

Village of Fox Crossing Board of Trustees Regular Meeting
Monday, November 13, 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) Budget Workshop #2 – October 9, 2023
 - b) Budget Workshop #3 – October 16, 2023
 - c) Budget Workshop #4 – October 23, 2023
 - d) Regular Village Board Meeting – October 23, 2023
 - e) Special Village Board Meeting – October 26, 2023Minutes and Correspondence to Receive
 - f) Park Commission Meeting Minutes – October 11, 2023
 - g) Water Main Breaks Report – October 2023
 - h) Water Pumpage Report – October 2023
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) 231113-1 Set 2024 Sanitary Sewer Rates
 - b) 231113-2 Set 2024 Stormwater Utility Rate
 - c) 231113-3 Set 2024 Garbage & Recycling Rate
 - d) 231113-4 Appointment of Village Board Member Trustee #5 – Deborah Swiertz
 - e) 231113-5 Amend Village of Fox Crossing Fee Schedule for 2024
 - f) 231113-6 Amend Fox Crossing Additional Compensation Pay Schedule
 - g) 231113-7 Amend Fox Crossing Paid-on-Call Firefighter Pay Plan
 - h) 231113-8 Amend Village of Fox Crossing Employee Handbook, Chapter 11-6.1 Medical
 - i) 231113-9 Approve 2024 Village Board Meeting Calendar
 - j) 231113-10 Operator License Applicants
 - k) 231113-11 Expenditures
9. **Reports**
 - a) Village Manager Jeffrey Sturgell – 2024 Capital Projects Budget Update
 - b) Village President Dale Youngquist
 - 2024 Village of Fox Crossing Budget Public Hearing to be held Monday, November 27, 2023 at 5:00 p.m. in the Arden Tews Assembly Room of the Village Municipal Complex, 2000 Municipal Drive
 - Santa Rides Again on the Santa Float December 4 through December 8, 2023
 - Thanksgiving Wishes
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
Special Meeting of the Board of Trustees – Budget Workshop
Municipal Complex – Arden Tews Assembly Room
Monday, October 9, 2023 – 5:00 p.m.

Minutes

1. Call to Order

President Dale Youngquist called the workshop to order at 5:00 p.m. Clerk Darla Fink noted those present including: President Youngquist, Trustee Michael Van Dyke, Trustee Kris Koeppe, Trustee Gregory Ziegler, Trustee Jason Patzwald (via teleconference), Trustee Barbara Hanson, Village Manager Jeffrey Sturgell, Finance Director Jeremy Searl, Police Chief Scott Blashka, Police Captain Tim Callan, Municipal Court Judge Timothy Hogan, Municipal Court Manager Mandy Bartelt, Director of Community Development George Dearborn, and Director of Parks and Recreation Amanda Geiser. There were nine attendees.

2. Presentation of Departmental Budgets

Judicial

Director Searl stated there are no significant items to note in this department's budget with no major changes or projects noted for this year. The main unknown is how the new High School will affect the Municipal Court. They are expecting to hold a truancy court onsite at Neenah High School similar to what the City of Neenah did, so the students don't have to miss any additional school by attending court. Judge Hogan advised it is a waiting game to see how many juvenile citations we will see from Neenah High School. They plan to sit down in November to assess the number and how best to proceed. He has reached out to the City of Neenah Judge to see how he handled this, and learned they held court at the school once per month during the school day (lunches and study hall hours).

Director Searl advised we will be making some changes to the website and front door indicating the hours for Municipal Court as Mandy is typically here earlier in the morning than regular Municipal Complex hours and leaves early on Fridays. The hope is for the strain on other Municipal Complex departments and staff as well as resident frustration/complaints will be reduced with the posting of more accurate hours. Trustee Hanson asked about delinquent fines being sent to debt collection rather than warrants being issued. Judge Hogan explained that we have been able to use this process for many citations to recover more funds through state debt collection. He advised they have a considerable number to get through but this is something they're working toward.

Parks & Recreation Department

Director Searl stated a large section of the revenue accounts in this department are Special Revenue Funds which were discussed last week, but this budget details the transfers from these accounts to the General Fund to offset costs. The State Attractions revenue account generates a very small profit but promotes the Village's goal of keeping our residents active and coming into our building.

In Park expenditures, there are a few changes in payroll. Director Geiser will now be split 50/50 between the Park and Recreation accounts (was previously 60/40). The Recreation Supervisor is proposed to go full-time, rather than $\frac{3}{4}$ time. Director Searl reminded the Board that in 2023 the administrative position in this department was changed to only having one full-time person

assisting both the Park and Recreation and Street Departments rather than 1.5 positions between the two departments. This partially offsets some of the increased costs of these payroll changes.

In the 02-10 Professional Services Account, there is a rollover request of \$10,000 for Woodland Prairie Park Consulting Services as this was not completed in 2023. There is also a Trestle Trail Bridge Structural Inspection with a total cost of \$20,000 to be split 50/50 with the City of Menasha and offset with fund balance. The 02-34 Site Maintenance Account includes new benches at O'Hauser Park for \$2,250, offset with fund balance. The 03-40 Disc Golf Account has expenses however all of these costs are paid by the Disc Golf Special Revenue Fund. There are some carryover items in this account including the completion of installing a beginner disc golf course at O'Hauser Park.

The 03-53 Equipment Maintenance Account includes \$3,000 in repairs for the slope mower, offset with fund balance. There were discussions on the plan going forward for completing these services, as far as either purchasing a new mower, purchasing a used mower, or contracting these services out. There are funds designated for this in the ERF, but they need to decide how best to go forward.

The 03-55 Vehicle Maintenance Account was increased to be more in line with recent years' average cost of repairs. The 03-72 Crack/Seal Account includes the Fritse Park parking lot and both parking lots at Palisades Park totaling \$30,000, all from fund balance. The 03-78 Urban Forestry Account includes approximately \$10,000 for removal of Ash trees using the EAB funds and replacing many trees using the former Street Tree Fund for a cost of approximately \$5,000. The 08-31 Miscellaneous Capital Activity Park Account includes new trash cans and lids as well as picnic table replacements, all offset with fund balance. Trustee Ziegler asked what type of material the new picnic tables are made out of and how they are holding up. Director Geiser advised they are a composite material and are holding up very well. She continues to replace a few every year. The kayak rental program may be fully or partially funded by a Valley Tourism Grant, otherwise we would transfer funds from the Room Tax Special Revenue Fund for this expense to promote tourism.

In Recreation Expenditures, the 02-41 Building Maintenance Account shows a decrease due to some repairs being completed last year on the roof of the Community Center. It should be noted the contractor did recommend a complete re-roof of the Community Center in 2025 due to age for the entire building, other than the Fire Station #41 area which was completed more recently.

Trustee Ziegler asked how the Bird Scooter program went this year. Director Geiser and Commissioner Beson stated there were no real complaints, but this will be a topic of consideration when the contract renews again. Currently, Bird is not paying the Village anything for riders to use the scooters in the Village, but this was a choice based on concerns with insurance and liability as compared to the small revenue the program generates. Trustee Patzwald asked when the current contract ends. Director Geiser advised Bird should be pulling the scooters soon due to the change in weather, but otherwise these agreements run annually through the end of the calendar year. Trustee Ziegler asked about seeing the scooters outside of the geo-fenced area. Chief Blashka reminded the Board that there are many residents that own personal motorized scooters and those can be driven anywhere as compared to the actual Bird Scooters.

Trustee Hanson asked about the increase in credit card fees as well as the budgeted purchase of a stove for \$750. Director Geiser explained that credit card kiosks are now located at the Disc Golf Course and boat launch. She stated she will only have one stove left to replace at the parks after this one. They have looked into getting donated stoves from residents, however that has not fared well in the past. Trustee Hanson asked about the funds set aside for vandalism. Director Searl advised if there was a major act of vandalism costing the Village more than \$1,000, we would submit it to insurance, but we typically have smaller issues that add up which we clean up

ourselves. There are cameras budgeted for Schildt Park which nearly completes the pavilion set up for cameras which help, but a lot of times the vandalism occurs in an area not under camera.

There is an \$11,000 increase to the ERF this year, as we are using \$47,000 from fund balance to offset the replacement of the 1-ton dump truck at an increased price. The increase to the ERF should have been significantly more as almost all of the playground equipment structures had their values increased based on this year's completion of the Butte Des Morts Park project and current planning for the O'Hauser North Park in the next couple years. Director Geiser advised there were some items involved in construction that were never included in replacement costs, such as installing drainage to prevent flooding, concrete curbing, and other costs. She advised the cost of the latest park is nothing compared to what the cost will be when replacing the O'Hauser Park equipment. Depending on the use of parks, the lifespan of this equipment is approximately 20 years. Director Searl advised, due to the upcoming extensive look at the ERF and current ability to borrow for large items like park renovations, the ERF was not increased as much as the new formulas would have called for simply because the funds aren't there at this time. There are no vehicle replacements in 2024, however the Gator, Mower, and Dump Truck are all slated for replacement in 2025, as well as updates to Kippenhan Park, O'Hauser North Park, Fritsch fitness equipment, and Schildt Park.

In the Park Capital Project Fund, there are a few projects to complete this year. The Butte Des Morts Park renovation has a projected rollover of approximately \$50,000 to complete the kayak launch (the playground replacement occurred in 2023). O'Hauser Park South is budgeted for a drainage improvement and bleacher replacement for a total of \$100,000, offset with borrowing. Director Geiser explained we have some water and flooding issues at this park on the softball field and disc golf course. The project would create a swale and they will be re-ditching in between the disc golf course and large field to the creek. They are working with McMahon on this project. She advised there are future plans and improvements in relation to this area but they want to make sure the water issue is fixed first before going forward with any other changes. Trustee Patzwald asked if we could use disc golf funds as this will project be improving the course. Director Geiser advised she would not be opposed to using those funds for part of the project if directed by the Park Commission and Village Board. She advised she will also be working with Suburban Athletics for other improvements to that baseball field in the near future including new fencing.

The Rydell Conservancy Shoreline Restoration project is scheduled for next year as this shoreline is eroding away. This would be similar to the Butte Des Morts Park project but much more extensive and longer. They will be working with the Wisconsin DNR on this project. Director Geiser advised the Cold Spring Road Trail resurfacing from East Shady Lane to West American Drive is set for next year.

3. **Recess for Regular Village Board Meeting**

At 5:51 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Van Dyke to recess the Budget Workshop until the end of the Regular Board Meeting. Motion carried via voice vote.

4. **Reconvene Upon Completion of Regular Board Meeting**

At 6:17 p.m., **MOTION:** Trustee Ziegler, seconded by Trustee Koeppe to reconvene the Budget Workshop.

5. **Continue Presentation of Departmental Budgets**

Police Department

Director Searl stated there the Village submitted a \$12 Million Dollar request to Winnebago County for a new Police Department building or addition to the current building using ARPA funds which

has already been denied. In Revenues, the 434.01-04 Account includes School Resource Officer invoices for the Neenah Joint School District. In the Donations Account, there is the full donation for two units of the Tru Narc drug detection system. There is a transfer from fund balance including the cost to replace the ERF money as the Department did not sell the old Lieutenant truck, which was transitioned into a Community Service Officer vehicle, and for not selling two squad patrol vehicles (\$40,000 total) plus \$36,000 of additional ERF funds. The weed nuisance control figure is not large, but did double from last year, however the revenues and expenditures offset each other.

In Payroll Expenditures, there is a request for an additional Patrol Lieutenant to allow for three day and three night Lieutenants which would offer better coverage for vacations, illnesses, court time, etc. The total cost of this addition with benefits is budgeted at \$137,000. The Police Union Contract was set to expire at the end of 2023, but a new contract was accepted and is in place through 2028, which includes a 2% wage increase in mid-March and another 2% wage increase in mid-September. This Contract eliminated the longevity program and the uniform allowance was rolled into the wage increase, along with a gradual elimination of education incentives. Overall, the total Police Department payroll and benefits increased by 4.8% for a total of \$192,000. Chief Blashka explained the staffing model of the department which includes four officers assigned to each platoon. These platoons always work together, but they are lacking in supervisors. The highway and new high school responsibilities have increased the number of decisions that need to be made on a supervisory level. We have a lot of new officers and it's important that these decisions are made by officers with appropriate experience. Manager Sturgell advised they are also looking at other options to be worked out with the Union and will come back before the Board before any final decisions are made on this position. They will look for a candidate internally before looking outside the agency, however keeping this position in the budget, provides the needed extra manpower to support either option.

The 03-10 Office Supplies Account includes a remodel of the Police Command Center where the Communication Technicians are located in the amount of \$15,600. Trustee Koeppe asked if this remodel is part of the full Municipal Complex remodel that a space study was done on years ago. Trustee Ziegler asked if there is still talk of moving the Police Department out of the Municipal Complex, and if so, should we be completing a temporary remodel now or waiting until we are able to add on to the Police Department. Director Searl advised this is not adding more space, but restructuring the space for better use by a different size team. Chief Blashka advised this remodel does not include moving any walls, just a re-configuration for three employees working together on the same shift. The Department no longer has any administrative staff on during the night shift, as all of their paperwork, open records requests, etc., are done during the daytime hours. The phones are then transferred to the Sheriff's Department dispatch center at night. He advised the Police Department is running out of space quickly. The Chief, Captain, and Lieutenant all purchased temporary lockers to be able to use their offices as locker rooms as there is no room for them available in the locker room.

The 03-30 and 03-35 Training and Miles, Meals, and Lodging Accounts include an increase of \$2,700 for out-of-state training, as well as new training for the School Resource Officer and SWAT personnel plus general cost increases for training. The Operating Supplies 03-40 Account increased mainly due to portable radios and programming. Instead of purchasing all new radios on a set schedule, the current approach is to purchase a few new units each year and having a few spare on site to replace any that may break, and continue to use that cycle to keep levy funds consistent. The Body Worn Cameras have a set purchase cycle every year, so the overall goal is to keep the amount spent on radios and cameras consistent year-to-year on the levy, however the quantity purchased each year will vary. The 03-46 Uniform Allowance shows a large decrease due to the new Union Contract. However, if we hire a new officer, we are responsible for outfitting them with equipment and uniform so there is \$6,000 budgeted for the hiring of a new officer which will be offset with fund balance. The 03-92 Investigative Expenses Account includes a subscription to the

FLOCK camera network at a cost of \$15,000 on the levy as operations. They are requesting to have five cameras installed throughout the Village at this time. The cost is \$3,000 per camera per year which allows access to a nationwide database, and is a much smaller cost than is being spent by other communities who are using 20+ cameras. The FLOCK Company installs and maintains the cameras, and the Village simply pays for the subscription service. Chief Blashka explained how useful this system is and how we're one of the last local municipalities to jump into this program. There is also \$4,000 budgeted per year which will be paid to Outagamie County for use of their cell phone forensic system (encryption breaker).

In the Capital Equipment 08-53 Vehicles Account, there is a request to add another Patrol Squad to the fleet at a cost of \$48,548, offset with fund balance. Due to increased use on the highways, the engines are having to work a lot harder, so the hope is to put the squad vehicles on a three-year rotation, rather than a two-year rotation with the addition of this vehicle. Currently, there are three Police Department administration vehicles which are being shared by the Community Liaison Officer, three Detectives, the Investigation Lieutenant, Chief Blashka, Captain Callan, and others that need a vehicle to attend trainings or court. There has been discussion on adding one small SUV type vehicle to alleviate some of the pressure the department is facing, however this has not been included in this budget. The current plan is to try to schedule use of the Village Administration vehicles to see if that works for now. Chief Blashka advised he often needs to take his personal vehicle, which is not equipped with emergency lights, sirens, protective gear, vest, etc., due to another vehicle not being available, however he can't use a personal vehicle to block traffic on the highway without emergency lights. Director Searl advised there have been additional discussions on leasing vehicles or using a rental company to purchase vehicles, however this strategy requires more research before being presented to the Board.

Trustee Ziegler asked when we took over the highway responsibility. Chief Blashka advised the transfer of responsibility occurred on April 1st and provided some statistics. To date, the Police Department has been averaging 5.6 highway calls per day for a total of 354.78 officer hours spent on the highway.

The Equipment Replacement Fund calls for the purchase of three new patrol squads to replace vehicles 965, 967, and S969 with ancillary equipment. The back-up squad car (964) is also included in this rotation, however the plan is to retain the vehicle in the best condition as the back-up squad and replace the other three. Chief Blashka feels they are relatively sufficient in squad vehicles with the requested addition, but the administration vehicles is where the main problem comes in. The Board discussed purchasing more Police Department vehicles, but asked when we would even receive vehicles if ordered now. Captain Callan advised if authorized, they would purchase a vehicle directly off the lot as they can purchase it cheaper this way than through the State bid. Trustee Van Dyke suggested only getting rid of two of the three squad vehicles up for replacement this year and still purchasing three new squads, and transitioning squad vehicles into administration vehicles. Captain Callan advised they are spending approximately \$3,200 every other year to changeover equipment in vehicles which adds up. If they could space out getting new vehicles, they would see a return on not having so many changeover costs. Rather than one squad car being on the road 24 hours a day/7 days a week, the workload could be split out between 2-3 vehicles in the hopes of retaining a squad for four to five years.

President Youngquist stated it is his preference to purchase two patrol squads this year out of fund balance, and retain the best vehicle of the four currently up for replacement in the ERF and rotate out the three squads that are in worse condition. The Board asked Chief Blashka and Captain Callan their ideal vehicle situation. Captain Callan stated his preference would be to purchase three new patrol squads and transition at least one prior squad vehicle to an emergency administrative vehicle. The Board asked the Police Department to prepare a proposal for how many of each type of vehicle would get them to their ideal number and bring this information back

to next week's budget workshop. Director Searl stated he will place this on the bubble and advised the impact to the fund balance of purchasing three squads instead of one squad only decreases our percent of fund balance remaining to 25.01% which is still well within Village policy.

3. **Motion to reconvene to the October 16, 2023 Budget Workshop which will begin at 5:00 p.m.**
At 7:48 p.m., **MOTION:** Trustee Van Dyke, seconded by Trustee Koeppel to reconvene to the October 16, 2023 Budget Workshop which will begin at 5:00 p.m. Motion carried via voice vote.

Respectfully submitted,

Darla M. Fink, Village Clerk

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

Village of Fox Crossing
Special Meeting of the Board of Trustees – Budget Workshop
Municipal Complex – Arden Tews Assembly Room
Monday, October 16, 2023 – 5:00 p.m. – 9:00 p.m.

Minutes

1. Call to Order

President Dale Youngquist called the workshop to order at 5:00 p.m. Clerk Darla Fink noted those present including: President Youngquist, Trustee Kris Koeppe, Trustee Gregory Ziegler, Trustee Jason Patzwald, Trustee Barbara Hanson, Village Manager Jeffrey Sturgell, Director of Community Development George Dearborn, Director of Finance Jeremy Searl, Director of Information Technology Tim Plagenz, Police Chief Scott Blashka, Police Captain Tim Callan, Fire Chief Todd Sweeney, and Assistant Street Superintendent Brian Bauer. Excused: Trustee Michael Van Dyke. There was one attendee.

2. Presentation of Departmental Budgets

Police Department (continued)

Chief Blashka and Captain Callan have reviewed several different vehicle options as directed by the Board in the previous Budget Workshop. The updated proposed budget includes the same purchase of a patrol squad, transitioning a backup squad to another active patrol vehicle, and purchasing another patrol squad at a cost of approximately \$83,000 with all necessary additions (lights, sirens, technology, etc.). If the Board selects to go with this proposal, the Police Department will then have seven patrol vehicles as opposed to the current five vehicles in the fleet. This would provide the department with more options for backup vehicles as well. The updated proposal also includes the purchase of one administrative vehicle for \$34,000, similar to what was purchased this year. This vehicle would be lighted and have sirens to use for blocking traffic and responding to emergencies but wouldn't be a patrol vehicle. Chief Blashka expressed his appreciation to the Board for working with them on this. He wants to continue to manage the ERF better and continue to work on extending the number of years on each vehicle to reduce changeover costs and mileage on each vehicle. President Youngquist advised he actually wanted to purchase two additional squad vehicles to increase the fleet to nine, but the Police Department thinks that should be a goal in the coming years, and is not needed at this time. Director Searl advised all of these purchases will come out of fund balance which will now be at 24.52%, which is still \$600,000 over the bottom of the Village policy threshold. Chief Blashka advised they hope to take delivery of these new vehicles early next year. The Board agreed with this updated proposal.

Information Technology

Director Searl advised the large project budgeted in 2023 was the fiber project from Highway 41/County Road II to the new high school and from County Road II to O'Hauser Park and then connecting to the Municipal Complex. He stated there is a large jump in the budget for this department due to the trend of many IT related items going cloud-based including software, programming, and data storage. In revenue, they are proposing using approximately \$31,000 more from the levy, for an increase of 7.6%.

In Payroll, there is a change in the allocation of the GIS Technician. This was originally based on other IT staff, but after looking at this position's workload, the allocation is being changed to 50% Village, 25% water, 12.5% stormwater, and 12.% sewer which transfers approximately \$20,000 overall to utilities.

In the 02-10 Professional Services Account, the levy impact is pretty flat. We are continuing with the Laserfiche Workflow. There is no specific project in mind but we continue to move towards becoming more and more paperless and improve processing times. The Village Website redesign is occurring now, however we may have some carry forward of expenses depending on how fast this gets done. There are also some installation charges for new programs that'll be discussed with the next account. Director Searl noted Microsoft Office 365 is being offset with fund balance to keep the levy consistent.

In the 02-11 Licenses and Maintenance Account, there is an increase of \$77,000 to the levy, with 4% of this increase being estimated price increases to follow industry standard. There is \$21,650 budgeted for Power DMS for the Police and Fire Departments' software that was purchased last year. This Account also includes the Office 365 exchange server which is due for renewal. The proposal is to jump to a cloud-based system, so we are no longer purchasing the hardware, but rather online access. The exact cost is currently unknown, as Director Plagenz is still working through this information to see exactly what services will be needed. They chose to budget on the high end of the received proposal at \$36,150, but are hoping to come in under this number. Director Searl stated the AS400 server is not scheduled to be replaced this year but will be needed in the next year or two. This was originally in ERF for next year but has now been moved to 2025 to allow further research and discussion on cloud-based vs. on premises server options. This Account also includes \$5,000 for our end point protection program (anti-virus).

Director Plagenz advised we will also be getting new cyber security software including multi-factor authentication when logging in from outside the network. Cyber Insurance is starting to require things like these and the cost of this insurance is increasing as well. We have been able to keep our premiums low but there are hoops we have to jump through to maintain these lower costs and we need to be prepared for a cost hike in the future.

Director Searl advised he is proposing the purchase of ClearGov Budgeting and Transparency Center, a new software package for the Finance Department. This software carries an initial purchase cost of \$15,000 with an annual cost of \$26,400 for services (proposed split of 55% from general fund and 15% from each utility). He advised he is looking at this software as a better way to complete the annual budgeting process. Each department currently has dual entry into HTE and Microsoft Excel, which leads to triple and quadruple entry for the Finance Department. This software would make it easier to obtain future year predictions, integrates into our payroll system, no longer requires manual entry for new employees, and overall decreases non-productive staff time during the budgeting process. There are a number of other local municipalities using this program including Menasha and Greenville. There are also many features that will be able to go on our Village website to provide the residents with a lot more information on our budgeting and other Village statistics. The contract includes annual 4% cost increases. Trustee Patzwald asked if there are other programs that provide these services. Director Searl advised there are other options, but he hasn't completed much research into them.

The 02-24 Telephone Account added \$5,400 to the levy to have the ability to replace phones more regularly instead of large groups needing to be replaced at one time. The 08-15 Computer Equipment and Software Account includes the annual computer equipment replacements and server upgrades for \$31,500 which does include an increase of \$5,000 due to overall technology cost increases. There are a few technology items proposed for the new stormwater technician/maintenance worker including a tablet for completing inspections, however we will wait to purchase these items until the position is filled and it is known what tools will be needed. The Board asked for the status of the improvements to the Arden Tews Assembly Room. Director Plagenz advised there have been two rounds of updates already completed and his hope is for the process to be complete by the end of the year.

In the Equipment Replacement Fund, IT is continuing the process of replacing phones which began in 2021. The continued request is for \$10,000 as there are approximately 100 phones total to replace which will take a few more years. Previously, \$14,500 had been set aside for the general fund portion of the Microsoft Office 365 licensing, but this will not be needed with the planned transfer to the cloud, so funding was removed from 2024. At this time, no funds were transferred out of the ERF as are waiting to get a better idea of our needs and funding level. There is currently \$15,000 set aside for the AS400 server if we do not go to a cloud-based system in 2024. Trustee Ziegler asked if the cloud-based system is our best option. Director Plagenz advised there has recently been some backlash as far as going to cloud-based, with one of the main negatives being the cost. He advised next year will be the last year of support for on-premises machines from Microsoft.

Director Plagenz and Director Searl discussed the AS400 being up for replacement in 2025 rather than 2024. Director Plagenz stated his concern is waiting too long to replace the AS400 and having it quit before we are ready to go to a cloud-based system. If this server would fail, we are completely down. The funds are in the ERF, so it would be an easy budget amendment to spend them. He advised we use the AS400 only because of our financial system. It's built for very large companies, but is not user friendly, and very archaic. Director Plagenz stated we can either go cloud-based for an additional \$36,000 per year or buy a new AS400 outright. If purchased now, we would have 4 - 6 years before we would have to go cloud-based. He suggested giving him the option to purchase the AS400, but waiting until after he attends the conference in May to make a firm decision when they have more information. The Board gave Director Plagenz the authorization to purchase the AS400 whenever needed.

Street Department

Director Searl stated there were additional funds put into the transportation system which is giving the Village a 5% increase (\$42,000) in our preliminary General Transportation Aid. He stated the Elderly Bus Federal and State revenue is an estimate at this point. The budget proposal was received last week from Valley Transit, but he did not get through it yet to update these numbers.

In payroll, there is a new Stormwater Technician/Laborer to be split between streets (20%) and stormwater (80%). The hourly wage budget is down due to turnover in 2023 and an upcoming retirement of a long-term employee in early 2024 which will result in lower overall wages. Manager Sturgell advised the posting just closed for the Director of Public Works position to fill Superintendent Gallow's position. They are planning to interview the top three candidates this week and hopefully have this position filled by the end of the year.

In Expenditures, the 02-10 Professional Services Contracted Account includes costs for a contracted service to complete the Village's locates going forward, however there will be a much larger discussion on this next week when Superintendent Tracey is present. Using this contractor would eliminate the Village's responsibility of completing these locates which reduces our liability and decreases staff time considerably. The remainder of the funds in this account are to have Winnebago County complete ditch mowing services. Assistant Street Superintendent Bauer advised some of these ditches are getting too steep for the Village to cut. The cost is approximately \$14,000 per year to the County depending how often they complete the mowing.

The 03-31 Gasoline/Fuel Account is always an estimate based on current prices. The estimate is to increase this account by 13.33% next year. The funds for road resurfacing remain at \$750,000 (\$100,000 on the levy, \$150,000 from fund balance, and \$500,000 from borrowing which is the same process that has been used for the last couple years). Road repair costs are also up due to the cost of concrete increasing. The hope is to continue completing the same amount of concrete work and panel replacement as in previous years.

In the Equipment Replacement Fund, they are replacing one tandem axle dump truck this year, for a total cost of \$363,500 offset from ERF, fund balance, and stormwater. The technology in the old truck is failing, so the truck became obsolete and will be traded in. Trustee Koeppel asked about the status of salt in the old building across from the Municipal Complex. Superintendent Bauer advised the old building is still full of salt (600 tons) and they are hoping to have it emptied this year. The bins are currently empty. The salt order that was placed is guaranteed to arrive by mid-November to refill the bins. The plan is to continue to use more liquid and less grain salt.

Stormwater Utility

Director Searl advised there was growth in ERUs from projects throughout the Village, mainly the new high school which added approximately \$38,000 in revenue. To date, Neenah Joint School District has not submitted for stormwater credits for having their own pond, but the budget is set assuming they will request and receive it this year. The current budget proposes an increase of \$5.00/ERU (3.6% increase) which would generate \$84,000 in revenue. The last increase was occurred in January 2022, which was also \$5.00/ERU.

In payroll expenses, the new Stormwater Technician/Laborer will be funded 80% from stormwater. The intern hours are remaining the same, however the pay has increased \$2.00/hour. Other payroll changes include the GIS Technician reallocation.

In Expenditures, the 02-10 Professional Services Account includes the contractor that Superintendent Tracey is looking to hire to complete locates for the Village for an approximate cost of \$16,000. This Account also includes the fees to monitor bird migration at the new Sand Point Pond due to the pond being in the flight overlay district for the airport, for a cost of \$12,000. Depending on the results of this study, we may have to install some sort of netting or bird mitigation program in the future. The 02-34 Site Maintenance Account hasn't previously had budget activity, however we have known leaks at the Community First Credit Union, Independence, and East Shady Lane Ponds that need to be corrected for a budgeted amount of \$18,000. The Depreciation Accounts are budgeted much closer to recent actual audit numbers. A few years ago, we stopped funding depreciation since most projects were new, however with all of the unknowns with these projects, it would be conservative to partially fund depreciation going forward. The Debt Service Accounts include the NAN refinance of \$2.8 Million Dollars which increases our yearly principal and interest payments to approximately \$1.2 Million Dollars. The Capital Reserve Account includes the replacement of Dump Truck #27 (which is owned 15% by stormwater) coming out of the Equipment Replacement Fund. The unassigned unrestricted fund balance was \$2.6 Million Dollars at the end of last year and is projected to be \$2.7 Million Dollars at the end of this year.

The Board discussed increasing the ERU rate by different amounts and asked for a comparison of what other local municipalities are charging. Director Searl advised he will place this on the bubble and do more research before next week's workshop.

Capital Projects

Manager Sturgell went through the list of Village, Stormwater, and Utility Capital Projects for the upcoming year.

1. Jacobsen Road Urbanization with Trail and Storm Improvements from County Road CB to Irish Road for design and soil borings. The costs for this project include \$97,500 from prior 2018 borrowing for design and soil borings, \$1,335,000 for construction, \$652,500 in stormwater costs with \$37,500 of that coming from prior borrowing in 2018. Manager Sturgell advised this project will include special assessments to residents for curb and gutter, stormwater mains, and

laterals which are yet to be determined. The costs for the road and trail will not be assessed. Each property will need to be looked at individually to determine appropriate costs. The necessary meetings for this project will likely begin in early January to inform the residents of what is coming.

2. Butte Des Morts Beach Road and Court Resurfacing from the WISDOT Limits to Stroebe Road. The cost for this project is estimated at \$595,000 which includes 1,750 lineal feet of beam guard (guard rail).
3. Blake's Way Reconstruction for design and construction. The costs for this project include \$10,000 in design and \$175,000 in construction. The sewer settled down the middle of this road so this needs to be reconstructed. The sewer itself is fine, however the backfilling that was used for the original project is failing.
4. Stroebe Road and Causeway Reconstruction for design and soil borings. The cost for this project is estimated at \$53,000 in prior borrowing.
5. East Shady Lane Urbanization with 10' Trail from County Road CB to Cold Spring Road for design and soil borings. This is the project we received the STP Urban Grant for which will be completed in 2026, but this will start the design for the project. The costs include \$100,000 from streets and \$20,000 from stormwater.
6. Winchester Road Reconstruction from Green Bay Road to N. Lake Street for design and soil borings. The cost for this project is estimated at \$120,000.
7. Earl Street Urbanization from Midway Road to Airport Road for design and wetland delineation. This will be a joint project with the City of Menasha for \$72,000 which is approximately a 60/40 split with the City of Menasha and an additional \$25,000 in stormwater.
8. Irish Road Railroad Crossing for design and soil borings from Brookfield Drive to Elk Trail Drive. This is part of a much bigger project, but this initial cost is estimated at \$50,000. This area is a quiet zone and also includes a trail, so we need to determine how we are going to handle the railroad. This is a very busy trail as it carries much of the foot traffic going to O'Hauser Park. Many children ride their bikes on Irish Road which is narrow, so it's possible there may be some funds from the Safe Routes for School program.
9. Jacobsen Road railroad overpass deck repair for design. The cost is estimated at \$15,000. The bridge deck was scanned by Infrasense, Inc. in 2023. Engineer Lee Reibold advised he has received the report but hasn't had a chance to fully go through it, however the initial belief is that the bridge structure is fine and may only need to be re-decked.
10. Road Resurfacing Program for a total cost of \$750,000 (\$500,000 in borrowing, \$100,000 from the levy, and \$150,000 from fund balance which will be split into four parts):

Part I roads to resurface include Shady Springs Drive, Shady Springs Court, Woodgate Lane, Weatherwood Drive, Entrée Drive, and Dordona Drive.

Part II roads to resurface include Tumblebrook Road and Tumblebrook Court. The resurfacing will be completed after the water main replacement project is complete (more details on water project coming next week).

Part III roads to resurface include Lynch Avenue (from Gardner’s Row to the Village limits), W. Calumet Street, Gardner’s Row (from W. Calumet Street to W. Calumet Street), Embrey Court, Short Street, and Grove Street (from Gardner’s Row to the Village limits).

Part IV roads to resurface include North Street which will be a joint project with the City of Neenah. The City of Neenah will be the lead agency for the resurfacing work. Therefore this project will not be placed out to bid with our other resurfacing projects.

Other Village 2024 Capital Projects

Police and Fire Radio Replacement for \$493,400. Manager Sturgell advised we are still waiting on a determination from the Winnebago County Spirit Fund Committee. The Village along with other municipalities in the County have requested these funds for their radio replacements, however there have been some delays at the County level so a final decision has yet to be made.

Pfeifer Pond (Irish Road South Pond) for design and soil borings. This project is estimated at \$50,000.

Land acquisition for the Irish Road North Pond budgeted for \$300,000. Manager Sturgell stated this is the least impactful pond that needs to be completed, however this property is located in TID #3, so depending on the timetable for this property, we could use funds from the TID. We also may be better off waiting until the real estate market cools down for a lower price.

Schildt Park Pond for design and soil borings. This project is estimated at \$50,000. This pond would help the Village for required pond quantity and flooding purposes, but is not needed right now. Director Geiser is looking to renovate Schildt Park in the upcoming years and she wants to make sure there is an overall plan in place for this pond.

Manitowoc Road Pond/Drainage Improvements for design and soil borings. This project is estimated at \$50,000. Manager Sturgell advised we spent money on this a few years ago with McMahon to get a general idea as far as what to do to try to capture all of the water that comes down Home Avenue, Stead Drive, Bonnie Drive, and Sterling Heights Drive onto Manitowoc Road which creates a lot of water issues.

TIDS

TID #1: Community First Credit Union and Fox Crossing Hotel Group (Cobblestone Hotel)
The capital projects that were planned in this area have been completed. Overall, this TID has a negative fund balance and owes the general fund \$45,000 at the end of 2023. This TID will likely continue to be negative until the Hotel Group incentive is paid off. A conservative estimate shows that this TID will take its entire life before it can be closed, however it should end up with a small surplus.

TID #2: McMahon Business Park (WOW Logistics, OSMS, and Probation and Parole)
The capital projects that were planned in this area have been completed. Overall this TID is doing well and Property Management’s incentive will be paid off in 2024. The growth outside of the developer’s incentives in this TID have been the main reason for its health. A conservative estimate on this TID is that all incentives should be paid off within the next 5-6 years, with all debt scheduled to be paid off in 2030.

TID #3: Secura Insurance, methane mitigation issue, and round-about project on County Road CB
The capital projects that were planned in this area have been completed. Overall this TID is performing as expected due to the structure of the repayment agreement with Secura Insurance.

There are many unknowns remaining with the cost and timing of the road and pond projects, however the forecast is for this TID to take its full life to pay off the incentives and recover all Village costs.

TID #4: Vacant Land originally created for Women’s Care of Wisconsin development
This development fell through, so as of now we just have revenue from changes in land value. There is still time left to use this TID for some development before closing it.

TID #5: Fox Crossing Creek Apartments (newest TID at the corner of Shady Lane and Clayton Avenue)
There was very little construction on this development in 2022 so there is only a small increase in land value that was generated last year. They were recently granted some occupancy a few weeks ago. At this time, it’s too early to determine assessed values and rate of progress for this TID.

3. **Motion to reconvene to the October 23, 2023 Budget Workshop which will begin at 5:00 p.m.**
At 9:14 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Ziegler to reconvene to the October 23, 2023 Budget Workshop at approximately 5:15 p.m. Motion carried via voice vote.

Respectfully submitted,

Darla M. Fink, Village Clerk

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

**Village of Fox Crossing
Special Meeting of the Board of Trustees – Budget Workshop
Municipal Complex – Arden Tews Assembly Room
Monday, October 23, 2023 – 4:00 p.m. – 9:00 p.m.**

Minutes

1. Call to Order

President Dale Youngquist called the workshop to order at 4:00 p.m. Clerk Darla Fink noted those present including: President Youngquist, Trustee Michael Van Dyke, Trustee Kris Koeppe, Trustee Gregory Ziegler, Trustee Jason Patzwald, Trustee Barbara Hanson, and Village Manager Jeffrey Sturgell. There were two attendees.

2. Candidate Interviews to Fill Board Vacancy

Deb Swiertz was present to provide the Village Board with her employment and community service history, along with answering questions from the Board regarding her interest in this position. Deb then left the meeting.

Steven Krueger was present to provide the Village Board with his employment and community service history, along with answering questions from the Board regarding his interest in this position. Steven then left the meeting.

The Board advised both candidates they have one more interview to conduct and then plan to appoint the position at the November 13, 2023 Village Board meeting.

3. Presentation of Departmental Budgets

At 5:00 p.m., Community Development Director George Dearborn, Utility Superintendent David Tracey, Finance Director Jeremy Searl, Fire Chief Todd Sweeney, and Police Chief Scott Blashka arrived.

Director Searl advised he has fully reviewed the Valley Transit budget and there is a net gain of \$7,000 in federal grants. He also advised the Village received \$145,000 in spirit funds today for the recently ordered leaf vacuum. The ERF has been adjusted for the purchase of the AS400 server per the discussion at last week's budget workshop.

Chief Sweeney provided an update regarding the County's decision on the ARPA funds. It was a unanimous vote that we will no longer receive 100% of funding for the Police and Fire Department radios, but will instead receive 63-64% funding. The final vote will take place in early November. We will have two vendors to choose from, both at the same price.

Utility Capital Projects

Manager Sturgell advised he will start with the Utility Capital Projects as they feed through to the rest of this department's budget.

1. Valley Road Sanitary Sewer Replacement and Water Laterals design and construction from Olde Midway Road to Appleton Road. This project is in anticipation of the upcoming joint Valley Road reconstruction project with Winnebago County and the City of Menasha to occur in 2025. The costs for this project include \$2,950,000 in wastewater (which will be offset with \$361,000 in special assessments, \$2,000,000 in settlement funds, and \$4,000 from operations for sanitary sewer lateral program) and \$275,000 for water laterals and a small portion of water main.

2. Plank Road Sanitary Sewer Main and Laterals and Water Laterals for design and construction from Melissa Street to Oneida Street on the north side of Plank Road. This project is in preparation for the Wisconsin DOT project currently planned for 2026. The costs for this project include \$1,450,000 in wastewater (which will be offset with \$45,000 from operations for sanitary sewer lateral program and \$300,000 from special assessments) and \$385,000 in water.
3. Tumblebook Water Main Replacement for design and construction. The costs for this project include \$500,000 in water and \$135,000 in road resurfacing. The resurfacing will be completed after the water main replacement project.
4. Kenwood Drive Water Main Replacement for design and construction. The cost for this project includes \$160,000 in water. It's possible that this will be a joint project with the City of Menasha as they have a stormwater project they would like to complete as well.

Wastewater

Director Searl advised they are proposing a 3% wastewater rate increase, which will increase revenues by approximately \$130,000. The primary reason is for the increased treatment plan expenses and increased utility debt costs. Last year, a 5% rate increase was approved and 2022 had a 5% rate increase as well, but only for half of the year. There is continued use of the WSAC (Wisconsin Sewer Access Charge) fees in the same amount as the last few years, however this program will be reviewed as part of the upcoming impact fee study. As Manager Sturgell mentioned, we are recommending using \$2,000,000 in settlement funds this year for the Valley Road project. If that project came in at budget, we would have \$1,056,000 remaining in settlement funds for wastewater.

In payroll, there are no changes to staffing. A utility laborer was requested in this budget to be split 50/50 between water and wastewater however this position was removed in exchange for outsourcing the locates with a contracted service. The GIS Technician allocation changed with wastewater picking up 2.5% more (from 10% to 12.5%).

In the 02-10 Professional Services Account, there is an increase of \$57,095 for a new contract with a third party company to handle all of our locating services. This will significantly reduce the amount of staff time needed and reduces liability for the Village. We are averaging 4,300 locates per year which is deterring our staff from getting other projects done. Menasha and Little Chute are also using this company and this company will now have one or two staff members devoted to Fox Crossing. This is an annual contract they are proposing to start, but we can look at negotiating a longer term at a lower rate.

The 02-11 Computer Licenses and Maintenance Account includes carryover from the IT discussion for wastewater's allocation of programs including Office 365, ClearGov, virus protection, etc. In the 02-18 Non-Operating Lateral Expenses Account, there is \$49,000 budgeted for the private laterals as part of the capital projects discussed previously offset with savings. The 03-40 Operating Supplies Account is primarily for treatment plant expenses for a total of \$95,000, split between Fox West (\$59,948) and Neenah Menasha (\$35,684). The Debt Service Accounts are budgeted with an increase of \$20,000 for 2024. Principal payments will start in 2025 due to how late in the year these notes are being issued. This is another reason for the requested rate change in this utility to offset future costs for debt service. The 06-90 Other Debt Expenditures Account is for treatment plant debt and depreciation budgeted at \$22,000. The 08-01 Capital Reserve Account includes budgeted amounts for capital projects, purchase of a pole camera for inspecting manholes, \$15,000 to refurbish the American Drive office area, \$8,000 for an additional GIS trimble, \$24,000

to upgrade the SCADA software and computers, and \$40,000 to rehabilitate manholes which is an annual figure we budget for.

4. **Recess for Regular Village Board Meeting**

At 5:55 p.m., **MOTION:** Trustee Van Dyke, seconded by Trustee Hanson to recess this special meeting until completion of the Regular Village Board Meeting. Motion carried via voice vote.

5. **Reconvene Upon Completion of Regular Board Meeting**

At 7:00 p.m., the special meeting was reconvened.

6. **Continue Presentation of Departmental Budgets**

Wastewater (continued)

Director Searl went back to the discussion on proposed rate increase percentages. The original proposal is for a 3% rate increase. A 5% rate increase would generate an additional \$85,000 in revenue. President Youngquist advised his concern is if we only raise this rate a small amount, it will result in another increase next year. The Trustees agreed to keep the increase at 3% for this year and re-evaluate next year. Director Searl advised the unrestricted balance at the end of 2022 was \$2.25 Million Dollars. The 2023 budget proposed use of \$87,000 with actual expenses costing \$131,000. The estimated year-end balance for 2023 is \$2.62 Million Dollars, and 2024 has a proposed budget use of \$49,000.

Water

Director Searl advised the rate increase last year became effective on February 15, 2023 so the quarterly bills in January and February did not include the new rate, however the total revenue increase was \$135,000. He added an estimate for the new high school at an additional 1 million gallons for approximately \$25,000 more in revenue, but they are otherwise not budgeting for much of an increase in water usage.

In payroll, there are no changes to staffing. The wage contingency is the same as last year at \$40,000 and the allocation for the GIS Technician changed with water increasing 15%, from 10% to 25%.

In expenses, the 02-10 Professional Services Account has an increase of \$57,095 for the new locating firm services. These costs are offset slightly as we will no longer need to do the lead and copper testing next year based on results of a recent study, which decreased costs by \$12,000. The 02-11 Computer License and Maintenance Account shows the carryover from the IT discussion which is water's allocation for software programs including Office 365, ClearGov, anti-virus, etc. The 02-23 Sewer/Water/Storm Account is for the purchased water from Menasha Utilities on the east side to supplement our wells. It is planned to purchase 129 million gallons which is consistent with the actual figures from the last two years. The 03-53 Equipment Maintenance Account shows a reduction based on the projects that are being completed this year as compared to last year. The 2023 project budgeted \$80,000 to repair and refurbish six water softener tanks and other equipment at Plant 3. The 2024 budget includes costs to modify the overflows at all three wells and towers for a cost of only \$20,000. The other projects budgeted for in 2023 were not completed and are being carried over to 2024, offset with fund balance. The 05-90 Other Fixed Charges Account is the PILOT (payment in lieu of taxes) paid from the water utility to the general fund which shows an increase of \$30,000 to match the increase in revenue. Director Searl advised we are continuing to budget no funding for depreciation in this utility.

Director Searl advised the PSC is requiring the Village to complete another full rate case next year partly because we had gone so long without completing one that the numbers could fluctuate significantly. The cost of a full rate case is quite expensive so the preference is to do simplified rate case, but that is not the Village's decision.

In Capital Reserve Projects there are some smaller items, similar to those seen in the wastewater account including: funding to refurbish the American Drive office area, GIS trimble, upgrading SCADA system software and computers, etc. Trustee Ziegler asked what improvements are being made at the American Drive office. Superintendent Tracy advised they will be updating carpet, paint, replacing wallpaper that is falling off, and other items the staff has been requesting for quite some time.

Director Searl noted there is \$125,000 in water meter replacements budgeted and \$60,000 in meter purchases for what may be needed in Town of Clayton. These costs are consistent with previous years. Trustee Koeppel asked for the progress on water main replacements. Superintendent Tracey advised they are replacing approximately 400-500 per year for a total of just under 10,000 meters in the Village utility system. He reminded the Board that years ago they approved the purchase of a large number of reduced price meters, so they were able to replace them quicker. However, once those were used, they had to purchase again but they were at a higher rate, so they were able to replace less per year. Recently, he was offered reduced price meters from another municipality that is looking to go to a new style. Some of these reduced price meters are used, but the oldest is only four years old. He is currently in negotiations with this municipality. Director Searl advised at this time 32% of our meters are on the new system, so there is 68% of the Village meters yet to be replaced.

At the end of 2022, the Village water account had an unrestricted fund balance of approximately \$2 Million Dollars. There was budgeted use this year, but it doesn't look like we will need to use the entirety of the funds budgeted. It is estimated we will end this year at \$2.3 Million Dollars in the unrestricted fund, and end 2024 at \$2.1 Million Dollars.

Final Discussions

Director Searl reminded the Board that we are currently at \$140 per ERU and the proposed budget is to increase this \$5 per ERU. The Board had previously asked for a comparison to other local municipalities. He advised if the Board increased this rate to \$150, our rate would still be second to Appleton (\$170/ERU), however it would be higher than every other municipality. He explained that each residence is equivalent to one ERU, however commercial businesses typically have more. There are many expenses coming up in the future including additional ponds, maintaining the ponds, debt, etc. The Board agreed to a \$10 per ERU increase to \$150 per ERU.

7. Adjourn

At 7:54 p.m., **MOTION:** Trustee Van Dyke, seconded by Trustee Koeppel to adjourn the special meeting. Motion carried via voice vote.

Respectfully submitted,

Darla M. Fink, Village Clerk

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

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, October 23, 2023**

Minutes

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

Meeting called to order by President Youngquist at 6:00 p.m. The Pledge of Allegiance was recited.

Village Clerk Darla Fink took roll call and noted those present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koeppe, Gregory Ziegler, Jason Patzwald, and Barbara Hanson.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Chief of Police Scott Blashka, Utility Superintendent David Tracey, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, and Engineer Lee Reibold. Excused: Engineer Bradley Werner. There were four attendees.

2. Awards / Presentations

3. Public Hearings

4. Minutes to Approve / Minutes and Correspondence to Receive

Minutes to Approve

- a) Budget Workshop #1 – October 2, 2023
- b) Regular Village Board Meeting – October 9, 2023

Minutes and Correspondence to Receive

- c) Park Commission Meeting Minutes – September 13, 2023
- d) Planning Commission Meeting Minutes – August 16, 2023

MOTION: Trustee Van Dyke, seconded by Trustee Hanson 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) 231023-1 Resolution Authorizing the Issuance and Sale of \$9,955,000 Waterworks System and Sewerage System Revenue Bonds of the Village of Fox Crossing, Winnebago and Outagamie Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds

MOTION: Trustee Van Dyke, seconded by Trustee Patzwald to approve this Resolution with a modified amount of \$9,755,000. Brad Viegut from Baird was present to provide a final pricing summary for the first three Resolutions this evening. He stated there are five components being accomplished with this financing including: re-funding the 2021 NAN (which funded water and sewer projects), re-funding the 2022 NAN (which funded water, sewer, and stormwater projects), funding water projects for \$2,515,000, funding CIP \$1,960,000, and funding stormwater projects for \$2,675,000. He noted the figures in the final resolutions are slightly different than in the resolutions for approval tonight as these

numbers were finalized today. Interest rates came in a bit higher than projected due to the current market, however Moody's Investor Service confirmed the Village's AA2 rating, and upgraded the Village's water and sewer rating which improves the interest rates we were provided by approximately .2%. Motion carried via voice vote.

- b) 231023-2 Resolution Authorizing the Issuance and Sale of \$2,965,000 General Obligation Promissory Notes

MOTION: Trustee Van Dyke, seconded by Trustee Patzwald to approve this Resolution with a modified amount of \$2,985,000. Motion carried via voice vote.

- c) 231023-3 Resolution Authorizing the Issuance of \$2,702,000 General Obligation Promissory Notes and the Issuance and Sale of a \$2,702,000 Note Anticipation Note in Anticipation Thereof

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve this Resolution with a modified amount of \$2,701,000. Motion carried via voice vote.

- d) 231023-4 Certified Survey Map – 212 & 218 North Lake Street

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

- e) 231023-5 Approve Easement and Right-of-Way Agreements, Temporary Access Agreement, and Supplemental Agreement Between the Village of Fox Crossing and ANR Pipeline Company

MOTION: Trustee Hanson, seconded by Trustee Ziegler to defer action on this Resolution until a future meeting. Manager Sturgell displayed a map to explain what areas these agreements are affecting. The pipeline originally ran in the same location where the Secura building was built. At that time, they paid to divert the pipeline down the south line of Secura's property, which is the north side of the Village's old landfill property. The pipeline then crosses County Road CB and into Woodland Prairie Park. In the last few years, ANR Pipeline determined the current pipe is undersized and needs to be upgraded. Their plan is to leave the existing pipe, and run a larger pipe alongside the current one. In order to do this, numerous additional easements are needed from several property owners. The current Resolution approves four separate agreements to access Village property and deals with the methane vents and probes. ANR Pipeline is providing the Village \$50,000 up front for replacement of the affected methane vents, and will reimburse the Village for further costs if the project goes over this initial amount. Attorney Rossmeissl reviewed all of the agreements and there was only one change he requested that was denied by ANR Pipeline regarding exclusivity. He explained the current language gives ANR exclusive access to the easement area, meaning the Grantor cannot use the easement, only the Grantee is allowed. The Village can access the property as long as it does not interfere with ANR's work, however the Village can also request specific permission if we are looking to make changes or add structures in the easement areas. Trustee Koeppe asked how this will affect the future plans for Woodland Prairie Park. Manager Sturgell reminded the Board that the pipeline and easement already exist. These agreements are simply expanding that easement area. Director Geiser advised that these increased easement areas should not affect the plans for Woodland Prairie Park, however she would be interested in further discussions with ANR Pipeline about any future trails crossing the easement area. After further discussion by the Village Board and Staff, it was determined that further conversations should occur with ANR Pipeline before any action is taken on these agreements. Motion carried via voice vote.

- f) 231023-6 Change Order #2 & Final – 2023 Road Resurfacing Program to Include the Resurfacing of East Shady Lane West of Irish Road, the Fire Station #40 Parking Lot Project, the Fritse Park Parking Lot Addition, the Friendship Trail Paving Project, and the Gavin Curb Ramp Installation
MOTION: Trustee Ziegler, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.
- g) 231023-7 Change Order #1 & Change Order #2 – 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 Ziegler to approve as submitted. Manager Sturgell advised this originally should have been two Change Orders, however earlier today this was updated to only need Change Order #1, as we will not need to purchase the additional fiber originally expected for an approximate \$10,000 savings. Motion carried via voice vote.
- h) 231023-8 Temporary Class “B”/”Class B” Retailer’s License – St. Mary’s Catholic Schools
MOTION: Trustee Ziegler, seconded by Trustee Patzwald to approve as submitted. Motion carried via voice vote.
- i) 231023-9 Operator License Applicants
MOTION: Trustee Ziegler, seconded by Trustee Koepp to approve as submitted. Motion carried via voice vote.
- j) 231023-10 Expenditures
MOTION: Trustee Ziegler, seconded by Trustee Koepp to approve the expenditures submitted without exception. Motion carried via voice vote.

9. Reports

- a) Village President Dale Youngquist – 2024 Village of Fox Crossing Budget Public Hearing to be held Monday, November 27, 2023 at 5:00 p.m. in the Arden Tews Assembly Room of the Village Municipal Complex, 2000 Municipal Drive

President Youngquist advised the Budget Public Hearing will be held on Monday, November 27th at 5:00 p.m. in the Arden Tews Assembly Room and encouraged interested residents to attend.

- b) Trustee Kris Koepp – Results of Electronic Recycling Event held on October 14, 2023

Trustee Koepp provided the results of the Electronic Recycling Event held on October 14th. This event was sponsored by the Sustainability Committee and 9,953 lbs. of electronic recycling was collected which officially put the Village over half million lbs. total collected. He thanked all of the volunteers for their efforts, and stated they are already looking at dates for next year.

10. Closed Session

11. Adjourn

At 6:49 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Van Dyke 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.

**VILLAGE OF FOX CROSSING BOARD OF TRUSTEES
SPECIAL MEETING – CLOSED SESSION
Municipal Complex – Arden Tews Assembly Room
Monday, October 26, 2023**

Minutes

1. Call to Order

At 2:30 p.m., the special meeting was called to order. Clerk Fink noted the following Village Board members were present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koeppel (via teleconference), Gregory Ziegler, Jason Patzwald (via teleconference), and Barbara Hanson, along with Village Manager Jeff Sturgell. There was one attendee.

2. Open Session

a) Candidate Interview to Fill Board Vacancy

Tracy Romzek was present to provide the Village Board with her employment and community service history, along with answering questions from the Board regarding her interest in this position. The Board advised a decision will be made today as to the selected candidate and the position will officially be filled at the November 13, 2023 Village Board meeting. Tracy Romzek then left the meeting.

b) 231026-1 Expenditures

MOTION: Trustee Van Dyke, seconded by Trustee Ziegler to accept the expenditure submitted without exception. On roll call vote, Motion carried 6-0.

3. Closed Session

MOTION: Trustee Van Dyke, seconded by Trustee Ziegler to convene into Closed Session, pursuant to WI Statute 19.85(1)(c), specifically to deliberate employment of a public employee over which the governmental body has jurisdiction or exercises responsibility.

On roll call to go into Closed Session, Motion carried 6-0.

At 3:03 p.m., the Board met and deliberated employment of a public employee over which the governmental body has jurisdiction or exercises responsibility. The Board votes were tallied to determine a consensus as to which candidate to select.

At 3:31 p.m., pursuant to WI Stat. 19.85(2), **MOTION:** Trustee Hanson, seconded by Trustee Van Dyke to reconvene into Open Session. Motion carried via voice vote.

4. Adjourn

At 3:31 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Van Dyke to adjourn the special meeting. 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

October 11, 2023

Park Commissioners Present: Jim Beson, Jordyn Kurer, Kathy Sylvester, Steve Otto, Suneer Patel, Jean Wollerman
Excused: Chris McCoy
Staff Present: Director Amanda Geiser

* * * * *

The Commission meeting was held at the Municipal Complex, 2000 Municipal Dr., Neenah, and was called to order by Commissioner Beson at 6:00PM. The Pledge of Allegiance was recited and roll call was taken.

APPROVAL OF MINUTES AND DISCUSSION OF EXPENDITURES

The Park Commission dispenses with the reading of, and adopts, the September 14, 2023, regular meeting minutes. Commissioner Patel motioned to accept the minutes, seconded by Commissioner Sylvester. Motion carries.

PUBLIC FORUM

- None

DISCUSSION/PRESENTATION

- Park and Recreation Policies Review: Director Geiser reviewed and noted the changes that staff has proposed. Most of the changes centered on the temporary signage policy. It was discussed that this year, Suburban Athletics received permission on a trial basis to start placing sponsor signs at O'Hauser Park. Everything seemed to go well this year and the verbiage disallowing temporary signage has been removed. Additional verbiage has been added allowing department staff to work with the athletic organizations on sign specifications and placement.

REPORTS

- A. Park Report: Accepted as written.
B. Recreation Report: Accepted as written.
C. Director Report: Accepted as given.
D. Commission Reports:
• Commissioner Beson: Thanked commissioners for attending the recent budget meeting. He overall felt that the budget discussion went well. He mentioned that he was surprised about the BIRD Scooter question that was asked and was slightly caught off guard.
• Commissioner Kurer: No report.
• Commissioner Otto: No report.
• Commissioner McCoy: Excused, no report.
• Commissioner Patel: No report
• Commissioner Sylvester: No report
• Commissioner Wollerman: Not report

OLD BUSINESS

- None

NEW BUSINESS

- A. Suburban Athletics User Agreement:** Commissioner Sylvester made a motion to approve the 2020-2029 Suburban Athletics Land Use Agreement addendum #1 as submitted. Commissioner Kurer seconded. Director Geiser reviewed the reason for the minor change. There are plans to remove the majority of the fencing around Larsen Field. The agreement has been edited to include fenced and "non-fenced" areas. All in favor, motion approved.
- B. Approval of the 2024 Calendar:** A motion was made by Commissioner Patel to approve the 2024 Park Commission Meeting Dates. Commissioner Otto seconded; All in favor, motion approved.

ADJOURNMENT

Commissioner Otto motioned, seconded by Commissioner Sylvester, to adjourn the Park Commission meeting at 6:30PM. Motion carries unanimously.

The next Commission meeting is scheduled for November 8, 2023, at the Municipal Complex, 2000 Municipal Drive, Neenah, at 6:00PM.

Sincerely,

A handwritten signature in cursive script that reads "Jim Beson".

Jim Beson

Chairperson - Village of Fox Crossing Park Commission

FOX CROSSING UTILITIES

WATER MAIN BREAK/MISC WATER REPAIR REPORT OCTOBER, 2023

Water Main Breaks

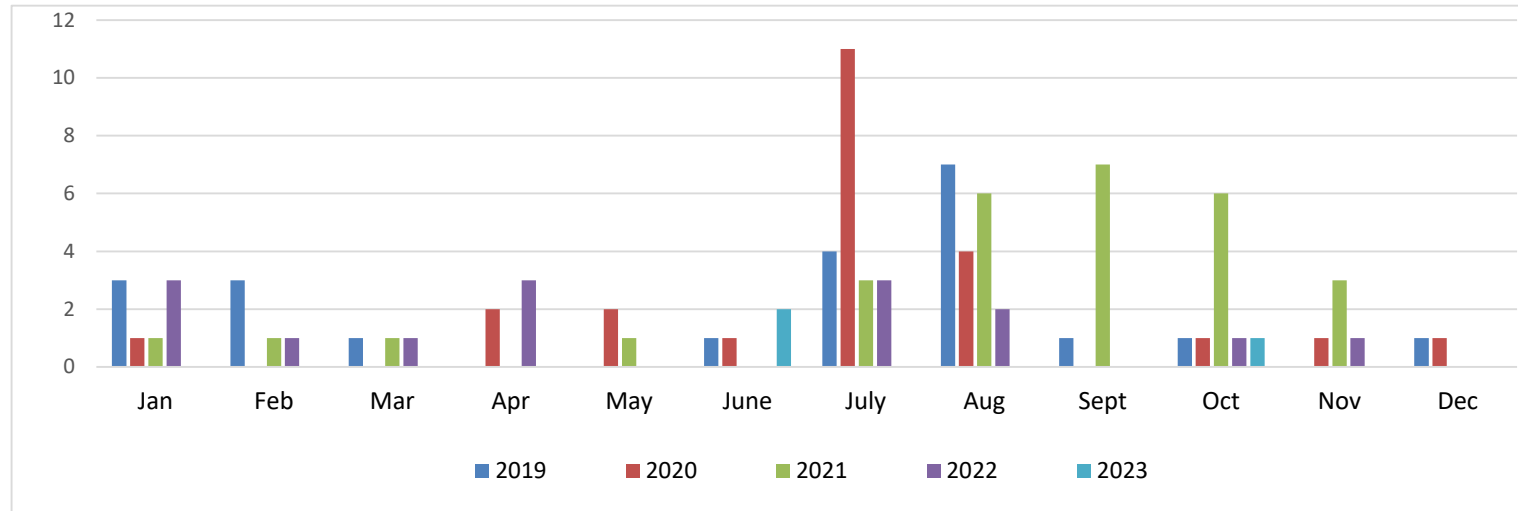
10/8/2023

802 Millbrooke Dr

8" Main Break

Total water main breaks year to date for 2023 = 4

Total water main breaks this time in 2022 14



YEAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2019	3	3	1	0	0	1	4	7	1	1	0	1	22
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	3

Miscellaneous Repairs

- 10/8/23 802 MILLBROOK DR
- 10/9/23 985 EASY ST
- 10/16/23 1191 W VALLEY RD
- 10/16/23 1911 BECK ST
- 10/16/23 1486 RACINE RD
- 10/16/23 1248 ONEIDA ST
- 10/19/23 1481 RACINE RD

- 8" MAIN BREAK
- SERVICE LEAK (PULLED NEW SERV FROM HOUSE TO CURB STOP)
- LOWERED STOP BOX
- LOWERED STOP BOX
- RAISED STOP BOX
- REPAIRED STOP BOX TOP
- REPLACED STOP BOX TOP

FOX CROSSING UTILITIES

10/17/23 1194 PAGES POINT
10/17/23 2558 TOUCHMARK CT
10/17/23 2088 ARENA DT
10/17/23 688 TRAILSWAY LN
10/20/23 1841 BRIGHTON BEACH RD

REPLACED STOP BOX
REPLACED 4' SS ROD AND STOP BOX
REPLACED 4' SS ROD AND STOP BOX
REPLACED 4' SS ROD AND STOP BOX
REPLACED VALVE BOX TOP THAT WAS HIT BY CONTRACTOR

- 1 CONTINUED RELAY PROJECT ON BRIGHTON REACH RD.
- 2 STARTED 9TH STREET RELAY PROJECT.
- 3 STARTED BUTTE DES MORTS BEACH RD WATER AND SEWER PROJECT.
- 4 STARTED COUNTY ROAD II WATER AND SEWER PROJECT.
- 5 CONTINUED WORKING ON EXCHANGING SMALL METERS.
- 6 CONTINUED WITH LEAK DETECTION IN PROBLEM AREAS.
- 7 STARTED WORKING ON MOVING END CODERS FOR METERS THAT ARE NOT READING FROM ANTENNAS.

WASTEWATER REPAIR/MISC REPORT OCTOBER, 2023

Wastewater Miscellaneous

1	Lift Station #1 - Brighton Beach Rd	
2	Lift Station #2 - Lakeshore Dr & Frances St	CHECKED ON COMMUNICATION FAIL ALARM. RESET RADIO AND PLC. SERVICED THE BATTERY IN THE STANDBY GENERATOR.
3	Lift Station #3 - Lakeshore Dr	SERVICED THE BATTERY IN THE STANDBY GENERATOR.
4	Lift Station #4 - Memorial Dr/Foster St	CUMMINS GENERATOR REPLACED THE CONROL BOARD IN THE TRANSFER SWITCH. CUMMINS REPLACED THE WATER PUMP IN THE STAND BY UNIT. SERVICED THE BATTERY IN THE STANDBY GENERATOR.
5	Lift Station #5 - Green Patch	
6	Lift Station #6 - Calumet St	CLEANED WET WELL LEVEL SENSOR.
7	Lift Station #7 - Stroebe Rd & Harry's Gateway	SERVICED THE BATTERY IN THE STANDBY GENERATOR.
8	Lift Station #9 - County Rd II (Winchester Rd)	
9	Miscellaneous:	CLEANED SEWERS. UTILITY LOCATES. UTILITY SERVICE INSPECTIONS. VEHICLE MAINTENANCE.

FOX CROSSING UTILITIES

INSPECTED WATER/SEWER PROJECTS.

CHECKED ON SEWER COMPLAINTS.

CLEANED SEWERS.

SAW CUT RESTAURANT MAINLINES. GREASE REMOVAL.

TELEVISED SERVICE LATERALS.

FOX CROSSING UTILITIES PUMPAGE REPORT

MONTH: OCTOBER, 2023

Total water purchased & pumped from wells											
EAST SIDE					WEST SIDE					TOTAL PUMPED X 1,000	Compare to same month in 2022
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	10,617	4,169	13,529	28,315	18,972	-	4,894	21,283	45,149	73,464	66,345
AVERAGE/DAY	342	134	436	912	612	-	158	687	1,457	2,369	2,139
MAXIMUM/DAY	574	553	597	1,027	970	-	1,077	1,150	1,986	3,013	2,478
MINIMUM/DAY	-	-	277	546	334	-	-	-	1,064	1,607	1,796

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 2022
PLANT #2 X 1,000				PLANT #3 X 1,000	PLANT #4 X 1,000	TOTAL WEST SIDE X 1,000		
TOTAL	26,278			19,237	26,379	45,616	71,894	64,466
AVERAGE/DAY	848			621	851	1,472	2,320	2,080
MAXIMUM/DAY	1,056			1,030	1,153	2,183	2,980	2,472
MINIMUM/DAY	462			426	610	1,036	1,656	1,652

WATER LEVEL READINGS						
	EAST SIDE DEEP WELLS		WEST SIDE DEEP WELLS			
	#5	#7	#3	#4	#6	#8
AVERAGE STATIC	-	-	61	REHAB	68	47
AVERAGE PUMPING LEVEL	330	380	162	REHAB	190	226

East Side System Purchased Water					
Month 2023	47%	Month 2022	39%	Month, 2021	42%
Year-to-Date	44%	Year-to-Date	39%	Year-to-Date	37%

Was on Menasha Water for reservoir and tower maintenance in October, 2023

RES #231113-1

SET 2024 SANITARY SEWER RATES

WHEREAS, Fox Crossing Utilities has received projected 2024 budget cost increases from the Fox West Sewerage Commission, the Neenah-Menasha Sewerage Commission, along with increased debt payment costs; and

WHEREAS, it is necessary to increase rates due to the increase in the projected treatment plant expenses and increased debt payment costs; and

WHEREAS, on October 23, 2023, the Village Board, at its budget workshop, reviewed the projected Fox Crossing Utilities' costs for 2024; and

WHEREAS, the Wastewater Utility needs a 3% overall revenue increase; and

WHEREAS, the lateral repair fund charge is applicable to all single family (including 1 and 2 unit condominiums), duplex or mobile home residential customers—private sewer systems are excluded; and

WHEREAS, with the lateral repair charge, Fox Crossing Utilities will pay 50% of the repair costs, to a maximum of \$2,000, when a village-approved contractor is utilized; and

WHEREAS, the Fox Crossing Utilities will pay 50% for the installation of backflow check valves, up to a maximum of \$300; and

WHEREAS, the sewer summer credit calculations will remain the same, as stated in resolution #060508-2:UD.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees authorizes the Finance Director to increase sewer rates, effective January 15, 2024, as attached, to result in an overall 3% sanitary sewer revenue increase.

Adopted this 13th day of November, 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

FOX CROSSING UTILITIES

SEWER RATES

EFFECTIVE: January 15, 2024

QUARTERLY BASE CHARGES:			
Meter Size	Current Sewer Service	New Sewer Service	Increase
5/8"	\$ 32.41	\$ 33.38	\$ 0.97
3/4"	\$ 44.54	\$ 45.88	\$ 1.34
1"	\$ 79.75	\$ 82.14	\$ 2.39
1 1/2"	\$ 159.60	\$ 164.39	\$ 4.79
2"	\$ 254.29	\$ 261.92	\$ 7.63
3"	\$ 476.12	\$ 490.40	\$ 14.28
4"	\$ 792.77	\$ 816.55	\$ 23.78
6"	\$1,590.50	\$ 1,638.22	\$ 47.72
8"	\$2,389.12	\$ 2,460.79	\$ 71.67
10"	\$3,583.68	\$ 3,691.19	\$ 107.51
12"	\$5,378.55	\$ 5,539.91	\$ 161.36

SEWER VOLUME CHARGES (Each 1,000 gallons):			
Customer Type	Current Sewer Service	New Sewer Service	Increase (Decrease)
Volume Charges	\$ 5.17	\$ 5.33	\$ 0.16
Lateral Repair Fund	\$ 0.37	\$ 0.38	\$ 0.01

Percent Increase

3%

RES #231113-2

SET 2024 STORMWATER UTILITY RATE

WHEREAS, the Village of Fox Crossing Stormwater Utility was created in 2009 to manage the stormwater needs of the Village; and

WHEREAS, per the Stormwater Utility ordinance, the stormwater rate will be based on an Equivalent Residential Unit (ERU), which equals 4,177 square feet of impervious surface; and

WHEREAS, the current Stormwater Utility Rate is \$140 per ERU; and

WHEREAS, due to capital project needs, which have resulted in increased debt costs, a Stormwater Utility Rate increase is necessary.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby sets the Stormwater Utility Rate at \$150 per one (1) ERU.

BE IT FURTHER RESOLVED that the rate will become effective January 15, 2024.

Adopted this 13th day of November, 2023

Requested by: Jeremy Searl, Director of Finance

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #231113-3

SET 2024 GARBAGE AND RECYCLING RATE

WHEREAS, the current annual garbage and recycling rate is \$190 per dwelling unit; and

WHEREAS, it is necessary to prepare for future Garbage and Recycling fund budgetary concerns to include:

- Expiration of current favorable collection and hauling contract in 2023.
- Upcoming end of life issues for garbage and recycling carts purchased in 2009.
- Potential leaf and yard waste collection issues.

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the 2024 annual rate charged to property owners for curbside collection garbage, recycling, leaves, and yard waste will be increased to \$220 per dwelling unit.

Adopted this 13th day of November, 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

RES #231113-4

APPOINTMENT OF VILLAGE BOARD MEMBER TRUSTEE #5 – DEBORAH SWIERTZ

WHEREAS, a vacancy exists on the Village of Fox Crossing Board of Trustees due to the resignation of Trustee #5 Dale McNamee; and

WHEREAS, the Village Clerk solicited for letters of interest to serve the remainder of the Trustee #5 term, and received three (3) letters of interest by Village residents; and

WHEREAS, the Village Board conducted interviews of the applicants on October 23 and October 26, 2023, and nominated Deborah Swiertz to fill the remainder of the term of Trustee #5; 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 Deborah Swiertz, to fill the remainder of the term of Trustee #5 commencing on November 13, 2023 and expiring April 16, 2024.

Adopted this 13th day of November, 2023

Requested by: Village Board of Trustees

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #231113-5

AMEND VILLAGE OF FOX CROSSING FEE SCHEDULE FOR 2024

WHEREAS, on July 13, 2020, the Village of Fox Crossing Board of Trustees adopted the Village of Fox Crossing Fee Schedule (previously listed as Appendix B of the former Fox Crossing Municipal Code); and

WHEREAS, it is necessary, from time to time, to amend the Fee Schedule to ensure appropriate fees are charged to maintain adequate Village services.

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby amends the Village of Fox Crossing Fee Schedule, as attached, effective January 1, 2024.

Adopted this 13th day of November, 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

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

<i>Code Section</i>	<i>Licenses & Permits</i>	<i>Fee</i>	<i>State Statute</i>
Alcohol			
146-3A	Class A Beer, annual or pro-rated	\$300.00	§125.25
146-3C(1)	Class B Beer, annual or pro-rated	*\$100.00	§125.26(4)
146-3C(2)	Six-Month Class B Retailer's (Class B Beer), one per year	*\$50.00	§125.26(5)
146-3E	Class A Liquor, annual or pro-rated	*\$400.00	§125.51(2)(d)
146-3F	Class B Liquor, annual or pro-rated	*\$500.00	§125.51(3)(e)
146-3J	Class C wine, annual or pro-rated	*\$100.00	§125.51(3m)
146-3K	Provisional Class A ,B or C Retail License, limited to 60 days, one per year	*\$15.00	§125.185(3)
146-3H(3)	Reserve "Class B" Retailer's (fee in addition to Class B Beer & Liquor License)	*\$10,000.00	§125.51(3)(e)(2)
146-11	Publication fee	\$55.00	§125.04(3)(g)
146-3L	Operator's License, 2 Year or pro-rated §125.32(2) (includes background check)	\$62.00	§125.68(2)
146-4	Duplicate Operator's License, if lost or stolen	\$5.00	
146-3M	Provisional Operator's License, expires in 60 days, one per year	*\$15.00	§125.17(5)
146-3I	Temporary Operators, valid 14 days; person limited to 2 licenses per year	\$10.00	§125.17(4)
146-3D	Temporary Retailer's Class "B" (Picnic license)	*\$10.00	§125.51(10)
146-3	Wholesale Beer	*\$25.00	§125.28
146-3L(2)(b)	Background check by Police Department	\$7.00	
146-12	Agent, successor (Corp. or LLC)	*\$10.00	§125.04(6)(e)
146-10	Transfer license; from place to place within Village	\$10.00	
146-13F	Beer Garden Permit, annual	\$150.00	
Amusements			
150-4	Special Event License (includes the original inspection), First 48 hrs.	\$150.00	
	Fee every 24 hours thereafter, in addition to fee above	\$25.00	
	Escrow fee shall be required (may be refunded after 30 days)	\$150.00	
	Re-inspections (if required) each, shall be charged an additional fee	\$25.00	
150-7	Mechanical Amusement Device License, annual (Coin-op. devices, pool table, dartboard, karaoke)	\$150.00	
	Six-month license	\$75.00	
Bicycles			
364-19	Bicycle License & registration required, ID tags shall be affixed	No charge	
Business Licenses (Permanent Merchants)			
150-10	Public Dances	\$50.00	
150-19	Bowling Alley, annual fee	\$100.00	
270-3	Massage Therapy Permit, annual	\$200.00	
298-4	Pawnbrokers License, annual	\$210.00	§134.71(11)(a)
298-4	Secondhand Article Dealer License, annual	*\$27.50	§134.71(11)(b)
298-4	Secondhand Jewelry Dealer License, annual	*\$30.00	§134.71(11)(c)
298-4	Secondhand Dealer Mall, Flea Market, two-year license	*\$165.00	§134.71(11)(d)
352-6	Permanent Merchant, Door-to-Door Sales; fee plus background investigation fee	\$35.00	
317-3	Salvage Yard Operator, licensed annually	\$100.00	
317-3	Six-month license may be obtained	\$50.00	
364-13B	Snowmobile Renter Business License	\$25.00	
345-3B	Taxicab or Limousine Service, Business License, annual	\$100.00	
345-3D	Each Operator; two-year license, renews in even years	\$25.00	
345-8	Replacement license, lost or stolen	\$5.00	
364-31	Tracks including any concourse must be licensed, semi-annual	\$150.00	
364-34	Surety bond required	\$1,000.00	
Business Licenses (Temporary Merchants)			
179-3	Christmas Tree Lot Permit, issued for 60 days	\$75.00	
274	Mobile Food Vendor Permit, annual	\$150.00	
	Six-month license may be obtained	\$75.00	
	Single day event license may be obtained	\$25.00	
352-6 & 352-7	Transient Merchant (Seller), limited to 60-day permit; investigation fee	\$150.00	
352-10	Surety bond required	\$2,000.00	

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

352-12B	Disclosure requirement; buyer's right to cancel if transaction more than stated amount	\$25.00	\$423.203
Cigarettes / Tobacco Products			
182-2	Cigarette or Tobacco Permit	*\$100.00	\$134.65
Community Gardens			
	Community Garden Plot Fee, per season		
	Resident	\$25.00	
	Non-resident	\$30.00	
Comprehensive Plan			
	Comprehensive Plan Future Land Use Map Amendments; fee plus advertising & meeting costs	\$500.00	
Dogs and Cats			
154-3	Dog / Cat License, annual (required over age of 5 months of age) up to four animals		\$174
	Spayed or neutered	\$7.00	
	Not spayed or neutered	\$12.00	
	Additional late fee, if after Mar. 31	\$5.00	
	Duplicate/replacement license	\$2.00	\$174.053
154-4A	Kennel License (12 or less dogs and/or cats), annual	\$70.00	
	Fee each additional dog/cat in excess of 12	\$5.00	
	Additional late fee, if after Mar. 31	\$10.00	
154-12	Possession of impounded dogs/cats may be obtained	\$20.00	
Escort Service			
209-6 & 209-7	Escort, Escort Service requires a license, annual/renewal	*\$500.00	
209-11D	Registration fee to P. D. for identification cards	\$25.00	
Fire Department Fees			
53-4C	Outside investigation agencies requesting copies, per page - Refer to Public Records Requests		
	Agencies requesting photographs, each photograph-Refer to Public Records Requests		
218-48	Tent Inspection Fee; per inspection	\$25.00	
218-51A & 218-51B	Installation Permits Fees		
	Automatic fire extinguishing systems; fire detection system/fire alarm and related equipment based upon fee per 10,000 square footage of project area plus plan review fee below	\$50.00/10,000 sq ft	
	*** Fees for plan review in addition to the above square footage fees. ***		
218-51B	Automatic fire extinguishing; fire detection system/fire alarm and related equipment	\$75.00	
218-51B	Fire pumps and related equipment	\$75.00	
218-51B	Private fire hydrants	\$75.00	
218-51B	Standpipe systems	\$75.00	
218-51B	Spraying or dipping	\$75.00	
218-51C	Fees in association with Local Program Operation Tank Program		
	For information on State of Wisconsin required fees for the tank program please see the link below.		
	https://datcp.wi.gov/Pages/Programs_Services/PetroleumHazStorageTanksForms.aspx		
Fireworks Display			
218-42E	Bond required	\$2,000.00	
218-51D	Fireworks Display Permit Fee	\$25.00	
	Firefighters for apparatus , plus FF hourly payroll rate	\$45.00	
Garbage & Recycling			
RES#090608-1	Garbage & Recycling Cart Fees		
	Carts, Additional	\$80.00	
	Additional Cart Annual Fee	\$60.00	
	Cart Cleaning Fee	\$25.00	
	Cart Exchange Fee	\$25.00	
	Overflow Tags, per bag	\$2.00	
Hotels/Motels			
232-8B	Hotel or Motel Permit; annual	\$100.00	\$500.00

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

49-13	Room Tax imposed at a total rate for furnishing rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations to public		\$66.0615(1m)(a), 77.52(2)
		10%	
Impact Fees			
412-4	Fire Impact Fees		
	Single Family Residential		\$149.00
	Multi Family Residential		\$124.00
	Non-Residential		\$1.6198 per \$1,000
412-5	Park Facilities Impact Fees		
	Studio / 1 bedroom		\$412.00

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

	2 Bedroom Unit	\$617.00	
	3 Bedroom / Single Family Unit	\$823.00	
325-24A(1)(b)[3]	Water/Sewer Interceptor Impact Fee - Per Acre Fee with 1/3 acre minimum (\$500)	\$1,500.00/Acre	
Land Division Control			
419-5A	Preliminary Plat – Base fee, plus per unit fee	Base: \$200.00	
	Per unit fee	\$35.00	
419-5A(4)	Drainage Plan Review		
419-6A	Final Plat	\$200.00	
419-7A	Minor Land Division (CSM) - Base fee, plus per lot fee	Base: \$150.00	
	Per lot fee	\$10.00	
419-7A(4)	Minor Land Division Drainage Plan Review (if required)		
419-9C	Condominium Plat – Base fee, plus per unit fee, plus final plat fee	Base: \$200.00	
	Per unit fee	\$25.00	
	Final plat fee	\$150.00	
419-12A	Parkland Dedication, square footage per unit	1,768.10 sq.ft./unit	
419-12B	Fees in lieu of parkland dedication, per unit (if parkland dedication not required)		
	Adjusted Dec. 31 ea. year, and effective Jan. 1 of ea. year per Engineering News Record Construction Cost Index (4.93%)		
	Studio / 1 Bedroom	\$608.79	\$638.80
	2 Bedroom Unit	\$912.48	\$957.47
	3 Bedroom / Single Family Unit	\$1,217.57	\$1,277.60
Mobile Homes & Parks, Recreational Campers			
276-4B	Mobile Home Park License, fee per 50 spaces	\$100.00	\$66.0435(3)(a)
276-4B	Surety bond required on file with Clerk	\$2,000.00	
276-4C	Transfer of license fee	\$10.00	
276-4D	Monthly parking fee (by values of home) as determined by State Stat.	Values, divide by 12	\$66.0435(3)(c)1.d
174-4	Camper parking site permit, annual	\$10.00	
Municipal Judge and Court			
26-1D	Mun. Judge, bond filed w/ Winn. Cty. Clerk of Courts, Village Clerk and State Adm. of Courts	\$2,000.00	\$757.02, \$755.03
Park and Rental Facilities			
294-3C(2)	Park Pavilion Rentals		
	Fritsch, Palisades, O’Hauser N/S & Schildt, Wittmann – 1-125 guests (Resident/Non-Resident)	\$65.00 / \$81.00	
	Fritsch, Palisades, O’Hauser N/S & Schildt – 126-above guests (Resident/Non-Resident)	\$120.00 / \$150.00	
	Kitchen	\$35.00	
	Community Center – 5 Hour Rental		
	Maple Room without kitchen (Resident/Non-Resident)	\$55.00 / \$69.00	
	Maple Room with kitchen (Resident/Non-Resident)	\$75.00 / \$94.00	
	Robin Room	\$55.00 / \$69.00	
	Badger Room	\$40.00 / \$50.00	
	Maple/Robin Rooms combined with kitchen	\$110.00 / \$138.00	
	Community Center – Full Day rental		
	Maple Room without kitchen (Resident/Non-Resident)	\$90.00 / \$113.00	
	Maple Room with kitchen (Resident/Non-Resident)	\$130.00 / \$163.00	
	Robin Room	\$90.00 / \$113.00	
	Badger Room	\$60.00 / \$75.00	
	Maple/Robin Rooms combined with kitchen	\$200.00 / \$250.00	

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

294-3(4)	Reservation/Damage Deposit	\$60.00	
294-3(6)	Cancellation Fee	\$10.00	
294-3E	Fritse Park User Fee	\$45.00	
294-4D	Boat Trailer Parking Fee		
	Daily Permit Fee	\$4.00	
	Annual Permit Fee, resident	\$15.00	
	Annual Permit Fee, resident 55 & over	\$13.00	
	Annual Permit Fee, non-resident	\$30.00	
294-5D	Disc Golf Fees		
	Daily Disc Golf Course Permit	\$3.00	
	Annual Resident Disc Golf Course Permit - In Office	Single/Double	\$20.00/\$35.00
	Annual Non- Resident and On site Disc Golf Course Permit	Single/Double	\$25.00/\$40.00
Processing, Miscellaneous Fees			
	Administrative Fee	5%	
	Interest on delinquent invoices, per annum	18%	
	Returned check/ACH handling charge (example: NSF, Stop Payment, Closed Account, etc)	\$30.00	
Public Records Requests			
49-11	Sanitary district annexation, street vacation, street or road name changes; Petitioner shall pay all "actual costs incurred"	Recording fee, mail & postage, publishing	
115-6F	Records requests; location fee for research, per hour (or portion of) after \$50 reached	\$25.00	
	Photocopies, 8-1/2 x 11 and 8-1/2 x 14 (b & w), per page up to 50 pages	\$0.25	
	Photocopies, 8-1/2 x 11 and 8-1/2 x 14 (b& w), per page, 51 and over	\$0.20	
	Photocopies, other than 8-1/2 x 11 and 8-1/2 x 14 & color	Actual cost	
	Photographs, each 4x6	\$0.50	
	Photographs, larger than 4x6	Actual cost	
	Computer disk, each	\$25.00	\$6.36(6)
	Statewide Voter Registration System data file fee, plus	*\$25.00	
	an amount per 1,000 voter names	*\$5.00	
Public Works Department			
310-6	Registration for Right-of-Way Occupancy	\$50.00/year	
310-10	All tunneled, plowed, or directional bored underground utilities	\$.50/Lineal Ft.	
	All HDPE plastic conduit, PVE piping, ducts, steel pipe, other approved materials (each)	\$.15/Lineal Ft.	
	All new or replacement overhead, underground wires, fiber optic cables (each wire)	\$.15/Lineal Ft.	
	All large cabinets 36" x 60" x 59", large vaults 30" x 48" x 36", control & switching "huts" Transformers or VRAD cabinets	\$200 each	
	All smaller cabinets, vaults, pedestals	\$100 each	
	New or replacement manholes, hand holes, flower pots and monitoring or purging wells	\$75 each	
	Ground rods	\$25 each	
	Trees (require Village approval to trim or remove a terrace tree)	\$300 each plus cost of new tree TBD	
	Marker post/post mounted signs	\$5 each	
	All new poles (less than 60') guy wires/small peds/boxes	\$30 each	
	All new poles (more than 60') guy wires/small peds/boxes	\$100 each	
	Open cutting/bore pits (in paved areas, includes potholing)	\$750 each	
	Open cutting/bore pits (outside of paved areas, includes potholing)	\$500 each	
	Potholing in street right-of-way crossings or public utilities and/or Village utilities	\$375 each	
310-19(a)(b)	Work done without a permit will result in an additional permit fee charge of \$250 plus costs of the original permit	\$250 plus cost of original permit	
337-1B	Culvert Permit fee to install driveway culvert	\$250.00	
	Access Driveway Permit (approving driveway location)	\$75.00	
	Temporary Culvert Permit (60 day maximum)	\$125.00	
337-1C	Culvert security deposit	\$150.00	
337-1C(2)	Ditch line security deposit	\$350.00	
337-1D(4)	Failure to repair improper installation of culvert within 30 days	\$500.00	
337-2B	Extension Permit fee for existing culverts	\$50.00	

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

337-5	Construction Permit	\$75.00	
	Excavation Permit:		
	Open cutting/bore pits in paved areas	\$750.00	
	Open cutting/bore pits outside paved areas	\$500.00	
	Curb Cut Permit (cutting backside of header \$75, replacing curb & gutter section \$150)	\$75.00/\$150.00	
	Work done without a permit will result in an additional permit fee charge of \$250 plus costs of the original permit	\$250 plus cost of original permit	
337-5A(1)	Utility service connections fee of services to the utility main (includes new sump pump lateral)	\$150.00	
337-5A(2)	Utility mainline extension	\$300.00	
337-5E	Construction/excavation security deposit	\$2,000.00	
337-5F	Indemnity bond	\$10,000.00	
337-5H	Cost of removal / installation of signs, guardrails and other appurtenances dep. Within village right-of-ways, deduct from sec.	\$25.00	
337-12C	Street Privilege Permit; for use of roads, alleys, sidewalks, public ways/places for purpose of moving any building or structure	\$350.00	
337-17(L)	Inspection Fees (sump pump connection, or other misc. items)	\$60.00	
	Driveway Apron Permit: See Driveway Apron Policy.		
	Gravel Apron	\$125.00	
	Asphalt Apron	\$250.00	
	Concrete Apron	\$450.00	
337-18	Street Trees within Right-of-Way Permit	\$150.00	
Sewer and Water Public Utilities Commission			
325-20A	Sewer main and sewer service lateral repair inspection fee/permit	\$60.00	
325-20A	Sewer tap fee	\$60.00	
325-24A(2)	Sewer Service Availability Fee		
	Residential - 1 REU	\$448.00	
325-27B	Water main or water lateral repair inspection fee	\$60.00	
	Water tap (hookup) fee	\$150.00	
	Commercial - Base = appropriate # of REU based on commercial land use: See Building Inspector for REU land use schedules	\$1,700/per acre	

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

	Industrial - Base = appropriate # of REU based on industrial land use: See Building Inspector for REU land use schedules	\$2,600/per acre	
Real Estate Inquiry			
49-10	Real Estate Inquiry Letter	\$40.00	
	Rush processing fee	\$70.00	
	Utility balance only fee	\$10.00	
337-13A(1)	Road reconstruction special assessment taxes levied, paid by owner, equal annual installments, not less than a minimum amount	\$250.00	
337-13A(2)	Interest on unpaid installments, per annum over borrowed interest rate	2.0%	
Storm Water Management & Construction Site Erosion Control			\$60.627
400-10	Construction Site Erosion Control: Application Fee		
	Sites with less than 1 acre of disturbed area (Over 2 Family and Non-Residential)	\$200.00	\$500.00
	Sites with more than 1 acre of disturbed area (All Development)	-\$250.00 + add. review cost	\$1,100.00 + add. review cost
	One and two dwelling	\$125.00	\$150.00
400-26	Financial Guarantee for Projects Requiring Stormwater Detention Ponds		
	Financial Guarantee will be 3% of Pond project cost with minimum cost as follows: <i>Fee may be waived by the Director of Community Development</i>	\$1,000.00	
400-27	Post-Construction Storm Water Management: Application Fee		
	Preliminary Plat Drainage Review -- Land Division	\$2,700.00 + add. review cost	
	Preliminary Plat Drainage Review -- Condominium	\$2,700.00 + add. review cost	
	Preliminary Plat Drainage Review -- Minor Land Division (if necessary)	\$500.00 + add. review cost	
	Site Plan Drainage Review	\$500.00 + add. review cost	
	Site Plan Detention Pond Inspection (If required for Site Plan)	\$650.00	
	Post Construction Storm Water Management: Inspection Fee		
	One and two dwelling	\$125.00	
	Sites with less than 20,000 sq. ft. of disturbed impervious area	\$125.00 + add. review cost	
RES#190826-10	Stormwater Pond Buy-In Fees (per acre)		
	Adjusted Dec. 31 ea. year, and effective Jan. 1 of ea. year per Engineering News Record Construction Cost Index (4.93%)		
	Cold Spring Pond Basin	\$9,294.52	\$9,752.74
	Community First Credit Union Pond Basin	\$15,854.13	\$16,635.74
	Independence Pond Basin	\$5,400.54	\$5,666.79
	Tayco Pond Basin	\$2,166.91	\$2,273.74
Storm Water Utility, Municipal			
334-9	Residential charge - 1 ERU (Equivalent Residential Unit)	\$140.00	\$150.00
	Sites with more than 20,000 sq. ft. of disturbed impervious area	\$400.00	
Village Building Code			\$101.65
383-28A	WI Uniform Building Permit Fee	\$90.00	
	Village Building Permit Fees: Principal Buildings or Garages		
383-28C	New construction and additions	\$35.00 + \$0.14 per sq. ft.	\$50.00 + \$0.14 per sq. ft.
383-28C	One and Two-Family dwellings	Add \$500 escrow	
383-28C	Multiple family dwellings & commercial / industrial structures		
	Up to 10,000 square feet	Add \$1,000 escrow	
	Over 10,000 square feet, escrow plus fee per 1,000 sq. ft. or fraction thereof	\$10.00 per 1,000 sq. ft.	
383-26B(3)	Early Start Permit (Commercial / Industrial only)	\$200.00	
	<u>Residential / Commercial:</u>		

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

383-28C	Alterations and remodeling	\$35.00 plus \$1 per \$100 of value	
	Residential over \$10,000 of value	Add \$500 escrow	
	Commercial/Industrial over \$10,000 of value	Add \$1,000 escrow	
383-28C	New manufactured home	\$200.00	
	New one- & two-family dwellings/New manufactured homes	Add \$500 escrow	
	Removal of manufactured home	\$150.00	
	Accessory bldgs, siding, decks, roofing, foundation repair, and other structures; each	\$35.00	\$50.00
	Pools; permanent, each	\$100.00	
	Pools; temporary, each	\$50.00	
	Wrecking or razing buildings; Per accessory structure	\$75.00	
	Per principal structure	\$150.00	

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

	<u>Public Protection Fund Fee</u>		
383-29B(1)	Buildings less than 100% sprinklered	\$0.04 per sq. ft.	
383-29B(2)	Buildings 100% sprinklered	\$0.02 per sq. ft.	
383-29B(3)	Multiple family dwellings; per family unit	Add \$25.00	
383-29B(4)	Building with floors above 80 feet	Add \$10.00 per ft.	
	<u>Moving Permits</u>		
383-51E(1)	Accessory structure	\$150.00	
383-51E(1)	Principal structure	\$300.00	
383-51E(2)	Bond required	\$2,000.00	
383-51E(1)	Escrow for Police Department escort	** \$200.00	
	<i>**Actual cost determined by P.D. If under escrow, difference to be refunded. If costs over, then will be billed to applicant.</i>		
	<u>Plumbing Permit Fees</u>		
383-43C	New installations, additions, or alterations	\$35.00 + \$1 ea. per \$100 of job value	
	<u>HVAC Permit Fees</u>		
383-38B	New installs, additions, or alterations, fireplaces, wood burning stoves	\$35.00 + \$1 ea. per \$100 of job value	
	<u>Commercial Electrical Permit Fees</u>		
383-33B	New Buildings/Additions	\$50.00 + \$0.06 per sq. ft.	
383-33B	Existing Buildings	\$50.00 + \$1.50 per \$100 of job value	
383-33B	Minimum Fee	\$50.00	
383-33B	Re-Inspection Fee	\$60.00	
383-33B	Failure to Call for Inspection	\$60.00	
	<u>Residential Electrical Permit Fees</u>		
383-33B	New installations, additions, or alterations	\$100 of job value	
383-30	Re-Inspection Fee	\$100.00	
383-30	Failure to Call for Inspection	\$100.00	
Village Zoning			
435.5-08	Code amendments (text or map)	\$500.00	
	Planned Development District	\$500.00	
	Conditional Use Permit	\$500.00	
	Variance	\$500.00	
	Administrative appeal	\$500.00	
	Zoning Verification	\$35.00	
	<u>Zoning permits</u>		
	Fences, decks, accessory buildings	\$50.00	
	Permanent pools	\$50.00	
	Residential additions	\$100.00	
	Single family / duplex	\$200.00	
	Manufactured homes	\$200.00	
	Commercial additions	\$200.00 plus \$0.05 per sq. ft. of bldg. area	
	All other new construction	\$200.00 plus \$0.05 per sq. ft. of bldg. area	
	Signs Permit Fee - Wall Sign	\$150.00	
	Signs Permit Fee - Freestanding Sign	\$200.00	

VILLAGE OF FOX CROSSING FEE SCHEDULE

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	Signs Permit Fee - Temporary	\$50.00 plus \$100.00 deposit to be refunded when removed	
	Site plan approval	\$150.00 plus \$3 per 1,000 sq. ft. of disturbed area	
	Site plan re-submittal	\$125 (does not apply to 1st re-submittal)	
435.5-08C	When work has begun, before a permit has been issued	Permit fees doubled	
435.7-125B(8)	Telecommunication Facility, Mobile Service and Collocation; application process		
	Permit fee; new mobile service; class 1 collocation	\$3,000.00	
	Permit fee; class 2 collocation	\$500.00	
Weights and Measures (Formed with Appleton Health Department - Sept. 1, 2017)			
376-22	Base Licensing Processing Fee (per business location)	\$50.00	
	Firewood Dealer License	\$20.00	
	Device No.		
	101 Computing Scale	\$20.00	
	101 A Point of Sale System; Scale/Register	\$20.00	
	102 Pre-Package Scale	\$100.00	
	103 A Counter or Bench Scale Up to 30 LBS	\$30.00	
	103 B Counter or Bench Scale 31 - 1000 LBS	\$40.00	
	103 C Counter or Bench Scale 1,001 - 10,000 LBS	\$60.00	
	103 E Union Beam Scale 150 - 200 LBS	\$33.00	
	103 F Unequal Arm Beam Scale Up to 30 LBS	\$20.00	
	103 G Postal Scales	\$11.00	
	103 H Dough Scales (with weights)	\$16.00	
	103 I Portion & Low Capacity Scales	\$11.00	
	103 J Counting Scales	\$20.00	
	103 K Farm Market Scale	\$20.00	
	104 Spring - Hanging Scale Up to 30 LBS	\$20.00	
	104 A Hanging Scale 31 LBS to 1000 LBS	\$33.00	
	105 Equal Arm Balance - Test Wt. Scale	\$20.00	
	106 Cream, Grain & Moisture Test Scales (with weights)	\$40.00	
	107 Prescription, Jewelers, Precious Metals Scales (with weights)	\$60.00	
	108 Portable Platform Scale	\$33.00	
	109 Dormant/Floor Scale 1M - 10M LBS Capacity	\$53.00	
	109 A Dormant/Floor Scale 10M - 20M LBS Capacity	\$70.00	
	110 Monorail, Meat Beam, Track Scales	\$53.00	
	111 Vehicle Scale	\$155.00	
	112 Milk Intake Scale	\$53.00	
	113 Hopper Scale	\$150.00	
	113 A Tank Scale - Test & Service (Per Hr Rate)	\$53.00	
	113 B Hopper Scale 50 - 2000 LBS Capacity	\$53.00	
	190 A Auto Recycling Machines - UnClassified, 1 Hr	\$53.00	
	190 B Health Scales (Inspection & Test)	\$50.00	
	190 C Baby Scales	\$20.00	
	190 D Belt Conveyor Scale (Per Hr Rate)	\$56.00	
	198 Consult/Product Wt Test* (Per Hr Rate)	\$52.00	
	199 Misc Scales - Test & Service (Per Hr Rate)	\$56.00	
	222 Vehicle Tank Meters - Gas & Fuel Oil	\$55.00	
	222 A Vehicle Tank Meters - Motor Oil	\$55.00	
	222 B Vehicle Tank Meters - Milk and Water	\$55.00	
	230 Blending Pumps - Fixed	\$30.00	
	230 A Blending Pumps - Variable	\$55.00	
	231 Computing Pumps	\$30.00	

VILLAGE OF FOX CROSSING FEE SCHEDULE

Updated November 2023

	232	Pumps - Penny Wheels		\$30.00
	233	Limited Range Pumps (1/2 Gal Price)		\$30.00
	234	Computing Pumps - High Output, 20GPM+		\$55.00
	235	Marina Fuel Dispenser		\$55.00
	239	Pumps (Other) - Gas Boys, Liq, Non-Comp		\$30.00
	239 A	Elec Oil Disp Machine (Per Hr Rate)		\$52.00
	240 A	Fabric & Paper Linear Meters		\$15.00
	240 B	Wire, Cordage & Line Meters		\$15.00
	240 C	Rules (YTD Sticks Tapes)		\$3.00
	240 D	(10 FT or More) (Per Hr Rate)		\$52.00
	255	Test Measures (Per Hr Rate)		\$52.00
	261	Taxi Meters		\$19.00
	285	Electronic Pill Counter		\$40.00
	290 A	Bulk Plant or Terminal Meters		\$40.00
	290 B	Point of Sale System Scanners	(1 - 8 scanners)	\$100.00
			(9 + scanners)	add \$12.50 ea
	290 C	Small Dynamometer		\$19.00
	290 D	Large Dynamometer (Per Hr Rate)		\$56.00
	295	Timers: Driers, Car Wash, Vacuum, Air		\$10.00
	450	Reinspection Fee (1st Visit)		\$58.00
	450 A	Reinspection Fee (2nd Visit)		\$100.00
	450 B	Reinspection Fee (3rd Visit)		\$150.00
	330	Metric (Per Hr Rate)		\$52.00
	340	Troy Weights (Per Hr Rate)		\$50.00
	540	Miscellaneous Scales & Measures (Per Hr Rate)		\$52.00
376-30	590	Late Fee (Per Establishment)		\$60.00

RES#231113-6

AMEND FOX CROSSING ADDITIONAL COMPENSATION PAY SCHEDULE

WHEREAS, Resolution #140630-5:TB approved the Town of Menasha Additional Compensation Pay schedule, and Resolutions #160411-7:TB, #200622-5, #211122-4, and #221114-4 amended the schedule; and

WHEREAS, on August 14, 2023, the Village Board approved Resolution #230814-1 which adopted the newly revised Village of Fox Crossing Employee Handbook; and

WHEREAS, Section 10-3.4, Police Lieutenant Additional Compensation, of the newly adopted Employee Handbook states the following:

Police Lieutenants that have been scheduled to work a patrol officer shift shall be compensated at a stipend rate listed on the Village Additional Compensation Pay Schedule.

WHEREAS, the Additional Compensation Pay Schedule should be amended to include a \$58.00 per hour stipend for Police Lieutenants that have been scheduled to work a patrol officer shift.

NOW, THEREFORE BE IT RESOLVED, by the Village of Fox Crossing Board of Trustees that the amended Fox Crossing Additional Compensation Pay Schedule is hereby approved, as attached, effective January 1, 2024.

Adopted this 13th day of November, 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

ADDITIONAL COMPENSATION PAY SCHEDULE – *Effective January 1, 2024*

Certification Pay:

Water Department employees who are required to maintain DNR certifications for Distribution, Groundwater, and Zeolite Softening will receive an additional \$0.15 per hour for each DNR certification, as long as the certification is active. An employee will begin receiving the certification pay the first pay period after written acknowledgement of that employee's certification from the State of Wisconsin DNR has been processed by the Village of Fox Crossing.

Heavy Equipment Operator Pay:

Employees of the Street and Park and Recreation Departments may receive an additional \$1.00 per hour for operating the loader for snow plowing operations only, grader, gradall, sweeper, jetter/vactor, boom truck, leaf vacuum truck and leaf vacuum trailer, excavator, and backhoe. To qualify, the employee must work 50% or more of their shift operating this equipment, and will receive the heavy equipment operator pay for the entire day. In the future, should the Village rent or purchase equipment that may be considered heavy equipment, the piece of equipment can be added to the above list with the approval of the Village Manager and the Village President.

Out of Class Pay:

The custodian can be required to snow plow; however, this is not his/her normal duty. When snow plowing, the custodian will receive an additional \$2.00 per hour, unless he/she has a valid CDL then he/she would receive an additional \$4.00 per hour when snow plowing.

Weekend Shift Commander Pay:

The Fire Department requires a Weekend Shift Commander to fill the Command Position on every weekend (60 hours). A weekend stipend will be eligible for any Paid-On-Call or Part-time Officer assigned this position at the amount of \$350 per weekend. Any additional holidays hours associated with the weekend will be included as part of the weekend stipend, without additional compensation. This stipend is in addition to the Lieutenant or Captain hourly wage received for responses to calls.

Standby Pay:

Full-time Fox Crossing Utilities employees, who are required to be on standby for a full week via a cell phone, shall receive an additional seven (7) hours of straight pay per week, in addition to compensation received for actual hours worked and call-in pay.

Full-time Park employees required to carry a cell phone/pager will be paid \$20 per day for each day they serve on standby, in addition to compensation for actual hours worked and call-in pay, if applicable. Part-time and seasonal park employees required to carry a cell phone/pager will be paid \$15 per day for each day they serve on standby, in addition to compensation for actual hours worked and call-in pay, if applicable.

Call-In Pay:

Full-time non-exempt employees called in to work hours outside of his/her scheduled work day, shall receive two (2) hours of straight pay, in addition to pay for the actual hours served. An employee's schedule for the following day can be modified by 4:30 p.m., without requiring call-in pay.

Utility Construction Inspection:

Any employee inspecting new utility construction will receive an additional \$0.25 per hour, for the hours worked in this capacity.

Police Lieutenant Additional Compensation:

Police Lieutenants may cover a patrol shift for scheduled vacancies in order to reduce the need to force in officers. When serving as a patrol officer, the Lieutenant shall be compensated at a stipend rate of \$58.00 per hour.

MINIMUM PAY STANDARDS

Fire Department:

Paid-on-Call Fire Fighters are paid a minimum hourly amount of one (1) hour per fire call and a minimum hourly amount of one (1) hour per EMS call.

Police Department:

Crossing Guards are paid a minimum of one (1) hour in the morning and one (1) hour in the afternoon, when they work.

RES#231113-7

AMEND FOX CROSSING PAID-ON-CALL FIREFIGHTER PAY PLAN

WHEREAS, Resolution #100222-1:CLOSED approved the Town of Menasha (Village of Fox Crossing) Paid-on-Call Firefighter Pay Plan, which was updated through the Budget process in 2014 and 2018, and through Resolution #221114-5; and

WHEREAS, Fire Chief Todd Sweeney requests an increase of \$1.00 per hour on January 1, 2024, and an additional \$1.00 per hour on July 1, 2024, to the Paid-on-Call Firefighter Pay Plan, as follows:

Beginning January 1, 2024

		YEARS OF SERVICE			
	GRADE	0-3	4-5	6-10	10+
POSITION	STEP	1	2	3	4
Fire Fighter	1	\$14.00	\$15.00	\$16.00	\$17.00
Driver	2	\$15.00	\$16.00	\$17.00	\$18.00
Lieutenant	3	\$17.50	\$18.50	\$19.50	\$20.50
Captain	4	\$18.50	\$19.50	\$20.50	\$21.50

Beginning July 1, 2024

		YEARS OF SERVICE			
	GRADE	0-3	4-5	6-10	10+
POSITION	STEP	1	2	3	4
Fire Fighter	1	\$15.00	\$16.00	\$17.00	\$18.00
Driver	2	\$16.00	\$17.00	\$18.00	\$19.00
Lieutenant	3	\$18.50	\$19.50	\$20.50	\$21.50
Captain	4	\$19.50	\$20.50	\$21.50	\$22.50

NOW, THEREFORE BE IT RESOLVED, by the Village of Fox Crossing Board of Trustees that the Fox Crossing Paid-on-Call Firefighter Pay Plan is hereby amended, as listed above, effective January 1, 2024, and July 1, 2024, respectively.

Adopted this 13th day of November, 2023

Requested by: Todd Sweeney, Fire Chief

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES#231113-8

AMEND VILLAGE OF FOX CROSSING EMPLOYEE HANDBOOK, CHAPTER 11-6.1 MEDICAL

WHEREAS, on August 14, 2023, the Village Board approved Resolution #230814-1, which adopted the revised Village of Fox Crossing Employee Handbook; and

WHEREAS, the newly adopted Employee Handbook will go into effect on January 1, 2024; and

WHEREAS, Chapter 11-6.1 of the Employee Handbook, which addresses Medical Health Insurance Plans for Village employees, is currently in contradiction with Wisconsin Employee Trust Fund (ETF) requirements; and

WHEREAS, the newly revised Employee Handbook states that the Village will pay 42.5% of the lowest qualified health insurance plan in Winnebago County for a part-time Wisconsin Retirement System (WRS) eligible employee scheduled to work from 1,200 – 2,079 hours per year; and

WHEREAS, Wisconsin ETF requirements state that the Village must offer to pay at least 50% of the health insurance plan for a part-time eligible WRS Village employee scheduled to work 1,044 hours or more a year; and

WHEREAS, Village Manager Sturgell and HR Manager Burdick recommend the following amendment to the Employee Handbook to bring the handbook into compliance with ETF guidelines (amendment indicated in red):

11-6.1 Medical

The Village of Fox Crossing is a participant under the State of Wisconsin Employee Trust Fund (WI ETF) health insurance plans. WI ETF offers medical options to protect you and your eligible dependents against the high cost of treating major illness and injury.

Employees qualified under the terms of the State of Wisconsin ETF health insurance plan may participate in single or family group health coverage. At this time, employees must first meet WRS eligibility requirements and be enrolled in the WRS to be eligible for health insurance benefits. Visit etf.wi.gov or contact Human Resources for specifics.

The Village of Fox Crossing will contribute a percentage of the premium of the lowest cost qualified health insurance plan in Winnebago County based on the scheduled number of hours worked as defined in accordance with the following schedule:

Hours Worked	WRS Employee	Non-WRS Employee
0–599	Not eligible	Not eligible
600–1,199 1 – 1,043	25%	Not eligible
1,200 1,044 – 2,079	42.5% 50%	Not applicable
2,080	85%	Not applicable

WRS eligibility can be found at etf.wi.gov, and also listed in Section 11-11.1 of this manual.

The Village of Fox Crossing will not contribute toward the premium for health insurance coverage upon retirement or termination, except as provided in Section 11-12 Sick Leave.

NOW, THEREFORE BE IT RESOLVED, by the Village of Fox Crossing Board of Trustees that the amendment to Chapter 11-6.1 Medical of the newly revised Employee Handbook be approved, as indicated above.

BE IT FURTHER RESOLVED, the newly revised Employee Handbook, along with the amendment, will go into effect on January 1, 2024.

Adopted this 13th day of November, 2023

Requested by: Jeffrey Sturgell, Village Manager

Submitted by: Dale A. Youngquist, Village President

Dale A. Youngquist, Village President

Attest: Darla M. Fink, Village Clerk

RES #231113-9

APPROVE 2024 VILLAGE BOARD MEETING CALENDAR

WHEREAS, the Village of Fox Crossing Board of Trustees desires to set the dates and times for the 2024 Village meetings; and

WHEREAS, the meeting dates for regularly scheduled Village Board meetings are determined by majority vote of the Village Board in accordance with Fox Crossing Ordinance Chapter § 5-2(A) Regular Meetings.

NOW, THEREFORE BE IT RESOLVED that the Village of Fox Crossing Board of Trustees hereby approves and establishes the 2024 regular Village Board meeting calendar, as attached.

Dated this 13th day of November, 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

VILLAGE OF FOX CROSSING 2024 CALENDAR

January						
S	M	T	W	T	F	S
	HOL	HOL	•3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	•7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	•6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	•3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			•1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	HOL	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	•5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	•3	HOL	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	•7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	HOL	3	•4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	•2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	•6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	HOL	HOL	30

December						
S	M	T	W	T	F	S
1	2	3	•4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	HOL	HOL	26	27	28
29	30	HOL				

VILLAGE BOARD 6:00PM
ELECTION DAY
PAYDAY

SUSTAINABILITY COMMITTEE 5:15PM
PLANNING COMMISSION 5:15PM
HOL=VILLAGE HOLIDAYS

PARK COMMISSION 6:00PM
ZONING BOARD OF APPEALS 5:30PM
 Meets as needed first Wednesday of Month

RES #231113-10

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:

Ashley Beatty – Approved
Vee Yang – 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 13th day of November, 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 #231113-11

EXPENDITURES

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$5,396,589.39

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

Pending:	
General Fund	\$ 392,738.90
Special Revenue Fund	\$ 69,263.96
Debt Fund	\$ -
Capital Projects Fund	\$ 50,847.49
Water Fund	\$ 1,280,406.75
Sewer Fund	\$ 533,228.15
Stormwater Fund	\$ 2,219,207.15
Trust & Agency Fund	\$ -
Special Processed Payments	\$ 850,896.99
Total:	<u>\$ 5,396,589.39</u>

NOW, THEREFORE BE IT RESOLVED, the Village of Fox Crossing Board of Trustees hereby authorizes the above expenditures to be paid by the Finance Department with the exception of none.

Adopted this 13th day of November, 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: November 7, 2023
 For Village Board Meeting of: November 13, 2023

REGULAR PROCESSED CHECKS	AMOUNT
General Fund	\$392,738.90
Special Revenue Funds	\$69,263.96
Debt Fund	\$0.00
Capital Projects Fund	\$50,847.49
Water Fund	\$1,280,406.75
Sewer Fund	\$533,228.15
Stormwater Fund	\$2,219,207.15
Trust & Agency Fund	\$0.00
Total Bills for	November 13, 2023
	<u><u>\$4,545,692.40</u></u>

SPECIAL PROCESSED PAYMENTS

CHECK #	PAYEE	DEPT. /PURPOSE	AMOUNT
	Village Specials	10/17-11/7/2023	**See Attached Listing** \$330,798.51
ACH	Employee Benefits Corp	10/19-11/07	Flex Spending Claims \$1,994.01
ACH	Paymentus	10/18/2023	Sept CC Fees \$2,604.37
ACH	DTCC	11/1/2023	Interest \$249,221.88
ACH	WDC	10/27/2023	Deferred Comp \$6,529.26
ACH	North Shore Bank	10/31/2023	Deferred Comp \$1,420.00
ACH	Plug N Pay	11/2/2023	Oct CC Fees \$30.00
ACH	American Express	11/2/2023	Oct CC Fees \$2.55
ACH	Elavon	11/7/2023	Oct CC Fees \$353.98
48598-48602	Payroll	10/26/2023	Payroll \$1,374.79
ACH	Payroll	10/26/2023	Payroll \$181,827.52
ACH	Payroll	10/26/2023	Taxes \$74,740.12
Total Special Processed Payments			<u><u>\$850,896.99</u></u>
GRAND TOTAL			<u><u>\$5,396,589.39</u></u>