

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, June 12, 2023 - 6:00 p.m.
Municipal Complex - Arden Tews Assembly Room
2000 Municipal Drive, Neenah WI 54956
Agenda

1. Call to Order, Pledge of Allegiance and Roll Call
2. Awards/Presentations
3. Public Hearings
4. Minutes to Approve/ Minutes and Correspondence to Receive
Minutes to Approve
 - a) Regular Village Board Meeting – May 22, 2023Minutes and Correspondence to Receive
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) 230612-1 Reappointment of Park Commission Member – James Beson
 - b) 230612-2 Reappointment of Park Commission Member – Steven Otto
 - c) 230612-3 Accept the Electronic Compliance Maintenance Annual Report (eCMAR)
 - d) 230612-4 Appointment of Park Commission Member – Suneer Patel
 - e) 230612-5 Reappointment of Sustainability Committee Member – Kris Koeppe
 - f) 230612-6 Reappointment of Sustainability Committee Member – Laurie Collins
 - g) 230612-7 Reappointment of Sustainability Committee Member – Tracy Romzek
 - h) 230612-1:ORD Amend Fox Crossing Municipal Code Chapter §294-4(C) Boat Trailer Parking, Daily Permits, *First Reading*
 - i) 230612-8 Annual Alcohol Beverage License Renewal Applications for the Term July 1, 2023 – June 30, 2024
 - j) 230612-9 Annual Beer Garden License Renewal Applications for the Term July 1, 2023 – June 30, 2024
 - k) 230612-10 Annual Mechanical Amusement License Renewal Applications for the Term July 1, 2023 – June 30, 2024
 - l) 230612-11 Operator License Applicants
 - m) 230612-12 Expenditures
9. Reports
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 REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, May 22, 2023**

Minutes

1. Call to Order, Pledge of Allegiance, and Roll Call

Meeting called to order by Clerk Fink at 6:00 p.m. **MOTION:** Trustee Van Dyke, seconded by Trustee Koeppel to appoint Trustee Hanson to preside over tonight's meeting. Motion carried. The Pledge of Allegiance was recited.

Village Clerk Darla Fink took roll call and noted those present: Trustees Michael Van Dyke, Kris Koeppel, Gregory Ziegler (via teleconference), Jason Patzwald, and Barbara Hanson. Excused: President Dale Youngquist and Trustee Dale McNamee.

Also Present: Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Assistant Fire Chief Todd Sweeney, Chief of Police Scott Blashka, Police Captain Tim Callan, Street Superintendent Randy Gallow, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeyssl, Director of Information Technology Tim Plagenz, and Engineer Lee Reibold. Excused: Village Manager Jeffrey Sturgell, Utility Superintendent David Tracey, and Engineer Bradley Werner. There were fifteen attendees.

2. Awards / Presentations

a) Introduction and Oath of Office of Fox Crossing Police Officer Brandon Nagler – Police Chief Scott Blashka

Chief Blashka gave Officer Nagler's education and professional history. Clerk Fink administered the Oath of Office.

3. Public Hearings

4. Minutes to Approve / Minutes and Correspondence to Receive

Minutes to Approve

a) Special Village Board Meeting – May 8, 2023

b) Regular Village Board Meeting – May 8, 2023

Minutes and Correspondence to Receive

c) Park Commission Meeting Minutes – April 12, 2023

d) Planning Commission Meeting Minutes – April 19, 2023

e) Water Main Breaks Report – March and April 2023

f) Water Pumpage Report – March and April 2023

MOTION: Trustee Van Dyke, seconded by Trustee Koeppel to approve the minutes and accept other departmental minutes and correspondence into record. Motion carried.

5. Public Comments Addressed to the Village Board

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 230522-1 Award Bid – Installation of Fiber Optic Network Connecting the Village Offices to O'Hauser Park and the Winchester Road Fiber Optic Network

MOTION: Trustee Van Dyke, seconded by Trustee Koeppel to approve as submitted. Motion carried.

- b) 230522-2 Approve Memorandum of Agreement Between the Neenah Joint School District and the Village of Fox Crossing in Support of the School Resource Officer (SRO) Program
MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to approve as submitted. Motion carried.
- c) 230522-3 Expenditures
MOTION: Trustee Van Dyke, seconded by Trustee Koeppe to approve the expenditures submitted without exception. Motion carried.

9. Reports

- a) Clerk Darla Fink – Board of Review will be held Monday, June 5, 2023 at 4:30 p.m. at the Municipal Complex in the Arden Tews Assembly Room, 2000 Municipal Drive, Neenah; Objectors shall provide Written or Oral Notice of Intent to Object to their Assessment to the Village Clerk at least 48 Hours in Advance of Board of Review

Clerk Fink announced the date/time for the upcoming Board of Review meeting and advised all Notices of Intent to Object must be submitted at least 48 hours in advance of the Board of Review meeting.

10. Closed Session

11. Adjourn

At 6:10 p.m., **MOTION:** Trustee Koeppe, seconded by Trustee Van Dyke to adjourn. Motion carried.

Respectfully submitted,

Darla M. Fink, Village Clerk

Note: These minutes are not considered official until acted upon at an upcoming meeting; therefore, are subject to revision.

RES #230612-1

REAPPOINTMENT OF PARK COMMISSION MEMBER – JAMES BESON

WHEREAS, Park Commissioner James Beson’s current term on the Fox Crossing Park Commission expires on June 30, 2023; and

WHEREAS, it is the recommendation of the Village President to reappoint James Beson to the Park Commission for a three-year term commencing July 1, 2023 and expiring June 30, 2026; and

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

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby approve the reappointment of James Beson to the Park Commission for the three-year term commencing July 1, 2023 and expiring June 30, 2026.

Adopted this 12th day of June, 2023

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 #230612-2

REAPPOINTMENT OF PARK COMMISSION MEMBER – STEVEN OTTO

WHEREAS, Park Commissioner Steven Otto's current term on the Fox Crossing Park Commission expires on June 30, 2023; and

WHEREAS, it is the recommendation of the Village President to reappoint Steven Otto to the Park Commission for a three-year term commencing July 1, 2023 and expiring June 30, 2026; and

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

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby approve the reappointment of Steven Otto to the Park Commission for the three-year term commencing July 1, 2023 and expiring June 30, 2026.

Adopted this 12th day of June, 2023

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 #230612-3

**ACCEPT THE ELECTRONIC COMPLIANCE MAINTENANCE ANNUAL REPORT
(eCMAR)**

WHEREAS, the Department of Natural Resources (DNR) mandates annual electronic reporting of (CMAR) Compliance Maintenance Reports; and

WHEREAS, the Village Board has reviewed the eCMAR report.

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the eCMAR report be accepted as written.

Adopted this 12th day of June, 2023

Requested by: David Tracey, Utility Superintendent

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:
6/5/2023 **2022**

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 80%;" type="text" value="David P. Tracey and Jeremy Searl"/></p> <p>Telephone: <input style="width: 30%;" type="text" value="920-720-7175"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 80%;" type="text" value="dtracey@foxcrossingwi.gov"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2022"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2022"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 90%;" type="text" value="375,423.54"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="10,394.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="385,817.54"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 90%;" type="text" value="375,423.54"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 90%;" type="text" value="10,394.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 90%;" type="text" value="385,817.54"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 90%;" type="text" value="0.00"/>	
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Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:

6/5/2023

2022

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 385,817.54

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 385,817.54

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	<p>Per our 2022 budget, below are some of the projects and accomplishments we have completed. We spent approximately \$7460,000.00 on expenses and capital projects:</p> <ol style="list-style-type: none"> 1. Install Meter Reading Tower Equipment. 2. Purchased New Tandem Axel Sewer Vactor/Jetter. 3. Replace LS floats with Radar Transducers. 4. Rehabilitate MH for Street Projects. 5. Reconstructed Sewer Mains and Laterals for about 3 miles on Midway Rd, 9th and Mayer Streets area etc..., Viola, Green Bay Rd. and Hwy 41 Crossings. 6. Conducted an I&I Study on the west side. 7. Repaired, replaced & lined pipes. 8. Installed 4-AMI Towers/Structures for reading Meters and completed our upgrade so we can read meters by AMI. 9. Replaced Mower with New Mower & Snow Blower Attachment 	\$7,460,000	2022

5. Financial Management General Comments

Our Village Board is very proactive when it comes to budget time. We budget enough money annually in order to keep up with our maintenance and 5 year replacement schedule, in order to be able to run an efficient collection system without any major issues on an annual basis.

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2022

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	22,105	127
February	18,941	128
March	23,848	102
April	37,150	80
May	23,780	57
June	24,913	98
July	14,047	27
August	14,455	23
September	16,906	26
October	16,929	33
November	20,817	55
December	21,848	98
Total	255,739	854
Average	21,312	71

6.1.2 Comments:

We continue to upgrade and maintain our lift stations in order to keep them working properly and efficiently, so we can keep our maintenance and energy costs down.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

Radar Transducers have been added to all of our lift stations with new floats for back-ups.

6.2.2 Comments:

All of our equipment is checked several times a week, and all of the pump hours are read, in order to catch any issues in advance. All PM's are done on a scheduled basis.

6.3 Has an Energy Study been performed for your pump/lift stations?

No

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6/5/2023

2022

• Yes

Year:

2008

By Whom:

McMahon's Engineering

Describe and Comment:

Annually we upgrade pumping equipment etc... at our lift stations, in order to keep them working properly and efficiently.

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Each year prior to doing our budgets, we look at our pumping equipment and past history and run tests in order to verify if any upgrades or replacements are warranted. Based upon our inspection reports, we budget enough money the following year in order to make the necessary upgrades.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

1. Compliance with sand/oil interceptor/grease trap cleaning records.
2. Televising mains and laterals and make necessary repairs.
3. Continue Safety program and budget for it annually.
4. Conduct I&I Study and make repairs as necessary.
5. Install chimney seals on MH to prevent I&I & preserve the MH.
6. Repair and replace MH annually under our street program prior to resurfacing.
7. Inspect MH while televising annually.
8. Continue to update CMOM as needed and conduct annual reviews.
9. Continue to keep and upgrade our GIS program and mapping. We use GPS on all installs and repairs.
10. Line and replace mains and laterals on an annual basis per our 5 year program.
11. Continue to help our customers who have non-conforming laterals per our lateral program by helping them pay for their upgrades.
12. Replaced Riding Mower w/ snow blower attachment.
13. Continue to maintain and up-grade our lift stations as needed.
14. Replaced the rest of our lift stations with radar level transducers.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public
- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Village Sewer Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2023-01-09

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Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance
- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Fox Crossing Utilities Specifications Manual. We also conduct inspections on all new, relay, private and public work.

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

I&I coming from private laterals. Our program helps customers upgrade to PVC.

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	5	% of system/year
Root removal	2.5	% of system/year
Flow monitoring	20	% of system/year
Smoke testing	0	% of system/year

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2022

Sewer line televising	<input type="text" value="10"/>	% of system/year
Manhole inspections	<input type="text" value="15"/>	% of system/year
Lift station O&M	<input type="text" value="8"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="5"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="5"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="5"/>	% of system/year
Private sewer I/I removal	<input type="text" value="5"/>	% of private services
River or water crossings	<input type="text" value="0"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text" value="We budget annually to replace our mains and help pay for the customers that have non-conforming laterals during our projects, or if the customers lateral fails. We continue to maintain our system, lift stations, and do preventive maintenance."/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="35.72"/>	Total actual amount of precipitation last year in inches
<input type="text" value="31.1"/>	Annual average precipitation (for your location)
<input type="text" value="125.85"/>	Miles of sanitary sewer
<input type="text" value="8"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text" value="4.4"/>	Average daily flow in MGD (if available)
<input type="text" value="367"/>	Peak monthly flow in MGD (if available)
<input type="text" value=".19"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text" value="83.4"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

Compliance Maintenance Annual Report

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2022

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

We are seeing a reduction in I&I due to all of the repairs and maintenance we have done based upon our annual I&I study and our inspections.

5.4 What is being done to address infiltration/inflow in your collection system?

We do monthly inspections throughout the year, and we also check for I&I in our entire system spring and fall. If we find issues, we make repairs, or line mains to reduce the I&I as needed. We conduct inspections while we televise are mains. We also have a sewer lateral program that helps pay for the replacement of private laterals. This also helps reduce I&I in our system.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Fox Crossing Utilities

Date of Resolution or
Action Taken:

2023-06-12

Resolution Number:

230612-3

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

The Village Board continues to support our sewer utility by making good decisions in order to ensure that our rates are sufficient for us to properly maintain our sewer utility.

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

Fox Crossing utilities continues to maintain, repair and replace our infrastructure, in order to keep I&I down in our system. We also have been conducting flow studies the past 2 years.

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

Fox Crossing Utilities takes pride in being able to provide excellent service to our customers by properly budgeting and maintaining our system on an annual basis.
Due to our continued efforts, we are able to obtain an A on our ECMAR on a consistent basis.

RES #230612-4

APPOINTMENT OF PARK COMMISSION MEMBER – SUNEER PATEL

WHEREAS, former Park Commissioner Jason Patzwald stepped down from the Park Commission when he was recently elected to the Village Board and sworn in as a Village Trustee on April 18, 2023; and

WHEREAS, a vacancy on the Park Commission now exists with a term that expires on June 30, 2023; and

WHEREAS, it is the recommendation of the Village President to appoint Suneer Patel to the Park Commission to fulfill the remainder of former Commissioner Patzwald’s term, which expires June 30, 2023; and

WHEREAS, it is the recommendation of the Village President to appoint Suneer Patel for a three-year term commencing July 1, 2023 and expiring June 30, 2026; and

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

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby approve the appointment of Suneer Patel to the Park Commission to fill the remainder of former Commissioner Patzwald’s seat, which expires June 30, 2023.

BE IT FURTHER RESOLVED that the Village Board hereby approves the appointment of Suneer Patel to the Park Commission for the three-year term commencing July 1, 2023 and expiring June 30, 2026.

Adopted this 12th day of June, 2023

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 #230612-5

REAPPOINTMENT OF SUSTAINABILITY COMMITTEE MEMBER – KRIS KOEPPE

WHEREAS, the term of Sustainability Committee member Kris Koepe expires on June 30, 2023; and

WHEREAS, the Village President has recommended the reappointment of Kris Koepe to the Sustainability Committee for a two (2) year term, commencing July 1, 2023 and expiring June 30, 2025.

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

NOW, THEREFORE, BE IT RESOLVED, that the Village of Fox Crossing Board of Trustees hereby approves the reappointment of Kris Koepe to the Sustainability Committee for a two (2) year term, commencing on July 1, 2023 and expiring June 30, 2025.

Adopted this 12th day of June, 2023

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 #230612-6

REAPPOINTMENT OF SUSTAINABILITY COMMITTEE MEMBER – LAURIE COLLINS

WHEREAS, the term of Sustainability Committee member Laurie Collins expires on June 30, 2023; and

WHEREAS, the Village President has recommended the reappointment of Laurie Collins to the Sustainability Committee for a two (2) year term, commencing July 1, 2023 and expiring June 30, 2025.

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

NOW, THEREFORE, BE IT RESOLVED, that the Village of Fox Crossing Board of Trustees hereby approves the reappointment of Laurie Collins to the Sustainability Committee for a two (2) year term, commencing on July 1, 2023 and expiring June 30, 2025.

Adopted this 12th day of June, 2023

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 #230612-7

REAPPOINTMENT OF SUSTAINABILITY COMMITTEE MEMBER – TRACY ROMZEK

WHEREAS, the term of Sustainability Committee member Tracy Romzek expires on June 30, 2023; and

WHEREAS, the Village President has recommended the reappointment of Tracy Romzek to the Sustainability Committee for a two (2) year term, commencing July 1, 2023 and expiring June 30, 2025.

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

NOW, THEREFORE, BE IT RESOLVED, that the Village of Fox Crossing Board of Trustees hereby approves the reappointment of Tracy Romzek to the Sustainability Committee for a two (2) year term, commencing on July 1, 2023 and expiring June 30, 2025.

Adopted this 12th day of June, 2023

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

ORD #230612-1 *First Reading*

**AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §294-4(C) BOAT TRAILER
PARKING, DAILY PERMITS**

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

Part I. Chapter §294-4(C), is hereby amended to read as follows (amendment in red):

§294-4 Boat Trailer Parking.

- C. Daily permits may be purchased through a self-registration facility located at Fritse Park. Daily permits shall only be valid during the same day of purchase. Daily permits shall be prominently displayed on the inside of the upper left rear window of vehicle **or on the front dash of vehicle.**

Part II. All ordinances or parts of ordinances contradicting the provisions of this ordinance are hereby repealed.

Part III. This ordinance shall take effect and be in full force from and after its passage and publication or posting.

Date Introduced: June 12, 2023

Date Adopted: _____

Requested by: Amanda Geiser, Director of Parks & Recreation

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #230612-8

**ANNUAL ALCOHOL BEVERAGE LICENSE APPLICATIONS FOR THE TERM
JULY 1, 2023 – JUNE 30, 2024**

WHEREAS, the following alcohol beverage license applicants have made proper application with the Village Clerk's Office for the licensing term beginning July 1, 2023 through June 30, 2024, and the proper fees have been paid and received; and

WHEREAS, the Police Department has performed background checks on all applicants and have no reason to withhold any license; and

WHEREAS, inspections have been completed by the Fire Department, Building Department, and Winnebago County Health Department, and all properties are compliant; and

WHEREAS, the Finance Department reported that outstanding invoices, taxes, and claims have been satisfied; and

WHEREAS, the Village Clerk submits the following license renewal applications for approval:

Class "A" Fermented Malt

Omsai LLC d/b/a EconoLodge Neenah, 2000 Holly Road; Mitul Patel, Agent

Quinto Sol 2, LLC d/b/a Quinto Sol 2 Supermarket, 135 W. Calumet Street; Maria G. Lopez Garcia, Agent

Speedway LLC d/b/a Speedway 7187, 670 N. Green Bay Road; Patricia A. Glasgow, Agent

"Class A" Liquor & Class "A" Fermented Malt

AV Foodmart Inc. d/b/a A.V. Food Mart, 975 Racine Road; Virender Singh; Agent

Banee Corporation d/b/a BB Convenience Center, 2675 American Drive; Parmeet K. Arora, Agent

Gandaki Marketing LLC d/b/a Good to Go Menasha, 2005 S. Oneida Street; Tuk P. Regmi, Agent

Kwik Trip, Inc. d/b/a Kwik Trip #883, 1400 West American Drive; William E. Rank, Agent

Menasha Gas, Inc. d/b/a Menasha Gas, 901 Appleton Road; Satnam Gill, Agent

Niemuth's South Side Market, LLC d/b/a Niemuth's Southside Market, 2121 S. Oneida Street; Richard R. Niemuth, Agent

True North Energy, LLC d/b/a True North Energy, LLC, 1370 Jacobsen Road; Michelle A. Knox, Agent

Class "B" Fermented Malt

JB Arepas LLC d/b/a JB Arepas, 2303 S. Oneida Street; Esther Palmero Garcia, Agent

"Class B" Liquor & Class "B" Fermented Malt

Dick's Wheel Inn Inc. d/b/a Dick's Wheel Inn, 1105 Appleton Road; Scott D. Pataska, Agent

George's Steak House, Inc. d/b/a George's Steak House, 2208 S. Memorial Drive; Bradley C. Quimby, Agent

Michiels Menasha Inn, Inc. d/b/a Michiels Bar & Grill, 1100 Appleton Road; Jennifer J. Michiels, Agent

Sanjim Inc. d/b/a Saint James Cocktail Lounge, 1525 W. American Drive; Michelle L. Kersten, Agent

Reserve "Class B" Liquor & Class "B" Fermented Malt

Bowlero Menasha, LLC d/b/a Sabre Lanes, 1330 Midway Road, Michael Larue, Agent

Cinderella21, LLC d/b/a Rella, 1151 Valley Road; Kimberly A. Halbach, Agent

DGK Holdings LLC d/b/a Jay's Nest, 726 Valley Road; David G. Korth, Agent

DYNI, Inc. d/b/a Stuc's Pizza, 1350 W. American Drive Ste. F, Jason D. Beatty, Agent
Fox Crossings Hotel Group, LLC d/b/a Wissota Chophouse, 1465 Bryce Drive; Kim E. Wogernese,
Agent

JSBerman LLC d/b/a Prime Time Bar and Grill, 1150 Valley Road, Joshua M. Berman, Agent
Tomsons of Appleton, Inc. d/b/a Holidays Pub & Grill, 1395 West American Drive, Suite B,
Sarah Fletcher, Agent

TLR Vang d/b/a Passion Restaurant and Bar, 236 W. Calumet Street, Suite 2 & 3, Thongchan Vang,
Agent

Touchmark on West Prospect, LLC d/b/a Touchmark on West Prospect, 2601 Touchmark Drive;
Stephanie Buchanan, Agent

Xe 54 LLC d/b/a Xe 54 Wine Bar, 1350 W. American Drive, Suite C; Pamela M. Barnes, Agent

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the licenses are hereby granted to the above applicants for the licensing period of July 1, 2023 through June 30, 2024.

Adopted this 12th day of June, 2023

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 #230612-9

**ANNUAL BEER GARDEN LICENSE RENEWAL APPLICATIONS FOR THE TERM
JULY 1, 2023 – JUNE 30, 2024**

WHEREAS, the annual Beer Garden License applicants listed below have made proper application with the Village Clerk's Office, and the proper fees have been paid and received; and

WHEREAS, an approved site plan is on file in the Community Development Department; and

WHEREAS, satisfactory inspections have been reported by the Police and Fire Departments, and a report from the Finance Department indicates real estate, personal property taxes, and all other outstanding claims have been paid; and

WHEREAS, the Village Clerk submits the following licenses for Village Board approval:

Beer Garden Licenses

Dick's Wheel Inn, 1105 Appleton Road

Holidays Pub & Grill, 1395 West American Drive, Suite B

Michiels Bar & Grill, 1100 Appleton Road

Prime Time Bar and Grill, 1150 Valley Road

Rella, 1151 Valley Road

Wissota Chophouse, 1465 Bryce Drive

Xe 54 Wine Bar, 1350 West American Drive, Suite C

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees that the Beer Garden Licenses are hereby granted to the above applicants for the licensing period of July 1, 2023 through June 30, 2024.

Adopted this 12th day of June, 2023

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 #230612-10

**ANNUAL MECHANICAL AMUSEMENT LICENSE RENEWAL APPLICATIONS FOR
THE TERM JULY 1, 2023 – JUNE 30, 2024**

WHEREAS, the annual Mechanical Amusement License applicants listed below have made proper application with the Village Clerk's office and the proper fees have been paid and received; and

WHEREAS, satisfactory inspections were conducted by the Village Code Compliance Officer and no reason was found to withhold the issuance of any license; and

WHEREAS, the Village Clerk submits the following for Village Board approval:

Mechanical and Other Amusements

Burial Chamber Haunted Complex, 500 N. Lake Street

Dick's Wheel Inn, 1105 Appleton Road

Holidays Pub & Grill, 1395 West American Drive, Suite B

Jay's Nest, 726 Valley Road

Michiels Bar & Grill, 1100 Appleton Road

Passion Restaurant and Bar, 236 W. Calumet Street, Suites 2 & 3

Prime Time Bar and Grill, 1150 Valley Road

Rella, 1151 Valley Road

Sabre Lanes, 1330 Midway Road

Tom's Drive In, 1395 W. American Drive, Suite A

Stuc's Pizza, 1350 W. American Drive Ste. F

NOW, THEREFORE, BE IT RESOLVED, the Village Board of Trustees hereby grants annual Mechanical Amusement Licenses to the above applicants for the licensing period of July 1, 2023 through June 30, 2024.

Adopted this 12th day of June, 2023

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 #230612-11

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:

Sydney Borchardt – 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 12th day of June, 2023

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 #230612-12

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$1,564,739.21

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

Pending:		
General Fund	\$	207,891.11
Special Revenue Fund	\$	45,063.29
Debt Fund	\$	-
Capital Projects Fund	\$	8,190.37
Water Fund	\$	565,763.45
Sewer Fund	\$	73,567.92
Stormwater Fund	\$	41,254.73
Trust & Agency Fund	\$	-
Special Processed Payments	\$	623,008.34
Total:	\$	<u>1,564,739.21</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 12th day of June, 2023.

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: June 6, 2023
 For Village Board Meeting of: June 12, 2023

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$207,891.11
Special Revenue Funds	\$45,063.29
Debt Fund	\$0.00
Capital Projects Fund	\$8,190.37
Water Fund	\$565,763.45
Sewer Fund	\$73,567.92
Stormwater Fund	\$41,254.73
Trust & Agency Fund	\$0.00
Total Bills for	June 12, 2023
	<u><u>\$941,730.87</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE	DEPT. /PURPOSE	AMOUNT
	Village Specials	5/14-6/6/23	**See Attached Listing** \$299,163.78
ACH	Employee Benefits Corp	5/23-6/6/23	Flex Spending Claims \$1,316.05
ACH	WDC	5/24/2023	Deferred Comp \$6,302.46
ACH	WI Retirement	5/24/2023	Retirement \$79,373.51
ACH	Plug N Play	6/5/2023	May CC Fees \$30.00
ACH	Elavon	6/6/2023	May CC Fees \$110.52
ACH	Elavon	6/6/2023	May CC Fees \$84.58
ACH	Elavon	6/6/2023	May CC Fees \$140.96
47048-47052	Payroll	5/25/2023	Payroll \$833.01
ACH	Payroll	5/25/2023	Payroll \$174,546.71
ACH	Payroll	5/25/2023	Taxes \$61,106.76
Total Special Processed Payments			<u><u>\$623,008.34</u></u>
GRAND TOTAL			<u><u>\$1,564,739.21</u></u>