

**Village of Fox Crossing Board of Trustees Regular Meeting**  
**Monday, June 23, 2025 - 6:00 p.m.**  
**Municipal Complex - Arden Tews Assembly Room**  
**2000 Municipal Drive, Neenah WI 54956**  
**Agenda**

1. Call to Order, Pledge of Allegiance and Roll Call
2. Awards/Presentations
  - a) Annual Audit Report for Fiscal Year 2024 – David Minch, CPA of KerberRose, SC
3. Minutes to Approve/ Minutes and Correspondence to Receive
  - Minutes to Approve
    - a) Regular Village Board Meeting – June 9, 2025
  - Minutes and Correspondence to Receive
    - b) Planning Commission Meeting Minutes – March 19, 2025
4. 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.
5. Discussion Items
6. Unfinished Business
7. New Business- Resolutions/Ordinances/Policies
  - a) 250623-1 Accept the Electronic Compliance Maintenance Annual Report (eCMAR)
  - b) 250623-2 Designation of July as Parks & Recreation Month in Fox Crossing
  - c) 250623-3 Annual Alcohol Beverage License Application for the Term July 1, 2024 – June 30, 2025
  - d) 250609-1:ORD Amend Fox Crossing Municipal Code Chapter §294-3(C) for Parks & Recreation Regulations, Reservations and Permits *Second Reading & Adoption*
  - e) 250623-4 Operator License Applicants
  - f) 250623-5 Expenditures
8. Reports
  - a) Deputy Clerk Chantel Jaenke – 2025 Board of Review will be held on Wednesday, July 9, 2025 from 4:00 p.m. to 6:00 p.m. at the Municipal Complex in the Arden Tews Assembly Room, 2000 Municipal Drive, Neenah; Objectors shall provide Written or Oral Notice of Intent to Object to their Assessment to the Village Clerk at least 48 hours in Advance of Board of Review
9. Closed Session
10. Adjourn

***A quorum of Police & Fire, Planning, and Park Commissions may be present, although official action by those bodies will not be taken; the only business to be conducted is for Village Board action.***

*Those individuals requiring the assistance of a sign language interpreter to participate in this meeting may call 720.7101 a minimum of five business days prior to the meeting.*

**VILLAGE OF FOX CROSSING  
BOARD OF TRUSTEES REGULAR MEETING  
Municipal Complex – Arden Tews Assembly Room  
Monday, June 9, 2025**

**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 (via teleconference), Kris Koeppe, Kate McQuillan, Deb Swiertz, Tim Raddatz (via teleconference), 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, Director of Public Works Joe Hoechst, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, Building Inspector Luke Fischenich, Engineer Zach Laabs, and Engineer Lee Reibold. There were seven attendees.

**2. Awards / Presentations**

**3. Public Hearings**

**4. Minutes to Approve / Minutes and Correspondence to Receive**

**Minutes to Approve**

- a) Special Village Board Meeting – May 19, 2025
- b) Regular Village Board Meeting – May 19, 2025

**Minutes and Correspondence to Receive**

**MOTION:** Trustee Koeppe, seconded by Trustee Swiertz to approve the minutes and accept them into record. Motion carried via voice vote.

**5. Public Comments Addressed to the Village Board**

**Allen Ditter – 1745 Gateway Meadows Lane**

Mr. Ditter requested that the Village considering installing a stop sign on the corner of Gateway Meadows Lane and Hidden Creek, rather than the yield sign that is currently there. He stated there are 47 homes that have a one-way easement in and out of their residence which results in a busy intersection. He noted during the school year this is also a bus stop. He stated there are a number of similar intersections which already have a stop sign and requested one here. Chief Blashka stated there are a couple officers that live in this area, and both have stated there are a lot of problems. The Police Department will be making a more concerted effort to provide more police presence to get more adherence to speed limits and street signs.

**6. Discussion Items**

**7. Unfinished Business**

**8. New Business-Resolutions/Ordinances/Policies**

- a) 250609-1 Developer Agreement – Reserve Development LLC, for a Multi-Family Housing Development Located on West American Drive  
**MOTION:** Trustee Swiertz, seconded by Trustee Hanson to approve as submitted. President Youngquist advised he finalized discussions with the developer recently and ultimately the developer accepted the Village's terms as is. Motion carried via voice vote.
- b) 250609-2 Award Bid – 2025 Concrete Work Program  
**MOTION:** Trustee McQuillan, seconded by Trustee Swiertz to approve as submitted. Director Hoechst stated this project will remain under budget as bid. Motion carried via voice vote.
- c) 250609-3 Award Proposal – Wittmann Park Courts Repair & Recolor Project  
**MOTION:** Trustee Swiertz, seconded by Trustee Hanson to approve as submitted. Director Geiser stated these courts were installed in 2016 and have not been repaired since. This project will fix the blemishes and recolor/repaint these courts. Motion carried via voice vote.
- d) 250609-1:ORD Amend Fox Crossing Municipal Code Chapter §294-3(C) for Parks & Recreation Regulations, Reservations and Permits *First Reading*  
**MOTION:** Trustee McQuillan, seconded by Trustee Swiertz to accept the First Reading as submitted. Director Geiser advised this update includes minor revisions regarding the reservation window being changed to 12 months in advance, added Fritsch Park to the list of parks reserved for athletic fields, and cleaned up the language on the allowance of bounce houses, dunk tanks, etc. in the parks. Motion carried via voice vote.
- e) 250609-4 Amend Village of Fox Crossing Fee Schedule for Commercial Electrical and Plumbing Permit Fees  
**MOTION:** Trustee Koeppe, seconded by Trustee McQuillan to approve as submitted. Building Inspector Luke Fischenich advised he has been working with Birschbach Inspection Services since December as they requested that the Village update our fee schedule for commercial inspections. After some negotiations on fee amounts and soliciting bids from other contractors, they were able to come to an agreement with Birschbach on these fee amounts. He stated this agreement renews annually, but either party can terminate with a 60-day notice. He stated these fees are only for commercial electrical and plumbing inspections as residential and all other commercial inspections are completed by our Building Inspector and Deputy Building Inspector. Motion carried via voice vote.
- f) 250609-5 Reappointment of Park Commission Member – Kathleen Sylvester  
**MOTION:** Trustee Hanson, seconded by Trustee Swiertz to approve as submitted. Clerk Fink administered the Oath of Office. Motion carried via voice vote.
- g) 250609-6 Reappointment of Sustainability Committee Member – Kris Koeppe  
**MOTION:** Trustee McQuillan, seconded by Trustee Swiertz to approve as submitted. Clerk Fink administered the Oath of Office. Motion carried via voice vote.
- h) 250609-7 Reappointment of Sustainability Committee Member – Tracy Romzek  
**MOTION:** Trustee McQuillan, seconded by Trustee Swiertz to approve as submitted. Motion carried via voice vote.
- i) 250609-8 Annual Alcohol Beverage License Renewal Applications for the Term July 1, 2025 – June 30, 2026  
**MOTION:** Trustee Swiertz, seconded by Trustee McQuillan to approve as submitted. Motion carried via voice vote.
- j) 250609-9 Annual Beer Garden License Renewal Applications for the Term July 1, 2025 – June 30, 2026  
**MOTION:** Trustee McQuillan, seconded by Trustee Swiertz to approve as submitted. Motion carried via voice vote.

- k) 250609-10 Annual Mechanical Amusement License Renewal Applications for the Term July 1, 2025 – June 30, 2026  
**MOTION:** Trustee Swiertz, seconded by Trustee Hanson to approve as submitted. Motion carried via voice vote.
- l) 250609-11 Operator License Applicants  
**MOTION:** Trustee Koeppe, seconded by Trustee Swiertz to approve as submitted. Motion carried via voice vote.
- m) 250609-12 Expenditures  
**MOTION:** Trustee Koeppe, seconded by Trustee McQuillan to approve the expenditures submitted without exception. Motion carried via voice vote.

9. Reports

- a) Village President Dale Youngquist – 2025 Board of Review will be held on Wednesday, July 9, 2025 from 4:00 p.m. to 6:00 p.m. at the Municipal Complex in the Arden Tews Assembly Room, 2000 Municipal Drive, Neenah; Objectors shall provide Written or Oral Notice of Intent to Object to their Assessment to the Village Clerk at least 48 hours in Advance of Board of Review

President Youngquist reminded residents of the upcoming Board of Review date and noted that residents should be contacting Accurate Appraisal with any questions prior and all of this information can be found on the Village Board of Review website. Objectors must file notice with the Village Clerk a minimum of 48 hours prior to July 9<sup>th</sup> at 4:00 p.m.

- b) Trustee Kris Koeppe – 2024 LED Streetlight Conversion Project Update

Trustee Koeppe gave update on the streetlight conversion project which began in 2020 with replacement funding for changing streetlights to LED for cost savings. There are currently 230-240 streetlights remaining that have not been converted, and they are waiting on information from WE Energies to determine if these lights should be changed over.

10. Closed Session

11. Adjourn

At 6:40 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Swiertz to adjourn. Motion carried via voice vote.

Respectfully submitted,

Darla M. Fink, CMC, WCMC  
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  
PLANNING COMMISSION MEETING  
Municipal Complex – Arden Tews Assembly Room  
Wednesday, March 19, 2025  
at 5:15 PM  
Minutes

**CALL TO ORDER**

The Planning Commission meeting was called to order by Chairman Jochman at 5:15 p.m.

PRESENT: Chairperson: Chair Dennis Jochman  
Commissioners: Mr. Morris Cox  
Ms. Tracy Romzek  
Mr. Thomas Willecke  
Mr. Michael Prince  
Mr. Michael Scheibe

EXCUSED: Mr. Tom Young

Staff: Community Development Director George Dearborn  
Associate Planner Daniel Dieck

Other: None

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES** – February 19, 2025

**MOTION:** Mr. Cox, seconded by Mr. Willecke to approve the meeting minutes of February 19, 2025.  
Motion carried 6-0-0

**PUBLIC HEARING**

**1. Public Hearing – Conditional Use Permit (CUP) Short term vehicle storage – Nationwide Recovery, Inc. – 2150 American Drive – Parcel 1210133**

**MOTION:** Mr. Scheibe, seconded by Mr. Willecke to open the public hearing. Motion carried 6-0-0

Director Dearborn stated that he was contacted on March 18, 2025, by the applicant and the applicant requested that his application for the conditional use permit be withdrawn. There was no further discussion.

**MOTION:** Mr. Scheibe, seconded by Mr. Willecke to close the public hearing. Motion carried 6-0-0

**OLD BUSINESS**

None

**NEW BUSINESS**

1. **Conditional Use Permit (CUP) Short term vehicle storage – Nationwide Recovery, Inc. – 2150 American Drive – Parcel 1210133 – WITHDRAWN**
2. **MS4 Report**

Director Dearborn provided some background information and said the bulk of the 2024 Municipal Separate Storm Sewer (MS4) Report will be completed by Joe Hoechst, Public Works Director. Mr. Hoechst and his staff will take over the implementation of the MS4 program and reporting going forward. Mr. Hoechst will provide a full report to the Village Board at the March 24 Board meeting.

**OTHER BUSINESS**

1. **Development Activity Report**

Director Dearborn reviewed the February 2025 Building Report.

**COMMUNICATIONS**

1. **Sustainability Committee**

Director Dearborn stated there is no report because the committee did not meet in February due to inclement weather conditions.

**PUBLIC FORUM**

No comments.

**ADJOURN**

At 5:30 p.m., **MOTION:** Mr. Scheibe, seconded by Mr. Cox to adjourn. Motion carried 6-0-0

Respectfully submitted,

Dan Dieck  
Associate Planner

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

RES #250623-1

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

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

WHEREAS, the Village Board has reviewed the eCMAR report.

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

Adopted this 23<sup>rd</sup> day of June, 2025

*Requested by: Joe Hoechst, Public Works Director*

*Submitted by: Dale A. Youngquist, Village President*

---

Dale A. Youngquist, Village President

---

Attest: Darla M. Fink, Village Clerk

# Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:  
6/16/2025 2024

## Financial Management

1. Provider of Financial Information		
Name:	<input type="text" value="Myra Piergrossi"/>	
Telephone:	<input type="text" value="920-720-7106"/>	(XXX) XXX-XXXX
E-Mail Address (optional):	<input type="text" value="mpiergrossi@foxcrossingwi.gov"/>	
2. Treatment Works Operating Revenues		
2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?		
● Yes (0 points) <input type="checkbox"/>		
○ No (40 points)		
If No, please explain:		
<input type="text"/>		
2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?		
Year: <input type="text" value="2024"/>		0
● 0-2 years ago (0 points) <input type="checkbox"/>		
○ 3 or more years ago (20 points) <input type="checkbox"/>		
○ N/A (private facility)		
2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?		
● Yes (0 points)		
○ No (40 points)		
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds		
3.1 When was the Equipment Replacement Fund last reviewed and/or revised?		
Year: <input type="text" value="2024"/>		
● 1-2 years ago (0 points) <input type="checkbox"/>		
○ 3 or more years ago (20 points) <input type="checkbox"/>		
○ N/A		
If N/A, please explain:		
<input type="text"/>		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input type="text" value="396,211.54"/>
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$ <input type="text" value="300,000.00"/>
3.2.3 Adjusted January 1st Beginning Balance		\$ <input type="text" value="696,211.54"/>
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$ <input type="text" value="10,394.00"/>



# Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:  
6/16/2025 2024

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

- \$ 0.00

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

\$ 706,605.54

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

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

INCREASE OF FUND AFTER 2024 REVIEW OF FUNDING, WITH UPDATED INFORMATION.

3.3 What amount should be in your Replacement Fund? \$ 706,605.54

0

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

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

● Yes

○ No

If No, please explain.

## 4. Future Planning

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

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Plank Rd - Reconstructed approximately 70 laterals.	\$1,016,816	2024
2	Valley Rd - 2024-2025 Project. Reconstructed 6,565 ft of sewer main and reconstructed 57 laterals. Started: Nov, 2024 Completion Date: June, 2025	\$1,761,905	2024
3	North St - Lined 321 ft of sewer main.	\$17,254	2024
4	110 Manholes were Flex Sealed	\$45,680	2023
5	Upgrade SCADA Software and Computers - Estimated total cost will be \$78,000.00 in 2024 (This will be split with Swr 40% and Wtr 60%)	\$78,000	2024
6	Budgeted \$798,395.00 for Caterpillar 500KW standby generator for Utility Office	\$798,398	2025
7	Street Resurfacing Projects - Replace 46 Manhole Castings and Riser Rings	\$23,000	2024
8	Repaired and Replaced 15 Manhole Castings (Fox Crossing Utilities)	\$7,500	2024
9	Purchased Manhole Pole Camera for I&I	\$18,000	2024

## 5. Financial Management General Comments

To run our collection system efficiently and without any major issues, our board budgets yearly for maintenance and our 5 year replacement schedule.

ENERGY EFFICIENCY AND USE

## 6. Collection System

# Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:  
6/16/2025 **2024**

## 6.1 Energy Usage

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

### COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	25,468	101
February	26,957	101
March	24,478	101
April	35,257	83
May	22,217	52
June	24,523	130
July	33,275	41
August	21,762	30
September	15,838	22
October	13,265	38
November	19,553	42
December	25,852	99
Total	<b>288,445</b>	<b>840</b>
Average	<b>24,037</b>	<b>70</b>

### 6.1.2 Comments:

To keep out energy and maintenance costs down, we continually upgrade and maintain our lift stations.

## 6.2 Energy Related Processes and Equipment

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

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

Standby Generators

### 6.2.2 Comments:

Preventative maintenance is completed on a scheduled basis. Our lift stations are checked 3 times a week, which is when our pump hours are recorded.

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

☐ No

☒ Yes

Year:

2008

# Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:  
6/16/2025 **2024**

<p>By Whom: <input type="text" value="McMahon's Engineering"/></p> <p>Describe and Comment:</p> <div><p>At our lift stations, We maintain and/or upgrade our pumping equipment yearly to keep our equipment working efficiently.</p></div> <p>6.4 Future Energy Related Equipment</p> <p>6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?</p> <div><p>Because Crane Engineering tests our pumping equipment on an annual basis, we are able to budget for any replacements, upgrades and/or maintenance of our pumping equipment.</p></div>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

# Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:

6/16/2025

2024

## Sanitary Sewer Collection Systems

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

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

- ☒ Yes
- ☐ No

If No, explain:

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

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

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

☒ Goals [NR 210.23 (4)(a)]

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

1. Televisive mains and laterals and make necessary repairs as needed.
2. Install Flex Seal on MH to prevent I&I and preserve to MH.
3. Repair and Replace MH annually under our street program prior to resurfacing.
4. Compliance with sand/oil interceptor/grease trap cleaning records.
5. Conduct I&I study and make repairs as necessary.
6. Continue to keep and upgrade our GIS programs and mapping. We GPS all our installs and repairs.
7. Line and replace mains and laterals on an annual basis per our 5 year program.
8. Continue to inspect MH's while sewer cleaning and televising.
9. We will resume our Lateral Repair Program for our customers who are out of standard lateral materials or have non-working laterals.
10. Continue to update CMOM as needed and conduct annual reviews.
11. Continue to maintain and upgrade our lift stations as needed.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

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

Village Sewer Ordinance

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

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

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection

# Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:

6/16/2025

2024

- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

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

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

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

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

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

All contractors follow Fox Crossing Utility's specifications on all projects. We also conduct our own inspections and GPS our projects.

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

Does your emergency response capability include:

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

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

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

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

0

## 2. Operation and Maintenance

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

Cleaning	<input type="text" value="15"/>	% of system/year
Root removal	<input type="text" value="0"/>	% of system/year
Flow monitoring	<input type="text" value="2"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="20"/>	% of system/year

# Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:

6/16/2025

2024

Manhole inspections	20	% of system/year
Lift station O&M	8	# per L.S./year
Manhole rehabilitation	5	% of manholes rehabbed
Mainline rehabilitation	5	% of sewer lines rehabbed
Private sewer inspections	20	% of system/year
Private sewer I/I removal	10	% of private services
River or water crossings	0	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

We budget annually to replace our mains and with our Sewer Lateral Program, we assist our customers with replacing their private laterals. We continue to maintain our system and lift stations, while staying proactive with our preventative maintenance.

## 3. Performance Indicators

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

31.17	Total actual amount of precipitation last year in inches
38.91	Annual average precipitation (for your location)
125.85	Miles of sanitary sewer
8	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
4.3	Average daily flow in MGD (if available)
10.52	Peak monthly flow in MGD (if available)
0	Peak hourly flow in MGD (if available)

### 3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
2.4	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

## 4. Overflows

# Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:

6/16/2025

2024

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

Date	Location	Cause	Estimated Volume
None reported			

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

### 5. Infiltration / Inflow (I/I)

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

☐ Yes

☒ No

If Yes, please describe:

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

☐ Yes

☒ No

If Yes, please describe:

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

We continue to see a reduction in our I&I, due to the maintenance and repairs, along without I&I study and inspections that are done annually.

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

We will continue to be proactive at addressing our I&I within our collection system. We use our mainline and manhole pole camera to assist us in completing these inspections. We will continue with our Sewer Lateral Program to assist our customers to pay for the replacement of their private laterals.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

## Grading Summary

WPDES No: 0047341

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

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



# Compliance Maintenance Annual Report

Fox Crossing Utilities

Last Updated: Reporting For:  
6/16/2025 2024

## Resolution or Owner's Statement

Name of Governing Body or Owner:	VILLAGE OF FOX CROSSING
Date of Resolution or Action Taken:	2025-06-10
Resolution Number:	250623-1
Date of Submittal:	

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

Collection Systems: Grade = A  
(Regardless of grade, response required for Collection Systems if SSOs were reported)

**ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**  
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)  
**G.P.A. = 4.00**

RES #250623-2

**DESIGNATION OF JULY AS PARKS AND RECREATION MONTH IN FOX CROSSING**

WHEREAS, July is celebrated nationally as Parks and Recreation Month; and

WHEREAS, the Fox Crossing Parks and Recreation Department and Park Commission's mission is to improve the quality of life in the Fox Crossing community by providing top-quality parks, programs, facilities and trails; and

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the Village of Fox Crossing; and

WHEREAS, parks and recreation generates opportunities for people to come together and experience a sense of community through fun recreational pursuits; and

WHEREAS, our parks and recreation programs are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and

WHEREAS, parks, playgrounds, nature trails, and open spaces make communities attractive and desirable places to live, work, play, and visit, in a manner that contributes to our ongoing economic vitality; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and enjoy recreation outdoors; and

WHEREAS, the Village of Fox Crossing recognizes the benefits derived from parks and recreation resources.

NOW, THEREFORE, BE IT RESOLVED by Village of Fox Crossing Board of Trustees that July will be recognized as Parks and Recreation Month in Fox Crossing.

Adopted this 23<sup>rd</sup> day of June, 2025

*Requested by: Park Commission and Amanda Geiser, Director of Parks & Recreation*  
*Submitted by: Dale A. Youngquist, Village President*

---

Dale A. Youngquist, Village President

---

Attest: Darla M. Fink, Village Clerk

RES #250623-3

**ANNUAL ALCOHOL BEVERAGE LICENSE APPLICATIONS FOR THE TERM  
JULY 1, 2025 – JUNE 30, 2026**

WHEREAS, the following alcohol beverage license applicants have made proper application with the Village Clerk's Office for the licensing term beginning July 1, 2025 through June 30, 2026, and the proper fees have been paid and receipted; and

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

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

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

WHEREAS, the Village Clerk submits the following license renewal applications for approval, pending final satisfactory inspections by the Fire, Building, Community Development, Winnebago County Health Departments, and State of Wisconsin, background check by Police Department, and a report from the Finance Department indicating real estate taxes, personal property taxes, and all outstanding claims are paid in full:

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

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

NOW, THEREFORE, BE IT RESOLVED by the Village of Fox Crossing Board of Trustees that the licenses are hereby granted to the above applicants for the licensing period of July 1, 2025 through June 30, 2026.

Adopted this 23<sup>rd</sup> day of June, 2025.

*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

**AMEND FOX CROSSING MUNICIPAL CODE CHAPTER §294-3(C) FOR PARKS AND RECREATION REGULATIONS, RESERVATIONS AND PERMITS**

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

Part I. Chapter §294-3(C) Regulations, Reservations and Permits, is hereby amended to read as follows (amendment in red):

**§294-3(C) Regulations, reservations and permits.**

C. Pavilion and Community Center fees/rules regarding the Park Commission's issuance of such permits include the following:

- (1) Park pavilion or Community Center rentals shall be issued on a first-come, first-served basis no earlier than ~~11~~ 12 months prior to rental date.
- (2) The rental fee schedules can be obtained from the Parks and Recreation Department upon request, or viewed in the Village Fee Schedule as referenced by this Code section.
- (3) Nonprofit organizations will be charged half of the regular facility fee, and the reservation/damage deposit shall be waived for rental Monday through Thursday. The full facility fees shall be charged Friday through Sunday. Any additional cleanup or damage will be charged to the organization.
- (4) A refundable reservation/damage deposit set forth in the Village Fee Schedule, reference this Code section, is required to reserve a rental facility on any given date. The rental facility reservation form must be completed and the deposit must be paid in order to secure the rental date. The balance of the rental fees is due when picking up the keys. Failure to comply will result in the cancellation and forfeiture of reservation/damage deposit.
- (5) Renters must be 21 years of age or older to rent facilities. If renters are planning an event that is designed for children, proper supervision must be secured. Events for children ages 14 and below must be supervised at a ratio of one to 15. Events for young adults age 15 to 21 must provide supervision at a ratio of one to 25. At the time of rental confirmation, names and ages must be provided of those supervising an event for minors.
- (6) Cancellation of reservations must be done two weeks in advance of rental by notifying the parks and recreation office and receiving confirmation of cancellation. An administrative cancellation fee as set forth in the Village Fee Schedule will apply. Failure to cancel at least two weeks in advance will result in forfeiture of the reservation/damage deposit.
- (7) Reservation/damage deposit refunds are processed during the week following the event or after return of rental equipment/key. If substantial cleanup or damage occurs, these costs will be deducted from the reservation/damage refund. A letter itemizing the deductions will be sent to the renter.
- (8) A park pavilion permit is for use of the pavilion only. Park pavilion fees are nonrefundable and nontransferable in the case of bad weather conditions or change of plans.

- (9) The Park Commission reserves the right to refuse a permit to any group or persons making application for such permit when it reasonably believes any of the following may result or occur from the stated park or Community Center use:
- (a) Substantial disturbance would be caused to residents and/or other park users.
  - (b) The purpose of the gathering is solely for the consumption of alcohol beverages allowed in the parks, and the Commission reasonably believes the gathering could end with disturbances and damages to the park. Consumption of alcohol beverages is not allowed at the Community Center.
  - (c) Where previous uses by the renter applying for the permit have resulted in disturbances of any nature such as is outlined above.
- (10) During the months of June, July, and August, when the parks and athletic fields are being used by organized summer programs, no permits for picnics shall be available until after the hour of 4:00 p.m. Monday through Thursday. The Park Commission has granted permission for the use of the parks to baseball and soccer leagues, which have the first priority to use the baseball and/or soccer fields at Fritsch, O’Hauser, Palisades, and Wittmann Parks.
- (11) Sales of fermented malt beverages or intoxicating liquors cannot be made on Village of Fox Crossing park property without first obtaining written permission from the Park Commission and thereafter applying for an application from the Village Clerk and approval granted by the Village Board at least six weeks prior to rental.
- (12) No person shall establish, erect or use any temporary structures, such as tents, covers, or other temporary structures, in any Village park, unless previous written permission is given by the Park Commission.
- (13) No person shall establish any carnival rides, whether miniature or otherwise, or conduct any business for entertainment in the parks without first obtaining written permission from the Village Park Commission and securing necessary permits from the Village Clerk.
- (14) The Park Commission may require a bond to be filed by the applicant to indemnify the Village for damages, actions for liability against the Village, and damage to Village property. The Park Commission may establish additional rules for the use of the permit.
- (15) Sale of concessions and all other goods on or about the park property is prohibited without first obtaining written permission from the Park Commission and securing necessary permits from the Village Clerk.
- ~~(16) Inflatable bouncy toys will be permitted with proof of insurance naming the Village of Fox Crossing as an additional insured. Renters will be responsible for properly staking per manufacturer’s specifications, diggers hotline, and all related costs.~~

~~(17) Dunk tanks will be permitted with proof of insurance naming the Village of Fox Crossing as an additional insured. Renters will be charged for water and staff hours needed to fill the tank.~~

(16) Inflatable bouncy toys, dunk tanks, and any other mechanical amusement devices are not allowed in any Village of Fox Crossing park without first obtaining written permission from the Director of Parks and Recreation.

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

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

Date Introduced: June 9, 2025

Date Adopted: \_\_\_\_\_

*Requested by: Amanda Geiser, Director of Parks & Recreation*

*Submitted by: Dale A. Youngquist, Village President*

\_\_\_\_\_  
Dale A. Youngquist, Village President

\_\_\_\_\_  
Attest: Darla M. Fink, Village Clerk

RES #250623-4

**OPERATOR LICENSE APPLICANTS**

WHEREAS, the operator license applicants for the upcoming two-year term, listed below, have made proper application with the Police Department; and

WHEREAS, all applicants either currently hold a valid two-year server license elsewhere, or have successfully completed the mandatory alcohol awareness training program, or have scheduled the course; and

WHEREAS, background checks have been conducted by the Police Department; and

WHEREAS, the Police Chief submits the applicants with a recommendation of approval as follows:

Eve Rausch – Approved

Morgan Halmstad – Approved

NOW, THEREFORE, BE IT RESOLVED that the Village of Fox Crossing Board of Trustees recommends the above applicants recommended for approval be approved, pending payment, successful background checks, and completion of a state-approved alcohol awareness training program, for the licensing period beginning July 1, 2024 - June 30, 2026.

Adopted this 23<sup>rd</sup> day of June, 2025

*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 #250623-5

**EXPENDITURES**

WHEREAS, the Village of Fox Crossing has outstanding invoices totaling: \$2,719,379.38

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

Pending:	
General Fund	\$ 212,824.43
Special Revenue Fund	\$ 65,735.40
Debt Fund	\$ -
Capital Projects Fund	\$ 997,939.94
Water Fund	\$ 479,031.43
Sewer Fund	\$ 131,773.06
Stormwater Fund	\$ 185,527.10
Trust & Agency Fund	\$ -
Special Processed Payments	\$ 646,548.02
Total:	<u>\$ 2,719,379.38</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 23rd day of June, 2025.

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

---

Dale A. Youngquist, Village President

---

Attest: Darla M. Fink, Village Clerk



**VILLAGE OF FOX CROSSING**  
**2000 Municipal Drive**  
**Neenah, WI 54956**

**EXPENDITURE SUMMARY**

For Accounts Payable Period Ending: June 17, 2025  
For Village Board Meeting of: June 23, 2025

**REGULAR PROCESSED CHECKS**

	AMOUNT
General Fund	\$212,824.43
Special Revenue Funds	\$65,735.40
Debt Fund	\$0.00
Capital Projects Fund	\$997,939.94
Water Fund	\$479,031.43
Sewer Fund	\$131,773.06
Stormwater Fund	\$185,527.10
Trust & Agency Fund	\$0.00
<b>Total Bills for</b>	<b>June 23, 2025</b>
	<u><u>\$2,072,831.36</u></u>

**SPECIAL PROCESSED PAYMENTS**

CHECK #	PAYEE		DEPT. /PURPOSE	AMOUNT
	Village Specials	6/4-6/17/2025	**See Attached Listing**	\$345,011.37
ACH	Employee Benefits Corp	6/5-6/13/2025	Flex Spending Claims	\$559.07
ACH	Elavon	6/12/2025	CC Fees	\$335.17
ACH	Rec-Trac	6/12/2025	CC Fees	\$300.81
ACH	North Shore	6/6/2025	Deferred Comp	\$1,450.00
ACH	WDC	6/6/2025	Deferred Comp	\$7,018.52
53835-53836	Payroll	6/5/2025	Payroll	\$681.51
ACH	Payroll	6/5/2025	Payroll	\$206,230.43
ACH	Payroll	6/5/2025	Taxes	\$84,961.14
<b>Total Special Processed Payments</b>				<u><u>\$646,548.02</u></u>
<b>GRAND TOTAL</b>				<u><u><b>\$2,719,379.38</b></u></u>