

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, August 12, 2024 - 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 – July 22, 2024**Minutes and Correspondence to Receive**
 - b) Park Commission Meeting Minutes – July 10, 2024
 - c) Water Main Breaks Report – June 2024
 - d) Water Pumpage Report – June 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) 240812-1 Appointment of Police & Fire Commission Member – Douglas Greif
 - b) 240812-2 Amend Village of Fox Crossing Driveway Apron Policy
 - c) 240812-1:ORD Amend Fox Crossing Municipal Code Chapter §146-3 For Operator’s Licenses and Provisional Operator’s Licenses *First Reading*
 - d) 240812-3 Approve Professional Fireworks Display Permit – Neenah High School, 500 Rocket Way
 - e) 240812-4 Operator License Applicants
 - f) 240812-5 Expenditures
9. **Reports**
 - a) Village Clerk Darla Fink – Partisan Primary Election will be held on August 13, 2024, with Polls Open from 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.

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, July 22, 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 Koepp (via teleconference), Gregory Ziegler, Kate McQuillan, Deb Swiertz, and Barbara Hanson (via teleconference).

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, Director of Public Works Joe Hoechst, Attorney Andrew Rossmessl, and Engineer Lee Reibold. Excused: Engineer Bradley Werner and Director of Parks & Recreation Amanda Geiser. There were 15 attendees.

2. Awards / Presentations

a) Introduction and Oath of Office of Fox Crossing Police Officer Maxwell Tubbs – Police Chief Scott Blashka

Chief Blashka introduced Officer Maxwell Tubbs and stated he will be starting the Police Academy this week. Clerk Fink administered the Oath of Office and his badge was pinned on his uniform.

3. Public Hearings

4. Minutes to Approve / Minutes and Correspondence to Receive

Minutes to Approve

a) Regular Village Board Meeting – July 8, 2024

Minutes and Correspondence to Receive

b) Park Commission Meeting Minutes – June 12, 2024

MOTION: Trustee Van Dyke, seconded by Trustee Ziegler 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

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 240722-1 Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2025

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

b) 240722-2 Annual Village Mobile Home Park License Renewals for the Term August 1, 2024 through July 31, 2025

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

- c) 240722-3 Annual Alcohol Beverage License Application for the Term July 1, 2024 – June 30, 2025
MOTION: Trustee .Van Dyke, seconded by Trustee McQuillan to approve as submitted. Motion carried via voice vote.
- d) 240722-4 Operator License Applicants
MOTION: Trustee Ziegler, seconded by Trustee Swiertz to approve as submitted. Motion carried via voice vote.
- e) 240722-5 Expenditures
MOTION: Trustee Ziegler, seconded by Trustee Van Dyke to approve the expenditures submitted without exception. Motion carried via voice vote.

9. Reports

- a) Police Chief Scott Blashka – Police National Night Out Event will be held on Tuesday, August 6, 2024 from 5:00 p.m. to 8:00 p.m., Located at O’Hauser Park

Chief Blashka invited the Village Board and community to the National Night Out Event to mingle with Police Officers. There will be inflatables for the kids, food trucks, a “Kickball with the Cops” game, and more.

- b) Clerk Darla Fink –Early Voting for the August 13 Partisan Primary Election will be held Tuesday, July 30 through Friday, August 9, 2024; Voting will be Open from 8:00 a.m. to 4:30 p.m., Monday through Friday, with the Exception of Friday, August 2nd in which Voting will be Open Until 11:30 a.m., and Friday, August 9, in which Voting will be Open Until 5:0 p.m.

Clerk Fink announced that early in-person absentee voting will begin on July 30th and run through August 9th (Monday through Friday only) in the lobby of the Municipal Complex. Hours for early voting will be 8:00 a.m. to 4:30 p.m. on all days except Friday, August 2nd (8:00 a.m. to 11:30 a.m.) and Friday, August 9th (8:00 a.m. to 5:00 p.m.).

10. Closed Session

11. Adjourn

At 6:16 p.m., **MOTION:** Trustee Swiertz, seconded by Trustee Hanson to adjourn. Motion carried via voice vote.

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.



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

July 10, 2024

Park Commissioners Present: Jordyn Kurer, Steve Otto, Chris McCoy, Suneer Patel, Kathy Sylvester

Staff Present: Director Amanda Geiser

Excused: Jim Beson, Jean Wollerman

* * * * *

The Commission meeting was held at the Municipal Complex, 2000 Municipal Dr., Neenah, and was called to order by Commissioner Sylvester 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 June 12, 2024, regular meeting minutes. Commissioner Patel motioned to accept the minutes, seconded by Commissioner Kurer. Commissioner McCoy abstains. Motion carried.

PUBLIC FORUM

- None

DISCUSSION/PRESENTATION

A. 2025 Budget: Director Geiser discussed the 2025 budgeting process and timeline. The Equipment Replacement Fund was reviewed. There was also a discussion on the recreation program budget and the projected part-time personnel costs. Additional items will be brought forward at the July 24 meeting.

REPORTS

- A. Park Report: Accepted as written.
B. Recreation Report: Accepted as written.
C. Director Report: Accepted as given.
D. Commission Reports:
• Commissioner Sylvester: Reported that she saw that the concession stand has been painted at O’Hauser Park and looks really nice.
• Commissioner Kurer: Reported she recently went to Fritse for the Travelin’ Toms Coffee Truck and inquired how that their monthly visits have been going.
• Commissioner Otto: No report.
• Commissioner Patel: No report.
• Commissioner McCoy: No report.
• Commissioner Beson: Excused.
• Commissioner Wollerman: Excused.

OLD BUSINESS

- None

NEW BUSINESS

- A. Fritsch Park Use Request – St. Joe’s Program Run/Walk:** *Commissioner Otto made a motion to approve the request of usage at Fritsch Park. Commissioner Patel seconded the motion.*

St. Joe’s Program has requested to use a portion of Fritsch Park for their annual run/walk event on Saturday, October 5. St. Joe’s has been asked to provide a Certificate of Liability Insurance naming Fox Crossing as an additional insured on the policy. This should be submitted before the event takes place.

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

CORRESPONDENCE

- None

ADJOURNMENT

Commissioner Otto motioned, seconded by Commissioner Patel, to adjourn the Park Commission meeting at 6:55PM. Motion carried unanimously.

The next Commission meeting is scheduled for July 24, 2024, at the Municipal Complex, 2000 Municipal Drive, Neenah, at 6:00PM.

Sincerely,



~~Jim Beson~~
Chairperson - Village of Fox Crossing Park Commission

KATTY SILVESTRE

VICARIE PERSON

FOX CROSSING UTILITIES

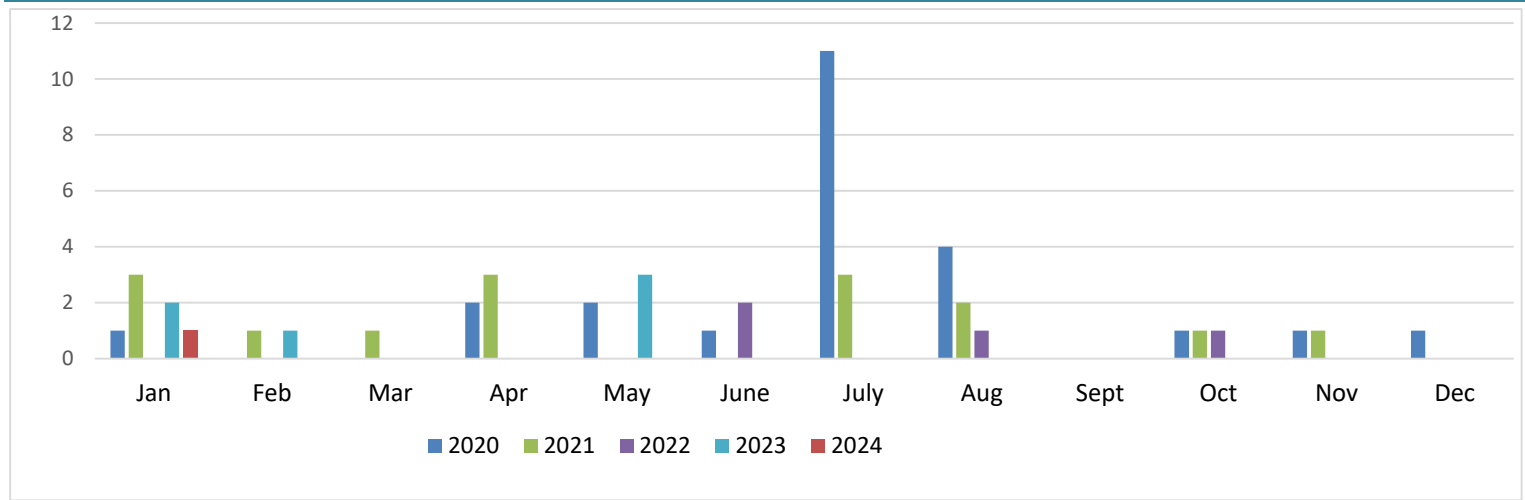
WATER MAIN BREAK/MISC WATER REPAIR REPORT JUNE, 2024

Water Main Breaks

THERE WERE NO MAIN BREAKS IN THE MONTH OF JUNE, 2024

Total water main breaks year to date for 2024 = 6

Total water main breaks this time in 2023 2



YEAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2020	1	0	0	2	2	1	11	4	0	1	1	1	24
2021	1	1	1	0	1	0	3	6	7	6	3	0	29
2022	3	1	1	3	0	0	3	2	0	1	1	0	15
2023	0	0	0	0	0	2	0	1	0	1	0	0	4
2024	2	1	0	0	3	0	0	0	0	0	0	0	6

Utility Repairs

1	6/4/2024	1895 Forest Glen	Raised Valve Box
2	6/5/2024	1627 Palisades Dr	Repaired Service Leak
3	6/6/2024	Butte Des Morts Beach Rd	Repaired Valve Box
4	6/7/2024	Butte Des Morts Beach Rd	Raised Valve Box
5	6/7/2024	1851 Cricket Court	Raised Valve Box
6	6/7/2024	1249 Brenda Ln	Raised Valve Box
7	6/12/2024	1550 Lakeshore Dr	Repaired Service Leak
8	6/19/2024	1965 Butte Des Morts Beach Rd	Repaired Valve Box
9	6/21/2024	2682 Touchmark Ct	Repaired Service Leak

Utility Miscellaneous

- 1 COMPLETED SPRAYING AND TRIMMING VEGETATION AROUND HYDRANTS IN RURAL AREAS.
- 2 CONTINUED WORKING ON JACOBSEN RD PROJECT.
- 3 FINISHED WATER RELAY ON TUMBLEBROOK RD.
- 4 FINISHED WATER RELAY ON KENWOOD DR.
- 5 CONTINUED EXERCISING MAIN LINE VALVES.

FOX CROSSING UTILITIES

- 6 CONTINUED HYDRANT MAINTENANCE AND EXERCISING AUXILIARY VALVES.
- 7 CONTINUED WORKING ON EXCHANGING SMALL METERS.
- 8 CONTINUED WORKING ON MOVING ENCODERS FOR METERS THAT ARE NOT READING FROM ANTENNAS.
- 9 CONTINUED WITH LEAK DETECTION IN PROBLEM AREAS.

WASTEWATER REPAIR/MISC REPORT JUNE, 2024

Wastewater Miscellaneous

1	Lift Station #1 - Brighton Beach Rd	<i>Planted grass in front of lift stations. Trimmed tree branches hanging over driveway. Replaced faulty smoke detector in generator room</i>
2	Lift Station #2 - Lakeshore Dr & Frances St	<i>Poured concrete around the base of the building to keep varmint out that were tunneling under the building.</i>
3	Lift Station #3 - Lakeshore Dr	<i>Painted all the exterior concrete and metal around the station. Washed the exterior as well.</i>
4	Lift Station #4 - Memorial Dr/Foster St	<i>Painted the exterior of the station. Weekly maintenance performed.</i>
5	Lift Station #5 - Green Patch	<i>Painted safety Bollards yellow. Weekly maintenance performed.</i>
6	Lift Station #6 - Calumet St	<i>Painted outside of the lift station. Cleaned and patched some rust on the inside of the lift station.</i>
7	Lift Station #7 - Stroebe Rd & Harry's Gateway	<i>Painted the safety rail round the gas meter safety yellow. Weeded and trimmed the trees around the lift station.</i>
8	Lift Station #9 - County Rd II (Winchester Rd)	<i>Maintenance on clear water lift station. All Lift serviced the cranes.</i>
9	Miscellaneous:	<i>Sprayed for weeds. Continued cleaning sewers on west side. Continued to check sports for I&I and identify leaks. Prepared for Plank Road Project. Repaired some manholes where paving was occurring.</i>

FOX CROSSING UTILITIES PUMPAGE REPORT

MONTH: JUNE, 2024

Total water purchased & pumped from wells											
	EAST SIDE				WEST SIDE					TOTAL PUMPED X 1,000	Compare to same month in 2023
	DEEP WELL #5 X 1,000	DEEP WELL #7 X 1,000	PURCHASED CTY/MENASHA X 1,000	TOTAL EAST X 1,000	DEEP WELL #3 X 1000	DEEP WELL #4 X 1,000	DEEP WELL #6 X 1,000	DEEP WELL #8 X 1,000	TOTAL WEST X 1,000		
TOTAL	-	17,130	15,348	32,478	5,664	20,419	-	25,562	51,645	84,123	88,581
AVERAGE/DAY	-	571	512	1,083	189	681	-	852	1,722	2,805	2,953
MAXIMUM/DAY	-	613	668	1,257	580	977	-	1,002	2,130	3,387	3,638
MINIMUM/DAY	-	541	423	984	-	270	-	699	1,380	2,364	2,374

SERVICE PUMPAGE (Water pumped to distribution system)							
	EAST SIDE		WEST SIDE			TOTAL SERVICE PUMPAGE TOTAL EAST & WEST X 1,000	Compare to same month in 2023
	PLANT #2 X 1,000		PLANT #3 X 1,000	PLANT #4 X 1,000	TOTAL WEST SIDE X 1,000		
TOTAL	29,831		25,810	24,834	50,644	80,475	86,658
AVERAGE/DAY	994		860	828	1,688	2,682	2,889
MAXIMUM/DAY	1,112		1,355	942	2,297	3,192	3,348
MINIMUM/DAY	882		489	682	1,171	2,165	2,267

WATER LEVEL READINGS						
	EAST SIDE DEEP WELLS		WEST SIDE DEEP WELLS			
	#5	#7	#3	#4	#6	#8
AVERAGE STATIC	-	-	59'	59'	-	45'
AVERAGE PUMPING LEVEL	-	353'	157'	150'	-	230'

East Side System Purchased Water			
Month 2024	47%	Month 2023	48%
Year-to-Date	45%	Year-to-Date	41%
		Month, 2022	41%
		Year-to-Date	39%

RES #240812-1

APPOINTMENT OF POLICE & FIRE COMMISSION MEMBER – DOUGLAS GREIF

WHEREAS, Police & Fire Commissioner Kate McQuillan has been appointed to the Village Board and hence resigned her seat on the Fox Crossing Police & Fire Commission; and

WHEREAS, with the resignation, a vacancy exists on the Police & Fire Commission for the remainder of a term beginning June 1, 2023 and expiring on May 31, 2028; and

WHEREAS, Village President Dale Youngquist nominates Douglas Greif for appointment to the Police & Fire Commission for the remainder of a five (5) year term beginning June 1, 2023 and expiring May 31, 2028; and

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

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees to hereby approve the appointment of Douglas Greif to the Police & Fire Commission for the remainder of a five (5) year term commencing June 1, 2023 and expiring May 31, 2028.

Adopted this 12th day of August, 2024

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 #240812-2

AMEND VILLAGE OF FOX CROSSING DRIVEWAY APRON POLICY

WHEREAS, the Driveway Apron Replacement Policy for the Village of Fox Crossing was originally drafted in 2006, and updated in 2014 and 2016; and

WHEREAS, Public Works Director Joe Hoechst requests to update the Driveway Apron Policy to allow concrete driveway aprons along rural roads, and other modifications.

NOW, THEREFORE BE IT RESOLVED, that the Village of Fox Crossing Board of Trustees hereby approves the Driveway Apron Policy, as attached.

Adopted this 12th day of August, 2024

Requested by: Joe Hoechst, Public Works Director

Submitted by: Dale A. Youngquist, Town Chairman

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

VILLAGE OF FOX CROSSING STREET DEPARTMENT
DRIVEWAY APRON POLICY

I. DEFINITIONS

Driveway Apron - The portion of the driveway located from the edge of roadway pavement to the property line, located within the Village right-of-way; not private property.

New or Updated Driveway Apron – Driveway aprons that have been moved, widened, extended, newly constructed, or upgraded.

Replacement Driveway Apron – Driveway aprons that will be at the same location and the same width as the pre-project condition as well as have an in-kind surface.

Driveway Apron Width – The width of the driveway apron measured at edge of pavement (rural roadway) or back of curb (urban roadway).

Unimproved Surface - The surface consists of earth or gravel; not a permanent surface.

Improved Surface - The surface consists of asphalt or concrete; a permanent surface. Village driveway specifications are as follows:

- Residential Asphalt: 3" asphalt / 12" aggregate base
- Residential Concrete: 6" concrete / 6" aggregate base
- Non-Residential Asphalt: 4" asphalt / 15" aggregate base
- Non-Residential Concrete: 8" concrete / 8" aggregate base

Rural roadway - Existing or new construction consisting of open ditch drainage, gravel shoulders, and hot mix asphalt pavement construction.

Urban roadway - Existing or new construction consisting of storm sewer drainage, concrete curb & gutter, and hot mix asphalt/concrete pavement construction; may include sidewalk and/or a recreation trail.

Street Resurfacing (Asphalt) projects – Existing pavement is removed and replaced with new hot mix asphalt. A new road crown is established. Spot aggregate base and/or curb and gutter areas are replaced. A portion of existing driveway aprons may be replaced, but typically not the full apron.

Street Reconstruction projects – Significant portions of pavement and aggregate base are removed and replaced. Rural roadways may be changed to urban roadways. Most, if not all, of the driveway apron is typically removed and replaced.

In-kind Surface – Replaced driveway apron surface that is the same as the pre-project surface.

Upgraded Surface – Replaced driveway apron surface that is of higher quality than the pre-project surface (improved surface in lieu of unimproved surface; concrete in lieu of asphalt).

II. DRIVEWAY APRON REPAIR AND REPLACEMENT POLICIES (NON-VILLAGE PROJECTS):

- A. Property owners assume 100% of the cost of driveway apron replacement when it is a non-Village project. Damage to existing roadways and/or curb and gutter because of the work shall be repaired in-kind at the property owner's cost.
- B. On a rural roadway, property owners can choose to replace driveway aprons with the in-kind surface or an upgraded surface.

C. On an urban roadway, driveway aprons must be replaced with an improved surface. If desired, property owners can choose to replace driveway aprons with an upgraded surface.

D. **Permitting**

1. Property owners are required to fill out a Driveway/Culvert/Curb Cut Permit, pay associated permit fees, and receive Village approval prior to performing work on the driveway apron. It is recommended that property owners review Section III of this policy on how their driveway apron may be affected by Village projects.
2. Maximum Driveway Apron Width
 - i. Residential – 40 feet
 - ii. Non-residential – 60 feet
 - iii. Property owners may request a variance on the maximum driveway width that will be subject to review by the Street Superintendent and/or Director of Public Works.

III. **DRIVEWAY APRON REPAIR AND REPLACEMENT POLICIES (VILLAGE PROJECTS):**

A. **Project Types:**

1. Public Utility (i.e. sanitary sewer, water, or storm sewer) projects:
The Village will replace only the portions of the driveway apron that were disturbed as part of the project. The replaced surface will follow Section III-B.
2. Ditching and Culvert projects:
The Village will replace only the portions of the driveway apron that were disturbed as part of the project. The replaced surface will follow Section III-B.
3. Street Resurfacing (Asphalt) projects:
 - a. The Village will replace up to 8 feet of the driveway apron from the edge of the road pavement on rural roadways. The amount of driveway apron replacement varies from driveway to driveway.
 - b. The Village will replace up to 4 feet of the driveway apron on urban roadways if curb and gutter repairs are done at the driveway. The amount of driveway apron replacement varies from driveway to driveway.
4. Street Reconstruction projects:
If a rural roadway is reconstructed to an urban roadway, surface replacement policies for urban roadways will be followed.

B. **Surface Replacement (Default):**

1. Unimproved Driveway Apron:
 - a. Unimproved driveway aprons on rural roadways will be replaced with the in-kind surface at no cost to the property owner.
 - b. Unimproved driveway aprons on urban roadways are not allowed. If a property's driveway apron was unimproved prior to the Village project, it will be replaced in asphalt. The property owner will reimburse the Village for the work.

2. Asphalt Driveway Apron:
Asphalt driveway aprons in rural and urban roadways will be replaced with the in-kind surface at no cost to the property owner.
3. Concrete Driveway Apron:
 - a. Concrete driveway aprons on rural roadways will be removed and replaced with asphalt at no cost to the property owner.
 - b. Concrete driveway aprons on urban roadways will be replaced with the in-kind surface at no cost to the property owner.
4. Paver Brick, Stamped/Colored Concrete, and/or other Specialty Surface:
Paver brick, stamped and/or colored concrete, or other specialty surface is not allowed within the Village right-of-way. On rural roadways, these will be replaced with asphalt at no cost to the property owner. On urban roadways, these will be replaced with concrete at no cost to the property owner.
5. Trails and Sidewalks:
If a driveway apron replacement intersects a trail or sidewalk, the more upgraded surface will be replaced in the trail or sidewalk. This work will be done at no cost to the property owner.
6. Private Driveways:
If a portion of a driveway is disturbed beyond the apron as part of a Village project, the Village will replace the disturbed section with the in-kind surface at no cost to the property owner.

C. Surface Replacement (Extensions and Upgrades):

If granted by the Village, this section supersedes Section III-A and III-B.

1. Surface Replacement Extensions:
If only a portion of the driveway apron is planned to be replaced, property owners may request that the Village replace the full driveway apron with the in-kind surface as part of the project. The Village would pay the upfront cost of the additional driveway apron replacement to the contractor, and the property owner would then reimburse the Village.
2. Surface Replacement Upgrades:
Property owners may request the Village replace the full driveway apron with an upgraded surface as part of the project, provided the Village already plans to use the upgraded surface elsewhere in the project. The Village would pay the upfront cost of the driveway apron upgrade to the contractor, and the property owner would then reimburse the Village.
3. Forms and Permits:
 - a. Driveway Apron Replacement Release Form – Upon initial notification of the project, property owners interested in surface replacement extensions or upgrades shall fill out, sign, and return a Driveway Apron Replacement Release Form to the Village of Fox Crossing Street Division by the required deadline determined by the Village for that project. Forms received after the deadline will not be accepted.

Effective January 1, 2025

- b. Driveway/Culvert/Curb Cut Permit – After the Village bids the project and notifies property owners of the anticipated cost, property owners still interested in surface replacement extensions and upgrades shall fill out, sign, and return a Driveway/Culvert/Curb Cut Permit application and pay the associated fees. The application and fee payment must be completed by the required deadline determined by the Village for that project. The Permit applications and fee payments after this date will not be accepted.

4. Payments

After final quantities are determined, the Village will send property owners an invoice for the surface replacement extension or upgrade work plus a 5% administration fee. The property owner shall pay the invoice in full by the due date on the invoice or the unpaid amount will be added to the property tax bill.

IV. DRIVEWAY APRON POLICY INTERPRETATIONS:

Questions in the interpretation of the Driveway Apron Policy will be clarified by the Director of Public Works.

AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §146-3 FOR OPERATOR'S LICENSES AND PROVISIONAL OPERATOR'S LICENSES

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

Part I. Chapter §146-3 Operator's Licenses, is hereby amended to read as follows (amendment in red):

§146-3 Classes of Licenses; fees.

L. Operator's license. License is issued for a two-year term and is prorated for new licenses, per the Village Fee Schedule, reference this Code section. (Section 125.17, Wis. Stats.) Included in the license fee is the current cost of obtaining a background check. **If the operator's license is denied**, it shall be at the discretion of the ~~Village of Fox Crossing Police Chief~~ **Village Clerk** as to whether the remainder of the fee shall be refunded.

(1) Operator licenses required. All of the provisions of §125.32(2) and 125.68(2), Wis. Stats., and any future amendments or changes to this statute are hereby incorporated herein.

(2) Application.

- a. An operator's license may not be issued unless the applicant fulfills one of the following requirements: the person is renewing an operator's license, within the past two years held a current manager's, retailer's or operator's license, or within the past two years has completed a state-mandated server's training course and must show proof. ~~New applicants must at least be registered for the course and shall present a schedule at the time of application.~~
- b. A written application shall be filed with the ~~Police Department~~ **Village Clerk** which shall include the name, residence, age, and gender of the applicant, and the prescribed fee shall be paid according to the payment schedule incorporated herein. A background check shall be performed to determine whether the applicant has a satisfactory history. All applications shall be accompanied by a recommendation for approval/denial by the Chief of Police or his/her designee.

(3) Issuance of operator's license.

- a. An operator's license shall be granted by the Village Board only to persons who have attained the age of 18 and have met the requirements defined by Chapter 125 of the Wisconsin Statutes, and for all new applicants on or after January 1, 1990, who have successfully completed a mandatory responsible beverage server training course, at which time a license shall be issued by the ~~Police Department~~ **Village Clerk**. The operator's license shall be issued for two years, expiring on June 30 of even years, or prorated depending upon the month of issuance within the two-year period, unless otherwise revoked.
- b. Mandatory schooling required. Operator license applicants in the Village of Fox Crossing shall be required, prior to the issuance, to provide the ~~Police Department~~ **Village Clerk** with proof of successful completion of a server's training course offered at any location by a technical college district and that conforms to

curriculum guidelines specified by the college system board, or a comparable training course which may include computer-based training and testing that is approved by the State of Wisconsin under §125.17 and 125.04, Wis. Stats. However, an applicant who fails to timely renew his/her operator's license shall be granted a thirty-day grace period without mandatory schooling required. It is the responsibility of the applicant to pay the tuition fee for the server's training course. An exception to this requirement is temporary operators (bartenders) who may only hold a fourteen-day license in a calendar year.

- (4) Operator's (bartender) instructions. The following Bartender's Awareness Certification Program Procedure Policy, as it relates to the issuance of operator's licenses, is effective January 1, 1996:
- a. The applicant applies for operator's licenses at the ~~Police Department~~ **Village Clerk's office**.
 - b. The Village requires new applicants and expired licensees expired more than two years to successfully complete a responsible beverage server training course approved by the State of Wisconsin in accordance with §125.17, Wis. Stats.
 - c. The applicant must score 70% or above on the posttest to receive the Certificate of Completion. Applicants who score below 70% may take the course over at any time.
 - d. The certificate must be presented to the ~~Police Department~~ **Village Clerk** upon completion of the Bartender Awareness Course.
 - e. ~~If the applicant wishes to take the course before he/she applies for the operator's (bartender's) license, he/she may do so.~~
 - e. The Police Department will perform a background check and recommend approval or denial of the license.
 - f. It is the policy of the Village of Fox Crossing that any operator's (bartender's) license application may be denied for up to two years following a conviction of an alcohol/drug related offense.
 - g. Upon approval by the ~~Police Department~~, **it Village Board, the Village Clerk** will issue licenses during two-year periods, provided the applicant has successfully completed the Bartender's Awareness Course.
 - h. The Bartender Awareness Course fee is the responsibility of the applicant.
 - i. The license fee is for a two-year period. Included in the license fee is the current cost of obtaining a criminal investigation check through the Department of Justice. The license fee set forth in the Village Fee Schedule, reference this Code section, is to be prorated for all new licenses.

(5) Payment schedule.

- a. Application fees will be prorated on a quarterly basis. An operator license is for a two-year period, and thereafter, the applicant pays the prorated license fee, which includes the fee for a background check by the Police Department.
- b. The two-year term commences on July 1 of the even-numbered years.

M. Provisional operator's license. The ~~Police Department~~ **Village Clerk** may only issue a provisional operator's license to a person who has applied for a regular operator's license under Subsection L.

- (1) Fee shall be paid upon application.
- (2) A provisional operator's license may not be issued to any person who has been denied a beverage operator's license.
- (3) The provisional operator's license expires 60 days after its issuance or when a license under Subsection L is issued to the applicant, whichever is sooner.
- (4) Persons are limited to one provisional license per calendar year.
- (5) Revocation. The provisional operator's license shall be revoked by the Police Department if it is discovered the holder of the provisional operator's license made a false statement on his/her application, ~~or holder fails to complete the Responsible Beverage Server Training Course, if required,~~ or is in noncompliance with Wisconsin Statutes.

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: August 12, 2024

Date Adopted: _____

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 #240812-3

APPROVE PROFESSIONAL FIREWORKS DISPLAY PERMIT – NEENAH HIGH SCHOOL, 500 ROCKET WAY

WHEREAS, the applicant, Flying Fortress LLC, on behalf of Neenah High School, requests a Professional Fireworks Display Permit for a fireworks display to be held Thursday, August 29, 2024, at approximately 9:30 p.m.; and

WHEREAS, the applicant has completed the proper application paperwork, and will pay the associated fees; and

WHEREAS, the Fox Crossing Fire Chief and Fox Crossing Police Chief have reviewed the application, conducted the necessary inspections, and are satisfied that the application meets the requirements of Village Ordinance Chapter §218-43 Applications for permits; professional displays.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves a Professional Fireworks Display Permit for Thursday, August 29, 2024, at approximately 9:30 p.m., hosted by Neenah High School at 500 Rocket Way.

BE IT FURTHER RESOLVED that the Village Clerk will notify the public by posting notice of the location, date, and time of the display at the three Village approved posting sites; additionally, the Clerk will post notice on the Village web page and Facebook page.

Adopted this 12th day of August, 2024

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



FOR OFFICE USE ONLY	
License Fee \$ <u>25-</u>	Date Rec'd <u>7/29/24</u>
AMOUNT PAID \$ <u>25-</u>	Receipt No. <u>23695</u>

101-5100.440.01-02

PERMIT FOR FIREWORKS DISPLAY
(At least 30 days advance notice of the display)

PLEASE PRINT

Application for permit to operate a display of fireworks in conformance with the terms of the Fox Crossing Municipal Code shall be made in writing on this form provided by the Fire Prevention Bureau to the Chief of the Fire Department.

Fee for a Fireworks Display: **\$ 25.00 per display**
\$ 45.00 per fire apparatus, plus firefighter payroll for detail
(Invoiced after the event)

Today's Date 7/18/24 Receipt # 23695 By _____

Applicant Name: JEREMY WYNNEBACH
First Middle Last

Applicant Address 500 ROCKET WAY

Organization Name NEENAH HIGH SCHOOL

Organization Address 500 ROCKET WAY

Date of Display: AUG. 29th, 2024 Time: Fireworks Delivered _____ p.m.
Fireworks Display 9:30 p.m.

APPLICATION CHECKLIST

- License Bond \$ 2,000.00
- Proof of Liability Insurance **\$ 300,000.00 per Accident**
\$ 500,000.00 per Occurrence
- List of Persons in Charge of Display
- Type / Number of Fireworks
- Manner and Place of Storage of Fireworks Prior to Display
- Diagram of Location for Fireworks Display
- Permit Fee **\$ 25.00**
- Certificate of Competency

Being satisfied that the fireworks display is properly lawful, the Chiefs of the Police and Fire Departments endorse this application. They approve the display as being in conformance with all parts of the law according to Village Ordinance. [See Paragraph (2)]

[Signature]
Village of Fox Crossing Police Chief

[Signature]
Village of Fox Crossing Fire Chief



**FIREWORKS DISPLAY
LAUNCH LOCATION**

DRAYTON INSURANCE BROKERS, INC.

2500 CENTER POINT ROAD, SUITE 301
BIRMINGHAM, ALABAMA 35215
PHONE: (205) 854-5806
FAX: (205) 854-5899

POST OFFICE BOX 94067
BIRMINGHAM, ALABAMA 35220
EMAIL: dib@draytonins.com

CERTIFICATE OF INSURANCE

NO. 362803

We certify that insurance is afforded as stated below. This Certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the insurance policy and the insurance afforded is subject to all the terms, exclusions and conditions of the policy.

INSURER Admiral Insurance Company **POLICY NO.** CA000003209-33-1187

NAMED INSURED Flying Fortress
W1056 Hasselt Road
Kaukauna, WI 54130

POLICY TERM September 1, 2023 to September 1, 2024; Both Days 12:01 A.M. Standard Time

COVERAGE Fireworks Display Contractors Liability: Occurrence Basis Claims Made Basis

LIMIT OF LIABILITY \$ 1,000,000 each occurrence, \$ 2,000,000 general aggregate
The limit of liability shall not be increased by the inclusion of more than one insured or additional insured.

RESTRICTION This policy applies only to displays which comprise solely Class "C" Fireworks (Explosives Classification 1.4), pyrotechnics special effects (including indoor pyrotechnics), propane, open flame effects, lasers and other non-pyrotechnic special effects. Excluding the use of Class "B" fireworks (Explosives Classification 1.3).

INSURED OPERATIONS Public fireworks display and special effects contractor

It is certified that, if named below, this policy includes as Additional Insureds 1) the sponsor(s), promoter(s), organizer(s) (including other entities having similar interests), of insured pyrotechnic events and/or 2) the owner(s) of real property (or barges) at which insured pyrotechnic events are held and/or 3) the owner(s), manager(s), tenant(s), mortgagee(s) (including other entities having similar interests), of buildings, stadiums, arenas and similar facilities at which insured pyrotechnic events are held and/or 4) the licensing or permitting authority, or other authority having jurisdiction, issuing licenses/permits for insured pyrotechnic events and/or 5) any other entity for which the insurance is required to be afforded under written contract. Coverage applies only as respects the legal liability of such Additional Insured(s) for bodily injury and property damage caused by the operations of the Named Insured. The insurance afforded any Additional Insured does not include coverage for any bodily injury or property damage arising from the failure of such Additional Insured to fulfill its obligations specified in its contract with the Named Insured.

**NAME(S) OF
ADDITIONAL INSURED(S)**

Neenah High School

DISPLAY LOCATION

DISPLAY DATE(S)

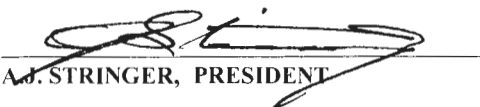
500 Rocket Way
Fox Crossing, WI 54956

August 29, 2024
Rain Date: August 30, 2024

It is certified that this policy requires a 30 day mutual notice of cancellation between the Insurer and the Named Insured. In the event of such cancellation we will endeavor to mail 10 days written notice to the Additional Insured(s), whose name and address is shown hereon, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer and/or the undersigned.

DRAYTON INSURANCE BROKERS, INC.

July 22, 2024
DATE OF ISSUE


A.J. STRINGER, PRESIDENT

Sweeney, Todd

From: Dave Van de loo <flyn4trs@yahoo.com>
Sent: Friday, August 2, 2024 9:00 AM
To: Sweeney, Todd
Subject: Neenah/Menasha football game

All product used for pyrotechnics in both the national anthem and fireworks display are 1.4 classification

- 144. 2" canister shells
- 12. 200 gram cakes
- 4. 350 gram cakes
- 7. 500 gram cakes

Lead pyrotechnician: David Van De Loo
920-540-3107
flyn4trs@yahoo.com

RES #240812-4

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:

Sierra Will – Approved

Jada Guidry – Approved

Christie Buck – Approved

Katherine Stieg – Approved

Rachel Anderson – Approved

Carol Pemrich-Hauser – Approved

Pammi Murphy – Approved

Amanda Ertmer – Approved

Andrea Cachu – 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 12th day of August, 2024

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 #240812-5

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$1,672,884.21

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

Pending:		
General Fund	\$	151,754.95
Special Revenue Fund	\$	94,111.87
Debt Fund	\$	-
Capital Projects Fund	\$	320,570.98
Water Fund	\$	64,610.44
Sewer Fund	\$	23,648.43
Stormwater Fund	\$	26,191.26
Trust & Agency Fund	\$	-
Special Processed Payments	\$	991,996.28
Total:	\$	<u>1,672,884.21</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 August, 2024.

Requested by: Jeremy Searl, Finance Director
Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk