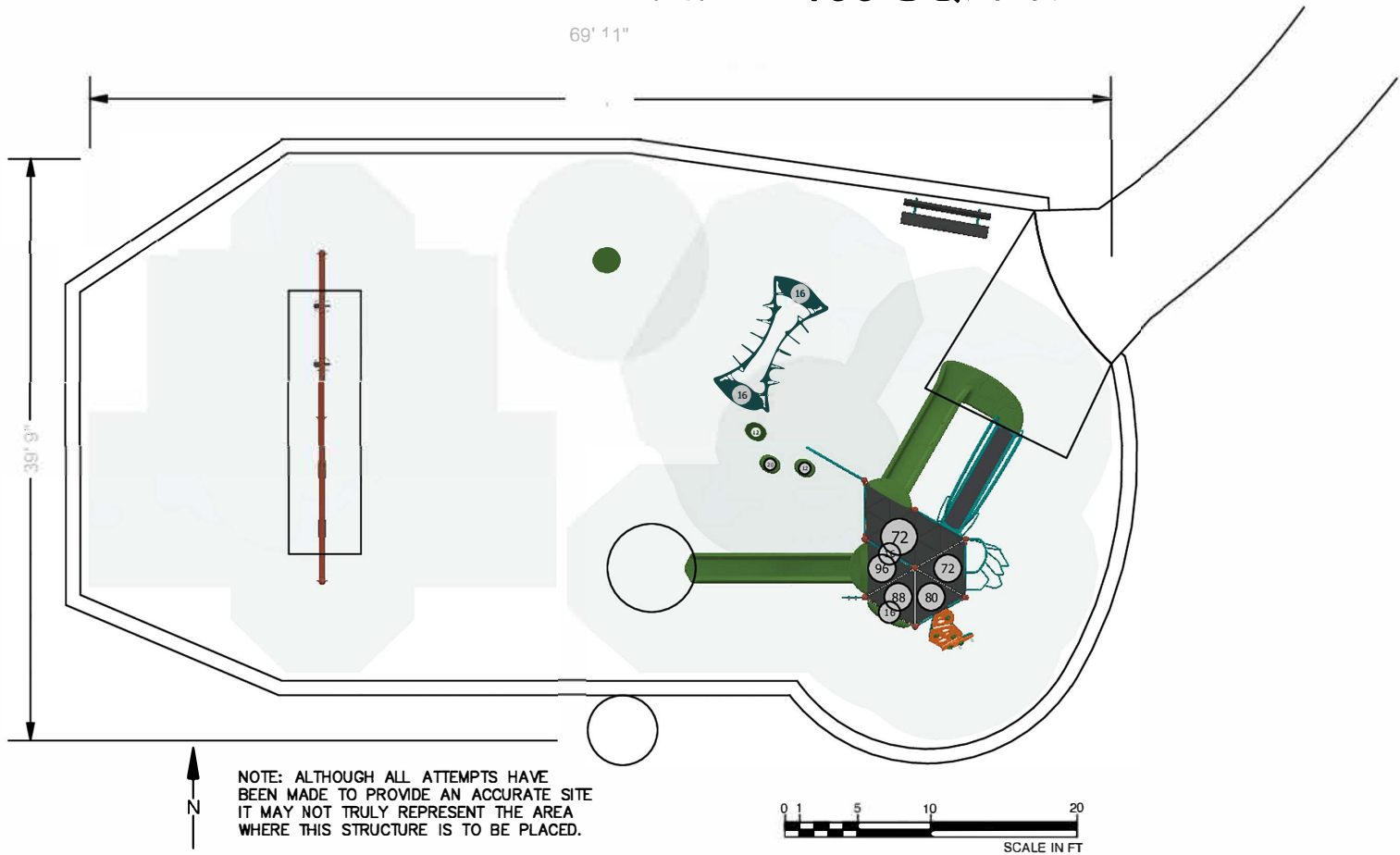


COLOR KEY

- REDWOOD
- AQUA
- SILVER
- OLIVE
- ORANGE
- GRANITE
- GRAY
- GRAY/BLACK
- OLIVE/BLACK



CURB = 190 FT.
PIP = 400 SQ. FT.



SERIES

Nucleus | Burke Basics | Intensity

GROUP:

NU-3428 | Add-on | Freestanding

DESIGNED FOR AGES:

5 to 12

Westfield Park-Fox Crossing

Fox Crossing, WI 54956



SITE PLAN VIEW

12/20/2024

Lee Recreation, LLC

142-195556-1

Designer: Brandy Janke

BCI BURKE COMPANY, LLC | PO BOX 549 FOND DU LAC, WI 54936-0549 | 920.921.9220 | BCI@BURKE.COM

OVERALL BOUNDING OF USE ZONES
Area: 2776 sq.ft.
Perimeter: 219.2 ft.
STRUCTURE SIZE: 9"x69' 11"
POST SIZE(S):

**The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

PLAYGROUND ACCESSIBILITY (Provided/Required)					
TOTAL EVENTS	ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	GROUND EVENTS	TYPES OF GROUND EVENTS
19	6 / 3	6 / 0	0 / 0	16 / 2	7 / 2

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

Warning: Accessible safety surfacing material is required beneath and around this equipment that is compliant with ASTM, CPSC, and ADAAG requirements.

Village of Fox Crossing
Westfield Park Playground
Option 1
Design #142-195556-1

Nucleus Playstructure Designed for ages 5-12
19 Active Play Events for an estimated 69 users
Minimum area needed: 70' x 40'

ADA Accessibility Guideline - ADAAG Conformance

Number of Play Events - 19

Number of Elevated Play Events - 6

Number of Elevated Play Events Accessible by Transfer Station - 6-- Required - 0

Number of Ground Level Play Events - Provided 16 - Required 2

Number of Types of Ground Level Play Events - Provided 7 - Required 2

PLAY COMPONENTS INCLUDED:

DECKS

4- Triangle

1- Half Hexagon

SLIDES

Velo XL Slide @ 96" Deck Ht.

360 Loop Slide @ 72" Deck Ht.

CLIMBERS

Formis Ladder

Topo Climber

Tree Branch Climber

Ion Climber

360 Loop Climber

UPPER BODY EVENTS

Straight Overhead Ladder

BALANCE/CLIMBING/SOCIAL

2-Flylow Pod

2-Flylow Step Pod

PLAY ACTIVITY PANELS

3-In-A-Row Panel

Rain Crescent Panel

Independent Play Events:

2-Bay Single Post Swing Assembly
Includes: 2-Belt Seats, 2 Tot Seats
Kidforce Spinner
6' Traditional Bench with Back



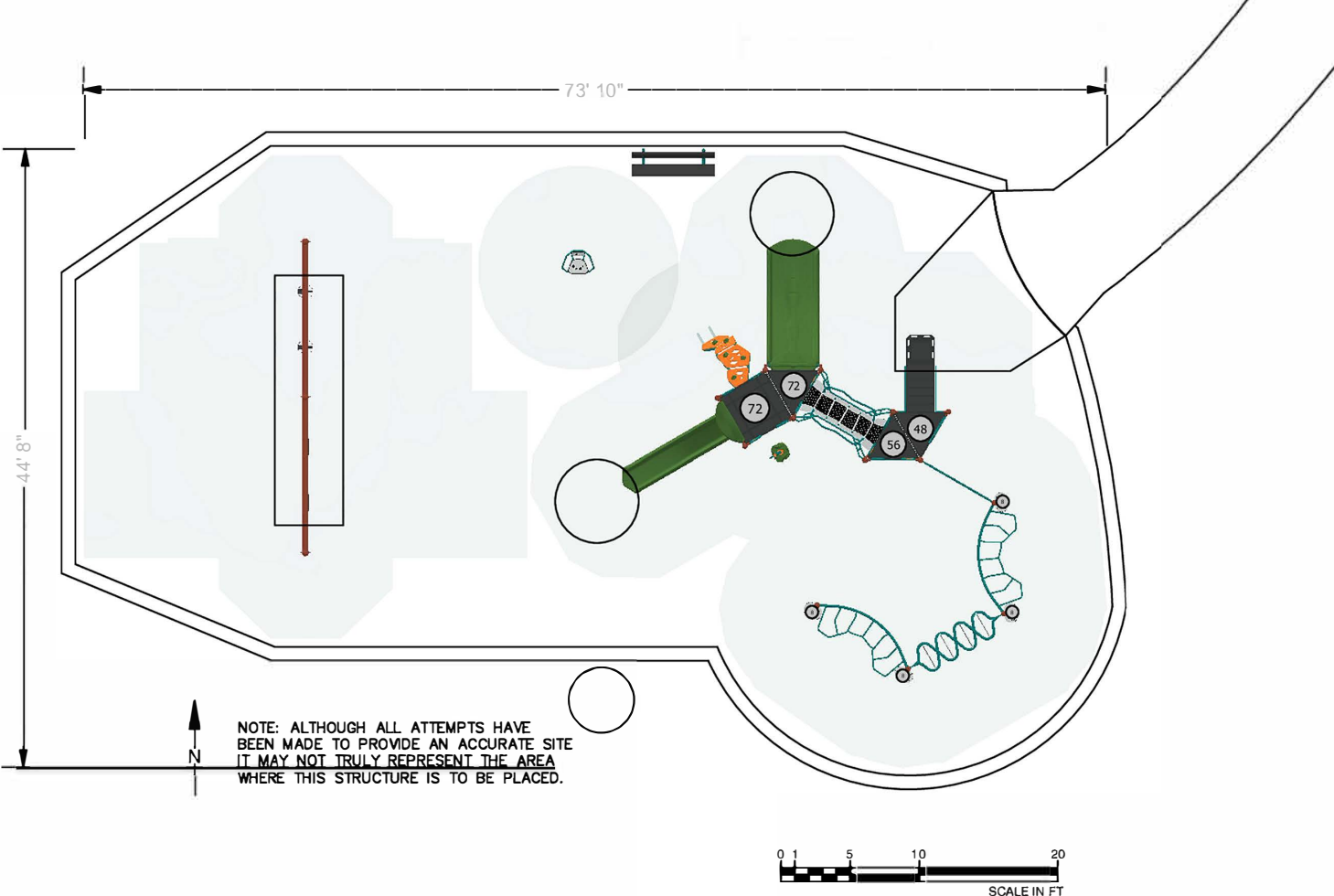
COLOR KEY

- NAVY
- LIME
- ORANGE
- SILVER
- GRANITE
- GRAY
- GRAY/BLACK
- ORANGE/BLACK



CURB = 205 FT.

PIP = 400 SQ. FT.



NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS STRUCTURE IS TO BE PLACED.



SERIES Burke Basics | Nucleus | Intensity

GROUP: Structural/Freestanding

DESIGNED FOR AGES: 5 to 12

Westfield Park-Fox Crossing
Fox Crossing, WI 54956

Burke
PLAY THAT MOVES YOU

BCI BURKE COMPANY, LLC | PO BOX 549 FOND DU LAC, WI 54936-0549 | 920.921.9220 | BCI@BURKE.COM

SITE PLAN VIEW

12/20/2024

Lee Recreation, LLC

142-195565-1

Designer: Brandy Janke

OVERALL BOUNDING OF USE ZONES
Area: 3292.6 sq.ft.
Perimeter: 236.8 ft.
STRUCTURE SIZE: 8"x73' 10"
POST SIZE(S):

**The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

PLAYGROUND ACCESSIBILITY (Provided/Required)					
TOTAL EVENTS	ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	GROUND EVENTS	TYPES OF GROUND EVENTS
13	7 / 4	7 / 0	0 / 0	9 / 2	4 / 2

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

Warning: Accessible safety surfacing material is required beneath and around this equipment that is compliant with ASTM, CPSC, and ADAAG requirements.

Village of Fox Crossing
Westfield Park Playground
Option 2
Design #142-195565-1

Nucleus Playstructure Designed for ages 5-12
19 Active Play Events for an estimated 73 users
Minimum area needed: 74' x 45'

ADA Accessibility Guideline - ADAAG Conformance

Number of Play Events - 13

Number of Elevated Play Events - 7

Number of Elevated Play Events Accessible by Transfer Station - 7-- Required - 0

Number of Ground Level Play Events - Provided 9- Required 2

Number of Types of Ground Level Play Events - Provided 4 - Required 2

PLAY COMPONENTS INCLUDED:

DECKS

3- Triangle

1- Square

SLIDES

Velo Slide @ 72" Deck Ht.

Contour @ 72" Deck Ht.

CLIMBERS

Formis Ladder

Mesa Climber

Tree Branch Climber

Approach Climber

Transfer Station

UPPER BODY EVENTS

2- Straight Horizontal Ladder

BALANCE/CLIMBING/SOCIAL

Linx Levitate

Twisting Traverse

Independent Play Events:

2-Bay Single Post Swing Assembly

Includes: 2-Belt Seats, 2 Tot Seats

Aro Spinning Chair

6' Traditional Bench with Back

RES #250113-2

**CHANGE ORDER #1 & FINAL – SAND POINT STORMWATER POND
CONSTRUCTION PROJECT**

WHEREAS, on March 27, 2023, Advanced Construction, Inc. was awarded the Sand Point Stormwater Pond Construction Project contract in the amount of \$886,315.63; and

WHEREAS, Change Order #1 reflects a net decrease of \$8,210.68, due to the following:

Final Quantity Adjustments		(\$ 8,210.68)
	Total:	(\$ 8,210.68)

WHEREAS, the decrease of \$8,210.68 from Change Order #1 items, results in a new total contract price of \$878,104.95; and

WHEREAS, it is the recommendation of Engineer Shawn Jandrey and Public Works Director Joe Hoechst to approve Change Order #1 to Advanced Construction, Inc., for a total decrease in the amount of \$8,210.68, resulting in a new contract amount of \$878,104.95.

NOW, THEREFORE BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #1 for the Sand Point Stormwater Pond Construction Project contract, for a total decrease in the amount of \$8,210.68 to **Advanced Construction, Inc., 2141 Woodale Avenue, Green Bay, Wisconsin**, for an adjusted contract amount of \$878,104.95.

Adopted this 13th day of January, 2025

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



December 27, 2024

Advance Construction, Inc.
2141 Woodale Ave
Green Bay, Wisconsin 54313

Re: Village of Fox Crossing
Sand Point Pond
Change Order #1
McM. No. F0057-09-21-00537

Enclosed herewith is Change Order #1 for the above referenced project. This change is a decrease to the Contract in the amount of \$8,210.68. The current Contract Price is \$878,104.95.

Please review and sign in the space provided. **Return all copies to our office.** We will obtain the Owner's signature and distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in cursive script that reads "Shawn Jandrey".

Shawn M. Jandrey, P.E.
Municipal & Water Resources Engineer

SMJ:mck

Enclosure: Change Order #1

CHANGE ORDER

McMAHON ASSOCIATES, INC.

ADVANCE CONSTRUCTION, INC.
 2141 Woodale Ave
 Green Bay, WI 54313

Contract No. F0057-09-21-00573
 Project File No. _____
 Change Order No. One (1) – Final
 Issue Date: December 27, 2024
 Project: Sand Point Pond

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
1.1	Final Quantity Adjustments (Bid vs. As-Constructed)	-\$8,210.68
TOTAL		-\$8,210.68

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$886,315.63</u>	<u>-</u> days
Adjustments Per This Change Order	<u>-\$8,210.68</u>	<u>-</u> days
Current Contract Status	<u>\$878,104.95</u>	<u>-</u> days

Recommended:
McMAHON ASSOCIATES, INC.
 Neenah, Wisconsin

Accepted:
ADVANCE CONSTRUCTION, INC.
 Green Bay, Wisconsin

Authorized:
VILLAGE OF FOX CROSSING
 Winnebago County, Wisconsin

By: *Shawn Landrey*
 Date: 12/27/24

By: *[Signature]*
 Date: 1/2/25

By: _____
 Date: _____

- OWNER Copy
- CONTRACTOR Copy
- ENGINEER Copy (Contract Copy)
- FILE COPY

Four (4) Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribution

VILLAGE OF FOX CROSSING
SAND POINT POND
 Contract No. F0057-09-21-00573
 Engineer: Shawn Jandrey, P.E.

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

ADVANCE CONSTRUCTION, INC.
 2141 Woodale Avenue
 Green Bay, WI 54313

Item	Description	Qty	Unit	Bid Quantities		Final Contract		Difference	
				Unit Price	Total	Qty	Total	Qty	Total
1.	Traffic Control	1	L.S.	\$21,500.00	\$21,500.00	1.00	\$21,500.00	0.00	\$0.00
2.	Clearing and Grubbing	1	L.S.	\$4,500.00	\$4,500.00	1.00	\$4,500.00	0.00	\$0.00
3.	Common Excavation	27,827	C.Y	\$5.00	\$139,135.00	26,007.00	\$130,035.00	-1,820.00	-\$9,100.00
4.	Rock Excavation (Pond)	20,727	C.Y.	\$6.30	\$130,580.10	22,581.00	\$142,260.30	1,854.00	\$11,680.20
5.	Rock Excavation (Storm Sewer)	289	L.F.	\$10.00	\$2,890.00	0.00	\$0.00	-289.00	-\$2,890.00
6.	Rock Blasting	1	L.S.	\$275,281.00	\$275,281.00	1.00	\$275,281.00	0.00	\$0.00
7.	Clay Liner Aggregate Layer	1	L.S.	\$27,000.00	\$27,000.00	1.00	\$27,000.00	0.00	\$0.00
8.	Clay Liner (4' Thick)	10,443	S.Y.	\$7.00	\$73,101.00	10,443.00	\$73,101.00	0.00	\$0.00
9.	Geotechnical Engineer (Stormwater Pond)	1	L.S.	\$6,300.00	\$6,300.00	1.00	\$6,300.00	0.00	\$0.00
10.	Haul Road #1	420	L.F.	\$23.80	\$9,996.00	420.00	\$9,996.00	0.00	\$0.00
11.	Dewatering	1	L.S.	\$35,000.00	\$35,000.00	1.00	\$35,000.00	0.00	\$0.00
12.	Venting Trench with 6 Inch Perforated Pipe	1,348	L.F.	\$20.00	\$26,960.00	1,348.00	\$26,960.00	0.00	\$0.00
13.	Connector Venting Trench with 6 Inch Perforated Pipe	24	L.F.	\$31.50	\$756.00	20.00	\$630.00	-4.00	-\$126.00
14.	4 Inch Galvanized Vent	2	Ea.	\$2,265.00	\$4,530.00	2.00	\$4,530.00	0.00	\$0.00
15.	42 Inch RCP, Class III Storm Sewer	17	L.F.	\$185.00	\$3,145.00	17.00	\$3,145.00	0.00	\$0.00
16.	36 Inch RCP, Class III Storm Sewer	179	L.F.	\$151.00	\$27,029.00	177.00	\$26,727.00	-2.00	-\$302.00
17.	24 Inch RCP, Class III Storm Sewer	71	L.F.	\$107.00	\$7,597.00	71.00	\$7,597.00	0.00	\$0.00
18.	24 Inch Storm Sewer	27	L.F.	\$43.50	\$1,174.50	27.00	\$1,174.50	0.00	\$0.00
19.	42 Inch RCP Apron Endwall with Trash Guard	1	Ea.	\$4,632.00	\$4,632.00	1.00	\$4,632.00	0.00	\$0.00
20.	36 Inch RCP Apron Endwall with Trash Guard	1	Ea.	\$3,678.00	\$3,678.00	1.00	\$3,678.00	0.00	\$0.00
21.	24 Inch RCP Apron Endwall with Trash Guard	1	Ea.	\$2,244.00	\$2,244.00	1.00	\$2,244.00	0.00	\$0.00
22.	24 Inch Endwall	1	Ea.	\$2,823.00	\$2,823.00	1.00	\$2,823.00	0.00	\$0.00
23.	Pond Outlet Structure with Trash Racks	1	Ea.	\$16,928.00	\$16,928.00	1.00	\$16,928.00	0.00	\$0.00
24.	Storm Manhole (6' Diameter)	14.44	V.F.	\$1,161.50	\$16,772.06	14.40	\$16,725.60	-0.04	-\$46.46
25.	Storm Manhole (5' Diameter)	8.28	V.F.	\$826.50	\$6,843.42	8.00	\$6,612.00	-0.28	-\$231.42
26.	Storm Manhole (4' Diameter)	10	V.F.	\$498.00	\$4,980.00	10.00	\$4,980.00	0.00	\$0.00
27.	24 Inch Flap Gate (Agri Drain Or Equivalent)	1	Ea.	\$727.00	\$727.00	1.00	\$727.00	0.00	\$0.00
28.	6 Inch Flap Gate (Agri Drain Or Equivalent)	2	Ea.	\$187.00	\$374.00	2.00	\$374.00	0.00	\$0.00
29.	Medium Rip Rap with Type HR Fabric	41	C.Y.	\$60.00	\$2,460.00	41.00	\$2,460.00	0.00	\$0.00
30.	Light Rip Rap with Type HR Fabric	2	C.Y.	\$50.00	\$100.00	2.00	\$100.00	0.00	\$0.00
31.	Tracking Pad	2	Ea.	\$1,000.00	\$2,000.00	1.00	\$1,000.00	-1.00	-\$1,000.00
32.	Silt Fence	1,105	L.F.	\$1.65	\$1,823.25	1,105.00	\$1,823.25	0.00	\$0.00
33.	Ditch Check	4	Ea.	\$135.00	\$540.00	0.00	\$0.00	-4.00	-\$540.00
34.	Dust Control	1	L.S.	\$4,000.00	\$4,000.00	1.00	\$4,000.00	0.00	\$0.00
35.	Street Sweeping	1	L.S.	\$2,500.00	\$2,500.00	1.00	\$2,500.00	0.00	\$0.00
36.	Turf Reinforcement Mat (WDOT Class III, Type B)	163	S.Y.	\$22.00	\$3,586.00	163.00	\$3,586.00	0.00	\$0.00
37.	Erosion Mat (WDOT Class I, Type B)	163	S.Y.	\$2.00	\$326.00	163.00	\$326.00	0.00	\$0.00
38.	Turf Grass	0.09	ACRE	\$13,270.00	\$1,194.30	0.09	\$1,194.30	0.00	\$0.00
39.	Temporary Stabilization on Sheets 5 & 7	2.66	ACRE	\$3,500.00	\$9,310.00	1.33	\$4,655.00	-1.33	-\$4,655.00
40.	Driveway Entrance	2	Ea.	\$1,000.00	\$2,000.00	1.00	\$1,000.00	-1.00	-\$1,000.00
TOTAL CONSTRUCTION COSTS				\$886,315.63	\$878,104.95	\$8,210.68			

RES #250113-3

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING

WHEREAS, the Village of Fox Crossing, Winnebago County, Wisconsin (the "Municipality") plans to undertake Road Reconstructions and Resurfacings, Water and Sanitary Sewer Improvements, Stormwater Improvements, Parking Lot improvements, Pedestrian Trail Paving, and Park & Playground Equipment Improvements (the "Project"); and

WHEREAS, the Municipality expects to finance the Project on a long-term basis by issuing tax-exempt general obligation bonds, revenue bonds or general obligation promissory notes (the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to commencement of the Project, the Municipality must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance monies from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Municipality, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$9,146,147.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the Village Clerk's office within 30 days after its approval, in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted, recorded and approved this 13th day of January, 2025

Requested by: Jeremy Searl, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk



2025 PROPOSED BORROWING

2025 Village Projects	Project Number	Cost	Funding	Fund Desc.	Assessable Costs	Village Cost
Winchester Rd (RR Tracks to N Lake St) Reconstruction (CONST)	R21600	\$ 725,000	\$ 120,000	Prior Borrowing		\$ 605,000
Mayer Neighborhood Williams St South Wedge and Overlay (CONST)	R25500	\$ 200,000				\$ 200,000
E. Shady Lane Wedge and Overlay (Olde Buggy to Cold Spring) (CONST)	R25600	\$ 80,000				\$ 80,000
Ehlers Rd Wedge and Overlay (RR Tracks to 100' N of Haase) (CONST)	R25400	\$ 80,000				\$ 80,000
Irish Rd Railroad Crossing (Brookfield Drive to Elk Trail Drive) (DESIGN & SOIL BORINGS)	R24300	\$ 50,000				\$ 50,000
Irish Road Reconstruction incl. 10' trail (CTH II - Jacobsen Rd) (DESIGN & SOIL BORINGS)	R25700	\$ 200,000				\$ 200,000
Concrete Panel Repairs	R25300	\$ 125,000				\$ 125,000
Road Resurfacing	R25200	\$ 650,000	\$ 110,000	CPF cash on hand		\$ 540,000
Subtotal Highway Improvements		\$ 2,110,000	\$ 230,000		\$ -	\$ 1,880,000
O'Hauser Park Play Equipment	P25400	\$ 400,000	\$ 96,200	ERF funds on hand		\$ 303,800
Westfield Park Play Equipment	P25300	\$ 93,000	\$ 42,653	ERF funds on hand		\$ 50,347
Trestle Trail Repairs (w/ City of Menasha)	P25100	\$ 260,000	\$ 130,000	City Cost Share		\$ 130,000
2025 Village Projects Grand Total		\$ 2,863,000	\$ 498,853		\$ -	\$ 2,364,147

2025 TID #5 Infrastructure Projects	Project Number	Cost	Funding	Fund Desc.	Assessable Costs	TID #5 Cost
Water Main Installation (Shady Ln - North 2,800 Ft) (CONST)	W25300	\$ 822,000	\$ 100,000	recapture		\$ 722,000
Sewer Main Installation (Shady Ln - North 2,800 Ft) (CONST)	S25200	\$ 905,000	\$ 100,000	recapture		\$ 805,000
Stormwater Culvert Replacement (Clayton Avenue just North of Shady Ln) (CONST)	D25600	\$ 60,000				\$ 60,000
2025 TID #5 Grand Total		\$ 1,787,000	\$ 200,000		\$ -	\$ 1,587,000

2025 Stormwater Projects	Project Number	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Strohmeier Pond (Irish Road South Pond) (CONST)	RPND12	\$ 1,100,000				\$ 1,100,000
Winchester Rd Reconstruction Storm Sewer (RR Tracks - N Lake St) (CONST)	D25100	\$ 150,000	\$ 50,000	cash on hand		\$ 100,000
Irish Road Storm Sewer Improvements (CTH II to Jacobsen Rd) (DESIGN)	D25300	\$ 56,000				\$ 56,000
Schildt Park Stormwater Pond (DESIGN AND SOIL BORINGS)	RPND20	\$ 50,000				\$ 50,000
Irish Road North Pond (E Shady Ln - CTH BB) (LAND ACQUISITION)	RPND19	\$ 300,000				\$ 300,000
2025 Stormwater Grand Total		\$ 1,656,000	\$ 50,000		\$ -	\$ 1,606,000

2025 Sanitary Sewer Projects	Project Number	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Margeo Neighborhood Utilities (along with Strohmeier Pond and Storm project) (CONST)	S24301	\$ 1,724,000	\$ 50,000	private laterals		\$ 1,674,000
Silverwood / Shreve Neighborhood Lining with Top Hat (CONST)	S25100	\$ 390,000	\$ -	private laterals		\$ 390,000
2025 Sanitary Grand Total		\$ 2,114,000	\$ 50,000		\$ -	\$ 2,064,000

2025 Water Main Projects	Project Number	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Margeo Neighborhood Utilities (along with Strohmeier Pond and Storm project)	W24301	\$ 1,475,000				\$ 1,475,000
Winchester Rd (RR Tracks to N Lake St) Replace Operating Nuts and Bolts	W25200	\$ 50,000				\$ 50,000
2025 Water Grand Total		\$ 1,525,000	\$ -		\$ -	\$ 1,525,000

2025 Proposed Borrowing Grand Total		\$ 9,945,000	\$ 798,853		\$ -	\$ 9,146,147
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RES #250113-4

ESTABLISH POLLING PLACES FOR THE 2025 ELECTIONS

WHEREAS, per Wis. Stat. 5.25(3), the Village Clerk requests that the Village Board establish polling places for the 2025 Elections as follows:

Fox Crossing Municipal Complex

2000 Municipal Drive, Neenah

Winnebago Co. District 27, Wards 7 & 9

Winnebago Co. District 28, Ward 4

Winnebago Co. District 29, Wards 1 & 2

Apple Valley Presbyterian Church

1750 Olde Buggy Drive, Neenah

Winnebago Co. District 27, Ward 8

Winnebago Co. District 28, Wards 3, 5, 6, & 19

Fox Crossing Community Center

1000 Valley Road, Menasha

Winnebago Co. District 1, Ward 18

Winnebago Co. District 3, Ward 11

Winnebago Co. District 26, Ward 12

Winnebago Co. District 27, Ward 10

Outagamie Co. District 4, Ward 17

Fox Cities United Pentecostal Church

1445 Midway Road, Menasha

Winnebago Co. District 4, Wards 15 & 16

Winnebago Co. District 3, Wards 13

Winnebago Co. District 26, Ward 14

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the polling places for the 2025 Elections are hereby established as indicated above.

Adopted this 13th day of January, 2025

Requested by: Darla M. Fink, Village Clerk

Submitted by: Darla M. Fink, Village Clerk

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

ORD #250113-1:ORD *First Reading, Second Reading and Adoption*
**AN ORDINANCE TO ADOPT THE VILLAGE OF FOX CROSSING MUNICIPAL
CODE APPROVED TO DATE AS THE GENERAL ORDINANCES FOR THE
VILLAGE OF FOX CROSSING**

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

WHEREAS, it is in the best interest of the Village of Fox Crossing to update the Municipal Code (Code of Ordinances) of the Village of Fox Crossing; and

WHEREAS, ordinances adopted, amended or repealed by the Village Board of Trustees in the year 2024 to date, have been incorporated in the Municipal Code of the Village of Fox Crossing as codified on September 27, 1976, and thereafter, and further incorporated in the Municipal Code of the Village of Fox Crossing have been Ordinances enacted, amended or repealed for years preceding 2024 to date; and

WHEREAS, a copy of the Code of Ordinances, as amended through year 2024 to date, has been on file and open for inspection at the office of the Village Clerk for not less than two (2) weeks pursuant to Section 66.0103, WI Statutes, and posting of which date precedes by not less than two (2) weeks of the date of adoption of this Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby adopts the code of Ordinances in book form, entitled, "Municipal Code of the Village of Fox Crossing" as to all new Ordinances adopted, amended, or repealed, all in the year 2024 to date and including all years prior, as the general Ordinances in and for the Village of Fox Crossing, Winnebago County, Wisconsin.

EFFECTIVE DATE: This Ordinance shall take effect the day following passage, publication, and posting as required by law.

Accepted this 13th day of January, 2025

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 #250113-5

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:

Enya Carter – Approved
Jatinder Singh – Approved
Emily Sprister – Approved
Harshpreet Devi – 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, 2024 - June 30, 2026.

Adopted this 13th day of January, 2025

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 #250113-6

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$5,649,072.16

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

Pending:		
General Fund	\$	238,745.07
Special Revenue Fund	\$	83,748.70
Debt Fund	\$	-
Capital Projects Fund	\$	32,834.04
Water Fund	\$	122,250.35
Sewer Fund	\$	521,859.37
Stormwater Fund	\$	41,231.61
Trust & Agency Fund	\$	-
Special Processed Payments	\$	4,608,403.02
Total:	\$	<u>5,649,072.16</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 13th day of January, 2025.

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: January 8, 2025
 For Village Board Meeting of: January 13, 2025

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$238,745.07
Special Revenue Funds	\$83,748.70
Debt Fund	\$0.00
Capital Projects Fund	\$32,834.04
Water Fund	\$122,250.35
Sewer Fund	\$521,859.37
Stormwater Fund	\$41,231.61
Trust & Agency Fund	\$0.00
Total Bills for	January 13, 2025
	<u><u>\$1,040,669.14</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE	DEPT. /PURPOSE	AMOUNT
	Village Specials	12/11-1/7/2025	**See Attached Listing** \$3,766,681.47
ACH	Employee Benefits Corp	12/10-1/3/2025	Flex Spending Claims \$2,506.28
ACH	ETF	12/12/2024	Retirement \$93,591.56
ACH	State of WI	12/12/2024	Medical Ins \$172,925.62
ACH	Paymentus	12/17/2024	CC Fees \$8,930.04
ACH	Great West	12/19/2024	Deferred Comp \$6,738.13
ACH	Rec Trac	12/12/2024	CC Fees \$234.59
ACH	North Shore	12/19/2024	Deferred Comp \$1,545.00
ACH	Great West	1/3/2025	Deferred Comp \$6,767.89
ACH	North Shore	1/3/2025	Deferred Comp \$1,545.00
52351-52353	Payroll	12/19/2024	Payroll \$420.65
ACH	Payroll	12/19/2024	Payroll \$188,631.34
ACH	Payroll	12/19/2024	Taxes \$74,856.20
52473-52519	Payroll	1/3/2025	Payroll \$1,291.32
ACH	Payroll	1/3/2025	Payroll \$200,638.89
ACH	Payroll	1/3/2025	Taxes \$81,099.04
Total Special Processed Payments			<u><u>\$4,608,403.02</u></u>
GRAND TOTAL			<u><u>\$5,649,072.16</u></u>