

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, October 14, 2019 - 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 – September 23, 2019
 - b) Regular Village Board Meeting – September 23, 2019
 - c) Special Meeting Budget Workshop – October 7, 2019Minutes and Correspondence to Receive
 - d) Planning Commission Meeting – August 21, 2019
 - e) Park Commission Meeting – September 11, 2019 and September 25, 2019
 - f) Neenah-Menasha Sewerage Commission Meetings – August 27, 2019 and September 10, 2019
 - g) Fox West Regional Sewerage Commission Meetings – September 4, 2019
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) 191014-1 Change Order #1 & Final – 2019 Road Resurfacing Program to Include the North Lake Street Resurfacing Project, and Bryce Drive Cul-de-Sac Improvements
 - b) 191014-2 Authorization of Direct Purchase of Pre-Cast Culvert for Jacobsen Road Cross Culvert Replacement Project
 - c) 191014-3 Accept Staffing for Adequate Fire and Emergency Response (SAFER) Grant for Weekend Staffing of Fire Station #40
 - d) 191014-4 2019 Budget Amendment for the Purchase of Encoded Heads for the Advanced Metering Infrastructure (AMI) System Project for the Water Department
 - e) 191014-5 Appointment of Park Commission Member – James Beson
 - f) 191014-6 Operator License Applicants
 - g) 191014-7 Expenditures
9. **Reports**
 - a) President Dale Youngquist – Announcement of Budget Workshop Dates
 - Budget Workshop #2 following tonight's Village Board Meeting
 - Budget Workshop #3 October 21, 2019 from 5:15 p.m. to 9:00 p.m.
 - Budget Workshop #4 October 28, 2019 following the Regular Village Board Meeting
 - b) Parks & Recreation Director Amanda Geiser
 - Trick-or-Treat Trail Event – Tuesday, October 22, 2019 from 5:30 p.m. to 7:15 p.m. at Fritsch Park
 - Annual Trick-or-Treat Hours in the Village – October 31, 2019 from 4:00 p.m. to 7:00 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 #191014-1

CHANGE ORDER #1 AND FINAL – 2019 ROAD RESURFACING PROGRAM TO INCLUDE THE NORTH LAKE STREET RESURFACING PROJECT, AND BRYCE DRIVE CUL-DE-SAC IMPROVEMENTS

WHEREAS, on February 25, 2019, Northeast Asphalt, Inc. was awarded the 2019 Road Resurfacing Program to include the North Lake Street Resurfacing Project, and Bryce Drive Cul-de-Sac Improvements, in the amount of \$1,561,113.30; and

WHEREAS, Change Order #1 and Final reflects a decrease of \$90,708.13, due to the following:

Deduct for inlet castings	(\$ 11,730.00)
Addition of two (2) inlet adjustments	\$ 740.00
Reconstruction of 53 manholes	\$ 20,935.00
Asphalt driveway patch and curb repair	\$ 25,630.80
Curb and Gutter Final Quantity Adjustment	\$112,768.85
Base Bid Final Quantities Adjustment	(\$176,761.89)
Supplement Bid #1 Final Quantity Adjustment	(\$ 13,050.00)
Supplement Bid #2 Final Quantity Adjustment	(\$ 14,475.39)
Removal of Bryce Drive Cul-de-Sac Improvements	<u>(\$ 34,765.50)</u>
Total:	(\$ 90,708.13)

WHEREAS, the decrease of \$90,708.13 from Change Order #1 items results in a new total contract price of \$1,470,405.17 (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 Northeast Asphalt, Inc., for a decrease in the amount of \$90,708.13, resulting in a new contract amount of \$1,470,405.17.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves Change Order #1 and Final for the 2019 Road Resurfacing Program to include the North Lake Street Resurfacing Project, and Bryce Drive Cul-de-Sac Improvements, for a decrease in the amount of \$90,708.13 to **Northeast Asphalt, Inc., W6380 Design Drive, Greenville, Wisconsin, 54942**, in the adjusted contract amount of \$1,470,405.17.

Adopted this 14th day of October, 2019

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

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #191014-2

**AUTHORIZATION OF DIRECT PURCHASE OF PRE-CAST CULVERT FOR
JACOBSEN ROAD CROSS CULVERT REPLACEMENT PROJECT**

WHEREAS, at the August 26, 2019 Board meeting, the Village Board rejected bids for the Jacobsen Road Cross Culvert Replacement Project and tasked staff with rebidding the project within the next twelve (12) months; and

WHEREAS, Superintendent Gallow received an updated quote from County Materials Corporation for the direct purchase of a 4' x 10' pre-cast box culvert in the amount of \$242,227.20; and

WHEREAS, this quote is \$12,748.80 less than the previous quote of \$254,976.00 due to the culvert being ordered during the winter months.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby authorizes the direct purchase of a 4' x 10' pre-cast box culvert from County Materials Corporation in the amount of \$242,227.20, for the upcoming Jacobsen Road Cross Culvert Replacement project.

Adopted this 14th day of October, 2019

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

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #191014-3

**ACCEPT STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE
(SAFER) GRANT FOR WEEKEND STAFFING OF FIRE STATION #40**

WHEREAS, the Village of Fox Crossing Fire Department has applied for and received a Staffing for Adequate Fire and Emergency Response (SAFER) grant for the weekend staffing of Fire Station #40 from the Federal Emergency Management Agency (FEMA); and

WHEREAS, the estimated grant dollars for fiscal years 2020 – 2022 are as follows:

<u>Year</u>	<u>Total Staffing Cost</u>	<u>SAFER Grant</u>	<u>Village Cost</u>
2020	\$163,296	\$122,472 (75%)	\$ 40,824 (25%)
2021	\$163,296	\$122,472 (75%)	\$ 40,824 (25%)
2022	<u>\$163,296</u>	<u>\$ 57,154 (35%)</u>	<u>\$106,142 (65%)</u>
	\$489,888	\$302,098	\$187,790 ; and

WHEREAS, the staffing costs would provide funding for three (3) part-time firefighter positions to staff Fire Station #40 from 6:00 p.m. on Friday evenings to 6:00 a.m. on Monday mornings.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby accepts the Staffing for Adequate Fire and Emergency Response (SAFER) grant for the weekend staffing of Fire Station #40.

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.

Adopted this 14th day of October, 2019

Requested by: Brian Harbison, Fire Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #191014-4

2019 BUDGET AMENDMENT FOR THE PURCHASE OF ENCODED HEADS FOR THE ADVANCED METERING INFRASTRUCTURE (AMI) SYSTEM PROJECT FOR THE WATER DEPARTMENT

WHEREAS, the Water Department requests a 2019 Budget Amendment in the amount of \$128,700 to purchase nine hundred (900) encoded heads for the Advanced Metering Infrastructure (AMI) system currently being installed by Fox Crossing Utilities; and

WHEREAS, Fox Crossing Utilities has the opportunity to purchase 1,800 encoded head units at a reduced price of \$143 per unit (with the normal price at \$185 per unit); and

WHEREAS, staff recommends the Village purchase 900 units in 2019 and the other 900 units in 2020; and

WHEREAS, the funds for the purchase will come from the Water Department Depreciation funds.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees that the 2019 Village of Fox Crossing budget is amended, as attached, to provide \$128,700 for the purchase of nine hundred (900) encoded heads for the Advanced Metering Infrastructure (AMI) system currently being installed by Fox Crossing Utilities.

Adopted this 14th day of October, 2019

Requested by: Myra Piergrossi, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk

RES #191014-5

APPOINTMENT OF PARK COMMISSION MEMBER – JAMES BESON

WHEREAS, due to the recent passing of Park Commissioner Clarence Peterson, a vacancy exists on the Park Commission; and

WHEREAS, Commissioner Peterson had been serving the term beginning July 1, 2013 through June 30, 2020; and

WHEREAS, the Park Commission solicited applicants for the vacancy; and

WHEREAS, the Park Commission interviewed candidates and voted to recommend Village President Youngquist appoint Mr. James Beson to serve as a member of the Park Commission; and

WHEREAS, the Village President nominates James Beson for the vacancy on the Park Commission; and

WHEREAS, an oath of office shall be administered by the Village Clerk upon appointment.

NOW, THEREFORE, BE IT RESOLVED, the Village Board of Trustees hereby approves the appointment of James Beson to the Park Commission, for the term ending June 30, 2020.

Adopted this 14th day of October, 2019

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 #191014-6

OPERATOR LICENSE APPLICANTS

WHEREAS, the operator license applicant(s) listed below have made proper application with the Police Department; and

WHEREAS, all applicant(s) either currently holds 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:

Melanie Braddock	Approve
Stephanie Nichols	Approve
Jeffrey Bush	Approve
Jeanne Peskie	Approve
Lee Nichols	Approve
Anna Zuberbier	Approve
Justinee Thao	Approve
Dewayne Knott	Approve

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees recommend the above applicant(s) be approved pending payment, successful background check, and completion of a state-approved alcohol awareness training program for the licensing period of **JULY 1, 2018 – JUNE 30, 2020.**

Adopted this 14th day of October, 2019

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 #191014-7

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$ 1,385,502.79

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

Pending:	
General Fund	\$ 110,974.15
Special Revenue Fund	\$ 82,346.20
Debt Fund	\$ -
Capital Projects Fund	\$ 86,238.82
Water Fund	\$ 47,133.33
Sewer Fund	\$ 27,222.61
Stormwater Fund	\$ 29,623.58
Trust & Agency Fund	\$ -
Park Commission Processed Payments	\$ 26,010.62
Special Processed Payments	\$ 975,953.48
Total:	<u>\$ 1,385,502.79</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 October, 2019

Requested by: Myra R. Piergrossi, Finance Director

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Karen Backman, Village Clerk