

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, March 26, 2018 - 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) Introduction and Oath of Office of Fox Crossing Police Officer Philip Watry – Police Chief Tim G. Seaver
3. **Public Hearings**
4. **Minutes to Approve/ Minutes and Correspondence to Receive**

Minutes to Approve

 - a) Regular Village Board Meeting – March 12, 2018
 - b) Special Village Board Meeting – March 12, 2018

Minutes and Correspondence to Receive

 - c) Park Commission Meeting – February 14, 2018
 - d) Planning Commission Meeting – February 21, 2018
 - e) Water Main Break Report – February 2018
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**
 - a) 2018 Village Borrowing Discussion – Financial Advisor Brad Viegut from Robert W. Baird & Company
7. **Unfinished Business**
8. **New Business- Resolutions/Ordinances/Policies**
 - a) 180326-1 Certified Survey Map – 1693 & 1703 Butte des Morts Beach Road
 - b) 180326-2 Certified Survey Map – 1950 Irish Road & Parcel 12102020102
 - c) 180326-3 Extraterritorial Certified Survey Map – 9045 Clayton Avenue Located in the Town of Clayton
 - d) 180326-4 Award Bid – 2018 Road Resurfacing Program
 - e) 180326-5 Award Bid – Cold Spring Road Reconstruction with Culvert & Trail to Include Cold Spring Road Resurfacing, the Lynn Drive Culvert Replacement, and the Irish Road Wedge & Overlay Project
 - f) 180326-6 Award Bid – Oneida Street Water Main Loop Directional Bore from Valley Road to South of WIS 441 Interchange
 - g) 180326-7 Award Proposal – Woodland Prairie Park Master Plan Development
 - h) 180326-8 Memorandum of Agreement for the Racine Road Roundabout Lighting Installation and Maintenance Costs between the City of Menasha and the Village of Fox Crossing
 - i) 180326-9 2018 Budget Amendment for Use of Donated Funds for the K-9 Program
 - j) 180326-10 Reappointment of Zoning Board of Appeals Member – Gary Kresal
 - k) 180326-11 Operator License Applicants
 - l) 180326-12 Expenditures
9. **Reports**
 - a) Village Manager Jeffrey Sturgell – Winnebago County Agriculture & Household Material Clean Sweep Event – Friday, April 20 from 9:00 a.m. – 11:00 a.m. at Omro Fire Department and 3:00 p.m. – 6:00 p.m. at City of Menasha Public Works Facility; Saturday, June 9 from 9:00 a.m. - 12:00 p.m. at City of Neenah Public Works Facility
 - b) Clerk Karen Backman – Spring Election April 3, 2018 – Polls Open 7:00 a.m. to 8:00 p.m.
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 #180326-1

CERTIFIED SURVEY MAP – 1693 & 1703 BUTTE DES MORTS BEACH ROAD

WHEREAS, the applicant, Joe Schomisch, is requesting approval of a Certified Survey Map (CSM) for 1693 and 1703 Butte des Morts Beach Road for the purpose of combining two lots; and

WHEREAS, staff find that this Certified Survey Map complies with the Village of Fox Crossing's Chapter 6 Land Division Ordinance; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their March 21, 2018 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 Certified Survey Map.

Planning Commission: 7 Aye 0 Nay 0 Excused 0 Abstain

NOW, THEREFORE BE IT RESOLVED 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 March, 2018

Requested by: George Dearborn, AICP, Director of Community Development

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-2

CERTIFIED SURVEY MAP – 1950 IRISH ROAD & PARCEL 12102020102

WHEREAS, the applicant, Terry Timm, is requesting approval of a Certified Survey Map (CSM) for 1950 Irish Road and Parcel 12102020102 for the purpose of combining two (2) lots; and

WHEREAS, staff find that this Certified Survey Map complies with the Village of Fox Crossing’s Chapter 6 Land Division Ordinance; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their March 21, 2018 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 Certified Survey Map.
3. The Certified Survey Map shall clearly dedicate the right-of-way of Irish Road to the public.

Planning Commission: 7 Aye 0 Nay 0 Excused 0 Abstain

NOW, THEREFORE BE IT RESOLVED, 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 March, 2018

Requested by: George Dearborn, AICP, Director of Community Development

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-3

**EXTRATERRITORIAL CERTIFIED SURVEY MAP – 9045 CLAYTON AVENUE
LOCATED IN THE TOWN OF CLAYTON**

WHEREAS, the applicant, Richard Johnston, requests a Certified Survey Map (CSM) approval for 9045 Clayton Avenue in the Town of Clayton; and

WHEREAS, staff find that this Certified Survey Map complies with the Village of Fox Crossing's Chapter 6 Land Division Ordinance; and

WHEREAS, the Village of Fox Crossing Planning Commission reviewed this item at their March 21, 2018 meeting and recommended approval of the Certified Survey Map with the following condition:

1. The applicant shall provide the Village with a final copy of the recorded Certified Survey Map.

Planning Commission: 6 Aye 0 Nay 0 Excused 1 Abstain

NOW, THEREFORE BE IT RESOLVED the Village of Fox Crossing Board of Trustees hereby recommends approval of the Certified Survey Map with the above condition.

Adopted this 26th day of March, 2018

Requested by: George Dearborn, AICP, Director of Community Development

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-4

AWARD BID – 2018 ROAD RESURFACING PROGRAM

WHEREAS, on March 13, 2018, sealed bids for the 2018 Road Resurfacing Program were due in the office of the Street Department by 1:00 p.m., at which time they were publicly opened and read; and

WHEREAS, two bids were received: (bid tabulation enclosed);

<u>Contractor</u>	<u>Base Bid</u>
Northeast Asphalt, Inc.	\$650,511.70
MCC, Inc.	\$716,314.95

WHEREAS, it is the recommendation of Engineer Lee Reibold and Street Superintendent Randy Gallow to award the bid to the lowest responsible bidder, Northeast Asphalt, Inc., in the amount of \$650,511.70, with final quantity adjustments made by change order to reflect actual quantities.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees, to hereby award the Base Bid for the 2018 Road Resurfacing Program to the lowest responsible bidder, **Northeast Asphalt, Inc., W6380 Design Drive, Greenville, Wisconsin, 54942** for the Base Bid amount of **\$650,511.70**.

Adopted this 26th day of March, 2018

Requested by: Randy Gallow, Street Superintendent

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-5

AWARD BID – COLD SPRING ROAD RECONSTRUCTION WITH CULVERT & TRAIL TO INCLUDE COLD SPRING ROAD RESURFACING, THE LYNN DRIVE CULVERT REPLACEMENT, AND THE IRISH ROAD WEDGE & OVERLAY PROJECT

WHEREAS, on March 20, 2018, sealed bids for the Cold Spring Road Reconstruction with Culvert & Trail to Include Cold Spring Road Resurfacing, the Lynn Drive Culvert Replacement, and the Irish Road Wedge & Overlay Project were due in the office of the Street Department by 1:00 p.m., at which time they were publicly opened and read; and

WHEREAS, three (3) bids were received: (bid tabulation enclosed);

<u>Contractor</u>	<u>Base Bid</u>
MCC, Inc.	\$674,176.18
Northeast Asphalt, Inc.	\$689,030.65
Highway Landscapers, Inc.	\$714,132.82

WHEREAS, it is the recommendation of Engineer Lee Reibold and Street Superintendent Randy Gallow to award the bid to the lowest responsible bidder, MCC, Inc., in the amount of \$674,176.18, with final quantity adjustments made by change order to reflect actual quantities.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees, to hereby award the Base Bid for the Cold Spring Road Reconstruction with Culvert & Trail to Include Cold Spring Road Resurfacing, the Lynn Drive Culvert Replacement, and the Irish Road Wedge & Overlay Project to the lowest responsible bidder, **MCC, Inc., 2600 North Roemer Road, P.O. Box 1137, Appleton, Wisconsin, 54912** for the Base Bid amount of **\$674,176.18**.

Adopted this 26th day of March, 2018

Requested by: Randy Gallow, Street Superintendent

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-6

**AWARD BID – ONEIDA STREET WATER MAIN LOOP DIRECTIONAL BORE
FROM VALLEY ROAD TO SOUTH OF WIS 441 INTERCHANGE**

WHEREAS, bids for the Oneida Street Water Main Loop Directional Bore from Valley Road to South of WIS 441 Interchange project were properly advertised in the *Post-Crescent*, and due in the Utility Office by 10:00 a.m. on March 14, 2018, at which time they were publicly opened and read; and

WHEREAS, the following one (1) bid was received (bid tabulation attached):

DeGroot Construction, Inc., Green Bay	<u>Base Bid</u> \$145,849.13; and
---------------------------------------	--------------------------------------

WHEREAS, it is the recommendation of Brad Werner, Utility Engineer, and David Tracey, Utility Superintendent, to award the bid to the lowest, most responsible bidder: DeGroot Construction, Inc. for the Base Bid of \$145,849.13.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the bid for the Oneida Street Water Main Loop Directional Bore from Valley Road to South of WIS 441 Interchange project be awarded to **DeGroot Construction, Inc., 4201 Champion Road, Green Bay, Wisconsin**, for the total bid amount of **\$145,849.13**.

BE IT FURTHER RESOLVED, the Village President and Village Clerk are authorized to execute the Notice of Award.

Adopted this 26th day of March, 2018

Requested by: David Tracey, Utility Superintendent

Submitted by: Dale A. Youngquist, Commission President

Dale A. Youngquist, Commission President

Attest: Karen Backman, Utility Secretary

RES #180326-7

AWARD PROPOSAL – WOODLAND PRAIRIE PARK MASTER PLAN DEVELOPMENT

WHEREAS, the Parks & Recreation Department solicited a request for proposals (RFP) from eight (8) consulting firms for the Woodland Prairie Park Master Plan Development project; and

WHEREAS, on March 7, 2018, sealed proposals for the Woodland Prairie Park Master Plan Development project were due in the office of the Parks & Recreation Department by 10:00 a.m.; and

WHEREAS, six (6) proposals were received from the following consulting firms:

Firm
SEH, Inc., Appleton
Rettler Corporation, Stevens Point
Graef, Green Bay
MSA Professional Services, Inc., Madison
Ayres Associates, Madison
Corre, Inc., Oconomowoc

WHEREAS, on March 8, 2018, Parks & Recreation Director Amanda Geiser, along with representatives from the Park Commission, reviewed and ranked the submitted proposals; and

WHEREAS, the proposal submitted by SEH, Inc., received the highest ranking from the group; and

WHEREAS, representatives from SEH, Inc., were interviewed by the Park Commission at the March 14 Park Commission meeting; and

WHEREAS, at their March 14, 2018 Commission meeting, the Park Commission voted to recommend approval of the proposal submitted by SEH, Inc.

NOW, THEREFORE BE IT RESOLVED by the Village of Fox Crossing Board of Trustees, to hereby award the proposal for the Woodland Prairie Park Master Plan Development project to **SEH, Inc.**, in the amount of **\$33,992.77**.

Adopted this 26th day of March, 2018

*Requested by: Amanda Geiser, Parks & Recreation Director
Park Commission*

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-8

**MEMORANDUM OF AGREEMENT FOR THE RACINE ROAD ROUNDABOUT
LIGHTING INSTALLATION AND MAINTENANCE COSTS BETWEEN THE CITY
OF MENASHA AND THE VILLAGE OF FOX CROSSING**

WHEREAS, in January 2016, the Town of Menasha Board of Supervisors approved Amendment #1 to the State/Municipal Agreement for a State-Let Highway Project for the CTH P/Racine Road Interchange (Resolution #160111-2:TB) between the Town of Menasha and the Wisconsin Department of Transportation (WisDOT); and

WHEREAS, as part of the agreement, WisDOT agreed to pay for 50% of the cost of the installation of the municipal lighting for the Racine Road Interchange roundabout, with the remaining 50% being paid by the City of Menasha and the Village of Fox Crossing; and

WHEREAS, a separate side agreement is necessary to memorialize the decisions and responsibilities agreed to by the City of Menasha and Village of Fox Crossing, regarding the costs of installation and maintenance responsibilities for the municipal street lighting at the Racine Road roundabout.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Fox Crossing hereby approves the Memorandum of Agreement for the Racine Road Roundabout Lighting Installation and Maintenance Costs between the City of Menasha and the Village of Fox Crossing, as attached.

Adopted this 26th day of March, 2018

Requested by: Jeffrey Sturgell, Village Manager

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-9

2018 BUDGET AMENDMENT FOR USE OF DONATED FUNDS FOR THE K-9 PROGRAM

WHEREAS, on September 25, 2017, the Village Board approved a resolution supporting the creation of a K-9 fundraising group to fundraise for the potential creation of a K-9 program in the Village of Fox Crossing (Resolution 170925-3); and

WHEREAS, the estimated start-up costs and maintenance costs for the first three (3) years of the program equaled \$95,000; and

WHEREAS, the K-9 fundraising group has already received donations and commitments for the K-9 program in the amount of \$70,000; and

WHEREAS, the remaining funds to reach the \$95,000 goal are expected to be raised by the fall of 2018; and

WHEREAS, it is the desire of the Police Department to prepare for the purchase of a dog, and to send the K-9 Officer to training with the dog in September 2018; and

WHEREAS, lead time for the purchase of the K-9 vehicle and associated equipment is necessary in order to have the vehicle and equipment ready for training in September; and

WHEREAS, a budget amendment is necessary to provide funds for the purchase of a K-9 vehicle, the associated equipment, a dog, and the necessary K-9 Officer training session in September 2018.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Fox Crossing hereby approve the 2018 budget amendment to provide funds for the purchase of a K-9 vehicle, the associated equipment, a dog, and the necessary training for the K-9 Officer in September 2018, as attached.

BE IT FURTHER RESOLVED, the Board of Trustees of the Village of Fox Crossing hereby authorizes these funds to be spent prior to the completed funding raising effort. If necessary, the Board authorizes the Finance Director to advance funds from the general fund balance to offset the necessary K-9 program expenses.

Adopted this 26th day of March, 2018

Requested by: Gregory Ziegler, Village Trustee #3

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-10

REAPPOINTMENT OF ZONING BOARD OF APPEALS MEMBER – GARY KRESAL

WHEREAS, Chapter 31 Village Zoning Ordinance requires appointments to the Village of Fox Crossing Zoning Board of Appeals; and

WHEREAS, the Zoning Board of Appeals hears and decides on administrative appeals and variances, consistent with the requirements of Article 7 of Chapter 31; and

WHEREAS, the term of Zoning Board of Appeals member Gary Kresal will expire on March 31, 2018; and

WHEREAS, Gary Kresal has expressed interest in being reappointed for a three (3) year term, beginning April 1, 2018 and ending March 31, 2021; and

WHEREAS, President Dale Youngquist nominates Gary Kresal for reappointment to a three (3) year term beginning April 1, 2018 and ending March 31, 2021.

NOW, THEREFORE BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby reappoints Gary Kresal to the Village of Fox Crossing Zoning Board of Appeals, for a three (3) year term, beginning April 1, 2018 and ending March 31, 2021.

Adopted this 26th day of March, 2018

Requested by: Dale A. Youngquist, Village President

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-11

OPERATOR LICENSE APPLICANTS

WHEREAS, the operator license applicants listed below have made proper application with the Police Department; and

WHEREAS, all applicants either currently hold a valid two-year server license elsewhere, 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 applicant(s) as follows:

Amanda R. Torres
Joan M. Stoddard

Approve
Approve

NOW, THEREFORE BE IT RESOLVED, by the Village of Fox Crossing Board of Trustees, the above applicants are recommended for approval and hereby granted an operator license, pending payment and successful completion of a state approved alcohol awareness training program, for the licensing period of **JULY 1, 2016 – JUNE 30, 2018.**

Adopted this 26th day of March, 2018

Requested by: Tim G. Seaver, Police Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #180326-12

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$ 992,659.40

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

Pending:		
General Fund 2018	\$	100,607.07
Special Revenue Fund 2018	\$	69,549.04
Debt Fund 2018	\$	-
Capital Projects Fund 2018	\$	79,372.86
Water Fund 2018	\$	134,736.15
Sewer Fund 2018	\$	33,489.74
Stormwater Fund 2018	\$	13,668.97
Trust & Agency Fund 2018	\$	2,201.50
Park Commission Processed Payments	\$	25,306.62
Special Processed Payments	\$	533,727.45
Total:	\$	<u>992,659.40</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 March, 2018

Requested by: Myra R. Piergrossi, Finance Director
Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk